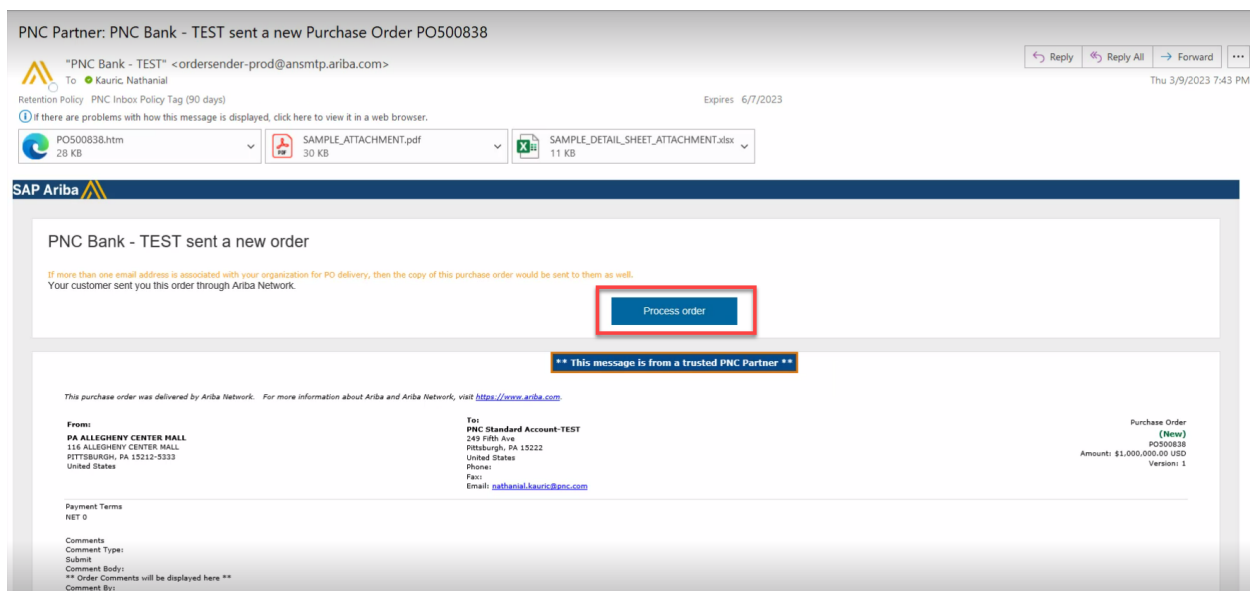# SUBMITTING A PO INVOICE

There are two primary methods for generating your invoice manually on the Ariba Network. You can initiate the invoice from the PO Notification Email that is sent to recipients when the Purchase Order is issued by PNC or you can initiate the invoice directly from the Ariba Network Workbench Portal.

INITIATING YOUR INVOICE FROM EMAIL

From the PO Notification Email - You can view all the order detail including attachments, comments, and line items. You will initiate your invoice by clicking on the Process Order button at the top OR bottom of the email.

You will be directed to the Ariba Network Supplier Login page where you can enter your login credentials.

Once logged in, your Purchase Order detail will be displayed, and you can select the 'Create Invoice' button and then choose 'Standard Invoice'

Purchase Order: PO500838

Create Order Confirmation ▽ | Create Ship Notice | Create Invoice ▽

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail | Order History

From:
PA ALLEGHENY CENTER MALL
116 ALLEGHENY CENTER MALL
PITTSBURGH, PA 15212-5333
United States

INITIATING YOUR INVOICE FROM ARIBA WORKBENCH

You can also generate your invoice directly from the Ariba portal by clicking on the Workbench tab and then selecting the 'Orders' tile.

1. Click on the **Workbench** tab
2. Click on the **Orders** tile
3. Edit Filter
4. Enter your **Purchase Order** number
5. Select **Exact Match**
6. Click **Apply**
7. Click on the **PO Hyperlink**

At the top of the page, click on the Create Invoice button and then choose Standard Invoice

