



A R I B A<sup>®</sup>

An SAP Company

# Ariba Network

## Purchase Order Confirmation



BUY



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# 1 A View Purchase Orders

Click on **Inbox** tab to manage your Purchase Orders.

**Inbox** presented as a list of the Purchase Orders received, by Cognizant.

Click a link in the **Order Number** column to view the purchase order details.

The screenshot displays the Ariba Network interface for a user named 'Test Supplier 1'. The top navigation bar includes tabs for Home, **Inbox**, Outbox, Catalogs, Enablement Tasks, and Reports. The 'Inbox' tab is highlighted. Below the navigation bar, there are sections for 'Pending Tasks', 'Profile Completeness' (35%), and 'Alerts and Messages'. The main content area shows a 'Purchase Orders' section with a search filter and a table of orders. The table has columns for Order Number, Ver, Customer, Ship To Address, Amount, Date, Order Status, Settlement, Balance, and Revision. The first row is highlighted, showing order number 'PCO158'.

Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Balance	Revision
<a href="#">PCO158</a>	1	EA Buyer 01	IFF Hazlet/Union Beach Hazlet, NJ United States	\$118.81USD	7 May 2012	Shipped	PCard	\$0.00 USD	Original
		EA Buyer 01	Customer, Inc. Skillman, NJ United States	\$74,625.00USD	7 May 2012	New	Invoice	\$0.00 USD	Original
<a href="#">PC1022502</a>	1	EA Buyer 01	Beaumont Beaumont, CA United States	\$7,022.50USD	7 May 2012	New	Invoice	\$0.00 USD	Original
<a href="#">PC102250137</a>	1	EA Buyer 01	DEALER SERVICES HOFFMAN ESTATES, IL United States	\$17.99USD	7 May 2012	New	Invoice	\$0.00 USD	Original

## 1 B Purchase Order Detail

### View the details of your order.

The order header includes the order date and information about the buying organization and supplier.

There are options available for **Create Confirmation**, **Create Ship Notice**, **Create Invoice** or **Print**.

Additional options:

- **Resend** to reprocess orders with failed status or test changes made to order routing settings
- **Export cXML** to save a copy of the cXML source information
- **Order History** for diagnosing problems and for auditing.

**Note:** You can always Resend PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button

The screenshot shows the 'Purchase Order: POLineItemContent:5m' page. A red box highlights the top navigation bar containing buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Hide in Inbox', 'Print All', 'Print Screen Contents', 'Export cXML', and 'Resend'. A red arrow points from the 'Resend' button in this bar to a red box labeled 'Supplier Document Status'. Another red arrow points from the 'Print' button in the 'ORDER DETAILS' section to a red box labeled 'You can select between printing just the screen content or the PO details choosing accordingly in the Print menu options.' The 'Print' dropdown menu is shown with options: 'Print All Details' and 'Print Screen Contents Only'. The page also displays 'From: New York Sales' and 'To: Supplier' information, along with 'Purchase Order (Confirmed)' details and 'ORDER DETAILS' including submission and receipt dates.

You can select between printing just the screen content or the PO details choosing accordingly in the **Print** menu options.

# 2A

## Create Order Confirmation

From the PO view, click the **Create Confirmation** button and select to **Confirm All, Update with Different Status** for individual line items or **Reject Entire Order**.

This example demonstrates the **Confirm All** option. Click **Next**.

