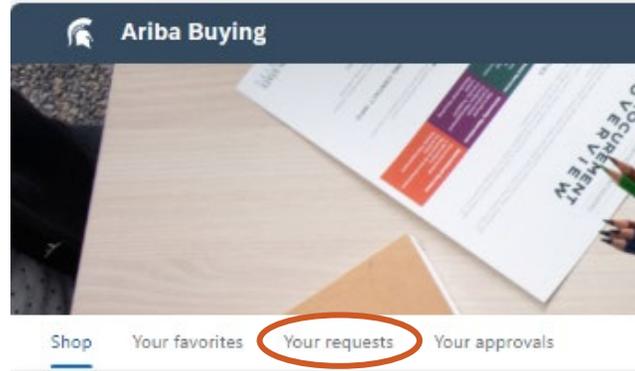




Search for Invoices in SAP Ariba - Requestor

Overview: This job aid provides instruction on how to look up invoices and related documents in SAP Ariba as the requestor of a purchase.

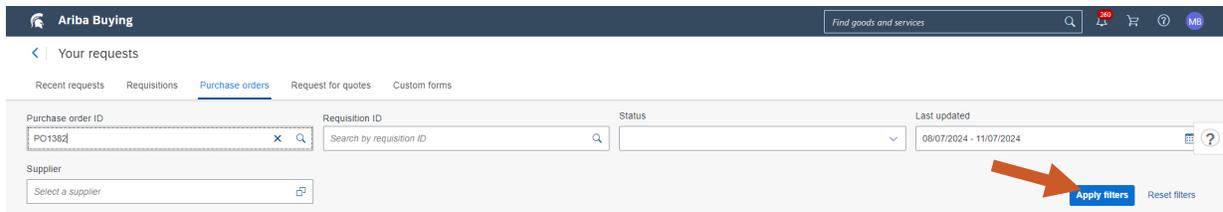
1. Log in to ebs.msu.edu and click the **Procure-to-Pay System** tile.
2. Click the **Your requests** tab.



3. Click the **Purchase orders** tab.



4. Use the search functions and click the blue **Apply filters** button to filter and find the desired purchase order.



5. Select the document name or PO number to open the PO document.



6. Click the **View in SAP Ariba Procurement** button in the right-hand corner.



7. Click the **Invoices** tab.



8. Click on the **Invoice #** you would like to view.

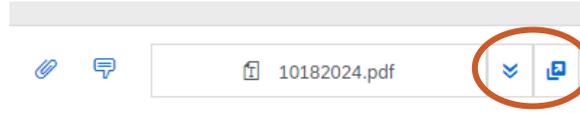
Invoices		
Invoice #	Invoice Date	Supplier
10182024	Fri, 18 Oct, 2024	Something Completely Different

9. If the supplier has included an attachment, it will appear on the upper right-hand side of the screen.

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- a. Download the attachment by clicking the **double arrow icon**.
- b. Open the attachment in a new window by clicking the **layered box icon**.



10. To view the invoice reconciliation (IR) and related payment request documents, open the **Reference** tab.

