

PURPOSE

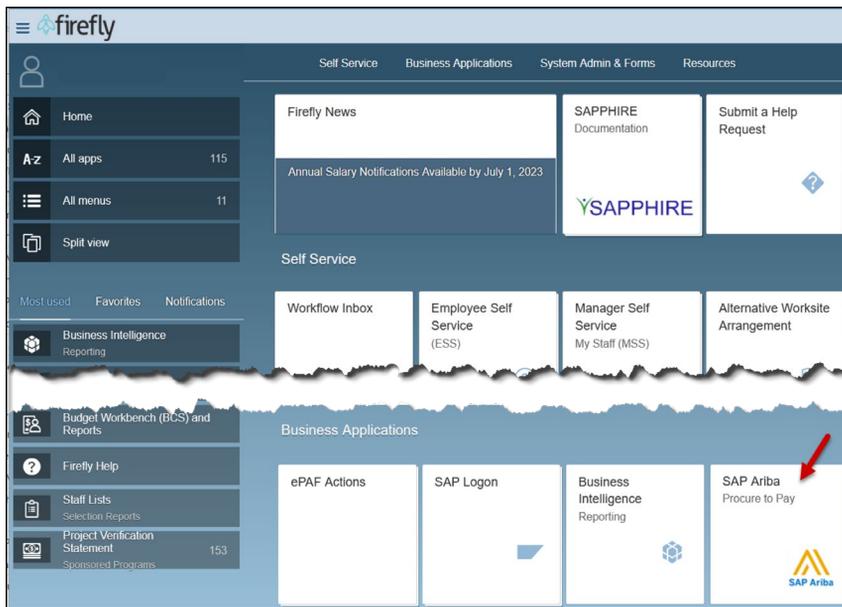
This Quick Reference Guide (QRG) is designed to show the steps needed to clear invoice exceptions in SAP Ariba.

HELPFUL HINTS

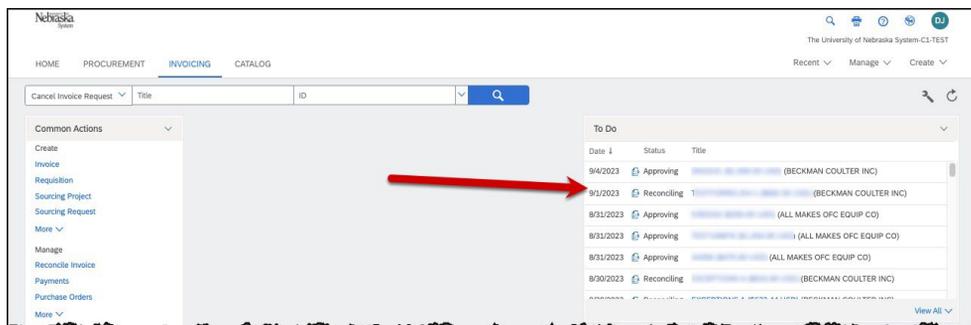
- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:
 - Google Chrome (64-bit)
 - Apple Safari (64-bit)
 - Microsoft Edge (32-bit)
 - Microsoft Edge Chromium (32-bit and 64-bit)
 - Mozilla Firefox (64-bit)

PROCEDURE

1. Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile in Firefly.

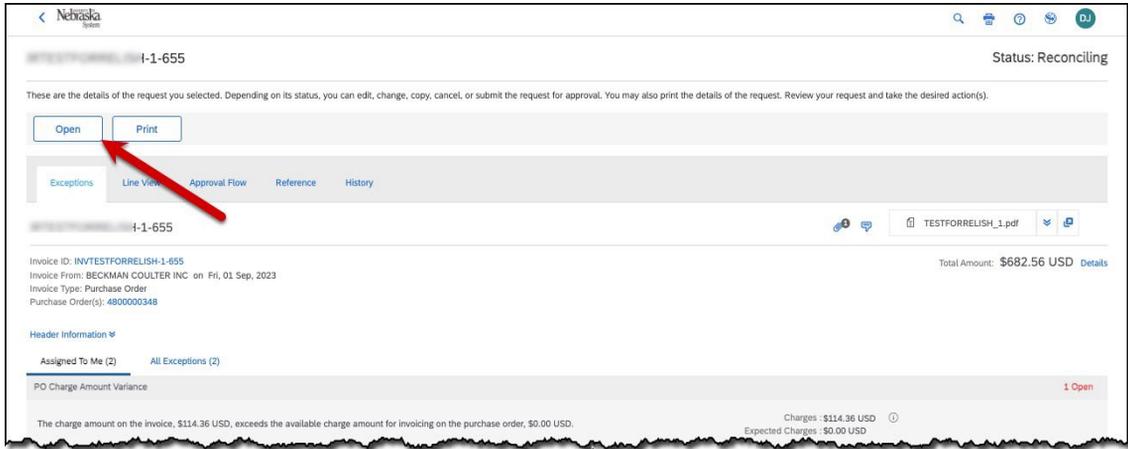


2. From the Classic U/I, click the “Invoice” tab and select the invoice to be reconciled (status of “Reconciling”).



PROCEDURE (CONTINUED)

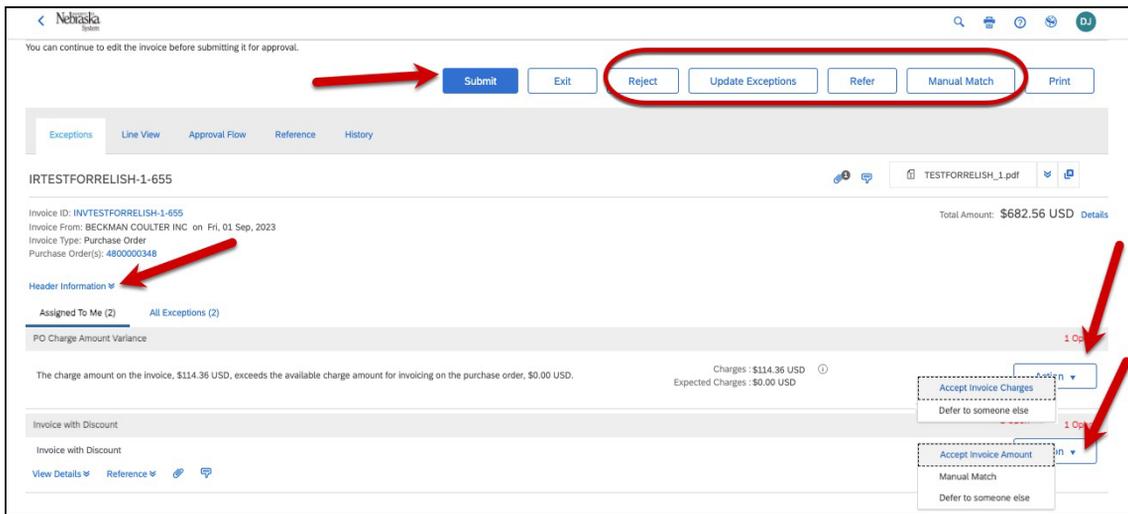
3. The invoice screen displays. Click "Open."



4. The invoice displays. Exceptions can be reconciled at the

- LINE LEVEL by clicking the "Action" drop-down and selecting the appropriate action (e.g., "Accept...", "Defer...", "Manual Match", etc.), or at the
- INVOICE LEVEL by clicking the options at the top of the page (e.g., "Reject", "Manual Match", etc.).

Click "Submit" when all exceptions have been reconciled.



PROCEDURE (CONTINUED)

5. Click "Save."



6. The confirmation screen displays.

