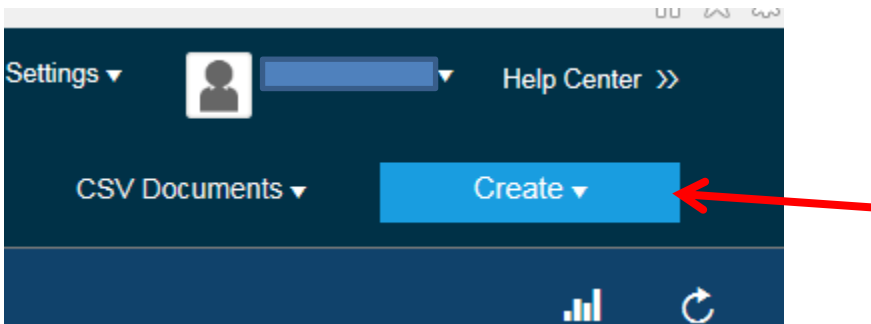
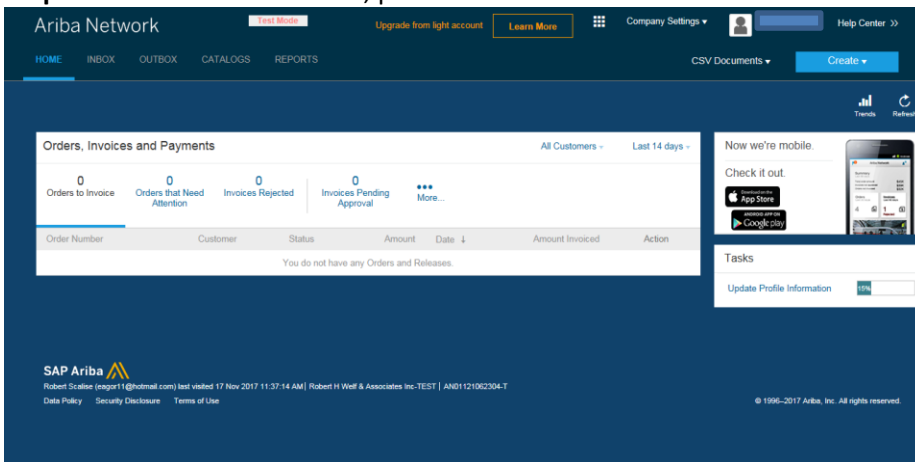


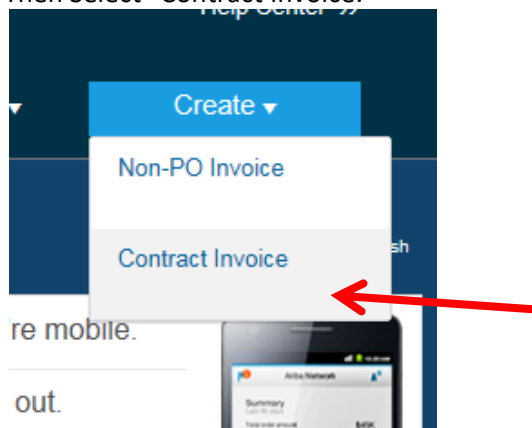
Ariba Login - <https://supplier.ariba.com>

