

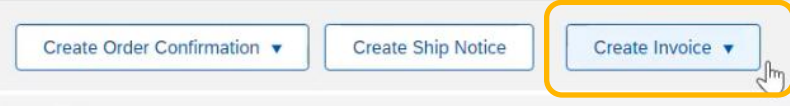
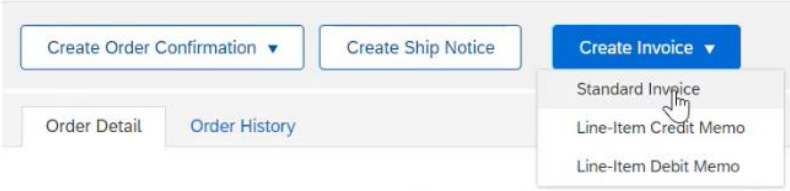
Creating an Invoice


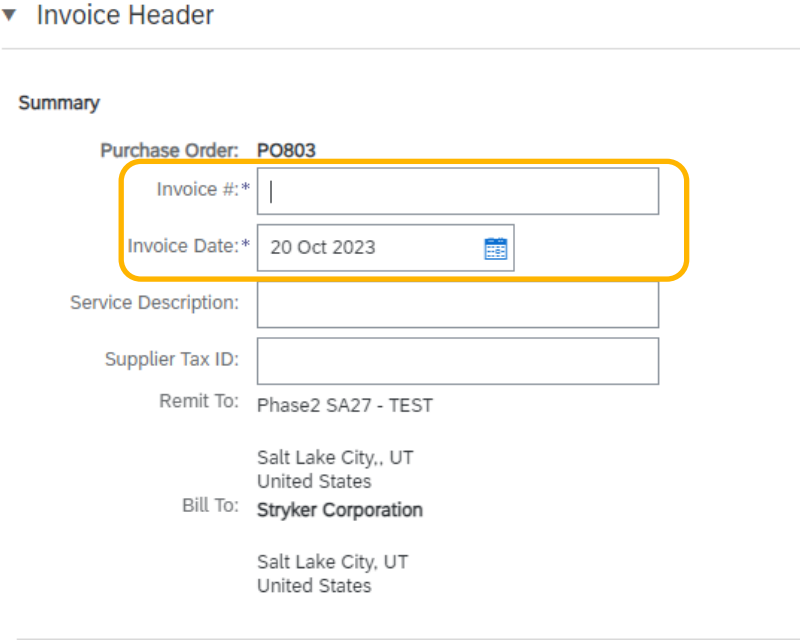
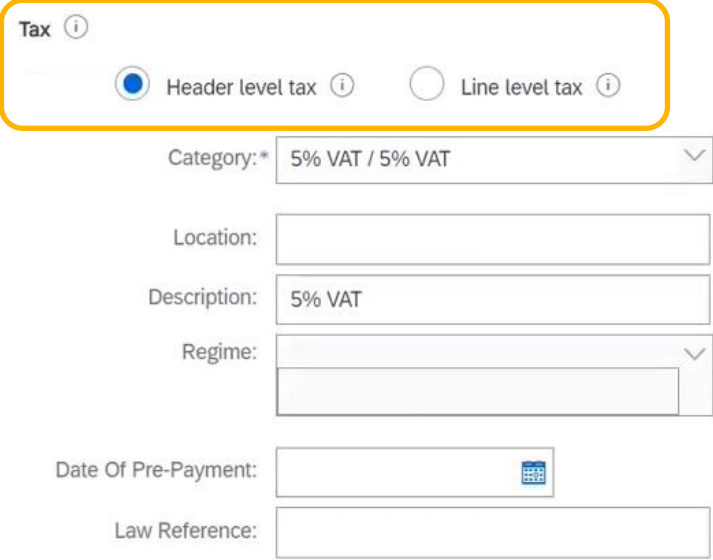
Invoice based on a Purchase Order


