

Ariba Network Invoice Guide





Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with WesTrac via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between WesTrac 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
- WesTrac requires all tax added at Line Level
- Invoices can only be created once a Ship Notice has been Receipted by Westrac
- Purchase Orders remain as partially invoiced until all items ordered on the Purchase Order have been invoiced
- Once an Invoice has been sent it can not be adjusted, if there is an error contact WesTrac

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.

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Orders and ReleasesTime & Expense SheetsEarly PaymentsScheduled PaymentsRemittancesInquiriesNotificationsMore...▼

Orders and Releases

Orders and ReleasesItems to Ship

► Search Filters

Orders and Releases (14)

Type	Order Number	Ver	Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
▼ Customer: Demo Buyer - TEST (14)										
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▼
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 **Received 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 Ariba Network dashboard. The 'INBOX' tab is highlighted in the top navigation bar. Below it, the 'Orders and Releases' section is active, showing a list of orders. The order with ID 4500159368 is selected and highlighted with a red circle and the number 2. Below the list, the 'Purchase Order: 4500159369' details are shown. In the 'Create Invoice' dropdown menu, the 'Standard Invoice' option is selected, highlighted with a red circle and the number 4. The 'Create Invoice' button itself is highlighted with a red circle and the number 3. The 'Done' button is visible in the top right corner of the purchase order details section.

Ariba Network

HOME **INBOX** ORDERS CATALOGS REPORTS

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Orders and Releases Early Payments Scheduled Payments Remittances Inquiries Notifications Receipts Pending Queue

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (65) << Page 2 >>

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date ↓	Order Status	Amount Invoiced	Revision	Actions
Order	4500159359	1	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$311.25 AUD	13 Mar 2018	New	\$0.00 AUD	Original	Actions ▾
Order	4500159365	1	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$49.10 AUD	22 Mar 2018	New	\$0.00 AUD	Original	Actions ▾
Order	4500159367	1	Westrac Holdings Pty Ltd - TEST	Cobar Cobar, NSW Australia	\$67.95 AUD	22 Mar 2018	New	\$0.00 AUD	Original	Actions ▾
Order	4500159366	1	Westrac Holdings Pty Ltd - TEST	Reid Road Perth Airport, WA Australia	\$89.44 AUD	22 Mar 2018	New	\$0.00 AUD	Original	Actions ▾
Order	4500159368	1	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$101.21 AUD	22 Mar 2018	Received	\$0.00 AUD	Original	Actions ▾

Purchase Order: 4500159369 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ Print ▾ Download PDF Export cXML Download CSV Resend

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

Order Detail Order History

Westrac **CAT**

Standard Invoice – Header Level

- 1. Enter the **Invoice #**
- 2. Check or enter the **Invoice Date***
- 3. Enter or confirm your business ABN/Tax in **Supplier Tax ID**

i If this has not auto-populated, contact your system administrator and ask it be entered via Company Profile

Note: WesTrac requires tax to be added at line level

- 4. Enter or confirm your business ABN/Tax in **Supplier VAT/Tax ID**

i If this has not auto-populated, contact your Ariba Network System Administrator

Create Invoice

UpdateSaveExitNext

▼ Invoice Header

* Indicates required fieldAdd to Header ▼

Summary

Purchase Order: 4500159369

Invoice #: INV77664541

Invoice Date: 1 Jul 20182

Supplier Tax ID: 12345556673

Remit To: Supplier Details

Australia

Bill To: WesTrac Pty Ltd

South Guildford WA

Australia

Supplier: Supplier Name

Australia

Customer: WesTrac Pty Ltd

South Guildford WA

Australia

Email:

Bill From:

Subtotal: \$95.60 AUD

Total Tax: \$0.00 AUD

Amount Due: \$95.60 AUD

View/Edit Addresses

Supplier VAT

Supplier VAT/Tax ID: 12345556674

Add to Header ▼

Customer VAT

Customer VAT/Tax ID: 63 009 342 572

View/Edit Addresses

Standard Invoice – Add Attachment Header Level

- Do not attach a copy of the Invoice
- Only provide attachments are per agreement and trading terms with WesTrac, for example HSDS

1. Click on **Add to Header**

2. Select **Attachment**

- The Attachments section opens

3. Click on **Browse** and select the file from your computer and click on **Open**

4. Click on **Add Attachment**

- The attachment is added

- More than one attachment can be added however the total value of attachments must not exceed 10MB

This screenshot shows the 'Add to Header' dropdown menu. The menu is open, showing options: Shipping Documents, Payment Term, Additional Reference Documents and Dates, Comment, and Attachment. The 'Attachment' option is highlighted with a red circle and the number 2. The 'Add to Header' button is highlighted with a red circle and the number 1. The background shows the invoice header with '3 Line Items, 3 Included, 0 Previously Fully Invoiced' and a 'Shipping Documents' checkbox.

