

How to add Recupel –
Auvibel – Bebat taxes
on the invoice?

When?

1. When creating an invoice via Purchase order for goods impacted by one of the taxes:
 - Recupel
 - Auvibel
 - Bebat



1. Before to start invoicing



Make sure that the PO is available in Ariba Network



The PO fulfilled partially or completely

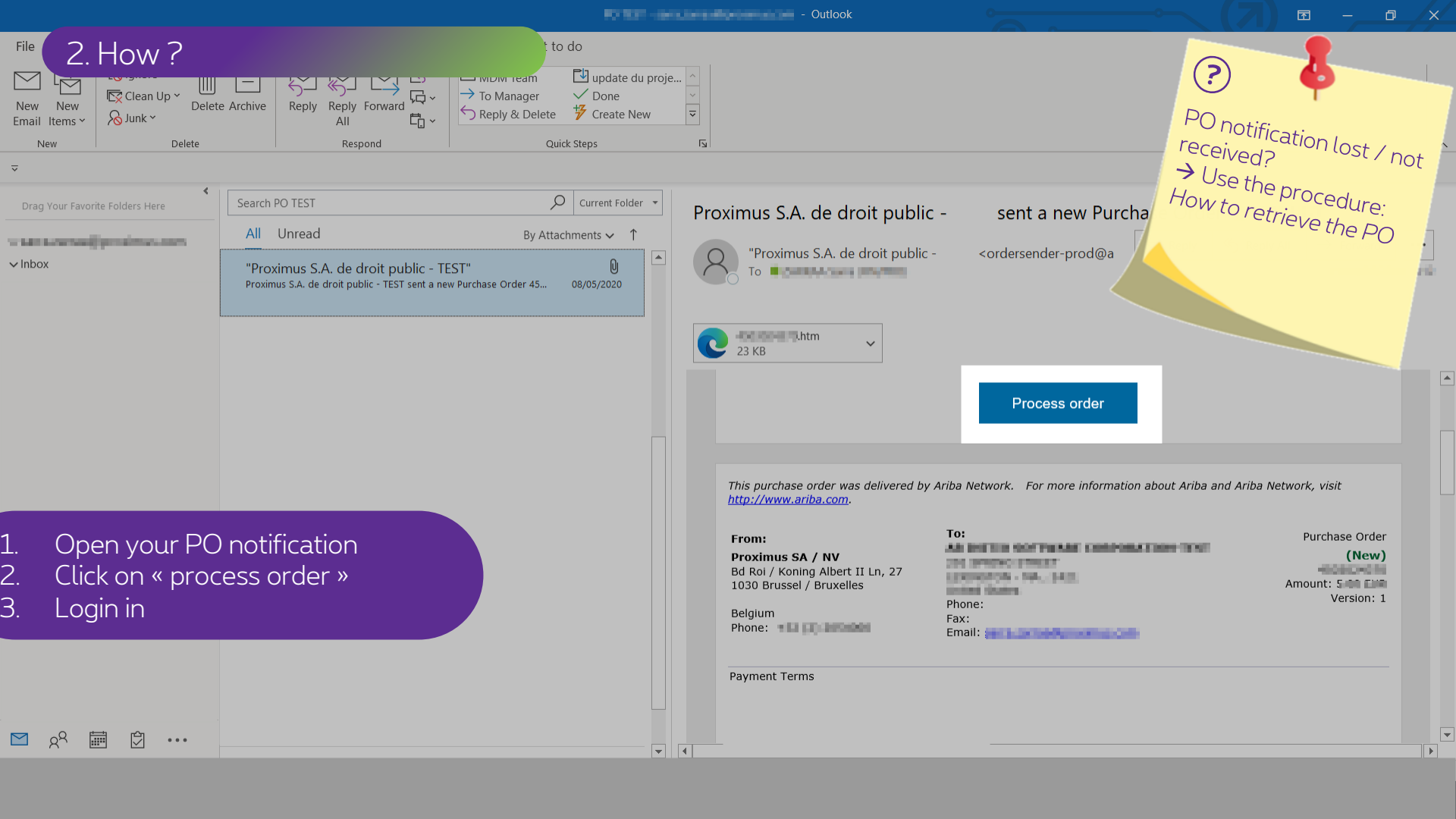


DO NOT send the PDF invoice.

2. How ?

1. Open your PO notification
2. Click on « process order »
3. Login in

?
PO notification lost / not received?
→ Use the procedure:
How to retrieve the PO



Purchase Order: [blurred]

Create Order Confirmation
Create Ship Notice
Create Invoice

Order Detail | Order History



From:
Proximus SA / NV
 Bd Roi / Koning Albert II Ln, 27
 1030 Brussel / Bruxelles
 Belgium
 Phone: +32 (0) 2 2054000
 Fax: + () +32 2 2054040

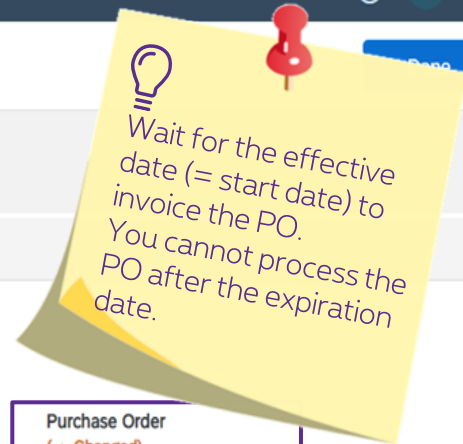
1. FROM

To:
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]
 [blurred]

2. TO

Purchase Order
 (+ Changed)
 [blurred]
 Amount: [blurred] EUR
 (Previous Version)

3. PO number



Routing Status: Sent
 Effective Date: 1 Jan 2021
 Expiration Date: 31 Dec 2021

2. How?

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order:

Invoice #:*

Invoice Date:* 4 Mar 2021

Service Description:

Remit To:

Subtotal: EUR

Total Tax: 0.00 EUR

Amount Due: EUR

[View/Edit Addresses](#)

Belgium

Bill To: Proximus SA / NV

1. Header level :

Scroll down until you reach the next screen

Header level shipping

Line level shipping

Ship From:

Ship To:

[View/Edit Addresses](#)

Deliver To:

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: *

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: *

Supplier Legal Form: *

2. Line item level:

Click on « line item actions » - « comment »

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling 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 checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	<input type="text" value="BOL-BORCOON (see - MAT - 2016-2017)"/>	<input type="text"/>	1	H87	115,000.00 EUR	115,000.00 EUR

Pricing Details

Price Unit: H87
Unit Conversion: 1

Price Unit Quantity: 1
Description:

Tax

↳ [Line Item Actions](#)

[Update](#)

[Save](#)

[Exit](#)

[Next](#)

Comment

Comments:

Inclusive in the total amount (= total invoice amount) = Recupel: 0.8 eur; Auvibel: 1.2 eur;
Bebat: 0.9 eur

Default Invoice Comment
Text:

[Empty text input field for Default Invoice Comment]

Add the required comment
(Example indicated above)

[Empty text input field for comment]

Proceed further like you are used to and correctly submit your invoice via Ariba.

Add to Header ▼

Thank You

More info?

www.proximus.com/suppliers/ariba

