



Processing of material orders in SAP Ariba

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Procedure for physical orders in SAP Ariba

On the following pages, you will find instructions on how to submit order confirmations, shipping confirmations and invoices in SAP Ariba.

Contents:

P. 3 Access with a Standard account

P. 4 Access with an Enterprise account

P. 5 General Overview

P. 7 Generating an Order Confirmation

P. 10 Generating a Shipping Notification

S. 13 Generating an Invoice



Access with a Standard Account

Standard account users will receive an email notification with a link to the Ariba network, where they can log in with their details. They will then be taken directly to the order.

The screenshot shows the SAP Ariba interface. On the left, a notification for 'Swisscom (Schweiz) AG - TEST' is displayed, including a 'Process order' button and a 'Send PDF invoice' button, both highlighted with red arrows. On the right, the 'Supplier Login' form is visible, featuring fields for 'User Name' and 'Password', a 'Login' button (highlighted with a red arrow), and a link for 'Forgot Username or Password'.

Please note: If you have a Standard account, you must use the link in the latest email associated with the order to edit orders. If you cannot find the email in question or have accidentally deleted it, you can resend it via the order overview (see below).

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
BPO209	Swisscom (Schweiz) AG - TEST	New	100,000.00 CHF	19 Jun 2020	0.00 CHF	Select ▾
4501278220	Swisscom (Schweiz) AG - TEST	New	2,000.00 CHF	19 Dec 2019	0.00 CHF	Select ▾
4501278210	Swisscom (Schweiz) AG - TEST	New	3,000.00 CHF	18 Dec 2019	0.00 CHF	Select ▾

Tasks
 Update Profile
 Send me a copy to take action



Access with an Enterprise Account

In your SAP Ariba company account, you will find an overview of orders, invoices and payments received under **“Orders and Releases”**. To edit an order, **click on the order number**. You can also access the order via your inbox.

The screenshot shows the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. Below the navigation bar, there are tabs for 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The 'Inbox' tab is selected, and a red arrow points to it. Below the tabs, there is a dropdown menu for 'Orders and Releases' (with a red arrow pointing to it) and a search box for 'Order Number'. The main content area is titled 'Orders, Invoices and Payments' and includes a summary section with statistics: 8 New Purchase Orders, 0 Orders that Need Attention, 2 Invoices Rejected, 0 Payments Received, and 11 Invoices. Below the summary is a table of orders with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The first two rows of the table are highlighted, and a red arrow points to the first order number, 4501362638.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4501362638	Swisscom (Schweiz) AG - TEST	New	408.00 EUR	15 Dec 2020	0.00 EUR	Select
4501362626	Swisscom (Schweiz) AG - TEST	New	190.00 EUR	10 Dec 2020	0.00 EUR	Select



General Overview

In the order, you will find an overview of the details and the status:

- **“New”**: you have just received a new order and need to complete it
- **“Confirmed”**: you have generated and issued the order confirmation
- **“Sent”**: you have sent the goods and generated and issued the shipping confirmation
- **“Registered”**: Swisscom has confirmed receipt of the goods

In the menu bar, you can select whether you want to create an **order confirmation**, a **ship note** or an **invoice**.

The screenshot displays the SAP Ariba Network interface for a purchase order. At the top, the header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and a 'TEST MODE' indicator. Below this, the purchase order number '4501362638' is shown. A menu bar contains three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Three red arrows point to these buttons. Below the menu bar, there are tabs for 'Order Detail' and 'Order History'. At the bottom, the contact information for Swisscom (Schweiz) AG is listed, including the invoice center address in Urdorf, Switzerland, and contact details for Markus_Test_Supplier_3 - TEST. A red arrow points to the purchase order details: 'Purchase Order (New) 4501362638', 'Amount: 408.00 EUR', and 'Version: 1'.

Please note:
You **must** generate an order confirmation and a shipping notification for material orders by Swisscom.



General Overview

All the order items can be viewed in the overview under **“Line Items”**. Detailed information about each item can be found under **“Details”**.

