Creating an Invoice for a Contract

Prerequisites for Creating an Invoice for a Contract

- You have been granted access by your Ariba Account Administrator to the Ariba Network ID (ANID) associated to the Intel Supplier # the Contract was created under.
- You have been granted access by Intel Corporation for Collaborative Invoicing.
- **Suppliers in Malaysia**: Your Ariba Account Administrator has specified your SST ID in the **Additional Company Addresses** section of your **Company Profile**.
    - Suppliers in Malaysia that have a Sales Tax ID and Service Tax ID must create two Malaysian addresses (one for each Tax ID) in the Additional Company Addresses section.
- **Suppliers in Singapore and Italy**: Your Ariba Account Administrator has created a regulatory profile in the **Additional Company Addresses** section of your **Company Profile** with the **Set Up Legal Profile** checked.
- **Ariba Network Enterprise Account Suppliers in Japan:** Your Ariba Account Administrator has enabled the **Timestamp Rules** (to apply a timestamp to invoices in Japan) within the User Account Settings under **Settings**, **Electronic Invoice Routing, Tax Invoicing and Archiving** tab.

General Invoice Creation Guidelines:

- **Do not combine multiple Invoices into 1 invoice submission in the Ariba Network.**
- The available fields and requirements on the Contract Invoice submission template will vary and is based on the country where the invoice is sent from as defined by your address in your Ariba Network Company Profile. **This guide reflects the requirements for all countries so disregard any country specific steps that apply to a country you don't reside in as defined by your Supplier address in your Ariba Network Company Profile.**
- ⭐ **IMPORTANT: The Supplier is responsible for ensuring the Invoice they create in the Ariba Network satisfies all the following requirements:**
    - It matches their original Supplier Invoice.
    - It matches all the necessary documents and reporting to the Tax Authorities and will be kept in the Supplier's records if required by law.
    - It has all the required documents attached and meets all other Invoicing requirements defined in the Invoice Requirements by Country job aid.

Who to Contact for Assistance

If you experience a problem or have questions executing any of the processes in this document, go to **Supplier.intel.com**, click on **Supplier Login & Support**, **Supplier Support,** then **Request for help,** to open a Service Request with Procurement and Payment Solutions, or obtain the Contact telephone number for your region by clicking on the **Contact Us** link so you can speak to them directly.

Login to the Ariba Network

1. Go to the **Supplier.intel.com** website.
2. Click on **Supplier Login & Support**.
3. Click on **Ariba sign in**.
4. Input your **User Name**.
5. Input your **Password**.
6. Click on **Login.**

Request Access for Collaborative Invoicing

A Contract Invoice cannot be created until you have been granted access for Collaborative Invoicing. The request for access is automatically initiated when you attempt to create a Contract Invoice for Intel Corporation for the very first time using the following procedure. Once your request for access is approved, this procedure is no longer applicable to you.

