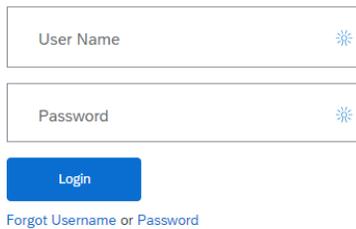


Invoicing an existing Purchase Order

Ariba allows suppliers to invoice incoming Purchase Orders (POs) within the portal. A PO can be invoiced using the following steps:

Supplier Login



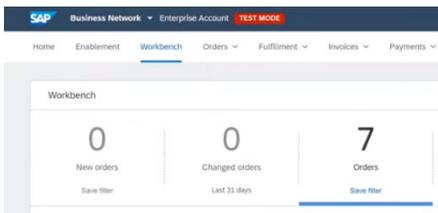
User Name

Password

Login

[Forgot Username or Password](#)

Go to the Ariba supplier login page at <https://supplier.ariba.com/> and login to your desired account.

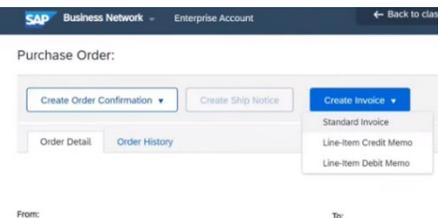


Once logged in, navigate to the **Workbench** tab and click on the **Orders** option.

Orders (7)
> [Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Order Number ↑	Supplier	Amount
4501743997	PALL EUROPE LTD-TEST	€15143.58 EUR
4501746377	PALL EUROPE LTD-TEST	€45430.74 EUR

In the Purchase Order field, click on the number of the PO you wish to invoice.



In the PO Display, click on the **Create Invoice** button on the top of the screen, and choose the **Standard Invoice** option.

Create Invoice

Invoice Header

Summary

Purchase Order:

Invoice #:*

Invoice Date:*

Service Description:

Remit To:

In the invoice creation screen, fill in the details of your invoice. Fields with an asterisk (*) are mandatory.

Line Items

Insert Line Item Options

Tax Category: Shipping Docu

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	test item
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	test item

Line Item Actions:

Scroll down to the bottom of the screen. In the Line Items display, tick the box next to **Tax Category** and choose the appropriate tax name (VAT, GST etc.) in the box directly to the right of it.

ending: Discount

Quantity	Unit	Unit Price	Subtotal
<input type="text"/>	C62	<input type="text"/>	3,000.00 EUR

Taxable Amount:

Rate(%):

Tax Amount:

Exempt Detail: (no value)

Click the **Add to Included Lines** button on the right side of the screen to add the tax to the invoice. The **Taxable Amount** line will be populated automatically. Add the tax rate in the **Rate (%)** line to allow Ariba to calculate the tax. If you choose a Tax Exemption from the **Exempt Detail** menu, this will need to be justified.

Please be aware that this needs to be done for each line that you are invoicing.

Scroll down to the bottom of the screen and click the **Next** button.

Please be aware the clicking **Save** will save your current progress but will not submit the invoice.

Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and country is: Czech Republic. If you want your invoices to be stored in the Ariba long term document archiving

Standard Invoice

Invoice Number:

Invoice Date:

Original Purchase Order:

REMIT TO:

SUPPLIER:

In the review screen, you can verify that all the invoice details are correct before making the Submission final.

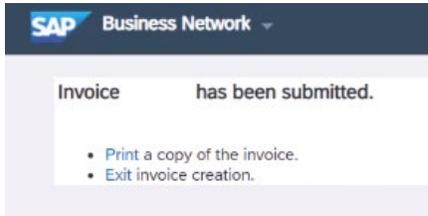


Subtotal:
Total Tax:
Total Gross Amount:
Total Net Amount:
Amount Due:

Previous Save Submit Exit

Scroll down to the bottom of the screen. If revisions need to be made, click the **Previous** button to go back to the invoice editing screen. If all the data is correct, click the **Submit** button.

Please be ware the pressing the **Save** button will save your current progress but will not submit the invoice.



SAP Business Network

Invoice has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

You will receive a notification that the invoice has been submitted.
