

Ariba Network Invoice Guide

SAP Ariba 

 SAP



Introduction

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



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Invoice

- All orders received via the Ariba Network require an invoice to be created in the Ariba Network
- The Invoice# refers to your internal invoice number
- Partial invoicing is allowed
- Shipping Cost added at Line level will not cause GST to be calculated for shipping. If the order has multiple lines the shipping cost can be added to one line or split over the all lines. (The Cost does NOT need to be split up over the lines)
- For Contract Invoicing refer to ***Contract Order Guide***

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 and allows users to Create Invoice documents without opening the order.

HOME **INBOX** OUTBOX CATALOGS REPORTS CSV Documents Create

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (14)

Type	Order Number	Ver	Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	PO12351	1	Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions N
Order	PO96743	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions

Begin the Invoice

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

The screenshot shows the SAP Ariba interface. At the top, the 'INBOX' tab is selected, indicated by a red circle with the number '1'. Below the navigation bar, the 'Orders and Releases' section is active. A table lists three orders, with the second order, 'APO253', highlighted by a yellow box and a red circle with the number '2'. Below the table, the 'Purchase Order: APO253' details are shown. A dropdown menu for 'Create Invoice' is open, with 'Standard Invoice' selected, indicated by a red circle with the number '3'. A red circle with the number '4' is placed over the 'Order History' tab. The bottom of the screen shows the Nufarm logo and contact information for 'Wyke Manufacturing Site EAM' and 'Test_AN_Mercer - TEST'. The purchase order details include 'Purchase Order (New) APO253', 'Amount: \$800.00 AUD', and 'Version: 1'.

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Actions
Order	APO246	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions
Order	APO253	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$800.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions
Order	APO254	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions

Purchase Order: APO253

From: **Wyke Manufacturing Site EAM**
Wyke Lane
Wyke
Bradford

To: **Test_AN_Mercer - TEST**
Somewhere
In Melbourne 2020
Australia
Phone: +61 () 12344566

Purchase Order (New)
APO253
Amount: \$800.00 AUD
Version: 1

Standard Invoice – Header Level

1. Enter the **Invoice #**

2. Check or enter the **Invoice Date***

3. Select **Line Level Tax**

Note: Nufarm requires tax to be added at line level

4. Select **Line level shipping** (only if shipping is going to be added)

Note: Nufarm requires shipping to be added at line level

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary View/Edit Addresses

Purchase Order: APO253

Invoice #: * INV778996 1

Invoice Date: * 23 Oct 2017 2

Supplier Tax ID:

Remit To: Test_AN_Mercer - TEST

In Melbourne
Australia

Bill To: **Wyke Manufacturing Site EAM**

Bradford
United Kingdom

Tax i

N Header level tax i Line level tax i 3

Shipping

Header level shipping i Line level shipping i 4

Standard Invoice – Line Level

1. Click in **Tax Category**

2. Select the **Tax Rate** from the drop down box

Note : To add the local tax percentage refer to **Slide 10**

3. Click on **Add to Included Lines**

➤ A **Tax section** will open for each Line Item

4. Confirm or enter the **Quantity**

5. Confirm or update the **Unit Price**

6. Select the correct tax **Category**

7. Add **Shipping** (if required)

8. Repeat for all line items, click **Next**

Line Items
1 Line Items, 1 Included, 0 Previous Invoiced

Insert Line Item Options

Tax Category: 10% GST Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	2772882	Wireless keyboard	20	EA	\$40.00 AUD	\$800.00 AUD

Tax

Category: * 10% GST Taxable Amount:
 Location:
 Description:
 Rate(%): Tax Amount:
 Regime:

[Remove](#)

Shipping

Ship From: Test_AN_Mercer - TEST In Melbourne Australia
 Ship To: Wyke Manufacturing Site EAM Bradford
 Deliver To: United Kingdom TestEUR_Basic_User_UK_Both (w Free-Text Req) Wyke Manufacturing Site EAM [View/Edit Addresses](#)

Shipping Cost

Shipping Amount: * \$0.00 AUD Shipping Date:

Line Item Actions
Next

Taxes

0% GST N

10% GST

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

[Configure Tax Menu](#)

Finalise Standard Invoice

- Review the Invoice.
- 1. Click **Submit**
- 2. Click on **Exit**
- Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced
- 3. Click on **Done**
- Screen displays the **Orders and Releases**

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Cross-Border trade. The document's **1** destination country is: Australia destination country is: United Kingdom. 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 # : INV778996 Invoice Date : Monday 23 Oct 2017 12:56 PM GMT+11:00 Original Purchase Order : APO253	Subtotal : \$800.00 AUD Total Tax : \$80.00 AUD Total Shipping : \$0.00 AUD Total Gross Amount : \$880.00 AUD Total Net Amount : \$880.00 AUD Amount Due : \$880.00 AUD
---	--

REMIT TO:	BILL TO:	SUPPLIER:
Test_AN_Mercer - TEST Postal Address: Somewhere In Melbourne 2020 Australia	Wyke Manufacturing Site EAM Postal Address (default): Wyke Lane Wyke Bradford	ABN number Postal Address: Somewhere In Melbourne 2020 Australia

Invoice INV778996 has been submitted.

