

Vendor Guide: Ariba Network Invoice Guide

Contents

Introduction	3
Standard Invoice	4
Identifying the Purchase Order	5
Create the Invoice	6
Standard Invoice – Header Level	6
Standard Invoice – Header Level – Adding Attachment	7
Standard Invoice – Header Level – Tax and Shipping Cost	8
Standard Invoice – Line Item Level	9
Optional: Blanket PO items	9
Standard Invoice – Review and Submit	10
Invoice Status	11
Remittance	13
Locating Remittances	14

Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with Cathay via Ariba Network. It provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between Cathay and the supplier.

Standard Invoice

All purchase orders received via Ariba Network require an invoice to be created and attached in Ariba Network.

Identifying the Purchase Order

Go to **Orders** to search for the relevant orders for invoice creation. You may use the filter for Customers and search for "Cathay Pacific Airways" to display a summary of all purchase order(s).

The screenshot shows the SAP Business Network interface for the 'Orders' section. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, **Orders**, Fulfillment, Invoices, Payments, and More. A summary bar displays statistics for the last 31 days: 375 Orders, 0 Items to confirm, 0 Items to ship, 0 Return items, 10 New orders, and 1 Changed orders. Below this, there are filter options for Customers (set to 'Cathay Pacific Airways'), Order numbers (set to 'Type selection'), Creation date (set to 'Last 365 days'), and Order status (set to 'Include'). There are also radio buttons for 'Partial match' (selected) and 'Exact match'. Buttons for 'Show more', 'Apply', and 'Reset' are visible.

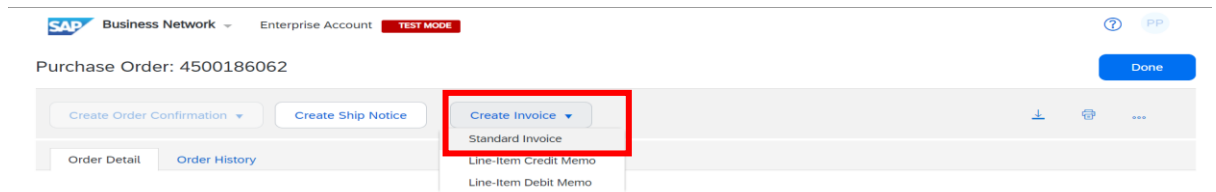
- The Order Number displayed is generated by Cathay’s ERP system. Only when the goods and/or services have been received by Cathay can it be invoiced.
- You can click the **Order Number** to view the purchase order.
- Alternatively, you can click the 3 dots under the **Actions** column (located at the far right of the screen) to create invoice documents without opening the Order.

This screenshot shows the filter section and a table of orders. The filters are the same as in the previous screenshot. The table below lists several orders with columns for Order Number, Customer, Amount, Date, Order Status, and Amount Invoiced. The 'Order Number' and 'Actions' columns are highlighted with red boxes in the row for order 4500005063.

Order Number	Customer	Amount	Date	Order Status ↓	Amount Invoiced	Actions
4500090477	Cathay Pacific Airways - TEST	\$2940 HKD	Jun 8, 2023	Serviced	\$0 HKD	...
4300021814	Cathay Pacific Airways - TEST	\$1250 HKD	Jul 4, 2023	Serviced	\$0 HKD	...
4300001761	Cathay Pacific Airways - TEST	\$19275.5 HKD	Aug 18, 2023	Serviced		...
4500090484	Cathay Pacific Airways - TEST	\$210 HKD	Jun 8, 2023	Serviced	-\$210 HKD	...
4300022585	Cathay Pacific Airways - TEST	\$330000 HKD	Jun 8, 2023	Serviced	\$0 HKD	...
4300001854	Cathay Pacific Airways - TEST	\$4 HKD	Apr 18, 2024	Serviced		...
4300035929	Cathay Pacific Airways - TEST	¥212 CNY	May 29, 2024	Serviced		...
4500005063	Cathay Pacific Airways - TEST	\$1950 HKD	Nov 27, 2023	Received		...
4500186062	Cathay Pacific Airways - TEST	¥3770 CNY	Dec 14, 2023	Received		...

