

Ariba Network Invoice Guide





Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with DuluxGroup via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between DuluxGroup and supplier.



Table of Contents

Select by clicking on the links:

- [Standard Invoice](#)
 - [Invoicing - General Information](#)
 - [Begin the Invoice](#)
 - [Standard Invoice – Header Level](#)
 - [Standard Invoice – Add to Header](#)
 - [Standard Invoice – Line Level](#)
 - [Standard Invoice – Shipping at Line Items](#)
 - [Standard Invoice – Review](#)
- [Invoice Status](#)
 - [Locating the Invoice Status](#)
- [Line Item Credit Memo](#)
 - [Begin the Line Item Credit Memo](#)
 - [Line Item Credit Memo](#)
- [SAP Ariba Training Survey](#)
- [Support](#)



Standard Invoice

- All orders received via the Ariba Network require an invoice to be created in the Ariba Network, **do not** submit an invoice by post or email.
- The Invoice# refers to your internal invoice number
- Partial invoicing is allowed.
- Shipment Notices are required before invoicing DuluxGroup.
- An invoice quantity cannot exceed a shipped quantity, however suppliers are able to short ship
- All PO's received through the Ariba Network must have the invoice created in the Ariba Network, do not send a copy via any other means.
- When following up the progress of an invoice that does not have a scheduled payment; check for the goods receipt notice in Order History.
- Contact the applicable DuluxGroup plant/warehouse directly to investigate the missing good receipt

Invoicing - General Information

The **Orders and Releases** page displays a summary of all purchase orders.

The Order Number displayed is generated by the Buyers system.

Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on “Order Status” will sort in alphabetical order from A to Z, and by clicking once more, it will sort from Z to A.

Note (N): The Actions drop down list is located at the far right of the screen allows users to Create Invoice documents without opening the order.

Ariba Collaborative Supply Chain

Company Settings ▾

HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS

CSV Documents ▾ Create ▾

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances More... ▾

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (49) Page 1 ▾

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4200956737	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$3,000.00 AUD	31 Mar 2017	Invoiced	Invoice	\$3,000.00 AUD	Original	Actions ▾
Order	4200956733	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$1,000.00 AUD	30 Mar 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions ▾
Order	4200956727	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$1,000.00 AUD	30 Mar 2017	Shipped	Invoice	\$0.00 AUD	Original	Actions ▾

Begin the Invoice

1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Click the **Order Number** to open the order.
 - Screen displays: Purchase Order
 - View the Purchase Order.
3. Click **Create Invoice – Standard Invoice**.
 - Screen displays: Create Invoice

Ariba Collaborative Supply Chain Test Mode Company Settings Create

HOME **INBOX** 1 QUALITY PLANNING CATALOGS REPORTS

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

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Orders and Releases (49) Page 1

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Order	4200956733	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$1,000.00 AUD	30 Mar 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4200956727	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$1,000.00 AUD	30 Mar 2017	Shipped	Invoice	\$0.00 AUD	Original	Actions
Order	4200956713 2	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Warehouse Rocklea, QLD Australia	\$15,178.40 AUD	29 Mar 2017	Partially Shipped	Invoice	\$0.00 AUD	Original	Actions
Order	4200956712	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$2,500.00 AUD	29 Mar 2017	Partially Shipped	Invoice	\$0.00 AUD	Original	Actions

Purchase Order: 4200956713 Done

Create Order Confirmation
 Create Ship 3
 Create Invoice
 Create Quality Notification
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

Standard Invoice
 Line-Item Credit Memo

Standard Invoice – Header Level

Summary:

4. Fill in the Invoice Number

5. Confirm Invoice Date

6. Supplier Tax ID is your ABN/VAT Number (Auto-populated from Company Profile).

➤ Scroll down to Line Items

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order:	4200956713		
Invoice #:	<input type="text" value="55677TTR"/>	4	
Invoice Date:	<input type="text" value="2 Apr 2017"/>		
Supplier Tax ID:	<input type="text" value="12345678987"/>	6	

Subtotal: \$9,107.04 AUD
Total Tax: \$910.71 AUD
Total Amount without Tax: \$9,107.04 AUD
Amount Due: \$10,017.75 AUD

[View/Edit Addresses](#)

Remit To: TestV1
melbourne vic
Australia

Bill To: Coatings - Aust
Clayton VIC
Australia

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: TestV1 melbourne vic Australia	Ship To: Rocklea Warehouse Rocklea QLD Australia	View/Edit Addresses
	Deliver To:	

Payment Term

Discount or Penalty Term(days): 45 Percentage(%): 0.000

Standard Invoice – Line Level

Note: Confirm or enter the correct quantity for each item

➤ If the default Tax category is incorrect, contact DuluxGroup.

