

Ariba Invoicing US Vendors

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 Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4518806801	Subtotal: \$24,845.00 USD	View/Edit Addresses
Invoice #: *	Total Tax: \$1,739.15 USD	
Invoice Date: * 4 Sep 2024 	Amount Due: \$26,584.15 USD	
Supplier Tax ID:		

Remit To: **Gerdau**

Pittsburgh, PA
United States

Bill To: **US-ML-WILTON**

WILTON, IA
United States

Ship From: **Gerdau**

Pittsburgh, PA
United States

Ship To: **US-ML-WILTON**

WILTON, IA
United States

[View/Edit Addresses](#)

Deliver To: Telephone:
Email:
Fax:
Buyer:

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:

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

Included lines will have a toggle that looks like this:

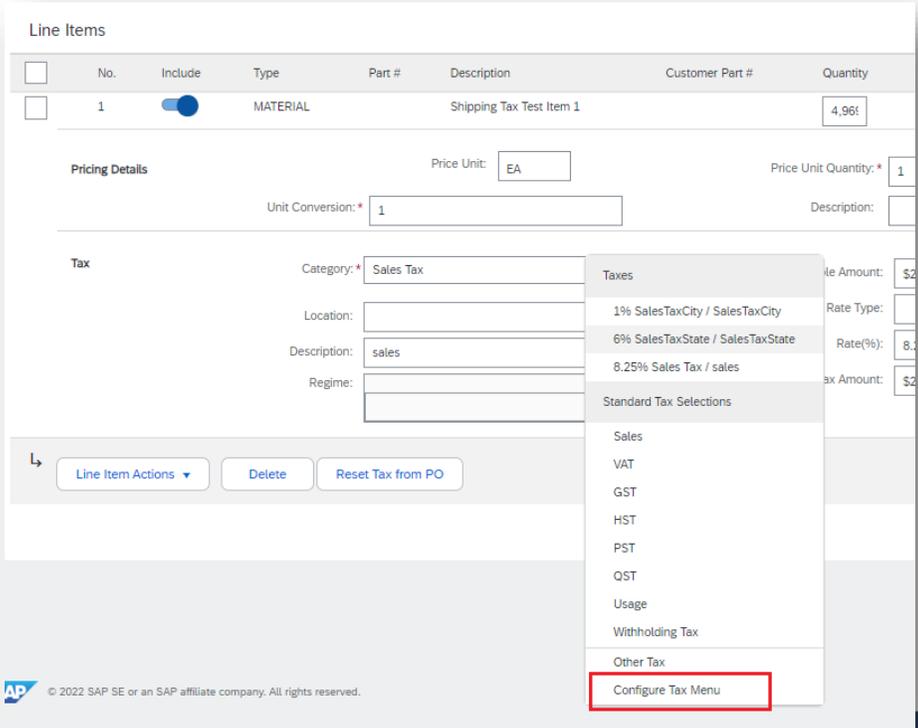
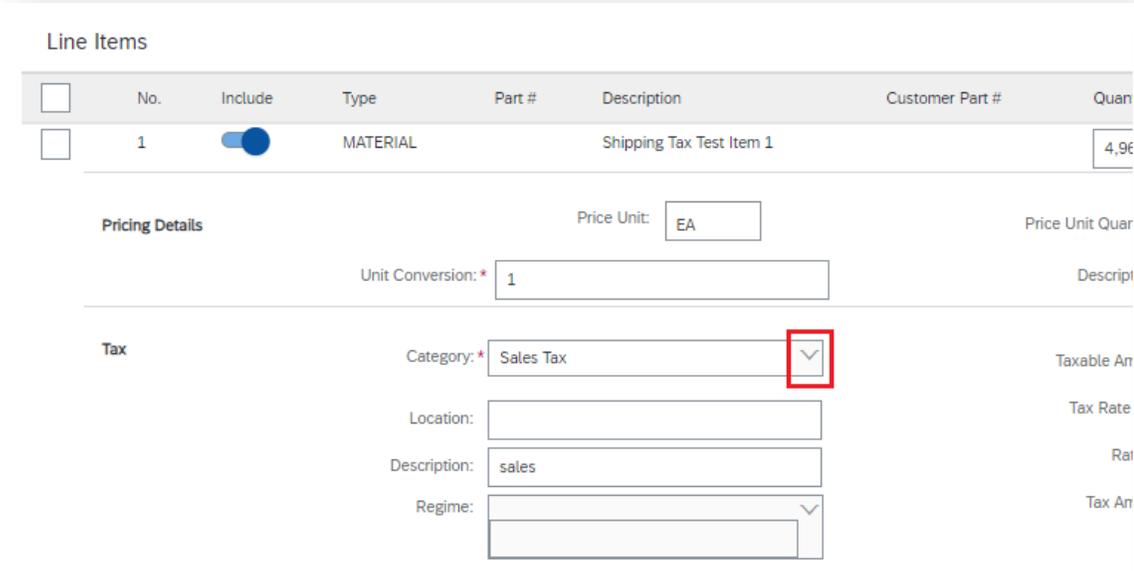
<input type="checkbox"/>	No.	Include	Type	Part #	De
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL		Lir

