



Invoices without purchase order

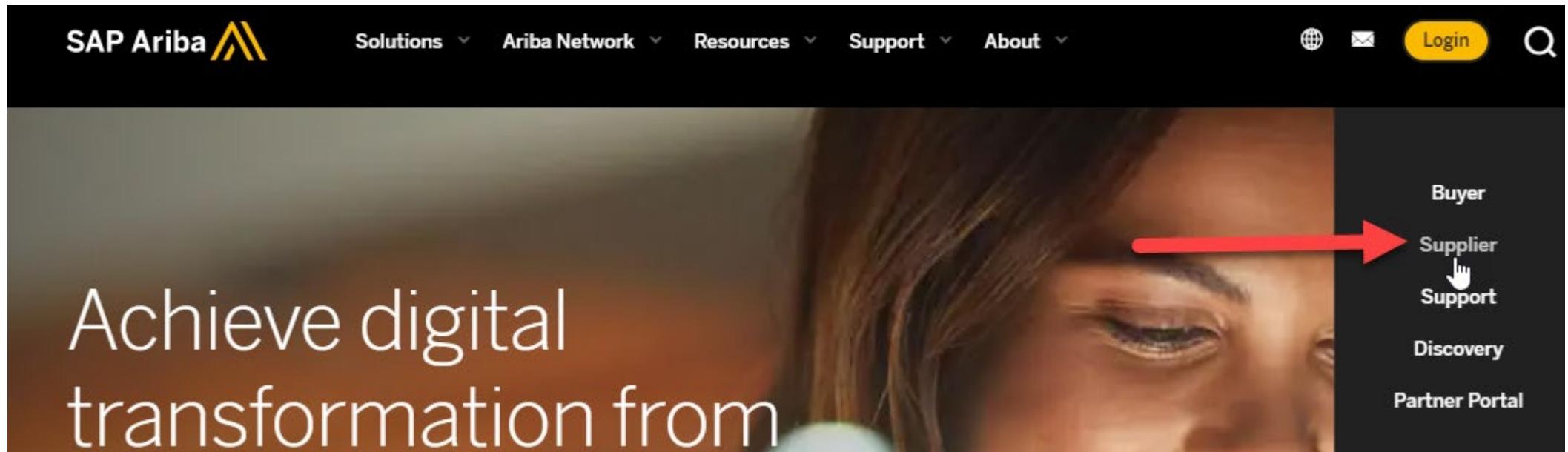
July 2021



Instructions for Invoices Without a Purchase Order

Invoices without a purchase order do not refer to an order placed in Ariba. The following slides show how to enter these invoices and what you need to watch out for.

You can access the system via supplier.ariba.com or directly via Ariba and the supplier login:

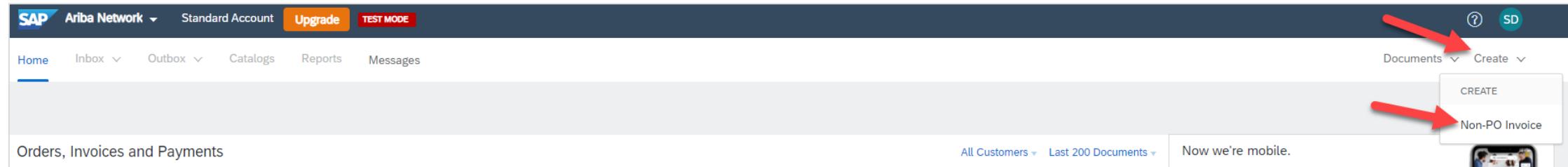




Instructions for Invoices Without a Purchase Order

The homepage gives you various possibilities to customise your company profile and set it up according to your needs. For more information, see the end of the documentation.

To create invoices without a purchase order, go to "**Non-PO Invoice**" via the Create menu item.





Instructions for Invoices Without a Purchase Order

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



Instructions for Invoices Without a Purchase Order

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 <input type="button" value="..."/>
Service Description:	
Remit To	Banca Raiffeisen 1 <input type="button" value="▼"/>
Bellinzona Switzerland	
Choose Address	<input type="text" value="BILLTO5000"/> <input type="button" value="▼"/>
Bill To:	Swisscom (Schweiz) AG <input type="button" value="..."/>
Urdorf Switzerland	

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

The invoice number **must be alphanumeric**.

Permitted: RE123456, not permitted: RE-123456

The bill date may lie **up to 30 days in the past**.



