



# SAP BUSINESS NETWORK USER GUIDE FOR SUPPLIERS



# What is SAP Business Network?



SAP Business Network (formerly Ariba Network) is **the world's largest digital marketplace**, where millions of buyers and suppliers, operating in more than 190 countries, transact trillions of dollars in business commerce every year.

## TAKEDA GOALS & OBJECTIVES

**Takeda is using a business process where documents are exchanged electronically through SAP Business Network. Our goal is to:**

- Make electronic transactions with suppliers a standard way of doing business,
- Gain greater control, visibility and efficiency over order and invoice processing,
- Suppliers that have not already joined the SAP Business Network are expected to use Standard Account to conduct business transactions with Takeda.

**From the Go Live date onwards, all Purchase Orders from Takeda Pharmaceuticals will be sent only via SAP Business Network.**

**Please be informed that paper or PDF invoices will no longer be monitored for invoice receiving and all of them will have to be sent to our scanning/external partner. All invoices should be issued electronically in the SAP Business Network platform, which is the preferred way of doing business with Takeda.**



# Benefits of Online Invoicing for Suppliers



## 24/7 visibility

**Streamlined and transparent process**- invoice status and payment information can be viewed any time!

## Real-time delivery and processing

**Live delivery** and processing of documents. No wasted time on document delivery and validation.

## No expenditures to incur

**No charges** for suppliers with **Business Network Standard** account.

## Process automation

Productivity and **efficiency improvement**.



## Secure data exchange

The safest way to send and receive invoices. **No risk** of invoices being lost in the mail or sent to junk email. No risk of invoices being sent to incorrect recipients.

## Limited number of disputes

**Reduced number of errors** such as missing PO #, missing VAT # on invoices, which leads to fewer document rejections or blocks.

## Improved cash management

Less inaccuracies mean quicker account reconciliation, **less blocked invoices**, less late payments and, as a result, better cash flow.

## Environmentally friendly

eInvoicing lowers paper use, uses less energy and requires less printing.

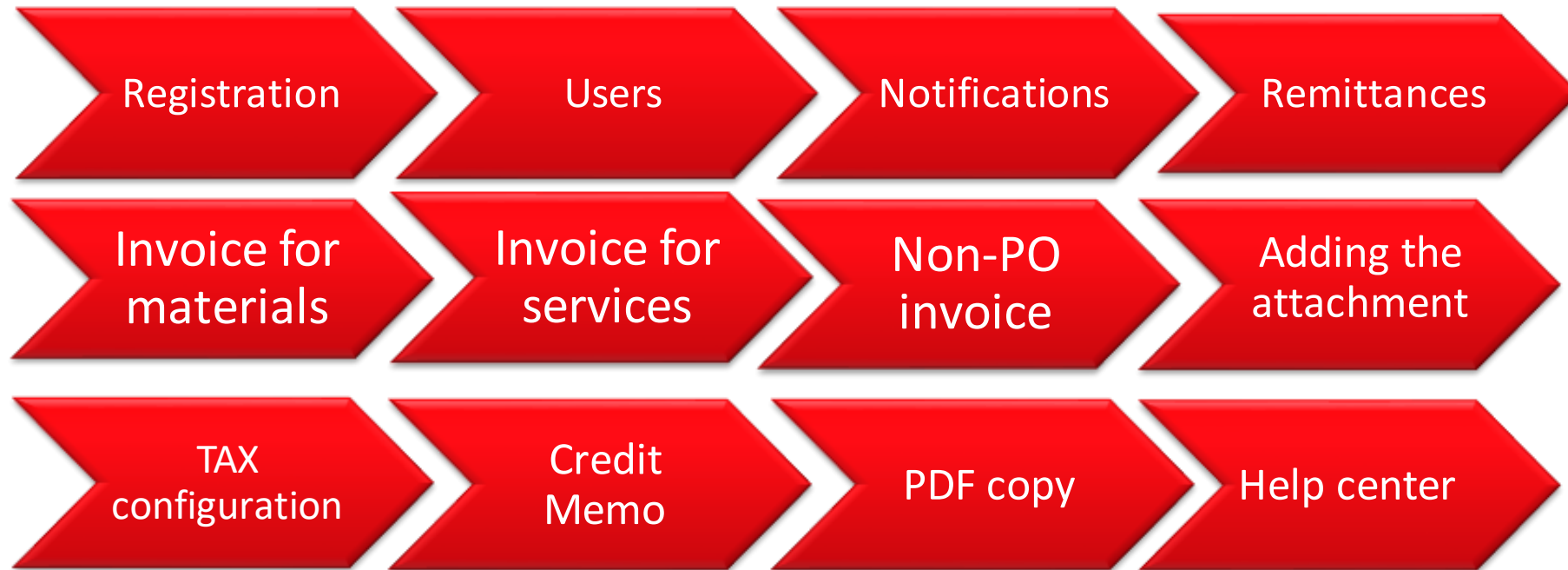
# Guidance content




This presentation is interactive, in order to move to any section, you can simply click on the underlined words – you will be automatically moved to this particular topic.

## EXAMPLE:

Select REGISTRATION, you will be automatically moved to the instruction regarding registration process.







# Standard Account Registration

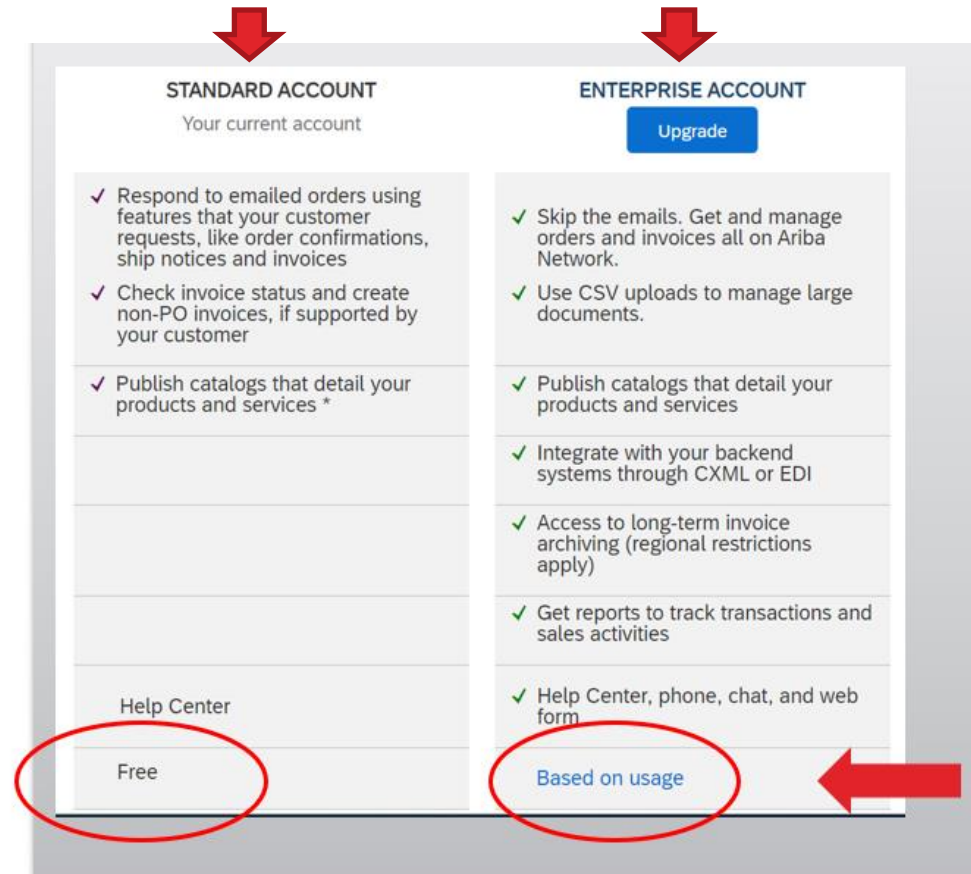


## IMPORTANT:

Please note that Takeda expects Suppliers to cooperate on STANDARD ACCOUNT which is a free-of-charge option. Upgrading the account to the Enterprise type is not an obligatory action. Regardless of the volume of documents you create or the amount of spend, you can successfully continue cooperation with Takeda using your STANDARD ACCOUNT.

**Recommended –**  
free of charge

**Optional – fee based,** please check  
more [information](#) and [pricing](#)



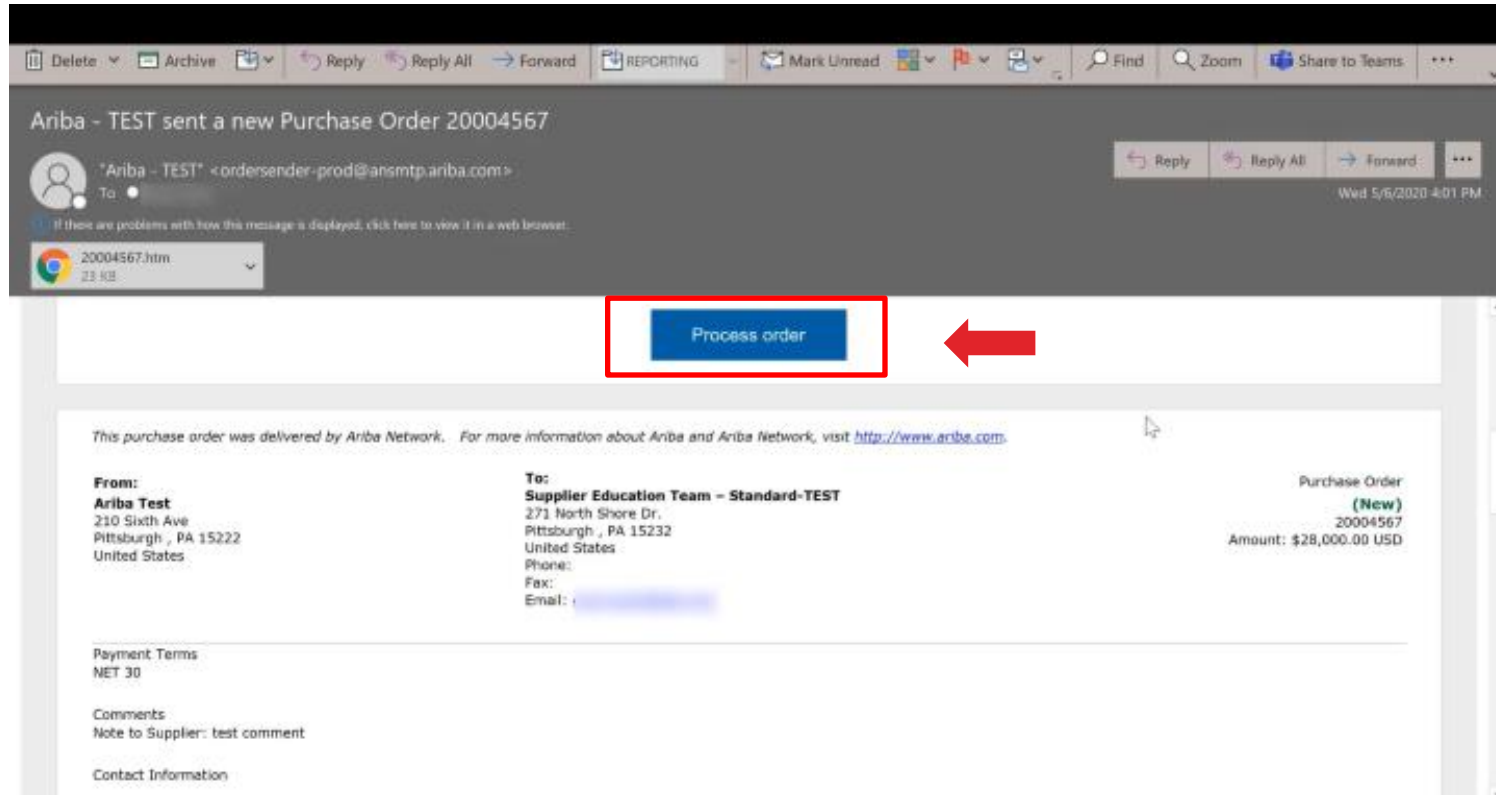
STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT <a href="#">Upgrade</a>
<ul style="list-style-type: none"><li>✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices</li><li>✓ Check invoice status and create non-PO invoices, if supported by your customer</li><li>✓ Publish catalogs that detail your products and services *</li></ul>	<ul style="list-style-type: none"><li>✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.</li><li>✓ Use CSV uploads to manage large documents.</li><li>✓ Publish catalogs that detail your products and services</li><li>✓ Integrate with your backend systems through CXML or EDI</li><li>✓ Access to long-term invoice archiving (regional restrictions apply)</li><li>✓ Get reports to track transactions and sales activities</li><li>✓ Help Center, phone, chat, and web form</li></ul>
Help Center	
Free	Based on usage

Annotations: Red arrows point from the 'Recommended' and 'Optional' text to the respective account columns. Red circles highlight the 'Free' and 'Based on usage' pricing cells. A red arrow points from the right towards the 'Based on usage' cell.

