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.

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

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.

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

6. Service Entry Sheet is auto-generated.

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

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

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

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

Service Entry Sheet and Invoice have the same reference number.

Routing Status: Acknowledged
Related Documents: 1006-AN-3_SS_1 1006-AN-3
Supplier Creates and Submits Services Invoice in Ariba Network

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.

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

3. Enter full description of service performed.

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

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

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

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

- If entered incorrectly, the service invoice is rejected.
- Description is a detailed explanation of the service provided. If the description is not detailed, it may be denied.
- It is required to expand and select the commodity code with a number for the service provided. If not, invoice is rejected.

Select Service with Number ID

Expand

Do not expand
## Purchase Order As Is and To Be

### Line Items

<table>
<thead>
<tr>
<th>Line #</th>
<th>Part # / Description</th>
<th>Customer Part #</th>
<th>Type</th>
<th>Qty (Unit)</th>
<th>Need By</th>
<th>Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Not Available</td>
<td>5233953</td>
<td>Service</td>
<td>1.0 (AU)</td>
<td>9 Oct 2018</td>
<td>$0.01 USD</td>
<td>$0.01 USD</td>
</tr>
<tr>
<td></td>
<td>test</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100.10</td>
<td>Not Available</td>
<td></td>
<td>Service</td>
<td>1.0 (AU)</td>
<td>9 Oct 2018</td>
<td>$5,000.01 USD</td>
<td>$5,000.01 USD</td>
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<td>test</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Purchase Order To Be

<table>
<thead>
<tr>
<th>Line #</th>
<th>Part # / Description</th>
<th>Type</th>
<th>Qty (Unit)</th>
<th>Need By</th>
<th>Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Not Available</td>
<td>Service</td>
<td>1.0 (AU)</td>
<td>2 Oct 2018</td>
<td>$500,000.00 USD</td>
<td>$500,000.00 USD</td>
</tr>
<tr>
<td></td>
<td>test</td>
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<td></td>
</tr>
</tbody>
</table>

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

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