This screenshot shows the 'Attachments' section. It includes a warning: 'The total size of all attachments cannot exceed 10MB'. There is a 'Browse...' button (highlighted with a red circle and the number 3) and an 'Add Attachment' button (highlighted with a red circle and the number 4). A table lists the attached file: '2018-05-28_10-12-46.jpg' with a size of '13101' bytes and content type 'image/jpeg'. There is a 'Delete' button next to the file. The 'Add to Header' button is also visible at the bottom.

Name	Size (bytes)	Content Type
2018-05-28_10-12-46.jpg	13101	image/jpeg

Standard Invoice – Add Tax to Line Level

- 1. Click in **Tax Category**
 - 2. Select the **Tax Rate** from the drop down box
 - 3. Click on **Add to Included Lines**
- A **Tax** section will open for each Line Item

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

1

☒ Tax Category:

2

Taxes

10% GST / Goods and Servi...

0% GST / Goods and Servi...

☐ Special Handling ☐ Discount

3

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Total
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	205028000	FLOORTEX VALDEMATT PVC CHAIRMAT 49429 115		<input type="text" value="1"/>	EA	\$73.30 AUD	\$73.30 AUD

Pricing Details

Price Unit: EA
Unit Conversion: 1

Price Unit Quantity: 1.0
Description:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL	525020200	WEDO SCALE OPTIMO 5000 5KG		<input type="text" value="1"/>	EA	\$95.60 AUD	\$95.60 AUD

Pricing Details

Price Unit: EA
Unit Conversion: 1

Price Unit Quantity: 1.0
Description:

Tax

Category: *

Location:

Description: Goods and Services Tax

Regime:

Taxable Amount:

Rate(%): 10
Tax Amount: \$7.33 AUD

Remove

Standard Invoice – Invoicing for the correct items

1. Click the box of items you wish to delete from the current Invoice

2. Click on Delete



You are only deleting information from the invoice, only WesTrac can delete or change a Purchase Order

➤ The line is removed from the Invoice

➤ If you are required to submit an attachment for each line:

- 1) Select the **item**
 - 2) Click on **Line Item Actions**
 - 3) Click on **Attachment**
- Add the attachment, click on **Browse**, select the file, click **Open**, click on **Add Attachment**

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: GST

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	660030600

1 ☒

2 ☒

3 ☒

Line Item Actions **Delete**

Price Unit: EA
Unit Conversion: 1

Customer Part # **Quantity** **Unit** **Unit Price** **Subtotal**

1 **EA** **\$73.30 AUD** **\$73.30 AUD**

Price Unit Quantity: 1.0
Description:

Customer Part # **Quantity** **Unit** **Unit Price** **Subtotal**

1 **EA** **\$95.60 AUD** **\$95.60 AUD**

Price Unit Quantity: 1.0
Description:

Update **Save** **Exit** **Next**

Standard Invoice – Invoicing for the correct items cont.

- 3. Confirm or enter the **Quantity**, for each item
- 4. Confirm or change the **Category** tax rate for each item
- 5. Click on **Next**

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 10% GST / Goods and Servi...

☐ 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 type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	205028000	FLOORTEX VALUEMAT 115		1	<div>3</div>	\$73.30 AUD	\$73.30 AUD

Pricing Details

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1.0

Description:

Tax

Category: * 10% GST / Goods and Servi...

Location:

Description: Goods and Services Tax

Regime:

4

Taxable Amount: \$73.30 AUD

Rate(%): 10

Tax Amount: \$7.33 AUD

Remove

↳

Line Item Actions ▾

Delete

5

Update

Save

Exit

Next

Finalise Standard Invoice

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

Create Invoice

PreviousSaveSubmitExit

Confirm and submit this document.

Standard Invoice / Tax Invoice

Invoice Number : INV7766454
Invoice Date : Sunday 1 Jul 2018 1:59 PM GMT+10:00
Original Purchase Order : 4500159369

Subtotal : \$95.60 AUD
Total Tax : \$9.56 AUD
Amount Due : \$105.16 AUD

REMIT TO:

Supplier Details

Australia

BILL TO:

WesTrac Pty Ltd

Postal Address (WesTrac Pty Ltd):
128-136 Great Eastern Highway
South Guildford WA 6055
Australia

SUPPLIER:

Supplier Details

Australia

Invoice INV778996 has been submitted.

