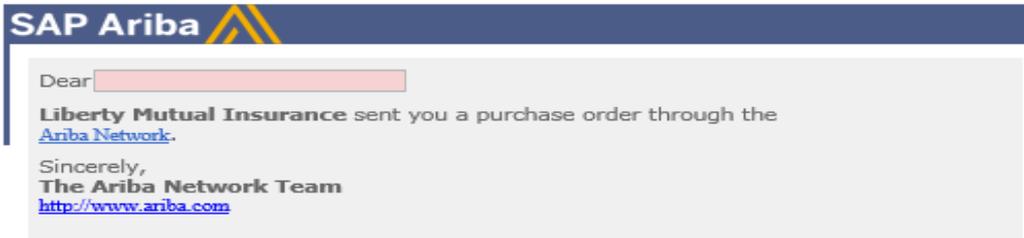


Creating an Invoice from an Interactive Purchase Order Email

1. Confirm your Purchase Order (PO) you received by email by clicking on “Confirm Order”

From: "Liberty Mutual Insurance" [<mailto:ordersender-prod@ansmtp.ariba.com>]
Sent: Thursday, June 22, 2017 9:03 PM
To: ariba-liberty@cop-inc.com
Subject: Liberty Mutual Insurance sent a new Purchase Order PO20022



+ Message from Buyer

Liberty Mutual is following a new process for Purchase Orders and Invoices using the Ariba P2P system. As a result you will notice the format of this email has changed from what you may be accustomed to.

Please ensure you use the "create invoice" button below to log into your Ariba Network account to submit your invoice.



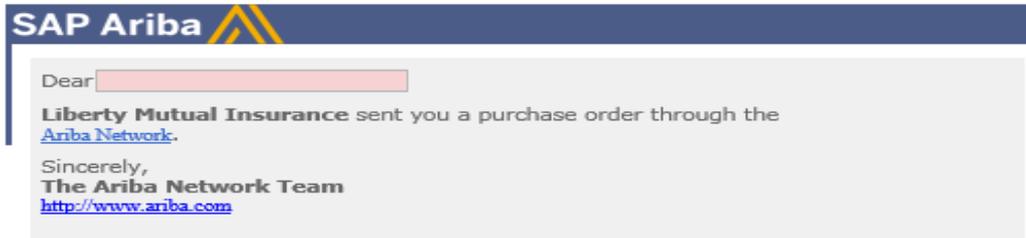
[Confirm Order](#)

[Create Invoice](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

2. Create an invoice for the product or services from the PO by clicking “Create Invoice”

From: "Liberty Mutual Insurance" [<mailto:ordersender-prod@ansmtp.ariba.com>]
Sent: Thursday, June 22, 2017 9:03 PM
To: ariba-liberty@cop-inc.com
Subject: Liberty Mutual Insurance sent a new Purchase Order PO20022



+ Message from Buyer

Liberty Mutual is following a new process for Purchase Orders and Invoices using the Ariba P2P system. As a result you will notice the format of this email has changed from what you may be accustomed to.

Please ensure you use the "create invoice" button below to log into your Ariba Network account to submit your invoice.



[Confirm Order](#)

[Create Invoice](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

3. Information from the PO pre-populates on the invoice

Create Invoice for Purchase Order: #PO8242 Update

Liberty Mutual Insurance
100 Liberty Way
Dover, NH 03820
United States

PO DETAILS
PO Date: 20 Feb 2016
PO Number: PO8242
PO Type: New Order
PO Amount: \$9,000.00 USD

▼ Invoice Header * Indicates required

Summary

Purchase Order:	PO8242	Subtotal:	\$9,000.00 USD
Invoice #:	<input type="text"/>	Total Tax:	\$0.00 USD
Invoice Date:	1 Mar 2016 	Total Gross Amount:	\$9,000.00 USD
Supplier Tax ID:	<input type="text"/>	Total Net Amount:	\$9,000.00 USD
Remit To:	Workchairs, Inc.	Amount Due:	\$9,000.00 USD

4. From the Header section, enter your invoice #, it cannot be greater than 10 characters and no special characters

▼ Invoice Header * Indicates required

Summary

Purchase Order: PO8242	Subtotal: \$9,000.00 USD
Invoice #: * <input type="text"/>	Total Tax: \$0.00 USD
Invoice Date: * 1 Mar 2016 <input type="text"/>	Total Gross Amount: \$9,000.00 USD
Supplier Tax ID: <input type="text"/>	Total Net Amount: \$9,000.00 USD
Remit To: Liberty Mutual Insurance 100 Liberty Way Dover, NH 03820 United States	Amount Due: \$9,000.00 USD
Bill To: ACME Insurance El Paso, TX United States	

5. Enter your Tax and Shipping at the Header Level, scroll down to Add to Header, from the dropdown Select either Tax or Shipping and enter the amount.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* ▾

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **Liberty Mutual Group Inc. - SUPPLIER TEST**

Boston, MA
United States

Add to Header ▾

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- Comment
- Attachment

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **Liberty Mutual Group Inc. - SUPPLIER TEST**

Boston, MA
United States

Shipping Cost

Shipping Amount:

6. Line Item section provides the items that were on the PO ready to invoice
7. Enter the quantity that will be invoiced
8. If the item requires a serial number enter it in the Serial Number box below the line item,
9. All information is entered click Next

1 Line Items, 1 Included, 0

Line Items

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"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Marketing materials		2	EA	\$250.00 USD

Serial Number:

Additional Fields

⚠ For all items that have a serial number, Liberty Mutual requires that serial numbers be recorded in the field above. Please enter all serial numbers separated by commas and no spaces between them. Example: 543678,334216,9987733

⚠ Liberty Mutual requires shipping and tax to be entered only at the invoice header level. Please do not select the check boxes above to enter shipping and tax at the line item level.

