

Entering a Direct Pay Invoice

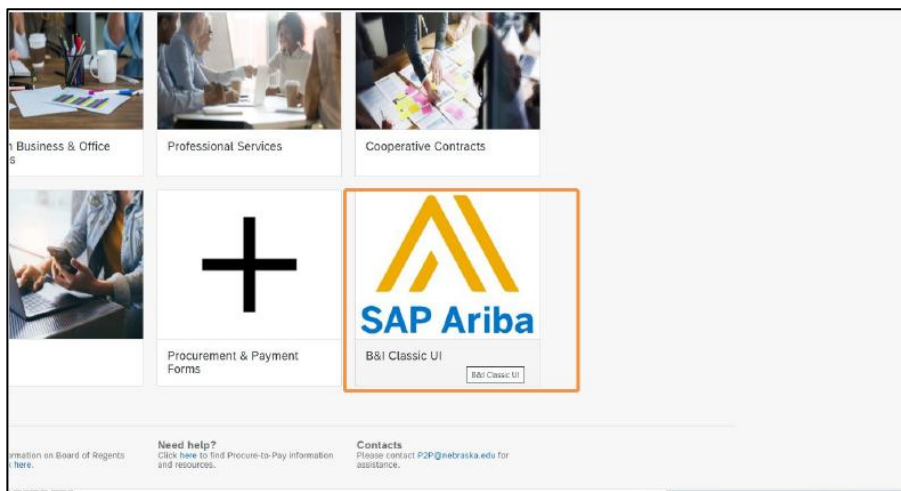
Updated March 31, 2026

Purpose

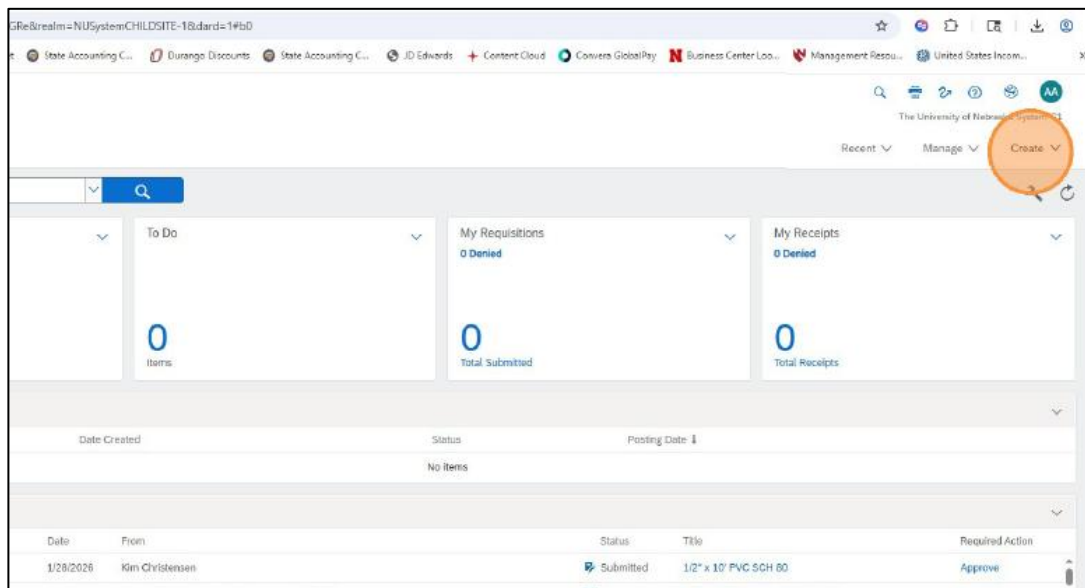
This document shows how to enter a directy pay invoice in SAP Ariba Classic view.

Procedure

Navigate to classic view through the "B&I Classic UI" tile on the Guided Buying homepage



