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:

4) Enter the supplier’s invoice number
5) Enter a meaningful title for the invoice into the Title field. This will facilitate searching for the invoice.
6) Enter the Invoice Date
7) On the Supplier drop down menu, click Search for More

8) 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 #.)

9) 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.
10) 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 ]

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

- **Important:** Ensure you are selecting the correct **Remit To Address**

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

- **Payment to an individual:**
  - [ ] Yes
  - [ ] No
- **Food or beverages:**
  - [ ] Yes
  - [ ] No

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

- **Remittance Note:**

14) Make sure your **Ship To** and **Deliver To** information is entered. The **Ship From** is automatically entered.

- **Shipping - Entire Invoice**
  - **Ship From:** *CITY OF SEATTLE*
  - **Ship To:** *PURCHASING & ACCOUNTS*
  - **Deliver To (Room/Name):** Mr 2/M. Schrader

15) Click **Next**

16) Click **non-catalog**

- **Create Header**
- **Add Items**
- **Summary**

- **Important:** There are no catalog items available. You can create a non-catalog item.
17) **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.

18) 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)

19) **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.

20) Enter a **Supplier Part Number**. If there is no part number on the invoice, make up a value or enter UWZZZ.

21) Enter the **Quantity** and **Unit of Measure**

22) Enter the price **before** shipping and sales tax

23) See the screen capture below for an example of a full entry of the item. Click **OK** to continue.
24) 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.

25) 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.)
26) 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.

26) Click the box next to type of charge(s) you need to add.

**Important:** If there is no tax listed on the invoice, select **Add Taxes** to enter $0.00 tax in the next step.

27) **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.

27) **Click OK**

**Example of non-zero tax amount.**

**Important:** If there is no tax listed on the invoice, enter $0.00 in the **Sales Tax line.**

**Example of a shipping charge.**
28) 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.

29) 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

30) Click Submit
31) Review the Perjury statement. Click Submit.