

Guide for Suppliers:

How to change the currency on a non-PO invoice

SAP

INTERNAL – SAP and Customers Only

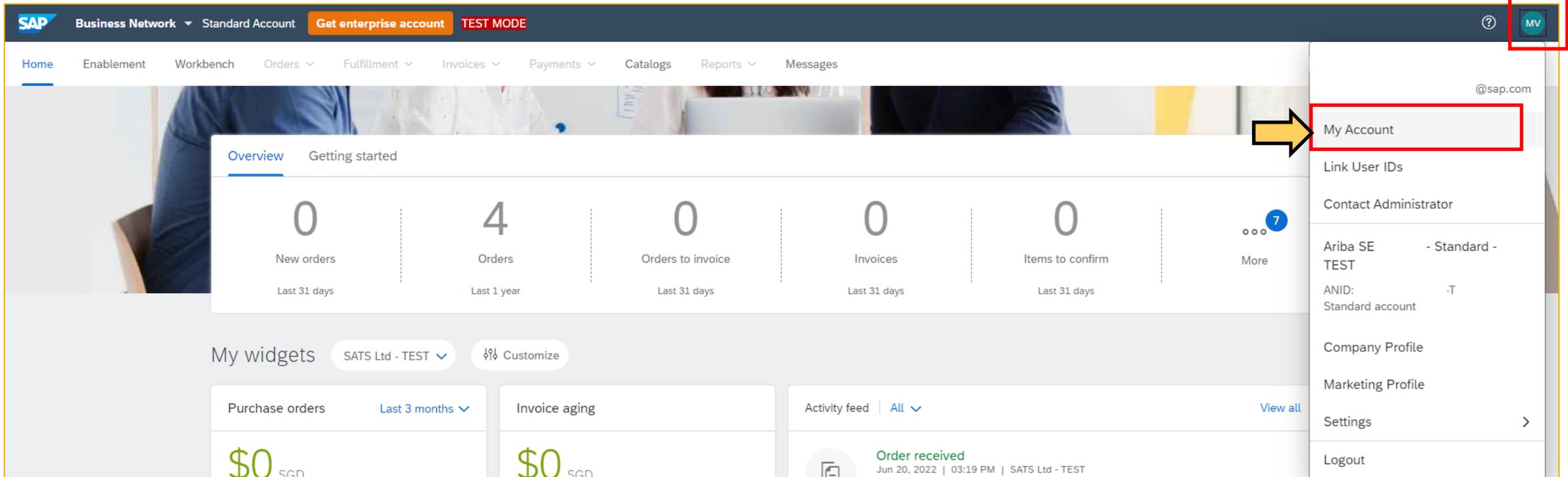


Question: How do I change the currency on a non-PO invoice?

“Tax exchange rate” field might appear in non-PO creation screen, below “Additional Fields” section if supplier’s selected currency is different from Buyer’s currency.

The **administrator of your account** can change the default currency used on non-PO invoices by following the below steps:

1. Sign in to the Ariba Network via supplier.ariba.com
2. In the top right corner, click **[user initials] > My Account**



The screenshot displays the SAP Business Network user interface. At the top right, a user profile icon with the initials 'MV' is highlighted with a red box and a yellow arrow pointing down. A dropdown menu is open, showing the 'My Account' option highlighted with a red box and a yellow arrow pointing right. The menu also includes options for 'Link User IDs', 'Contact Administrator', 'Ariba SE - Standard - TEST', 'ANID: -T Standard account', 'Company Profile', 'Marketing Profile', 'Settings', and 'Logout'. The main dashboard area shows various metrics such as 'New orders', 'Orders', 'Orders to invoice', 'Invoices', and 'Items to confirm', along with a 'My widgets' section.

Question: How do I change the currency on a non-PO invoice? (cont.)

3. In **My Account** page, under **Preferences**, **Default Currency**, click **Select Currency**

My Account Save Close

Account Settings

* Indicates a required field

Account Information

Username:* ⓘ
[Change Password](#)

Email Address:*

First Name:*

Middle Name:

Last Name:*

[Personal Information Change Log](#)

Business Role: Other SAP

Preferences

Preferred Language: English ⓘ

Preferred Timezone:* America/Argentina/Salta ⓘ

Default Currency:* Singapore Dollar **Select Currency** ⓘ 

Allow Me to Save Filter Preferences in the Inbox/Outbox

Question: How do I change the currency on a non-PO invoice? (cont.)

4. On **Choose Currency** page, locate the desired currency.

You might need to change the page to find needed currency. Common currencies like USD and EUR are shown on top, the rest are displayed in alphabetical order.

Choose Currency Cancel

Click **Select** to choose the desired currency. You can also click a page number to display the values that appear on that page, and then make your selection.

Page ▼ »»

ISO Code	Name	Actions
USD	US Dollar	Select
EUR	Euro	Select
ADP	Euro	Select
AED	UAE Dirham	Select
AFA	Afghanistan Afghani	Select

Question: How do I change the currency on a non-PO invoice? (cont.)

5. Under **Actions**, click **Select** to change the currency to your desired one.

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ISO Code	Name	Actions
SEK	Swedish Krona	Select
SGD	Singapore Dollar	Select

Question: How do I change the currency on a non-PO invoice? (cont.)

6. You will be brought back to **My Account** page, click **Save**, then **Close** to go back to **Home** page.

My Account

Save Close

✓ Your profile has been successfully updated. X

Account Settings

* Indicates a required field

Account Information

Username: * ⓘ
[Change Password](#)

Email Address: *

First Name: *

Middle Name:

Last Name: *
[Personal Information Change Log](#)

Business Role: Other SAP

Preferences

Preferred Language: English ⓘ

Preferred Timezone: * America/Argentina/Salta ⓘ

Default Currency: * Singapore Dollar ⓘ [Select Currency](#)

Question: How do I change the currency on a non-PO invoice? (cont.)

Follow the steps in the following guide to create non-PO invoice for SATS. You should see the newly selected currency reflected in non-PO invoice creation page.

1. [SATS Ltd. Non-Purchase Order Functional Training Video \(ariba.com\)](#)
2. [SATS - Invoice for Non-Purchase Order \(ariba.com\)](#)

Create Invoice [Update](#) [Exit](#) [Next](#)

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

Invoice #:	*	<input type="text"/>	Subtotal:	\$0.00	SGD	View/Edit Addresses
Invoice Date:	*	3 Mar 2023 	Total Tax:	\$0.00	SGD	
Service Description:		<input type="text"/>	Amount Due:	\$0.00	SGD	
Supplier Tax ID:		<input type="text"/>				

Thank you.