



## 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 Orders Last 31 days  
1 Items to confirm Last 31 days  
1 Items to ship Last 31 days  
0 Return items Last 31 days  
2 New orders Last 31 days  
0 Changed orders Last 31 days  
2 Orders to invoice Last 31 days

Orders (2)  
Edit filter Last 31 days

Customers  
Select or type selections

Order numbers  
3 selection  
Partial match Exact match

Creation date  
Last 31 days

Order status  
Include Select or type

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 Create Ship Notice **Create Invoice** 1

Standard Invoice 2  
Credit Memo  
Line-Item Credit Memo

Order Detail Order History

Adobe

**From:**  
ADOBE SYSTEMS NORDIC AB  
KNARRARNSGATAN 7  
164 93 KISTA  
Sweden  
Email: [emeaap@adobe.com](mailto:emeaap@adobe.com)

**To:**  
Sweden-Adobe Test Supplier-KPMG Bohllins AB - TEST  
Cleveland Street  
123 45 Stockholm  
Sweden  
Phone:  
Fax:  
Email: [jlong@adobe.com](mailto: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

?

JL

Create Invoice

UpdateSaveExitNext

▼ Invoice Header

\* Indicates required field

Add to Header ▼

Summary

Purchase Order: 4200015759

Invoice #:

Invoice Date:

Service Description:

Supplier Tax ID:

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 #:

Customer Reference:

Supplier Reference:

Payment Note:

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

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

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

☐ Tax paid through a Tax Representative

**Supplier VAT**

Supplier VAT/Tax ID: \*  1

Supplier Commercial Identifier:

Supplier Commercial Credentials:

**Customer VAT**

Customer VAT/Tax ID: \*  2

[View/Edit Addresses](#)

[View/Edit Addresses](#)

**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

☐ Tax Category: 6% VAT / VAT 6 ☐ 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 type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		Enter a description for this item.		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 type="checkbox"/>	MATERIAL	Not Available	test line 2		0	EA	100 SEK	0 SEK

Excluded line items cannot be modified.

[Line Item Actions](#) [Delete](#)

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

- 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."
- Click on "Line Item Actions"
- Click on Add
- Click on Tax

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

Insert Line Item Options

☐ Tax Category: 6% VAT / VAT 6 ☐ 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		Enter a description for this item.		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 type="checkbox"/>	MATERIAL	Not Available	test line 2		0	EA	100 SEK	0 SEK

Excluded line items cannot be modified.

[Line Item Actions](#) [Delete](#)

[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

☐ Tax Category: 6% VAT / VAT 6 ☐ 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		Enter a description for this item.		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 type="checkbox"/>	MATERIAL	Not Available	test line 2		0	EA	100 SEK	0 SEK

Excluded line items cannot be modified.

[Line Item Actions](#) [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

☐ Tax Category: 6% VAT / VAT 6

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

Tax

Category: \* 12% VAT / VAT 12

Location:

Description: VAT 12

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 1,000.00 SEK

Rate(%): 12

Tax Amount: 120.00 SEK

Exempt Detail: Zero Rated

Date Of Supply: Exempt

☐ Triangular Transaction

Remove

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

1.Click Next

☐

1

☒

MATERIAL

Enter a description for this item.

1

EA

100 SEK

100.00 SEK

Tax

Category: \* 6% VAT / VAT 6

Location:

Description: VAT 6

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 100.00 SEK

Rate(%): 6

Tax Amount: 6.00 SEK

Exempt Detail: (no value)

Date Of Supply: 22 Jan 2025

☐ Triangular Transaction

Remove

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

Excluded line items cannot be modified.

Line Item Actions

Delete

Update

Save

Exit

Next

2.Click Submit

SAP Business Network Enterprise Account TEST MODE

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. 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

Invoice Number: test123

Invoice Date: Wednesday 22 Jan 2025 2:57 PM GMT+02:00

Original Purchase Order: 4200015759

Subtotal: 100.00 SEK

Total Tax: 6.00 SEK

Amount Due: 106.00 SEK

REMIT TO:

Sweden-Adobe Test Supplier-KPMG Bohlins AB - TEST

Postal Address:

Cleveland Street

123 45 Stockholm

Sweden

Tax ID of Supplier: SEKertyul

BILL TO:

ADOBE SYSTEMS NORDIC AB

Postal Address (standard):

KNARRARNSGATAN 7

164 93 KISTA

Sweden

Address ID: ADSWBA1

Email: standard

SUPPLIER:

Sweden-Adobe Test Supplier-KPMG Bohlins AB - TEST

Postal Address:

Cleveland Street

123 45 Stockholm

Sweden