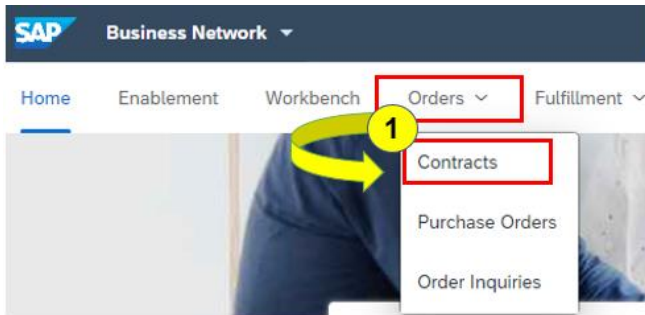1. Click on the **Create** menu and select **Contract Invoice.**
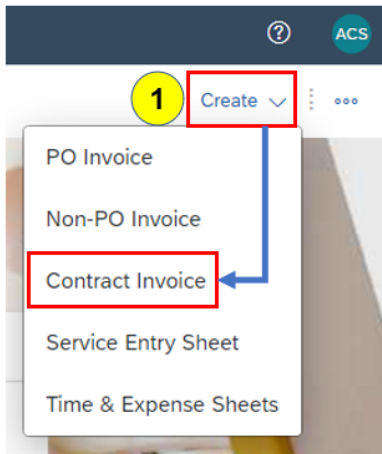
2. In the Customer list, click on the radio button to the left of **Intel Corporation.**
3. Click on **Next**.
4. A **PunchIn Error** is generated which automatically sends your request for Collaborative Invoicing to Intel Corporation.
    a. Allow 1 business day for your request to be processed.
    b. Once your request for access is approved, you will not receive this error for subsequent Contract Invoices you create.
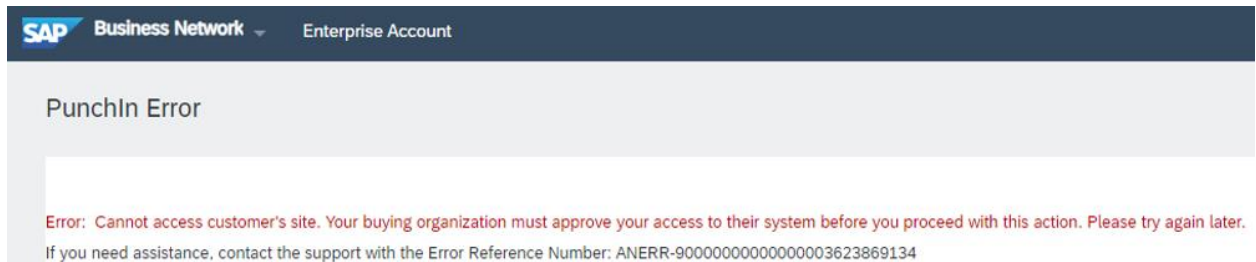
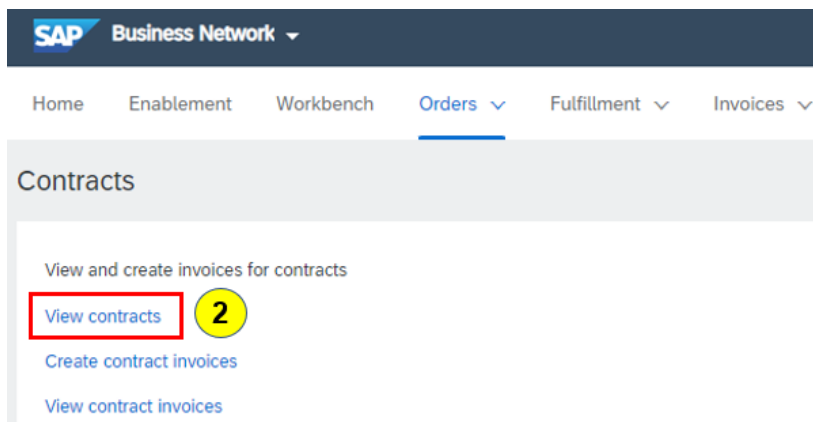## Review the Contract Before Invoicing Against It

To prevent your Invoice from being rejected, make sure you review the Contract details and obtain all the information you need to determine what you should input in the invoice fields when creating it.

