



bp Invoice Against Contract Guide

Date: July 2021

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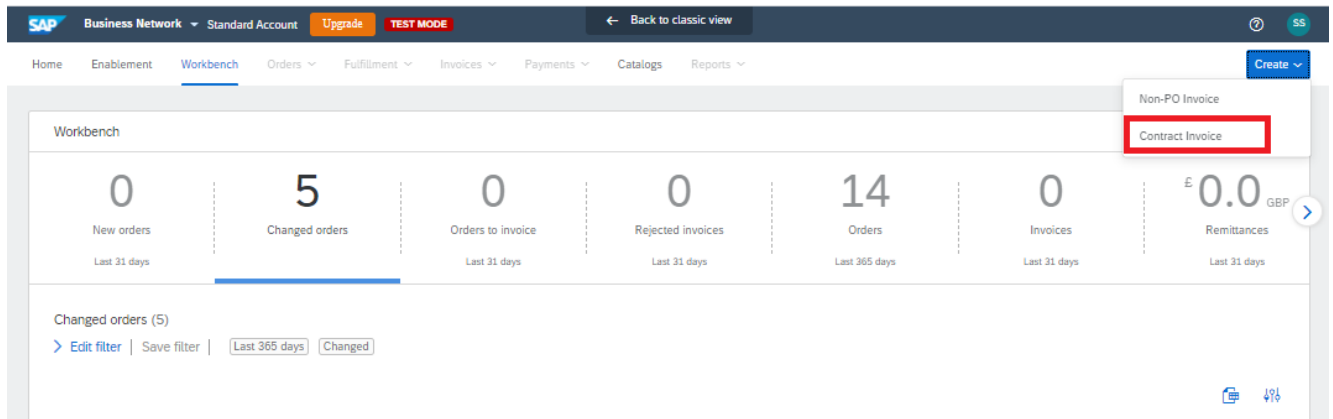
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1 bp Invoice Against Contract

The following guidelines will help to ensure that suppliers can submit an invoice directly against a contract issued by bp.

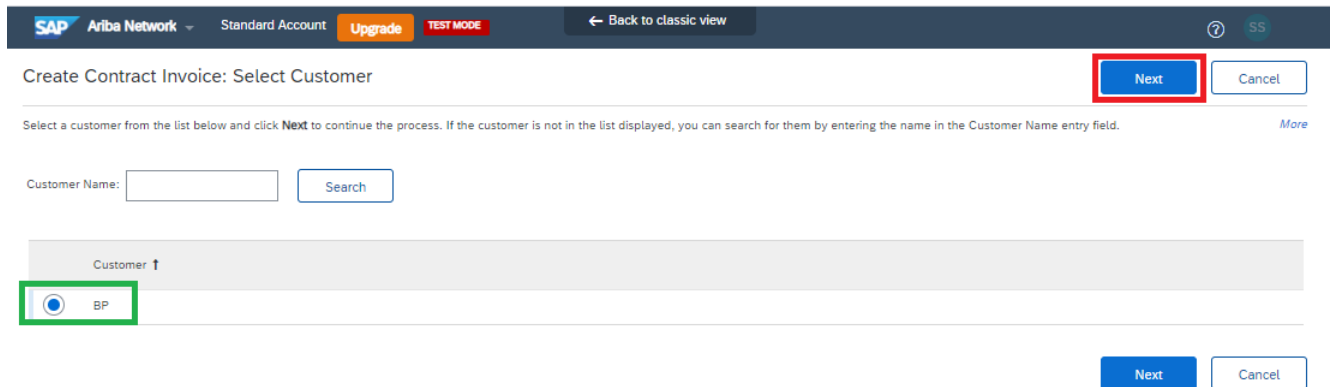
1.1 Create Contract Invoice

From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **'Contract Invoice'**.



1.2 Select bp from the Customer List

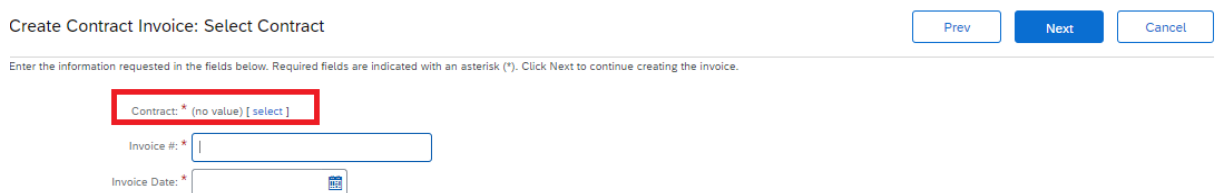
If you supply to multiple customers, first select **'bp'** from the list then click **Next**.



