

PURPOSE

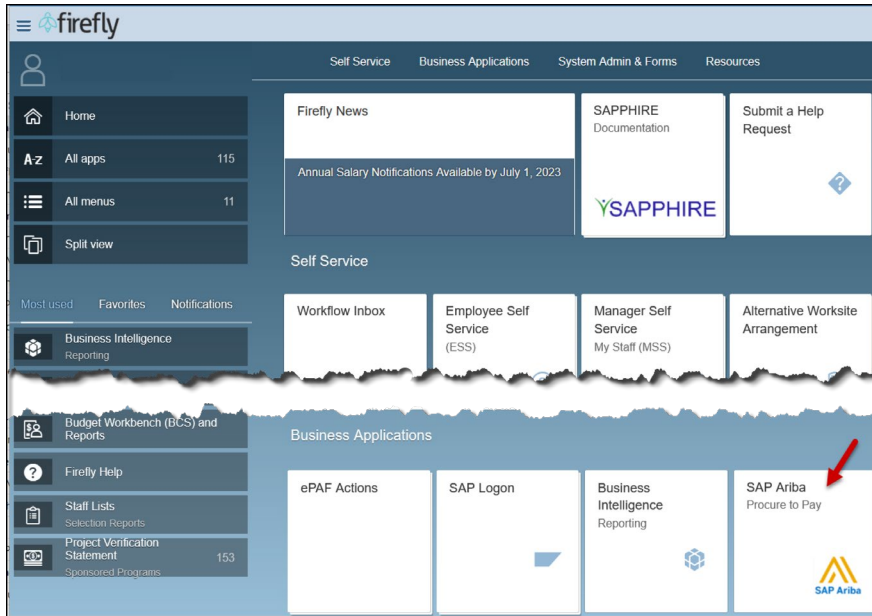
This Quick Reference Guide (QRG) is designed to show the steps needed to create a direct pay (non-PO-based invoice) in SAP Ariba.

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.

