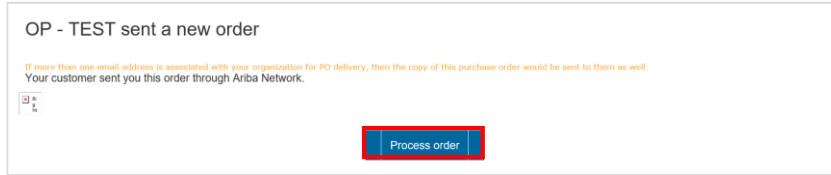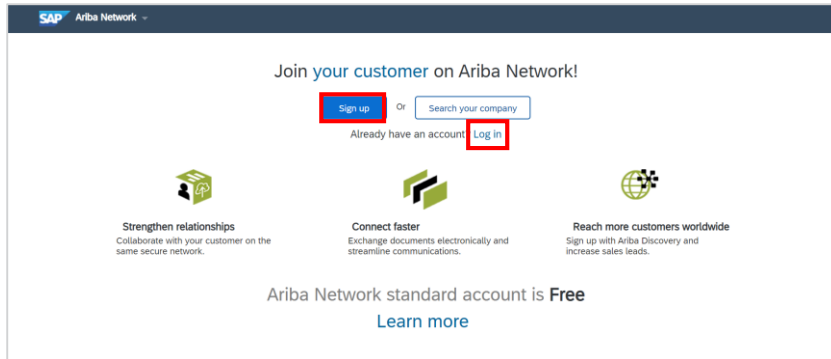# Creating invoices in the Ariba portal

- You will receive a purchase order email from OP

- Click *Process order* in order to create invoices in the Ariba portal

- Create a new Ariba Network account or use an existing account

- The Ariba standard account is free of charge. The Ariba enterprise account is subject to a charge.

- After creating an account or logging in to an existing account click *Create invoice*

- For debit notes click *Standard invoice*

- Add the *Invoice ID (invoice number)*

- Attach the original invoice by clicking *Add to Header*

- Choose *Line level tax*

- Add the *Supplier VAT/Tax ID*

- To create and delete tax categories, choose *Configure Tax Menu* (this configuration has to be done only once)

- The created tax values can be found on the Tax selection after configuration.

- Select the line item/items by ticking the box
- Click *Line Item Actions*
- Click *Tax*

- Choose the correct Tax Category
- Edit line item details if needed
- Click Next

OP

- Review the invoice carefully and finally click *Submit*

How to contact Ariba support if you are having problems with your account?

- Go to page: https://service.ariba.com/Supplier.aw
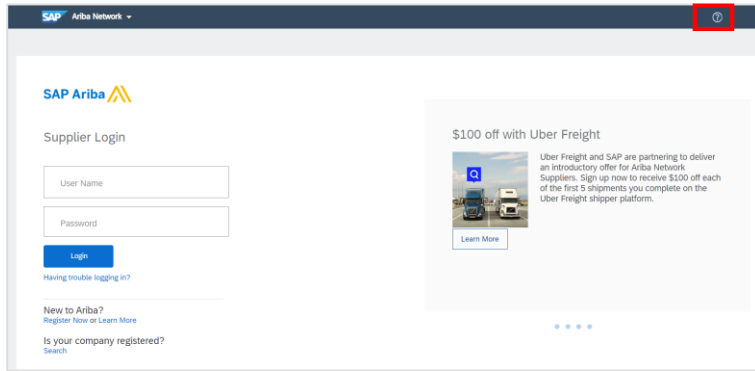
- Click the question mark (top right corner of the page)

- Click Support (bottom right corner)

OP