7. Click Next


➤ Screen displays: Create Invoice Summary

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 10	<input checked="" type="checkbox"/>	MATERIAL		ENVIROSOLUTIONS ES800	N5609131-UNIT	<input type="text" value="4"/>	EA	\$1,517.84 AUD	\$6,071.36 AUD
Pricing Details		Price Unit: EA	Unit Conversion: 1	Price Unit Quantity: 1.0	Description:				
Tax		 Category: * GST	Location: AUSTRALIA		Taxable Amount: \$6,071.36 AUD		Rate(%): 10.00		
		Description: Purchasing - GST - Creditable	Regime:		Tax Amount: \$607.14 AUD				
<input type="checkbox"/> 20	<input checked="" type="checkbox"/>	MATERIAL		ENVIROSOLUTIONS ES800	N5609131-UNIT	<input type="text" value="2"/>	EA	\$1,517.84 AUD	\$3,035.68 AUD
Pricing Details		Price Unit: EA	Unit Conversion: 1	Price Unit Quantity: 1.0	Description:				
Tax		Category: * GST	Location: AUSTRALIA		Taxable Amount: \$3,035.68 AUD		Rate(%): 10.00		
		Description: Purchasing - GST - Creditable	Regime:		Tax Amount: \$303.57 AUD				

Line Item Actions

7

Standard Invoice – Review


➤ Review Invoice.

8. Click **Submit** to send the Invoice.

➤ Screen displays: system message – ‘Print’ to print a copy of the Invoice or ‘Exit’ to exit Invoice creation

➤ Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced

Create Invoice [Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: Australia. The document's destination country is: Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service. 

Standard Invoice / Tax Invoice

Invoice # : 55677TTR
Invoice Date : Thursday 30 Mar 2017 12:00 PM GMT+10:00
Original Purchase Order : 4200956713

Subtotal :	\$9,107.04 AUD
Total Tax :	\$910.71 AUD
Total Shipping :	\$0.00 AUD
Total Amount without Tax :	\$9,107.04 AUD
Amount Due :	\$10,017.75 AUD

REMIT TO: TestV1 - Co-Packers - TEST Postal Address: testville melbourne VIC 3000 Australia Tax ID of Supplier: 12345678987	BILL TO: Coatings - Aust Postal Address (Coatings - Aust): 1956 Dandenong Road Clayton VIC 3168 Australia Phone : +61 () 03 9263 5678 Fax : +61 () 03 9543 4346	SUPPLIER: TestV1 - Co-Packers - TEST Postal Address: testville melbourne VIC 3000 Australia
BILL FROM: TestV1 - Co-Packers - TEST Postal Address: testville melbourne VIC 3000 Australia	CUSTOMER: Coatings - Aust Postal Address: 1956 Dandenong Road Clayton VIC 3168 Australia	



Invoice Status

- The status of the Invoice will change as it progresses through DuluxGroup's approval process
- There are 4 Invoice Statuses:
 - **Sent** – you have sent the invoice to DuluxGroup
 - **Approved** – DuluxGroup has reviewed the Invoice and it has been approved for payment
 - **Paid** – The invoice has been paid
 - **Rejected** – The invoice has been rejected, open the invoice and review rejection reason

Locating the Invoice Status

1. Click the **Outbox** tab on the Dashboard.

➤ Screen displays: Invoices

2. On the far right hand side of the page there is the **Invoice Status** column.

The **Invoice Statuses** are:

- **Sent**
- **Approved**
- **Paid**
- **Rejected –** (Highlighted **Red** to indicate action is required)

The screenshot shows the Ariba Collaborative Supply Chain dashboard. The 'OUTBOX' tab is highlighted with a red circle and the number '1'. Below the navigation bar, the 'Invoices' section is visible. A table of 18 invoices is displayed, with the 'Invoice Status' column highlighted by a red box and the number '2'. The table columns include Type, Invoice #, Customer, Reference, Submit Method, Submitted By, Origin, Source Doc, Date, Amount, Routing Status, and Invoice Status.

