Creating an Invoice

Invoice based on a purchase order

Description	Screenshot
Creating an Invoice Once you have created a ship notice (if required), the Create Invoice button will become available. 1. To begin creating an invoice, **Select the Create Invoice** button from either the top or the bottom of the screen. 2. Then **Select Standard Invoice** The line items associated with this purchase order will be shown below the shipping location information. 3. Validate the quantities and pricing of the lines to be invoiced. **Note:** Only lines that have a valid ASN can be invoiced (unless PO doesn't require ASN). Pricing can **NOT** be changed during invoicing. Please contact buyer if pricing is incorrect.	

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Creating an Invoice After selecting Create Invoice, you will be brought to the screen shown on the right. Information will automatically be populated to the Invoice from the purchase order and ASN. **Any field marked with an asterisk will be required to be submitted.** 4. Enter a valid Invoice Number and Invoice Date. 5. Scroll down to the Tax Level. 6. Enter **Header Level Tax**. 7. Enter Tax Rate. **IMPORTANT:** Completion of tax field is required. It must be "Header level tax". If "Line level tax" is selected, the invoice **will be rejected.** A tax rate must be entered. If you don't charge tax on the invoice, **enter 0 in the rate.**	
Creating an Invoice Scroll down and validate your line items and pricing. 8. Select "Next"	
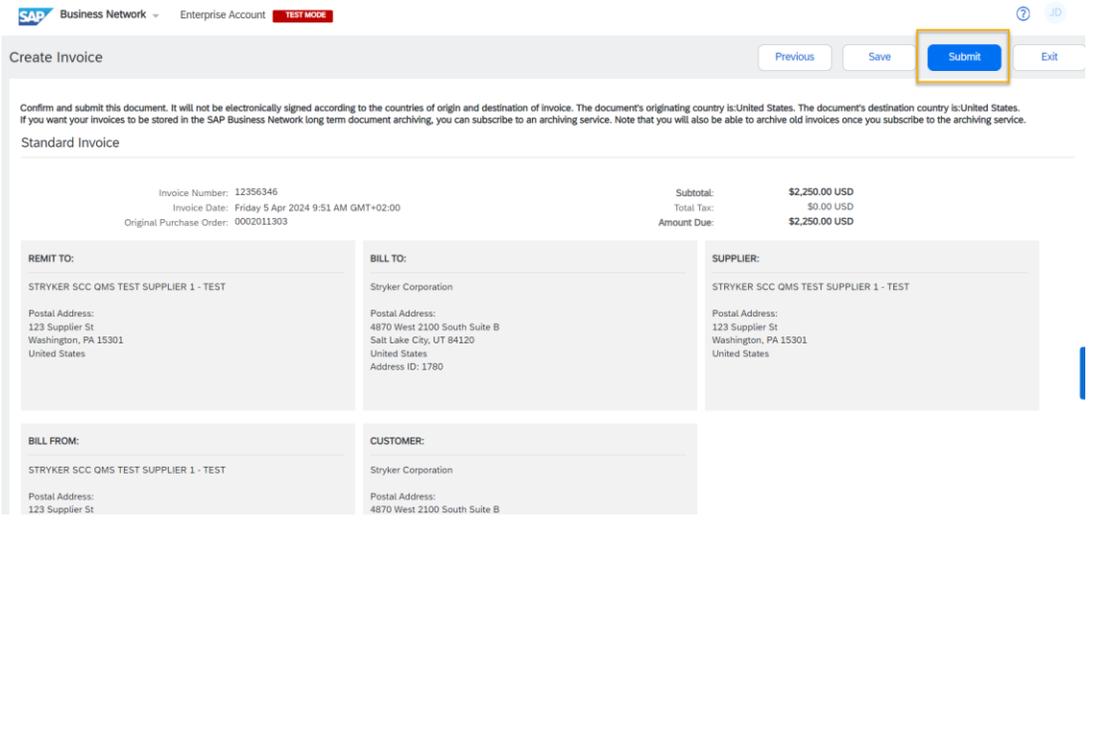
Description	Screenshot
Creating an Invoice After moving the next step, you will be brought to a screen where you can review the information you have submitted for your invoice. Make sure that the subtotal, total tax (if applicable), and amount due are correct. 9. Select "Submit" at the top or bottom of the page to send the invoice to Stryker. **Please do not email an invoice separately to Stryker. This is the only required invoice for a PO in Ariba.**	
Creating an Invoice Once you have submitted your invoice, you will be brought to a screen where you can either print the invoice you have created or exit back to the purchase order interface.	