Other Information

Company Code: 5000
Purchasing Unit Name: Swisscom

Ship All Items To Swisscom (Schweiz) AG Waldeggstrasse 51 3097 Liebefeld BE Switzerland Ship To Code: 5000_Lie-Wal51 Phone: +41 (58) 2215438 Email: Kim.Rivera@swisscom.com	Bill To Swisscom (Schweiz) AG Invoice Center Postfach 401 8901 Urdorf ZH Switzerland	Deliver To Kim Rivera Swisscom (Schweiz) AG
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Line Items

[Show Item Details](#)

Line #	Deliveries	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1		Test4	Material		6 (EA)	21 Dec 2020	49.00 EUR	294.00 EUR	22.64 EUR	Details
		Test Item 4								
2		Test3	Material		6 (EA)	18 Dec 2020	19.00 EUR	114.00 EUR	8.78 EUR	Details
		Test Item 3								

Order submitted on: Tuesday 15 Dec 2020 10:56 AM GMT+01:00
Received by Ariba Network on: Tuesday 15 Dec 2020 10:56 AM GMT+01:00
This Purchase Order was sent by Swisscom (Schweiz) AG - TEST AN01396756244-T and delivered by Ariba Network.

Sub-total: 408.00 EUR
Est. Total Tax: 31.42 EUR
Est. Grand Total: 439.42 EUR



Generating an Order Confirmation

1 Purchase Order: 4501362638

Create Order Confirmation ▾

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

Under “**Create order confirmation**”, you can either confirm the whole order or update the line items. For partial deliveries, select “Update Line Items”.

2 Confirming PO

1 Update Item Status

2 Review Confirmation

▼ Order Confirmation Header

Confirmation #: 7843295296

Associated Purchase Order #: 4501362638

Customer: Swisscom (Schweiz) AG - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 15 Dec 2020

Est. Delivery Date: 16 Dec 2020

Est. Shipping Cost:

Est. Tax Cost:

Comments:

You have the option of adding information about the order number, the expected delivery date and the items.



Generating an Order Confirmation

Individual items can be selected and the confirmed quantity specified. If an item has a different delivery date, this can be adjusted under “Details”.

3

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
1	Test4 Test Item 4	6 (EA) ⓘ	21 Dec 2020	49.00 EUR
Current Order Status				
<input checked="" type="radio"/> 10 Confirmed With New Date (Estimated Shipment Date: 15 Dec 2020; Estimated Delivery Date: 17 Dec 2020)				
Confirm:	<input type="text" value="5"/>	Backorder: <input type="text"/>	Reject: <input type="text"/>	Details ⓘ
2	Test3 Test Item 3	6 (EA) ⓘ	18 Dec 2020	19.00 EUR
Current Order Status				
<input checked="" type="radio"/> 6 Unconfirmed				
Confirm:	<input type="text" value="5"/>	Backorder: <input type="text"/>	Reject: <input type="text"/>	Details ⓘ

4

Item	Part # / Description	Qty	Unit	Need By
1	Test4 Test Item 4	6	EA ⓘ	21 Dec 2020

New Order Status: **5 Confirmed**

Est. Shipping Date:

Est. Delivery Date: *

Unit Price:

Supplier Part:

Auxiliary Part ID:

4

10 Confirmed With New Date (Estimated Shipment Date: 15 Dec 2020; Estimated Delivery Date: 17 Dec 2020)

Confirm: Backorder: Reject: [Details](#)

The adjusted item is then confirmed with the new expected delivery date.



Generating an Order Confirmation

- 5 Before submitting the order confirmation, you can check it again by clicking “**Check order confirmation**”.

