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 Ariba Network b) Click the Create drop down menu c) Select Contract Invoice 	Ariba Network Tex titled Iff Organy Settings V AC Suppler V Note NBX V OUTBOX ALALOS REPORTS CSV Documents V Create V Orders and Releases V AL Customers All Customers V Castade V Order Number Orders, Involces and Payments Order Number Quittox Kastade V Certain V Order Number Orders, Involces and Payments Order Number Quittox Kastade V Certain V Order Number Order Number Order Number Order Number Certain V Order Number Certain V Order Number Certain V Order Number Castade V Certain V Cerain V Certain V <
2	The Create Contract Invoice: Select Customer page displays Select Intel Corporation Click Next	Create Contract Invoice: Select Customer Next Cancel Select a customer from the list below and click Next to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field. Customer Name in the Customer Name entry field. Customer Name: Search Search Intel Corporation (: Cancel Next Cancel
	: This step may take several tes to process	Create Contract Invoice: Select Customer Nett Cancel Select a customer from the list below and click Next to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field. Customer Name: Search Customer 1 Intel Corporation Intel Corporation Cancel Updating Nett Cancel

Supplier Collaborative Invoicing Process



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- Job Aid
- 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:

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- 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.

Error: Your user account on the customer's Punchin site is pending approval. Try again later. If you need assistance, contact the support with the Error Reference Number. ANERR-5000000000000000000000000000	
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