*(Updating with Different Status will be explained later in the presentation.)*

Purchase Order: S03297217

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide in Inbox

Print

Export cXML

Resend

Confirm Entire Order

Update Line Items

Reject Entire Order

History

From: 9999

PO BOX 352

BUFFALO, NY 14240

United States

To: EATestSupplier2

210 Sixth Street

Pittsburgh, PA 15222

United States

Phone:

Fax:

Email: dgarda@ariba.com

Purchase Order (New)

S03297217

Amount: \$2440.3177 USD

Version: 1

OTHER INFORMATION

unitNo: 643478

vendorIDNo: 049

deliveryReference: 20130213

View more >

SHIP ALL ITEMS TO

HIGH COUNTRY CONFERENCE CENTER

201 W BUTLER AVENUE

FLAGSTAFF, AZ 86001

United States

Ship To Code: 643478

Email: HECTOR.PINEDA@SODEXO.COM

BILL TO

9999

PO BOX 352

BUFFALO, NY 14240

United States

DELIVER TO

HIGH COUNTRY CONFERENCE CENTER

LINE ITEMS

Show Item Details

Page 1

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	
1	4372504 SQUASH YELLOW STRAIGHT NECK MD	1 (CS)	13 Feb 2013	\$34.35USD	\$34.35USD	<a href="#">Details</a>
2	2996445 SAUCE CHILI THAI SWEET/SPICY	1 (CS)	13 Feb 2013	\$43.08USD	\$43.08USD	<a href="#">Details</a>

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation #:

OC123\_All\_DG

Associated Purchase Order #:

S03297217

Customer:

12s3 Buyer 01

Shipping and Tax Information

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Next

Exit

Page 1

Item	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	4372504 SQUASH YELLOW STRAIGHT NECK MD	1 (CS)	13 Feb 2013	\$34.35USD	\$34.35USD
Current Order Status: 1 Confirmed					
2	2996445 SAUCE CHILI THAI SWEET/SPICY	1 (CS)	13 Feb 2013	\$43.08USD	\$43.08USD
Current Order Status: 1 Confirmed					



## Create Order Confirmation

Enter **Confirmation Number** which is any number you use to identify the order confirmation.

If you specify **Est. Shipping Date** or **Est. Delivery Date** information, it is applied for all line items.

Click **Next** when finished.

### Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation #: 123456

Associated Purchase Order #: PCO158

Customer: EA Buyer 01

#### Shipping and Tax Information

Est. Shipping Date: 10 May 2012

Est. Shipping Cost:

Est. Delivery Date: 15 May 2012

Est. Tax Cost:

Comments:

Item Groups

Item	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal		
1	AD1513 Dining Set	1	12 Sep 2012	\$1,500.00USD	\$1,500.00USD		
1001	1233244 GLOVE PWDR-FREE LATX XS	10 (EA)	12 Sep 2012	\$50.00USD	\$25.00USD	\$21.25USD	\$15.75USD
Current Order Status: 10 Confirmed							
Pricing Details							
Unit Details ⓘ				Price Details ⓘ			
Unit Conversion	Price Unit	Order Unit	Price	Price Unit	Quantity	Price Unit	
0.1	Box	EA	\$50.00USD	2		Box	
Pricing Description: This PBQ element specifies that 1 Box is 10 EA and the unit price is for 2 Boxes							
1002	1233244 GLOVE PWDR-FREE LATX XS	10 (EA)	12 Sep 2012	\$100.00USD	\$50.00USD	\$21.25USD	\$15.75USD
Current Order Status: 10 Confirmed							



## Review and Submit Order Confirmation

Review the order confirmation and click **Submit**.

Your order confirmation is sent to **Cognizant**.

Once the order confirmation is submitted, the Order Status will display as **Confirmed**

When viewing documents online, links to all related documents are displayed.

Click **Done** to return to the Inbox.

