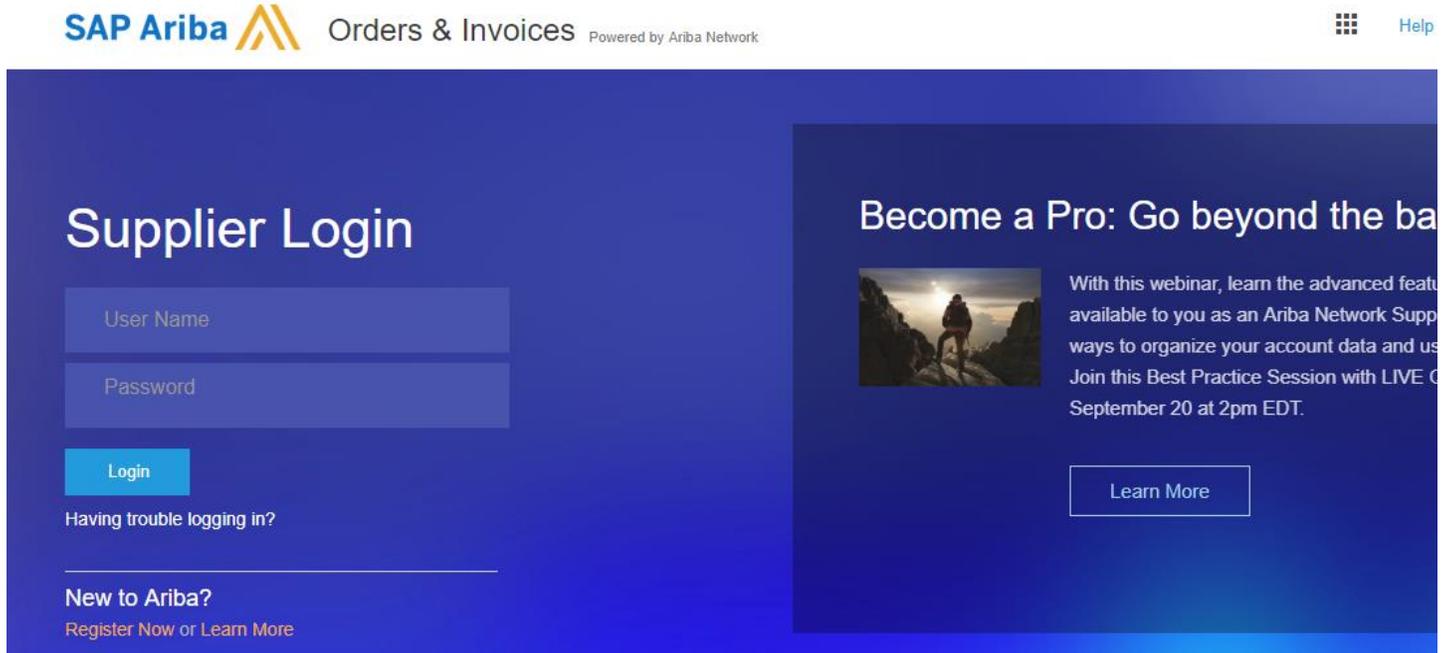
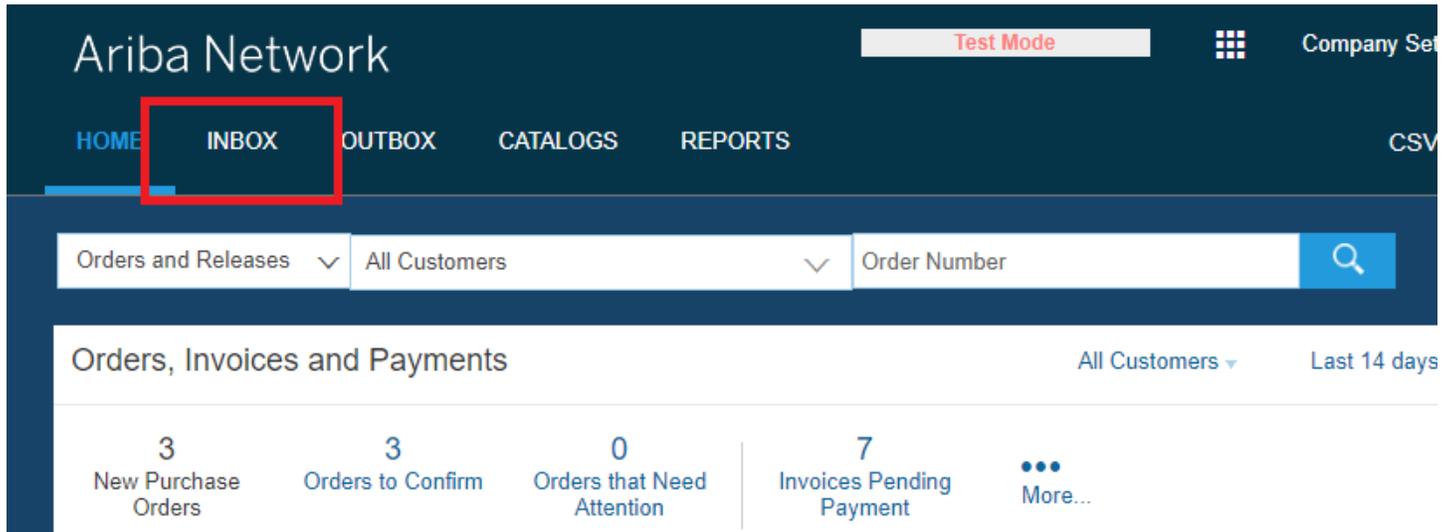


