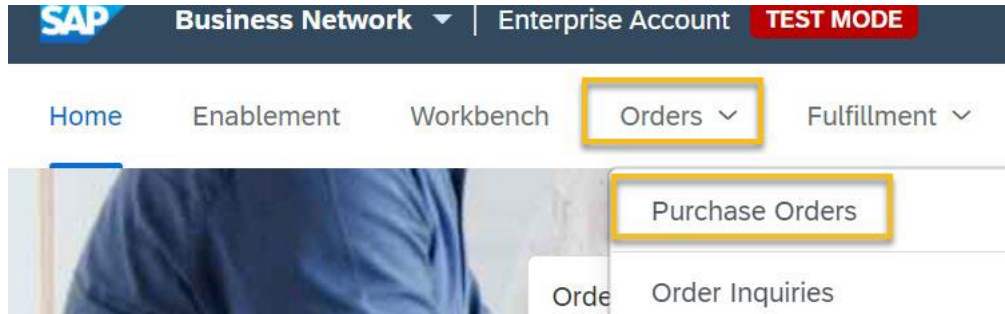


Create Invoice - Ariba Network

1. Log into Ariba Network and search for the Purchase Order that needs invoiced.
 - a. Expand the Search Filter section to search for the **Exact PO number** or adjust other filters to just see MPC relevant POs.



Orders (397)

[Edit filter](#)

Customers <input type="text" value="Select or type selections"/>	Order numbers <input type="text" value="Type selection"/> <input checked="" type="radio"/> Partial match <input type="radio"/> Exact match	Creation date <input type="text" value="Last 31 days"/>	Order status <input type="text" value="Include"/>	Company codes <input type="text" value="Select or type selections"/>	Purchasing organizations <input type="text" value="Select or type selections"/>	Customer locations <input type="text" value="Type selection"/>
Order type <input type="text" value="All"/>	Routing status <input type="text" value="All"/>	Min amount <input type="text"/>	Max amount <input type="text"/>	Currency <input type="text" value="USD"/>	Visibility <input type="text" value="Not hidden"/>	

Orders with inquiry only

2. Once you have found the correct PO, click on the blue order number to open the PO.

Order Number	Customer
4900001780	Marathon Petroleum Affiliate - TEST

3. If the Create Invoice button is not white, please confirm the order (Refer to How To Create Order Confirmation document).

Purchase Order: 4900001780

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, Create Invoice

Order Detail | Order History

4. Click Create Invoice > Standard Invoice.

Purchase Order: 4900001780

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, Create Invoice

Order Detail | Order History

Dropdown menu: Standard Invoice, Line-Item Credit Memo, Line-Item Debit Memo

5. Fill in the Invoice Number

6. Invoice date pre-populates and should not be changed; invoices cannot be back or future dated.

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4900001780

Invoice #: INV1780

Invoice Date: 5 May 2023

Service Description:

Supplier Tax ID:

Remit To: Aquilex LLC

7. For a Blanket Order or Framework Order, if you want the tax amount to calculate itself based on a percentage or if you wish to enter a tax amount so the percentage calculates itself, you will need to add invoice lines prior to completing the tax section.
8. For a standard order, tax can be added at any time. Tax will be required to be filled in (even \$0 if there is no tax) prior to submitting the invoice.
9. Select shipping preferences.

Tax ⓘ

- Header level tax ⓘ
 Line level tax ⓘ

Category:

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Shipping

- Header level shipping ⓘ
 Line level shipping ⓘ

Ship From: **Aquilex LLC - TEST**
 Norwell, MA
 United States

Ship To: **TM BIG SANDY KY ASP**
 Catlettsburg, KY
 United States

Deliver To:

10. Review Payment Terms and Additional Fields sections. Nothing is required for the Additional Fields.

Payment Term

Per Applicable Agreement

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date:

Service End Date:

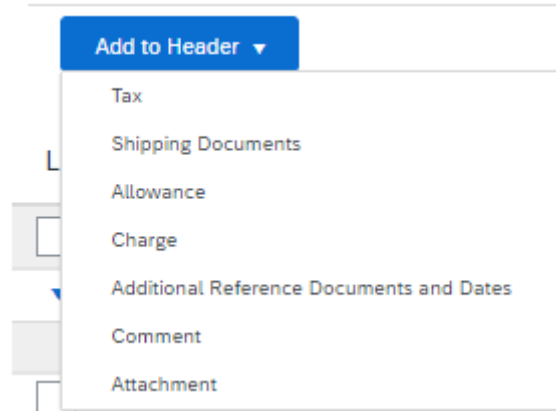
Supplier: **Aquilex LLC - TEST**
 Norwell, MA
 United States

Customer: **Marathon Petroleum Company LP**
 San Antonio, TX
 United States

Bill From: **Aquilex LLC - TEST**
 Norwell, MA
 United States

Email:

11. Additional items can be added to the header if needed. Select the Add to Header button and pick what you want to add. A new section in the header will be created for you to enter the information or attach the documents.



12. To add freight, select Add to Header button and pick "Charge". Once picked, a new "Allowance and Charges" section is populated.