### Confirming PO

- 1 Confirm Entire Order
- 2 Review Order Confirmation

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

### Confirmation Update

Confirmation #: 123456  
Est. Shipping Cost:  
Est. Tax Cost:  
Comments:  
Attachments:

Item	Part #	Qty	Unit	Description	Need By	Unit Price	Extended Price
1	19313421	1	EA	3 CABLE EXTENSION		\$118.81USD	\$118.81USD

Current Order Status:  
1 Confirmed (Estimated Shipment Date: 10 May 2012 ; Estimated Delivery Date:15 May 2012)

### Purchase Order:PCO158

[Done](#)[Create Confirmation](#)[Create Ship Notice](#)[Create Invoice](#)[Hide in Inbox](#)[Print](#)[Export cXML](#)[Resend](#)[Order Detail](#)[Order History](#)

#### PURCHASE ORDER

PCO158  
Version: 1

#### ROUTING STATUS

Acknowledged

#### ORDER STATUS

Confirmed

#### RELATED DOCUMENTS

[Order Confirmation:123456](#)

Order submitted on:Monday 7 May 2012 7:14 PM GMT+02:00  
Received by Ariba Network-Early Access on:Monday 7 May 2012 7:58 PM GMT+02:00





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# PO-Flip<sup>™</sup>



BUY



SELL



MANAGE CASH

# What is PO-Flip?

PO-Flip is a simple process enabled by Ariba Network that allows a supplier to easily convert a Purchase Order into an Invoice, and transmit that Invoice to the customer that placed the Purchase Order.



# PO-Flip Demo

**Purchase Orders**

Search Filters

Order Number	Customer	To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision
<a href="#">DO3283001</a>	City of Western Dam Maryland	Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original
<a href="#">DO3283004</a>	City of Western Dam Maryland	Los Gatos, CA Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original
<a href="#">DO3283005</a>	City of Western Dam Maryland	Los Gatos, CA Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original
<a href="#">DO3283006</a>	City of Western Dam Maryland	Los Gatos, CA Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original
<a href="#">DO3283007</a>	City of Western Dam Maryland	Los Gatos, CA Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original
<a href="#">DO3283008</a>	City of Western Dam Maryland	Los Gatos, CA Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original
<a href="#">DO3283009</a>	City of Western Dam Maryland	Los Gatos, CA Los Gatos, CA	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original

**You may be set up to receive PO notifications in your e-mail, but they are also in your Inbox on Ariba Network.**

**This demo shows how to perform a PO-Flip while in the Ariba Network interface.**

# PO-Flip Demo

Ariba Network Supplier - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ariba Network Supplier

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES AW Options... FULL PAGE REFRESH! jU-h2dqGFoW51839cd4... Feedback Help Logout

ARIBA NETWORK

HMC Properties AN02000558323, Basic Package








Home Inbox Outbox Catalogs Enablement Tasks Reports

Purchase Orders Time & Expense Sheets Early Payments and Auctions Scheduled Payments Remittances Notifications More...

## Purchase Orders

Search Filters

Purchase Orders Total: 30 Page 1

Order Number	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	
<a href="#">DO3283001</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original	
<a href="#">DO3283004</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA United States					\$0.00 USD	Original	
<a href="#">DO3283005</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA United States						Original	
<a href="#">DO3283006</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA United States					0.00 USD	Original	
<a href="#">DO3283007</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA United States					0.00 USD	Original	
<a href="#">DO3283008</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA United States					0.00 USD	Original	
<a href="#">DO3283009</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original	

There are three ways to flip a PO in Ariba Network.

1) The quickest way is to click on this icon and select "Standard Invoice" in the drop-down. This will open up an Invoice based on the PO.

Create Invoice  
Standard Invoice  
Credit Memo  
Line-Item Credit Memo

# PO-Flip Demo

Ariba Network Supplier - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ariba Network Supplier

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES AW Options... FULL PAGE REFRESH jU-h2dqGFoW51839cd4... Feedback Help Logout

ARIBA NETWORK

HMC Properties AN02000558323, Basic Package

Home Inbox Outbox Catalogs Enablement Tasks Reports

Purchase Orders Time & Expense Sheets Early Payments and Auctions Scheduled Payments Remittances Notifications More...