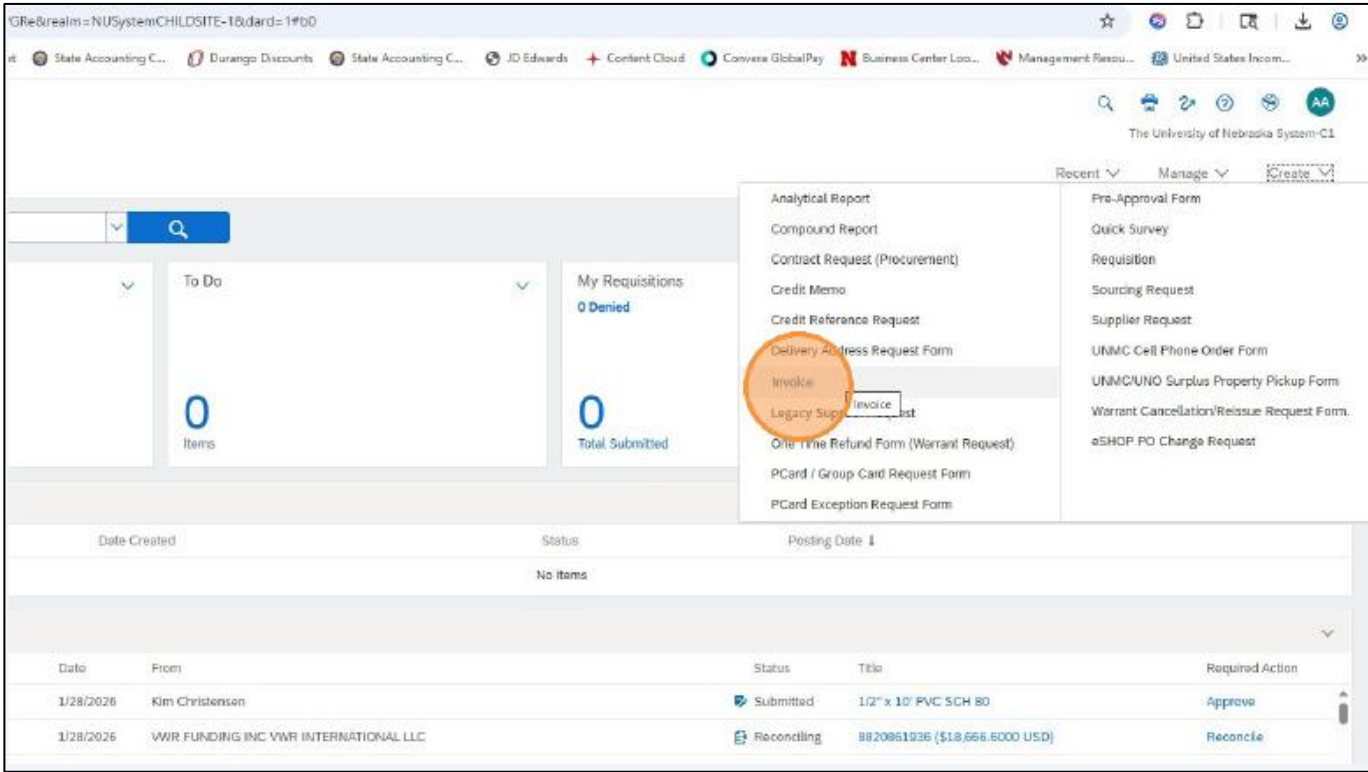
Click "Create" in the upper right corner of the screen



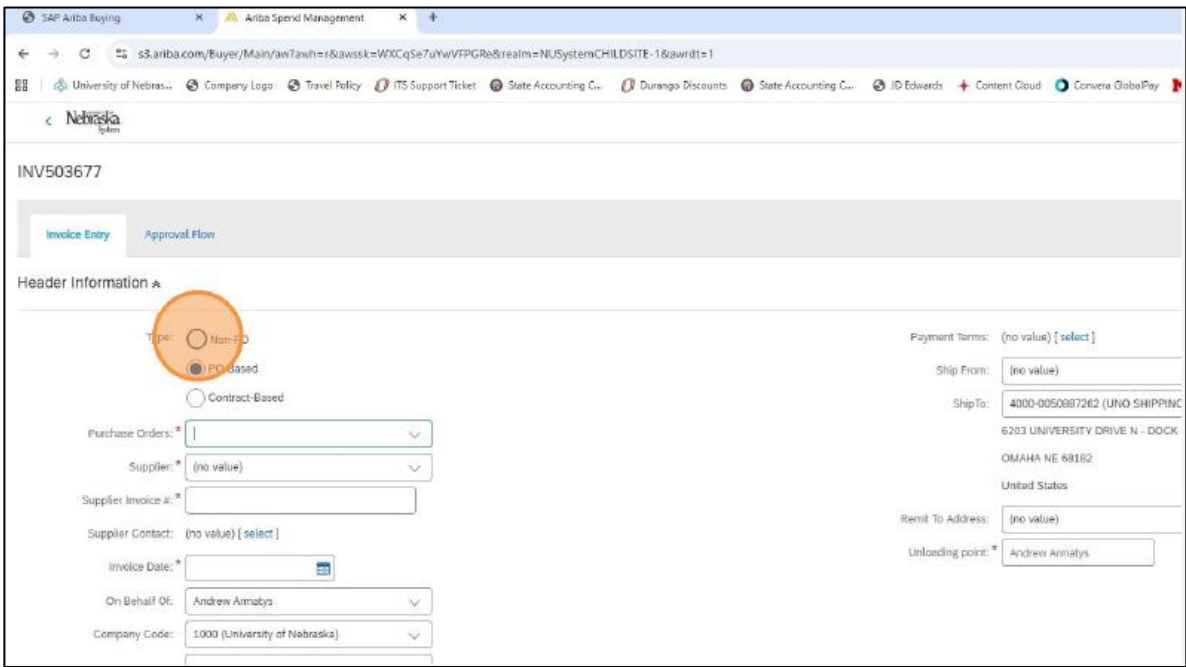
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Select "Invoice" from the dropdown menu



Select "Non-PO" to create a direct pay document



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Click the dropdown box next to the supplier field to open the supplier search

Nebraska System

INV503677

Invoice Entry Approval Flow

Header Information ▲

Type: Non-PO
 PO-Based
 Contract-Based

Supplier: * (no value) [dropdown arrow]

Supplier Invoice #: *

Supplier Contact: (no value) [select]

Invoice Date: *

Supplier Sales Order #: [input]

On Behalf Of: Andrew Armatys

Company Code: 1000 (University of Nebraska)

Payment Method: (no value)

Posting Date: [input]

My Labels: Apply Label... [dropdown]

Payment Terms: (no value) [select]

Ship From: (no value)

Ship To: 4000-0050887262 (UNO SHIPPIN*
6203 UNIVERSITY DRIVE N - DOCK.
OMAHA NE 68182
United States