Create the Invoice

1. View the Purchase Order.
2. Click **Create Invoice –Standard Invoice**.



Purchase Order: 4500186062

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

Dropdown menu options: Standard Invoice, Line-Item Credit Memo, Line-Item Debit Memo

From:
Customer
Cathay Pacific Airways Limited
33rd floor, One Pacific Place, 88 Queens
Hong Kong
Hong Kong
Phone:
Fax:

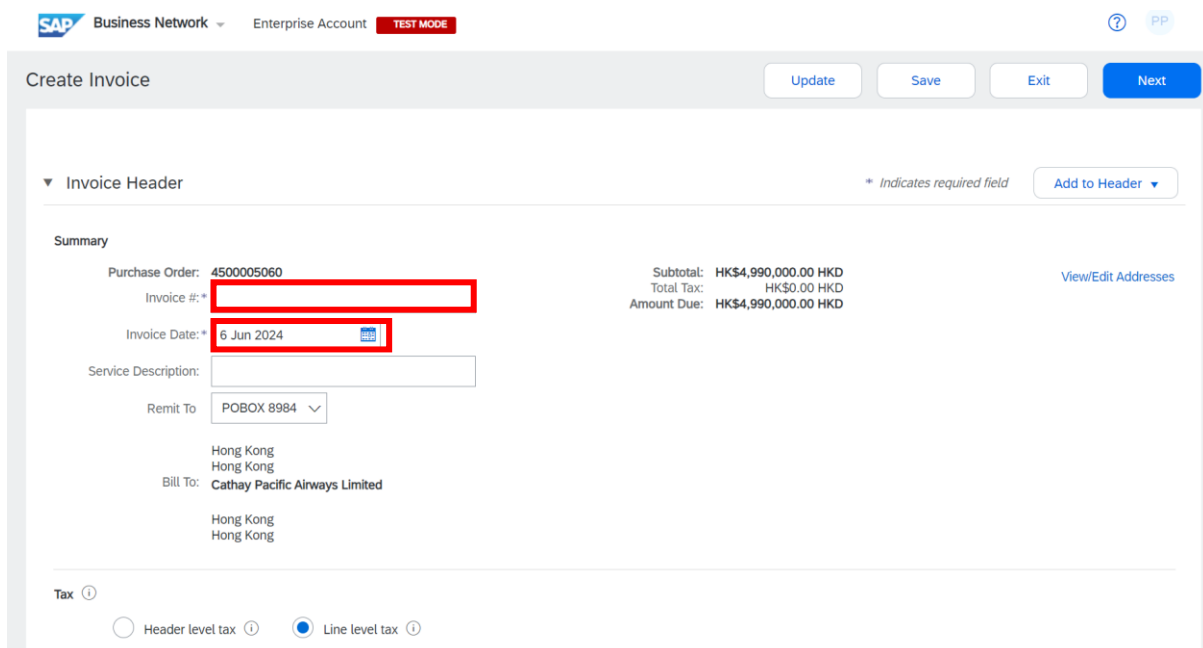
To:
Test-DHL Express Hong Kong - DNU - TEST
7 Ying Tung Road
Tung Chung
New Territories
Hong Kong
Phone: +1 323231
Fax:
Email: walter.dong@capgemini.com

Purchase Order
(Received)
4500186062
Amount: RMB3,770.00 CNY
Version: 1

[Track Order](#)

Standard Invoice – Header Level

1. Enter the **Invoice #** (refers to your internal invoice number)
2. Enter the **Invoice Date**



SAP Business Network Enterprise Account TEST MODE

Create Invoice

Buttons: Update, Save, Exit, Next

Invoice Header * Indicates required field [Add to Header](#)

