SAP Ariba ⋀

Amtrak
How to Create an Invoice on the Ariba Network

SAP

Public

AMTRAK®

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Creating an Invoice

To start your invoice, on the purchase order details page, click Create Invoice and then Standard Invoice

Creating an Invoice

The invoice number and invoice date are required for you to enter

Create Invoice

| Update | Save | Exit | **Next** |

▼ Invoice Header

Indicates required field

Add to Header ▼

Summary

Purchase Order: **2510003237**

Invoice #: *

Invoice Date: * 6 Mar 2022

Service Description:

Supplier Tax ID:

Remit To: Amtrak Test Supplier - TEST

Washington , DC
United States

Bill To: **Amtrak Accounts Payable**

Philadelphia , PA
United States

Subtotal: **$500.00 USD**
Total Tax: $0.00 USD
Total Gross Amount: **$500.00 USD**
Total Net Amount: **$500.00 USD**
Amount Due: **$500.00 USD**

View/Edit Addresses

Shipping

Creating an Invoice

Another required field in your Ariba Network invoice, is attaching a copy of your invoice. Scroll down on your screen to find Add to Header. Click Add to Header and choose Attachment

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:		Service Start Date:	🔲
Customer Reference:		Service End Date:	🔲
Supplier Reference:			
Payment Note:			

Supplier: **Amtrak Test Supplier - TEST**

Washington , DC
United States

Customer: **Amtrak - TEST**

Washington , DC
United States

Email:

View/Edit Addresses

Bill From: A

W
U

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

View/Edit Addresses

Add to Header ▼

Line Items

Tax Category:

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ⌄   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount

Creating an Invoice

1 First, click choose file

2 Select the invoice copy from your computer. Click Open

Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen   Add Attachment

Add to Header ▼

Washington , DC
United States

Attachments

The total size of all attachments cannot exce

Choose File No file chosen

Add to Header ▼

Line Items

Insert Line Item Options

☐ Tax Category:

Open

← → ↑ « OneDrive - SAP SE › Documents › Test   ᐯ ⟳   Search Test

Organize ▼   New folder

- Videos
- This PC
- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Local Disk (C:)
- Network

Name	Status	Date modified	Type
Test.docx		5/17/2018 10:21 AM	Microsoft Word

File name: Test.docx   All files (*.*)

Open   Cancel

3 Lastly, click the Add Attachment button on your invoicing screen. Make sure your attachment is listed correctly below.

Attachments

The total size of all attachments cannot exceed 100MB

Choose File No file chosen   **Add Attachment**

Name	Size (bytes)	Content Type
☐ Test.docx	12806	application/vnd.openxmlformats-officedocument.wordprocessingml.document

↳   Delete

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Creating an Invoice

Scroll down on your invoicing screen to view the Line Items. Here, you can see the same details as what was shown on the purchase order details page. If you'd like to invoice for a partial amount, you can change the quantity here

Line Items

Insert Line Item Options

☐ Tax Category: [▼]   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

Fully Invoiced

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	◉	MATERIAL		Accounting test		50	EA	$10.00 USD	$500.00 USD

↳ [Line Item Actions ▼]   [Delete]

Insert Line Item Options

☐ Tax Category: [▼]   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	◯	MATERIAL	Not Available	Accounting test		0	EA	$10.00 USD	$0 USD

Excluded line items cannot be modified.

↳ [Line Item Actions ▼]   [Delete]

If there is more than one line item, and you do not want to invoice on a certain line item, you can dis-include that line item for your invoice. You are able to go back and invoice again, for any remaining amounts and items.

Creating an Invoice

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Once your invoice is complete, click Next

Line Items   1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: [⌄]   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	🟢	MATERIAL		Accounting test		10	EA	$10.00 USD	$100.00 USD

↳ [Line Item Actions ▾]   [Delete]

[Update] [Save] [Exit] [**Next**]

2

[Previous] [Save] [**Submit**] [Exit]

...on of invoice. The document's originating country i...

...ice. Note that you will also be able to archive old...

Subtotal:
Total Tax:
Total Gross Amount:
Total Net Amount:
Amount Due: $100.00 USD

On the next screen, please review your invoice information. If something is not correct, you can click Previous, to take you back to edit. If everything is correct, click Submit, to submit your invoice to Amtrak.

Amtrak Test Supplier - TEST   Amtrak Accounts Payable   SUPPLIER:

                                                                      Amtrak Test Supplier - TEST

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Invoice 03062022 has been submitted.

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

You can then print a copy of your invoice if you'd like, or Exit the invoice creation.

Thank you.

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