Confirming PO

Confirmation #: 7843295296
Supplier Reference:
Est. Shipping Date: 15 Dec 2020
Est. Delivery Date: 16 Dec 2020

1 Update Item Status
2 Review Confirmation

Previous Submit Exit

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Test4 Test Item 4	6 (EA) ⓘ	21 Dec 2020	49.00 EUR	294.00 EUR	22.64 EUR
Current Order Status: 5 Confirmed With New Date (Estimated Shipment Date: 15 Dec 2020; Estimated Delivery Date: 16 Dec 2020) 5 Confirmed With New Date (Estimated Shipment Date: 15 Dec 2020; Estimated Delivery Date: 17 Dec 2020)						
2	Test3 Test Item 3	6 (EA) ⓘ	18 Dec 2020	19.00 EUR	114.00 EUR	8.78 EUR
Current Order Status: 5 Confirmed With New Date (Estimated Shipment Date: 15 Dec 2020; Estimated Delivery Date: 16 Dec 2020) 1 Unconfirmed						



Generating a Shipping Notification

1

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

To confirm that an order has been shipped, select **“Create Ship Note”** in the order. This can only be issued once the order confirmation has been submitted.

2

▼ Ship Notice Header

SHIPPING

Packing Slip ID:* 74659234657

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select ▼

Shipping Date:* 15 Dec 2020

Delivery Date:* 17 Dec 2020

Gross Volume: Unit:

Gross Weight: Unit:

The shipping notification must include information about the **packing slip ID** and the **shipping and delivery date**.

3

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: ▼

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method: Account ▼

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select ▼							

Add Transport Term

You have the option of providing delivery and transport information.



Generating a Shipping Notification

The shipping quantity can be listed within the **order items**.

The shipping quantity cannot be 0. If an item will be delivered at a later date, it must be removed from the shipping notification by clicking **“Remove”**.

4

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
4501362638	1	Test4 Test Item 4		6	EA	21 Dec 2020		49.00 EUR	294.00 EUR	22.64 EUR	Remove
Shipment Status Total Item Due Quantity: 6 EA											
Confirmation Status Total Confirmed Quantity: 10 EA Total Backordered Quantity: 0 EA											
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date							
1	6				Add Details						
Add Ship Notice Line											
Other Information Manufacturer Part ID: Test4 Manufacturer Name: TEST Manufacturer											
4501362638	2	Test3 Test Item 3		6	EA	18 Dec 2020		19.00 EUR	114.00 EUR	8.78 EUR	Remove
Shipment Status Total Item Due Quantity: 6 EA											
Confirmation Status Total Confirmed Quantity: 5 EA Total Backordered Quantity: 0 EA											
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date							
1	6				Add Details						
Add Ship Notice Line											

CONFIRM DELETE LINE ITEM

Are you sure you want to delete this line item?

[Yes](#) [No](#)



Generating a Shipping Notification

Finally, you will see an overview of the order items which you can then **“Submit”** to Swisscom or **“Save”** and edit later.

5

Order Items

[Hide Item Details](#)

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4501362638	1	Test4 Test Item 4		6	EA ⓘ	21 Dec 2020		49.00 EUR	294.00 EUR	22.64 EUR

SHIPMENT STATUS

▼ 1. Ship Qty: 6 EA ⓘ

[Hide Details](#)

No detail information provided.

OTHER INFORMATION

Manufacturer Part ID: **Test4**

Manufacturer Name: **TEST Manufacturer**

Previous

Save

Submit

Exit





Generating an Invoice

1 Purchase Order: 4501362638

The screenshot shows a navigation bar with three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red arrow, and its dropdown menu is open, showing three options: 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. Below the buttons are two tabs: 'Order Detail' and 'Order History'.

The invoice can be generated when Swisscom has confirmed receipt of the goods. Go to the order and select **“Create Invoice”** from the menu bar and then click **“Standard Invoice”**.

2

The screenshot shows the 'Invoice Header' form. The 'Summary' section contains the following fields: 'Purchase Order: 4501362638', 'Invoice #: 8729653', 'Invoice Date: 15 Dec 2020', and 'Remit To: Bern Strasse 1'. The 'Bill To' section lists 'Swisscom (Schweiz) AG' in Urdorf, Switzerland. The 'Shipping' section has 'Header level shipping' selected. The 'Payment Term' section shows 'Net Term(days): 30'. On the right side, a summary of financials is displayed: Subtotal: 408.00 EUR, Total Tax: 0.00 EUR, Total Amount without Tax: 408.00 EUR, and Amount Due: 408.00 EUR. Red arrows point to the 'Invoice #' and 'Invoice Date' fields.

