



Invoices without purchase order on SAP Ariba

June 2022



Invoices Without a Purchase Order

On the following pages you will find instructions on how to create an invoice without a purchase order on SAP Ariba.

Invoices without a purchase order should be created if the order has not been placed via Ariba.

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Invoices Without a Purchase Order

Before you create the first invoice, please check whether you have installed your remittance ID for Swisscom correctly.

You can find the instructions [here](#).



Invoices Without a Purchase Order

To create an invoice without a purchase order, login to your Ariba account via supplier.ariba.com and click on **"create"** > **"Non-PO Invoice"**.

The screenshot displays the SAP Business Network user interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', and an 'Upgrade' button. A navigation menu contains 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A 'Back to classic view' link is also present. On the right side of the header, there is a user profile icon labeled 'SD' and a 'Create' button. A red arrow points to the 'Create' button, and another red arrow points to the 'Non-PO Invoice' option in the dropdown menu that appears below it. Below the navigation menu, there is a dashboard with a 'Getting started' section. This section contains several cards with statistics: 'New orders' (0), 'Orders' (0), 'Rejected invoices' (0), 'Orders to invoice' (0), 'Invoices' (1), and 'More' (1). Each card also indicates 'Letzte 365 Tage' (Last 365 days).





Invoices Without a Purchase Order Entry

You will be forwarded to the next menu item:

It is important here to select the **right customer** and the standard invoice. You can reach the invoice header with the "Next" button.

For a trading relationship already on Ariba Network


Customer: 

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 [More](#)

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





Invoices Without a Purchase Order

Edit Invoice Header

There are several points to consider when filling out the invoice. Mandatory fields are generally marked with an asterisk and must be filled in.

▼ Invoice Header

Summary

Invoice #:	*	<input type="text"/>	Subtotal: 0.00 CHF
Invoice Date:	*	2 Nov 2020	Total Tax: 0.00 CHF
Service Description:		<input type="text"/>	Total Amount without Tax: 0.00 CHF
Remit To		Banca Raiffeisen 1	Amount Due: 0.00 CHF
Choose Address		Bellinzona Switzerland BILLTO5000	
Bill To:		Swisscom (Schweiz) AG	
		Urdorf Switzerland	

Important notice:

The invoice date may only be **backdated up to 30 days.**

Please note that the payment deadline will be calculated from this date.

The invoice number **must be alphanumeric.**

Permitted: RE123456, not permitted: RE-123456

The correct address must be selected. (BILLTO5000 = Swisscom (Switzerland) Ltd, BILLTO7000 = Swisscom Ltd, BILLTO8000 = Cablex AG)



Invoices Without a Purchase Order

Edit Invoice Header

For this type of invoice, filling out the order information is **voluntary**

Order Information

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

In the "**Additional Fields**" section, the address information of the Swisscom contact (contact person or requestor) must be maintained. Select the correct customer address (Swisscom (Schweiz) AG) and add the correct and valid Swisscom e-mail address of the requestor.

Additional Fields

Supplier Account ID #:	<input type="text"/>	Service Start Date:	<input type="text" value=""/>
Customer Reference:	<input type="text"/>	Service End Date:	<input type="text" value=""/>
Supplier Reference:	<input type="text"/>	Choose Address:	Swisscom (Schweiz) AG
Payment Note:	<input type="text"/>	Customer:	Swisscom (Schweiz) AG
Supplier:	<input type="text"/>		Urdorf Switzerland
		Contact person email* address:	<input type="text"/>




Invoices Without a Purchase Order

Edit Invoice Header

If you have entered your VAT number in your profile, it should now be automatically visible in the invoice:

Supplier VAT Supplier VAT/Tax ID: CHE-123.456.789 IVA	Customer VAT Customer VAT/Tax ID: CHE-101.654.423 MWST
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If your invoice includes a payment slip, enter the **ESR Participant Number** (= your account number) and ESR Reference Number under "Supplier VAT". The same applies to payment slips with a QR-IBAN.

