

HOW TO CREATE AN INVOICE



1 Click on the **Create Invoice** menu button of the Purchase Order.

Purchase Order: PO8243

Create Order Confirmation |
 Create Ship Notice |
 Create Invoice |
 Print | Download PDF | Download CSV | Resend

Order Detail | Order History

From:
 Customer
ACME Insurance
 550 Commerce Court
 San Francisco, CA 94010
 United States
 Email: Sam Zell
 Phone: +1 (610) 4816648

To:
Workchairs, Inc.
 123 Burnside Street
 Portland, OR 97201
 United States
 Phone:
 Fax:

2 Select **Standard Invoice**.

Create Order Confirmation |
 Create Ship Notice |
 Create an invoice again from purchase order |
 PDF | Download CSV | Resend

Order Detail | Order History

Standard Invoice
 Credit Memo

3 Add the invoice number.

Invoice Header

Summary

Purchase Order: PO8243
 Invoice #:
 Invoice Date: 17 Aug 2017
 Supplier Tax ID:
 Remit To: Workchairs, Inc.
 Portland, OR
 United States
 Bill To: ACME Insurance
 El Paso, TX
 United States

Subtotal: \$13,000.00 USD
 Total Tax: \$0.00 USD
 Total Gross Amount: \$13,000.00 USD
 Total Net Amount: \$13,000.00 USD
 Amount Due: \$13,000.00 USD

[View/Edit Addresses](#)

4 If needed, add additional fields to the Invoice Header, like: **special handling**, **payment term** and **comment**.

[Add to Header](#)

Special Handling
Discount
Payment Term
Additional Reference Documents and Dates
Comment

2 Line Items, 2 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	72652	Task cubicle with 5-foot walls		5	EA	\$2,000.00 USD	\$10,000.00 USD
				Shipping	Ship From: Workchairs, Inc. Portland, OR United States	Ship To: ACME Insurance San Francisco, CA United States Robert Jenkins			
				Shipping Cost	Shipping Amount: \$0.00 USD	Shipping Date:			
2	<input checked="" type="checkbox"/>	MATERIAL	27728	Padded desk chair, blue		6	EA	\$500.00 USD	\$3,000.00 USD

5 The "Line Items" section lists the goods and services from the purchase order.

Line Items

Insert Line Item Options

Tax Category: 7.5% Sales Tax / state sales tax

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	72652	Task cubicle with 5-foot walls		5	EA	\$2,000.00 USD	\$10,000.00 USD
				Shipping	Ship From: Workchairs, Inc. Portland, OR United States	Ship To: ACME Insurance San Francisco, CA United States Robert Jenkins			
				Shipping Cost	Shipping Amount: \$0.00 USD	Shipping Date:			
2	<input checked="" type="checkbox"/>	MATERIAL	27728	Padded desk chair, blue		6	EA	\$500.00 USD	\$3,000.00 USD

6 This column indicates which line items will be included in the invoice.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input type="checkbox"/>	MATERIAL	27728	Padded desk chair, blue		0	EA	\$500.00 USD	\$0 USD

Excluded line items cannot be modified.

7 Enter the quantity of each line item.

Insert Line Item Options

Tax Category: 7.5% Sales Tax / state sales tax

[Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	72652	Task cubicle with 5-foot walls		3	EA	\$2,000.00 USD	\$10,000.00 USD
				Shipping	Ship From: Workchairs, Inc. Portland, OR United States	Ship To: ACME Insurance San Francisco, CA United States Robert Jenkins			
				Shipping Cost	Shipping Amount: \$0.00 USD	Shipping Date:			
2	<input type="checkbox"/>	MATERIAL	27728	Padded desk chair, blue		0	EA	\$500.00 USD	\$0 USD

When the total amount is not correct, the change must be done in the Purchase Order.

8 Check the box to add "Tax" to an item.

9 Choose the Tax Category.

10 Click **Add to Included Lines**.

11 Then, click **Next**.

Update | Save | Exit | **Next**

12 After reviewing the invoice preview page, click **Submit** to send the invoice.

Create Invoice

Previous | Save | **Submit** | Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice #: INV100
 Invoice Date: Friday 25 Aug 2017 10:33 AM GMT-07:00
 Original Purchase Order: PO8243

Subtotal: \$6,000.00 USD
 Total Tax: \$450.00 USD
 Total Shipping: \$120.00 USD
 Total Gross Amount: \$6,570.00 USD
 Total Net Amount: \$6,570.00 USD
 Amount Due: \$6,570.00 USD

REMIT TO:
 Workchairs, Inc.
 Postal Address:
 123 Burnside Street
 Portland, OR 97201
 United States

BILL TO:
 ACME Insurance
 Postal Address (Corporate Headquarters):
 456 Oak Street
 El Paso, TX 79901
 United States

SUPPLIER:
 Workchairs, Inc.
 Postal Address:
 123 Burnside Street
 Portland, OR 97201
 United States

BILL FROM:
 Workchairs, Inc.
 Postal Address:
 123 Burnside Street

CUSTOMER:
 ACME Insurance
 Postal Address:
 550 Commerce Court

13 You will receive a confirmation email from SAP Ariba network.

Reply | Reply All | Forward | IM

Fri 8/25/2017 10:40 AM

ordersender-dev8@ariba.com

To: Jones, Betsy

If there are problems with how this message is displayed, click here to view it in a web browser.

INV100.pdf
 80 KB

INV100.xml
 7 KB

Dear Workchairs, Inc.,

You have successfully submitted Invoice INV100 for \$6,570.00 USD to ACME Insurance through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as