Remit To Address: (no value)

Unloading point: * Andrew Armatys

Click "Search more"

Header Information ▲

Type: Non-PO
 PO-Based
 Contract-Based

Supplier: * (no value) [dropdown arrow]

Supplier Invoice #: * 0000430644 (Preston Sherwood)
0000818022 (ANDREAS MOELLER)

Supplier Contact: 0000813028 (CHANCELLOR MASTER AND SCHOLARS OF UNIVERSITY OF OXFORD)

Invoice Date: * 0000234601 (GREG NELSON CREATIVE)

Supplier Sales Order #: * 000024968 (FAMILY ROOM, LLC)

On Behalf Of: [input] Search more

Company Code: 1000 (University of Nebraska)

Payment Method: (no value)

Posting Date: [input]

My Labels: Apply Label... [dropdown]

Payment Terms: (no value) [select]

Ship From: (no value)

Ship To: 4000-0050887262 (UNO SHIPPIN*
6203 UNIVERSITY DRIVE N - DOCK.
OMAHA NE 68182
United States

Remit To Address: (no value)

Unloading point: * Andrew Armatys

Header Taxes, Charges, and Discount

Name ↑	Type	Tax Rate	Amount	Accounting
No items				

https://23.arba.com/Viewer/MainView?auth=8xavsk-W2CnSa7yVwVPRGBe&realm=NIJ(SocketCHIPSITE-1&auth=1*

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Enter the supplier name and click search

The screenshot shows a 'Choose Value for Supplier' dialog box. At the top, it says 'Found more than 500 items. The results shown here include unique items from the first 500 items found.' Below this, there is a search bar with 'Panera' entered and a 'Search' button. A table lists various suppliers with their IDs and names. An orange circle highlights the 'Search' button, and an orange arrow points from it to the 'Vendor' column header in the table. A text overlay on the right side of the dialog box reads: 'You can search by supplier ID by clicking the "vendor" box and selecting "ID" instead'.

ID	Vendor	Select
000011432	A & D TECHNICAL SUPPLY	Select
0000112457	ABC PRINTING	Select
0000113932	ABYSS PARTNERSHIP INC	Select
0000114154	ABELDOM	Select
0000114567	ABANTE MARKETING ABANTE LLC	Select
0000114698	A STREET AUTO PARTS INC	Select
0000117304	ABET ACCRED BD OF ENGR & TECH	Select
0000117585	PASCU AM ASSN OF ST COLL & UNIV	Select
0000118250	ABF FREIGHT SVST INC	Select
0000118254	ABF FREIGHT SVST INC	Select
0000119795	ABILENE CHRISTIAN UNIVERSITY ACU BOX 29110	Select
0000119876	Z B TECHNOLOGIES LUDLUM MEASUREMENTS INC	Select
0000124335	A-DEC INC UNIT 54	Select
0000126731	AA LEUPOLD & SON INC	Select
0000131017	ABRAHAM CATERING SERV INC	Select
0000132658	ABES TRASH SERVICE INC	Select

Select the needed supplier

The screenshot shows the same 'Choose Value for Supplier' dialog box. The search bar still contains 'Panera'. The table now shows only one result: '0000201811 PANERA-BREAD COMPANY PANERA LLC'. The 'select' button for this entry is highlighted with an orange circle. A 'Done' button is visible at the bottom of the dialog box.

ID	Vendor	Select
0000201811	PANERA-BREAD COMPANY PANERA LLC	Select

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Enter the invoice number in the "Supplier Invoice #" field

The screenshot shows the 'Invoice Entry' form for invoice INV503677. The 'Supplier Invoice #' field is highlighted with an orange box. The form includes the following fields and values:

- Type: Non-PO, PO-Based, Contract-Based
- Supplier: 0000201811 (PANERA BREAD COMPANY)
- Supplier Invoice #: (empty)
- Supplier Contact: PANERA BREAD COMPANY [select]
- Invoice Date: (empty) [Select Date]
- Supplier Sales Order #: (empty)
- On Behalf Of: Andrew Armatys
- Company Code: 1000 (University of Nebraska)
- Payment Method: (no value)
- Posting Date: (empty) [Select Date]
- My Labels: Apply Label... [info]
- Payment Terms: Net 30 [select]
- Ship From: PANERA BREAD COMPANY, PO BOX 7411740, CHICAGO IL 60674, United States
- Ship To: 4000-0050887262 (UNO SHIPPING), 6203 UNIVERSITY DRIVE N - DOCK, OMAHA NE 68182, United States
- Remit To Address: (no value)
- Unloading point: Andrew Armatys

Click "Select Date" to open the calendar and select your invoice date

The screenshot shows the 'Invoice Entry' form with the 'Invoice Date' field highlighted by an orange circle. The 'Supplier Invoice #' field now contains the value '123456'. The form includes the following fields and values:

