

PURPOSE

This Quick Reference Guide (QRG) is designed to show the steps needed to create Non-PO based invoices in SAP Ariba using the classic user interface (i.e., not Guided Buying).

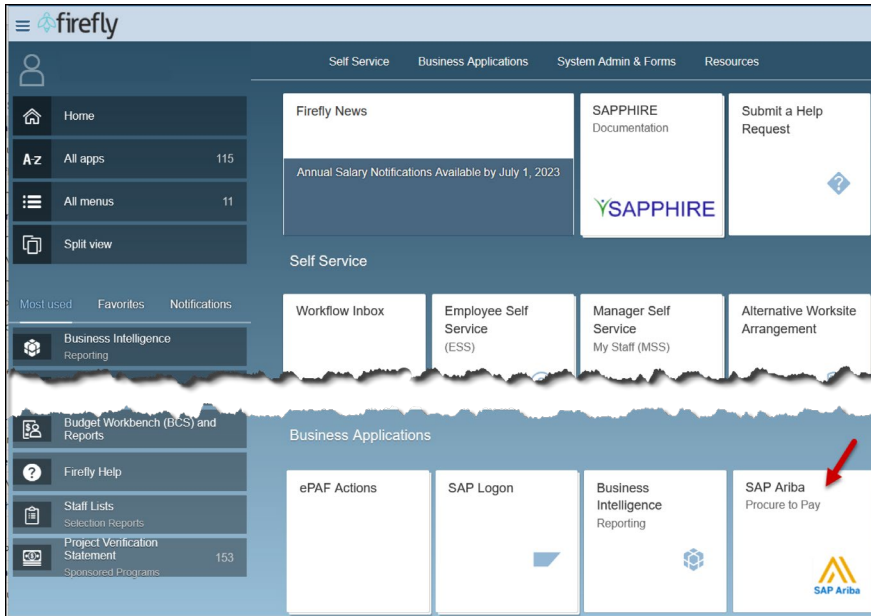
HELPFUL HINTS

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

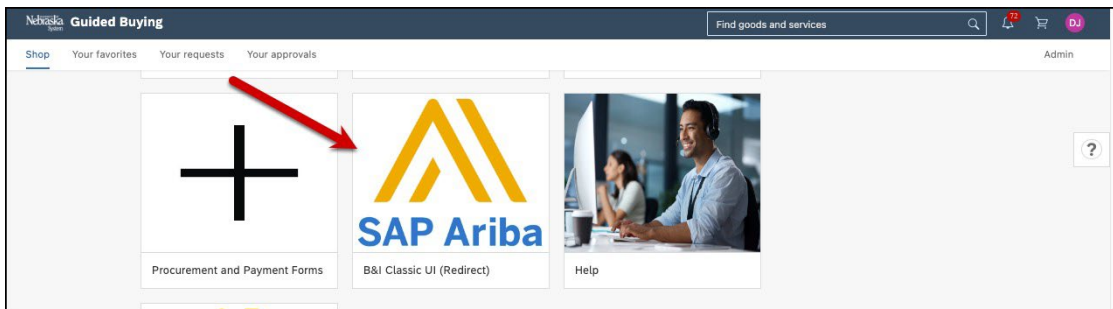
Google Chrome (64-bit)	Apple Safari (64-bit)
Microsoft Edge (32-bit)	Microsoft Edge Chromium (32-bit and 64-bit)
Mozilla Firefox (64-bit)	