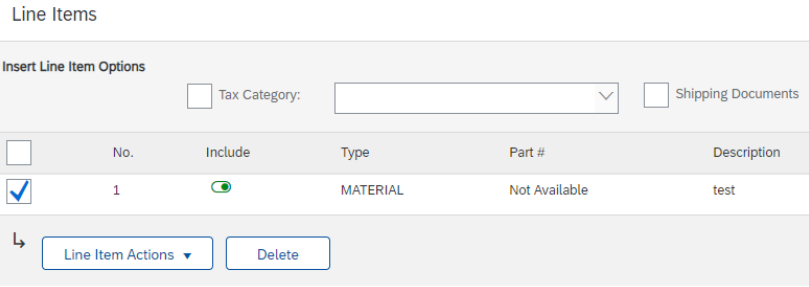
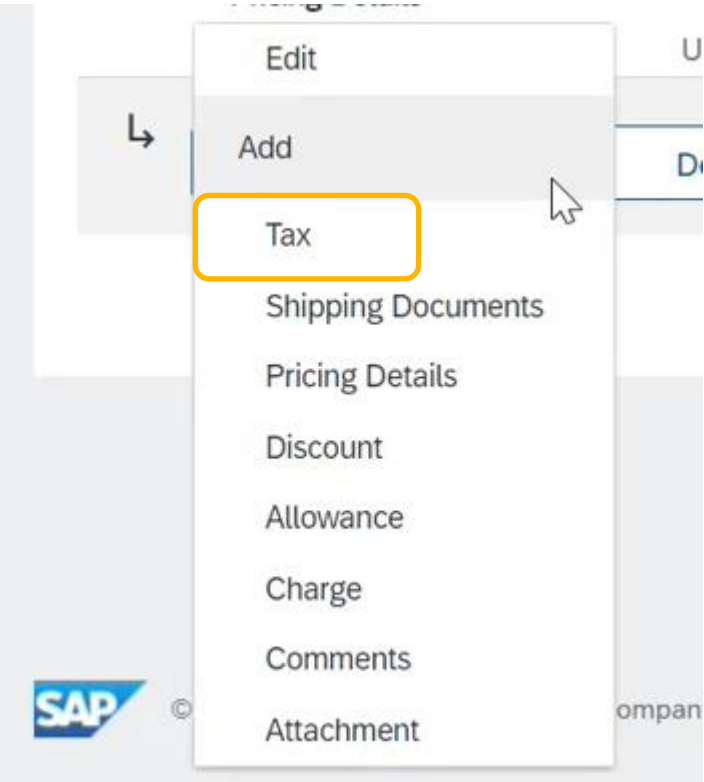
In this job aid, you will learn about the Procure to Pay (PTP) Non-QMS Procurement process focusing on the step by step of how to create an Invoice based on a Purchase Order. This reference guide is designed to assist users in creating invoices within the Ariba system. By following this guide, users can ensure that the Goods Receipt process in Ariba is performed correctly, helping maintain accurate inventory records and enabling smooth downstream procurement and financial processes.

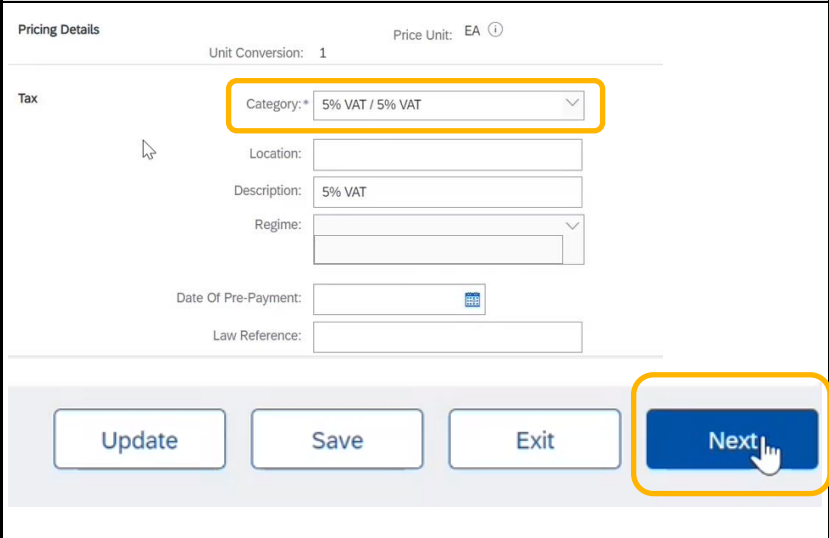
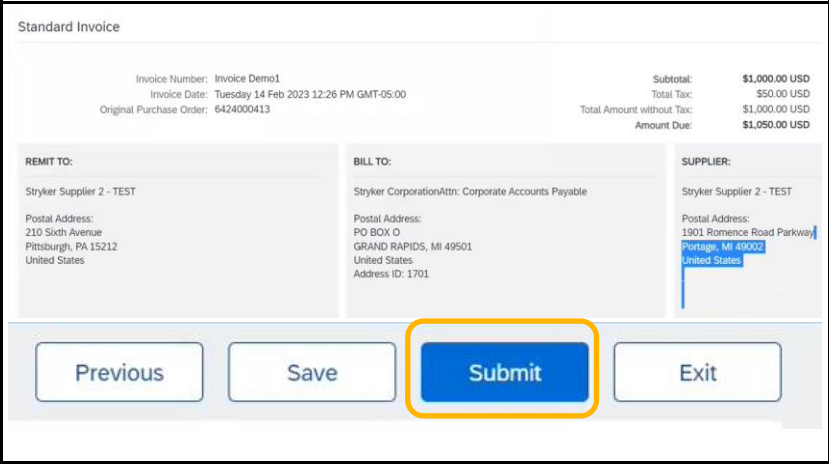
Invoice with a Purchase Order

