Creating an Invoice for a Purchase Order

Prerequisites for Creating an Invoice for a Purchase Order

- You have been granted access by your Ariba Account Administrator to the Ariba Network ID (ANID) associated to the Intel Supplier # the purchase order was placed under.
- At a minimum, you have added the **Orders**, **Invoices**, and **Draft Invoices** tiles to your Ariba Network **Workbench**.
- **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, Italy, and India**: 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.
- **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:

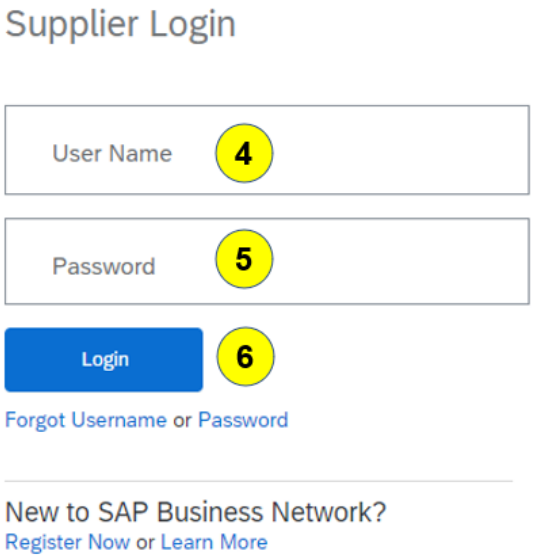
- **Do not combine multiple Invoices into 1 invoice submission in the Ariba Network.**
- The available fields and requirements on the Invoice submission template will vary and is based on the country where the invoice is sent from as defined by your address in your Ariba Network Company Profile. **This 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.**



IMPORTANT:

Ariba Network Login issues are not supported by Intel Corporation. Contract your company **Ariba Account Administrator** or **SAP Ariba** for support.

Retrieving a Specific or List of Purchase Orders to Invoice Against

7. On the Ariba Network dashboard, click on the **Workbench** tab.
8. Click on the **Orders** tile.
9. Click on **Edit filter** to expand that section.

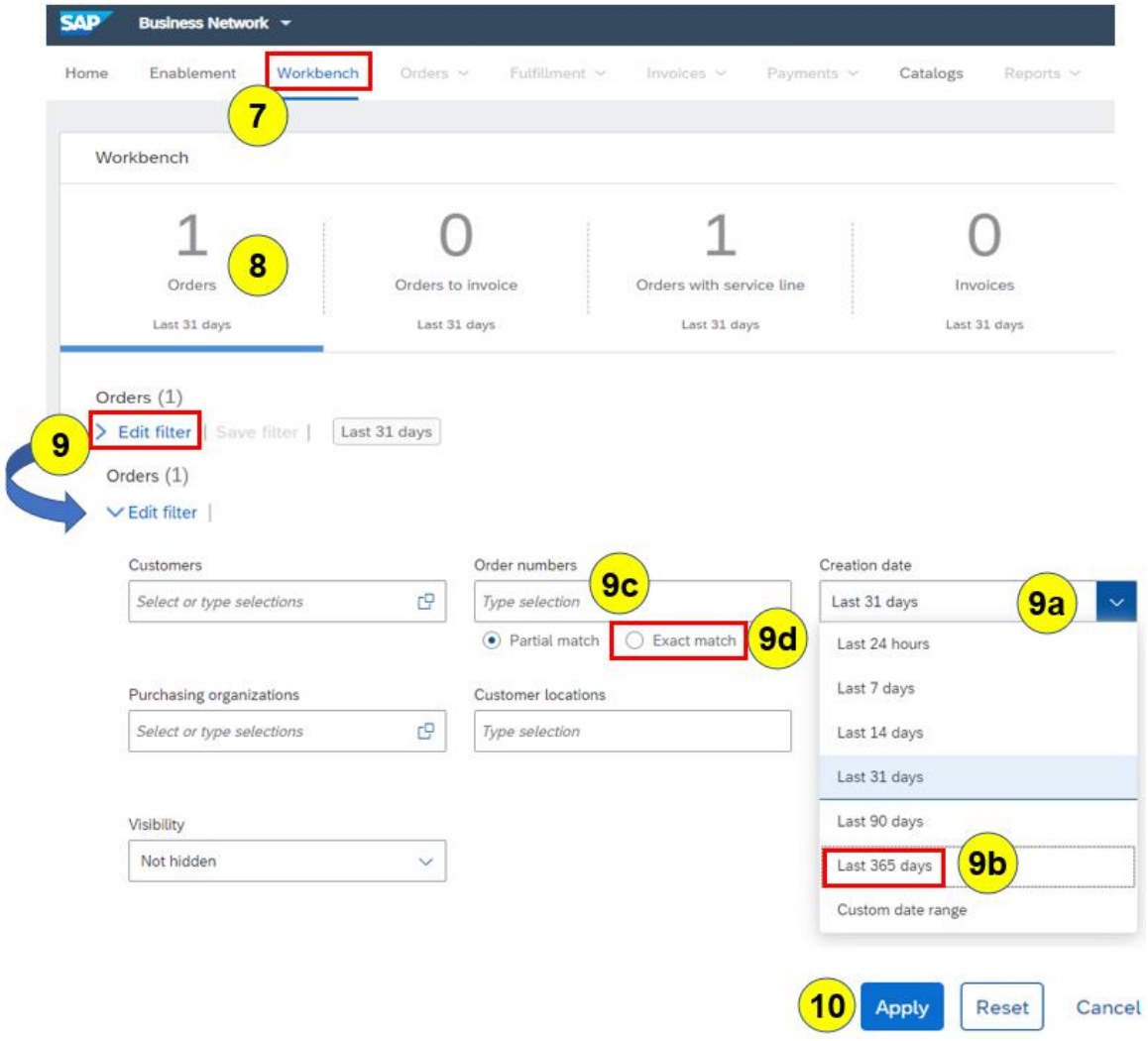
To retrieve a list of all Purchase Orders:

a. Click on the **Creation date** dropdown.
b. Select **Last 365 days**.
   i. If the Purchase Order was generated more than 365 days prior to the present date, use the **Retrieve a Specific Purchase Order** search option to retrieve it.

To retrieve a specific Purchase Order:

c. In the **Order numbers** field, input the Purchase Order Number.
d. Click on **Exact Match**.

10. Click on **Apply**.

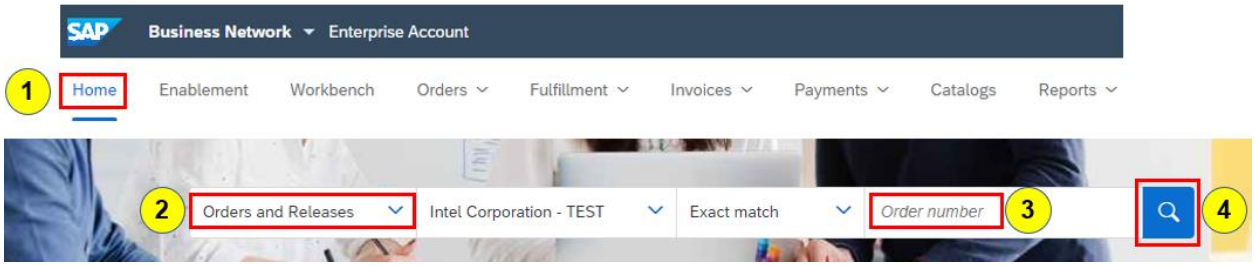


Retrieving a Specific or List of Purchase Orders to Invoice Against (Enterprise Account Suppliers Only)

Enterprise Account Suppliers have two additional methods available to retrieve a Purchase Order.

