SAP Ariba M

Transacting on Ariba from Purchase Order to Invoicing





Content

Please follow the process based on the Purchase Order type:

STANDARD PO (starting with 450000****)	
Standard PO with Materials	Page 3
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LOW VALUE (LV) PO (starting with 550000****)	
LVPO with Materials	Page 30
LVPO with Services	Page 42



Standard PO (Purchase Order) Material





Standard PO Material - Process flow



Standard PO Material - Receive PO by email



Standard PO Material - View your PO

A de la de	urchase Order: 5500004985								Done		
View the order information- C status, order detail	SAP Ariba has partnered with Uber Freight to	provide suppliers with real-	-time pricing and reliable ca	pacity, especially crucial during ti	mes of disruption. Learn	more					
	Create Order Confirmation ¥ Crea	eate Ship Notice	Create Service Sheet	Create Invoice *				.↓ ⊜			 View the order information- O status, order detail
 In a state of a stat	Order Detail Order History										Status, order detail
	Kang box or and the set of the se	From: Expo Dubai 2020 L.L. Expo 2020, Site Office Je 2020 DUBAI United Arab Emirates Phone: Fax:	C bbel Ali	To: Globalization Partner Interna Dubai Media City, Business C Dubai United Arab Emirates Phone: Fax: Email: sahar aljamal@sap.co	tional-TEST tentre 2		Purchase Order (New) 5500004985 Amount: 10,000 Version: 1	00 AED			
en up de la	ment terms						Extern	Routing Status: Sent al Document Type: Low Value PO (VPO)		
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Material Text	10 Material Test	Material	200.000	(EA) 18 Aug 2020	15.00 AED	3,000.00 AED Details	and and	is an order?		Scroll de	own to view line item details
Note submitted six Westwestey 12 Aug 2020 12:00 PM G87-06:00 Notice Mathematik six Westwestey 23 Aug 2020 12:00 PM G87-06:00 Subh-total: 3,000.00 AED Subh-total: 3,000.00 AED View more C	Ar submitted on: Wednesday 13 Aug 2020 13 onived by Ariba Naturok on: Wednesday 12 Au (*=0020) in Purchase Order was sent by Expo 2020 Dut dol:1253113825-1 and delivered by Ariba Natur	12:00 PM GMT-04:00 Hug 20:00 8:17 AM Ibai - TEST Kok				Sub-total: 3,000.00	IO AED	View more C			
Ten forces use man entry style case cases - rear Additional States - and deleved by Athe Network.	Create Order Confirmation +	Create Invoice	•			1 Q .	**	Top 5 FAQs			

Standard PO Material - Create Order Confirmation

To confirm the entire order, click on:

- Create Order
 Confirmation
- Confirm Entire order



Confirming PO		Exit Next
(1) Contem Entire Order	* Order Confirmation Header	3
3 Reven Order Contemption	Contensation #	
	SHEPPING AND TAX INFORMATION Ent. Singung Cost Ext. Singung Cost Ext. Delivery Cost Commenta	

Complete order confirmation form:

- Enter Confirmation Number which is any number you use to identify the order confirmation. You can use the same PO number
- **Specify** Est. Shipping Date or Est. Delivery Date information
- Click Next when finished.

Standard PO Material - Review and complete order confirmation

Confirming PO				Previous	Submit	Exit
Confirm Entire Order Review Order Confirmation	Confirm Confir Supplier R Atta	nation Update mation #: 34537 eference: chamerts:				
	Line I	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
	10	Material Test Current Order Status: 200.000 Confirmed As I	200.000 (EA) s (Estimated Delivery Da	18 Aug 2020 ne: 18 Aug 2020)	15.00 AED	3,000.00 AED
				Previous	Submit	Exit

- 1. **Review** the order confirmation and click Submit.
- 2. Your order confirmation is sent to Expo 2020.

Purchase Order: 4500007065					Done
SAP Ariba has partnered with Uber Freight	t to provide suppliers with real-time pricing ar	nd reliable capacity, especi	ally crucial during times of	disruption. Le	am more
Create Order Confirmation *	eate Ship Notice Create Invoice v			L @	
Order Detail Order History					
From: Expo Dubai 2020 L.L.C Expo 2020, Site Office Jebel Ali 2020 DUBAI United Arab Emirates Phone: Fax:	To: DMCC-TEST Unitno:3904 Mazaya Business A 11609 Dubai United Arab Emirates Phone: Fax: Email: vijay.patil1@bcone.com	venue	Purchase Order (Confirmed) 4500007005 Amount: 3,000.00 AED Version: 1		
Payment Terms 0.000% 30 within 30 days Due net Comments Header text: Header Text Contact Information Supplier Address			Routing Statu: External Document Typ Related Document	:: Acknowled; :: Tactical - Co :: 34537	ged ontract (TC)
Create Media Services DMCC Unitno:3904 Mazaya Business Avenue 11609 Dubai United Arab Emirates Email: vijay.patil.@bcone.com Phone: + () 00971 44425674 Fax: Address ID: 0000120010	On the Wh rela	ce the ord Order Stanen viewing ated docur	er confirma atus will dis g documen ments are c	ation i play a its on displa	is subr as Cor line, lir yed.

Standard PO Material - Create Ship Notice

Create Ship Notice using your Ariba account once items were shipped. Multiple ship notices can be sent, if items are shipped at different times

Click the Create Ship Notice button.

Fill out the requested information on the Shipping form.

- Enter the Packing Slip ID this should be the number you included on the delivery note when the items were delivered.
- Enter **Ship Notice type-** Actual or estimated
- Enter **Dates** Shipping and Delivery

Any field with an asterisk is required.