Purchase Order: PO500838

Create Order Confirmation ▽	Create Ship Notice	Create Invoice ▽

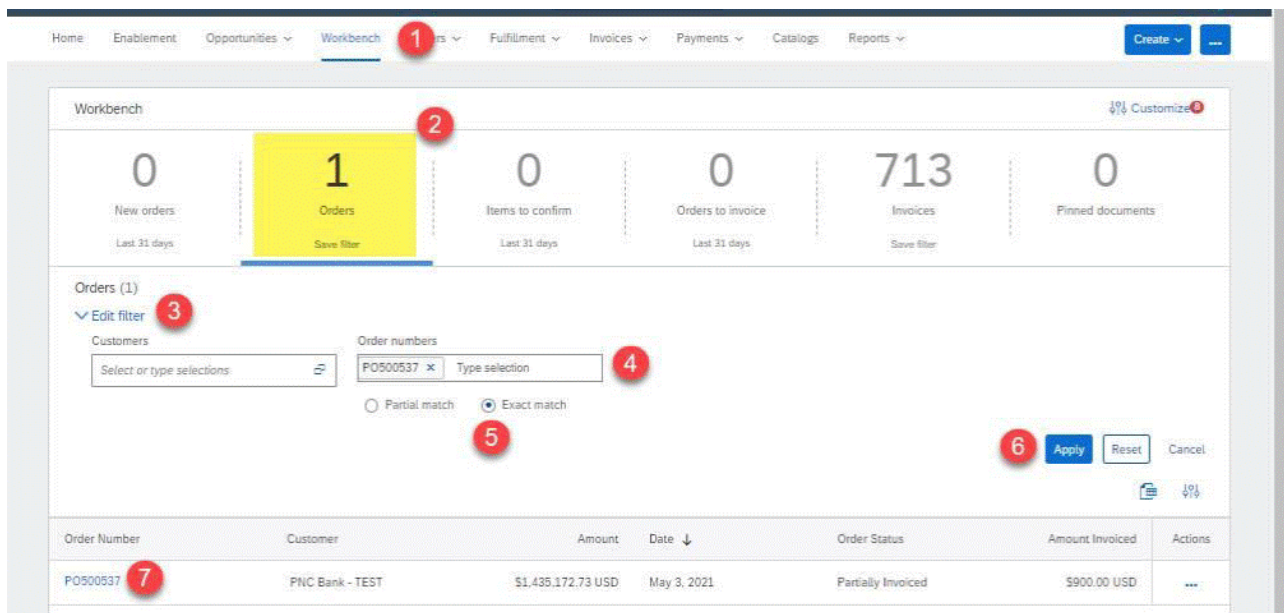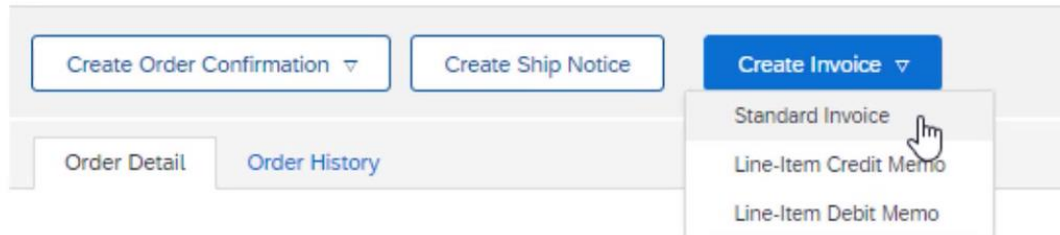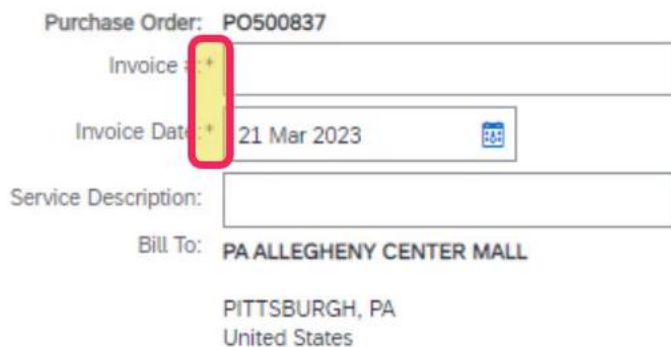Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail   Order History

From:
PA ALLEGHENY CENTER MALL
116 ALLEGHENY CENTER MALL
PITTSBURGH, PA 15212-5333
United States

COMPLETING INVOICE HEADER FIELDS

The Invoice is automatically pre-populated with the order data. Complete all fields marked with an asterisk and add tax as applicable.

Summary

Purchase Order: PO500837

Invoice #: *

Invoice Date: *   21 Mar 2023

Service Description:

Bill To: **PA ALLEGHENY CENTER MALL**

PITTSBURGH, PA
United States

Enter an Invoice Number which is your organization's unique number for invoice identification. Invoice numbers can be alpha-numeric and must contain UPPER CASE letters only. There can be no special characters, spaces or periods and it cannot exceed 30 characters.