Allowances and Charges

Service Code:* Add Tax
! Required field Remove

Start Date: End Date:

Charge:

a. Click "Service Code" and pick which freight charge is appropriate.

Allowances and Charges

Service Code:* Add Tax
Remove

Start Date: End Date:

Charge: Search more

b. Once the service code is populated, the type of charge is required to be filled in.

Allowances and Charges

Service Code:* Add Tax
Remove

Start Date: End Date:

Charge:

! Required field

Allowances and Charges

Service Code:* Descrip

Start Date: End |

Charge:

Amount

Rate (%)

c. Fill in amount or rate as appropriate

Allowances and Charges

Service Code:* Description: Add Tax

Start Date: End Date: Remove

Charge:

13. Review invoice and if it's acceptable, click next.

14. The following screen will appear to ensure the invoice is correct and if so, click submit.

Create Invoice
Previous
Save
Submit
Exit

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 United States. If you want your invoices to be stored in the file 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: INV1780
Invoice Date: Friday 5 May 2023 9:11 AM GMT-06:00
Original Purchase Order: 490001780

Subtotal: \$1,456.00 USD
Total Tax: \$0.00 USD
Total Charges: \$1,200.00 USD
Total Gross Amount: \$4,656.00 USD
Total Amount without Tax: \$4,656.00 USD
Total Net Amount: \$4,656.00 USD
Amount Due: \$4,656.00 USD

REMIT TO:	BILL TO:	SUPPLIER:
Aquilex LLC - TEST Postal Address: Aquilex LLC Longwater Dr 42 PLYMOUTH Norwell, MA 02061-1612 United States Remit To ID: 0007052398	Marathon Petroleum Company LP Postal Address: PO Box 509900 San Antonio, TX 78259-9701 United States Address ID: 4500	Aquilex LLC - TEST Postal Address: Longwater Dr 42 PLYMOUTH Norwell, MA 02061-1612 United States
BILL FROM:	CUSTOMER:	
Aquilex LLC - TEST Postal Address: Longwater Dr 42 PLYMOUTH Norwell, MA 02061-1612 United States	Marathon Petroleum Company LP Postal Address: PO Box 509900 San Antonio, TX 78259-9701 United States Address ID: P200	

SHIPPING INFORMATION:

SHIP FROM:	SHIP TO:
Aquilex LLC - TEST Postal Address: Longwater Dr 42 PLYMOUTH Norwell, MA 02061-1612 United States	TM BIG SANDY KY ASP Postal Address (Default): 15089 Old US Route 23 Caledonia, KY 411299284 United States Address ID: T001 Email: jshenley@marathonpetroleum.com

15. For a blanket order, you will need to create the invoice line using the steps below. Select Goods from the Create drop down menu.

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1.000	ACT	\$1,975.00 USD			EATON LABOR ON UPS	\$1,975.00 USD

16. Leave the quantity of 1 and adjust price based on how much you are invoicing for. Click create.

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1.000	ACT	\$1,975.00 USD			EATON LABOR ON UPS	\$1,975.00 USD

* Indicates required field

Quantity: *
 Unit: ACT
 Unit Price: *
 Subtotal: \$1,975.00 USD

Description:

17. Now that the invoice line has been created, you can enter tax information and it will auto calculate.

- a. Taxable amount is now a dollar value instead of \$0. Once a 3% tax rate is entered the amount will prefill.
- b. Similarly, if the tax amount were entered, the rate % would auto calculate.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: *

Location:

Description:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: *

Location:

Description:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

18. Click next, double check your entries and submit.

- a. If the invoice is missing something, you can click Previous to go back and make a change.

19. For a standard order, tax can be entered up front and all available lines are automatically added to the invoice.

- a. These can be adjusted using the Include button and by changing quantities as needed.
- b. When changes are made, click the update button to see the invoice value and ensure it matches what you intend to invoice. Click Create > review the invoice> Submit.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * Sales Tax

Location:

Description:

Taxable Amount: \$68.80 USD

Tax Rate Type:

Rate(%): 0

Tax Amount: \$0.00 USD

3 Line Items, 3 Included, 0 Pre

Line Items

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
10	<input checked="" type="checkbox"/>	MATERIAL	78227456530	PLUG.CONDT.CLOSE UP,1/2",RECS,THD,STEEL.	000000000003655577	20	EA	\$1.02 USD
Pricing Details		Price Unit: EA Unit Conversion: 1		Price Unit Quantity: 1 Description:		Change quantity as desired		
20	<input checked="" type="checkbox"/>	MATERIAL	78227443551	COVER,CNOB:BLNK,7,1/2",GALV,170SG.	000000000003769645	20	EA	\$1.4 USD
Pricing Details		Price Unit: EA Unit Conversion: 1		Price Unit Quantity: 1 Description:				
30	<input checked="" type="checkbox"/>	MATERIAL	78227456530	PLUG.CONDT.CLOSE UP,1/2",RECS,THD,STEEL.	000000000003655577	20	EA	\$1.02 USD