Summary

Purchase Order: 4500005060

Invoice #: *

Invoice Date: *

Service Description:

Remit To: POBOX 8984

Hong Kong
Hong Kong

Bill To: Cathay Pacific Airways Limited

Hong Kong
Hong Kong

Subtotal: HK\$4,990,000.00 HKD
Total Tax: HK\$0.00 HKD
Amount Due: HK\$4,990,000.00 HKD

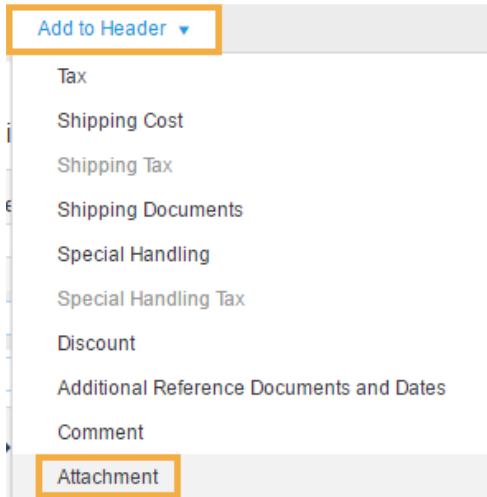
[View/Edit Addresses](#)

Tax

Header level tax Line level tax

Standard Invoice – Header Level – Adding Attachment

1. Click on **Add to Header** to display the drop-down box. Select **Attachment**



2. The Attachments section is displayed

***Attachments**

The total size of all attachments cannot exceed 100MB Remove

Choose File No file chosen Add Attachment

vendorIDNo:

Add to Header ▾

- a) Click on **Choose File**
- b) **Browse** your computer files. Select and click on **Open**
- c) Click on **Add Attachment**
 - Multiple files can be attached
 - Max **10MB** in total

***Attachments**

The total size of all attachments cannot exceed 100MB Remove

Choose File No file chosen Add Attachment

Name	Size (bytes)	Content Type
SAP_SupplierInvoices.pdf	927702	application/pdf

Standard Invoice – Header Level – Tax and Shipping Cost

1. Select **Header level tax** or **Line level tax**.

Tax ⓘ

Header level tax ⓘ
 Line level tax ⓘ

Shipping

Header level shipping ⓘ
 Line level shipping ⓘ

Ship From: **Test-DHL Express Hong Kong - DNU - TEST**
 New Territories
 Hong Kong

Ship To: **HKG-CX Head Office TEST DATA 124567**
 Hong Kong
 Deliver To:

[View/Edit Addresses](#)

Shipping Cost

Shipping Amount:

Shipping Date:

[Remove](#)

Shipping Tax

2. Select **Shipping** option: (If additional Shipping Cost are required).

a) Shipping Cost at **Header Level**

- Click **Add to Header**
- Select **Shipping Cost**

* Indicates required field

▾

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

- Enter **Shipping Amount**
- Enter **Shipping Date**
 - Shipping added at Header Level will allow GST to be calculated for the shipping costs

OR

b) Shipping Cost at **Line Level**

- Select **Line Level Tax** and refer to ‘Standard Invoice – Line Level’
- Shipping Cost added at Line level will not allow GST to be calculated for shipping

Note: Cathay may require shipping to be added at line level

Standard Invoice – Line Item Level

1. Review and Update **Quantity** (if required).
2. Review and Update **Unit Price** (if required).
3. Select **Tax** (please note that the Tax Category will normally be copied from the PO line item details). In case if the Tax Category cannot be copied from PO line item details, you may manually input the Tax Category in invoice line items.
4. Click on **Update**.
5. Click on **Next**.