- Type: Non-PO, PO-Based, Contract-Based
- Supplier: 0000201811 (PANERA BREAD COMPANY)
- Supplier Invoice #: 123456
- Supplier Contact: PANERA BREAD COMPANY [select]
- Invoice Date: (empty) [Select Date]
- Supplier Sales Order #: (empty)
- On Behalf Of: Andrew Armatys
- Company Code: 1000 (University of Nebraska)
- Payment Method: (no value)
- Posting Date: (empty) [Select Date]
- My Labels: Apply Label... [info]
- Payment Terms: Net 30 [select]
- Ship From: PANERA BREAD COMPANY, PO BOX 7411740, CHICAGO IL 60674, United States
- Ship To: 4000-0050887262 (UNO SHIPPING), 6203 UNIVERSITY DRIVE N - DOCK, OMAHA NE 68182, United States
- Remit To Address: (no value)
- Unloading point: Andrew Armatys

Header Taxes, Charges, and Discount

Name	Type	Tax Rate	Amount	Accounting
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Click "Add Item" and select "Non-Catalog Item" to add your line item(s)

The screenshot shows the SAP Ariba Buying interface. At the top, there are several dropdown menus for 'On Behalf Of' (Andrew Armatys), 'Company Code' (1000 (University of Nebraska)), 'Payment Method' ((no value)), and 'Remit To Address' ((no value)). Below these is a 'Posting Date' field and a 'My Labels' dropdown (Apply Label...). The main section is titled 'Items, Charges, and Discount' and contains a table with columns: Type, Tax Rate, Amount, Accounting, and Details. Below the table are buttons for 'Delete', 'Add', and 'Update'. A second table with columns: Description, Qty, Unit, Price, Amount, Discount, Charges, Taxes, Gross Amount, and Accounting is shown below. A 'Delete' dropdown menu is open over the 'Add Item' button, showing options: 'Add Item', 'Non-Catalog Item', 'Catalog Item', 'Shipping Item', and 'Special Handling Item'. The 'Non-Catalog Item' option is highlighted with an orange circle. A 'Submit' button is visible at the bottom right.

Enter the line item description in the "Full Description" field

The screenshot shows the 'Add Non-Catalog Item' form in the SAP Ariba Buying interface. The browser address bar shows 's3.ariba.com/Buyer/Main/aw7awh-r&kawssk-WXCqSe7uYwVFPGR&realm=NUSystemCHILDSITE-1'. The form title is 'Add Non-Catalog Item'. Below the title is a table with columns: No., Description, Qty, Unit, Price, Amount, and Discount. The first row has '1' in the 'No.' column, 'Enter a description for this item.' in the 'Description' column, '1' in the 'Qty' column, 'each' in the 'Unit' column, '\$0.0000' in the 'Price' column, '\$0.0000 USD' in the 'Amount' column, and '\$0.0000' in the 'Discount' column. Below the table is a 'Full Description' field with the text 'Catering for community event' and an orange border around it. Other fields include 'Commodity Code' ((no value)), 'Supplier Part Number', 'Supplier Part Auxiliary ID', 'Additional Pricing Details' (with a help icon), and 'Unloading point' (Andrew Armatys). On the right side, there are fields for 'Reference Date' (Thu, 15 Jan, 2026), 'Ship From' (PANERA BREAD COM), 'PO BOX 7411740', 'CHICAGO IL 60674', 'United States', 'Ship To' (4000-0050867262 (U)), '6203 UNIVERSITY DRIV', 'OMAHA NE 68182', 'United States', and 'Purch Org' (1000 (Univ of Nebraska)).

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Enter the invoice amount in the "Price" field

The screenshot shows a form for entering a direct pay invoice. A table at the top has columns for Qty, Unit, Price, Amount, Discount, Charges, and Taxes. The 'Price' field is highlighted with an orange box and contains the value '\$100.00' and a dropdown menu set to 'USD'. Below the table, there are several input fields for description, commodity code, and supplier information. On the right side, there are fields for Reference Date (Thu, 15 Jan, 2026), Ship From (PANERA BREAD COMPANY), and Ship To (4000-0050887262 (UNO SHIPPING & R...)).

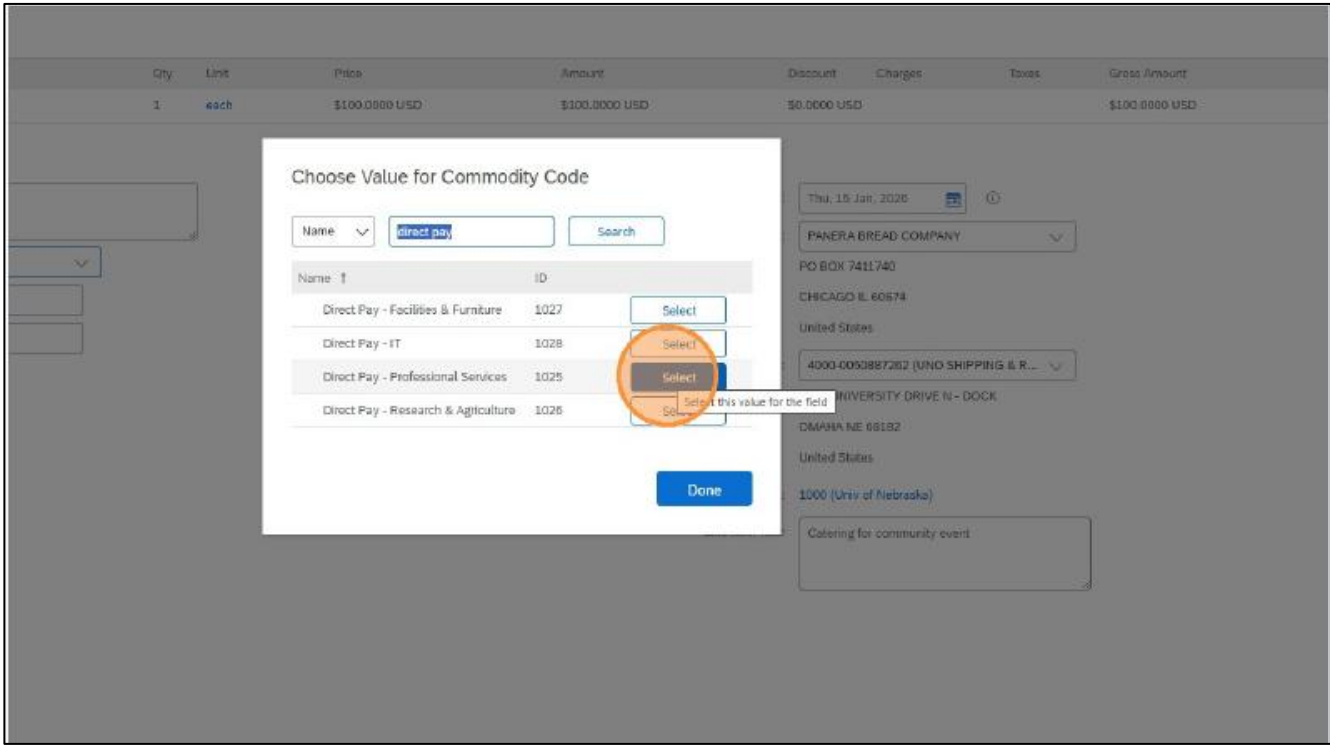
Click the "Commodity Code" dropdown and select "Search more"

