

Quick Reference Guide

Invoicing via the Ariba Network (for EPIC)

The following is a basic step-by-step guide for AT&T suppliers to create an Invoice transaction on the Ariba Supplier Network.

Logging in:

- Go to <http://supplier.ariba.com>. Enter Username and Password; click the **Log In** button.
- Click the **Inbox** tab.
- Click the desired **Order Number** hyperlink to view the PO details.
- Click the **Create Invoice** button (to begin invoice processing).

On the Invoice page:

- Enter **Invoice #**. The invoice number must be unique and not yet used to bill AT&T. Only alphanumeric characters are accepted (no spaces, dashes, slashes, etc.). The maximum length of the invoice number field is 16 characters.
- Update the **Invoice Date**, if necessary (defaults to today's date). Cannot be a future date or older than 2 years.
- If taxes will not be applied, click **Remove** in the Tax section to remove the default tax item. If taxes are to be applied, complete the **Tax** section. To add additional taxes, click the **Add to Header** button and select **Tax**.
- If freight charges are to be applied, click the **Add to Header** button and select **Shipping Cost**. In the newly added **Shipping Cost** section, enter the **Shipping Amount** and **Shipping Date**.
- In the Line Items section, enter the **Quantity** for EACH line item at the Line Items screen. This field will default to the full line quantity remaining on the PO. *Adjust the quantity* if you plan to partially bill the line item. The value of this field can be less than or equal to the total quantity available; it may not be greater than the total quantity. You must enter zero (0) or delete the line item if not billing the line item.
- Click the **Next** button.

On the Review Invoice page:

- Review the Invoice for accuracy. Click the **Previous** button to make corrections on a previous screen.
- Click the **Submit** button to submit your Invoice to the Ariba SN. Your submitted invoice is stored in your Ariba SN **Outbox** tab, under **Invoices**.

Once submitted, your electronic invoice will be sent from the Ariba SN to the AT&T Accounts Payable system for processing. You may view payment status at the AT&T Payment Status Facility (<https://paymentstatus.att.com>) within 24-48 hours after processing is completed at AT&T Accounts Payable.