



How to submit invoice in Ariba

Order confirmation is mandatory before invoice creation !

1. Click on create Invoice- Standard invoice

2. Enter Details like Invoice number & date*

*The Invoice Date: will auto-populate as current date and kindly change the invoice date as per the PDF invoice copy (up to 60 days back date)

Purchase Order: 4502309358

Create Order Confirmation Create Ship Notice **Create Invoice**

Standard Invoice
Credit Memo
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail Order History

MOMENTIVE

Create Invoice

Invoice Header

Purchase Order: 4502309442
Invoice #:
Invoice Date: 4 Mar 2022
Service Description:
Final Service Sheet:
Supplier Tax ID:
Remit To: Momentive Enterprise Test Supplier 2 - TEST
Pittsburgh , PA
United States
Bill To: MPM Silicones, LLC
Waterford , New York
United States

Subtotal: \$200.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$200.00 USD
Total Amount without Tax: \$200.00 USD
Total Net Amount: \$200.00 USD
Amount Due: \$200.00 USD

Tax
 Header level tax Line level tax

Shipping
 Header level shipping Line level shipping

Ship From: Momentive Enterprise Test Supplier 2 - TEST
Pittsburgh , PA
United States

Ship To: Momentive Performance Materials LLC
Waterford ,
United States
Deliver To:

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 2% Sales Tax Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Original Price	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	004	Quicklime Bulk		4	ST	\$212.50 USD		\$850.00 USD

Pricing Details

Price Unit: * ST Price Unit Quantity: * 1

Unit Conversion: * 1 Description:

Tax

Line Item Actions

3. Select the line (check the required line item)

Please update quantities as per the invoice and subtotal will auto be calculated as per the quantity and unit price. If it is 1:1 PO (blanket PO) update the invoice amount excluding tax in quantity column and subtotal will be auto calculated

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 2% Sales Tax Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	NO.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Original Price	Unit Price	Subtotal
<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	004	Quicktime Bulk		4	ST	\$212.50 USD		\$850.00 USD

Pricing Details

Price Unit: * Price Unit Quantity: *

Unit Conversion: * Description:

Tax

4. Tax information

Select the line

Line-Item actions

Insert Line Item Options

Tax Category: 2% Sales Tax Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Original Price	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	004	Quicklime Bulk		2	ST		\$212.50 USD	\$425.00 USD

Pricing Details

Price Unit: * ST Price Unit Quantity: * 1

Unit Conversion: * 1 Description:

Tax Category: 2% Sales Tax Taxable Amount: \$425.00 USD Remove

Location: Rate(%): 2

Description: Tax Amount: \$8.50 USD

Regime:

Click Tax option

If the invoice have Zero (00) Tax information, please update Rate (%) as **Zero (00)** and amount should be **Zero (00)**

5. Attach original invoice copy in Ariba PO

The screenshot shows the Ariba PO interface with line item 10 selected. The table below shows the line item details:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Original Price	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	004	Quicktime Bulk		4	ST	\$212.50 USD		\$850.00 USD

Below the table, the 'Line Item Actions' dropdown menu is open, showing options like 'Delete', 'Reset Tax from PO', and 'Attachment'. The 'Attachment' option is highlighted. The 'Attachments' section shows a 'Choose File' button and a file named '3110.XLSX' with an 'Add Attachment' button next to it. A note states: 'The total size of all attachments cannot exceed 100MB'.

Select the line

Line-item actions

Attachment

Choose file

Add attachment

6. Only if the shipping/freight/handling charges apply, please follow this below steps, otherwise please continue with step 7 (next slide).

The screenshot shows a software interface with a top navigation bar containing buttons for 'Update', 'Save', 'Exit', and 'Next'. Below this, a dropdown menu labeled 'Add to Header' is open, listing several options: 'Shipping Cost', 'Shipping Tax', 'Shipping Documents', 'Special Handling', 'Allowance', 'Charge', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. A red box highlights the 'Add to Header' button, and an arrow points from a text box on the right to it.

