



# Invoices without purchase order on SAP Ariba

June 2022

swisscom

C1 – Public



# 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.

Table of Content:

[S. 4 Entry](#)

[S. 5 Edit Invoice Header](#)

[S. 10 Add line items](#)

[S. 13 Rounding difference](#)

[S. 15 Submit invoice](#)

[S. 16 Invoice status](#)

[S. 18 Rejected invoices](#)

[S. 20 Invoice correction and credit memos](#)

[S. 23 Recording of shipping costs and shipping taxes](#)



## 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](https://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', an 'Upgrade' button, and a 'Back to classic view' link. The main navigation bar contains links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. A 'Create' button is visible in the top right corner, with a dropdown menu open showing 'Non-PO Invoice' as an option. Below the navigation bar, a dashboard card titled 'Overview' shows various metrics: 'New orders' (0), 'Orders' (0), 'Rejected invoices' (0), 'Orders to invoice' (0), 'Invoices' (1), and 'More' (1). Red arrows in the original image point to the 'Create' button and the 'Non-PO Invoice' option in the dropdown menu.





# 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"/>	←
Invoice Date:	*	2 Nov 2020	←
Service Description:		<input type="text"/>	
Remit To		Banca Raiffeisen 1 ▾	
		Bellinzona Switzerland	
Choose Address		BILLTO5000 ▾	←
Bill To:		Swisscom (Schweiz) AG	
		Urdorf Switzerland	

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

### 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" 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:

<b>Supplier VAT</b> Supplier VAT/Tax ID: CHE-123.456.789 IVA	<b>Customer VAT</b> Customer VAT/Tax ID: 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.

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

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

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	C
<input type="checkbox"/>							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.

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

### 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 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 fields for 'Taxable Amount: 3,000.00 CHF', 'Tax Rate Type:', 'Rate(%): 7.7', 'Tax Amount: 231.00 CHF', 'Exempt Detail: (no value)', and 'Date Of Supply:\* 17 Dec 2020'. A 'Triangular Transaction' checkbox is also present. A secondary dropdown menu is open from the 'Exempt Detail' field, showing 'Tax free' and 'Exempt' options.

**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.

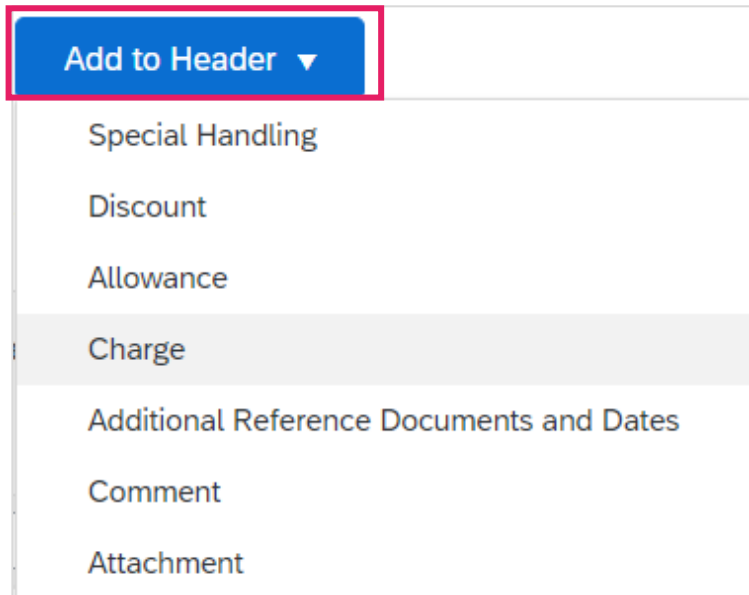


# Invoices Without a Purchase Order

## 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

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: \*  ▼

Start Date:

Charge:  ▼



# 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:	BILL TO:	SUPPLIER:
Markus_Test_Supplier_3 - TEST	Swisscom (Schweiz) AG	Markus Test Supplier 3
Postal Address: Bern Strasse 1 2200 Bern	Postal Address (Par défaut): Invoice Center Postfach 401 8901 Urdorf ZH	Postal Address: Bern Strasse 1 2000 Bern
Switzerland Remit To ID: 0080170396:0080170396	Switzerland Address ID: BILLTO5000	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.

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. Below the navigation bar is a 'Workbench' section with several metrics:

- New orders: 1 (Last 31 days)
- Orders: 2 (Last 31 days)
- Rejected invoices: 0 (Last 31 days)
- Transfers: CHF 0.0 CHF (Last 31 days)
- Orders to be billed: 2 (Last 31 days)
- Invoices: 1 (Last 31 days)**
- Attached documents: 0

Below the metrics is a section for 'bills (1)' with options to 'Edit filter', 'Save filter', and a 'Last 31 days' filter button.

Art	bill number	customer	reference	Source document	Submission method	origin	date ↓	amount	Forwarding status	Invoice status
Standard invoice	<a href="#">20211124</a>	Swisscom (Switzerland) AG - TEST	<a href="#">4501442203</a>	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
------------------	------	-------------------------------------	---	---------	----------	------------	------------	-----------	----------

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 horizontal 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 this bar, there are three tabs: "Details" (selected), "Scheduled payments", and "history". The main content area has a light blue background and contains the following text: "Rejected invoice:", "Reasons:", "9: Other reasons", and a comment: "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. 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'i". At the bottom of this section, there is a button labeled "Edit and resubmit" (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 a user interface for an invoice. At the top left, the word "Invoice" is displayed. Below it, there is a horizontal bar containing several action buttons: "To edit", "Create Credit Memo" (which is highlighted with a red rectangular border), "Copy this invoice", "Press", "download PDF" (with a downward arrow), and "cXML export". Below this bar, there is another horizontal bar with three tabs: "Details" (which is selected and highlighted), "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 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:*	<input type="text" value="Umsatzsteuer"/>	Steuerpflichtiger Betrag:	<input type="text" value="-1.090,00 CHF"/>	<a href="#">Entfernen</a>
Standort:	<input type="text"/>	Satz (%):	<input type="text" value="7,7"/>	
Beschreibung:	<input type="text" value="MwSt 7.7%"/>	Steuerbetrag:	<input type="text" value="-83,93 CHF"/>	
System:	<input type="text"/>	Details der Befreiung:	<input type="text" value="(kein Wert)"/>	

Click on continue and submit the invoice correction.

<input type="button" value="Save on computer"/>	<input type="button" value="Leave"/>	<input type="button" value="Continue"/>	<input type="button" value="Previous"/>	<input type="button" value="Save"/>	<input type="button" value="Submit"/>	<input type="button" value="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](mailto:Swisscom.Kaufhaus@swisscom.com).

