

Steps for Confirming and Invoicing an Ariba PO

1. Log into the Ariba Portal
2. Go to your Inbox “Orders and Releases”
 - a. Click on the “Search Filters” arrow to open the filters.
 - b. Enter the PO number in the Order Number field and select “Exact Number” underneath
 - c. Then click Search and this should bring up the PO you need to invoice.
 - d. Click on the PO number to open the PO.

Orders and Releases

a. Search Filters

Supplier: All Customers

Order Number: MN1729

Partial number Exact number

c. Search Reset

Orders and Releases

[View Failed Orders to Private Supplier](#)

Type	Order Number	Ver	Multi-Tier	Copies	Supplier	Ship To Address	Ordering Address	Amount	Date	Routing Status	Order Status	External Document Type	Amount Invoiced	Revision
Order	MN1729	0			Vertiv Corporation	Highland Oaks Building II Tampa, FL United States	VERTIV CORPORATION	\$39,223.34 USD	29 Mar 2019	Sent	New		\$0.00 USD	Original

3. At the top of the page there will be a button to create an Order Confirmation:

Create Order Confirmation Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

From:

Mosaic Business Services Attn: Accounts Payable

10210 Highland Manor Drive Ste# 350
Tampa , FL 33610
United States

To:

The Mosaic Company - TEST

3033 Campus Drive
Plymouth , MN 55441
United States
Phone:
Fax:
Email: Joel.Gaab@mosaicco.com

Confirming Entire Order

4. If you are confirming the entire order, you will click on “Create Order Confirmation” and select “Confirm Entire Order”:

Create Order Confirmation Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Confirm Entire Order
Update Line Items
Reject Entire Order

Order Detail Order History

From: **Mosaic Business Services Attn: Accounts Payable**
10210 Highland Manor Drive Ste# 350
Tampa , FL 33610
United States

To: **The Mosaic Company - TEST**
3033 Campus Drive
Plymouth , MN 55441
United States
Phone:
Fax:
Email: Joel.Gaab@mosaicco.com

Payment Terms

5. On the Order Confirmation page for confirming the entire order, do the following steps:
 - a. Fill in the Confirmation Number (this is a number you assign to it)
 - b. Fill in the Ship Dates (even if you aren't shipping anything)
 - i. Please keep in mind you cannot backdate the ship dates more than 2 days
 - c. Click NEXT



▼ Order Confirmation Header

* Indicates required field

A. Confirmation #:

Associated Purchase Order #: B22154255

Customer: Mosaic - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

B. Est. Shipping Date: *

Est. Shipping Cost:

Est. Delivery Date: *

Est. Tax Cost:

Comments:

Attachments

Confirming part of an order

6. If you only want to confirm part of the order, click on “Create Order Confirmation” and select “Update Line Items”. Please keep in mind you will only be able to invoice for what you confirm. You will have to do another confirmation when you are ready to invoice for more money.

[Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

- Confirm Entire Order
- Update Line Items**
- Reject Entire Order

From:
Mosaic Business Services Attn: Accounts Payable
 10210 Highland Manor Drive Ste# 350
 Tampa , FL 33610
 United States

To:
The Mosaic Company - TEST
 3033 Campus Drive
 Plymouth , MN 55441
 United States
 Phone:
 Fax:
 Email: Joel.Gaab@mosaicco.com

Payment Terms

7. On the Order Confirmation page for confirming part of the order, do the following steps:
 - a. Fill in the Confirmation Number (this is a number you assign to it)
 - b. Fill in the Ship Dates (even if you aren't shipping anything)
 - i. Please keep in mind you cannot backdate the ship dates more than 2 days
 - c. Under line items, put the amount you are confirming in the "CONFIRM" box
 - d. Click NEXT

C.

▼ Order Confirmation Header

* Indicates required field

A. Confirmation #:

Associated Purchase Order #: B22154255
 Customer: Mosaic - TEST
 Supplier Reference:

SHIPPING AND TAX INFORMATION

B. Est. Shipping Date:*
 Est. Delivery Date:*

Est. Shipping Cost:
 Est. Tax Cost:

Comments:

Attachments

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	ADV889V 8BTV1-CT 8BTV1-CT RAYCHEM HEAT TRACING	300.00 (EA)	30 Oct 2018	\$1.00 CAD	\$300.00 CAD	\$33.00 CAD

Current Order Status
 300.00 Unconfirmed

D. Confirm: Backorder: Reject: ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

The total size of all attachments cannot exceed 10MB

↳

E.

8. After clicking NEXT on the confirmation number, no matter which confirmation you do, it brings you to a page to review what you are submitting.
 - a. Review to make sure everything looks good and click SUBMIT

[Previous](#)
Submit

Confirmation Update

Confirmation #: 125478963
 Supplier Reference:
 Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	ADV889V 8BTV1-CT 8BTV1-CT RAYCHEM HEAT TRACING	300.00 (EA)	30 Oct 2018	\$1.00 CAD	\$300.00 CAD
Current Order Status: 300.00 Confirmed With New Date (Estimated Shipment Date: 7 Feb 2019 ; Estimated Delivery Date: 7 Feb 2019)					

[Previous](#)
Submit

9. After clicking Submit on the Confirmation, it will take you back to the PO.
10. You will then click on "CREATE INVOICE" and choose "STANDARD INVOICE"

