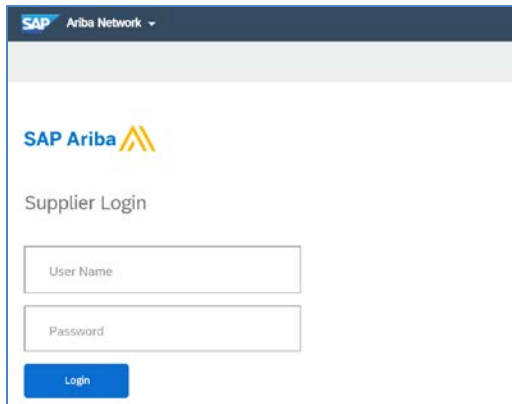


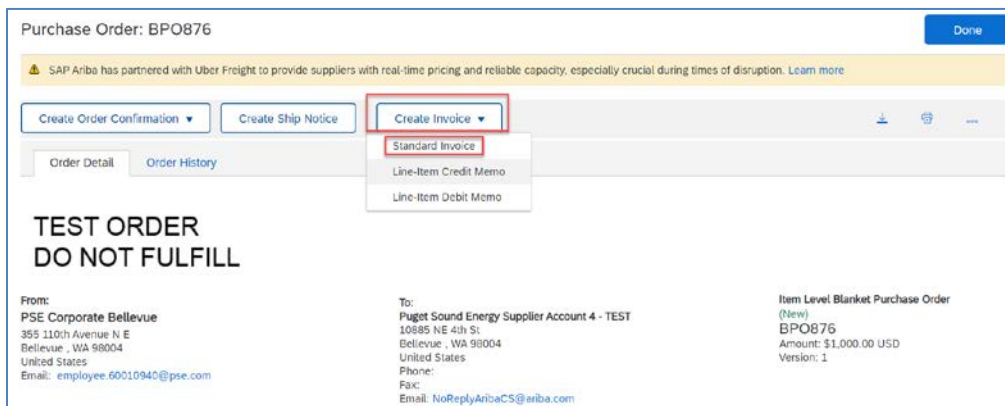
1. Login to your Ariba account and search for the Blanket Purchase Order (BPO)

https://service.ariba.com/Supplier.aw/125004057/aw?awh=r&awssk=bY_dAb9U&dard=1&ancedc=1



The screenshot shows the SAP Ariba Supplier Login page. At the top left, there is a 'SAP Ariba Network' header. Below it is the SAP Ariba logo. The main heading is 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. Below these fields is a blue 'Login' button.

2. Click **Create Invoice** at the top of screen and select **Standard Invoice** from drop down



The screenshot shows the SAP Ariba Purchase Order (BPO) details for BPO876. At the top, there is a 'Purchase Order: BPO876' header and a 'Done' button. Below the header is a yellow banner with a warning icon and text: 'SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. Learn more'. There are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box, and its dropdown menu is open, showing 'Standard Invoice' (also highlighted with a red box), 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. Below the buttons, there are tabs for 'Order Detail' and 'Order History'. The main content area displays 'TEST ORDER DO NOT FULFILL'. At the bottom, there is contact information for 'From: PSE Corporate Bellevue' and 'To: Puget Sound Energy Supplier Account 4 - TEST'. On the right, there is a summary: 'Item Level Blanket Purchase Order (New) BPO876 Amount: \$1,000.00 USD Version: 1'.

