

# Ariba Network Material Purchase Order Guide

## Enter order confirmation and invoice

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## 1. Receipt of purchase order as email

You receive a purchase order as E-Mail from a Migros Industrie company.  
All relevant information can be found on this purchase order email:

### M-Industrie - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

**Message from your customer M-Industrie - TEST**

**Please provide order confirmation and invoice via Ariba Network. Please use the button below "Process order".**

**Before providing the first order confirmation and invoice, a free registration on Ariba Network is required.**

**Please find instructions on following Website:** <https://www.aribanetwork-mindustry.com/ariba-netzwerkanleitungen>

Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

|                                                                                                                                                |                                                                                                                                                                                                     |                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>From:</b><br><b>Delica AG</b><br>Breiteneggstrasse 4<br>c/o M-Industrie AG<br>SSC Accounting M-Industrie<br>5033 Buchs<br>AG<br>Switzerland | <b>To:</b><br><b>OPM 6 Ltd - TEST</b><br>Grünastrasse 23<br>8953 Dietikon<br>Zürich<br>Switzerland<br>Phone:<br>Fax:<br>Email: <a href="mailto:opm6.supplier@gmail.com">opm6.supplier@gmail.com</a> | <b>Purchase Order</b><br><b>(New)</b><br>4500255376<br>Amount: 200.00 CHF<br>Version: 1 |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|

---

**Payment Terms**  
NET 30

**Comments**  
 Comment Type: Terms and Conditions  
 Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschinen und Apparate. / Sauf accord particulier entre le fournisseur et les sociétés M-Industrie, les conditions générales d'achat (AKB) de M-Industrie et les conditions générales régissant les contrats de vente de machines et appareils sont applicables. / Unless there are special agreements between the supplier and the M-Industrie companies, the AKB (General Terms and Conditions of Purchase) of the M-Industrie and the Standard Terms and Conditions governing contracts of sale for machinery and appliances apply.

**Other Information**  
 ResponsibleBuyer: Techn. Einkauf Delica AG, Standort Meilen, 0041 44 925 84 88, [purchasing-tec.meil@delica.com](mailto:purchasing-tec.meil@delica.com)  
 Company Code: 3010  
 Purchasing Unit Name: Purchasing Unit Delica AG

|                                                                                                                                                                                           |                                                                                                                                                  |                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Ship All Items To</b><br><b>Delica Meilen</b><br>Bruechstrasse 40<br>8706 Meilen<br>ZH<br>Switzerland<br>Ship To Code: 4003<br>Email: <a href="mailto:ariba@mglb.ch">ariba@mglb.ch</a> | <b>Bill To</b><br><b>Delica AG</b><br>Breiteneggstrasse 4<br>c/o M-Industrie AG<br>SSC Accounting M-Industrie<br>5033 Buchs<br>AG<br>Switzerland | <b>Deliver To</b><br>OKöseoglu<br>Delica Meilen |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|

| Line # | No. Schedule Lines | Part # / Description | Type     | Return | Qty (Unit) | Need By     | Unit Price | Subtotal   |
|--------|--------------------|----------------------|----------|--------|------------|-------------|------------|------------|
| 1      |                    | Not Available        | Material |        | 1 (EA)     | 30 Jun 2021 | 200.00 CHF | 200.00 CHF |
|        |                    |                      | Tool ABC |        |            |             |            |            |

**Other Information**

|                           |               |
|---------------------------|---------------|
| Req. Line No.:            | 1             |
| Requester:                | Okan Köseoglu |
| PR No.:                   | PR7984        |
| Incoterms Location:       | Meilen        |
| Payment Term UniqueID:    | N030          |
| Payment Term Description: | 30 Days net   |
| Short Name:               | Tool ABC      |

**Incoterms Information**

|                    |        |
|--------------------|--------|
| Incoterm Code:     | DDP    |
| Incoterm Location: | Meilen |

Order submitted on: Monday 21 Jun 2021 5:03 PM GMT+02:00  
 Received by Ariba Network on: Monday 21 Jun 2021 5:03 PM GMT+02:00  
 This Purchase Order was sent by M-Industrie - TEST  
 AN01406117272-T and delivered by Ariba Network.

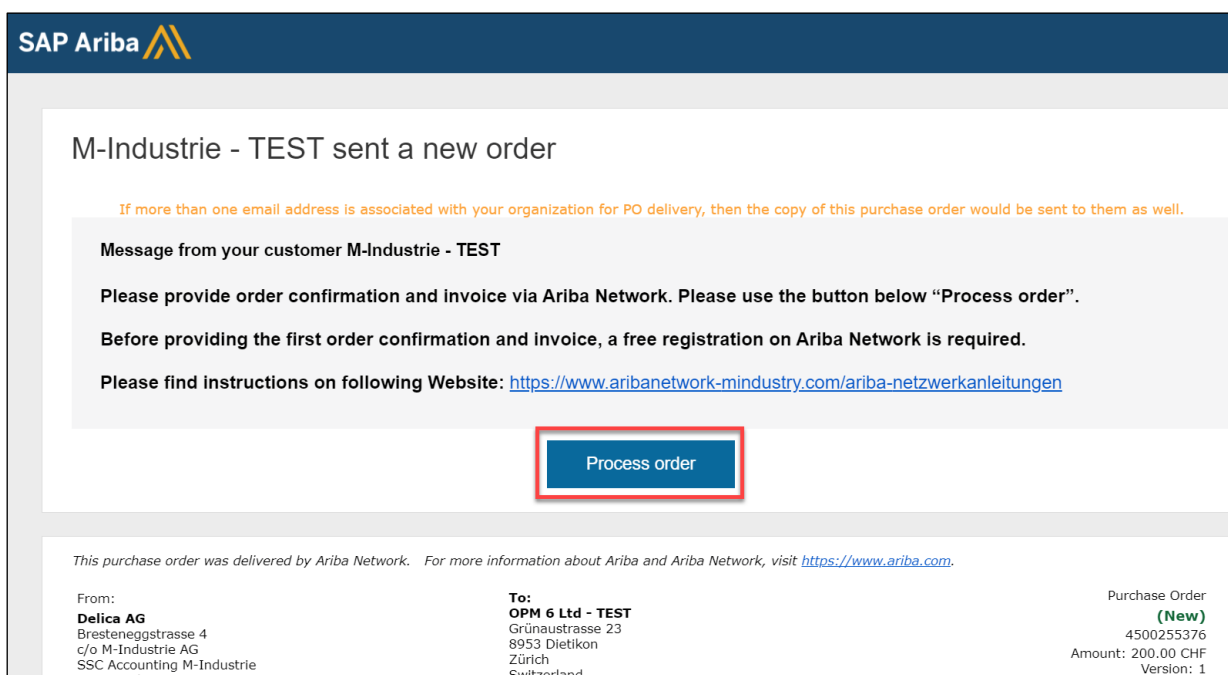
Sub-total: 200.00 CHF

The ordered material can be delivered using this purchase order email.

We expect to receive the order confirmation and the invoice for this purchase order via Ariba Network.  
The required steps are explained below:

## 2. Sign in to Ariba Network

The order confirmation and the invoice for this purchase order should be submitted via Ariba Network. To do this, you have to register once by clicking "**Process order**" in the purchase order email:



**SAP Ariba**

M-Industrie - TEST sent a new order

*If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.*

**Message from your customer M-Industrie - TEST**

Please provide order confirmation and invoice via Ariba Network. Please use the button below "Process order".

Before providing the first order confirmation and invoice, a free registration on Ariba Network is required.

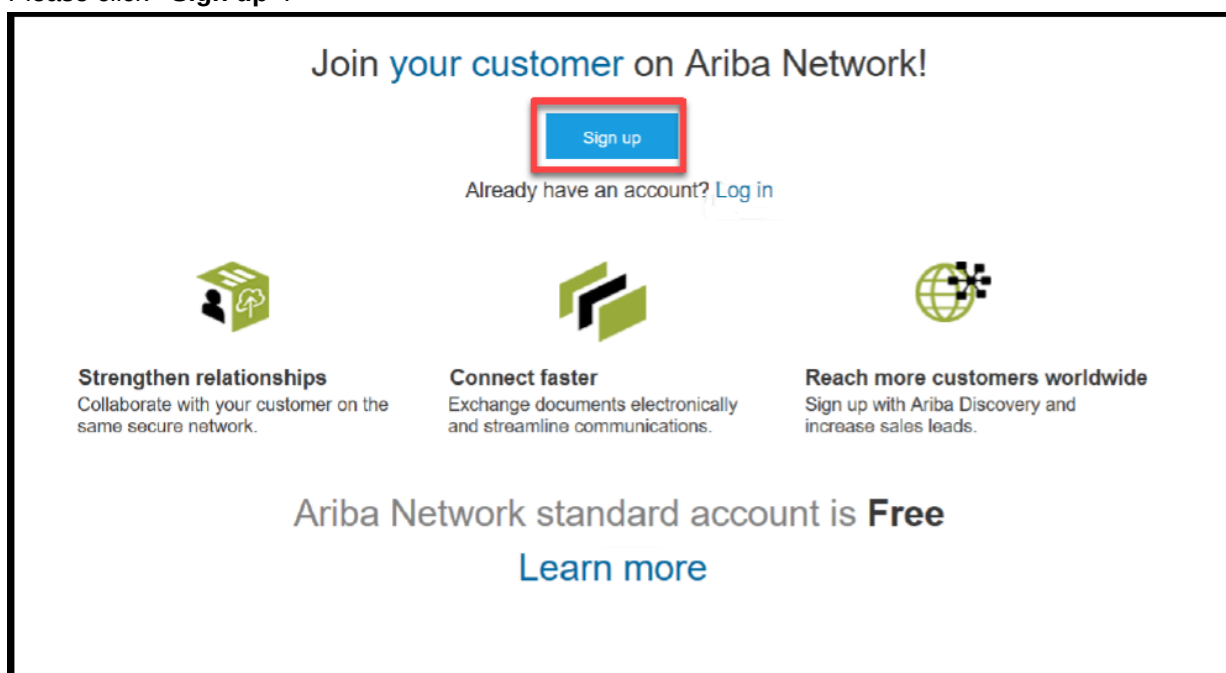
Please find instructions on following Website: <https://www.aribanetwork-mindustry.com/ariba-netzwerkanleitungen>

**Process order**

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

|                                                                                                                            |                                                                                                    |                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>From:</b><br><b>Delica AG</b><br>Bresteneggstrasse 4<br>c/o M-Industrie AG<br>SSC Accounting M-Industrie<br>5022 Bülach | <b>To:</b><br><b>OPM 6 Ltd - TEST</b><br>Grünastrasse 23<br>8953 Dietikon<br>Zürich<br>Switzerland | Purchase Order<br><b>(New)</b><br>4500255376<br>Amount: 200.00 CHF<br>Version: 1 |
|----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|

Please click «**Sign up**»:



Join your customer on Ariba Network!

