emirates steel / حديد الإمارات

SAP Ariba

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

Objective

The goal of this user manual is to:

- Understand the process of how to Create a Non-PO based invoice on Ariba Network
- Suppliers are required to attach a scanned/PDF copy of the invoice whilst submitting the invoice electronically on Ariba Network

Target Audience:

Supplier User

Create Non-PO Based Invoice

Order Confirmation Process

Go to **supplier.ariba.com** and login with your existing username and password →
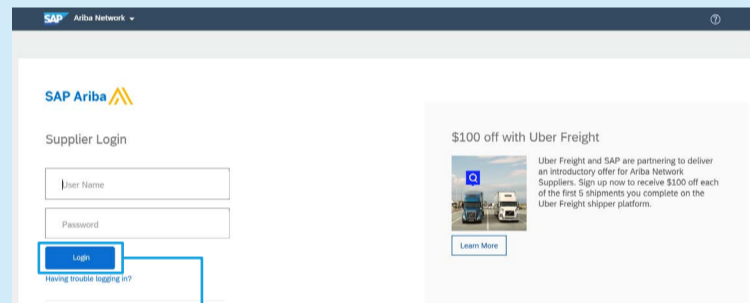You will be taken to your **Ariba Network** account home page →
Click **"Create"** button then click **"Non-PO Invoice"**

↓

Review your order invoice for accuracy and then click **"Submit"** ←
Enter all the mandatory invoice details, attach the scanned/PDF invoice copy and then click **"Next"** ←
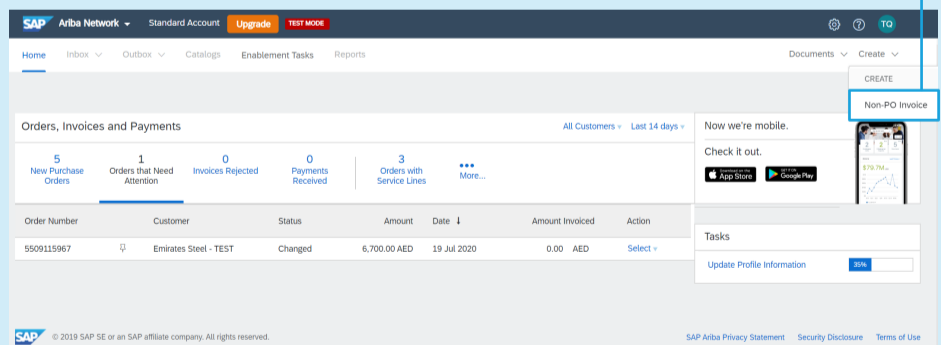Select **"Emirates Steel"** as your customer then select **"Standard Invoice"**

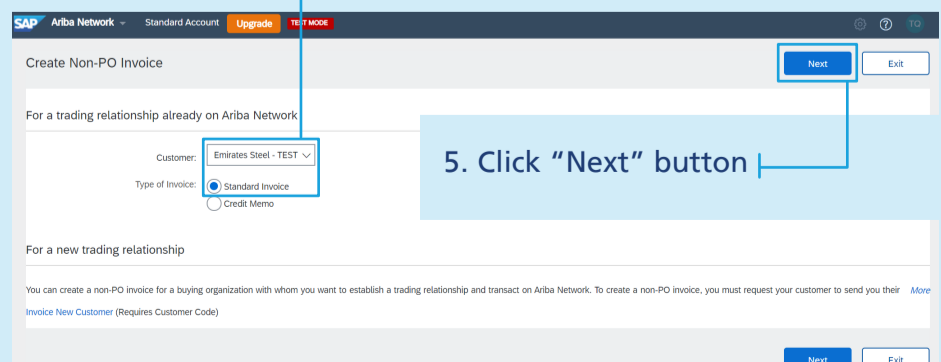**1.** Go to **supplier.ariba.com** to login to your Ariba Network account for Emirates Steel

2. Enter your existing **Username** and **Password** then click **"Login"**

3. Click **"Create"** button then click **"Non-PO"** Invoice

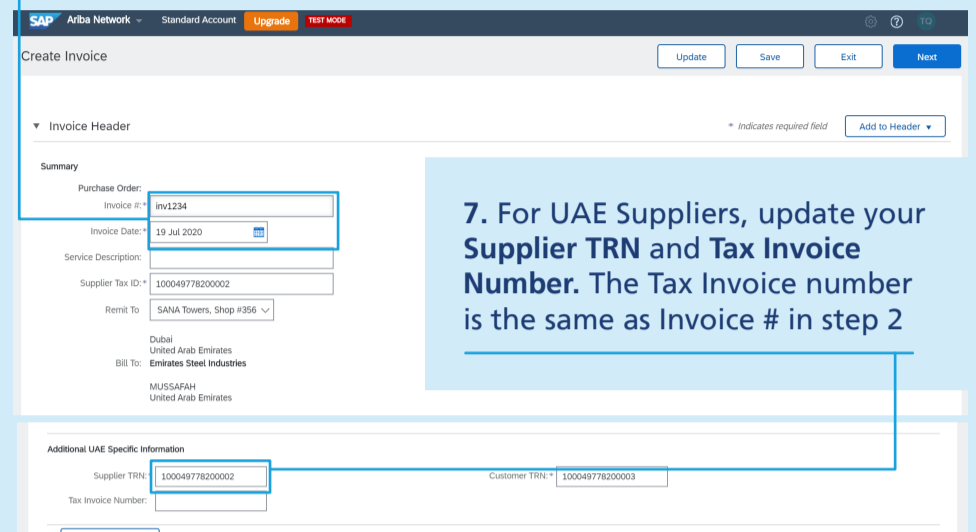**4.** Select **"Emirates Steel"** as your customer and select **"Standard Invoice"**
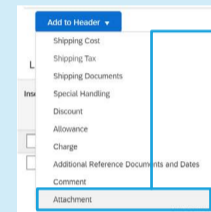
5. Click **"Next"** button

