

In this Quick Reference Guide: **WE EXPLORE HOW TO CREATE & SUBMIT INVOICE OR SEARCH INVOICE IN ARIBA**

CREATE INVOICE – OPTION 1

- From the Workbench:
1. Click **Workbench**.
  2. Use one of the Workbench **Order** tiles to identify the PO / SA.
  3. Use **filters** to identify the correct reference document.
  4. Click **Action** button on the right-hand side of your screen and select **Standard Invoice**.

SAPBusiness NetworkEnterprise Account

Home

Enablement

1Workbench

Planning

Orders

99

22

192

271

New orders

Changed orders

Orders to invoice

Orders

Last 90 days

Last 90 days

Last 90 days

Last 90 days

3

Edit filter

Save filter

Last 90 days

Order Number

Customer

Amount Invoiced

Actions

4500003734

SCC Delivery Team - Global H19 Client 400 - TEST

...

4Standard invoice

CREATE INVOICE – OPTION 2

- From the Homepage:
1. Click **Orders > Orders and Releases**.
  2. Use search **filters** to identify reference document.
  3. Click **Order number** to open a reference document.
  4. Click on the **Create Invoice** button and then choose **Standard Invoice**.

SAPBusiness NetworkEnterprise Account

Home

Enablement

Workbench

Planning

1Orders

Orders and Releases

Orders and Releases

Orders and Releases

Items to Confirm

Items to Ship

Return Items

This page will be replaced with our new Workbench concept soon. Try the new Workbench

2Search Filters

Orders and Releases (1)

Type

Order Number

Ver

Customer

Inquiries

Ship To Address

Ordering Address

Amount

Date

Order

4400316097

1

Honeywell - TEST

PT. Honeywell Indonesia  
South Jakarta, Jakarta  
Indonesia

ACME METAL SPINNING, INC.  
MINNEAPOLIS, MN  
United States

\$1,000.00 USD

29 Apr 2022

Create Order Confirmation

Create Ship Notice

3Create Invoice

Hide

Resend Failed Orders

4Standard Invoice

Credit Memo

Credit Memo for Return Items

Line-Item Credit Memo

Line-Item Debit Memo

INVOICE HEADER

Invoice is automatically pre-populated with the reference document data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an **Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate. You may back date an invoice 7 calendar days.
2. Enter your **Supplier Tax ID**.
3. Shipping must be entered at the Header level. Tax must be entered at the line level.
4. You can also add some additional information to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, and Shipping Documents.

**Note:** Header level shipping amount is subject to a tolerance. Please check with the buyer on the PO to verify the amount. If shipping amount exceeds tolerance the invoice may require additional approvals for payment. When attaching the original tax compliant invoice, the attachment file size should not exceed 40MB.

Invoice Header

Summary

1Purchase Order: 4400316706

Invoice #: \*

2Invoice Date: \*

23 Jun 2022

Service Description:

3Supplier Tax ID: \*

Remit To

98-43RD AVENUE NE

Add to Header

Shipping Cost

Shipping Documents

Additional Reference Documents and Dates

Comment

Attachment

Line Items

Insert Line Item Options

Retail Details

Tax Category:

Shipping Documents

Special Handling

Discount

Informational Pricing

No.

Include

Type

Part #

1

1

MATERIAL

LINE ITEMS SECTION

shows the line items from the reference document .

1. Review or update **Quantity** for each line item you are invoicing.
2. Click on the line item's **Green slider** to exclude it from the invoice, if line item should not be invoiced OR click the **check box** on the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. Select which tax is to be applied using the **drop-down menu**.
4. To apply the same tax to multiple line items, select those line items to be taxed at the desired rate and select **Add to Included Lines**.
5. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.

Quantity

Unit

Unit Price

Subtotal

1

10

EA

\$215.00 USD

\$2,150.00 USD

Insert Line Item Options

Retail Details

Tax Category:

QST

Shipping Documents

Special Handling

Discount

Informational P

No.

Include

Type

Part #

Description

1

2

1

MATERIAL

ASPIRATING EQUIP PICO ASD TCP/

Pricing Details

Price Unit:

EA

Unit Conversion:

1

Tax

Category: \*

3J

Description:

Regime:

3

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

5

4

Add to Included Lines

TAX OPTIONS & LINE-ITEM SHIPPING

1. Select the **Line Item** to apply different tax rates to each line item.
2. Click **Line-Item Actions > Add > Tax**. Upon refresh, the Tax fields will display for each selected line item.
3. Click **Remove** to remove a tax line item, if not necessary.
4. Select **Category** within each line item, then either populate the rate (%) or tax amount and click **update**.
5. Enter shipping amount to the applicable line items if line level shipping has been selected.