# Registration



**STEP 1.** When you receive a notification regarding your new order from Takeda, press „**Process order**” button.



# Registration



**STEP 2.** After being moved to the SAP Business Network log-in-site you will see below options:

- 1 Here you can check potential duplicate accounts. Click „Review accounts” to check potential duplicates.
- 2 If you **already are the SAP Business Network user** – press “**Use existing account**” and log in with the credentials of your already existing account.
- 3 If you are **new to SAP Business Network** - press „**Create new account**” to register a new Standard Account for free and check following pages for registration details.



Connect with Takeda on SAP Business Network to collaborate.

We found existing accounts based on the information in the invite. Please review.

1 **Review accounts**

or

2 **Use existing account** ⓘ

3 **Create new account** ⓘ



# Registration



**STEP 3. Duplicate accounts** – if you find your company on the search list, you have two possibilities:

1. You can select „Use this account” to log in with the credentials connected with your email address.
2. You can also select „Contact administrator” to contact account administrator and request access to the account.

[< Back](#)

## Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria | [Edit](#)

Company Name	E-mail address	Country
Anaerobe System	supplier.enablement@takeda.com	USA

Search results (20) | ★ Means you are a user of this account **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action?
★ American Express Services Europe Limited	Yes	United Kingdom			<a href="#">Use this account</a>
★ Takeda SE Team	Yes	Poland			<a href="#">Use this account</a>
Takeda Pharmaceutical Company	Yes	<b>United States</b>			<a href="#">Contact administrator</a>
Mitch Test supplier	Yes	<b>United States</b>	IL		<a href="#">Contact administrator</a>



1



2

# Registration



**STEP 4.** For this step, please fill all the obligatory fields (marked with an asterisk).



## Company information [?](#)

Company (legal) name \*  
Anaerobe System

Country/Region \*  
United States [ USA ]

Address line 1 \*  
15906 Concord Circle

Address line 2

Address line 3

City \*  
Morgan Hill

State \*  
California [ US-CA ]

Zip \*  
95037

## Administrator account information [?](#)

First name \*

Last name \*

Email \*  
supplier.enablement@takeda.com

Use my email as my username

Password \*

Repeat password \*

Business role \*  
Choose your primary business role

Afterwards accept terms of use and click „Create Account”.



I have read and agree with the [Terms of Use](#).

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

**Create account**

# Registration



**STEP 5.** Then please confirm your business role in company, choose appropriate option from the list and click **“Continue to the Ariba Network”**.

What is your primary business role in your company? Selecting a role will help us provide you with a better experience.

You can change your business role at any time on the My Account page.

- Accounts Receivables
- Business Owner
- Customer Service
- E-Commerce
- Field Services
- Finance
- Information Technology
- Marketing
- Order Management
- Sales
- Service Administrator
- Shipping
- Treasury
- Other

**!** Please specify the Other business role

Continue to the Ariba Network

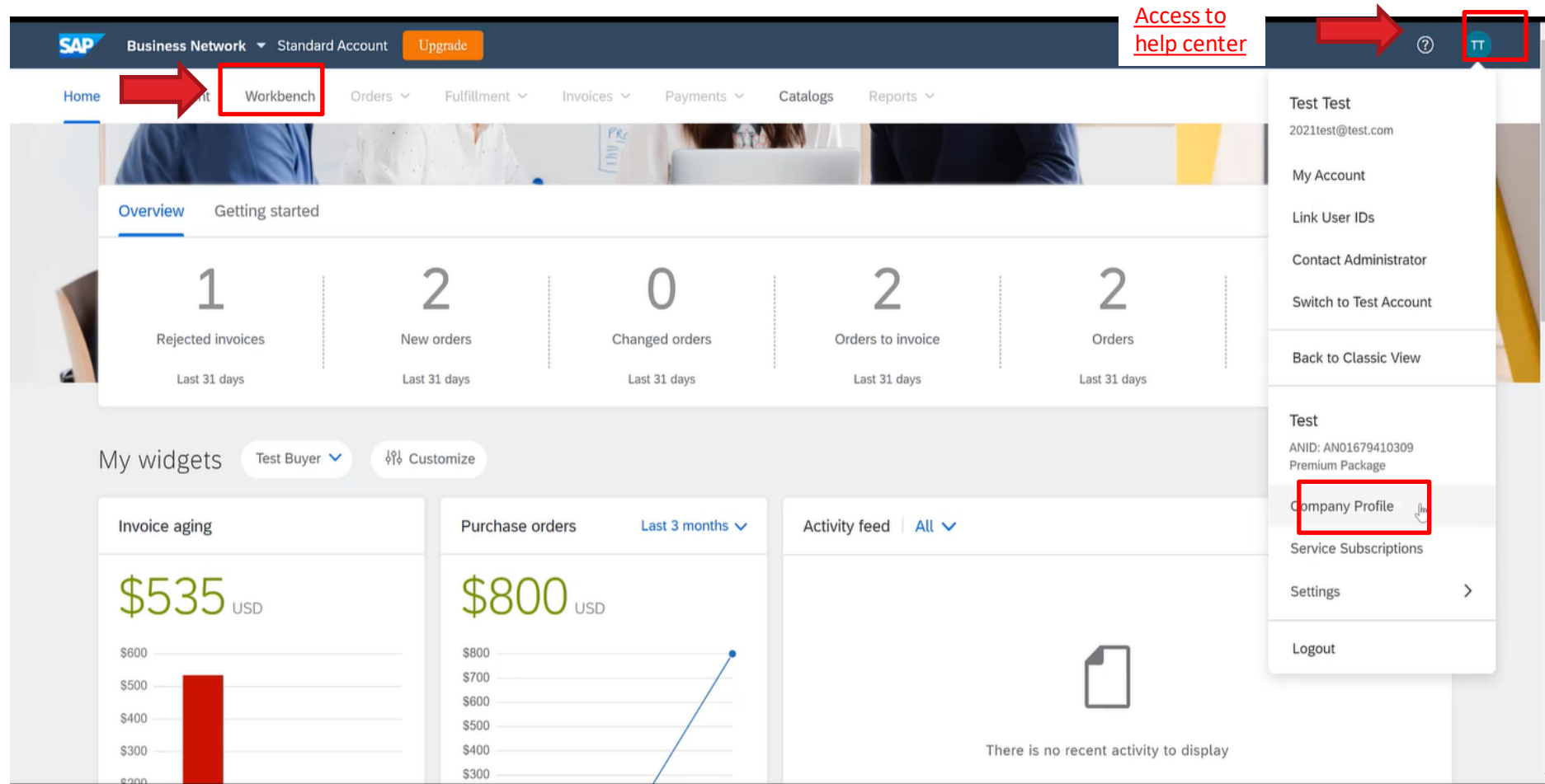
# Registration



**STEP 6.** These are your account dashboard features and place where you can track your Purchase Orders.

Under the **Settings icon** you can update your company data. At first please click **Settings icon** and visit your **Company profile**. If you want to customize your dashboard, please use **Workbench** tab.

**WORKBENCH**  
Here you can customize your tiles



**SETTINGS ICON**  
Access your account settings

# Registration



**STEP 7.** In your **Company Profile** please go through consecutive tabs and fill in all required data in sections: **Basic**, **Contacts** and optionally **Business** tab. In **Basic** tab please leave your company details: company name and address.

**NOTE:** The information you provide in your Company Profile is automatically populated while creating an invoice.



## Company Profile

Basic (4) Business (2) Marketing (3) Contacts Certifications (1) Additional Documents

\* Indicates a required field

### Overview

Company Name: \* XXXTakedaTest

### Address

Address 1: \* Sterlinga 8a

Address 2:

Postal Code: \* 91-425

City: \* Lodz

State: Łódzkie [PL-10] ▾

Country: \* Poland [POL] ▾



# Registration



**STEP 8.** Please also provide the information regarding your **“Products and Service Categories”** and **“Ship-to or Service Location”**. By clicking **„Browse”** you can choose the category and location from suggestions.

- Basic (3)
- Business (2)
- Marketing (3)
- Contacts
- Certifications (1)
- Additional Documents

## Product and Service Categories, Ship-to or Service Locations, and Industries

### Product and Service Categories\*

Enter the products and services your company provides. Postings made by buyers will be matched to you based on the product and service categories you enter below.

-or-

! You must provide at least one commodity

### Ship-to or Service Locations\*

Enter the locations that your company ships to or serves. If you serve limited locations, enter the locations your company serves below. If you have global capabilities, browse and select "Global." For example: a services company might only serve the US, but a goods manufacturer may ship globally.

-or-

! Must select a territory.

### Industries

Select the industries your company serves.

# Registration



**STEP 9.** Please fill in all required (\*) fields in the **Contacts tab**. Optionally you can leave your tax information in **Business tab**. After all these steps please remember to click **Save** button.

Basic (3) Business (2) Marketing (3) **Contacts** Certifications (1) Additional Documents

\* Indicates a required field

### Company Contact Information

Main Email: \*

Main Phone: \*  Country: USA 1  Area:  Number:

Main Fax:  Country: USA 1  Area:  Number:

Basic (3) **Business (2)** Marketing (3) Contacts Certifications (1) Additional Documents

### Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID:  Do not enter dashes

State Tax ID:  Do not enter dashes

Regional Tax ID:  Do not enter dashes

Vat ID:

VAT Registered

VAT Registration Document: <No document> [Upload](#)

Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document> [Upload](#)

Tax Clearance Expiry Date:

**Please remember to click Save button:**



# Account and Network Settings

Customizing Your Dashboard

Users

Notifications

Remittances (obligatory)



# Customizing your dashboard



**STEP 1.** If you are a new user and you haven't customized your dashboard you might find it empty or missing a few tiles. To manage it please click **Customize** option in the top right corner.

The screenshot shows the SAP Business Network Workbench dashboard. The top navigation bar includes 'SAP Business Network', 'Standard Account', and an 'Upgrade' button. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button is visible in the top right. The dashboard content area features five summary tiles: 'Rejected invoices' (1), 'New orders' (2), 'Changed orders' (0), 'Orders to invoice' (2), and 'Orders' (2), all for the 'Last 31 days' period. Below these is a section for 'Rejected invoices (1)' with filter options for 'Last 31 days' and 'Rejected'. A table below shows one rejected invoice with the following details:

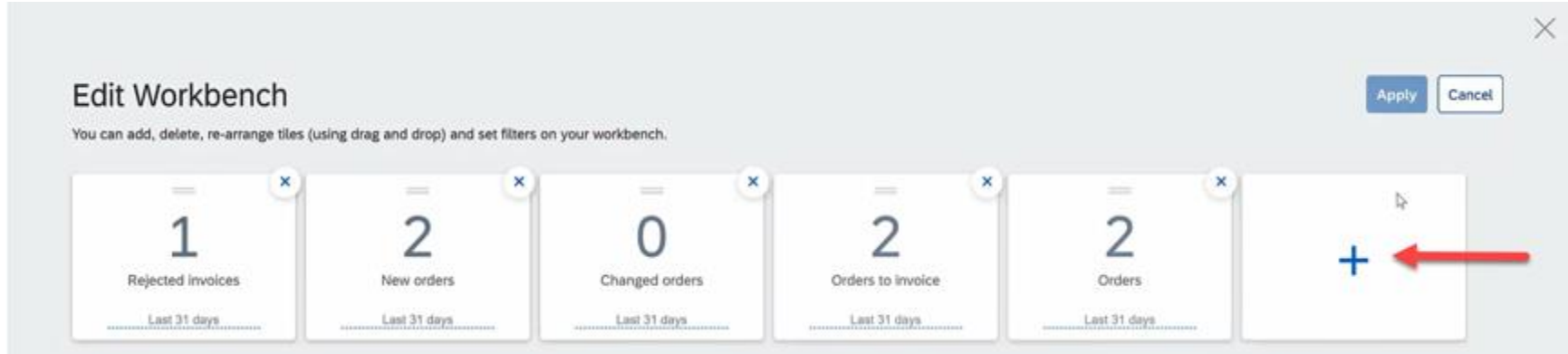
Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Date ↓	Amount	R	Actions
Standard Invoice	501867633INV	Test Buyer	04_05_2021_02		Online	supplier	May 18, 2021	€440.00 EUR	F	...

A red arrow points to the 'Customize' button in the top right corner of the dashboard area.

