Bloomsburg UNIVERSITY CAL U CHEYNEY UNIVERSITY CLARION UNIVERSITY ESU EDINBORO UNIVERSITY IUP KUTZTOWN UNIVERSITY LOCK HAVEN UNIVERSITY MANSFIELD UNIVERSITY Millersville University SHIPPENSBURG UNIVERSITY SlipperyRock University WCU WEST CHESTER UNIVERSITY

SourcePoint Training Guide :

Standard Supplier Invoice Creation (Supplier)

Introduction

This document will guide Suppliers through the invoice creation process for a Standard account.
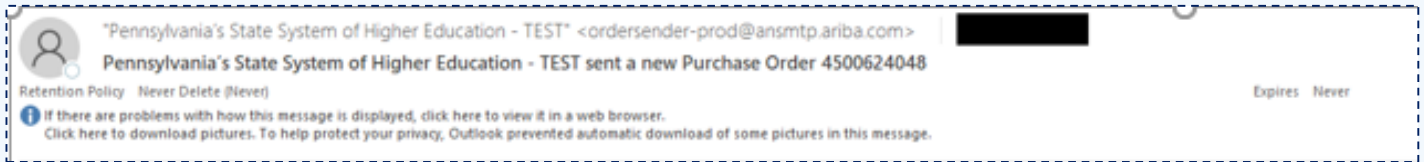
Process

This process is used when a Supplier has a Standard account on the Ariba Network and has received a PO from PASSHE. The following steps demonstrate how to create an invoice for the PO.
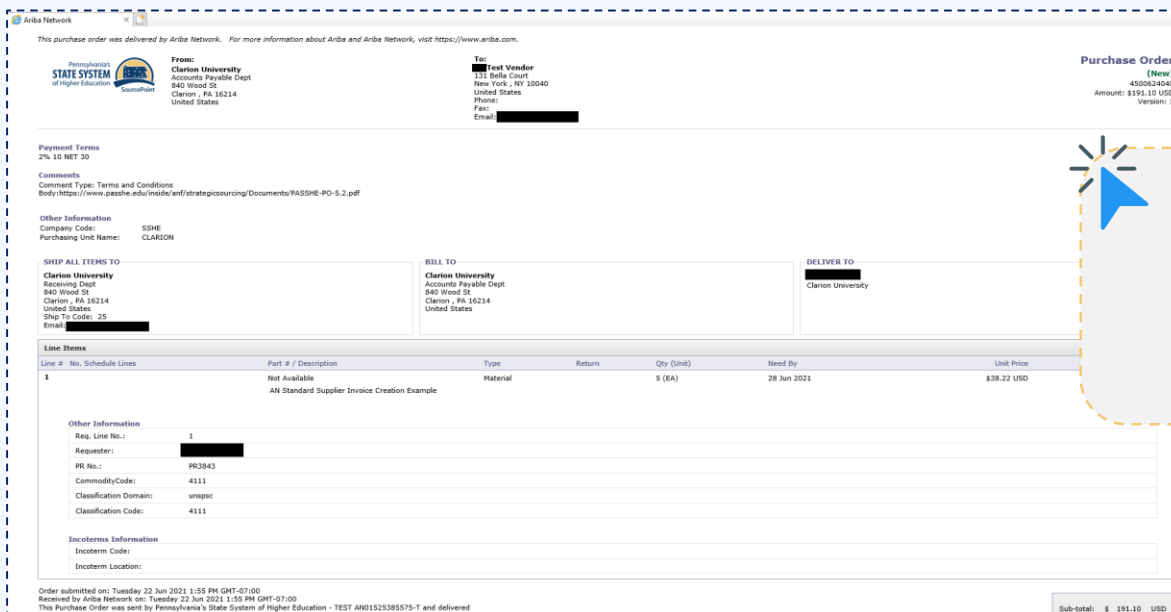
PASSHE Email to the Supplier

The Supplier will receive an email communication from PASSHE when a PO is generated.

1 Locate and open the PO notification email from PASSHE/SourcePoint (SAP Ariba)

> "Pennsylvania's State System of Higher Education - TEST" <ordersender-prod@ansmtp.ariba.com>
> **Pennsylvania's State System of Higher Education - TEST sent a new Purchase Order 4500624048**
> Retention Policy Never Delete (Never)   Expires Never
> ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
> Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

✅ The email will come from **ordersender-prod@ansmtp.ariba.com**. The Supplier may need to check junk mail and add the email address from Ariba to their safe senders list.

