



ARIBA®

An SAP Company

Ariba Network

Purchase Order Confirmation



BUY



SELL



MANAGE CASH

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 shows the Ariba Network interface. The top navigation bar includes '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'. A search filter is visible, showing 'Purchase Orders' and various search criteria. The main content area displays a table of purchase orders with columns for Order Number, Ver, Customer, Ship To Address, Amount, Date, Order Status, Settlement, Balance, and Revision. The first row is highlighted, and a red box is drawn around the 'PCO158' link in the Order Number column. A red arrow points from the text 'Click a link in the Order Number column to view the purchase order details.' to this link.

Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Balance	Revision
PCO158	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
PC1022502	1	EA Buyer 01	Beaumont Beaumont, CA United States	\$7,022.50USD	7 May 2012	New	Invoice	\$0.00 USD	Original
PC102250137	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 SAP Purchase Order Detail interface for 'Purchase Order: POLineItemContent:5m'. 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 'Done' button is also visible in the top right corner. Below the navigation bar, the 'Order Detail' tab is selected. The header section shows 'From: New York Sales' and 'To: Supplier' with their respective addresses and contact information. On the right, the 'Purchase Order (Confirmed)' details are shown, including 'Amount: \$1500.00 USD' and 'Version: 1'. The 'ORDER DETAILS' section shows submission and receipt dates. The 'PAYMENT TERMS' are '2 % 30 NET 45'. The 'COMMENTS' section contains a note about parent line items. At the bottom, a 'Print' dropdown menu is open, showing options for 'Print All Details' and 'Print Screen Contents Only'. A red box highlights the 'Print' dropdown. A 'Supplier Document Status' box is also present on the right side of the page.

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 Done

Hide in Inbox | Print | Export cXML | Resend

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

Routing Status: Sent

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

[Show Item Details](#) Page 1

Confirming PO Next Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation #:

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:

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					

2B 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	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	\$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							

Item Groups



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



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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An SAP Company

PO-Flip™



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

The screenshot shows the Ariba Network Supplier interface in a Mozilla Firefox browser. The browser title is "Ariba Network Supplier - Mozilla Firefox". The address bar shows "Ariba Network Supplier". The page header includes navigation tabs: "GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES". The main navigation bar includes "Home", "Inbox", "Outbox", "Catalogs", "Enablement Tasks", and "Reports". The "Inbox" tab is highlighted with a red box. Below the navigation bar, there are links for "Purchase Orders", "Time & Expense Sheets", "Early Payments and Auctions", "Scheduled Payments", "Remittances", "Notifications", and "More...". The main content area is titled "Purchase Orders" and shows a table of purchase orders. A callout bubble points to the "Inbox" tab and contains the following text:

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.

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

PO-Flip Demo

The screenshot shows the Ariba Network Supplier interface in a Mozilla Firefox browser. The page title is 'Ariba Network Supplier - Mozilla Firefox'. The browser address bar shows 'Ariba Network Supplier'. The page header includes navigation tabs: 'GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES'. The user is logged in as 'HMC Properties' with ID 'AN02000558323, Basic Package'. The main navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. Below this, there are links for 'Purchase Orders', 'Time & Expense Sheets', 'Early Payments and Auctions', 'Scheduled Payments', 'Remittances', 'Notifications', and 'More...'. The main content area is titled 'Purchase Orders' and shows a list of 30 orders. A callout box points to the 'Create Invoice' icon in the action column of the table, which has a dropdown menu with options: 'Standard Invoice', 'Credit Memo', and 'Line-Item Credit Memo'.

Purchase Orders

Search Filters

Total: 30 Page 1

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

Purchase Orders

Search Filters

Total: 30 Page 1

Order Number	Cust	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	
DO3283001	City	\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original	
DO3283004		\$8,000.00USD	3 Feb 2013	New	Invoice	\$0.00 USD	Original	
DO3283005	City of Western Dam Maryland	\$8,000.00USD	3 Feb 2013	New	Invoice	\$100,000.00 USD	Original	
DO3283006	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 Table

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

The screenshot shows the Ariba Network Supplier interface in a Mozilla Firefox browser. The page title is "Ariba Network Supplier - Mozilla Firefox". The browser address bar shows "Ariba Network Supplier". The page header includes navigation tabs: "GO TO MY: LEADS PROPOSALS CONTRACTS ORDERS & INVOICES". The "ORDERS & INVOICES" tab is active, and a "FULL PAGE REFRESH" button is visible. The user is logged in as "HMC Properties" with the user ID "AN02000558323, Basic Package".

