

Ariba Network Commerce Automation User Manual

Create PO Based Invoice

Objective

The goal of this user manual is to:

- Understand the process of how to Create a PO based invoice on Ariba Network
- An approved Goods Receipt or Service Entry Sheet is required before you can submit an invoice
- Suppliers are required to attach a scanned/PDF copy of the invoice whilst submitting the invoice electronically on Ariba Network

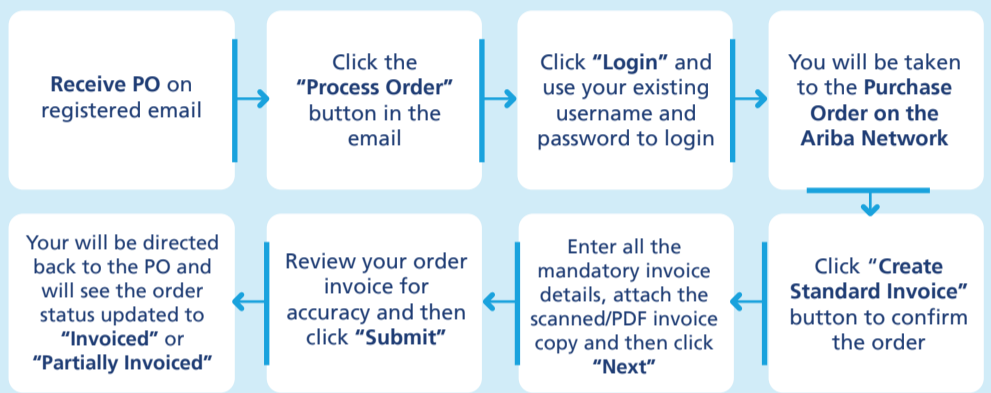
Target Audience:

Supplier User



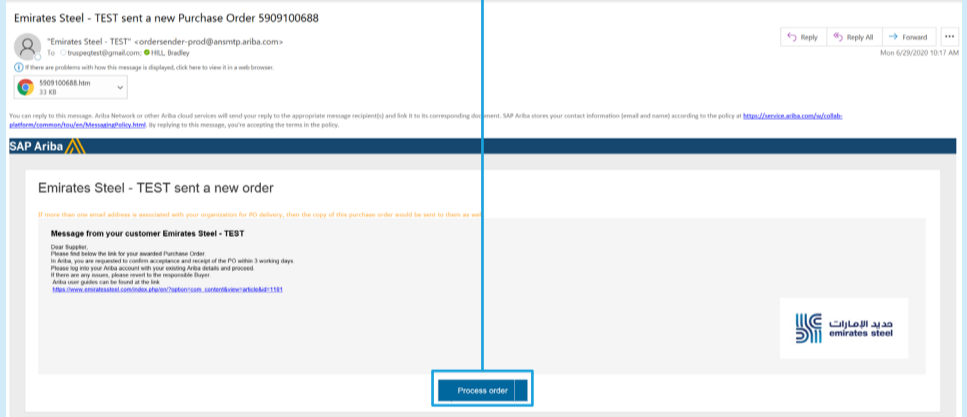
Create PO Based Invoice

Order Confirmation Process

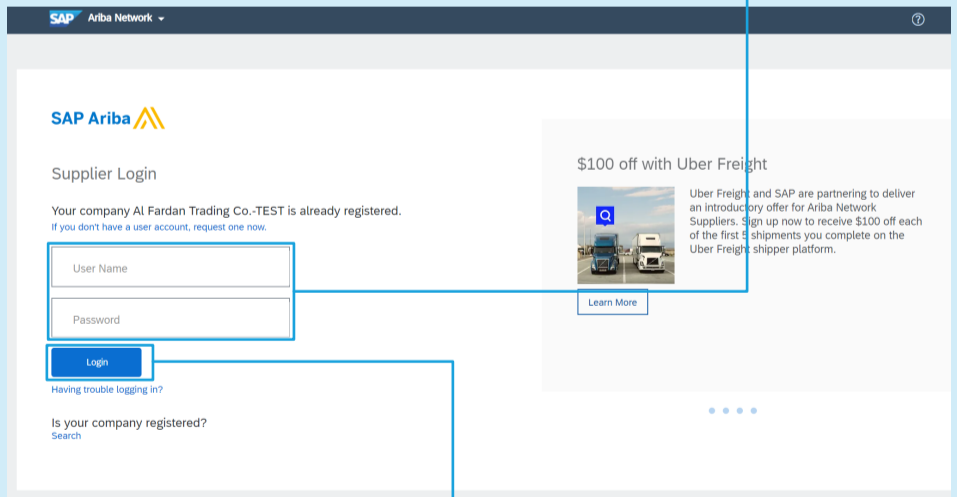


You will receive an email notification of the PO on Ariba Network each time Emirates Steel sends you a PO

1. Click the "Process Order" button to sign in with your existing Emirates Steel Ariba Account

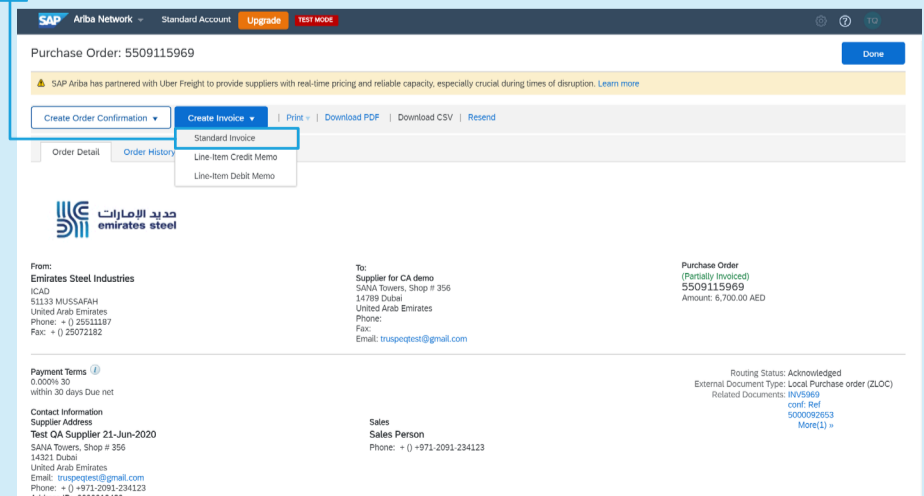


2. Enter your existing Username and Password



3. Click "Login" button

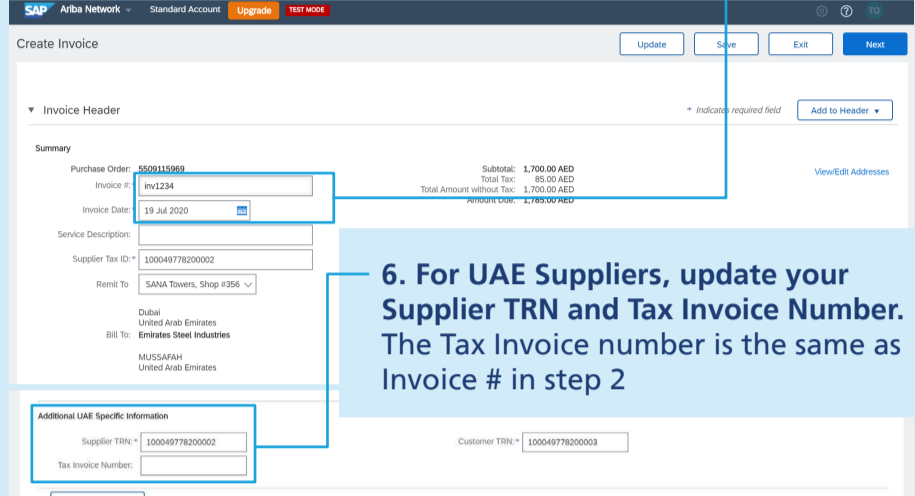
4. Click "Create Invoice" then select "Standard Invoice" button