ESR Participant Number: <input type="text"/>	Empfangsschein Konto / Zahlbar an CH52 3000 5023 4567 8100 0 Robert Schneider AG Rue du Lac 1268 2501 Biel Referenz 21 00000 00003 13947 14300 09017 Zahlbar durch Pia-Maria Rutschmann-Schnyder Grosse Marktgasse 28 9400 Rorschach Währung Betrag CHF 1 949.75	Zahlteil  Währung Betrag CHF 1 949.75	Konto / Zahlbar an CH52 3000 5023 4567 8100 0 Robert Schneider AG Rue du Lac 1268 2501 Biel Referenz 21 00000 00003 13947 14300 09017 Zusätzliche Informationen Auftrag vom 15.06.2020 Zahlbar durch Pia-Maria Rutschmann-Schnyder Grosse Marktgasse 28 9400 Rorschach
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If no information is entered, the payment will automatically be sent to the payment details registered with us in the system on your part.



Invoices Without a Purchase Order

Edit Invoice Header

The original invoice must be added as a PDF.

Open the drop-down menu "", click Attachment > Choose File > Add attachment.

Add to Header ▾

- Special Handling
- Discount
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Attachments

The total size of all attachments cannot exceed 100MB

No file chosen



Invoices Without a Purchase Order

Add line items

The next step is to enter a line item. Selecting the correct type of item to be invoiced is important.

Line Items

No.	No.	Include	Type	Part #	Description	C
						No

Line Item Actions ▾ Delete Add ▾

- Add General Service
- Add Labor Service
- Add Material

The following fields must be maintained: No., Description, Quantity, Unit, Unit Price (net). Enter "EA" into the unit field and select "EA – each". This enables flawless booking on our side.

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

In principle, it is sufficient to enter an invoice item with the net amount. A detailed invoice document must be attached as an annex.



Invoices Without a Purchase Order

Add line items

To insert the VAT in the invoice, select the item, navigate to the **"Line Item Actions"** and select the menu item **"Tax"**:

<input type="checkbox"/>	No.	Include	Type	Part #
<input checked="" type="checkbox"/>		<input type="checkbox"/>	SERVICE	

Service Period: _____ Service Start Date: *

Tax

↳ **Line Item Actions** ▼

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

AP © _____ company. All rights reserved.

Important note:

When entering amounts and VAT, the decimal places must be separated with . (dot) or , (comma) depending on the browser.
Check the subtotal after entering the VAT.



Invoices Without a Purchase Order

Add line items

Select the tax rate under the Category tab. If no tax rate has been entered yet, you can enter it once under Configure Tax Menu. If no tax is to be charged, configure a tax rate of 0% and select "Tax-free" or "Exempt" under Details of Exemption.

The screenshot shows a 'Tax' configuration form. On the left, there are input fields for 'Category:*' (set to 'VAT'), 'Location:', 'Description:', 'Regime:', 'Date Of Pre-Payment:', and 'Law Reference:'. A dropdown menu is open from the 'Category' field, showing options: 'steer', '0% sales tax / 0.0% no VAT', '2.5% sales tax / 2.5% reduced rate', '7.7% sales tax / 7.7% standard rate', 'Standard tax selection', 'Sales tax', 'value added tax', 'GST', 'HST', 'PST', 'QST', 'Excise tax', 'Withholding tax', 'Other taxes', and 'Configure the control menu'. On the right, there are input fields for 'Taxable Amount:' (3,000.00 CHF), 'Tax Rate Type:', 'Rate(%)' (7.7), 'Tax Amount:' (231.00 CHF), 'Exempt Detail:' (set to '(no value)'), and 'Date Of Supply:*' (17 Dec 2020). A 'Triangular Transaction' checkbox is also present. A second dropdown menu is open from the 'Exempt Detail' field, showing options: '(no value)', 'Tax free', and 'Exempt'. Red arrows point to the 'VAT' field, the '0% sales tax' option in the first dropdown, the 'Tax free' option in the second dropdown, and the 'Configure the control menu' option at the bottom of the first dropdown.