The Invoice Date field will auto populate to the current date. Suppliers can backdate their invoice up to 5 calendar days.

∇ Invoice Header

Summary

Purchase Order: PO500837

Invoice #:* DEMOINV230321

Invoice Date:* 21 Mar 2023

Service Description:

Bill To: PA ALLEGHENY CENTER MALL

PITTSBURGH, PA
United States

Tax and Shipping charges are to be entered at the Header Level of the invoice.

To configure Tax - Select the Category dropdown under the Header tax section and select either Sales or Use tax. Enter either the Tax Rate or Tax Amount in their respective field. The other field will auto-calculate when the invoice is refreshed.

If there is no Tax applicable, you can remove the Tax section from the invoice by clicking 'Remove' on the right side of the section.

Category:* SALES

Location:

Description:

Regime:

Taxable Amount: $350,000.00 USD

Tax Rate Type:

Rate(%): 7

Tax Amount: $24,500.00 USD

Remove

ADDING ATTACHMENTS

You can add additional information to the Header section of the invoice such as Shipping and Handling, Comments, Attachments by clicking the 'Add To Header' button

1. To add attachments click **Add to Header** button and select **Attachment**
2. In the newly added **Attachments** section, select **Choose File**
3. **Browse** your computer for the document to attach then select **Open**
4. Click the **Add Attachment** button to add the attachment to the header
5. Attachment successfully uploaded to Invoice
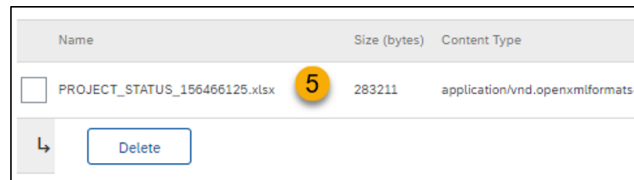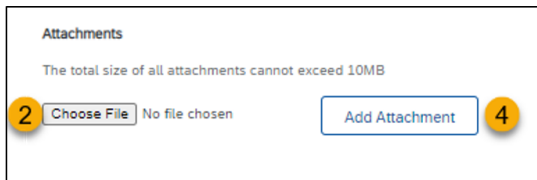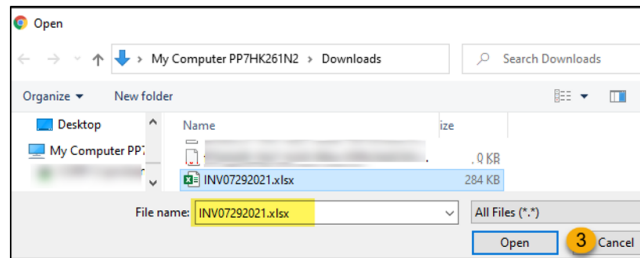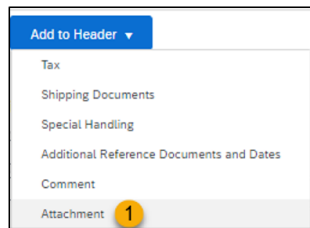
ADJUSTING LINE ITEMS

The Line Items section will display the available line items on the Purchase Order

Line Items are automatically defaulted to the remaining amount left on the line. For example, if you had a line item for $10,000 and had previously invoiced for $3,000 - Your subtotal would default to the remaining balance of $7,000.

You can update the SUBTOTAL field of each line item for the amount you are invoicing

To remove a line item, deselect the Line Item by clicking on the green button to exclude it from the invoice. This only applies to the current invoice and the excluded line item can be invoiced against on future invoices

Once your line item subtotals have been updated, click Next to go to the invoice review screen.

Verify all the amounts and information displayed is accurate.

Invoice Number: DEMOINV230321	Subtotal: $10,000.00 USD
Invoice Date: Tuesday 21 Mar 2023 2:57 PM GMT-04:00	Total Tax: $700.00 USD
Original Purchase Order: PO500837	Total Gross Amount: $10,700.00 USD
	Total Net Amount: $10,700.00 USD
	Amount Due: $10,700.00 USD

BILL TO:

PA ALLEGHENY CENTER MALL

SUPPLIER:

PNC Bank, National Association (Ir

Click 'Back' to make any necessary changes or click the blue submit button to transmit the invoice to PNC for approval and payment scheduling.

Previous	Save	Submit	Exit

You invoice has been successfully submitted.

Invoice DEMOINV230321 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.