Print a copy of the invoice
Exit invoice creation.

2

Purchase Order: 4500159369

Done

Create Order ConfirmationCreate Ship NoticeCreate InvoiceHidePrintDownload PDFExport cXMLDownload CSVResend

Order DetailOrder History

WesTracCAT

From:
WesTrac Pty Ltd
128-136 Great Eastern Highway
South Guildford WA 6055
Australia

To:
Supplier Details
Australia

Purchase Order
(Invoiced)
4500159369
Amount: \$168.90 AUD
Version: 1

Purchase Order
(Invoiced)
4500159369
Amount: \$168.90 AUD
Version: 1

N

Purchase Order
(Partially Invoiced)
4500159369
Amount: \$168.90 AUD
Version: 1



Invoice Status

- The status of the Invoice will change as it progresses through WesTrac Limited approval process
- There are 4 Invoice Statuses:
 - **Sent** – you have sent the invoice to WesTrac
 - **Approved** – WesTrac Limited 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
 - **Canceled** – The invoice has been cancelled by WesTrac Limited

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
- Canceled

Ariba Network

Company Settings

wowarns supp

HOME

INBOX

OUTBOX

1

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Invoices

Order Confirmations

Ship Notices

Service Sheets

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Invoices

Search Filters

Invoices (100+)

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Customer: Woolworths Ltd - TEST (100)

Invoice #	Reference	Submit Method	Origin	Source Doc	Date ↓	Amount	Routing Status ⓘ	Invoice Status ⓘ	
	UATTESTMULPART	3700029086	Online	Supplier	Order	10 Aug 2017	\$11,000.00 AUD	Acknowledged	Sent
	GDNEWINV123	4400747205	Online	Supplier	Order	10 Aug 2017	\$225.50 AUD	Acknowledged	Sent
	FULLGRWITHIR	3700029084	Online	Supplier	Order	10 Aug 2017	\$30,000.00 AUD	Acknowledged	Rejected
	TEST1FULL1GR1PAR	3700029084	Online	Supplier	Order	10 Aug 2017	\$10,000.00 AUD	Acknowledged	Rejected
	STB_INVOICE	4400747313	Paper Invoice	Supplier	Order	9 Aug 2017	\$990.00 AUD	Acknowledged	Approved
	STSINVOICE	4400747312	Paper Invoice	Supplier	Order	9 Aug 2017	\$356.40 AUD	Obsolete	Canceled
	ITWINVOICE	4400747319	Paper Invoice	Supplier	Order	9 Aug 2017	\$188.10 AUD	Acknowledged	Approved
	ITTINVOICE	4400747317	Paper Invoice	Supplier	Order	9 Aug 2017	\$140.80 AUD	Acknowledged	Approved
	CATS PO	4400747307	Paper Invoice	Supplier	Order	9 Aug 2017	\$138.38 AUD	Acknowledged	Approved
	T123	3700029056	Online	Supplier	Order	9 Aug 2017	\$1,983.58 AUD	Failed	Rejected
	PLANT8465	3700029080	Online	Supplier	Order	9 Aug 2017	\$12.75 AUD	Acknowledged	Sent



Partial Invoicing

- Invoices will display as Partially Invoiced until all items on the original Purchase Order have been Invoiced
- Partial invoicing on Partial invoices is allowed
- Multiple Invoices can be created for a Purchase Order
- Note that if a Purchase Order is not fully invoiced as goods were not fully supplied and invoiced it will remain in the Ariba Network as “Partially Invoiced”