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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"/>

In the "**Additional Fields**" section, the address information of the Swisscom contact (contact person or requestor) must be maintained. It is important to select the right customer and then enter the e-mail address.

Additional Fields	
Supplier Account ID #:	<input type="text"/>
Customer Reference:	<input type="text"/>
Supplier Reference:	<input type="text"/>
Payment Note:	<input type="text"/>
Supplier:	
Bill From:	
Service Start Date: <input type="text"/>	
Service End Date: <input type="text"/>	
Choose Address <input type="text"/>	
Customer: <input type="text"/> Swisscom (Schweiz) AG	
Urdorf Switzerland	
Contact person email* <input type="text"/> <small>address: ! Required field</small>	



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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: CHE-101.654.423 MWST

If the payment will be made using a paying-in slip with reference number (ISR), the ISR subscriber number and ISR reference must be entered

ESR Participant Number:	<input type="text"/>
ESR Reference Number:	<input type="text"/>

If nothing is maintained, the payment is automatically sent to the payment details registered in our system.



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

Line Items						
	No.	No.	Include	Type	Part #	Description
<input type="button" value="Line Item Actions ▾"/>	<input type="button" value="Delete"/>	<input type="button" value="Add ▾"/>				

A red arrow points to the 'Add ▾' button in the top right corner of the 'Line Item Actions' dropdown menu. The menu also includes options: 'Add General Service', 'Add Labor Service', and 'Add Material'.

The following fields must be maintained:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="text"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>						
Service Period		Service Start Date:*			Service End Date:*				

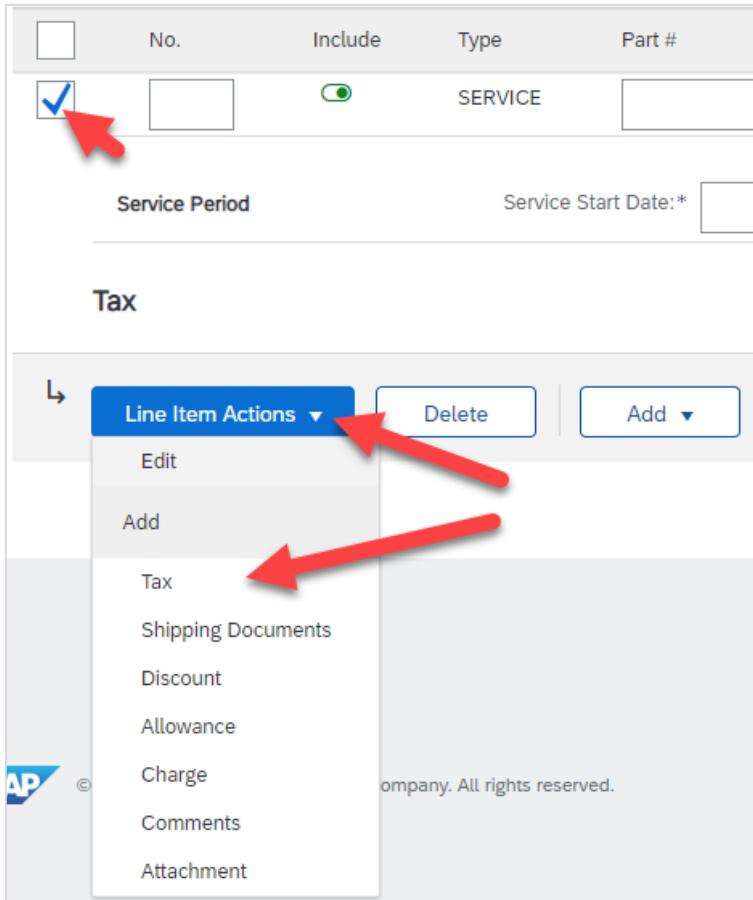
Entering an invoice item with the net total amount is usually sufficient. A detailed invoice document may be added to the invoice as an attachment.

Important: Enter the **unit** with EA (Each). This enables flawless booking on our side.



Instructions for Invoices Without a Purchase Order

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





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You can enter the VAT rates once and then select them directly using the drop-down menu next to the category. The entered VAT rates can then be viewed and selected as framed below. To make the configuration, go to "**Configure Tax Menu**" in the drop-down menu and then enter the desired VAT rate.

