



SourcePoint Training Guide :

Standard Supplier Invoice Creation (Supplier)

Introduction

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

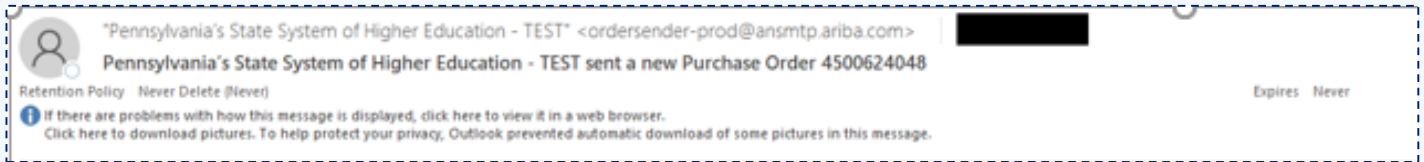
Process

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

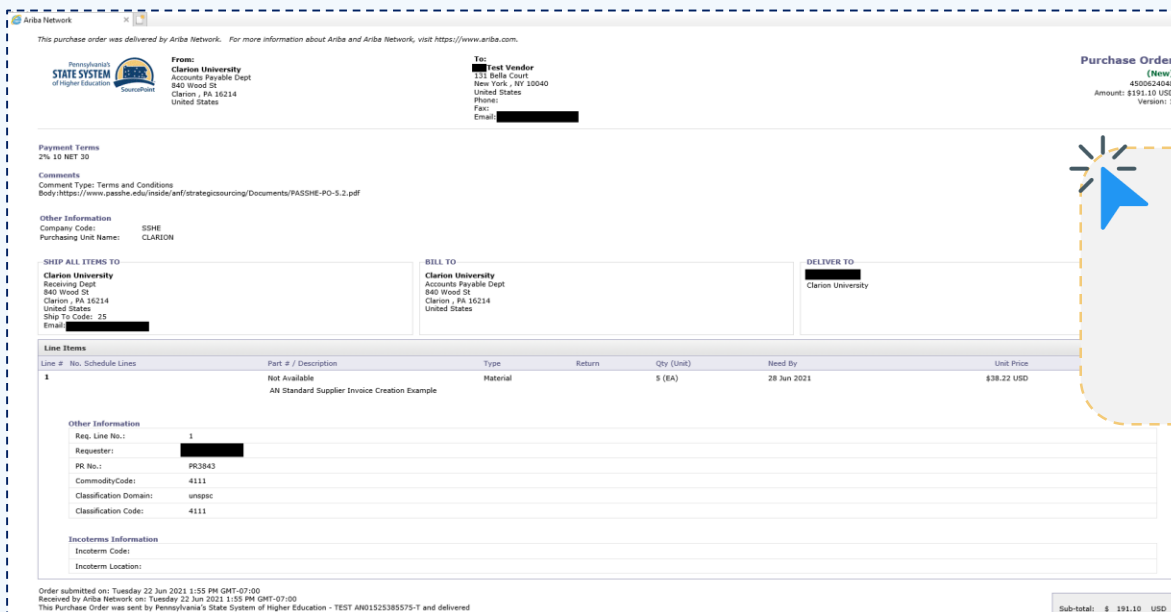
The Supplier will receive an email communication from PASSHE when a PO is generated.

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



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.

- 2 Review the electronic copy of the PO attached to the email.



