

CREATE CONTRACT BASED INVOICE

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, 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 element designation: Cost Center (K) AFE/WBS Element (P) or Order (F)
Cost Element	Cost center, AFE number or Work Order number
G/L	Optional

1. Log into Ariba using your Ariba UserID and Password - Supplier.Ariba.com

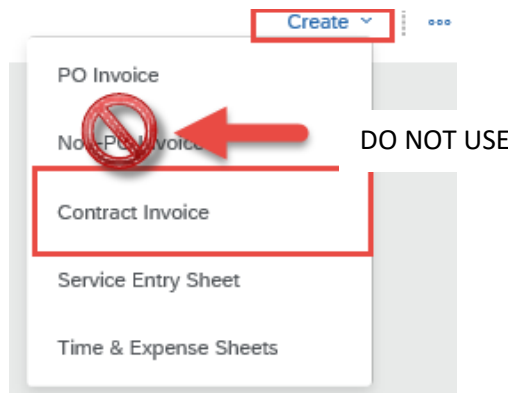
Supplier Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

2. From Ariba Home page, click **Create** and select **Contract Invoice**

** Please note, most Apache suppliers will not use POs to transact with Apache if they have not in the past. The quick enablement PO (.01\$) is strictly used for registration and will not be used again*



3. Select APACHE and click Next

Create Contract Invoice: Select Customer

Select a customer from the list below and click Next to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Customer Name:

Customer ID	Customer Name
Customer 1	APACHE

4. Select Apache Corporation and click Next

Ariba Network Upgrade from standard account

Contract Invoice: Select Customer Contract Site

Select which Business Unit Address you want to access and click Next to continue the process.

Business Unit Address ↑	Contact
<input checked="" type="radio"/> 1B1000001	Apache Corporation
<input type="radio"/> 1B1000004	Apache North Sea Production Limited

5. Click Select next to Contract: [select]

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * (no value)

Invoice #:

Invoice Date: *

Sold To Email:

Payment Terms: (no value)

BaseLine Date: Monday, February 7, 2022

6. Select the correct contract

Choose Value for Contract

ID

ID	Title	Effective Date ↓	Expiration Date	Status	
C1370-V2	(CW2238461) Go-Live Line Add test 5.15	Wed, 1 May, 2019	Fri, 1 May, 2020	Open	<input type="button" value="Select"/>



7. Populate the required invoice fields then click **Next**

- **Invoice #** - Must be all capital letter and contain no spaces
- **Invoice date**
- **Sold To Email** - Apache Requestor email will be provided by the person who requested the work, service

Create Contract Invoice: Select Contract Prev Next Cancel

Enter the information requested in the fields below: Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * C1370-V2 [select]
Invoice #: INV9878
Invoice Date: * Thu, 16 May, 2019
Sold To Email: REQUESTOR.EMAIL@ADDRESS
Payment Terms: 30 Days from Invoice Receipt
Ariba P2P Invoice Creation Date: 2019-05-17 7:36:3
Ship From: TEST-SHAWCOR INC Ship To(Plant): AP01 (APACHE CORPORATION)
Bill To: 0010 (Apache Corporation)

Prev **Next** Cancel

8. Enter Service Description

Ariba Network Company Settings

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header

Summary

Contract Number: C1370-V2	Subtotal: \$0.00 USD	Edit Header
Invoice #: TEST888	Total Tax: \$0.00 USD	
Invoice Date: 16 May 2019	Total Amount without Tax: \$0.00 USD	
Service Description: Enter a description of the service	Tax: \$0.00 USD	
Sold To Email: RequestorEmail@apachecorp.com	Amount Due: \$0.00 USD	
Payment Terms: 30 Days from Invoice Receipt		

Remit To: 975 SCI AVE
DALLAS, TX
United States

Bill To: Apache Corporation
Houston, TX
United States [View/Edit Addresses](#)

9. **Tax Section**– Header level tax will be selected by default. Tax is a required field, if tax is not applicable enter 0

