

# Invoice Creation

SAP Ariba Network



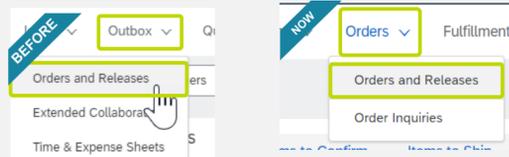
In this guide, you will learn how to create invoices from SAP Ariba Network

1

Select the order you want to invoice according to the version enabled:

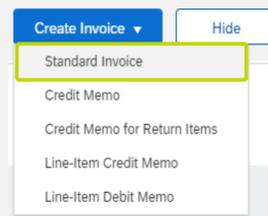
Classic: **Inbox** → **Orders & releases**

Update: **Orders** → **Orders & releases**



2

Click on the **Create invoice** tab and select **Standard invoice**.



3

In case of having several ASNs pending, select the one you want to bill and click Next.

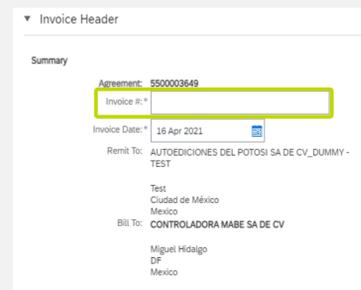
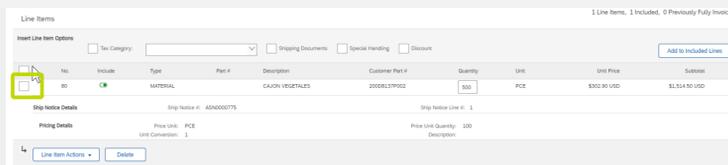
In case there is only one ASN to invoice, you will go directly to step 4.



**REMEMBER** it is not allowed to put several ASNs in a single invoice.

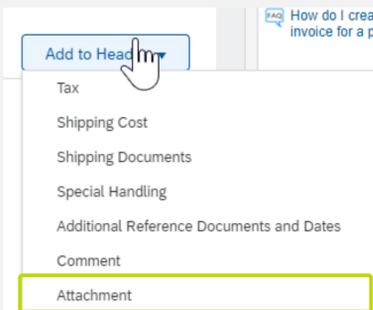
4

Add the invoice number and validate that your amounts are correct.



5

You must add the file of the physical invoice. In the **Add to header** tab, click on **Attachment** and add your invoice in PDF format, then click on **Next** or and then **on Save**.

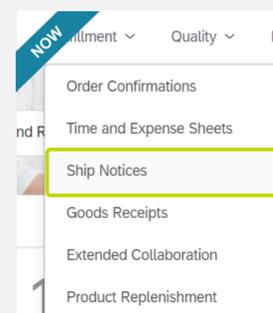
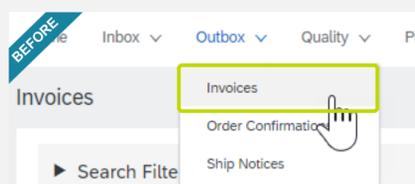


6

View the status of your invoices, according to the version enabled:

Classic: **Outbox** → **Invoices**

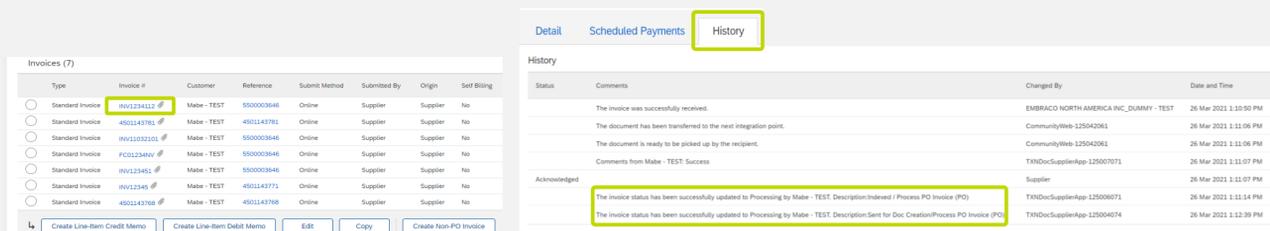
Update: **Fulfillment** → **Ship Notices**



Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	INV123412	Mabe - TEST	550003846	Online	Supplier	Supplier	No	Order	22 Mar 2021	\$306.40 USD	Acknowledged	Sent
Standard Invoice	4501143781	Mabe - TEST	4501143781	Online	Supplier	Supplier	No	Order	22 Mar 2021	\$15,000.00 USD	Acknowledged	Sent
Standard Invoice	INV11032101	Mabe - TEST	550003846	Online	Supplier	Supplier	No	Order	11 Mar 2021	\$176.69 USD	Acknowledged	Sent
Standard Invoice	PC012340V	Mabe - TEST	550003846	Online	Supplier	Supplier	No	Order	10 Mar 2021	\$176.69 USD	Acknowledged	Sent
Standard Invoice	INV12345	Mabe - TEST	550003846	Online	Supplier	Supplier	No	Order	10 Mar 2021	\$111.36 USD	Acknowledged	Sent
Standard Invoice	INV12346	Mabe - TEST	4501143771	Online	Supplier	Supplier	No	Order	10 Mar 2021	\$5,000.00 USD	Acknowledged	Approved
Standard Invoice	4501143768	Mabe - TEST	4501143768	Online	Supplier	Supplier	No	Order	9 Mar 2021	\$10,000.00 USD	Acknowledged	Approved

7

View the detail of your invoice status clicking on the document number. Go to the History tab and check the confirmed receipt.



In the detail of the invoice, you will find different status:

