How to See Amount Invoiced Against a PO Line

1. From the Ariba account **Workbench** open PO by selecting:

2. Orders Tab

3. Select Purchase Order number

How to See Amount Invoiced Against a PO Line

Ottawa

SAP Ariba

Line Items

Show Item Details

①

Line #	No. Schedule Lines	Change	Part # / Description		Type	Return	Qty (Unit)	Need By	Price	Subtotal	Ta...	②
1		→ Edited	Not Available		Service		1 (EA) ⓘ	21 Nov 2020	$5,000.00 CAD	$5,000.00 CAD	$650.00 CAD	Summary
											$130.26 CAD	
									$1,002.00 CAD	$1,002.00 CAD		

west

③ **Status**

Invoiced Amount: $220.00 CAD

Serviced Amount: $220.00 CAD

1 Unconfirmed

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
Sales	13	$5,000.00 CAD	$650.00 CAD		A/P, HST (rebate) applied	

Service Period

Service Start Date: 28 Oct 2020
Service End Date: 29 Jan 2021

Other Information

Expected Value for Unplanned Spend: $5,000.00 CAD

Classification Domain: unspsc

Classification Code: 8110

Line #	No. Schedule Lines	Change	Part # / Description		Type	Return	Qty (Unit)	Need By	Price	Subtotal	Ta...	②
2		→ Edited	Not Available		Service		1 (EA) ⓘ	21 Nov 2020	$1,000.00 CAD	$1,000.00 CAD	$130.00 CAD	Details
			east									
3		→ Edited	Not Available		Service		1 (EA) ⓘ	21 Nov 2020	$1,003.00 CAD	$1,003.00 CAD	$130.39 CAD	Details
			central									

① When your PO is open in Ariba, scroll down to the line items.

② Click on the "details" hyperlink to the right of each line item for more details.

③ This will tell you how much you've already invoiced against the line.

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How to See Amount Invoiced Against a PO Line

1 To view invoices related to this PO, scroll back up to the top of the PO and view "Related Documents".

From here you can click on a hyperlink to open a document.