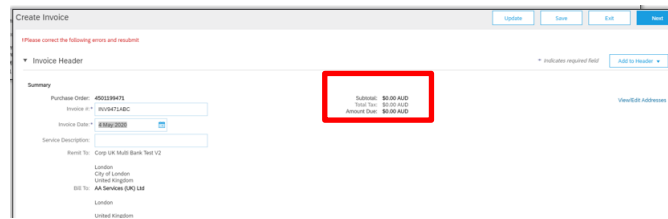


Quick Reference Guide: INVOICING UNPLANNED SERVICE PO'S

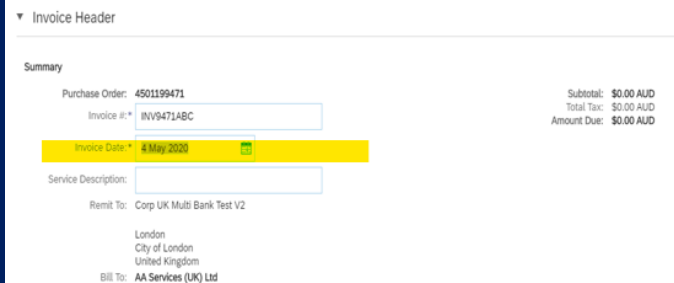
An unplanned service PO is where only the parent line routes to Ariba.

This means when you go CREATE INVOICE, the value will show 0.00.



The invoice details i.e. description and value must be added to the invoice.

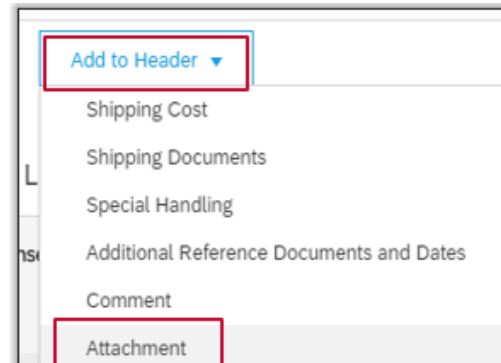
1. Complete the invoice information (number, date – please ensure you enter the date on your physical invoice or the system will default to the date you create your invoice and you will receive a late payment). **NB: the date highlighted below is the date the system will use to calculate your payment date.**



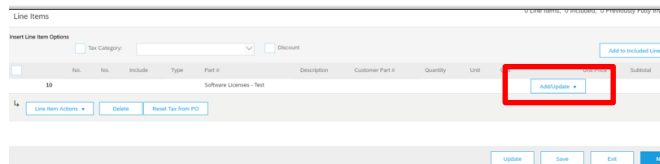
2. Complete the SERVICE START AND END DATES:



3. Attach the approved invoice



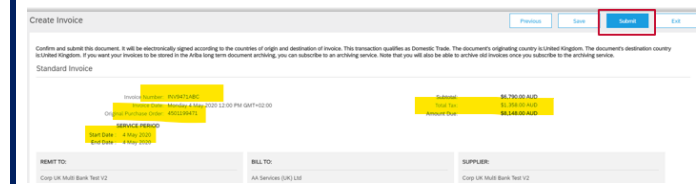
4. Scroll down to the line item on the right select ADD/UPDATE and select GENERAL SERVICE.



Important to remember:

- 1) Please remember to submit your invoices on Ariba the same day as you would issue your physical invoices to avoid late payment
- 2) Please only add 1(one) **GENERAL SERVICE** line for the full amount of the invoice
- 3) Please **DO NOT** populate any information in the part or customer part # fields or the invoice will be rejected
- 4) Use 1 in the QTY box
- 5) Unit must be entered as EA (in caps)
- 6) Net amount entered in the subtotal
- 7) Select the line you just populated and click on LINE ITEM ACTIONS at bottom of the page
- 8) Select TAX
- 9) Change the tax category from sales tax to VAT and enter the tax percentage (dependent on country RSA 15, UK 20) in the % Rate box on the right (third block down)

Always check the details on the sub total page before you click on submit.



Please visit our Supplier Information Portal for full guide and online training using the below link:

[SIPSA-AngloAmerican](#)