United States

Tax ⓘ

Header level tax ⓘ
 Line level tax ⓘ

**Enter either the tax rate (%) or the taxable amount (DO NOT ENTER BOTH)*

<p>Taxable Amount: <input type="text"/></p> <p>Tax Rate Type: <input type="text"/></p> <p>Rate(%): <input type="text" value="8.25"/></p> <p>Tax Amount: <input type="text" value="\$0.00 USD"/></p>	OR	<p>Taxable Amount: <input type="text" value="\$25.00 USD"/></p> <p>Tax Rate Type: <input type="text"/></p> <p>Rate(%): <input type="text" value="0"/></p> <p>Tax Amount: <input type="text" value="\$0.00 USD"/></p>
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** If you need to include tax at the line level, select **Line level tax** (below). You will enter the tax after the line items have been added to the invoice*

Tax ⓘ

Header level tax ⓘ
 Line level tax ⓘ

10. **Additional Fields Section**- Select the **Service Start Date** and **Service End Date**. If the Service Start Date and Service End Date is missing from the invoice page, please continue to step 10. It's an identified issue with Ariba

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #: <input type="text"/>	Service Start Date: <input type="text" value="1 May 2019"/>
Customer Reference: <input type="text"/>	Service End Date: <input type="text" value="2 May 2019"/>
Supplier Reference: <input type="text"/>	
Payment Note: <input type="text"/>	

11. Click the **Add to Header** button and click on the down arrow and select **Attachment**

12. Click the **Browse** button to select the document and click **Add Attachment**. Click Add Attachment to display your file path

***Attachments**

The total size of all attachments cannot exceed 100MB Remove

Browse... Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> Attachment.docx	11837	application/vnd.openxmlformats-officedocument.wordprocessingml.document

↳

13. **Line Items Section- Click Add Items**

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

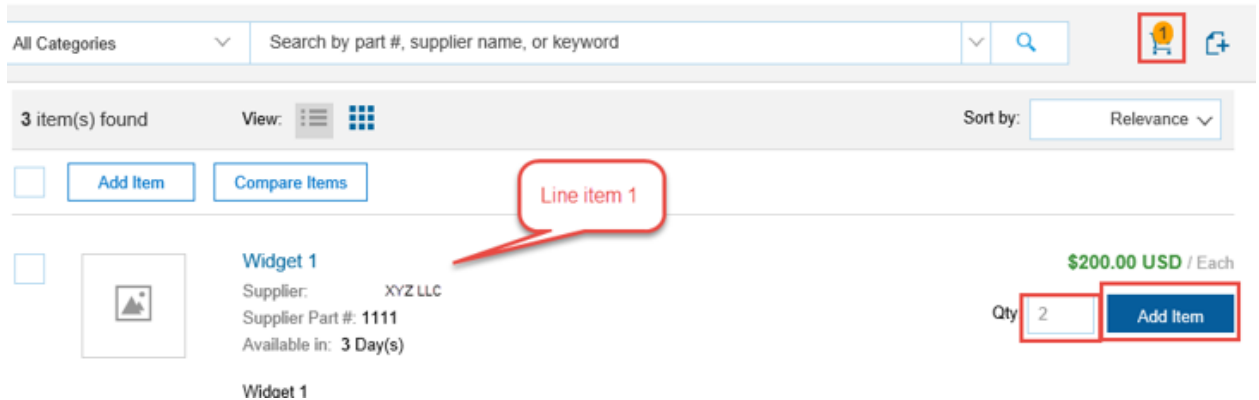
Tax Category: Discount

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

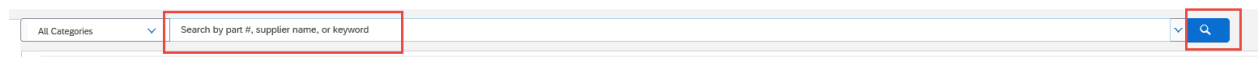
No item selected

↳

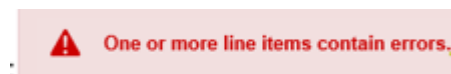
14. If you have at item level contract loaded in the system, your items will be displayed on this page. If you do not have any items loaded skip to page 9 to add non-catalog items.
- Update the quantity as needed and click **Add Item**
 - Repeat this step for all items that need to be billed