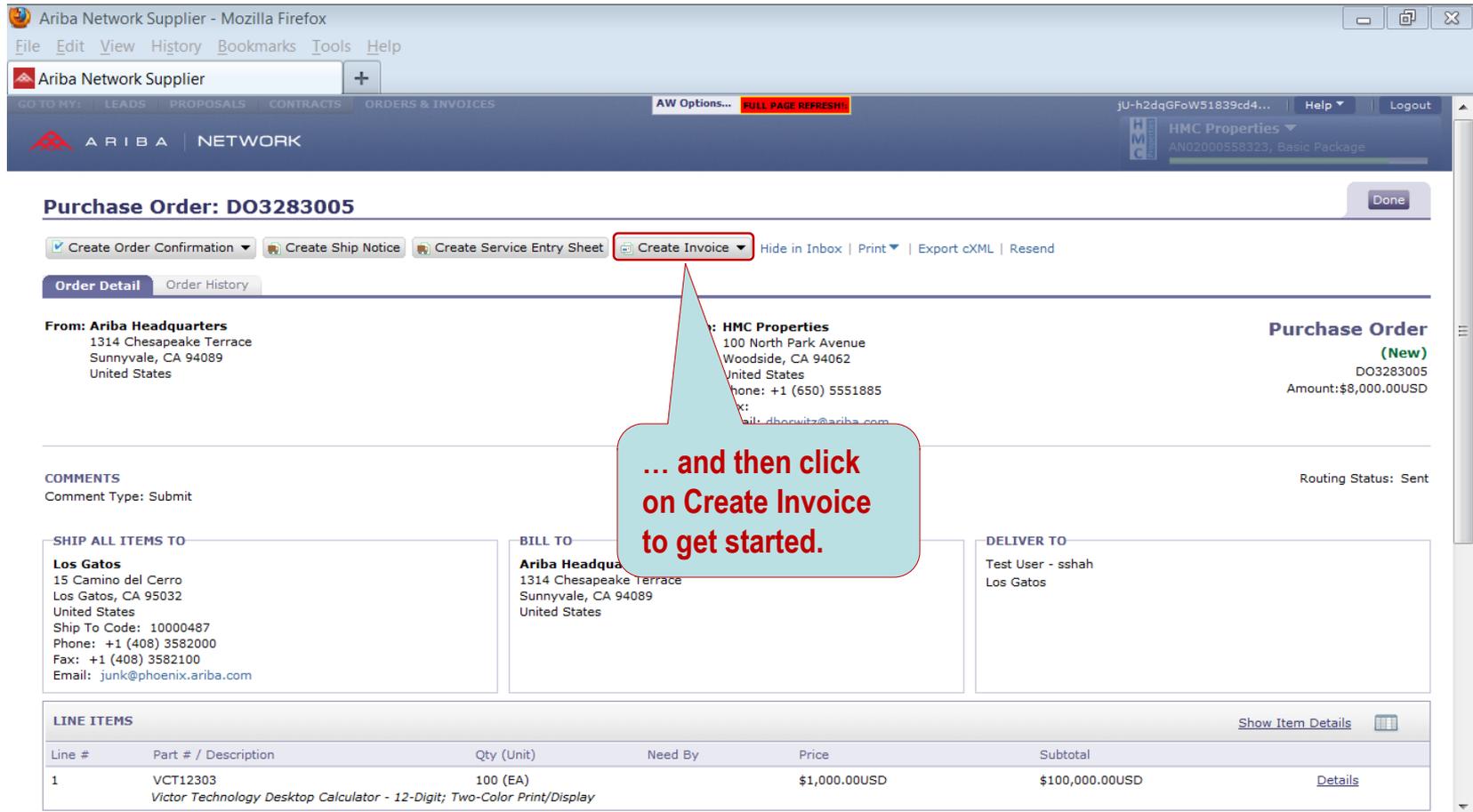
Purchase Orders

Search Filters

Total: 30

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

PO-Flip Demo



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: dhowitz@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	Details

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

Create Invoice

* Indicates required field

Invoice Header Add to Header

SUMMARY

Purchase Order: D03283005	Subtotal: \$100,000.00USD	View/Edit Addresses
* Invoice #: 130718	Total Tax: \$0.00USD	
* Invoice Date: 18 Jul 2013	Total Gross Amount: \$100,000.00USD	
Supplier Tax ID:	Total Net Amount: \$100,000.00USD	
Remit To: HMC Properties Woodside, CA United States	Amount Due: \$100,000.00USD	
Bill To: Ariba Headquarters Sunnyvale, CA United States		