The **invoice number** and **invoice date** must be entered.



Generating an Invoice

In the “Supplier VAT” section, enter the **ISR number** and **ISR reference number**.

3 Supplier VAT

Supplier VAT/Tax ID: CHE-123.123.123 MWST

Supplier Commercial Identifier:

Supplier Commercial Credentials:

ISR number:

ISR reference number:



Add to Header ▼



Generating an Invoice

Additional features can be found in the **“Add to header”** menu. To adjust the rounding amount, select **“Charge”**, then go to **“Allowances and Charges”** and select **“Rundungsdifferenz”** (Rounding difference) under the service code and **“Amount”** under costs. You can then enter the rounding amount.

A copy of the invoice can be attached as a PDF under **“Attachments”**. To do this, click **“Choose File”** and then **“Add Attachment”**.

4 Add to Header ▾

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

5 Allowances and Charges

Service Code:* Rundungsdifferenz

Start Date:

Charge: Amount

-0.01

6 Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen

Add Attachment

Please note:
Negative rounding must be marked with a minus sign.



Generating an Invoice

The items to be billed and the **“Tax Category”** must be selected. Items that are not yet to be billed must be deselected using the **“Include”** option. Finally, click on **“Add to included lines”** and then **“Next”**.

7

Insert Line Item Options

Tax Category: 7.7% VAT Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Test4	Test Item 4		6	EA	49.00 EUR	294.00 EUR

Tax

Category: * 7.7% VAT Taxable Amount: 294.00 EUR [Remove](#)

Location: Rate(%): 7.7

Description: Tax Amount: 22.64 EUR

Regime: Exempt Detail: (no value)

Date Of Pre-Payment: Date Of Supply: * 15 Dec 2020

Law Reference: Triangular Transaction

Shipping

Ship From: Markus_Test_Supplier_3 - TEST Ship To: Swisscom (Schweiz) AG
Bern Liebefeld
Switzerland
Deliver To: Kim Rivera
Swisscom (Schweiz) AG [View/Edit Addresses](#)

Shipping Cost

Shipping Amount: * 0.00 EUR Shipping Date:

Shipping Documents

Packing Slip ID: Delivery Note ID:

Packing Slip Date: Delivery Note Line #:

Please note:

The quantity delivered must be verified and adjusted if necessary in order to avoid discrepancies at a later date.



Generating an Invoice

Finally, you will be taken to an overview of the invoice with all the information entered. You can then **“Submit”** this to Swisscom. You will receive an email notification after the invoice has been submitted.

8 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
BILL FROM: Markus_Test_Supplier_3 - TEST Postal Address: Bern Strasse 1 2000 Bern Switzerland	CUSTOMER: Swisscom (Schweiz) AG Postal Address: Invoice Center Postfach 401 8901 Urdorf ZH Switzerland Address ID: BILLTO5000	

Feedback

Invoice / has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

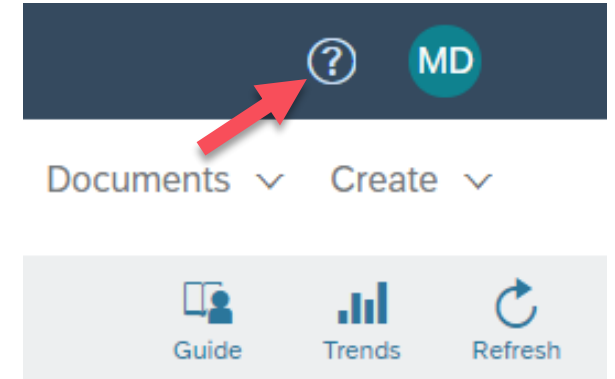
Please note:

If items have been sent and invoiced in partial deliveries, the remaining items can be confirmed and invoiced using the same process.



Do you have questions?

If you have any questions, SAP **Ariba Support** offers a variety of support options, such as FAQs and various sets of instructions. You will also find the relevant contacts in case of technical problems.



If you have other queries that are not answered by Ariba Support or self-service, we will be happy to assist you at Swisscom.Kaufhaus@swisscom.com.