

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.

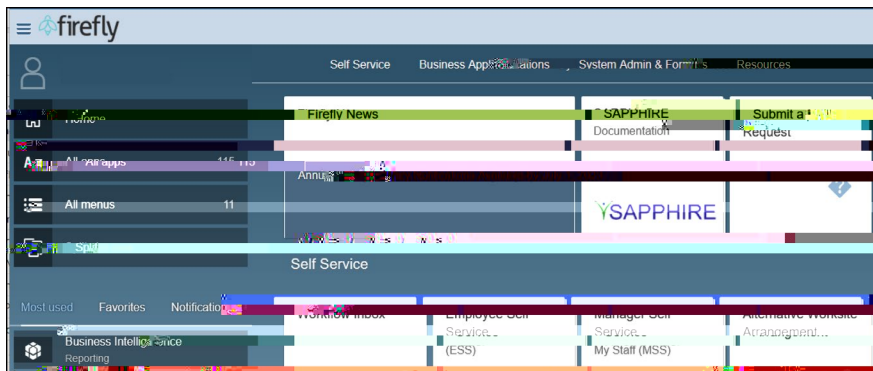
HELPFUL HINTS

- Assemble all supporting documentation prior to beginning work in SAP Ariba.
- For the best experience, please use the following browsers:

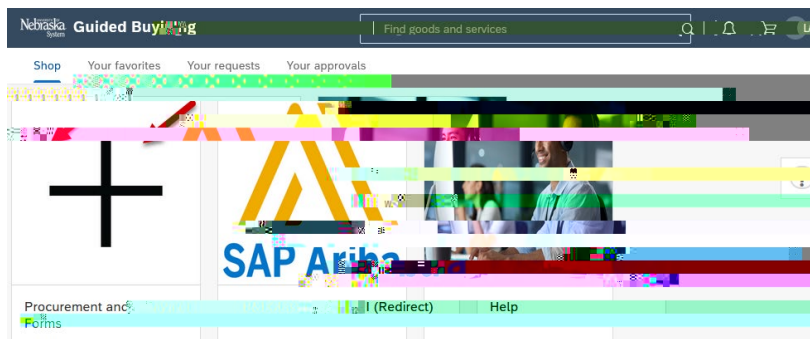
Google Chrome (64-bit)	Apple Safari (64-bit)
Microsoft Edge (32-bit)	Microsoft Edge Chromium (32-bit and 64-bit)
Mozilla Firefox (64-bit)	

PROCEDURE

1. Access SAP Ariba by clicking the “SAP Ariba – Procure to Pay” tile in Firefly.



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



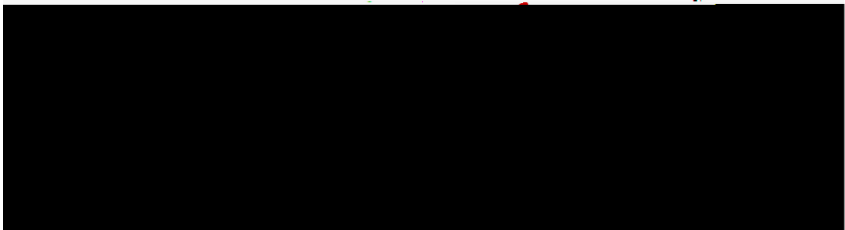
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Creating Non-PO Invoices

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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.

 A screenshot of the 'Invoice Entry' screen. The screen has a dark header with 'Guided Buyer' and 'Invoice' text. Below the header are several input fields: 'Company Code' (with a green 'P' icon), 'On Behalf Of', 'Pay to', and 'Supplier Invoice'. A list of instructions is overlaid on the bottom right of the screen.

- A. Attach invoice in PDF or image format. The form cannot be submitted without an attached invoice.
- B. Validate the "On Behalf Of" as this individual will need to approve the invoice. The user's name defaults.
- C. Search for and select the supplier.
- D. Enter the supplier invoice number.
- E. Enter the invoice date.

