Ariba Purchase Order and Payment Process

- All vendors received initial Ariba training in Fall 2020
- In-depth Ariba refresh trainings will be available in Spring 2021

1. Purchase Requisition Initiated	2. PR Flips to Purchase Order	3. Vendor Renders Services	4. Vendor Submits Invoice in Ariba	5. Payment Issued
- *Upon finalizing scope and budget, EWD / Department initiates Purchase Requisition in Ariba* - *Services may start* ***after Purchase Requisition is approved in Ariba***	- *Approval of Purchase Requisition flips it to Purchase Order (P.O.)* - *Once the P.O. is created, the vendor will receive an* ***email notification*** *from Ariba that the P.O. is ready*	- *Deliver services*	- *Invoices are processed/paid out via Ariba only* - *P.O. may list multiple line items for each deliverable or phase* - *Select applicable line items (e.g., workshop) to invoice against P.O.*	- *Payments are only issued for services rendered (not prior)*

Ariba Invoice Tips and Resources

Tips to Avoid System Errors

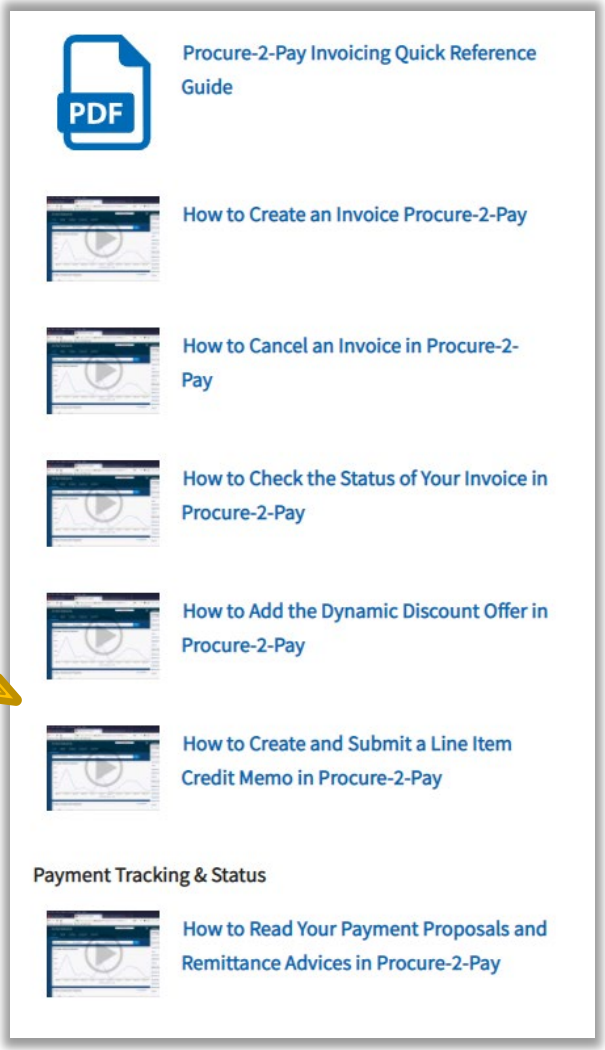
- **Vendor Invoice Number** must be less than 16 characters and in all UPPERCASE or will get rejected by system

- **Partial invoices** (e.g., invoicing for 1 of 3 workshops/ line items completed) may be processed by selecting applicable delivered line item(s) set-up in the Ariba P.O.
  - If you submit line items of offerings not yet delivered, you will have to cancel the entire invoice and issue a new one

- Unsure of what the error is? Check your Outbox for the error message

Ariba Invoice Tips and Resources

Resources & Reference Guides

- **Procurement Resources** website has short YouTube videos and Reference Documents
  - https://procurement.sccgov.org/vendor-resource-center

- **Vendor Ariba Refresh** Trainings coming soon