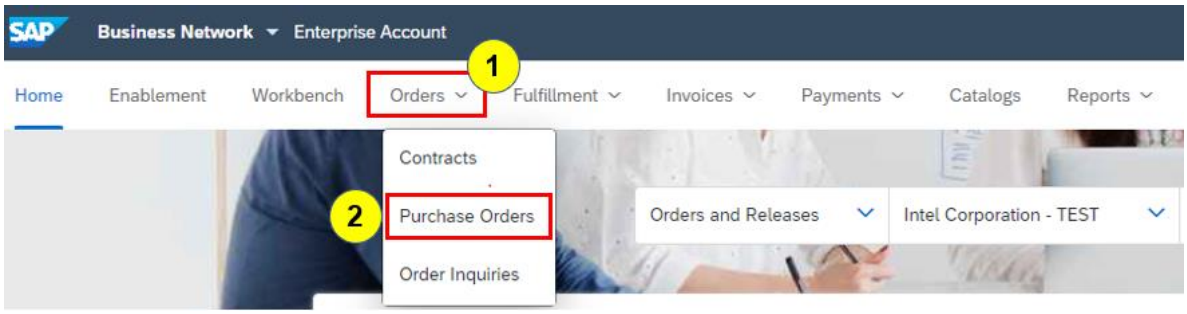
Additional Search Option 1:

1. Click on the **Home** tab.
2. On the Search bar, set the search parameter to **Orders and Releases**.
3. Input the **Order Number**.
4. Click on the magnify glass icon.



Additional Search Option 2:

1. Click on the **Orders** tab.
2. Select **Purchase Orders**.



3. Click on the **Orders** tile.
4. Click on the **Edit filter** to expand that section.

To retrieve a list of all Purchase Orders:

a. Click on the **Creation date** dropdown.
b. Select **Last 365 days.**
   i. If the Purchase Order was generated more than 365 days prior to the present date, use the **Retrieve a Specific Purchase Order** search option to retrieve it.

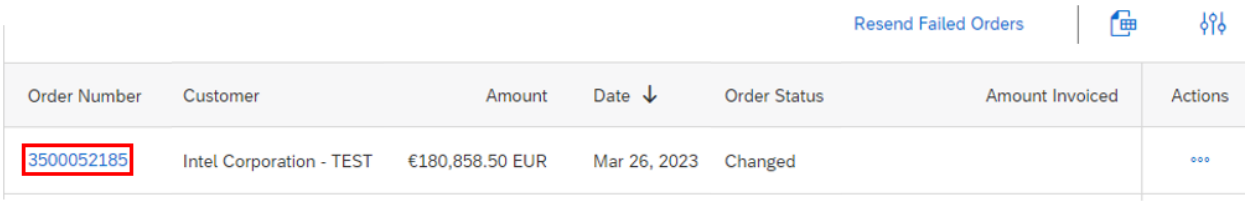
To retrieve a specific Purchase Order:

c. In the **Order numbers** field, input the Purchase Order Number.
Click on **Exact Match**.

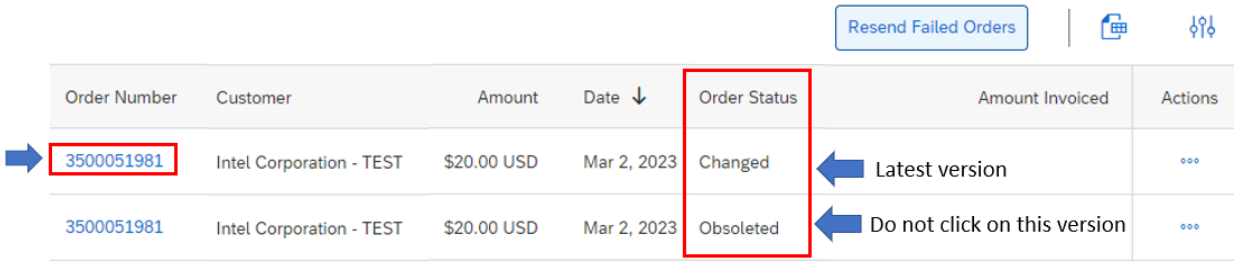
5. Click on **Apply**.

Selecting a Purchase Order

11. Click on the **Order Number** in the search results.



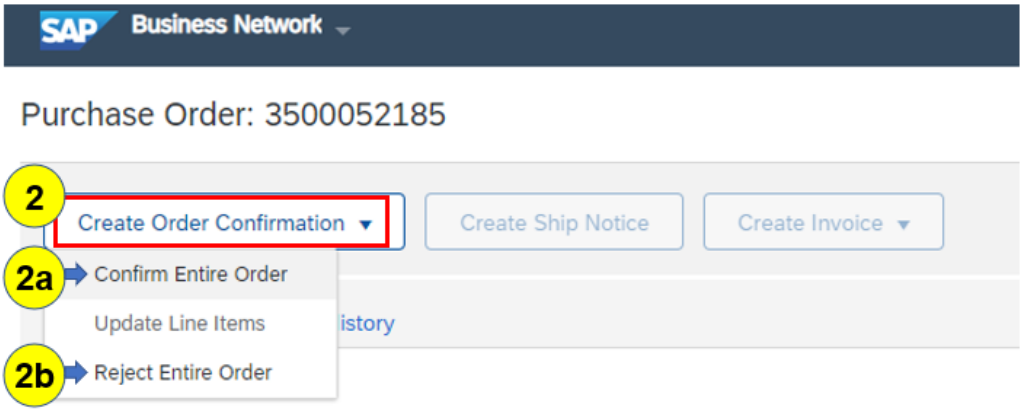
NOTE - Enterprise Suppliers Only: If you searched by the exact purchase order number using one of the Additional Search Options, all versions of that Purchase Order will be returned in the search results if the purchase order was changed. Make sure you click on the latest version that does not have an **Obsoleted** Order Status.



12. When a new Purchase Order is received or an existing Purchase Order is changed, an Order Confirmation must be submitted first, otherwise the **Create Invoice** option will be unavailable.
    a. If the **Create Invoice** option is not available, proceed to **Creating an Order Confirmation**.
    b. If the **Create Invoice** option is available, proceed to **Creating an Invoice Against a Purchase Order**.