The screenshot shows the same invoice entry form as above, but with the 'Commodity Code' dropdown menu open. The menu lists several categories: Framework group, Financial Instruments, Products, Contracts and Agreements, Lighting Fixtures and Accessories, Chemicals including Bio Chemicals and Gas Materials, and Medical diagnostic imaging and nuclear medicine products. The 'Search more' option is highlighted with an orange circle. The 'Full Description' field contains 'Catering for community event'. The 'Reference Date' is 'Thu, 15 Jan, 2026'. The 'Ship From' is 'PANERA BREAD COMPANY' and the 'Ship To' is '4000-0050887262 (UNO SHIPPING & R...)'.

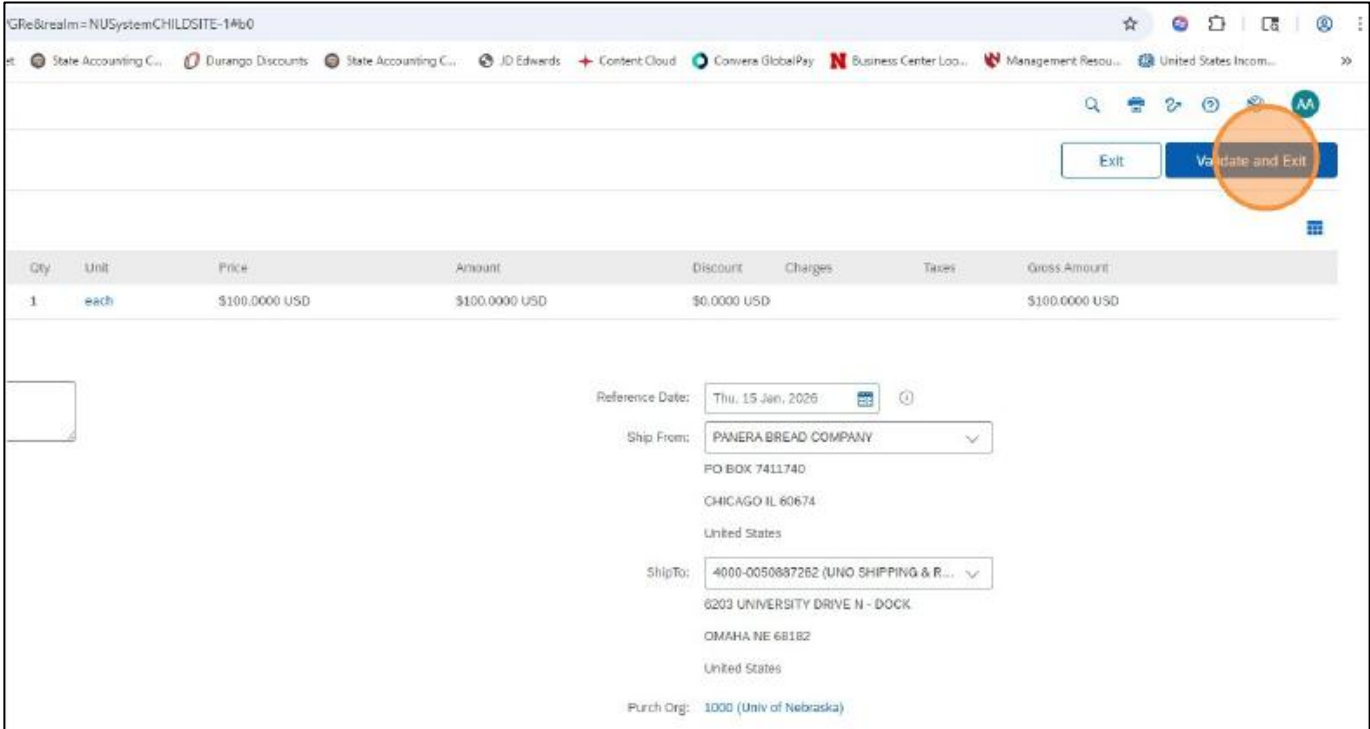
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Search for "direct pay" and select the most relevant option based on your invoice



