

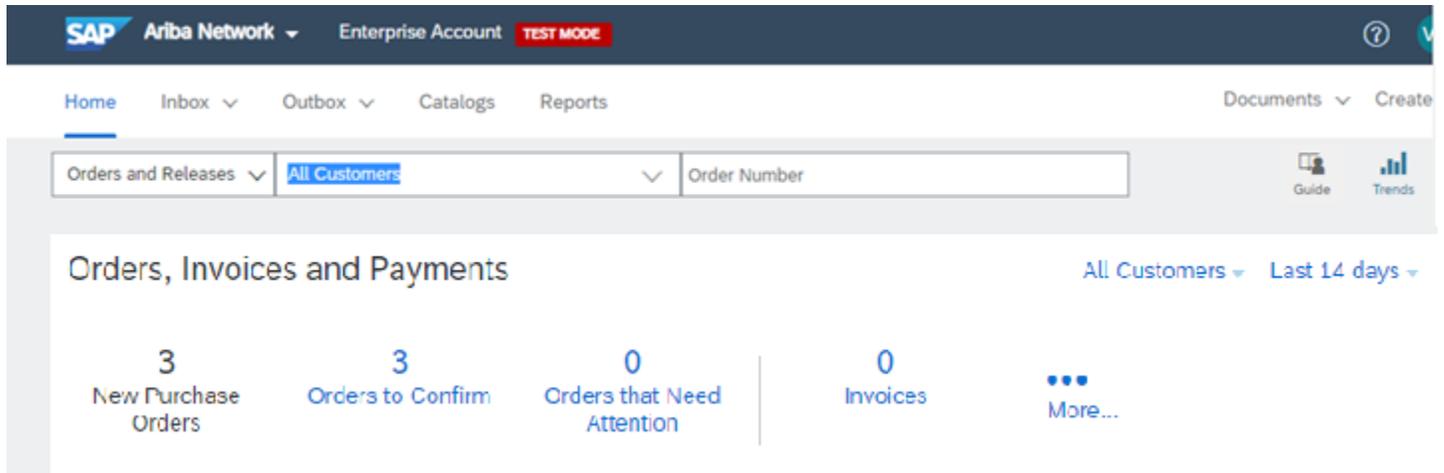
# Ariba Network Invoicing BPO

Before beginning:

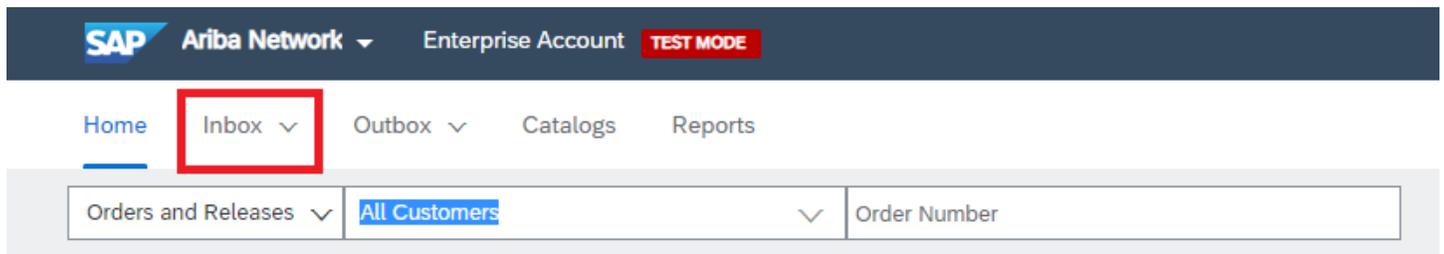
- Do not copy a previously submitted invoice.
- Have a PDF copy of the invoice ready to attach to the eInvoice.

To Begin:

Navigate to [supplier.ariba.com](https://supplier.ariba.com) and log in.



