Ariba Invoicing for Services
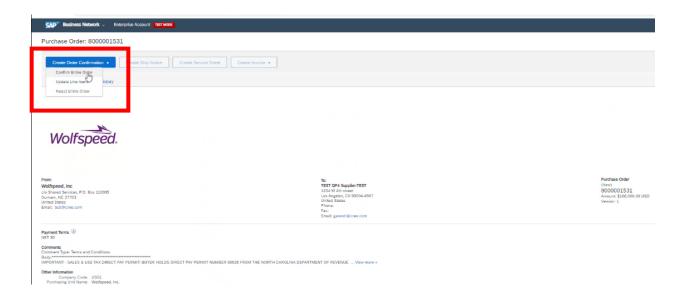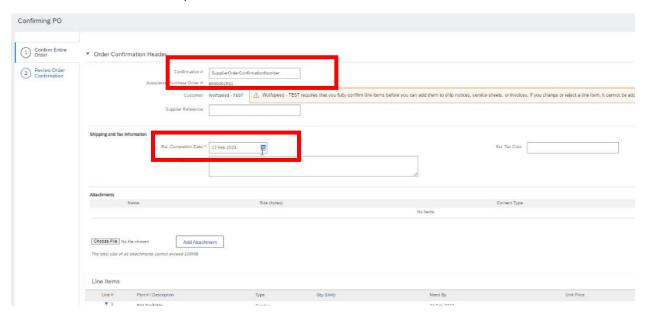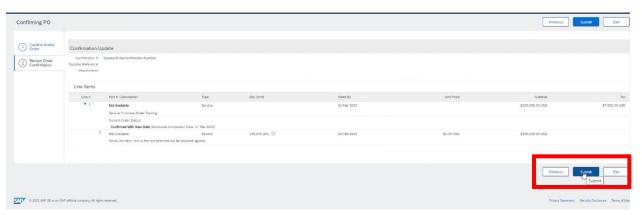
1. Create order confirmation- Confirm entire order

2. Enter confirmation number (this can be your SO number or any other number you choose)
3. Enter estimated completion date

4. Click Submit button at the bottom of the page

5. Click Create Invoice drop down and select Standard Invoice

6. Enter your invoice number
7. Ensure Line level tax button is selected (should be the default)

8. Enter Service start date and service end dates
9. Enter Supplier VAT or Tax ID

10. Click Add to Header button- select Attachment

11. Click Choose file button (opens file window- select your file)
12. Click Add Attachment button (file will now show below those buttons)

Supplier VAT

Supplier VAT/Tax ID: VT123456

Customer VAT

Customer VAT/Tax ID:

*Attachments

The total size of all attachments cannot exceed 100MB

Choose File | No file chosen   **Add Attachment**

Name	Size (bytes)
☐ 8000006400.txt	11606

↳ **Delete**

Add to Header ▾

13. In Line Items section choose check box beside the line
14. Enter amount being invoiced in the Quantity box
15. Enter Service start and end dates
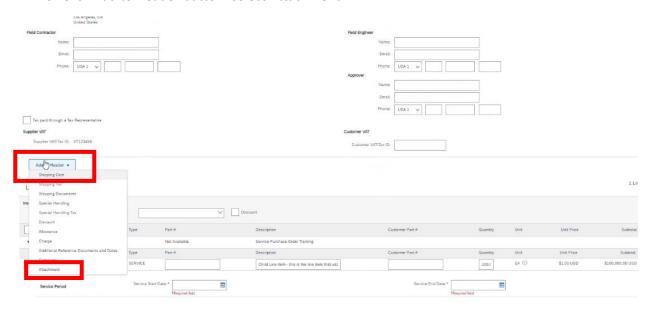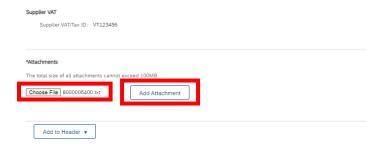
The total size of all attachments cannot exceed 100MB

Choose File | No file chosen   **Add Attachment**

Name	Size (bytes)	Content Type
☐ 8000006400.txt	11606	text/plain

↳ **Delete**

Add to Header ▾

Line Items

Insert Line Item Options

☐ Tax Category: [dropdown ∨]   ☐ Discount

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit P
▼	1			Not Available	Service Purchase Order Training				
	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit P
☑	2	⬤	SERVICE		Child Line item - this is the line item that will		87,7!	EA ⓘ	$1.00 U

Service Period	Service Start Date: * [🗓]		Service End Date: * [🗓]
	! Required field		! Required field

Tax

16. In Tax section click Line item actions button and select Tax – this will open a new section

17. Enter Tax rate as 0

18. Click Next at the bottom of the screen – this will take you to order summary screen

Tax					
	Category:*	Sales Tax	Taxable Amount:	$5,000.00 USD	Remove
	Location:		Tax Rate Type:		
	Description:		Rate(%):	0	
	Regime:		Tax Amount:	$0.00 USD	

Line Item Actions ▼	Delete	Reset Tax from PO

Update Save Exit **Next**

19. Click Submit

Create Invoice

Previous Save **Submit**

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 000012987		Subtotal: $12,250.00 USD
Invoice Date: Friday 17 Feb 2023 11:38 AM GMT-05:00		Total Tax: $0.00 USD
Original Purchase Order: 8000001531		Total Amount without Tax: $12,250.00 USD
SERVICE PERIOD		Amount Due: $12,250.00 USD
Start Date : 17 Feb 2023		
End Date : 17 Feb 2023		

REMIT TO:	BILL TO:	SUPPLIER:
TEST QP4 Supplier-TEST	Wolfspeed, Inc	TEST QP4 Supplier-TEST
Postal Address:	Postal Address (Default):	Postal Address:
1234 W 4th street	c/o Shared Services, P.O. Box 110005	1234 W 4th street
Los Angeles, CA 90004-4567	Durham, NC 27703	Los Angeles, CA 90004-4567
United States	United States	United States
Remit To ID: 0000105813:0000105813	Address ID: US01	
	Email: test@cree.com	