



LIPTON Teas and Infusions
Ariba Invoice Submission Guide

How to submit invoice

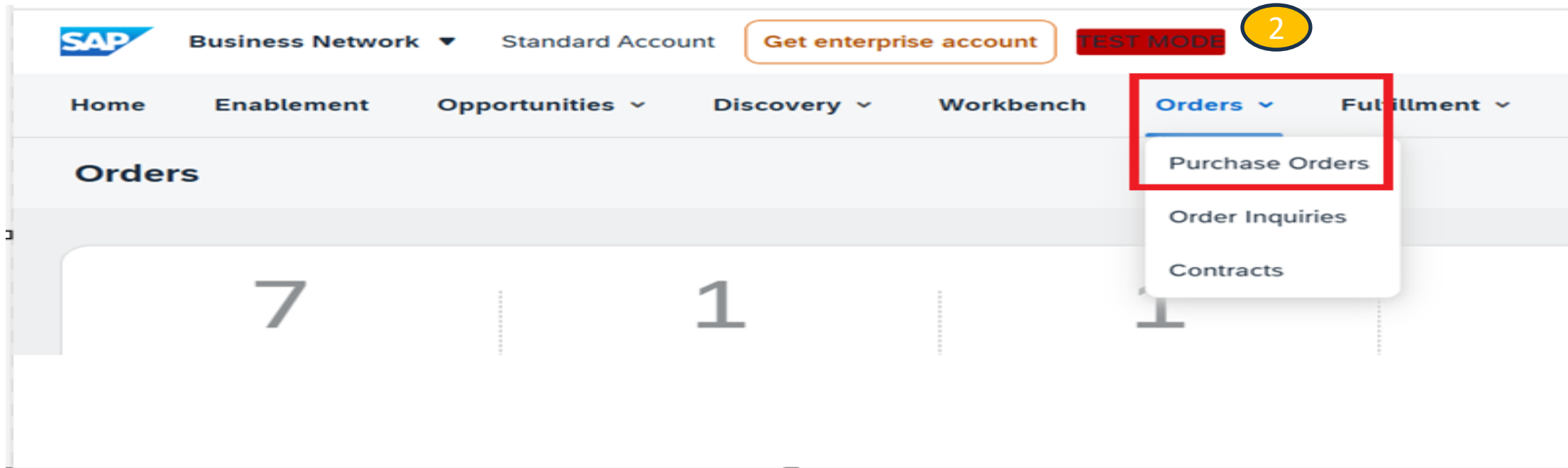
1. You can Log in to Ariba Network using the URL Supplier.ariba.com

1

IMPORTANT -To be able to use Ariba Network, you must have received a Purchase Order from LIPTON Teas and Infusions via email. This email will contain a link entitled "Process Order", click to complete your registration.

If you cannot find the email, but have a purchase order number please get support by raising a ticket with <https://lipton.service-now.com/csm>

2. Once login to Ariba Network, click on orders tab and click on purchase orders.




How to submit invoice

3. Click on the order number to submit the invoice.

Order Number	Customer
4540040551	Lipton Teas and Infusions - Test
4540040604	Lipton Teas and Infusions - Test
4540040607	Lipton Teas and Infusions - Test
4540040609	Lipton Teas and Infusions - Test

How to submit invoice

4. Please find PO details and line-item type, whether Service or Material determines the further steps in creating an invoice.

Line Items [Show Item Details](#) 

Line #	No	Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	
1			Not Available	Service		1 (EA)	10 Nov 2025	99,999.00 EUR	99,999.00 EUR	Details
			Test R&I Scenario 2							

4

Summary Information Terms and Conditions

The Supplier acknowledges that it is read, understood, and agree with Lipton's
and Conditions for Purchase of Products and Services at portal:

[General Terms and Conditions of Purchase](#)

Order submitted on: Friday 7 Nov 2025 6:46 PM GMT+05:30

Received by SAP Business Network on: Friday 7 Nov 2025 6:46 PM GMT+05:30

This Purchase Order was sent by Lipton Teas and Infusions - Test AN11072353778-T and delivered by
SAP Business Network.

