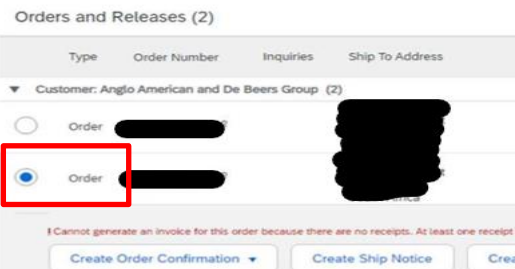


Quick Reference Guide: INVOICING – GENERAL TIPS

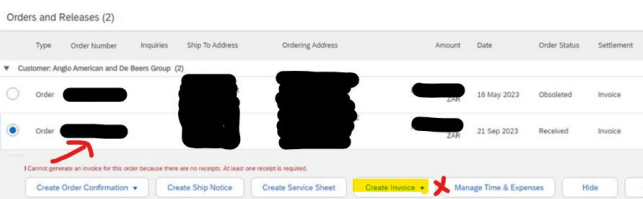
Invoicing on Ariba

The correct way to invoice on ariba is to Click into the latest version of the PO and then select CREATE INVOICE, STD INVOICE



Do not invoice at header level, this is especially important when invoicing material Purchase orders which have multiple goods receipts.

Header level invoicing is shown below::



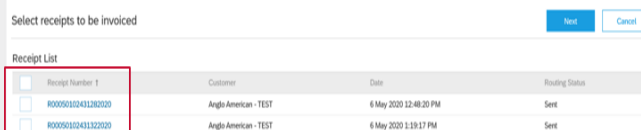
Please **do not** select CREATE INVOICE from this screen.

For service orders with multiple line items:

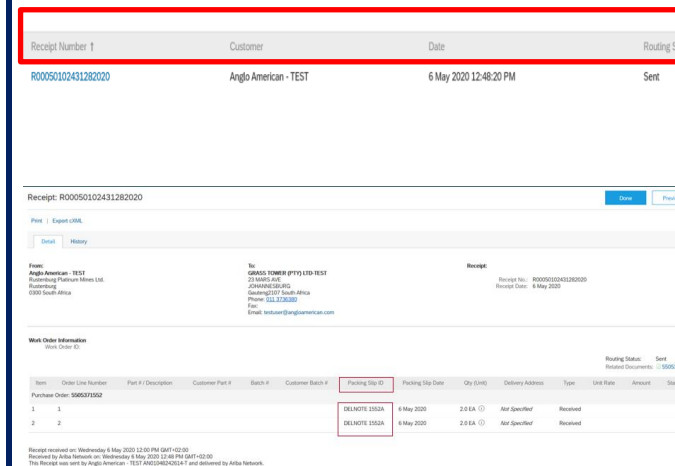
- If the purchase order consists of multiple lines, each line must be invoiced separately, you **cannot** consolidate the lines on one invoice on ariba. If you have one invoice for all the lines, you will have to upload each line separately using the invoice number on the first invoice i.e. 00001, on the second invoice 00001A or IN00001 (you must add a prefix or suffix to the invoice number otherwise they system will see the second invoice as a duplicate)

For material orders with multiple GRV's:

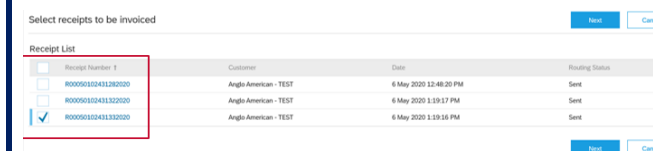
- If the purchase order has multiple goods receipts, each GRV must be invoiced separately, you **cannot** consolidate different GRV's on one invoice on ariba



Check each GRV reference by going into the GRV first to ensure that the details are correct i.e. QTY and POD/packing slip number.



Once you have checked the GRV details, click on previous and then you can select the correct GRV by clicking in the box on the left of the GRV number:

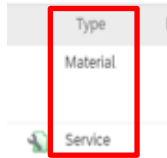


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Hybrid PO (Services and Goods) invoicing

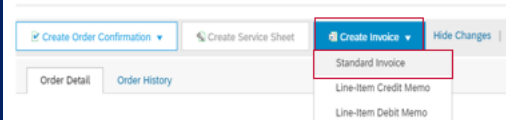
If you have received a **hybrid** PO (service and material line(s)), **these must be invoiced separately.**

Please check the content of the PO, under TYPE you will see the type of PO received before you invoice.

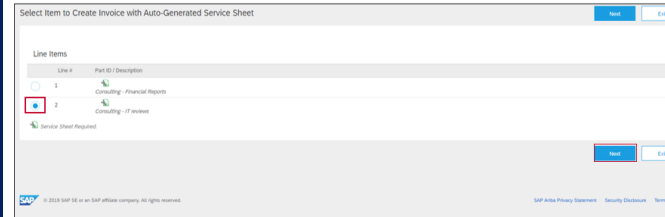


Once the material is delivered and the service rendered, go into the PO to create invoice.

Purchase Order: 5505371561



Select the service line first:



Once in the invoice, page down to the line items.

To exclude the material line Item slide the button under **Include** to the left.

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	SERVICE		CORPORATE COMMUNICATIONS CONSULTING FEES	99855393	0	EA	R 1,000.00 ZAR	R 0 ZAR

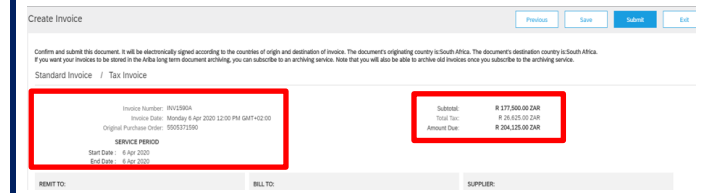
Click on **Update**
Click on **Next**



Always check that the subtotal page information you uploaded is correct before you click on submit

Always check that the subtotal page information you uploaded is correct before you click on submit:

- Your invoice date
- Your invoice number
- Your service start and end dates
- The total value (net.VAT and grand total)



NB: Please remember to submit your invoices on Ariba the same day as you would issue your physical invoices to avoid late payment

If you have delivered goods, make sure that you have received confirmation that stores have goods receipted the delivery and that they have provided the correct GRV number to process the invoice(s) on ariba.

Please visit our Supplier Information Portal for full training guide using the below link:

[SIPSA-AngloAmerican](#)