

How to attach a pdf or tif copy of your invoice to the Ariba invoice:

1. Once you are in the invoice creation screen, click on Add to Header and select Attachment

Arriba Network Standard Account Upgrade TEST MODE Back to classic view

Create Invoice Update Save Exit Next

▼ Invoice Header

Summary

Purchase Order: PO2109

Invoice #: [Red Box B]

Invoice Date: 21 Jun 2023

Service Description:

Supplier Tax ID:

Remit To: Wen Test #12

Toronto ON
Canada

Bill To: CORPORATE INDIRECT PO_BILL TO

Portland, OR
United States

Subtotal: \$1,000.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$1,000.00 USD
Total Net Amount: \$1,000.00 USD
Amount Due: \$1,000.00 USD

** Indicates required

Add to Header

Tax

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

Tax

Header level tax Line level tax

2. In the Attachments section of the invoice (midway down the screen), select Choose File: select the file from your computer and select Add Attachment

Additional Fields

Supplier Account ID #: [Field]

Customer Reference: [Field]

Supplier Reference: [Field]

Payment Note: [Field]

Supplier: Wen Test #12

Richmond Hill, ON
Canada

Service Start Date: [Field]

Service End Date: [Field]

Customer: Land O' Lakes Inc. - TEST

Arden Hills, MN
United States

Email: [Field]

View/Edit Addresses

View/Edit Addresses

Remove

Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen Add Attachment

[Red Box E]