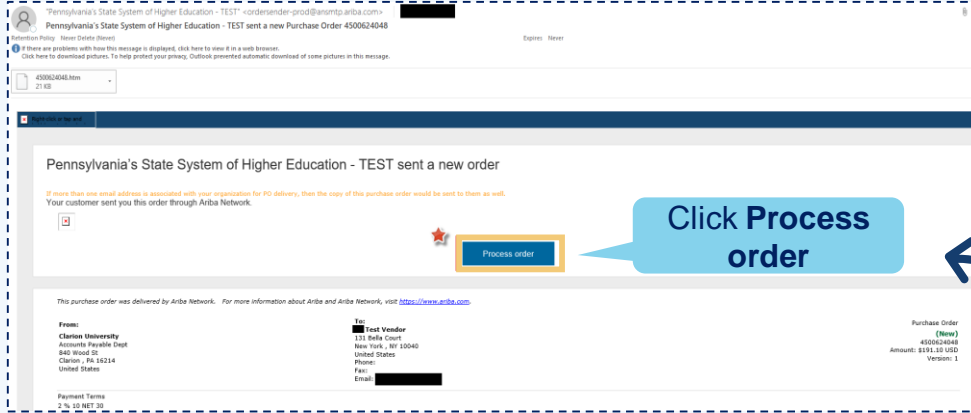
The Supplier can click on the attached PO and open in the desired browser to see PO details.

Process Invoice

Use the email to begin the invoicing process.

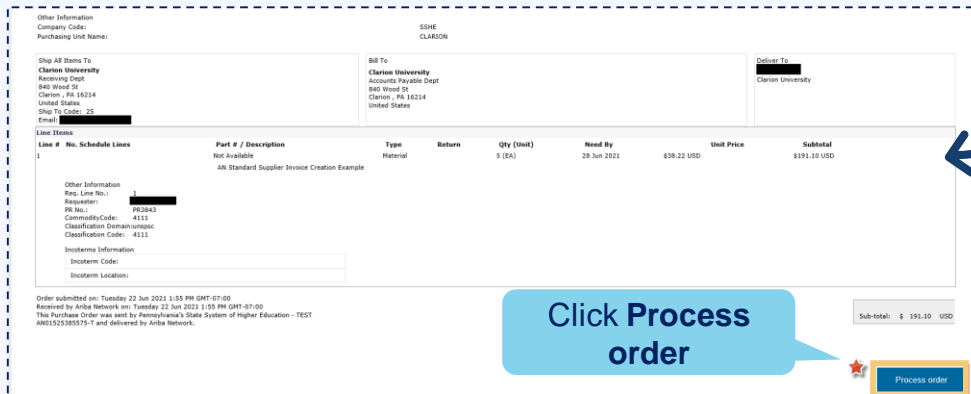
1 The body of the email will show the PO details. The **Process Order** option will begin the invoice process.

A From the top of the email



The **Process order** button will function the same whether you choose the one at the top of the email or at the bottom.

B From the bottom of the email

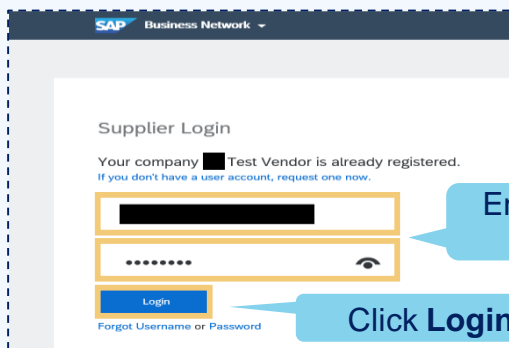


The **Process order** button will take you directly to the Ariba Network Supplier Login screen

Access PO through Ariba Network

Log into the Ariba Network and view the PO.

1 Log into your Ariba Network Account using the appropriate credentials.



Enter Username and Password

Click Login

continued on next page

Create Invoice

Create the invoice via the Ariba Network.

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

Purchase Order: 4500624048

Create Order Confirmation | Create Ship Notice | **Create Invoice** | Standard Invoice | Credit Memo | Line-Item Credit Memo

Order Detail | Order History

From: Clarion University
Accounts Payable Dept
840 Wood St
Clarion, PA 16214
United States

To: Test Vendor
131 Bella Court
New York, NY 10040
United States
Phone:
Fax:
Email:

Purchase Order (New)
4500624048
Amount: \$191.10 USD
Version: 1

Payment Terms: 2% 10 NET 30

Comments
Comment Type: Terms and Conditions
Body: https://www.passhe.edu/inside/anf/strategicsourcing/Documents/PASSHE-PO-5.2.pdf

Other Information
Company Code: SSHE
Purchasing Unit Name: CLARION

Ship All Items To
Clarion University
Receiving Dept
840 Wood St
Clarion, PA 16214
United States
Ship To Code: 25
Email:

Bill To
Clarion University
Accounts Payable Dept
840 Wood St
Clarion, PA 16214
United States

Deliver To
Clarion University

Line Items

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1		Not Available	Material		5 (EA)	28 Jun 2021	\$38.22 USD	\$191.10 USD	Details

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.**

2

View and update the invoice.

