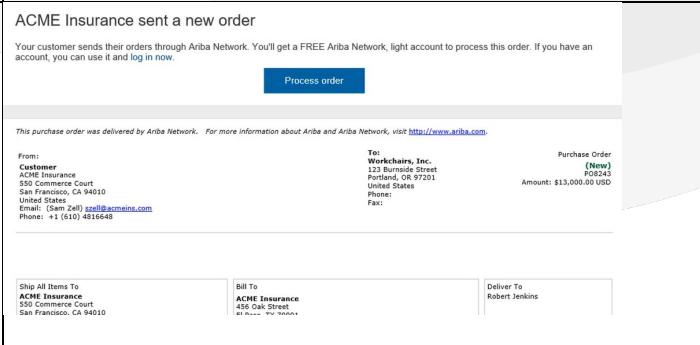
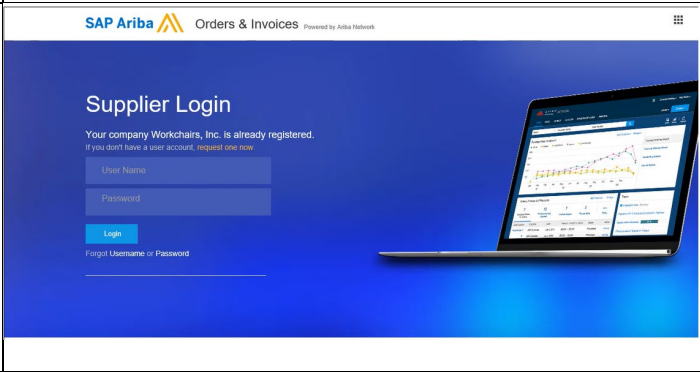
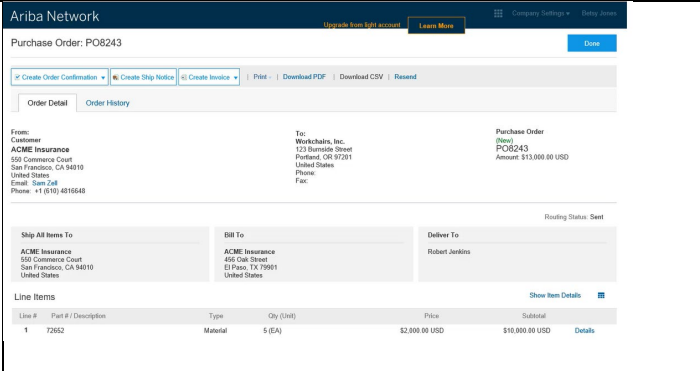
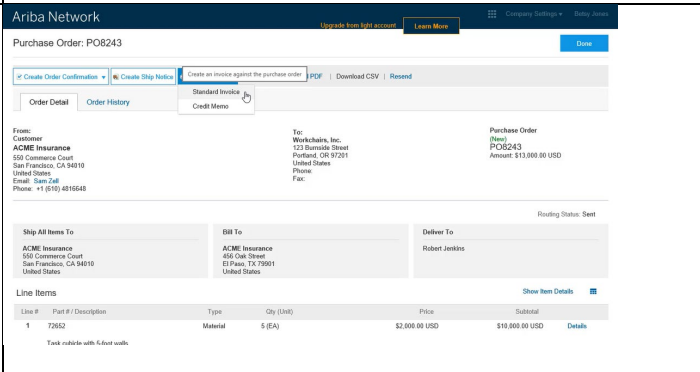
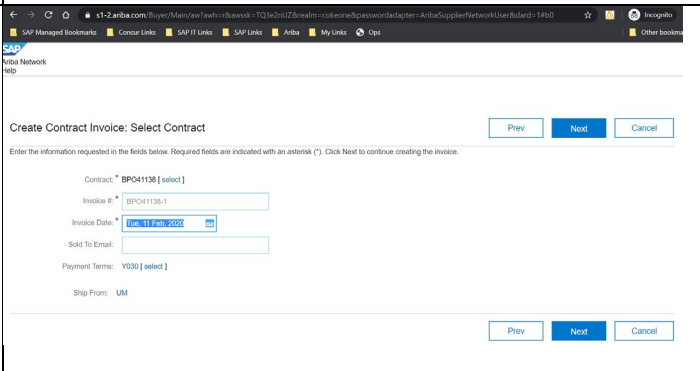
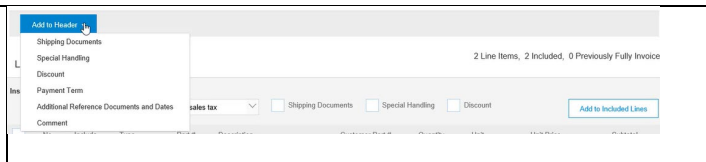


