Dear Supplier, if you have received an Interactive Email PO from Adobe through the Ariba Network (like the one in the picture below), please note the following:

- Use of the Ariba Network to create an Invoice through this Interactive Email is **free of charge and you do not need to sign up for the Ariba Network,** so no further obligations. This is just the Adobe front end for receiving Electronic Invoices.

- This new process is also to your advantage as it reduces the chance your invoice will be rejected and it reduces the time it takes for your Invoice to be processed.

FIND AND CHECK YOUR PURCHASE ORDER:

Find and open the Interactive Email in your email inbox. You might have more than 1 PO emails.
It is possible to forward these emails between people in your organization.

1. Read the instructions
2. See the PO details (there is a printable .html version attached to the email)
3. (optional) Click [Confirm Order] and follow the instructions in the page that opens
4. When ready click on [Create Invoice] (for further instructions see the next section)

If your email looks different than this one, follow the instructions in that email.

CREATING AN ELECTRONIC INVOICE

After clicking the [Create Invoice] button in the Interactive Email an ad-hoc Electronic Invoice creation screen will open up through the Ariba Network (AN). In a few simple clicks you will be able to submit your electronic invoice to Adobe.

1. Enter your invoice number (A-Z, only upper case, 0-9, max 16 characters)
2. If applicable: Enter Tax IDs (In Europe it will ask for VAT IDs).
3. If applicable: attach a document when required or desired, for example a PDF of your Invoice.
4. Scroll down to the bottom (see next section)

CREATING AN ELECTRONIC INVOICE – LINE ITEMS AND TAX

1. Change the quantity and/or unit price as desired or leave the default.
2. Add tax as required by selecting the line item and clicking Add Tax in the action drop down.
3. Only include the line items you want to Invoice
4. (optional) Click [Update] to see everything recalculated
5. Click [Next] when you're done

CREATING AN ELECTRONIC INVOICE – CHECK

1. Check the Invoice.
2. Scroll down to the bottom

Standard Invoice

Invoice # : **4645A**
Invoice Date : **Thursday 10 Nov 2016 3:14 PM GMT-08:00**
Original Purchase Order : **4200004645**

Subtotal : **$100.00 USD**
Total Tax : **$0.00 USD**
Total Gross Amount : **$100.00 USD**
Total Net Amount : **$100.00 USD**
Amount Due : **$100.00 USD**

REMIT TO:

ABOVENET-TEST

Postal Address:

BILL TO:

ADOBE SYSTEMS
INCORPORATED

SUPPLIER:

ABOVENET-TEST

Postal Address:

CREATING AN ELECTRONIC INVOICE – SIGN AND SEND

1. Fill in your name
2. Fill in your email address
3. Agree to the T&C
4. Click [Next]

Total Net Amount: $100.00 USD
Amount Due: $100.00 USD

By clicking the Next button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Ariba Privacy Statement, the Terms of Use, and applicable law.

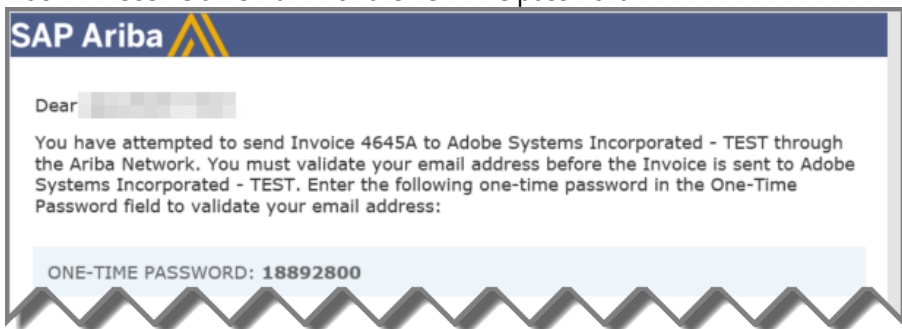*Your Name: **Your Name**   *Email Address: **your@email.com**

☑ I have read and agree to the Interactive Email Terms of Use and the Ariba Privacy Statement

Note:
After you submit the invoice, Ariba will email you two files: a PDF copy of the invoice and the invoice data in cXML format. Please retain these files to support your local business records storage and archiving requirements.
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving invoices.

Previous   Exit   Next

You will receive an email with a One-Time password:

SAP Ariba ⚠️

Dear ▮▮▮▮

You have attempted to send Invoice 4645A to Adobe Systems Incorporated - TEST through the Ariba Network. You must validate your email address before the Invoice is sent to Adobe Systems Incorporated - TEST. Enter the following one-time password in the One-Time Password field to validate your email address:

ONE-TIME PASSWORD: **18892800**

1. Enter the One-Time Password in the Electronic Invoice Creation screen
2. Click [Submit]

Validate Your Email Address

To be able to send you important notifications about this transaction, the Ariba Network needs to validate your email address. A one-time password has been emailed to you. Enter that password below.

NOTE:
• The password expires 30 minutes after it is generated or when you close this browser tab or window, whichever occurs earlier.
• If the password expires, to receive a new one-time password email, click Previous to go to the Invoice summary page, and then submit the Invoice again.

One-Time Password: * **18892800**

If you have not received the one-time password email, resend the email.

Previous   Submit   Exit