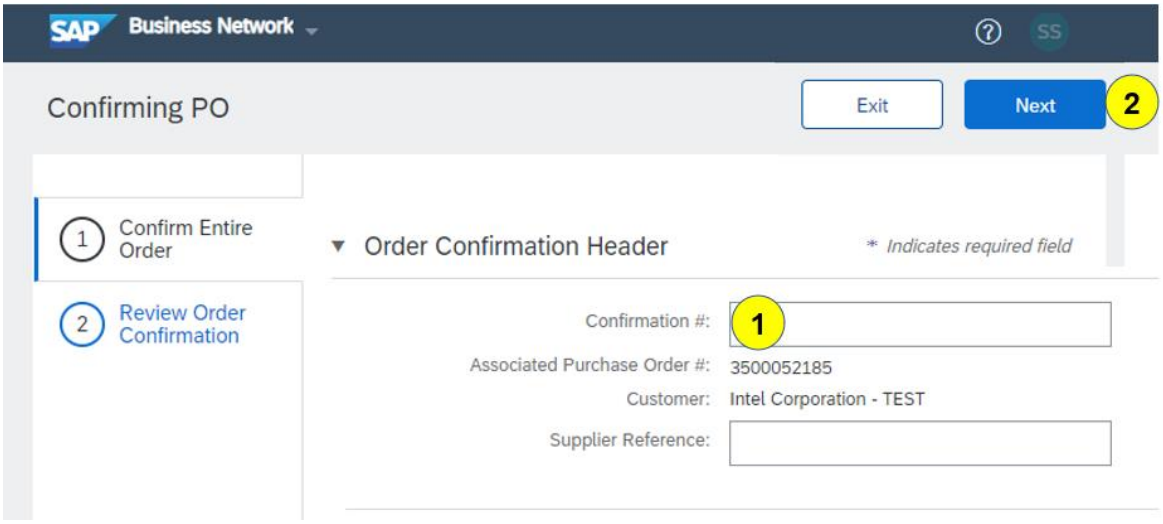
Creating an Order Confirmation

1. Once you have retrieved and selected the Purchase Order, review the purchase order details.
2. Click on **Create Order Confirmation** icon.
    a. If you accept and can fulfill the order, select **Confirm Entire Order**.
    b. If you cannot fulfill the order for reasons such as outdated items or pricing, select **Reject Entire Order**. If you reject the order, it cannot be invoiced.



Confirm Entire Order

1. Input an alpha-numeric reference number of your choice in the **Confirmation #** field or leave it blank and a Confirmation number will be automatically generated for you.
2. Click on the **Next** icon.
3. Click on the **Submit** icon on the next page that opens.

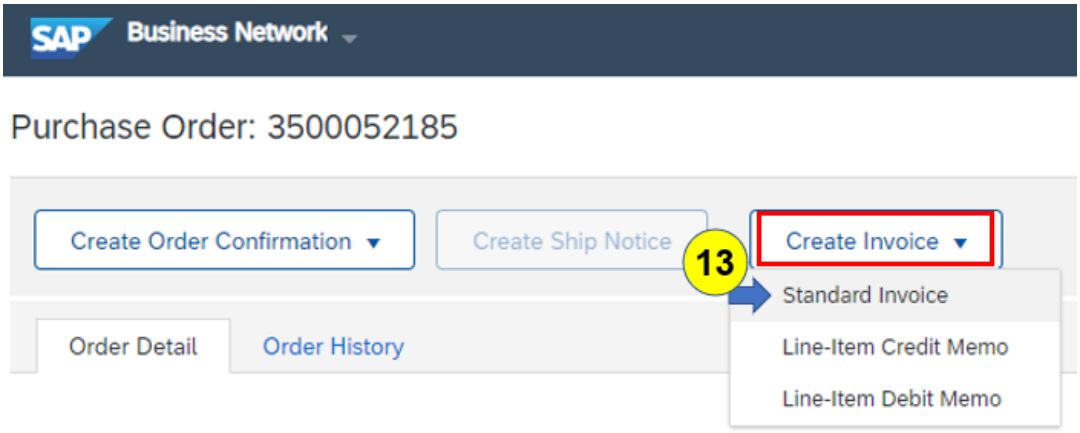


Reject Entire Order

1. Input a **Confirmation #** of your choice.
2. Select a **Rejection Reason** from the drop down.
3. In the **Comments** field, provide further details why you are rejecting the order.
4. Click on the **Reject Order** icon. The Order Status should show Rejected.

Creating an Invoice Against a Purchase Order

13. Click on **Create Invoice** and select **Standard Invoice**.



Create Invoice – Summary Section:

14. **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. **China Suppliers: Invoice # format to use for Fully Digitalized Invoices:**
        - Input the letter **F,** followed by the **District Code** then the **Running number** of the FDI number (excluding the preceding zeros in the middle).

        EXAMPLE: Original FDI Invoice# = 23442000000106933226
        Modified FDI Invoice# = F442106933226
        - First 2 digits (23) = Year
        - Next 3 digits (442) = District Code
        - Ending digits (106933226) = Running Number

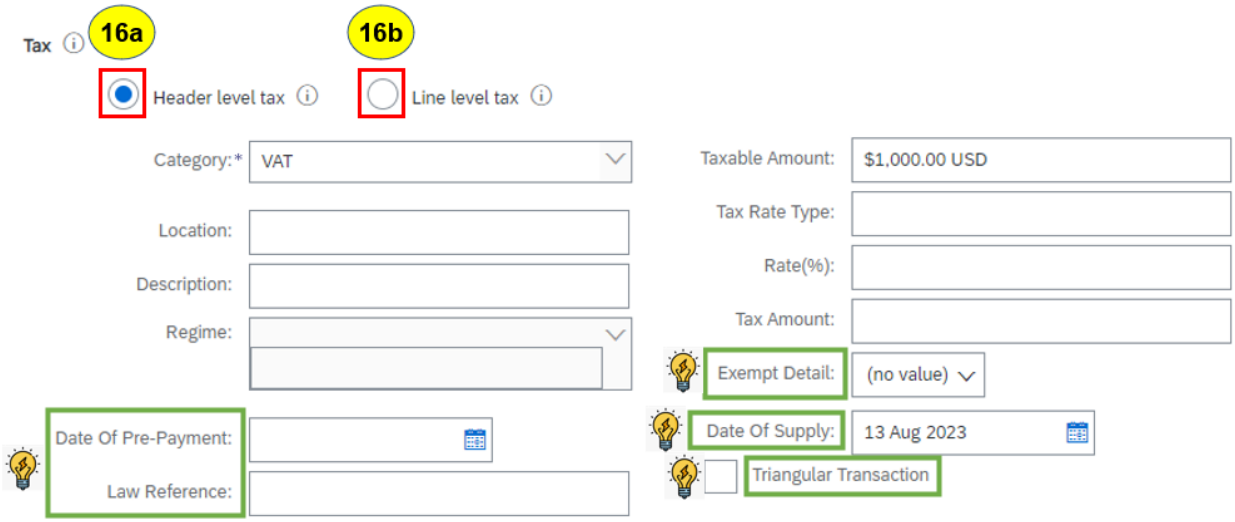
    b. **Korea Suppliers: Invoice# format to use for NTS#:**
        - Omit first 8 digits (the date) and dash (if present).

    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.
15. **Invoice Date:** This will automatically populate with the current date.
    a. The Invoice Date can be changed to any date that is not more than 120 days prior to the current date.
        - **Exception for MSME India Suppliers:** If Invoice Date is backdated more than 10 days prior to the date the Invoice is submitted, the invoice is rejected.
        - **Exception for India Company Code (831, 834, 841) Purchase Orders:**
            - **Foreign Suppliers shipping to India:** If the Invoice Date is backdated more than 30 days prior to the date the Invoice is submitted, the invoice is rejected.
            - **India Suppliers shipping to India:** If the Invoice Date is backdated more than 60 days prior to the date the Invoice is submitted, the invoice is rejected.

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.

16. 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 purchase order.
        - Go to Step 17.
    b. Select **Line level tax** if the Invoice line items have different tax rates.
        - Go to Step 22.



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):

17. 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 tax Category selected.