[Create Order Confirmation](#) |
 [Create Ship Notice](#) |
 [Create Invoice](#) |
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 [Export cXML](#) |
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 [Resend](#)

[Order Detail](#) |
 [Order History](#)

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

From:
Mosaic Business Services Attn: Accounts Payable
 10210 Highland Manor Drive Ste# 350
 Tampa , FL 33610
 United States

To:
The Mosaic Company - TEST
 3033 Campus Drive
 Plymouth , MN 55441
 United States
 Phone:
 Fax:
 Email: Joel.Gaab@mosaicco.com

11. On the invoice page you will do the following steps:

- a. Fill the Invoice #
- b. Fill in the Invoice date – please keep in mind you will not be able to backdate the invoice more than 2 days.
- c. Over to the right of the page you will see a drop down titled “Add to Header”. For all Service PO’s you have to attach backup documentation to the invoice you submit via Ariba or the invoice will be rejected on our end.
 - i. Click on the drop down and choose “ATTACHMENT” – this will add an attachment area above the line item area on the invoice.

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field

Summary

Purchase Order: B22154255

A Invoice #: * B22154255-1

B Invoice Date: * 7 Feb 2019

Service Description:

Supplier Tax ID:

Remit To: 8817 U.S. 41

Riverview, FL
United States

Bill To: Mosaic Business Services Attn: Accounts

Subtotal: \$300.00 CAD
Total Tax: \$9.00 CAD
Total Gross Amount: \$309.00 CAD
Total Net Amount: \$309.00 CAD
Amount Due: \$309.00 CAD

C. Add to Header ▼

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference
- Comment
- Attachment

12. Tax data is accepted at the line item level of the invoice.

- a. For PO flip suppliers, tax will copy from purchase order to invoice.
 - i. Even if the tax is at 0%, we do not want our suppliers “removing” the tax section.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE	Not Available	HELP		1	EA	\$4,630.00 USD	\$4,630.00 USD

Service Period: Service Start Date: 3 Feb 2021 Service End Date: 19 Feb 2021

Tax

Category: * Sales Tax	Taxable Amount: \$4,630.00 USD	Remove
Location:	Tax Rate Type:	
Description: 1-6.0000-ACR	Rate(%): 0	
Regime:	Tax Amount: \$0.00 USD	

Category: * other tax	Taxable Amount: \$4,630.00 USD	Remove
Location:	Tax Rate Type:	
Description: 2-1.0000-ACR	Rate(%): 0	
Regime:	Tax Amount: \$0.00 USD	

Line Item Actions:

13. Scroll down until you come to the “ATTACHMENT” section and do the following steps.
 - a. Click on either “BROWSE” or “CHOOSE FILE”
 - b. Find your file and select it to add the path into the box.
 - c. Once the path is in the box, click “ADD ATTACHMENT. This will add the attachment just above the Line Items.

Attachments This is where you will see your file path for your invoice you selected.

The total size of all attachments cannot exceed 10MB

C:\Users\laarmstro\Desktop\9082798428.pdf
Browse...
Add Attachment

packingListNo:

Add to Header ▾

Attachments

The total size of all attachments cannot exceed 10MB

Browse...
Add Attachment

Attachment Added

Name	Size (bytes)	Content Type
<input type="checkbox"/> 9082798428.pdf	144128	application/pdf

↳ Delete

14. On “LINE ITEMS”, make sure the box is checked beside the line you are invoicing and the green button is on. If you have multiple lines and are not invoicing all of them do not check the box beside the lines you do not want to invoice and turn off the green button beside the line.
 - a. If you are invoicing the full amount of the PO this is all you do on the line items.
 - b. If you are invoicing only a partial amount, you will need to change the “QUANTITY” field to match your invoice total.
 - c. When you have everything done, click “NEXT”

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line/Item Options

Tax Category: 3% Sales Tax / LA Parrish Tax
 Shipping Documents
 Special Handling
 Discount
 Add to Included Lines

No.	include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	ADV889V 8BTV1-CT	8BTV1-CT RAYCHEM HEAT TRACING		300	EA	\$1.00 CAD	\$300.00 CAD

↳ Line Item Actions ▾ Delete

Update
Save
Exit
Next

15. After clicking “NEXT” you will be brought to the page to review the invoice to ensure everything is correct. If so, click “SUBMIT”

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:Canada.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: B22154255-1
Invoice Date: Thursday 7 Feb 2019 2:19 PM GMT-05:00
Original Purchase Order: B22154255

Subtotal: **\$300.00 CAD**
Total Tax: \$0.00 CAD
Total Gross Amount: \$300.00 CAD
Total Net Amount: \$300.00 CAD
Amount Due: **\$300.00 CAD**

REMIT TO:
The Mosaic Company - TEST
Postal Address:
8817 U.S. 41
Riverview , FL 33578
United States
Remit To ID: 12345

BILL TO:
Mosaic Business Services Attn: Accounts Payable
Postal Address:
10210 Highland Manor Drive Ste# 350
Tampa , FL 33610
United States
Address ID: BILL TO

SUPPLIER:
The Mosaic Company - TEST
Postal Address:
3033 Campus Drive
Plymouth , MN 55441
United States

16. This will bring you to a page with a couple of options. You can print the invoice or exit invoice creation.



Invoice B22154255-1 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.