## Invoicing against a Contract

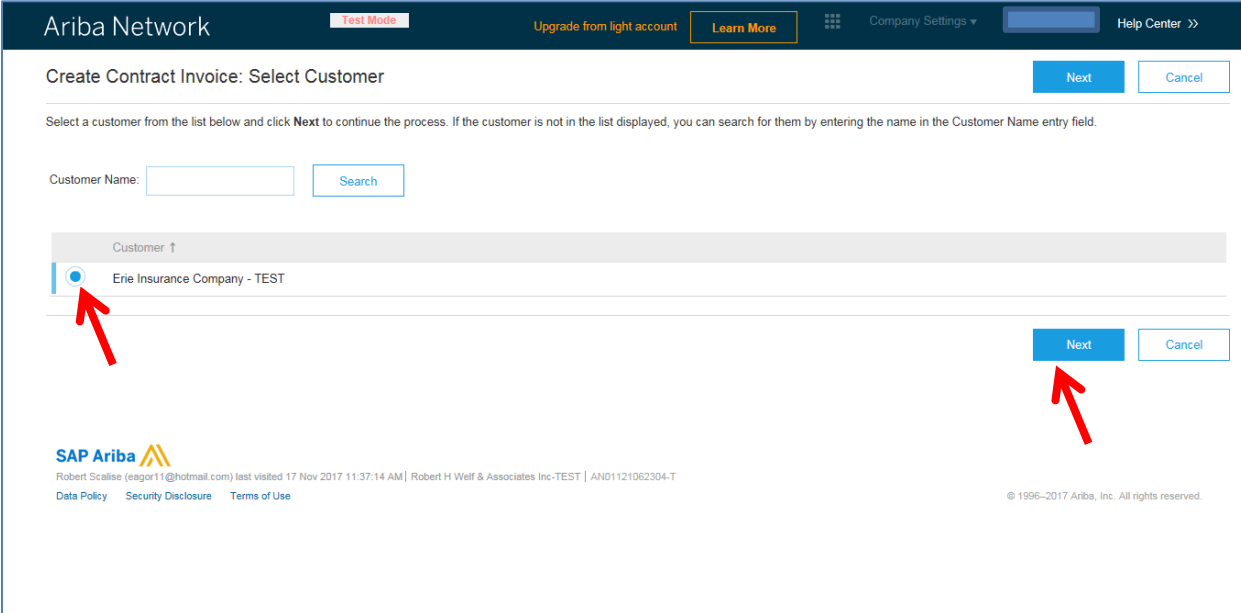
**Step 1:** From the home screen, please click on the blue button titled “Create.”



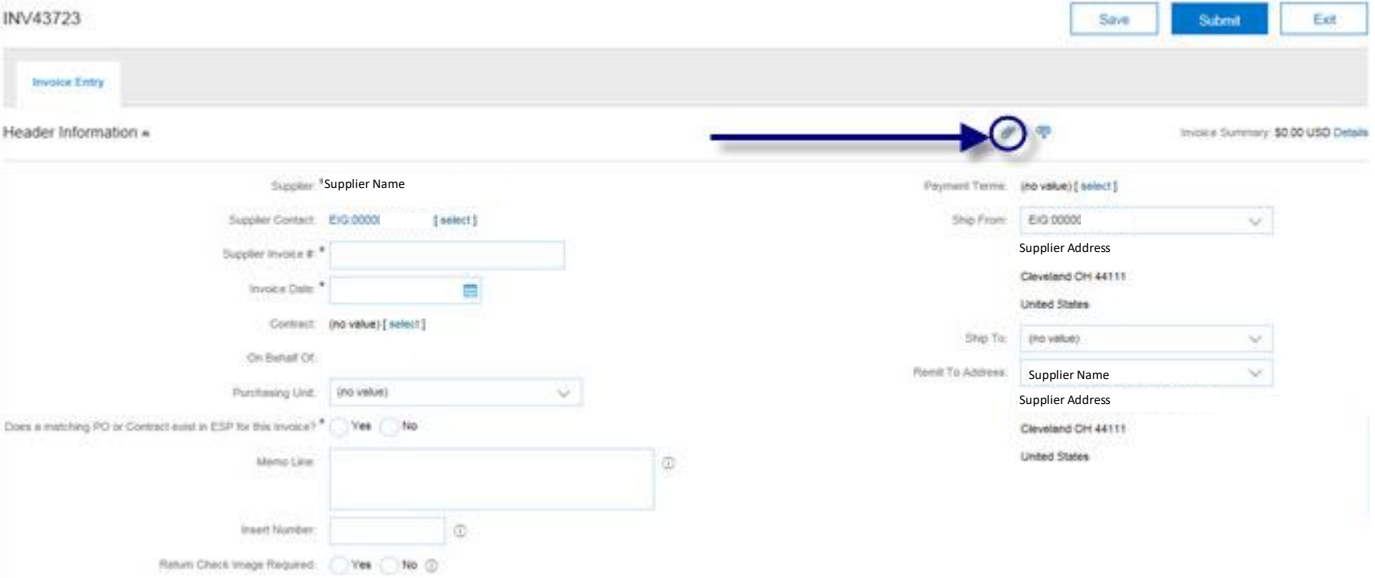
**Step 2:** Then Select “Contract Invoice.”



