

Quick Reference Guide

Submit an Invoice - PO Flip

Contents

Overview

This quick reference guide will help you navigate through the process of submitting an invoice for a PO in Ariba Network.

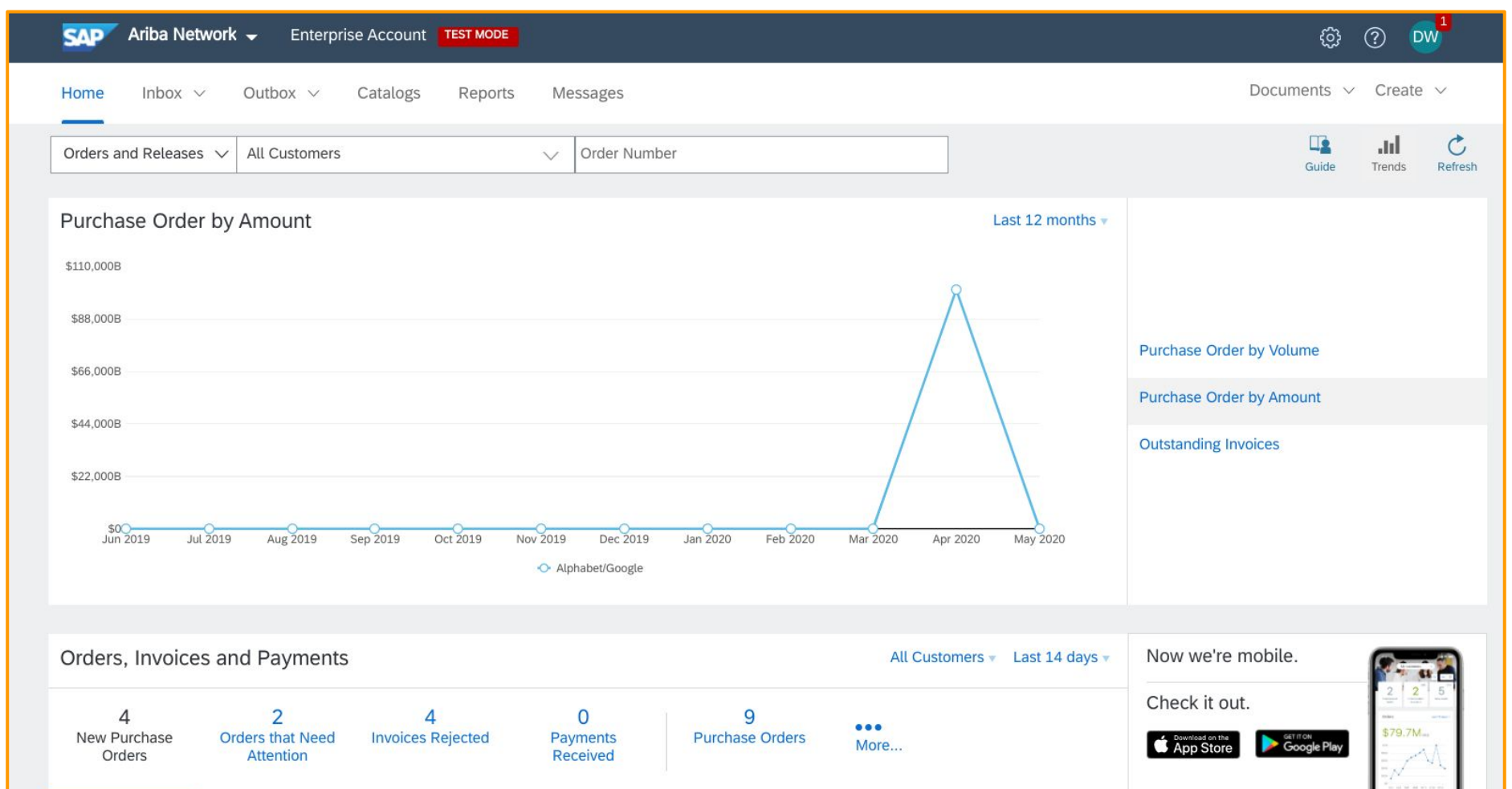
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Submit an Invoice - PO Flip

Submit an Invoice - Search for PO

Follow the steps below to submit an invoice for a PO in Ariba Network:

1. Login to [Ariba Network](#) and you will be taken to the landing page.



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Submit an Invoice - PO Flip

Submit an Invoice - Search for PO (contd.)

2. Select **Orders and Releases** from the **Inbox** drop-down menu.
3. Select the appropriate PO from the list or follow step 4 if you cannot find the PO.

The screenshot shows the SAP Ariba Network interface. At the top, there is a dark blue header with the SAP logo, 'Ariba Network' with a dropdown arrow, 'Enterprise Account', and a red 'TEST MODE' button. Below the header is a navigation bar with 'Home', 'Inbox' (highlighted with an orange box and a '2' in an orange box), 'Catalogs', 'Reports', and 'Messages'. Below the navigation bar is a section titled 'Orders and Releases' with four tabs: 'Orders and Releases' (selected), 'Items to Confirm', 'Items to Ship', and 'Return Items'.