**Sign up**

Already have an account? [Log in](#)



**Strengthen relationships**  
Collaborate with your customer on the same secure network.



**Connect faster**  
Exchange documents electronically and streamline communications.



**Reach more customers worldwide**  
Sign up with Ariba Discovery and increase sales leads.

Ariba Network standard account is **Free**

[Learn more](#)

If you already have an Ariba Network account, then please click on "Log in"! Then you can process the purchase order with your existing Ariba Network account.

Please review the Company information and enter the necessary User account information.  
Please remember your username and password that you can log in for future purchase orders:

Company information

\* Indicates a required field

Company Name: \*

Country: \*

Address: \*

City: \*

State: \*

Zip: \*

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

Name: \*

Email: \*

☒ Use my email as my username

Username: \*

Password: \*

Language:

Email orders to: \*

If you agree, please tick the two Ariba Terms and Conditions and click on “**Register**”:

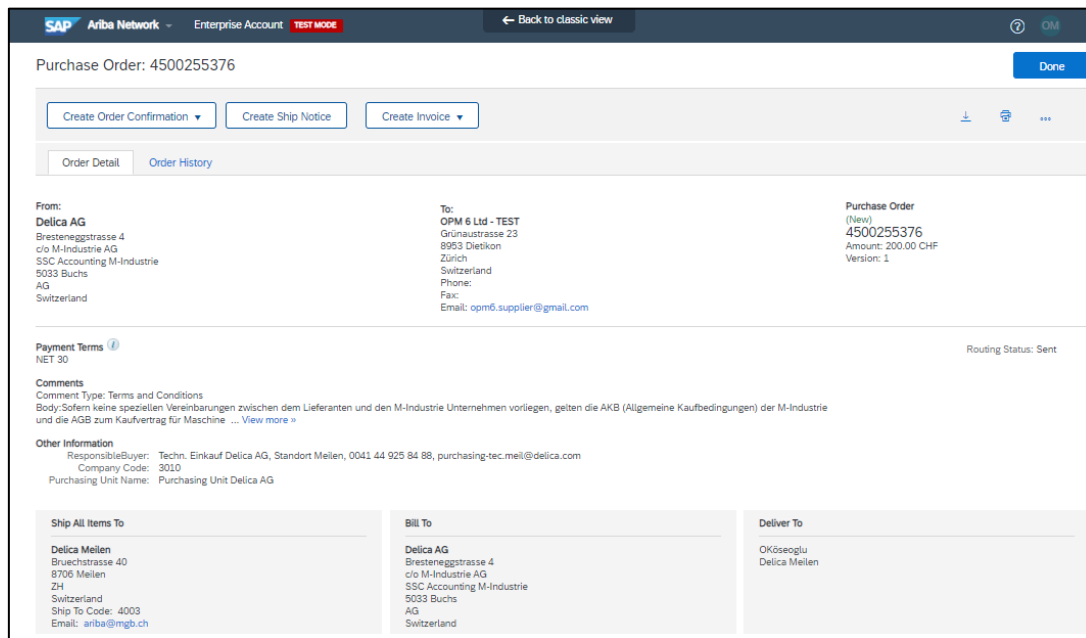
☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

Register

Cancel

You have created an Ariba Network account. You will automatically be forwarded to your purchase order. Now you can submit an order confirmation and an invoice for this purchase order via Ariba Network. The required steps are explained from chapter 3 onwards.



Purchase Order: 4500255376

From: Delica AG  
Breseneggstrasse 4  
c/o M-Industrie AG  
SSC Accounting M-Industrie  
5033 Buchs  
AG  
Switzerland

To: OPM 6 Ltd - TEST  
Grünastrasse 23  
8953 Dietikon  
Zürich  
Switzerland  
Phone:  
Fax:  
Email: opm6.supplier@gmail.com

Purchase Order (New)  
4500255376  
Amount: 200.00 CHF  
Version: 1

Payment Terms: NET 30

Comments  
Comment Type: Terms and Conditions  
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... [View more](#)

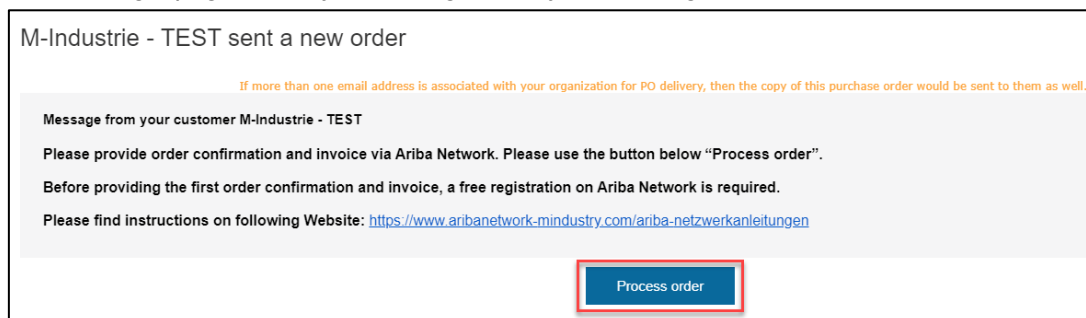
Other Information  
ResponsibleBuyer: Techn. Einkauf Delica AG, Standort Meilen, 0041 44 925 84 88, purchasing-tec.mel@delica.com  
Company Code: 3010  
Purchasing Unit Name: Purchasing Unit Delica AG

Ship All Items To  
Delica Meilen  
Bruchstrasse 40  
8700 Meilen  
ZH  
Switzerland  
Ship To Code: 4003  
Email: ariba@mgib.ch

Bill To  
Delica AG  
Breseneggstrasse 4  
c/o M-Industrie AG  
SSC Accounting M-Industrie  
5033 Buchs  
AG  
Switzerland

Deliver To  
OKöseoglu  
Delica Meilen

For future purchase orders you can click on **"Process order"** and you will be redirected to the Ariba Network login page where you can log in with your existing account:



M-Industrie - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

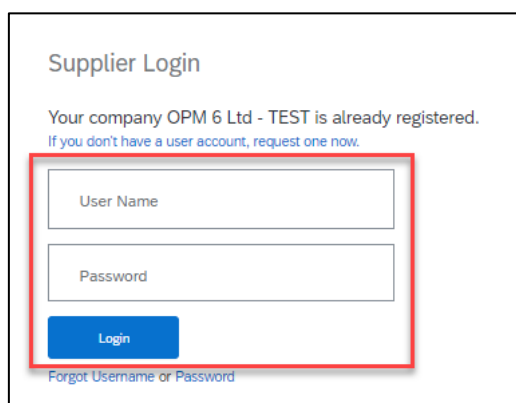
Message from your customer M-Industrie - TEST

Please provide order confirmation and invoice via Ariba Network. Please use the button below "Process order".

Before providing the first order confirmation and invoice, a free registration on Ariba Network is required.

Please find instructions on following Website: <https://www.aribanetwork-mindustry.com/ariba-netzwerkanleitungen>

Process order



Supplier Login

Your company OPM 6 Ltd - TEST is already registered.  
If you don't have a user account, request one now.

User Name

Password

Login

[Forgot Username or Password](#)

### 3. Enter order confirmation

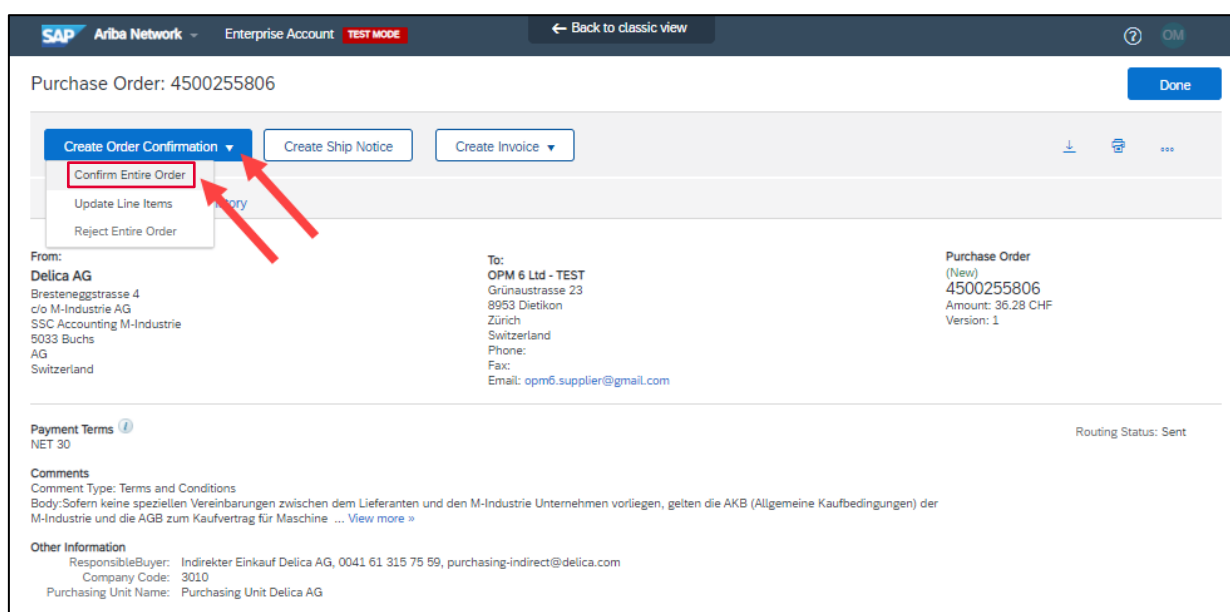
We expect to receive your order confirmation via Ariba Network. You have 3 options:

- **Confirm the entire purchase order – chapter 3.1 below**  
You can confirm the entire purchase order at once. While doing that, you have the option to confirm a deviating delivery date for all purchase order items.
- **Update purchase order items**
  - **Confirm items with a different delivery date / price. – chapter 3.2.1**
  - **Confirm items with partial delivery – chapter 3.2.2**

#### 3.1 Enter order confirmation - Confirm the entire order

You can confirm the entire purchase order at once. While doing that, you have the option to confirm a deviating delivery date for all purchase order items.