On the top right corner of portal you can see add to Header option, Choose the appropriate charges.

Only for US: if shipping is taxable, please fill out shipping tax section.

Shipping

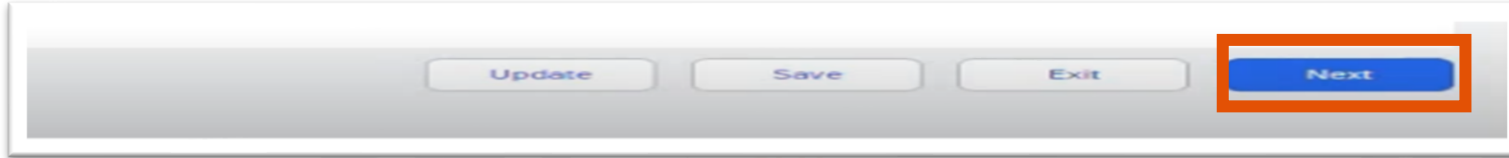
Header level shipping ⓘ Line level shipping ⓘ

Ship From: **Momentive Enterprise Test Supplier 2 - TEST**
Pittsburgh, PA
United States

Special Handling

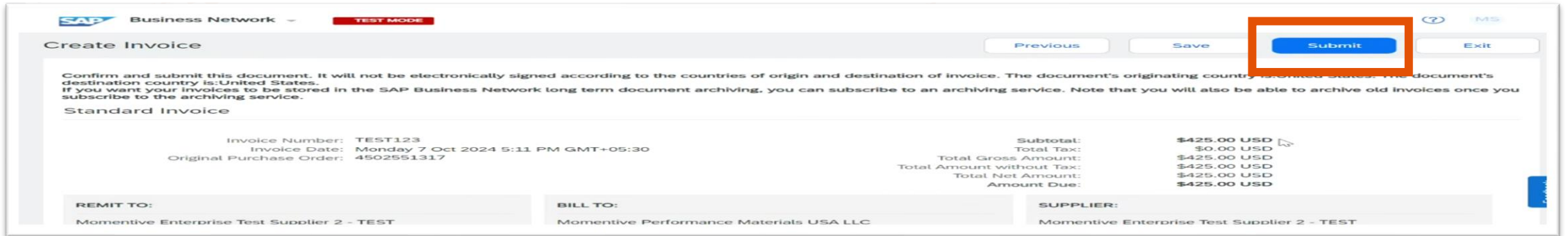
The screenshot shows the 'Special Handling' section of the form. The 'Amount' field contains the value '10'. The 'Description' field contains the text 'Test special handling charges'. A red box highlights both the 'Amount' and 'Description' fields, and an arrow points from a text box on the right to the 'Description' field.

Update the charges/amount and description of charges.

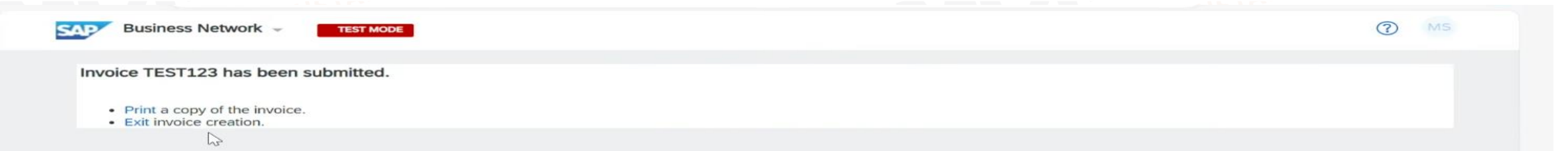


7. Click on Next button.

Please validate your invoice number date, amount and PO line (quantity and amount), if everything is correct, please click on submit option.



Once submitted below screen will be visible



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