The screenshot shows a list of orders and releases. At the top, there is a navigation bar with 'Orders and Releases' (selected), 'Items to Confirm', 'Items to Ship', and 'Return Items'. Below the navigation bar is a section titled 'Search Filters'. Below the search filters is a section titled 'Orders and Releases (35)'. Below this section is a table with the following columns: Type, Order Number, Ver, Customer, Inquiries, Ship To Address, and Ordering Address.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address
<input checked="" type="radio"/>	Order	BPO1321-Netco~91730220	2	Alphabet/Google	GOOGLE LLC MOUNTAIN VIEW, CA United States	<i>Not Specified</i>
<input type="radio"/>	Order	1010104162	3	Alphabet/Google	GOOGLE LLC MOUNTAIN VIEW, CA United States	<i>Not Specified</i>
<input type="radio"/>	Order	1010104162		Alphabet/Google	GOOGLE LLC MOUNTAIN VIEW, CA United States	<i>Not Specified</i>

Submit an Invoice - PO Flip

Submit an Invoice - Search for PO (contd.)

4. You can search for the appropriate PO if you do not see it on the list, click **Search Filters** to expand the **Search** section.
5. Select the appropriate **Customer** group (**Alphabet/Google**) from the drop-down menu.
6. Enter the appropriate **Order Number** in the field.
7. You may also choose to search by any of the additional criteria (**Invoice Number**, or **Date Range**).

▼ Search Filters

Customer: Alphabet/Google

Order Number: Partial number Exact number

1010104162

Buyer Location Code: ⓘ

Invoice Number: ⓘ

Show orders by: Creation Date Inquiry Date

Date Range: Last 31 days ▼
20 Apr 2020 - 20 May 2020

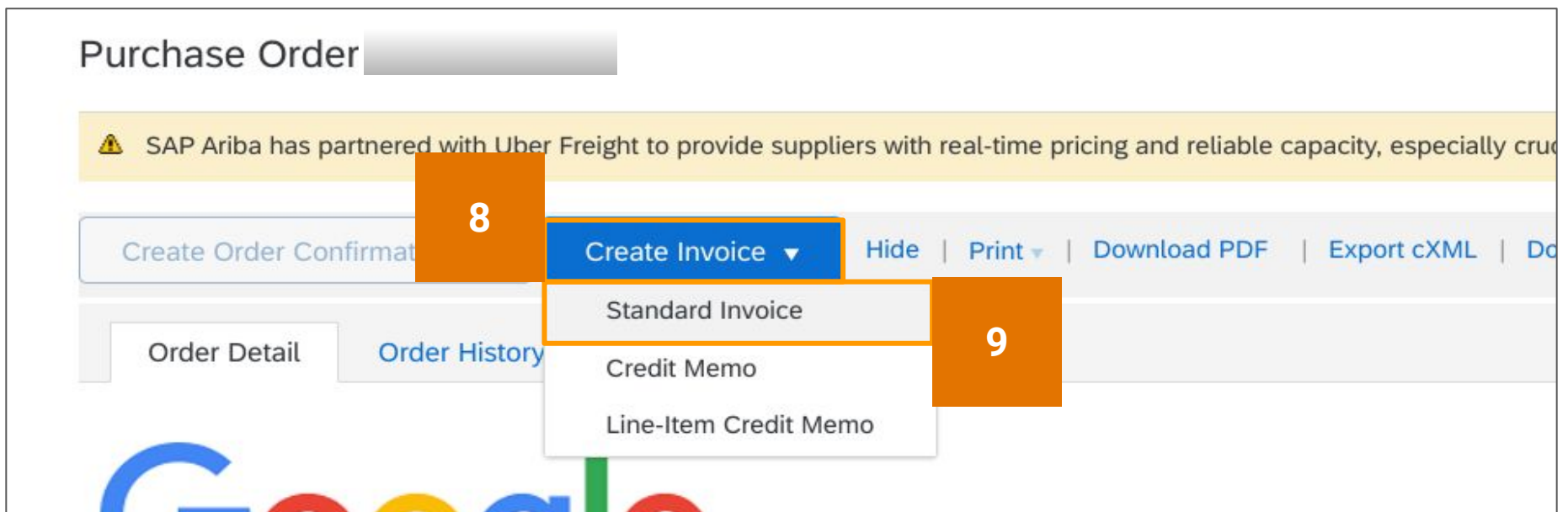
[Show Advanced Filters](#)

Submit an Invoice - PO Flip

Submit an Invoice - Flip the PO to create invoice

Once you open the desired PO, follow the steps below to submit invoice:

8. Open the **Create Invoice** drop-down menu.
9. Select the **Standard Invoice** option.
10. Enter the appropriate **Invoice #**.



