



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”.

SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

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

ATTENTION: If you cannot find Takeda on your customer list, please contact 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).

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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](#)

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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 ▾

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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
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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"/>	SERVICE	<input type="text"/>	<input type="text" value="Service"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="EA"/>	<input type="text" value="100.00 PLN"/>	<input type="text" value="100.00 PLN"/>

Service Period: Service Start Date: Service End Date:

Tax

Line Item Actions

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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

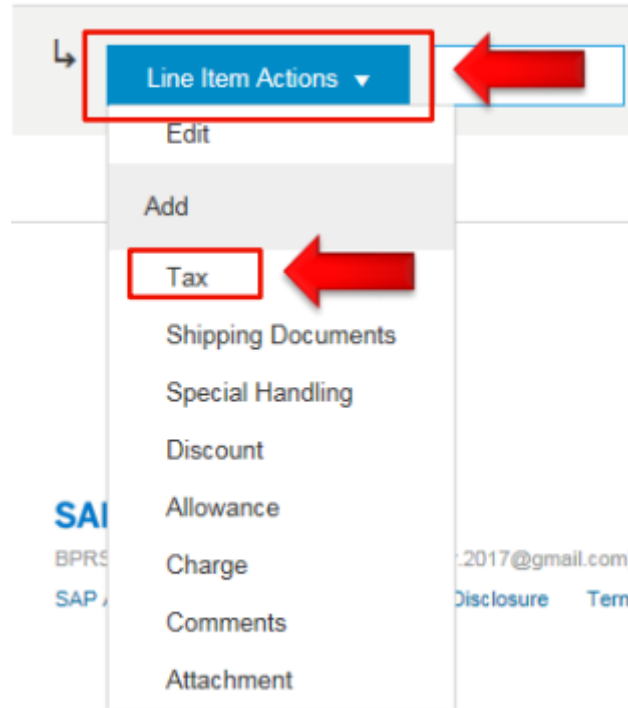
- 0% VAT / BLA
- Standard Tax Selections
 - Sales
 - VAT
 - GST
 - HST
 - PST
 - QST
 - Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

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

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



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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 illustrates the process of entering tax details for a 0% VAT invoice. It is divided into two parts by red arrows indicating the flow of data.

Left Panel (Input Fields):

- Category:*** VAT (highlighted with a red box)
- Location:** (empty field)
- Description:** test (highlighted with a red box)
- Regime:** (dropdown menu)
- Date Of Pre-Payment:** (calendar icon)
- Law Reference:** (empty field)

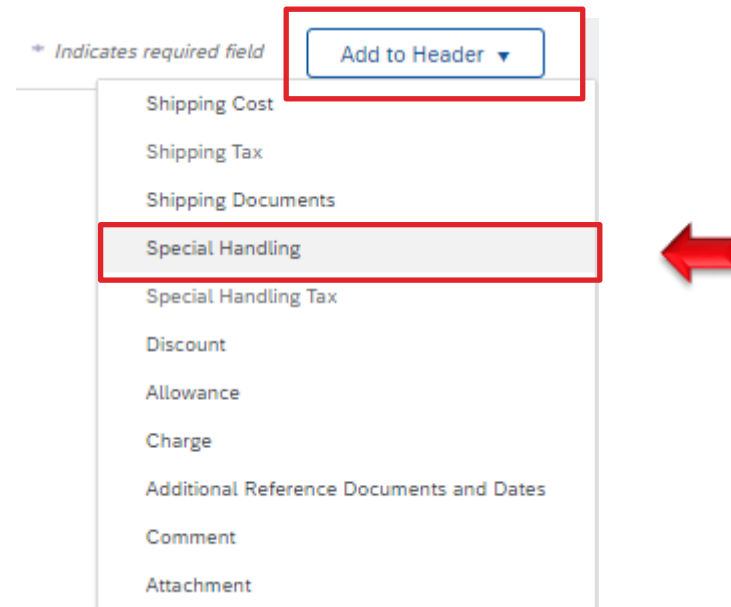
Right Panel (Output/Calculated Fields):

- Taxable Amount:** 10.00 EUR
- Tax Rate Type:** (empty field)
- Rate(%):** 0 (highlighted with a red box)
- Tax Amount:** 0.00 EUR
- Exempt Detail:** Zero Rated (highlighted with a red box)
- Date Of Supply:** 26 Nov 2019 (calendar icon)
- Triangular Transaction

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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:

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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:

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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

REMIT TO: Takeda SE Team - TEST Postal Address: Sterlinga 8a 91-425 Łódź Łódź Poland Tax ID of Supplier: DE289142203	BILL TO: Alexis Gorczynska Postal Address: Sterlinga 8a 91-425 Lodz Łódź Poland	SUPPLIER: Takeda SE Team - TEST Postal Address: Sterlinga 8a 91-425 Lodz Poland
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BILL FROM: Takeda SE Team - TEST Postal Address: Sterlinga 8a 91-425 Lodz Poland	CUSTOMER: Baxalta Belgium Mfg SA Postal Address: Boulevard René Branquart 7860 Lessines Belgium Address ID: 7001 Email: kornelia.jakobiec@takeda.com	WIRE PAYMENT TO BANK: Darmstadt Account Name: 2008400000 Account Type: Checking Branch Name: Darmstadt Account ID: 2008400000 SWIFT Code: 2008400000 IBAN ID: DE06508700050020084000
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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.

The screenshot shows the 'Invoice Header' section of a system interface. A red box highlights the 'Invoice Header' dropdown menu, with a red arrow pointing to it from a text box that says 'Please add an attachment only on “Invoice Header” level'. Another red box highlights the 'Add to Header' button, with a red arrow pointing to it from a 'View/Edit Addresses' link. The 'Summary' section contains the following information:

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		

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

The screenshot shows the 'Attachments' section of the system interface. A text box states 'The total size of all attachments cannot exceed 99MB'. Below this, there is a 'Browse...' button and an 'Add Attachment' button. A red box highlights the 'Browse...' button.

The screenshot shows the 'Add to Header' dropdown menu. The options are: Tax, Shipping Cost, Shipping Documents, Special Handling, Discount, Additional Reference Documents and Dates, Comment, and Attachment. A red box highlights the 'Attachment' option.



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

Buttons: Delete | Create | OK | Cancel

Annotations: A red box highlights the "Create" button and the "NEW TAX" row. A red arrow points to the "OK" 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

Annotation: A red arrow points to the "1% VAT / NEW TAX" item in the Taxes list.