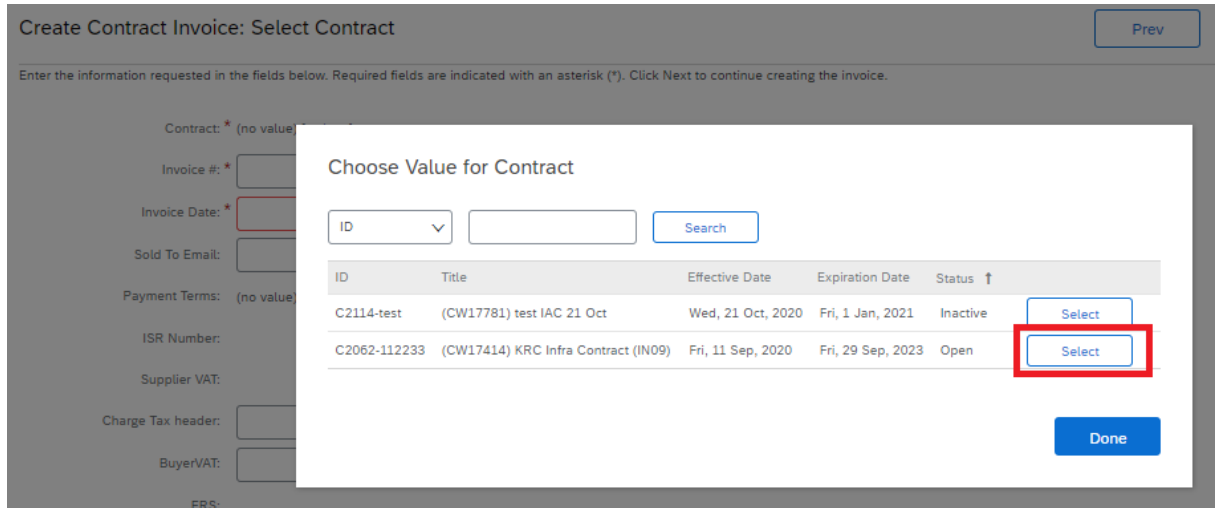
1.3 Select the Contract to Invoice

On the **Invoice Entry** page, click the **down arrow** in the **Contract** field. If the contract you are looking for is shown, click it.

1.3.1 If you do not see the contract you need, click **'Select'**, which opens the contract chooser to display all available contracts.



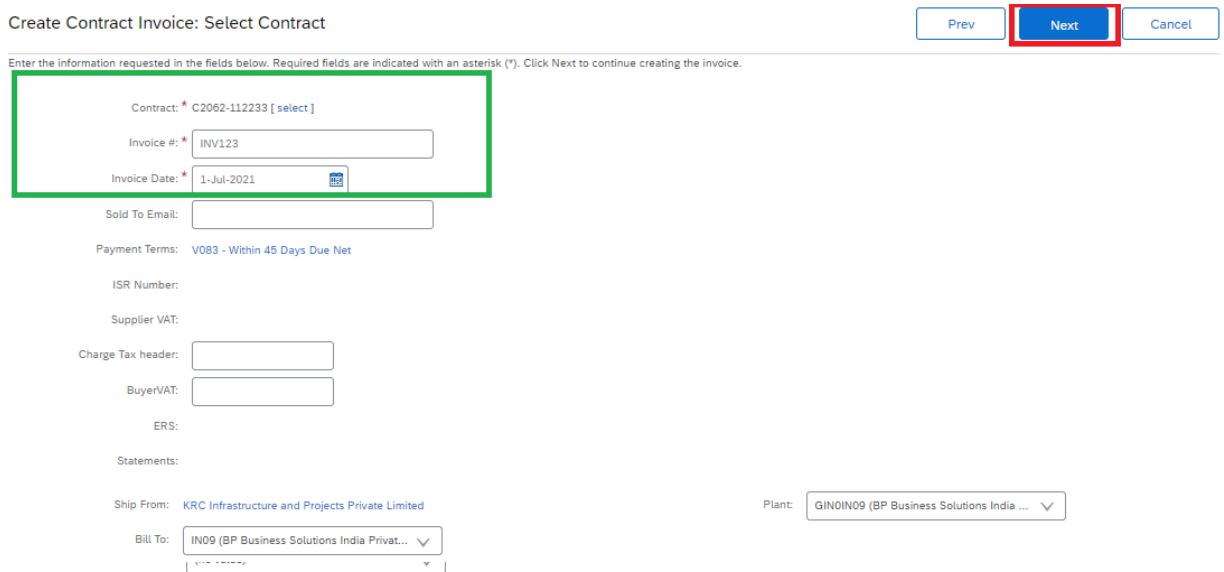
1.3.2 Click **Select** next to the contract you wish to invoice and then click **Done**.