Purchase Order: 45000070	55 1 reight to provide suppliers with real-time pricing and reliable capa	Done city, especially crucial during times of disruption. Learn more
Create Order Confirmation +	Create Ship Notice Create Invoice +	± 0
From: Expo Dubai 2020 L.L.C Expo 2020, Sile Office Jebel Ali 2020 DUBAI United Arab Emirates Phone: Fax:	To: DMCC-TEST Unitro-1904 Mazaya Business Avenue 11609 Oubai United Arab Emiranes Phone: Faa: Email: vijay patil1@bcone.com	Purchase Order (Confirmed) 4500007065 Amount: 3,000.00 AED Version: 1
Payment Terms () 0.000% 30 within 30 days Due net Comments		Routing Status: Acknowledged External Document Type: Tactical - Contract (TC) Related Documents: 34537

CLIDDIN/S		TRACKING	
Packing Slip ID:*	1324267	Carrier Name:	
Invoice No.:		Service Level:	
equested Delivery Date:			
Ship Notice Type*	Actual 🗸		
Shipping Date:*	17 Aug 2020		
Delivery Date:*	18 Aug 2020		
Gross Volume:		Unit	
Course Mileiche			

Standard PO Material – Submit ship notice

20150415_PO2 2	GOODS_92 10 BDX 18 Pro-Mechanical Pencil Black Barrel, 0.5mm Line Width (backage 12 each) 5 Shipment Status 7 Total Item Due Quantity: 10 BX Confirmation Status Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX Line Ship Qty Batch ID	New 2015 25.00 EUR 250.00 EUR	Ramove	3. Scroll o update incase	down to view line ite the quantity shipped of partial shipment .	em information and I for each line item
Le Add Order Line Re	s 12 3 Add Ship Notice Line	4	Add Defails	4. Click N Notice.	lext to proceed to re	view your Ship
5. Afte Sub 202	er reviewing your Ship Notice, click omit to send Ship Notice to Expo 20.	Create Ship Notice Confirm and submit this document. SHEP FROM DMCC-TEST United 2004 Mazaya Business Avenue	DELAYER TO Expe Dubel 2020 LLC House Street	Save Submit	Exit 265 Freight to provide suppliers with real-time pricing and reliable capacity, es	Done pecially crucial during times of disruption. Learn more
6. Afte Ord Sub fron the Viev	er submitting your Ship Notice, the der Status will be updated to Shipped. omitted Ship Notices can be viewed in Outbox or by clicking the link under Related Documents from the PO w.	Ship Notice Header Ship Notice Header SHIP Notice Header Packing Sip ID: 1324287 Invoice No: - Requested Delivery Date: - Ship Notice Type: Actual Actual Shipping Date: 17 Aug 2020 Actual Shipping Date: 18 Aug 2020 12:00:00 PM Gross Volume: - Gross Weight: -	7534000 Dubai United Arab Eminates TRACKING Tracking information not provide	Create Order Confirmation + Order Detail Order History From: Expo Dubai 2020 LLC Expo 2020, Sile Office Jebel Ali 2020 DUBAI United Arab Eminates Phone: Fax:	Create Invoice + To: DMCC-TEST Unitor9 DoMasaya Business Avenue 11009 Dobai United Asab Eminates Phore: Fac: Email: v[appatil_@bcone.com	L @ Purchase Order (Shipped) 4500007065 Amount: 3000.00 AED Version: 1
18 SAP SE or an SAF	P affiliate company. All rights reserved. I CONFIDENTIAL	DELIVERY AND TRANSPORT INFORMATION Delivery Terms: Delivery Terms Description:	Shipping Payment M Shipping Contract N	Payment Terms () 0.00094.30 within 30 days Due net Comments Header text:Header Text Contact Information Supplier Address Create Media Services DMCC		Routing Statue Anioconfederat External Document Type: Tactical - Contract (TC) Related Document : 1324267 34537

DOM: No. Av.

10

Standard PO Material – Wait for Goods Receipt to be posted by Expo

When you're ready to invoice, submit your invoice to your end user at Expo.

They will be responsible to create a Goods Receipt, and get it approved.

You will be able to see the change in status of the PO to **Received** and see the receipt under **Related documents** as highlighted above (document with number 5000...).

You may now proceed to submit your invoice for payment processing.

Please check your account notification settings to ensure you receive an email notification when the receipt has been posted to Ariba, so you can immediately invo*i*ce.



Standard PO Material – Create Invoice

Order Detail	Create Ship	Notice Create Invoice Standard Invoice Line-Item Credit Memo	Standard Invoice, to start creatin the invoice
From: Expo Dubai 2020 L Expo 2020, Site Office 2020 DUBAI United Arab Emirates Phone: Fax:	.L.C Jebel Ali	Line-Item Debit Memo To: DMCC-TEST Unitro:3904 Mazaya Business Avenue 11609 Dubai United Arab Emirates Phone: Fax: Email: vijay.patil1@bcone.com	
eate Invoice			Update Save Exit Next
 Invoice Header 			* Indicates required field Add to Header V

Standard PO Material – Create Invoice

Additional UAE Specific Inform Supplier TRN: 1234 Tax Invoice Number:	nation 456789012345	Customer TRN: ©181818181818 Restormer TRN: ©18181818181818 Restormer TRN: ©181818181818 Restormer TRN: ©181818181818 Restormer TRN: ©18181818181818 Restormer TRN: ©181818181818 Restormer TRN: ©1818181818 Restormer TRN: ©1818181818 Restormer TRN: ©18181818 Restormer TRN: ©18181818 Restormer TRN: ©181818 Restormer TRN: ©181818 Restormer TRN: ©181818 Restormer TRN: ©18181818 Restormer TRN: ©181818 Restormer TRN: ©181818
Supplier VAT Supplier VAT/Tax ID: 123 Supplier Commercial Identifier: Supplier Commercial Credentials:	1456789012345	Customer VAT Customer VAT/Tax ID:* 100219303300003
Add to Header Shipping Cost Shipping Documents		Scroll down to attach copy of actual invoice) → click on Add to Header → Attachment 1 Line Items, 1 Included, 0 Pre
Special Handling Insi Additional Reference D Comment Attachment	Nocuments and Dates	Shipping Documents Special Handling Discount
	*Attachments The total size of all atta Choose File test	Add Attachment Add Attachment Add Attachment Add Attachment
	Add to Header	▼ No file chosen

