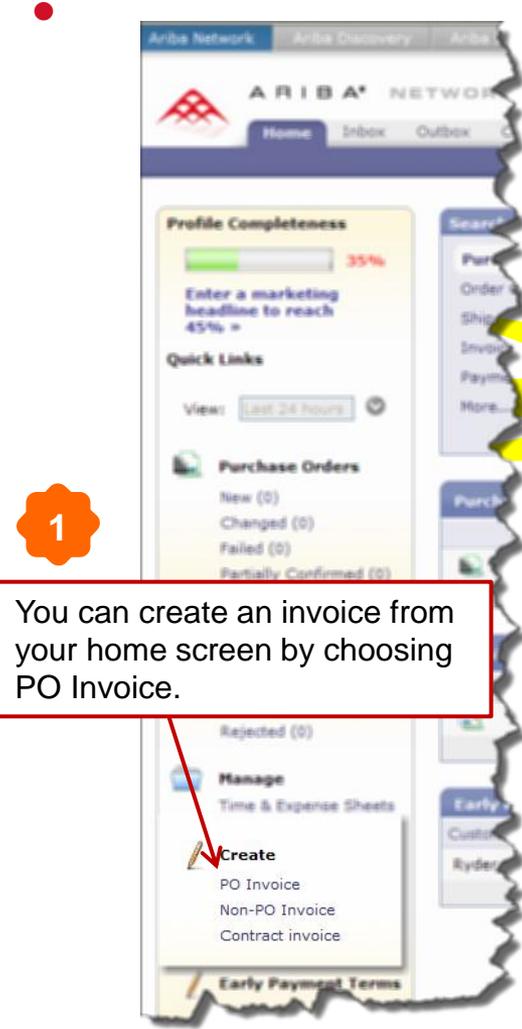


Ariba Network E Commerce

Creating an E-Invoice (PO Flip and Contract)



Invoicing – PO Flip Method



1

You can create an invoice from your home screen by choosing PO Invoice.

2

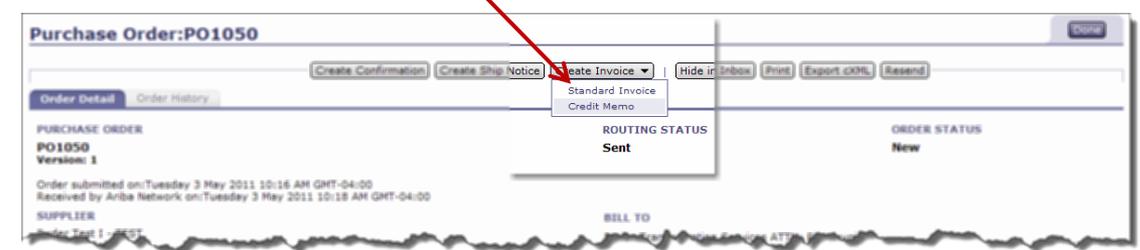
Choose the PO you wish to Invoice against from your Inbox.

The screenshot shows a 'Purchase Orders' table with the following data:

Purchase Orders	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Balance	Revision
<input checked="" type="radio"/>	PO1050	1	Ryder System, Inc. - TEST	Ryder IT Warehouse Miami, FL United States	\$0.00 USD	3 May 2011	New	Invoice	\$0.00 USD	Original
<input type="radio"/>	PO1047	1	Ryder System, Inc. - TEST	059-RTS Headquarters FL NSAHS, FL United States	\$212.00 USD	3 May 2011	New	Invoice	\$0.00 USD	Original
<input type="radio"/>	PO1046	1	Ryder System, Inc. - TEST	059-RTS Headquarters FL NSAHS, FL	\$0.00 USD	3 May 2011	New	Invoice	\$0.00 USD	Original

3

Select Standard Invoice from the Create Invoice dropdown button.



Invoicing – PO Flip Method

4

Enter your Invoice # and date of invoice. (System accepts present and future date only)

5

Shipping can be added at the Header level ONLY.

