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.

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. Click the **Create Invoice** button.

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.
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).

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