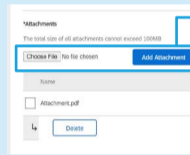# Ariba Network Commerce Automation User Manual
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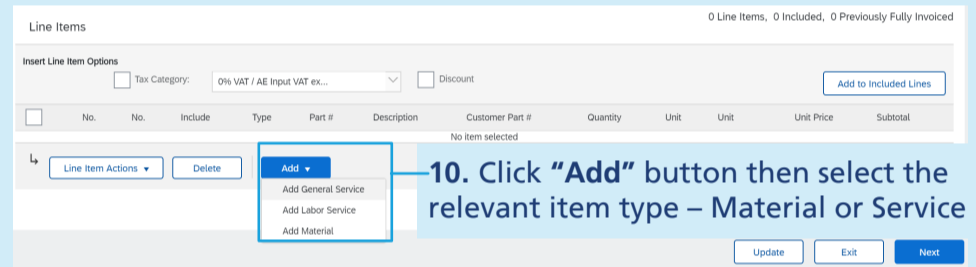**6.** Update the **Invoice #** and **Invoice Date** field

7. For UAE Suppliers, update your **Supplier TRN** and **Tax Invoice Number.** The Tax Invoice number is the same as Invoice # in step 2

8. Click **"Add to Header"** button then select **"Attachment"**
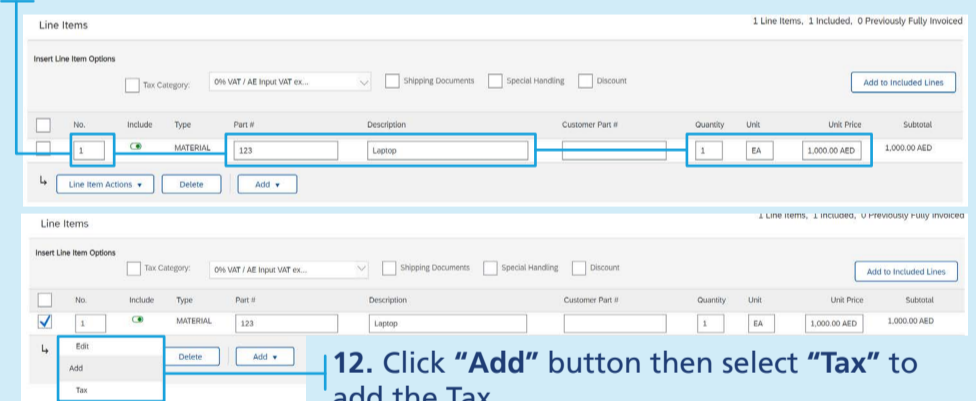
9. Click **"Add Attachment"** button then click **"Choose File"** to add your scanned/PDF copy of your original invoice
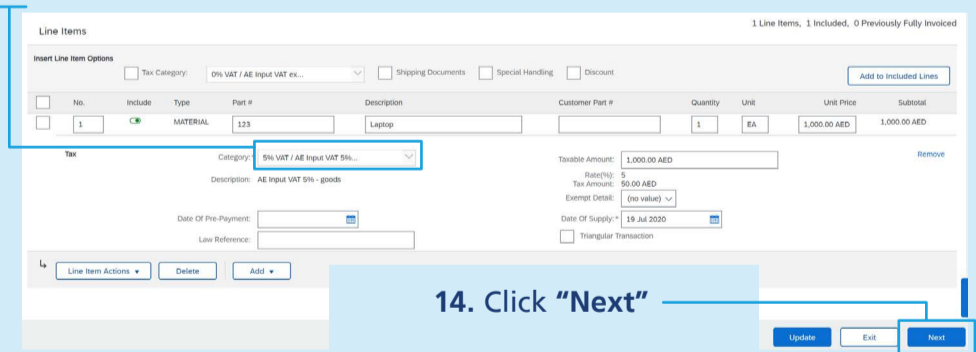
10. Click **"Add"** button then select the relevant item type – Material or Service

11. Update the Line item **No / Part # / Description / Qty / UOM / Price**

12. Click **"Add"** button then select **"Tax"** to add the Tax

13. Select the relevant **Tax Category** from the drop down list

14. Click **"Next"**

15. Review your invoice for accuracy and click **"Submit"** to submit your invoice to Emirates Steel