**Ariba Invoicing:**

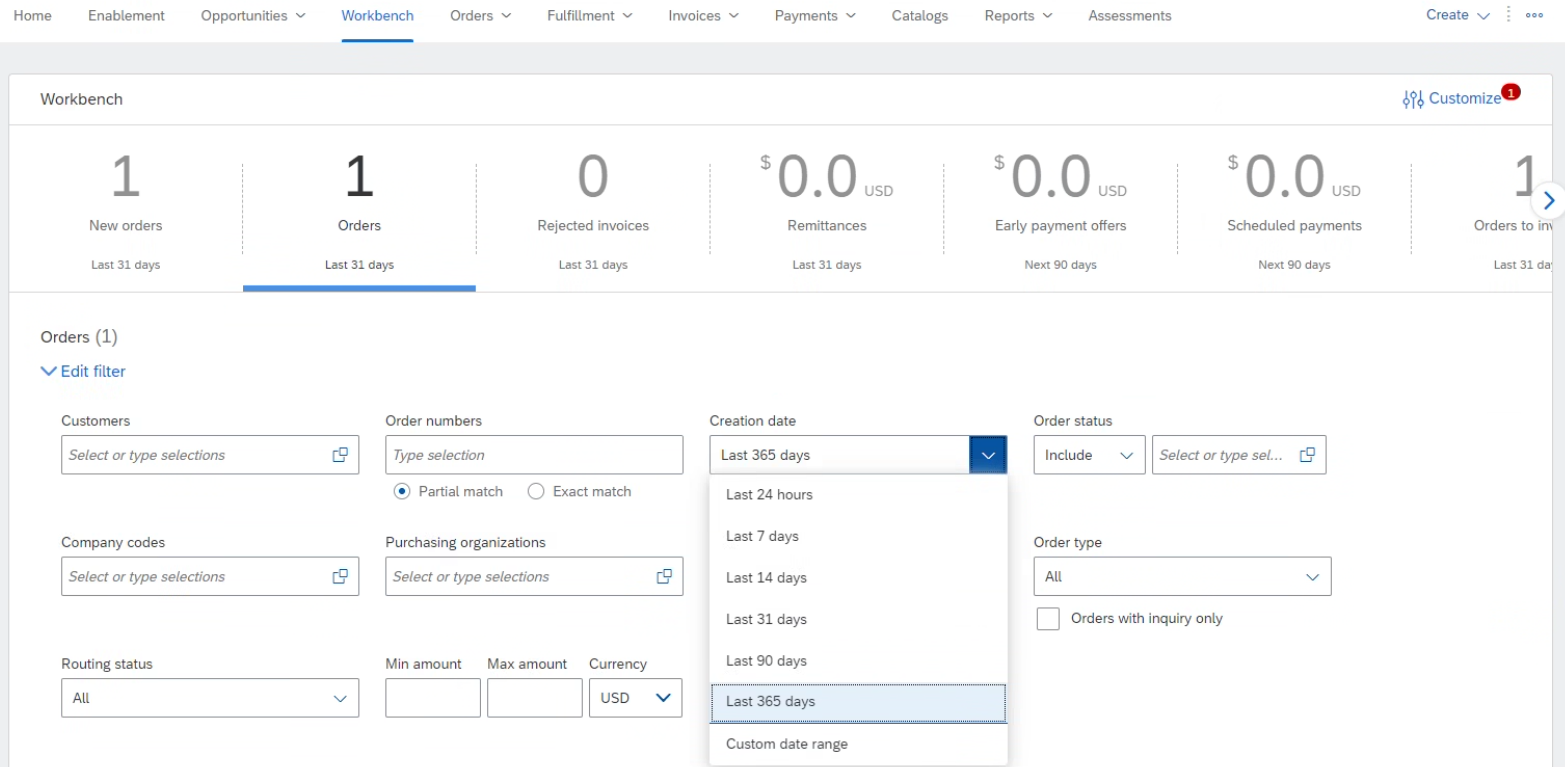
* A Schwab issued Remit ID is required and issued by Schwab. Please see example below. If a supplier is unable to identify a Remit ID, please email [invoicesforprocessing@schwab.com](mailto:invoicesforprocessing@schwab.com).