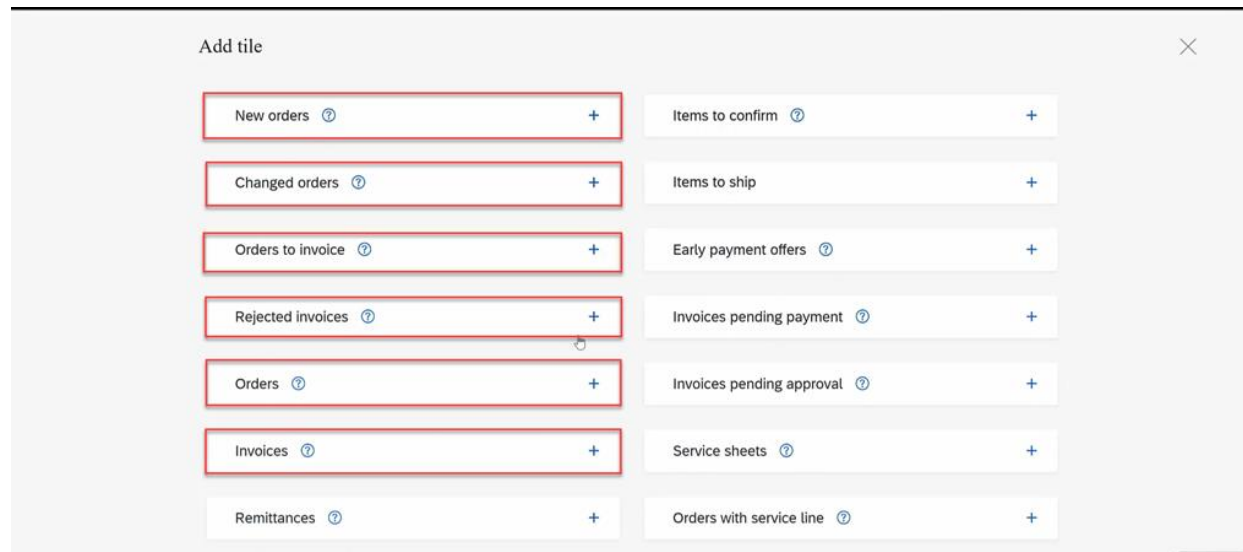
# Customizing your dashboard



STEP 2. Select „+” symbol to add tiles:



Select tiles which you want to include. We recommend to have the ones highlighted below:





# Account and Network settings



## Users, Notifications, Remittances

After you register your Business Network Standard account, please review and update all the following areas of your account: **Users, Notifications and Remittances** to make sure your company is ready to transact with Takeda.

SETTINGSICON

Account settings

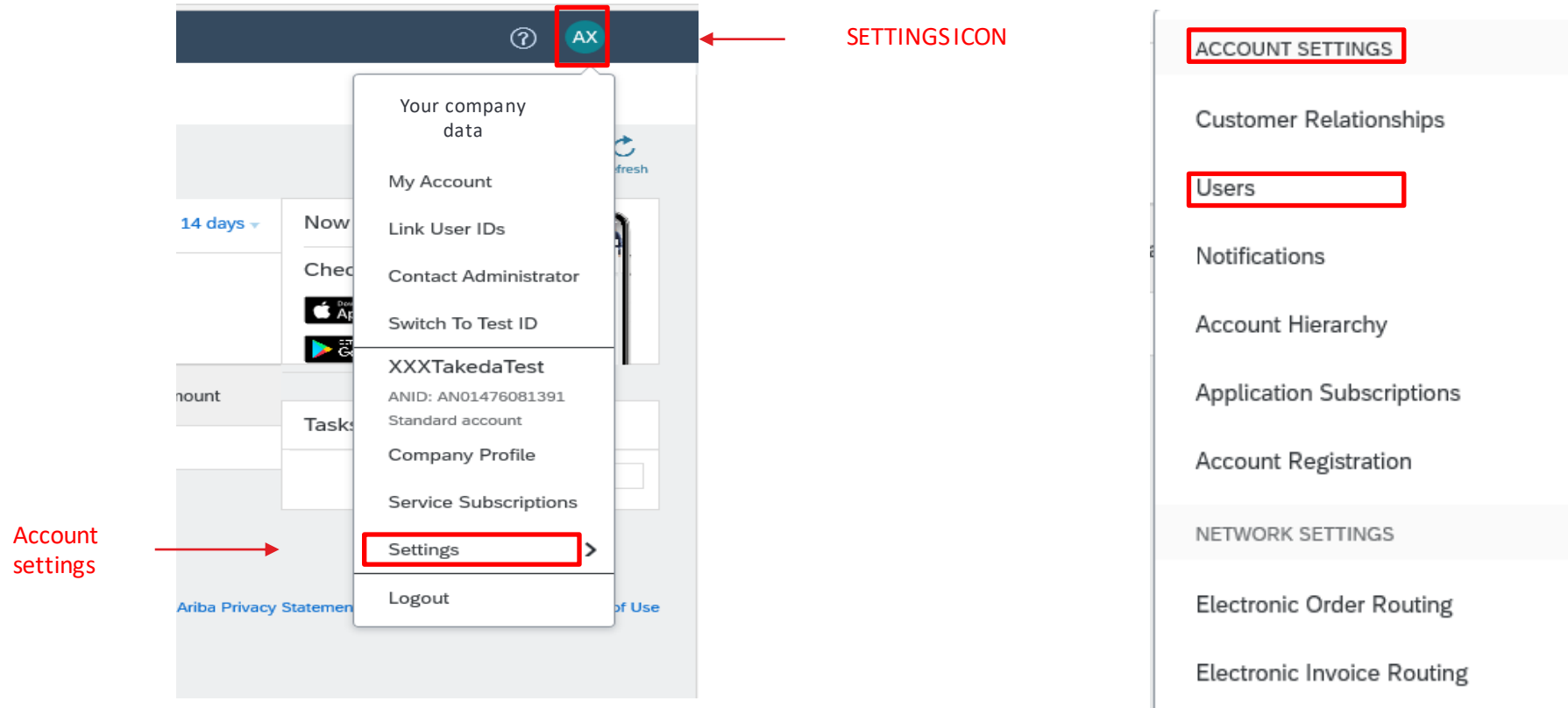
# Account and Network settings



## Users

You can add new users and roles for employees who need to sign in to your company's Business Network account. By creating new roles multiple users can log in into the account accordingly to the required actions.

**STEP 1.** Select „Settings” under the **Settings icon** and then choose “Users” from the drop-down list:



# Account and Network settings



## Users

**STEP 2.** Here you can manage users for your Business Network account. Firstly, please create the role you would like to assign to the user by selecting „+” symbol in the „**Manage Roles**” Tab.

Manage Roles Manage Users

Roles ( 3 )  
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters  
Permission  
Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator		

Save Close

# Account and Network settings



## Users

**STEP 3.** Fill in the „Name” of the role. Then add **Users’ Permissions** and press „Save”.

**NOTE:** Each role must have at least one permission. Please review the permissions list carefully and choose the proper one in order to guarantee smooth account management by an added user.

Create Role

\* Indicates a required field

New Role Information

Name: \* test

Description:

Permissions

Each role must have at least one permission.

Page 1 >>

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types

# Account and Network settings



## Users

**STEP 4.** Go to the „Manage Users” tab and select the „+” symbol to add a new user.

Manage Roles **Manage Users**

Users ( 2 )

Enable assignment of orders to users with limited access to Ariba Network. ⓘ  
 Require two-factor authentication (applies for all users of your organization)

Filter  
Users (You can only search on one attribute at a time)

Username  +

Apply Reset

**+**

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	Actions
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↳ Add to Contact List Remove from Contact List



# Account and Network settings



## Users

**STEP 5.** Fill all the necessary fields in “**New User Information**” and assign previously created role/roles that will appear in the “**Role Assignment**” section. Then press „**Done**”. New users will receive two e-mails - the first message contains the new username, the second a temporary password. When they log in for the first time, they must change their password.

### Create User

Create a new user account and assign a role and if needed assign them to a business unit. Ariba will email a temporary password to the address provided for the new user account. The account information entered here will not be modifiable after you click Done. However, you can modify role assignments at any time.

#### New User Information

Username:\*  ⓘ

Email Address:\*

First Name:\*

Last Name:\*

Do not allow the user to resend invoices to the buyer's account. ⓘ

This user is the Ariba Discovery Contact ⓘ

Limited access ⓘ

Office Phone: Country:  Area:  Number:

#### Role Assignment

Name	Description
<input type="checkbox"/> TestRole	

#### Customer Assignment

Assign to Customer:  All Customers  Select Customers

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the [SAP Ariba Privacy Statement](#), the service agreement between your company and Ariba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

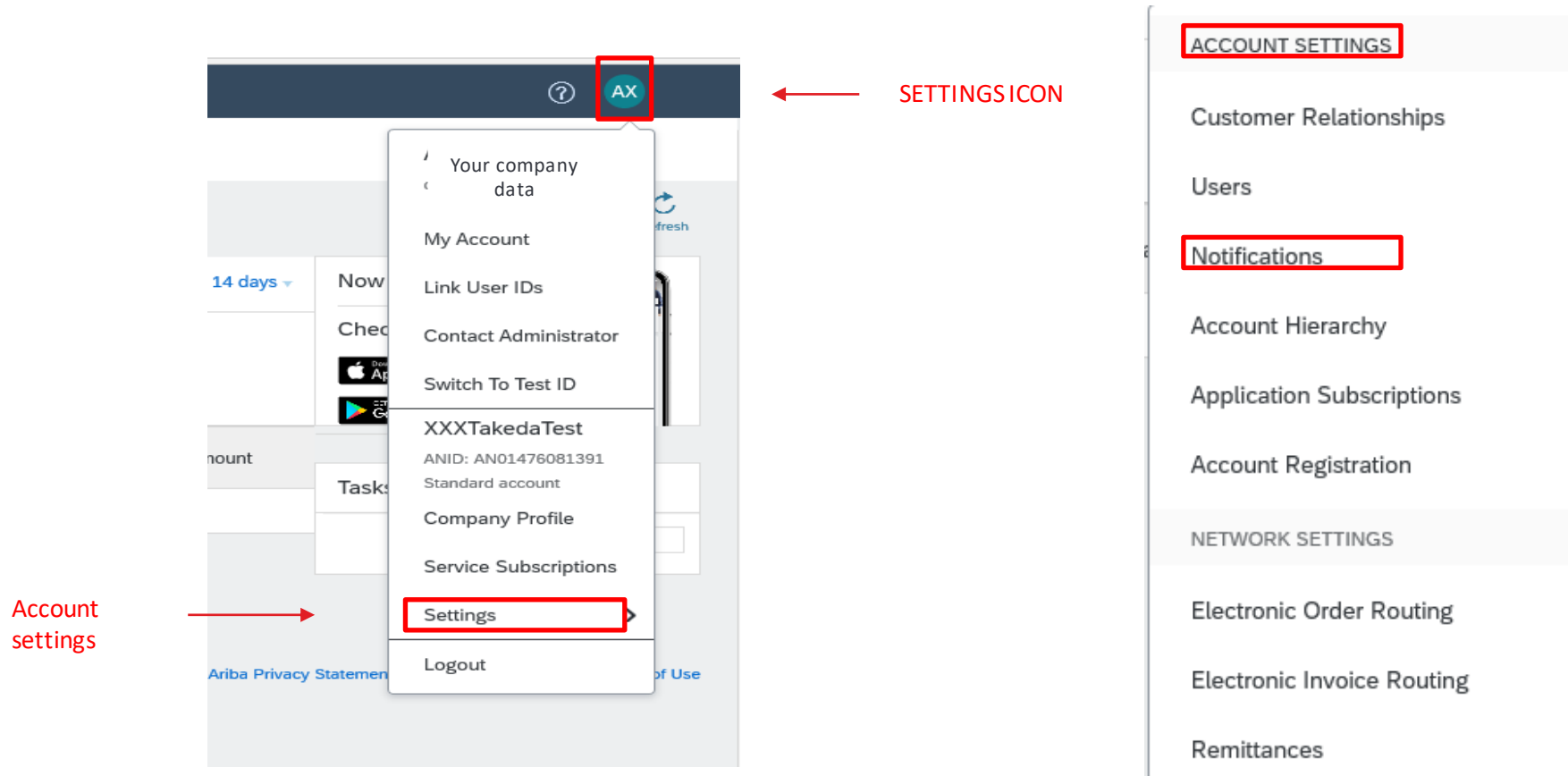
# Account and Network settings



## Notifications

The **network notifications** section indicates which system notifications you would like to receive and allows you to designate which e-mail addresses you would like to send them to.

**STEP 1.** Click on „Settings” under the **Settings icon** and then choose “Notifications” from the drop-down list:



# Account and Network settings



## Notifications

**STEP 2.** Choose **Network Tab**. You can set up different e-mails for notifications such as „**Electronic Order Routing**” and „**Electronic Invoice Routing**”. Please review the notifications list carefully and choose the proper one in order to guarantee that you will receive only desirable notifications.