2 Review the electronic copy of the PO attached to the email.
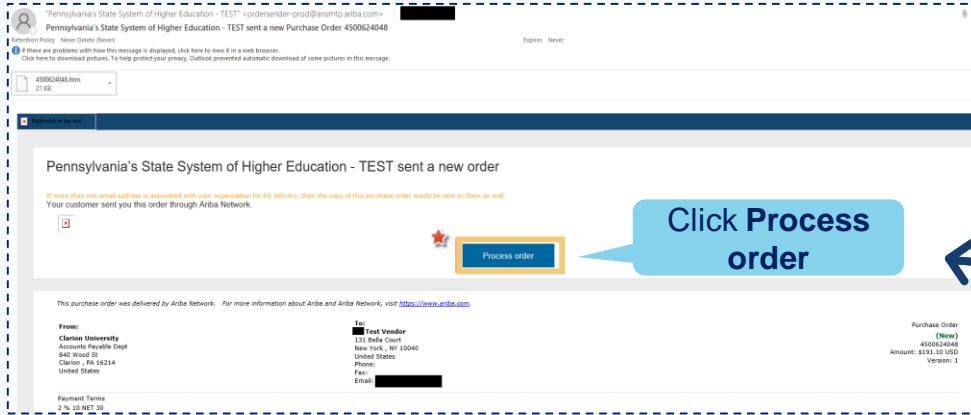
The Supplier can click on the attached PO and open in the desired browser to see PO details.

Process Invoice

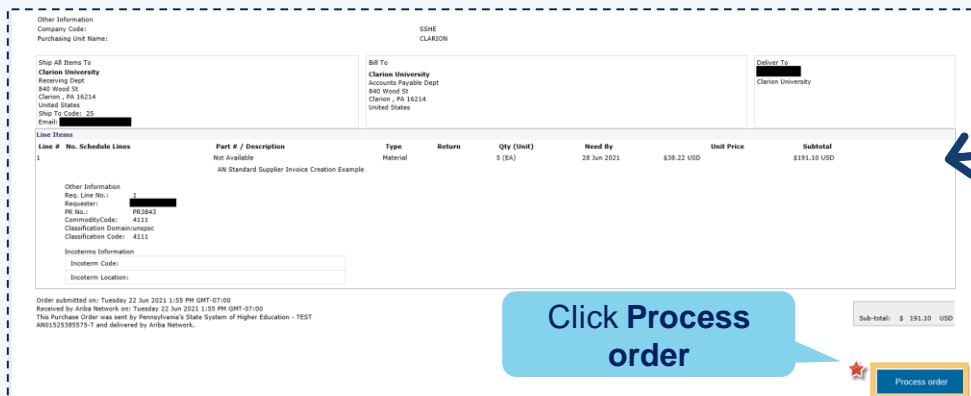Use the email to begin the invoicing process.

1 The body of the email will show the PO details. The **Process Order** option will begin the invoice process.

A From the top of the email

> Click **Process order**

> The **Process order** button will function the same whether you choose the one at the top of the email or at the bottom.
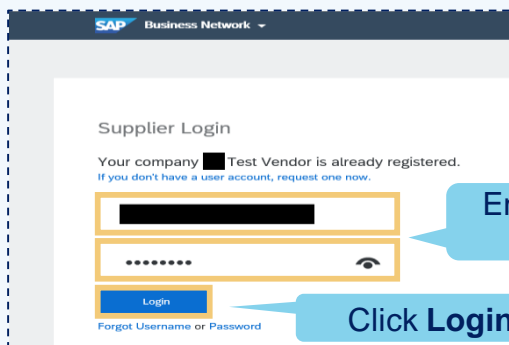
B From the bottom of the email

> Click **Process order**

> The **Process order** button will take you directly to the Ariba Network Supplier Login screen

Access PO through Ariba Network

Log into the Ariba Network and view the PO.

1 Log into your Ariba Network Account using the appropriate credentials.

> Enter **Username** and **Password**

> Click **Login**

Create Invoice

Create the invoice via the Ariba Network.

