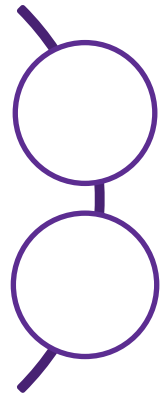


# How to flip a Service Entry sheet to an invoice with an ARIBA standard account

# Prerequisites

- 
1. Service JMS PO's
  2. Active on Ariba – Standard Account
  3. Activated for SE Flip by Proximus

To flip a service entry sheet (SE) into an invoice via Ariba Network, there are 2 possibilities:



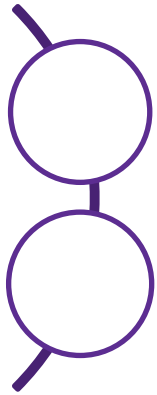
1. Flip 1 SES into 1 invoice

2. Flip multiple SES (from the same PO) into 1 invoice



# 1. Flip 1 SE into 1 invoice

## Steps to follow



1. Open the mail you received from Ariba Network : “Approved – Service sheet ...”

2. Click on the link to open your Service Sheet in Ariba Network

# 1. Flip 1 SES into 1 invoice



Service Sheet:

Create Invoice

Copy This SES

Detail

History

Service Sheet  
(Approved)

Subtotal: 10.00 EUR

To  
**Proximus**  
Proximus S.A. de droit public - TEST  
Koning Albert II laan, 27  
1030 Brussel / Bruxelles  
  
Belgium  
Phone: + ( ) +32 2 2054000  
Fax: + ( ) +32 2 2054040  
Address ID: BELG

Supplier Reference:

Comments

Routing Status: Acknowledged  
Related Documents:

- When you have the Service Sheet open, click on “Create Invoice”
- Make sure the status of your Service Sheet is “Approved”

# 1. Flip 1 SES into 1 invoice

Update Save Exit **Next**

## ▼ Invoice Header

\* Indicates required field Add to Header ▼

### Summary

Purchase Order: [blurred]  
Invoice #: [blurred]  
Invoice Date: [blurred]  
Service Description: [blurred]

Subtotal: 215.00 EUR  
Total Tax: 45.11 EUR  
Amount Due: 260.15 EUR

[View/Edit Addresses](#)

Remit To: [blurred]

Bill To: [blurred]

- Fulfil the **required fields**
- Include the **Tax category** to the line item by selecting the tax category and clicking on “Add to included Lines”
- Make sure you **include** the line item you want to invoice
- Click on “**Next**”

### Shipping

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: [blurred]

**Insert Line Item Options**

Tax Category: 6% VAT / 6% Belgium Tax rate  Discount Add to Included Lines

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▼			00030	test sE					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Kabelleggingen: geplande werken		50	LE	1.00 EUR	50.00 EUR

**Service Sheet Details** Service Sheet #: 1001401815 Service Line No.: 10

Comments

[Remove](#)

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice is:Belgium. The document's destination country is:Belgium.  
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note service.

- Review all information & click on "Submit"

### Standard Invoice

Invoice Number: [blurred]  
Invoice Date: [blurred]  
Original Purchase Order: [blurred]

Subtotal: [blurred]  
Total Tax: [blurred]  
Total Gross Amount: [blurred]  
Total Net Amount: [blurred]  
Amount Due: [blurred]