Insert Line Item Options

Tax Category: 0% RB Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		RFC 2949 - CC Invoice	00000000000200360	10,0	CT	HK\$499 HKD	HK\$4,990,000.00 HKD

Pricing Details

Unit Conversion: 1 Price Unit: CT [ⓘ] Price Unit Quantity: 1 Description:

Tax

Category: V0 Taxable Amount: Remove

Location:

Description:

Regime:

Tax Rate Type:

Rate(%):

Tax Amount: HK\$0.00 HKD

Line Item Actions

Optional: Blanket PO items

1. For Blanket PO, the price and quantity are required to input in invoice creation. Select the line item and click **Create** for **Goods** or **Service**.

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	Undisclosed	(C62) [ⓘ]	Undisclosed			Testing3	Undisclosed

2. Input the unit price and quantity as required, then click Create.

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	Undisclosed	(C62) [ⓘ]	Undisclosed			Testing3	Undisclosed

▼ Invoice Item * Indicates required field

Quantity:

Unit: (C62) [ⓘ]

Unit Price:

Subtotal: RMB0.00 CNY

Standard Invoice – Review and Submit

1. Review all information on the invoice.
2. Click **Submit** to send the Invoice.
3. Screen displays: system message – ‘Print’ to print a copy of the Invoice or ‘Exit’ to exit Invoice creation
4. Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced

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. The document's originating country is: Hong Kong. The document's destination country is: Hong Kong.
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: test_inv001	Subtotal: HK\$4,990,000.00 HKD
Invoice Date: Thursday 6 Jun 2024 12:00 PM GMT+08:00	Total Tax: HK\$0.00 HKD
Original Purchase Order: 4500005060	Amount Due: HK\$4,990,000.00 HKD

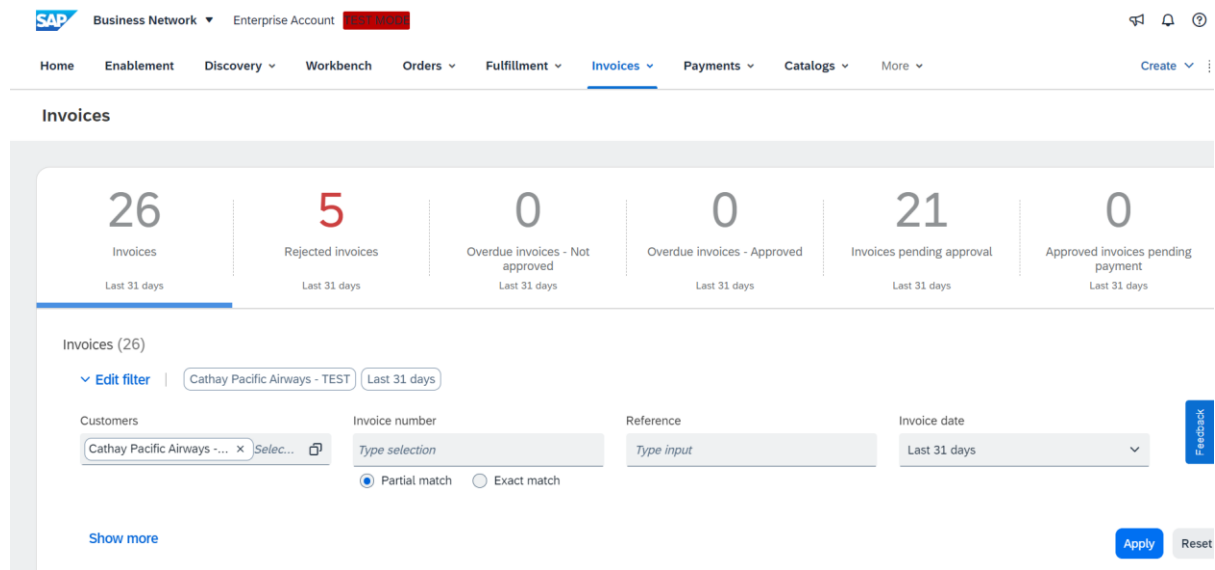
<p>REMIT TO:</p> <p>Test-DHL Express Hong Kong - DNU - TEST</p> <p>Postal Address: POBOX 8984 Hong Kong Hong Kong</p>	<p>BILL TO:</p> <p>Cathay Pacific Airways Limited</p> <p>Postal Address: 33rd floor, One Pacific Place, 88 Queens Hong Kong Hong Kong Address ID: 1000</p>	<p>SUPPLIER:</p> <p>Test-DHL Express Hong Kong - DNU - TEST</p> <p>Postal Address: 7 Ying Tung Road Tung Chung New Territories Hong Kong</p>
--	---	---

Invoice Status

The status of the invoice(s) will change as it progresses through Cathay’s approval process.