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	INVTST2INV	DuluxGroup (Australia) Pty Ltd - TEST	4200956737	Online	Supplier	Supplier	Order	31 Mar 2017	\$3,500.00 AUD	Acknowledged	Sent
Standard Invoice	INVSH722	DuluxGroup (Australia) Pty Ltd - TEST	4200956722	Online	Supplier	Supplier	Order	30 Mar 2017	\$15,801.50 AUD	Acknowledged	Sent
Standard Invoice	INVSH721	DuluxGroup (Australia) Pty Ltd - TEST	4200956721	Online	Supplier	Supplier	Order	30 Mar 2017	\$17,930.80 AUD	Acknowledged	Sent
Standard Invoice	invnucnkey1	DuluxGroup (Australia) Pty Ltd - TEST	4200956716	Online	Supplier	Supplier	Order	29 Mar 2017	\$660.00 AUD	Acknowledged	Approved
Standard Invoice	INVSH714	DuluxGroup (Australia) Pty Ltd - TEST	4200956714	Online	Supplier	Supplier	Order	29 Mar 2017	\$16,696.24 AUD	Sent	Sent
Standard Invoice	INVSH36	DuluxGroup (Australia) Pty Ltd - TEST	4200956711	Online	Supplier	Supplier	Order	29 Mar 2017	\$16,696.24 AUD	Sent	Sent
Standard Invoice	INVSHORT1	DuluxGroup (Australia) Pty Ltd - TEST	4200956699	Online	Supplier	Supplier	Order	28 Mar 2017	\$2,750.00 AUD	Acknowledged	Approved
Standard Invoice	12356	DuluxGroup (Australia) Pty Ltd - TEST	4200956694	Online	Supplier	Supplier	Order	28 Mar 2017	\$32,285.00 AUD	Sent	Sent
Line-Item Credit Memo	CRSH8	DuluxGroup (Australia) Pty Ltd - TEST	4200956647	Online	Supplier	Supplier	Order	28 Mar 2017	\$-1,803.78 AUD	Acknowledged	Sent
Standard Invoice	invsh8	DuluxGroup (Australia) Pty Ltd - TEST	4200956647	Online	Supplier	Supplier	Order	28 Mar 2017	\$4,509.45 AUD	Sent	Sent
Standard Invoice	INVTST6	DuluxGroup (Australia) Pty Ltd - TEST	4200956646	Online	Supplier	Supplier	Order	27 Mar 2017	\$1,760.00 AUD	Acknowledged	Sent
Standard Invoice	INVSH6	DuluxGroup (Australia) Pty Ltd - TEST	4200956629	Online	Supplier	Supplier	Order	23 Mar 2017	\$2,085.40 AUD	Sent	Sent



Line Item Credit Memo

- Line Item Credit Memo (LICM) can be sent to DuluxGroup via the Ariba Network and do not need to be sent in the mail
- **Do not** send a credit not by post or email if it has been submitted via the Ariba Network.
- Please also note the following when creating Credit Memos:
 - Credits are supported against specific line items from a previously submitted invoice
 - Credits can be for full or partial amounts

Begin the Line Item Credit Memo

1. Click the **Outbox** tab on the Dashboard.

➤ Screen displays: Invoices

2. Click on the **Invoice #**.

3. Click on **Create Line-Item Credit Memo**.

➤ Screen displays: Create Line-Item Credit Memo

Ariba Collaborative Supply Chain

HOME INBOX **OUTBOX** 1 PLANNING CATALOGS REPORTS

Company Settings Company Settings CSV Documents Create

Invoices Order Confirmations Ship Notices Extended Collaboration Product Replenishment Drafts

Invoices

Search Filters

Invoices (18)

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	INVTST2INV	DuluxGroup (Australia) Pty Ltd - TEST	4200956737	Online	Supplier	Supplier	Order	31 Mar 2017	\$3,500.00 AUD	Acknowledged	Sent
Standard Invoice	INVSH722	DuluxGroup (Australia) Pty Ltd - TEST	4200956722	Online	Supplier	Supplier	Order	30 Mar 2017	\$15,801.50 AUD	Acknowledged	Sent
Standard Invoice	INVSH721	DuluxGroup (Australia) Pty Ltd - TEST	4200956721	Online	Supplier	Supplier	Order	30 Mar 2017	\$17,930.80 AUD	Acknowledged	Sent
Standard Invoice	invnucnkey1	DuluxGroup (Australia) Pty Ltd - TEST	4200956716	Online	Supplier	Supplier	Order	29 Mar 2017	\$660.00 AUD	Acknowledged	Sent
Standard Invoice	INVSH714	DuluxGroup (Australia) Pty Ltd - TEST	4200956714	Online	Supplier	Supplier	Order	29 Mar 2017	\$16,696.24 AUD	Sent	Sent
Standard Invoice	INVSH36	DuluxGroup (Australia) Pty Ltd - TEST	4200956711	Online	Supplier	Supplier	Order	29 Mar 2017	\$16,696.24 AUD	Sent	Sent
Standard Invoice	INVSH6	DuluxGroup (Australia) Pty Ltd - TEST	4200956629	Online	Supplier	Supplier	Order	23 Mar 2017	\$2,085.40 AUD	Sent	Sent