Supplier Guide to Ariba BPO's

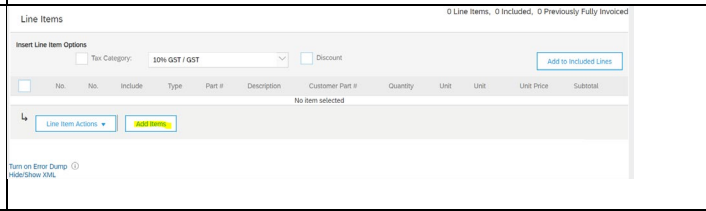
Coca-Cola
EUROPACIFIC
PARTNERS

Instruction	Screen Shot
<p>Click on 'Process Order' in the Ariba purchase order email</p>	
<p>If you haven't already registered with Ariba, this will take you to the site to create an account.</p> <p>If you have already registered, enter your 'User Name' and 'Password'.</p>	
<p>This will then take you straight to the purchase order or blanket purchase order.</p>	
<p>Click 'Create Invoice' and then 'Standard Invoice' from the dropdown</p>	
<p>The Invoice will contain information from the purchase order or blanket purchase order, so input the "Invoice Number", "Invoice Date" and then click 'Next'.</p>	

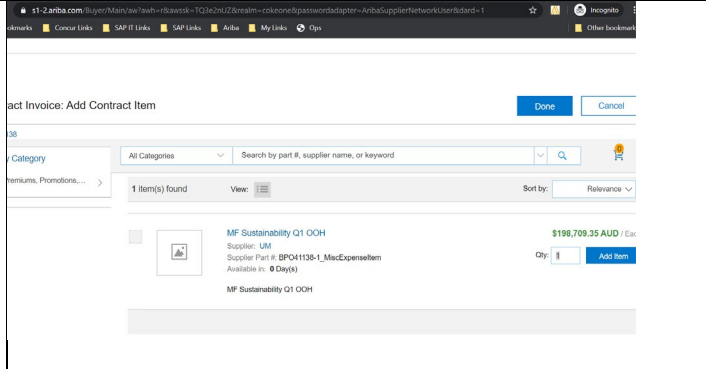
Attach invoice, click 'Add to Header' and 'Additional reference documents'.



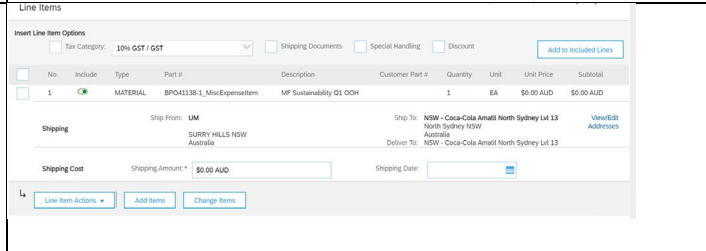
In the 'Line Items', click 'Add Items'.



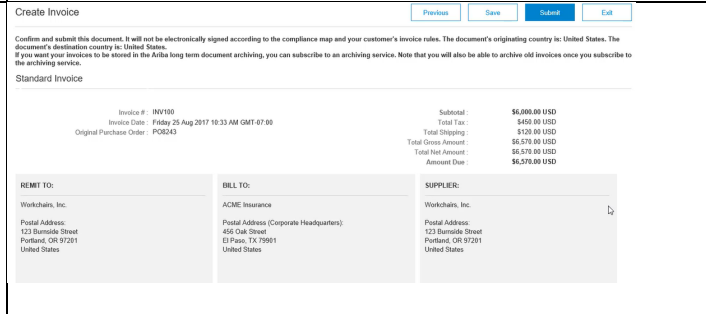
Choose line items and click 'Done' once finished adding items to the cart.



You will see that the item is now added to the invoice.



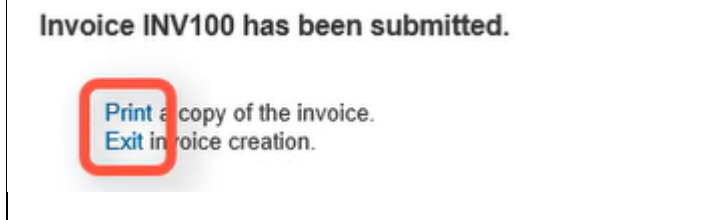
Click 'Next' to the invoice review page



Click 'Submit' after checking that all the information is correct



The screen will then show that the invoice has been submitted.



The invoice number will be displayed as a 'Related Document'

Purchase Order: PO8243

From: Customer
ACME Insurance
500 Commerce Court
San Francisco, CA 94109
United States
Email: Sam.Zell
Phone: +1 (610) 4916640

To: Workchairs, Inc.
123 Burnside Street
Portland, OR 97201
United States
Phone:
Fax:
Email: jonathan.glickman@sap.com

Purchase Order (Partially Invoiced)
PO8243
Amount: \$13,000.00 USD

Related Documents: INV100

You'll receive a confirmation email.

Reply Reply All Forward IM
Fri 8/25/2017 10:40 AM
ordersender-dev8@ariba.com

Jones, Betsy

If there are problems with how this message is displayed, click here to view it in a web browser.

INV100.pdf 80 KB
INV100.xml 7 KB

Dear Workchairs, Inc.,

You have successfully submitted Invoice INV100 for \$6,570.00 USD to ACME Insurance through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

How do I view a PDF document?
Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: <http://get.adobe.com/reader/>

Sincerely,
The Ariba Network Team

Possible issues

- If lost the email but can log in
 - Can click on order to resend email
- If lost the email and don't have log in details

Procurement needs to make changes to BPO so Ariba system resends another email to the supplier