Click "Validate and Exit" when done



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Select the line item and click "Manage Accounting"

The screenshot shows the 'Header Taxes, Charges, and Discount' section with a table containing no items. Below it is the 'Line Items (1)' section with a table containing one item:

No.	Description	Qty	Unit	Price	Amount	Discount	Charges	To
1	Catering for community event	1	each	\$100.00	\$100.000 USD	\$0.0000	USD	

Below the table, the 'Manage Accounting' button is highlighted with an orange box.

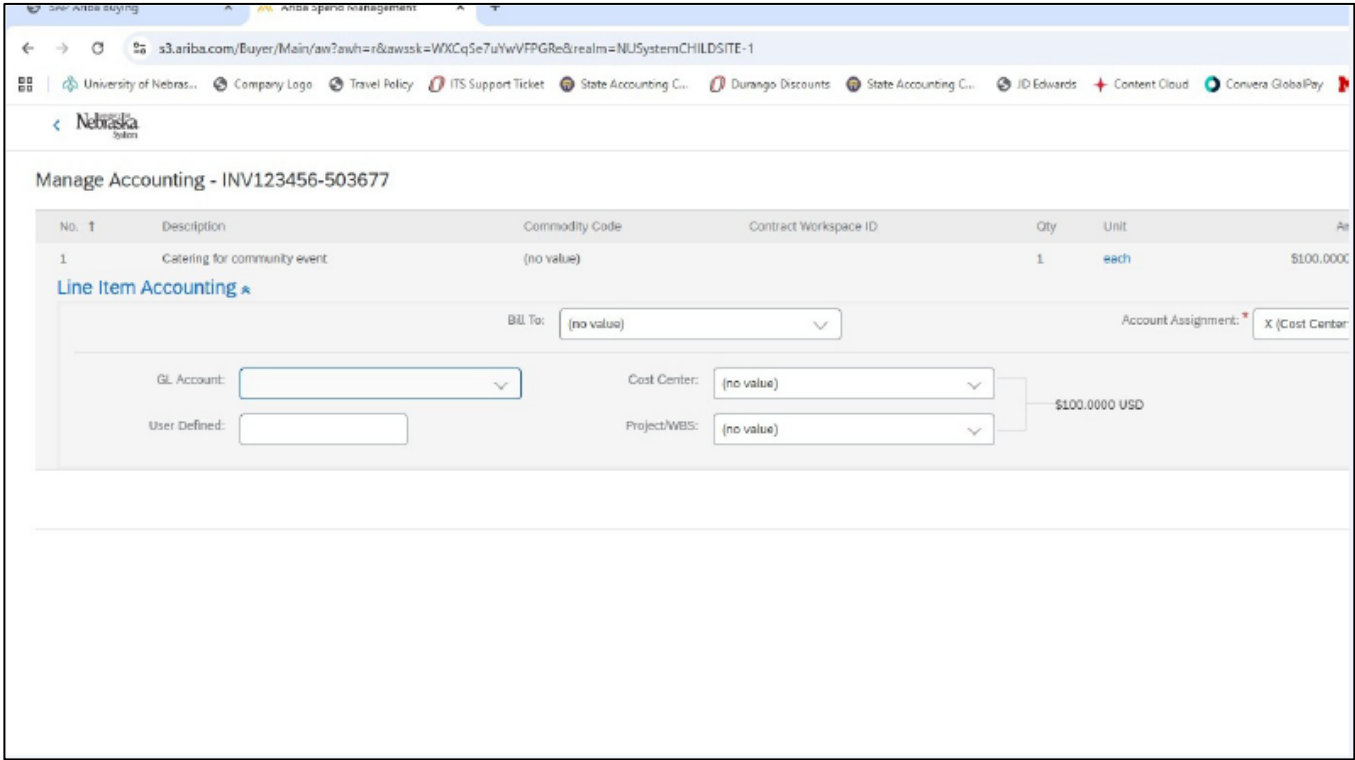
Set the "Account Assignment" field to "X(Cost Center/WBS)"

The screenshot shows the 'Account Assignment' field set to 'X(Cost Center/WBS)'. The 'To' field is set to '(no value)'. The 'Cost Center' and 'Project/WBS' fields are also set to '(no value)'. The 'Amount' is \$100.0000 USD. The 'Discount' is \$0.0000 USD. The 'Charges' and 'Taxes' fields are empty. The 'Exit' and 'Validate and Exit' buttons are visible at the bottom right.

