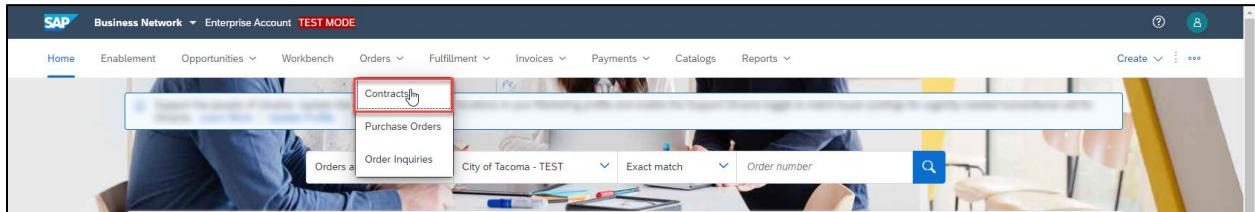




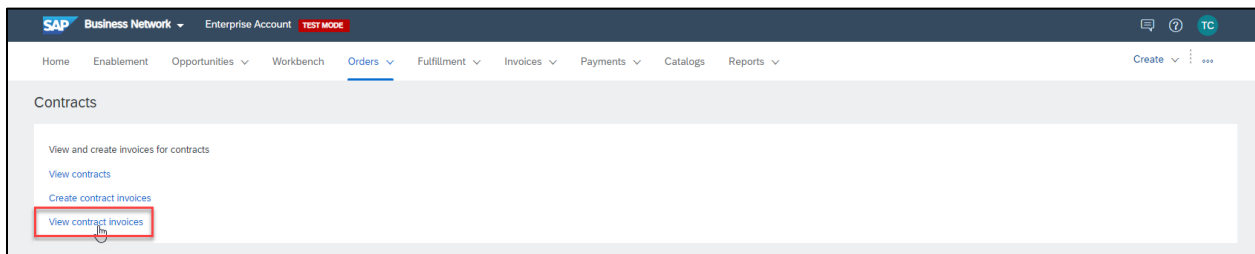
Accessing Composing Invoices in Ariba

Accessing Composing Contract Invoices (No Release)

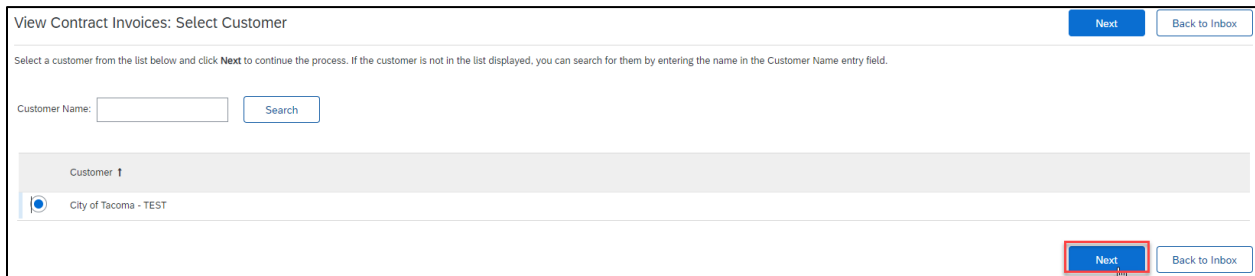
1. Click **Orders > Contracts** from the upper-left of the home page.



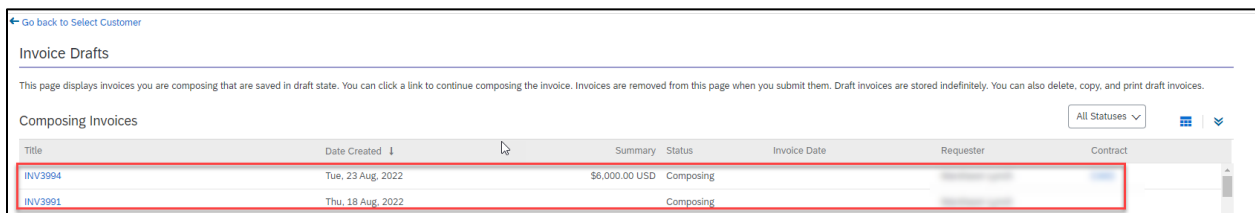
2. Click the **View contract invoices** link.



3. Select your customer and click **Next**.



Your contract-based invoice drafts appear. You can edit and continue working on the invoices or delete them from this page.

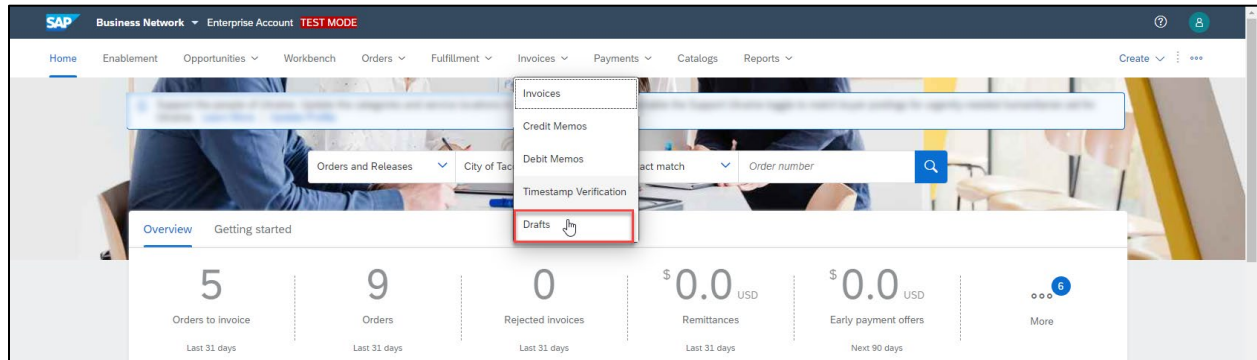




Accessing Composing Invoices in Ariba

Accessing Composing Purchase Order Invoices (Release)

Click Invoice, then in the dropdown select "Drafts."



Your draft invoices will display on your screen.

Draft invoices (1)

[Edit filter](#) | Last 50 days

Invoice Number	Customer	Reference	Date Last Modified ↓	Amount	Actions
Test 082422	City of Tacoma - TEST	9000005100	Aug 24, 2022	\$0.00 USD	...