**Note:** To configure additional tax options click **Configure Tax Menu** under the Tax Category drop down. Create new tax categories as needed.

10

1

MATERIAL

CN 17-5/8X12-1/8X31-1/4 32ECT

PK6RLIS-ES

9

EA

\$1,234.00 USD

\$11.11 USD

1

Pricing Details

Price Unit:

EA

Unit Conversion:

1

Price Unit Quantity:

1,000

Description:

2

Tax

Category: \*

10

Location:

Description:

A/P Tax - Exempt

Regime:

4

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

3

move

\$11.11 USD

Type:

(%)

0

Amount:

\$0.00 USD

Shipping

Header level shipping

Line level shipping

Shipping

Ship From:

DAYTON, NJ

United States

Ship To:

Honeywell Safety Products

Freeport, Illinois

United States

Deliver To:

5

Shipping Cost

Shipping Amount: \*

\$0.00 USD

Shipping Date:

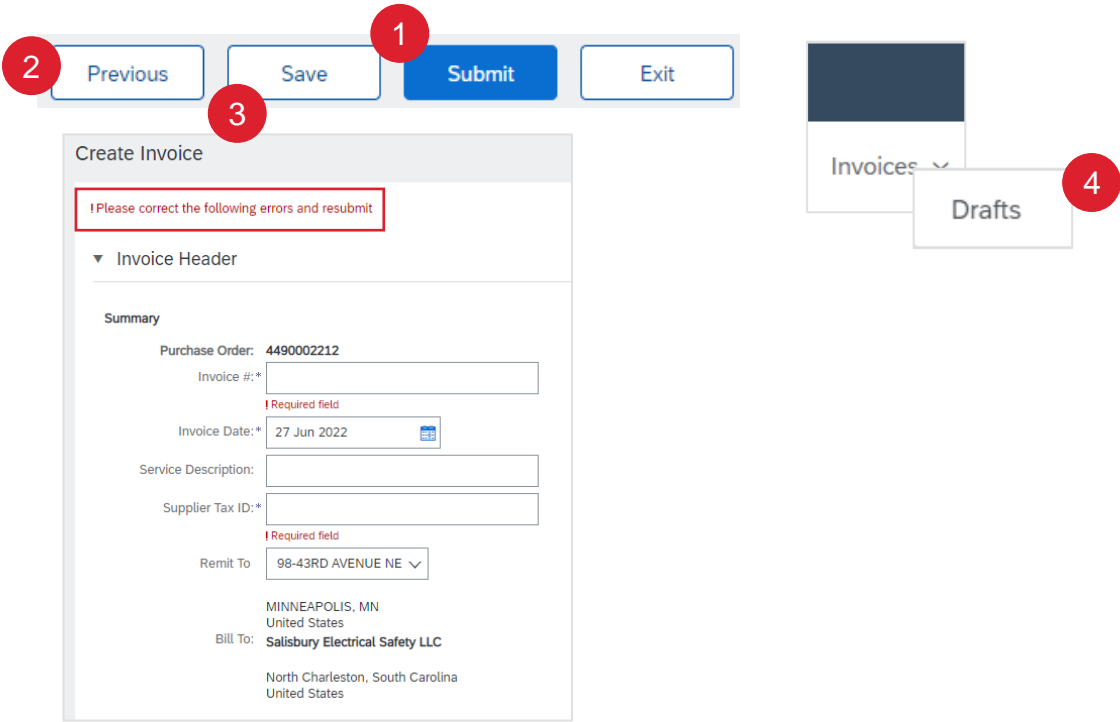
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REVIEW, SAVE, OR SUBMIT INVOICE

Review your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.

1. If no changes are needed, click **Submit** to send the invoice to Honeywell.
2. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
3. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
4. You may resume working on the invoice by selecting it from **Invoices > Drafts** on your Home page.