## Purchase Orders

Search Filters

Purchase Orders Total: 30 Page 1

Order Number	Cust	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision
<a href="#">DO3283001</a>	City	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original
<a href="#">DO3283004</a>		\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original
<a href="#">DO3283005</a>	City of Western Dam Maryland	\$8,000.00USD	3 Feb 2013	New	Invoice	\$100,000.00 USD	Original
<a href="#">DO3283006</a>	City of Western Dam Maryland	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original

Create Order Confirmation Create Ship Notice Create Invoice Hide in Taskbar

Page 1

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2) Or, you can select the radio button for the PO you wish to flip...

... and choose Create Invoice to open up an Invoice based on the PO.

# PO-Flip Demo

Ariba Network Supplier - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ariba Network Supplier

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES AW Options... FULL PAGE REFRESH jU-h2dqGFoW51839cd4... Feedback Help Logout

ARIBA NETWORK

HMC Properties AN02000558323, Basic Package





























Home Inbox Outbox Catalogs Enablement Tasks Reports

Purchase Orders Time & Expense Sheets Early Payments and Auctions Scheduled Payments Remittances Notifications More...

## Purchase Orders

Search Filters

Purchase Orders Total: 30 Page 1

Order Number	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	
<a href="#">DO3283001</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original	   
<a href="#">DO3283004</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original	   
<a href="#">DO3283005</a>	City of Western Dam Maryland	Los Gatos	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original	   
<a href="#">DO3283006</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original	   
<a href="#">DO3283007</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original	   
<a href="#">DO3283008</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA United States	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original	   
<a href="#">DO3283009</a>	City of Western Dam Maryland	Los Gatos Los Gatos, CA	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original	   

3) This method is best if you want to see the PO first: Click on the PO number hyperlink to open the PO...

# PO-Flip Demo

Ariba Network Supplier - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ariba Network Supplier

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

AW Options... **PULL PAGE REFRESH**

jU-h2dqGFoW51839cd4... Help Logout

HMC Properties  
AN02000558323, Basic Package

**Purchase Order: D03283005** Done

Create Order Confirmation Create Ship Notice Create Service Entry Sheet **Create Invoice** Hide in Inbox Print Export cXML Resend

**Order Detail** Order History

**From: Ariba Headquarters**  
1314 Chesapeake Terrace  
Sunnyvale, CA 94089  
United States

**To: HMC Properties**  
100 North Park Avenue  
Woodside, CA 94062  
United States  
Phone: +1 (650) 5551885  
Email: dhocuitz@ariba.com

**Purchase Order (New)**  
D03283005  
Amount: \$8,000.00USD

COMMENTS  
Comment Type: Submit

Routing Status: Sent

**SHIP ALL ITEMS TO**  
**Los Gatos**  
15 Camino del Cerro  
Los Gatos, CA 95032  
United States  
Ship To Code: 10000487  
Phone: +1 (408) 3582000  
Fax: +1 (408) 3582100  
Email: junk@phoenix.ariba.com

**BILL TO**  
**Ariba Headquarters**  
1314 Chesapeake Terrace  
Sunnyvale, CA 94089  
United States

**DELIVER TO**  
Test User - sshah  
Los Gatos

**LINE ITEMS** Show Item Details

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	
1	VCT12303 Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display	100 (EA)		\$1,000.00USD	\$100,000.00USD	<a href="#">Details</a>

... and then click on Create Invoice to get started.

# PO-Flip Demo

Ariba Network Supplier - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ariba Network Supplier

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

ARIBA NETWORK

Here is the Invoice based on the PO – you’ve “flipped” the PO into an Invoice! Simply complete a few fields and click Next.

