Dear Valued Vendor,

We at the County of Santa Clara (County) have implemented Ariba Inc.’s Electronic Cloud-Based Procurement and Spend Management Solution as the technology platform that allows the County to conduct its sourcing, contracting, ordering, and payment process electronically. The County’s goal is to efficiently transact business with its vendors using the Ariba system and make its procure-to-pay process streamlined and paperless.

What are the benefits of electronic invoicing?

This new system is expected to provide a number of benefits to the County and its vendors, including:

- Elimination of paper invoice
- High visibility on invoice and payment status
- Standardized invoice format
- System initiated invoice reconciliation that shortens process time
- Accelerated payment option for individual invoice
- Improved customer relationships

What can I learn from the electronic invoice training?

Attending a short web-based briefing will provide guidance on:

- How to electronically invoice against a Purchase Order
- Where to find help and support for invoicing
- Other Ariba fundamentals and Resources

Who Should Attend?

Anyone from your organization that has a role in the PO and Invoice processing, such as:

- Administrator of your Ariba Network account
- Contract fulfillment
- Invoice entry

Preparation Needed:

- Ensure that all Ariba account configuration tasks for PO Routing and Invoice Entry have been completed
- Ensure that the Remit To information provided to you by the County has been entered and confirmed in Ariba

2020 Electronic Invoicing Training Dates

11am - 12pm PST

Conference Line: 1-866-312-7353 - Participant Code: 561 504 4738#

Who do I contact if I have questions?

If you have questions or need additional information about the Ariba Network, please contact the Ariba Team at SCCenablement@ariba.com.