1. Click on the **Orders** menu and select **Contracts**.
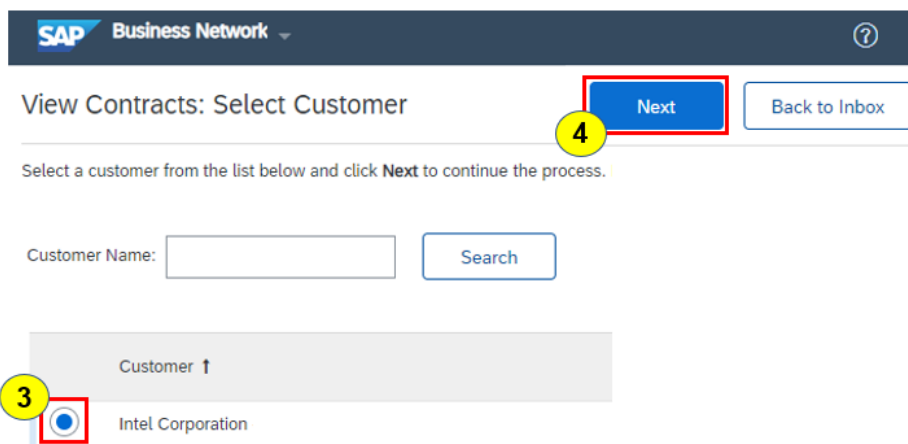

Contracts

2. Click on **View contracts**.

View Contracts: Select Customer

3. In the Customer list, click on the radio button to the left of **Intel Corporation**.
4. Click on **Next**.

Search for Contract

5. Input the Contract ID in the search field.
6. Click on **Search**.

Contracts

You have created or been given edit access to the contracts listed below. Click an ID to display the associated contract details.

View Contract

7. Click on the Contract number. The Contract will display with the Contract header details on the **Summary** tab and the Contract line item details on the **Pricing Terms** tab.

Contracts

You have created or been given edit access to the contracts listed below. Click an ID to display the associated contract details.

ID		C3522-CW1944658		Search

| ID	Term Type	Supplier
7 C3522-CW1944658	Item Level	1000076992 (Union Cab Company - 1000076992)

8. **Pricing Terms:** Click on the **Pricing Terms** tab. If there are any **Fixed and Recurring Fees**, take note of the following:

    a. **Billing Date:** Click on the **Detail** icon on the Contract line and take note of the **Billing Date** and **End Date**. The **Reference Date** you specify on the Invoice Line Items should be after the **Billing Date** and before the **End Date** otherwise your invoice will be rejected.

    b. **Unit:** Indicates the frequency you should be submitting Invoices for that Contract line. If you submit more than 1 invoice within the period defined, it will be rejected.

    c. **Maximum Quantity:** Indicates the total number of invoices that can be submitted against that Contract line. Once the maximum number of invoices allowed are submitted, any subsequent Invoices submitted after that are rejected.

Contract Workspace	Print

Summary	Pricing Terms **8**

Fixed and Recurring Fees

Id ↑	Description	Amount	Billing Date	Unit	Maximum Quantity	Active	
20	Inventory Management (cycle count, GUV, ...	$31,027.57 USD	Mon, 16 Dec, 2019	month	60	No	Detail
21	Monthly Management Fee	$68,757.00 USD	Tue, 28 Jun, 2022		1	No	Detail

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9. **Summary:** Click on the **Summary** tab.
   a. If there was no Billing or Effective Dates specified on the Contract Line items, the **Reference Date** you specify on the Invoice Line Items should not be prior to the **Effective Date** or after the **Expiration Date** that is defined in **Definitions** section of the Contract, otherwise the invoice will be rejected.
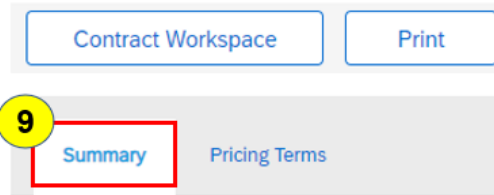
   b. At the bottom of the **Definitions** section, click on the **Business Owner** name and take note of the **Email address.** This email address should be inputted in the **Sold To Email** field in the Invoice header. If the wrong email address is specified, the Invoice will be rejected.

10. Once you have obtained all the Contract information you require to submit the invoice correctly, click on ← **Go back to Select Customer** in the upper left corner of the page, then click on the **Back to Inbox** icon to return to the Ariba Network dashboard.

