



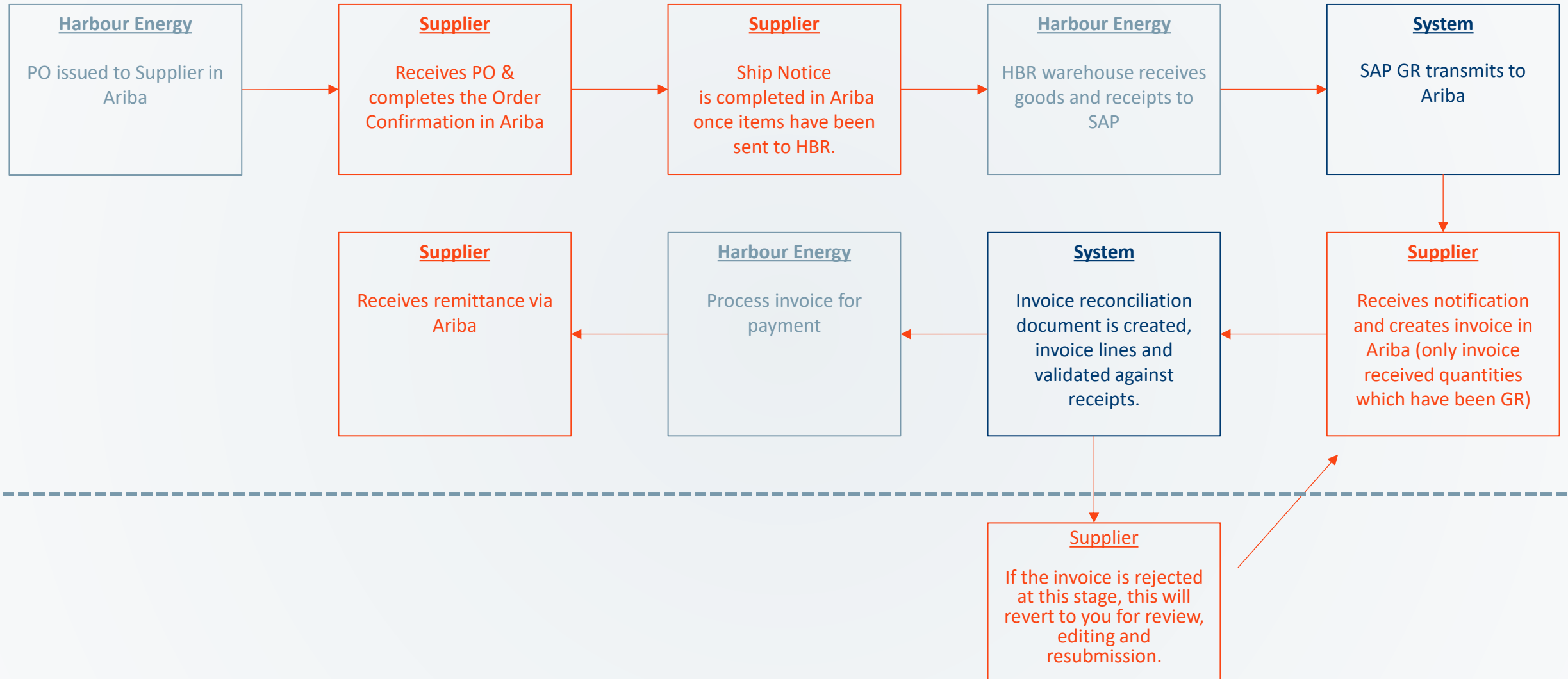
Enterprise Management System (EMS)

