

Attach hard copy of invoice on Ariba network

(Only required for following countries:

Mexico/Argentina/Peru/Chile/Colombia/China/India/Thailand)

Step 1: Open the PO that needs to be invoiced and click on Create invoice -> Standard invoice

The screenshot shows the SAP Ariba Network interface for a Purchase Order (PO) with ID 5300006099. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red arrow, and its dropdown menu is open, showing options: 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. The 'Standard Invoice' option is also highlighted with a red arrow. Below the buttons, there is a 'Done' button. The interface also displays contact information for 'newell BRANDS' (NEWELL AUSTRALIA PTY LIMITED) and 'Test_SIGN A RAMA-TEST'. The Purchase Order details show 'Purchase Order (New) 5300006099' with an amount of \$3,999.00 AUD and version 1. The Payment Terms are 'NET 60' and the Routing Status is 'Acknowledged'. Comments mention that the terms and conditions are subject to the Standard Terms and Conditions attached to the PO.

Step 2: In the invoice creation screen, locate 'Add to Header' field. Select the drop-down option and click on 'Attachment'

The screenshot shows the invoice creation screen. At the top, there is a 'Tax Exchange Rate' section with a text box containing '0.8232'. Below this, there is a section for 'Add to Header' with a dropdown menu. The dropdown menu is open, showing options: 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Allowance', 'Charge', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Attachment' option is highlighted with a red arrow. To the right of the dropdown menu, there is a table with columns: 'Description', 'Customer Part #', 'Quantity', and 'Unit'. The table contains one row with the description 'Enter a description for this item.', a quantity of '10', and a unit of 'EA'. The price is shown as '\$1'.

Step 3: Click on 'Choose File' and choose the hard copy of invoice from your PC then click on 'Add Attachment'.

***Attachments**

The total size of all attachments cannot exceed 100MB


No file chosen

Below is the screenshot which suggests that the attachment has been uploaded successfully.

***Attachments**

The total size of all attachments cannot exceed 100MB

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> Ariba attachment.docx 	11817	application/vnd.openxmlformats-officedocument.wordprocessingml.document