There are 4 Invoice Statuses:

- **Sent** – you have sent the invoice to Cathay
- **Approved** – Cathay has reviewed the Invoice and it has been approved for payment
- **Paid** – The invoice has been paid
- **Rejected** – The invoice has been rejected. You can open the invoice and review rejection reason



The screenshot shows the SAP Business Network 'Invoices' dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, **Invoices**, Payments, Catalogs, and More. Below the navigation, a summary bar displays six categories with their respective counts for the last 31 days: 26 Invoices, 5 Rejected invoices, 0 Overdue invoices - Not approved, 0 Overdue invoices - Approved, 21 Invoices pending approval, and 0 Approved invoices pending payment. Below this, there are filter options for 'Customers' (Cathay Pacific Airways - TEST), 'Invoice number' (Type selection, Partial match selected), 'Reference' (Type input), and 'Invoice date' (Last 31 days). There are 'Show more', 'Apply', and 'Reset' buttons.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	Actions
Below 500.	Cathay Pacific Airways - TEST	4300035930	Jun 1, 2024	¥120 CNY	Acknowledged	Sent	Test-DHL Express Hong Kong - DNU - TEST, New Te...	...
INV_TST31051	Cathay Pacific Airways - TEST	4300035932	Jun 1, 2024	¥100 CNY	Acknowledged	Sent	Test-DHL Express Hong Kong - DNU - TEST, New Te...	Feedback
478	Cathay Pacific Airways - TEST	4300035932	May 31, 2024	¥457 CNY	Failed	Rejected	Test-DHL Express Hong Kong - DNU - TEST, New Te...	Feedback
420	Cathay Pacific Airways - TEST	4300035932	May 31, 2024	¥420 CNY	Acknowledged	Sent	Test-DHL Express Hong Kong - DNU - TEST, New Te...	...
345	Cathay Pacific Airways - TEST	4300035932	May 31, 2024	¥345 CNY	Acknowledged	Sent	Test-DHL Express Hong Kong - DNU - TEST, New Te...	...
te3467	Cathay Pacific Airways - TEST	4300035932	May 31, 2024	¥3450 CNY	Acknowledged	Sent	Test-DHL Express Hong Kong - DNU - TEST, New Te...	...

Invoice: test1500

Done

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

Scheduled Payments

History

Attachment(s)

