

Supplier Creates and Submits Services Invoice in Ariba Network



In this **services** invoice, you will add a catalog item and submit.

Catalog Item is: Based on contract with Motiva.

1
Create invoice. Insert invoice number. Click on **Add to Header to add attachment. Attachment required.**

i
Attachment: Documentation supporting your invoice. Ex: paper copy invoice.

2
In Line item section, click on the line item and **add/update**. Add **Contract/Catalog Items**.

i
Check for **appropriate catalog item based on service performed**. Click on that catalog item, or if none is found use the non-catalog option

3
Click on the **catalog** and select item. Add to **cart**. If you would like to add multiple items, add each to the cart.

4
Enter **Price**. *Price is sticky. Click done.

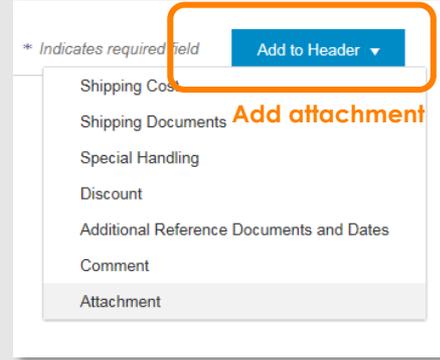
i
Quantity is always 1. Unit of measure is always AU. **The fields cannot be edited**

*Ariba remembers previously entered prices. Please **ensure you have entered** the correct price.

5
In the Line Item Section, enter the **Service Start Date** and the **Service End Date**.

6
Service Entry Sheet is auto-generated.

i
Service Entry Sheet and Invoice have the same reference number



Service Start Date: *

1 AU

Service End Date: *

Routing Status: Acknowledged
Related Documents 1006-AN-3_SS_1
 1006-AN-3

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In this **services** invoice, you will add a non-catalog item and submit.

Non-Catalog Item is: A contract does not exist

1

Create invoice. Click on **Add to Header to add attachment. Attachment required.**



You can also find the purchase order by searching in Ariba Network.

2

For **non-catalog item**, click on add/update. Click on **non-catalog** (icon +)



3

Enter **full description** of service performed.



Description is a **detailed** explanation of the service provided. If the description is not detailed, it **may be denied**.

4

Click on Commodity Code dropdown. Search More. Click on arrow to expand and view full list.



It is required to **expand** and select the commodity code with a **number** for the service provided. If not, invoice is **rejected**.

5

Quantity is always 1 and unit of measure AU. Save. Done.



If entered incorrectly, the service invoice is **rejected**.

6

One items are in the cart, confirm the Service Start and End Dates.



In Summary Screen, you can view, validate, and submit your service invoice

Choose Value for Commodity Code

Name Search

Name ↑	ID	
<input type="checkbox"/> EXPAND TO SELECT A MATERIAL GROUP	MATKL	Select
<input type="checkbox"/> EXPAND TO SELECT THE SERVICE PROVIDED	SRVCS	Select
<input checked="" type="checkbox"/> OBSOLETE - DO NOT USE	ZZZZZ	Select

Expand

Do not expand

Done

Choose Value for Commodity Code

Name Search

Name ↑	ID	
<input type="checkbox"/> EXPAND TO SELECT A MATERIAL GROUP	MATKL	Select
<input checked="" type="checkbox"/> EXPAND TO SELECT THE SERVICE PROVIDED	SRVCS	Select
US, ADDITIVES	5158358	Select
US, ADMINISTRATIVE LABOR	5158359	Select
US, ADVERTISING, TELEVISION COMMERCIALS PRODUCTION SERVICE	5158335	Select
US, ADVERTISING PRINT / INTERNET FEE	5158336	Select
US, AIR FREIGHT SERVICES	5162691	Select
US, AMINES	5161712	Select
US, APP SERVICE PROVIDED	5162692	Select

Select Service with Number ID

Done

Purchase Order As Is and To Be

Purchase Order As Is

Line Items

Show Item Details

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	
▼ 100	Not Available		Service		9 Oct 2018		\$5,000.01 USD	Details
	test							
100.10	Not Available	5233953	Service	1.0 (AU)		\$0.01 USD	\$0.01 USD	Details

Purchase Order To Be

Line Items

Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
100	Not Available	Service	1.0 (AU)	2 Oct 2018	\$500,000.00 USD	\$500,000.00 USD	Details
	Test						

Order submitted on: Tuesday 2 Oct 2018 12:00 PM GMT-05:00
Received by Ariba Network on: Tuesday 2 Oct 2018 12:22 PM GMT-05:00
This Purchase Order was sent by Motiva Enterprises LLC - DEV AN01037800976-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total:	\$ 500,000.00 USD
Total Served:	\$ 100.00 USD
Total Invoiced:	\$ 100.00 USD



Creating and submitting **material** invoices remains the same



Service PO with multiple line items are **invoiced one at a time**