

# Ariba Invoicing US Vendors

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Updated September 2024

# Creating an Invoice

To create your invoice for a non-service order, you must go to the Orders tile from the Workbench screen or click on the Orders tab at the top of the screen and select “Purchase Orders” from the drop down. Click on the Order number that you want to invoice. Then click on the “Create Invoice” button and then select “Standard Invoice” from the drop-down menu to get started.

Purchase Order: 4514379488

Done

Create Order Confirmation

Create Ship Notice

Create Invoice


Standard Invoice

Credit Memo

Line-Item Credit Memo

Order Detail

Order History



From:

CA-ML-WHITBY

1 GERDAU CT

WHITBY ON L1N 5T1

Canada

Phone:

Fax:

To:

Gerdau Dummy Vendor 02 CA - TEST

100 Queen St W

Toronto ON M5H 2N1

Canada

Phone:

Fax:

Email: mark.zedonek@sap.com

Purchase Order

(New)

4514379488

Amount: \$400.00 CAD

Version: 1

Track Order

Payment Terms

2.000% 15

0.000% 60

D050-2% 15, Net 60

Comments

General Comments to Supplier:

Copy of Copy of NON-CAT SHIPPING VARIANCE

Contact Information

Supplier Address

Vendor CA DUMMY

Email: TEST@motion-ind.com

Fax:

Address ID: 0190079511

Tax ID: 888888888

Buyer ID: 0190079511

Buyer ID: 0190079511

Buyer ID: 0190079511

Buyer ID: 0190079511

Routing Status: Sent

External Document Type: ZAR1 PO-Auto-ARIBA (ZAR1)

# Creating an Invoice

Enter the invoice number that you want to use (max. 16 characters) and enter the invoice date.

Create Invoice

UpdateSaveExitNext

▼ Invoice Header*\* Indicates required field*

Add to Header ▼

Summary

Purchase Order: 4518806801

Invoice #: \*

Invoice Date: \* 4 Sep 2024

Supplier Tax ID:

Remit To: Gerdau

Pittsburgh, PA  
United States

Bill To: US-ML-WILTON

WILTON, IA  
United States

Subtotal: \$24,845.00 USD

Total Tax: \$1,739.15 USD

Amount Due: \$26,584.15 USD

[View/Edit Addresses](#)

Ship From: Gerdau

Pittsburgh, PA  
United States

Ship To: US-ML-WILTON

WILTON, IA  
United States

Deliver To: Telephone:

Email:

Fax:

Buyer:

[View/Edit Addresses](#)

# Creating an Invoice

Adjust the invoice line-item information related to quantities to be invoiced and lines to be included or excluded, if necessary.

Customer Part #	Quantity	Unit
	<input type="text" value="10"/>	EA ⓘ
Price Unit Quantity: *		<input type="text" value="1"/>

Excluded lines will have a toggle that looks like this:

No.	Include	Type	Part #
1	<input type="checkbox"/>	MATERIAL	

Included lines will have a toggle that looks like this:

No.	Include	Type	Part #
2	<input checked="" type="checkbox"/>	MATERIAL	

# Configuring Tax Presets

**\*NEW\*** Taxes on invoiced lines must be added at the line-item level.

If you are not going to be charging tax, you still need to enter a tax line at a \$0 value with the correct tax categories selected.

To make this easy, we will configure a tax category preset by clicking on the drop down next to Category, then selecting Configure Tax Menu.

Line Items

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		Shipping Tax Test Item 1		4,96

Pricing Details

Price Unit:

Price Unit Quantity:

Unit Conversion:

Description:

Tax

Category:

Location:

Description:

Regime:

Line Items

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		Shipping Tax Test Item 1		4,96

Pricing Details

Price Unit:

Price Unit Quantity:

Unit Conversion:

Description:

Tax

Category:

Location:

Description:

Regime:

Line Item Actions

Delete

Reset Tax from PO

Taxes

1% SalesTaxCity / SalesTaxCity

6% SalesTaxState / SalesTaxState

8.25% Sales Tax / sales

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

# Configuring Tax Presets

Any tax presets that you’ve already configured will show in this screen. To create a new one, click on Create

Configure Tax

OK

Cancel

* Tax Category	* Rate	Tax Description
No items		

Create

OK

Cancel

Click on the drop down and select “Other”