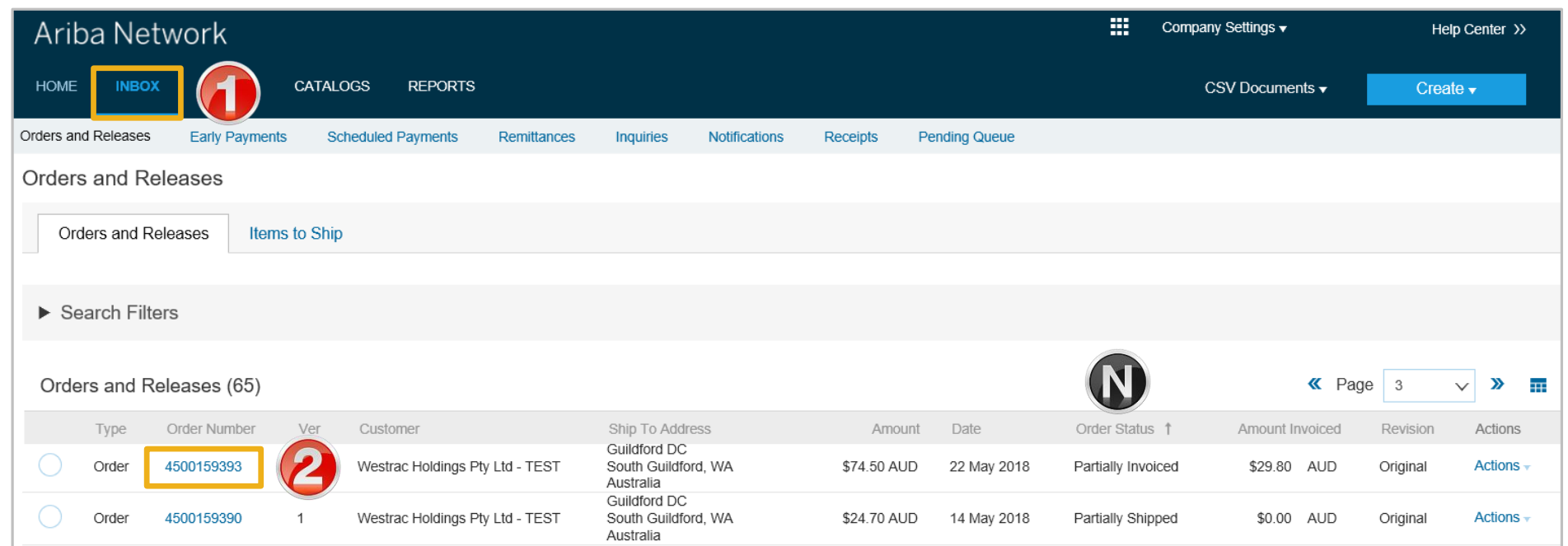
Locating and Opening a Partial Invoice

1. From the **Inbox**

2. Select the applicable Invoice with a Partially Invoiced status

➤ Screen displays the Invoice

Note: Use Order Status to sort invoices by Partially Invoiced Status



Ariba Network

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Orders and Releases Early Payments Scheduled Payments Remittances Inquiries Notifications Receipts Pending Queue

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (65)

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status ↑	Amount Invoiced	Revision	Actions
Order	4500159393	2	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$74.50 AUD	22 May 2018	Partially Invoiced	\$29.80 AUD	Original	Actions ▾
Order	4500159390	1	Westrac Holdings Pty Ltd - TEST	Guildford DC South Guildford, WA Australia	\$24.70 AUD	14 May 2018	Partially Shipped	\$0.00 AUD	Original	Actions ▾

Begin the Partial Invoice

- The Purchase Order is displayed

Note: All previous documents are displayed under **Related Documents**

1. Click on **Create Invoice**
 2. Select **Standard Invoice**
- Screen displays the Invoice

Purchase Order: 4500159369

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Export cXML

Download CSV

Resend

Order Detail

Order History

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

WesTrac

CAT

From:

WesTrac Pty Ltd

128-136 Great Eastern Highway

South Guildford WA 6055

Australia

To:

Supplier Details

Purchase Order

(Partially Invoiced)

4500159369

Amount: \$168.90 AUD

Version: 1

Contact Information

Supplier Address

Supplier Details

Routing Status: Acknowledged

Related Documents:

INV5536663

100050002984882018

SO-123001

Completing a Partial Invoice- Header Level

- 1. Enter the **Invoice #**
- 2. Check or enter the **Invoice Date***
- 3. Enter or confirm your business ABN/Tax in **Supplier Tax ID**

i If this has not auto-populated, contact your system administrator and ask it be entered via Company Profile

Note: WesTrac requires tax to be added at line level

- 4. Enter or confirm your business ABN/Tax in **Supplier VAT/Tax ID**

i If this has not auto-populated, contact your Ariba Network System Administrator

Create Invoice

UpdateSaveExitNext

▼ Invoice Header

* Indicates required fieldAdd to Header ▼

Summary

Purchase Order: 4500159369

Invoice #: INV77664541

Invoice Date: 1 Jul 20182

Supplier Tax ID: 12345556673

Remit To: Supplier Name

Australia

Bill To: WesTrac Pty Ltd

South Guildford WA

Australia

Supplier: Supplier Details

Australia

Bill From: Supplier Name

Subtotal: \$95.60 AUD

Total Tax: \$0.00 AUD

Amount Due: \$95.60 AUD

View/Edit Addresses

Customer: WesTrac Pty Ltd

South Guildford WA

Australia

Email:

View/Edit Addresses

View/Edit Addresses

Supplier VAT

Customer VAT

Supplier VAT/Tax ID: 12345556674

Customer VAT/Tax ID: 63 009 342 572

Add to Header ▼

Updating a Partial Invoice - Line Level

➤ Scroll down to Line items

- 1) Only outstanding totals will be displayed in the Quantity field
- 2) Zero indicates that the total on the Purchase Order has been fully invoiced
- 3) Use Delete to remove zero quantity items

➤ Complete line items details by indicating the correct quantities for invoicing

1. Click on **Update**

Line Items 3 Line Items, 2 Included, 1 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ 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 type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Item Partno1	Item Description Line 1		1	EA	\$1,500.00 AUD	\$1,500.00 AUD
Classification Domain: <input type="text" value="unspsc"/> Code: <input type="text" value="48102102"/> Remove										
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>		<input type="checkbox"/>	MATERIAL	Item Partno2	Item Description Line 2		0	EA	\$2,000.00 AUD	\$0 AUD
Classification Domain: <input type="text" value="unspsc"/> Code: <input type="text" value="48102102"/> Remove										
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	Item Partno3	Item Description Line 3		2	EA	\$2,000.00 AUD	\$4,000.00 AUD
Classification Domain: <input type="text" value="unspsc"/> Code: <input type="text" value="48102102"/> Remove										

Line Item Actions Delete

1 Update Save Exit Next

Partial Invoice – Add Tax to Line Level

1. Click in **Tax Category**

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

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

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

➤ Change the tax rate for each item if required.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: ☐ Taxes ☐ Special Handling ☐ Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Total
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	205028000	FLOORTEX VALDEMATT PVC CHAIRMAT 49429 115		<input type="text" value="1"/>	EA	\$73.30 AUD	\$73.30 AUD
Pricing Details Price Unit: EA Price Unit Quantity: 1.0 Unit Conversion: 1 Description:										
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL	525020200	WEDO SCALE OPTIMO 5000 5KG		<input type="text" value="1"/>	EA	\$95.60 AUD	\$95.60 AUD
Pricing Details Price Unit: EA Price Unit Quantity: 1.0 Unit Conversion: 1 Description:										

Tax

Category: * Taxable Amount:

Location:

Rate(%): 10
Tax Amount: \$7.33 AUD

Description: Goods and Services Tax

Regime:

Finalising a Partial Invoice

- When all updates to Line Items has occurred
1. Click on **Next**
 2. Click on **Submit**
 3. Click on **Exit**
- The Purchase Order is displayed with either a Partially Invoiced or Invoiced Status

Line Items 2 Line Items, 2 Included, 0 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 type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Item Partno1	Item Description Line 1		1	EA	\$1,500.00 AUD	\$1,500.00 AUD
Classification Domain: unspsc Code: 48102102 Remove										
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	Item Partno3	Item Description Line 3		1	EA	\$2,000.00 AUD	\$2,000.00 AUD
Classification Domain: unspsc Code: 48102102 Remove										

Line Item Actions

Delete

Update

Save

Exit

Next

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: . The document's destination country is:

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 Number : TEST660009
Invoice Date : Thursday 4 Jan 2018 11:45 AM GMT+11:00
Original Purchase Order : 3700029909

Subtotal : \$3,500.00 AUD
Total Tax : \$350.00 AUD
Total Gross Amount : \$3,850.00 AUD
Total Net Amount : \$3,850.00 AUD
Amount Due : \$3,850.00 AUD

Invoice TEST660009 has been submitted.

Print a copy of the invoice

Exit invoice creation.

3

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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
- Invoices are rejected by WesTrac when they do not meet the Transaction Rules identified by WesTrac for transacting via the Ariba Network

Locating a Rejected Invoice

➤ Invoices that are rejected by WesTrac will display as Rejected

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

2. Locate the Rejected invoice, click on **Invoice #**

➤ Screen displays the Invoice, the rejection reason will be displayed.