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

18. **All Countries except India & Malaysia:**

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

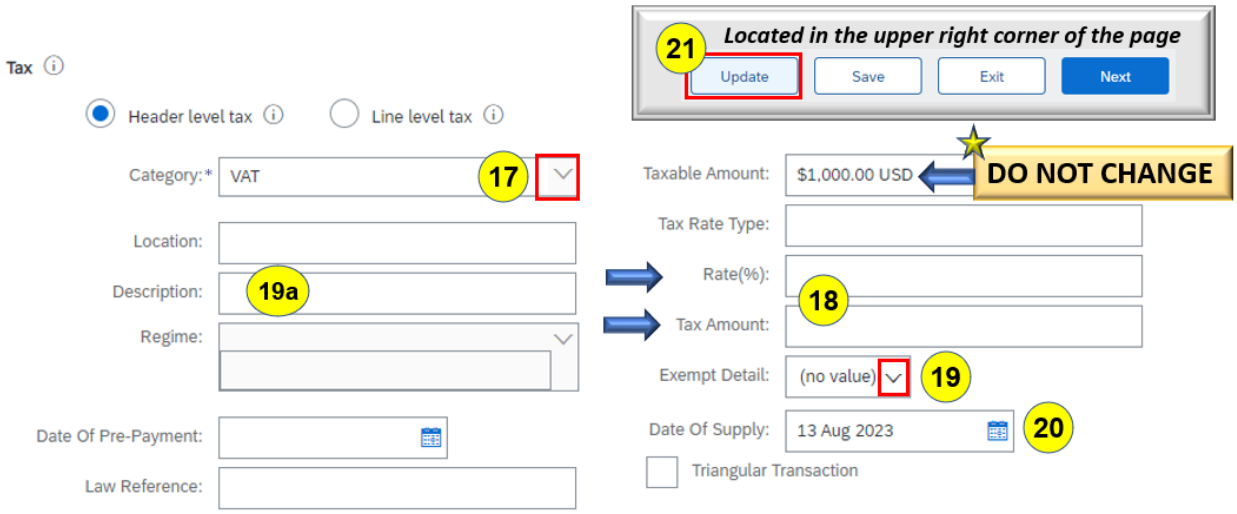
19. **Algeria, Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Indonesia, Ireland, Italy, Kenya, Netherlands, Nigeria, Poland, Portugal, Romania, Serbia, South Africa, Spain, Sweden, Switzerland, Taiwan, Turkey, United Arab Emirates, & Great Britain Suppliers:**

    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.

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

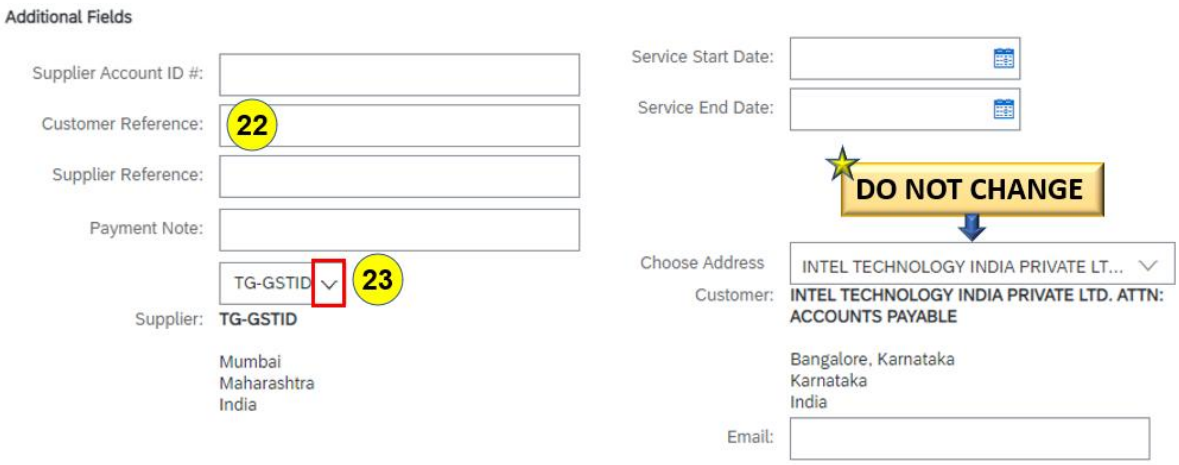
    Date of Supply: Verify and change if the correct date was not automatically populated.

21. 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 – Additional Fields Section:

22. **Customer Reference**: Input your entire original Invoice number if it is longer than 16 characters.
23. **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.



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 tax Category.

Create Invoice – Supplier VAT Section:

24. 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).
    b. **Canada Suppliers:** If Tax Category QST was selected, input **Supplier QST Registration Number**.
    c. **Canada Suppliers:** If Tax Category GST or HST was selected, input **Supplier GST/HST Registration Number**.

Create Invoice – Supplier VAT Section:

25. 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 India Specific Information Section (2019 Tax Regime):

26. **Supplier GSTIN** is automatically populated with the GSTIN specified in your Company Profile.
    a. Select **Type of Supply** from the drop down.
    b. Select **Place of Supply** from the drop down.

Create Invoice – Additional India Specific Information Section (2017 Tax Regime):

27. **Supplier GSTIN** is automatically populated with the GSTIN specified in your Company Profile.
    a. Input your **Tax Invoice Number**.
    b. Select **Place of Supply** from the drop down.

Create Invoice – Additional Malaysia Specific Information Section:

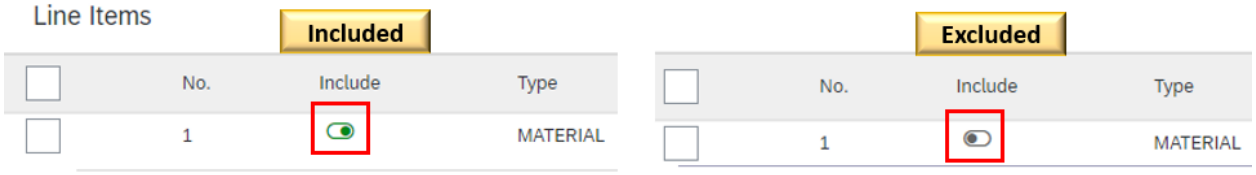
28. The Supplier SST ID will automatically populate if you have it defined in your Ariba Company Profile. Otherwise, input your **Supplier SST ID** if the field has an asterisk (*).

Create Invoice – Additional Singapore Specific Fields Section:

29. 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 Section:

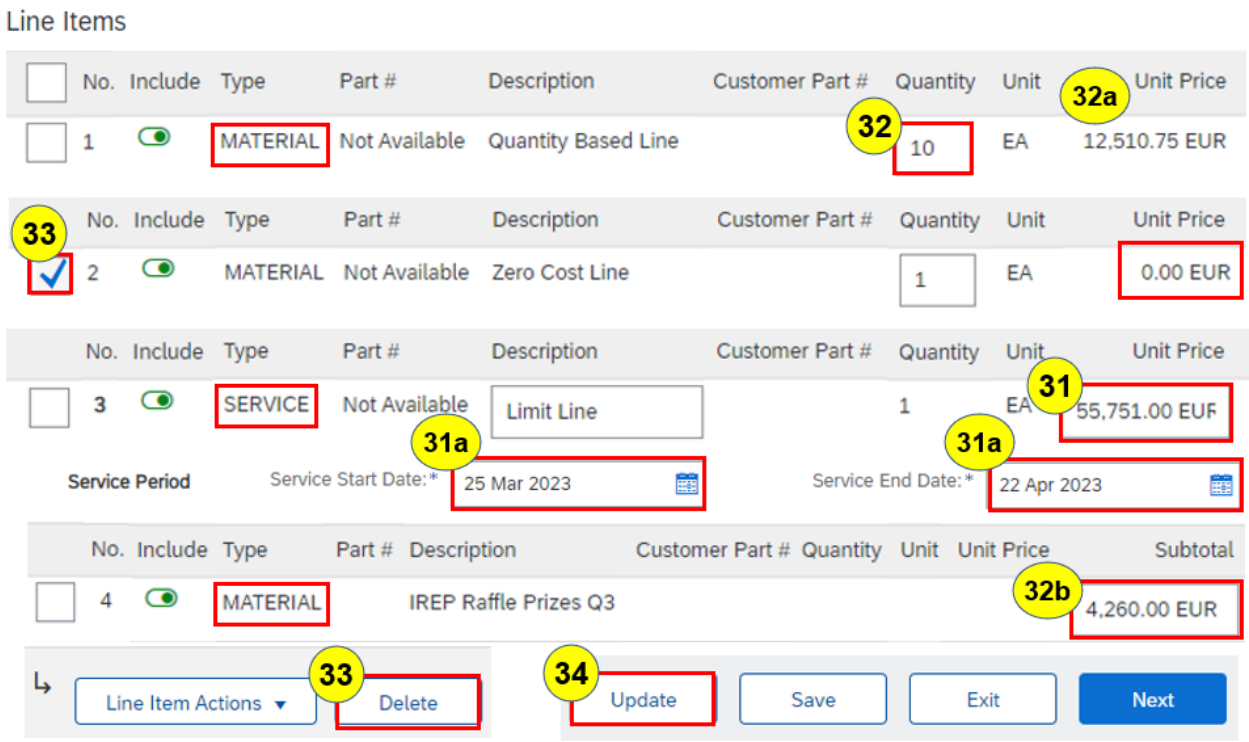
30. Click on the **Include** toggle switch on each line item you want to exclude from your invoice.



31. When the Line-Item **Type** is **SERVICE**, change the **Unit Price** to reflect the amount invoiced.
    a. On the **Service Period** line, change the **Service Start Date** and **Service End Date** to reflect the date range when the service was delivered.

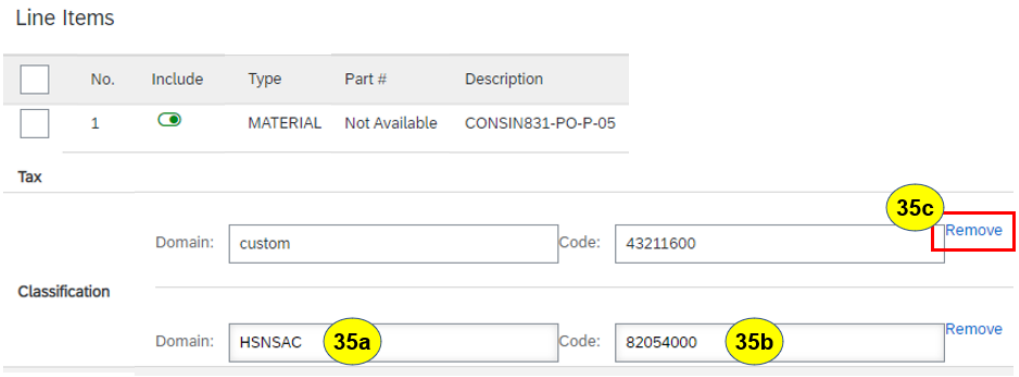
These dates cannot be in the future otherwise the error **"! This customer does not accept invoices for services that are still in progress"** will occur.

32. When the Line-Item **Type** is **MATERIAL**, change the **Quantity** to reflect the quantity invoiced.
    a. If the Unit Price is incorrect, do not change the quantity to a value that is not a whole number (i.e., 0.50) to derive the amount you want to invoice. Contact the Intel Buyer and request the Purchase Order be changed to reflect the correct pricing.
    b. For 30 series Purchase Orders, you may have **MATERIAL** Line Items that only allow you to change the Subtotal. Change the **Subtotal** to reflect the amount you want to invoice.
33. Delete any Line Item with a 0.00 **Unit Price** or **Subtotal** by checking the box to the left of the line item and click on the **Delete** icon otherwise your invoice will be rejected.
34. Click on **Update** once all changes to the Line Items have been applied.
    a. The Taxable Amount and Tax Amount is automatically updated.



Create Invoice – Line Items Section:

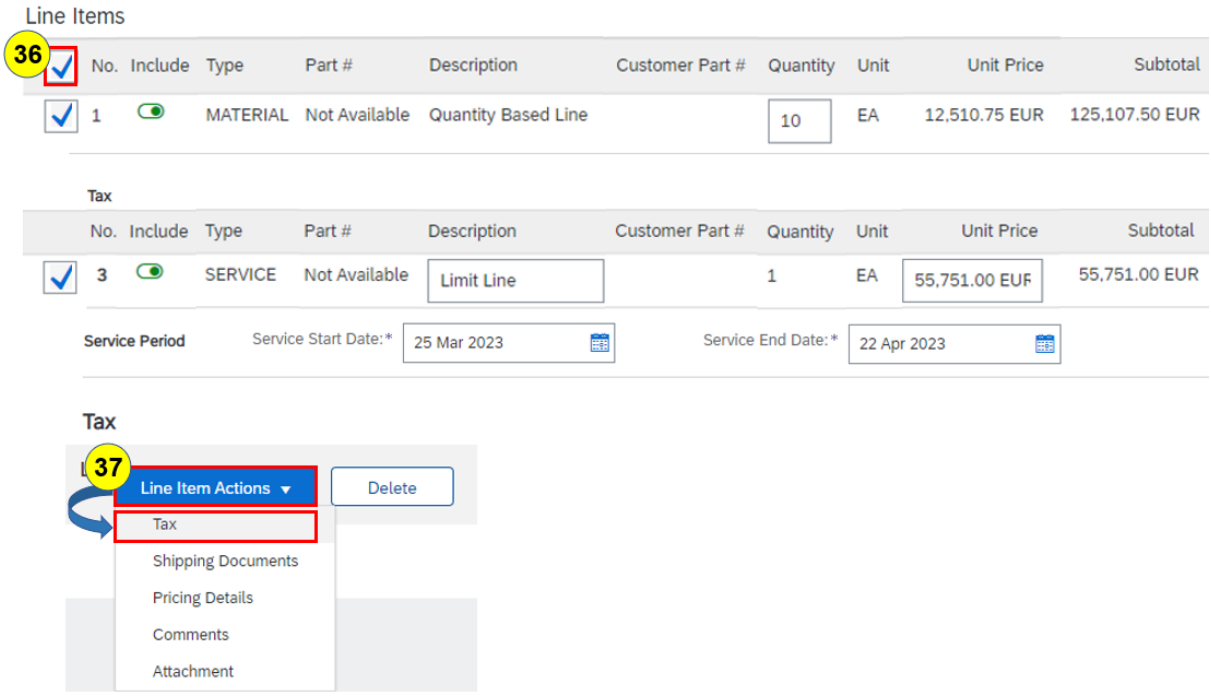
35. **India Suppliers:** In the **Classification** section of each Line Item, specify the HSN/SAC Code by replacing any auto populated information with the actual HSN/SAC Code:
    a. Input **HSNSAC** in the **Domain** field.
    b. Input the HSN/SAC code in the **Code** field.
    c. Click on **Remove** next to any unused Classifications lines so only the ones you inputted are submitted.