1 From the PO, create the invoice via the Ariba Network.

Click **Create Invoice** and select **Standard Invoice** from the drop-down menu

---

Important information to keep in mind as the invoice is created:

If the invoice is a partial invoice, for only the items shipped thus far:

- For a given PO line-item partial invoice, the Supplier can adjust the line-item quantity
- For PO line items not being invoiced, the Supplier will select the line-item, and choose the **Delete** option

When the *Create Invoice* screen opens, the Supplier will see ALL the PO data has populated on to the invoice, including all line-items. **This is called a PO flip invoice.**

2 View and update the invoice.

Enter the **Invoice #**

Select **Add to Header** to make header level changes

All PO data automatically populates in the invoice

You can add shipping and/or special handling at the header level, if applicable

Click **Update**

Click **Next**

For partial invoices, where a line-item has not shipped and is not ready for invoicing, select the line item, then click the **Delete** option

DO NOT add shipping or special handling to invoice line items

3 View the newly created invoice and submit for processing/payment.

Within the screenshot:

SAP Ariba Network | Standard Account | Upgrade | TEST MODE | ← Back to classic view | YP

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: 624048
Invoice Date: Tuesday 22 Jun 2021 6:00 PM GMT-04:00
Original Purchase Order: 4500624048

Subtotal: $191.10 USD
Total Tax: $0.00 USD
Total Gross Amount: $191.10 USD
Total Net Amount: $191.10 USD
Amount Due: $191.10 USD

REMIT TO:
Test Vendor
Postal Address:
131 Bella Court
New York , NY 10040
United States

BILL TO:
Clarion University
Postal Address (Default):
Accounts Payable Dept
840 Wood St
Clarion , PA 16214
United States
Address ID: 2501

SUPPLIER:
Test Vendor
Postal Address:
131 Bella Court
New York , NY 10040
United States

BILL FROM:
Test Vendor
Postal Address:
131 Bella Court
New York , NY 10040
United States

CUSTOMER:
Pennsylvania's State System of Higher Education - TEST
Postal Address:
2300 Vartan Way, Suite 207
Harrisburg , PA 17110
United States

SHIPPING INFORMATION:

SHIP FROM:
Test Vendor
Postal Address:
131 Bella Court
New York , NY 10040
United States

SHIP TO:
Clarion University
Postal Address (Default):
Clarion University
Receiving Dept
840 Wood St
Clarion , PA 16214
United States
Address ID: 25
Email:

PAYMENT TERMS:
Net Term: 30 Days
Discount or Penalty Term: 10 Days Rate(%) 2

Original Purchase Order: 4500624048

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	1	MATERIAL	Not Available / AN Standard Supplier Invoice Creation Example	5 / (EA)	$38.22 USD	$191.10 USD

DETAILS
Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:
Classification Domain: unspsc
Classification code: 4111

Subtotal: $191.10 USD
Gross Amount: $191.10 USD
Net Amount: $191.10 USD

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
Sales Tax	0%		$191.10 USD	$0.00 USD		Tax Exempt		

Invoice Summary

Subtotal: $191.10 USD
Total Tax: $0.00 USD
Total Gross Amount: $191.10 USD
Total Net Amount: $191.10 USD
Amount Due: $191.10 USD

Previous | Save | Submit | Exit

Callout: If the invoice is correct, click **Submit**

If corrections are needed, select **Previous** to go back to make edits before submitting the invoice.

Callout: If the invoice is correct, click **Submit**

Attachment to Invoice

The supplier can add an attachment during the *PO Flip Invoice* process within the Ariba Network.

1 Choose option to Add Attachment

Create Invoice

Update | Save | Exit | Next

▼ Invoice Header

* Indicates required field — Add to Header ▼

Summary

Purchase Order: 4500624063
Invoice #:* 624063
Invoice Date:* 8 Sep 2021
Service Description:
Supplier Tax ID:

Subtotal: $47.82 USD
Total Tax: $0.00 USD
Total Gross Amount: $47.82 USD
Total Net Amount: $47.82 USD
Amount Due: $47.82 USD

Tax
Shipping Cost
Shipping Documents
Special Handling
Additional Reference Documents and Dates
Comment
Attachment

Click on the Add to Header drop down

Choose Attachment

2 Scroll through the invoice screen to the Attachments section

Attachments

The total size of all attachments cannot exceed 10MB

Choose File | No file chosen | Add Attachment

Click Add Attachment

Click Choose File to select file from the file directory

Attachments

The total size of all attachments cannot exceed 10MB

Choose File | Test Invoice ...Invoice.docx | Add Attachment

3 Attachment is now visible to the supplier within the attachment area

Attachments

The total size of all attachments cannot exceed 10MB

Choose File | No file chosen | Add Attachment

Remove

Name	Size (bytes)	Content Type
Test Invoice Attachment to AN Supplier PO Flip Invoice.docx	11901	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Delete