Invoice: INVSH6 Done

Create Line-Item Credit Memo 3 by This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

Line Item Credit Memo

4. Enter a Credit Memo

- All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default

5. Enter a Reason for Credit Memo.

Create Line-Item Credit Memo Update Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Credit Memo #: * **4**

Credit Memo Date: *

Original Invoice No: INVSH36

Original Invoice Date: 29 Mar 2017

Supplier Tax ID: *

Remit To: **TestV1 - Co-Packers - TEST**

melbourne vic
Australia

Bill To: **Coatings - Aust**

Clayton VIC
Australia

Subtotal: \$-15,178.40 AUD
Total Tax: \$-1,517.84 AUD
Total Amount without Tax: \$-15,178.40 AUD
Amount Due: \$-16,696.24 AUD

[View/Edit Addresses](#)

Comment

Reason for Credit Memo: * **5**

Default Credit Memo Comment Text:

Line Item Credit Memo cont.

6. Check **Quantity** (The Quantity must contain a negative number e.g. -1).

7. Click **Next**.

➤ Screen displays: Create Line-Item Credit Memo review

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 10	<input checked="" type="checkbox"/>	MATERIAL		ENVIROSOLUTIONS ES800		6 -4	EA	\$1,517.84 AUD	-\$6,071.36 AUD
Pricing Details		Price Unit: EA	Unit Conversion: 1		Price Unit Quantity: 1.0		Description:		
Tax		Category: * GST	Location: AUSTRALIA		Taxable Amount: \$-6,071.36 AUD		Rate(%): 10.00		
		Description: Purchasing - GST - Creditable	Regime: <input type="text"/>		Tax Amount: \$-607.14 AUD				
<input type="checkbox"/> 20	<input checked="" type="checkbox"/>	MATERIAL		ENVIROSOLUTIONS ES800		-6	EA	\$1,517.84 AUD	-\$9,107.04 AUD
Pricing Details		Price Unit: EA	Unit Conversion: 1		Price Unit Quantity: 1.0		Description:		
Tax		Category: * GST	Location: AUSTRALIA		Taxable Amount: \$-9,107.04 AUD		Rate(%): 10.00		
		Description: Purchasing - GST - Creditable	Regime: <input type="text"/>		Tax Amount: \$-910.70 AUD				

↳ [Line Item Actions](#) [Delete](#)

7 [Update](#) [Exit](#) [Next](#)

Line Item Credit Memo cont.


➤ Review Credit Memo.

8. Click **Submit**.

➤ Screen returns – Invoice

Note: When you return to the Purchase Order the Order Status has changed to Partially Invoiced or the previous Order Status.

Create Line-Item Credit Memo Previous Submit Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: Australia. The document's destination country is: Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service. 

Line-Item Credit Memo

(Original Invoice No: INVSH36)

Credit Memo # : 2333445CRRD	Subtotal : \$-10,624.88 AUD
Credit Memo Date : Sunday 2 Apr 2017 5:45 PM GMT+10:00	Total Tax : \$-1,062.49 AUD
Original Invoice No : INVSH36	Total Amount without Tax : \$-10,624.88 AUD
Original Invoice Date : Wednesday 29 Mar 2017 9:08 AM GMT+10:00	Amount Due : \$-11,687.37 AUD
Original Purchase Order : 4200956711	

REMIT TO: TestV1 - Co-Packers - TEST Postal Address: testville melbourne VIC 3000 Australia Tax ID of Supplier: 9999999999	BILL TO: Coatings - Aust Postal Address (Coatings - Aust): 1956 Dandenong Road Clayton VIC 3168 Australia Phone : +61 () 03 9263 5678 Fax : +61 () 03 9543 4346	SUPPLIER: TestV1 - Co-Packers - TEST Postal Address: testville melbourne VIC 3000 Australia
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SAP Ariba Training Survey

Please take a moment to complete our quick survey as we value your opinion and honest feedback.

The survey will take approximately five minutes and is anonymous.

[**Click Here to Take Survey**](#)



Support

Support Type	Contact
Ariba Technical Helpdesk	<ol style="list-style-type: none">1. Click on the Help Centre – Support2. Select support option;<ul style="list-style-type: none">• Email SAP Ariba Customer Support• Get help by Live Chat• Get help by Phone
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com