Standard PO Material – Create Invoice - Line level tax

Line Items Insert Line Item Options	 Line Items, 1 Included, 0 Previously Fully Invoiced If applying VAT, select "Tax Category" checkbox and select "VAT 5%" Select the line items you want VAT to be applied to Click ""Add to Included Lines" button
Pricing Details Price Unit: EA Unit Conversion: 1	Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced
Tax Le Line Item Actions • Delete	Insert Line Item Options Image: Tax Category: 5% VAT / VAT 5% Shipping Documents Special Handling Discount Add to Included Lines
	No. Include Type Part # Description Customer Part # Quantity Unit Unit Price Subtotal Image: Constraint of the state
	Pricing Details Price Unit: EA Price Unit Quantity: 1 Unit Conversion: 1 Description:
	Tax Category:* 5% VAT / VAT 5% Taxable Amount: 3,000.00 AED Remove Location: Location: Taxable Amount: 150.00 AED Remove Description: VAT 5% Exempt Detat: (no value) v Tax is added to the line items then click on Next
	Date Of Pre-Payment: Image: Date Of Supply: 17 Aug 2020 Law Reference: Triangular Transaction
	Line Item Actions + Delete

Standard PO Material – Submit Invoice

Review your invoice and then click on **Submit**. You may print a copy of the digital invoice for record or else click on Exit

Create Invoice Create Invoice Create Invoice Create Invoice Tax Invoice Invoic	ding to the countries of origin and destination of involue. The documents originating country is Linking Area Darisens. The documents destination country chicking you can subcribe to an ad-bining service. Note that you will also be able to active aid invoices once you subcribe to the ad-bining service. 20234 20234 Doctorse: Darised Country JCA (2020 22) PM Colff-option Darised Country JCA (20	10/md Ants Environe. 20/00/00 ARD 15/00/00 ARD 15/00/00 ARD	Price 14263278 has been submitted.	 Your Invoice status is not 	e is submitted, the PO w invoiced, and the invoice
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			Payment Terms 0.000% 30 within 30 days Due net Comments Header Text Contact Information Contact Information		Routing Status: Acknowledged External Document Type: Tactical - Contract (TC) Retared Documents: 14203270 5000021509 1324267 More(1) =



Standard PO (Purchase Order) Service





Standard PO Service - Process flow



Standard PO Service - Receive PO by email



Standard PO Service - View your PO

▲ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. Learn more Create Order Confirmation • Create Service Sheet Create Invoice v + - 💮 Order Detail Order History View the order information- Order From: Purchase O. To: (New/ Expo Dubai 2020 L.L.C DMCC-TEST status, order detail 450 007066 Unitno:3904 Mazaya Business Avenue Expo 2020, Site Office Jebel Ali 11609 Dubai Amount: 8,000.00 AED 2020 DUBAI United Arab Emirates Versich: 1 United Arab Emirates Phone: Phone: Fax: Fax: Email: vijay.patil1@bcone.com Payment Terms 🕖 Routing Status: Sent 0.000% 30 External Document Type: Tact Contract - VIK (TCV) within 30 days Due net Comments Header text:Header text Download PO as PDF Attachments # 0000120000 PurchaseOrder_4500007065.pdf (application/pdf. charset=UTT-E) # 00120010_4500004045.pdf (application/pdf; charset=UTF-8) Ship AL Items To Bill To Deliver To Expo Dubai 2020 L.L.C Expo Dubai 2020 LLC House Street. Expo 2020, Site Office Jebel Ali 7534000 Dubai 2020 DUBAI United Arab Emirates United Arab Emirater Ship To Code: 1000 Phone: Phone: + () 00971 4 555 2020-001 Fax Fax: + () 045552025 Email: part@email.com 1000 buyeriD: Location Code: 1000 Show Item Details Line Items Scroll down to view line item details Line # Part # / Description Type Return Qty (Unit) Need By Unit Price Subtotal 00010 8,000.00 AED Service 12 Aug 2020 Details E. **Content Production** 00010.10 Service 30.000 (EA) 200.00 AED 6.000.00 AED Details Content Service Item: 00010.20 Service 20.000 (EA) 100.00 AED 2,000.00 AED Details Content Service Item1 Service Sheet Required. Order submitted on: Wednesday 12 Aug 2020 12:00 PM GMT-04:00 Received by Aviba Network on: Wednesday 12 Aug 2020 8:25 AM Sub-total: 8,000.00 AED GMT+04.00 This Purchase Order was sent by Expo 2020 Dubai - TEST

Standard PO Service - Create Order Confirmation

 Confirm Entire Order Resc: Expo Duble 2020 LLC Expo Duble 2020 LLC Bucches 2020 Duble Confirming PO Confirmation Header State are required first Confirmation Number which is any number you use to identify the order confirmation. You can use the same PO number Specify estimated Completion Date Click Next when finished. 	To confirm the entire order, click on: Create Order Confirmation	Purchase Order: 4500007066	rvice Sheet Create Invoice 🔻	r, especially c
• Order Breiter • Order Confirmation • Order	Confirming PO	Reject Entire Order From. Expo Dubai 2020 L.L.C Expo 2020, Site Office Jebel Ali 2020 DUBAI	To: DMCC-TEST Unitno:3904 Mazay 11609 Dubai Exit Next	
2 Est.* 28 Aug 2020 Est. Tax Cost: 3. Click Next when finished.	Confirm Entire Order Or	TEST	* Indicates required field C	 omplete order confirmation form: Enter Confirmation Number which is any number you use to identify the order confirmation. You can use the same PO number Specify estimated Completion Date
Name Size (bytes) Content Type	28 Aug 2020 Completion Date: Comments:	Est. Tax Cost:	3	Click Next when finished.
	Name	Size (bytes) Content Type		

Standard PO Service - Review and complete order confirmation

John Mining PO				- Terrous		
1 Confirm Entire Order	Confirmation Update	9				
2 Review Order Confirmation	Confirmation #: 6390 Supplier Reference: Attachments:	32				
	Line Items					
	Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
	▼ 00010	Content Production Current Order Status:	hate (Estimated Con	12 Aug 2020	10501	8,000.00 AED
	00010.1	Content Service item1	30.000 (EA)	npretion Date: 28 Aug 2	200.00 AED	6,000.00 AED
	00010.2	0 Content Service item1	20.000 (EA)		100.00 AED	2,000.00 AED

- Review the order confirmation and click Submit.
- Your order confirmation is sent to Expo 2020.

