

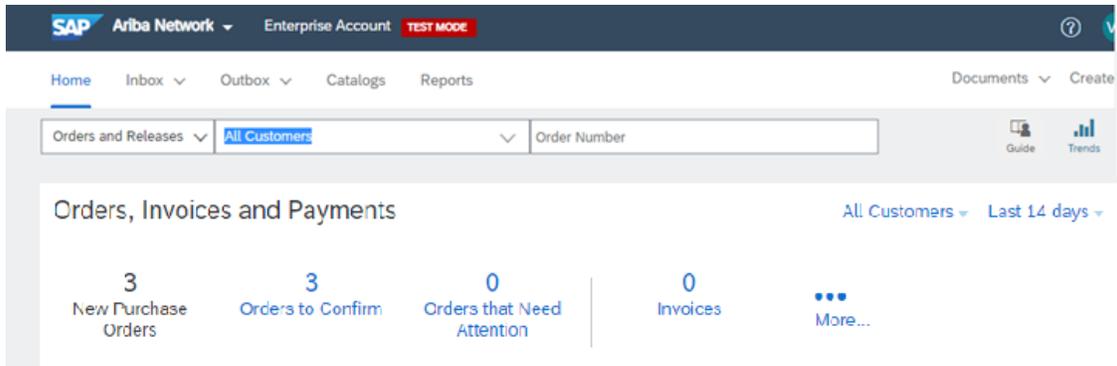
Ariba Network Invoicing: EI Purchase Orders

Before beginning:

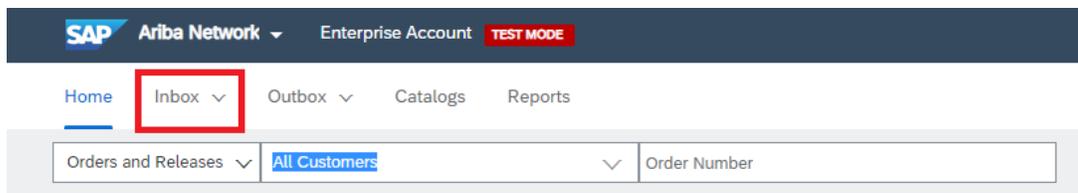
- This guide is for invoicing of orders beginning with EI (Electronic, Invoice).
- Do not copy a previously submitted invoice.
- Have a PDF copy of the invoice ready to attach to the elInvoice.

To Begin:

Navigate to supplier.ariba.com and log in.



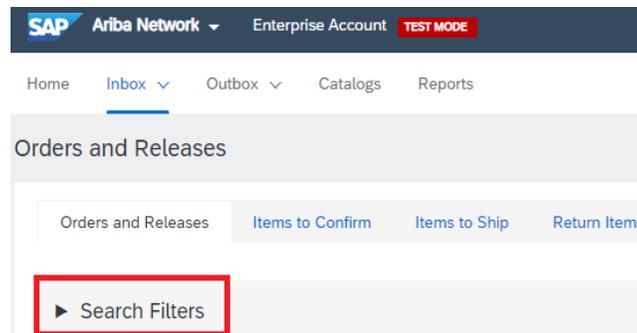
Click on the **Inbox** tab.



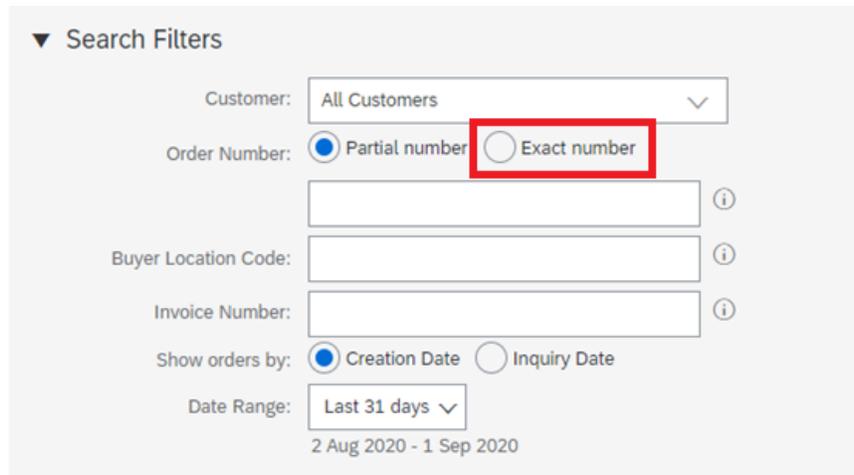
A new page will open with a list of purchase orders. You can either:

- 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**.