6

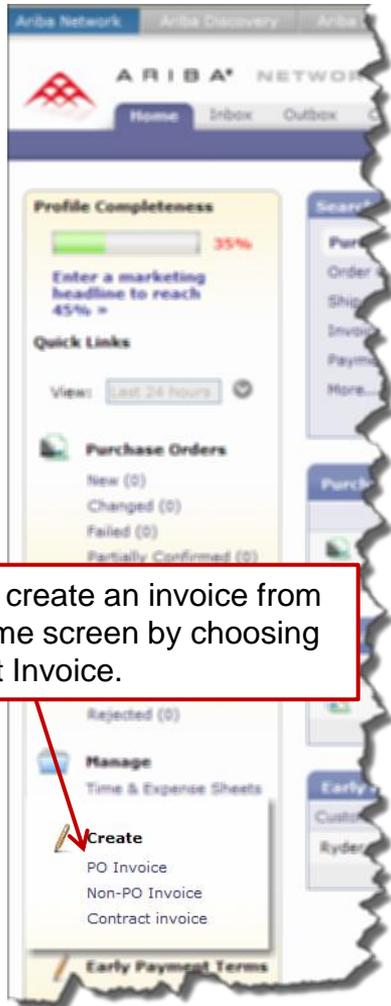
Add Tax by using the Line Item Actions button (Tax must be added at the Line Item ONLY)

Creating an Invoice against a Contract

This feature is only available if Ryder has set up a contract in the Ariba system

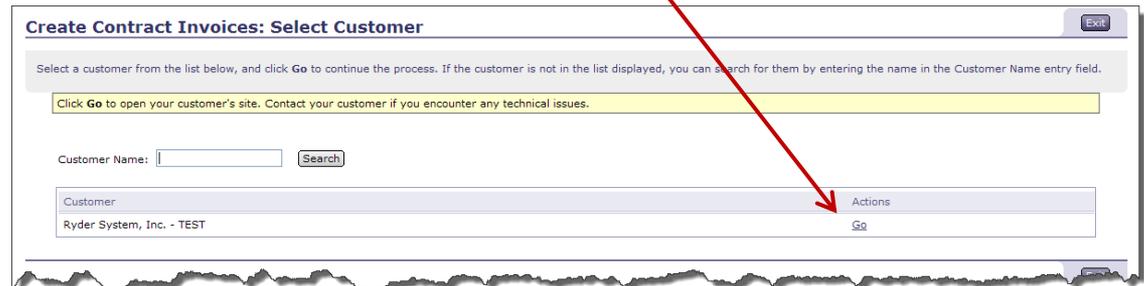
1

You can create an invoice from your home screen by choosing Contract Invoice.



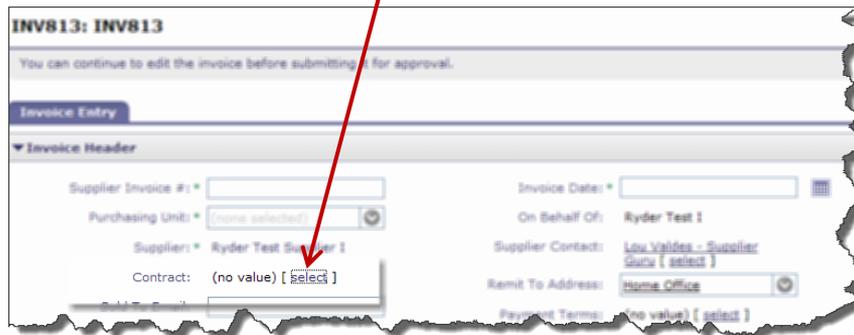
2

Click Go to open the Ryder site.



3

Click select to search for the contract you are invoicing against.



Contract Invoice

4

Choose Value for Contract

Field: ID

ID	Title	Supplier Name	
BPO369	Unlabeled contract	Ryder Test Supplier 1	<input type="button" value="Select"/>
BPO419-V2	Cabling (Contract Management) V2	Ryder Test Supplier 1	<input type="button" value="Select"/>
BPO428	Copy of Ryder/Management	Ryder Test Supplier 1	<input type="button" value="Select"/>
C332	Ryder Test Supplier Services - Managed Hardware Service Contract	Ryder Test Supplier 1	<input type="button" value="Select"/>
C333	Ryder Test Supplier Services - Managed Hardware Service Contract	Ryder Test Supplier 1	<input type="button" value="Select"/>
C366	Management Consulting - Location Code #0567, 150 Fallon Road, Stoneham, MA	Ryder Test Supplier 1	<input type="button" value="Select"/>
C367	IT Management Consulting - Location Code #0567, 150 Fallon Road, Stoneham, MA	Ryder Test Supplier 1	<input type="button" value="Select"/>
C373	Bank lockbox	Ryder Test Supplier 1	<input type="button" value="Select"/>
C391	Service Bay Tool III (Single Maintenance)	Ryder Test Supplier 1	<input type="button" value="Select"/>
C421	Untitled Contract Request	Ryder Test Supplier 1	<input type="button" value="Select"/>
C422	Untitled Contract Request	Ryder Test Supplier 1	<input type="button" value="Select"/>

Choose the value for the contract.