**Step 3:** Select the Company Name that you are trying to Invoice and click “Next”. If you have numerous customers, you may want to perform a search in the “search” box.



**Step 4:** You are now at the main Invoicing Screen, from here you will have numerous items to fill-in before your invoice is complete. Optionally, you may click on the paper clip to attach the original supplier invoice.



**Step 5:** Please fill in an Invoice Number in the “Supplier Invoice #” Section which is your company’s invoice number. However, it cannot be a duplicated invoice number (i.e. if the invoice 1234 has already been rejected once submit as 1234A). Also fill in the “Invoice Date”.

INV43723

Save
Submit
Exit

Invoice Entry

Header Information ▲
Invoice Summary: \$0.00 USD Details

Supplier: \*Supplier Name

Supplier Contact: EIG-00001 [ select ]

Supplier Invoice #:  

Invoice Date:  

Contract: (no value) [ select ]

On Behalf Of:

Purchasing Unit: (no value) ▼

Does a matching PO or Contract exist in ESP for this Invoice? \*  Yes  No

Memo Line:  ⓘ

Insert Number:  ⓘ

Return Check Image Required:  Yes  No ⓘ

Payment Terms: (no value) [ select ]

Ship From: EIG-00001 ▼

Supplier Address

Cleveland OH 44111

United States

Ship To: (no value) ▼

Remit To Address: Supplier Name ▼

Supplier Address

Cleveland OH 44111

United States

**Step 6:** Next, click on the blue “select” link, this will display a text box allowing you to select the contract that you’d like to invoice against.

INV43723

Save
Submit
Exit

Invoice Entry

Header Information ▲
Invoice Summary: \$0.00 USD Details

Supplier: \*Supplier Name

Supplier Contact: EIG-0000 [ select ]

Supplier Invoice #:

Invoice Date:

Contract: (no value) [ select ]

On Behalf Of:

Purchasing Unit: (no value) ▼

Does a matching PO or Contract exist in ESP for this Invoice? \*  Yes  No

Memo Line:  ⓘ

Insert Number:  ⓘ

Return Check Image Required:  Yes  No ⓘ

Payment Terms: (no value) [ select ]