Create Invoice

\* Indicates required field

Invoice Header

SUMMARY

Purchase Order: D03283005

\* Invoice #: 130718

\* Invoice Date: 18 Jul 2013

Supplier Tax ID:

Remit To: HMC Properties  
Woodside, CA  
United States

Bill To: Ariba Headquarters  
Sunnyvale, CA  
United States

Subtotal: \$100,000.00USD

Total Tax: \$0.00USD

Total Gross Amount: \$100,000.00USD

Total Net Amount: \$100,000.00USD

Amount Due: \$100,000.00USD

TAX

Header level tax Line level tax

\* Category: Sales Tax

Location:

Description:

Taxable Amount: \$100,000.00USD

Rate(%): 0

Tax Amount: \$0.00USD

SHIPPING

Header level shipping Line level shipping

Next Update Save Exit

Add to Header

View/Edit Addresses

Remove

# PO-Flip Demo

Ariba Network Supplier - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ariba Network Supplier

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

ARIBA NETWORK

ju-h2dqGFoW51839cd4... Help Logout

HMC Properties  
AN02000558323, Basic Package

Previous Submit Exit

## Create Invoice

Confirm and submit this document. It will not be electronically signed according to document's destination country is: United States.

Standard Invoice

Once you've reviewed the Invoice on this screen, click on Submit to transmit it to your buyer.

<b>Invoice #:</b>	130718	<b>Subtotal:</b>	\$100,000.00USD
<b>Invoice Date:</b>	Thursday 18 Jul 2013 11:00 AM GMT-07:00	<b>Total Tax:</b>	\$0.00USD
<b>Original Purchase Order:</b>	DO3283005	<b>Total Gross Amount:</b>	\$100,000.00USD
		<b>Total Net Amount:</b>	\$100,000.00USD
		<b>Amount Due:</b>	\$100,000.00USD

**Remit To:**  
HMC Properties

**Supplier:**  
HMC Properties

**SHIPPING INFORMATION:**

**Ship From:**  
HMC Properties  
**Original Purchase Order:** DO3283005

**Bill To:**  
Ariba Headquarters

**Customer:**  
City of Western Dam Maryland

**Ship To:**  
Los Gatos

Invoice Line #	Line Ref #	Type	Part #	Quantity	Unit	Unit Price
1	1	Material	Supplier Part #: VCT12303 Manufacturer Part #: 1230-2	100	EA	\$1,000.00USD
Description: Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display						



# PO-Flip Demo

Ariba Network Supplier - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Ariba Network Supplier

GO TO: MY LEADS PROPOSALS CONTRACTS ORDERS & INVOICES

ARIBA NETWORK

jU-h2dqGFoW51839cd4... Help Logout

HMC Properties  
AN02000558323, Basic Package

Invoice 130718 has been submitted.

[Print a copy of the invoice.](#)

[Exit Invoice creation.](#)

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# Contract Invoice Creation Guide

February 2013



BUY



SELL



MANAGE CASH

1

# Select Contract Invoice

Start by navigating to the left side of your AN landing page and click on **“CONTRACT INVOICE”** under **“Create”**

GO TO MY: LEADS PROPOSALS CONTRACTS **ORDERS & INVOICES** Early Access **new** Test Test Feedback Help Logou

ARIBA NETWORK

OND Prod ASN Supplier  
AN01000778852, Business Package

Home Inbox Outbox Catalogs Enablement Tasks Reports Refresh Content

**Profile Completeness**  
55%  
Enter your website to reach 60% >

**Quick Links**  
View: Last 24 hours

**Purchase Orders**  
New (6)  
Changed (1)  
Failed (0)  
Partially Confirmed (0)  
Partially Shipped (0)  
Partially Invoiced (0)

**Invoices**  
Failed (0)  
Rejected (0)

**Collaboration Requests**  
Response Needed (0)

**Manage**  
Time & Expense Sheets

**Create**  
PO Invoice  
Non-PO Invoice  
**Contract Invoice**

**Search**

**Purchase Orders**  
Order Confirmations  
Ship Notices  
Invoices  
Payments  
More...

Customer:  
Order Number:  
Date Range: Last 31 days  
Exact Match Search

**Purchase Order Status** Customers: 8 of 14 Configure View: Last 24 hours

Customer	New	Changed	Confirmed	Shipped	Invoiced	In Progress	Failed
Aniba, Inc.	1	1	0	0	1	0	0
Aniba, Inc. GSO...	5	0	0	0	0	0	0
Aniba, Inc. GSO...	0	0	0	0	0	0	0
AnibaP2PDemoLic...	0	0	0	0	0	0	0

