How to raise a dispute case on Ariba invoices from Supplier Ariba Network account?
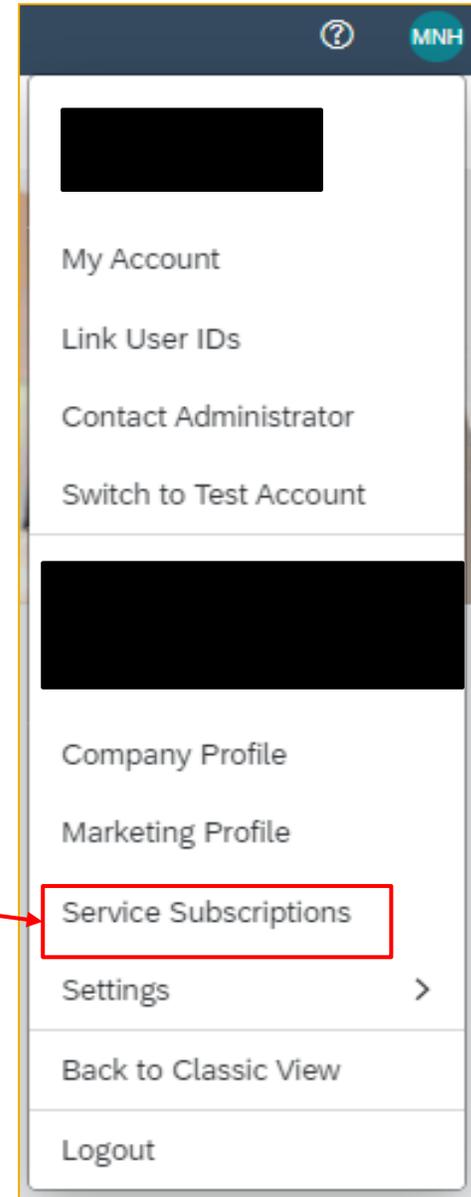
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Note: Applicable to Enterprise Account suppliers only

Step 1: Log in to your Ariba Network Account

Step 2: Click the Administrator initials at the top right corner

Click **"Service Subscriptions"**

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Step 3: You can view outstanding bills under **"My subscriptions" – "Open Bills"**

If you would like to raise a dispute case on a specific invoice, click the Dispute icon under **"Action"** column on the right of your screen.

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If you want to check for the person in charge of your company account in terms of billing, go to **"Address Data"** under "**My Subscriptions".** You can contact the responsible person via email/phone call.

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Thank you.

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