Purchase Order: 45000070	65			Done	
A SAP Ariba has partnered with Uber F	reight to provide suppliers with real-time	e pricing and reliable capacity, e	specially crucial during times of disr	ruption. Learn more	
Create Order Confirmation 👻	Create Service Sheet Create	Invoice 🔻	<u>±</u>	e	
Order Detail Order History					
From: Expo Dubai 2020 L.L.C Expo 2020, Site Office Jebel Ali 2020 DUBAI United Arab Emirates Phone: Fax:	To: DMCC-TEST Unitno:3904 Mazaya E 11609 Dubai United Arab Emirates Phone: Fax: Email: vijay.patil1@bc	Business Avenue cone.com	Purchase Order (Confirmed) 400007005 Amount: 3,000.00 AED Version: 1		
Payment Terms 0.000% 30 within 30 days Due net Comments Header text:Header Text Contact Information Supplier Address			Routing Status: A External Document Type: T Related Documents: 3	ucknowledged lactical - Contract (TC) M537	
Create Media Services DMCC Unitno:3904 Mazaya Business Avenue 11609 Dubai United Arab Emirates Email: vijay.park1@bcone.com Phone: + () 00971 44425674 Fax: Address ID: 0000120010		Once the o the Order S When view related doc	rder confirmat Status will disp ing documents uments are di	ion is subn Iay as Con s online, lir splayed.	nitted, Ifirmed. Iks to all

Standard PO Service – Service Sheet

Cre	ate Order Confirmation 👻 Create Service Sheet	Creat Sup Arba Hetroyk -	Ø
0	rder Detail Order History	Create Service Sheet	Update Save Diff Next
From: Expo 20 2020 D United / Phone: Fax:	Dubai 2020 L.L.C 120, Site Office Jebel Ali JBAI trab Emirates	Service Sheet Header	Poptional required fixed Add to insurate
1.	Enter Service Sheet Number which is any number you use to identify the service entry sheet.	Additional Trees Ter: Expe Date: 2000 LLC Expe 3020 Environ From: USA1 V Value Value Value Value Value Value Value Value Val	
2.	Enter Service Start and End Date (should be in the past)	The total size of all attachments cannot exceed 1018 Crossee Fair adds_3008 jag Add Attachment Add Comments	Renow
3.	Scroll down to attach proof of service completion, as required by either your contract or as specified by	Like No. Packs / Decorption Correct / 470000000 60000 Service 470000000 Include Part No. / Decorption Contraver Part # Type Ben Type Op / Unit Image: Contraver Part # Type Ben Type Op / Unit 2000 Image: Contraver Part # Type Ben Type Op / Unit 2000	Add = Pres Suitestal R0 AED 26 300 60 AED Deene Copy

your end user at Expo

2020

Standard PO Service – Service Sheet

Please attach any of the following relevant documents to your Service Sheet:

- Timesheets for consultancy resources duly approved by the relevant EXPO departmental staff managing the said resource.
- Milestone/works/services completion report or certificate signed by EXPO PM.
- Email from EXPO PM confirming delivery of service/works
- Signature of EXPO PM with name and position approval on Invoice submitted by vendor
- Delivery Note duly signed by the authorized EXPO departmental staff receiving the goods.
- Invoice detailing items delivered duly signed by the relevant EXPO departmental staff receiving the goods.

Please confirm with your end user at Expo the documents that should be attached to avoid rejection and delays.

Standard PO Service – Service Sheet Line Items

Service Entry Sh	No. (Fearintice							Contract #		
 00010 factor 	No. / Description							470000006		
2011	in here	4		Luinear Pari P	Total	item Ture	e Osvilinis		Price	Subtotal
	• •	EST		Concernent Prant Pr	Service U	Parved	100 CI	2	200.00 AED	20,000-00 AED Deter
5	Start Date:	19 Aug 2020				End Date:	21 1			
PRICE	ING DETAILS Price Unit: Unit Conversion:	C12 1				Price Unit Quantity: Description:	C Aug 20 the time the time the Ai to			
COM	Add Comments:						9 10 11 12 13 14 1 16 17 18 19 20 21 2 23 24 25 26 27 28 2 30 31			
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- 4. Select to include/exclude the line items that are to be submitted for this service sheet
- 5. Enter Service period Start and End Date (should be in the past) for each line item
- 6. Click on Next
- 7. Review and Submit

Standard PO Service – Wait for the Service Entry Sheet to be approved



Standard PO Service – Create Invoice



Standard PO Service – Create Invoice

Additional UAE Specific Inform Supplier TRN: 1234 Tax Invoice Number:	nation 456789012345	Customer TRN: ©181818181818 Restormer TRN: ©18181818181818 Restormer TRN: ©181818181818 Restormer TRN: ©181818181818 Restormer TRN: ©18181818181818 Restormer TRN: ©181818181818 Restormer TRN: ©1818181818 Restormer TRN: ©1818181818 Restormer TRN: ©18181818 Restormer TRN: ©18181818 Restormer TRN: ©181818 Restormer TRN: ©181818 Restormer TRN: ©181818 Restormer TRN: ©18181818 Restormer TRN: ©181818 Restormer TRN: ©181818
Supplier VAT Supplier VAT/Tax ID: 123 Supplier Commercial Identifier: Supplier Commercial Credentials:	1456789012345	Customer VAT Customer VAT/Tax ID:* 100219303300003
Add to Header Shipping Cost Shipping Documents		Scroll down to attach copy of actual invoice) → click on Add to Header → Attachment 1 Line Items, 1 Included, 0 Pre
Special Handling Insi Additional Reference D Comment Attachment	Nocuments and Dates	Shipping Documents Special Handling Discount
	*Attachments The total size of all atta Choose File test	Add Attachment Add Attachment Add Attachment Add Attachment
	Add to Header	▼ No file chosen