Create Invoice [Update] [Save] [Exit] [Next]

Invoice Header

Summary

Purchase Order: 4500624048
 Invoice #: 624048
 Invoice Date: 22 Jun 2021
 Service Description:
 Supplier Tax ID:
 Remit To: Test Vendor
 New York, NY
 United States
 Bill To: Clarion University
 Clarion, PA
 United States

Subtotal: \$191.10 USD
 Total Tax: \$0.00 USD
 Total Gross Amount: \$191.10 USD
 Total Net Amount: \$191.10 USD
 Amount Due: \$191.10 USD

Tax

Header level tax Line level tax

Category: 0% Sales Tax / Tax Exempt
 Location:
 Description: Tax Exempt
 Regime:

Taxable Amount: \$191.10 USD
 Tax Rate Type:
 Rate(%): 0
 Tax Amount: \$0.00 USD

Shipping

Header level shipping Line level shipping

Ship From: Test Vendor
 New York, NY
 United States

Ship To: Clarion University
 Clarion, PA
 United States

Deliver To: Clarion University

Payment Term

Net Term(days): 30 Discount or Penalty Term(days): 10 Percentage(%): 2

Additional Fields

Supplier Account ID #:
 Customer Reference:
 Supplier Reference:
 Payment Note:

Service Start Date:
 Service End Date:

Supplier: Test Vendor
 New York, NY
 United States

Customer: Pennsylvania's State System of Higher Education - TEST
 Harrisburg, PA
 United States

Bill From: Test Vendor
 New York, NY
 United States

[Add to Header]

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

Insert Line Item Options

Tax Category: 0% Sales Tax / Tax Exempt Shipping Documents Special Handling Discount [Add to Included Lines]

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		AN Standard Supplier Invoice Creation Example		5	EA	\$38.22 USD	\$191.10 USD

[Line Item Actions] [Delete]

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

Enter the Invoice #

Select Add to Header to make header level changes

All PO data automatically populates in the invoice

You can add shipping and/or special handling at the header level, if applicable

For partial invoices, where a line-item has not shipped and is not ready for invoicing, select the line item, then click the **Delete** option

DO NOT add shipping or special handling to invoice line items

Click Update

Click Next

3

View the newly created invoice and submit for processing/payment.

SAP Arriba Network Standard Account Upgrade TEST MODE ← Back to classic view

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the Arriba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 624048
 Invoice Date: Tuesday 22 Jun 2021 6:00 PM GMT-04:00
 Original Purchase Order: 4500624048

Subtotal: **\$191.10 USD**
 Total Tax: \$0.00 USD
 Total Gross Amount: \$191.10 USD
 Total Net Amount: \$191.10 USD
 Amount Due: **\$191.10 USD**

REMIT TO:
 Test Vendor
 Postal Address:
 131 Bella Court
 New York, NY 10040
 United States

BILL TO:
 Clarion University
 Postal Address (Default):
 Accounts Payable Dept
 840 Wood St
 Clarion, PA 16214
 United States
 Address ID: 2501

SUPPLIER:
 Test Vendor
 Postal Address:
 131 Bella Court
 New York, NY 10040
 United States

BILL FROM:
 Test Vendor
 Postal Address:
 131 Bella Court
 New York, NY 10040
 United States

CUSTOMER:
 Pennsylvania's State System of Higher Education - TEST
 Postal Address:
 2300 Vartan Way, Suite 207
 Harrisburg, PA 17110
 United States

SHIPPING INFORMATION:

SHIP FROM:
 Test Vendor
 Postal Address:
 131 Bella Court
 New York, NY 10040
 United States

