

# HOW TO SUBMIT AN INVOICE TO ADOBE ON THE ARIBA NETWORK

## FIND AND RETRIEVE YOUR PURCHASE ORDER:

Login to your Ariba Network account

1. Click on the **"Inbox"** tab
2. Search by Customer **or** Order Number #
3. Click Search
4. Click on the Order Number #

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX' (highlighted with a red circle 1), 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below the navigation bar, there are tabs for 'Orders and Releases' (highlighted with a red circle 1) and 'Items to Ship'. The 'Search Filters' section contains several input fields: 'Customer' (Adobe Systems Incorporated, highlighted with a red circle 2), 'Order Number', 'Buyer Location Code', 'Invoice Number', 'Date Range' (Last 31 days), 'Min. Amount', 'Max. Amount', 'Order Status' (All), and 'View' (All except hidden orders). There are also checkboxes for 'Search only blanket purchase orders' and 'Search only scheduling agreement releases'. A 'Search' button (highlighted with a red circle 3) and a 'Reset' button are at the bottom right of the search filters. Below the search filters, the results are displayed in a table with columns: Type, Order Number, Ver, Inquiries, Ship To Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The first result is an 'Order' with Order Number 4200004647 (highlighted with a red circle 4), Amount \$100.00 USD, Date 2 Nov 2016 11:31:58 AM, and Status Invoiced.

## CREATE AN INVOICE

Open the PO and

1. click "Create Invoice" tab
2. Select Standard Invoice

The screenshot shows the Ariba Network interface for a specific purchase order: 'Purchase Order: 4200004647'. The top navigation bar includes 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice' (highlighted with a red circle 1), 'Hide', 'Print', and 'Download PDF'. Below the navigation bar, there are tabs for 'Order Detail' and 'Order History'. The 'Create Invoice' dropdown menu is open, showing options: 'Standard Invoice' (highlighted with a red circle 2), 'Credit Memo', and 'Line-Item Credit Memo'. The bottom of the screenshot shows the 'From' and 'To' information: 'From: ADOBE SYSTEMS INCORPORATED, PO BOX 1670' and 'To: Adobe - TEST-US, 720 CALIFORNIA ST'.

## CREATE AN INVOICE CONTINUED

- Fill in required fields (\*)

**Ariba Network** Test Mode Company Settings Maggie Hardin Help Center >>

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▼

**Warning:** If your country requires an original, supplier-generated invoice, please attach it by clicking on "Add to Header" below (located just above the line items below).

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**Summary**

Purchase Order: 4200004359	Subtotal: <b>\$85,728.00 USD</b>	<a href="#">View/Edit Addresses</a>
Invoice #:* <input type="text"/>	Total Tax: \$0.00 USD	
Invoice Date:* 3 Nov 2016 <input type="text"/>	Total Gross Amount: <b>\$85,728.00 USD</b>	
Supplier Tax ID: <input type="text"/>	Total Net Amount: <b>\$85,728.00 USD</b>	
Remit To: 1816 Solutions Ctr Lockbox 771816 ▼	Amount Due: <b>\$85,728.00 USD</b>	

Chicago, IL  
United States  
Bill To: **ADOBE SYSTEMS INCORPORATED**

Enter your Invoice Number

## ATTACHMENTS

- If your country requires an attachment, click Add to Header and select Attachment.

**Additional Fields**


Supplier Account ID #: <input type="text"/>	Service Start Date: <input type="text"/>
Customer Reference: <input type="text"/>	Service End Date: <input type="text"/>
Supplier Reference: <input type="text"/>	
Payment Note: <input type="text"/>	

Supplier: **Adobe - TEST-US** [View/Edit Addresses](#)  
Pittsburgh, PA  
United States

Customer: **Adobe Systems Incorporated - TEST**  
San Jose, CA  
United States

Bill From: **Adobe - TEST-US** [View/Edit Addresses](#)  
Pittsburgh, PA  
United States

Email:



PLEASE "INCLUDE" ONLY THE ITEMS YOU WISH TO INVOICE

1. To add tax, select line item actions
2. If there is no tax, click the "Remove" option
3. Click Next
4. Click Submit

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		MH TEST Brazil PR		1			R\$5,000.00 BRL

Tax

Category:  Taxable Amount:  [Remove](#)

Location:  Rate(%): 0

Description:  Tax Amount: R\$0.00 BRL

Regime:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input type="checkbox"/>	MATERIAL	Not Available	MH TEST Brazil PR		0			R\$0 BRL

*Excluded line items cannot be modified.*

[Line Item Actions](#) [Delete](#) [Next](#)

If you do not want to invoice a particular line item, click the toggle to turn the item off.

[Update](#) [Save](#) [Exit](#) [Next](#)

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Create Invoice [Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: . The document's destination country is: Brazil. [Submit](#)

Standard Invoice

Invoice #: INV4046	Subtotal: R\$5,000.00 BRL
Invoice Date: Monday 11 Jul 2016 4:54 PM GMT-07:00	Total Tax: R\$0.00 BRL
Original Purchase Order: 4200004046	Amount Due: R\$5,000.00 BRL