Contract ID is populated after you select it

5

Add line items to the contract by clicking on the drop down and select the appropriate item.

INV813: INV813

You can continue to edit the invoice before submitting it for approval.

Invoice Entry

Service Header

Supplier Invoice #: Invoice Date:

Purchasing Unit: On Behalf Of: **Ryder Test 1**

Contract: **BPO369 [select]** Supplier Contact: **Low Valides - Supplier**

Send To Address: **Home Office** Supplier Code: **None [select]**

Payment Terms: **Net 30 [select]**

My Labels:

Shipping - Entire Service

Ship From: **Low Valides - Supplier** Ship To:

Header Actions

Line Items

No.	Description	Attributes	Contract	Qty
No Items				

Line Item Actions

- Add
- Catalog Item
- Shipping Item
- Special Handling Item

Contract Invoice

6

Select and add the items you wish to include on the invoice.

INV813: INV813

By adding an item, you are indicating that the associated goods or services have been delivered, and that payment can be made.

Catalog Home

All Categories Search Options

4 items found Sort By: Relevance | Price | Best

[Add Item](#) [Compare](#)

<p>Monthly amount for landscaping at Ryder - ...</p> <p>\$2,250.00 USD</p> <p>Qty: <input type="text"/></p> <p>Add Item</p>	<p>Supplier: Ryder Test Supplier 1</p> <p>Supplier Part #: TropLSmonthly</p> <p>Available in: 0 Day(s)</p> <p>Monthly amount for landscaping at Ryder - Flagler Station</p>
<p>Emergency Services - Hourly</p> <p>\$22.00 USD</p> <p>Qty: <input type="text"/></p> <p>Add Item</p>	<p>Supplier: Ryder Test Supplier 1</p> <p>Supplier Part #: EShourly</p> <p>Available in: 0 Day(s)</p> <p>Emergency Services - Hourly</p>
<p>Emergency Services - Overtime</p> <p>\$30.00 USD</p> <p>Qty: <input type="text"/></p> <p>Add Item</p>	<p>Supplier: Ryder Test Supplier 1</p> <p>Supplier Part #: EShourlyOT</p> <p>Available in: 0 Day(s)</p> <p>Emergency Services - Overtime</p>

Invoice date can only be one day earlier than invoice creation date

7

Enter your invoice #

Please be sure to submit your contract invoices **BEFORE** the last day of every month.

Invoice Entry

▼ Invoice Header

Supplier Invoice #:

Purchasing Unit: US

Supplier: [Ryder Test Supplier 1](#)

Contract: [BPO369 \[select \]](#)

Sold To Email:

My Labels: [Apply Label...](#)

Invoice Date: *

On Behalf Of: [Ryder Test 1](#)

Supplier Contact: [Lou Valdes - Supplier](#)

[Guru \[select \]](#)

Remit To Address: [Home Office](#)

Payment Terms: [Net 30 \[select \]](#)

Shipping - Entire Invoice

Ship From: [Lou Valdes - Supplier G](#)

Ship To: * [\(none selected\)](#)

Header Actions [⌵](#)

Line Items [Show Details](#)

No.	Description	Attribute	Contract	Qty	Unit	Price	Amount
<input type="checkbox"/>	1	Emergency Services - Hourly	BPO369	<input type="text"/>	hour	\$22.00 USD	\$22.00 USD

Line Item Actions [⌵](#)

Subtotal: \$22.00 USD
Total Tax: \$0.00 USD
Total: \$22.00 USD

[Update Total](#)

[Submit](#) [Exit](#)

Additional Information

Introduction to Ariba and Q&A sessions:

- 1) Every Thursday at 2pm EST. Hosted by Ryder Supplier Enablement.

Cut and paste this link to your browser:

https://lobby.mc.iconf.net/gcc/lobby/start_meeting.asp?ba=300000640&strLogin=9022593&strCC=US

- 2) First and third Wednesday of the month at 11:30am EST. Hosted by Ariba.

Visit <http://ariba.com>, click on Community then “Register for Live Demo”

For additional information, please contact:

For Ryder Business related questions:

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For Ariba related questions:

Ed Grassel

egrassel@ariba.com

For Ariba password resets:

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866.312.7422