On the purchase order, click on “**Create order confirmation**” and then “**Confirm Entire Order**”:



Purchase Order: 4500255806

Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice

Dropdown menu options: Confirm Entire Order, Update Line Items, Reject Entire Order

From: Delica AG  
Bresteneggstrasse 4  
c/o M-Industrie AG  
SSC Accounting M-Industrie  
5033 Buchs  
AG  
Switzerland

To: OPM 6 Ltd - TEST  
Grünastrasse 23  
8953 Dietikon  
Zürich  
Switzerland  
Phone:  
Fax:  
Email: opm6.supplier@gmail.com

Purchase Order (New)  
4500255806  
Amount: 36.28 CHF  
Version: 1

Payment Terms: NET 30

Comments  
Comment Type: Terms and Conditions  
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... View more »

Other Information  
ResponsibleBuyer: Indirekter Einkauf Delica AG, 0041 61 315 75 59, purchasing-indirect@delica.com  
Company Code: 3010  
Purchasing Unit Name: Purchasing Unit Delica AG

Routing Status: Sent

- A. The required delivery date according to the purchase order is visible.
- B. Enter your **Confirmation number**.
- C. Enter the **delivery date** you want to confirm. This date can deviate from the delivery date of the purchase order. This confirmed delivery date will be valid for all items.
- D. Click on **“Next”**.

Order Confirmation Header

Confirmation #: OC22062021

Associated Purchase Order #: 4500255806

Customer: M-Industrie - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery Date: 30 Jun 2021 12:00:00 P

Line Items

| Line # | Part # / Description                                                                                                                                                                                                           | Qty (Unit) | Need By     | Unit Price | Subtotal  |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|------------|-----------|
| 1      | 12312-1241<br>Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm.<br>Current Order Status:<br>1 Confirmed With New Date (Estimated Delivery Date: 30 Jun 2021)  | 1 (EA)     | 29 Jun 2021 | 11.38 CHF  | 11.38 CHF |
| 2      | 12312-1242<br>Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm.<br>Current Order Status:<br>1 Confirmed With New Date (Estimated Delivery Date: 30 Jun 2021)  | 1 (EA)     | 29 Jun 2021 | 18.00 CHF  | 18.00 CHF |
| 3      | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster.<br>Current Order Status:<br>1 Confirmed With New Date (Estimated Delivery Date: 30 Jun 2021) | 1 (EA)     | 29 Jun 2021 | 6.90 CHF   | 6.90 CHF  |

Exit

Next

The summary of the order confirmation is displayed. If all information is correct, please click on **“Submit”**.

If you want to adjust the order confirmation, click on «Previous».

Confirmation Update

Confirmation #: OC22062021

Supplier Reference:

Line Items

| Line # | Part # / Description                                                                                                                                                                                                           | Qty (Unit) | Need By     | Unit Price | Subtotal  |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|------------|-----------|
| 1      | 12312-1241<br>Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm.<br>Current Order Status:<br>1 Confirmed With New Date (Estimated Delivery Date: 30 Jun 2021)  | 1 (EA)     | 29 Jun 2021 | 11.38 CHF  | 11.38 CHF |
| 2      | 12312-1242<br>Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm.<br>Current Order Status:<br>1 Confirmed With New Date (Estimated Delivery Date: 30 Jun 2021)  | 1 (EA)     | 29 Jun 2021 | 18.00 CHF  | 18.00 CHF |
| 3      | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster.<br>Current Order Status:<br>1 Confirmed With New Date (Estimated Delivery Date: 30 Jun 2021) | 1 (EA)     | 29 Jun 2021 | 6.90 CHF   | 6.90 CHF  |

Previous

Submit

Exit

The status of the purchase order has changed to "Confirmed" and your order confirmation is available under "Related Documents" section and can be viewed if necessary:

Purchase Order: 4500255806

Done

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼

Order Detail

Order History

**From:**  
**Delica AG**  
Breiteneggstrasse 4  
c/o M-Industrie AG  
SSC Accounting M-Industrie  
5033 Buchs  
AG  
Switzerland

**To:**  
**OPM 6 Ltd - TEST**  
Grünastrasse 23  
8953 Dietikon  
Zürich  
Switzerland  
Phone:  
Fax:  
Email: [opm6.supplier@gmail.com](mailto:opm6.supplier@gmail.com)

**Purchase Order**  
**(Confirmed)**  
**4500255806**  
Amount: 36.28 CHF  
Version: 1

**Payment Terms** ⓘ  
NET 30

Routing Status: **Acknowledged**  
Related Documents: **OC22062021**

**Comments**  
Comment Type: Terms and Conditions  
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... [View more »](#)

**Other Information**  
ResponsibleBuyer: Indirekter Einkauf Delica AG, 0041 61 315 75 59, [purchasing-indirect@delica.com](mailto:purchasing-indirect@delica.com)  
Company Code: 3010  
Purchasing Unit Name: Purchasing Unit Delica AG

**Ship All Items To**  


---

**Delica Meilen**  
Bruechstrasse 40  
8706 Meilen  
ZH  
Switzerland  
Ship To Code: 4003  
Email: [ariba@mgb.ch](mailto:ariba@mgb.ch)

**Bill To**  


---

**Delica AG**  
Breiteneggstrasse 4  
c/o M-Industrie AG  
SSC Accounting M-Industrie  
5033 Buchs  
AG  
Switzerland

**Deliver To**  


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OKöseoglu  
Delica Meilen

The order confirmation was successfully sent to the Migros Industrie company. A paper or PDF order confirmation is no longer necessary!

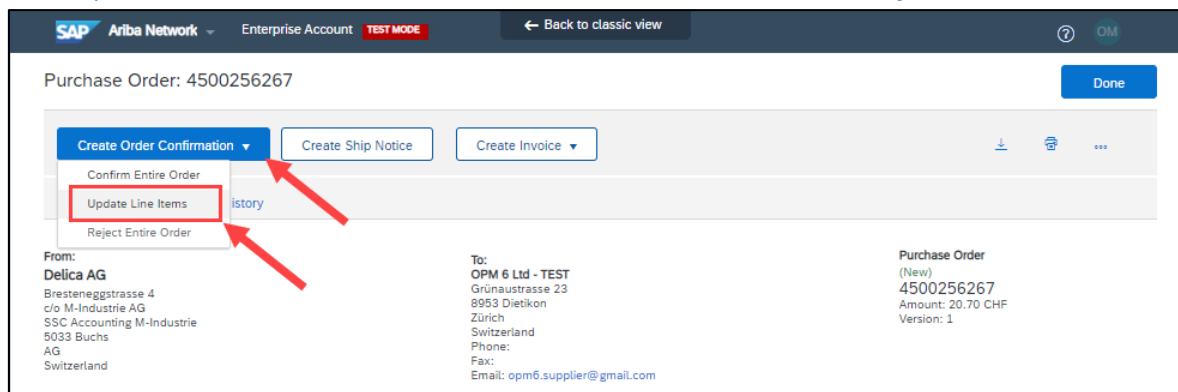


### 3.2 Enter order confirmation – Update purchase order items

You can confirm individual items of the purchase order with a different delivery date and price (chapter 3.2.1). You can also confirm partial deliveries for purchase order items (chapter 3.2.2).

#### 3.2.1 Confirm items with a different delivery date / price

On the purchase order, click on "**Create Order Confirmation**" and then "**Update Line Items**":



Purchase Order: 4500256267

From: **Delica AG**  
Bresteneggstrasse 4  
c/o M-Industrie AG  
SSC Accounting M-Industrie  
5033 Buchs  
AG  
Switzerland

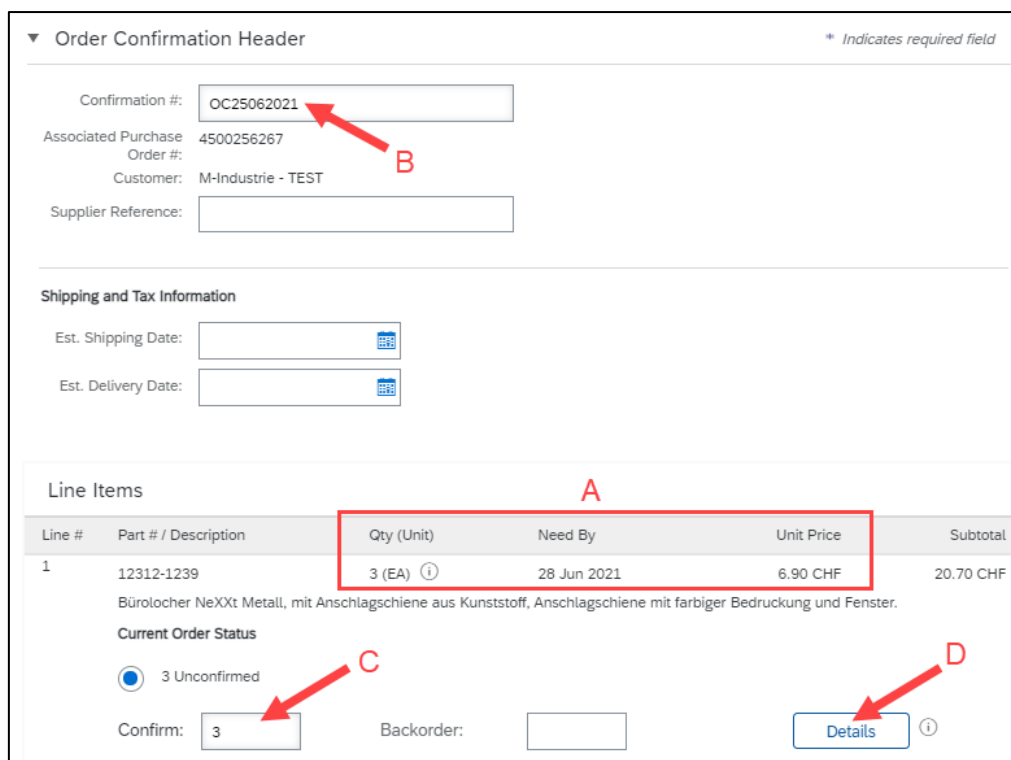
To: **OPM 6 Ltd - TEST**  
Grünastrasse 23  
8953 Dietikon  
Zürich  
Switzerland  
Phone:  
Fax:  
Email: opm6.supplier@gmail.com

Purchase Order (New)  
4500256267  
Amount: 20.70 CHF  
Version: 1

Buttons: Create Order Confirmation (selected), Create Ship Notice, Create Invoice, Done

Dropdown menu options: Confirm Entire Order, Update Line Items (selected), Reject Entire Order

- The required quantity, delivery date and the price of the purchase order item is visible.
- Enter your **Confirmation number**.
- Enter the **quantity to be confirmed**. This quantity should be **the same** as the purchase order item quantity. If you want to confirm partial deliveries, please follow the instruction in chapter 3.2.2.
- Click on "**Details**" to enter delivery date and price deviations.



