1) Log in to Ariba: https://ar.admin.washington.edu/AribaBuyer/uw/login.asp
2) Click the **Invoicing** tab
3) Select **Non-PO Invoice** from the **Create drop-down** menu:

![Invoicing Tab](image)

2) Click on the **Invoicing** tab
3) Select **Non-PO Invoice** from the **Create drop-down** menu

4) Select the expense type from the drop-down menu and answer any follow up questions
5) Enter the supplier’s invoice number
6) Enter a meaningful title for the invoice into the **Title** field. This will facilitate searching for the invoice.
7) Enter the **Invoice Date**
8) On the Supplier drop down menu, click **Search for More**

9) Enter the supplier name or partial name and click **Search**. (Or, if you know the supplier number, change the Field drop down box from **Also Known As** to **Supplier #**.)

![Supplier Search](image)

4) Select the expense type from the drop-down menu and answer any follow up questions
5) Enter the supplier’s invoice number
6) Enter a meaningful title
7) Enter the invoice date
8) Select **Search for more...** from the **Supplier** drop-down menu

9) Enter the supplier name or partial name and click **Search**. (Or, if you know the supplier number, change the Field drop down box from **Also Known As** to **Supplier #**.)

10) If you see the same **Supplier#** associated with multiple “**Also Known As**” values, it is okay to choose any as long as you are sure it is the correct supplier. If the supplier numbers are different, be certain you are selecting the correct one.
How to Create a Non-PO Invoice in Ariba

Choose Value for Supplier

Field: Also Known As City of Seattle Search

<table>
<thead>
<tr>
<th>Also Known As</th>
<th>Supplier Name</th>
<th>Supplier#</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY OF SEATTLE</td>
<td>CITY OF SEATTLE</td>
<td>116284</td>
</tr>
<tr>
<td>CITY OF SEATTLE/EXECUTIVE SVC</td>
<td>CITY OF SEATTLE</td>
<td>116284</td>
</tr>
<tr>
<td>CITY OF SEATTLE/STEP</td>
<td>CITY OF SEATTLE</td>
<td>116284</td>
</tr>
</tbody>
</table>

11) Click select next to Remit-to Address

Supplier: CITY OF SEATTLE (CITY OF SE... 
Supplier Sales Order #: 
On Behalf Of: MICHELLE SCHRADER 
Supplier Contact: CITY OF SEATTLE [ select ] 
Remit To Address: *(no value) [ select ]

12) Look for the Remit-To Address listed on the invoice, and click Select button.

Choose Value for Remit To Address

Field: Name Search

Important: Ensure you are selecting the correct Remit To Address

Name: CITY OF SEATTLE
Street: DEPT OF FINANCE PO BOX 34016
City: SEATTLE
State: WA
Postal Code: 98124-1018
Country: United States
Select

Name: CITY OF SEATTLE
Street: ATTN: ACCOUNTS PAYABLE PO BOX 34018
City: SEATTLE
State: WA
Postal Code: 98124-4018
Country: United States
Select

13) Answer the Payment to an Individual and Food or Beverages questions

Payment to an individual: ○ Yes ○ No
Food or beverages: ○ Yes ○ No

14) Enter a Remittance Note (brief description of what the invoice is for)

Remittance Note:

15) If the supplier you are using is identified as foreign, answer the foreign supplier specific questions that follow.

Foreign Vendors Only:

I have confirmed to the best of my ability that there are no federal sanctions prohibiting the purchase of these goods/services from this individual, supplier, or country:

○ Yes ○ No

Are any of the services performed within the US?

○ Yes ○ No

Is this being paid by a Wire Transfer?

○ Yes ○ No

Customs clearance required?

○ Yes ○ No

Use the links for provided for additional guidance.

16) Make sure your Ship To and Deliver To information is entered. The Ship From is automatically entered.
17) Click **Next**

18) Click **non-catalog**

19) **IMPORTANT:** Be sure to replace the default value of “Enter your description for this item” with a description of the item that matches what is on the supplier invoice.

20) Click the **Commodity Codes** drop-down menu and click **Search for more...** to search for your commodity code. For assistance with choosing a commodity code, see: [http://f2.washington.edu/fm/ps/how-to-buy/commodity-codes](http://f2.washington.edu/fm/ps/how-to-buy/commodity-codes)

21) **IMPORTANT:** After you have selected the commodity code, verify the **Account Code** default. If it is not correct, click on the drop-down arrow and select **Search for more...** to search for and select the correct account code.

22) Enter a **Supplier Part Number**. If there is no part number on the invoice, make up a value or enter UWZZZ.
How to Create a Non-PO Invoice in Ariba

23) Enter the **Quantity** and **Unit of Measure**
24) Enter the price **before** shipping and sales tax
25) See the screen capture below for an example of a full entry of the item. Click **OK** to continue.

26) You will see a screen that displays the line item that you have just added. You can click the **Add More Items** button if there is another item to add and follow the previous steps for describing the item details.

**IMPORTANT:** **DO NOT use the Add Shipping Item or Add Special Handling Item** buttons and **DO NOT add shipping, handling, discounts and tax as line times.** These types of charges are added to the Non-PO Invoice as header charges in the **Summary** step.

Click the **Summary** button to continue.

27) Click on the **Add Header Taxes and Charges** button (near the top right of the display) to enter shipping, handling, discounts and tax exactly as listed on the supplier invoice. (**Important:** **Even if there are no header charges you must click this button and enter a Sales Tax value of $0.00. This is a system requirement.**)
28) On the screen for adding header taxes and charges, you can add taxes, shipping, handling and discounts. Click on the checkbox next to the types of charges you need to add.

![Add Header Taxes & Charges](image)

29) **IMPORTANT:**

- If there is no tax listed on the invoice, enter $0 in the sales tax line.
- DO NOT calculate use tax and enter it in the sales tax line. Doing so will pay the sales tax directly to the supplier, who did not invoice for it.

The example below demonstrates entering a tax amount and a shipping charge. When you have finished adding header charges, Click **OK** to continue.
30) If the budget you are using is a Federal Contract, you will be prompted to answer a question about Independent Contractor Services. If you answer Yes, more questions will follow. If the budget is not a federal contract, you will not see this question.

Independent Contractor (IC) Services for Federal Contracts:

Does the total value of the Federal Contract, i.e. Funding Source, exceed $500,000?

- Yes
- No

The funding source you are using has been identified as a Federal Contract. For more information visit HERE.

31) To attach the supplier invoice to the Summary page of your Non-PO Invoice, scroll down to the bottom of the page, and click the Add Attachment button in the section labeled ATTACHMENTS – ENTIRE INVOICE.

32) Review the Summary page to make sure that:
   - The Total matches the total on the invoice you received from the supplier
   - The supplier name and remit to address are correct
   - The Account Code is accurate
   - The Budget Number is accurate

33) Click Submit

34) Review the Perjury statement. Click Submit.