▼ Search Filters

Customer: All Customers

Order Number: Partial number **Exact number**

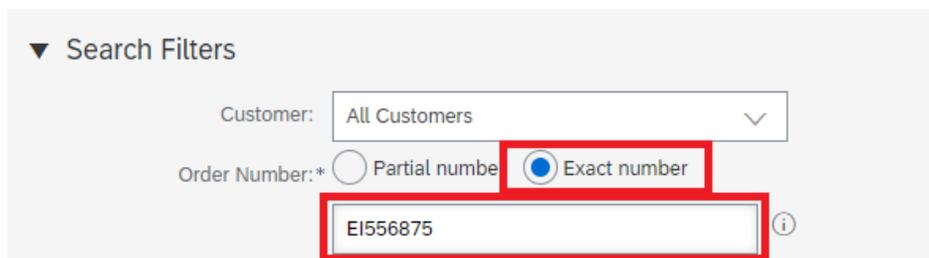
Buyer Location Code:

Invoice Number:

Show orders by: Creation Date Inquiry Date

Date Range: Last 31 days
2 Aug 2020 - 1 Sep 2020

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.



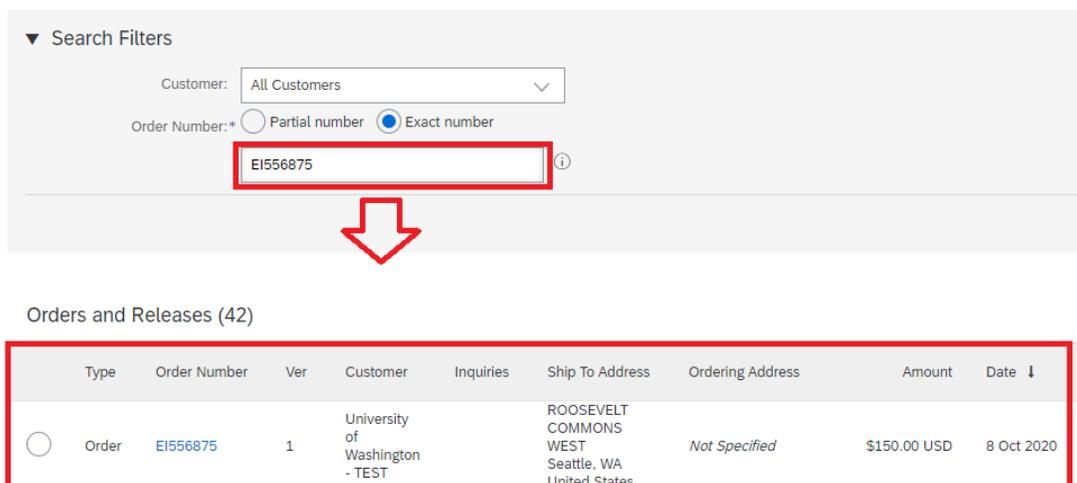
▼ Search Filters

Customer: All Customers

Order Number: Partial number **Exact number**

EI556875

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**

EI556875

Orders and Releases (42)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓
<input type="radio"/> Order	EI556875	1	University of Washington - TEST		ROOSEVELT COMMONS WEST Seattle, WA United States	Not Specified	\$150.00 USD	8 Oct 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.”