Ariba Network Supplier Invoicing Reference Guide

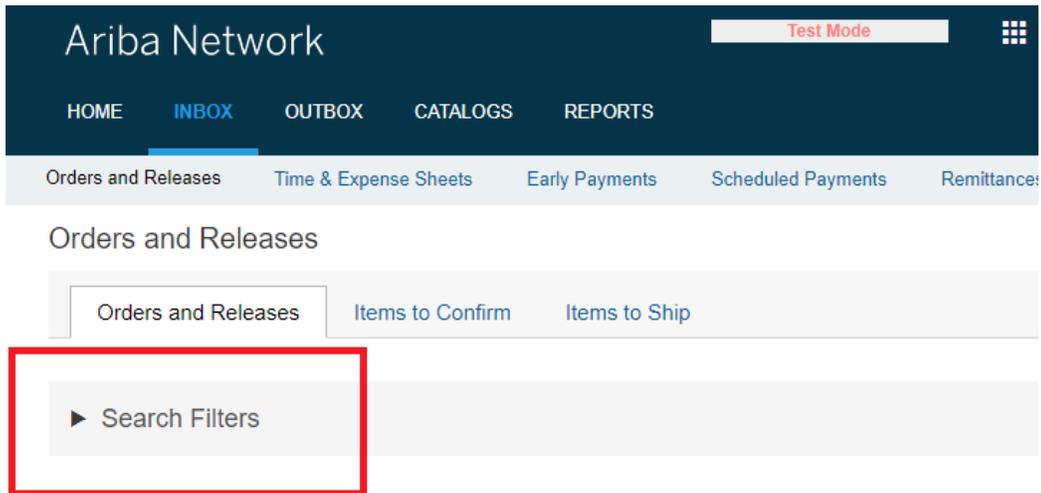
Navigate to supplier.ariba.com and log in.



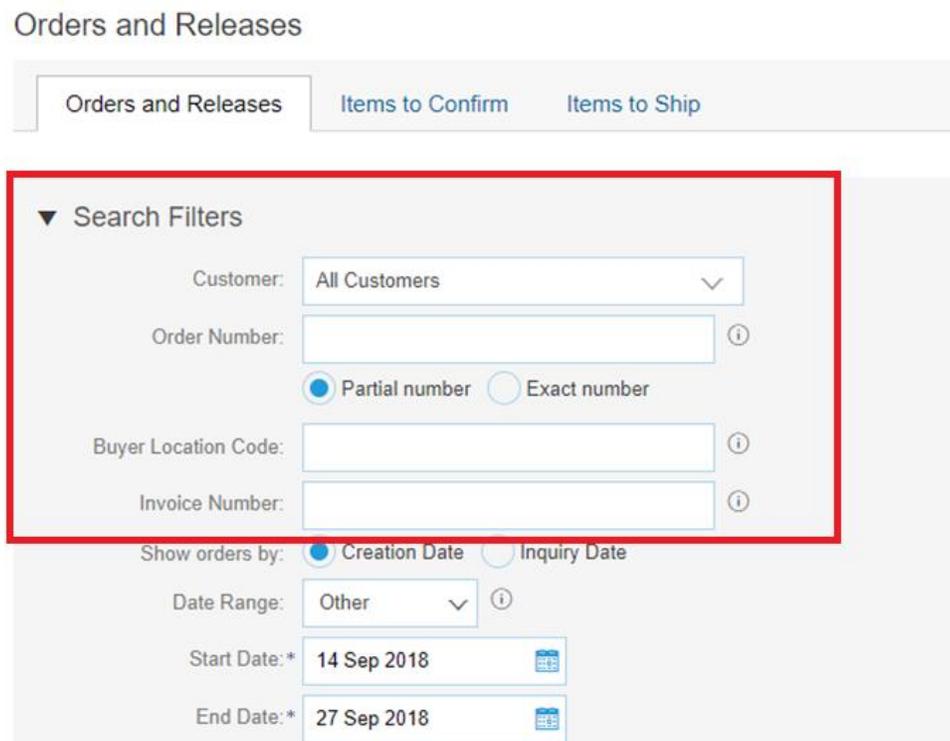
Click on the **Inbox** tab.