3. Read the reason for the rejection

4. Click on **Edit & Resubmit**

Ariba Network

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Company Settings Help Center >>

CSV Documents Create

Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

Search Filters

Invoices (16)

	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Invoice Status
	INV7766454	Westrac Holdings Pty Ltd - TEST	4500159369	Online	Supplier	Order	1 Jul 2018	\$105.16 AUD	Sent
	INV5536663	Westrac Holdings Pty Ltd - TEST	4500159369	Online	Supplier	Order	1 Jul 2018	\$80.63 AUD	Sent
	QCATEST1	Westrac Holdings Pty Ltd - TEST	4500000443	Online	Supplier	Order	24 Nov 2016	\$26.80 AUD	Rejected
	SIN-964054	Westrac Holdings Pty Ltd - TEST	4500159397	Online	Supplier	Order	31 May 2018	\$84.32 AUD	Approved
	SIN-963693	Westrac Holdings Pty Ltd - TEST	4500159391	Online	Supplier	Order	30 May 2018	\$65.84 AUD	Approved

Invoice: QCATEST1

Done

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

Detail Scheduled Payments History

Rejected Invoice:

Reasons:

INV-38: The invoice was successfully received.

INV-54: Comments from Westrac Holdings Pty Ltd - TEST: The document was added to the pending queue for download.

DOC-1:

INV-55: The invoice status has been successfully updated to Processing by Westrac Holdings Pty Ltd - TEST.

DOC-1:

INV-35: The invoice status has been successfully updated to Rejected by Westrac Holdings Pty Ltd - TEST. Description:

DOC-1:

Invoice could be rejected due to 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

Identifying and Correcting Errors

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

1. Click on **Next**

Edit Invoice

UpdateExitNext

▼ Invoice Header

1

* Indicates required field

Add to Header ▼

Summary

Purchase Order: 4500000443

Invoice #: QCATEST1

Invoice Date: 24 Nov 2016

Supplier Tax ID: 123456

Remit To: Supplier Details

Bill To: WesTrac Pty Ltd

South Guildford WA
Australia

Subtotal: \$25.52 AUD

Total Tax: \$1.28 AUD

Amount Due: \$26.80 AUD

View/Edit Addresses

Category: GST

Location:

Description: Input-(Non-capital Expt) GST

Regime:

Example of an invoice error

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

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24

Finalise Edit and Submit Invoice

➤ Screen displays Edit Confirm Invoice

➤ Review the invoice

1. Click on **Submit**

➤ Screen returns to the Invoice

Note: The message now indicates that you are no longer able to edit or resubmit the invoice

2. Click on **Done**

➤ Screen returns to the Invoices screen

Edit Invoice

Previous

Submit

Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. 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: QCATEST1

Done

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Add Attachment

Print

Download PDF ▼

Export cXML

Detail

Scheduled Payments

History

Canceled Invoice:

Only failed or rejected invoices can be edited



Standard Invoice / Tax Invoice

Edit and Resubmit History Tab

- 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	document was added to the pending queue for download.	PropogationProcessor-128481060
Sent		Supplier	24 Jul 2017 12:28:15 PM
	The invoice status has been successfully updated to Rejected by	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



Line Item Credit Memo

- Line Item Credit Memo's are against an Invoice
- Line Item Credit Memo's can be raised for Quantity Adjustments and Prices Adjustments
- Please also note the following when creating Line Item Credit Memos:
 - Credits are supported against specific line items from a previously submitted invoice
 - Credits can be for full or partial amounts
- Line Item Credit Memos are access via the **OUTBOX**