**Order Confirmation Header** \* Indicates required field

Confirmation #: OC25062021 (B)

Associated Purchase Order #: 4500256267

Customer: M-Industrie - TEST

Supplier Reference:

**Shipping and Tax Information**

Est. Shipping Date:

Est. Delivery Date:

**Line Items** (A)

| Line # | Part # / Description                                                                                                            | Qty (Unit) | Need By     | Unit Price | Subtotal  |
|--------|---------------------------------------------------------------------------------------------------------------------------------|------------|-------------|------------|-----------|
| 1      | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagschiene aus Kunststoff, Anschlagschiene mit farbiger Bedruckung und Fenster. | 3 (EA) (C) | 28 Jun 2021 | 6.90 CHF   | 20.70 CHF |

**Current Order Status**

3 Unconfirmed

Confirm: 3 (C)

Backorder:

Details (D)

The details of the purchase order item are visible and can be confirmed differently.

- A. Enter the **delivery date** you want to confirm. This date can deviate from the delivery date in the purchase order.
- B. Enter the **Unit price**. This price can be maximum 5% higher than the purchase order price of the item. **If you want to confirm a larger price discrepancy, then you must call the responsible buyer and request a purchase order change!**

Click on "OK"

| Item | Part # / Description                                                                                                              | Qty | Unit | Need By     | Ship By | Unit Price | Subtotal  |
|------|-----------------------------------------------------------------------------------------------------------------------------------|-----|------|-------------|---------|------------|-----------|
| 1    | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster. | 3   | EA ⓘ | 28 Jun 2021 |         | 6.90 CHF   | 20.70 CHF |

New Order Status: **3 Confirmed**

Est. Shipping Date:

Est. Delivery Date: \*  A

Unit Price:  B

Supplier Part: 12312-1239  
 Auxiliary Part ID:  
 Manufacturer Part ID: 1234333-20  
 Manufacturer Name: Punch It  
 Supplier Batch ID:  
 Description: Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster.

Subtotal: ⓘ 20.70 CHF

You are back on the item overview of the order confirmation.

- A. You see the confirmed quantity, the confirmed (possibly different) delivery date and the confirmed (possibly different) price of the purchase order item.
- B. Click on "Next".

| Line # | Part # / Description                                                                                                              | Qty (Unit) | Need By     | Unit Price | Subtotal  |
|--------|-----------------------------------------------------------------------------------------------------------------------------------|------------|-------------|------------|-----------|
| 1      | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster. | 3 (EA) ⓘ   | 28 Jun 2021 | 6.90 CHF   | 20.70 CHF |

**Current Order Status**

☒ 3 Confirmed With Changes (Estimated Delivery Date: 30 Jun 2021; Confirmed Unit Price: 7.00 CHF) A

Confirm:  Backorder:   ⓘ

↳  ⓘ

B

The summary of the order confirmation is displayed. If all the information is correct, please click on "Submit".

If you want to adjust the order confirmation, click on «Previous».

Confirmation #: OC25062021  
Supplier Reference:

Line Items

| Line # | Part # / Description                                                                                                            | Qty (Unit) | Need By     | Unit Price | Subtotal  |
|--------|---------------------------------------------------------------------------------------------------------------------------------|------------|-------------|------------|-----------|
| 1      | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagschiene aus Kunststoff, Anschlagschiene mit farbiger Bedruckung und Fenster. | 3 (EA) ⓘ   | 28 Jun 2021 | 6.90 CHF   | 20.70 CHF |

Current Order Status:

3 Confirmed With Changes (Estimated Delivery Date: 30 Jun 2021; Confirmed Unit Price: 7.00 CHF)

Previous

Submit

Exit

The status of the purchase order has changed to "Confirmed" and your order confirmation is available under "Related Documents" section and can be viewed if necessary:

Purchase Order: 4500256267 Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

Order Detail

Order History

**From:**  
**Delica AG**  
Breiteneggstrasse 4  
c/o M-Industrie AG  
SSC Accounting M-Industrie  
5033 Buchs  
AG  
Switzerland

**To:**  
**OPM 6 Ltd - TEST**  
Grünastrasse 23  
8953 Dietikon  
Zürich  
Switzerland  
Phone:  
Fax:  
Email: opm6.supplier@gmail.com

**Purchase Order**  
**(Confirmed)**  
**4500256267**  
Amount: 20.70 CHF  
Version: 1

**Payment Terms** ⓘ  
NET 30

Routing Status: Acknowledged  
Related Documents: OC25062021

**Comments**  
Comment Type: Terms and Conditions  
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... [View more »](#)

**Other Information**  
Responsible Buyer: Indirekter Einkauf Delica AG, 0041 61 315 75 59, purchasing-indirect@delica.com  
Company Code: 3010  
Purchasing Unit Name: Purchasing Unit Delica AG

The order confirmation was successfully sent to the Migros Industrie company. A paper or PDF order confirmation is no longer necessary!

### 3.2.2 Confirm items with partial delivery

On the purchase order, click on "Create Order Confirmation" and then "Update Line Items"

Purchase Order: 4500257654 Done

Create Order Confirmation ▼
Create Ship Notice
Create Invoice ▼

Confirm Entire Order
Update Line Items
Reject Entire Order

**From:**  
**Delica AG**  
 Breiteneggstrasse 4  
 c/o M-Industrie AG  
 SSC Accounting M-Industrie  
 5033 Buchs  
 AG  
 Switzerland

**To:**  
**OPM 6 Ltd - TEST**  
 Grünastrasse 23  
 8953 Dietikon  
 Zürich  
 Switzerland  
 Phone:  
 Fax:  
 Email: [opm6.supplier@gmail.com](mailto:opm6.supplier@gmail.com)

**Purchase Order**  
 (New)  
**4500257654**  
 Amount: 69.00 CHF  
 Version: 1

**Payment Terms** ⓘ  
 NET 30 Routing Status: Sent

**Comments**  
 Comment Type: Terms and Conditions  
 Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... [View more »](#)

- A. The required quantity, delivery date and the price of the purchase order item is visible. 10 pieces were ordered in the example below.
- B. Enter your **Confirmation number**.
- C. Enter the **quantity to be confirmed** for the **partial delivery 1**.
- D. Click on "**Details**".

▼ Order Confirmation Header \* Indicates required field

Confirmation #:

Associated Purchase Order #: 4500257654

Customer: M-Industrie - TEST

Supplier Reference:

**Shipping and Tax Information**

Est. Shipping Date:

Est. Delivery Date:

**Line Items**

| Line # | Part # / Description                                                                                                              | Qty (Unit) | Need By     | Unit Price | Subtotal  |
|--------|-----------------------------------------------------------------------------------------------------------------------------------|------------|-------------|------------|-----------|
| 1      | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster. | 10 (EA) ⓘ  | 30 Jun 2021 | 6.90 CHF   | 69.00 CHF |

**Current Order Status**

☒ 10 Unconfirmed

Confirm:  Backorder:

Details ⓘ

Enter the delivery date of the **partial delivery 1** and click "OK":

| Item | Part # / Description                                                                                                              | Qty | Unit | Need By     | Ship By | Unit Price | Subtotal  |
|------|-----------------------------------------------------------------------------------------------------------------------------------|-----|------|-------------|---------|------------|-----------|
| 1    | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster. | 10  | EA ⓘ | 30 Jun 2021 |         | 6.90 CHF   | 69.00 CHF |

New Order Status: **6 Confirmed**

Est. Shipping Date:

Est. Delivery Date: \*  **A**

Unit Price:

Supplier Part: 12312-1239  
 Auxiliary Part ID:  
 Manufacturer Part ID: 1234333-20  
 Manufacturer Name: Punch It  
 Supplier Batch ID:  
 Description: Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster.

Subtotal: ⓘ 41.40 CHF

**B**

You are back on the item overview of the order confirmation.

- A. You can see the details of the confirmed partial delivery 1.
- B. You can see which PO item quantity has not been confirmed yet.
- C. Enter the **quantity to be confirmed** for the **partial delivery 2**.
- D. Click on "**Details**".

Line Items

| Line # | Part # / Description                                                                                                              | Qty (Unit) | Need By     | Unit Price | Subtotal  |
|--------|-----------------------------------------------------------------------------------------------------------------------------------|------------|-------------|------------|-----------|
| 1      | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster. | 10 (EA) ⓘ  | 30 Jun 2021 | 6.90 CHF   | 69.00 CHF |

Current Order Status

☐ 6 Confirmed With New Date (Estimated Delivery Date: 5 Jul 2021) **A**

☒ 4 Unconfirmed **B**

Confirm:  **C** Backorder:

**D**  ⓘ

Enter the delivery date of the **partial delivery 2** and click **"OK"**:

| Item | Part # / Description                                                                                                              | Qty | Unit | Need By     | Ship By | Unit Price | Subtotal  |
|------|-----------------------------------------------------------------------------------------------------------------------------------|-----|------|-------------|---------|------------|-----------|
| 1    | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster. | 10  | EA ⓘ | 30 Jun 2021 |         | 6.90 CHF   | 69.00 CHF |

New Order Status: **4 Confirmed**

Est. Shipping Date:

Est. Delivery Date: \*  A

Unit Price:

Supplier Part: 12312-1239  
 Auxiliary Part ID:  
 Manufacturer Part ID: 1234333-20  
 Manufacturer Name: Punch It  
 Supplier Batch ID:  
 Description: Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster.

Subtotal: ⓘ 27.60 CHF

B OK Cancel

You are back on the item overview of the order confirmation.

