VENDOR Process: Create Invoice in Ariba

Team(s): External Vendor

Role(s): Contact at external vendor

Process Value: To invoice GE in a timely manner following a rendered material or service

Frequency: As Needed

Volume: N/A

Trigger: Notification that goods receipt was created OR service entry sheet has been approved by GE.

Background Information:

To invoice GE for materials or services, vendors must first confirm the appropriate PO lines. The vendor will use the Ariba system to locate the proper POs and confirm POs/PO lines. Before vendors can generate an invoice to be sent to GE, proof of material received or services performed must be confirmed in the form of a Goods Receipt creation OR Service Entry sheet confirmation in the system PowerMax. Finally, the vendor will generate an invoice to be sent to GE for payment.

If there's an error on the PO (i.e. quantities, prices, etc.), contact your GE buyer and request a correction prior to confirmation. If a PO is confirmed with an error, the PO will need to be reconfirmed after amending the PO.

Links Used:

Ariba Dashboard – External facing portal for vendor use to manage POs and invoices

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Create Invoice

☐ Vendor opens PO details

1. Log into the Ariba portal and locate the PO. Open your PO number from the search results by clicking on the blue hyperlinked number.

   Note: If you're unsure how to locate the PO, please reference the Vendor Search, Find & Confirm PO Desktop Instructions.

   Note: Watch out for the "Order Status" column – All workable POs will state "New" or "Current". If a PO status was revised, the current version is rendered obsolete. Watch for any "Obsolete" order status; the PO will just be a "snapshot" and not actions can be taken against that PO.

☐ Vendor creates invoice

2. On the PO details page, select the "Create Invoice" dropdown, and select "Standard Invoice".

   Note: If the "Create Invoice" button is unavailable, the service sheet may not be created. For more details on creating a service sheet, follow these instructions: [Vendor Service Entry Sheets Desktop Instructions](#)

   If the "Create Service Sheet" button is also greyed out, the PO needs to be confirmed. For more details on confirming a PO, follow these set of instructions: [Vendor Search, Find & Confirm PO Desktop Instructions](#)

3. Populate the "Invoice #" field – this field can be whatever value you choose, i.e. a value that aligns with vendor's internal systems. Fill in "Invoice Date" with today's date.

4. Populate the "Supplier Tax ID" field, which is the (the vendor's) tax ID number. In Canada, this is the Federal Tax ID Number.

5. The "Shipping" section should be left as is – any shipping charges should be established on the PO itself, and not on the invoice. The shipping charge as part of the PO value should be known by GE in advanced.

6. The "Line Items" section will list any lines that have been confirmed with a goods receipt or service entry sheet. Ariba will add all available lines by default, so check you only include the lines you want to be invoicing.

    To exclude a line, click on the "Include" slider to turn it grey.

7. Next, tax rates will need to be applied.

Note: If you're not seeing the tax rates for the correct country you're invoicing from, you may be logged into an Ariba account with a different address location. Please contact your Ariba admin account manager to discuss proper accesses.

Note: In this example the vendor is Canadian, so Canadian tax rates will apply. For US vendors, the same process will be used but US rates will be available.

Under "Tax Category", select "5% GST", then check the box to the left.

Click the "Add to Included Lines" button.

8. Below the line item, the "5% GST" tax section will appear. The taxable amount will auto-calculate below according to the entered quantity above.

Note: If you change the quantity after entering your tax rates, click the "Update" button below to verify the correct amounts.

9. Add the second Canadian tax with the same process as described above. Select "9.975% QST / QC" tax from the dropdown and "Add to Included Lines". The second taxable rate will appear below the line item underneath the first.

Note: If there are any issues with the tax rates, contact Vincent Desmarchais (vincent.desmarchais@ge.com).

10. After entering the tax information, the workflow unlocks additional required fields. Below shows the "Supplier VAT" section prior to adding tax rates.

Scroll back up to the "Supplier VAT" section to fill out the "Federal Tax ID" and "Provincial Tax Number".

11. Check that the invoice amount including taxes matches your own invoicing calculations. If so, click "Submit".

12. You will receive an email notification that the invoice has been submitted. If the invoice were to fail, you will be notified via email. To monitor the status of the invoice, go to the "Invoices" section of the Ariba Dashboard.

Monitor the "Invoice" status on the right for an "Approved" approved. If the status remains as "Sent", it has not yet been processed and vendors should contact their buyer.

Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date	Amount		Routing Status ⓘ	Invoice Status
General Electric Company POWER - TEST	4200204353	Online	Supplier	Supplier	No	Order	11 Jun 2021	$115.50	CAD	Acknowledged	Sent
General Electric Company POWER - TEST	4200204307	Online	Supplier	Supplier	No	Order	8 Jun 2021	$-89,690.50	CAD	Acknowledged	Approved
General Electric Company POWER - TEST	4200204307	Online	Supplier	Supplier	No	Order	8 Jun 2021	$89,680.50	CAD	Acknowledged	Approved