

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

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

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**


Line Items

Insert Line Item Options

Tax Category: Discount



<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit
No item selected										

↳ [Line Item Actions](#) [Add Items](#)



3. Click on the  icon or the **“Add a non-catalog item”** link

Create Contract Invoice: Add Contract Item [Done](#) [Cancel](#)

Contract: C1370-V2

[Browse By Category](#) All Categories  

Services >

3 item(s) found View:   Sort by:

[Add Item](#) [Compare Items](#)

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**

No.	Supplier Part #	Description	Attribute	Contract	Qty	Unit	Price	Amount
3	TEST123	Enter a description for this item.		No	1	Each	\$1,200.00 USD	\$1,200.00 USD

IsAdHoc: Reference Date: * Thu, 16 May, 2019
 Commodity Code: * (81141804)Equipment inspection Supplier Auxiliary Part ID:
 Supplier Part Number: TEST123 Full Description: * Supplier Training
[Additional Pricing Details](#)

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**

Line Items Show Details

No.	Supplier Part #	Description	Attribute	Contract	Qty	Unit	Price	Amount
5	TEST123	Enter a description for this item		No	1	Each	\$12,000.00 USD	\$12,000.00 USD

IsAdHoc: Reference Date: * Thu, 16 May, 2019
 Commodity Code: * (81141804)Equipment inspection Supplier Auxiliary Part ID:
 Supplier Part Number: TEST123 Full Description: * Supplier Training
[Additional Pricing Details](#)
 Purch Org: [US01\(CORPORATE\)](#)
 Line Item Text:
Shipping - by Line Item
 Ship From: TEST-SHAWCOR INC Ship To(Plant): AP01 (APACHE CORPORATION)

7. Click on the down arrow on the right side if **“More”** on your first item

Line Items Show Details

No.	Supplier Part #	Description	Attribute	Contract	Qty	Unit	Price	Amount
5	TEST123	Supplier Training		No	1	Each	\$12,000.00 USD	\$12,000.00 USD

- Click the drop down next to **Account Assignment** and select the cost element designation

Create Contract Invoice: Change Items Add Item Done

Click the Show Details link to expand the line item view for all line items to show additional details (such as supplier part number, commodity code, and full description), or click the triangle next to More to expand the view for each line item separately. To update the accounting information and common fields for More

Line Items Show Details

No.	Supplier Part #	Description	Attribute	Contract	Qty	Unit	Price	Amount
1	1111	Widget 1		Yes	2	Each	\$200.00 USD	\$400.00 USD

Account Assignment: K (Cost center)

GL Account: (no value) Cost Center: 0000070186 (Flowback Tester) \$400.00 USD

Shipping - by Line Item
 Ship From: TEST-SHAWCOR INC Ship To/Party: AP01 (APACHE CORPORATION)

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

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

Account Assignment: K (C

GL Account: 0000070186 (Flowback Tester)

Shipping - by Line Item
 Ship From: 0000070186 (Flowback Tester)

0000070186 (Senior/Proppant)
 0000064003 (Software as a Service (SaaS))
 0000063706 (Food Sales)
 0000070007 (Chemicals)

Search more

Accounting

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

Create Contract Invoice: Add Contract Item Done Cancel

Contract: C1370-V2

Browse By Category: Services

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

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

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

Ariba Network Company Settings

Create Invoice Update Save Exit **Next**

▼ Invoice Header * Indicates required field [Add to Header](#)

Summary

<p>Contract Number: C1370-V2</p> <p>Invoice #: TEST8888</p> <p>Invoice Date: 16 May 2019</p> <p>Service Description: <input type="text" value="For Standard set up"/></p> <p>Sold To Email: susan.le@apachecorp.com</p> <p>Payment Terms: 30 Days from Invoice Receipt</p>	<p>Subtotal: \$18,400.00 USD</p> <p>Total Tax: \$1,518.00 USD</p> <p>Total Shipping: \$0.00 USD</p> <p>Total Amount without Tax: \$18,400.00 USD</p> <p>Tax: \$0.00 USD</p> <p>Amount Due: \$19,918.00 USD</p>
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[Edit Header](#)

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

Create Invoice [Previous](#) Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

<p>Invoice Number: TEST8888</p> <p>Invoice Date: Thursday 16 May 2019 3:30 AM GMT-07:00</p> <p>Contract Number: C1370-V2</p> <p>SERVICE PERIOD</p> <p>Start Date : 1 May 2019</p> <p>End Date : 3 May 2019</p>	<p>Subtotal: \$18,400.00 USD</p> <p>Total Tax: \$1,518.00 USD</p> <p>Total Shipping: \$0.00 USD</p> <p>Total Amount without Tax: \$18,400.00 USD</p> <p>Amount Due: \$19,918.00 USD</p>
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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.