Creating an Invoice
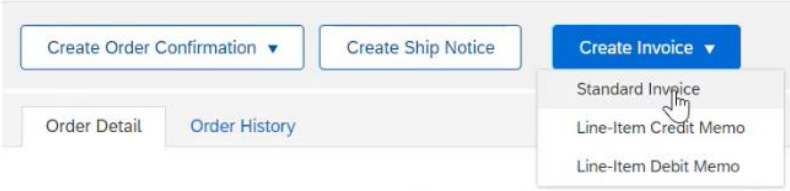
Invoice based on a Purchase Order

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.
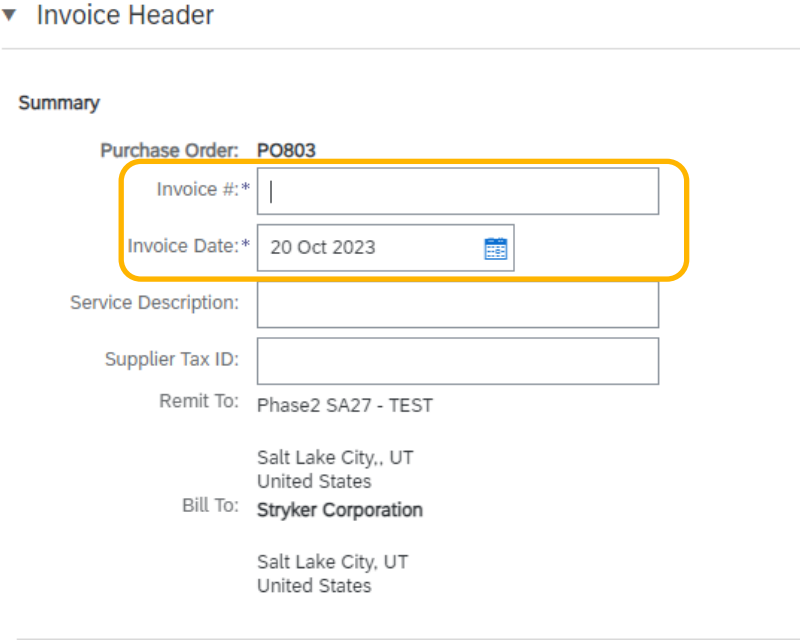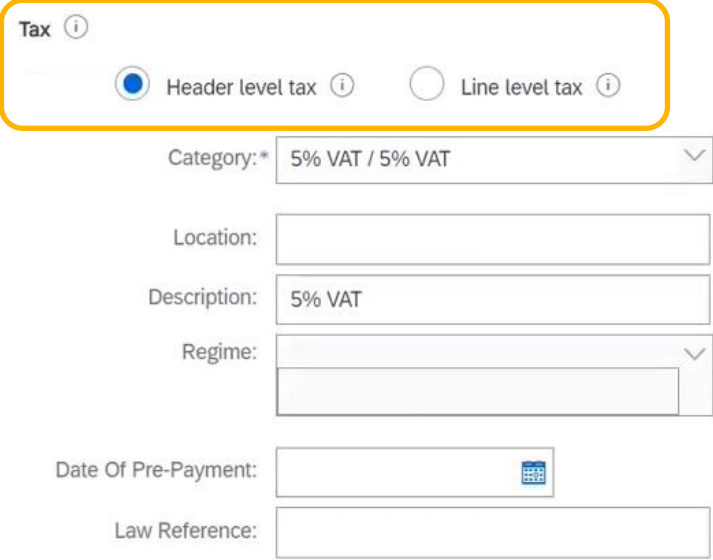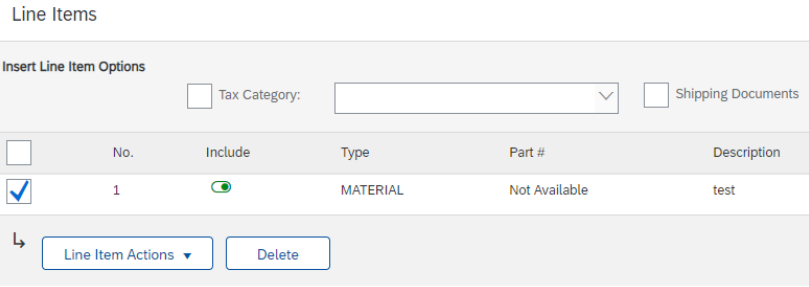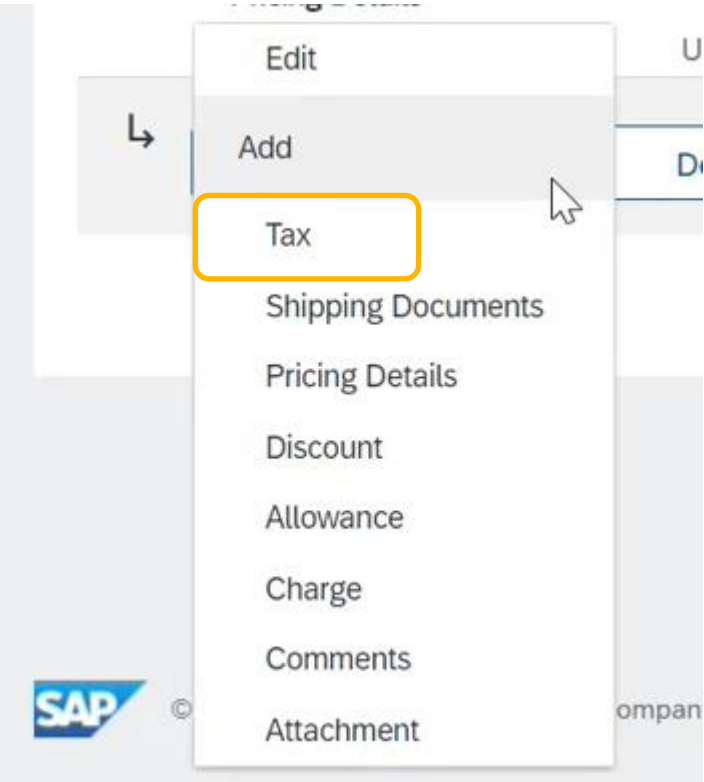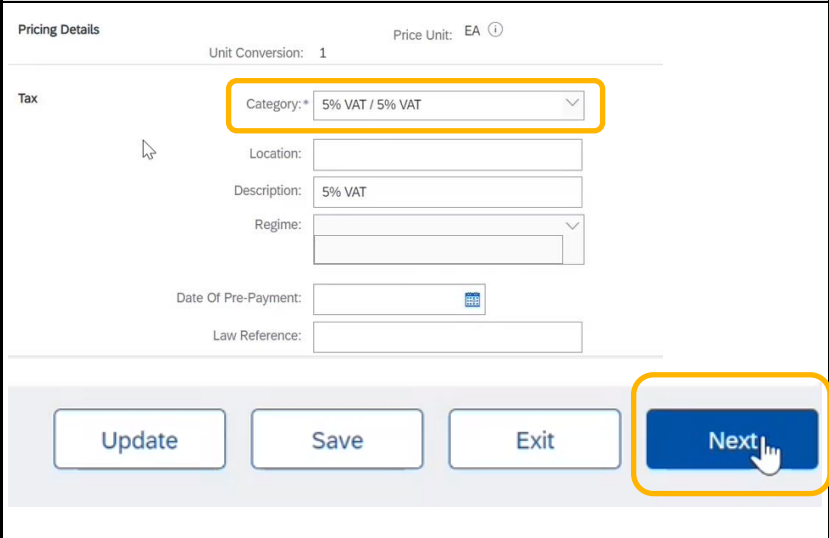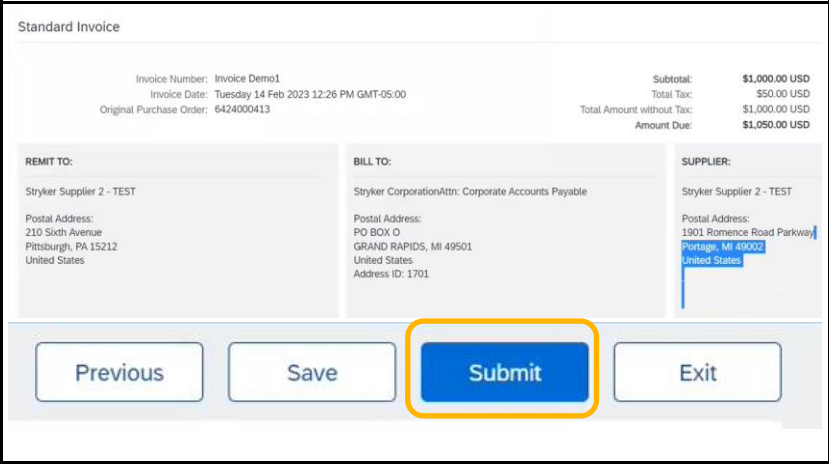
Invoice with a Purchase Order