PROCEDURE

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

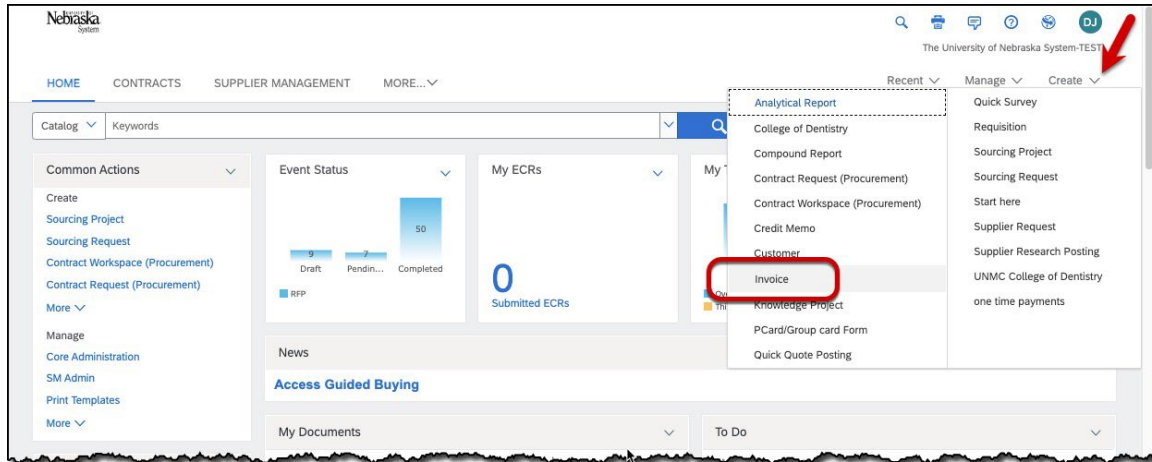


2. Click the “B&I Classic UI (Redirect)” tile to access the Classic view of SAP Ariba.



PROCEDURE (CONTINUED)

3. Click “Create” and select “Invoice” from the drop-down menu.



4. The “Invoice Entry” screen displays. Complete the Header information as noted below. Required fields are denoted by “ * “. NOTE: Additional fields may display as selections are made.

The screenshot shows the 'Invoice Entry' screen for invoice INV654. The 'Header Information' section contains several fields with red lettered callouts: A (Supplier), B (Supplier Invoice #), C (Invoice Date), and D (On Behalf Of). A legend box on the right explains these callouts:

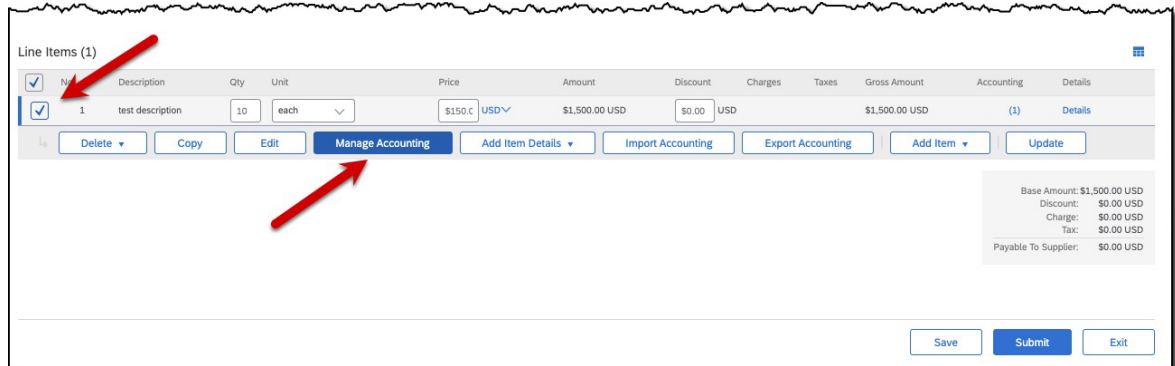
- A. Search for and select the vendor.
- B. Enter the vendor invoice number.
- C. Enter the invoice date.
- D. Validate the “On Behalf Of” as this individual will need to approve the invoice.
- E. Click to upload a copy of the invoice. NOTE: Must be PDF or image format.

5. Scroll to the “Line Items” section. Click “Add Item” and select the appropriate item type from the drop-down menu. Enter all information required on the line item. Click “Validate and exit” to return to the “Line Items” section.