Configuring Tax Presets

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

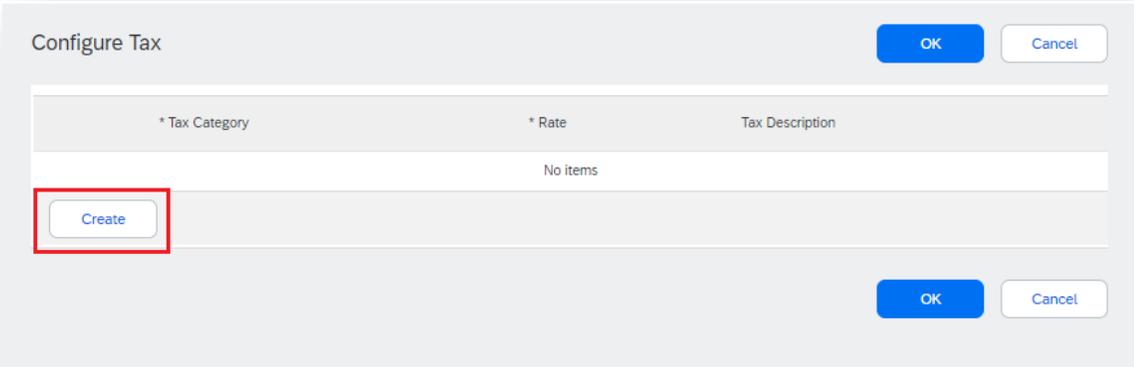
If you are not going to be charging tax, you still need to enter a tax line at a \$0 value with the correct tax categories selected.

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.

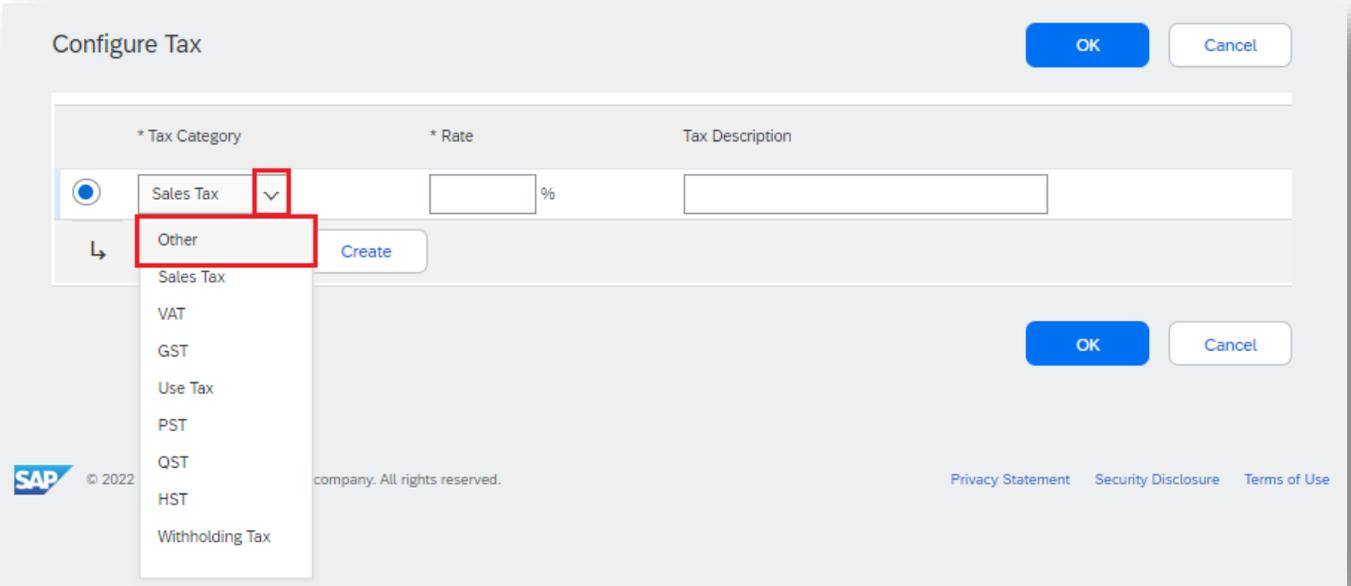


Configuring Tax Presets

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



Click on the drop down and select "Other"



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.