A. You see both confirmed partial deliveries.

B. Click on «Next».

**Line Items**

| Line # | Part # / Description                                                                                                              | Qty (Unit) | Need By     | Unit Price | Subtotal  |
|--------|-----------------------------------------------------------------------------------------------------------------------------------|------------|-------------|------------|-----------|
| 1      | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster. | 10 (EA) ⓘ  | 30 Jun 2021 | 6.90 CHF   | 69.00 CHF |

**Current Order Status**

☐ 6 Confirmed With New Date (Estimated Delivery Date: 5 Jul 2021)

☒ 4 Confirmed With New Date (Estimated Delivery Date: 9 Jul 2021) A

Confirm:  Backorder:  Details ⓘ

---

↳ Confirm All ⓘ

Exit Next B

The summary of the order confirmation is displayed. If all the information is correct, please click **"Submit"**.

If you want to adjust the order confirmation, click on «Previous».

Confirmation #: OC28062021  
Supplier Reference:

Line Items

| Line # | Part # / Description                                                                                                            | Qty (Unit) | Need By     | Unit Price | Subtotal  |
|--------|---------------------------------------------------------------------------------------------------------------------------------|------------|-------------|------------|-----------|
| 1      | 12312-1239<br>Bürolocher NeXXt Metall, mit Anschlagschiene aus Kunststoff, Anschlagschiene mit farbiger Bedruckung und Fenster. | 10 (EA) ⓘ  | 30 Jun 2021 | 6.90 CHF   | 69.00 CHF |

Current Order Status:  
**6 Confirmed With New Date** (Estimated Delivery Date: 5 Jul 2021)  
**4 Confirmed With New Date** (Estimated Delivery Date: 9 Jul 2021)

Previous Submit Exit

The status of the purchase order has changed to "Confirmed" and your order confirmation is available under "Related Documents" section and can be viewed if necessary:

Purchase Order: 4500257654
Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

**From:**  
**Delica AG**  
Bresteneggstrasse 4  
c/o M-Industrie AG  
SSC Accounting M-Industrie  
5033 Buchs  
AG  
Switzerland

**To:**  
**OPM 6 Ltd - TEST**  
Grünaustrasse 23  
8953 Dietikon  
Zürich  
Switzerland  
Phone:  
Fax:  
Email: [opm6.supplier@gmail.com](mailto:opm6.supplier@gmail.com)

**Purchase Order**  
**(Confirmed)**  
**4500257654**  
Amount: 69.00 CHF  
Version: 1

**Payment Terms** ⓘ  
NET 30

**Comments**  
Comment Type: Terms and Conditions  
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AGB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... [View more »](#)

Routing Status: **Acknowledged**  
Related Documents: **OC28062021**

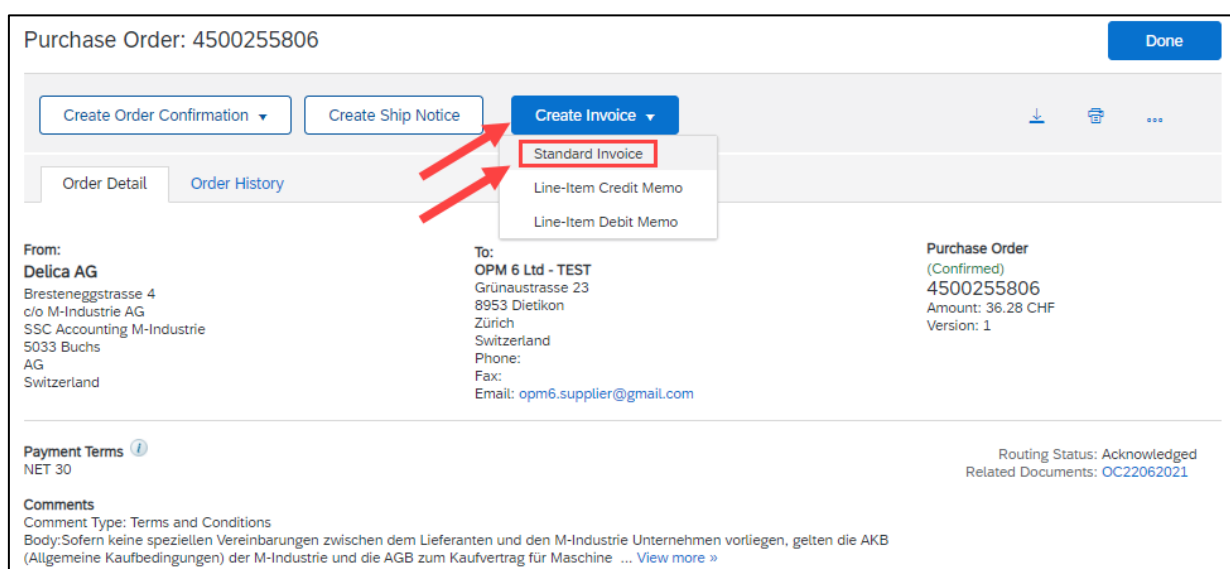
The order confirmation was successfully sent to the Migros Industrie company. A paper or PDF order confirmation is no longer necessary!

## 4. Enter invoice

We expect to receive your invoice via the Ariba Network. When you create the invoice on Ariba Network, then the invoice is generated from the purchase order. The invoice line items, Remit to, Bill to etc. are automatically taken from the purchase order. You must provide the Invoice number, the VAT number of your company and the VAT rate. If needed, additional costs such as shipping or special handling can also be charged. Standard invoice is explained in the following chapter 4.1 and invoice with additional costs is explained in chapter 4.2:

### 4.1 Standard invoice

To submit an invoice, open the purchase order and then click on **"Create Invoice"** and then **"Standard Invoice"**.



Purchase Order: 4500255806

Buttons: Create Order Confirmation, Create Ship Notice, **Create Invoice** (dropdown), Done

Order Detail | Order History

**From:**  
Delica AG  
Bresteneggstrasse 4  
c/o M-Industrie AG  
SSC Accounting M-Industrie  
5033 Buchs  
AG  
Switzerland

**To:**  
OPM 6 Ltd - TEST  
Grünastrasse 23  
8953 Dietikon  
Zürich  
Switzerland  
Phone:  
Fax:  
Email: opm6.supplier@gmail.com

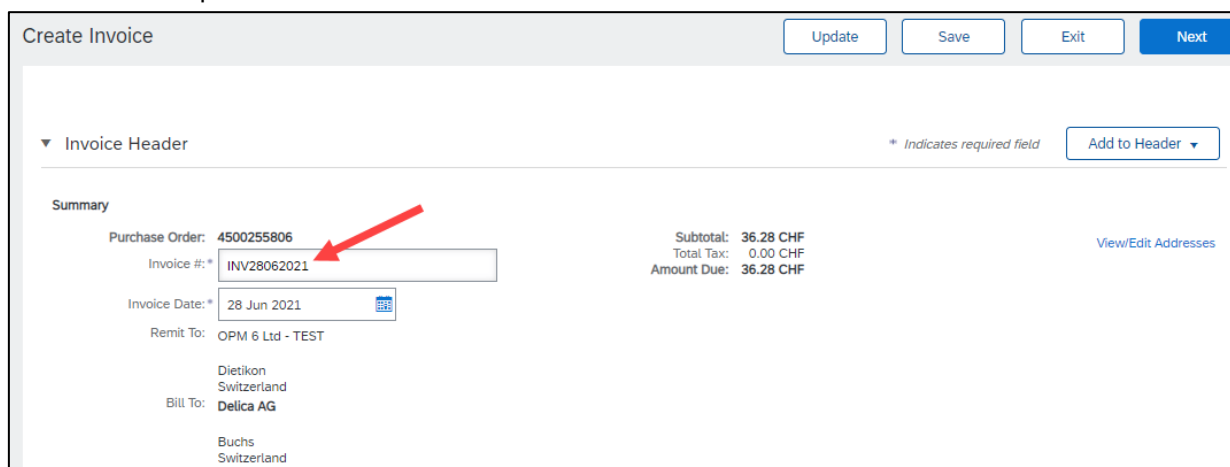
**Purchase Order**  
(Confirmed)  
4500255806  
Amount: 36.28 CHF  
Version: 1

**Payment Terms**  
NET 30

Routing Status: Acknowledged  
Related Documents: OC22062021

**Comments**  
Comment Type: Terms and Conditions  
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... [View more »](#)

Enter your **«Invoice number»**. This number must be unique, can contain max. 16 characters and cannot contain special characters:



Create Invoice

Buttons: Update, Save, Exit, Next

▼ Invoice Header

\* Indicates required field

Add to Header ▼

**Summary**

Purchase Order: 4500255806

Invoice #: **INV28062021**

Invoice Date: 28 Jun 2021

Remit To: OPM 6 Ltd - TEST

Bill To: Dietikon, Switzerland, Delica AG, Buchs, Switzerland

Subtotal: 36.28 CHF  
Total Tax: 0.00 CHF  
Amount Due: 36.28 CHF

[View/Edit Addresses](#)

Please scroll down to section **«Supplier VAT»**.



Please enter your “**Supplier VAT/Tax ID**”. This ID can be stored in your Ariba Network profile, so you don’t have to be enter it for every invoice (see chapter 5).

If you want to have your invoice paid by QR-Code, then the system is differencing between QR-IBAN with QR-Reference and SCOR with IBAN incl. Payment reference.

Important for the input of QR-IBAN with QR-Reference is:

- **Account/IBAN Number** from the payment slip must be filled in the field “**QR IBAN**”
- **Reference Number** from the payment slip must be filled in the field “**QR/ESR Reference Number**”
- **Additional Information** from the payment slip must be filled in the field “**additional Information**”

|                                        |                                |
|----------------------------------------|--------------------------------|
| ESR Teilnehmernummer: (no change)      | <input type="text"/>           |
| QR / ESR Referenznummer: (add QR)      | <input type="text" value="2"/> |
| QR IBAN: (New field)                   | <input type="text" value="1"/> |
| Zusätzliche Informationen: (new field) | <input type="text" value="3"/> |

Important for the input of SCOR with Payment Reference:

- **Reference** from the payment slip must be filled in the field “**QR/ESR Reference Number**”. The reference number must be **started with RF**.
- **Additional Information** from the payment slip must be filled in the field “**additional Information**”

|                                                                                                                                               |                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Zahlteil</b><br><br><br><br>Währung Betrag<br>EUR 287.30 | <b>Konto / Zahlbar an</b><br>CH45 0023 0230 9999 9999 A<br>Schreinerei Habegger & Söhne<br>Uetlibergstrasse 138<br>8045 Zürich |
|                                                                                                                                               | <b>Referenz</b><br>RF19 2320 QF02 T323 4UI2 34                                                                                 |
|                                                                                                                                               | <b>Zusätzliche Informationen</b><br>Rechnungsnr. 10978 / Auftragsnr. 3987                                                      |
|                                                                                                                                               | <b>Zahlbar durch</b><br>Simon Glarner<br>Bächliwis 55<br>8184 Bachenbülach                                                     |

|                                               |                                |
|-----------------------------------------------|--------------------------------|
| ESR Teilnehmernummer: (no change)             | <input type="text"/>           |
| <b>QR / ESR Referenznummer:</b> (add QR)      | <input type="text" value="1"/> |
| <b>QR IBAN:</b> (New field)                   | <input type="text"/>           |
| <b>Zusätzliche Informationen:</b> (new field) | <input type="text" value="2"/> |

Please **scroll down** to «Line Items» section.

