

OVERVIEW: This job aid is designed to walk the supplier through the steps required to enable Invoice against Contract (IAC). Please note that this job aid assumes the supplier already has login credentials to access the Ariba Network.

USER/AUDIENCE: SAP Ariba suppliers who require the ability to submit invoices against contracts (IACs).

#	STEP ACTION	RESULT
1	a) Log In to Ariba Network b) Click the Create drop down menu c) Select Contract Invoice	
2	The Create Contract Invoice: Select Customer page displays Select Intel Corporation Click Next	
Note: This step may take several minutes to process		

- The first time a specific user logs in to create a contract invoice for Intel, the **Punch-in Error** screen displays
- The system automatically submits a request to Intel on the user's behalf to provide the specific user access
- These requests are approved by Intel daily. The user should log into the system the following day to create the contract invoice.

Note:

- The user will be unable to submit their invoice until their User Profile has been created/approved
- This step is only required for the first invoice for the specific user. Subsequent invoices for the same user will bypass this step.