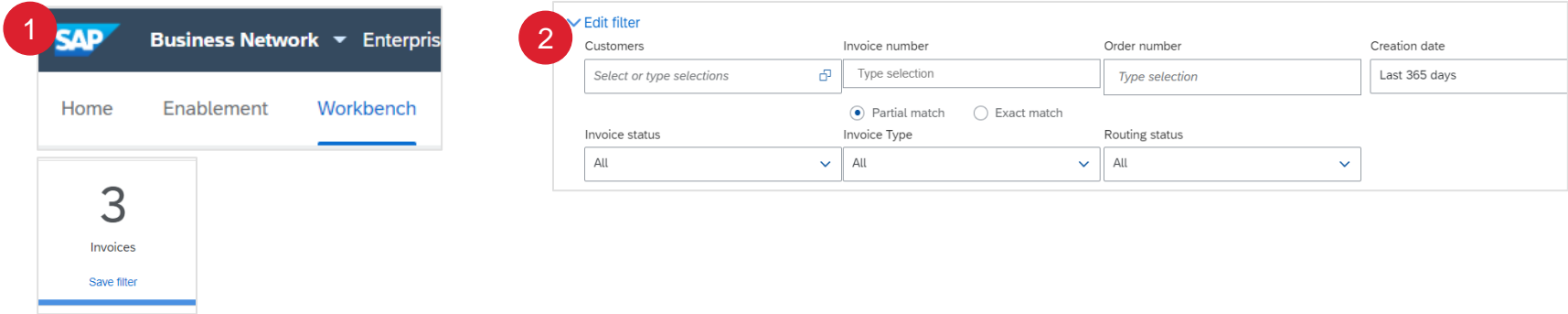
**Note:** In the event of errors, there will be a notification in red where information must be corrected



INVOICE SEARCH – 3 WAYS

- From the Workbench:
1. Click on **Workbench > Invoices tile**.
2. Use search **filters**.

OR

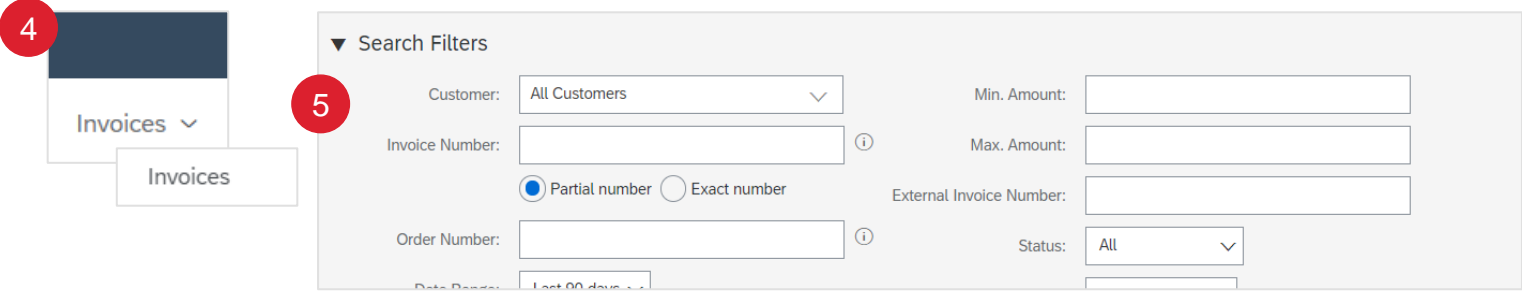


- From the Homepage:
3. **Enter invoice details** in the Homepage search field and set **Invoices** in the document type.



OR

- From the Invoices Tab:
4. Click on **Invoices > Invoices**
5. Use search **filters**.



INVOICE STATUS - ROUTING STATUS TO YOUR CUSTOMER

If you configured your Invoice Notifications, you would receive emails regarding invoice status. Routing Status reflects the status of the transmission of the invoice to Honeywell via the Ariba Network.

- **Obsolete** – You canceled the invoice
- **Failed** – Invoice failed Honeywell invoicing rules. Honeywell will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Honeywell invoicing application has acknowledged the receipt of the invoice

Invoices						
Search Filters						
Invoices (93)						
Type	Invoice #	Customer	Reference	Amount	Routing Status ⓘ	Invoice Status ⓘ
<input type="radio"/> Standard Invoice	MULTILINEINVOICE	Honeywell - TEST	4412099433	\$6,090.37 USD	Acknowledged	Approved

INVOICE STATUS - REVIEW INVOICE STATUS WITH YOUR CUSTOMER

Invoice Status reflects the status of Honeywell’s action on the Invoice.

- **Sent** – The invoice is sent to Honeywell, but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Honeywell approved the invoice cancellation
- **Paid** – Honeywell paid the invoice / in the process of issuing payment. Only if Honeywell uses invoices to trigger payment.
- **Approved** – Honeywell has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
- **Rejected** – Honeywell has rejected the invoice, or the invoice failed validation by Ariba Network. If Honeywell accepts an invoice or approves it for payment, invoice status is updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

Invoices						
Search Filters						
Invoices (93)						
Type	Invoice #	Customer	Reference	Routing Status ⓘ	Invoice Status ⓘ	
<input type="radio"/> Standard Invoice	MULTILINEINVOICE	Honeywell - TEST	4412099433	Acknowledged	Approved	