Account Settings Save Close

[Customer Relationships](#) [Users](#) [Notifications](#) [Application Subscriptions](#) [Account Registration](#)

[General](#) **[Network](#)** [Discovery](#) [Sourcing & Contracts](#) [Messaging](#)

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications.  
The Preferred Language configured by the account administrator controls the language used in these notifications.

### Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input type="checkbox"/> Send a notification when orders are undeliverable.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* <input type="text"/>
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* <input type="text"/>
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* <input type="text"/>
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	* <input type="text"/>

# Account and Network settings



## Notifications

**NOTE:** You can enter up to 3 e-mail addresses per notification type. You must separate each address with a comma but include **NO** spaces between the emails.

**Example:** takeda@takeda.com,takeda1@takeda.com,takeda2@takeda.com

## Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text"/>
Invoice Status Change	<input type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text"/>
Invoice Created Automatically	<input type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* <input type="text"/>

## Ship Notice

**FYI** – Whenever one of e-mails included in notifications has the OoO message it may result as failed. Make sure one of these phrases is included in your automatic response – out of office, OOTO, on vacation, on holiday, out of town, away from the office, away until, out of the country, at an off site meeting. This will prevent the order from being shown as **Failed** on Takeda’s end.

[Email order routing | SAP Help Portal](#)

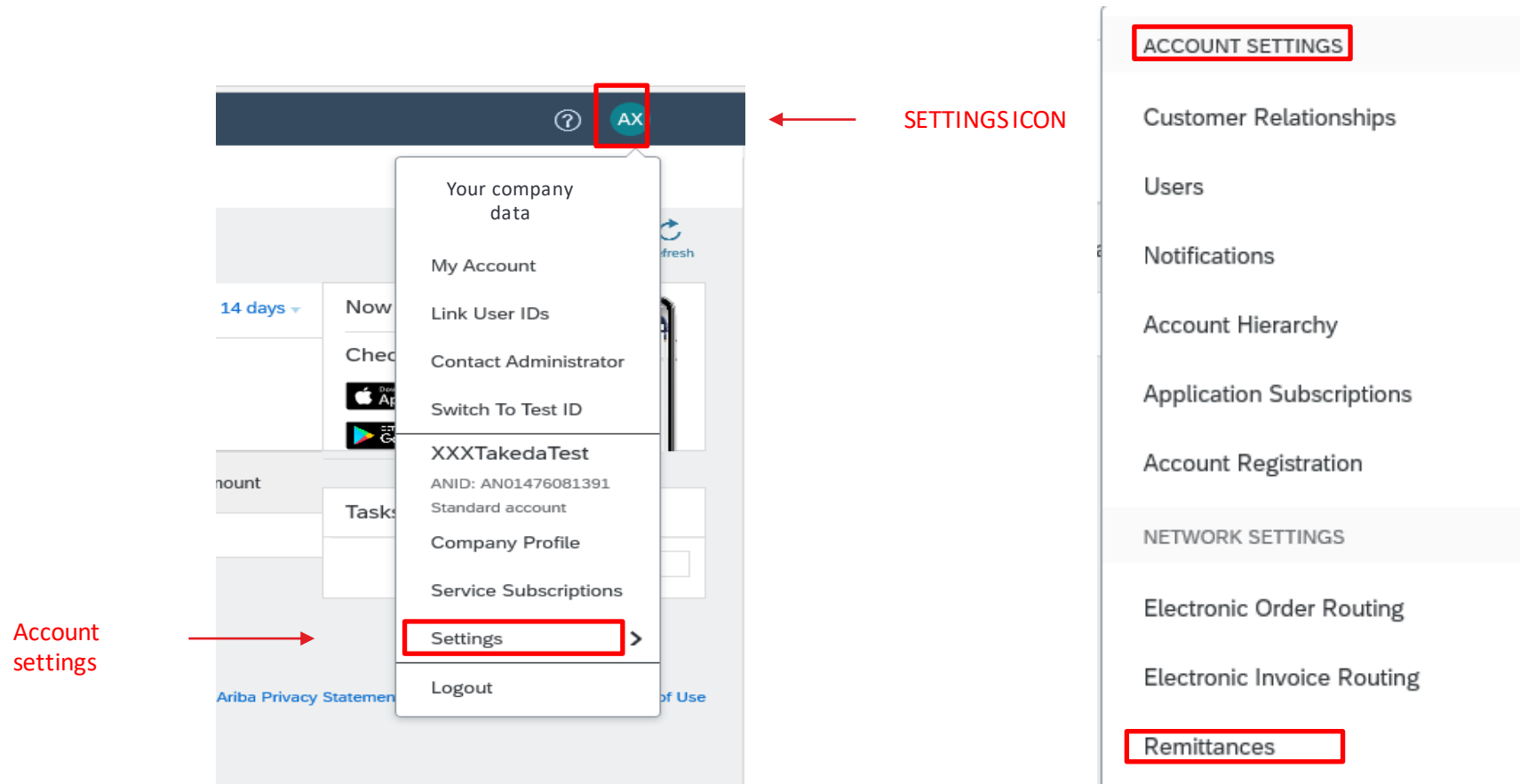
# Account and Network settings



## Remittances

In the following steps, we will configure your **Remittance** information.

**STEP 1.** Select „**Settings**” under the **Setting icons** and then choose “**Remittances**” from the drop-down list:





# Account and Network settings



## Remittances

**STEP 2.** Select „**Create**” in the EFT/Check Remittances section to fill in all required bank details.

This is mandatory in order to issue an invoice later on.

EFT/Check Remittances

Address ↑	City	State	Country	Default
<input type="radio"/> Different ennties	paris		United Kingdom	No
<input type="radio"/> hjjih	Lodz		Poland	No
<input type="radio"/> xx	Prague		Czech Republic	Yes

↳



# Account and Network settings



## Remittances

**STEP 3.** Complete all required fields marked by an asterisk - all other fields can be left blank.

Please remember to tick „**Include Bank Account Information in invoices**” – provided data will be included on your invoices automatically.

If you want to make that address default, please tick the appropriate field.

The screenshot shows a 'Remittance Address' form with the following fields:

- Address 1:\*
- Address 2:
- Address 3:
- City:\*
- State: Alabama (dropdown)
- Zip:\*
- Country: United States [USA] (dropdown)
- Contact: Select contact (dropdown)
- Make this address default
- Factoring Service ⓘ

Below the form is a 'Remittance ID Assignment' table:

Customer ↑	Remittance ID
Takeda - TEST	

At the bottom of the page, there is a checkbox labeled 'Include Bank Account Information in invoices.' which is highlighted with a red box and an arrow pointing to it from the left.

# Account and Network settings



## Remittances

**STEP 4.** Select „Preferred Payment Method” and from a dropdown list choose:

**Wire** – usual payment method used by suppliers based in EMEA/APAC

**ACH** – recommended payment method for suppliers based in US

Payment Methods

Preferred Payment Method:

ACH

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA:  Bank Only

Confirm ABA:  Bank Only

Bank Name:

Branch Name:

Select method

- ACH
- Check
- Credit Card
- Wire
- Cash
- Other
- Supply Chain Financing
- AribaPay
- Credit Transfer
- Direct Deposit

# Account and Network settings



## Remittances

**STEP 5.** Complete all necessary data in the „Wire transfer” section. Then press „OK” to finish.

### WIRE TRANSFER

**Beneficiary Bank**

Account Name:

Account #:

Confirm Account #:

Account Type:

SWIFT Code

Confirm SWIFT Code:

IBAN:

Bank Name:

Branch Name:

Address 1:\*

Address 2:

Postal Code:\*

City:\*

State:

Country:\*

Country Area Number

Bank Phone:

**Corresponding Bank**

Account Name:

Account #:

Confirm Account #:

Account Type:

Select bank id

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Country:

Country Area Number

Bank Phone:



# Invoice Management – Invoice for Materials



# Invoice Management – Invoice for Materials



**STEP 1.** To create a PO-Flip invoice, please log in to your Business Network account and select proper Purchase order number (you can also access this PO through the e-mail notification by selecting “Process order” button inside the e-mail).

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Create' button is visible on the right. The main content area displays a 'Workbench' dashboard with several metrics: 'Rejected invoices' (1), 'New orders' (2), 'Changed orders' (0), 'Orders to invoice' (2), 'Orders' (2), and 'Invoices' (1). The 'New orders' metric is highlighted with a red box. Below this, a section titled 'New orders (2)' shows a table of orders. A red box highlights the 'Order Number' column, and a red arrow points to it with the text 'Your purchase orders'.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
<a href="#">04_05_2021_02</a>	Test Buyer	\$400.00 USD	May 5, 2021	New	\$0.00 USD	...
<a href="#">04_05_2021_01</a>	Test Buyer	\$400.00 USD	May 4, 2021	New		...

# Invoice Management – Invoice for Materials



STEP 2. Select the „Create Invoice” button and then choose „Standard Invoice”.

Purchase Order: 8000165605



Order Management Interface Buttons:

- Create Order Confirmation ▾
- Create Ship Notice
- Create Invoice ▾** (highlighted with a red box)
- Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Order History Navigation:

- Order Detail
- Order History

Dropdown Menu for 'Create Invoice':

- Standard Invoice** (highlighted with a red box)
- Credit Memo



**From:**  
**Takeda Pharma Sp. z o.o.**  
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Łódź  
Poland  
Phone: [redacted] 4  
Fax:  
Email: [tomasz.konieczny@takeda.com](mailto:tomasz.konieczny@takeda.com)

**NOTE** that invoice is automatically pre-populated with the PO data filled by Takeda requester. Complete all fields marked with an asterisk and add tax as applicable.

# Invoice Management – Invoice for Materials



**STEP 3.** Please fill in all the required data in the „Summary” section. Fill in the invoice number up to 16 signs.

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

---

**Summary**

Purchase Order: PO2017-06-05VV001ID01

Invoice #: \* INV ID001

Invoice Date: \* 5 Jun 2017

Supplier Tax ID: 1234567890

Subtotal: 450.00 EUR  
Total Tax: 9.00 EUR  
Amount Due: 459.00 EUR

[View/Edit Addresses](#)

Remit To: ACME-VV001 Inc  
Madrid  
Spain

Bill To: Buyer ABC (B)  
Muenchen  
Germany

Here on “Invoice Header” level you can add an attachment – select for **MORE**

**STEP 4.** Please choose „Header level shipping” in „Shipping” section.

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: ACME-VV001 Inc  
Madrid  
Spain

Ship To: Buyer ABC  
Muenchen  
Germany

Deliver To: Klaus Mueller

[View/Edit Addresses](#)



# Invoice Management – Invoice for Materials



**STEP 5.** Complete all necessary fields in the „Additional Field” section:

- In the field „**Choose Address Customer**” please choose Takeda from the dropdown list.
- In the field „**Email**” please enter e-mail address of requester from Takeda.

**Additional Fields**

Information Only. No action is required from the customer.

Customer Reference:

Supplier Reference:

Payment Note:

Bank ID:

Supplier: **Merck Export GmbH-TKDTEST**  
Darmstadt  
Germany

Bill From: **Merck Export GmbH-TKDTEST**  
Darmstadt  
Germany

Service Start Date:

Service End Date:

Choose Address: **Takeda Pharma A/S** [View/Edit Addresses](#)

Customer: **Takeda Pharma A/S**  
Taastrup  
Denmark

Email: **john.smith@takeda.com** [View/Edit Addresses](#)

**STEP 6.** Please fill in all the required data in „Supplier VAT” section.

**NOTE:** If you are not VAT registered, please put „0” in the Supplier VAT/Tax ID field, otherwise you will not be able to issue an invoice.

**Supplier VAT**

Supplier VAT/Tax ID:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

**Customer VAT**

Customer VAT/Tax ID: **DE123456789**

# Invoice Management – Invoice for Materials



**STEP 7.** Tick **Tax Category** and choose tax from the dropdown menu.

**NOTE:** If you cannot find your tax on the list, please configure your own TAX data in [TAX configuration](#) section.

Line Items

Insert Line Item Options

Tax Category: VAT

No.	Include	Type	Part #
1		Not Available	
1	<input checked="" type="checkbox"/>	SERVICE	

Service Period: Service Start Date: [ ]

Tax

Line Item Actions [v] Delete

You can also issue an invoice with another TAX, please check [TAX configuration](#) section.

# Invoice Management – Invoice for Materials



**STEP 8.** „Include” button shows which item will be invoiced.

Here you can choose which position will be included in the invoice. Select the button to close/open the position.

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

**Tax**

<input type="checkbox"/>	No.	Include	Type
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL

**STEP 9.** In the „Line Items” section please tick the line item. Select the „Line Item Actions” button and choose „Tax”.