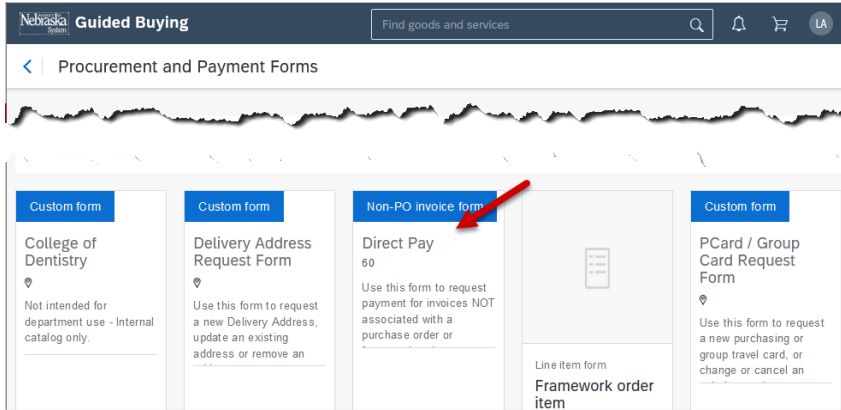


2. Click the “Procurement and Payment Forms” tile.

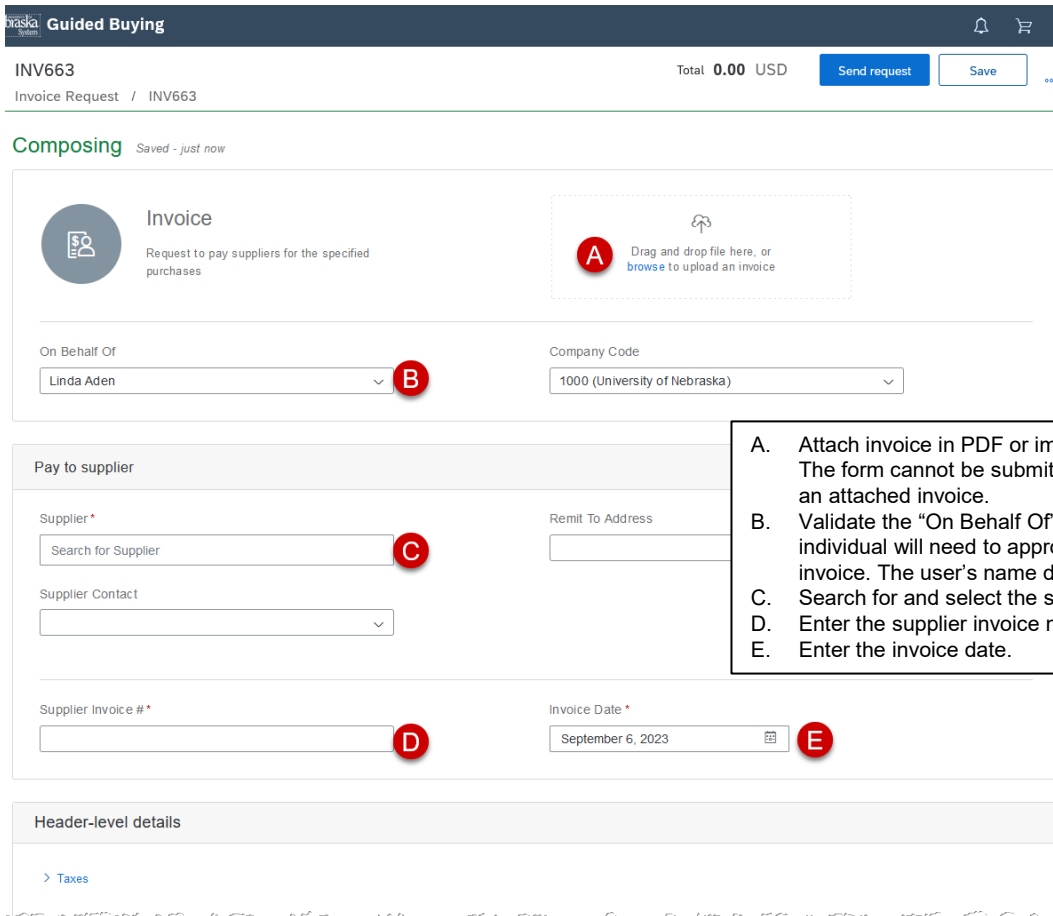


PROCEDURE (CONTINUED)

3. Click the "Direct Pay" tile.



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.



Name _____

Updated:9/6/2023

5. Scroll to the “Line Items” section. Enter all information required on the line item.

Item 1

Full Description *
Chairs

Amount
7,880.00 USD

Quantity: 10
Unit of Measure: each
Price: 788.00 USD

Commodity Code
60 (Musical Instruments and Games and Toys and Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies)

> Taxes
> Accounting

Showing 1-1 of 1

Add Item

| | |
|------------|--------------|
| Net amount | 7,880.00 USD |
| Taxes | 0.00 USD |

- A. Enter item description.
- B. Enter item quantity (total will automatically calculate).
- C. Enter unit price. Total will automatically calculate.
- D. (Optional) Click to add another line item.
- E. (Optional) Click to duplicate this item.

6. Expand the “Accounting” section to change funding information and/or to add split funding. Search for the desired cost center, WBS element, and/or GL account by clicking the dropdown arrow(s) and selecting “Browse all”. Click the “Split Accounting” link to split funding between two or more cost objects.

Accounting

Account Assignment *
X (Cost Center/WBS)

GL Account
0000531600 (General Instruction Education & Rec...)

Cost Center
9145100100 (NeBIS Functional)

Split accounting

Project/WBS

Browse all

Showing 1-1 of 1

7. (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.

Split accounting

Unallocated 0% Split 100%

Split by: Percentage
Amount to split: 7,880.00 USD

GL Account (0000531600 (General Instruction Education & Recreation)) 70%
GL Account: 0000531600 (General Instruction Educatio...
Cost Center: 9145100100 (NeBIS Functional)

GL Account (0000531600 (General Instruction Education & Recreation)) 30%
GL Account: 0000531600 (General Instruction Educatio...
Cost Center: 9145100110 (NeBIS Technical)

+ Add split

- A. Select Percentage (default) or Amount.
- B. Enter percentage (or amount).
- C. Enter percentage (or amount).
- D. Search for a G/L, cost center or WBS element for the 2nd split.

PROCEDURE (CONTINUED)

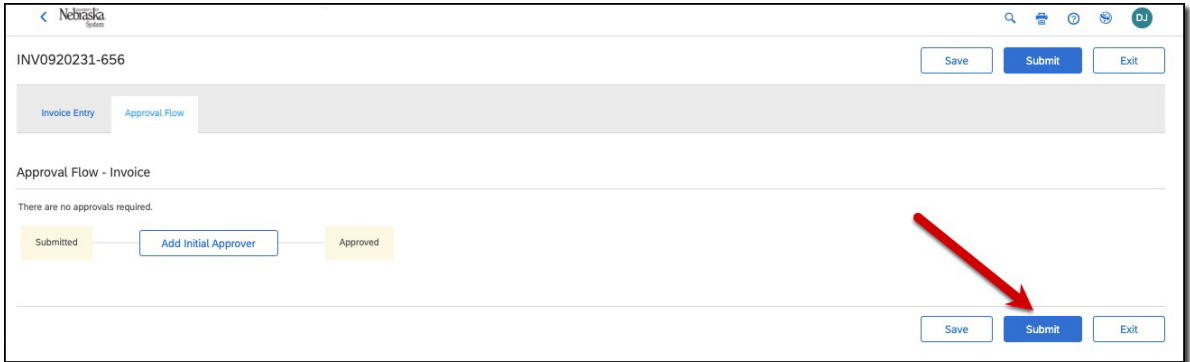
7. (Optional) Enter any comments and click “Add”.

9. If you haven't already, attach the invoice and any other documentation by clicking the “browse” link and browsing for the file(s).

10. Click **Send request** to begin the approval process (no changes can be made one sent) or click **Save** to save your entries.

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.

