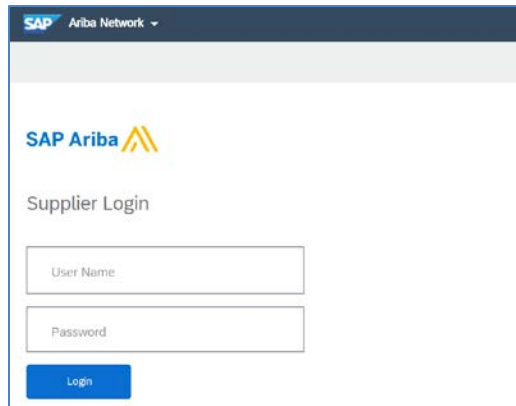


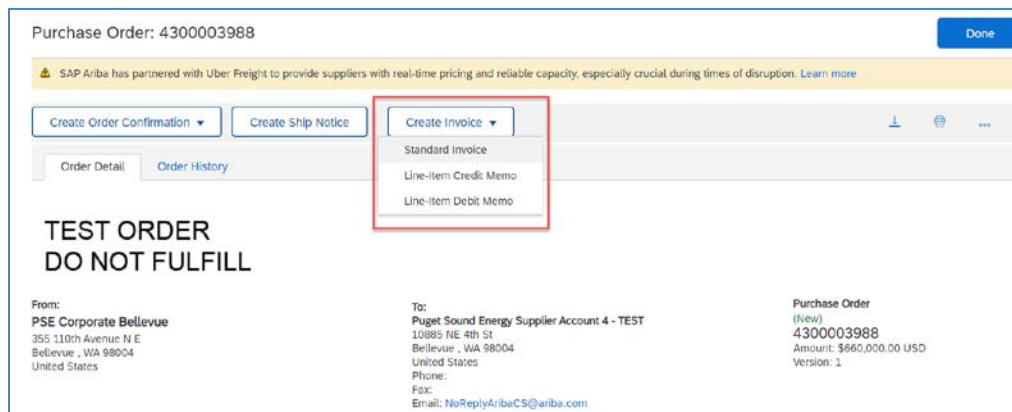
1. Login to your Ariba account and search for the Purchase Order (PO)

https://service.ariba.com/Supplier.aw/125004057/aw?awh=r&awssk=bY_dAb9U&dard=1&anced=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 top of screen and select **Standard Invoice** from drop down



The screenshot shows the SAP Ariba Purchase Order details page for PO 4300003988. At the top, there is a 'Purchase Order: 4300003988' 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 options: 'Standard Invoice', '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', 'To: Puget Sound Energy Supplier Account 4 - TEST', and 'Purchase Order (New) 4300003988'.

3. Click **Add to Header** drop down and select **Attachment** 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		Subtotal: \$660,000.00 USD
Purchase Order: 4300003988		Total Tax: \$0.00 USD
Invoice #: XXXXX		Total Gross Amount: \$660,000.00 USD
Invoice Date: 9 Sep 2020		Total Net Amount: \$660,000.00 USD
Service Description:		Amount Due: \$660,000.00 USD
Supplier Tax ID:		
Remit To: 10995 NE 4TH Street		

Feedback

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		Subtotal: \$660,000.00 USD	View/Edit Addn
Purchase Order: 4300003988		Total Tax: \$0.00 USD	
Invoice #: XXXXX		Total Gross Amount: \$660,000.00 USD	
Invoice Date: 9 Sep 2020		Total Net Amount: \$660,000.00 USD	
Service Description:		Amount Due: \$660,000.00 USD	
Supplier Tax ID:			
Remit To: 10995 NE 4TH Street			

BELLEVUE, WA
United States
Bill To: PSE Corporate Bellevue

Feedback

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$660,000.00 USD

Tax Rate Type:

Rate(%):

Tax Amount: 0

Remov

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
PDR

Deliver To: South King

View/Edit Feedback

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

VANCOUVER , WA
United States

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 Address View/Edit Address Feedback

Add to Header ▾

5. Check mark the box to the left of the line you want to invoice
*if invoicing multiple lines, check all applicable lines
6. Un-toggle the **Include** indicator on lines not included on the invoice
7. Enter invoice **Quantity** *Never change **Unit Price**
8. Click **Next**

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	LR4	Land Rover LR4		11	EA	\$60,000.00 U	\$660,000.00 USD

Line Item Actions ▾ Delete

Update Save Exit **Next**

Feedback

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

Create Invoice

[Previous](#) [Save](#) [Submit](#) [Exit](#)

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:	\$660,000.00 USD
Invoice Date: Wednesday 9 Sep 2020 3:23 PM GMT-07:00	Total Tax:	\$0.00 USD
Original Purchase Order: 4300003988	Total Gross Amount:	\$660,000.00 USD
	Total Net Amount:	\$660,000.00 USD
	Amount Due:	\$660,000.00 USD