A new page will open with a list of purchase orders. You can either scroll to locate the order number, or you can 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.

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

▼ Search Filters

Customer: All Customers

Order Number:* **BPO9169** ⓘ

Partial number Exact number

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

▼ Search Filters

Customer: All Customers

Order Number:* BPO9169 ⓘ

Partial number Exact number

Orders and Release (1)

Type	Order Number ↓	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status
<input type="radio"/>	Order BPO9169	1	University of Washington - TEST		ROOSEVELT COMMONS WEST Seattle, WA United States	Not Specified	\$5,000.00 USD	21 Sep 2018	Invoiced

↳ [Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) [Show](#) [Resend Failed Orders](#)

A new page will open with the details of the order. Click the **Create Invoice** button.

Ariba Network Test Mode ☰ Company Settings

Purchase Order: BPO9169

Create Order Confirmation Create Ship Notice **Create Invoice** Hide | | | |

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

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), and select an **invoice date** (defaults to today's date). Also, enter the tax rate in the **Rate (%)** field.

▼ Invoice Header * Indicates required field

Summary

Blanket Order: BPO9169

Invoice #:* LM030614

Invoice Date:* 2 Oct 2018

Service Description:

Supplier Tax ID:

Remit To: 123 TEST DRIVE

TEST , WA
United States

Bill To: UNIVERSITY OF WASHINGTON

SEATTLE , WA
United States

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

[View/Ex](#)

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 and then click on **Attachment** from the drop-down menu. (Note: This makes the attachment section visible in an area that is down in the lower part of the page).

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Blanket Order: BPO9169

Invoice #:* LM030614

Invoice Date:* 2 Oct 2018

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

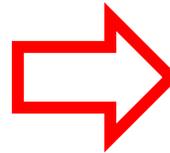
Special Handling

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

Add to Header ▼

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	
<input checked="" type="checkbox"/>	1	1	EA	\$100.00 USD	XYZ123	ccc 44120000 Office supplies Enter a description for this item.

Create

- Goods
- Service

A new page will open where you can enter the line item invoice details. Enter a Quantity and the Unit Price and click the Create button.

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	1	EA	\$100.00 USD	XYZ123	ccc 44120000 Office supplies Enter a description for this item.	\$100.00 USD	

▼ Invoice Item

* Indicates required field

Quantity:*

Unit: EA

Unit Price:*

Subtotal: \$100.00 USD

Part #:*

Customer Part #:

Description: ccc 44120000 Office supplies Enter a description for this item.

Inspection Date:

Reference Date:

Accounting Reference Reference ID:

Description:

The invoice now displays the invoiced line item. To attach a file that contains a copy of the invoice, click the **Choose File** button under Attachments. Once you find your file, click **Add Attachment**. 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
<input type="checkbox"/> ▼ 1	1	EA	\$100.00 USD	XYZ123	ccc 44120000	Office supplies Enter a description for this item.	\$100.00 USD
<input type="checkbox"/> 1.1	<input type="text" value="1"/>	EA	<input type="text" value="\$50.00 USD"/>	XYZ123	ccc 44120000	Office supplies Enter a description for this item.	\$50.00 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. After your review, click the **Submit** to continue.

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 : LM030614
Invoice Date : Friday 21 Dec 2018 11:41 AM GMT-08:00
Original Blanket Purchase Order : BPO9169

Subtotal : \$50.00 USD
Total Tax : \$5.05 USD
Total Gross Amount : \$55.05 USD
Total Net Amount : \$55.05 USD
Amount Due : \$55.05 USD

REMIT TO:
ReddyGo Solutions - TEST

Postal Address:
123 TEST DRIVE
TEST , WA 98195
United States

BILL TO:
UNIVERSITY OF WASHINGTON

Postal Address (default):
4300 ROOSEVELT WAY NE
SEATTLE , WA 98105
United States
Address ID: 100754

SUPPLIER:
ReddyGo Solutions - TEST

Postal Address:
4517 96th St E
Tacoma , WA 98446
United States

Invoice Summary

Subtotal: \$50.00 USD
Total Tax: \$5.05 USD
Total Gross Amount: \$55.05 USD
Total Net Amount: \$55.05 USD
Amount Due: \$55.05 USD

Attachment(s):

Name	Content Type
How to Restart.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document

[Previous](#) [Save](#) [Submit](#) [Exit](#)

