

Ariba Network Commerce Automation User Manual

Advance Payment

Objective

The goal of this user manual is to:

Understand the process of how Supplier can process advance payment for PO on Ariba Network

Target Audience:

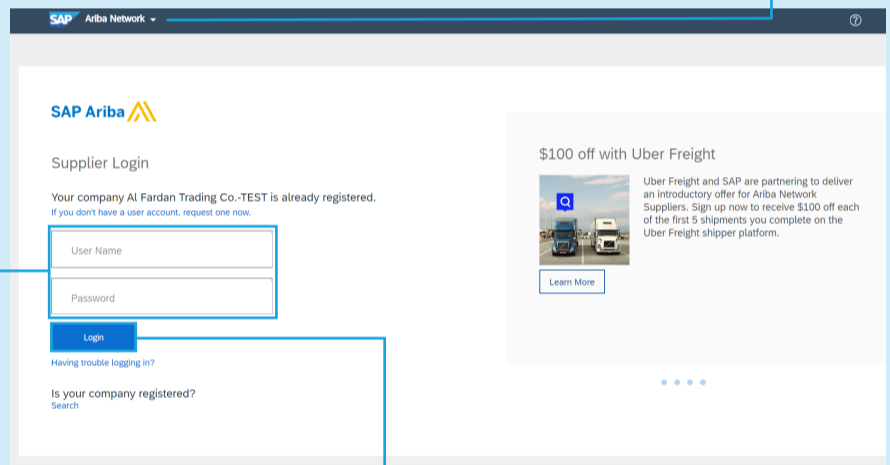
Supplier User



Resend PO

Go to supplier.ariba.com

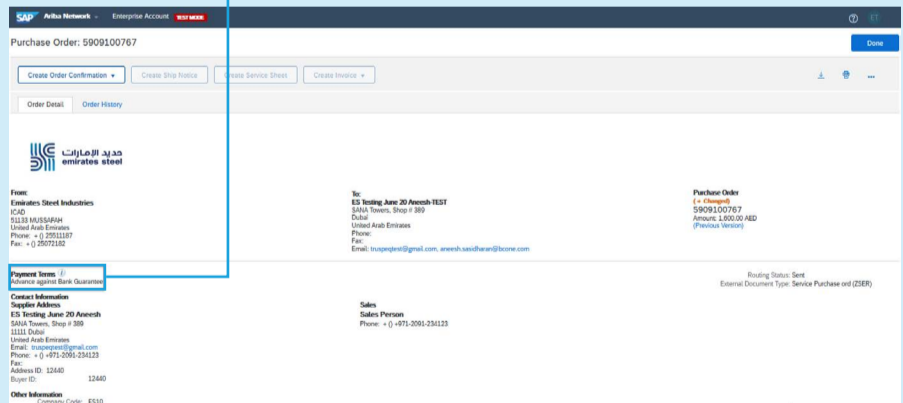
1. Enter your existing Username and Password