Standard PO Service – Create Invoice - Line level tax

Line I	ltems							2 Li	ne items, 1 inclu	ded, 0 Previously Fully	Invoice
Insert Lin	ne Item Options	egory: 59	6 WAT / WAT 5%	Taxes	Discount			Г		Adv to included Li	ines
\checkmark	Include	Туре	Part #	0% VAT / VAT 0%		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
	00010			5% VAT / VAT 5%							
	Include	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
\checkmark	0	SERVICE		Content Service item1			30	EA	200.00 AED	6,000.00 AED	

- If applying VAT, select "Tax Category" checkbox and select "VAT 5%"
- Select the line items you want VAT to be applied to
- Click "Add to Included Lines" button

nsert l	Line Item Optio	ns											
		Tax Cate	gory:	5% VAT / VA	1 5%	\sim	Discount					Add to includ	led Lines
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•	00010				Content Produ	uction							
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v		۲	SERVIO	æ	Content Ser	vice item1			30	EA	200.00 AED	6,000.00 AED	
	Se vice Peri	od	Servic	e Start Date:*	4 Aug 2020			Service End Da	IE:* 10 AUE	2020			
	Se vice Peri	od	Servic	e Start Date:+	4 Aug 2020	m		Service End Da	10 Aug	2020			
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Add **Start Date & End Date** for each service line. Please note date should be in the past.

Tax is added to the line items

Click on **Next** to review your invoice

Standard PO Service – Submit Invoice

Review your invoice and then click on **Submit**. You may print a copy of the digital invoice for record or else click on Exit

Create Invoice Confirm and submit this document, it will be electronically speed according if you want your invices to be stand in the Abba long term document active Tax Invoice	ing to the coverties of origin and destination of invoice. The documents originality covery is bloked fails failed. The document's destination coverty in Childing, you can subtractive to an archiving service. Note that you will also be able to archive still involves once you subscribe to the archiving service.	United Acad Environes	Invoice 14263278 has been submitted.	Your Invoid	e is submitted, the PO
Invoir Nanter: 1342 Invoir Santer: Moo Oliginal Purchan Oder: 4520	4234. Sodenar notig 34 Aug 2020 2:39 PH GMT-64:00 10tal Gins Anourt 2020/952 Trast New Annuert Annuert Dae	30,000,00 ABD 1,500,00 ABD 33,500,00 ABD 31,500,00 ABD 33,500,00 ABD	 Print a copy of the invoice. Exit invoice creation.	status is no can be fou	ow invoiced, and the invoice nd under related documents
REMIT TO:	BILL TO:	SUPPLER.		Click on Me	ore to view all related
DMCC-1237 Proto Address: D0000 1359 Davis United Artic Division Arema To & ADD1 Tan D of Sequelar. 12345/2000653	Bipp Oneki 2029 L.L.C. Potosi Adatesis Engo 2020, Sta office, Jones Ali 2020 Dodde Uriese Davids Elimines Adarese 40: 1000	test122 Potal Addres: Usino: 300 Mazjas Businesi Avenue Listo Doute Usinei Arez Diminei Addres: 10: Test2		documents	3
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LVPO (Low Value Purchase Order) Material





LVPO Material - Process flow



LVPO Material - Receive PO by email



LVPO Material - View your PO

urchase Order: 5500004985							Dope		
SAP Ariba has partnered with Uber Freight to	to provide suppliers with real-tim	e pricing and reliable capaci	ty. especially crucial during tim	es of disruption. Learn m	nore				
									View the order information- Ord
Create Order Confirmation Cre	reate Ship Notice Crea	e Service Sheet	reate Invoice 💌				¥ @	,	
Order Detail Order History									status, order detail
						Durahasa Ordar			
EXPO 2020 guad	Expo Dubai 2020 L.L.C Expo 2020, Site Office Jebel	Ali I	3: Jobalization Partner Internation Jubai Media City, Business Cer	nal-TEST tre 2		(New) 5500004985			
	2020 DUBAI United Arab Emirates	D L	ubai Inited Arab Emirates Phone:			Amount: 10,000.00 AED Version: 1			
	Fax	F	ax: imail: sahar.aljamal@sap.com						
yment ierms						Routing Stat	s: Sent		
hin 30 days Due net						External Document Typ	Z Low Value PO (LVPO)		
ntact Information pplier Address et G. Partner, International									
bai Media City, 2058 Dubai									
ited Arab Emirates ail: sahar.aljamal@sap.com									
: dress ID: 0000120390									
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Company Code: 1000 Purchase Group: C01									
Purchase Organization: 1000 w more »									
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Ship All Rems To	54	to .		Deliver To		How do I find the m	naining balance		
Expo Dubel 2020 LLC	Eq.	o Dubel 2020 L.L.C					ind m		
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ine Items					Show item Details	How do 1 update with orders are sent?	ine my purchase		
Line # Part # / Description	Type Re	um Oly (Unit)	Need By	Unit Price	Subrotal	* What if your custom	er changes or		
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LVPO Material - Create Order Confirmation

To confirm the entire order, click on:

- Create Order
 Confirmation
- Confirm Entire order



Confirming PO		Exit Next
(1) Contien Entire Order	* Order Confirmation Header	3
2 Reven Order Contemation	Gotfernation #. [1 Associated Planchase Coder #: 201930419_PO1 Contense: Arda, Inc 7EST Topplar flaference	
	SHEPPing And Tax Information Ent. Droging Date Ext. Droging Date Ext. Droging Date Ext. Droging Cent. Ext. D	

Complete order confirmation form:

- Enter Confirmation Number which is any number you use to identify the order confirmation. You can use the same PO number
- **Specify** Est. Shipping Date or Est. Delivery Date information
- **Click** Next when finished.

