



# ARIBA: QUICK REFERENCE GUIDE ON ELECTRONIC INVOICING

1. **Log into your Ariba Network account by routing to: <http://supplier.ariba.com>**
  - a. If you receive an email alert for a Purchase Order, click on the Process Order button and log-in.
  - b. If you do not have access, the Ariba Administrator of your company Ariba account, can add you as an additional user to the account.
2. **Enter your username and password (note: your username is most likely your email address)**
  - a. If you get locked out, click on the Help Link in the upper right-hand corner, and then on the Support Icon shown at the bottom of that help menu in the bottom right hand corner, you will then be able to get assistance from Ariba Customer Support.
3. **Locate Purchase Order (PO)**
  - a. Click on the **Orders** tab across the top of the page.
    - i. In the drop down menu, select **Purchase Orders**.
    - ii. Retrieve the PO and review Order Status. Order Status indicates if the PO is new, changed, confirmed/shipped, partially invoiced/invoiced. (NOTE: The County currently does not accept non-PO invoice).
    - iii. Select the PO to be invoiced and click on the hyperlinked number to open it.
    - iv. Next click on **Create Invoice**.
    - v. Select **Standard Invoice**.
4. **Create Network Invoice**
  - a. Note that all the information from the PO has been transferred to your invoice form and you will need to fill out the following information:
    - i. Input Invoice Number (no more that 16 characters, all upper-case letter)
    - ii. Input the Date (allowed to backdate for up to one day)
    - iii. Select the remit-to address (your organization may have multiple remit-to addresses set-up in Ariba), (NOTE: If the remit-to address and ID is not current please email Finance at [FINP2PINV@fin.sccgov.org](mailto:FINP2PINV@fin.sccgov.org) for an update to your account).
    - iv. If applicable, add shipping, special handling, charges, discount, comment and attachment to header.
    - v. Add Discount Term if invoice is encouraged to be paid earlier.
    - vi. Add Tax at header level or line level (the County's preference is line level taxation). (NOTE: If PO has line items taxable and non-taxable, tax is recommended to add at line level). For line level tax, select the check box next to the line item(s), and click on **Line Item Actions**, and add Tax. Select tax type and input either tax rate *OR* tax amount. Taxable amounts need to be updated if not all lines are taxable or shipping is taxable.
    - vii. If you are ready to proceed, click **Next** to preview the invoice.
    - viii. If the invoice is ready, select **Submit**.
    - ix. You can now search for your invoice number in the **Invoices** tab and review the status (NOTE: approved status means invoice is reconciled and scheduled for payment at Buyer's account).
5. **Create Network Credit Memo (CM)**
  - a. Line Item credit memo can be created under PO or Invoice for goods return or cancelled shipping.
  - b. Creating a CM is similar to creating an invoice, only exception is that quantity and amount are negative.
6. **Cancel an Invoice**
  - a. If you need to cancel an invoice, open the invoice and click **Cancel** at the top of invoice actions. The invoice will be updated with a Cancelled status in your organizations inbox and the County will receive a notification. (NOTE: Invoice cannot be cancelled after it is in approved or paid status).
7. **Payment/Remittance Advice**
  - a. Scheduled Payment - Click **Payments** and then **Scheduled Payments** or open the invoice in **Invoices** and then click scheduled payment tab to see the payment detail that is scheduled in Buyer's account.
  - b. Remittance - Click **Payments** and then **Remittances** to see the payment detail and all invoices paid under the remittance. The County sends out remittance for all payments made to Ariba and SAP invoices.
8. **Contact Information**
  - a. For questions regarding Ariba remit-to address/ID, invoice or payment questions, please contact the Finance department's Accounts Payable group directly at [FINP2PINV@fin.sccgov.org](mailto:FINP2PINV@fin.sccgov.org).