Last Refresh: 13 Feb 2013 1:57:52 PM

**Invoice Status** Customers: 8 of 14 Configure View: Last 90 days

Customer	Sent	Approved	Paid	Rejected	Failed
Aniba, Inc.	43	5	0	1	0
Aniba, Inc. GSO...	20	4	0	5	0
Aniba, Inc. GSO...	0	0	0	0	0
AnibaP2PDemoLic...	0	0	0	0	0

Last Refresh: 13 Feb 2013 1:57:52 PM

**Early Payments** Customers: 8 of 14 Configure

Learn how to accelerate payment and convert your receivables into immediate cash! [Click Here >](#)

**Alerts and Messages** 6 Items

from suppliers on Aniba Network.

Signup For Data Retention. To ensure your data is retained beyond 18 months, [subscribe](#) to the Data Retention service.

Signup For Aniba Discovery Advantage. [Subscribe](#) to the Advantage service.

Signup For Advantage Plus Package. [Subscribe](#) to the Advantage Plus service.

New Supplier Newsletter — [Subscribe Today!](#)

## 2 Identify the Customer

Next locate and identify the customer in which you intend to invoice by clicking on **Next**

**NOTE:** You may encounter an error the first time you punch in to the contract, please close out and try again

GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES Early Access new Renata Taveira Help Logout

ARIBA NETWORK This site is not in Production World Cup - Rio 2014 EA99008056078, Basic Package

### Create Contract Invoice: Select Customer

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by ...

Customer Name:  Search

Customer ↑
<input type="radio"/> Ariba, Inc.
<input type="radio"/> Ariba, Inc. GSO Sandbox SAP
<input type="radio"/> Ariba, Inc. GSO Sandbox_PS
<input type="radio"/> GSO EIPP(Generic)
<input checked="" type="radio"/> GSO EIPP(PSoft)
<input type="radio"/> GSO EIPP(SAP)
<input type="radio"/> GSO Integrated

Next Cancel

PunchIn Error Back

Error: Your user account on the customer's PunchIn site is pending approval. Try again later.

If you need assistance, contact the support with the Error Reference Number: ANERR-20000000000000000374870058

Back

3

## Select the contract

Identify the contract by clicking on **"Select"**

**Create Contract Invoice: Select Contract**

Enter the information requested in the fields below. Required fields are indicated with an asterisk (\*). Click Next to continue creating the invoice.

Contract: \* (no value) **[ select ]**

Invoice #: \*

Invoice Date: \*

Sold To Email: \*

Payment Terms: (no value) [ select ]

Ship From: (no value) Ship To: (no value)

A pop-up window will appear that will list all active contract, click on **"Select"** next to billable contract

**Create Contract Invoice: Choose Value for Contract**

Field: ID [ Search ]

ID	Title	Effective Date	Expiration Date	Status	
C12	TestContractRequest	Mon, 1 Apr, 2013	Wed, 30 Apr, 2014	Open	<b>Select</b>
BPO15	DD-BPO1234	Sun, 31 Mar, 2013	Tue, 1 Apr, 2014	Open	Select
BPO16	DD-BPO1234-S	Sun, 31 Mar, 2013	Tue, 1 Apr, 2014	Open	Select
BPO19	DD-BPO1235	Sun, 31 Mar, 2013	Tue, 1 Apr, 2014	Open	Select
C17-V2	Security System Installation	Mon, 1 Apr, 2013		Open	Select
C18	Home Security System	Mon, 1 Apr, 2013		Open	Select

Done

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# 3

## Creating the invoice

Enter your  
invoice  
number

Enter the  
invoice date

Enter "Sold  
To Email"

**Create Contract Invoice: Select Contract**

Enter the information requested in the fields below. Required fields are indicated with an asterisk (\*). Click Next to continue creating the invoice.

