Quick Reference Guide

Supplier – Create an Invoice for Services in Ariba Network

June 2022
Version: 1

1 Introduction

This Quick Reference Guide (QRG) is designed to be used by suppliers as a reference document for the creation of invoices for services in Ariba Network.

If more detail is required, please refer to: **User Guide – Supplier – Invoicing**

Invoices for Services are created by converting an approved Service Entry Sheet (SES) for a Purchase Order into an invoice. This process is known as PO Flip for services.

2 Create an Invoice for Services (PO Flip for services)

Step	Action
1.	Logon to the Ariba Network.
2.	Open the Purchase Order which has an approved service entry sheet to be invoiced.
3.	Open the Service Entry Sheet. **Tip: Related Documents** section of Purchase Order
4.	Click on the **Create Invoice** button.
5.	**Invoice Header** Fields marked with * must be completed.
Warning	**Invoice#** Your invoice number must be unique and max 16 characters.
6.	**Comments** and **Attachments** Click the **Add to Header** button and select the appropriate entry from the list.
	Line Items
7.	Exclude (remove) any items from the invoice as required.
Notes	A dot on the left indicates excluded, a dot on the right indicates included. Lines identified as excluded cannot be changed.
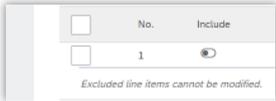
Step	Action

8.	**Tax**
	    a. Select the line item then click **Line Item Actions** then select **Add Tax** from the dropdown list
	
	    b. Select the appropriate **Category** from the dropdown list

Note	**0% VAT** Select the appropriate entry from the **Exempt Detail** dropdown list.
9.	**Date of Supply** Defaults to current date, update to the date services were provided.
10.	Repeat steps 8 and 9 for all line items.
11.	Click on the **Next** button.
12.	Review the invoice.
13.	Click on the **Submit** button.
14.	Message "Invoice xxxxxxx has been submitted" is displayed with the options to: Print a copy of the invoice Or Exit invoice creation

What happens next?

The invoice is automatically submitted to Ingka Group (IKEA) via Ariba Network.

For further support:

Please visit the Vendor Portal - Vendor Portal (ingka.com), you will be able to get support via the Procurement page