

## Quick Reference Guide

# Negative Invoicing via the Ariba Network (for EPIC)

The following is a basic step-by-step guide for AT&T suppliers to issue a credit by creating a negative 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 and select **Standard Invoice** (to begin invoice processing).

### On the Invoice page:

- Enter **Invoice #**. The invoice number must be unique and not yet used to bill AT&T; enter the number of the invoice being credited, appending the word “credit” followed by a sequence number (e.g. MyInvoiceCREDIT01). 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 credited, click **Remove** in the Tax section to remove the default tax item. If taxes are to be credited, complete the **Tax** section (entering a negative Taxable Amount). To add additional taxes, click the **Add to Header** button and select **Tax**.
- If freight charges are to be credited, click the **Add to Header** button and select **Shipping Cost**. In the newly added **Shipping Cost** section, enter a negative Shipping Amount.
- In the Line Items section, adjust the **Quantity** (as a negative value) for EACH line item. This field will default to the full *positive* quantity remaining on the PO line. You must enter zero (0) or delete the line item if not crediting the line item. (If the line item has already been fully invoiced, click the **Include** icon to allow the credit.)
- Click the **Next** button.

**NOTE:** Do not add positive charges to the negative invoice; all items must be negative.

### On the Review Invoice page:

- Review the invoice for accuracy. The credit totals and subtotals will appear as negative values. 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 negative invoice will be sent from the Ariba SN to the AT&T Accounts Payable system for processing.