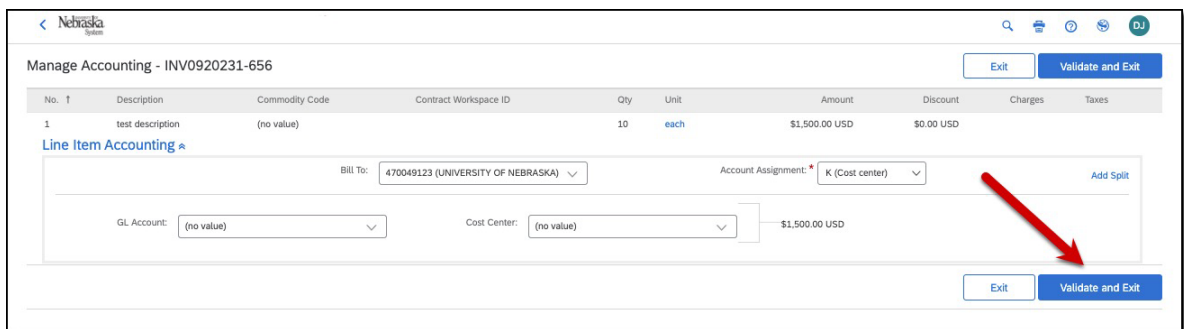
The screenshot shows the 'Line Items' section, which is currently empty. The 'Add Item' button is highlighted with a red arrow. A dropdown menu is open below the button, showing options: Non-Catalog Item, Catalog Item, Shipping Item, and Special Handling Item. The 'Submit' and 'Exit' buttons are visible at the bottom right.

PROCEDURE (CONTINUED)

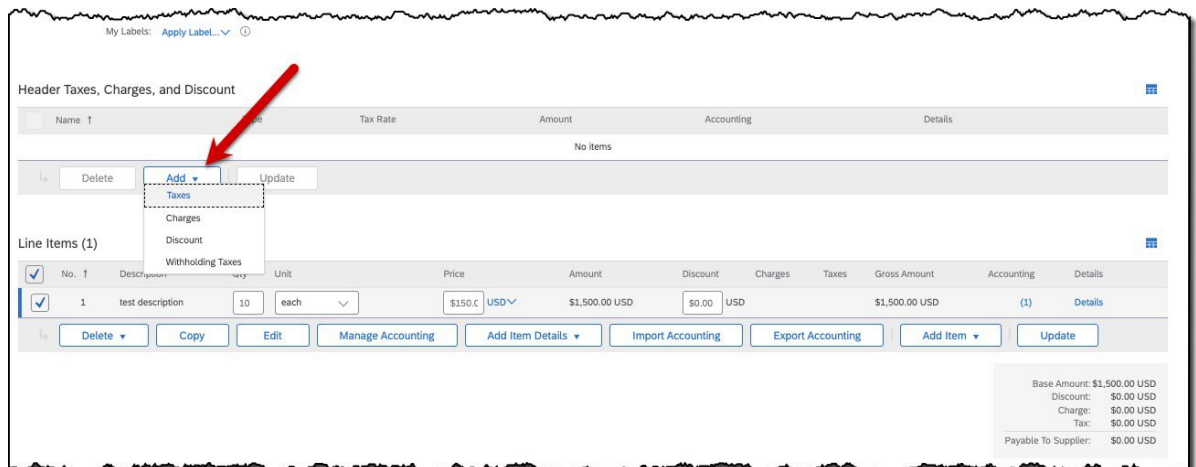
- Update/validate the Accounting information for each line item by selecting the appropriate line(s) and clicking "Manage Accounting."



- The "Manage Accounting" screen displays. Edit/validate the information, as needed. Click "Validate and Exit" when complete.



- (optional) Add charges at the Header Level of the invoice (e.g., taxes). Click "Add" and select the appropriate charge from the drop-down menu. Click "Update" to update the invoice total.



PROCEDURE (CONTINUED)

9. Click the "Approval Flow" tab (top of page) to validate that no errors exist on the invoice **and** to review/add approvers, if needed. Click "Submit" when complete.



10. The confirmation screen displays.