#### REMIT TO:

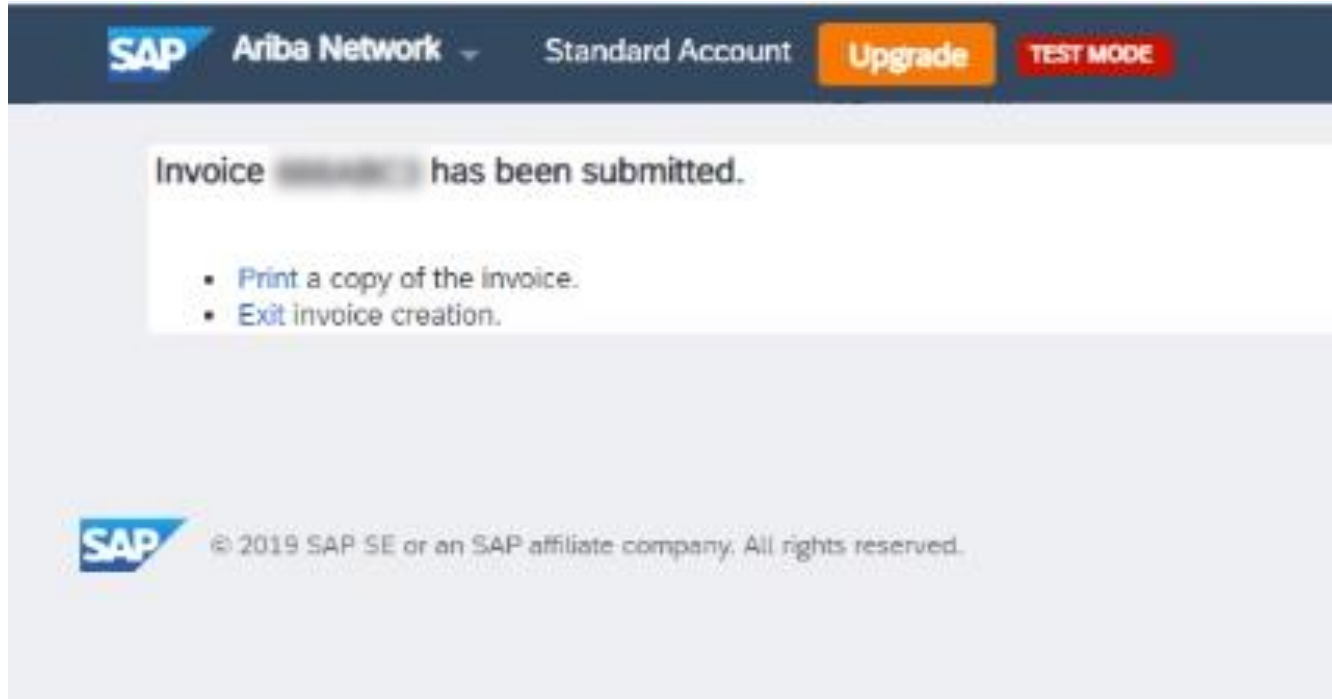
#### BILL TO:

#### SUPPLIER:

Proximus SA / NV  
  
Postal Address:  
Bd Roi / Koning Albert II Ln, 27  
1030 Brussel / Bruxelles  
  
Belgium  
Address ID: BELG  
  
Phone : +32 (0) 2 2054000

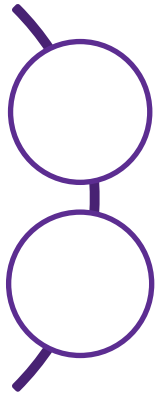


# Your invoice is now successfully submitted



## **2. Flip multiple SES (from the same PO) into 1 invoice**

## Steps to follow



1. Open the mail you received from Ariba Network for your Purchase Order (note: always start from the latest mail you received for that particular PO)

2. Click on the button “Process Order” to open your Purchase Order in Ariba Network

Purchase Order: 4503079660

Done

Create Order Confirmation ▾

Create Ship Notice

Create Service Sheet

Create Invoice ▾



Order Detail

Order History

- Click on “Create Invoice”

**proximus**

From:  
Proximus SA / NV  
Bd Roi / Koning Albert II Ln, 27  
1030 Brussel / Bruxelles

Belgium  
Phone: +32 (0) 2 2054000  
Fax: + ( ) +32 2 2054040

To:  
[Redacted]


Purchase Order

(Previous Version)

Payment Terms ⓘ

Routing Status: Sent

Follow the remaining steps from Use case 1 (Flip 1 SE into 1 invoice) to continue the creation of your invoice

- 
- 1 Fulfil all required data
  - 2 Select the Service Entries you would like to invoice
  - 3 Include the correct Tax Categories
  - 4 Click on “Next”
  - 5 Review the Summary
  - 6 Click on “Submit”
  - 7 Your invoice has been successfully submitted

# Thank You