Ship From: EIG-00000 ▼

Supplier Address

Cleveland OH 44111

United States

Ship To: (no value) ▼

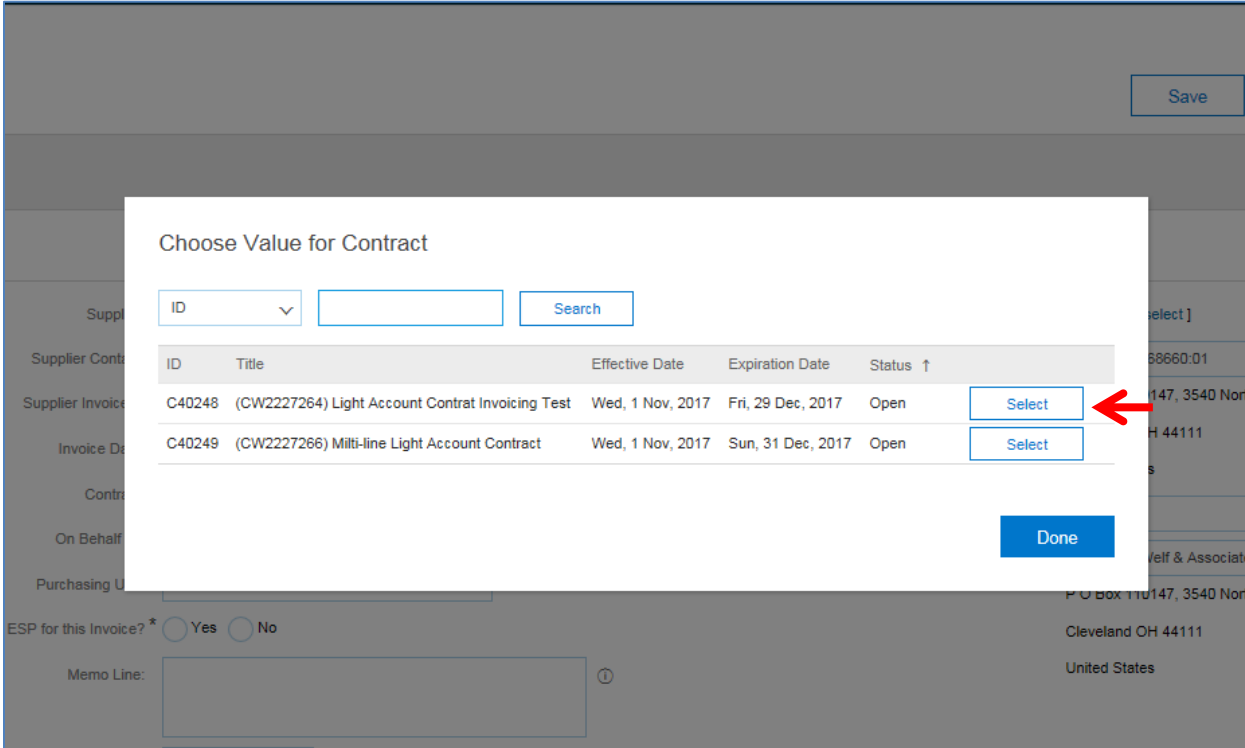
Remit To Address: Supplier Name ▼

Supplier Address

Cleveland OH 44111

United States

**Step 7:** Click “Select” next to the contract that you’d like to invoice against.



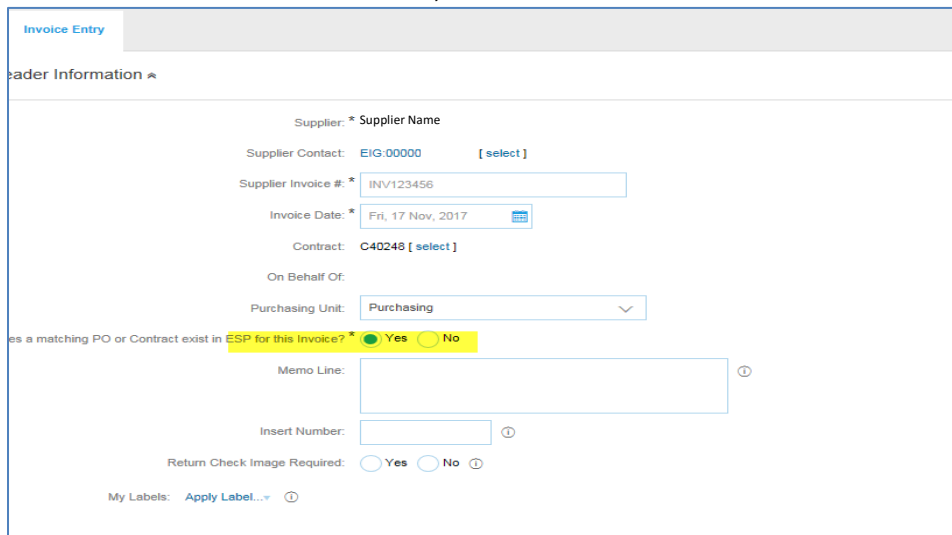
Choose Value for Contract

ID  Search

ID	Title	Effective Date	Expiration Date	Status ↑	
C40248	(CW2227264) Light Account Contrat Invoicing Test	Wed, 1 Nov, 2017	Fri, 29 Dec, 2017	Open	Select
C40249	(CW2227266) Multi-line Light Account Contract	Wed, 1 Nov, 2017	Sun, 31 Dec, 2017	Open	Select