Sub-total: 99,999.00 EUR



How to submit invoice

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Purchase Order: 4540040602

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Service Sheet](#)
[Create Invoice](#)

[Standard Invoice](#)
[Line-Item Credit Memo](#)
[Line-Item Debit Memo](#)

Order Detail [Order History](#)

LIPTON
Teas and Infusions

6. Fill the invoice header details invoice number, description.

Note : The invoice number should be the same as the invoice number in their ERP system.

5. Click on create invoice and choose standard invoice.

Invoice Header

Summary

Purchase Order: 4540040602

Invoice #: *

Invoice Date: ⓘ * 4 Nov 2025

Service Description:

Remit To: MartinBauerTrading (China) Co.,Ltd-TEST

Hong Kong SAR , shanghai

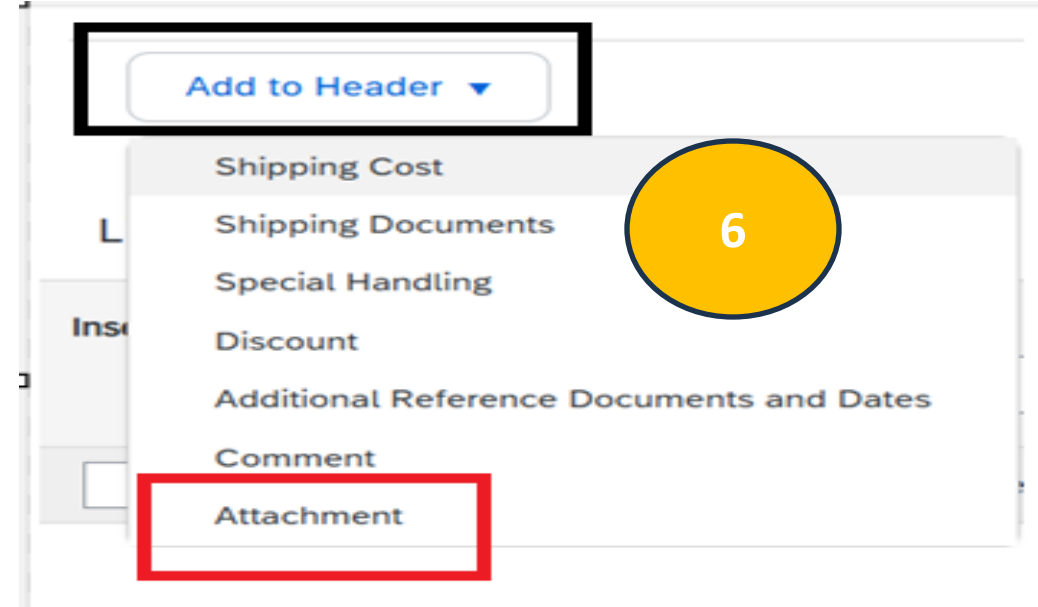
Bill To: LIPTON GIDA VE ÇAY SANAYİ VE TİCARET ANONİM ŞİRKETİ

İstanbul
Türkiye

Subtotal: 0.00 EUR
 Total Tax: 0.00 EUR
 Total Gross Amount: 0.00 EUR
 Total Net Amount: 0.00 EUR
 Amount Due: 0.00 EUR

How to submit invoice

6. Upload an original invoice copy in pdf format for further reference as supporting document.



Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: * 12564484599599

Add to Header ▼

7. Fill Supplier VAT / TAX ID number in the format used in your country

Note: Until 1-7 steps are similar for both material and service (PO) line items, Difference you can find it in next slides.



How to submit Invoice for a Service line item (PO)

How to submit invoice – Service line item (PO)

8. **New Update:** Click on **Add/Update** button which is highlighted **green** at line-item level and click on add contract/Catalog items as highlighted in below screen and next steps (#9,10).

Don't use the add button, which is highlighted in **red**, as it leads to creating a new line.

