



**Santa Clara County Vendor Ariba Refresh Training**  
**April 13 and 16, 2021**  
**Questions and Answers**

**Q1. Do all the invoices need to be submitted in Ariba rather than emailing it the old fashion way?**

**Answer:** Yes, all invoices will need to be submitted in Ariba.

**Q2. What is the minimum discount to qualify for early payment? And how many days is allowed (e.g. 10 days, 7 days, 1 day)?**

**Answer:** Vendor can opt for early payment and below are the standard discounts:

2.25% 10 Net 45 (provides 35 days of cash acceleration)

2.00% 15 Net 45 (provides 30 days of cash acceleration)

1.75% 20 Net 45 (provides 25 days of cash acceleration)

1.33% 25 Net 45 (provides 20 days of cash acceleration)

1.00% 30 Net 45 (provides 15 days of cash acceleration)

**Q3. What is the difference between “PO Invoice” and “Contract Invoice”?**

**Answer:** PO invoice and contract invoice are the same. PO invoice is how we reference in the Ariba system. In the Ariba system, you are able to generate invoice by line item or generate partial payment as the work is delivered.

**Q4. How is the unit defined?**

**Answer:** Unit is defined as unit of service (training class, session, etc) depending on the established scope of work on the contract

**Q5. How can Suppliers check the Comments from the County for example when dept rejects an invoice?**

**Answer:** Error messages and rejected invoices can be found in the Outbox. Once in the Outbox, the status in the “Invoice Status” column would say “Error.”

**Link to Recording:** [Ariba Vendor Refresh Training](#)