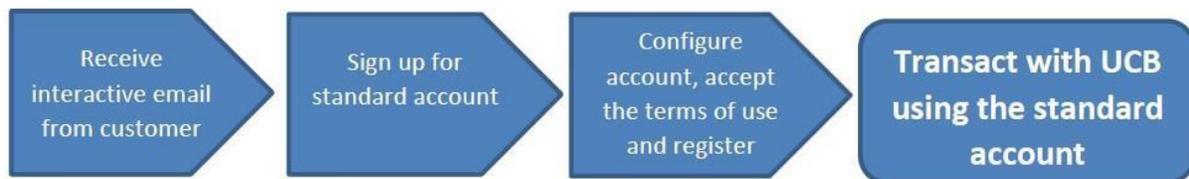


How to create an invoice to UCB through ARIBA Network

Follow a few simple steps and your invoice is submitted in a few minutes!

- ➔ Result – access to quickly transact with SAP Ariba customers for FREE, invoice received by UCB instantly, improve customer retention, and get paid faster.

4 Simple steps to follow:



Step 1. Receive Interactive Email Order from Customer. Click the *Process Order* button in the PO notification (interactive email)



A new purchase order from UCB is waiting for your response on SAP Business Network.

Hello Aryzta,

UCB would like to invite you to connect with us on SAP Business Network.

10 + purchase orders are waiting for your response. To access the purchase order, please click on process order and register on SAP Business Network for free account

Electronic Purchase orders and Invoices are a standard part of doing business with UCB and we are excited to bring you along on this journey. We look forward to our enhanced business relationship.

Follow the **Process order** button below to create a **FREE Ariba Network standard account** or to connect with an already existing account.

Please take note that if you select the option to *Upgrade* on the Ariba portal or connect with an existing enterprise account, your action could trigger ARIBA fees.

In case of process related questions contact us:

Email: e-Invoicing@ucb.com

Click Process order to register and connect

Process order

Reply to this email to send your customer a message. If your company received this email by mistake, you can stop receiving purchase orders via SAP Business Network.

Purchase order details

Step 2. Select the *Sign up* option to create a new standard account OR use your existing standard account by clicking on *Log in*

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 light account is **Free**

[Learn more](#)

Step 3. Configure Account, Accept Terms of Use, and Register

Review your Company information

Company information

Company Name*

Country* * Indicates a required field

Address*

City*

Postal Code*

State

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.

Enter your User account information

User account information

Name*

Email*

Use my email as my username

Username*

Password*

Language:

Email

Accept Terms of Use and click on Register

I have read and agree to the Terms of Use and the Ariba Privacy Statement

Please note that after your Light Account is registered, future POs will be sent to your designated user account email

Step 3. Go to the *Create invoice* section and select *Standard invoice*

Purchase Order: 43000

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

Dropdown: Standard Invoice, Credit Memo, Line-Item Credit Memo

Order Detail, Order History

Step 4. Complete – **Invoice number** and **invoice date** and then click on the **Add/Update** option and select the type of invoice you want to submit and make the lines visible in order to add the quantity and net amount to be invoiced:

Purchase Order: 4300010715

Invoice #: *

Invoice Date: 27 Sep 2021

Service Description:

Supplier Tax ID:

Remit To: Payment details

Subtotal: £0.00 GBP
Total Tax: £0.00 GBP
Total Gross Amount: £0.00 GBP
Total Amount without Tax: £0.00 GBP
Total Net Amount: £0.00 GBP
Amount Due: £0.00 GBP

Line Items

U Line Items, U Included, U Previously Fully Invoiced

Insert Line Item Options

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			Test							

Buttons: Add/Update, Add General Service, Add Labor Service, Add Material

Line Items

Insert Line Item Options

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		test		2	EA	£5.00 GBP	£10.00 GBP

Step 5. Enter the tax information

Insert Line Item Options

Tax Category: 0% VAT / Exempt Intra EU delivery 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		test		2	EA	£5.00 GBP	£10.00 GBP

Category: 0% VAT / Exempt Intra EU delivery

Description: Exempt Intra EU delivery

Date Of Supply: 27 Sep 2021

Taxable Amount: £10.00 GBP

Rate(%): 0

Tax Amount: £0.00 GBP

Exempt Detail: (no value)

1. Select the line

4. Add Tax Rate

3. Select Tax

2. Click Line Item Actions

Step 6. Click on *Update* → if there are no errors, click on *Next*

Update Save Exit Next

Step 7. Verify your invoice, if all is correct →



your invoice to UCB.

If something is unclear or have any questions/issues you should contact us at:



E-invoicing@ucb.com