Configure Tax

OK

Cancel

* Tax Category	* Rate	Tax Description
<div><div><div></div></div><div>Sales Tax</div><div>▼</div></div>	<div></div> %	<div></div>

↳

Other

Sales Tax

VAT

GST

Use Tax

PST

QST

HST

Withholding Tax

Create

OK

Cancel

SAP

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# Configuring Tax Presets

After you’ve selected “Other”, a blank field will appear to the right (red arrow in the screenshot below). This field must contain the correct tax category for the invoice and the values are case sensitive. For us sales tax, the value must be entered as “SalesTax”. You can use the Tax Description field to label this preset for ease of use. This is a one time configuration but these presets can be modified and more can be added as needed.

The configuration in the screenshot below would be appropriate for billing US Gerdau locations with zero taxes added to the invoice. In this situation the vendor is indicating that the invoice is subject to sales tax, but it is not being billed on the invoice and Gerdau will instead, accrue and remit the taxes directly to the appropriate tax agency.

Configure Tax

OK

Cancel

* Tax Category	* Rate	Tax Description
<div><div><div></div></div><div>Other</div><div></div></div> <div>SalesTax</div>	<div>0</div> <div>%</div>	<div>SalesTax 0%</div>

Delete

Create


OK

Cancel

# Selecting Tax Presets

Now when you are creating the tax information for your \$0 tax invoice, simply click in the Category field to get to the dropdown and select the top value that you just configured: “0% SalesTax / SalesTax”.

Remember this is only if you are not charging tax on the invoice. If you are going to charge the tax, select “Sales” and then you will have to enter your rate or amount.

Category: \* 8.25% SalesTax / SalesTax 

Category: \* Sales Tax

Location:

Description:

Regime:

[Reset Tax from PO](#)

Taxes

0% SalesTax / SalesTax 0%

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu



# Example: 0% SalesTax

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL				4,965	EA ⓘ	\$5.00 USD	\$24,845.00 USD

Pricing Details

Price Unit: EA

Price Unit Quantity: \* 1

Unit Conversion: \* 1

Description:

Tax

Category: \* 0% SalesTax / SalesTax 0% ▼

Location:

Description: SalesTax 0%

Regime: ▼

Taxable Amount: \$24,845.00 USD [Remove](#)

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

↳

Line Item Actions ▼

Delete

Reset Tax from PO

# Example: SalesTax billed on invoice

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL				4,965	EA ⓘ	\$5.00 USD	\$24,845.00 USD

Pricing Details

Price Unit:

Price Unit Quantity: \*

Unit Conversion: \*

Description:

Tax

Category: \*

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

[Remove](#)

↳

Line Item Actions ▼

Delete

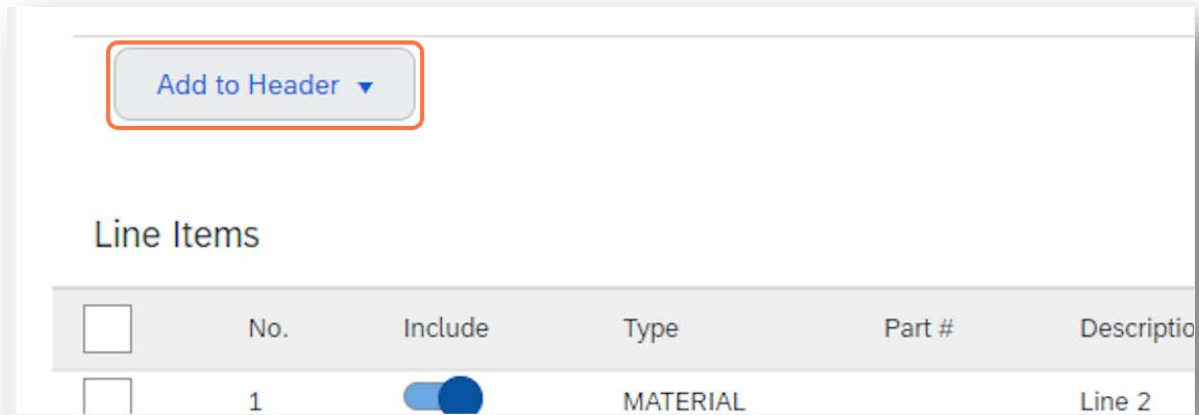
Reset Tax from PO

# Adding Shipping Cost

To add shipping or handling charges to an invoice, click on the “Add to Header” button