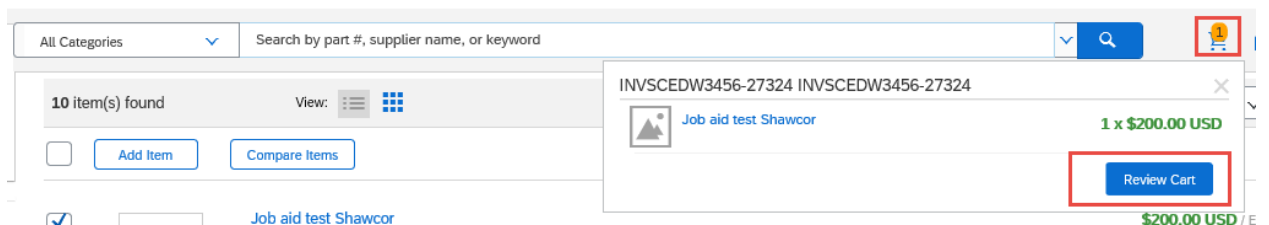
* If you cannot find an item in your catalog on the first page, use the search bar at the top of the screen



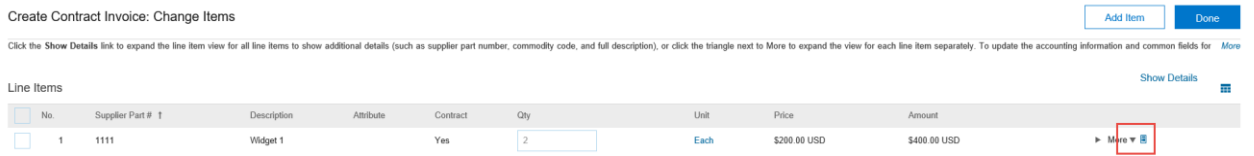
15. A warning message will be displayed when you add an item to the cart letting you know the item needs to be coded. Proceed with the next step



16. Once all contract items have been added to your cart, click the shopping cart icon, and click **Review Cart**



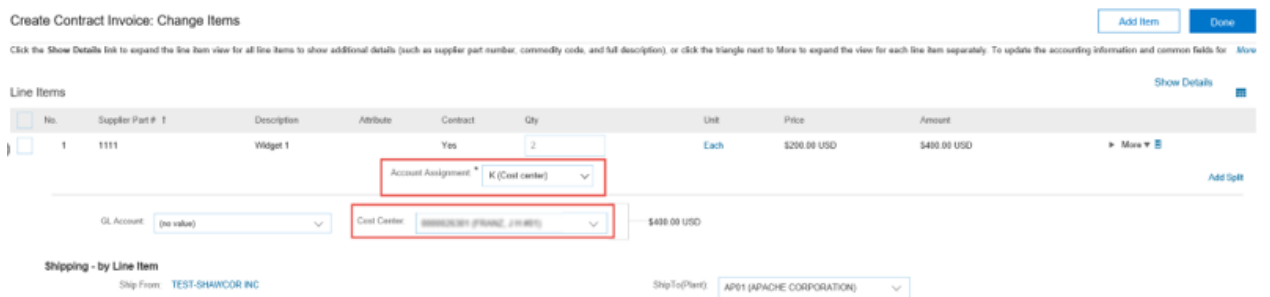
17. Click on the down arrow on the right side if **“More”** on your first item



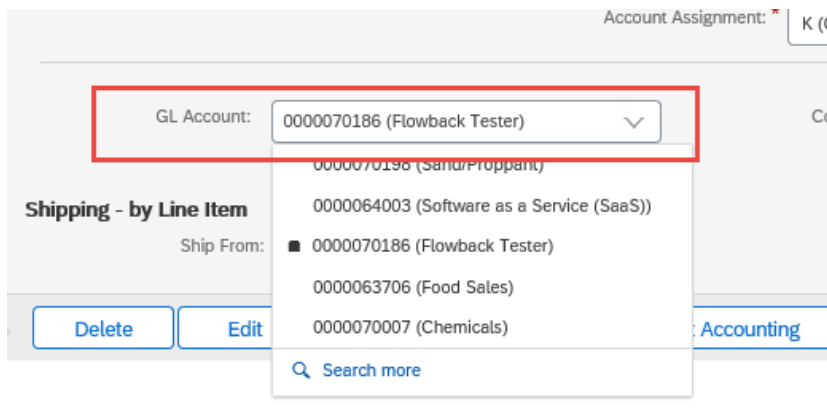
18. Click the drop down next to **Account Assignment** and select the cost element designation

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



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



- Follow steps 17-19 for all items on your invoice and click **Next**

20. If you need to add tax at the **Line level**, select **Sales Tax** from the drop down and click **Add to Included Lines**

Line Items

Insert Line Item Options

Tax Category: **Sales Tax** Shipping Documents Special Handling Discount [Add to Included Lines](#)

