How to Create a Non-PO Invoice in Ariba

1) Log in to Ariba: https://ar.admin.washington.edu/AribaBuyer/uw/login.asp
2) Click the Invoicing tab
3) Select Non-PO Invoice from the Create drop-down menu:

4) Select the expense type from the drop-down menu and answer any follow up questions
5) Enter the supplier’s invoice number
6) Enter a meaningful title for the invoice into the Title field. This will facilitate searching for the invoice.
7) Enter the Invoice Date
8) On the Supplier drop down menu, click Search for More

9) Enter the supplier name or partial name and click Search. (Or, if you know the supplier number, change the Field drop down box from Also Known As to Supplier #.)

10) If you see the same Supplier# associated with multiple “Also Known As” values, it is okay to choose any as long as you are sure it is the correct supplier. If the supplier numbers are different, be certain you are selecting the correct one.
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### Choose Value for Supplier

<table>
<thead>
<tr>
<th>Field: Also Known As</th>
<th>City of Seattle</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY OF SEATTLE</td>
<td>CITY OF SEATTLE</td>
<td>Select</td>
</tr>
<tr>
<td>CITY OF SEATTLE/EXECUTIVE SVC</td>
<td>CITY OF SEATTLE</td>
<td>Select</td>
</tr>
<tr>
<td>CITY OF SEATTLE/SEP</td>
<td>CITY OF SEATTLE</td>
<td>Select</td>
</tr>
</tbody>
</table>

### 11) Click select next to Remit-to Address

- **Supplier:** CITY OF SEATTLE (CITY OF SE...)
- **Supplier Sales Order #:**
- **On Behalf Of:** MICHELLE SCHRADER
- **Supplier Contact:** CITY OF SEATTLE
- **Remit To Address:** *(no value) [select]*

### 12) Look for the Remit-To Address listed on the invoice, and click Select button.

<table>
<thead>
<tr>
<th>Name of Remit To Address</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Postal Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY OF SEATTLE</td>
<td>DEPT OF FINANCE PO BOX 34016</td>
<td>SEATTLE</td>
<td>WA</td>
<td>98124-1018</td>
<td>United States</td>
</tr>
<tr>
<td>CITY OF SEATTLE</td>
<td>ATTN: ACCOUNTS PAYABLE PO BOX 34018</td>
<td>SEATTLE</td>
<td>WA</td>
<td>98124-4018</td>
<td>United States</td>
</tr>
</tbody>
</table>

**Important:** Ensure you are selecting the correct Remit To Address.

### 13) Answer the Payment to an Individual and Food or Beverages questions

- Payment to an individual: [Yes] [No]
- Food or beverages: [Yes] [No]

### 14) Enter a Remittance Note (brief description of what the invoice is for)

**Remittance Note:**

### 15) If the supplier you are using is identified as foreign, answer the foreign supplier specific questions that follow.

**Foreign Vendors Only:**

- I have confirmed to the best of my ability that there are no federal sanctions prohibiting the purchase of these goods/services from this individual, supplier, or country: [Yes] [No]
- Are any of the services performed within the US? [Yes] [No]
- Is this being paid by a Wire Transfer? [Yes] [No]
- Customs clearance required? [Yes] [No]

**Use the links for provided for additional guidance.**

### 16) Make sure your Ship To and Deliver To information is entered. The Ship From is automatically entered.
17) Click **Next**

18) Click **non-catalog**

19) **IMPORTANT**: Be sure to replace the default value of “Enter your description for this item” with a description of the item that matches what is on the supplier invoice.

20) Click the **Commodity Codes** drop-down menu and click **Search for more...** to search for your commodity code. For assistance with choosing a commodity code, see: [https://finance.uw.edu/ps/resources/commodity-codes](https://finance.uw.edu/ps/resources/commodity-codes).

21) **IMPORTANT**: After you have selected the commodity code, verify the **Account Code** default. If it is not correct, click on the drop-down arrow and select **Search for more...** to search for and select the correct account code.

22) Enter a **Supplier Part Number**. If there is no part number on the invoice, make up a value or enter UWZZZ.

17) **Important**: Replace the default value of “Enter your description for this item” with a description of the item that matches what is on the supplier invoice.

18) Select **Search for more...** from the **Commodity Code** drop-down menu to search for the commodity code.

19) **IMPORTANT**: After you have selected the **Commodity Code**, verify the accuracy of the **Account Code** default. Change it if necessary.

20) Enter a **Supplier Part Number**.
23) Enter the **Quantity** and **Unit of Measure**

24) Enter the price **before** shipping and sales tax

25) See the screen capture below for an example of a full entry of the item. Click **OK** to continue.

![Screen Capture]

26) You will see a screen that displays the line item that you have just added. You can click the **Add More Items** button if there is another item to add and follow the previous steps for describing the item details.

! IMPORTANT: **DO NOT** use the **Add Shipping Item** or **Add Special Handling Item** buttons and **DO NOT** add shipping, handling, discounts and tax as line times. These types of charges are added to the Non-PO Invoice as header charges in the **Summary** step.

Click the **Summary** button to continue.

![Summary Screen]

27) Click on the **Add Header Taxes and Charges** button (near the top right of the display) to enter shipping, handling, discounts and tax exactly as listed on the supplier invoice. **(Important: Even if there are no header charges you must click this button and enter a Sales Tax value of $0.00. This is a system requirement.)**
28) On the screen for adding header taxes and charges, you can add taxes, shipping, handling and discounts. Click on the checkbox next to the types of charges you need to add.

29) **IMPORTANT:**

- If there is no tax listed on the invoice, enter $0 in the sales tax line.
- **DO NOT** calculate use tax and enter it in the sales tax line. Doing so will pay the sales tax directly to the supplier, who did not invoice for it.

The example below demonstrates entering a tax amount and a shipping charge. When you have finished adding header charges, Click **OK** to continue.
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**INVCOS-789-3273**

Select a check box to enter information about the line item you wish to add.

<table>
<thead>
<tr>
<th>TAXES</th>
<th>Add Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Type</td>
<td>Add</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>Copy</td>
</tr>
<tr>
<td>Tax Amount</td>
<td>Delete</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHIPPING CHARGES</th>
<th>Add Shipping Chrges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ship From:</td>
<td>CITY OF SEATTLE</td>
</tr>
<tr>
<td>Ship To:</td>
<td>100 NE NORTHLAKE</td>
</tr>
<tr>
<td>Type:</td>
<td>Shipping</td>
</tr>
<tr>
<td>Shipping Charge:</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HANDLING CHARGES</th>
<th>Add Handling Charges</th>
</tr>
</thead>
</table>

| DISCOUNT               | Add Discount         |

30) If the **budget you are using is a Federal Contract**, you will be prompted to answer a question about Independent Contractor Services. If you answer **Yes**, more questions will follow. If the budget is not a federal contract, you will not see this question.

**Important:** If there is no tax listed on the invoice, enter $0.00 in the **Sales Tax line**.

**Example of a shipping charge.**

31) To attach the supplier invoice to the **Summary** page of your Non-PO Invoice, scroll down to the bottom of the page, and click the **Add Attachment** button in the section labeled **ATTACHMENTS – ENTIRE INVOICE**.

32) **Review the Summary page to make sure that**:
   - The **Total** matches the total on the invoice you received from the supplier
   - The supplier name and remit to address are correct
   - The Account Code is accurate
   - The Budget Number is accurate

33) **Click Submit**
34) **Review the Perjury statement. Click Submit.**