

HOW TO SUBMIT AN INVOICE TO ADOBE ON THE ARIBA NETWORK

Login to your Ariba Network account

1. Click on the “Orders” tab
2. Click on “Purchase orders”
3. Add your Purchase order number.
4. Click on “Apply”

Home Enablement Discovery Workbench **Orders** 1 Fulfillment Invoices Payments Catalogs Reports Messages More Create ...

Orders

Purchase Orders 2

Order Inquiries

Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to the Workbench page. [Go to Workbench](#)

2 1 1 0 2 0 2

Orders (2)

Orders Last 31 days

Items to confirm Last 31 days

Items to ship Last 31 days

Return items Last 31 days

New orders Last 31 days

Changed orders Last 31 days

Orders to invoice Last 31 days

Customers 3 selection

Order numbers

Creation date Last 31 days

Order status Include Select or type

Partial match Exact match

Show more

4 Apply Reset

CREATE AN INVOICE

Open the PO and follow the below instructions

1. Click “Create invoice “tab
2. Select “Standard Invoice”

Purchase Order: 4200015759

Create Order Confirmation 1 Create Ship Notice

Order Detail Order History

Create Invoice 1

Standard Invoice 2

Credit Memo

Line-Item Credit Memo

From:
ADOBE SYSTEMS NORDIC AB
 KNARRARNSGATAN 7
 164 93 KISTA
 Sweden
 Email: emeaap@adobe.com

To:
Sweden-Adobe Test Supplier-KPMG Bohlins AB - TEST
 Cleveland Street
 123 45 Stockholm
 Sweden
 Phone:
 Fax:
 Email: jlong@adobe.com

CREATE AN INVOICE CONTINUED

Fill in the required fields (*)

1. Enter your invoice number.
2. Enter your supplier Tax ID, If mandatory

SAP Business Network - Enterprise Account TEST MODE

Create Invoice

Update Save Exit Next

Invoice Header

* Indicates required field Add to Header

Summary

Purchase Order: 4200015759

Invoice #: * 1

Invoice Date: * 22 Jan 2025

Service Description:

Supplier Tax ID: * 2

Remit To: Sweden-Adobe Test Supplier-KPMG Bohlins AB - TEST

Stockholm
Sweden

Bill To: ADOBE SYSTEMS NORDIC AB

Subtotal: 1,000.00 SEK
Total Tax: 0.00 SEK
Amount Due: 1,000.00 SEK

View/Edit Addresses

ATTACHMENTS and ADDITIONAL FIELDS

1. If your country requires, please add **Supplier VAT/Tax ID**
2. If your country requires, please add then **Customer VAT/Tax ID**
3. We request you to please attach the ERP/TAX invoice copies wherever applicable, since Tax authorities may require businesses to submit copies of invoices to support the amounts reported in tax returns. This helps ensure that deductions or credits claimed are valid.

4. Select "ATTACHMENT"

Additional Fields

Supplier Account ID #:	<input type="text"/>	Service Start Date:	<input type="text"/>
Customer Reference:	<input type="text"/>	Service End Date:	<input type="text"/>
Supplier Reference:	<input type="text"/>		
Payment Note:	<input type="text"/>		

Supplier: **Sweden-Adobe Test Supplier-KPMG**
Bohlins AB - TEST
Stockholm
Sweden

Customer: **ADOBE SYSTEMS NORDIC AB**
KISTA
Sweden
Email:

[View/Edit Addresses](#)

Bill From: **Sweden-Adobe Test Supplier-KPMG**
Bohlins AB - TEST
Stockholm
Sweden

Tax paid through a Tax Representative

[View/Edit Addresses](#)

Supplier VAT

Supplier VAT/Tax ID:*	<input type="text"/> 1
Supplier Commercial Identifier:	<input type="text"/>
Supplier Commercial Credentials:	<input type="text"/>

Customer VAT

Customer VAT/Tax ID:*	<input type="text"/> 2
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Warning: If your country requires an original, supplier-generated invoice, please attach it by clicking on "Add to Header" below (located just above the line items below).

[Add to Header](#) 3

[Add to Header](#) ▾

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment 4

1. Click on **Choose file**, browse your computer, select the invoice copy and click on **Open**
2. Click on **Add attachment**

PLEASE "INCLUDE" ONLY THE ITEMS YOU WISH TO INVOICE

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	Enter a description for this item.	<input type="text"/>	10	EA	100 SEK	1,000.00 SEK

Tax

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test line 2		0	EA	100 SEK	0 SEK

Excluded line items cannot be modified.