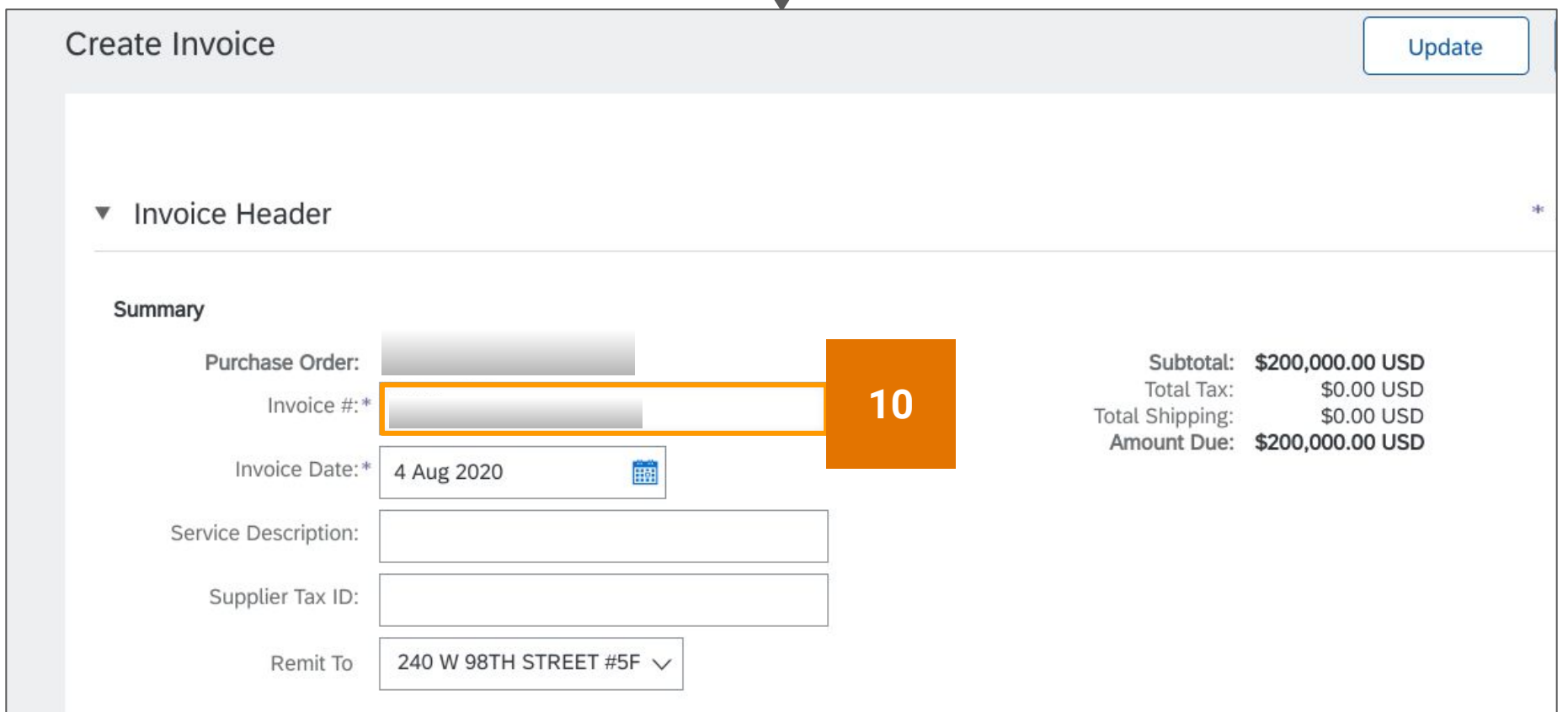
Purchase Order [redacted]

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during these times.

Create Order Confirmation | **8** Create Invoice ▾ | Hide | Print ▾ | Download PDF | Export cXML | Do

Order Detail | Order History

Standard Invoice **9**
Credit Memo
Line-Item Credit Memo



Create Invoice Update

▼ Invoice Header

Summary

Purchase Order:	[redacted]	Subtotal:	\$200,000.00 USD
Invoice #:*	10 [redacted]	Total Tax:	\$0.00 USD
Invoice Date:*	4 Aug 2020	Total Shipping:	\$0.00 USD
Service Description:	<input type="text"/>	Amount Due:	\$200,000.00 USD
Supplier Tax ID:	<input type="text"/>		
Remit To	240 W 98TH STREET #5F ▾		

Submit an Invoice - PO Flip

Submit an Invoice - Flip the PO to create invoice (contd.)

11. Select if you want the shipping charges to be applicable at **Header Level** or **Line Level**.
12. Click **View/Edit Addresses**.
13. Update the **Ship From** and **Ship To** details. Click **OK**.