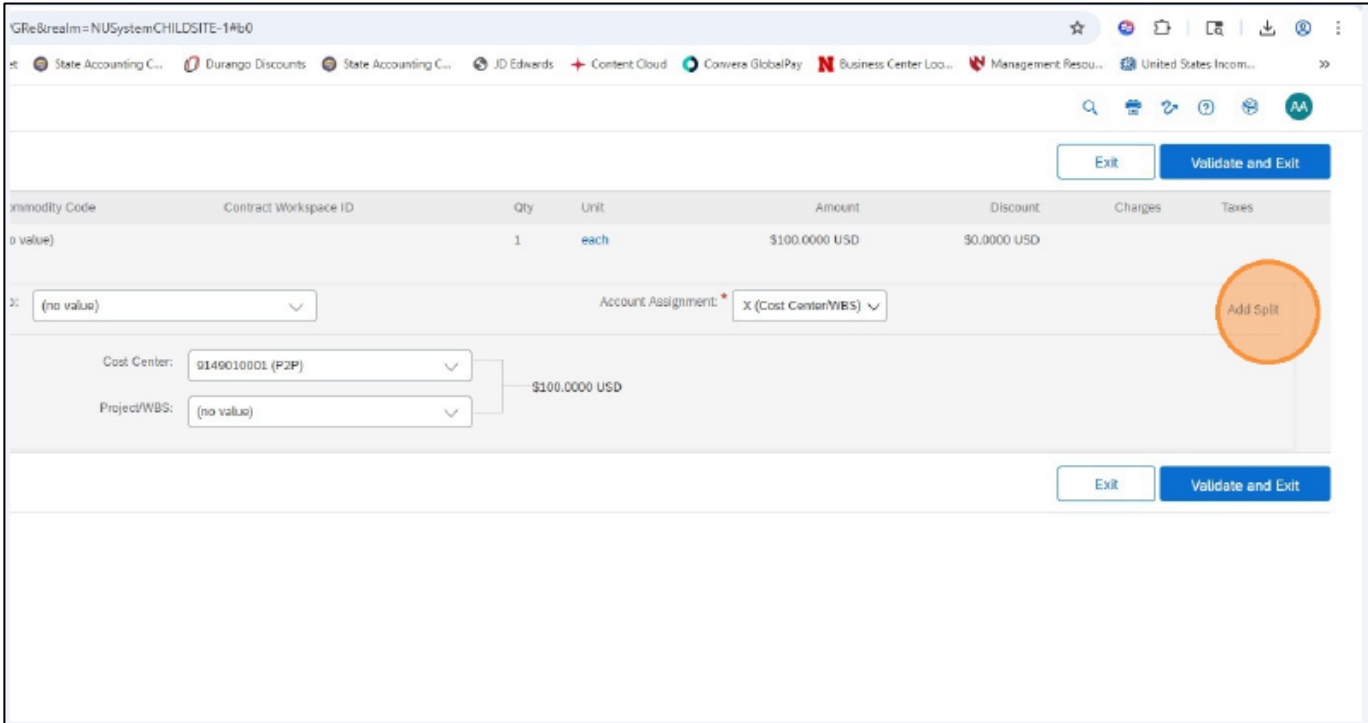
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Enter your GL Account and Cost Center or WBS using the drop down fields



If you need to split by GL or cost object, click the "Add Split" button



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Select whether you would like to split by Amount or Percentage and make the necessary adjustments to the split values shown on the right

No.	Description	Commodity Code	Contract Workspace ID	Qty	Unit	Am
1	Catering for community event	(no value)		1	each	\$100,000

Line Item Accounting

Split By: **Percentage**

Bill To: (no value) **Percentage**

Account Assignment: X (Cost Center/WBS)

No.	GL Account	Cost Center	Project/WBS	Split Value	Amount
1	0000531	9149010001 (P2P)	(no value)	100%	\$100,000 USD
2	0000531300 (Food Supplies)	9149010001 (P2P)	(no value)	0%	\$0,000 USD

Update

Click "Validate and Exit" when finished

Account Assignment: X (Cost Center/WBS)

Cost Center: 9149010001 (P2P) **\$75,000**

Project/WBS: (no value)

Cost Center: 9249010300 (P2P Supplier Showcas) **\$25,000**

Project/WBS: (no value)

