PENNSYLVANIA'S STATE SYSTEM OF HIGHER EDUCATION

# SourcePoint Training Guide : Standard Supplier Invoice Creation (Supplier)

#### Introduction

This document will guide Suppliers through the invoice creation process for a Standard account.

#### Process

This process is used when a Supplier has a Standard account on the Ariba Network and has received a PO from PASSHE. The following steps demonstrate how to create an invoice for the PO.

## PASSHE Email to the Supplier

The Supplier will receive an email communication from PASSHE when a PO is generated.

#### Locate and open the PO notification email from PASSHE/SourcePoint (SAP Ariba)

Pennsylvania's State System of Higher Education - TEST\* <ordersender-prod@ansmtp.ariba.com>
 Pennsylvania's State System of Higher Education - TEST sent a new Purchase Order 4500624048
 Retention Policy Never Delete Never
 If there are problems with how this message is displayed, dick here to view it in a web browser.
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
 The email will come from ordersender-prod@ansmtp.ariba.com. The Supplier may need to check junk mail and add the email address from Ariba to their safe senders list.

#### Review the electronic copy of the PO attached to the email.

of Higher Education SourcePoint Clari	n: ion University unds Payable Dept Wood St on , PA 16214 d States	To: Test Vender 131 Bella Court New York, NY 10040 United States Phones Fax: Email:				hase Order   (New)   430024048   Uff \$191.10 UD Version 1
Payment Torms 2% 10 NET 30 Comment Type: Terms and Conditions Body:https://www.passhe.edu/inside/ant// Other Information Company Code: SSHE Parchasing Unit Name: CLARION	strategicsourcing/Documents/7ASSHE-PO-5.2.pdf					The Supplier can click on the
SHIP ALL ITEMS TO Clarion University Receiving Dept 840 Wood St Clarion, PA 10214 United States Ship To Code: 25 Email:		BILL TO Clarion University Accounts Payable Dept 840 Wood St Clarion, P.A.16214 United States		Clarion University		attached PO and open in the desire
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Use the email to begin the invoicing process.



The body of the email will show the PO details. The **Process Order** option will begin the invoice process.

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continued on next page



## Create Invoice

Create the invoice via the Ariba Network.

From the PO, create the invoice via the Ariba Network.

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#### Important information to keep in mind as the invoice is created:

If the invoice is a partial invoice, for only the items shipped thus far:

- For a given PO line-item partial invoice, the Supplier can adjust the line-item quantity
- For PO line items not being invoiced, the Supplier will select the line-item, and choose the **Delete** option



When the *Create Invoice* screen opens, the Supplier will see ALL the PO data has populated on to the invoice, including all line-items. **This is called a PO flip invoice**.

View and update the invoice.

2

Invoice Header		Enter the			dd to Head der level ch	Indicatos ra	wind field Add to Header •
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## Attachment to Invoice

The supplier can add an attachment during the *PO Flip Invoice* process within the Ariba Network.

Create Invoice	Click on the Add to Update Save Header drop down	Exit Next
Invoice Header	Indicates required field	Add to Header 👻
Summary Purchase Order: 4500624063 Invoice #:* 624063	Subtotal:         \$47,82 USD         Shipping Cost           Total Tax:         \$0.00 USD         Shipping Cost           Total Tax:         \$0.00 USD         Special Hand           Total Net Amount:         \$47,82 USD         Special Hand           Total Net Amount:         \$47,82 USD         Special Hand	uments
Invoice Date:* 8 Sep 2021	Amount due, 347.02.030	ference D6cuments and Dates
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## AP view of Attachment AP view of the attachment once the invoice pushes to SourcePoint

