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| Suppliers on the Ariba Network occasionally will receive an Invoice Rejection message if an invoice is not submitted correctly based on network rules. This Quick Reference Guide (QRC) shows a supplier on the Ariba Network how to resubmit an invoice correcting the error.  This QRC shows specifically how to Resubmit an Ariba Invoice that was rejected due to a Back Dated error.  **Note**: All suppliers on the Ariba Network have the ability to upload and/or resubmit an invoice manually on the Ariba Network from their web-based online login portal. Ask your B2B or e-Commerce team for access if you do not have access to your company’s Ariba Network online login portal. Additionally, an invoice that is resubmitted must have a new, unique invoice number from the original invoice. This can be easily accommodated by adding a new letter (A, B, C, etc.) to the end of the original invoice number.  **Note:** Please be sure not to use any Ariba Network selections that generate a **Non–PO Invoice**. Every invoice created or resubmitted must generate from a PO number previously existing on their supplier login portal. “Non-PO” invoices will automatically fail to transmit on Ariba Network. | |
| **Role:** Ariba Network Supplier | **Frequency:** As Needed |

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| 1. Access the supplier portal on the Ariba Network.  Direct [Link](https://service.ariba.com/Supplier.aw/109550050/aw?awh=r&awssk=.MCYEhl.&dard=1) |  |
| 2. Login to the Supplier portal using your Ariba Network Username and password. If you don’t have access, contact your company B2B or e-Commerce team to assign you as a company user. |  |
| 3. To locate the appropriate invoice to resubmit, look up the PO number to display as the initial reference.  Click Order –  Purchase Orders.  OR  Click Create –  PO Invoice  Select Customer  Enter Order Number.  Select Creation Date  Click Apply.  Ariba will search for that order Number.  And  Order Number will get displayed and click that order. | OR |
| 4. Upon finding the PO number, drill into it to display.  Purchase Order will get Displayed. |  |
| 5. Once the PO displays, navigate to the right to see the invoice list affiliated with the PO.  Click Create Invoice.  Click Standard Invoice. |  |
| 6. Once you locate the invoice on the display. Enter Unique Invoice Number.  Invoice will be displayed.  Enter Unique Invoice Number. For Example – UK12345. |  |
| 7. Invoice Dated should not be greater than 14 Days from todays or current date.  Current Date - |  |
| 8. Invoice Dated should not be greater than 14 Days from todays or current date.  14 days prior to Current Date. |  |
| 8. Invoice Dated should not be greater than 14 Days from todays or current date.  15 days prior to Current Date.  Error will get displaying saying Invoice date cannot back – dated for more than 14 days.  Please make sure date should not be more than 14 days. |  |
| 10. Scroll Down to Check Line Items material with Price. Don’t change anything here.  Put Check Mark in Small box present at Line No.1.  Check Material Part # & Description.  Check Quantity, Unit of Measurement, Unit Price, Subtotal |  |
| 11. Click Next to Submit Invoice. |  |
| 12. Submit the Invoice.  Submit the Invoice.  Invoice will get posted in Ariba |  |