1.4 Enter Invoice Details

Enter the invoice information into the invoice form as follows:

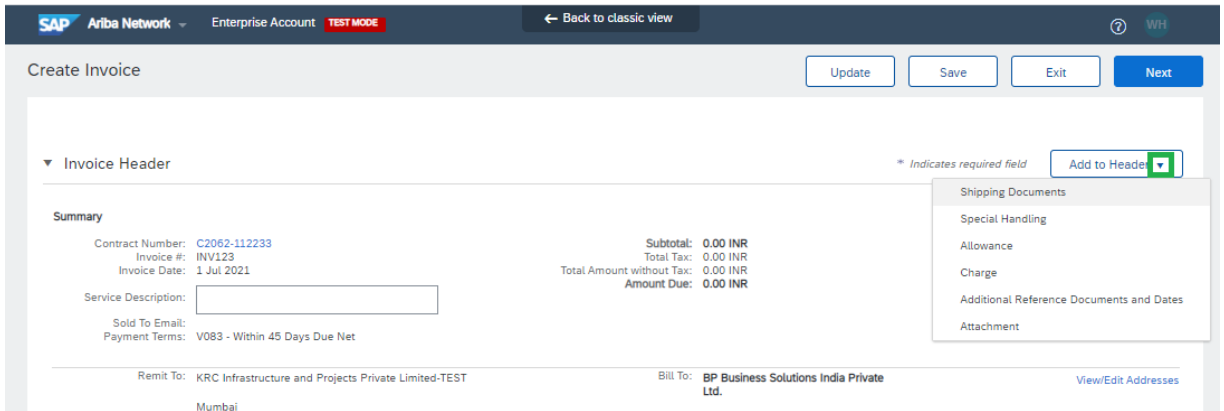
1.4.1 Enter data in all required fields with a red *. Fill in any optional fields as needed, then click **Next**.



1.4.2 In the **Invoice Header** section, click the drop-down arrow on the **Add to Header** button.

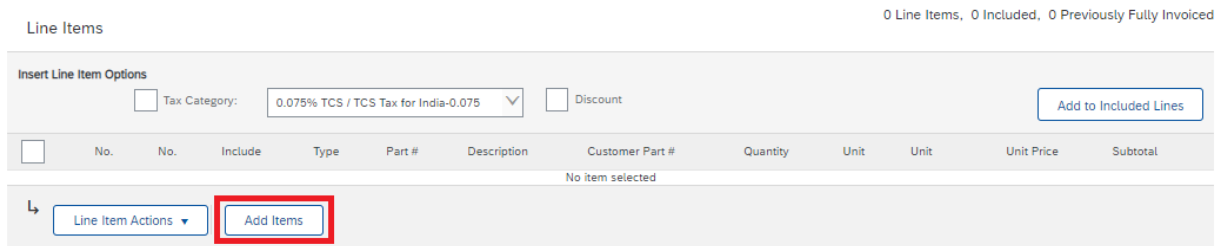
This lets you add sections to enter tax, shipping, special handling, discount, comments, and attachments at the header level.

Note: this is optional and up to each supplier to use if they require.



1.4.3 In the **Line Items** section, click **Add Items** to select items from the catalogue to invoice.

You can also click the **Line Item Actions** button and add non-catalogue items as required.



1.4.4 Click the check box for each item you wish to include on this invoice. Make sure to update the **Qty** and then click **Add Item** on each item you are adding. Click **Done** when finished.