- [Print a copy of the invoice](#)
- **Exit invoice creation.**



2

Purchase Order: APO253 **Done**

Create Order Confirmation
 Create Ship Notice
 Create Invoice
 Hide | Print | Export cXML | Download CSV | Resend

3

Order Detail **Order History**

	From: Wyke Manufacturing Site EAM Wyke Lane Wyke Bradford		To: Test_AN_Mercer - TEST Somewhere In Melbourne 2020 Australia Phone: +61 () 12344566	Purchase Order (Invoiced) APO253 Amount: \$800.00 AUD Version: 1
---	--	---	--	---



Configure the Tax Menu

- Configure Tax Menu allows Suppliers to create the relevant tax rates including percentages
- Configuring the Tax Menu reduces the risk of Suppliers entering the incorrect tax percentage
- Configure the tax menu is based on the user performing this process once and will remain in the tax drop down list

Accessing an Invoice

1. Click on Inbox

➤ Screen displays Orders and Releases

2. Click on a **purchase order**

3. Click on **Create Invoice**

4. Select **Standard Invoice**

➤ The screen displays Create Invoice

5. Click on **Category**, to display the drop down list

6. Click on **Configure Tax Menu**

➤ The configure tax screen will be displayed

HOME INBOX **1** CATALOGS REPORTS

Orders and Releases

Orders and Releases (100+)

Type	Order Number	Ver	Customer
<input type="radio"/>	Order	2 APO245	1 Nufarm Limited - TEST

Orders and Releases Items to Ship **6**

Purchase Order: APO253

Create Order Confirmation Create Ship Notice **3** Create Invoice Print

Order Detail Order History **4**

- Standard Invoice
- Credit Memo
- Line-Item Credit Memo

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: APO253

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

5 Category: * 0% GST

Location:

Description:

Regime:

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu**

Remove

Adding Country Tax Rates for Effective Invoicing

7. Click on **Create**

➤ A drop down box will appear

8. Select the **tax type** that most represents your requirements, for example in Australia-GST

9. Enter the **Rate %**, this is the percentage rate that will auto-populated when the tax type is selected

10. Add a **Tax Description**

➤ To add more than one type of tax rate, repeat steps 7 to 9

11. Click on **Done**

Note: The Taxes list is updated with the created tax and will appear in the drop down list until removed using the configure tax menu and then delete function

Configure Tax OK Cancel

* Tax Category	* Rate	Tax Description
No items		

Create **7**

Configure Tax OK Cancel

* Tax Category	* Rate	Tax Description
<input checked="" type="radio"/> Sales Tax <input type="radio"/> Other <input type="radio"/> Sales Tax <input type="radio"/> VAT <input type="radio"/> GST <input type="radio"/> Use Tax <input type="radio"/> PST <input type="radio"/> QST <input type="radio"/> HST <input type="radio"/> Withholding Tax	<input type="text" value=""/>	<input type="text" value=""/>

Create **8** **9** **10** OK Cancel

Category: * **Sales Tax** **N** Taxes

Location:

Description:

Regime:

Header level shipping Line level shipping

Ship From:

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

rm

Configure Tax OK Cancel **11**

* Tax Category	* Rate	Tax Description
<input type="radio"/> GST	<input type="text" value="0"/> %	<input type="text" value="Australian GST Exempt"/>
<input checked="" type="radio"/> GST	<input type="text" value="10"/> %	<input type="text" value="Australian GST Inclusive"/>

Delete | Create



Invoice Status

- The status of the Invoice will change as it progresses through Nufarm's approval process
- There are 4 Invoice Statuses:
 - **Sent** – you have sent the invoice to Nufarm
 - **Approved** – Nufarm 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**

➤ 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)