Initiating the Creation of a Contract Invoice

1. Click on the **Create** menu and select **Contract Invoice.**
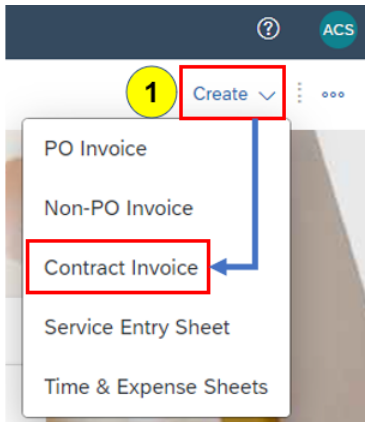
Create Contract Invoice: Select Customer

2. In the Customer list, click on the radio button to the left of **Intel Corporation**.
3. Click on **Next**.

Create Contract Invoice: Select Contract

4. **Contract:** Click on **Select** to the right of the **Contract** field.

Choose Value for Contract

5. If the Contract you want to Invoice is not visible, input the Contract ID in the Search field.
6. Click on **Search**.
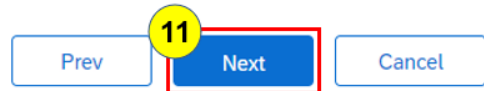7. Click on **Select** on the line that contains the Contract you want to Invoice.

Create Invoice: Invoice Header - Summary

8. **Invoice #:** Input your Invoice number in all upper case. It cannot exceed 16 characters in length or be the same number previously used in the current calendar year.
    a. <u>**China Suppliers:**</u> **Invoice # format to use for Fully Digitalized Invoices:**
        i. Input the letter **F,** followed by the **District Code** then the ending **Running Number** of the FDI number (excluding the preceding zeros in the middle).

        EXAMPLE: Original FDI Invoice# = 23442000000106933226
        Modified FDI Invoice# = F442106933226
        a. First 2 digits (23) = Year
        b. Next 3 digits (442) = District Code
        c. Ending digits (106933226) = Running Number
    b. <u>**Korea Suppliers:**</u> **Invoice# format to use for NTS#:**
        i. Omit first 8 digits (the date) and dash (if present).
    c. **Invoice # format to resubmit an Invoice:** Add a letter of the alphabet (i.e., A, B, C) to the end of the original Invoice Number to make it unique.
9. **Invoice Date:** Click in the field and select the date from the calendar or manually input it.
    a. The Invoice Date can be changed to any date that is not more than 120 days prior to the current date.
10. **Sold To Email:** Input the email account of the **Business Owner** defined on the Summary tab of the Contract at the bottom of the **Definitions** section.
11. Click on **Next**.

Create Invoice: Invoice Header – Additional Fields

12. **Customer Reference**: Input your entire original Invoice number if it is longer than 16 characters.
13. **Supplier:** If multiple Supplier addresses with associated VAT/Tax ID are defined in your Company Profile, select the appropriate Supplier address from the **Supplier** drop down.
14. **Customer Address:** Select the Intel name that matches the **Bill To** name in the **Summary** section.
    a. **The invoice will be rejected if you change the address details or create a new Customer Address of your own**.

    b. The **"! Invalid Address"** error will appear if you have not selected a **Customer Address**. The error does not pertain to the **Sold To Email** account shown below the error.

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Create Invoice – Supplier VAT and Customer VAT Area:

Visible fields and field requirements in the Supplier VAT and Customer VAT sections will vary based on the Supplier country and the tax Category.

Create Invoice – Supplier VAT Section:

15. The Supplier VAT/Tax ID will automatically populate if you have it defined in your Ariba Company Profile. Otherwise, input your **Supplier VAT/Tax ID** if the field has an asterisk (*).
    a. **France Suppliers:** Input your **Supplier Commercial Identifier** registration number and the city in which your company is registered at the local tax office (Commercial Registry).
    a. **Canada Suppliers:** If Tax Category QST was selected, input **Supplier QST Registration Number**.
    b. **Canada Suppliers:** If Tax Category GST or HST was selected, input **Supplier GST/HST Registration Number**.