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: [Redacted]
NEW YORK , NY
United States

Ship To: [Redacted]
Deliver To: [Redacted]

11

Ship To: **US CA MOUNTAIN VIEW**

Deliver To: [Redacted]

[View/Edit Addresses](#)

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VIEW/EDIT ADDRESSES * Indicates required field

Ship From	Ship To
Name: [Redacted]	Name: US CA MOUNTAIN VIEW
Department Name: [Redacted]	Department Name: [Redacted]
Address 1: [Redacted]	Address 1: GOOGLE LLC
Address 2: [Redacted]	Address 2: [Redacted]
Address 3: [Redacted]	Address 3: [Redacted]
City: NEW YORK	City: MOUNTAIN VIEW
State: New York [US-NY] ▼	State: California [US-CA] ▼
Zip: 10025	Zip: 94043
Country: United States [USA] ▼	Country: United States [USA] ▼
This selection will refresh the page content.	
Email: [Redacted]	
Phone: USA 1 ▼ 650 6181499	
Deliver To: US CA MOUNTAIN VIEW	

OK

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Submit an Invoice - PO Flip

Submit an Invoice - Flip the PO to create invoice (contd.)

- 14.** Scroll to the bottom of the page and select the PO line item. Enter **Quantity**, **Unit**, and **Unit Price**.

Insert Line Item Options

Tax Category: Shipping Documents

<input type="checkbox"/>	No.	Include	Type	Part #	Description
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	It is a High value PO which wil

Special Handling Discount

Order Part #	Quantity	Unit	Original Price	Unit Price
	<input type="text" value="20"/>	<input type="text" value="EA"/>		<input type="text" value="\$1 USD"/>

- 15.** Select the **Tax Category** checkbox.

- 16.** Click **Add to Included Lines** to add tax values to line item.

Insert Line Item Options

Tax Category: Shipping Documents

Submit an Invoice - PO Flip

Submit an Invoice - Flip the PO to create invoice (contd.)

17. Scroll below the line item to populate additional details including:

a. Tax Details

b. Shipping Cost

c. Additional Fields: Enter the **Start Date**, and the **End Date**

a.	<p>Tax</p> <p>Category: * <input type="text" value="Sales Tax"/></p> <p>Location: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Regime: <input type="text"/></p>
	<p>Shipping</p> <p>Ship From: <input type="text"/></p>
b.	<p>Shipping Cost</p> <p>Shipping Amount: * <input type="text" value="\$0.00 CAD"/></p>
	<p>Additional Fields</p> <p>locationNo: <input type="text"/></p> <p>locationSpecificServicesRefNo: <input type="text"/></p> <p>addOnComputerSystemID: <input type="text"/></p>
17	<p>c.</p> <p>Start Date: <input type="text"/></p> <p>End Date: <input type="text"/></p>

Submit an Invoice - PO Flip

Submit an Invoice - Add PDF Attachment

18. Open the **Add to Header** drop-down menu.
19. Select the **Attachment** option (**Note:** Providing supporting documents in a PDF attachment is mandatory while creating an invoice).

The screenshot displays a form for creating an invoice. At the top, there is a section for 'Tax Exchange Rate' with a text input field containing '0.6524' and a label 'Exchange Rate from* Australian Dollar to US Dollar :'. Below this is a blue button labeled 'Add to Header' with a dropdown arrow, which is highlighted with an orange box and the number '18'. The dropdown menu is open, showing several options: 'Shipping Cost', 'Shipping Tax', 'Shipping Documents', 'Special Handling', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Attachment' option is highlighted with an orange box and the number '19'. To the right of the dropdown menu is a table with columns 'Price', 'Part #', and 'Auxili'. The table contains two rows: one with '\$0.00 AUD' and '12412', and another with '\$5.00 AUD' and '12412'. The '\$5.00 AUD' cell is highlighted with an orange box.

Price	Part #	Auxili
\$0.00 AUD	12412	
\$5.00 AUD	12412	

NOTE: Providing supporting documents in a PDF attachment is mandatory while creating an invoice.

Submit an Invoice - PO Flip

Submit an Invoice - Add PDF Attachment (contd.)

20. Click **Choose File**, and upload the appropriate PDF.
21. Click **Add Attachment**.
22. Review if the document has been successfully uploaded.