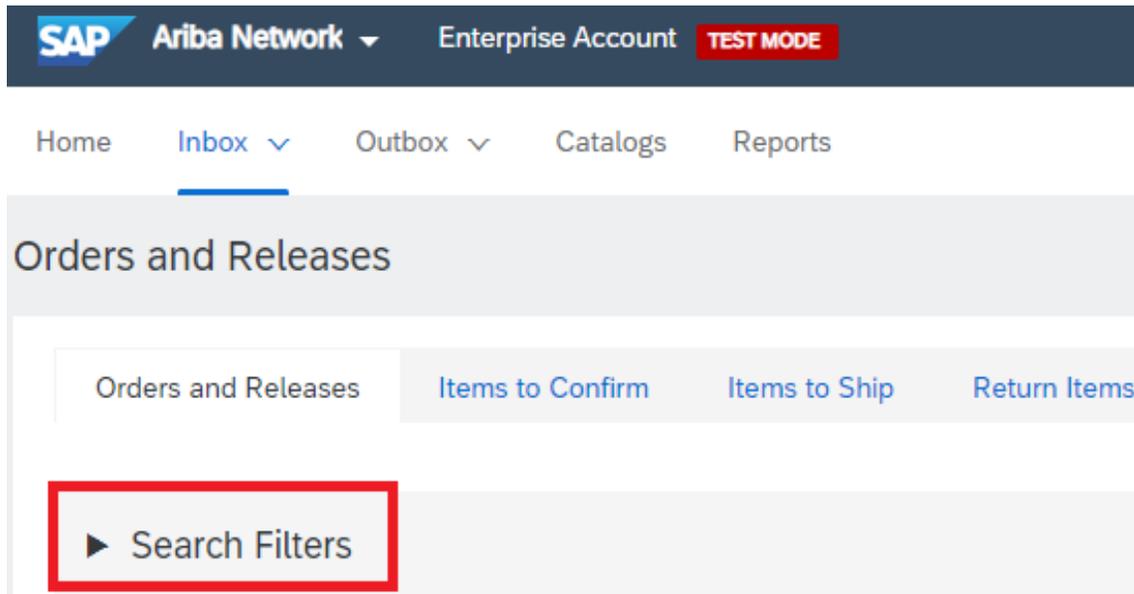
Click on the **Inbox** tab.



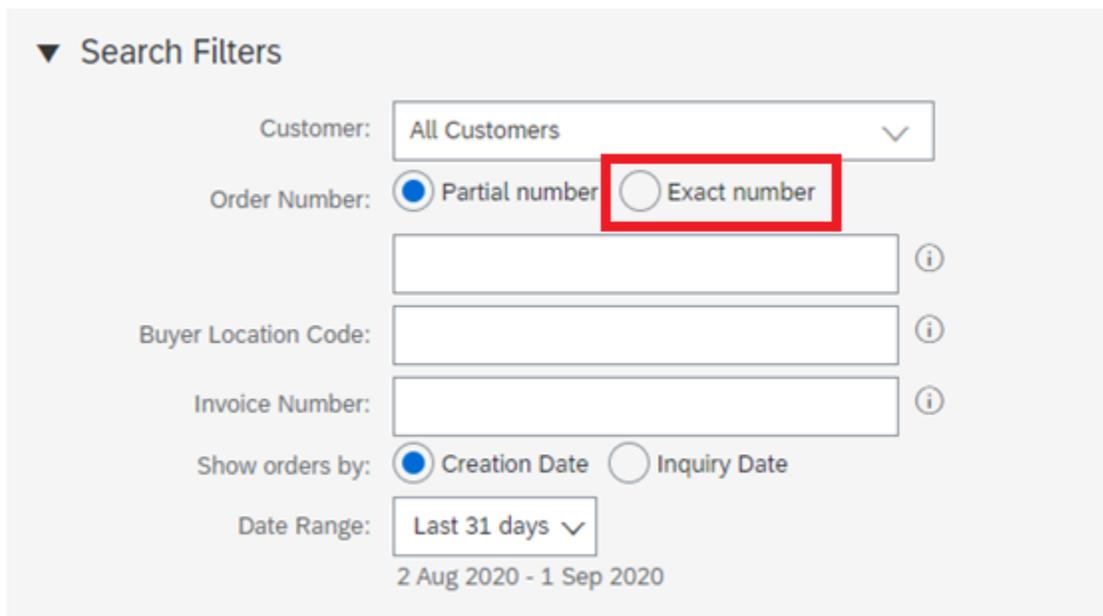
A new page will open with a list of purchase orders. You can either:

- Scroll to locate the order number
- Use the **Search Filters** feature to find it

To search for a specific order number, click on the expand **arrow** next to **Search Filters**.