Line Item Actions If you do not want to invoice a particular line item, click toggle to turn off "Include" Delete

1. To add tax, select line-item actions.

Note: While selecting line items, only the quantity of the item can be adjusted (if required) that too not in fraction. The unit price must remain unchanged and cannot be modified. This ensures consistency in pricing and prevents unauthorized changes to agreed-upon prices."

2. Click on **"Line Item Actions"**
3. Click on Add
4. Click on Tax

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

<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	<input type="text"/>	Enter a description for this item.	<input type="text"/>	10	EA	100 SEK	1,000.00 SEK

Tax

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test line 2		0	EA	100 SEK	0 SEK

Excluded line items cannot be modified.

Line Item Actions Edit Add Tax Shipping Documents Special Handling Discount Comments Attachment Update Save Exit Next

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Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

<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	<input type="text"/>	Enter a description for this item.	<input type="text"/>	10	EA	100 SEK	1,000.00 SEK

Tax

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test line 2		0	EA	100 SEK	0 SEK

Excluded line items cannot be modified.

Line Item Actions Edit Delete

Make all adjustments like category of taxes, rate, exempt etc needed for your country and category of services or materials

provided

Insert Line Item Options

<input type="checkbox"/> Tax Category:	6% VAT / VAT 6	<input type="checkbox"/> Shipping Documents	<input type="checkbox"/> Special Handling	<input type="checkbox"/> Discount	Add to Included Lines					
<input type="checkbox"/> No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/> 1	<input checked="" type="checkbox"/> MATERIAL			Enter a description for this item.		<input type="text" value="10"/>	EA	<input type="text" value="100 SEK"/>	1,000.00 SEK	
Tax					Taxable Amount: <input type="text" value="1,000.00 SEK"/>					Remove
Category: * <input type="text" value="12% VAT / VAT 12"/> Location: <input type="text"/> Description: VAT 12					Rate(%): <input type="text" value="12"/>	Tax Amount: <input type="text" value="120.00 SEK"/>	Exempt Detail: <input style="width: 100px; height: 150px; vertical-align: top; border: 1px solid #ccc; padding: 5px; margin-left: 10px;" type="text" value="Zero Rated"/> <div style="border: 1px solid #ccc; padding: 5px; margin-left: 10px;"> (no value) Zero Rated Exempt <input type="checkbox"/> Triangular Transaction </div>			
Date Of Pre-Payment: <input type="text"/> Law Reference: <input type="text"/>					Date Of Supply: <input type="text" value="22 Jan 2025"/>	<input type="checkbox"/> Triangular Transaction				

If there is no tax, skip the Tax section mentioned above.

1. Click Next

<input type="checkbox"/> 1	<input checked="" type="checkbox"/> MATERIAL	<input type="text"/>	Enter a description for this item.	<input type="text"/>	<input type="text" value="1"/>	EA	<input type="text" value="100 SEK"/>	100.00 SEK	
Tax					Taxable Amount: <input type="text" value="100.00 SEK"/>			Remove	
Category: * <input type="text" value="6% VAT / VAT 6"/> Location: <input type="text"/> Description: VAT 6					Rate(%): <input type="text" value="6"/>	Tax Amount: <input type="text" value="6.00 SEK"/>	Exempt Detail: <input style="width: 100px; height: 150px; vertical-align: top; border: 1px solid #ccc; padding: 5px; margin-left: 10px;" type="text" value="Zero Rated"/> <div style="border: 1px solid #ccc; padding: 5px; margin-left: 10px;"> (no value) </div>		
Date Of Pre-Payment: <input type="text"/> Law Reference: <input type="text"/>					Date Of Supply: <input type="text" value="22 Jan 2025"/>	<input type="checkbox"/> Triangular Transaction			
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 2	<input checked="" type="checkbox"/> MATERIAL		Not Available	test line 2		0	EA	100 SEK	0 SEK
Excluded line items cannot be modified.									
<input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;" type="button" value="Line Item Actions"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Delete"/>					<input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;" type="button" value="Update"/> <input style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;" type="button" value="Save"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Exit"/>				

2. Click Submit

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Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is: Sweden. The document's destination country is: Sweden. If you want your invoices to be stored in the SAP Business Network 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

REMIT TO:	BILL TO:	SUPPLIER:
Sweden-Adobe Test Supplier-KPMG Bohlins AB - TEST Postal Address: Cleveland Street 123 45 Stockholm Sweden Tax ID of Supplier: SEKertyul	ADOBEE SYSTEMS NORDIC AB Postal Address (standard): KNARRARNSGATAN 7 164 93 KISTA Sweden Address ID: ADSWBA1 Email: standard	Sweden-Adobe Test Supplier-KPMG Bohlins AB - TEST Postal Address: Cleveland Street 123 45 Stockholm Sweden