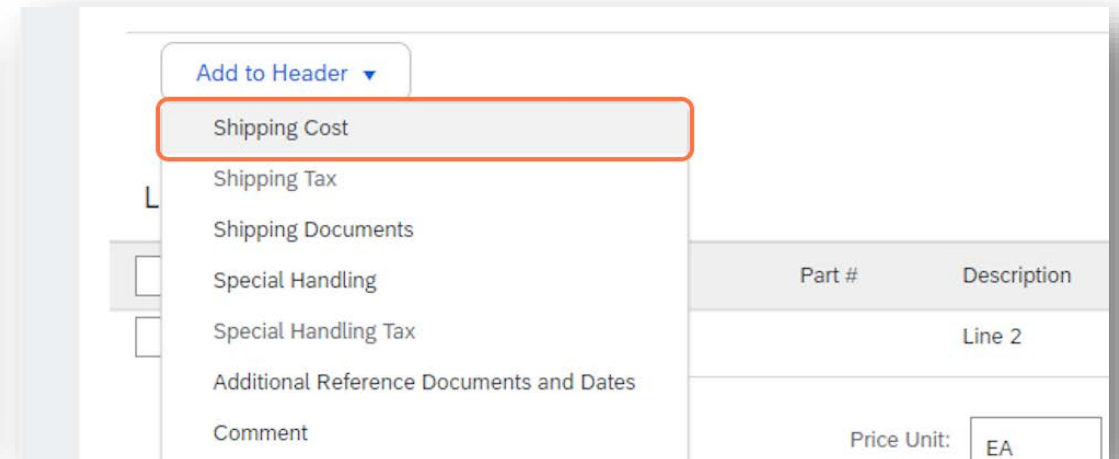
This process is identical for both Shipping Cost and Special Handling Charges.

To add these charges, click on the Add to Header button, then select either Shipping Cost or Special Handling from the drop-down menu.



The screenshot shows a software interface with a button labeled "Add to Header" with a downward arrow, highlighted by a red rectangle. Below the button is a section titled "Line Items".

	No.	Include	Type	Part #	Description
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		Line 2



The screenshot shows the "Add to Header" dropdown menu open, with "Shipping Cost" selected and highlighted by a red rectangle. The menu options are:

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment

Below the menu, there is a table with columns "Part #" and "Description". The first row is "Line 2". To the right of the table, there is a "Price Unit:" label and a text box containing "EA".

# Adding Shipping Cost

A field for the shipping or handling cost will appear in the header section of the invoice.

Input the amount of your charge and the relevant date.

Ship From: Gerda Building Vendor 02 ON - Test

Toronto ON  
Canada

Shipping Cost

Shipping Amount: 250.00

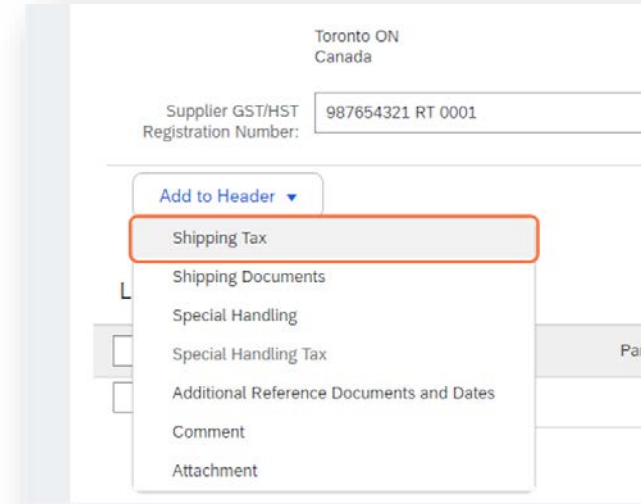
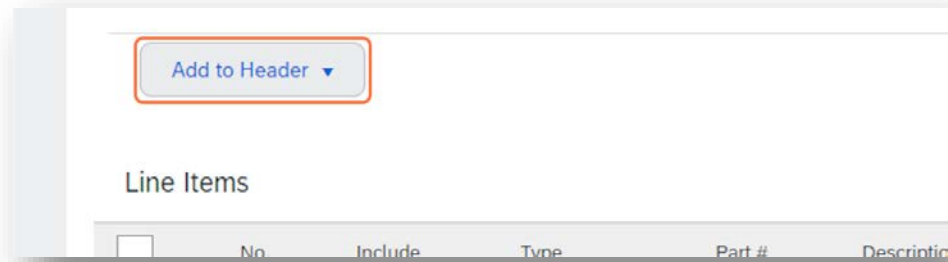
Shipping Tax