- A. The invoice line items were taken from the purchase order (this example has 3 line items).
- B. The Unit Price can be increased within the tolerance of 5% if it was communicated in the order confirmation. If you want to invoice a larger price discrepancy, then you must call the responsible buyer and request a purchase order change.
- C. Please select the «Tax Category». Default is 8.1%.
- D. **Tick the box** next to Tax category.
- E. Click on «Add to Included Lines».

Line Items 3 Line Items, 3 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 7.7% VAT / CH (7.7%) ☐ Shipping Documents ☐ Special Handling ☐ Discount

| No. | Include                             | Type     | Part #     | Description                                                                                                         | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|------------|---------------------------------------------------------------------------------------------------------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | 12312-1241 | Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm.  |                 | 1        | EA   | 11.38 CHF  | 11.38 CHF |
| Tax |                                     |          |            |                                                                                                                     |                 |          |      |            |           |
| 2   | <input checked="" type="checkbox"/> | MATERIAL | 12312-1242 | Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm.  |                 | 1        | EA   | 18.00 CHF  | 18.00 CHF |
| Tax |                                     |          |            |                                                                                                                     |                 |          |      |            |           |
| 3   | <input checked="" type="checkbox"/> | MATERIAL | 12312-1239 | Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster. |                 | 1        | EA   | 6.90 CHF   | 6.90 CHF  |
| Tax |                                     |          |            |                                                                                                                     |                 |          |      |            |           |

Tax is automatically added for each line item. Scroll all the way down and submit the invoice with "Next".

| No. | Include                             | Type     | Part #     | Description                                                                                                         | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|------------|---------------------------------------------------------------------------------------------------------------------|-----------------|----------|------|------------|----------|
| 3   | <input checked="" type="checkbox"/> | MATERIAL | 12312-1239 | Bürolocher NeXXt Metall, mit Anschlagsschiene aus Kunststoff, Anschlagsschiene mit farbiger Bedruckung und Fenster. |                 | 1        | EA   | 6.90 CHF   | 6.90 CHF |

**Tax**

Category: 7.7% VAT / CH (7.7%) Taxable Amount: 6.90 CHF Remove

Location:

Description: CH (7.7%) Rate(%): 7.7

Regime:

Date Of Pre-Payment:

Law Reference:

Date Of Supply: 28 Jun 2021 Tax Amount: 0.53 CHF

☐ Triangular Transaction Exempt Detail: (no value) ✓

Line Item Actions

The summary of the invoice is displayed. If all the information is correct, please click "**Submit**". Then the invoice is sent to the Migros Industrie company account payable department.

If you want to adjust the invoice, click on «Previous».

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. The document's originating country is:Switzerland. The document's destination country is:Switzerland.  
If you want your invoices to be stored in the Ariba 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: INV28062021                        | Subtotal: 36.28 CHF   |
| Invoice Date: Monday 28 Jun 2021 3:59 PM GMT+02:00 | Total Tax: 2.80 CHF   |
| Original Purchase Order: 4500255806                | Amount Due: 39.08 CHF |

|                                                                                                                              |                                                                                                                                                                                                                |                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br><br>OPM 6 Ltd - TEST<br><br>Postal Address:<br>Grünastrasse 23<br>8953 Dietikon<br>Zürich<br>Switzerland | <b>BILL TO:</b><br><br>Delica AG<br><br>Postal Address (Par défaut):<br>Bresteneggstrasse 4<br>c/o M-Industrie AG<br>SSC Accounting M-Industrie<br>5033 Buchs<br>AG<br>Switzerland<br>Address ID: BP0003010000 | <b>SUPPLIER:</b><br><br>OPM 6 Ltd - TEST<br><br>Postal Address:<br>Grünastrasse 23<br>8952 Dietikon<br>Zürich<br>Switzerland |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|

The invoice has been submitted. Please click on «Exit». This will take you back to the purchase order.

Invoice INV28062021 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

The status of the purchase order has changed to "Invoiced" and your invoice is available under "Related Documents" section and can be viewed if necessary:

Purchase Order: 4500255806

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Order Detail

Order History

**From:**  
**Delica AG**  
Bresteneggstrasse 4  
c/o M-Industrie AG  
SSC Accounting M-Industrie  
5033 Buchs  
AG  
Switzerland

**To:**  
**OPM 6 Ltd - TEST**  
Grünaustrasse 23  
8953 Dietikon  
Zürich  
Switzerland  
Phone:  
Fax:  
Email: [opm6.supplier@gmail.com](mailto:opm6.supplier@gmail.com)

**Purchase Order**  
(Invoiced)  
**4500255806**  
Amount: 36.28 CHF  
Version: 1

**Payment Terms** ⓘ  
NET 30

Routing Status: Acknowledged  
Related Documents: [INV28062021](#)  
[OC22062021](#)

**Comments**  
Comment Type: Terms and Conditions  
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... [View more »](#)

**Other Information**  
ResponsibleBuyer: Indirekter Einkauf Delica AG, 0041 61 315 75 59, [purchasing-indirect@delica.com](mailto:purchasing-indirect@delica.com)  
Company Code: 3010  
Purchasing Unit Name: Purchasing Unit Delica AG

## 4.2 Standard invoice with additional costs

To submit an invoice with additional costs, open the purchase order and then click on "Create Invoice" and then "Standard Invoice".

Purchase Order: 4500256075

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Order Detail

Order History

**From:**  
**Delica AG**  
Bresteneggstrasse 4  
c/o M-Industrie AG  
SSC Accounting M-Industrie  
5033 Buchs  
AG  
Switzerland

**To:**  
**OPM 6 Ltd - TEST**  
Grünaustrasse 23  
8953 Dietikon  
Zürich  
Switzerland  
Phone:  
Fax:  
Email: [opm6.supplier@gmail.com](mailto:opm6.supplier@gmail.com)

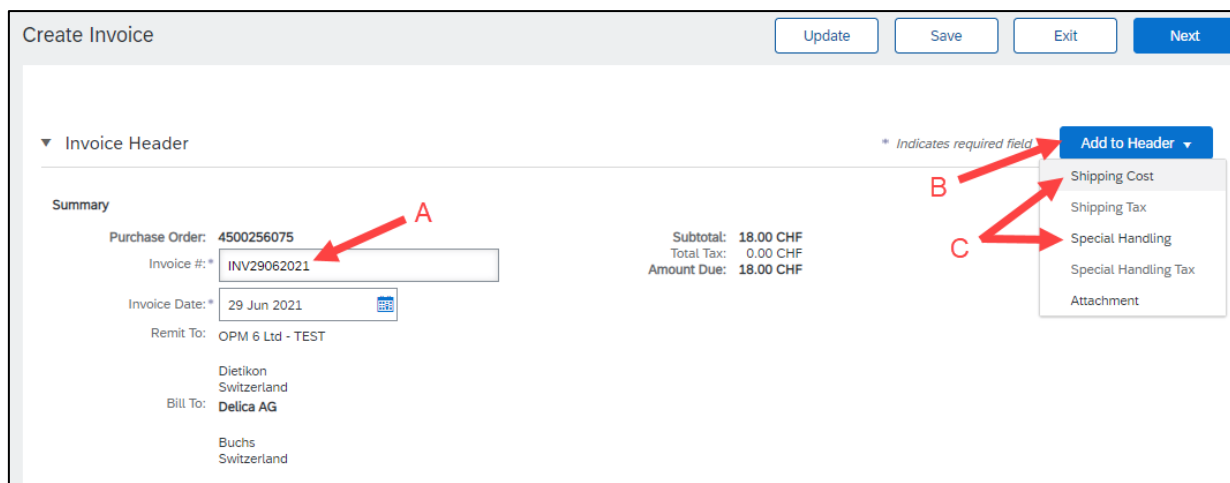
**Purchase Order**  
(Confirmed)  
**4500256075**  
Amount: 18.00 CHF  
Version: 1

**Payment Terms** ⓘ  
NET 30

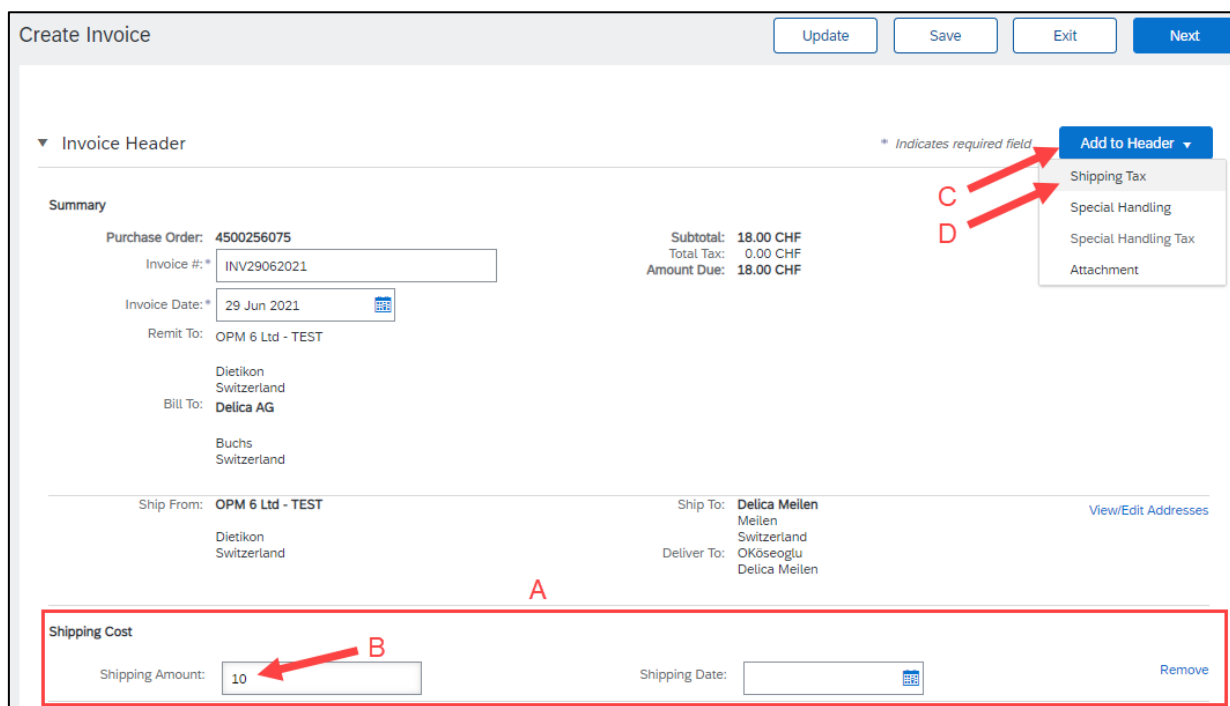
Routing Status: Acknowledged  
Related Documents: [OC29062021](#)

**Comments**  
Comment Type: Terms and Conditions  
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... [View more »](#)

- Enter your «**Invoice number**». This number must be unique, can contain max. 16 characters and cannot contain special characters:
- Additional costs are entered at the invoice header level. Therefore, please click on “**Add to Header**”.
- Then select the type of additional costs, «**Shipping Cost**» or «**Special Handling**». In the example below shipping costs are charged. However also special handling fees such as minimum quantity surcharges can be charged. It is also possible to charge shipping costs AND special handling fees.



- «**Shipping Cost**» are added.
- Please enter the «**Shipping Amount**».
- The additional costs must also include tax. Therefore, please click on “**Add to Header**”.
- Then select «**Shipping Tax**».



Shipping taxes were automatically added. If needed, Category can be changed. Default is 8.1%.

Shipping Cost

Shipping Amount: 10.00 CHF

Shipping Date:

Remove

Shipping Tax

Category: \* 7.7% VAT / CH (7.7%)

Location:

Description: CH (7.7%)

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 10.00 CHF

Tax Rate Type:

Rate(%): 7.7

Tax Amount: 0.77 CHF

Exempt Detail: (no value)

Date Of Supply: 29 Jun 2021

☐ Triangular Transaction

Remove

Please scroll down to section «**Supplier VAT**».

Please enter your “**Supplier VAT/Tax ID**”. This ID can be stored in your Ariba Network profile, so you don’t have to be enter it for every invoice (see chapter 5).

If you want to have your invoice paid by QR-Code, then the system is differencing between QR-IBAN with QR-Reference and SCOR with IBAN incl. Payment reference.

Important for the input of QR-IBAN with QR-Reference is:

- **Account/IBAN Number** from the payment slip must be filled in the field **“QR IBAN”**
- **Reference Number** from the payment slip must be filled in the field **“QR/ESR Reference Number”**
- **Additional Information** from the payment slip must be filled in the field **“additional Information”**

**Zahlteil**

**1** Konto / Zahlbar an  
CH44 3199 9123 0008 8901 2  
Robert Schneider AG  
Rue du Lac 1268  
2501 Biel

**2** Referenz  
21 00000 00003 13947 14300 09017

**3** Zusätzliche Informationen  
Auftrag vom 15.06.2020  
//S1/10/10201409/11/200701/20/140.000-  
53/30/102673831/31/200615/32/7.7/33/7.7.139.40/40/0.30  
Zahlbar durch  
Pia-Maria Rutschmann-Schnyder  
Grosse Marktgasse 28  
9400 Rorschach

Währung Betrag

Wegen 30/31 an position 5/6 ist es eine QR IBAN  
(Range 30... / 3199...)

|                                        |                               |
|----------------------------------------|-------------------------------|
| ESR Teilnehmernummer: (no change)      | <input type="text"/>          |
| QR / ESR Referenznummer: (add QR)      | <input type="text"/> <b>2</b> |
| QR IBAN: (New field)                   | <input type="text"/> <b>1</b> |
| Zusätzliche Informationen: (new field) | <input type="text"/> <b>3</b> |



Important for the input of SCOR with Payment Reference:

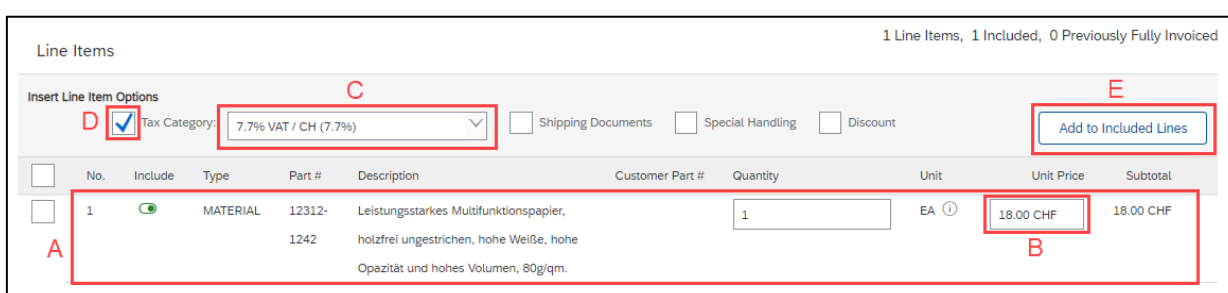
- **Reference** from the payment slip must be filled in the field “**QR/ESR Reference Number**”. The reference number must be **started with RF**.
- **Additional Information** from the payment slip must be filled in the field “**additional Information**”

|                                                                                    |                                                                     |                                                                                                                         |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Zahlteil</b>                                                                    |                                                                     | Konto / Zahlbar an<br>CH45 0023 0230 9999 9999 A<br>Schreinerei Habegger & Söhne<br>Uetlibergstrasse 138<br>8045 Zürich |
|  | <b>Referenz</b>                                                     | RF19 2320 QF02 T323 4UI2 34                                                                                             |
|                                                                                    | <b>Zusätzliche Informationen</b>                                    | Rechnungsnr. 10978 / Auftragsnr. 3987                                                                                   |
|                                                                                    | Zahlbar durch<br>Simon Glarner<br>Bächliwis 55<br>8184 Bachenbülach |                                                                                                                         |
| Währung Betrag<br>EUR 287.30                                                       |                                                                     |                                                                                                                         |

|                                               |                               |
|-----------------------------------------------|-------------------------------|
| ESR Teilnehmernummer: (no change)             | <input type="text"/>          |
| <b>QR / ESR Referenznummer:</b> (add QR)      | <input type="text"/> <b>1</b> |
| <b>QR IBAN:</b> (New field)                   | <input type="text"/>          |
| <b>Zusätzliche Informationen:</b> (new field) | <input type="text"/> <b>2</b> |

Please **scroll down** to «Line Items» section.

- A. The invoice line item was taken from the purchase order.
- B. The Unit Price can be increased within the tolerance of 5% if it was communicated in the order confirmation. If you want to invoice a larger price discrepancy, then you must call the responsible buyer and request a purchase order change.
- C. Please select the «**Tax Category**». Default is 8.1%.
- D. **Tick the box** next to Tax category.
- E. Click on «**Add to Included Lines**».



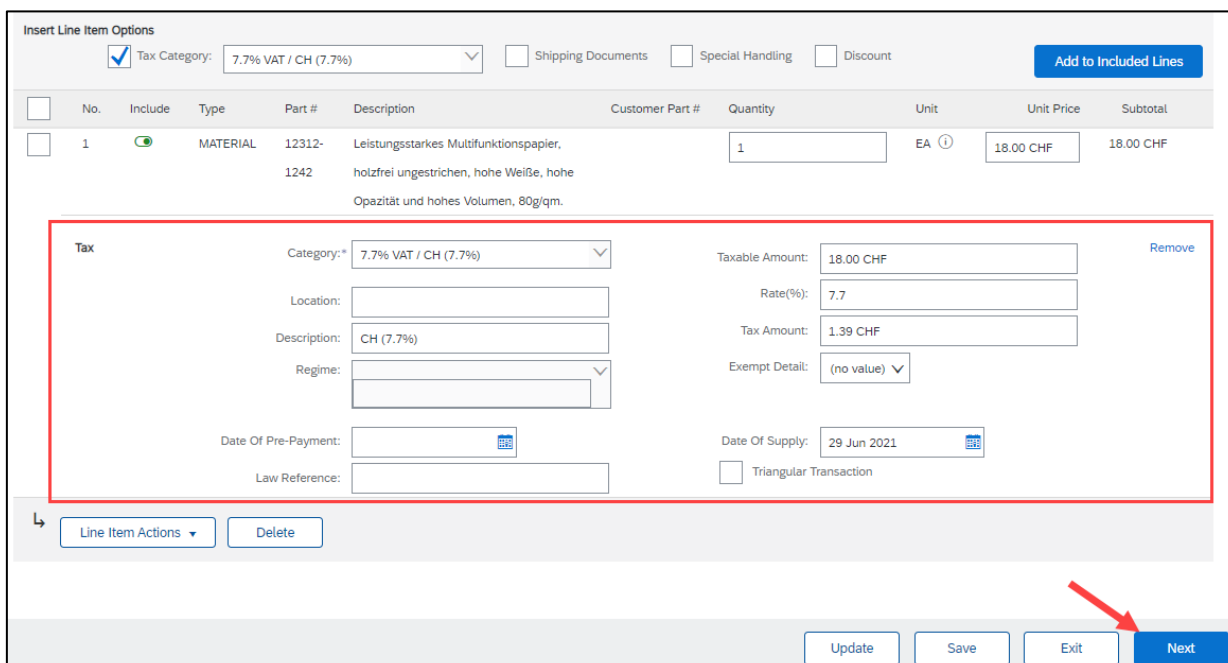
Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 7.7% VAT / CH (7.7%) ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

| No. | Include                             | Type     | Part #     | Description                                                                                                        | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|------------|--------------------------------------------------------------------------------------------------------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | 12312-1242 | Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm. |                 | 1        | EA   | 18.00 CHF  | 18.00 CHF |

Tax is automatically added for the line item. Scroll all the way down and submit the invoice with "Next".



