

Quick reference guide



Standad Invoice Creation

Supplier received purchased order – GO to Process Order – Log In - Go to PROCESS ORDER- Select Create Invoice – Standard Invoice



LiLAC Services LTd. sent a new order

Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

SAP Business Network

Purchase Order:

Create Order Confirmation | Create Ship Notice | **Create Invoice** (dropdown menu: Standard Invoice, Line-Item Credit Memo, Line-Item Debit Memo)

Process order

Complete Mandatory Fields: Invoice Number (16 Characters max- No spaces/no special characters) Invoice Date (Date of Invoice Creation) and Attachment (Header level) Attachment should be in PDF and no more than 100MB/ attachment name - no special characters/no spaces)

All markets

Go to the Attachment section – Select the file to Upload – Attached the documents – Invoice needs to be in PDF (100mb) the number on the Invoice should be the one identify on the Invoice number section - Note: The name of the attachment shouldn't include special symbols our spaces.

Follow this process only for Costa Rica invoices

Go to the Attachment section – Select the file to Upload – Attached the documents – Invoice needs to be in PDF (100mb) the number on the Invoice should be the one identify on the Invoice number section and include the two XML additional files (individual upload) – Note: All documents should be attached individually and the name of the attachments should have 10 characters please don't include special symbols our spaces.

*Adjuntos

El tamaño total de todos los documentos adjuntos no puede sobrepasar los 100 MB

Seleccionar archivo | Ninguno archivo selec. | **Agregar adjunto**



Quick reference guide



Standad Invoice Creation

Complete Go to Line level – Select the value or quantity to be invoiced (Service or Material Purchase Order)
Go to Update and NEXT - Note: To exclude lines Select Include option for it to turn Gutiérrez - Go to Tax line
Items – Select Tax Code and Add to Include the Line

Line Items

Insert Line Item Options

Tax Category: 10% GCT / Jamaica: GCT 10% In Tax Fu Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	Material	Not Available	Test Item 1		1	EA	\$1,000.00 USD	\$1,000.00 USD
Service Period		Service Start Date:	20 Jun 2022	Service End Date:	31 Aug 2022				
2	<input type="checkbox"/>	Service	Not Available	Test Item 2		0	EA	\$2,200.00 USD	\$0 USD

Excluded line items cannot be modified.

Review information – Select Submit (Invoice will be sent to Accounts Payable it will be review and processed)

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 Brazil. The document's destination country

Standard Invoice

Invoice Number: 12345	Subtotal: \$1,000.00 USD
Invoice Date: Tuesday 31 Jan 2023 2:08 PM GMT-05:00	Total Tax: \$0.00 USD
Original Purchase Order: 4200010026	Total Gross Amount: \$1,000.00 USD
	Total Amount without Tax: \$1,000.00 USD
	Total Net Amount: \$1,000.00 USD
	Amount Due: \$1,000.00 USD

¿Need Help? Contact us at - aribasupplier@lla.com