Done

**Step 8:** After selecting the contract, click “Yes” next to “Does a matching PO or Contract exist in ESP for this Invoice?”. You can fill in the rest of the information on the left side, however it is NOT REQUIRED.



Invoice Entry

Supplier Information

Supplier: \* Supplier Name

Supplier Contact: EIG-00000 [select]

Supplier Invoice #: INV123456

Invoice Date: \* Fri, 17 Nov, 2017

Contract: C40248 [select]

On Behalf Of:

Purchasing Unit: Purchasing

Does a matching PO or Contract exist in ESP for this Invoice? \*  Yes  No

Memo Line:

Insert Number:

Return Check Image Required:  Yes  No

My Labels: Apply Label...

**Step 9:** Next, please click the drop-down arrow to “Search More” in the “Ship To:” section. You will need to select where you are shipping to.

**Step 10:** If you are shipping to the Erie Home Office, please select **Receiving**. If you are shipping to a branch location, please select the Branch Location. If, you are not shipping anything physical, and simply providing a service, please still select Receiving.

Choose Value for Ship To

Name

Location ↑	Name	Country	City	State/Province/Region	Street	Select
EIG.KNOXVILLE	Knoxville Branch Office	United States	Knoxville	TN	Erie Insurance Group,412 N. Cedar Bluff Road,Suite 403	<input type="button" value="Select"/>
EIG.MURRYSVILL	Murrysville	United States	Murrysville	PA	Erie Insurance Group,1000 Murry Ridge Drive	<input type="button" value="Select"/>
EIG.NASHVILLE	Nashville	United States	Brentwood	TN	Erie Insurance Group,Brentwood Commons 1,750 Old Hickory Blv, Suite 150	<input type="button" value="Select"/>
EIG.PARKERSBUR	Parkersburg	United States	Parkersburg	WV	Erie Insurance Group,3700 Poplar Street,Suite 200	<input type="button" value="Select"/>
EIG.PEORIA	Peoria	United States	East Peoria	IL	Erie Insurance Group,2409 North Main Street,Suite 200	<input type="button" value="Select"/>
EIG.PHILADELPH	Philadelphia	United States	Media	PA	Erie Insurance Group,1400 North Providence Road, Suite Z16,Rose Tree Corporate Center	<input type="button" value="Select"/>
EIG.PITTSBURGH	Pittsburgh	United States	Warrendale	PA	Erie Insurance Group,301 Commonwealth Drive	<input type="button" value="Select"/>
EIG.RALEIGH	Raleigh	United States	Cary	NC	Erie Insurance Group,125 Edinburgh South,MacGregor Park, Suite 300	<input type="button" value="Select"/>
<b>EIG.RECEIVING</b>	<b>Receiving</b>	<b>United States</b>	<b>Erie</b>	<b>PA</b>	<b>Erie Insurance Group,Attn: Receiving,108 East 5th Street</b>	<input type="button" value="Select"/>
EIG.RICHMOND	Richmond	United States	Richmond	VA	Erie Insurance Group,Two Paragon Place, Suite 600,6802 Paragon	<input type="button" value="Select"/>
EIG.ROANOKE	Roanoke	United States	Roanoke	VA	Erie Insurance Group,Colonnade Corporate Center,2820 Electric Road, Suite 100	<input type="button" value="Select"/>
EIG.ROCHESTER	Rochester	United States	Rochester	NY	Erie Insurance Group,120 Corporate Woods Suite 150	<input type="button" value="Select"/>
EIG.SILVER SPR	Silver Spring	United States	Silver Spring	MD	Erie Insurance Group,12121 Tech Road	<input type="button" value="Select"/>
EIG.WARRENDALE	Warrendale	United States	Warrendale	PA	Erie Insurance Group,301 Commonwealth Drive	<input type="button" value="Select"/>