HOME INBOX OUTBOX 1 REPORTS CSV Documents Create									
Invoices Order Confirmations Ship Notices Drafts									
Invoices									
▶ Search Filters									
Invoices (100+)									Page 2 »
	Invoice #	Customer	Reference	Submit Method ↑	Origin	Date	Amount		Invoice Status ⓘ
<input type="radio"/>	6666777	Nufarm Limited - TEST	PO1042	Online	Supplier	26 Sep 2017	\$407.00 AUD		Rejected
<input type="radio"/>	Invrecbyamount	Nufarm Limited - TEST	PO1265	Online	Supplier	14 Sep 2017	\$8,800.00 AUD		Approved
<input type="radio"/>	Recbyquantity	Nufarm Limited - TEST	PO1264	Online	Supplier	14 Sep 2017	\$220.00 AUD		Sent
<input type="radio"/>	Testpytterm	Nufarm Limited - TEST	PO1270	Online	Supplier	15 Sep 2017	\$1,100.00 AUD		Approved
<input type="radio"/>	123456789012345	Nufarm Limited - TEST	PO970	Online	Supplier	28 Aug 2017	\$200.00 AUD		Sent
<input type="radio"/>	INV778996	Nufarm Limited - TEST	APO253	Online	Supplier	23 Oct 2017	\$880.00 AUD		Rejected
<input type="radio"/>	Test AN invoice	Nufarm Limited - TEST	PO1159	Online	Supplier	8 Sep 2017	\$2,200.00 AUD		Approved
<input type="radio"/>	Test PO977 JR	Nufarm Limited - TEST	PO977	Paper Invoice	Supplier	25 Aug 2017	\$135,535.40 AUD		Paid
<input type="radio"/>	UEXCP	Nufarm Limited - TEST	C82-R5	Paper Invoice	Supplier	25 Aug 2017	\$550.00 AUD		Approved
<input type="radio"/>	OVEXCP	Nufarm Limited - TEST	Multiple POs	Paper Invoice	Supplier	25 Aug 2017	\$635.00 AUD		Sent
<input type="radio"/>	testinvoice	Nufarm Limited - TEST	APO183	Paper Invoice	Supplier	25 Aug 2017	\$250.00 AUD		Rejected
<input type="radio"/>	test	Nufarm Limited - TEST	APO184	Paper Invoice	Supplier	25 Aug 2017	\$144.00 AUD		Sent
<input type="radio"/>	test5	Nufarm Limited - TEST	APO189	Paper Invoice	Supplier	25 Aug 2017	\$519.99 AUD		Sent



Cancel Invoice

- Once an Invoice has been submitted through the Ariba Network, invoices can not be changed
- Cancel Invoice is only available if the invoice is in a Sent Status
- Contact the Nufarm requestor if an invoice is incorrect, as they may need to Reject the Invoice
- Supplier may be required to create a Credit Memo or Line Item Credit memo to make the adjustment

Determine if Cancel Invoice is Available

1. Click the **Outbox**

- Screen displays **Invoices**
- Only invoices with a **Sent** Status can be cancelled

2. Open the **Invoice**

- Screen displayed the Invoice

3. Click on **Cancel**

4. Click on **Yes**

- The invoice has been cancelled and can be re-created with the correct information

- Screen returns to **Invoices**

HOME INBOX **OUTBOX** LOGS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (100+) Page 1

	Invoice #	Customer	Reference	Submit Method ↑	Origin	Source Doc	Date	Amount	Invoice Status ⓘ
<input type="radio"/>	Invrecbyamount	Nufarm Limited - TEST	PO1265	Online	Supplier	Order	14 Sep 2017	\$8,800.00 AUD	Approved
<input type="radio"/>	Recbyquantity	Nufarm Limited - TEST	PO1264	Online	Supplier	Order	14 Sep 2017	\$220.00 AUD	Sent
<input type="radio"/>	Testpytterm	Nufarm Limited - TEST	PO1270	Online	Supplier	Order	15 Sep 2017	\$1,100.00 AUD	Approved
<input type="radio"/>	123456789012345	Nufarm Limited - TEST	PO970	Online	Supplier	Order	28 Aug 2017	\$200.00 AUD	Sent
<input type="radio"/>	12223333YYTT	Nufarm Limited - TEST	PO1325	Online	Supplier	Order	25 Sep 2017	\$176.00 AUD	Sent

Invoice: Recbyquantity Done

Create Line-Item Credit Memo Copy This Invoice **Cancel** Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

Status Invoice: Sent Subtotal: \$200.00 AUD
 Routing: Acknowledged Total Tax: \$20.00 AUD
 Total Gross Amount: \$220.00 AUD

Cancel Invoice? Done Previous

Are you sure you want to cancel this invoice?

Yes No

Done Previous



Credit Memo

- Credit Memos are actioned against a purchase order
- Credit Memos allow suppliers to create credit adjustments
- Credit Memos are accessed via a Purchase Order in the **INBOX**
- Credit Memos can be created for:
 - Overcharged Subtotal on an Invoice
 - Adjustment to the tax invoiced
 - Adjustment to the Shipping Cost
 - Adjustment for Special Handling of goods

Begin the Credit Memo

1. Click the **Inbox** tab on the Dashboard.
 - Screen displays the **Purchase Order**
2. Click **Create Invoice**
3. Select **Credit Memo**
 - Screen displays: Create Line-Item Credit Memo

The screenshot shows the SAP Ariba dashboard with the 'INBOX' tab selected. Below the navigation bar, there are tabs for 'Orders and Releases' and 'Items to Ship'. A search filter is visible. A table lists several orders, with the first one highlighted. A red circle with the number '1' is placed over the 'Orders and Releases' tab.