**GEN:0000086411:NEW YORK:1:1**

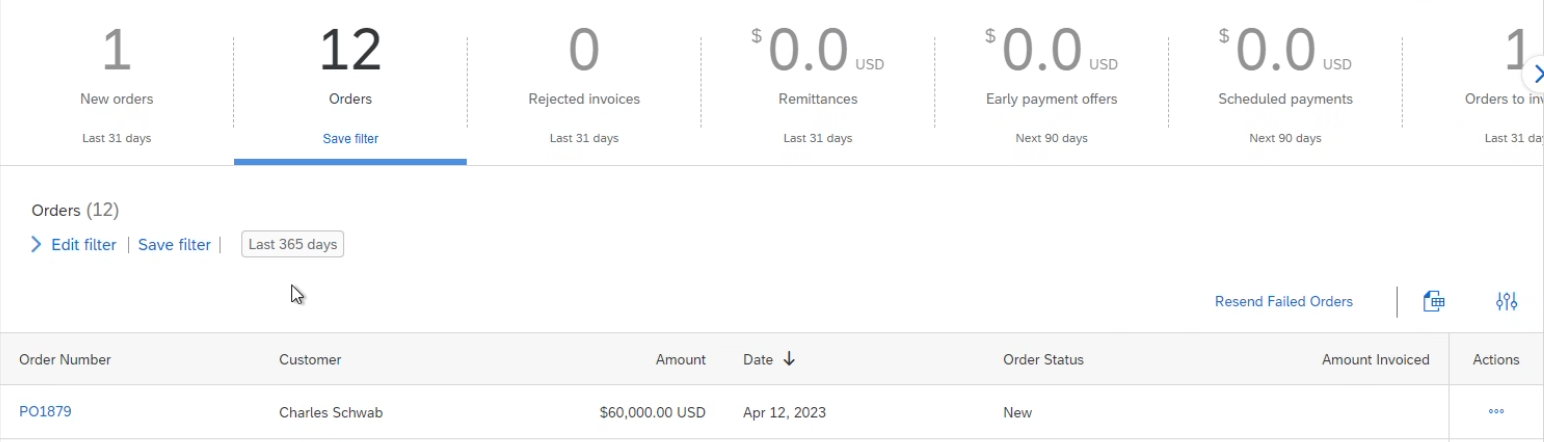
* Invoices can only to be submitted on network from a Purchase Order (NON PO or Contract invoicing is not transactable on the Ariba Network)
* All invoices require sales tax to be submitted even if value is $0.00.
* Discounts are not to be added to any invoice – header or line level.

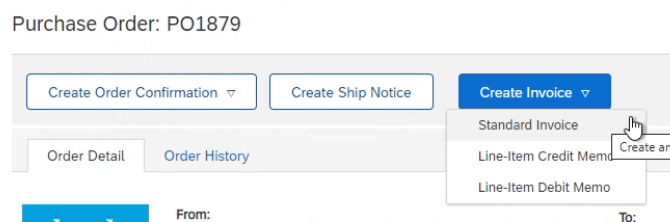
**Standard Invoicing Best Practice:**

1. Select purchase order for invoicing
   1. Select tile labeled “Orders”, expand the date range to populate PO listing. If PO older than 365 days, choose exact match option POXXXXX – hit apply settings. If a purchase order is closed and needing to be reopened, please reach out to [Vendormanagement@Schwab.com](mailto:Vendormanagement@Schwab.com)