Create Invoice – Line Items Section: Adding Line Level 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.

36. Click on the **Select All** box to check all the Line Items at once.
37. 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.

38. **Category**: Select the appropriate tax Category from the drop down.
    a. **India & 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 is field is systematically determined based on the total Invoice line-item amount. If you alter it, your invoice will be rejected.

39. **All Countries except India & Malaysia:**

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

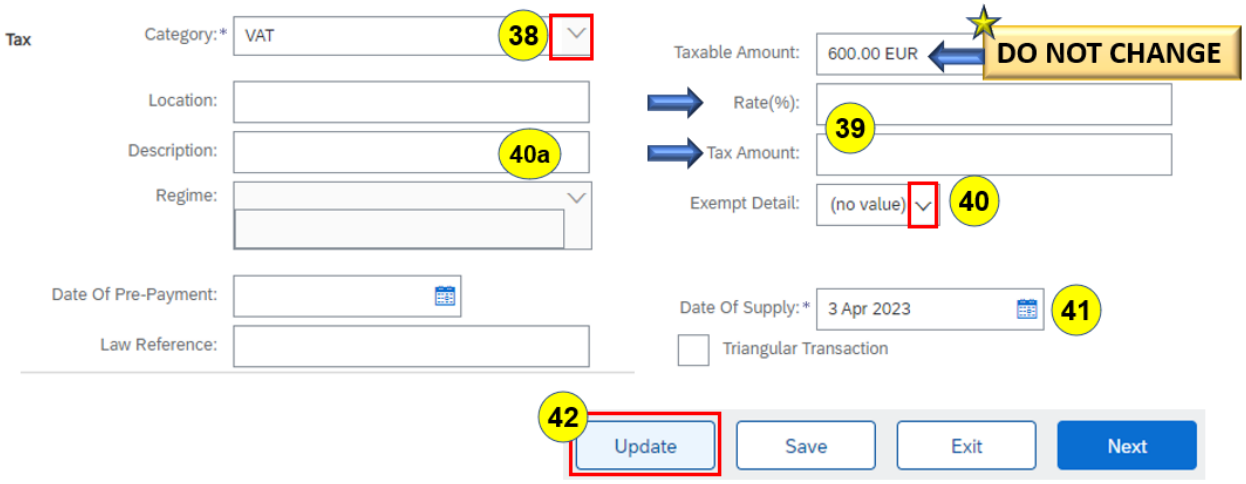
40. **Algeria, Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Indonesia, Ireland, Italy, Kenya, Netherlands, Nigeria, Poland, Portugal, Romania, Serbia, South Africa, Spain, Sweden, Switzerland, Taiwan, Turkey, United Arab Emirates, & Great Britain Suppliers:**

    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.

41. **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.

42. 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.

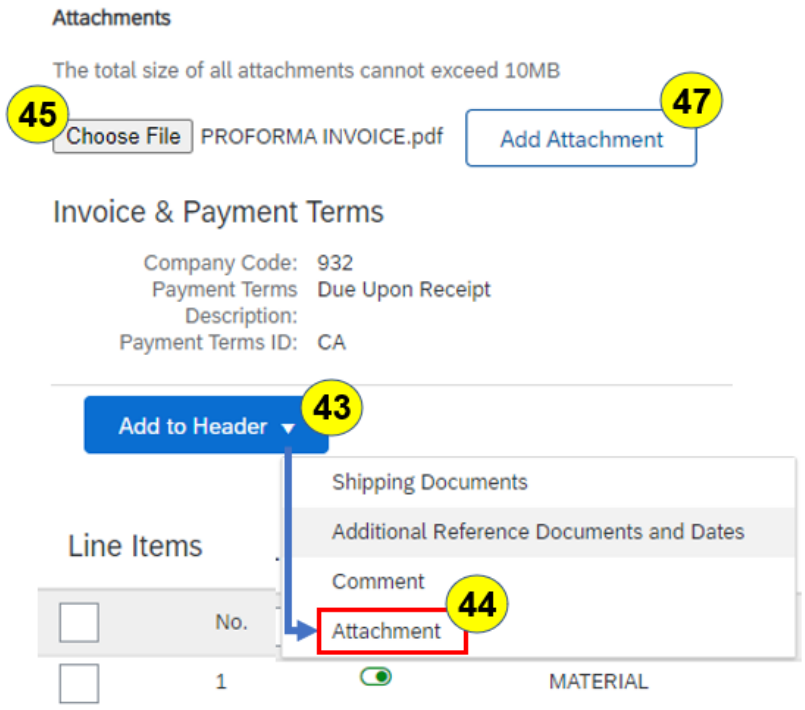


Create Invoice – Attachment Section:

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, India, 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, 831, 834, 841, 880**

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



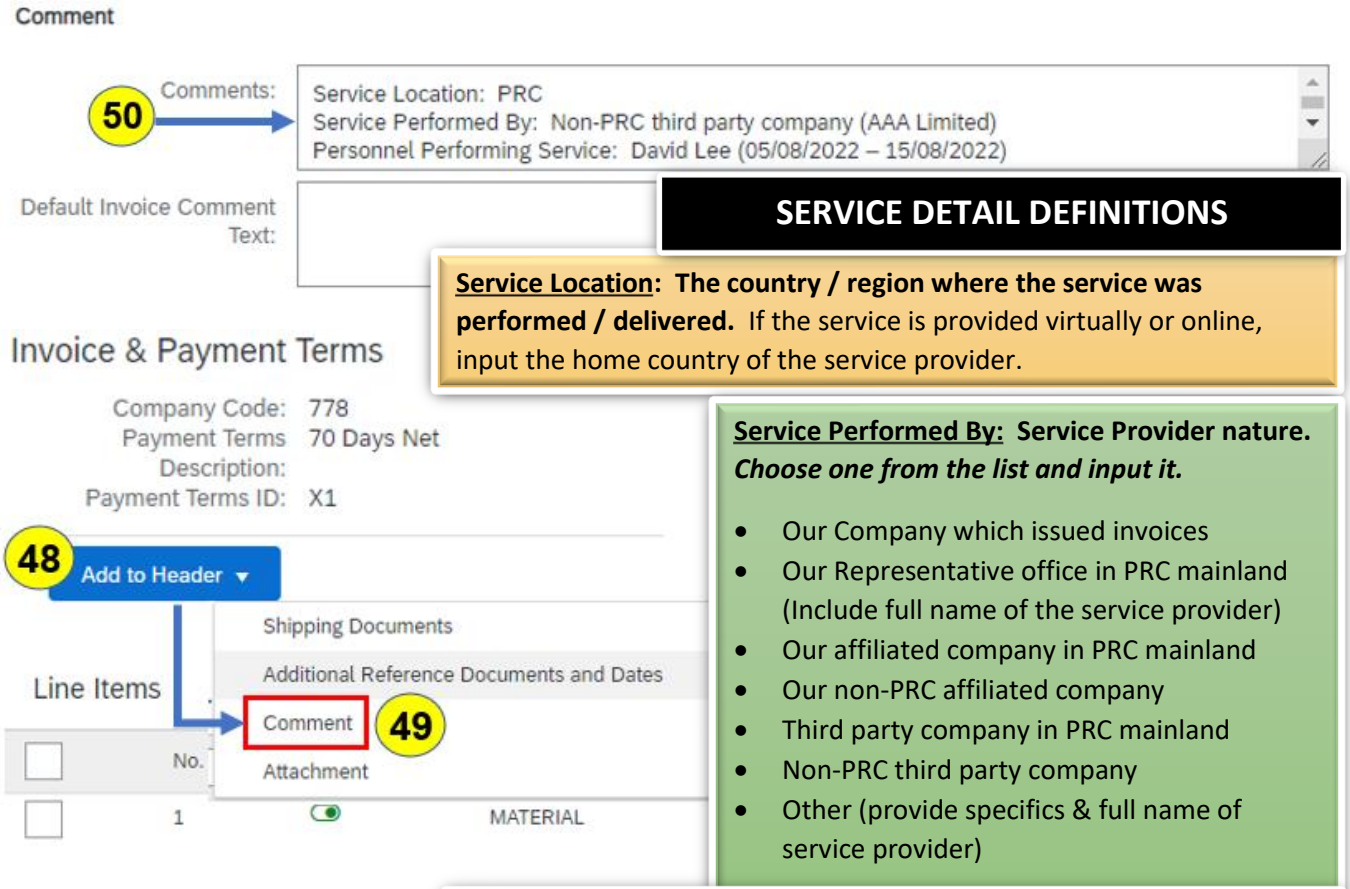
Create Invoice – Comments Section:

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

48. Click on **Add to Header** icon right above the Line Items section.
49. Select **Comment** from the drop down.
50. 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.



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.

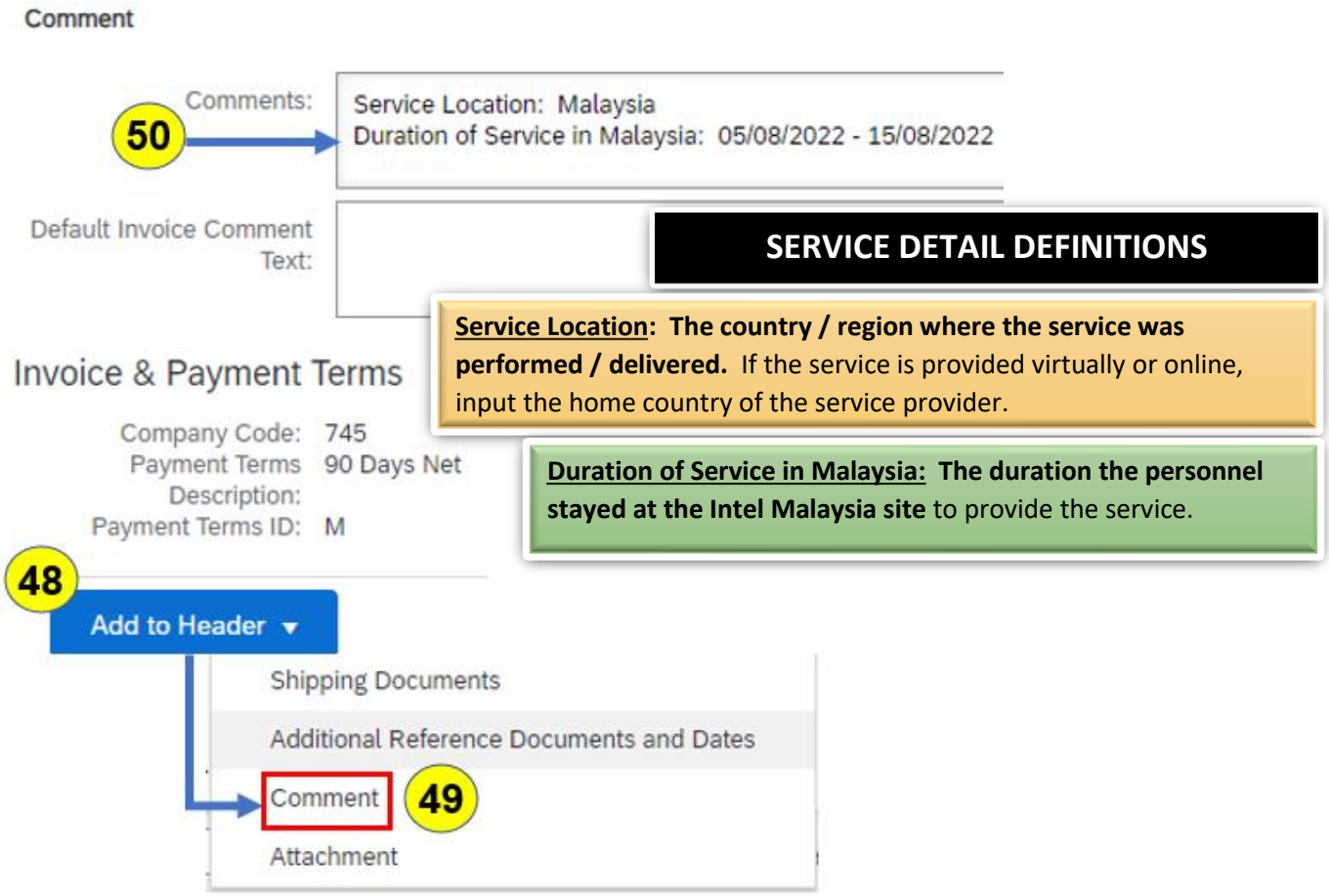
Service Performed By: Service Provider nature. ***Choose one from the list and input it.***

- 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.

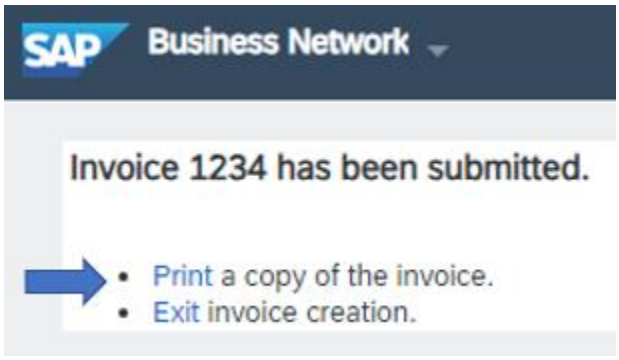
Create Invoice – Comments Section (continued):

<u>All Foreign Suppliers invoicing Services provided to a Malaysia Legal Entity</u>:

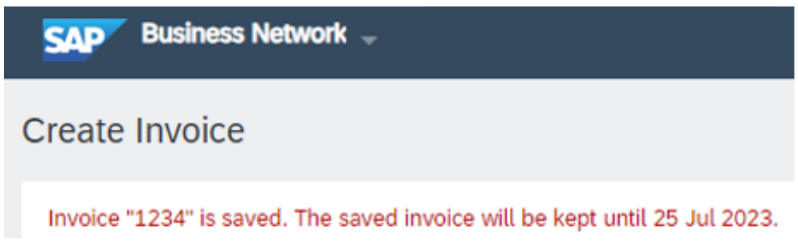


Create Invoice – Invoice Submission

51. Click on the **Next** icon.
52. 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.
53. 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.