The screenshot shows the SAP Line Items section. A table lists line items with columns for No., Include, and Type. Line item 3 is selected, and the 'Line Item Actions' dropdown menu is open, showing the 'Tax' option selected. Red arrows point to the selection checkboxes, the 'Line Item Actions' button, and the 'Tax' option in the dropdown menu.

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

**Tax**

Line Item Actions ▾

- Edit
- Add
- Tax**
- Shipping Documents
- Special Handling
- Discount
- Allowance
- Charge
- Comments
- Attachment

# Invoice Management – Invoice for Materials



**STEP 10.** When new window pops up:

- please choose the same category for tax as chosen before and fill in „**Rate(%)**” field (then Tax Amount field is autopopulated);
- then click „**Next**”.

For **0% VAT** please also fill the description field and tick proper Exempt Detail

The screenshot illustrates the process of setting up a 0% VAT invoice. It is divided into two steps:

**Step 1:** The 'Category:\*' dropdown is set to 'VAT'. The 'Description' field is filled with 'test'. The 'Regime' dropdown is also visible.

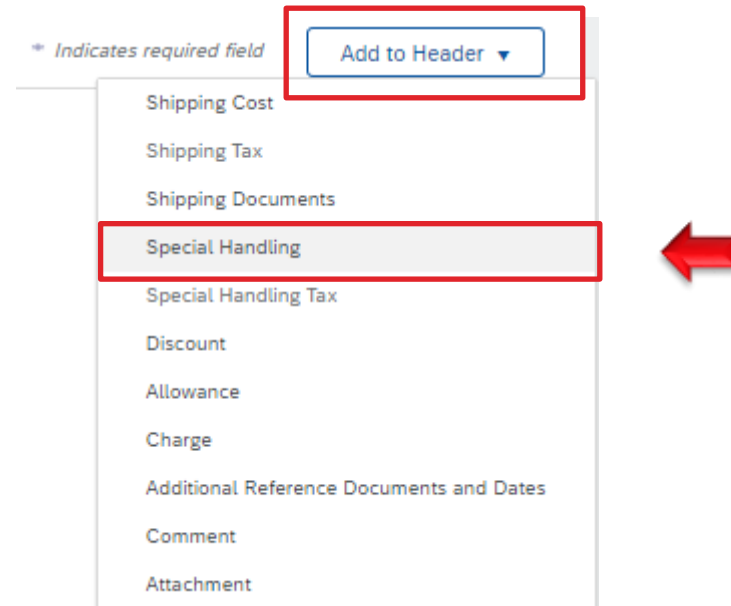
**Step 2:** The 'Rate(%)' field is set to '0'. The 'Exempt Detail' dropdown is set to 'Zero Rated'. The 'Tax Amount' field is populated with '0.00 EUR'. The 'Date Of Supply' is set to '26 Nov 2019'. There is also a checkbox for 'Triangular Transaction' which is currently unchecked.

Other fields visible include 'Taxable Amount: 10.00 EUR', 'Tax Rate Type', 'Date Of Pre-Payment', and 'Law Reference'.

# Invoice Management – Invoice for Materials



**STEP 11.** If any other charges are necessary (e.g. for shipping), please select „Add to Header” button and choose „Special Handling” from the dropdown list.



**STEP 12.** Under the „Shipping” section, new section „Special Handling” appears. Please enter the costs.

---

**Special Handling**

Special Handling Amount:

---

# Invoice Management – Invoice for Materials



**STEP 13.** If necessary, please select „Add to Header” button and choose „Special Handling Tax” to add the taxation.

**STEP 14.** When new section „Special Handling Tax” appears, please choose the tax category and enter all required information.

\* Indicates required field

Add to Header ▼

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

**Special Handling Tax**

Category:\* 0% Sales Tax / sales tax 0% ▼

Location:

Description: sales tax 0%

Regime:  ▼

Taxable Amount:\*

Tax Rate Type:

Rate(%): 0

Tax Amount:

# Invoice Management – Invoice for Materials



**STEP 15.** If all necessary information is complete, please select „**Next**” button.

Here you can preview your invoice. If all the data included on the invoice is correct, choose „**Submit**” to send the invoice.

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies for Intra-EU Trade. The document's originating country is: Spain. The document's destination country is: Germany.  
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 Confirmation Email Invoice Status Email

Invoice #: INV ID01  
Invoice Date: Monday 5 Jun 2017 11:44 AM GMT+05:30  
Original Purchase Order: PO2017-06-05VV001ID01

Subtotal: 140.00 EUR  
Total Tax: 2.80 EUR  
Amount Due: 142.80 EUR

<b>REMIT TO:</b> ACME-VV001 Inc Postal Address: 2000 Street ABC 14000 Madrid Spain Tax ID of Supplier: 1234567890	<b>BILL TO:</b> Buyer ABC (B) Postal Address (default): XYZ Str. 20 80001 Muenchen Germany Address ID: BillTo123	<b>SUPPLIER:</b> ACME-VV001 Inc Postal Address: 2000 Street ABC 14000 Madrid Spain
<b>BILL FROM:</b> ACME-VV001 Inc Postal Address: 2000 Street ABC 14000 Madrid Spain	<b>CUSTOMER:</b> Buyer ABC (S) Postal Address: Soldto Str. 50 80001 Muenchen Germany Address ID: soldTo123	

# Invoice Management – Invoice for Materials



**STEP 16.** After submitting your invoice, you can see the details of the PO and the status. Remember that submitted invoice is always attached to the PO as a related document.

Purchase Order: PO2017-06-05VV001ID01 Done

Create Order Confirmation |  Create Ship Notice |  Create Invoice | Print | Download PDF | Download CSV | Resend

Order Detail | Order History

<b>From:</b> Customer <b>Buyer ABC (S)</b> Soldto Str. 50 80001 Muenchen  Germany Email: <a href="#">Contact</a> Phone: +1 (610) 4816648 Address ID: soldTo123	<b>To:</b> ACME-VV001 Inc 2000 Street ABC 14000 Madrid  Spain Phone: Fax: Email: <a href="mailto:vinoth.visvanathan@sap.com">vinoth.visvanathan@sap.com</a>	<b>Purchase Order</b> (Invoiced) PO2017-06-05VV001ID01 Amount: 450.00 EUR
---	---	--

**Payment Terms** ⓘ  
0.5% 10 NET 30

Routing Status: Acknowledged  
Related Documents:  INV ID001  
 OC ID001

Go to  
„FAQ Content“





## Invoice Management – Invoice for Services



# Invoice Management – Invoice for Services



**STEP 1.** To create a PO-Flip invoice, please log in to your Business Network account and select proper Purchase order number (you can also access this PO through the e-mail notification by selecting “Process order” button inside the e-mail).

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'SAP Business Network', 'Standard Account', and an 'Upgrade' button. The main menu has 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Workbench' section displays several metrics: 'Rejected invoices' (1), 'New orders' (2), 'Changed orders' (0), 'Orders to invoice' (2), 'Orders' (2), and 'Invoices' (1). The 'New orders' metric is highlighted with a red box. Below this, a table titled 'New orders (2)' is shown with filters for 'Last 31 days' and 'New'. A red box highlights the 'Order Number' column, and a red arrow points to the first row of the table with the text 'Your purchase orders'.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
04_05_2021_02	Test Buyer	\$400.00 USD	May 5, 2021	New	\$0.00 USD	...
04_05_2021_01	Test Buyer	\$400.00 USD	May 4, 2021	New		...

# Invoice Management – Invoice for Services



**STEP 2.** Select „Create Invoice” button and choose „Standard Invoice”.

Purchase Order: 8000525530

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet **Create Invoice ▼**

Standard Invoice Credit Memo

Order Detail Order History



**From:**  
**Takeda Pharma Sp. z o.o.**  
ul. Ksiestwa Lowickiego 12  
+48 46 830 92 18  
99-420 Lyszkowice

Poland  
Phone: +48 (22) 6081399

**To:**  
**SCC test account**  
Sterlinga 8a  
92130 Issy les moulineaux  
Île-de-France  
France  
Phone: +48 (42) 2732034  
Fax:

# Invoice Management – Invoice for Services



**STEP 3.** Please fill all required data in the „Summary” section. Fill the invoice number up to 16 signs.

Invoice Header \* Indicates required field [Add to Header](#)

**Summary**

Purchase Order: 8000031539

Invoice #: \* INVID001

Invoice Date: \* 18 Oct 2018

Service Description:

Supplier Tax ID: \* ATU65136400

Remit To: 33 Donaufeldstrasse

Wien  
Austria

Bill To: **Takeda Ireland - Bray**

Bray  
WK  
Ireland

Subtotal: 0.00 EUR  
Total Tax: 0.00 EUR  
Total Amount without Tax: 0.00 EUR  
Amount Due: 0.00 EUR

[View/Edit Addresses](#)

Here on “Invoice Header” level you can add an attachment – click for **MORE**

**STEP 4.** Please choose „Header level shipping” in the „Shipping” section.

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: ACME-VV001 Inc

Madrid  
Spain

Ship To: Buyer ABC  
Muenchen

Germany  
Deliver To: Klaus Mueller

[View/Edit Addresses](#)

# Invoice Management – Invoice for Services



**STEP 5.** Complete all necessary fields in the „Additional Field” section:

- In the field „**Choose Address Customer**” please choose Takeda from the dropdown list.
- In the field „**Email**” please enter e-mail address of requester from Takeda.

**Additional Fields**

Information Only. No action is required from the customer.

Customer Reference:

Supplier Reference:

Payment Note:

Bank ID:

Supplier: **Merck Export GmbH-TKDTEST**  
Darmstadt  
Germany

Bill From: **Merck Export GmbH-TKDTEST**  
Darmstadt  
Germany

Service Start Date:

Service End Date:

Choose Address: **Takeda Pharma A/S** [View/Edit Addresses](#)

Customer: **Takeda Pharma A/S**  
Taastrup  
Denmark

Email: **john.smith@takeda.com** [View/Edit Addresses](#)

**STEP 6.** Please fill in all the required data in „Supplier VAT” section.

**NOTE:** If you are not VAT registered, please put „0” in the Supplier VAT/Tax ID field, otherwise you will not be able to issue an invoice.

**Supplier VAT**

Supplier VAT/Tax ID:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

**Customer VAT**

Customer VAT/Tax ID: **DE123456789**

# Invoice Management - Invoice for Services



**STEP 7.** Please select the „Add/Update” button and choose „Add General Service” next to relevant line item.

**IMPORTANT:**

In case you have more than one line item please check your PO to make sure you are referring to proper one.

Every line may have a different max. amount set, exceeding this amount will result in the invoice being rejected.

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

**Insert Line Item Options**

Retail Details     Tax Category: 0% VAT / VAT 0 %     Discount     Informational Pricing    [Add to Included Lines](#)

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal		
	1			Not Available	line item 1									<a href="#">Add/Update ▼</a>
	2			Not Available	line item 2									<a href="#">Add/Update ▼</a>
▼	3			Not Available	line item 3									<a href="#">Add/Update ▼</a>

↳ [Line Item Actions ▼](#)    [Delete](#)

- Add Contract/Catalog Items
- Add General Service**
- Add Labor Service
- Add Material

# Invoice Management - Invoice for Services



**STEP 8.** Fill in **Description, Quantity, Unit, Unit Price** and **Subtotal** fields. Add **Service Start Date** and **Service End Date**. Tick this line item.

**REMINDER:** Line items of created invoice must not exceed the amount of relevant line item set in the PO, otherwise the invoice will be rejected.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

Retail Details     Tax Category: 0% VAT / VAT 0 %     Discount     Informational Pricing

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
	1			Not Available	line item 1						<input type="button" value="Add/Update"/>
	2			Not Available	line item 2						<input type="button" value="Add/Update"/>
	3			Not Available	line item 3						<input type="button" value="Add/Update"/>
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Service Period**

Service Start Date:

Service End Date:

**Note:** Remember to put **1** as a **Quantity** and **EA** (meaning „each“) as a **Unit** (always with **CAPITAL LETTERS**).