Unallocated: \$0,000 USD Total: \$100,000 USD

Exit **Validate and Exit**

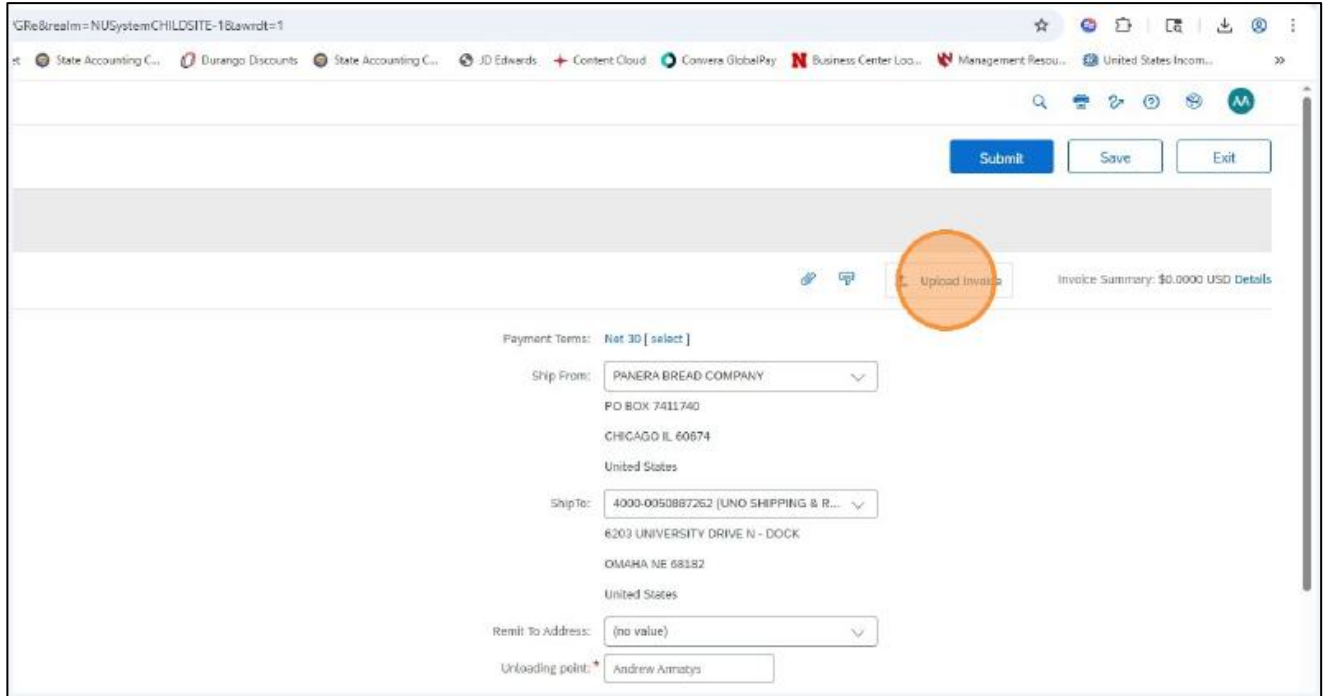
Validate before Exiting the Page

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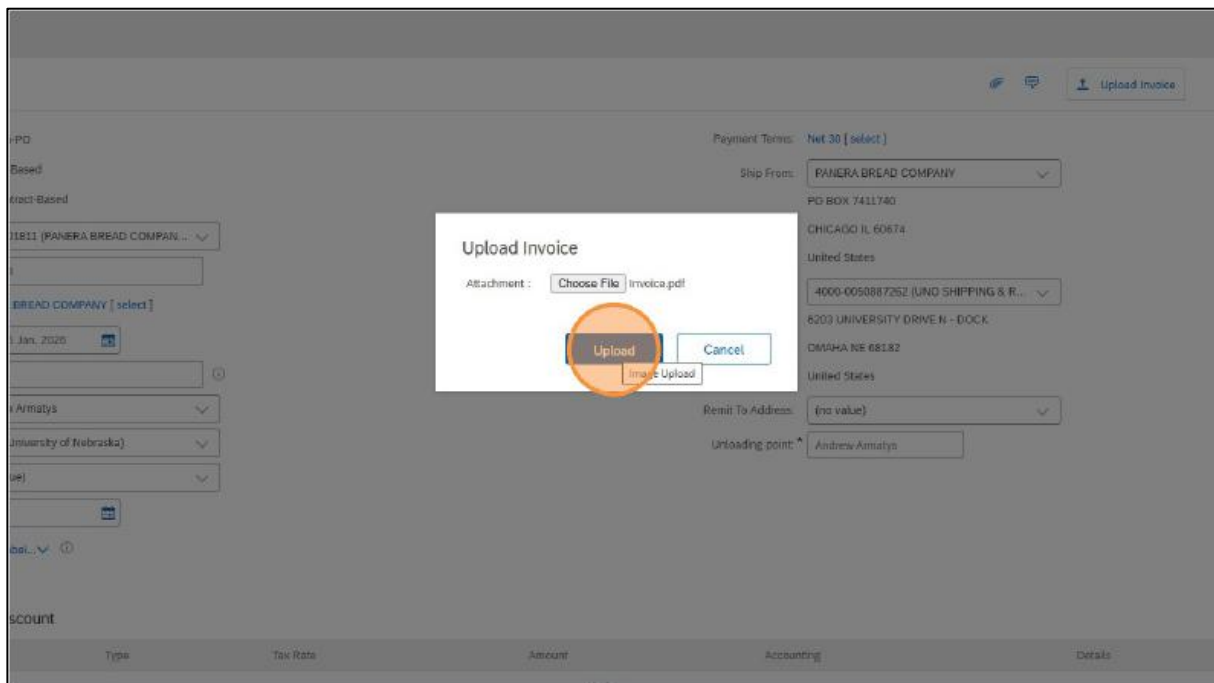
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Click the "Upload Invoice" button and select "Choose File" to open the file explore and select your invoice attachment



Be sure to click "Upload" after you select your attachment



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Click "Submit" to move your invoice forward for approval

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** State Accounting C..., Durango Discounts, State Accounting C..., JD Edwards, Content Cloud, Converse GlobalPay, Business Center Loo..., Management Resou..., United States Incom...
- Top Bar:** Search, Print, Refresh, Home, and a user profile icon.
- Buttons:** A 'Submit' button is circled in orange. Other buttons include 'Save' and 'Exit'.
- Form Fields:**
 - Payment Terms: Net 30 [select]
 - Ship From: PANERA BREAD COMPANY (dropdown), PO BOX 741L740, CHICAGO IL 60674, United States
 - Ship To: 4000-0050887262 (UNO SHIPPING & R... (dropdown), 6203 UNIVERSITY DRIVE N - DOCK, OMAHA NE 68182, United States
 - Remit To Address: (no value) (dropdown)
 - Unloading point: Andrew Armatys
- Footer:** Invoice.pdf, Invoice Summary: \$0.0000 USD Details