Type	Order Number ↑	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Actions
Order	APO244	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions ▾
Order	APO245	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	Shipped	Invoice	\$0.00 AUD	Actions ▾
Order	APO246	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions ▾
Order	APO253	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$800.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions ▾
Order	APO254	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00 AUD	Actions ▾

The screenshot shows the 'Purchase Order: APO246' details page. At the top right is a 'Done' button. Below the header, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A red circle with the number '2' is placed over the 'Create Invoice' button. The 'Create Invoice' dropdown menu is open, showing options for 'Standard Invoice', 'Credit Memo', and 'Line-Item Credit Memo'. A red circle with the number '3' is placed over the 'Credit Memo' option. Below the menu, the order details are displayed, including the Nufarm logo, 'From' and 'To' information, and purchase order details.

From:
Wyke Manufacturing Site EAM
 Wyke Lane
 Wyke
 Bradford

To:
Test_AN_Mercer - TEST
 Somewhere
 In Melbourne 2020
 Australia
 Phone: +61 (0) 12344566

Purchase Order (New)
APO246
 Amount: \$200.00 AUD
 Version: 1

Create Credit Memo

1. Enter the Invoice Number

Note: If an Invoice has not yet been sent and is to provide information to Nufarm, select **Information Only**

1) Scroll down to **Adjustment**

- Determine the type of Adjustment required
- Amounts that are required to be entered as a negative are identified
- Is the adjustment for an overage in tax?
 - **Yes Go to Slide 20**
 - **No Click on Next, Screen displays Create Credit Memo**

Create Credit Memo
Next
Exit

Header Information
N
** Indicates required field*

1
Invoice #: *

Invoice Date: *

Supplier Account ID #:

Information Only
No action is required from the customer.

Original PO # :

Customer Reference:

Supplier Reference:

Adjustment 1

Adjustment in Subtotal:

(Amount must be Negative.)

Adjustment in Tax
Create Tax ▼

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description
Adjustment in Special Handling:		<input style="border: 1px solid #add8e6; width: 80px;" type="text"/>		(Amount must be negative.)
Adjustment in Shipping:		<input style="border: 1px solid #add8e6; width: 80px;" type="text"/>		(Amount must be negative.)

Next
Exit

Create Credit Memo Tax Adjustment

1. Click on Create Tax
2. Select the tax rate
 - The tax amount for adjustment will be calculated based on the Taxable amount
3. Enter the affected taxable amount
4. Provide the **Exempt Detail** level from the drop down list
5. Click on **Next**
 - Screen displays Create Credit Memo

Adjustment

Adjustment in Subtotal: (Amount must be Negative.)

Adjustment in Tax

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description	Exempt Detail	Date of Supply
GST	10 %	<input type="text"/>	<input type="text"/>	Australian GST Inclusive	<input type="text" value="v"/>	<input type="text"/>

Adjustment in Special Handling: (Amount must be negative.)

Adjustment in Shipping: (Amount must be negative.)

1 Create Tax

2 Configure Tax Menu

- Taxes
- 10% GST / Australian GST ...
- 0% GST / Australian GST ...
- Other Tax

Next Exit

Adjustment

Adjustment in Subtotal: (Amount must be Negative.)

Adjustment in Tax

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description	Exempt Detail	Date of Supply
GST	10 %	3 <input type="text" value="-54.98"/>	<input type="text"/>	Australian GST Inclusive	4 <input type="text" value="Exempt"/>	<input type="text"/>

Adjustment in Special Handling: (Amount must be negative.)

Adjustment in Shipping: (Amount must be negative.)

5 Create Tax

Next Exit

Finalise a Credit Memo

➤ Review the information

1. Click on **Submit**

2. Click on **Exit**

➤ Screen displays the Purchase Order

3. Click **Done**

➤ Screen displays Orders and Releases

Create Credit Memo [Previous](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Cross-Border trade. The document's **1** destination country is: United Kingdom. The document's **1** 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.

Credit Memo / Tax Invoice

Credit Memo # : 1122232	Subtotal :	\$0.00 AUD
Invoice Date : Monday 23 Oct 2017 2:13 PM GMT+11:00	Total Tax :	-\$-5.50 AUD
Original Purchase Order : APO246	Total Gross Amount :	-\$-5.50 AUD
	Total Net Amount :	-\$-5.50 AUD
	Amount Due :	-\$-5.50 AUD

Invoice 1122232 has been submitted.




- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

Purchase Order: APO246 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#) **3**

Order Detail [Order History](#)

	From: Wyke Manufacturing Site EAM Wyke Lane Wyke Bradford BD12 9EJ United Kingdom	To: Test_AN_Mercer - TEST Somewhere In Melbourne 2020 Australia Phone: +61 () 12344566 Fax: Email: daniel.boehm@au.ey.com	Purchase Order (New) APO246 Amount: \$200.00 AUD Version: 1
---	---	---	--



Line Item Credit Memo

- Line Item Credit Memo can be sent to Nufarm via the Ariba Network and do not need to be sent in the mail
- Line Item Credit Memos can only be accessed from the invoices from the Outbox
- 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

HOME INBOX **OUTBOX** C 1 REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (100+) Page 1

	Invoice #	Customer	Reference	Submit Method ↑	Origin	Source Doc	Date	Amount	Invoice Status ⓘ
<input type="radio"/>	Invrecbyamount	Nufarm Limited - TEST	PO1265	Online	Supplier	Order	14 Sep 2017	\$8,800.00 AUD	Approved
<input type="radio"/>	Recbyquantity	Nufarm Limited - TEST	PO1264	Online	Supplier	Order	14 Sep 2017	\$220.00 AUD	Sent
<input type="radio"/>	Testpytterm	Nufarm Limited - TEST	PO1270	Online	Supplier	Order	15 Sep 2017	\$1,100.00 AUD	Approved
<input type="radio"/>	123456789012345	Nufarm Limited - TEST	PO970	Online	Supplier	Order	28 Aug 2017	\$200.00 AUD	Sent
<input type="radio"/>	12223333YYTT	Nufarm Limited - TEST	PO1325	Online	Supplier	Order	25 Sep 2017	\$176.00 AUD	Sent

Invoice: Testpytterm Done

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

Detail C 3 Scheduled Payments History

Standard Invoice / Tax Invoice

Status	Subtotal :	\$1,000.00 AUD
Invoice: Approved	Total Tax :	\$100.00 AUD
Routing: Acknowledged	Total Gross Amount :	\$1,100.00 AUD
Invoice # : Testpytterm	Total Net Amount :	\$1,100.00 AUD

Line Item Credit Memo - Header

4. Enter the Credit Memo#

- All other fields are auto-populated based on the invoice information

Note: All totals are in negative

- Scroll down to **Line Items**

Create Line-Item Credit Memo

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

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

Credit Memo #:	<input type="text" value="INV445543-1"/> 4	Subtotal: \$-1,000.00 AUD	View/Edit Addresses
Credit Memo Date:	<input type="text" value="23 Oct 2017"/>	Total Tax: \$-100.00 AUD	N
Original Invoice No:	Testpytterm	Total Gross Amount: \$-1,100.00 AUD	
Original Invoice Date:	15 Sep 2017	Total Net Amount: \$-1,100.00 AUD	
Supplier Tax ID:	<input type="text" value="aewdewdfew"/>	Amount Due: \$-1,100.00 AUD	

Remit To: Test_AN_Mercer - TEST

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From:	Test_AN_Mercer - TEST	Ship To:	NUFARM LAVERTON LAVERTON NORTH VIC Australia	View/Edit Addresses
	In Melbourne Australia	Deliver To:	Daniel Boehm NUFARM LAVERTON	

Line Item Credit Memo – Line Items

1. Confirm or enter the credit dollar value into **Subtotal**

2. Confirm the correct Tax **Category**

➤ If there are multiple items on the invoice but only one line item is being credited then highlight the item and select Delete

3. Click on **Next**

➤ Review the Credit Memo

4. Click on **Submit**

5. Click on **Exit**

➤ Screen displays the Invoice

6. Click on **Done**

Line Items

Insert Line Item Options

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	2772276	Reference & background check		-1			\$-1,000.00 AUD

Tax

Category: * **2** **1**

Location:

Description:

Regime:

Amount:

Rate(%):

Tax Amount:

[Line Item Actions](#) [Delete](#) **3**

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

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: **4** The document's destination country is: **4**
 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: Testpytterm)

Credit Memo #	122	Subtotal :	\$-500.00 AUD
		Total Tax :	\$-100.00 AUD
		Total Gross Amount :	\$-600.00 AUD
		Total Net Amount :	\$-600.00 AUD
		Amount Due :	\$-600.00 AUD

Credit Memo Date: Monday 23 Oct 2017 3:49 PM GMT+11:00
 Original Invoice No: Testpytterm
 Original Invoice Date: Friday 15 Sep 2017

Invoice 122 has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

5

Invoice: Testpytterm [Done](#)