***Attachments**

The total size of all attachments cannot exceed 10MB

No file chosen

20 21

***Attachments**

The total size of all attachments cannot exceed 10MB

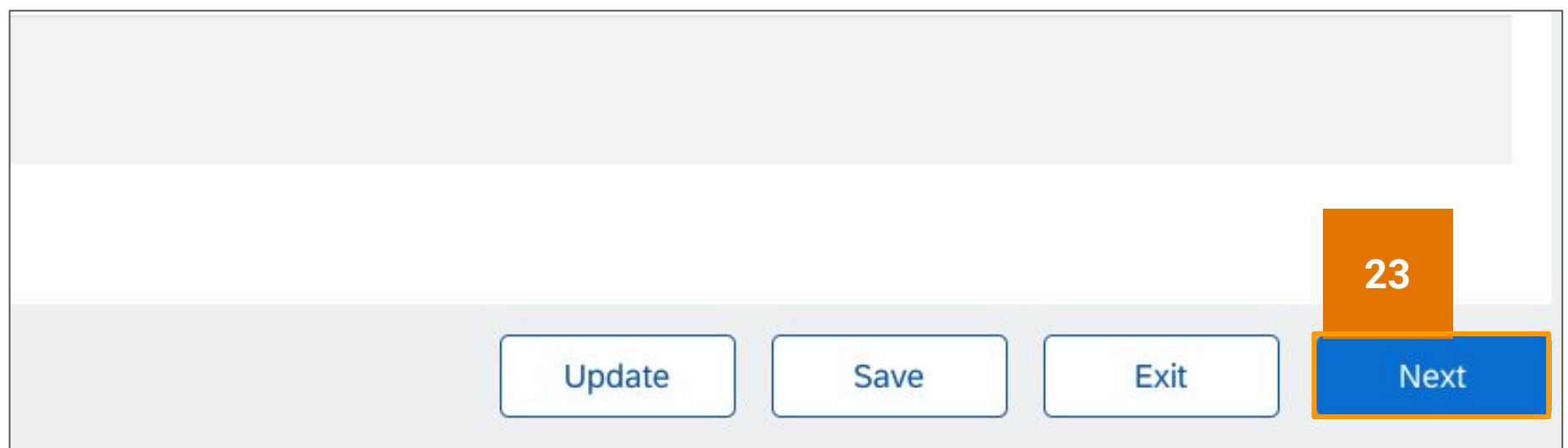
No file chosen

Name	
<input type="checkbox"/> For Evolve_ Copy of Intake and Approvals with Ariba Guided Buying .pdf	22

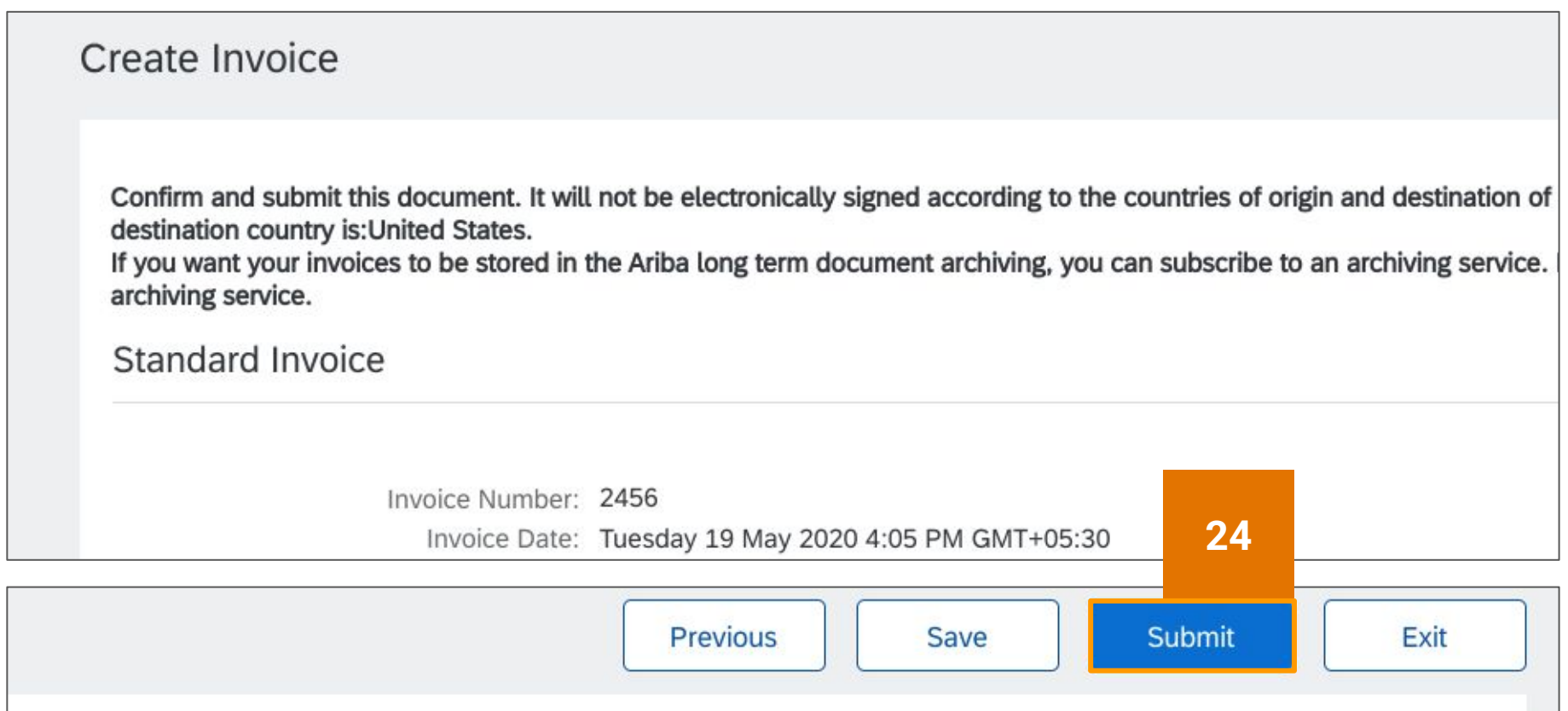
Submit an Invoice - PO Flip

Submit an Invoice - Submit Invoice

23. Click **Next**.
24. You will be navigated to the **Invoice Summary** page, review the information and click **Submit**.