LVPO Material - Review and complete order confirmation

Confirming PO				Previou	Submit	Exit
Confirm Entire Order	Confirm	nation Update				
2 Review Order Confirmation	Confir Supplier R Atta	mation #: 34537 eference: chments:				
	Line	tems				
	Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
	10	Material Test Ourrent Order Status: 200.000 Confirmed As	200.000 (EA) Is (Estimated Delivery Di	18 Aug 2020 ate: 18 Aug 2020)	15.00 AED	3,000.00 AED
				Previous	Submit	Exit

- **1. Review** the order confirmation and click Submit.
- **2.** Your order confirmation is sent to Expo 2020.

Purchase Order: 5500004985		Done
SAP Ariba has partnered with Uber Freight to provide the second secon	de suppliers with real-time pricing and reliable ca	apacity, especially crucial during times of disruption. Learn more
Create Order Confirmation *	Notice Create Invoice 👻	± @
Order Detail Order History		
From: Expo Dubai 2020 L.L.C Expo 2020, Site Office Jebel Ali 2020 DUBAI United Arab Emirates Phone: Fax:	To: DMCC-TEST Unitno:3904 Mazaya Business Avenue 11609 Dubai United Arab Emirates Phone: Fax: Email: vijay.patil1@bcone.com	Purchase Order (Confirmed) -15000070005 Amount: 3,000.00 AED Version: 1
Payment Terms O.00096 30 Within 30 days Due net Comments Header text: Header Text Contact Information Supplier Address		Routing Status: Acknowledged External Document Type: Tactical - Contract (TC) Related Documents: 34537
Create Media Services DMCC Unitno:3904 Mazaya Business Avenue 11609 Dubai United Arab Emirates Email: vijay.patf1.@bcone.com Phone: + () 00971.44425674 Fax: Address ID: 0000120010	Once th the Orde When v related	e order confirmation is sub er Status will display as Co iewing documents online, li documents are displayed.

all

LVPO Material - Create Ship Notice

Create Ship Notice using your Ariba account once items were shipped. Multiple ship notices can be sent, if items are shipped at different times

Click the Create Ship Notice button.

Fill out the requested information on the Shipping form.

- Enter the Packing Slip ID this should be the number you included on the delivery note when the items were delivered.
- Enter **Ship Notice type-** Actual or estimated
- Enter **Dates** Shipping and Delivery

Any field with an asterisk is required.

Purchase Order: 550000	049 1	Done
SAP Aribe has partnered with Uber Create Order Confirmation + Order Detail Order History	Freight to provide suppliers with real-time pricing and reliable cap Create Ship Notice Create Invoice *	acity, especially crucial during times of disruption. Learn more
From: Expo Dubai 2020 L.L.C Expo 2020, Sile Office Jebel Ali 2020 DUBAI United Arab Eminates Phone: Fax:	To: DMCC-TEST Unitro:3904 Mazaya Business Avenue 11609 Dubai United Arab Emirates Phone: Fax: Email: vijay.patkl.@bcone.com	Purchase Order (Confirmed) 4500007065 Amount: 3,000.00 AED Version: 1
Payment Terms () 0.000% 30 within 30 days Due net Comments		Routing Status: Acknowledged External Document Type: Tactical - Contract (TC Related Documents: 34537

SHIPPING		TRACKI	NG.	
2 Packing Slip ID:*	1324267		Carrier Name:	\sim
Invoice No.:			Service Level:	
equested Delivery Date:	**			
Ship Notice Type*	Actual 🗸			
Shipping Date:*	17 Aug 2020			
Delivery Date:*	18 Aug 2020			
Gross Volume:		Unit:		
Course Mileiche		Link:		

LVPO Material – Submit ship notice

20150415_PO2 2	GOODS_62 10 EDX 18 Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (backage 12 each) 58 18 Shipment Status 75tal Bem Due Quantity: 10 BX 18 Confirmation Status 75tal Confirmed Quantity: 0 BX 10 BX Line Ship Oty Batch ID	New 2015 25.00 EUR 250.00 EUR Production Date Expiry Date	t Remove	3. Scroll do update th incase of	own to view line ite ne quantity shipped f partial shipment .	em information and I for each line item
Le Add Order Line Re	1 10 3 Add Ship Notice Line	4	Add Details	4. Click Ne Notice.	xt to proceed to re	view your Ship
5. Afte Sub 202	er reviewing your Ship Notice, click omit to send Ship Notice to Expo 20.	Create Ship Notice Confirm and submit this document. SHEP FROM DMCC-TEST United 3064 Mazaya Business Avenue 13680 Dubai	Previous DELIVER TO Expo Dubai 2020 LLC House Street	Save Submit Ever Purchase Order: 55000049	285 In the provide suppliers with real-time pricing and reliable capacity, es	Done specially crucial during times of disruption. Learn more
6. Afte Ord Sub from the View	er submitting your Ship Notice, the der Status will be updated to Shipped. omitted Ship Notices can be viewed n Outbox or by clicking the link under Related Documents from the PO w.	United Arab Emission Ship Notice Header SHIPPING Packing Silp ID: 1324267 Invoice No: Requested Delivery Date: Ship Hotice Type:: Actual Actual Shipping Date: 13 Aug 2020 Actual Delivery Date: 18 Aug 2020 12:00:00 PM Gross Volume: Gross Weight:	United Avab Eminates TRACKING Tracking information not provid	Create Order Confirmation + Cr Order Detail Order History Prom: Expo Dubal 2020 LLC Expo 2020, Sile Office Jabel Ali 2020 DUbal United Arab Emirates Phone: Faix:	To: DMCC-TEST Unitor:3004 Mazaya Business Avenue Linitor:3004 Mazaya Business Avenue Linitor:3004 Mazaya United Arab Emirates Phore: Fac Email: v[ay.pat]s[@bcone.com	L
18 SAP SE or an SAF	P affiliate company. All rights reserved. 1 CONFIDENTIAL	DELIVERY AND TRANSPORT INFORMATION Delivery Terms: Delivery Terms Description:	Shipping Payment N Shipping Contract N	Payment Terms ① 0.000% 30 within 30 days Due net Comments Header text:Header Text Contact Information Supplier Address Create Media Services DMCC		Roufing Statue Advant External Document Type: Tackcal - Contract (TC) Related Document T: 1324257 34537

