This document will guide Suppliers through the invoice creation process for a Standard account.

This process is used when a Supplier has a Standard account on the Ariba Network and has received a PO from PASSHE. The following steps demonstrate how to create an invoice for the PO.

**PASSHE Email to the Supplier**

1. Locate and open the PO notification email from PASSHE/SourcePoint (SAP Ariba)

   The email will come from ordersender-prod@ansmtp.ariba.com. The Supplier may need to check junk mail and add the email address from Ariba to their safe senders list.

2. Review the electronic copy of the PO attached to the email.

   The Supplier can click on the attached PO and open in the desired browser to see PO details.

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**Standard Supplier Invoice Creation (Supplier)**

The Supplier will receive an email communication from PASSHE when a PO is generated.

1. Locate and open the PO notification email from PASSHE/SourcePoint (SAP Ariba)

   The email will come from ordersender-prod@ansmtp.ariba.com. The Supplier may need to check junk mail and add the email address from Ariba to their safe senders list.

2. Review the electronic copy of the PO attached to the email.

   The Supplier can click on the attached PO and open in the desired browser to see PO details.

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**Introduction**

This document will guide Suppliers through the invoice creation process for a Standard account.

**Process**

**Standard Supplier Invoice Creation** (Supplier)
Process Invoice

Use the email to begin the invoicing process.

1. The body of the email will show the PO details. The **Process Order** option will begin the invoice process.

   **A.** From the top of the email

   ![Image of email with Process Order button highlighted]

   Click **Process order**

   The **Process order** button will function the same whether you choose the one at the top of the email or at the bottom.

   **B.** From the bottom of the email

   ![Image of email with Process Order button highlighted]

   Click **Process order**

The **Process order** button will take you directly to the Ariba Network Supplier Login screen.

Access PO through Ariba Network

Log into the Ariba Network and view the PO.

1. Log into your Ariba Network Account using the appropriate credentials.

   ![Image of Ariba Network login screen]

   Enter **Username and Password**

   Click **Login**

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From the PO, create the invoice via the Ariba Network.

Click **Create Invoice** and select **Standard Invoice** from the drop-down menu.

**Important information to keep in mind as the invoice is created:**

If the invoice is a partial invoice, for only the items shipped thus far:

- For a given PO line-item partial invoice, the Supplier can adjust the line-item quantity
- For PO line items not being invoiced, the Supplier will select the line-item, and choose the **Delete** option
When the Create Invoice screen opens, the Supplier will see ALL the PO data has populated on to the invoice, including all line-items. This is called a PO flip invoice.

View and update the invoice.

- Enter the Invoice #
- All PO data automatically populates in the invoice
- Select Add to Header to make header level changes
- You can add shipping and/or special handling at the header level, if applicable

For partial invoices, where a line-item has not shipped and is not ready for invoicing, select the line item, then click the Delete option.

DO NOT add shipping or special handling to invoice line items
View the newly created invoice and submit for processing/payment.

If corrections are needed, select Previous to go back to make edits before submitting the invoice.

If the invoice is correct, click Submit.
The supplier can add an attachment during the PO Flip Invoice process within the Ariba Network.

1. Choose option to Add Attachment
   - Click on the Add to Header drop down

2. Scroll through the invoice screen to the Attachments section
   - Click Choose File to select file from the file directory
   - Click Add Attachment

3. Attachment is now visible to the supplier within the attachment area
   - Add additional attachments as needed
   - Ability to delete if needed

4. Supplier view of attachment prior to submitting the invoice
   - Attachment is visible to the supplier at the bottom of the invoice

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1. Viewing the attachment from within the SourcePoint generated invoice

Click the **Attachment Icon**

Click on **attachment** to open and view

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Post Invoice Creation

To print a copy of the invoice that has been created:

- Click Print for a copy of the invoice.
- Click Exit to leave the invoice screen.

To view the invoice from the follow up email after the request has been submitted:

- Attachments will provide a copy of the invoice.
- Click View Invoice to see the invoice within the Ariba Network.

The email will come from ordersender-prod@anssmtp.ariba.com. The Supplier may need to check junk mail and add the email address from Ariba to their safe senders list.

The Ariba Network provides multiple options to view a submitted invoice, as noted above.

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To view the invoice from the 2nd follow up email after the request has been submitted:

• Log into the Ariba Network
• Click Actions for the appropriate PO
• Select Send me a copy to take action
• Click Send

The email will come from network_accounts@ariba.com. The Supplier may need to check junk mail and add the email address from Ariba to their safe senders list.

To have a copy of the invoice resent if the email cannot be located:

Once the new email is received, return to the Process Invoice instructions on Page #2 to complete the invoice creation process.

For questions, comments, or concerns please reach out to the PASSHE Supplier Enablement Team (supplierhelp@passhe.edu).