Create Invoice – Customer VAT Section:

16. The **Customer VAT/Tax ID** will automatically populate if the field has an asterisk (*).
    a. **France Suppliers:** Input the amount of your company capital or share capital in the **Supplier Company Capital** field. If the default and invoice currency are different, input the 3-digit currency code next to the amount.
    b. **Austria, Germany, & Japan Suppliers:** Input your company's business entity or legal status type (such as Inc., S.A., S.A.S, or LLC) in the **Supplier Legal Form** field.

Create Invoice – Additional Malaysia Specific Information Section:

17. The Supplier SST ID will automatically populate if you have it defined in your Ariba Company Profile. Otherwise, input your **Supplier SST ID** if the field has an asterisk (*).

Create Invoice – Additional Singapore Specific Fields Section:

18. The **Supplier GST ID** is automatically populated with the GST ID specified in your Company Profile.
    a. Input **Tax Invoice Number**.

Create Invoice: Line Items

19. Click on **Add Items**.

Create Contract Invoice: Add Contract Item

20. Adjust the Quantity (Qty) as appropriate, on each Contract line you are adding to the invoice.
21. Add the desired Contract line items to the Invoice using one of following methods:
    a. Click on the **Select All** box to select all the Contract Line Items at once.
        i. Click on **Add Item** to the right of the Select All check box.
    b. Individually select each Contract line by clicking on **Add Item** to the right of the Qty.

22. Click on the **Current Cart** icon, which shows the number of Contract lines you have added.
23. Click on **Review Cart**.

Create Contract Invoice: Change Items

24. For any $0.00 lines, input the **Amount** you want to invoice.
25. Change the **Quantity** as needed.
26. Click on **Update Amount** once all changes to the Contract lines have been made.
27. To delete a Contract line from the invoice, click on the check box to the left of the line, and then click on **Delete**.
28. The Invoice Date is automatically defaulted to the **Reference Date** located in the additional detail on each line item. It should, however, reflect when the item was delivered. Expand **More** on each line item that requires the Reference Date revised.

29. Click in the **Reference Date** field and select the appropriate date on the calendar or input it in the field. Repeat this step for each Invoice line that requires a revised Reference Date.
30. Click on **Done**.

Create Invoice: Line Items

31. If additional changes are required on any of the Line Items, click on **Change Items**.

Create Invoice: Tax Section:

If the **Tax** section is not visible below the Summary section, or if **Tax** is not an option to select from the **Add to Header** drop down, this means the Supplier country has been designated for Line level tax only and the Tax information cannot be specified at the Header level.

32. If the Tax section is visible, determine if tax should be specified at the Header level or Line level.
   a. Select **Header level tax** if the entire invoice has the same tax rate.
      - Header Level Tax should only have 1 tax line. If you create additional lines for other charges, your invoice will be rejected. Any additional charges should be a line item on the Contract.
      - Go to Step 33.
   b. Select **Line level tax** if the Invoice line items have different tax rates. Go to Step 38.

> ⚡ **NOTE:** These fields may not be visible / applicable depending on how the Supplier country is configured in the AN Rules and the tax Category selected.

Create Invoice: Tax Section (continued)

33. Select the appropriate Tax **Category** from the drop down.
    a. **Malaysia Suppliers:** The Rate(%) and Tax Amount will be automatically populated based on the Tax Amount systematically determined and the Category selected.

⭐ **IMPORTANT: DO NOT CHANGE THE TAXABLE AMOUNT**. This field is systematically determined based on the total Invoice line-item amount. If you alter it, your invoice will be rejected.

34. **All Countries except Malaysia:**

    Rate(%) or **Tax Amount**: Input either Rate(%) or Tax Amount.

35. **Algeria, Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Indonesia, Ireland, Italy, Kenya, Netherlands, Nigeria, Poland, Portugal, Romania, Serbia, South Africa, Spain, Sweden, Switzerland, Taiwan, Turkey, United Arab Emirates, & Great Britain Suppliers:**

    Exempt Detail: Select the appropriate option from the drop down if a zero (0) Rate% or Tax Amount was inputted.
    a. **Description:** Input the reason for zero (0) Tax.

