



## Ariba Network Commerce Automation User Manual Create Non-PO based invoice



Orders, Invoice	s and Payr	ments				All Customers	- Last 14 days v	Now we're mobile.
5 New Purchase Orders	1 Orders that Attentio	0 Need Invoices Rejected in	0 Payments Received	3 Orders with Service Lines	More			Check it out.
Order Number		Customer	Status	Amount	Date ↓	Amount Invoiced	Action	
5509115967	<b>₽</b>	Emirates Steel - TEST	Changed	6,700.00 AED	19 Jul 2020	0.00 AED	Select v	
								Update Profile Information 35%

## 4. Select "Emirates Steel" as your customer and select "Standard

Invoice" |-

Create Non-PO Invoice	Next
For a trading relationship already on Ariba Network Customer: Type of Invoice Oregit Memo	5. Click "Next" button
For a new trading relationship You can create a non-PO invoice for a buying organization with whom you want to establish a tradice New Customer (Requires Customer Code)	rading relationship and transact on Ariba Network. To create a non-PO invoice, you must request your customer to send yo
	Next





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6. Update the Invoice # and I	nvoice Date field
SAP Ariba Network - Standard Account Upgrade TIST MOOL	O TO
<ul> <li>Invoice Header</li> </ul>	* indicates required field Add to Header +
Summary Purchase Order	
Involce II: Inv1234 Involce Date: 19 Jul 2020 Service Description Supplier Tax ID: 1 100049778200002 Remit To SANA Tovers, Shop #356  Dubai Ubulai Ubulai Ubulai Ubulai	<b>7.</b> For UAE Suppliers, update your <b>Supplier TRN</b> and <b>Tax Invoice Number.</b> The Tax Invoice number is the same as Invoice # in step 2
Bill To: Eminates Steel Industries MUSSAFAH United Arab Eminates	
Additional UAE Specific Information Supplier TRN: Tax: Invoice Number:	Customer TRN:* 100049778200003
Autor Hunder V Strepts Cost Str	<ul> <li>d Market State St</li></ul>
Line Items Insert Line Item Options Tax Category: OH VAT / AE Input VAT ex	O Line Items, 0 Included, 0 Previously Fully Invoiced     Discount     Add to Included Lines
No.     No.     Include     Type     Part #     Description       ↓     Line Item Actions ▼     Delete     Add ▼     Add ■       Add General Service     Add Labor Service     Add Labor Service       Add Material     Image: Service     Add Material	n Customer Part # Quantity Unit Unit Unit Unit Price Subtool No item selected -10. Click "Add" button then select the relevant item type – Material or Service Update Exit Not
11. Update the Line item No /         Line Items         Image: Line Item Options         The Configure         No.         Inductor         No.         Inductor         Part // Conception	Part # / Description / Qty / UOM / Price Lue terrs, 1 Included, 0 Previously Fully Invoice topping Documents
No. Include Type Purt & Decription Refer Add + 12. Cli add th	Customer Part # Ouwerly Unit Unit Substant Customer Part # Ouwerly Unit Unit Proce Substant I EA I.000.00 AED I.000.00 AED ick "Add" button then select "Tax" to he Tax
<b>13.</b> Select the relevant <b>Tax Cat</b> e	egory from the drop down list
Line Items  meer Line Item Options  Tax Category: Ons Vat 7 AE Input Vat ex  Ships No. Include: Type Part  Description  Tox  Category: 946 Vat 7 AE Input Vat 946  Description: AE Input Vat 946  Date: Of Pin-Paryment: Law Reference	
<sup>1</sup> 9 Line Item Actions ▼ Delete Add ▼	14. Click "Next"
15. Review your invoice for ac	curacy and click "Submit" to submit you
Create Invoice Confirm and submit this document, it will be electronically signed account	RET MOR
Aub Emintes. If you want your invices to be secred in the Addition of the Tax Invoice Invice Number: Inv24552 Invice Date: Sunday 19 Ad 2020 7 25	em document achiving, you can subscribe to an archiving service. Hote that you vill also be able to archiving dominance once you subscribe to the archiving service. PM GMT-04.00 Full Address Total Annue Total Annue The Total Annue Ann
REMIT TO: Supplier for C.A demo Postal Address: SAVA Tower: Subper 356 SAVE Zayed 8.0 14212 Oxfan United Axia Bimitata United Axia Bimitata United Axia Bimitata United Axia Bimitata	Emintes Steel Industries     Supplement     Emintes Steel Industries     Supplement     Sup
Two IPs of Psychology - 4 000 1030000000	

Thank You