Add additional attachments as needed

See Attachment

Ability to delete if needed

4 Supplier view of attachment prior to submitting the invoice

Invoice Summary

Subtotal: $47.82 USD
Total Tax: $0.00 USD
Total Gross Amount: $47.82 USD
Total Net Amount: $47.82 USD
Amount Due: $47.82 USD

Attachment is visible to the supplier at the bottom of the invoice

Attachment(s):

Name	Content Type
Test Invoice Attachment to AN Supplier PO Flip Invoice.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Previous | Save | Submit | Exit

AP view of Attachment

1 Viewing the attachment from within the SourcePoint generated invoice

INV624063-1701   Status: **Reconciled**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

| Copy | Create Line-Item Credit Memo | Print |

| Summary | Approval Flow | Reference | History |

Header Information ⌃   **Click the Attachment Icon**

                                                                          Invoice Summary: $47.82 USD Details

Supplier: 0081000072 (▮ Test Vendor)   Payment Terms: Net 30 Days
Supplier Contact: ▮ Test Vendor   Sold To: PASSHE - TEST
Invoice ID: INV624063-1701   Ship From: ▮ Test Vendor
Supplier Invoice #: 624063   131 Bella Court
Invoice Date: Wed, 08 Sep, 2021   New York NY 10040
                                                                                 United States

---

Attachments (1)

Test_Invoice_Attachment_to_AN_Supplier_PO_Flip_Invoice.docx Download   (11.6 KB)   **Click on attachment to open and view**

aribasy...   [Wednesday, September 8, 2021 at 6:30 AM]

Add Attachment
[Choose File] No file chosen
Note: You will not be able to remove this attachment after adding it.

| **Add Attachment** | Cancel |

Post Invoice Creation

After the invoice has been created and sent to PASSHE for payment, there are a few follow up items for Suppliers to be aware of.

To print a copy of the invoice that has been created:

SAP Ariba Network ▾   Standard Account   **Upgrade**   **TEST MODE**

Invoice 624048 has been submitted.

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

Click Print for a copy of the invoice

Click Exit to leave the invoice screen

To view the invoice from the follow up email after the request has been submitted:

ordersender-prod@ansmtp.ariba.com   📎 ▷
Invoice 624048 for $191.10 USD has been submitted to Pennsylvania's State System of Higher Education - TEST   6:09 PM ✕
<https://service.ariba.com/an/p/Ariba/img_interactive_email_logo.png>

ordersender-prod@ansmtp.ariba.com
Invoice 624048 for $191.10 USD has been submitted to Pennsylvania's State System of Higher Education - TEST

Retention Policy   Never Delete (Never)
ℹ️ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

📄 624048.pdf   ▾   📄 624048.xml   ▾
80 KB   7 KB

Attachments will provide a copy of the invoice

🅧 Right-click or tap and hold here t...

Dear ⬛ Test Vendor,

You have successfully submitted Invoice 624048 for $191.10 USD to **Pennsylvania's State System of Higher Education - TEST** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
To access product documentation and tutorials, go to Ariba Network Exchange User Community

How do I view a PDF document?
Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: https://get.adobe.com/reader/

Sincerely,
The Ariba Network Team
https://www.ariba.com

View Invoice

Click View Invoice to see the invoice within the Ariba Network

You received this notification because your email address, or a group email address that you belong to, was used to invoice a purchase order.

Please do not reply to this email. This mailbox is not monitored and your email will not be read.

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it

✅ The email will come from **ordersender-prod@ansmtp.ariba.com**. The Supplier may need to check junk mail and add the email address from Ariba to their safe senders list.

👁️ The Ariba Network provides multiple options to view a submitted invoice, as noted above.

To view the invoice from the 2nd follow up email after the request has been submitted:

✅ The email will come from **network_accounts@ariba.com**. The Supplier may need to check junk mail and add the email address from Ariba to their safe senders list.

To have a copy of the invoice resent if the email cannot be located:

- Log into the Ariba Network
- Click **Actions** for the appropriate PO
- Select **Send me a copy to take action**
- Click **Send**

▶ Once the new email is received, return to the **Process Invoice** instructions on **Page #2** to complete the invoice creation process.