Standard Invoice

Status
Invoice: Sent
Routing: Acknowledged
Invoice Number: test1500

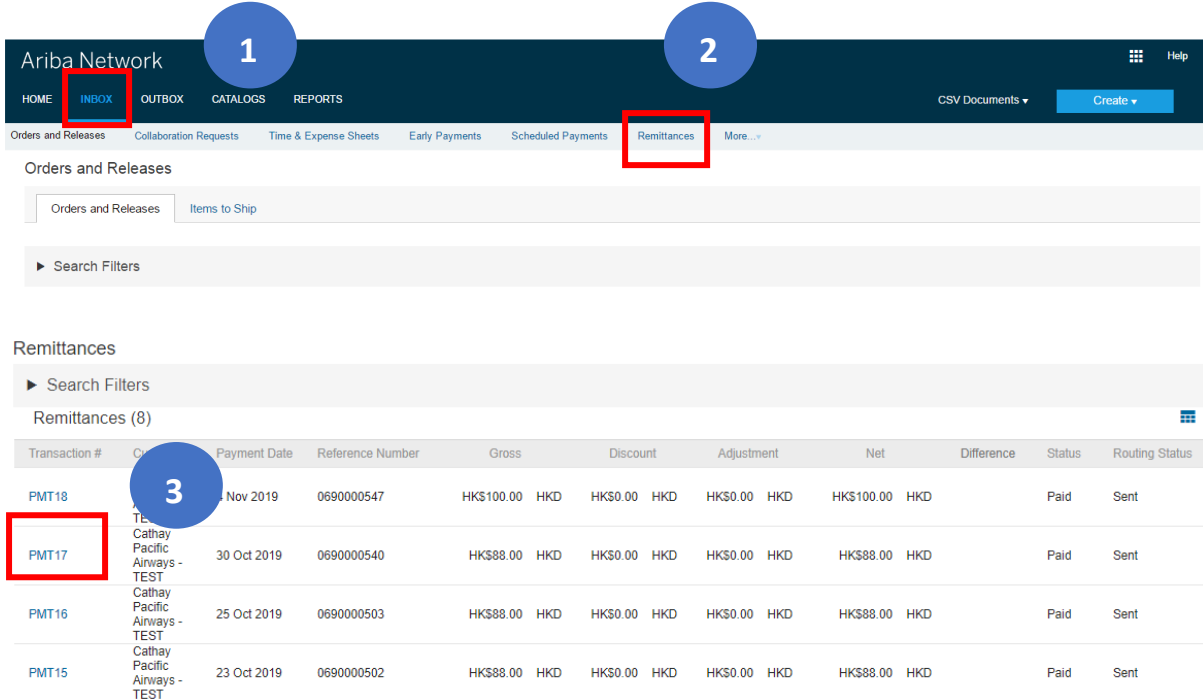
Subtotal: RMB1,500.00 CNY
Total Tax: RMB0.00 CNY HK\$0.00 HKD
Amount Due: RMB1,500.00 CNY

Remittance

- The Remittance informs of when and how payment for an invoice is made
- The Remittance is an informational document only and does not require any action
- New Remittances can be viewed from the Inbox area under Remittances

Locating Remittances

1. From the **Inbox**
2. Select **Remittances**
 - Screen displays Remittances
3. Select the remittance required by clicking on the **Transaction #**
 - Screen document link to display the Remittance Advice details



Ariba Network

HOME **INBOX** OUTBOX CATALOGS REPORTS CSV Documents Create

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments **Remittances** More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Remittances