Tax Free: You are liable to pay tax, but the tax on this invoice is exempt

Exempt: you are not liable to pay tax
The description for VAT exemption must be filled in.

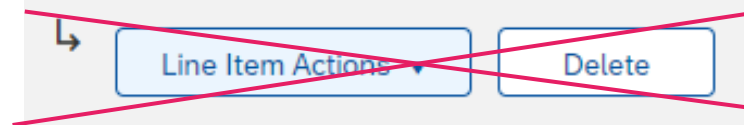
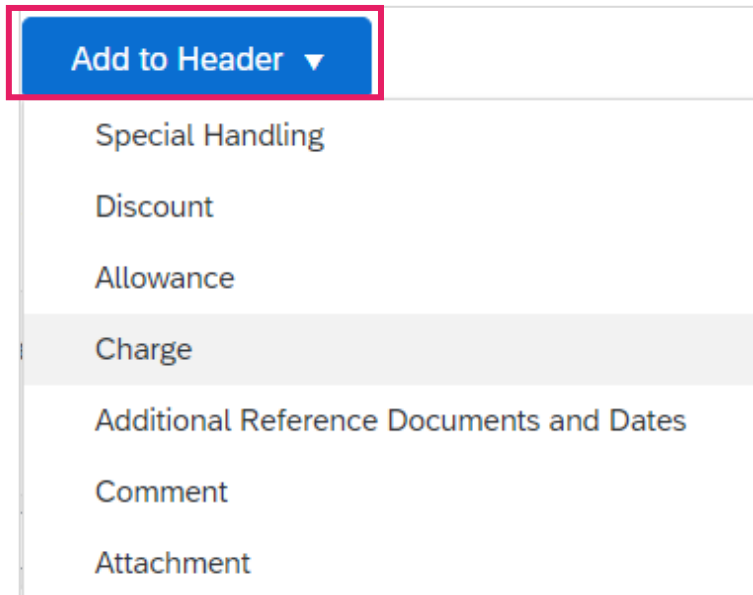


Invoices Without a Purchase Order

Rounding Difference

In general, cent-amounts should be invoiced exactly and not rounded. If the gross amount on Ariba does not match your PDF invoice, you need to add a rounding difference.

Note that the rounding difference is entered in the invoice header and not at item level!





Invoices Without a Purchase Order

Rounding Difference

POSITIVE ROUNDING

Click on Include in **invoice header** > **Costs**

Select the service code '**Rounding difference**' and the cost '**Amount**'. Enter the amount.

Add to Header ▾
Special Handling
Discount
Allowance
Charge
Additional Reference Documents and Dates
Comment
Attachment

Ermäßigungen und Zuschläge

Servicecode: Rundungsdifferenz ▾
Startdatum:
Kosten: Betrag ▾ 0.01

NEGATIVE Rounding

Click on Include in **invoice header** > **Allowance**

Select the service code '**Rounding difference**' and the cost '**Amount**'. Enter the amount without a plus or minus sign.

Add to Header ▾
Special Handling
Discount
Allowance
Charge
Additional Reference Documents and Dates
Comment
Attachment

Ermäßigungen und Zuschläge

Servicecode: Rundungsdifferenz ▾
Startdatum:
Kosten: Betrag ▾ 0.01



Invoices Without a Purchase Order

Submit Invoice

Click on Continue.

Check the overview with the total amount and click Submit. You can then check the status (see the following pages).