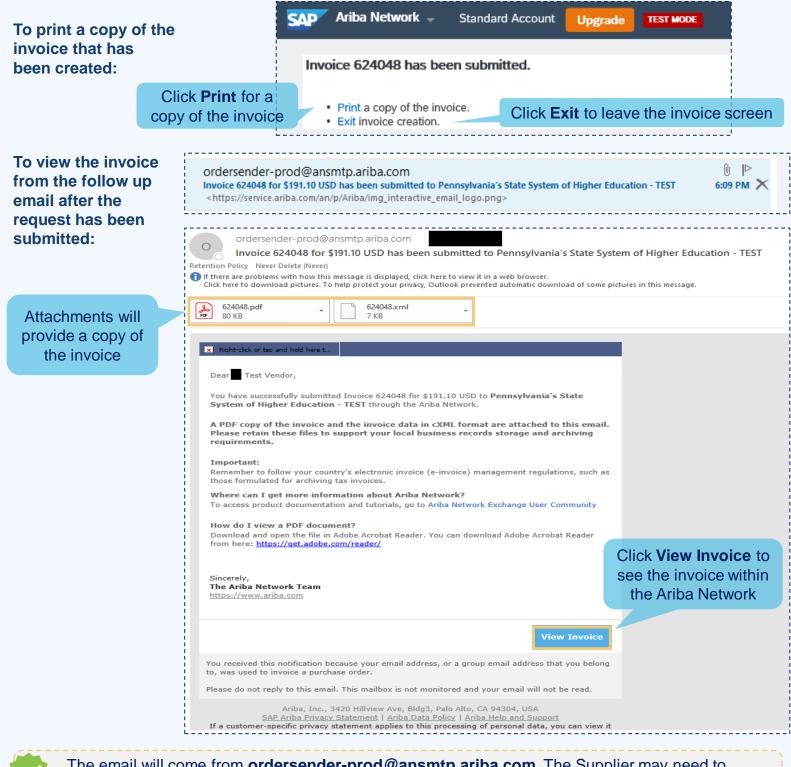
1

/624063-1701	Status:	Reconcile
e are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for a	approval. You may also print the details of the request. Review your request and take the desired action(s).	
Copy Create Line-Item Credit Memo Print	Click the Attachment	
Summary Approval Flow Reference History	lcon	
ader Information *	invoice Summary: \$4	.82 USD Det
Supplier: 008100072 Test Vendor) Supplier Contact: Test Vendor Invoice ID: INVE2608-3-701 Supplier Invoice #: 624063 Invoice Date: Wed, 08 Sep. 2021	Payment Terms: Net 30 Days Sold To: PASSHE - TEST Ship From: I Test Vendor 131 Bella Courto New York VV 10040 United States	
Attachments (1) Test_Invoice_Attachment_to_AN_Supplier_PO_Flip_Invoice.docx Download (11.6 KB)	Click on attachment	
aribasy [Wednesday. September 8, 2021 at 6:30 AM]	to open and view	



## Post Invoice Creation

After the invoice has been created and sent to PASSHE for payment, there are a few follow up items for Suppliers to be aware of.



The email will come from **ordersender-prod@ansmtp.ariba.com**. The Supplier may need to check junk mail and add the email address from Ariba to their safe senders list.

The Ariba Network provides multiple options to view a submitted invoice, as noted above.



To view the invoice from the 2<sup>nd</sup> follow up email after the request has been submitted:

Sent	_	nts@ariba.com 8 - to Pennsylvania's State System of Higher Education ·	TEST (ANID: AN01525385575-T) - N.	6:09 PN
	_accounts@ariba.com <orderser< th=""><th></th><th></th><th></th></orderser<>			
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64				
SA	AP Ariba 📉			
SA		State System of Higher Education - TEST updated your invoice on Ariba Network. Click View Invoice to log into your Ariba	Network account (ANID: AN01650230860-T).	
SA		State System of Higher Education - TEST updated your invoice on Ariba Network. Click View Invoice to log into your Ariba US	a Network account (ANID: AN01650230860-T).	
SA	Your customer Pennsylvania's		Network account (ANID: AN01650230860-T).	
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SA	Your customer Pennsylvania's Country Customer	US Pennsylvania's State System of Higher Education - TEST	: Network account (AND AN01650230860-T).	
SA	Your customer Pennsylvania's Country Customer Invoice number	US Pennsylvania's State System of Higher Education - TEST 624048	Network account (ANID ANI/169223886-T)	
SA	Your customer Pennsylvania's Country Customer Invoice number Invoice Status	US Pennyhvania's State System of Higher Education - TEST 624048 Sent		
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SA	Your customer Pennsylvania's Country Customer Invoice number Invoice Status	US Pennyhvania's State System of Higher Education - TEST 624048 Sent	Click to	View in
SA	Your customer Pennsylvania's Country Customer Invoice Status Description:	US Pennyhvania's State System of Higher Education - TEST 624048 Sent		View in

The email will come from **network\_accounts@ariba.com**. The Supplier may need to check junk mail and add the email address from Ariba to their safe senders list.

To have a copy of	SAP Business Network -	Standard Account Upgrade	TEST MODE	← Back t	to classic view			Ţ
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complete the invoice creation process.



For questions, comments, or concerns please reach out to the **PASSHE Supplier Enablement Team** (supplierhelp@passhe.edu).