Payment Term

Shipping Date: 07/31/2024

# Adding Shipping Tax

**Scroll back down to just above the line items section and click on Add to Header again, then select Shipping Tax**



## **Please Note:**

**Shipping and handling tax categories must match the line-item tax categories exactly.**

You will need to click "Add to Header" and Select "Shipping Tax" one time for each tax category included on your invoice line items. If the U.S. taxes on your invoice lines are broken out into SalesTaxCity, SalesTaxCounty, SalesTaxState, then you must add those same three tax categories to any shipping and handling charges via this process. You can simplify invoice entry by removing the defaulted city, county, and state tax categories and adding simply SalesTax on both the lines and the shipping/handling charges

# Adding Shipping Tax

Select the correct tax categories for your Shipping Cost, **again be sure to match these selections to the tax categories used on the line items.**

Even if the tax amounts you are billing are \$0, the appropriate tax categories must be added to indicate \$0 tax is being charged. This is required on both the line items and any shipping or handling charges added to the header.

Shipping Cost

Shipping Amount:

\$250.00 USD

Shipping Date:

28 Aug 2024

Shipping Tax

Category: \*

0% SalesTax / SalesTax 0%

Location:

Description:

SalesTax 0%

Regime:

Taxable Amount:

\$250.00 USD

Tax Rate Type:

Rate(%):

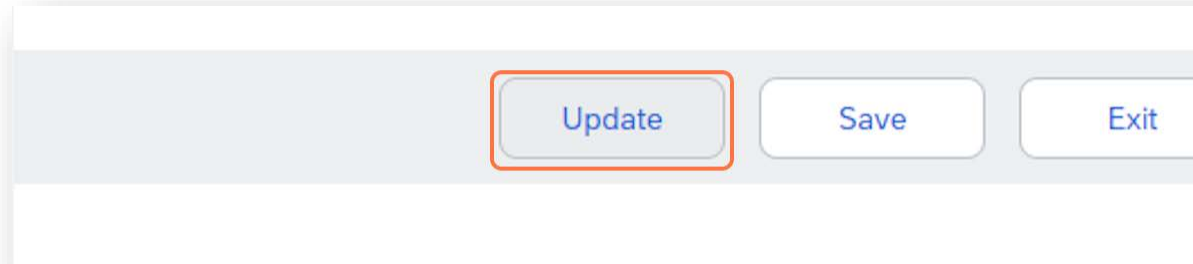
0

Tax Amount:

\$0.00 USD

# Submitting the Invoice

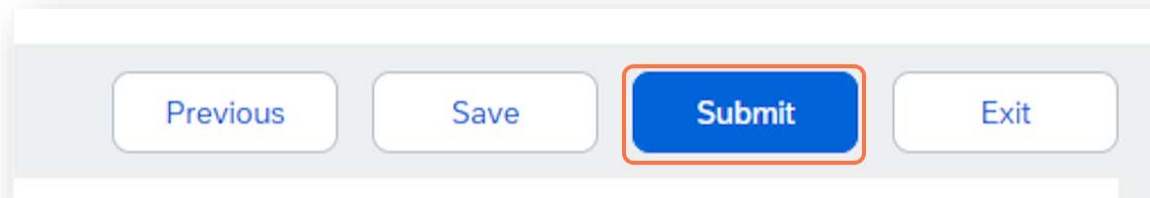
**Click on Update to refresh all values. Review and confirm accuracy.**



**Click on Next**



**Click on Submit to create the invoice. You will be taken to a page that displays a message confirming the invoice has been submitted.**



# Thank you!

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