# Invoice Management – Invoice for Services



**STEP 9.** Tick **Tax Category** and choose tax from the dropdown menu.

**NOTE:** If you cannot find your tax on the list, please configure your own TAX data in [TAX configuration](#) section.

Line Items

Insert Line Item Options

Tax Category: VAT

No.	Include	Type	Part #
1		Not Available	
1	<input checked="" type="checkbox"/>	SERVICE	

Service Period: Service Start Date: [ ]

Tax

Line Item Actions [ ] Delete

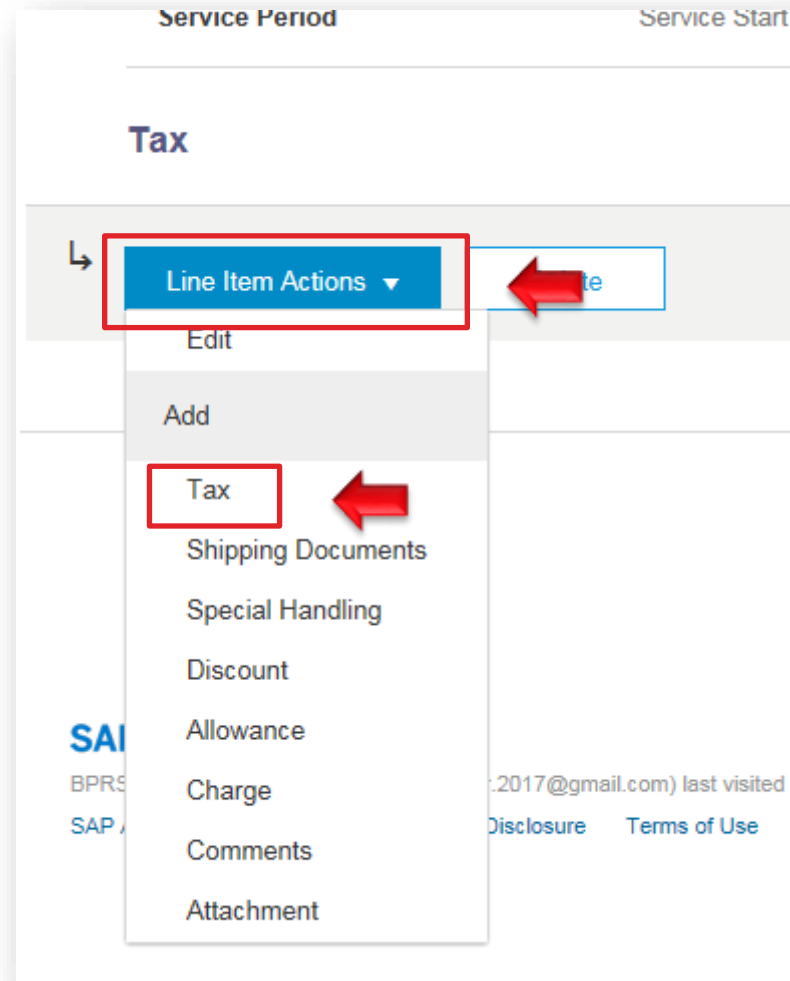
You can also issue an invoice with another TAX, please check [TAX configuration](#) section.



# Invoice Management – Invoice for Services



STEP 10. Select „Line Item Actions” and choose „Tax”.



# Invoice Management – Invoice for Services



**STEP 11.** When new window pops up: please choose the same category for tax as chosen before and fill in the „**Rate(%)**” field (then Tax Amount field is autopopulated).

For **0% VAT** please also fill the description field and tick proper Exempt Detail

**1**

Category: \* VAT

Location:

Description: test

Regime:

Date Of Pre-Payment:

Law Reference:

**2**

Taxable Amount: 10.00 EUR

Tax Rate Type:

Rate(%): 0

Tax Amount: 0.00 EUR

Exempt Detail: Zero Rated

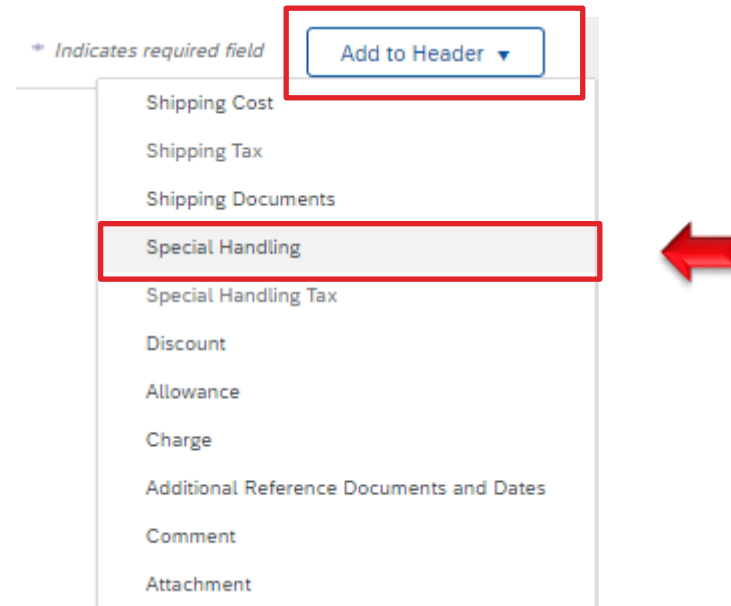
Date Of Supply: 26 Nov 2019

Triangular Transaction

# Invoice Management – Invoice for Services



**STEP 12.** If any other charges are necessary (e.g. for shipping), please select „Add to Header” button and choose „Special Handling” from the dropdown list.



**STEP 13.** Under the „Shipping” section, new section „Special Handling” appears. Please enter the costs.

**Special Handling**

Special Handling Amount:

# Invoice Management – Invoice for Services



**STEP 14.** If necessary, please select „Add to Header” button and choose „Special Handling Tax” to add the taxation.

**STEP 15.** When new section „Special Handling Tax” appears, please choose the tax category and enter all required information.

\* Indicates required field

Add to Header ▼

Shipping Cost

Shipping Tax

Shipping Documents

**Special Handling Tax**

Discount

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

**Special Handling Tax**

Category:\* 0% Sales Tax / sales tax 0% ▼

Location:

Description: sales tax 0%

Regime: ▼

Taxable Amount: \*

Tax Rate Type:

Rate(%): 0

Tax Amount:

# Invoice Management – Invoice for Services



**STEP 16.** Here you can preview your invoice. If all the data included on the invoice is correct, select the „Submit” button to send the invoice.

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is:Germany. The document's destination country is:Ireland.  
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 an archiving service.

Standard Invoice

Invoice Number : INVID001	Subtotal : 10.00 EUR
Invoice Date : Thursday 18 Oct 2018 12:55 PM GMT+02:00	Total Tax : 2.30 EUR
Original Purchase Order : 8000031539	Total Amount without Tax : 10.00 EUR
	Amount Due : 12.30 EUR

<b>REMIT TO:</b> Merck Export GmbH-TKDTEST  Postal Address: 33 Donauefeldstrasse 4040 Wien  Austria Remit To ID: 0000183680-2008400001  Tax ID of Supplier: ATU65136400	<b>BILL TO:</b> Takeda Ireland - Bray  Postal Address (default): Bray Business Park, Kilruddery Bray WK  Ireland Address ID: 1501	<b>SUPPLIER:</b> Merck Export GmbH-TKDTEST  Postal Address: Frankfurter Str. 250 64293 Darmstadt  Germany
---	---	--

<b>BILL FROM:</b> Merck Export GmbH-TKDTEST  Postal Address: Frankfurter Str. 250 64293 Darmstadt  Germany	<b>CUSTOMER:</b> Takeda Ireland - Bray  Postal Address: Bray Business Park, Kilruddery Bray WK  Ireland Address ID: 1501 Email: john.smith@takeda.com	<b>WIRE PAYMENT TO BANK:</b> ABC  Account Name: TEST Account Type: Checking Account ID: 12312321 SWIFT Code: 12000 IBAN ID: 12345678901234567890123456
---	--	---

# Invoice Management – Invoice for Services



**STEP 17.** After submitting your invoice, you will be able to see the details of the PO. You can track the status of the PO on that page. Remember that submitted invoice is always attached to the PO as a related document.

Purchase Order: PO2017-06-05VV001ID01 Done

Create Order Confirmation |  Create Ship Notice |  Create Invoice | Print | Download PDF | Download CSV | Resend

Order Detail | Order History

<b>From:</b> Customer <b>Buyer ABC (S)</b> Soldto Str. 50 80001 Muenchen  Germany Email: <a href="#">Contact</a> Phone: +1 (610) 4816648 Address ID: soldTo123	<b>To:</b> ACME-VV001 Inc 2000 Street ABC 14000 Madrid  Spain Phone: Fax: Email: <a href="mailto:vinoth.visvanathan@sap.com">vinoth.visvanathan@sap.com</a>	<b>Purchase Order</b> (Invoiced) PO2017-06-05VV001ID01 Amount: 450.00 EUR
---	---	--

Payment Terms ⓘ  
0.5% 10 NET 30

Routing Status: Acknowledged  
Related Documents:  INV ID001  
 OC ID001

Go to  
„FAQ Content”



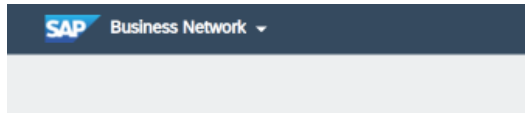
## Invoice Management – Non-PO Invoices



# Invoice Management – Non-PO Invoice



**STEP 1.** Log in to your account as a supplier via <https://service.ariba.com/> (you will be asked to choose either „Buyer” or „Supplier”, please select „Supplier”). Once logged in select „Create” button on the navigation menu and then select „Non-PO Invoice”.

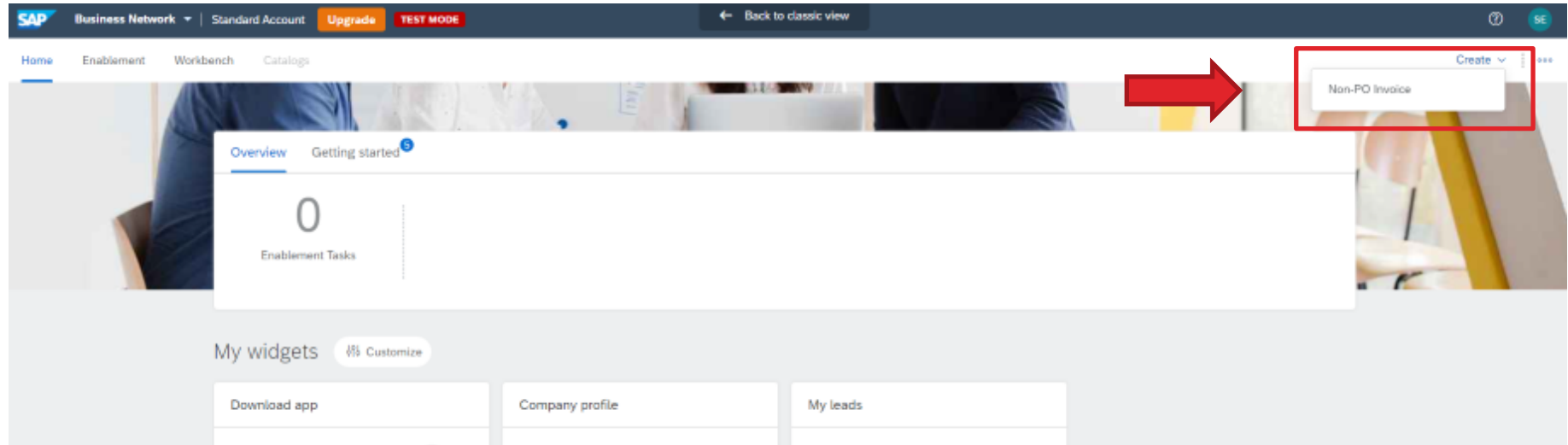


Supplier Login

Login

[Forgot Username or Password](#)

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)





# Invoice Management – Non-PO Invoice



**STEP 2.** Select Takeda from the „Customer” drop down list, then select „Standard Invoice” and click „Next”.

SAP Business Network Enterprise Account TEST MODE

← Back to classic view

Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer: Takeda - TEST

Type of Invoice:  Standard Invoice  Credit Memo

For a new trading relationship

You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on Ariba Network. To create a non-PO invoice, you must request your customer to send you their unique customer code. After your customer accepts the invoice, an active trading relationship is established. [More](#)

[Invoice New Customer \(Requires Customer Code\)](#)

TK

**ATTENTION:** If you cannot find Takeda on your customer list, please contact [supplier.enablement@takeda.com](mailto:supplier.enablement@takeda.com) with a request to establish a trading relationship between your company and Takeda. In the e-mail, please provide your ANID, which can be found after clicking on the icon with your initials in the top right corner (on the main page of your account).

