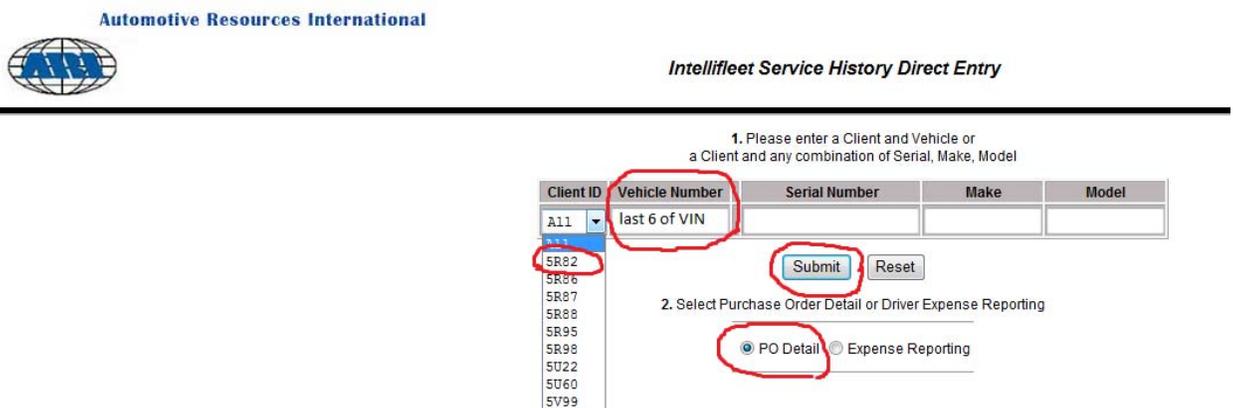


ADDING A MANUAL INVOICE TO ARI

1. Log in to ARI at <https://ariinsights.arifleet.com/AriAccessWeb/LoginForm>
2. From the Dashboard, select the VEHICLES Tab. In the drop down menu, select MAINTENANCE. In the next drop down menu, select PO HISTORY ENTRY.



3. In the new page, select in the drop down menu for Client ID, 5R82. Type in the last 6 digits of the vehicle's VIN in the VEHICLE NUMBER box. Make sure that the option of PO DETAIL is selected. Click on the SUBMIT button



4. When this box appears, click on the Vehicle number link (In this example, A69011).

Cust	Vehicle	Serial Number	Make	Model	Yr	Prefix	Division	Status
5R82	A69011	1FTBF2B64BEA69011	FORD	F250	11	EP19	07	In Service

5. This screen will appear:

PO Summary								
Client Po	* Meter	Driver Name	Vendor Name	Invoice No	* Invoice Date	Po Total	Po Date	Hours InUse
						0.00		

* Required

Service Selection Area: Choose service and repair; enter qty and cost; then click *Add Item to PO*

Service	Repair	Qty	Cost
Select	Select		
Optional Description		Add item to PO	
<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Truck"/> <input type="button" value="Car"/> <input type="button" value="Recent"/> <input type="button" value="Combined"/>	Clear Selection		

Active PO Details

ATA	Description	Repair	Qty	Cost	Extended

Comments
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

6. Enter in the CLIENT PO.
7. Enter the METER (which is the odometer reading).
8. Enter the DRIVER NAME.
9. Enter the VENDOR NAME.
10. Enter the INVOICE NUMBER.
11. Enter the INVOICE DATE.
12. Enter the PO TOTAL.
13. Enter the PO DATE.

14. Under the SERVICE header, use the drop down box to select what is being done (e.g. tires, batter, etc).
15. Under the REPAIR header, use the drop down box to select Labor, Parts, PM, or Other.
16. Under the QTY header, enter the quantity.
17. Under the COST header, enter the cost.
18. Select TRUCK or CAR.
19. Enter any additional comments needed.
20. Click on the SUBMIT button.