Create Contract Invoice: Add Contract Item

Contract: C2062-112233

Browse By Category: Maintenance, Repair and Operations > Raw Materials >

All Categories Search by part #, supplier name, or keyword

3 item(s) found View: Sort by: Relevance

<input checked="" type="checkbox"/>		Item-1 Supplier: KRC Infrastructure and Projects Supplier Part #: 1122 Available in: 7 Day(s) Item-1	7,347.54 INR / each Qty: <input type="text" value="3"/> <input type="button" value="Add Item"/>
<input checked="" type="checkbox"/>		Item-2 Supplier: KRC Infrastructure and Projects Supplier Part #: 11221 Available in: 7 Day(s) Item-2	100.00 INR / each Qty: <input type="text" value="1"/> <input type="button" value="Add Item"/>
<input type="checkbox"/>		Item-3 Supplier: KRC Infrastructure and Projects Supplier Part #: 112214 Available in: 7 Day(s) Item-3	100.00 INR / each Qty: <input type="text" value="1"/> <input type="button" value="Add Item"/>

Note: If no items are visible to click, please follow the instructions from SAP [here](#).

1.4.5 Click the check box next to each line item you would like to add additional details, such as line level tax, line level discounts, line level special handling charges, etc. Then click the **Add to Included Lines** button. This will add these to each line that is selected.

Use this when you need to vary the additional data by line. If not required, perform this action at the **Invoice Header** level above in **step 1.4.2**.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Central GST Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	1122	Item-1		3	EA	7,347.54 INR	22,042.62 INR

Shipping: Ship From: KRC Infrastructure and Projects Private Limited (Mumbai, MH, India) | Ship To: BP Business Solutions India Private Ltd- SEZ (Pune, MH, India) | Deliver To: BP Business Solutions India Private Ltd- SEZ [View/Edit Addresses](#)

Additional Fields: Supplier HSN/SAC:*

Classification: Domain: unspsc | Code: 50201706 [Remove](#)

1.4.6 Fill in the additional information in these added fields, including the **percentage** of tax in the **Rate (%)** field (unless no tax is applicable then type **'0'** and select **Exempt** from the **Exempt Detail** field).

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options
 Tax Category: Central GST 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	1122	Item-1		3	EA	7,347.54 INR	22,042.62 INR

Tax

Category: Central GST

Location:

Description:

Regime:

Charge Tax Amount:

Shipping

Ship From: KRC Infrastructure and Projects Private Limited
 Mumbai
 MH
 India

Ship To: BP Business Solutions India Private Ltd- SEZ
 Pune
 MH
 India

Deliver To: BP Business Solutions India Private Ltd- SEZ

Packing Slip ID: Delivery Note ID:

Packing Slip Date: Delivery Note #:

Tax Details (highlighted in red):

Remove

Taxable Amount: 22,042.62 INR

Rate(%): 10

Tax Amount: 2,204.26 INR

Exempt Detail: (no value)

(no value)

Zero Rated

Exempt

1.4.7 Where required to confirm service receipt, 'signatures' on supporting documentation includes legible hand-written signatures and electronically verified signature stamps (e.g., DocuSign).

1.4.8 When you are ready to submit the invoice to your customer, click **Next** to review the invoice before submitting.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options
 Tax Category: Central GST 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	1122	Item-1		3	EA	7,347.54 INR	22,042.62 INR

Tax

Category: Central GST

Location:

Description:

Regime:

Charge Tax Amount:

Shipping

Ship From: KRC Infrastructure and Projects Private Limited
 Mumbai
 MH
 India

Ship To: BP Business Solutions India Private Ltd- SEZ
 Pune
 MH
 India

Deliver To: BP Business Solutions India Private Ltd- SEZ

Additional Fields

Supplier HSN/SAC: 12345

Classification

Domain: unspsc Code: 50201706

Line Item Actions

1.4.9 When you have reviewed all the information and everything is correct, click the **Submit** button to send your invoice to bp.

Subtotal: 22,042.62 INR
 Tax: 2,204.26 INR
 Shipping: 0.00 INR

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
Central GST	10%		22,042.62 INR	2,204.26 INR				

Additional Information:

Invoice Summary

Subtotal: 22,042.62 INR
 Total Tax: 2,204.26 INR
 Total Shipping: 0.00 INR
 Total Amount without Tax: 22,042.62 INR
 Amount Due: 24,246.88 INR

Previous Save Submit Exit

1.4.10 After you have submitted your invoice, feel free to **Print** this invoice or **Exit** the invoice creation stage.

Ariba Network
Enterprise Account
TEST MODE

Invoice INV123 has been submitted.

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