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#) **6**

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice / Tax Invoice



Edit and Re-Submit Invoices

- Invoices can be rejected due to:
 - Missing information - for example a required attachment
 - Incorrect information – for example 11% GST instead of 10
 - Added information to invoice – freight added but was not provided on the Order Confirmation

Edit and Resubmitting Invoices

➤ Invoices that are rejected by Winc will display as Rejected

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

➤ Open the Rejected Invoice

➤ Screen displays the Invoice

2. Read the reason for the Rejection

Ariba Collaborative Supply Chain

HOME INBOX **OUTBOX** REPORTS UPLOAD/DOWNLOAD CSV Documents Create

Invoices Order Confirmations Ship Notices Extended Collaboration Product Replenishment Drafts

Invoices (100+) Page 1

Type	Invoice #	Reference	Submit Method	Submitted By	Origin	Source Doc	Date ↓	Amount	Invoice Status
Standard Invoice	INV31082017	4501475337	Online	Supplier	Supplier	Order	31 Aug 2017	\$660.00 AUD	Sent
Standard Invoice	Test29082017	4501475284	Online	Supplier	Supplier	Order	29 Aug 2017	\$12.20 AUD	Rejected
Standard Invoice	TEST1234PACK	4501475286	Online	Supplier	Supplier	Order	29 Aug 2017	\$2.10 AUD	Sent

Invoice: INV4501475005 Done

Edit Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

2 Rejected Invoice:
Reason: Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

Edit & Resubmit

Standard Invoice / Tax Invoice

Status		Subtotal :	\$60.00 AUD
Invoice:	Rejected	Total Tax :	\$7.10 AUD
Routing:	Failed	Total Charges :	\$10.00 AUD
Invoice # :	INV4501475005	Total Amount without Tax :	\$70.00 AUD
Invoice Date :	Monday 24 Jul 2017 12:27 PM GMT+10:00	Amount Due :	\$77.10 AUD
Original Purchase Order :	4501475005		
Submission Method :	Online		
Origin :	Supplier		
Source Document :	Order		

Edit and Resubmit an Invoice

1. Click on the **History** tab for more information
 2. Click on **Details** tab
 3. Click on **Edit and Resubmit**
- The screen displays the Invoice

Invoice: INV4501475005 Done

Edit [Create Line-Item Credit Memo](#) [Copy This Invoice](#) Download PDF Export cXML

Detail Scheduled Payments **History** 1

Invoice: INV4501475005
Invoice Status: Rejected
Received By Ariba Network On: 24 Jul 2017 12:27:45 PM GMT+10:00
Submitted By: Dimity Sakley

To: Winc Australia - TEST
Routing Status: Failed

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Staples Test Supplier - TEST	24 Jul 2017 12:27:56 PM
	Comments from Staples Australia - TEST: The document was added to the pending queue for download.	PropogationProcessor-128481060	24 Jul 2017 12:28:15 PM
Sent		Supplier	24 Jul 2017 12:28:15 PM
	The invoice status has been successfully updated to Rejected by Staples Australia - TEST. Description:	PropogationProcessor-128478087	25 Jul 2017 2:12:44 PM
Failed		Supplier	25 Jul 2017 2:12:44 PM

Edit [Create Line-Item Credit Memo](#) [Copy This Invoice](#) Download PDF Export cXML Done

Invoice: INV4501475005 Done

Edit [Create Line-Item Credit Memo](#) [Copy This Invoice](#) Print Download PDF Export cXML

2 Detail Scheduled Payments History

Rejected Invoice:
Reason: Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

[Edit & Resubmit](#) 3

Edit and Resubmit and Invoice cont.

Note: The Invoice number, purchase order number and other information is auto-populated

- Scroll through the Invoice and correct the identified errors
- Potential errors include:
 - The addition of Freight that was not on the Order Confirmation
 - Incorrect quantities entered
 - Incorrect price displayed

4. Click on **Next**

5. Review the Invoice, then click on **Submit**

6. Click on **Done**

- The screen will display the Outbox

Update Exit Next

Edit Invoice

▼ Invoice Header * Indicates required field 4

Summary

Purchase Order: 4501475005	Subtotal: \$60.00 AUD	View/Edit Addresses
Invoice #: INV4501475005	Total Tax: \$8.20 AUD	
Invoice Date: 24 Jul 2017	Total Amount without Tax: \$70.00 AUD	
Supplier Tax ID: 12345678912	Tax:	
Remit To: Staples Test Supplier - TEST	Amount Due: \$78.20 AUD	

Category: GST

Location:

Description: Input-(Non-capital Expt) GST
! Tax 11.00%gst.Input-(Non-capital Expt) GST does not match any buyer configured tax entries in the tax summary.