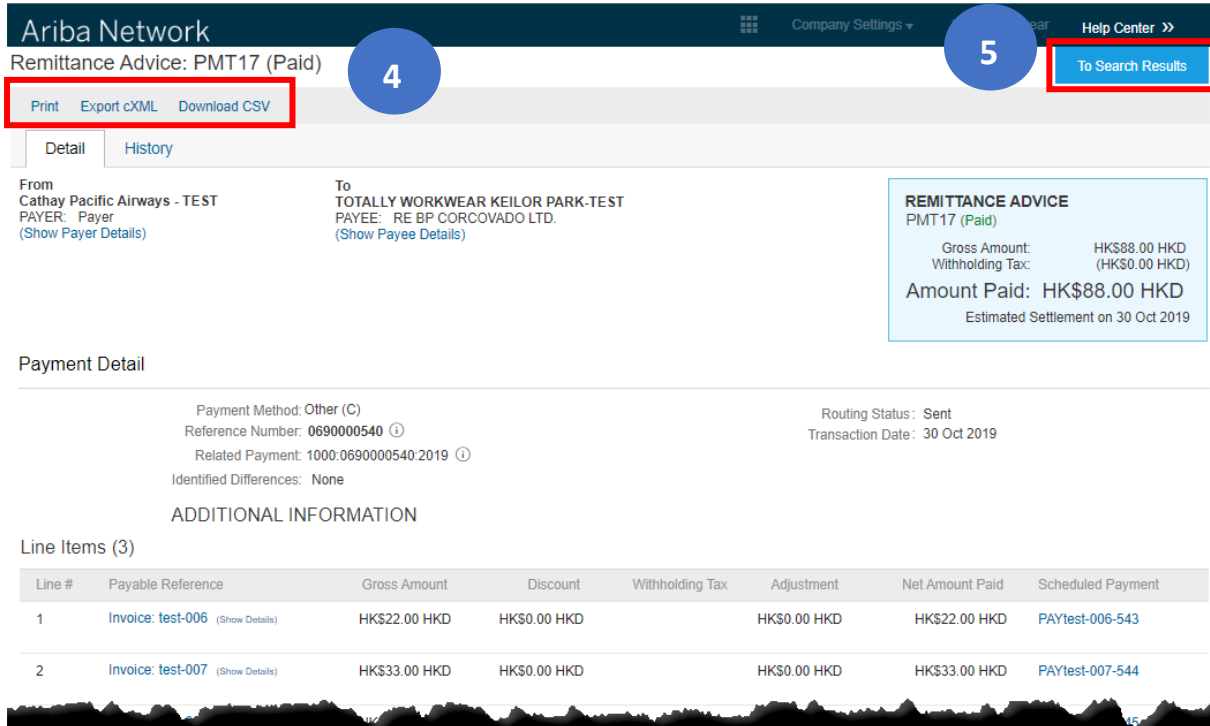
Search Filters

Remittances (8)

Transaction #	Client	Payment Date	Reference Number	Gross	Discount	Adjustment	Net	Difference	Status	Routing Status
PMT18	TEST	30 Nov 2019	0690000547	HK\$100.00 HKD	HK\$0.00 HKD	HK\$0.00 HKD	HK\$100.00 HKD		Paid	Sent
PMT17	Cathay Pacific Airways - TEST	30 Oct 2019	0690000540	HK\$88.00 HKD	HK\$0.00 HKD	HK\$0.00 HKD	HK\$88.00 HKD		Paid	Sent
PMT16	Cathay Pacific Airways - TEST	25 Oct 2019	0690000503	HK\$88.00 HKD	HK\$0.00 HKD	HK\$0.00 HKD	HK\$88.00 HKD		Paid	Sent
PMT15	Cathay Pacific Airways - TEST	23 Oct 2019	0690000502	HK\$88.00 HKD	HK\$0.00 HKD	HK\$0.00 HKD	HK\$88.00 HKD		Paid	Sent

4. From the Remittance Advice page you can:
 - **Print** a copy of the Remittance
 - Export the Remittance to **cXML**

5. When finished click on **To Search Results**
 - **The Remittances screen is displayed**



Remittance Advice: PMT17 (Paid)

Print Export cXML Download CSV

Detail History

From
Cathay Pacific Airways - TEST
PAYER: Payer
(Show Payer Details)

To
TOTALLY WORKWEAR KEILOR PARK-TEST
PAYEE: RE BP CORCOVADO LTD.
(Show Payee Details)

REMITTANCE ADVICE
PMT17 (Paid)

Gross Amount: HK\$88.00 HKD
Withholding Tax: (HK\$0.00 HKD)

Amount Paid: HK\$88.00 HKD
Estimated Settlement on 30 Oct 2019

Payment Detail

Payment Method: Other (C) Routing Status: Sent
Reference Number: 0690000540 ⓘ Transaction Date: 30 Oct 2019
Related Payment: 1000:0690000540:2019 ⓘ
Identified Differences: None

ADDITIONAL INFORMATION

Line Items (3)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: test-006 (Show Details)	HK\$22.00 HKD	HK\$0.00 HKD		HK\$0.00 HKD	HK\$22.00 HKD	PAYtest-006-543
2	Invoice: test-007 (Show Details)	HK\$33.00 HKD	HK\$0.00 HKD		HK\$0.00 HKD	HK\$33.00 HKD	PAYtest-007-544