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

Insert Line Item Options

Tax Category: Discount Add to Included Lines

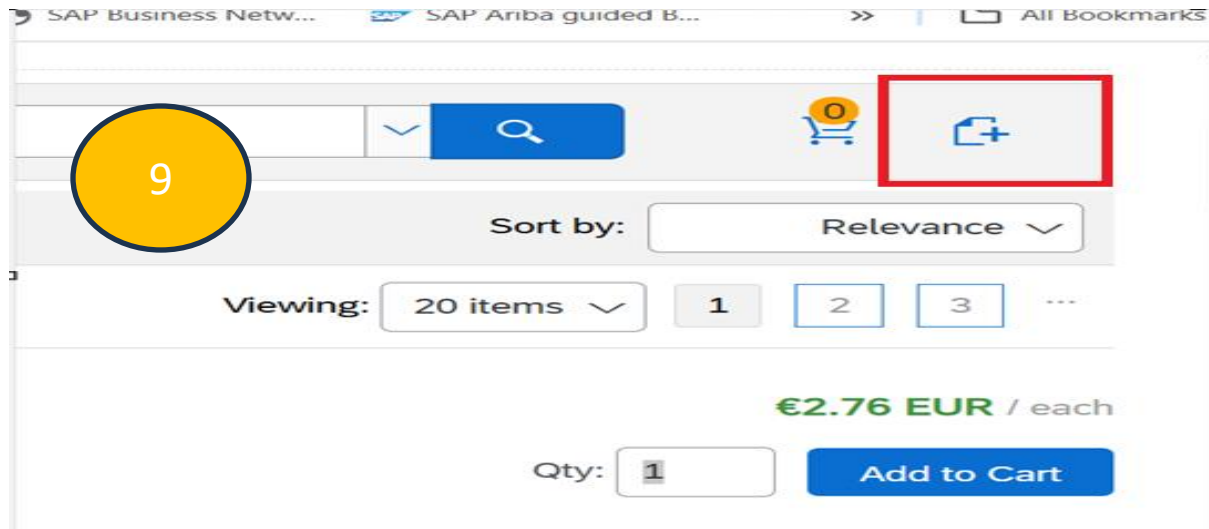
<input type="checkbox"/>	No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1			Not Available	Test	88.40							

Line Item Actions Add/Update

Note: This change takes effect on February 1, 2026.



How to submit invoice – Service line item (PO)



9. This step is additional as part of change click on **(+)** Symbol to add further details mentioned in next step (#10).

10. Full description, commodity code, Price/Amount are mandatory. Commodity code is always predefined, update amount and description.

In a new update there is change in User Interface.

Two additional clicks on **Save** (it takes you previous screen) and finally click on **Done**.

Create Service Sheet: Add Non-Catalog Item

Save

Full Description: *

Commodity Code: * Indirect-Business services-Talent Mgmt-... ▾

Quantity: 1

Unit of Measure: each ▾

Price: * €0.00 EUR ▾ ⓘ

Amount: €0.00 EUR

Done

Note: This change takes effect on February 1, 2026.

How to submit invoice – Service line item (PO)

Note: The line item as stated on the invoice must be the same as the line item of the PO number. This enables matching in Lipton's Vendor Invoice Management system.

[Add to Header](#) ▾

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

Insert Line Item Options

Tax Category: ▾ 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 type="checkbox"/>		Not Available	Test R&I Scenario 2						Add/Update ▾
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE	<input type="text" value="Not available"/>	<input type="text" value="Finance professional services"/>	<input type="text"/>	1	EA	10,000.00 EUR	10,000.00 EUR	

Service Period

Service Start Date:

Service End Date:

↳ [Line Item Actions](#) ▾ ▾



How to submit invoice – Service line item (PO)

11. Select line item, click on line-item actions to add Tax/Vat amount.

Line Items

11

Insert Line Item Options

Tax Category:

<input type="checkbox"/>	No.	Include	Type	Part #
<input type="checkbox"/>	1			Not Available
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE	

