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

A new page will open with the details of the order, including attachments and previously submitted invoices, which can be found under “Related Documents.”
Click the “Create Invoice” button, and select “Standard Invoice.” You will also select “Standard Invoice” when entering a credit.

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

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.

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.
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.”

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.

You will see this screen after your submission goes through.