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'
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

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.

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.
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.

**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.

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

You invoice has been successfully submitted.