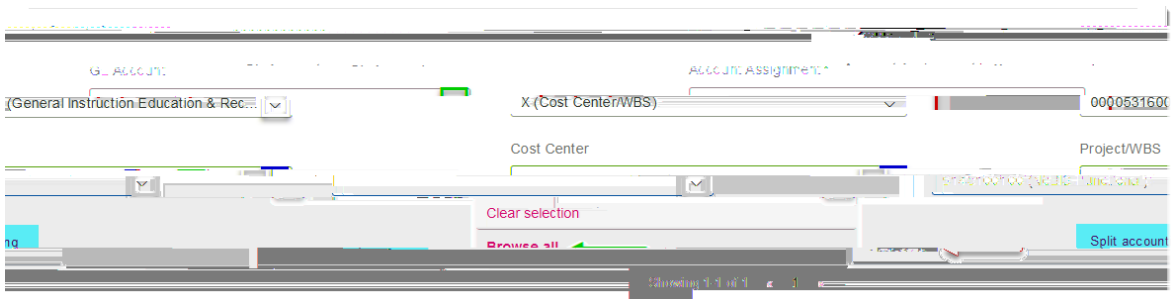
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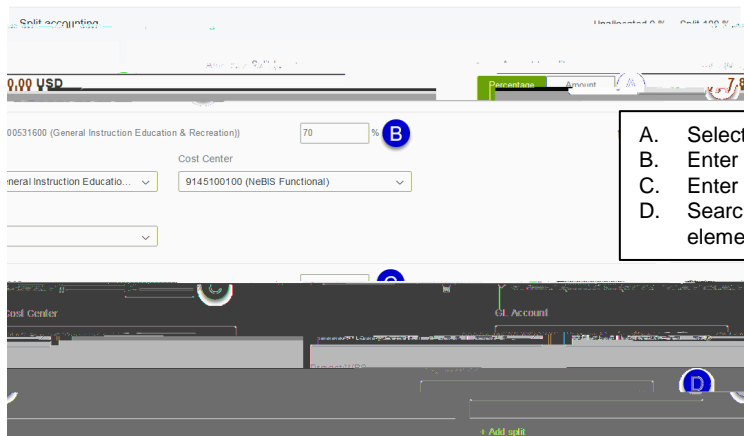
5. 6FUROO WR WKH 3/LQH ,WHPV' VHFWRQR (QWHU DOO LQIRUPDW

- 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.



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.

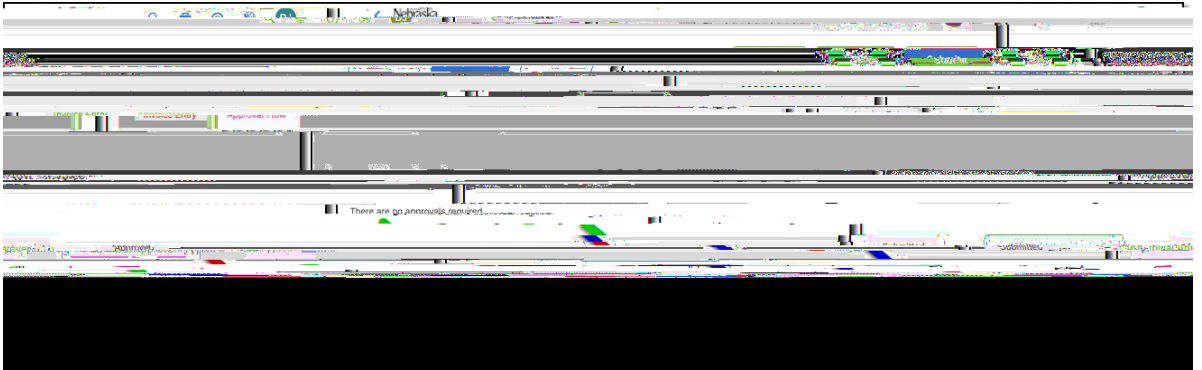


- A. Select Percentage (default) or Amount.
- B. Enter percentage (or amount).
- C. Enter percentage (or amount).
- D. Search for a G/L, cost center or WBS element for the 2nd split.

Name

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.