Update Save Exit **Next**



Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of 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.
archiving service.

Standard Invoice

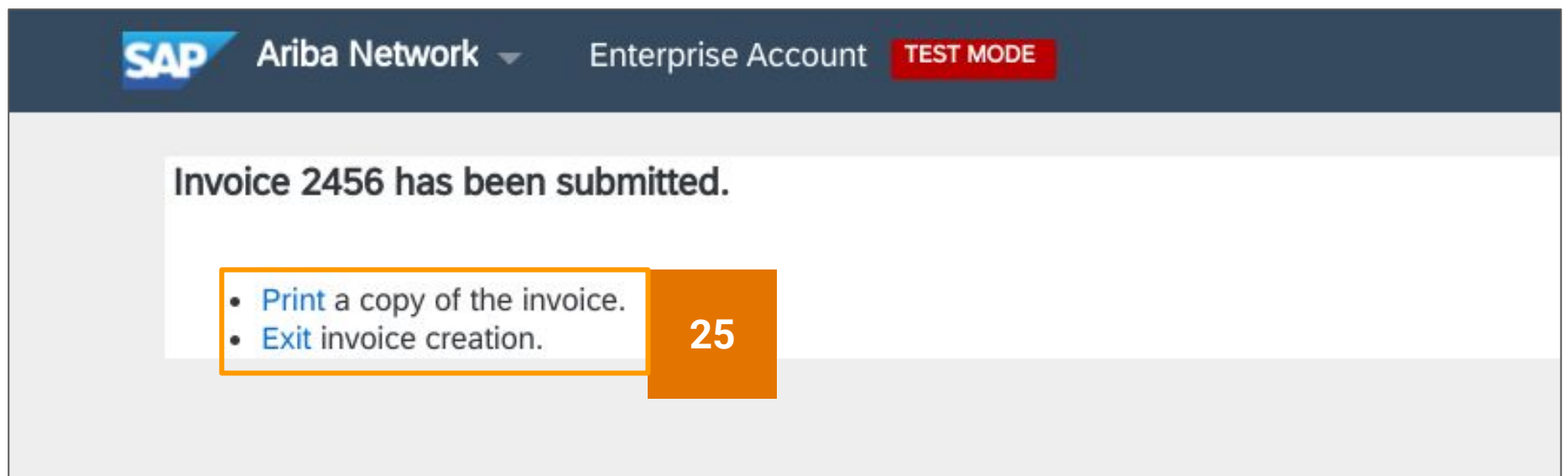
Invoice Number: 2456
Invoice Date: Tuesday 19 May 2020 4:05 PM GMT+05:30