Locating and Begin a Line Item Credit Memo

1. Click on **Outbox** drop down list

2. Select **Invoices**

➤ Screen displays Invoices

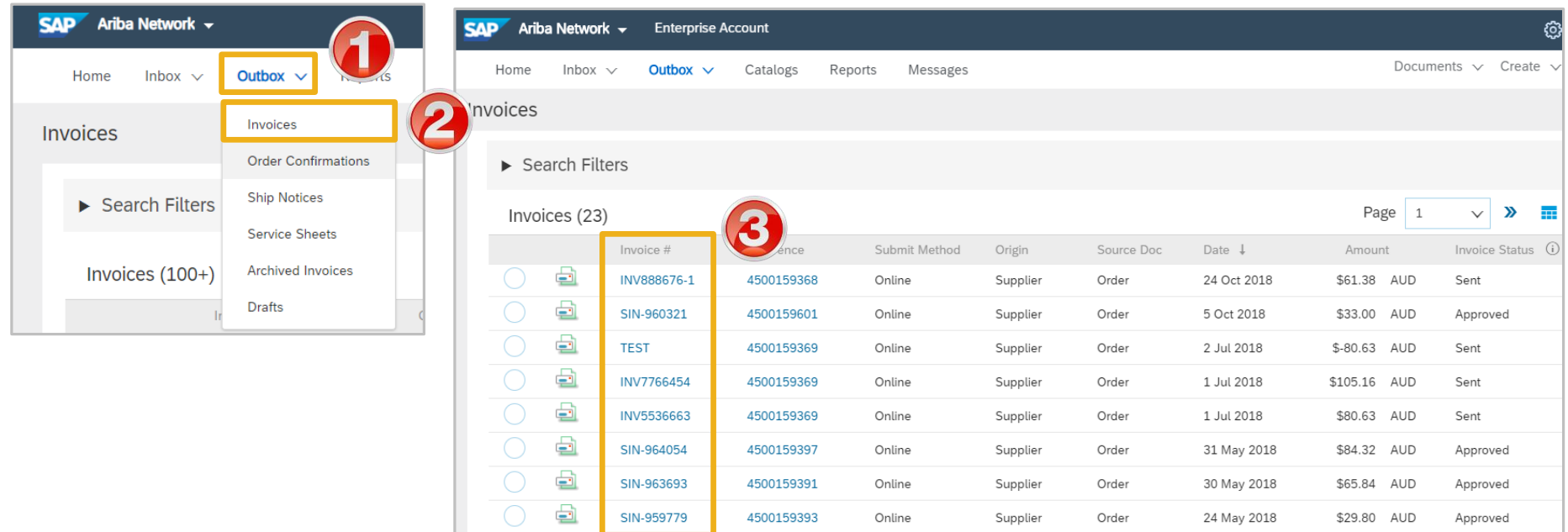
3. Click on the required **Invoice#**

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

➤ Screen displays **Create Line-Item Credit Memo**

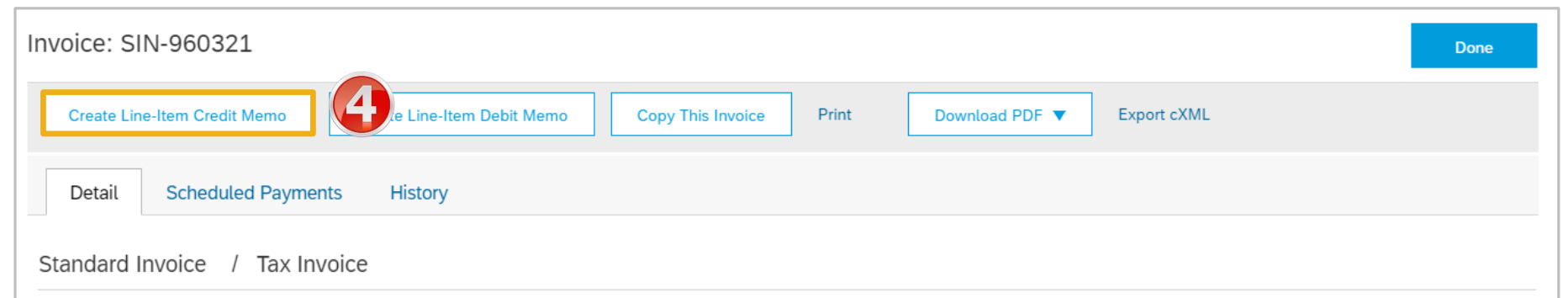
➤ Refer to Slide ??, **Line Item Credit Memo - Header Level – Quantity Adjustment**

➤ Refer to Slide ??, **Line Item Credit Memo - Header Level – Price Adjustment**



The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The 'Outbox' dropdown menu is open, showing options like 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Archived Invoices', and 'Drafts'. The 'Invoices' option is selected. Below the menu, a table of invoices is displayed. The table has columns for 'Invoice #', 'Invoice', 'Submit Method', 'Origin', 'Source Doc', 'Date', 'Amount', and 'Invoice Status'. The invoice 'SIN-960321' is highlighted with a red box and a red circle with the number 3. The table also shows a search filter section and a page indicator (Page 1).

Invoice #	Invoice	Submit Method	Origin	Source Doc	Date	Amount	Invoice Status
INV888676-1	4500159368	Online	Supplier	Order	24 Oct 2018	\$61.38 AUD	Sent
SIN-960321	4500159601	Online	Supplier	Order	5 Oct 2018	\$33.00 AUD	Approved
TEST	4500159369	Online	Supplier	Order	2 Jul 2018	\$-80.63 AUD	Sent
INV7766454	4500159369	Online	Supplier	Order	1 Jul 2018	\$105.16 AUD	Sent
INV5536663	4500159369	Online	Supplier	Order	1 Jul 2018	\$80.63 AUD	Sent
SIN-964054	4500159397	Online	Supplier	Order	31 May 2018	\$84.32 AUD	Approved
SIN-963693	4500159391	Online	Supplier	Order	30 May 2018	\$65.84 AUD	Approved
SIN-959779	4500159393	Online	Supplier	Order	24 May 2018	\$29.80 AUD	Approved