An invoice based on a Purchase Order (PO) in Ariba refers to an invoice that is generated by a supplier after goods or services have been delivered to a Stryker in accordance with a specific purchase order and serves as a request for payment for the supplied goods or services. The invoice is compared to the details of the original purchase order to ensure accuracy and compliance before payment is processed.

Topic or Process Step	Specification or Screenshot
<p>1. Search the specific Purchase Order and click on "Create Invoice"</p>	<p>Purchase Order: PO225</p>  <p>The screenshot shows a user interface for a Purchase Order (PO225). At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a yellow rectangular box, and a mouse cursor is pointing at it.</p>
<p>2. Select "Standard Invoice"</p>	<p>Purchase Order: PO225</p>  <p>The screenshot shows the same user interface as above, but the 'Create Invoice' button is now a dropdown menu. The dropdown menu is open, showing three options: 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. The 'Standard Invoice' option is highlighted with a mouse cursor.</p>

Topic or Process Step	Specification or Screenshot
3. This symbol will let you know which fields are mandatory.	
4. Review the invoice header and fill the invoice number and the invoice date.	
5. In the Tax tap, select between the options depending on your need.	

Topic or Process Step	Specification or Screenshot										
<p>6. Review the payment terms set in the Purchase Order.</p>	 <p>Payment Term</p> <p>Discount or Penalty Term(days): 60 Percentage(%): 0.000</p> <p>Net due in 60 days</p>										
<p>7. Review the items added to the invoice and update the amount and quantity as needed. Select the line and click on "Line Item Actions"</p>	 <p>Line Items</p> <p>Insert Line Item Options</p> <p><input type="checkbox"/> Tax Category: <input type="text"/> <input type="checkbox"/> Shipping Documents</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Include</th> <th>Type</th> <th>Part #</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>MATERIAL</td> <td>Not Available</td> <td>test</td> </tr> </tbody> </table> <p>Line Item Actions Delete</p>	No.	Include	Type	Part #	Description	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test
No.	Include	Type	Part #	Description							
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	test							
<p>8. Select "Tax"</p>	 <p>Edit</p> <p>Add</p> <p>Tax</p> <p>Shipping Documents</p> <p>Pricing Details</p> <p>Discount</p> <p>Allowance</p> <p>Charge</p> <p>Comments</p> <p>Attachment</p> <p>SAP ©</p>										

Topic or Process Step	Specification or Screenshot
<p>9. Fill the “Category” by selecting the option needed.</p> <p>Click on “next”</p>	 <p>Pricing Details</p> <p>Unit Conversion: 1 Price Unit: EA</p> <p>Tax</p> <p>Category: 5% VAT / 5% VAT</p> <p>Location:</p> <p>Description: 5% VAT</p> <p>Regime:</p> <p>Date Of Pre-Payment:</p> <p>Law Reference:</p> <p>Update Save Exit Next</p>
<p>10. Ariba will show a summary page where you have to make sure all information is set correctly.</p> <p>After this revision you have to click on “Submit”</p>	 <p>Standard Invoice</p> <p>Invoice Number: Invoice Demo1 Invoice Date: Tuesday 14 Feb 2023 12:26 PM GMT-05:00 Original Purchase Order: 6424000413</p> <p>Subtotal: \$1,000.00 USD Total Tax: \$50.00 USD Total Amount without Tax: \$1,000.00 USD Amount Due: \$1,050.00 USD</p> <p>REMIT TO: Stryker Supplier 2 - TEST Postal Address: 210 Sixth Avenue, Pittsburgh, PA 15212, United States</p> <p>BILL TO: Stryker CorporationAttn: Corporate Accounts Payable Postal Address: PO BOX O, GRAND RAPIDS, MI 49501, United States, Address ID: 1701</p> <p>SUPPLIER: Stryker Supplier 2 - TEST Postal Address: 1901 Romence Road Parkway, Portage, MI 49002, United States</p> <p>Previous Save Submit Exit</p>