SHIP TO:
 Clarion University
 Postal Address (Default):
 Clarion University
 Receiving Dept
 840 Wood St
 Clarion, PA 16214
 United States
 Address ID: 25
 Email: [REDACTED]

PAYMENT TERMS:
 Net Term: 30 Days
 Discount or Penalty Term: 10 Days Rate(%) 2

Original Purchase Order: 4500624048

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	1	MATERIAL	Not Available AN Standard Supplier Invoice Creation Example	5 / (EA)	\$38.22 USD	\$191.10 USD

DETAILS

Auxiliary Part ID:
 Manufacturer Part No.:
 Manufacturer Name:
 Country of Origin:
 Classification Domain: unspsc
 Classification code: 4111

Subtotal: **\$191.10 USD**
 Gross Amount: \$191.10 USD
 Net Amount: \$191.10 USD

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
Sales Tax	0%		\$191.10 USD	\$0.00 USD		Tax Exempt		

Invoice Summary

Subtotal: **\$191.10 USD**
 Total Tax: \$0.00 USD
 Total Gross Amount: \$191.10 USD
 Total Net Amount: \$191.10 USD
 Amount Due: **\$191.10 USD**

Previous Save Submit Exit

If the invoice is correct, click **Submit**

If corrections are needed, select **Previous** to go back to make edits before submitting the invoice.

If the invoice is correct, click **Submit**

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.

To print a copy of the invoice that has been created:

Click **Print** for a copy of the invoice

SAP Ariba Network Standard Account Upgrade TEST MODE

Invoice 624048 has been submitted.

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

Click **Exit** to leave the invoice screen

To view the invoice from the follow up email after the request has been submitted:

Attachments will provide a copy of the invoice

ordersender-prod@ansmtp.ariba.com
Invoice 624048 for \$191.10 USD has been submitted to Pennsylvania's State System of Higher Education - TEST
<https://service.ariba.com/an/p/Ariba/img_interactive_email_logo.png>

ordersender-prod@ansmtp.ariba.com
Invoice 624048 for \$191.10 USD has been submitted to Pennsylvania's State System of Higher Education - TEST

624048.pdf 80 KB | 624048.xml 7 KB

Dear [Redacted] Test Vendor,

You have successfully submitted Invoice 624048 for \$191.10 USD to **Pennsylvania's State System of Higher Education - TEST** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

How do I view a PDF document?
Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: <https://get.adobe.com/reader/>

Sincerely,
The Ariba Network Team
<https://www.ariba.com>

View Invoice

You received this notification because your email address, or a group email address that you belong to, was used to invoice a purchase order.

Please do not reply to this email. This mailbox is not monitored and your email will not be read.

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
[SAP Ariba Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)
If a customer-specific privacy statement applies to this processing of personal data, you can view it

Click **View Invoice** to see the invoice within the Ariba Network

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 2nd follow up email after the request has been submitted:

The image shows an email header from **network_accounts@ariba.com** with the subject "Sent - Invoice 624048 - to Pennsylvania's State System of Higher Education - TEST (ANID: AN01525385575-T) - N...". The email body contains a notification from SAP Ariba stating that the customer's invoice has been updated. A table lists the invoice details:

Country	US
Customer	Pennsylvania's State System of Higher Education - TEST
Invoice number	624048
Invoice Status	Sent
Description	OK

A blue callout box with the text "Click to View Invoice" points to a "View Invoice" button in the top right corner of the email content.



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 the invoice resent if the email cannot be located:

The screenshot shows the SAP Ariba Workbench interface. A dialog box titled "Send me a copy to take..." is open, with a red arrow pointing to the "Send" button. The dialog box contains the text "Email the document to [redacted]" and "You can change this email address later." Below the dialog box, a table lists invoice details, and a red box highlights the "Actions" column for a specific invoice. A red arrow points from the "Actions" column to the "Send me a copy to take..." dialog box.

- Log into the Ariba Network
- Click **Actions** for the appropriate PO
- Select **Send me a copy to take action**
- Click **Send**



Once the new email is received, return to the **Process Invoice** instructions on **Page #2** to complete the invoice creation process.



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