**Step 11:** After completing step 10, you will be ready to update the “Line Items” section.

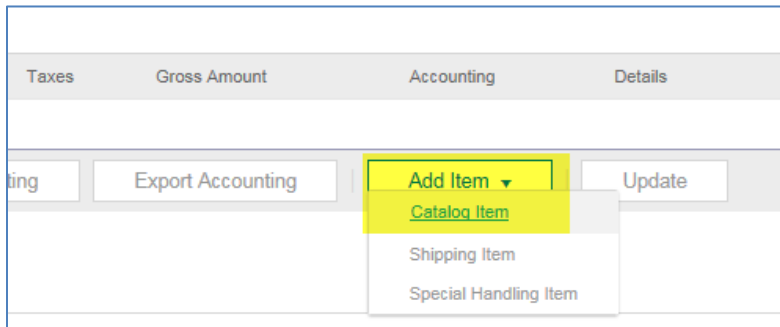
Header Taxes, Charges, and Discount

Name ↑	Type	Amount	Accounting	Details
No items				

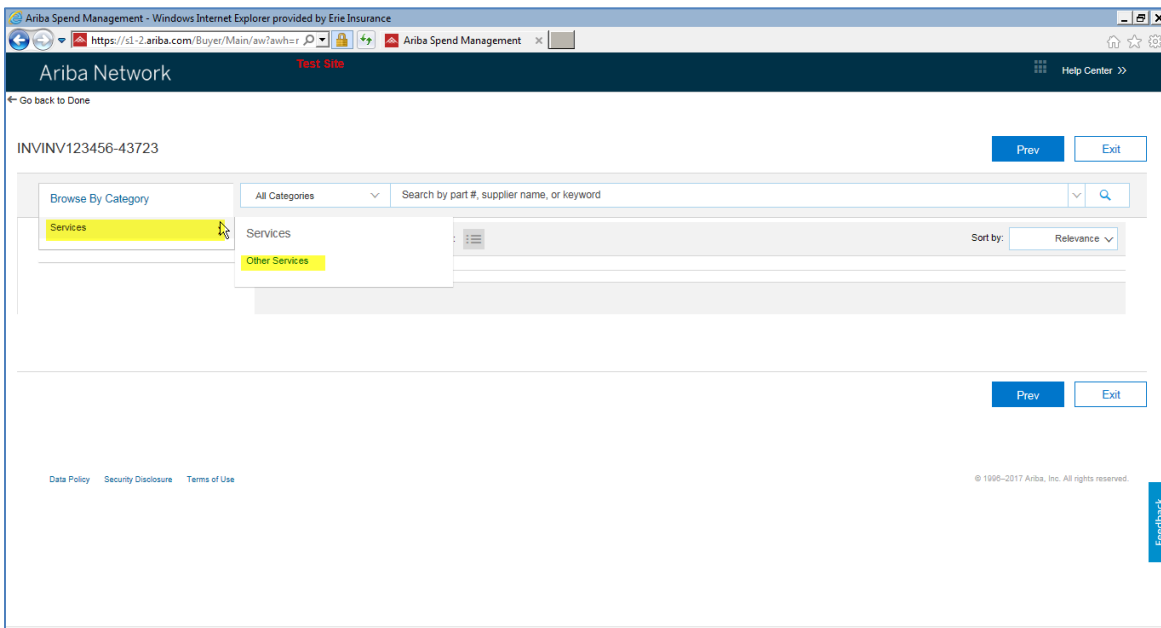
Line Items (0)