3. Select **Attachment** from the **Add to Header** drop down to attach invoice
 - a. **Attachment** section will be added near the bottom of the screen
 - b. Upload your file by clicking **Choose File**
 - c. Select file from computer
 - d. Click **Add Attachment**

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Blanket Order: BPO876

Invoice #:

Invoice Date: 9 Sep 2020

Service Description:

Supplier Tax ID:

Remit To: 10995 NE 4TH Street ▼

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

Tax
 Shipping Cost
 Shipping Documents
 Special Handling
 Discount
 Additional Reference Documents and Dates
 Comment
 Attachment

Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen Add Attachment

taxExchangeCode:

4. Enter invoice details

- a. **Invoice #**
- b. **Rate (%) or Tax Amount** *if non-taxable, enter 0 for Tax Amount
- c. **Service Start Date and Service End Date**, if applicable

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Blanket Order: BPO876

Invoice #: XXXXX

Invoice Date: 9 Sep 2020

Service Description:

Supplier Tax ID:

Remit To: 10995 NE 4TH Street ▼

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

View/Edit Addresses

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$0.00 USD Remove

Tax Rate Type:

Rate(%):

Tax Amount: 0

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: Puget Sound Energy Supplier Account 4 - TEST
 Bellevue, WA
 United States

Ship To: South King
 Kent, WA
 United States

Deliver To: South King View/Edit Addresses

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Bill From: **Puget Sound Energy Supplier Account 4 - TEST**

Bellevue, WA
United States

taxExchangeCode:

Service Start Date:

Service End Date:

Customer: **PSE Corporate Bellevue**

Bellevue, WA
United States

Email:

[View/Edit Addresses](#)

[View/Edit Addresses](#)

5. Check mark the box to the left of the line you want to invoice
*if invoicing multiple lines, do each one at a time
6. Click **Create** in bottom left and select **Goods** or **Service** from the drop down
7. Click **Next**

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
<input type="checkbox"/>	1	Undisclosed	\$0.00 USD	BPOB1-1_MiscExpenseItem		As Needed Litter Box Cleaning	Undisclosed
<input checked="" type="checkbox"/>	2	Undisclosed	\$1.00 USD	CleanCatBox		Cleaning Services	Undisclosed

Create | Edit | Delete

Goods
Service

Update | Save | Exit | **Next**

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8. Enter **Quantity**
9. Click **Create** in upper right or at the bottom of the page

Create Invoice

Create | Cancel

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
2	Undisclosed	EA	\$1.00 USD	CleanCatBox		Cleaning Services	Undisclosed

Invoice Item

Quantity:

Unit Price:

Subtotal: \$0.00 USD

Unit: EA

Part #:

Auxiliary Part ID:

Customer Part #:

Description:

Inspection Date:

Reference Date:

Line Item Actions

- Add
- Pricing Details
- Discount
- Comment
- Attachment

10. You will see your invoice line added under **Blanket PO Items**. If you have additional lines to invoice, repeat steps 5 - 9

11. Click **Next**

The screenshot shows the 'Blanket PO Items' table in SAP. The table has columns for Line, Quantity, UOM, Price, Part #, Auxiliary Part ID, Description, and Subtotal. Line 2.1 is highlighted with a red box. Below the table are buttons for 'Create', 'Edit', and 'Delete'. At the bottom right, there are buttons for 'Update', 'Save', 'Exit', and 'Next', with the 'Next' button highlighted by a red box.

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
1	Undisclosed	EA	\$0.00 USD	BPO953-1_MiscExpenseItem		As Needed Litter Box Cleaning	Undisclosed
2	Undisclosed	EA	\$1.00 USD	CleanCarBox		Cleaning Services	Undisclosed
2.1	5	EA	\$1.00 USD	CleanCarBox		Cleaning Services	\$5.00 USD

12. Review invoice details and click **Submit**

The screenshot shows the 'Create Invoice' screen in SAP. At the top, there are buttons for 'Previous', 'Save', 'Submit', and 'Exit', with the 'Submit' button highlighted by a red box. Below the buttons, there is a confirmation message: 'Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. 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 Number: XXXXX	Subtotal: \$1.00 USD
Invoice Date: Wednesday 9 Sep 2020 3:53 PM GMT-07:00	Total Tax: \$0.00 USD
Original Blanket Purchase Order: BPO876	Total Gross Amount: \$1.00 USD
	Total Net Amount: \$1.00 USD
	Amount Due: \$1.00 USD