

Definitions

Blanket Purchase Order (BPO): An order beginning with BPO (ie BPO***)

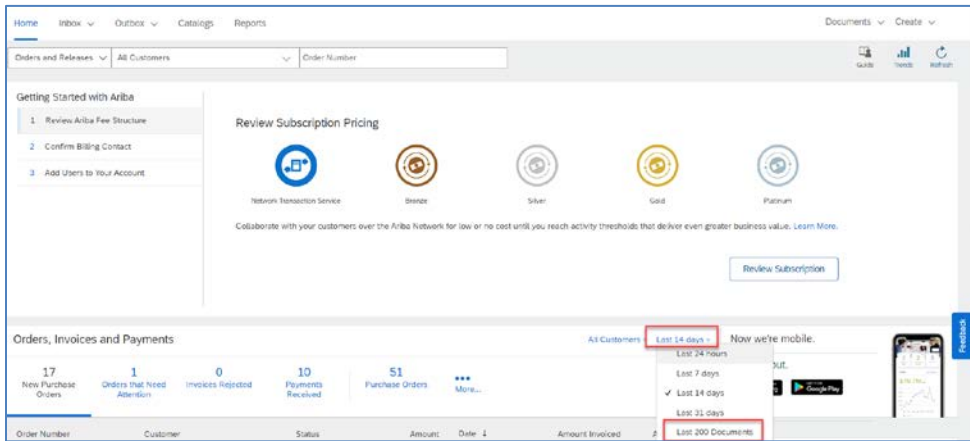
No release: Invoices are submitted directly to the BPO

Release: Invoices are submitted to a release order PO beginning with 43 that is linked to a BPO

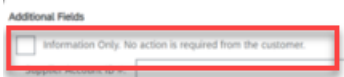
Purchase Order (PO): A standard purchase order beginning with 43 that is not linked to a BPO

Ariba Invoice Quick Tips

- If you have trouble locating the PO or BPO, check your filters in the **Orders, Invoices and Payments** section on your home screen. It is recommended to expand this filter to **Last 200 documents** to allow visibility to as many documents as possible.



- Any fields not marked with an asterisk (*) are not required. Leave these fields blank unless there is something relevant that needs to be entered.
- **Invoice #** cannot have any special characters and cannot exceed 16 total characters.
- If a duplicate invoice number error message is received, ensure you have not already submitted the invoice. If you are re-submitting an invoice due to an error or rejection, please add an “R” to the end of the invoice number to indicate revised.
- **Invoice Date** cannot be before the date that the PO or BPO was generated to you by PSE.
- In the **Tax** section, **Category** defaults to **Sales Tax** and should never be changed.
- There are no required fields in the **Additional Fields** section, but the **Service Start Date** and **Service End Date** are often useful for the approvers and strongly encouraged if invoicing for a service.
- Never select the **Information Only** box in the **Additional Fields** section.

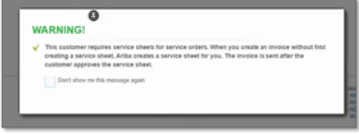


- Make sure to include an attachment before submitting your invoice.

- Some PO's will auto-generate a service sheet in the background when an invoice is submitted.
 - Please take note that if you have an existing PO that has a previous supplier-created, manual Service Sheet posted to it, you must continue to submit Service Sheets and invoices manually until the PO is closed out.

To create an auto-generated Service Sheet:

1. Within your **INBOX**, locate the PO to invoice against and select **Create Invoice** and select **Standard Invoice**.
2. Review the Pop-Up message on your screen, alerting you of the auto-generation (see right).
3. Click the "X" to proceed with invoice creation and submission.
4. Once the invoice is approved, the service sheet will automatically generate and be available in your **Outbox** under Service Sheets.



Note: If clicking the box to not show the warning message again, please be aware that service sheets will continue to auto-generate for customers with this option enabled during invoice creation.

- Once you've submitted an invoice, navigate into the invoice in your system to ensure it was not auto-rejected. You should receive an email notification if this happens, but this is based on your account email notification settings. PSE has no visibility to auto-rejected invoices.