Contract: \* C12 [ [select](#) ]

Invoice #: \* CONTRACTINV1

Invoice Date: \* Thu, 25 Apr, 2013

Sold To Email: jsmith@ariba.com

Payment Terms: [2/10 Net30](#) [ [select](#) ]

Ship From: sid496-hq

Ship To: (no value)

Prev Next Cancel

**Note:** The Sold To Email address, if entered, must be a valid customer email address. Validate the correct email with your customer if you receive an error similar to the one shown here.

The value of Sold To Email is not acceptable: [select](#)

Sold To Email: chen@ps.com

# 3

## Creating the Invoice Header

Tax can be added at the header or line level

Shipping can be added at the header or line item level

NETWORK This site is not in Production World Cup - Rio 2014

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**SHIPPING COST**

Shipping Amount:  Shipping Date:  [Remove](#)

---

**ADDITIONAL FIELDS**

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier: **World Cup - Rio 2014**  
Pittsburgh, PA  
United States

Service Start Date:

Service End Date:

Customer: **GSO EIPP(PSoft)**  
Pittsburgh, PA  
United States [View/Edit Addresses](#)

Email:

[Add to Header](#)

---

**TAX** ☒ Header level tax [i](#) ☐ Line level tax [i](#)

\* Category:  [v](#) Taxable Amount:  [Remove](#)

Location:

Rate(%):

Description:

Tax Amount:

---

**SHIPPING** ☒ Header level shipping [i](#) ☐ Line level shipping [i](#)

Ship From: **sid496-hq**  
A City, A State  
United States

Ship To: **GSO EIPP(PSoft)**  
Pittsburgh, PA  
United States [View/Edit Addresses](#)

Deliver To:



# Add to Header Options

Click the “Add to Header” drop down and click “Shipping Cost, Special Handling, Discount, Comments, or Attachments” to your invoice.

**SHIPPING COST**

Shipping Amount:  Shipping Date:  [Remove](#)

---

**ADDITIONAL FIELDS**

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier: **World Cup - Rio 2014**  
Pittsburgh, PA  
United States

Service Start Date:

Service End Date:

Customer: **GSO EIPP(PSoft)**  
Pittsburgh, PA  
United States

[View/Edit Addresses](#)

Email:

**Add to Header** ▼

- Tax
- Shipping Cost**
- Special Handling
- Discount
- Comment
- Attachment

# Selecting Items from the Contract

To select items from the contract to invoice, click on **“Add Items”**

**ADDITIONAL FIELDS**

☐ Information Only. No action is required from the customer.

Supplier Account ID #:  Service Start Date:

Customer Reference:  Service End Date:

Supplier: **World Cup - Rio 2014** Customer: **GSO EIPP(PSoft)** [View/Edit Addresses](#)  
Pittsburgh, PA  
United States  
Pittsburgh, PA  
United States

Email:

**Add to Header** ▼

---

**GOODS** 0 Line Items 0 Included 0 Previously Invoiced

**Insert Line Item Options**

☐ Tax Category:  ☐ Special Handling ☐ Discount **Add to Included Lines**

No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
No item selected							

**Line Item Actions** ▼ **Add Items**

**Next** **Update** **Save** **Exit**

# 4

## Select items from contract

If catalog is categorized, select the appropriate category

Go back to Select Customer

INVHP123-2949

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

Browse By: Categories | Supplier

**Office Products** (19)  
Office Supplies (10)  
Miscellaneous Office Products (9)

**Books, Forms and Printed Media** (3)  
Educational Publications (3)

**Maintenance, Repair and Operations** (11)  
Miscellaneous Cleaning and Janitorial Services (1)  
Miscellaneous Electrical Equipment and Components and Supplies (10)