TAX Header level tax Line level tax

* Category: Sales Tax	Taxable Amount: \$100,000.00USD	Remove
Location:	Rate(%): 0	
Description:	Tax Amount: \$0.00USD	

SHIPPING Header level shipping Line level shipping

Next Update Save Exit

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

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

Invoice #: 130718
Invoice Date: Thursday 18 Jul 2013 11:00 AM GMT-07:00
Original Purchase Order: DO3283005

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

Remit To: HMC Properties
Supplier: HMC Properties

Bill To: Ariba Headquarters
Customer: City of Western Dam Maryland

SHIPPING INFORMATION:
Ship From: HMC Properties
Original Purchase Order: DO3283005

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						

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

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

A R I B A NETWORK

jU-h2dqGFoW51839cd4... Help Logout

HMC Properties
AN02000558323, Basic Package

Invoice 130718 has been submitted.

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

[Exit Invoice creation.](#)

From this page, you can print the Invoice if you need to.

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ARIBA®

An SAP Company

Contract Invoice Creation Guide

February 2013



BUY



SELL



MANAGE CASH



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
View: Last 24 hours

Customer	New	Changed	Confirmed	Shipped	Invoiced	In Progress	Failed
Ariba, Inc.	1	1	0	0	1	0	0
Ariba, Inc. GSO...	5	0	0	0	0	0	0
Ariba, Inc. GSO...	0	0	0	0	0	0	0
AribaP2PDemoLic...	0	0	0	0	0	0	0

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

Invoice Status Customers: 6 of 14
View: Last 90 days

Customer	Sent	Approved	Paid	Rejected	Failed
Ariba, Inc.	43	5	0	1	0
Ariba, Inc. GSO...	20	4	0	5	0
Ariba, Inc. GSO...	0	0	0	0	0
AribaP2PDemoLic...	0	0	0	0	0

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

Early Payments Customers: 8 of 14

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

Alerts and Messages 6 Items
from suppliers on Ariba Network.
Signup For Data Retention. To ensure your data is retained beyond 18 months, [subscribe](#) to the Data Retention service.
Signup For Ariba Discovery Advantage. [Subscribe](#) to the Advantage service.
Signup For Advantage Plus Package. [Subscribe](#) to the Advantage Plus service.
New Supplier Newsletter – [Subscribe Today!](#)

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

Choose Value for Contract

Field: ID

ID	Title	Effective Date	Expiration Date	Status	
C12	TestContractRequest	Mon, 1 Apr, 2013	Wed, 30 Apr, 2014	Open	Select
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

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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

SHIPPING COST

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

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:

TAX Header level tax ⓘ Line level tax ⓘ

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

Location: Rate(%):

Description: Tax Amount:

SHIPPING Header level shipping ⓘ Line level shipping ⓘ

Ship From: **sid496-hq** Ship To: **GSO EIPP(PSoft)** [View/Edit Addresses](#)
A City, A State
United States
Pittsburgh, PA
United States

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

Email:

[View/Edit Addresses](#)

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:

GOODS 0 Line Items 0 Included 0 Previously Invoiced

Insert Line Item Options

Tax Category: Special Handling Discount

<input type="checkbox"/>	No.	Include	Part #	Description	Quantity	Unit	Unit Price	Subtotal
No item selected								

4

Select items from contract

If catalog is categorized, select the appropriate category

Go back to Select Customer

INVHP123-2949 Prev Exit

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)
- Maintenance, Repair and Operations** (11)
 - Miscellaneous Cleaning and Janitorial Services (1)
 - Miscellaneous Electrical Equipment and Components and Supplies (10)
- Computers and IT equipment** (25)
 - Telephones and Accessories (23)
 - Miscellaneous Computer Display Accessories (2)
- Services** (7)
 - Miscellaneous Cleaning and Janitorial Services (1)
 - Paper Products (2)
 - Other Services (4)
- Books, Forms and Printed Media** (3)
 - Educational Publications (3)
- Promotional Items** (3)
 - Mens Shirts (3)
- Machinery and Tools** (154)
 - Miscellaneous Industrial Manufacturing and Processing Machinery and Accessories (154)
- 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 Prev

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

5 items found

Add Item **Compare**

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

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5

Verify Line Items and Submit

Make adjustment to the quantity if necessary

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

Shipping - Entire Invoice

Ship From: QND Test Supplier Ship To: * Ariba Headquarters

Header Actions

Line Items Show Details

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

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

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