Service Period

Service Start Date:

Line Item Actions ▾

Edit

Add

Tax

Shipping Documents

Special Handling

Delete

Add ▾

How to submit invoice – Service line item (PO)

12. Please choose tax type and enter tax value or Tax Rate %, finally click on next.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		test case for services		1	EA	100,000.00 EUR	100,000.00 EUR

Service Period
Service Start Date:
Service End Date:

Tax

Category: *

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:

Date Of Supply:

Triangular Transaction

12

Line Item Actions ▾ Delete Add ▾

Next

How to submit invoice – Service line item (PO)

13. You can see the preview of invoice complete details, Please review and submit everything is right. Invoice will be successfully submitted.

SAP Business Network Standard Account Get enterprise account TEST MODE

Invoice 1322214 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

SAP Business Network Standard Account Get enterprise account TEST MODE

Create Invoice Previous Save Submit Exit

Confirm and submit this document.

13

Standard Invoice

Invoice Number: 1322214	Subtotal: 100,000.00 EUR
Invoice Date: Thursday 6 Nov 2025 8:34 PM GMT+05:30	Total Tax: 10,000.00 EUR
Original Purchase Order: 4540040604	Total Gross Amount: 110,000.00 EUR
	Total Net Amount: 110,000.00 EUR
	Amount Due: 110,000.00 EUR

REMIT TO: MartinBauerTrading (China) Co.,Ltd-TEST Postal Address: 200233 China Hong Kong SAR , shanghai Room 301, Building 6	BILL TO: Lipton Manufacturing Poland sp. z o.o. Postal Address (domyślnie): 3,Józefa Piłusa Dziekońskiego 00-728 Warsaw MAZ Poland Address ID: 2630	SUPPLIER: MartinBauerTrading (China) Co.,Ltd-TEST Postal Address: 200233 China Hong Kong SAR , shanghai Room 301, Building 6
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How to submit Invoice for a Material line item (PO)

How to submit invoice – Material line item (PO)

8. This option simple compared to service line, you can enter quantity, Unit price (Subtotal auto calculates) and select line item and click on line item action to add VAT/TAX amount.

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	S2P_083_Copy Purchase Requisition_Global	<input type="text"/>	<input type="text" value="10"/>	EA	<input type="text" value="1000"/>	99,000.00 EUR

- Edit
- Add
- Tax
- Shipping Documents
- Special Handling
- Discount
- Comments
- Attachment

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How to submit invoice – Material line item (PO)

9. Please choose tax type and enter tax value or Tax Rate %, finally click on next.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		test case for services		1	EA	100,000.00 EUR	100,000.00 EUR

Service Period

Service Start Date:

Service End Date:

Tax

Category: *

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:

Date Of Supply:

Triangular Transaction

Line Item Actions

How to submit invoice – Material line item (PO)

10. You can see the preview of invoice complete details, Please review and submit everything is right. Invoice will be successfully submitted.

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Create Invoice Previous Save Submit Exit

Confirm and submit this document.

Standard Invoice

Invoice Number: 1322214	Subtotal: 100,000.00 EUR
Invoice Date: Thursday 6 Nov 2025 8:34 PM GMT+05:30	Total Tax: 10,000.00 EUR
Original Purchase Order: 4540040604	Total Gross Amount: 110,000.00 EUR
	Total Net Amount: 110,000.00 EUR
	Amount Due: 110,000.00 EUR

10

REMIT TO:	BILL TO:	SUPPLIER:
MartinBauerTrading (China) Co.,Ltd-TEST	Lipton Manufacturing Poland sp. z o.o.	MartinBauerTrading (China) Co.,Ltd-TEST
Postal Address: 200233 China Hong Kong SAR , shanghai Room 301, Building 6	Postal Address (domyślnie): 3, Józefa Piłsa Dziekońskiego 00-728 Warsaw MAZ Poland Address ID: 2630	Postal Address: 200233 China Hong Kong SAR , shanghai Room 301, Building 6

Invoice 123445 has been submitted.

10

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

