

CREATE CONTRACT BASED INVOICE WITH NON-CATALOG ITEMS

It is Apache policy to use the pricing loaded into your contract, if available. If you have items loaded in your catalog and you submit non-catalog items, the invoice is subject to rejection. Non-catalog item usage must be approved by Apache

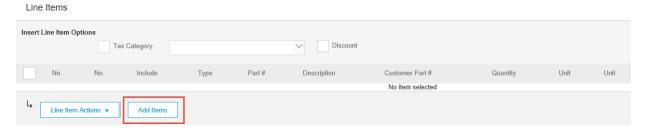
You will need the following information before you can submit your invoices into Ariba. This information is provided to you by the person who requested the work, service, equipment etc. You may see this information on a stamp or have received it over the phone or through email. If you do not have this information, please reach out to the person who placed the order with your company

Sold To Email	Email of the person who requested the work/service
Account Assignment	Cost Center or (P) AFE designation
Cost Center or AFE number	(K) - Cost center or (P) AFE number
G/L	Optional
Commodity Code	Required for non-catalog items ONLY

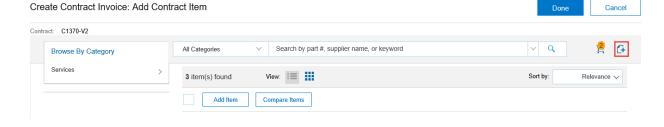
ADDING NON-CATALOG ITEMS TO INVOICE

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- 1. Complete steps 1-12 of "Create a Contract Based Invoice"
- 2. From Create Invoice page, scroll down to the Line Items section and click Add Items

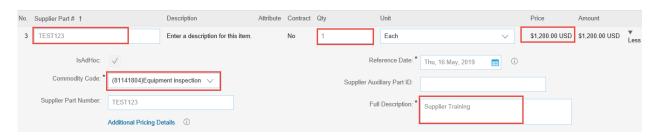


3. Click on the icon or the "Add a non-catalog item" link





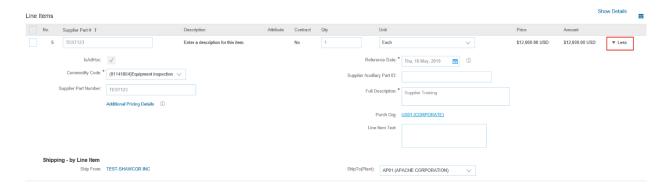
- 4. Input the following information for the first non-catalog item
 - Supplier Part # Enter the line item description
 - Quantity
 - Unit
 - Price
 - Commodity Code Click the dropdown and search for an applicable code
 - Reference Date
 - Full Description



5. A warning message will be displayed. This is letting you know additional coding is needed. Proceed with the next step



6. Collapse the section by clicking the down arrow next to Less



7. Click on the down arrow on the right side if "More" on your first item



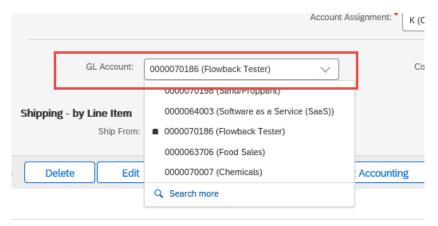


8. Click the drop down next to Account Assignment and select the cost element designation



K(Cost Center) - search for and select the correct cost center for this invoice P(Project) - search for the AFE and select the AFE for this invoice

9. If you have been provided a G/L, search and select the G/L (not required) and click Save

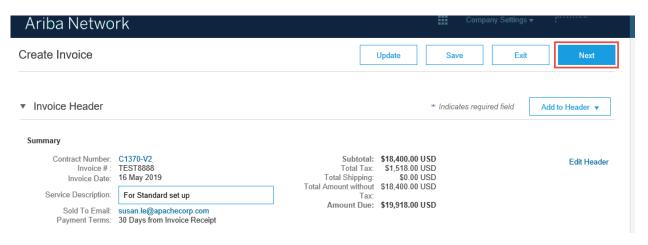


10. Add all additional non-catalog items using the same steps and click **Done**

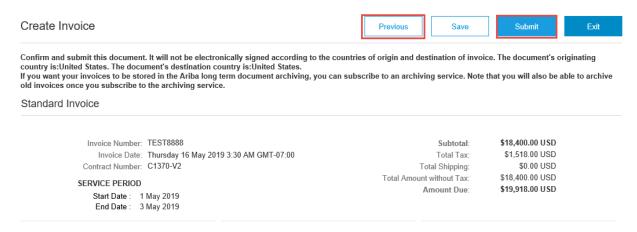




11. Create Invoice page is displayed. Review invoice and click Next



12. If no further changes are needed, click Submit.



13. Once invoice is submitted, a confirmation message will be displayed.

Ariba Network

Invoice TEST8888 has been submitted.

- · Print a copy of the invoice.
- Exit invoice creation.