

# Invoice Submission on SAP Ariba

Login To Ariba on <https://supplier.ariba.com>

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Ariba Network Supplier
- Address Bar:** <https://service.ariba.com/Supplier.aw/109527040/aw?awh=r&awssk=ECQYc.ue&dard=1>
- Header:** SAP Business Network
- Main Content:**
  - Supplier Login:** A form with fields for "User Name" and "Password", a blue "Login" button, and a link for "Forgot Username or Password". Below the form is a section for "New to SAP Business Network?" with links for "Register Now" and "Learn More".
  - Spotlight Program:** A promotional banner titled "Showcase your success with the Supplier Spotlight Program". It includes an image of four people in a meeting, a text block stating "We want to celebrate your success with millions of other businesses on SAP Business Network. Share your story today!", and a "Learn More" button.
- Footer:** A small link for "Supported browsers and plugins" is visible at the bottom left.

## Access PO



Home Enablement **Workbench** Orders ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs Reports ▾ Create ▾ ⋮ ⋮ ⋮

ⓘ Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to the Workbench page. [Go to Workbench](#) ×

### Orders

0 Orders Last 31 days	0 Items to confirm Last 31 days	0 Items to ship Last 31 days	0 Return items Last 31 days	0 New orders Last 31 days	0 Changed orders Last 31 days	<b>26</b> Orders to invoice	0 Orders with service line Last 31 days
-----------------------------	---------------------------------------	------------------------------------	-----------------------------------	---------------------------------	-------------------------------------	--------------------------------	---

Orders to invoice (26)  
[> Edit filter](#) | Last 365 days

[Resend Failed Orders](#) |  

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
7200043525	MARAFIQ - TEST	4,000,000.00 SAR	Jan 3, 2023	Partially Invoiced	80,000.00 SAR	⋮
7200043522	MARAFIQ - TEST	100,000,000.00 SAR	Dec 27, 2022	Partially Serviced	0.00 SAR	⋮
7200043521	MARAFIQ - TEST	100,000,000.00 SAR	Sep 27, 2022	Partially Invoiced	64,500,000.00 SAR	⋮
4500117668	MARAFIQ - TEST	201,037.00 SAR	Aug 23, 2022	Partially Invoiced	36,437.00 SAR	⋮

Create Order Confirmation If Not Created Earlier – This is mandatory step

Go-To related documents and Click on GR or SES


For Good Receipt: Document Number will start from 5000xxxxxx

For SES: Document Number will start from 1000xxxxxx

Purchase Order: 7200043525 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice Download Print More

Order Detail Order History



<p><b>From:</b> Customer Power &amp; Water Utility Company for NO.118-1 FLOOR Jubail Industrial City 31961 Saudi Arabia Phone: +966 () 03 341 6016 266 Fax: +966 () 03 341 6129</p>	<p><b>To:</b> Marafiqtest1 - TEST asd asd, AL 35006 United States Phone: Fax: Email: marafiq.supplier1@gmail.com</p>	<p><b>Purchase Order</b> (Partially Invoiced) 7200043525 Amount: 4,000,000.00 SAR</p>
---	--	---

---

<p><b>Payment Terms</b> ⓘ 0.000% 60 Payable within 60 days from Invoice Receipt Date</p> <p><b>Contact Information</b> <b>Supplier Address</b> <b>AL WAFJA PRINTING PRESS</b> Jabal Street Jubail 31951 Saudi Arabia Email: alwafajubail@gmail.com Phone: + () 362 1877 Fax: + () 362 1869</p>	<p><b>Sales</b> <b>Abdulhaleem</b> Phone: + () 050 395 4610</p>	<p>Routing Status: Acknowledged External Document Type: Service PO (CPO) Effective Date: 1 Jan 2023 Expiration Date: 1 Jan 2024 Related Documents: 688905678 556456 5687</p>
--	---	--

After GR or SES is open – Click Create Invoice

- Add Invoice number as per invoice
- Add attachment of VAT invoice in “Add To Header” button
- Add other mandatory details
  - Tax %
  - VAT number

Create Invoice

Update Save Exit Next

Invoice Header \* Indicates required field Add to Header

View/Edit Addresses

Summary

Purchase Order: 7200043525

Invoice #:

Invoice Date: 27 Feb 2023

Service Description:

Supplier Tax ID:

Remit To: Marafiqtest1 - TEST

asd, AL  
United States

Bill To: Power & Water Utility Company for  
Jubail Industrial City  
Saudi Arabia

Subtotal: 0.00 SAR  
Total Tax: 0.00 SAR  
Total Gross Amount: 0.00 SAR  
Total Net Amount: 0.00 SAR  
Amount Due: 0.00 SAR

Tax

Header level tax  Line level tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 0.00 SAR

Tax Rate Type:

Rate(%)

Tax Amount:

Exempt Detail: (no value)

Date Of Supply: 27 Feb 2023

Triangular Transaction

Remove

Feedback

After data entry Click NEXT and SUBMIT invoice