

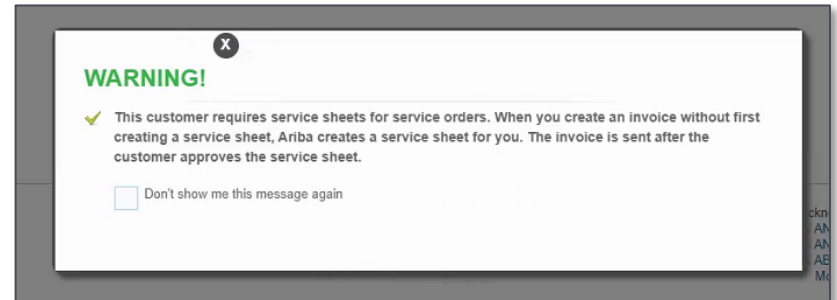
# Ariba Network Supplier Guide

## Update to Puget Sound Energy (PSE) Specifications

Effective 11/18/2019, Suppliers transacting with Puget Sound Energy (PSE) on the Ariba Network for service orders may be eligible to bypass manual creation of service sheets and create an invoice directly. With this functionality, Suppliers can create service invoices for each service line on a service order, and the corresponding service sheets are automatically generated and sent to PSE. *Below are instructions for Suppliers to how to complete this in the Ariba Network (per standard from Ariba).*

### To create an auto-generated Service Sheet:

1. Within your **INBOX**, locate the PO to invoice against and select **Create Invoice** and select **Standard Invoice**.
2. Review the Pop-Up message on your screen, alerting you of the auto-generation (see right).
3. Click the **“X”** to proceed with invoice creation and submission.
4. Once the invoice is approved, the service sheet will automatically generate and be available in your **Outbox** under Service Sheets.



**Note:** *If clicking the box to not show the warning message again, please be aware that service sheets will continue to auto-generate for customers with this option enabled during invoice creation.*