Instruction

SAP Ariba Network registration

Create an Invoice

Eneco

Create an Invoice

Open the overview of your received purchase orders.
1.Click on <Orders to invoice>

Create an Invoice

Search for the PO you would like to invoice.

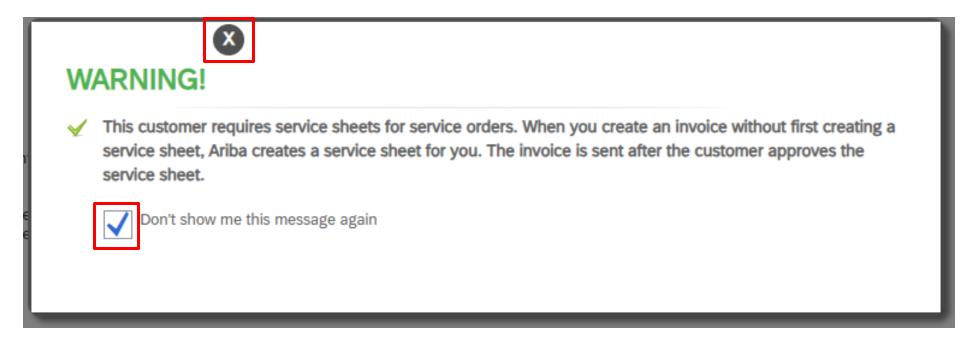**2. Open the PO by clicking on the Order Number.**

Create an Invoice

When you open the PO you will see all the PO information.

3. To create the invoice, click on 'Create Invoice' and then on 'Standard Invoice'.

Create an Invoice

If this is the first time that you create an invoice you will receive a warning. Read the warning and select the box before closing it.
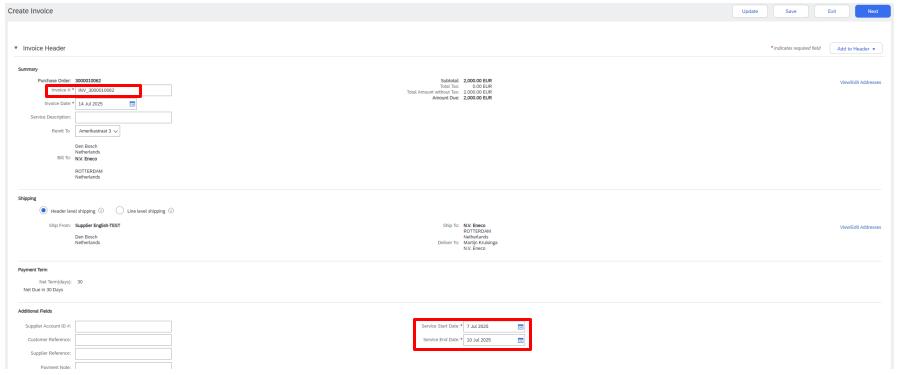
Invoice Header

The invoice is already filled with some information from your account, but you will need to add some additional information.

4. Add your Invoice Number in the 'Invoice #'

5. Add the 'Service Start Date' and 'Service End Date'

Invoice Header

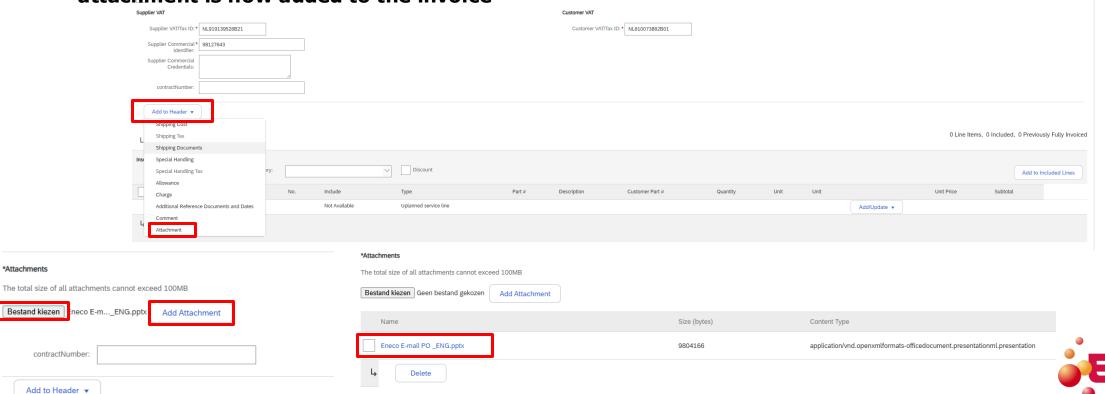**6. Check if the VAT ID's and your Commercial Identifier are still correct**