Previous Save **Submit** Exit

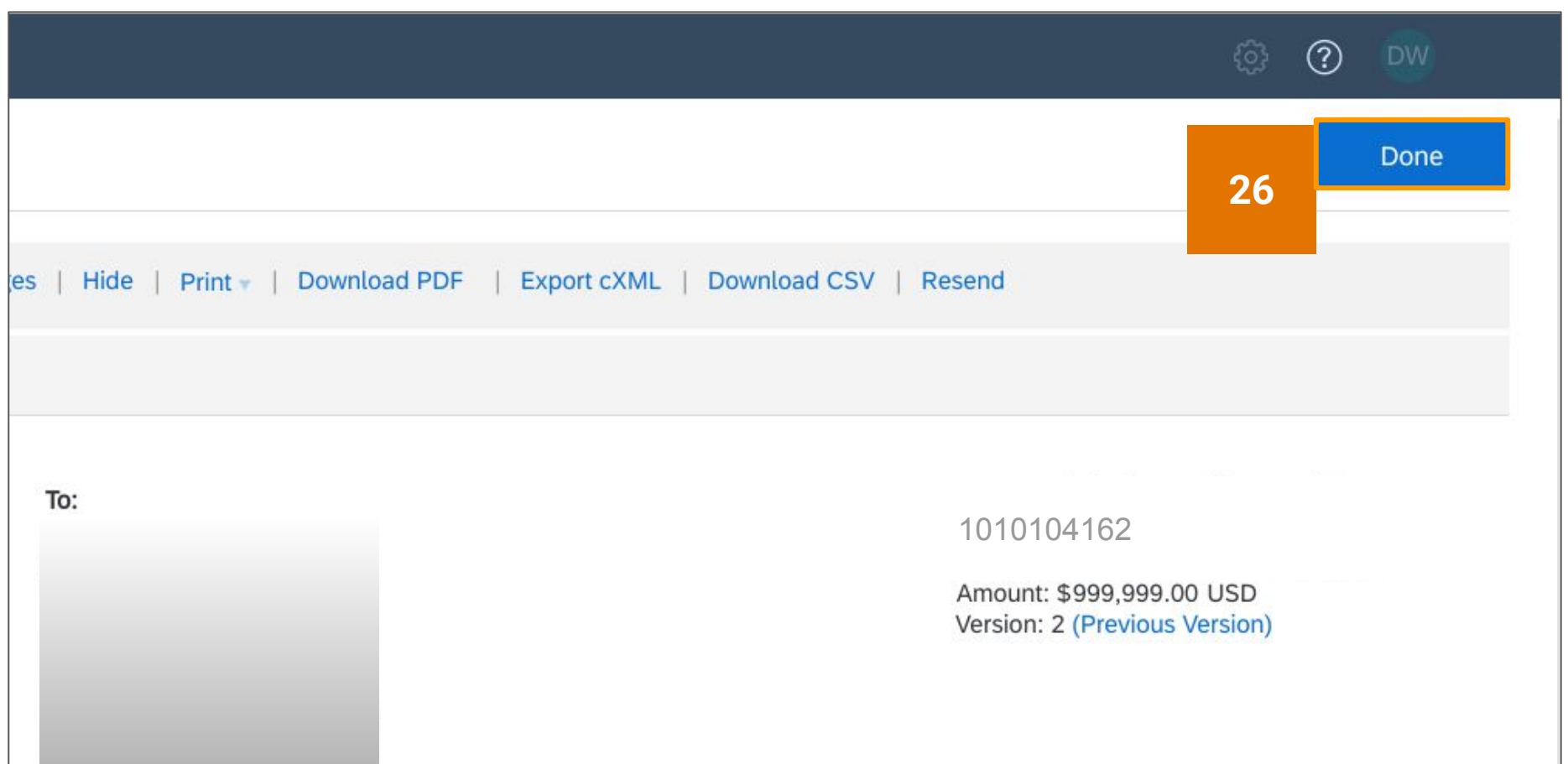
Submit an Invoice - PO Flip

Submit an Invoice - Submit Invoice (contd.)