**Promotional Items** (3)  
Mens Shirts (3)

**Computers and IT equipment** (25)  
Telephones and Accessories (23)  
Miscellaneous Computer Display Accessories (2)

**Machinery and Tools** (154)  
Miscellaneous Industrial Manufacturing and Processing Machinery and Accessories (154)

**Services** (7)  
Miscellaneous Cleaning and Janitorial Services (1)  
Paper Products (2)  
Other Services (4)

**Installation (Charter Demo)** (10)  
Installation (10)

Prev Exit

Select the items from the contract, by check-marking the box and clicking "ADD ITEM"

INVCHLND123-809: INVCHLND123-809

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

5 items found

Sort By: **Relevance** | Price | Best selling | Name View: Details |

☐ Add Item Compare

<input type="checkbox"/> <b>Labor - Overtime</b> \$67.50 USD Qty: <input type="text"/> 1 Add Item	Supplier: <b>TEST SUPPLIER ONLY</b> Supplier Part #: 5 Available in: 0 Day(s) Labor - Overtime
<input checked="" type="checkbox"/> <b>MONTHLY LANDSCAPING - SUMMERVILLE</b> \$68.69 USD Qty: <input type="text"/> 1 Add Item	Supplier: <b>TEST SUPPLIER ONLY</b> Supplier Part #: C91-2_FeeItem Available in: 0 Day(s) MONTHLY LANDSCAPING - SUMMERVILLE
<input checked="" type="checkbox"/> <b>Labor - Straight Time</b> \$45.00 USD Qty: <input type="text"/> 1 Add Item	Supplier: <b>TEST SUPPLIER ONLY</b> Supplier Part #: 4 Available in: 0 Day(s) Labor - Straight Time
<input type="checkbox"/> <b>Materials associated with repairs</b> \$0.00 USD Qty: <input type="text"/> 1 Add Item	Supplier: <b>TEST SUPPLIER ONLY</b> Supplier Part #: C91-3_MiscExpenseItem Available in: 0 Day(s) Materials associated with repairs
<input type="checkbox"/> <b>MONTHLY LANDSCAPING - CHARLESTON</b> \$65.82 USD Qty: <input type="text"/> 1 Add Item Add Item Compare	Supplier: <b>TEST SUPPLIER ONLY</b> Supplier Part #: C91-1_FeeItem Available in: 0 Day(s) MONTHLY LANDSCAPING - CHARLESTON

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POWERED BY

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# Verify Line Items and Submit

Make adjustment to the quantity if necessary

Review invoice and click on **'SUBMIT'**

Shipping - Entire Invoice

Ship From:  Ship To:

Header Actions

Line Items [Show Details](#)

No.	Description	Contract	Qty	Unit	Price	Amount	
1	Copier Paper	<a href="#">BPO20</a>	<input type="text" value="1"/>	<input type="text" value="ream"/>	<input type="text" value="\$12.00"/> <input type="text" value="USD"/>	\$12.00 USD	<a href="#">More</a>
2	Office Supplies	<a href="#">BPO20</a>	<input type="text" value="1"/>	<input type="text" value="each"/>	<input type="text" value="\$1.00"/> <input type="text" value="USD"/>	\$1.00 USD	<a href="#">More</a>

Line Item Actions

Subtotal: \$13.00 USD  
Total Tax: \$0.00 USD  
Total: \$13.00 USD  
[Update Total](#)

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



# Support

## ***Ariba Network Support***

Support for accessing, configuring, and navigating the Ariba Network

### **By Web Form**

Go to <http://supplier.ariba.com>.

Log in with your company's username and password.

Once logged in, click on the Help, Contact Support link.

Completely fill out the web form and submit.

### **By Telephone**

US/Canada Toll Free: 1-866-31ARIBA (1-866-312-7422)

North/South America +1-412-222-6170

Europe, Middle East and Africa +44 (0) 20 7187 4185

Asia Pacific +65 6311 4585

# Thank You

