Invoice Creation

SAP Ariba Network

In this guide, you will learn how to create invoices from SAP Ariba Network

1

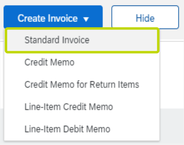
Select the order you want to invoice according to the version enabled:

Classic: **Inbox → Orders & releases**

Update: **Orders → Orders & releases**

2

Click on the **Create invoice** tab and select **Standard invoice**.



3

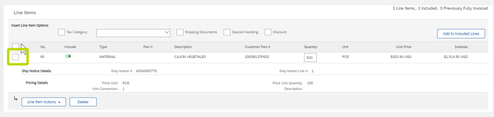
In case of having several ASNs pending, select the one you want to bill and click Next.

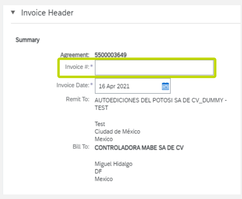
In case there is only one ASN to invoice, you will go directly to step 4.

REMEMBER **it is not allowed to put several ASNs in a single invoice.**

4

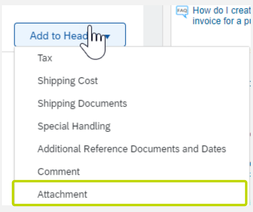
Add the invoice number and validate that your amounts are correct.





5

You must add the file of the physical invoice.
In the **Add to header** tab, click on **Attachment** and add your invoice in PDF format, then click on **Next** or and then **on Save.**

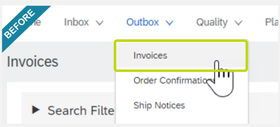


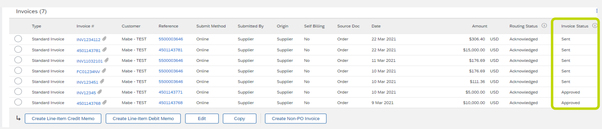
6

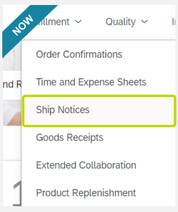
View the status of your invoices, according to the version enabled:

Classic**: Outbox → Invoices**

Update: **Fulfillment → Ship Notices**

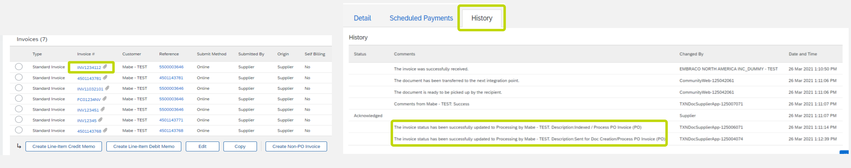




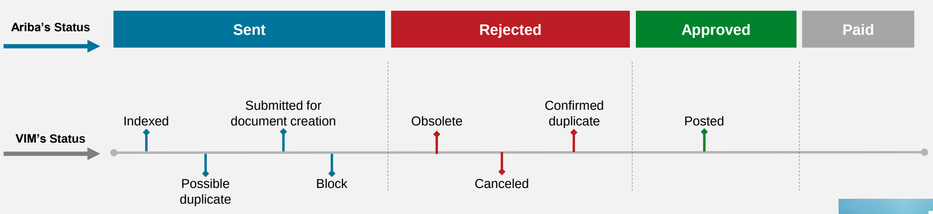


7

View the detail of your invoice status clicking on the document number. Go to the History tab and check the confirmed receipt.



In the detail of the invoice, you will find different status:



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