36. **Algeria, Belgium, Egypt, France, Germany, Indonesia, Ireland, Kazakhstan, Kenya, Netherlands, Nigeria, Portugal, Saudi Arabia, Serbia, Switzerland, Turkey, Great Britain Suppliers**:

    Date of Supply: Verify and change if the correct date was not automatically populated.

37. Click on **Update**.
    a. If the Rate was inputted, the Tax Amount will automatically populate.
    b. If the Tax Amount was inputted, the Rate will automatically populate.

Create Invoice: Tax

If Line level tax was selected in the Tax area of the Invoice Header, or tax is required at the Line level based on the Supplier country, a Tax section needs to be completed on every Line Item. Visible fields and field requirements will vary depending on the Supplier country and tax Category.

38. Click on the **Select All** box to check all the Line Items at once.
39. Click on the **Line Item Actions** icon and select **Tax**.

Create Invoice: Line Items Section: Line Level Tax

IMPORTANT: If additional Tax sections are added per line item, they cannot reference the same Category. Each line item can only have 1 tax line per Category, otherwise the Invoice will be rejected.

40. Select the appropriate tax **Category** from the drop down.
    a. **Malaysia Suppliers:** The Rate(%) and Tax Amount will be automatically populated based on the Tax Amount systematically determined and tax Category selected.

IMPORTANT: DO NOT CHANGE THE TAXABLE AMOUNT. This field is systematically determined based on the total Invoice line-item amount. If you alter it, your invoice will be rejected.

41. **All Countries except Malaysia:**

    Rate(%) or **Tax Amount**: Input either Rate(%) or Tax Amount.

42. **Algeria, Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Indonesia, Ireland, Italy, Kenya, Netherlands, Nigeria, Poland, Portugal, Romania, Serbia, South Africa, Spain, Sweden, Switzerland, Taiwan, Turkey, United Arab Emirates, & Great Britain Suppliers:**

    Exempt Detail: Select the appropriate option from the drop down if a zero (0) Rate% or Tax Amount was inputted.
    a. **Description:** Input the reason for zero (0) Tax.

43. **Algeria, Belgium, Egypt, France, Germany, Indonesia, Ireland, Kazakhstan, Kenya, Netherlands, Nigeria, Portugal, Saudi Arabia, Serbia, Switzerland, Turkey, Great Britain Suppliers**:

    Date of Supply: Verify and change if the correct date was not automatically populated.

44. Click on **Update**.
    a. If the Rate was inputted, the Tax Amount will automatically populate.
    b. If the Tax Amount was inputted, the Rate will automatically populate.

Create Invoice – Attachment Section:

Attach a copy of the original invoice in PDF and XML* (*for Vietnam only) format to the Invoice Header by completing the following procedure if one of the following conditions is present, otherwise the Invoice will be rejected.

- Country in the Supplier address is one of the following:
  - **Algeria, Argentina, Brazil, China, Colombia, Costa Rica, Egypt, Indonesia, Israel, Kazakhstan, Kenya, Mexico, Nigeria, Peru, Philippines, Poland, Portugal, Russia, Saudi Arabia, Serbia, South Korea, Taiwan, Thailand, Turkey, & Vietnam**
- Company Code (found under the **Invoice & Payment Terms** section) is one of the following:
  - 154, 800, 880

45. Click on **Add to Header** icon right above the **Line Items** section.
46. Select **Attachment** from the drop down.
47. In the Attachment section, click on the **Choose File** icon.
48. Select the document you want to attach and click on **Open.**
49. Click on the **Add Attachment** icon.

Create Invoice – Comments Section:

A Header level Comment with the Service Details for PRC and Malaysia legal entities is required otherwise the invoice will be rejected.

50. Click on **Add to Header** icon right above the Line Items section.
51. Select **Comment** from the drop down.
52. In the **Comments** field, input the Service Details as defined below. Refer to example below for PRC and Malaysia legal entity purchase orders.

