

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. LOCATING YOUR INVOICE

Log into Ariba to locate the PO that requires action by clicking [here](#).

Enter your **username** and **password** that you generated during the registration process.

See guide: [Ariba Registration Guide](#).

Select **Sign In**.

Supplier sign-in

Username

Password

Sign in

In the **Invoices** tab, use the search filters to find the invoice you wish to view the payment net due date for.

Customers: Invoice Number: External Invoice number: Invoiced date: Self Billing: Payment net due date: Invoice type: Invoice status: Status change date: Routing Status: From country: To country:
Amount: Currency: Submitted By:

- Enter the invoice number in the **Invoice Number** field and select '**Go**'
- 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.

2. LOCATING THE INVOICE PAYMENT NET DUE DATE

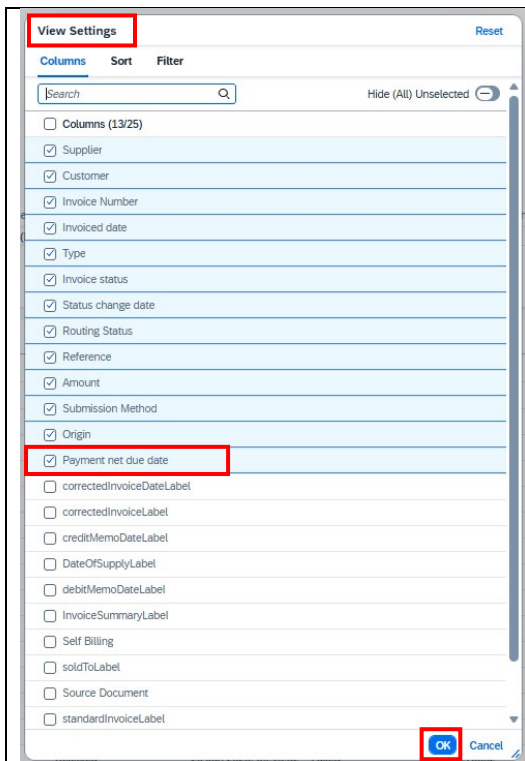
When your search result concludes, look for the **Payment net due date** column.

Invoice (29)												Settings
Supplier	Customer	Invoice Number	Invoiced date	Type	Invoice status	Status change date	Routing Status	Reference	Amount	Submission Method	Origin	Payment net due date
Genesys Gateway - TEST	Glanbia Plc_Test	BPIrv_100626	10 Jun 2026, 12:12:18	Standard Invoice	Sent	10 Jun 2026, 12:25:04	Sent	4790006261	327.00	EUR	Online	Supplier
Genesys Gateway - TEST	Glanbia Plc_Test	GM_TEST10.06	10 Jun 2026, 14:19:52	Standard Invoice	Sent	10 Jun 2026, 14:29:30	Sent	4590276555	17,755.01	EUR	Online	Supplier
Genesys Gateway - TEST	Glanbia Plc_Test	GM_TEST11.06	11 Jun 2026, 15:55:44	Standard Invoice	Rejected	11 Jun 2026, 16:03:55	Obsolete	4590276560	20,035.47	EUR	Online	Supplier

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

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Click the checkmark in **View settings** to include this column to your view, along with any other columns to suit you!



View Settings Reset

Columns Sort Filter

Search Hide (All) Unselected

☐ Columns (13/25)

☒ Supplier

☒ Customer

☒ Invoice Number

☒ Invoiced date

☒ Type

☒ Invoice status

☒ Status change date

☒ Routing Status

☒ Reference

☒ Amount

☒ Submission Method

☒ Origin

☒ **Payment net due date**

☐ correctedInvoiceDateLabel

☐ correctedInvoiceLabel

☐ creditMemoDateLabel

☐ DateOfSupplyLabel

☐ debitMemoDateLabel

☐ InvoiceSummaryLabel

☐ Self Billing

☐ soldToLabel

☐ Source Document

☐ standardInvoiceLabel

Once you click **OK**, 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.