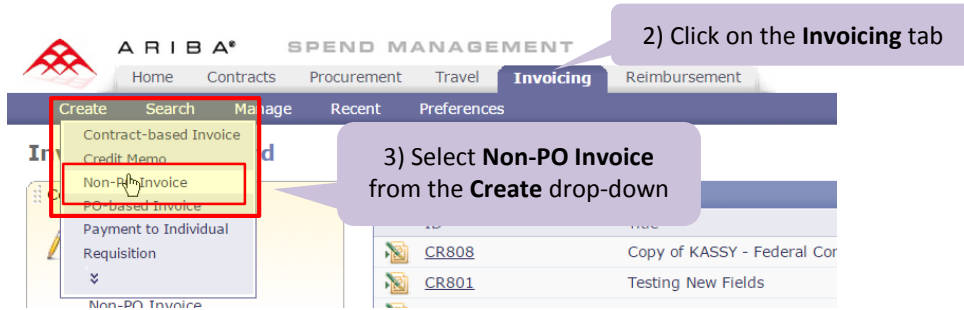
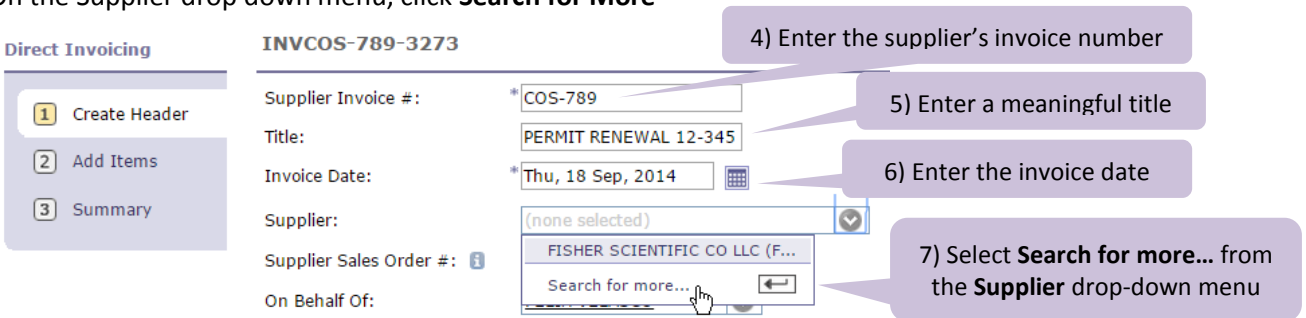


How to Create a Non-PO Invoice in eProcurement

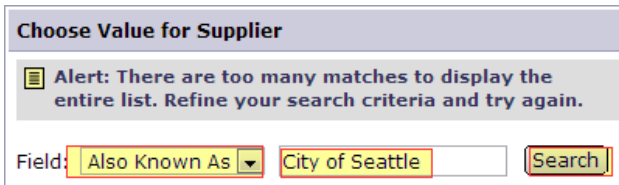
- 1) Log in to Ariba: <https://ar.admin.washington.edu/AribaBuyer/uw/login.asp>
- 2) Click the **Invoicing** tab
- 3) Select **Non-PO Invoice** from the **Create** drop-down menu:



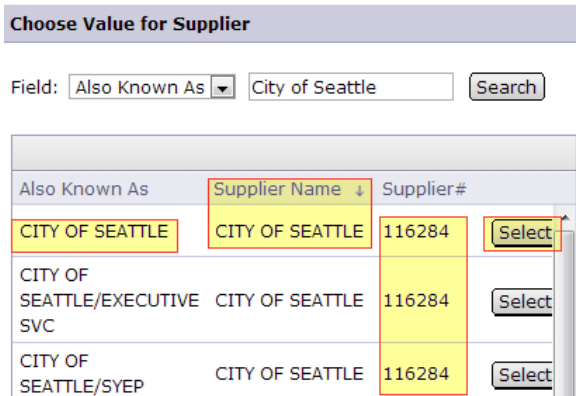
- 4) Enter the supplier's invoice number
- 5) Enter a meaningful title for the invoice into the **Title** field. This will facilitate searching for the invoice.
- 6) Enter the **Invoice Date**
- 7) On the Supplier drop down menu, click **Search for More**



- 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.