All Foreign Suppliers invoicing Services provided to a PRC Legal Entity:

All Foreign Suppliers providing services to PRC legal entities and obtaining service income sourced from PRC, are subject to withholding taxes in China. Service Details are required in a Header level Comment on the invoice to allow the Intel PRC entities to submit supporting documents to the PRC tax bureau to withhold the relevant PRC corporate taxes on behalf of the service providers before making payment.

Comment

Comments:
(52)
Service Location: PRC
Service Performed By: Non-PRC third party company (AAA Limited)
Personnel Performing Service: David Lee (05/08/2022 – 15/08/2022)

Default Invoice Comment Text:

SERVICE DETAIL DEFINITIONS

Service Location: The country / region where the service was performed / delivered. If the service is provided virtually or online, input the home country of the service provider.

Invoice & Payment Terms

Company Code: 778
Payment Terms 70 Days Net
Description:
Payment Terms ID: X1

(50) Add to Header ▼

Line Items

Shipping Documents

Additional Reference Documents and Dates

Comment (51)

No.

Attachment

1   MATERIAL

Service Performed By: Service Provider nature. *Choose one from the list and input it.*

- Our Company which issued invoices
- Our Representative office in PRC mainland (Include full name of the service provider)
- Our affiliated company in PRC mainland
- Our non-PRC affiliated company
- Third party company in PRC mainland
- Non-PRC third party company
- Other (provide specifics & full name of service provider)

Personnel Performing Service: Name of the personnel who provided the service and the duration he/she stayed at the Intel China site.

Create Invoice – Comments Section (continued):

All Foreign Suppliers invoicing Services provided to a Malaysia Legal Entity:

Comment

52 Comments:
Service Location: Malaysia
Duration of Service in Malaysia: 05/08/2022 - 15/08/2022

Default Invoice Comment Text:

Invoice & Payment Terms

Company Code: 745
Payment Terms: 90 Days Net
Description:
Payment Terms ID: M

50
Add to Header ▾

Shipping Documents
Additional Reference Documents and Dates
Comment **51**
Attachment

SERVICE DETAIL DEFINITIONS

Service Location: The country / region where the service was performed / delivered. If the service is provided virtually or online, input the home country of the service provider.

Duration of Service in Malaysia: The duration the personnel stayed at the Intel Malaysia site to provide the service.

Create Invoice – Invoice Submission

53. Click on the **Next** icon.
54. Review the invoice for accuracy.
    a. If a change is required, click on the **Previous** icon to go back to the prior page to make the desired change, then click on **Next** to return to the Invoice submission preview.
    b. If no changes are required, you can click on **Submit** to send the invoice or you can click on **Save** to submit the invoice later.
55. If you clicked on **Submit**, a confirmation will be displayed.
    a. **Israel Suppliers:** Click on **Print** and attach the copy of the invoice you submitted to your original invoice in your records.
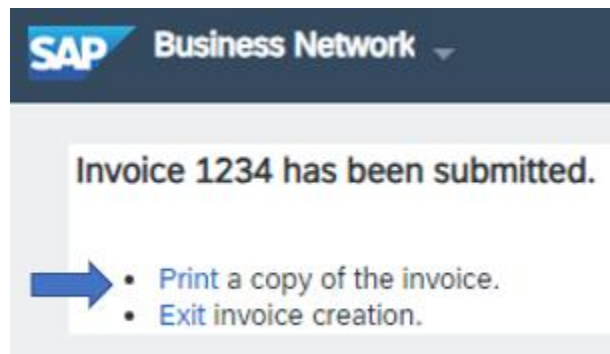
56. If you clicked on **Save**, a notification will be displayed indicating the Invoice has been saved and will be kept until the specified date (up to 50 days later).
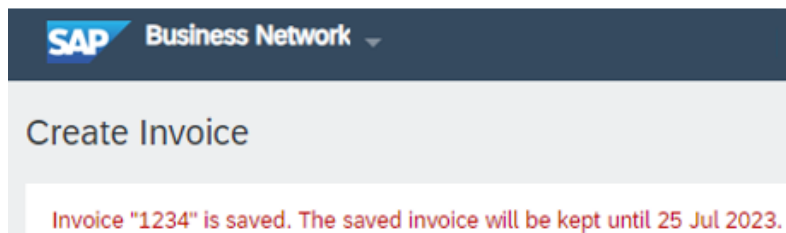
    a. Click on **Exit**.
    b. Click on **Save** the Invoice.
    c. Click on **Done** to exit the Purchase Order page.