The screenshot shows the SAP Ariba Network interface for a Purchase Order (PO) with ID EI556875. The header includes the SAP logo, 'Ariba Network', 'Enterprise Account', and 'TEST MODE'. A 'Done' button is in the top right. Below the header, there is a yellow warning banner about SAP Ariba's partnership with Uber Freight. A navigation bar contains buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below this are tabs for 'Order Detail' and 'Order History'. The main content area is divided into three columns: 'From' (UNIVERSITY OF WASHINGTON), 'To' (ReddyGo Solutions - TEST), and 'Purchase Order' (EI556875, Amount: \$150.00 USD). Below this is the 'Payment Terms' (NET 30) and 'Other Information' section, which includes contact details and terms and conditions. The 'Routing Status' is 'Acknowledged' and 'Related Documents' are listed as 098765.

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

This screenshot is similar to the previous one, but the 'Create Invoice' button in the navigation bar is highlighted with a red rectangular box. The rest of the interface, including the header, warning banner, and order details, remains the same.

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

Add to Header ▼

Summary

Purchase Order: EI556875

Invoice #:* 01010101010

Invoice Date:* 9 Oct 2020

Service Description:

Supplier Tax ID:

Remit To: 123 TEST DRIVE ▼

Subtotal: \$150.00 USD
Total Tax: \$15.15 USD
Total Gross Amount: \$165.15 USD
Total Net Amount: \$165.15 USD
Amount Due: \$165.15 USD

[View/Edit Addresses](#)

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: \$150.00 USD

[Remove](#)

Tax Rate Type:

Rate(%): 10.1

Tax Amount: \$15.15 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

Purchase Order: EI556875

Invoice #:* 01010101010

Invoice Date:* 9 Oct 2020

Service Description:

Supplier Tax ID:

Remit To: 123 TEST DRIVE ▼

Subtotal: \$150.00 USD
Total Tax: \$15.15 USD
Total Gross Amount: \$165.15 USD
Total Net Amount: \$165.15 USD
Amount Due: \$165.15 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. Add an attachment by clicking “Choose File.” We encourage attaching a PDF copy of the invoice.

Attachments

The total size of all attachments cannot exceed 10MB

No file chosen

Scroll down to the Items section.

To bill an item:

- Make sure the checkbox next to the line item is checked
- Select or unselect the “Include” button
- Enter the quantity being billed
- If the cost is lower, change the unit price (if your intended price is higher than what is listed, contact pcshelp@uw.edu for guidance before submitting)
- If creating a credit, enter the quantity as negative and the price as positive. Example: Quantity -1 and price \$100.00.

Line Items

2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10.1% Sales Tax / 10.1% Sales Tax Shipping Documents Special Handling Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	123456	Test order		1	EA	\$50.00 USD	\$50.00 USD
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	78901	Test order		0	EA	\$100.00 USD	\$0 USD

Excluded line items cannot be modified.



Line Item Actions ▾

Delete

Feedback

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.

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.

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

The screenshot displays the 'Create Invoice' interface in SAP Ariba Network. At the top, the header includes 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. Below the header, there are navigation buttons: 'Previous', 'Save', 'Submit', and 'Exit'. The main content area contains a confirmation message and a 'Standard Invoice' section. The invoice details are as follows:

Invoice Number: 010101010	Subtotal: \$50.00 USD
Invoice Date: Friday 9 Oct 2020 2:44 PM GMT-07:00	Total Tax: \$5.05 USD
Original Purchase Order: EI556875	Total Gross Amount: \$55.05 USD
	Total Net Amount: \$55.05 USD
	Amount Due: \$55.05 USD

Below the details, there are three columns for 'REMIT TO:', 'BILL TO:', and 'SUPPLIER:'. Each column contains the respective party's name and postal address. The 'REMIT TO:' and 'SUPPLIER:' fields are filled with 'ReddyGo Solutions - TEST', while 'BILL TO:' is filled with 'UNIVERSITY OF WASHINGTON'. At the bottom of the screen, the 'Submit' button is highlighted with a red box, and a large red arrow points upwards towards it.

You will see this screen after your submission goes through.

The screenshot shows the confirmation screen after the invoice submission. The header is the same as the previous screen. The main content area displays the message 'Invoice 098765 has been submitted.' Below this message, there is a list of actions:

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

On the right side of the screen, there is a search bar and a help link that says 'I need help accessing a sourcing event'.