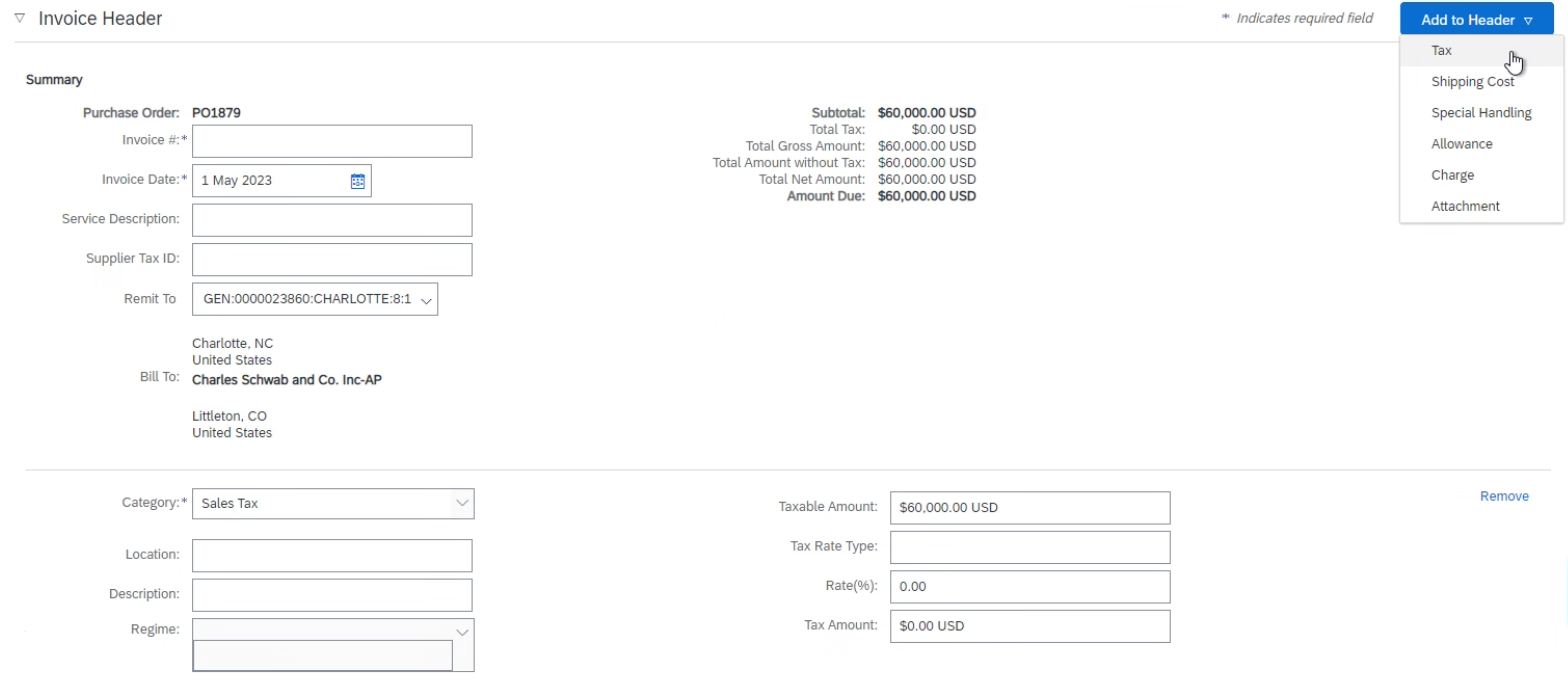


1. Select purchase order - blue hyperlink
   1. Create Invoice 🡪 Standard Invoice

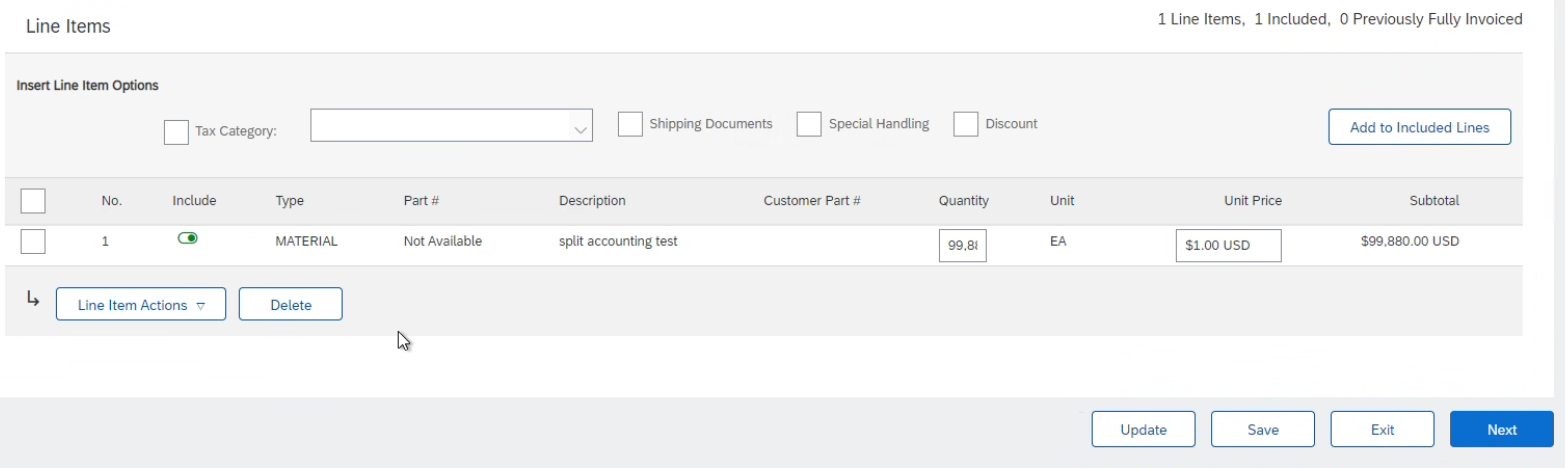




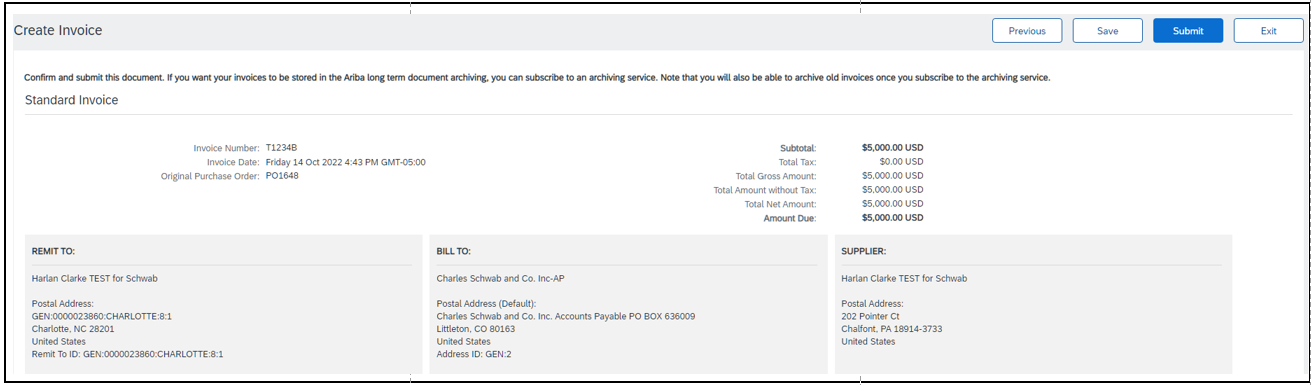
1. Invoice #- Number should not contain any special characters (#, -, !) and should not be a duplicate invoice number
2. Taxes must be submitted at Header Level - even when value is equal to $0.00
   1. Select “Header level” and open tax box (tax box will not populate if the shipping is listed as “Line level shipping” – this icon needs to be selected at header level to populate correct options)
      1. Add to Header 🡪 Tax
   2. From the tax box, second column – fourth table key in Tax Amount: ($0.00)



1. Add attachments/support to submitted invoices
   1. Select Add to Header drop down 🡪 Attachment 🡪 Choose File 🡪 Add Attachment
2. Select line(s) from PO for billing
   1. If invoicing against a multi-line PO and not all lines are being billed, please do not select, and delete. Instead, click the green icon “include” so it turns off/grey
   2. Adjust quantity billable if necessary
   3. If submitting one invoice for two PO’s please create two separate invoices, one per purchase order.



1. Click “Update” –system will populate an error box preventing submission if all *required* criteria are not met
2. Click Next 🡪 verify all information is correct (invoicing amount, taxes, PO#, Remit to) 🡪 Submit

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For additional support:

**Vendor Management:** (Assistance with creating a purchase order, changing an existing purchase order) [vendormanagement@schwab.com](mailto:vendormanagement@schwab.com)

**Supplier Enablement:** (Ariba Network onboarding) [supplierenablement@schwab.com](mailto:supplierenablement@schwab.com)

**Invoices for Processing:** (General questions, manual invoice submissions, status updates or where to guidance) [invoicesforprocessing@schwab.com](mailto:invoicesforprocessing@schwab.com)