Supplier VAT

Supplier VAT/Tax ID: * `NL919139528B21`

Supplier Commercial * `98127643`
Identifier:

Supplier Commercial
Credentials:

Customer VAT

Customer VAT/Tax ID: * `NL810073882B01`

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Invoice Header

You are required to add your own PDF invoice as an attachment to the invoice for more detailed information. You can do this by following the next steps:
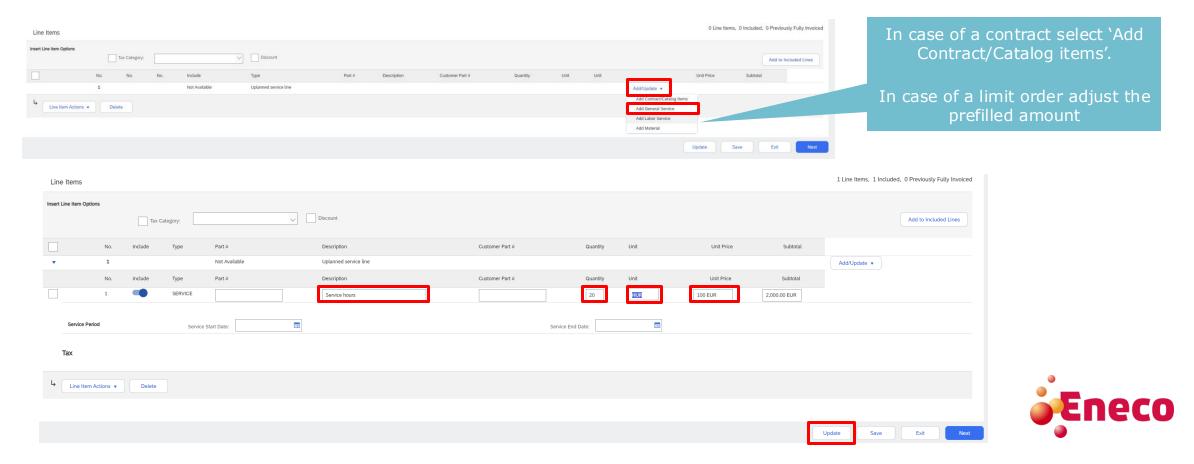
7. Click on 'Add to Header' and then on 'Attachment'

8. Click 'Select file' and then choose the correct file from the file chooser.

9. Important: When your file is selected, click on 'Add Attachment'. You will see that the attachment is now added to the invoice

Invoice Line Items
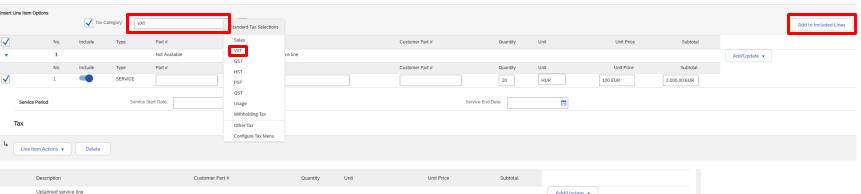
Now you will have to define the items in your invoice.
10. Click on 'Add/Update' and then on 'Add General Service'
11. Fill the description, quantity, unit and unit price in the new service line. Click on 'Update' to calculate the new subtotal

In case of a contract select 'Add Contract/Catalog items'.

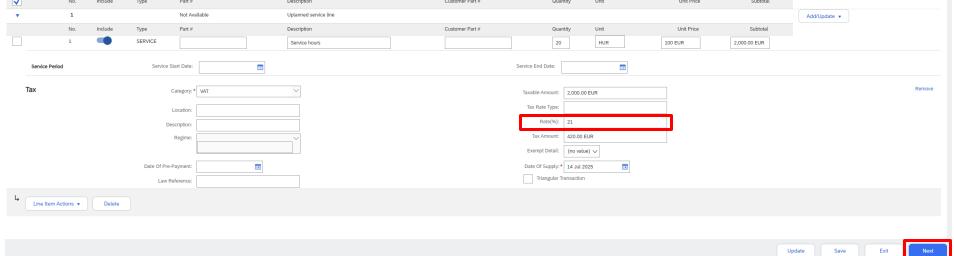In case of a limit order adjust the prefilled amount

Invoice Line Items

Before you can submit the invoice, you must add tax to the invoice

12. Select the correct tax type from the dropdown and then click on 'Add to Included Lines'

13. Add the correct tax rate in the 'Rate(%)' field

14. Click on 'Next'

Invoice Line Items

You will see an overview page of your invoice, check if all the information is correct before submitting the invoice

15. Click on 'Submit'