A set of field filters will appear. First, type the exact order number into the Order Number field. **IMPORTANT:** Before clicking the **Search** button be sure to click on the radio button to select **Exact Number**.



After selecting to search on **Exact** number, all other search options are removed from the page. Enter the BPO number exactly, and click the **Search** button to find the order.

▼ Search Filters

Customer: All Customers

Order Number:\*  Partial number  Exact number

BPO9487

When you find the order number, click on the order number link under the “Order Number” column.

▼ Search Filters

Customer: All Customers

Order Number:\*  Partial number  Exact number

BPO9487



Orders and Releases (1)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓
<input type="radio"/> Order	<a href="#">BPO9487</a>	1	University of Washington - TEST		ROOSEVELT COMMONS WEST Seattle, WA United States	Not Specified	\$5,000.00 USD	1 Sep 2020

A new page will open with the details of the order, including attachments and previously submitted invoices, which can be found under “Related Documents.”

Purchase Order: BPO9487

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From:  
UNIVERSITY OF WASHINGTON  
4300 ROOSEVELT WAY NE  
SEATTLE, WA 98105  
United States

To:  
ReddyGo Solutions - TEST  
123 TEST DRIVE  
TEST, WA 98195  
United States  
Phone: +1 (206) 555-1212  
Fax:  
Email: [morriv@uw.edu](mailto:morriv@uw.edu)

Item Level Blanket Purchase Order  
(+ Changed)  
BPO9487  
Amount: \$5,000.00 USD  
Version: 3 (Previous Version)

Payment Terms  
NET 30

Other Information  
Hierarchical Type: StandAlone  
Terms and Conditions: This Contract is subject to University of Washington General Terms and Conditions available at:  
<http://f2.washington.edu/fm/ps/info-for-suppliers/terms-and-conditions>  
[View less >](#)

Routing Status: Sent  
BPO Status: Open  
BPO Type: No Release Required  
Amount Available: \$5,000.00 USD  
Effective Date: 1 Sep 2020  
Expiration Date: 22 Sep 2020  
Related Documents: [Untitled 09/01/2020](#)

Attachments  
[CustomsClearance.pdf](#) (application/pdf) [procardcalendar2020pdf.pdf](#) (application/pdf)

Click the “Create Invoice” button, and select “Standard Invoice.” You will also select “Standard Invoice” when entering a credit.

Purchase Order: BPO9487

Done

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

A new page will open where you can enter the invoice information.

- Enter an **invoice number** (match the invoice number in the copy of the invoice that you will attach)
- Select an **invoice date** (defaults to today’s date, click on the calendar icon to change the invoice date).
- Enter the tax rate in the **Rate (%)** field.
- If you are **not** charging sales tax, enter 0.00 in the tax field, or simply click the “Remove” option in the Tax section to remove the tax field altogether.
- If VAT tax is required, do not add to the “Tax Amount.” Add this to the line item cost.

▼ Invoice Header

\* Indicates required field

Summary

Blanket Order: BPO9487

Invoice #:\*

Invoice Date:\* 7 Oct 2020

Service Description:

Supplier Tax ID:

Remit To: 123 TEST DRIVE

Subtotal: \$0.00 USD  
Total Tax: \$0.00 USD  
Total Gross Amount: \$0.00 USD  
Total Net Amount: \$0.00 USD  
Amount Due: \$0.00 USD

TEST , WA  
United States  
Bill To: UNIVERSITY OF WASHINGTON  
  
SEATTLE , WA  
United States

Tax ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category:\* 10.1% Sales Tax / 10.1% Sales Tax

Location:

Description: 10.1% Sales Tax

Regime:

Taxable Amount: \$0.00 USD

Tax Rate Type:

Rate(%): 10.1

Tax Amount: \$0.00 USD

To attach a copy of the invoice, click the “Add to Header” button for a drop down menu. Options for the header include:

- **Attachment** (Note: This makes the attachment section visible in an area that is down in the lower part of the page).
- **Shipping**
- **Special Handling**

▼ Invoice Header

\* Indicates required field

Add to Header ▼

Summary

Blanket Order: BPO9487

Invoice #:\*

Invoice Date:\* 7 Oct 2020

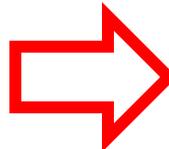
Service Description:

Supplier Tax ID:

Remit To: 123 TEST DRIVE

Subtotal: \$0.00 USD  
Total Tax: \$0.00 USD  
Total Gross Amount: \$0.00 USD  
Total Net Amount: \$0.00 USD  
Amount Due: \$0.00 USD

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



The **Attachment** section appears above the list of items on the order. The attachment will be added later.

#### Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen

Add Attachment

Scroll down to the Items section.

Make sure the checkbox next to the line item is checked and select either “Goods” or “Services” from the “Create” dropdown menu.



Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input checked="" type="checkbox"/>	1	1	EA	\$0.00 USD	76543	ccc 00000000 Miscellaneous Open lot for supplies	\$0.00 USD

Create ▾ Edit Delete

Goods  
Service

A new page will open where you can enter the line item invoice details.

- Enter a Quantity and the Unit Price for the invoice.
- If creating a credit, enter the quantity as negative and the price as positive. Example: Quantity -1 and price \$100.00.
- Do not use the “Reference Date” section on this section.
- Do not use “Line Item Attachments.”

Freight Only Billing:

- Select “Shipping” from the “Add Header” menu. Enter the freight or shipping charges at the Header level and any applicable sales tax. Then select one of the lines on the PO and either enter a quantity or an amount of 0. This will allow the invoice to process through Ariba with just shipping.
- If **crediting** only tax or freight, enter the tax or freight as a negative amount.

Click the “Create” button.

▼ Invoice Item

\* Indicates required field

Line Item Actions ▼

Quantity:\* 1

Part #:\*

Unit: EA

Customer Part #:

Unit Price:\* \$100.00 USD

Subtotal: \$0.00 USD

Description

Description: ccc 00000000 Miscellaneous Open lot for supplies

Inspection Date:

Reference Date:

Accounting Reference

Reference ID:

Description:

Create

Cancel

The invoice now displays the invoiced line item.

To attach a copy of the invoice, click the “Choose File” button under Attachments. We encouraging attaching a PDF copy of the invoice.

Then click “Next.”

Attachments

The total size of all attachments cannot exceed 10MB

Remove

Choose File No file chosen

Add Attachment

Add to Header ▼

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
▼ 1	1	EA	\$0.00 USD	76543		ccc 00000000 Miscellaneous Open lot for supplies	\$0.00 USD
1.1	1	EA	\$100.00 USI	XXXX		ccc 00000000 Miscellaneous Open lot for supplies	\$100.00 USD

Create ▼

Edit

Delete

Update

Save

Exit

Next

Carefully review the invoice to verify the information is correct and the tax amount has been calculated based on the tax rate you entered previously and the line item(s) you added to the invoice.

Do not click the “For Information Only” box. The invoice will not be sent to the UW if this box is used.

After your review, click “**Submit**” to submit the invoice over the network to UW.

**SAP Ariba Network** Enterprise Account **TEST MODE** ? VM

### 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: 43210	Subtotal: <b>\$100.00 USD</b>
Invoice Date: Wednesday 7 Oct 2020 1:35 PM GMT-07:00	Total Tax: \$10.10 USD
Original Blanket Purchase Order: BPO9487	Total Gross Amount: \$110.10 USD
	Total Net Amount: \$110.10 USD
	Amount Due: <b>\$110.10 USD</b>

<b>REMIT TO:</b> ReddyGo Solutions - TEST Postal Address: 123 TEST DRIVE TEST , WA 98195 United States Remit To ID: 2751010201	<b>BILL TO:</b> UNIVERSITY OF WASHINGTON Postal Address (Default): 4300 ROOSEVELT WAY NE SEATTLE , WA 98105 United States Address ID: 100754	<b>SUPPLIER:</b> ReddyGo Solutions - TEST Postal Address: 4517 96th St E Tacoma , WA 98446 United States
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#### Invoice Summary

Subtotal: <b>\$100.00 USD</b>
Total Tax: \$10.10 USD
Total Gross Amount: \$110.10 USD
Total Net Amount: \$110.10 USD
Amount Due: <b>\$110.10 USD</b>

Previous Save **Submit** Exit

You will see this screen after your submission goes through.

**SAP Ariba Network** Enterprise Account **TEST MODE** ? VM

**Invoice 43210 has been submitted.**

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