25. Choose to either **Print** the invoice or **Exit** the invoice creation process.



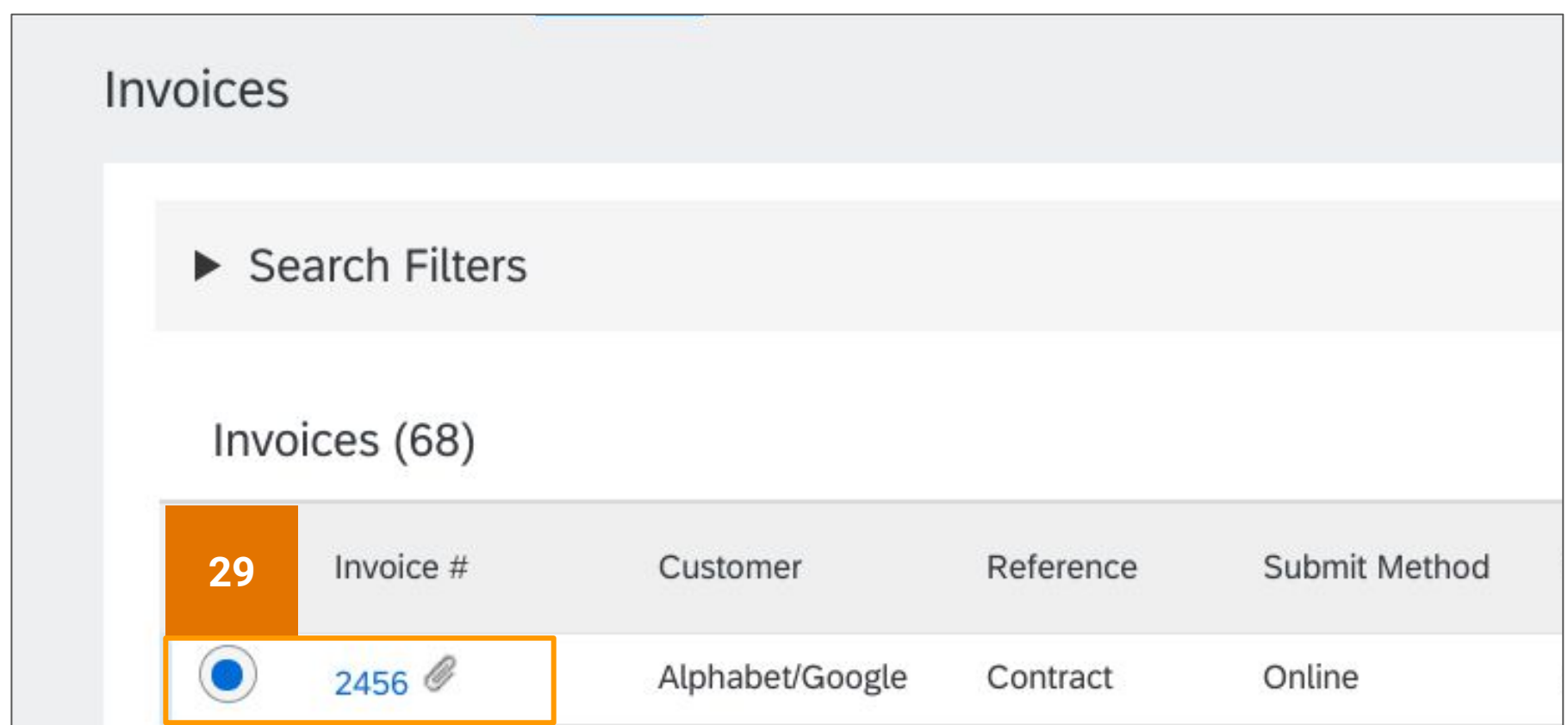
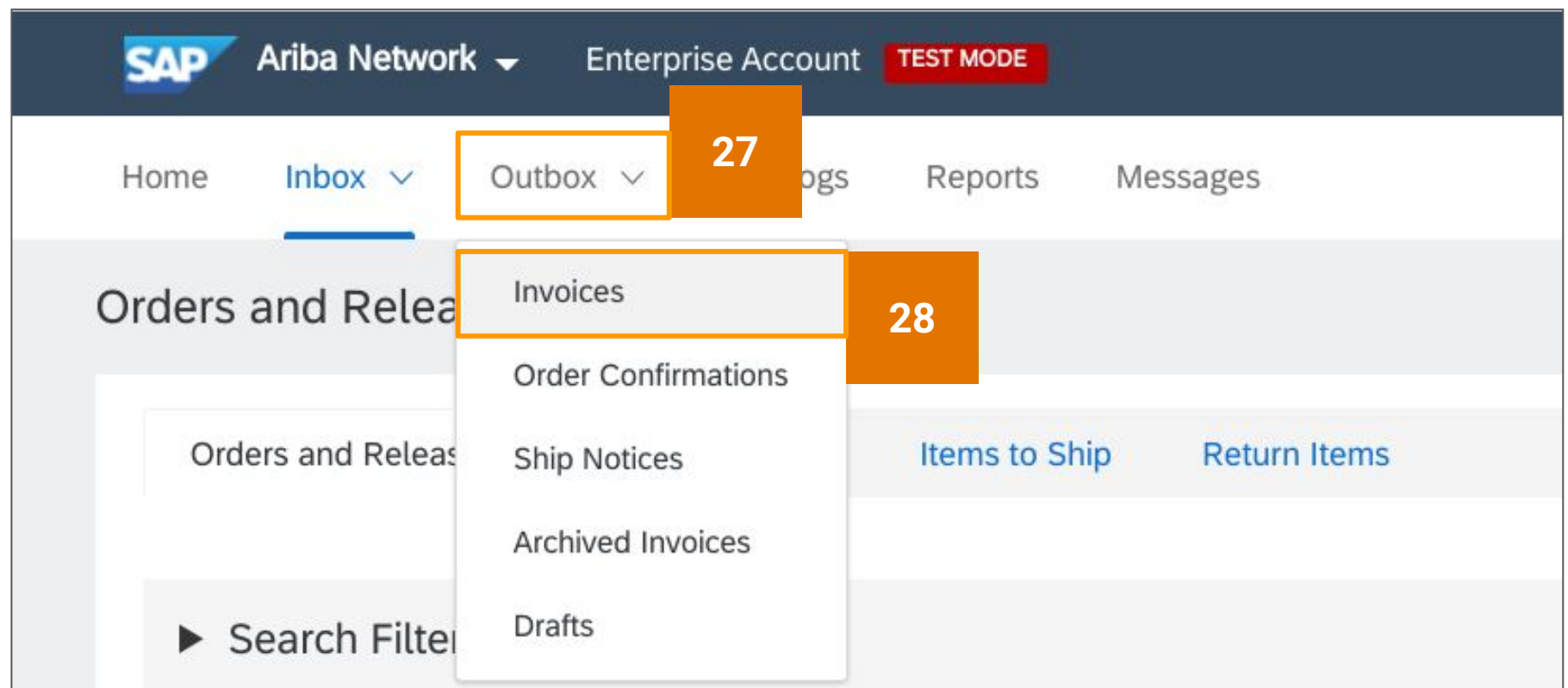
26. Click **Done**.



Submit an Invoice - PO Flip

Submit an Invoice - Validate Invoice Submission

27. Open the **Outbox** drop-down menu.
28. Select the **Invoices** option.
29. Verify that the submitted invoice is reflecting in your Outbox.



Resources

Review supplier
information
[website](#)

Contact for
support [here](#)

Find FAQs [here](#)