Choose Value for Remit To Address

Field: Name

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

Name ↑	Street	City	State	Postal Code	Country	
CITY OF SEATTLE	DEPT OF FINANCE PO BOX 34016	SEATTLE	WA	98124-1016	United States	<input type="button" value="Select"/>
CITY OF SEATTLE	ATTN: ACCOUNTS PAYABLE PO BOX 34018	SEATTLE	WA	98124-4018	United States	<input type="button" value="Select"/>

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 & ACCOU...

Deliver To(Room/Name): * Flr 2/M. Schrader

15) Click **Next**

16) Click **non-catalog**

Create Header

Add Items

Summary

By adding an item, you are indicating that...

There are no catalog items available.
You can create a **non-catalog** item.

How to Create a Non-PO Invoice in eProcurement

- 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.

Direct Invoicing **INV132-677988** OK Cancel

Fill in the fields to create an item to add to the invoice.

Full Description: * Enter a description for this item. ⚠

Commodity Code: (none selected) Supplier Auxiliary Part ID: (none selected)

****For Commodity Code Help**

Account Code: (none selected) Quantity: 1

Supplier Part Number: * Unit of Measure: each

Manufacturer Part Number: Price: \$0.00 USD

Amount: \$0.00 USD

- 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>

- 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.

Direct Invoicing **INVCOS-789-3273** OK Cancel

Fill in the fields to create an item to add to the invoice.

Full Description: * RENEWAL OF PERMIT #12-345

Commodity Code: Building permit Supplier Aux. Part ID: (none selected)

****For Commodity Code Help**

Account Code: 032900 (LICENCES & PE) Quantity: 1

Supplier Part Number: * PERMIT #12-345 Price: \$0.00 USD

Manufacturer Part Number: Amount: \$0.00 USD

Update Total

- 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.

Direct Invoicing **INVCOS-789-3273** OK Cancel

Fill in the fields to create an item to add to the invoice.

Full Description: * RENEWAL OF PERMIT #12-345

Commodity Code: Building permit Supplier Auxiliary Part ID: (none selected)

****For Commodity Code Help**

Account Code: 032900 (LICENCES & PE) Quantity: 1

Supplier Part Number: * PERMIT #12-345 Unit of Measure: each

Manufacturer Part Number: Price: \$9,327.50 USD

Amount: \$0.00 USD

Update Total

How to Create a Non-PO Invoice in eProcurement

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 items.*** These types of charges are added to the Non-PO Invoice as header charges in the **Summary** step.

Click the **Summary** button to continue.

No.	Description	Account Budget	Qty	Unit	Price	Amount
1	RENEWAL OF PERMIT #12-345	032900 743710	1	each	\$9,327.50 USD	\$9,327.50 USD

Subtotal: \$9,327.50 USD
Total Tax: \$0.00 USD
Total: \$9,327.50 USD

24) Click **Summary**

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.*)

25) Click **Add Header Taxes& Charges**

ID:	INVCOS-789-3273	Supplier Sales Order #:	
Title:	PERMIT RENEWAL 12-345	Supplier:	CITY OF SEATTLE
Supplier Invoice #:	COS-789	Supplier Contact:	CITY OF SEATTLE
Invoice Date:	Thu, 18 Sep, 2014	Remit To Address:	CITY OF SEATTLE
Quote or Contract #:		Send Check to UW Campus Box:	No
Payment to an individual:	No		
Food or beverages:	No		

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.

INVCOS-789-3273 OK Cancel

Select a check box to enter information about the line item you wish to add.

TAXES

Add Taxes

SHIPPING CHARGES

Add Shipping Charges

HANDLING CHARGES

Add Handling Charges

DISCOUNT

Add Discount

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.

INVCOS-789-3273 OK Cancel

Select a check box to enter information about the line item you wish to add.

TAXES

Add Taxes

Tax Type ↑	Amount
<input type="checkbox"/> Sales tax	887.06 USD

SHIPPING CHARGES

Add Shipping Charges

Ship From: * CITY OF SEATTLE

Ship To: * 100 NE NORTHLAKE

Type: Shipping

Shipping Charge: \$10.00 USD

HANDLING CHARGES

Add Handling Charges

DISCOUNT

Add Discount

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.

ATTACHMENTS - ENTIRE INVOICE

Add Attachment

28) Click **Add Attachment** to add the supplier's invoice document

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**.