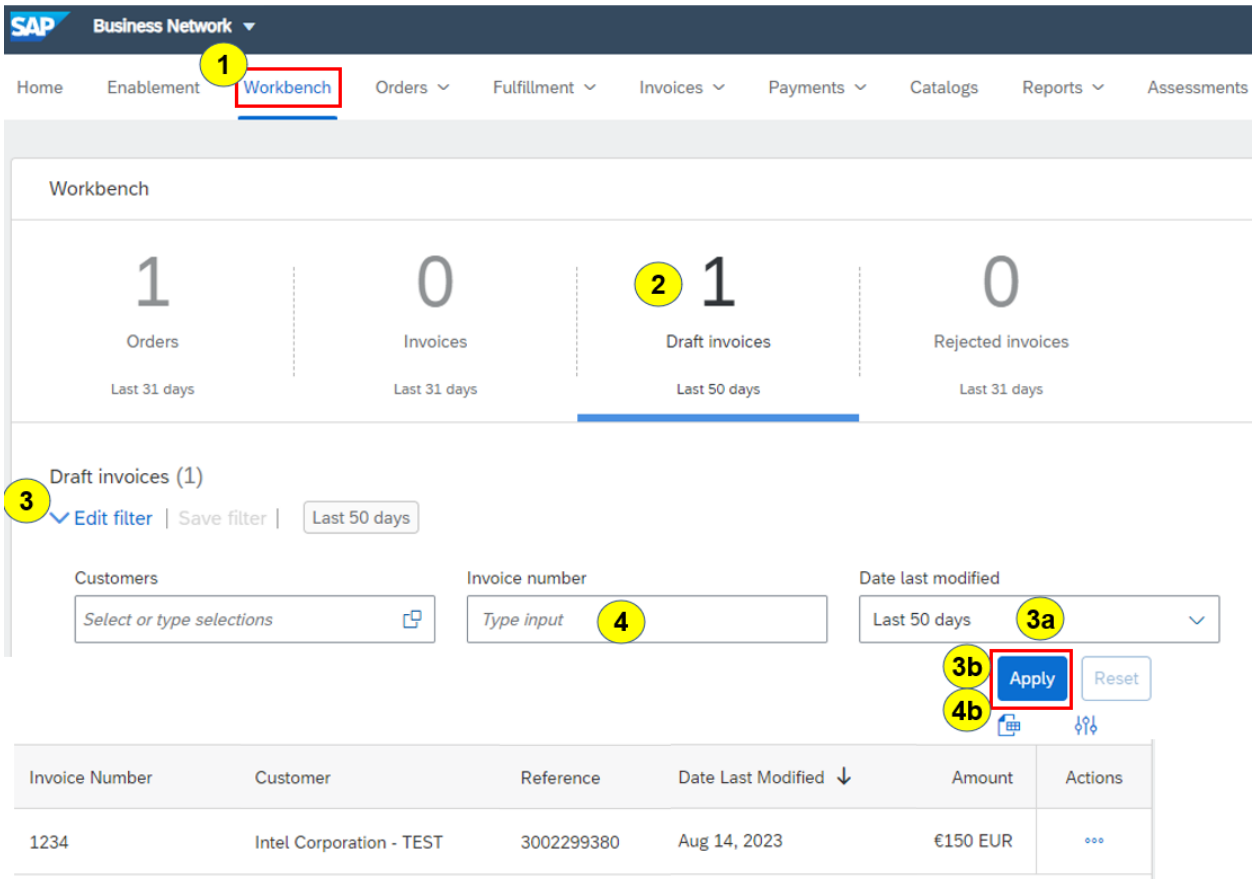
54. If you clicked on **Save**, a notification will be displayed indicating the Invoice has been saved and will be kept until the specified date (up to 50 days later).



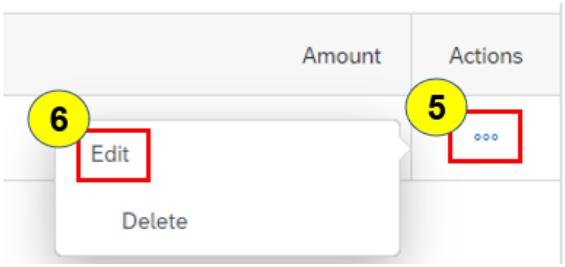
    a. Click on **Exit**.
    b. Click on **Save** the Invoice.
    c. Click on **Done** to exit the Purchase Order page.

Retrieving a Saved Invoice

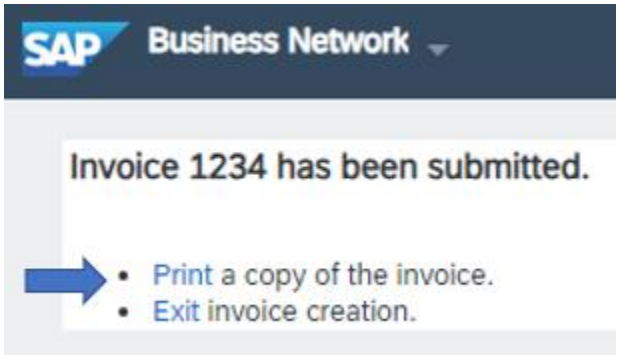
1. To retrieve the saved invoice, click on the **Workbench** menu.
2. Click on the **Draft Invoices** tile.
3. Click on **Edit filter** to expand that section.
    a. Ensure the **Date last modified** is **Last 50 days** to return all saved invoices.
    b. Click on **Apply**.
    c. Your invoice should 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.
    d. **Israel Suppliers:** Click on **Print** and attach the copy of the invoice you submitted to your original invoice in your records.



Top 10 Reasons Why an Invoice Against a Purchase Order is Rejected:

1. 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 Section
        - Create Invoice – Line Items Section: Line Level Tax
2. The Ariba Invoice contained a Line Item with a **0.00 Unit Price** or **Subtotal Amount**.
    - **Rejection Reason on Invoice:**
        - INV-169: Unit price must be greater than zero.
    - **Process Step(s) Not Executed Correctly:**
        - Create Invoice – Line Items Section: Step 33
3. The **Invoice Date** was backdated more than the defined number of days allowed.
    - **Rejection Reason on Invoice:**
        - Invoice BackDated 10 Days For MSMESuppliers Invoice Date cannot be more than 10 days ago.
        - Invoice BackDated 30 Days For Foreign to local transaction Invoice Date cannot be more than 30 days ago.
    - **Process Steps(s) Not Executed Correctly:**
        - Create Invoice – Summary Section: Step 15
4. An PDF copy of your original invoice was not attached to the Ariba Invoice you created (If applicable based on Invoice Country requirements).
    - **Rejection Reason on Invoice:**
        - If the Invoice has no attachment, it will be auto rejected for Proforma countries.
    - **Process Steps(s) Not Executed Correctly:**
        - Create Invoice – Attachment Section
5. The invoice created in the Ariba Network did not match the attached Invoice.
6. More than 1 Header Level tax line was created.
    - **Process Steps(s) Not Executed Correctly:**
        - Create Invoice – Tax Section
7. More than 1 Line-Item tax line was created with the same Tax **Category**.
    - **Process Steps(s) Not Executed Correctly:**
        - Create Invoice – Line Items Section: Line Level Tax
8. A Header level **Comment** with the Service Details was not added to the Ariba Invoice for All Foreign Suppliers invoicing Services provided to a PRC or Malaysia Legal Entity.
    - **Process Steps(s) Not Executed Correctly:**
        - Create Invoice – Comments Section:
9. You changed the **Customer Address** that is automatically populated on the Ariba invoice.
    - **Process Steps(s) Not Executed Correctly:**
        - Create Invoice – Additional Fields Section
10. You submitted an Invoice with an amount that had more than 2 digits after the decimal point.
    - **Process Steps(s) Not Executed Correctly:**
        - Create Invoice – Line Items Section