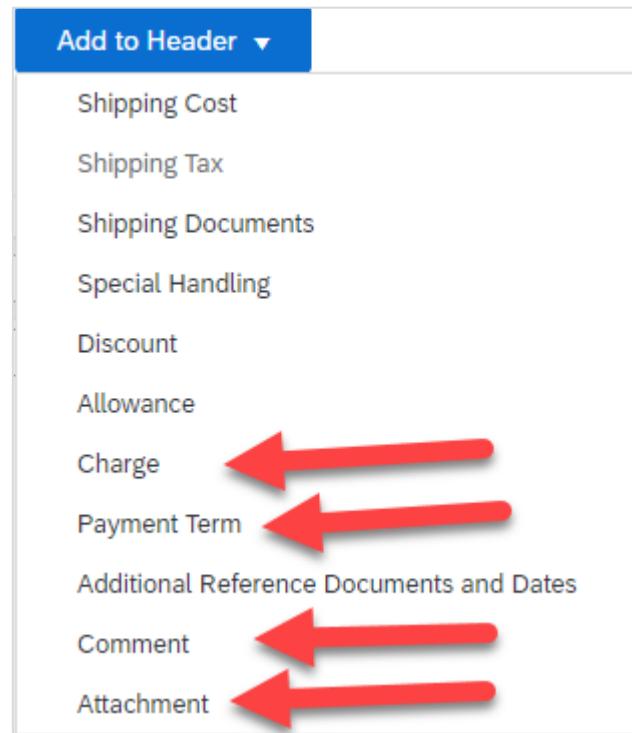
The screenshot shows the 'Tax' configuration screen. On the left, there are fields for 'Category' (0% VAT / 0.0% keine MWST), 'Location', 'Description' (0.0% keine MWST), 'Regime', 'Date Of Pre-Payment', and 'Law Reference'. Below these are buttons for 'Line Item Actions', 'Delete', and 'Add'. On the right, there is a 'Taxes' section with a dropdown menu showing three options: '0% VAT / 0.0% keine MWST' (selected), '2.5% VAT / 2.5% Reduzierter Satz', and '7.7% VAT / 7.7% Normalsatz'. This dropdown is highlighted with a red box. To the right of the dropdown are fields for 'Taxable Amount' (0.00 CHF), 'Tax Rate Type', 'Rate(%)' (0), 'Tax Amount' (0.00 CHF), 'Exempt Detail' (a dropdown set to '(no value)'), and 'Date Of Supply' (2 Nov 2020). A red arrow points from the 'Category' field to the dropdown menu. Another red arrow points from the 'Exempt Detail' dropdown to the 'Date Of Supply' field.

Foreign billers or other VAT-exempt services should select the appropriate value above and explain the tax exemption in the field that now opens.

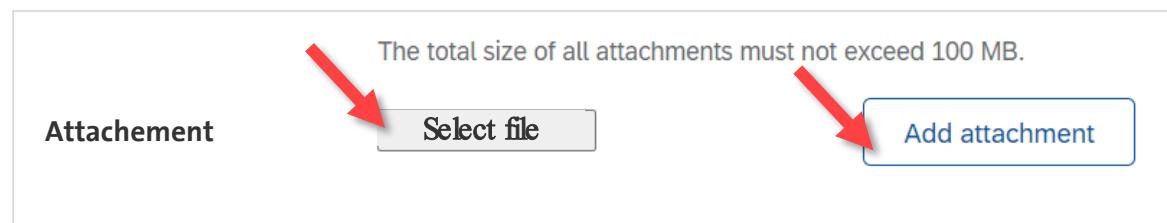


Additional invoice modules

You can incorporate additional invoice modules by including them in the invoice header. Each selected module then appears in the invoice:



- **Charge:** This menu item allows you to enter rounding differences and to compensate them in the invoice
- **Payment Term:** These should only be entered if they differ from the conditions agreed with Swisscom (usually 30 days net)
- **Comment:** Used to communicate relevant comments to Swisscom that enable faster invoice processing.
- **Attachment:** Attachment allows you to attach a PDF of your invoice. Klick on "select file", select the file from your documents and klick on "add attachment".





Finalising the invoice

If you have entered all the details correctly and completed the invoice as far as necessary, you can access the closing screen by clicking on the "**Next**" button. You can see all entries again and there and if necessary return to the invoice header to make a correction.

If all details are correct, you can send the invoice to Swisscom by clicking on the "**Submit**" button. You will then receive a confirmation from Ariba.

If you have any questions and suggestions, please feel free to contact ariba.accounting@swisscom.ch at any time.