Insert Line Item Options

☒ Tax Category: 7.7% VAT / CH (7.7%) ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

| No. | Include                             | Type     | Part #     | Description                                                                                                        | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|------------|--------------------------------------------------------------------------------------------------------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | 12312-1242 | Leistungsstarkes Multifunktionspapier, holzfrei ungestrichen, hohe Weiße, hohe Opazität und hohes Volumen, 80g/qm. |                 | 1        | EA   | 18.00 CHF  | 18.00 CHF |

**Tax**

Category: 7.7% VAT / CH (7.7%) Remove

Location:

Description: CH (7.7%)

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 18.00 CHF

Rate(%): 7.7

Tax Amount: 1.39 CHF

Exempt Detail: (no value)

Date Of Supply: 29 Jun 2021

☐ Triangular Transaction

Line Item Actions

The summary of the invoice is displayed. If all the information is correct, please click "**Submit**". Then the invoice is sent to the Migros Industrie company account payable department.

If you want to adjust the invoice, click on «Previous».

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. The document's originating country is:Switzerland. The document's destination country is:Switzerland.  
If you want your invoices to be stored in the Ariba 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: INV29062021                          | Subtotal: 28.00 CHF   |
| Invoice Date: Tuesday 29 Jun 2021 10:36 AM GMT+02:00 | Total Tax: 2.16 CHF   |
| Original Purchase Order: 4500256075                  | Amount Due: 30.16 CHF |

|                                                                                                                              |                                                                                                                                                                                                                |                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br><br>OPM 6 Ltd - TEST<br><br>Postal Address:<br>Grünastrasse 23<br>8953 Dietikon<br>Zürich<br>Switzerland | <b>BILL TO:</b><br><br>Delica AG<br><br>Postal Address (Par défaut):<br>Bresteneggstrasse 4<br>c/o M-Industrie AG<br>SSC Accounting M-Industrie<br>5033 Buchs<br>AG<br>Switzerland<br>Address ID: BP0003010000 | <b>SUPPLIER:</b><br><br>OPM 6 Ltd - TEST<br><br>Postal Address:<br>Grünastrasse 23<br>8952 Dietikon<br>Zürich<br>Switzerland |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|

The invoice has been submitted. Please click on «Exit». This will take you back to the purchase order.

Invoice INV29062021 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

The status of the purchase order has changed to "Invoiced" and your invoice is available under "Related Documents" section and can be viewed if necessary:

Purchase Order: 4500256075

Done

Create Order Confirmation
Create Ship Notice
Create Invoice

Order Detail
Order History

|                                                                                                                                                |                                                                                                                                                        |                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>From:</b><br><b>Delica AG</b><br>Bresteneggstrasse 4<br>c/o M-Industrie AG<br>SSC Accounting M-Industrie<br>5033 Buchs<br>AG<br>Switzerland | <b>To:</b><br><b>OPM 6 Ltd - TEST</b><br>Grünastrasse 23<br>8953 Dietikon<br>Zürich<br>Switzerland<br>Phone:<br>Fax:<br>Email: opm6.supplier@gmail.com | <b>Purchase Order</b><br>(Invoiced)<br>4500256075<br>Amount: 18.00 CHF<br>Version: 1 |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|

**Payment Terms**  
NET 30

**Comments**  
Comment Type: Terms and Conditions  
Body: Sofern keine speziellen Vereinbarungen zwischen dem Lieferanten und den M-Industrie Unternehmen vorliegen, gelten die AKB (Allgemeine Kaufbedingungen) der M-Industrie und die AGB zum Kaufvertrag für Maschine ... View more »

Routing Status: Acknowledged  
Related Documents: INV29062021, OC29062021

## 5. Store your VAT number in your Ariba Network profile

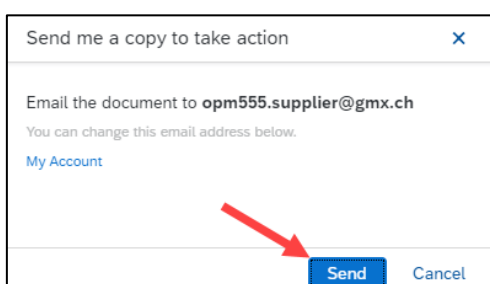
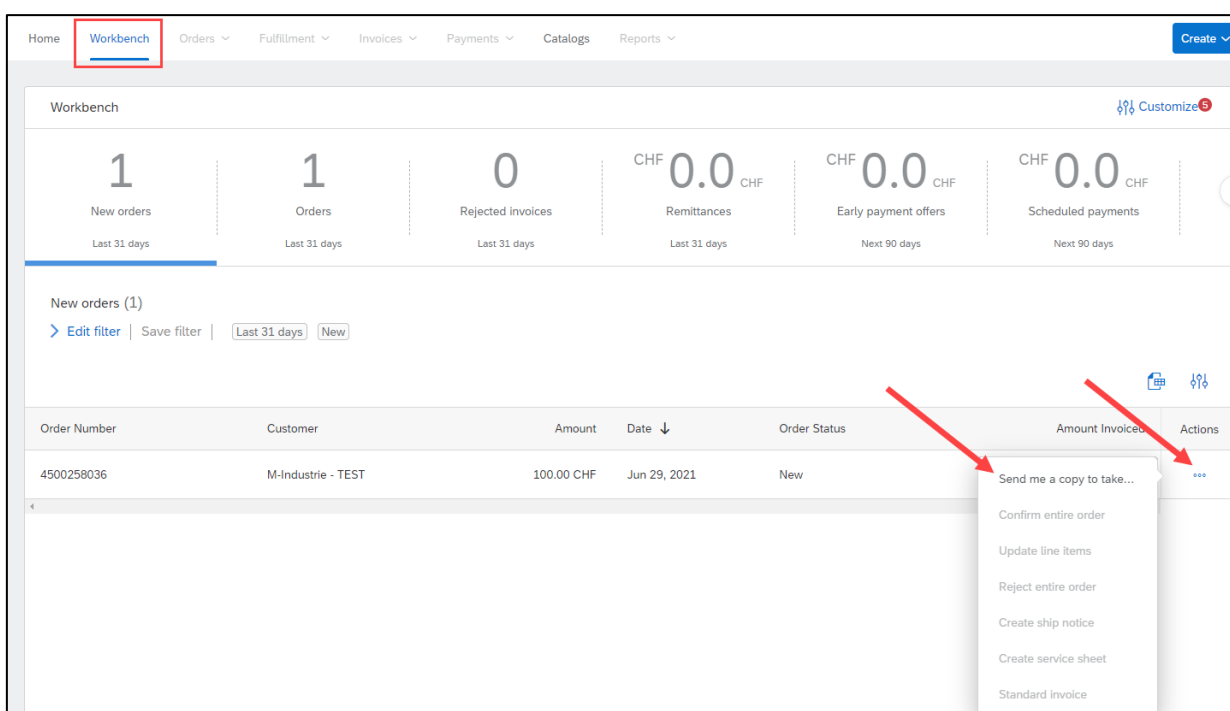
Ariba Network «Home» section --> upper right corner on your initials (Account settings) --> Company Profile --> Tab «Business» --> Section «Tax Information» --> Feld «Vat ID» --> Save

## 6. What can I do if I no longer have the purchase order email?

On the purchase order email, you can click on “Process order” and then you will be redirected to the Ariba Network login page. After logging in, you will automatically get to your purchase order on Ariba Network. If you no longer have the purchase order email, you can log into your Ariba Network account by using following link:

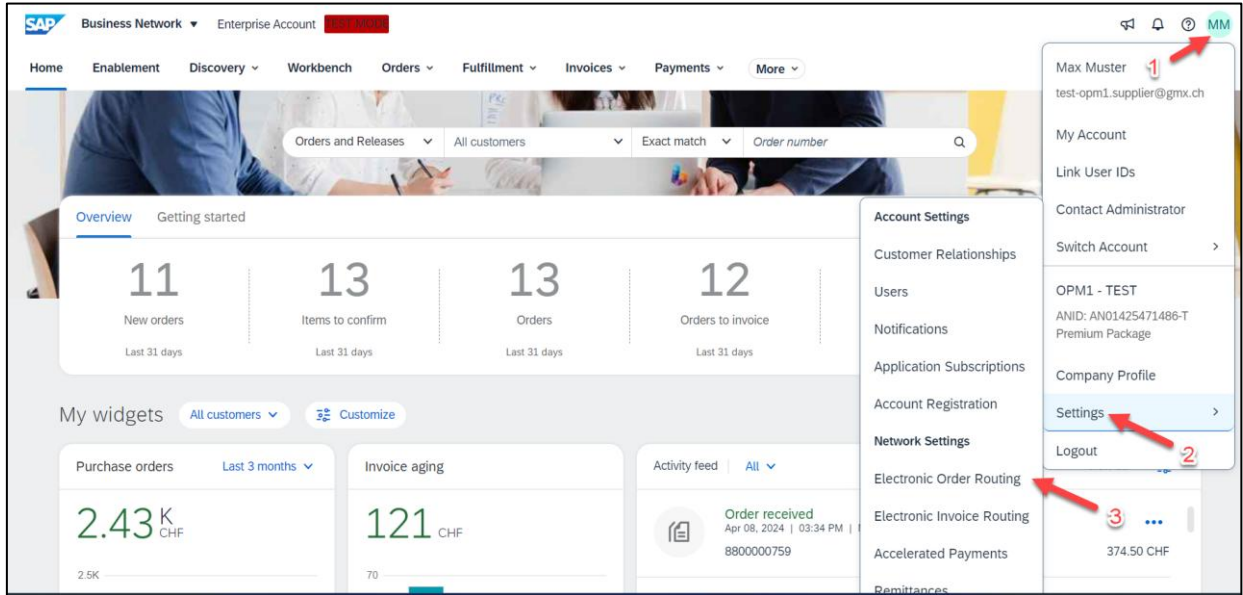
<https://supplier.ariba.com/>

Click on “**Workbench**” in your Ariba Network account. You see a list of all your purchase orders. Select the purchase order where you no longer have the purchase order email and click on “**more**” (three dots) and then “**Send me a copy to take action**”:



This action is not needed with an **Enterprise Account**. In that case you can go to Workbench and click right on the purchase order number and submit an order confirmation and invoice.

## 7. How can I change the order email address?



1. The recipient email address can be adjusted here. Up to 5 recipients can be entered (separated by commas).
2. Then click "Save".