Save on computer Leave **Continue**

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. The document's originating country is:Switzerland. The document's destination country is:Switzerland.
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: /	Subtotal: 408.00 EUR
Invoice Date: Tuesday 15 Dec 2020 11:22 AM GMT+01:00	Total Tax: 31.42 EUR
Original Purchase Order: 4501362638	Total Shipping: 0.00 EUR
	Total Amount without Tax: 408.00 EUR
	Amount Due: 439.42 EUR

REMIT TO: Markus_Test_Supplier_3 - TEST Postal Address: Bern Strasse 1 2200 Bern Switzerland Remit To ID: 0080170396:0080170396	BILL TO: Swisscom (Schweiz) AG Postal Address (Par défaut): Invoice Center Postfach 401 8901 Urdorf ZH Switzerland Address ID: BILLTO5000	SUPPLIER: Markus Test Supplier 3 Postal Address: Bern Strasse 1 2000 Bern Switzerland
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Invoices Without a Purchase Order

Invoice Status

You can view the status of your invoice under Workbench > Invoices > Invoice Status.
On the following page you will find a listing.

The screenshot shows a software interface with a navigation bar at the top containing 'Home page', 'activation', 'Workbench', 'Orders', 'Fulfillment', 'bills', 'Payments', 'Catalogs', and 'Reports'. The 'Workbench' tab is highlighted with a red box. Below the navigation bar, there is a 'Workbench' section with seven cards: 'New orders' (1), 'Orders' (2), 'Rejected invoices' (0), 'Transfers' (CHF 0.0), 'Orders to be billed' (2), 'Invoices' (1), and 'Attached documents' (0). The 'Invoices' card is highlighted with a red box. Below this is a 'bills (1)' section with a filter 'Last 31 days'. At the bottom, there is a table with columns: Art, bill number, customer, reference, Source document, Submission method, origin, date, amount, Forwarding status, and Invoice status. The 'Invoice status' column is highlighted with a red box. The table contains one row: 'Standard invoice', '20211124', 'Swisscom (Switzerland) AG - TEST', '4501442203', 'Framework order', 'On-line', 'supplier', '11/24/2021', 'CHF 21,540.00', 'Confirmed', and 'Approved'.

Art	bill number	customer	reference	Source document	Submission method	origin	date ↓	amount	Forwarding status	Invoice status
Standard invoice	20211124	Swisscom (Switzerland) AG - TEST	4501442203	Framework order	On-line	supplier	11/24/2021	CHF 21,540.00	Confirmed	Approved



Invoices Without a Purchase Order

Invoice Status

Here you will find a listing:

Rejected: The bill has been rejected by Swisscom and requires a new submission (see p. 25).

Sent: The bill has been successfully submitted to Swisscom

Approval pending: The bill must be checked and approved by Swisscom by the requester.

Approved: The invoice has been approved by the requester of Swisscom and will be paid.

Paid: The invoice has been paid.

Failed: The bill could not be submitted. The invoice must be resubmitted.

Cancelled: The invoice has been cancelled.



Invoices Without a Purchase Order

Rejected Invoices

For rejected invoices, open the invoice to view the reason.

Standard invoice	ABC2	Swisscom (Switzerland) AG - TEST	Invoice without purchase order	On-line	supplier	01/08/2021	CHF 215.40	Confirmed	Rejected
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Invoice

Ready

To edit: [Create Credit Memo](#) [Copy this invoice](#) [Press](#) [download PDF](#) [cXML export](#)

Details [Scheduled payments](#) [history](#)

Rejected invoice:
Reasons:
9: Other reasons

Comment: Test (Stefano Dell'Era, 2021-01-08T05:18:44-08:00) Header Level Exceptions: Invoice without order reference The invoice has not been matched to a Purchase Order. Please set the correct commodity code and accounting information and accept the invoice NonPOInvoice
Impossible d'affecter la facture à une commande. Merci de saisir comme Non-PO et d'indiquer le groupe de marchandises correct ainsi que les éléments d'imputation

[Edit and resubmit](#)

Most common reasons for rejections:

- Rounding differences were listed in the line item instead of the invoice header.
- Incorrect VAT amounts
- Invalid e-mail address of the requestor



Invoices Without a Purchase Order

Rejected Invoices

To resubmit rejected invoices, click "Copy this invoice", unless the status of the order is out of date. In this case, the invoice must be reissued to the correct version of the order. Correct the relevant information and resubmit the invoice.

