

CREATING A PO-FLIP INVOICE IN SAP Ariba

7 SIMPLE STEPS TO CREATE AND SUBMIT AN INVOICE



1) OPEN THE EMAIL NOTIFICATION AND CLICK THE "PROCESS ORDER" BUTTON

As a supplier, you will receive an email containing purchase order information.



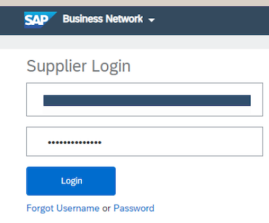
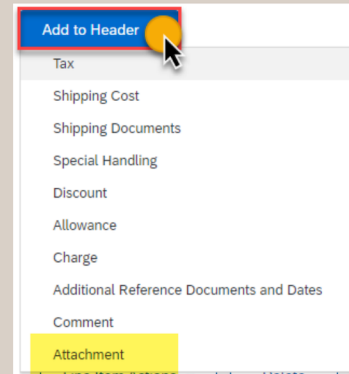
The email contains a **Process Order** link to open the purchase order in your SAP Business Network account.

5) ATTACH ANY DOCUMENTS

You can optionally attach documents to be sent with your invoice.

Click **Add to Header** then choose **Attachment**

The system accepts most commonly used file types, including PDF, DOCX, XLSX.

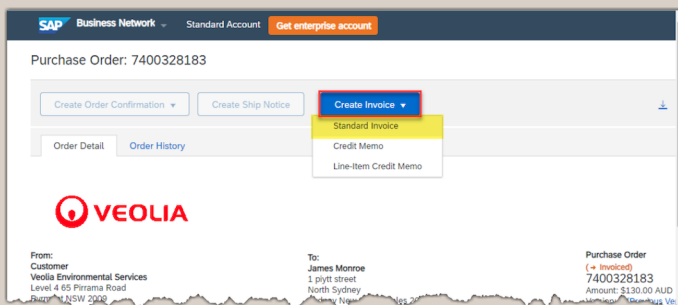


2) LOG INTO YOUR Ariba NETWORK SUPPLIER ACCOUNT

Follow the prompts to log into your SAP account and see the new purchase order.

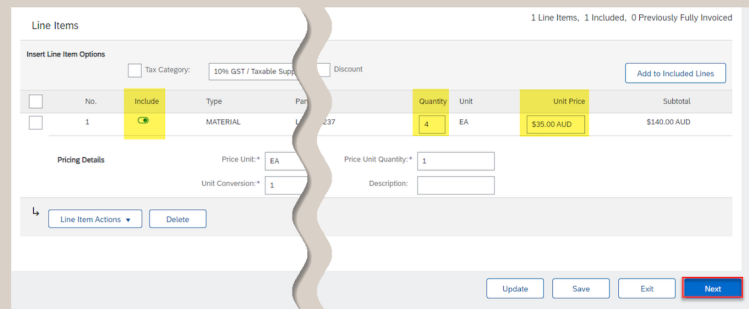
3) THE PURCHASE ORDER SCREEN WILL DISPLAY

Click the dropdown arrow next to **Create Invoice**, then select **Standard Invoice**.



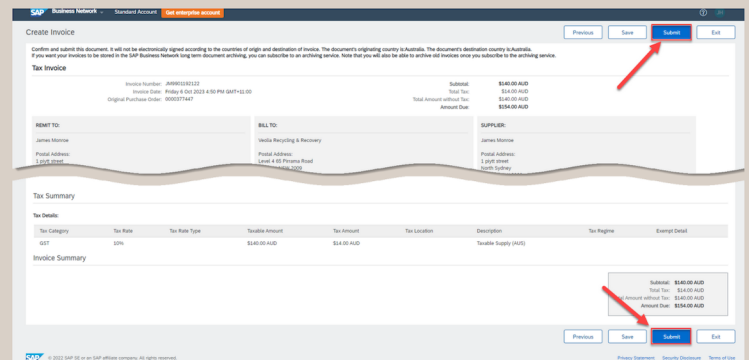
6) REVIEW THE LINE ITEMS SECTION

Choose the **Line Item(s)** to include on the invoice, change the **Quantity** if required, change the **Unit Price** if required, click **Next**.

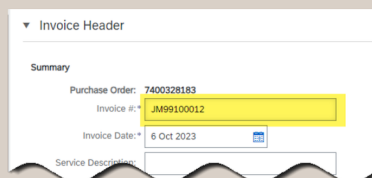


7) SUBMIT YOUR INVOICE

Check the invoice data is correct and matches what you want to send to Veolia. If everything checks out OK, click **Submit** and your invoice will be sent for payment.

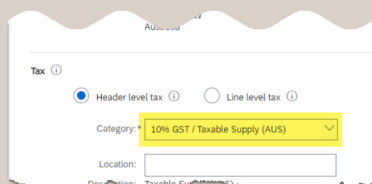


4) COMPLETE THE INVOICE HEADER



SUMMARY SECTION

Enter your **Invoice Number** in the field provided.



TAX SECTION

Choose the **Tax Category** that applies.

Tax can be applied at **Line level** if required.

EXIT INVOICE CREATION

Click **Exit** to leave the invoice creation area of the system.

Click **Done** to close the order.

