



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

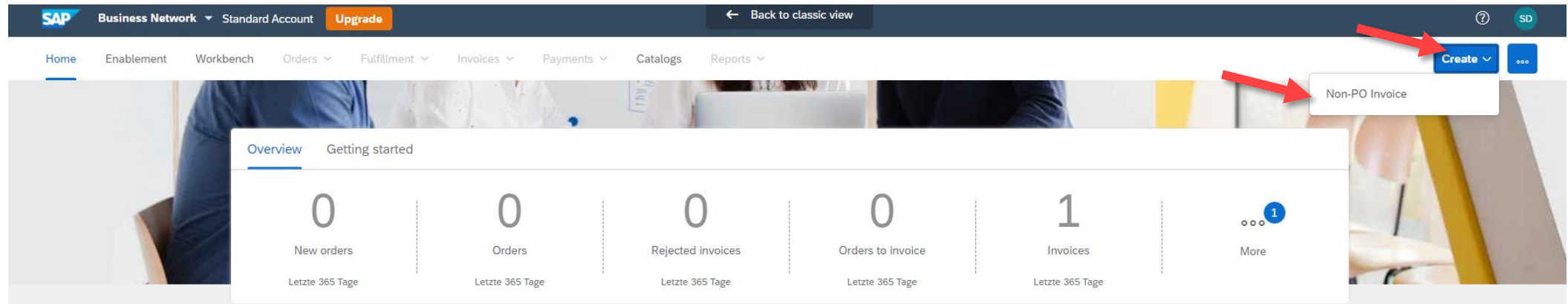
Before you create the first invoice, please check whether you have installed your remittance ID for Swisscom correctly.

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"**.





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)

[Next](#) [Exit](#)



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
		Bellinzona Switzerland		
Choose Address		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 = Calex 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"/>		
Payment Note:	<input type="text"/>		
Supplier:	<div></div>	Choose Address:	Swisscom (Schweiz) AG
		Customer:	Swisscom (Schweiz) AG
			Urdorf Switzerland
		Contact person email* address:	<input type="text" value=""/>




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	Customer VAT
Supplier VAT/Tax ID: CHE-123.456.789 IVA	Customer VAT/Tax ID: <input type="text" value="CHE-101.654.423 MWST"/>

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	Zahlteil	Konto / Zahlbar an CH52 3000 5023 4567 8100 0 Robert Schneider AG Rue du Lac 1268 2501 Biel	=ESR TN-Nr.
ESR Reference Number:	<input type="text"/>	Referenz 21 00000 00003 13947 14300 09017		Referenz 21 00000 00003 13947 14300 09017	=ESR-Referenz
		Zahlbar durch Pia-Maria Rutschmann-Schnyder Grosse Marktgasse 28 9400 Rorschach		Zusätzliche Informationen Auftrag vom 15.06.2020	
		Währung Betrag CHF 1 949.75		Zahlbar durch Pia-Maria Rutschmann-Schnyder Grosse Marktgasse 28 9400 Rorschach	
				Währung Betrag CHF 1 949.75	

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

Choose File

No file chosen

Add Attachment



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"**:

The screenshot shows a table with columns: ☐, No., Include, Type, and Part #. The first row has a checked checkbox, an empty 'No.' field, a green toggle for 'Include', 'SERVICE' for 'Type', and an empty 'Part #' field. Below the table are fields for 'Service Period' and 'Service Start Date: *'. A 'Tax' section is visible. At the bottom, a 'Line Item Actions' dropdown menu is open, showing options: Edit, Add, Tax, Shipping Documents, Discount, Allowance, Charge, Comments, and Attachment. Red arrows point from the 'Tax' option in the dropdown to the 'Line Item Actions' button and the 'Tax' option itself. The 'Delete' and 'Add' buttons are also visible next to the dropdown.

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.

Tax

Category:* VAT ✓

Location: steer

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

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

Configure the control menu

Taxable Amount: 3,000.00 CHF

Tax Rate Type:

Rate(%): 7.7

Tax Amount: 231.00 CHF

Exempt Detail: (no value) ✓

Date Of Supply:* 17 Dec 2020

☐ Triangular Transaction

(no value)

Tax free

Exempt

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!

A screenshot of a software interface showing a dropdown menu. The top button is blue with white text 'Add to Header' and a downward arrow. This button is highlighted with a red rectangular border. Below the button, a list of options is displayed: 'Special Handling', 'Discount', 'Allowance', 'Charge' (which is highlighted with a grey background), 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'.





Invoices Without a Purchase Order

Rounding Difference

Click Add to Header > Charge.

Select the service code "Rundungsdifferenz" and the charge "Amount". Enter the amount. Negative roundings must be entered with a negative sign.

Add to Header ▼

Special Handling

Discount

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Allowances and Charges

Service Code: *

Rundungsdifferenz ▼

Start Date:

Charge:

Amount ▼

-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 computerLeaveContinue

Create Invoice

PreviousSaveSubmitExit

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.

[Home page](#) [activation](#) [Workbench](#) [Orders](#) [Fulfillment](#) [bills](#) [Payments](#) [Catalogs](#) [Reports](#)

Workbench

1
New orders
Last 31 days

2
Orders
Last 31 days

0
Rejected invoices
Last 31 days

CHF 0.0 CHF
Transfers
Last 31 days

2
Orders to be billed
Last 31 days

1
Invoices
Last 31 days

0
Attached documents

bills (1)

[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

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.

Invoice

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 an 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.

Edit and resubmit



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.

Invoice

To edit

Create Credit Memo

Copy this invoice

Press

download PDF ▼

cXML export

Details

Scheduled payments

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*
Rechnungskorrektur:

3. Dez. 2021

Anmerkung

Grund für die*
Rechnungskorrektur:



Invoices Without a Purchase Order

Credit Memos

The full amount is automatically credited under the line items

Positionen 1 Positionen 1 Eingeschlossen 0 bereits vollständig in Rechnung gestellt

<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:

Umsatzsteuer

MwSt 7.7%

Steuerpflichtiger Betrag:
Satz (%):
Steuerbetrag:
Details der Befreiung:

-1.090,00 CHF

7,7

-83,93 CHF

(kein Wert) ▾

[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: * 7.7% VAT / 7,7% MwSt ▾

Location:

Description: 7,7% MwSt

Regime: ▾

Date Of Pre-Payment:

Law Reference:

Taxable Amount: *

Tax Rate Type:

Rate(%): 7.7

Tax Amount:

Exempt Detail: (no value) ▾

Date Of Supply: * 30 May 2022

☐ 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.