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LVPO Material – Create Invoice

	firmation + Create Ship No	tice Create Invoice Standard Invoice	Click on Create Invoice → Standard Invoice, to start creating
Order Detail	Order History	Line-Item Credit Memo	the invoice
From: Expo Dubai 2020 L Expo 2020, Site Office 2020 DUBAI United Arab Emirates Phone: Fax:	.L.C Jebel Alii	Line-Item Debit Memo To: DMCC-TEST Unitno:3904 Mazaya Business Avenue 11609 Dubai United Arab Emirates Phone: Fax: Email: vijay.patil1@bcone.com	
eate Invoice			Update Save Exit Next
 Invoice Header Summary 			* Indicates required field Add to Header 🔻

LVPO Material – Create Invoice

Additional UAE Specific Inform Supplier TRN: 1234 Tax Invoice Number:	mation 456789012345	Customer TRN: ©181818181818 Customer TRN: ©181818181818
Supplier VAT Supplier VAT/Tax ID: 123 Supplier Commercial Identifier: Supplier Commercial Credentials:	3456789012345	Customer VAT Customer VAT/Tax ID:* 100219303300003
Add to Header Shipping Cost Shipping Documents Seecial Headling		Scroll down to attach copy of actual invoice) → click on Add to Header → Attachment 1 Line Items, 1 Included, 0 Pre
Additional Reference D Comment Attachment	Documents and Dates	Shipping Documents Special Handling Discount
	*Attachments The total size of all atta Choose File test	Add Attachment Add Attachment Add Attachment Add Attachment
	Add to Header	▼ No file chosen

LVPO Material – Create Invoice - Line level tax

Line Items	1 Line Items, 1 Included, 0 Previously Fully Invoiced	
Insert Line Item Options	 If applying VAT, select "Tax Category" checkbox and select "VAT 5%" Customer Part # Guardey Unit Unit Price Subsect Select the line items you want VAT to b 	De
SO CO MATERIAL	applied to	
Price Unit: EA	Click "Add to Included Lines" button	
Unit Conversion: 1	Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced	
Tax	Insert Line Item Options	
Le Line Item Actions V Delete	Tax Category: 5% VAT / VAT 5% VAT 5% VAT 5% VAT / VAT 5% VAT 5% VAT 5% VAT 5% VAT 5% VAT 5% VAT	
	No. Include Type Part # Description Customer Part # Quantity Unit Unit Price Subtotal	
	10 MATERIAL Material Test 200 EA 15:00 AED 3,000.00 AED	
	Pricing Details Price Unit EA Price Unit Quantity: 1 Unit Conversion: 1 Description:	
	Tax Category:* 5% VAT / VAT 5%	
	Rate(%): 5 Tax Amount: 150.00 AED	
	Description: VAT 5% Exempt Detail: (no value) V	
	Tax is added to the line items then click on	Next
	Date Of Pre-Payment: Date Of Supply: 17 Aug 2020	
	Law Reference: Triangular Transaction	
	Line Item Actions * Delete	

LVPO Material – Submit Invoice

Review your invoice and then click on **Submit**. You may print a copy of the digital invoice for record or else click on Exit

Create Invoice Confirm and subset the decurrent, it will be decurrently righted according in the cost if you want your involves to be natived in the Adata long term document and/hilling you Take Invoice Invoice Invoice Tautors: 334334 Invoice Taut. Invoice Tautors: 334334 Invoice Taut. Invoice Invoi	ettes of onlige and declaration of monics. The documents adquirating sparsity is United field. Enciroses. The documents declaration country is an taxbooke to an antiching service. Note that you will also be able to anticles of involves more you addroibe to the antiching service. 2005 2:30 PM GMT-04:00 End field for an antiching service. Total field areas Annual. Annual Tax	30,000,00 A4D 1,50,000 A4D 1,50,000 A4D 13,50,000 A4D 13,50,000 A4D 13,50,000 A4D	Privos 50 500 201 Invoice 14263278 has been submitted. • Print a copy of the invoice. • Exit invoice creation.	 Your Invoice is submitted, the PO status is now invoiced, and the invoi can be found under related docume
RENT TO: DWCC 1257 Poto Accore 2000 2000 Deal United Youk Devanses Rent To C: 0001	BILL TO: Expo Dates 2005 LLC. Protot Address. Expo 2005, Sin Color Ander All 2000 Dubal United And Disman. Videos do: 1000	SUPPLER: Inst22 Posts Address: Libbi Davi Uniter Ave Ennime. Address ID: Tent2		 Click on More to view all related documents
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			Payment Terms 0.000% 30 within 30 days Due net Comments Header text:Header Text Contact Information Surveiller Advance	Routing Status; Acknowledged External Document Type: Tactical - Contract (TC Related potentieros: 14405276 5000021509 1324267 More(1) =