TK

My Account

Link User IDs

Contact Administrator

SCC test account  
ANID: AN01431953494-T  
Premium Package

Company Profile

ANID number

# Invoice Management – Non-PO Invoice



**STEP 3.** Please fill all required data in the „Summary” section. Fill the invoice number up to 16 signs.

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

**Summary**

Purchase Order: 8000031539

Invoice #: \* INVID001

Invoice Date: \* 18 Oct 2018

Subtotal: 0.00 EUR  
Total Tax: 0.00 EUR  
Total Amount without Tax: 0.00 EUR  
Amount Due: 0.00 EUR

Service Description:

Supplier Tax ID: \* ATU65136400

Remit To: 33 Donaufeldstrasse ▼

Wien  
Austria

Bill To: **Takeda Ireland - Bray**

Bray  
WK  
Ireland

[View/Edit Addresses](#)

Here on “Invoice Header” level you can add an attachment – click for **MORE**

**STEP 4.** Please choose „Header level shipping” in the „Shipping” section.

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: ACME-VV001 Inc  
Madrid  
Spain

Ship To: Buyer ABC  
Muenchen  
Germany

Deliver To: Klaus Mueller

[View/Edit Addresses](#)

# Invoice Management – Non-PO Invoice



**STEP 5.** Complete all necessary fields in the „Additional Field” section:

- In the field „Choose Address Customer” please choose Takeda from the dropdown list.
- In the field „Email” it is important to enter e-mail address of requester from Takeda.

**Additional Fields**

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Bank ID:

Supplier: **Merck Export GmbH-TKDTEST**

Darmstadt  
Germany

Service Start Date:

Service End Date:

Choose Address: **Takeda Pharma A/S**

Customer: **Takeda Pharma A/S**

Taastrup  
Denmark

Email: **john.smith@takeda.com**

Bill From: **Merck Export GmbH-TKDTEST**

Darmstadt  
Germany

**IMPORTANT:** Please make sure to provide the correct e-mail of your requester from Takeda.

**STEP 6.** Please fill Supplier VAT/Tax ID field.

**NOTE:** If you are not VAT registered, please put „0” in the Supplier VAT/Tax ID field, otherwise you will not be able to issue an invoice

**Supplier VAT**

Supplier VAT/Tax ID: \* **DE123456789**

Supplier Commercial Identifier:

Supplier Commercial Credentials:

accountNumber:

Tax Type:

tag:

Commission Amount:

Add to Header ▾

# Invoice Management – Non-PO Invoice



**STEP 7.** In the „Line Items” section select the „Add” button, and from the dropdown list choose the valid item.

Line Items

Insert Line Item Options

Tax Category:   Discount

No.	No.	Include	Type	Part #	Description
-----	-----	---------	------	--------	-------------

Line Item Actions  

- Add General Service
- Add Labor Service
- Add Material

**STEP 9.** Fill in **Description, Quantity, Unit, Unit Price and Subtotal** fields. For General Service or Labor Service please fill in **Service Start Date and Service End Date**. Then tick the line item.

**Note:** For service invoices - remember to put 1 as a Quantity and **EA** (meaning „each”) as a Unit (always with **CAPITAL LETTERS**). For material invoices - service period is not required, quantity can be set up higher than „1”.

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

Insert Line Item Options

Tax Category:   Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	⊕	SERVICE	<input type="text"/>	1	EA	100.00 PLN	100.00 PLN

Service Period: Service Start Date: 1 Jan 2022  Service End Date: 1 Feb 2022

Tax

Line Item Actions

# Invoice Management – Non-PO Invoice

**STEP 10.** Tick **Tax Category** and choose tax from the dropdown menu.

**NOTE:** If you cannot find your tax on the list, please configure your own TAX data in [TAX configuration](#) section.

Line Items

Insert Line Item Options

Tax Category: VAT

No.	Include	Type	Part #
1		Not Available	
1	<input checked="" type="checkbox"/>	SERVICE	

Service Period: Service Start Date: [ ]

**Tax**

Line Item Actions [v] Delete

Taxes

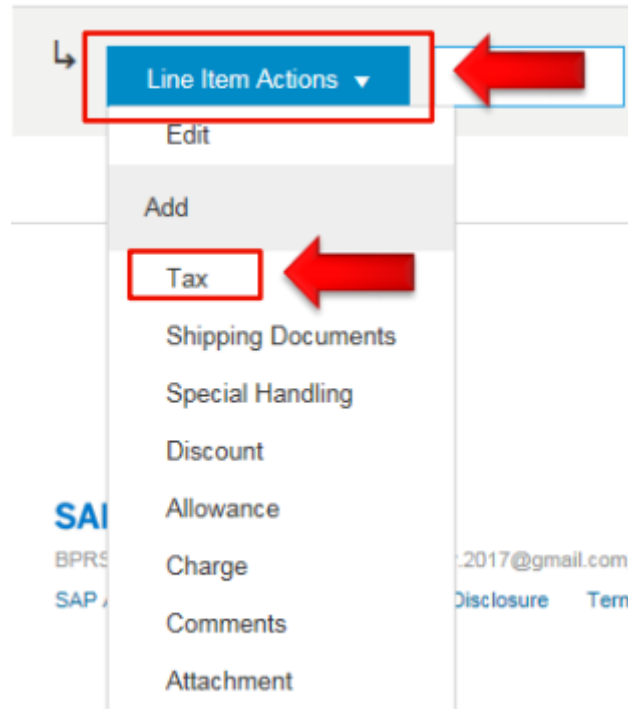
- 0% VAT / BLA
- Standard Tax Selections
  - Sales
  - VAT
  - GST
  - HST
  - PST
  - QST
  - Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

You can also issue an invoice with another TAX, please check [TAX configuration](#) section.

# Invoice Management – Non-PO Invoice



STEP 11. Select „Line Item Actions” and choose „Tax”.



# Invoice Management – Non-PO Invoice



**STEP 12.** When new window pops up: please choose the same category for tax as chosen before and fill in the „**Rate(%)**” field (then Tax Amount field is autopopulated);

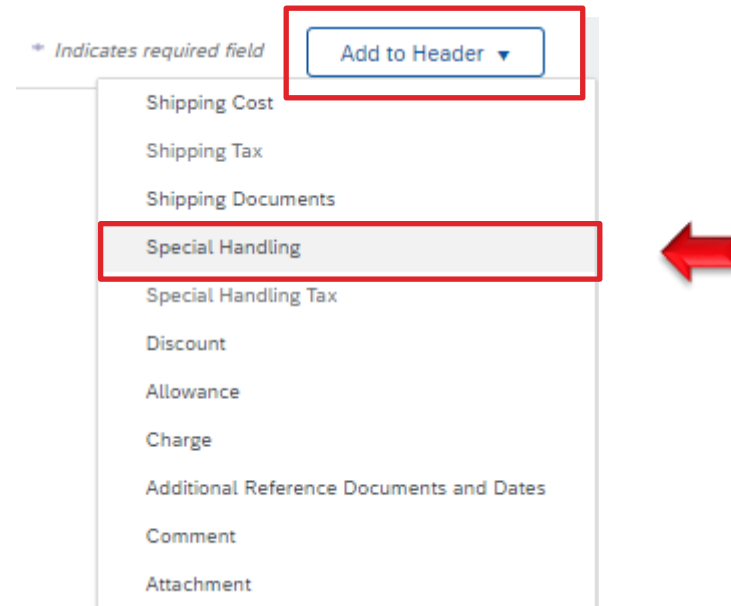
For **0% VAT** please also fill the description field and tick proper Exempt Detail

The screenshot shows two stages of a software interface. The left stage shows input fields: 'Category:\*' with a dropdown menu showing 'VAT', 'Location:', 'Description:' with the text 'test', 'Regime:' with a dropdown menu, 'Date Of Pre-Payment:' with a calendar icon, and 'Law Reference:'. The right stage shows calculated fields: 'Taxable Amount:' with '10.00 EUR', 'Tax Rate Type:', 'Rate(%)' with '0', 'Tax Amount:' with '0.00 EUR', 'Exempt Detail:' with a dropdown menu showing 'Zero Rated', 'Date Of Supply:' with '26 Nov 2019' and a calendar icon, and a checkbox for 'Triangular Transaction'. Red boxes highlight the 'Category: VAT' and 'Description: test' fields on the left, and the 'Rate(%)' field set to '0' and the 'Exempt Detail' dropdown set to 'Zero Rated' on the right. Red arrows indicate the flow from input to output.

# Invoice Management – Non-PO Invoice



**STEP 13.** If any other charges are necessary (e.g. for shipping), please select „Add to Header” button and choose „Special Handling” from the dropdown list.



**STEP 14.** Under the „Shipping” section, new section „Special Handling” appears. Please enter the costs.

---

**Special Handling**

Special Handling Amount:

---



# Invoice Management – Non-PO Invoice



**STEP 15.** If necessary, please select „Add to Header” button and choose „Special Handling Tax” to add the taxation.

**STEP 16.** When new section „Special Handling Tax” appears, please choose the tax category and enter all required information.

\* Indicates required field

Add to Header ▾

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

**Special Handling Tax**

Category:\* 0% Sales Tax / sales tax 0% ▾

Location:

Description: sales tax 0%

Regime:  ▾

Taxable Amount:\*

Tax Rate Type:

Rate(%): 0

Tax Amount:

# Invoice Management – Non-PO Invoice



**STEP 17.** Here you can preview your invoice.

If all the data included on the invoice is correct - select „**Submit**” to send the invoice.

Create Invoice [Previous](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Intra-EU Trade. The document's originating country is:Germany. The document's destination country is:Belgium.  
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: 123456	Subtotal: 1,010.00 PLN
Invoice Date: Monday 7 Feb 2022 3:45 PM GMT+01:00	Total Tax: 23.10 PLN
	Total Amount without Tax: 1,010.00 PLN
	Amount Due: 1,033.10 PLN

<b>REMIT TO:</b> Takeda SE Team - TEST  Postal Address: Sterlinga 8a 91-425 Łódź Łódź Poland  Tax ID of Supplier: DE289142203	<b>BILL TO:</b> Alexis Gorczynska  Postal Address: Sterlinga 8a 91-425 Lodz Łódź Poland	<b>SUPPLIER:</b> Takeda SE Team - TEST  Postal Address: Sterlinga 8a 91-425 Lodz  Poland
--	--	---

<b>BILL FROM:</b> Takeda SE Team - TEST  Postal Address: Sterlinga 8a 91-425 Lodz  Poland	<b>CUSTOMER:</b> Baxalta Belgium Mfg SA  Postal Address: Boulevard René Branquart 7860 Lessines  Belgium Address ID: 7001 Email: kornelia.jakobiec@takeda.com	<b>WIRE PAYMENT TO BANK:</b> Darmstadt  Account Name: 2008400000 Account Type: Checking Branch Name: Darmstadt Account ID: 2008400000 SWIFT Code: 2008400000 IBAN ID: DE06508700050020084000
--	--	--



# How to Add an Attachment?



# How to Add an Attachment?



**STEP 1.** Please select the „Add to Header” button and choose option „Attachment” from the dropdown menu.

**IMPORTANT:** Attachments should be added **ONLY ON “INVOICE HEADER” LEVEL**. Please don’t add them on “Line Item” section as in such cases Takeda will not be able to process your invoice.

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

**Summary**

Purchase Order: 8000040441	Subtotal: 1,000.00 EUR
Invoice #:* <input type="text"/>	Total Tax: 0.00 EUR
Invoice Date: ⓘ 15 Jan 2019	Total Gross Amount: 1,000.00 EUR
Service Description: <input type="text"/>	Total Net Amount: 1,000.00 EUR
Supplier Tax ID: ATU65136400	Amount Due: 1,000.00 EUR
Remit To: 33 Donaufeldstrasse ▼	

View/Edit Addresses

**STEP 2.** When a new part of invoice header appears please press „Browse” and choose your file.

**Attachments**

The total size of all attachments cannot exceed 99MB

Browse... Add Attachment

Add to Header ▼

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



# Tax Configuration





# Tax Configuration



If you create an invoice and the appropriate tax category is not available, you can add a new category.

**STEP 1.** At the bottom of the invoice creation page please choose „**Configure Tax Menu**” from the dropdown list.

Line Items

Insert Line Item Options

Tax Category: VAT

No.	Include	Type	Part #
1			Not Available
1	<input checked="" type="checkbox"/>	SERVICE	

Service Period: Service Start Date:

**Tax**

Line Item Actions | Delete

- Taxes
- 0% VAT / BLA
- Standard Tax Selections
- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu**



# Tax Configuration



**STEP 2.** You will be moved to the next page. Please select „**Create**” button to provide a new tax item. Fill in all necessary fields – “**Tax Category**” with VAT, “**Rate**” and “**Tax description**”. Then press „**OK**”.

