

HOW TO SUBMIT A **LIGHT ENABLED** ELECTRONIC INVOICE TO **ADOBE** VIA THE ARIBA NETWORK



Dear Supplier, if you have received an Interactive Email PO from Adobe through the Ariba Network (like the one in the picture below), please note the following:

- Use of the Ariba Network to create an Invoice through this Interactive Email is **free of charge and you do not need to sign up for the Ariba Network**, so no further obligations. This is just the Adobe front end for receiving Electronic Invoices.
- This new process is also to your advantage as it reduces the chance your invoice will be rejected, and it reduces the time it takes for your Invoice to be processed.

FIND AND CHECK YOUR PURCHASE ORDER:

Find and open the Interactive Email in your email inbox. You might have more than 1 PO emails.

It is possible to forward these emails between people in your organization.

1. Read the instructions
2. See the PO details (there is a printable .html version attached to the email)
3. (optional) Click [Confirm Order] and follow the instructions in the page that opens
4. When ready click on [Create Invoice] (for further instructions see the next section)

If your email looks different than this one, follow the instructions in that email.

you have an existing Ariba account, [click here](#) to process this purchase order on the Ariba Network.

Sincerely,
The Ariba Network Team
<http://www.ariba.com>

Message from Buyer

Below and attached is your interactive Adobe Purchase Order and invoicing instructions.

Confirm the PO by clicking the [Confirm Order] button in this email (optional).

Invoices for this PO must be submitted by clicking the [Create Invoice] button in this email.
Invoice submissions for this PO via any other method will be rejected by Adobe Accounts Payable.

If you have questions on how to create Invoices for this PO, please watch this short 5-minute video (<https://support.ariba.com/invoicingvideo>) or contact supplier@adobe.com.

NOTE: If you have previously received a PDF PO from Adobe, follow the invoicing instructions that were provided with that PO.

If you have questions about the content of this PO please contact purchase@adobe.com. If you are not the right recipient for this PO, please forward it to the correct person within your organization, or contact purchase@adobe.com.

If you have questions about an Invoice you already submitted, please contact ap@adobe.com.

Adobe Systems Incorporated - TEST
345 Park Avenue
San Jose, CA 95110
United States

3 Confirm Order **4** Create Invoice

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

From:
ADOBE SYSTEMS INCORPORATED
PO BOX 1670
SAN JOSE, CA 95109-1670
United States
Email: AP@ADOBE.COM

To:
Purchase Order
(New)
4200004645
Amount: \$100.00 USD
Version: 1
BUENK@ADOBE.COM

Payment Terms
NET 30



CREATING AN ELECTRONIC INVOICE

After clicking the [Create Invoice] button in the Interactive Email an ad-hoc Electronic Invoice creation screen will open up through the Ariba Network (AN). In a few simple clicks you will be able to submit your electronic invoice to Adobe.

1. Enter your invoice number (A-Z, only upper case, 0-9, max 16 characters)
2. If applicable: Enter Tax IDs (In Europe it will ask for VAT IDs).
3. We request you to please attach the ERP/TAX invoice copies wherever applicable, since Tax authorities may require businesses to submit copies of invoices to support the amounts reported in tax returns. This helps ensure that deductions or credits claimed are valid.
4. Scroll down to the bottom (see next section)

Ariba Network
Help Center

Create Invoice for Purchase Order: #4200004645

Adobe Systems Incorporated - TEST
Michiel Buenk

PO DETAILS

PO Date: 31 Oct 2016
 PO Number: 4200004645
 PO Type: New Order
 PO Amount: \$100.00 USD

▼ Invoice Header * Indicates required field

Summary

Purchase Order: 4200004645

Invoice #: 4645A 1

Invoice Date: 10 Nov 2016

Supplier Tax ID:

Remit To:

Bill To: **ADOBE SYSTEMS INCORPORATED**
SAN JOSE, CA
United States

Subtotal: **\$100.00 USD**

Total Tax: \$0.00 USD

Total Gross Amount: \$100.00 USD

Total Net Amount: \$100.00 USD

Amount Due: **\$100.00 USD**

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Additional Reference Documents and Dates

Comment

Attachment 3

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From:

Ship To: **ADOBE SYSTEMS INCORPORATED**
SAN JOSE, CA
United States View/Edit Addresses

Deliver To: Michiel Buenk - 12 - W12-601 - 345 Park Avenue
ADOBE SYSTEMS INCORPORATED

4 ↓

CREATING AN ELECTRONIC INVOICE – LINE ITEMS AND TAX

1. Change the quantity as required or leave the default. Note: While selecting line items, only the quantity of the item can be adjusted (if required) that too not in fraction. The unit price must remain unchanged and cannot be modified. This ensures consistency in pricing and prevents unauthorized changes to agreed-upon prices."
2. Add tax as required by selecting the line item and clicking Add Tax in the action drop down.
3. Only include the line items you want to Invoice.
4. (optional) Click [Update] to see everything recalculated
5. Click [Next] when you're done

Insert Line Item Options

Tax Category:

Shipping Documents Special Handling Discount

[Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>	Enter a description for this item.	<input type="text"/>	10	EA	\$10.00 USD	\$100.00 USD

2

1

If you do not want to invoice a line item, toggle it off with this button

3

Line Item Actions

- Edit
- Add
- Tax
- Shipping Documents

2

2

4

[Update](#)

[Exit](#)

[Next](#)

5



CREATING AN ELECTRONIC INVOICE – CHECK

1. Check the Invoice.
2. Scroll down to the bottom

Standard Invoice

Invoice #: 4645A
 Invoice Date: Thursday 10 Nov 2016 3:14 PM GMT-08:00
 Original Purchase Order: 4200004645

Subtotal: \$100.00 USD
 Total Tax: \$0.00 USD
 Total Gross Amount: \$100.00 USD
 Total Net Amount: \$100.00 USD
 Amount Due: \$100.00 USD

REMIT TO: ABOVEINET-TEST
 BILL TO: ADOBE SYSTEMS INCORPORATED
 SUPPLIER: ABOVEINET-TEST

Postal Address: [Redacted]

CREATING AN ELECTRONIC INVOICE – SIGN AND SEND

1. Fill in your name
2. Fill in your email address
3. Agree to the T&C
4. Click [Next]

Total Gross Amount: \$100.00 USD
 Total Net Amount: \$100.00 USD
 Amount Due: \$100.00 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

You will receive an email with a One-Time password:

SAP Ariba

Dear [Redacted]

You have attempted to send Invoice 4645A to Adobe Systems Incorporated - TEST through the Ariba Network. You must validate your email address before the Invoice is sent to Adobe Systems Incorporated - TEST. Enter the following one-time password in the One-Time Password field to validate your email address:

ONE-TIME PASSWORD: 18892800

1. Enter the One-Time Password in the Electronic Invoice Creation screen
2. Click [Submit]

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.

Previous Submit Exit