No. ↑	Description	Contract	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
No items												

**Step 12:** To begin filling in the “Line Items” section, please click on “Add Item”, and then select “Catalog Item”.

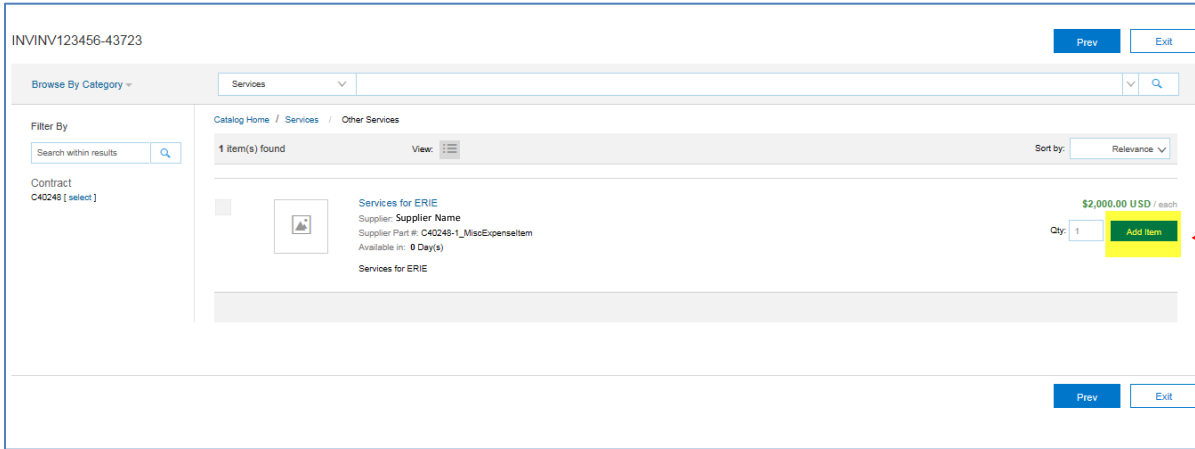


**Step 13:** Most contracts will show all the lines automatically (skip to Step 14) or you may need to “Browse By Category” to see the lines. If this is the case, you will need to click on the category that you are invoicing for then select the other description listed. Then, the items for you to invoice against will populate.

