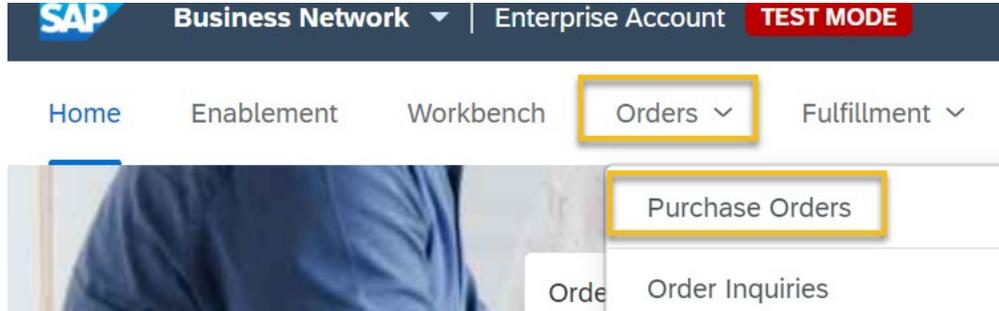


Create Invoice - Ariba Network

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.



▼ Search Filters

Customer: ▼

Order Number: Partial number Exact number

Buyer Location Code:

Invoice Number:

Show orders by: Creation Date Inquiry Date

Date Range: ▼

2 Feb 2022 - 4 Mar 2022

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



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

Purchase Order: 4500276801

Buttons: Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Dropdown menu for 'Create Invoice':

- Create Invoice ▼
- Standard Invoice
- Line-Item Credit Memo
- Line-Item Debit Memo

5. Fill in the Invoice Number and ensure the the appropriate remit to information is selected.
 - a. If you have set up a default Remit To, this will populate. Otherwise, the first Remit To available will default and this may or may not be correct.
 - b. Please refer to How To: Configure Remittance Information for information on setting up and viewing if the correct Remit To ID are configured.
6. Invoice date pre-populates and should not be changed, invoices cannot be back or future dated.

▼ Invoice Header

Summary

Blanket Order: 4500276801

Invoice #: * 7978967

Invoice Date: * 4 Mar 2022

Service Description:

Supplier Tax ID:

Remit To Marathon RemitTo 1 ▼

Dallas , TX
United States

- 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.
- 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.
- Select shipping preferences.

Tax ⓘ

Header level tax ⓘ
 Line level tax ⓘ

Category:*

Location:

Description:

Taxable Amount: [Remove](#)

Tax Rate Type:

Rate(%):

Tax Amount:

Shipping

Header level shipping ⓘ
 Line level shipping ⓘ

Ship From: **Marathon Test Supplier 1 - TEST**
 Pittsburgh , PA
 United States

Ship To: **ND-DICKINSON REFINERY**
 DICKINSON , North Dakota
 United States

Deliver To:

[View/Edit Addresses](#)

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

Payment Term

Discount or Penalty Term(days): 30 Percentage(%): 0.000
 Net 30 from Invoice Date

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Marathon Test Supplier 1 - TEST**
 Pittsburgh , PA
 United States

Customer: **Marathon Petroleum Company LP - TEST**
 Findlay , OH
 United States

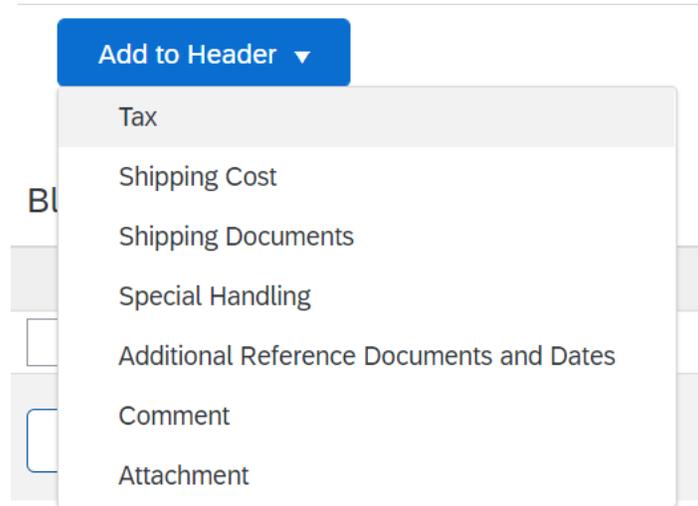
Bill From: **Marathon Test Supplier 1 - TEST**
 Pittsburgh , PA
 United States

Service Start Date:

Service End Date:

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. For a blanket order, you will need to create the invoice line using the steps below.

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

13. 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: *

14. Now that the invoice line has been created, you can enter tax information and it will auto calculate.
- Taxable amount is now a dollar value instead of \$0. Once a 3% tax rate is entered the amount will prefill.
 - Similarly, if the tax amount were entered, the rate % would auto calculate.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* Sales Tax

Location:

Description:

Taxable Amount: \$1,975.00 USD

Tax Rate Type:

Rate(%):

Tax Amount:

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* Sales Tax

Location:

Description:

Taxable Amount: \$1,975.00 USD

Tax Rate Type:

Rate(%) 3

Tax Amount: \$59.25 USD

15. Click next, double check your entries and submit.
- If the invoice is missing something, you can click Previous to go back and make a change.
16. **For a standard order**, tax can be entered up front and all available lines are automatically added to the invoice.
- These can be adjusted using the Include button and by changing quantities as needed.
 - 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

Line Items

3 Line Items, 3 Included, 0 Priced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	78227456530	PLUG,CONDT.CLOSE UP,1/2",RECS,THD,STEEL.	00000000000365577	<input type="text" value="20"/>	EA	<input type="text" value="\$1.02 USD"/>
Pricing Details			Price Unit: EA Unit Conversion: 1		Price Unit Quantity: 1 Description:		Change quantity as desired		
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL	78227443551	COVER,CNDOB:BLNK,7,1/2",GALV,170SG.	000000000003769645	<input type="text" value="20"/>	EA	<input type="text" value="\$1.4 USD"/>
Pricing Details			Price Unit: EA Unit Conversion: 1		Price Unit Quantity: 1 Description:				
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
<input type="checkbox"/>	30	<input checked="" type="checkbox"/>	MATERIAL	78227456530	PLUG,CONDT.CLOSE UP,1/2",RECS,THD,STEEL.	00000000000365577	<input type="text" value="20"/>	EA	<input type="text" value="\$1.02 USD"/>