SAP Business Network (Ariba)
Material Invoices

EMS Enterprise Management System

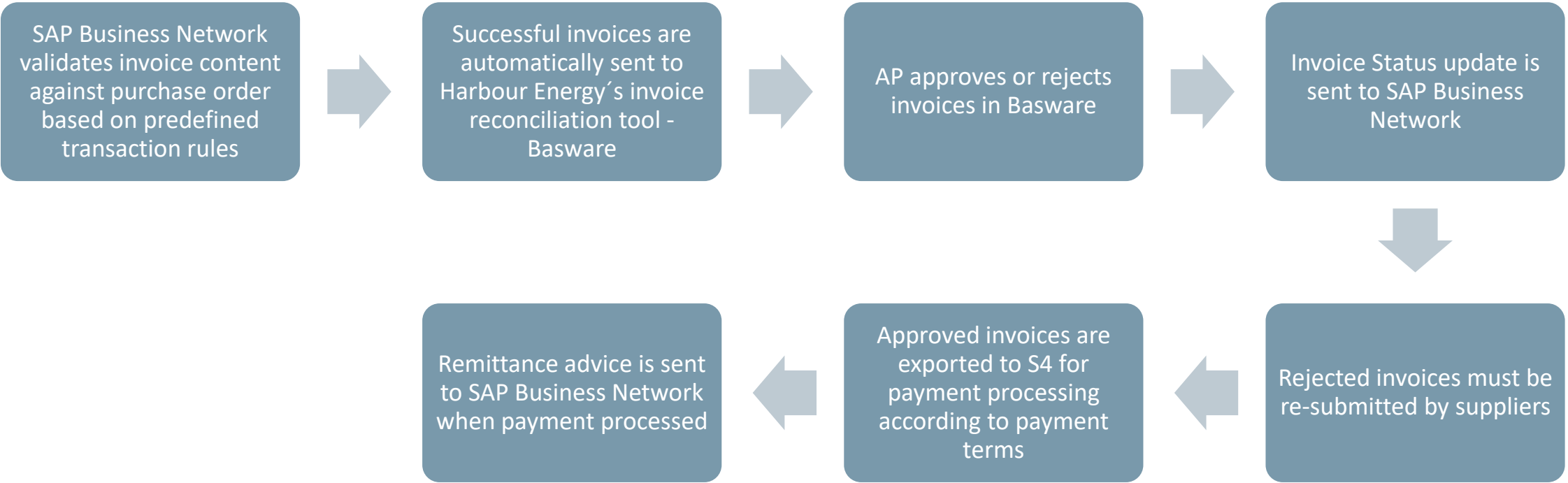


HARBOUR ENERGY – Ariba Process (Materials)





Invoice Process & Flow





- Material invoices can be created directly (flipped) from PO information after the goods have been delivered
- Invoice Number contain can contain capital letters and numbers. Only certain special characters are allowed _./\-
- Maximum number of allowed characters is 16
- Invoice number can be reused only for invoices with Rejected or Failed status

Purchase Order: 4530000550

Create Order Confirmation ▾Create Ship NoticeCreate Invoice ▾

Order Detail

Order History

Standard Invoice

Credit Memo

Line-Item Credit Memo



Invoices

- No unplanned costs - everything should be included in the PO
- Tax is copied from purchase orders and not editable – please contact Harbour Energy to create new purchase order version if tax is wrong
- Bank details mandatory (IBAN optional)
- Material lines are copied to the top during invoice creation, service lines show up at the bottom regardless of purchase order line numbers
- Please attach Proof of Delivery to your invoices (PDF attachments only supported at this time)

Tax

Category:*	VAT ▾	Taxable Amount:	£0.00 GBP
Location:		Tax Rate Type:	UK VAT -Standard Rated Input Tax 20%
Description:		Rate(%):	20
Regime:	▾	Tax Amount:	£0.00 GBP
Date Of Pre-Payment:		Exempt Detail:	(no value) ▾
Law Reference:		Date Of Supply:*	

† Required field



Invoice Status

- Invoice statuses:
 - Sent – invoice was sent to Harbour Energy and is waiting for approval
 - Approved – invoice was approved and will be sent for payment processing
 - Rejected – invoice was rejected by Harbour Energy, check history for details and create your invoice again with corrections
- You can use Edit & Resubmit button to correct the invoice
- Invoice has to be resubmitted in case of failure/rejection of an auto-generated service sheet
 - Check service entry sheet history for error details