- Add the applicable tax to each line item. Click **Next**

Insert Line Item Options

Tax Category: **Sales Tax** 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	123456789	test line item		1	EA	\$120.00 USD	\$120.00 USD

Tax

Category: **Sales Tax** Taxable Amount: **\$120.00 USD** [Remove](#)

Location: Rate(%): **8.25**

Description: **Tax for pipe** Tax Amount: **\$9.96 USD**

Region:

21. Review and confirm invoice data. 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.

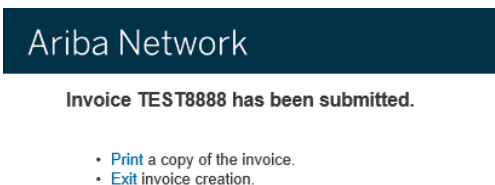
Standard Invoice

Invoice Number: INV9079 Subtotal: **\$6,900.00 USD**
 Invoice Date: Thursday 16 May 2019 3:30 AM GMT-07:00 Total Tax: **\$569.25 USD**
 Contract Number: C1370-V2 Total Shipping: **\$0.00 USD**
 Total Amount without Tax: **\$6,900.00 USD**
 Amount Due: **\$7,469.25 USD**

SERVICE PERIOD
 Start Date: 17 May 2019
 End Date: 18 May 2019

REMIT TO: SHAWCON INC-TEST TEST Postal Address: 2000 Post Oak Blvd, Suite 100 Houston, TX 77056 United States	BILL TO: Apache Corporation Postal Address (default): 2000 Post Oak Blvd, Suite 100 Houston, TX 77056 United States	SUPPLIER: SHAWCON INC-TEST TEST Postal Address: 2000 Post Oak Blvd, Suite 100 Houston, TX 77056 United States
BILL FROM: SHAWCON INC-TEST TEST Postal Address: 2000 Post Oak Blvd, Suite 100 Houston, TX 77056 United States	CUSTOMER: APACHE CORPORATION Postal Address: 2000 POST OAK BLVD HOUSTON, TX 77056 United States Email: Aimee.Edwards@apachecorp.com	

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



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 ▾ Search by part #, supplier name, or keyword

Services >

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

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	<input style="border: 1px solid #007bff;" type="text" value="TEST123"/>	Enter a description for this item.		No	<input style="border: 1px solid #007bff;" type="text" value="1"/>	Each ▾	<input style="border: 1px solid #007bff;" type="text" value="\$1,200.00 USD"/>	\$1,200.00 USD ▼ Less
		IsAdHoc: <input checked="" type="checkbox"/>			Reference Date: * <input type="text" value="Thu, 16 May, 2019"/>			
		Commodity Code: * <input style="border: 1px solid #007bff;" type="text" value="(81141804)Equipment inspection"/> ▾			Supplier Auxiliary Part ID: <input type="text"/>			
		Supplier Part Number: <input type="text" value="TEST123"/>			Full Description: * <input style="border: 1px solid #007bff;" type="text" value="Supplier Training"/>			
Additional Pricing Details ⓘ								

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



- 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	▼ Less

IsAdHoc:

Commodity Code: (81141804)Equipment Inspection

Supplier Part Number: TEST123

Reference Date: Thu, 16 May, 2019

Supplier Auxiliary Part ID:

Full Description: Supplier Training

Purch Org: US01 (CORPORATE)

Line Item Text:

Shipping - by Line Item

Ship From: TEST-SHAWCOR INC

Ship To (Plant): AP01 (APACHE CORPORATION)

- 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	► More

Save Cancel

- 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

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	► More

Account Assignment: K (Cost center)

GL Account: (no value)

Cost Center: (no value)

Shipping - by Line Item

Ship From: TEST-SHAWCOR INC

Ship To (Plant): 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

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**

Summary	
Contract Number:	C1370-V2
Invoice #:	TEST8888
Invoice Date:	16 May 2019
Service Description:	For Standard set up
Sold To Email:	susan.le@apachecorp.com
Payment Terms:	30 Days from Invoice Receipt
Subtotal:	\$18,400.00 USD
Total Tax:	\$1,518.00 USD
Total Shipping:	\$0.00 USD
Total Amount without Tax:	\$18,400.00 USD
Amount Due:	\$19,918.00 USD

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

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

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



Invoice TEST8888 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.