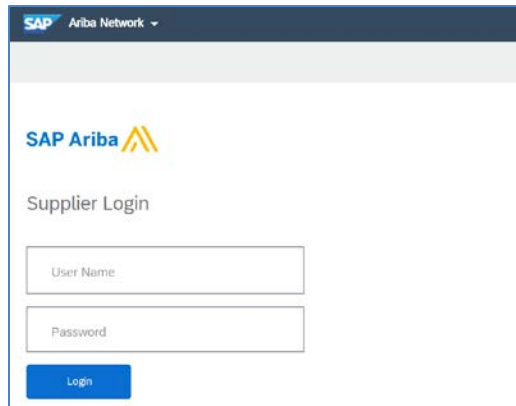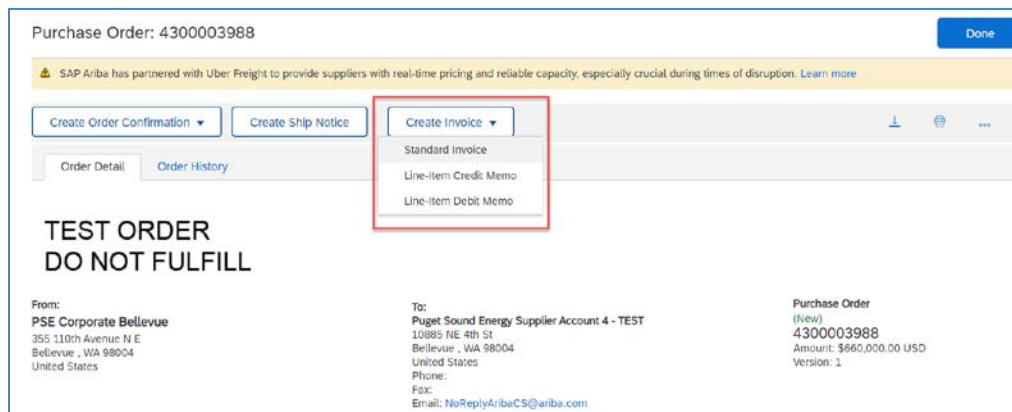**PSE** PUGET SOUND ENERGY

1. Login to your Ariba account and search for the Purchase Order (PO)
   https://service.ariba.com/Supplier.aw/125004057/aw?awh=r&awssk=bY_dAb9U&dard=1&ancdc=1

2. Click **Create Invoice** at top of screen and select **Standard Invoice** from drop down

3. Click **Add to Header** drop down and select **Attachment** to attach invoice
   a. **Attachment** section will be added near the bottom of the screen
   b. Upload your file by clicking **Choose File**
   c. Select file from computer
   d. Click **Add Attachment**

4. Enter invoice details
   a. ***Invoice #***
   b. ***Rate (%)*** **or** ***Tax Amount*** *if non-taxable, enter 0 for *Tax Amount*
   c. ***Service Start Date*** and ***Service End Date***, if applicable

Tax ⓘ

● Header level tax ⓘ   ○ Line level tax ⓘ

Category:* [Sales Tax   ⌄]   Taxable Amount: [$660,000.00 USD]   Remov

Location: [   ]   Tax Rate Type: [   ]

Description: [   ]   Rate(%): [   ]

Regime: [⌄]   Tax Amount: [0]

[   ]

Shipping

● Header level shipping ⓘ   ○ Line level shipping ⓘ

Ship From: **Puget Sound Energy Supplier Account 4 - TEST**   Ship To: **South King**   View/Edit
                                                                          Kent , WA
Bellevue , WA   United States
United States   Deliver To: PDR
                                                                          South King

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Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #: [   ]   Service Start Date: [📅]

Customer Reference: [   ]   Service End Date: [📅]

Supplier Reference: [   ]

Payment Note: [   ]

Supplier: ▬▬▬▬▬▬▬▬ ⌄   Customer: **PSE Corporate Bellevue**

VANCOUVER , WA   Bellevue , WA
United States   United States
Bill From: **Puget Sound Energy Supplier**   Email: [   ]
         Account 4 - TEST   View/Edit Addre

Bellevue , WA
United States

taxExchangeCode: [   ]

[Add to Header ▾]

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5. Check mark the box to the left of the line you want to invoice
    *if invoicing multiple lines, check all applicable lines
6. Un-toggle the *Include* indicator on lines not included on the invoice
7. Enter invoice *Quantity* *Never change *Unit Price*
8. Click *Next*

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: [⌄]   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☑	1	◉	MATERIAL	[LR4]	Land Rover LR4	[ ]	[11]	EA	[$60,000.00 U]	$660,000.00 USD

[Line Item Actions ▾]   [Delete]

[Update]   [Save]   [Exit]   [Next]

9. Review invoice details and click *Submit*

Create Invoice   [Previous] [Save] [Submit] [Exit]

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: XXXXX	Subtotal: $660,000.00 USD
Invoice Date: Wednesday 9 Sep 2020 3:23 PM GMT-07:00	Total Tax: $0.00 USD
Original Purchase Order: 4300003988	Total Gross Amount: $660,000.00 USD
	Total Net Amount: $660,000.00 USD
	Amount Due: $660,000.00 USD