Regime:

Example of an invoice error

Previous Submit Exit

Edit Invoice

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 #: INV4501475005	Subtotal: \$60.00 AUD	
Invoice Date: Monday 24 Jul 2017 12:00 PM GMT+10:00	Total Tax: \$13.10 AUD	
Original Purchase Order: 4501475005	Total Charges: \$10.00 AUD	
	Total Amount without Tax: \$70.00 AUD	
	Amount Due: \$83.10 AUD	

Invoice: INV4501475005 Done

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

Detail Scheduled Payments History

Canceled Invoice:
Only failed or rejected invoices can be edited

Standard Invoice / Tax Invoice



Partial Invoicing

- The status of the Invoice will remain as partial until the entire amount of the purchase Order has been invoiced
- There is no limit for the number of invoices that may be created to change the an invoice from partial to invoiced, once the total has been achieved you will no longer be able to create any further invoices

Starting a Partial Invoice

1. Click on **Inbox**
 2. Select the required purchase order with a Status of **Partially Invoiced**
 3. Click **Create Invoice**
 4. Select **Standard Invoice**
- Screen will display **Create Invoice**

Ariba Network Company Settings

HOME **INBOX** 1 CATALOGS REPORTS CSV Documents ▼ Create ▼

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More...▼

Orders and Releases Items to Ship

Search Filters

Orders and Releases (100+) Page 5 ▼

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status ↑	Settlement	Amount Invoiced	Actions
Order	PO1087	1	Nufarm Limited - TEST	NUFARM LAVERTON LAVERTON NORTH, VIC Australia	\$1,600.00 AUD	4 Sep 2017	Partially Invoiced	Invoice	\$1,280.00 AUD	Actions ▼
Order	PO1177	1	Nufarm Limited - TEST	NUFARM LAVERTON LAVERTON NORTH, VIC Australia	\$61,000.00 AUD	11 Sep 2017	Partially Invoiced	Invoice	\$57,950.00 AUD	Actions ▼
Order	PO1209	1	Nufarm Limited - TEST	NUFARM RAYMOND RD LAVERTON NORTH, VIC Australia	\$700.00 AUD	12 Sep 2017	Partially Invoiced	Invoice	\$630.00 AUD	Actions ▼
Order	PO1265	1	Nufarm Limited - TEST	NUFARM LAVERTON LAVERTON NORTH, VIC Australia	\$10,000.00 AUD	14 Sep 2017	Partially Invoiced	Invoice	\$8,000.00 AUD	Actions ▼

Purchase Order: PO1177 Done

Create Order Confirmation ▼
 Create Shipment 3
 Create Invoice ▼
Hide Print Download PDF ▼
Export cXML Download CSV Resend

Order Detail Order History

Standard Invoice 4
 Credit Memo
 Line-Item Credit Memo

From:
 NUFARM LAVERTON
 103-105 PIPE RD
 LAVERTON NORTH VIC 3026
 Australia

To:
 Test_AN_Mercer - TEST
 Somewhere
 In Melbourne 2020
 Australia

Purchase Order
 (Partially Invoiced)
 PO1177
 Amount: \$61,000.00 AUD

Header Information & Removing Previously Invoiced Line Items

➤ The purchase order number is displayed

5. Enter the **Invoice Number**

6. Select the correct **Tax level** (refer to the standard invoice information for further details)

➤ Scroll down to **Line Items**

➤ Any items with a zero quantity must be deleted off the Invoice

7. Select any items that have previously been invoiced (with a zero)

8. Click on **Delete**

Note: This does not alter the original purchase order in any way, it is just deleting the items off the current invoice document you are working on

Summary

Purchase Order: PO1177

Invoice #:

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

5

Line Items 2 Line Items, 1 Included, 1 Previously Fully Invoiced

Insert Line Item Options

Tax Category: GST Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	MATERIAL	2772900	Ariba Laptop		0	EA	\$1,200.00 AUD	\$0 AUD
<i>Excluded line items cannot be modified.</i>										
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	<input type="text" value="asdfasdf"/>	Enter a description for this item.	<input type="text"/>	<input type="text" value="1"/>	EA	<input type="text" value="\$10.00 AUD"/>	<input type="text" value="\$10.00 AUD"/>

Shipping

Ship From: Cambenwell VIC Australia

Ship To: Melbourne HO
1234 VIC Australia
Hari V Melbourne HO

Deliver To: Melbourne HO

[View/Edit Addresses](#)

Shipping Cost Shipping Amount: * Shipping Date:

↳ Line Item Actions ▼
Delete
Add ▼

8

Update
Save
Exit
Next

Partial Invoicing Line Items

9. Enter the **Qty** for items being invoiced

10. Confirm or update the **Unit Price** (if required)

11. Click **Update**

➤ Repeat until all items and quantities for invoicing are correct

12. Click on **Next**

➤ Screen displays **Create Invoice**

Line Items 2 Line Items, 1 Included, 1 Previously Fully Invoiced

Insert Line Item Options Tax Category: GST Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	asdfasdf	Enter a description for this item.		1	EA	\$10.00 AUD	\$10.00 AUD

Shipping Ship From: Camberwell VIC Australia Ship To: Melbourne HO 1234 VIC Australia Hari V Deliver To: Melbourne HO [View/Edit Addresses](#)

Shipping Cost Shipping Amount: * \$0.00 AUD Shipping Date:

↳ [Line Item Actions](#) [Delete](#) [Add](#)

Update
Save
Exit
Next

Finalising a Partial Invoice

➤ Review the invoice

13. Click **Submit**

14. Click on **Exit**

➤ Screen displays the purchase order with the partially invoiced or 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. 13

Standard Invoice / Tax Invoice

Invoice # : 123456INV-1	Subtotal :	\$10.00 AUD
Invoice Date : Saturday 9 Sep 2017 3:32 PM GMT+10:00	Total Tax :	\$1.00 AUD
Original Purchase Order : IAL43	Total Shipping :	\$0.00 AUD
	Total Gross Amount :	\$11.00 AUD
	Total Net Amount :	\$11.00 AUD
	Amount Due :	\$11.00 AUD

Ariba Network

Invoice 123456INV-1 has been submitted.

14

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

Ariba Network

Company Settings ▾

Purchase Order: **PO1177**

Done

[Create Order Confirmation](#) ▾ [Create Ship Notice](#) [Create Invoice](#) ▾ [Hide](#) [Print](#) ▾ | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Order Detail](#) [Order History](#)

From:
CC 05 and POrg ARIB

To:
Noy Lang - TEST
12 New St
Camberwell VIC 3163
Australia

Purchase Order
(Invoiced)
IAL43
Amount: \$1,210.00 AUD
Version: 1



Remittance

- The Remittance informs of when and how payment for an invoice is made
- The Remittance is an informational document only and does not require any action
- New Remittances can be viewed from the Inbox area under Remittances

Locating a Remittance

1. From the **Inbox**.
2. Select **Remittances**
 - Screen displays **Remittances**
3. Click on the **Transaction #**.
 - Screen displays the Remittance Advice

Orders and Releases

Orders and Releases (100+)

Type	Order Number ↑	Ver	Customer	Ship To Address	Amount	Order Status
Order	APO244	1	Nufarm Limited - TEST	Wyke Manufacturing Site EAM Bradford United Kingdom	\$200.00	New

Remittances


Remittances (20)

Transaction #	Customer	Payment Date	Account ID	Reference Number	Gross	Adjustment	Net	Difference	Status
PMT107	Nufarm Limited - TEST	29 Aug 2017	*****6770	204345	\$1,650.00 AUD	\$0.00 AUD	\$1,650.00 AUD		Paid
PMT54	Nufarm Limited - TEST	29 Aug 2017	*****1836	204345	\$1,650.00 AUD	\$0.00 AUD	\$1,650.00 AUD		Paid
PMT59	Nufarm Limited - TEST	29 Aug 2017	*****5590	204342B	\$3,300.00 AUD	\$0.00 AUD	\$3,300.00 AUD		Paid

Remittance

➤ From the Remittance Advice page you can:

- **Print** a copy
- Export to **cXML**
- **Download CSV** (see CSV Invoicing Guide for further instructions)

 Anything in Blue can be selected to provide further information

4. Click **To Search Results**

➤ Screen displays Remittances

Remittance Advice: PMT54 (Paid)

To Search Results

Print Export cXML Download CSV

4

Detail History



From
Nufarm Limited - TEST
PAYER: PAYER
(Show Payer Details)



To
Test_AN_Mercer - TEST
(Show Payee Details)

REMITTANCE ADVICE PMT54 (Paid)

Gross Amount: \$1,650.00 AUD
Withholding Tax: (\$0.00 AUD)

Amount Paid: \$1,650.00 AUD

Estimated Settlement on 29 Aug 2017

Payment Detail

Payment Method: ACH (T)

Routing Status: Sent



Reference Number: 204345 

Transaction Date: 29 Aug 2017

Related Payment: 204345

Identified Differences: None

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: Test#12 (Show Details) 	\$1,650.00 AUD	\$0.00 AUD	\$0.00 AUD	\$1,650.00 AUD	PAYTest#12-1151-2 

Gross Amount: \$1,650.00 AUD
Discount Applied: (\$0.00 AUD)
Withholding Tax: (\$0.00 AUD)
Adjustment: (\$0.00 AUD)
Amount Paid: \$1,650.00 AUD



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