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
1. Search the specific Purchase Order and click on "Create Invoice"	Purchase Order: PO225 Create Order Confirmation ▼ — Create Ship Notice — **Create Invoice ▼**
2. Select "Standard Invoice"	Purchase Order: PO225 Create Order Confirmation ▼ — Create Ship Notice — **Create Invoice ▼** Order Detail — Order History Standard Invoice Line-Item Credit Memo Line-Item Debit Memo

Topic or Process Step	Specification or Screenshot
3. This symbol will let you know which fields are mandatory.	* *Indicates required field*
4. Review the invoice header and fill the invoice number and the invoice date.	▼ Invoice Header Summary Purchase Order: PO803 Invoice #:* [ ] Invoice Date:* 20 Oct 2023 Service Description: [ ] Supplier Tax ID: [ ] Remit To: Phase2 SA27 - TEST Salt Lake City,, UT United States Bill To: Stryker Corporation Salt Lake City, UT United States
5. In the Tax tap, select between the options depending on your need.	Tax ⓘ ● Header level tax ⓘ ○ Line level tax ⓘ Category:* 5% VAT / 5% VAT Location: [ ] Description: 5% VAT Regime: [ ] Date Of Pre-Payment: [ ] Law Reference: [ ]

Topic or Process Step	Specification or Screenshot
6. Review the payment terms set in the Purchase Order.	**Payment Term** Discount or Penalty Term(days): 60 Percentage(%): 0.000 Net due in 60 days
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"	Line Items Insert Line Item Options ☐ Tax Category: [∨] ☐ Shipping Documents ☐ No. Include Type Part # Description ☑ 1 ◉ MATERIAL Not Available test ↳ [Line Item Actions ▼] [Delete]
8. Select "Tax"	Edit Add **Tax** Shipping Documents Pricing Details Discount Allowance Charge Comments Attachment

Topic or Process Step	Specification or Screenshot
9. Fill the "Category" by selecting the option needed. Click on "next"	
10. Ariba will show a summary page where you have to make sure all information is set correctly. After this revision you have to click on "Submit"	