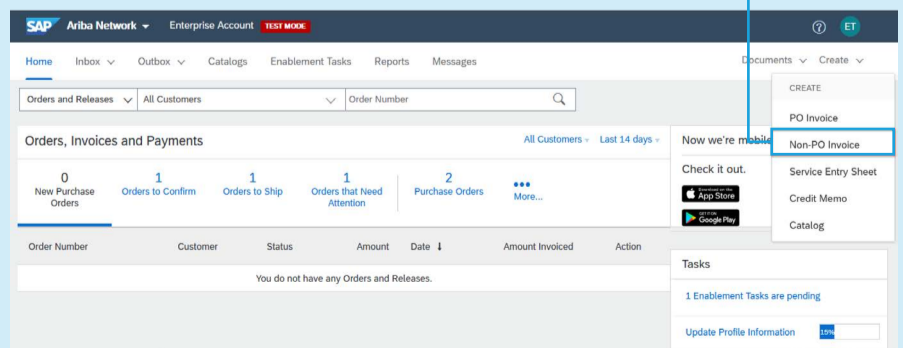
2. Click "Login" button

Advance Payment

3. PO should have a payment terms that refers to advance payment

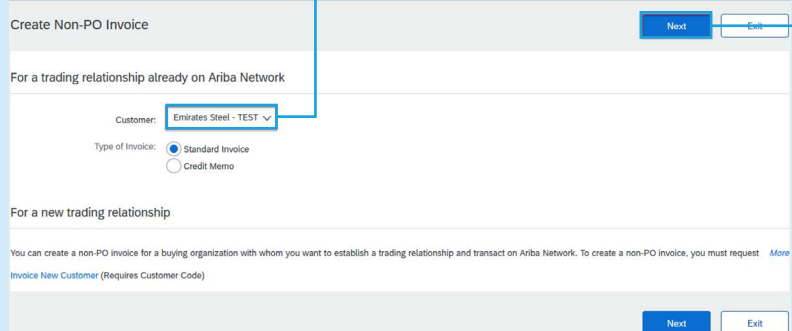


4. Click "Create" button then "Non-PO Invoice"



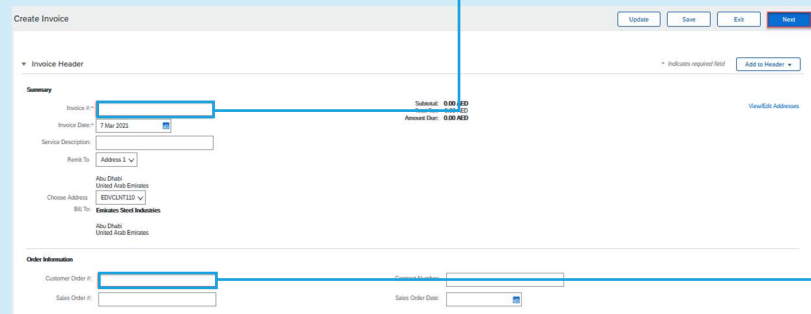
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5. Choose Customer



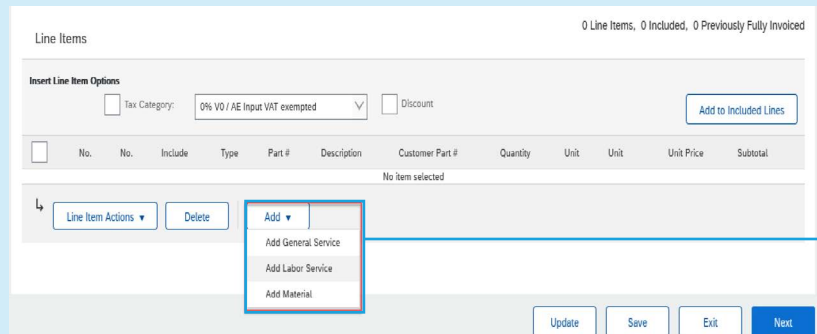
6. Click "Next"

7. Enter your invoice number

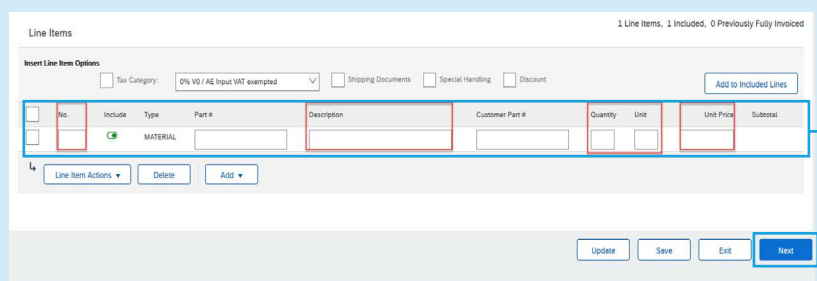


8. Enter customer PO number and any other required data

9. Scroll down till the "Line Items" section then press "Add" then choose this advance payment is for material or service



10. Enter all the details related to the material or service



11. Click "Next"

12. Click "Submit"