Configure Tax

* Tax Category	* Rate	Tax Description
<input type="radio"/> VAT	0 %	VAT 0 %
<input type="radio"/> VAT	23 %	VAT 23%
<input type="radio"/> VAT	24 %	VAT 24%
<input type="radio"/> GST	0 %	GST 0%
<input type="radio"/> VAT	20 %	VAT 20%
<input type="radio"/> Sales Tax	0 %	sales tax 0%
<input type="radio"/> VAT	1 %	NEW TAX

OK Cancel

Delete | Create

“Create” button

**STEP 3.** You will be moved to the previous page. Newly created tax item will appear on the list

Add to Header

Line Items

Insert Line Item Options

Tax Category: 0% Sales Tax / sales tax 0%

No.	No.	No.	Include	Type
1			Not Available	PRANIE

Line Item Actions Delete

Taxes

- 0% VAT / VAT 0 %
- 0% GST / GST 0%
- 0% Sales Tax / sales tax 0%
- 1% VAT / NEW TAX**
- 20% VAT / VAT 20%
- 23% VAT / VAT 23%
- 24% VAT / VAT 24%

Standard Tax Selections

Sales

# Credit Memo





# Credit Memo



**STEP 1.** To create a Credit Memo, you need to access the proper PO and select the invoice attached to the PO as a related document:

Purchase Order: 8000031673 Done

---

Create Order Confirmation  Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

---

**Order Detail** | Order History

---

	<b>From:</b> <b>Takeda Austria GmbH</b> St. Peter-Straße 25,, Plant 18 Line 2 Plant 18 Line 3 4020 Linz  Austria	<b>To:</b> <b>Merck Export GmbH-TKDTEST</b> Test Str. 250 64293 Darmstadt  Germany Phone: +49 (44) 1234568 Fax: Email: <a href="mailto:bprtest.supplier.2017@gmail.com">bprtest.supplier.2017@gmail.com</a>	<b>Purchase Order</b> (Invoiced) <b>8000031673</b> Amount: 100.00 EUR Version: 1
--	---	---	--

---

**Payment Terms** ⓘ  
Net pr. 60 days

**Comments**  
Comment Type: Terms and Conditions  
Body: <http://www.takeda.at/disclaimer/agb2/>

**Other Information**  
Customer VAT/Tax ID: ATU56259907  
Purchasing Unit Name: GMS - Takeda Austria GmbH\_7070\_Austria\_Linz

Routing Status: Acknowledged  
Related Documents: Special5  
 RC31157

# Credit Memo



**STEP 2.** Select the „Create Invoice” button and choose „Line-Item Credit Memo”.

Navigation bar: [Create Order Confirmation](#) | [Create Service Sheet](#) | **[Create Invoice](#)** | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

Order Detail | [Order History](#)

**From:**  
**Takeda GmbH**  
Robert-Bosch-Str. 8  
78224 Singen  
08  
Germany

**To:**  
**XXXTakedaTest - TEST**  
Sterlinga 8a  
91-425 Lodz  
Łódzkie  
Poland  
Phone: +48 (42) 000  
Fax:



**Purchase Order**  
**(New)**  
**8000141366**  
Amount: 100.00 EUR  
Version: 1

**STEP 3.** Please check the appropriate invoice and click „Create Line-Item Credit Memo”.

Line-Item Memo

Done

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
  1/2019	Takeda - TEST	8000141365	Online	Supplier	No	Order	14 Nov 2019	126.00 EUR	Sent	Sent

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

# Credit Memo



**STEP 4.** Please choose “Quantity Adjustment” or “Price Adjustment” and fill required fields in the “Summary” section.

**Credit Memo Type**

Quantity Adjustment ⓘ  Price Adjustment ⓘ

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

**Summary**

Credit Memo #:\*

Credit Memo Date:\* 19 Nov 2019

Original Invoice No: 1/2019

Original Invoice Date: 14 Nov 2019

Supplier Tax ID:\*

Remit To  ▼

Lodz

Poland

Bill To: **Takeda GmbH**

Singen  
08  
Germany

**Subtotal: -110.00 EUR**  
Total Tax: -16.00 EUR  
Total Amount without Tax: -110.00 EUR  
Tax:   
**Amount Due: -126.00 EUR**

[View/Edit Addresses](#)

# Credit Memo



**STEP 5.** If there was a special handling amount added to the invoice, it will appear on Credit Memo note automatically. If it's not required, you can remove it using **"Remove"** option on the right.

## Special Handling

Special Handling Amount:

[Remove](#)

## Special Handling Tax

Category:\*

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:

Date Of Supply:

Triangular Transaction

[Remove](#)

# Credit Memo



**STEP 6.** According to the option ticked previously (step 4) you will be able to enter the Quantity for **“Quantity Adjustment”** or Unit Price for **“Price Adjustment”**. If there is no action required in the **“Tax”** section, you can remove it using **“Remove”** option on the right.

**Insert Line Item Options**

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test1		-1	EA	100.0000 EUR	-100.00 EUR

**Tax**

Category: \* VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: -100.00 EUR

Rate(%): 15

Tax Amount: -15.00 EUR

Exempt Detail: (no value)

Date Of Supply: 14 Nov 2019

Triangular Transaction

Remove

*Quantity adjustment* →

**Insert Line Item Options**

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test1		1	EA	-100.0000 EUR	-100.00 EUR

**Tax**

Category: \* VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: -100.00 EUR

Rate(%): 15

Tax Amount: -15.00 EUR

Exempt Detail: (no value)

Date Of Supply: 14 Nov 2019

Triangular Transaction

Remove

*Price adjustment* →

# Credit Memo



**STEP 7.** Here you can preview your credit note. If all included data is correct select „Submit” to send the document.

Create Credit Memo

Previous **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is:Germany. The document's destination country is:Austria. If you want your invoices to be stored in the Arriba 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.

Credit Memo

Credit Memo Number: 101  
Credit Memo Date: Thursday 19 Sep 2019 10:57 AM GMT+02:00  
Original Purchase Order: 8000140053

Subtotal: -100.00 EUR  
Total Tax: 0.00 EUR  
Total Special Handling: -10.00 EUR  
Total Shipping: -5.00 EUR  
Total Gross Amount: -115.00 EUR  
Total Net Amount: -115.00 EUR  
Amount Due: -115.00 EUR

<b>BILL FROM:</b> Merck Export GmbH-TKDTEST Postal Address: Frankfurter Str. 250 64293 Darmstadt Germany	<b>RECEIVING CORRESPONDENT BANK:</b> SWIFT Code: 12000 Account Name: TEst Account ID: 12312321 Account Type: Checking	<b>WIRE PAYMENT TO BANK:</b> ABC SWIFT Code: 12000 IBAN ID: 12345678901234567890123456 Account Name: TEst Account ID: 12312321 Account Type: Checking
<b>REMIT TO:</b> Merck Export GmbH-TKDTEST Postal Address: 33 Donauefeldstrasse 4040 Wien Austria Remit To ID: 0000183688:2008400001	<b>SUPPLIER:</b> Merck Export GmbH-TKDTEST Postal Address: Frankfurter Str. 250 64293 Darmstadt Germany Email:	<b>CUSTOMER:</b> Takeda - TEST Postal Address: Japan 100-0402 TOKYO TO Tokyo Owoggt Tokyo Email:

Purchase Order: 8000140053

Done

Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

 <b>From:</b> Takeda Austria GmbH St. Peter-Strasse 25 Plant 18 Line 2 Plant 18 Line 3 4020 Linz Austria	<b>To:</b> Merck Export GmbH-TKDTEST Test Str. 250 64293 Darmstadt Germany Phone: +49 (44) 1234568 Fax: Email: bprtest.supplier.2017@gmail.com	<b>Purchase Order</b> (New) <b>8000140053</b> Amount: 200.00 EUR Version: 1
<b>Payment Terms</b> NET 90 90 Tage netto	<b>Comments</b> Comment Type: Terms and Conditions Body: http://www.takeda.at/bsclaimen/ags2/	<b>Routing Status:</b> Acknowledged Related Documents: 1
<b>Other Information</b> Customer VAT/Tax ID: ATU56259997 Distribution Unit Name: FARM - Takeda Austria GmbH 7070 Austria Linz		

Credit memo is now attached to the PO in “Related Documents” section.

PDF Copy



# PDF Copy



**STEP 1.** Reach the proper PO through your mailbox and click the invoice attached to the PO as a related document. Then select the „**Download PDF**” button to download the PDF version.

Purchase Order: 8000031673 Done

[Create Order Confirmation](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

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


	<b>From:</b> <b>Takeda Austria GmbH</b> St. Peter-Straße 25,, Plant 18 Line 2 Plant 18 Line 3 4020 Linz Austria	<b>To:</b> <b>Merck Export GmbH-TKDTEST</b> Test Str. 250 64293 Darmstadt Germany Phone: +49 (44) 1234568 Fax: Email: bprtest.supplier.2017@gmail.com	<b>Purchase Order</b> <i>(Invoiced)</i> <b>8000031673</b> Amount: 100.00 EUR Version: 1
--	---	--	---

**Payment Terms** ⓘ  
Net pr. 60 days

**Comments**  
Comment Type: Terms and Conditions  
Body: <http://www.takeda.at/disclaimer/agn2/>

**Other Information**  
Customer VAT/Tax ID: ATU56259907  
Purchasing Unit Name: GMS - Takeda Austria GmbH\_7070\_Austria\_Linz

Routing Status: Acknowledged  
Related Documents: [Special5](#)  
[RC31157](#)



Invoice: 1101

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

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





# Help Center



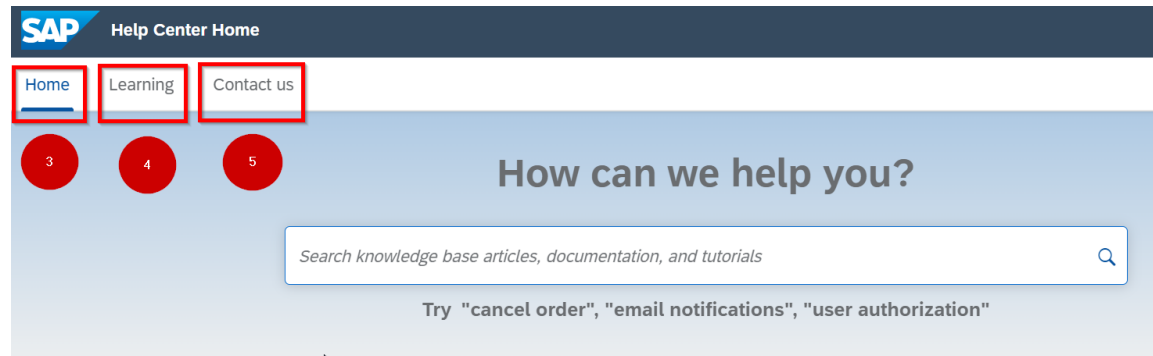
# Help Center



To access SAP Help Center, select question mark in the top right corner of your screen –



1. You can use the “Search” bar to find answers on specific topic or search the “Documentation” section

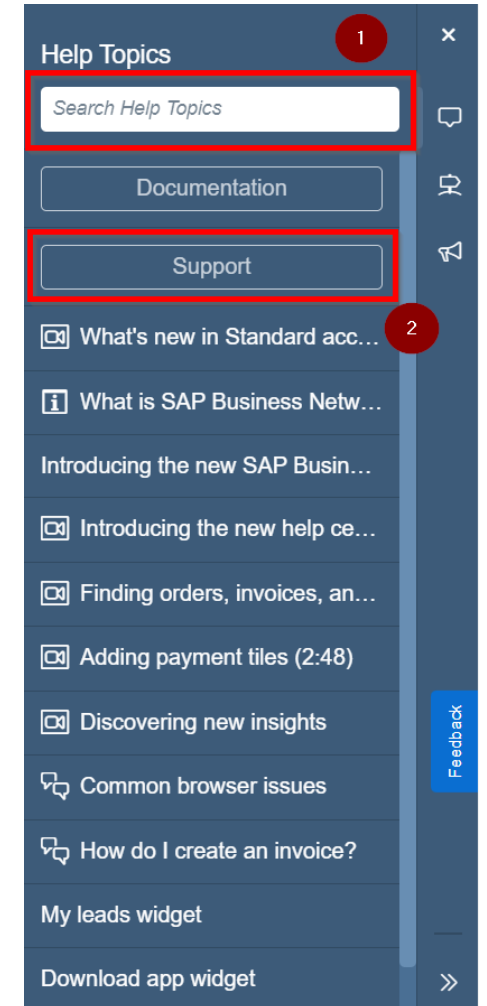


2. If you are not able to find the information you need, select “Support” button to open the help center homepage.

3. **Home** - place for users to search all content and recommended topics. Registered Suppliers may also access Information Portals published by their Buyers.

4. **Learning** - section offering product documentation, release updates, tutorials and other resources.

5. **Contact us** - interaction point to contact SAP Ariba Customer. Guided Assistance flows to find the answer even before engaging with a live agent. If you can't find your answer, select it to engage with Support.



**Please note** – Full support is provided only for Enterprise Account. For Standard Account technical support is provided only for:

- ANERR error
- IP address error
- Invoice failure
- PunchOut catalog error

Learn more about Help Center: [watch a video](#) or [read a Knowledge Transfer document](#).

# Thank you!



**Better Health, Brighter Future**