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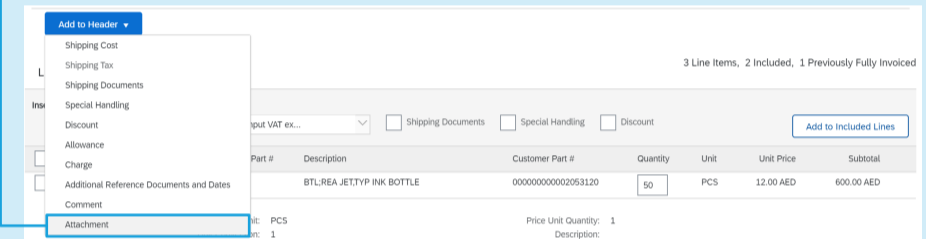
5. Update the Invoice # and Invoice Date field



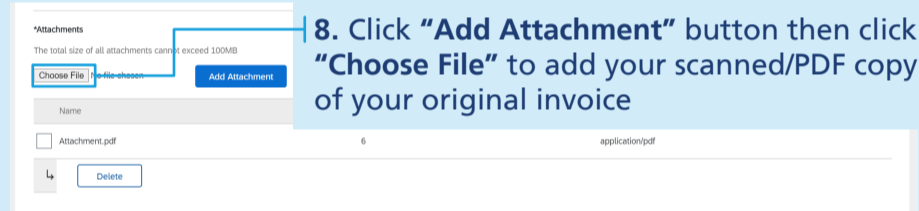
6. For UAE Suppliers, update your Supplier TRN and Tax Invoice Number. The Tax Invoice number is the same as Invoice # in step 2

You will need to configure your Supplier TRN in your Ariba Network Account profile so it will get automatically populated in the invoice each time you invoice (UAE Suppliers only)

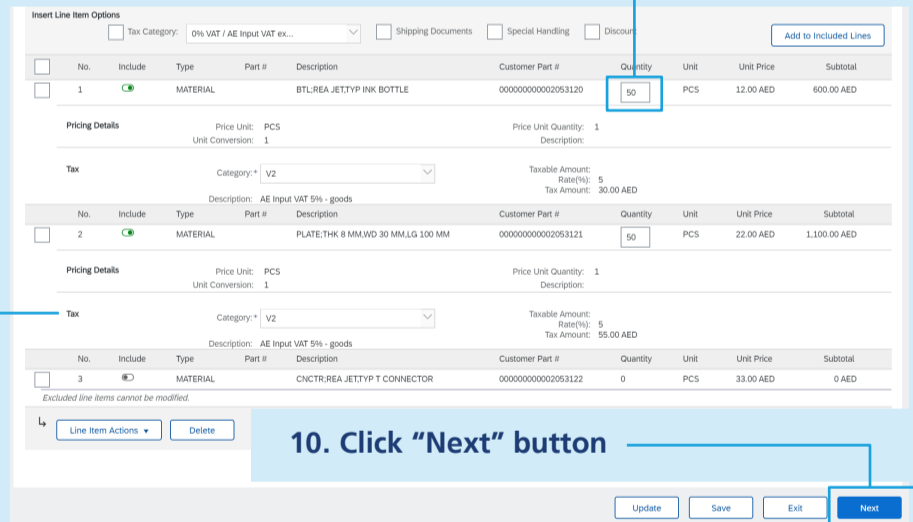
7. Click "Add to Header" button then select "Attachment"



8. Click "Add Attachment" button then click "Choose File" to add your scanned/PDF copy of your original invoice



9. Review the line item Quantity. You may edit the quantity to submit as a Partial Invoice if applicable



10. Click "Next" button

The Tax information will be automatically populated based on the Tax information on the PO

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

