

CREATE PO BASED INVOICE

1. Log into Supplier.ariba.com using valid UserID and Password

The screenshot shows the SAP Ariba Supplier Login interface. At the top, it says 'SAP Ariba Orders & Invoices Powered by Ariba Network'. The main heading is 'Supplier Login'. Below this, there are two input fields: the first is labeled 'supplier.userid' and contains the text 'supplier.userid'; the second is a password field with masked characters. A blue 'Login' button is positioned below the password field. At the bottom left, there is a link that says 'Having trouble logging in?'.

2. From Ariba Home page, click on the appropriate **Order Number** to invoice.

The screenshot shows the Ariba Network dashboard. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. Below this is a search bar with filters for 'Orders and Releases', 'All Customers', and 'Order Number'. The main content area is titled 'Orders, Invoices and Payments' and shows a summary of order statistics: 3 New Purchase Orders, 4 Orders to Invoice, 0 Orders that Need Attention, 1 Invoices Rejected, and 9 Purchase Orders. Below the summary is a table of orders.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4500189435	APACHE CORPORATION	New	\$600.00 USD	9 May 2019	\$0.00 USD	Select
4500189434	APACHE CORPORATION	New	\$1,000.00 USD	9 May 2019	\$0.00 USD	Select
4500189433	APACHE CORPORATION	New	\$600.00 USD	9 May 2019	\$0.00 USD	Select



3. Under **Create Invoice**, click the down arrow and select **Standard Invoice**

Ariba Network Company Settings SHAWCOR INC Help

Purchase Order: 4500189435

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) [Print](#) [Download PDF](#) [Export cXML](#) [Download CSV](#) [Resend](#)

[Order Detail](#) [Order History](#)

- Standard Invoice**
- Credit Memo
- Line-Item Credit Memo

From:
Apache Corporation
2000 Post Oak Blvd, Suite 100
Houston, TX 77056
United States
Phone:
Fax:

To: XYZ LLC
975 SCI AVE
DALLAS, TX 75397
United States
Phone:
Fax:
Email: John.smith@xyz.com

Purchase Order
(New)
4500189435
Amount: \$600.00 USD

4. **Create Invoice** pages is displayed. Enter **Invoice #** and **Service Description**.

Create Invoice Update

▼ Invoice Header * /r

Summary

Purchase Order:	4500189435	Subtotal:	\$600.00 USD
Invoice # :*	INV9878	Total Tax:	\$0.00 USD
Invoice Date:*	15 May 2019	Total Amount without Tax:	\$600.00 USD
Service Description:	Invoice for oil field services	Amount Due:	\$600.00 USD
Remit To	975 SCI AVE		
	DALLAS, TX United States		
Bill To:	Apache Corporation		
	Houston, TX United States		

5. Scroll down to **Tax** section. Select the appropriate category and provide the applicable tax rate. Based on the tax rate provided, **Tax Amount** will be calculated.

- Please note, when adding taxes at the **Header Level** of an invoice, the tax amount will be distributed among all line items. Please make sure tax is only be added to taxable line items, by using the appropriate selection.

Tax ⓘ

Header level tax ⓘ
 Line level tax ⓘ

Category: *

Location:

Description:

Regime:

Taxes

0% Sales Tax

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Shipping

Header level shipping ⓘ
 Line level shipping ⓘ

Ship From: XYZ LLC
 DALLAS , TX
 United States

Ship To: MIDLAND, TX
 TX
 United States

Deliver To:

- If your invoice contains a mix of non-taxable items and taxable items, add tax at the **Line level**. Once this is selected, you will have the option to add tax information for each line item (see step 9.)

Tax ⓘ

Header level tax ⓘ
 Line level tax ⓘ

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date: *

Service End Date: *

Supplier: BLACKHAWK SPECIALTY TOOLS-TEST

Customer: APACHE

Supplier: SUGAR LAND , TX
 United States

Customer: HOUSTON , TX
 United States

Bill From: BLACKHAWK SPECIALTY TOOLS-TEST

Requestor Email: Aimee.Edwards@apachecorp.com

SUGAR LAND , TX
 United States

[View/Edit Addresses](#)
[View/Edit Addresses](#)

6. Scroll down to **Additional Fields** section. Select the applicable **Service Start Date** and **Service End Date**.

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date: 1 May 2019

Service End Date: 2 May 2019

7. Scroll down to **Add to Header** section, click on the down arrow and select **Attachment**.

Add to Header ▾

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment**

Pricing Details Price Unit: EA Unit Conversion: 1

8. Click on **Browse** button to select appropriate supporting document and click **Add Attachment**. Once attached, the file name will be displayed under the **Name** field.
 - Multiple attachments are acceptable.
 - Total size of all attachments cannot exceed 100MB.

***Attachments**

The total size of all attachments cannot exceed 100MB Remove

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



9. Scroll down to the **Line Items** section and update the **Quantity**, if needed. Partial invoice can be done by reducing the quantity. Once quantity has been confirmed or updated, click **Next**.

Line Items

Insert Line Item Options

Tax Category: 0% Sales Tax Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	Not Available	REG,PRES:3in, FNPT, 0-150psi	000000000040000151	2	EA	\$10.00 USD	\$20.00 USD
Pricing Details				Price Unit: EA Unit Conversion: 1	Price Unit Quantity: 1 Description:				
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL	Not Available	PIPE, LN:500', 4710 HDPE, SDR7	000000000040000153	1	FOT	\$10.00 USD	\$10.00 USD
Pricing Details				Price Unit: FOT Unit Conversion: 1	Price Unit Quantity: 1 Description:				
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
30	<input checked="" type="checkbox"/>	MATERIAL	Not Available	VLV,BALL:8in, 900psi, RTJ FLANGED, ALLOY, F>	000000000040000150	2	EA	\$10.00 USD	\$20.00 USD
Pricing Details				Price Unit: EA Unit Conversion: 1	Price Unit Quantity: 1 Description:				

[Update](#) [Save](#) [Exit](#) [Next](#)

10. **Create Invoice** summary page is displayed. If any additional changes are required, click **Previous** to edit. If no further updates are needed and invoice is ready for submission, click **Submit**.

Ariba Network Company Settings Help Center

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: INV9878	Subtotal: \$50.00 USD
Invoice Date: Wednesday 15 May 2019 10:50 PM GMT-05:00	Total Tax: \$4.13 USD
Original Purchase Order: 4500189435	Total Amount without Tax: \$50.00 USD
SERVICE PERIOD	Amount Due: \$54.13 USD
Start Date : 1 May 2019	
End Date : 2 May 2019	

REMIT TO: BILL TO: SUPPLIER:

14. Confirmation of invoice submission is displayed.

Ariba Network

Invoice INV9878 has been submitted.

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