Attention: Do NOT click on "Create Credit Memo", this will trigger credit notes.

The screenshot shows a web interface for managing an invoice. At the top, the word "Invoice" is displayed. Below it, there is a navigation bar with several buttons: "To edit", "Create Credit Memo" (which is crossed out with a red X), "Copy this invoice" (highlighted with a red box), "Press", "download PDF" (with a dropdown arrow), and "cXML export". Below the navigation bar, there are tabs for "Details", "Scheduled payments", and "history". The main content area is a light blue box containing the following text:

Rejected invoice:
Reasons:
9: Other reasons

Comment: Test (Stefano Dell'Era, 2021-01-08T05: 18: 44-08: 00) Header Level Exceptions: Invoice without order reference The invoice has not been matched to a purchase order. Impossible d'affecter la facture à une commande. Merci de saisir comme Non-PO et d'indiquer le groupe de marchandises correct ainsi que les éléments d'identification.

At the bottom of this section, there is a button labeled "Edit and resubmit" which is also highlighted with a red box.



Invoices Without a Purchase Order

Credit Memos

Invoice corrections or credit notes are only possible for invoices posted and released on Ariba. Do not create partial credit notes: Create a credit note for the entire invoice and submit a new invoice with the correct amount.

Option 2: Open the invoice and click Create Invoice > Create Credit Memo.

The screenshot shows the 'Invoice' management interface. At the top left, the word 'Invoice' is displayed. Below it, a horizontal bar contains several action buttons: 'To edit', 'Create Credit Memo' (highlighted with a red border), 'Copy this invoice', 'Press', 'download PDF' (with a dropdown arrow), and 'cXML export'. Below this bar, a secondary bar contains three tabs: 'Details' (selected), 'Scheduled payments', and 'history'.



Invoices Without a Purchase Order

Credit Memos

Enter the invoice correction no., the date and the reason for the invoice correction.

▼ Rechnungskopf

Übersicht

Rechnungskorrektur-Nr.:*

Datum der* 3. Dez. 2021 

Rechnungskorrektur:

Anmerkung

Grund für die*
Rechnungskorrektur:



Invoices Without a Purchase Order

Credit Memos

The full amount is automatically credited under the line items

Positionen

<input type="checkbox"/>	Nr.	Einschließen	Art	Teilenr.	Beschreibung	Teilenr. des Kunden	Menge	Unit	Preis pro Mengeneinheit	Zwischensumme
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Nicht verfügbar	Abweichende Menge		-109	EA ⓘ	10,00 CHF	-1.090,00 CHF

Steuer

Kategorie:*

Standort:

Beschreibung:

System:

Steuerpflichtiger Betrag:

Satz (%):

Steuerbetrag:

Details der Befreiung:

[Entfernen](#)

Click on continue and submit the invoice correction.

Save on computer Leave **Continue** Previous Save **Submit** Exit



Recording of shipping costs and shipping taxes

Select **shipping costs** from the "Add to header" menu and then enter **shipping costs** and **shipping date** in the "Shipping costs" section.

Add to Header ▾

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

Shipping Cost

Shipping Amount:

Shipping Date:

Select **shipping tax** from the "Add to header" menu and then enter taxes.

Add to Header ▾

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

Shipping 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



Invoices Without a Purchase Order

Support

If questions, SAP Ariba Support offers various options for help, e.g. via the frequently asked questions or via various instructions. There you will also find contact options for technical problems.

On our [FAQ for Ariba Suppliers](#) you will find frequently asked questions about SAP Ariba and order processing with Swisscom.

If you have any other concerns that have not been resolved through Ariba Support or Self Service, we will be happy to help you at Swisscom.Kaufhaus@swisscom.com.