The screenshot shows a 'Configure Tax' dialog box with the following fields and controls:

- * Tax Category:** A dropdown menu set to 'Other'. A red arrow points to the adjacent text input field containing 'SalesTax'.
- * Rate:** A text input field containing '0' followed by a '%' symbol.
- Tax Description:** A text input field containing 'SalesTax 0%'.
- Buttons:** 'Delete' and 'Create' buttons are located below the 'Tax Category' field. 'OK' and 'Cancel' buttons are located at the top right and bottom right of the dialog.

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:

Price Unit Quantity: *

Unit Conversion: *

Description:

Tax

Category: *

Location:

Description:

Regime:

Taxable Amount: [Remove](#)

Tax Rate Type:

Rate(%):

Tax Amount:

↳

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				4,968	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: [Remove](#)

Tax Rate Type:

Rate(%):

Tax Amount:

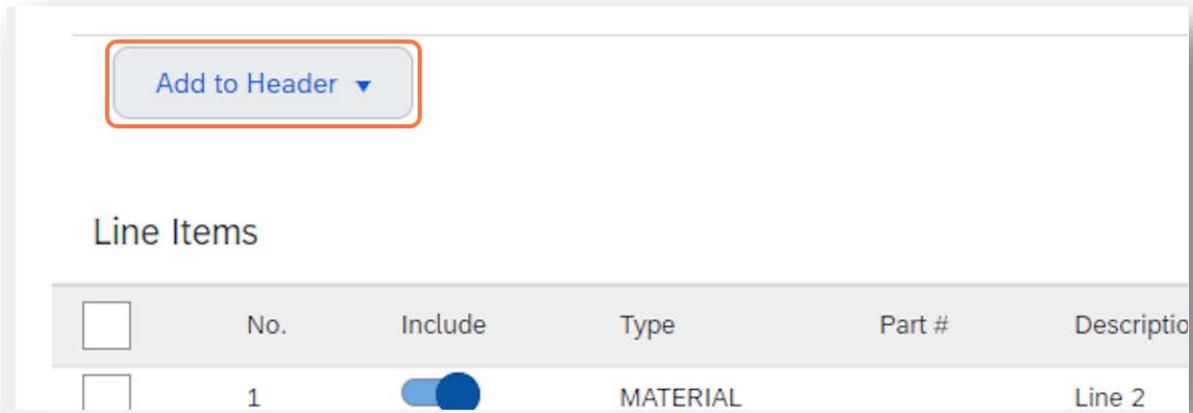
↳

Adding Shipping Cost

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

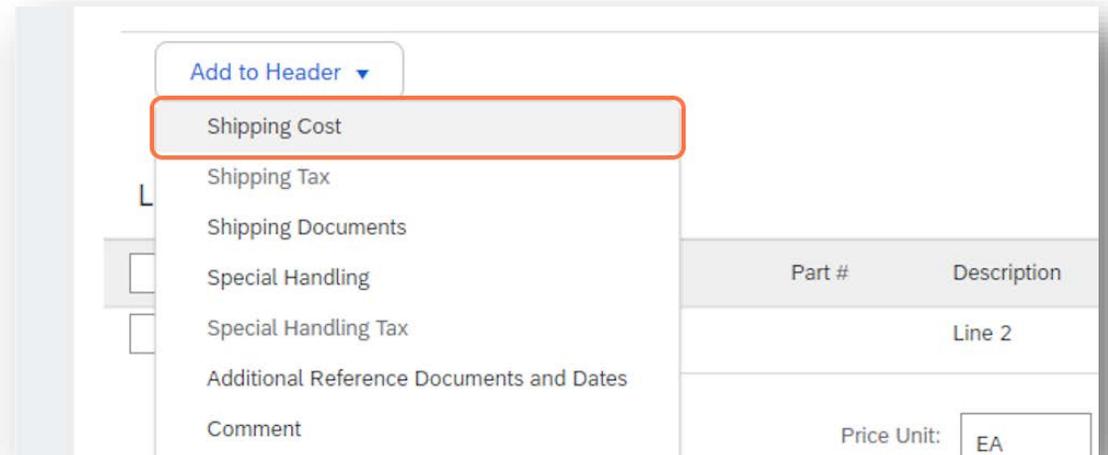
This process is identical for both Shipping Cost and Special Handling Charges.