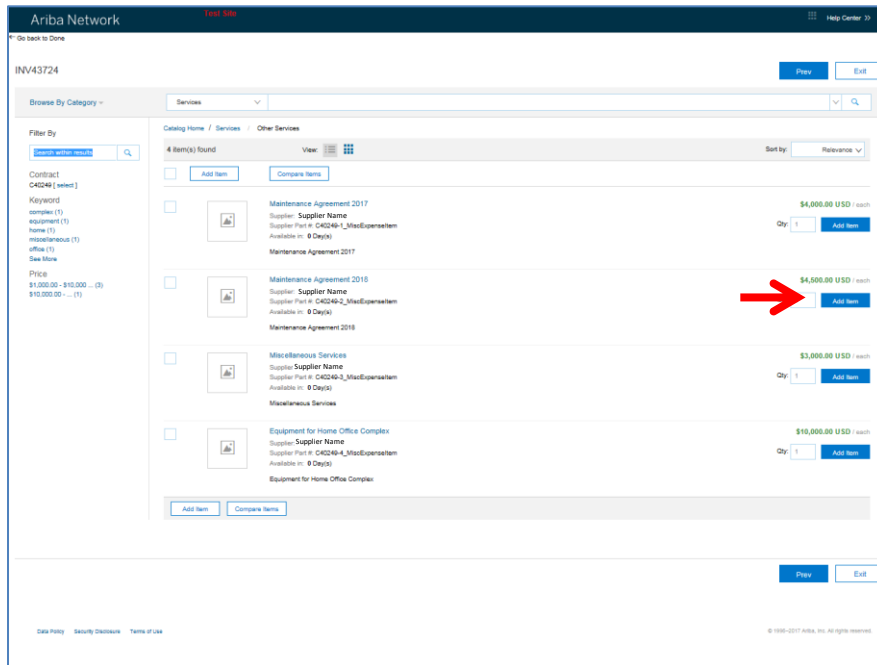


**Step 14:** IF this is a single line contract, please click “Add Item” next to the item you are invoicing against, it will then automatically take you to the next screen. IF you are invoicing against a multi-line contract, you will need to click “Add Item” next to each line individually or click the check box next to each item that you would like to invoice against, and then click “Add Item” at the top of the top of the section.

**THIS IS AN EXAMPLE OF A SINGLE LINE ITEM CONTRACT**



**THIS IS AN EXAMPLE OF A MULTI-LINE CONTRACT:**



**Step 15:** After you add your line item(s), you will then add tax or shipping by updating the **Header Taxes, Charges, and Discounts** section IF NEEDED. Not all invoices will need these items added. If no Header Taxes, Charges, and Discounts are required, proceed to updating the line Item(s).

**Step 16:** You will need to click in the amount box of the line item and delete the contents. Then enter in the amount you are invoicing for, and click "Update." You will then see how much is payable to you in the summary box. Then, click "Submit".

**THIS IS AN EXAMPLE OF A SINGLE LINE ITEM CONTRACT:**

Header Taxes, Charges, and Discount

Name ↑	Type	Amount	Accounting	Details
No Items				

Line Items (1)

No. ↑	Description	Contract	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
<input type="checkbox"/>	1	Services for ERIE				\$150.00 USD	\$0.00 USD			\$150.00 USD	(1)	Details

Base Amount: \$150.00 USD  
 Discount: \$0.00 USD  
 Charge: \$0.00 USD  
 Tax: \$0.00 USD  
 Payable To Supplier: \$150.00 USD

**THIS IS AN EXAMPLE OF A MULTI-LINE ITEM CONTRACT – add tax individually by clicking “Add Item Details”:**

Header Taxes, Charges, and Discount

Name ↑	Type	Amount	Accounting	Details
No Items				

Line Items (4)

No. ↑	Description	Contract	Qty	Unit	Price	Amount	Discount	Charges	Taxes	Gross Amount	Accounting	Details
<input checked="" type="checkbox"/>	1	Maintenance Agreement 2017				\$1,000.00 USD	\$0.00 USD			\$1,000.00 USD	(1)	Details
<input checked="" type="checkbox"/>	2	Maintenance Agreement 2018				\$1,000.00 USD	\$0.00 USD			\$1,000.00 USD	(1)	Details
<input checked="" type="checkbox"/>	3	Miscellaneous Services				\$1,000.00 USD	\$0.00 USD			\$1,000.00 USD	(1)	Details
<input checked="" type="checkbox"/>	4	Equipment for Home Office Complex				\$1,000.00 USD	\$0.00 USD			\$1,000.00 USD	(1)	Details

Base Amount: \$4,000.00 USD  
 Discount: \$0.00 USD  
 Charge: \$0.00 USD  
 Tax: \$0.00 USD  
 Payable To Supplier: \$4,000.00 USD



**Step 17:** After submitting your line item(s), you will be directed to the following screen, showing you that you have successfully submitted your invoice. Standard account users will receive an email notification that from the invoice submission which can be used to track the invoice status. Enterprise users can view submitted invoices in their “Outbox.”

New Invoice - Submitted

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Your request has been submitted for approval. To monitor the progress of the request through the approval process, check the Status column in the My Documents content item on the home dashboard.

**INVINV123456-43723** has been submitted.

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[Print a copy of this request](#)

[Add labels to tag this document](#)

[Return to the Invoice Drafts Page](#)

\*If you believe you have submitted an invoice with an error, please send an email to [ERIESVM@erieinsurance.com](mailto:ERIESVM@erieinsurance.com).