10. From the Invoice Summary screen ensure all the information is entered correctly, scroll to the bottom

Invoice Summary for Purchase Order: #PO8242 Previous Exit Next

Liberty Mutual Insurance 100 Liberty Way Dover, NH 03820 United States	PO DETAILS PO Date: 20 Feb 2016 PO Number: PO8242 PO Type: New Order PO Amount: \$9,000.00 USD
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Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: United States. The document's destination country is: United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice #: INV1234	Subtotal : \$4,000.00 USD
Invoice Date : Tuesday 1 Mar 2016 12:37 PM GMT-08:00	Total Tax : \$300.00 USD
Original Purchase Order : PO8242	Total Shipping : \$120.00 USD
	Total Gross Amount : \$4,420.00 USD
	Total Net Amount : \$4,420.00 USD
	Amount Due : \$4,420.00 USD

11. From the bottom of the invoice summary, enter your name, email address and check the box that you are agreeing to the Interactive Email Terms, Click Next to go to the invoice Submit page

Amount Due: \$4,420.00 USD

By clicking the Next button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the [Ariba Ariba Privacy Statement](#), the [Terms of Use](#), and applicable law.

*Your Name:

*Email Address:

I have read and agree to the [Interactive Email Terms of Use](#) and the [Ariba Privacy Statement](#)

Note:

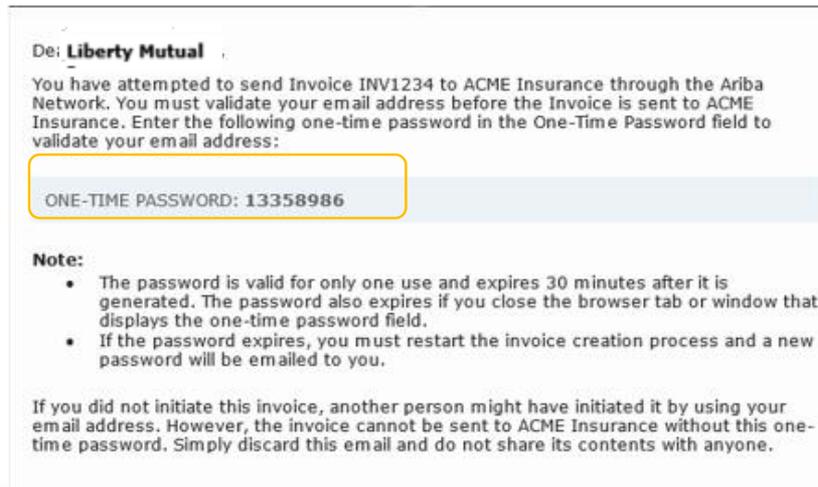
After you submit the invoice, Ariba will email you two files: a PDF copy of the invoice and the invoice data in cXML format. Please retain these files to support your local business records storage and archiving requirements. Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving invoices.

Previous

Exit

Next

12. Before you can submit your invoice you must confirm your identity, In your email inbox you will receive a 1 time password, enter the password



Validate Your Email Address

To be able to send you important notifications about this transaction, the Ariba Network needs to validate your email address. A one-time password has been emailed to you. Enter that password below.

NOTE:

- The password expires 30 minutes after it is generated or when you close this browser tab or window, whichever occurs earlier.
- If the password expires, to receive a new one-time password email, click Previous to go to the Invoice summary page, and then submit the Invoice again.

One-Time Password:*

If you have not received the one-time password email, [resend](#) the email.



13. Click Submit

Create Invoice for Purchase Order: #PO8242

Previous

Submit

Exit

**Liberty Mutual
Insurance**
100 Liberty Way
Dover, NH 03820
United States

PO DETAILS

PO Date: 20 Feb 2016
PO Number: PO8242
PO Type: New Order
PO Amount: \$9,000.00 USD

INVOICE DETAILS

Invoice Date: 1 Mar 2016
Invoice Number : INV1234
Invoice Amount: \$4,420.00 USD

Validate Your Email Address

To be able to send you important notifications about this transaction, the Ariba Network needs to validate your email address. A one-time password has been emailed to you. Enter that password below.

NOTE:

- The password expires 30 minutes after it is generated or when you close this browser tab or window, whichever occurs earlier.
- If the password expires, to receive a new one-time password email, click Previous to go to the Invoice summary page, and then submit the Invoice again.

One-Time Password: * 13358986



14. Your invoice has been submitted successfully!

Invoice #INV1234 has been submitted successfully.

Ariba will email you two files: a PDF copy of the invoice and the invoice data in cXML format. Please retain these files to support your local business records storage and archiving requirements. This email may be delayed due to processing time.

Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.



Make sure you save the purchase order email for future use. You'll need it to submit additional invoices if you haven't fully invoiced your customer yet or to submit a corrected invoice in case your customer rejects the original one.

Next Steps:

- *Merge this customer relationship with your existing Ariba account.*
- *New to Ariba? Register to take advantage of all the benefits the Ariba Network for Suppliers has to offer.*

Who do I contact if I have questions?

Please contact [ACME Insurance](#)

What is the Ariba Network for Suppliers?

The Ariba Network is a secure, global platform network for exchanging business