

**OVERVIEW:** This job aid is designed to walk the supplier through the steps required to enable Invoice against Contract (IAC). Please note that this job aid assumes the supplier already has login credentials to access the Ariba Network.

**USER/AUDIENCE:** SAP Ariba suppliers who require the ability to submit invoices against contracts (IACs).

#	STEP ACTION	RESULT
1	a) Log In to <b>Ariba Network</b> b) Click the <b>Create</b> drop down menu c) Select <b>Contract Invoice</b>	<p>The screenshot shows the Ariba Network dashboard. At the top right, there is a 'Create' dropdown menu. A red box highlights the 'Create' button, and another red box highlights the 'Contract Invoice' option within the dropdown. The dashboard also shows various metrics like 'New Purchase Orders', 'Orders that Need Attention', 'Invoices Rejected', 'Payments Received', and 'Pinned Documents'.</p>
2	The <b>Create Contract Invoice: Select Customer</b> page displays  Select <b>Intel Corporation</b>  Click <b>Next</b>	<p>The screenshot shows the 'Create Contract Invoice: Select Customer' page. It has a search bar for 'Customer Name' and a list of customers. 'Intel Corporation' is selected, indicated by a radio button and a red box. A red arrow points to the 'Next' button at the bottom right of the page.</p>
	<b>Note:</b> This step may take several minutes to process	<p>This screenshot shows the same 'Create Contract Invoice: Select Customer' page, but now a loading spinner and the text 'Updating...' are visible in a red box, indicating that the system is processing the selection.</p>

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- a) The first time a specific user logs in to create a contract invoice for Intel, the **Punch-in Error** screen displays
- b) The system automatically submits a request to Intel on the user’s behalf to provide the specific user access
- c) These requests are approved by Intel daily. The user should log into the system the following day to create the contract invoice.

**Note:**

- 1. The user will be unable to submit their invoice until their User Profile has been created/approved
- 2. This step is only required for the first invoice for the specific user. Subsequent invoices for the same user will bypass this step.

