Invoices without purchase order on SAP Ariba

June 2022

C1 – Public

swisscom

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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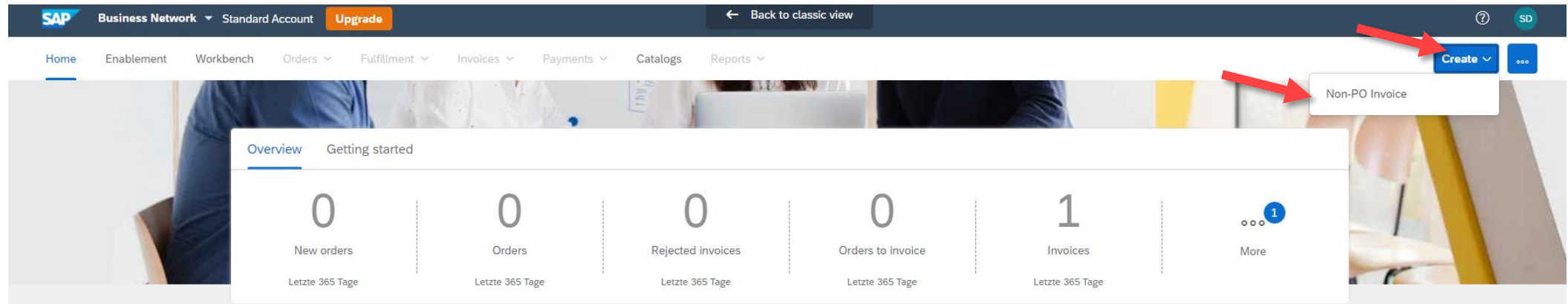# Invoices Without a Purchase Order

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 Inovice"**.

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 the reach the invoice header with the "Next" button.

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.

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**

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-ail address of the requestor.

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:

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.

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.

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.

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"**:

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 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!

Add to Header ▼

Special Handling

Discount

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Line Item Actions ▼   Delete

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.

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

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.

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.

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.

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.

Invoices Without a Purchase Order
Credit Memos

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

Invoices Without a Purchase Order
Credit Memos

The full amount is automatically credited under the line items

Click on continue and submit the invoice correction.

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

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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.