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Introduction

• Customer is using Ariba Network to receive invoices electronically.
• Contracts will be created and suppliers can access their contracts online using Ariba Network.
• Suppliers will submit invoices electronically through Ariba Network.
• This document contains the training to create contract invoices using the online web-forms of your Ariba Network account.
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Log into Ariba Network

- Access the Ariba Network at: [http://supplier.ariba.com](http://supplier.ariba.com)
- Enter your Username & Password
- Select to Create Contract Invoice
Select the Customer

• Search for or find your customer in the list and click **Next**.

• **Note:** The first time suppliers punch in to access contracts for a customer, an error is displayed (similar to the one shown at right). This error occurs the first time while your user profile is being set up by the system. Close the window and try again later and the system should proceed to the contract if your customer has approved your user access.

**Note:** If you continue to get the error after repeated attempts, contact your customer.
Select Contract

- Click the **select** link and then choose the contract to invoice.
Enter Initial Invoice Header Information

- Enter an invoice Number and date
- Depending on your contract the payment terms may or may not be editable
- Click **Next** to proceed to continue.

**Note:** The Sold To Email address, if entered, must be a valid customer email address. Validate the correct email with your customer if you receive an error similar to the one shown here.
Create Invoice
Complete Invoice Header

- There are options to specify Tax at Header level or Line level.
- Select the Tax Category and Tax Rate or Tax Amount if applicable.
Add to Header Options

- Click the Add to Header drop down and select to add Special Handling, Discount, Comments, or Attachments to your invoice.

After selecting the option, the section will appear on the invoice form for data entry.
Add Items to Invoice

- In the Line Items section, click **Add Items** to select items from your contract to include on your invoice.
To select multiple items to add to your invoice, click the check boxes next to the contract items to add and click this Add Item button.

Or, browse and search the list and click Add Item to select only a specific item.

Update the quantity as needed.

Click Done when complete to return to the invoice.
Create Invoice

Complete Invoice Data

- Click **Include** check mark to include/exclude items from the invoice.  
  Green=include  
  Gray=exclude

- Click **Line Item Actions** for additional options.

- **Please note**, the unit price and will default to zero. To enter a unit price, click the **Change Items** button (see next slide).

Enter **Shipping Costs** at the line level. Only put **Shipping Amount** in this field.

Click **Change Items** to add a unit price, edit Item Details and quantity (see next slide).
Create Invoice
Change Items

- On the **Change Items** page, view or update item details.
- Enter the appropriate amount in the line item. Then click **Update Amount**.
- Click **Done** when finished to continue.
## Review and Save Invoice

### LINE ITEMS

<table>
<thead>
<tr>
<th>No.</th>
<th>Include</th>
<th>Part #</th>
<th>Description</th>
<th>Customer Part #</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>✔</td>
<td>MATERIAL</td>
<td></td>
<td></td>
<td>1</td>
<td>EA</td>
<td>$200.00 USD</td>
<td>$200.00 USD</td>
</tr>
</tbody>
</table>

**SHIPPING**
- **Ship From:**
  - United States
- **Ship To:**
  - MCGRAW-HILL EDUCATION
  - SEATTLE, WA
  - United States
  - GRIMM, PETER
  - MCGRAW-HILL EDUCATION

**SHIPPING COST**
- **Shipping Amount:** $0.00 USD
- **Shipping Date:**

### Controls
- **Line Item Actions**
- **Add Items**
- **Change Items**

### Buttons
- **Next**
- **Update**
- **Save**
- **Exit**

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Next to proceed to the review/submit page.
Update to calculate/update values.
Save to save a Draft of the invoice and resume work on it later.
Exit to exit invoice creation without saving or submitting.
Review and Submit Invoice

- Once your invoice is complete click **Next**, to proceed to the review page.
- Review your invoice for accuracy.
- Click **SUBMIT** to send the invoice to your customer.

- Click **PREVIOUS** to continue working on your invoice.
- Click **SAVE** any time during invoice creation to save it in Outbox, Drafts and work on it later. Draft invoices are saved for up to 7 days.
- Click **EXIT** to without saving or submitting.
Print or Exit Invoice Creation

- After you submit the invoice, you have the option to Print or Exit.
- Review your invoice for accuracy.
- Click SUBMIT to send the invoice to your customer.
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Invoice Status & History

• Check Invoice Status from the Outbox.
• Click on the invoice number link to view it.
• For more detailed status, click on the History tab.
• History and status comments for the invoice transaction can be used in problem determination for failed or rejected invoices.
• You may also receive emails with invoice status if you configure your Invoice Notifications on your account.
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Training and Resources
Ariba Network Help for Sellers

Seller Account Documentation can be accessed once logged into your account. Click on the Help button from the Home page of your account, then click Product Documentation.

Documentation is found on the Using tab. Click the Administration tab to view Ariba Network Administrator’s documentation.
Log into your account.
Click the Help link.
Click Contact Support.

Fill out web-form.
Select Category of Issue.

Reference the Service Request # in future correspondence about the issue.

Click Submit.
Who Should You Contact?

Supplier Support During Deployment

**Ariba Network Registration or Configuration Support**
- Suppliers may contact <CustomerName>SupplierEnablement@ariba.com for any questions regarding registration, configuration, Supplier Membership Program fees, or general Ariba Network questions.

**McGraw-Hill Education Business Process Support**
- Suppliers may contact the MHE Supplier Enablement team at MHESupplierP2P@mheducation.com for MHE business-related questions.

Supplier Support Post Go-Live

**Ariba Network Support for Actively Transacting Suppliers**
- Have your Ariba Network ID (ANID) available. It is located at the top right corner of your account home page
- Call the specified number for your region as noted below:

<table>
<thead>
<tr>
<th>Region</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>North/South America</td>
<td>+1-412-222-6170</td>
</tr>
<tr>
<td>Europe, Middle East and Africa</td>
<td>+44 (0) 20 7187 4185</td>
</tr>
<tr>
<td>Asia Pacific</td>
<td>+65 6311 4585</td>
</tr>
</tbody>
</table>