

INVOICE PAYMENT NET DUE DATE IN ARIBA

This guide is relevant if you need to locate or check the payment due date on your invoice in the Ariba portal

1. SUPPLIER ARIBA WORKBENCH

The easiest way to access your Ariba account is via ariba.com

- From your **Workbench**, click the **Invoices** tile to see an overview of your Invoices in the last 31 days.

Note all Tiles default to search range which includes the last 31 days but this can be expanded to default of 365 days if preferred

2. LOCATING YOUR INVOICE IN THE WORKBENCH

- Click **Edit Filter** under the Invoices tile in the Workbench
- Enter the invoice number in the **Invoice Number** field and select **'Exact Match'**
- Click Apply

The screenshot shows the Ariba Workbench interface. At the top, there are four tiles: 'Orders' (19), 'Orders to invoice' (12), 'Invoices' (27), and 'Rejected invoices' (2). The 'Invoices' tile is highlighted with a red box. Below the tiles, there is a section for 'Invoices (27)'. In this section, the 'Edit filter' button is highlighted with a red box. Below the filter settings, there are three input fields: 'Customers' (with a dropdown arrow), 'Invoice number' (with a dropdown arrow and radio buttons for 'Partial match' and 'Exact match'), and 'Reference' (with a dropdown arrow). The 'Invoice number' field and the 'Exact match' radio button are highlighted with red boxes.

- You have the option to expand your search date range to up to 365 days by updating the **'Creation Date'** field
- You can also choose to find your invoice using the other search fields available besides Invoice Number, just be sure to select the **Partial match** radio button under Invoice number when doing this.
- Note **documents that are older than 365 days** will need to be searched by entering the Invoice number in the **Invoice Number** field

3. LOCATING THE INVOICE PAYMENT NET DUE DATE

When your search result concludes, look for the **Payment net due date** column.

The screenshot shows the Ariba Workbench interface with a list of invoices. At the top, there are seven tiles: 'Orders' (19), 'Orders to Invoice' (12), 'Invoices' (27), 'Rejected invoices' (2), 'Items to confirm' (0), 'Remittances' (€ 0.0 EUR), and 'Early payment offers' (€ 0.0 EUR). The 'Invoices' tile is highlighted with a blue bar. Below the tiles, there is a section for 'Invoices (27)'. In this section, the 'Edit filter' button is highlighted with a red box. Below the filter settings, there is a table of invoices. The table has the following columns: Type, Customer, Invoiced Date, Reference, Amount, Invoice Number, Invoice Status, Routing Status, Payment net due date, and Actions. The 'Payment net due date' column is highlighted with a red box. The table contains one row of data: Standard Invoice, Gianbia Pic_Test, Nov 22, 2023, 4900161289, €1534.56 EUR, Inv1_2211, Sent, Acknowledged, Mar 21, 2024, and ...

If you do not see the **Payment net due date** column, You can customize your search results view by clicking on 'settings' to include this column

19 Orders (Last 31 days) | 12 Orders to Invoice (Last 31 days) | 27 Invoices (Save filter) | 2 Rejected invoices (Last 31 days) | 0 Items to confirm (Last 31 days) | € 0.0 EUR Remittances (Last 31 days) | € 0.0 EUR Early payment offers (Next 90 days) | 13 Approved invoices per payment (Last 31 days)

Invoices (27) | Edit filter | Save filter | Last 31 days

Type	Customer	Invoiced Date ↓	Reference	Amount	Invoice Number	Invoice Status	Routing Status	Payment net due date	Actions
Standard Invoice	Glanbia Plc_Test	Nov 22, 2023	4900161289	€1534.56 EUR	Inv1_2211	Sent	Acknowledged	Mar 21, 2024	...

Use the drag & drop option in **Table settings** to include this column to your view, along with any other columns to suit you!

Table setting

Use **drag and drop** to configure the table columns to be displayed and their order

Available columns: Pin, Source Document, Submission Method, Origin, Self Billing, Status change date, From address, To address

Displayed columns: Customer, Invoiced Date, Reference, Amount, Invoice Number, Invoice Status, Routing Status, **Payment net due date**

Save Cancel

Once you **Save**, you will see **Payment net due date** as a visible column in your search results.

FAQ'S / USEFUL INFORMATION

- You can find your payment terms on the original Purchase Order email you received in the 'Payment Terms' section.
- Remittance information for payments is not visible in Ariba, but will be emailed to your nominated email address. If you are not receiving these please contact purchasedata@tirlan.ie to request this be updated.