Retrieving a Saved Invoice

1. To retrieve the saved invoice, click on the **Workbench** menu.
2. Click on the **Draft Invoices** tile.
3. Click on **Edit filter** to expand that section.
    a. Ensure the **Date last modified** is **Last 50 days** to return all saved invoices.
    b. Click on **Apply**.
    c. Your invoice should be listed in the search results area.
4. If you don't see the Invoice you want in the search results area:
    a. Input your Invoice number in the **Invoice number** field.
    b. Click on **Apply**.


5. On the line containing the invoice you want, click on the 3 dots (**...**) in the **Actions** column.
6. Select **Edit**.

7. Review the invoice for accuracy.
    a. If a change is required, click on the **Previous** icon to go back to the prior page to make the desired change, then click on **Next** to return to the Invoice submission preview.
    b. If no changes are required, click on **Submit** to send the invoice.
8. A confirmation will be displayed.
    a. **Israel Suppliers:** Click on **Print** and attach the copy of the invoice you submitted to your original invoice in your records.
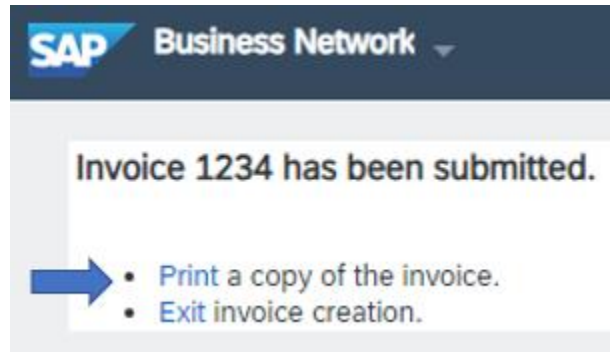
Most Common Reasons Why an Invoice Against a Contract is Rejected:

1. The **Reference Date** at the Invoice Line-Item level is before the **Effective Date** or after the **Expiration Date** of the overall Contract.
   - **Process Step(s) Not Executed Correctly:**
     - View Contract: Step 8a
     - Create Contract Invoice – Change: Step 29
2. The **Reference Date** at the Invoice Line-Item level is before the **Billing Date** or after the **End Date** on the Contract line.
   - **Process Step(s) Not Executed Correctly:**
     - View Contract: Step 9a
     - Create Contract Invoice – Change: Step 29
3. The **Customer Address** you selected from the drop down does not match the **Bill To** in the Invoice Summary section.
   - **Process Step(s) Not Executed Correctly:**
     - Create Invoice – Invoice Header – Additional Fields: Step 14
4. The **Sold To Email** account on the invoice is not owned by **Business Owner** on the Contract.
   - **Process Step(s) Not Executed Correctly:**
     - View Contract: Step 9b
     - Create Invoice – Invoice Header – Summary: Step 10
5. You submitted more than the maximum number of Invoices allowed against a Contract line for the period specified in the Contract.
   - **Process Step(s) Not Executed Correctly:**
     - View Contract: Step 8c
6. You changed the field contents that were automatically populated in the **Taxable Amount** field.
   - **Rejection Reason on Invoice:**
     - INV-428: The tax rate in the invoice summary is missing.
   - **Process Step(s) Not Executed Correctly:**
     - Create Invoice: Tax
     - Create Invoice – Line Items Section – Line Level Tax
7. The invoice created in the Ariba Network did not match the attached Invoice.
8. The Invoice exceeded the amount of available funds left on the Contract line.