LVPO (Low Value Purchase Order) Service





LVPO Service - Process flow



LVPO Service - Receive PO by email



LVPO Service - View your PO



LVPO Service - Create Order Confirmation

To confirm the entire order, click on: Create Order Confirmation	Purchase Order: 5500004985 ▲ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing a Create Order Confirmation ▼ Create Service Sheet Create Invoid Confirm Entire Order History	and reliable capacity, especially c
Confirm Entire order	Reject Entire Order	
Confirming PO	Expo 2020, Site Office Jebel Ali 2020 DUBAI Exit Next	ess Avenue
① Confirm Entire Order ▼ Order Confirmation Heat ② Review Order Confirmation 1 Confirmation 1 Associated Purchase Order #: Customer: 4500007066 Supplier Reference: Supplier	Ider * Indicates required field	 Complete order confirmation form: 1. Enter Confirmation Number which is any number you use to identify the order confirmation. You can use the same PO number
Shipping and Tax Information 2 Est.* 28 Aug 2020 Completion Date: Comments:	Est. Tax Cost:	 Specify estimated Completion Date Click Next when finished.
Attachments Name 5	ize (bytes) Content Type No items	

LVPO Service - Review and complete order confirmation

Committing PO				Previous	J	
1 Confirm Entire Order	Confirmation Update					
2 Review Order Confirmation	Confirmation #: 639082 Supplier Reference: Attachments:	2				
	Line Items					
	Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
	▼ 00010	Content Production Current Order Status:		12 Aug 2020		8,000.00 AED
	00010 10	Confirmed With New D	ate (Estimated Com	npletion Date: 28 Aug 2	2020)	
	00010.10	Content Service item1	30.000 (EA)		200.00 AED	6,000.00 AED
	00010.20	Content Service item1	20.000 (EA)		100.00 AED	2,000.00 AED

- Review the order confirmation and click Submit.
- Your order confirmation is sent to Expo 2020.



LVPO Service – Service Sheet

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time provide suppliers with real-time provide suppliers.	icing and reliable capacity, especially crucial during times of disruption. Learn more		
Create Order Confirmation * Create Service Sheet Create Order Detail Order History	e Invoice 👻	Ŧ	e
From: Expo Dubai 2020 L.L.C Expo 2020, Site Office Jebel Ali 2020 DUBAI United Arab Emirates Phone: Fax:	To: DMCC-TEST Unitno:3904 Mazaya Business Avenue 11609 Dubai United Arab Emirates Phone: Fax: Email: vijay.patil1@bcone.com	Purchase Order (Serviced) 5500004985 Amount: 8,000.00 AED Version: 1	
Payment Terms O O O O O O O O O O O O O O O O O O O		Reating Status: Adv External Document Type: Tact Related Documents: 232 100 500	Contract - VIK (TCV) 81 0039466 0021510 lore(1) >
Supplier Address			

** Please <u>do not</u> create a Service Entry Sheet (SES) for LVPO Service.

This will be auto-generated once your end-user (at Expo 2020) confirms the services have been delivered. Please contact your end-user when the services have been delivered and provide any documents required.

Once they approve delivery, the status of your PO will update to 'Serviced'

When this happens, you will be able to proceed to 'Create Invoice'

LVPO Service – Create Invoice



LVPO Service – Create Invoice

Additional UAE Specific Infor Supplier TRN: 123 Tax Invoice Number:	mation 1456789012345	Customer TRN: ©181818181818 Rustomer TRN: ©1818181818 Rustomer TRN: ©1818181818 Rustomer TRN: ©1818181818 Rustomer TRN: ©1818181818 Rustomer TRN: ©18181818 Rustomer TRN: ©18181818 Rustomer TRN: ©18181818 Rustomer TRN: ©18181818 Rustomer TRN: ©18181818 Rustomer TRN: ©181818 Rustomer TRN: ©181
Supplier VAT Supplier VAT/Tax ID: 12 Supplier Commercial Identifier: Supplier Commercial Credentials:	3456789012345	Customer VAT Customer VAT/Tax ID:* 100219303300003
Add to Header Shipping Cost Shipping Documents Special Handling		Scroll down to attach copy of actual invoice) → click on Add to Header → Attachment 1 Line Items, 1 Included, 0 Pre
Additional Reference Comment Attachment	Documents and Dates	Shipping Documents Special Handling Discount
	*Attachments The total size of all atta Choose File test	Chments cannot exceed 10MB Add Attachment Add Attachment Choose file from your desktop and click on Add Attachment
	Add to Header	▼ No file chosen

LVPO Service – Create Invoice - Line level tax

Line I	Items								2 Li	ne Items, 1 Inclu	ded, 0 Previously Fully Invoid
Insert Lin	e Item Option	s 🖌 Ti x Catej	gory: 5%	VAT / VAT 5%	Taxes	Discount			Г		Add to Included Lines
\checkmark		Include	Туре	Part #	0% VAT / VAT 0%		Customer Part #	Quantity	Unit	Unit Price	Subtotal
	00010				5% VAT / VAT 5%						
		Include	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal
\checkmark		۲	SERVICE		Content Service item1			30	EA	200.00 AED	6,000.00 AED

- If applying VAT, select "Tax Category" checkbox and select "VAT 5%"
- Select the line items you want VAT to be applied to
- Click "Add to Included Lines" button

nsert l	Line Item Optio	16										
		Tax Catego	ary:	5% VAT / VA7	5%	Discount					Add to includ	ed Lines
✓		Include	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
•	00010				Content Production							
		Include	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
\checkmark		۲	SERVIC	ε	Content Service item1			30	EA	200.00 AED	6,000.00 AED	
	Service She	rt Details xd	Serv	rice Sheet #: e Start Date:*	4 Aug 2020		Service Line No.: Service End Da	10 le:* 10 Aug :	2020			
	Service She	rt Details	Service	rice Sheet #: e Start Date:+	4 Aug 2020		Service Line No.: Service End Da	10 10:* 10 Aug 3	2020			
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Add **Start Date & End Date** for each service line. Please note date should be in the past.

Tax is added to the line items

Click on **Next** to review your invoice

LVPO Service – Submit Invoice

Review your invoice and then click on **Submit**. You may print a copy of the digital invoice for record or else click on Exit

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