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 rectangular box. Below the button is a section titled "Line Items" containing a table with columns: No., Include, Type, Part #, and Description. The table has one row with the value "1" in the "No." column, a blue toggle switch in the "Include" column, "MATERIAL" in the "Type" column, and "Line 2" in the "Description" column.

No.	Include	Type	Part #	Description
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 rectangular box. The menu items are: Shipping Cost, Shipping Tax, Shipping Documents, Special Handling, Special Handling Tax, Additional Reference Documents and Dates, and Comment. To the right of the menu is a table with columns "Part #" and "Description". The table has one row with "Line 2" in the "Description" column. Below the table is a "Price Unit:" label with a text box containing "EA".

Part #	Description
	Line 2

Price Unit: 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 1201
Toronto ON
Canada

Shipping Cost

Shipping Amount:

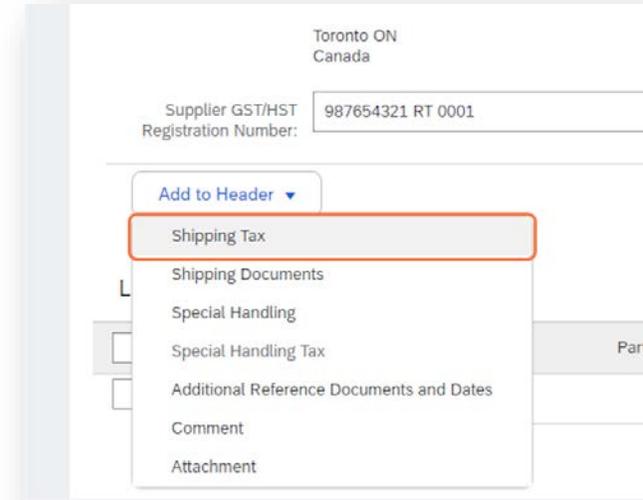
Shipping Tax

Payment Term

Shipping Date:

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

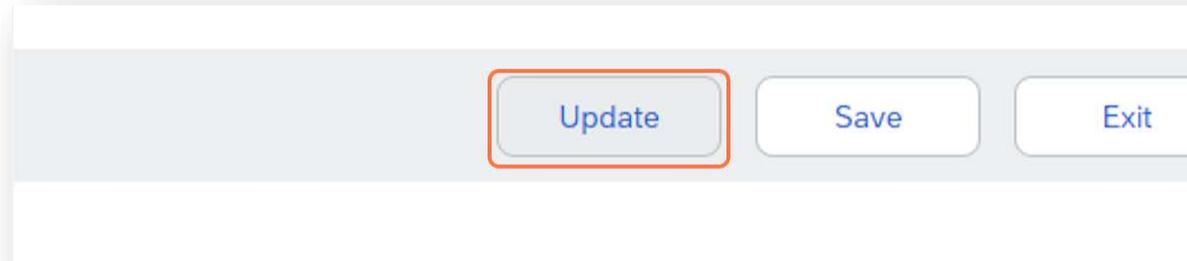
Select the correct tax categories for your Shipping Cost, **again be sure to match these selections to the tax categories used on the line items.**

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: <input type="text" value="\$250.00 USD"/>	Shipping Date: <input type="text" value="28 Aug 2024"/>
Shipping Tax	
Category: * <input type="text" value="0% SalesTax / SalesTax 0%"/>	Taxable Amount: <input type="text" value="\$250.00 USD"/>
Location: <input type="text"/>	Tax Rate Type: <input type="text"/>
Description: <input type="text" value="SalesTax 0%"/>	Rate(%): <input type="text" value="0"/>
Regime: <input type="text"/>	Tax Amount: <input type="text" value="\$0.00 USD"/>

Submitting the Invoice

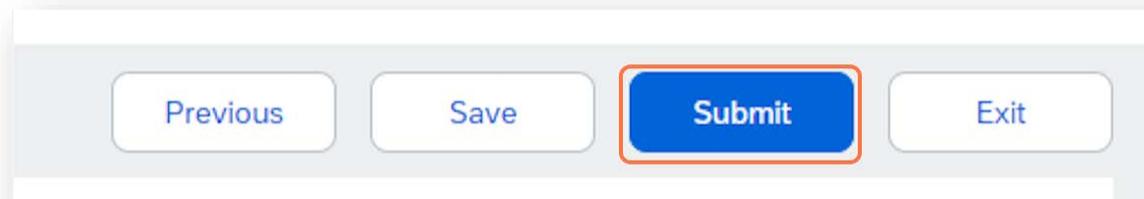
Click on Update to refresh all values. Review and confirm accuracy.



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!