The screenshot shows the 'Invoice: SIN-960321' detail page. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The 'Outbox' dropdown menu is open, showing options like 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Archived Invoices', and 'Drafts'. The 'Invoices' option is selected. Below the menu, a table of invoices is displayed. The table has columns for 'Invoice #', 'Invoice', 'Submit Method', 'Origin', 'Source Doc', 'Date', 'Amount', and 'Invoice Status'. The invoice 'SIN-960321' is highlighted with a red box and a red circle with the number 4. The table also shows a search filter section and a page indicator (Page 1).

Invoice #	Invoice	Submit Method	Origin	Source Doc	Date	Amount	Invoice Status
INV888676-1	4500159368	Online	Supplier	Order	24 Oct 2018	\$61.38 AUD	Sent
SIN-960321	4500159601	Online	Supplier	Order	5 Oct 2018	\$33.00 AUD	Approved
TEST	4500159369	Online	Supplier	Order	2 Jul 2018	\$-80.63 AUD	Sent
INV7766454	4500159369	Online	Supplier	Order	1 Jul 2018	\$105.16 AUD	Sent
INV5536663	4500159369	Online	Supplier	Order	1 Jul 2018	\$80.63 AUD	Sent
SIN-964054	4500159397	Online	Supplier	Order	31 May 2018	\$84.32 AUD	Approved
SIN-963693	4500159391	Online	Supplier	Order	30 May 2018	\$65.84 AUD	Approved
SIN-959779	4500159393	Online	Supplier	Order	24 May 2018	\$29.80 AUD	Approved

Line Item Credit Memo – Header Level – Quantity Adjustment

- 1. Confirm or select **Quantity Adjustment**
- 2. Enter a **Credit Memo #**
- 3. Confirm the **Credit Memo Date**
- 4. Confirm or enter the **Supplier Tax ID**
- All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default
- 5. Scroll down to locate **Supplier VAT Tax ID**, confirm or enter the **Supplier VAT/TAX ID**
- 6. Scroll down and locate, **Reason for Credit Memo**, enter the **Reason for Credit Memo**
- To add an attachment, refer to **Slide 34, Add Attachment tot Header Level**
- Note:** All totals are shown as a Negative and tax must be added at Line item level
- Scroll down to **Line Items**

Create Line-Item Credit Memo

Update

Save

Exit

Next

Credit Memo Type

☒ Quantity Adjustment

☐ Price Adjustment

Invoice Header

* Indicates required field

Add to Header

Summary

Credit Memo #: 43309

Credit Memo Date: 4 Dec 2019

Original Invoice No: INV888676-1

Original Invoice Date: 24 Oct 2018

Supplier Tax ID: 1234566789

Remit To: Quick Corporate Australia - TEST

Bill To: WesTrac Pty Ltd

Subtotal: \$-55.80 AUD

Total Tax: \$-5.58 AUD

Total Amount without Tax: \$-55.80 AUD

Amount Due: \$-61.38 AUD

N

View/Edit Addresses

Supplier VAT

Supplier VAT/Tax ID: 123456789

Customer VAT

Customer VAT/Tax ID: 63 009 342 572


Comment

Reason for Credit Memo: Reduction in Cost Pirce as I do not wish the goods returned Name or Authoriser

Default Credit Memo Comment Text:

Add to Header

Line Item Credit Memo – Line Level -Quantity Adjustment

- Line Items is displayed
 - Tax information is auto-populated based on the original invoice
1. Confirm the **Unit Quantity** and enter the amount if it is different to the one displayed (Ensure there is a negative symbol in front of the total)
 2. Click **Update**
- Note:** Slide the Include button from green to grey to **exclude** items not being credited
- 
3. Click **Next**
- Screen displays Create Line-Item Credit Memo review
 - Refer to **Slide 33**, Finalising a Line Item Credit memo

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 10% GST / Goods and Servi... ☐ 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"/>	10	<input checked="" type="checkbox"/>	MATERIAL		BASELINE DATE TEST		-2	EA	\$15.00 AUD	\$-30.00 AUD

Pricing Details

Price Unit: EA
Unit Conversion: 1

Price Unit Quantity: 1.0
Description:

Tax

Category: * GST
Location:
Description: Goods and Services Tax
Regime:

Taxable Amount: \$-30.00 AUD
Rate(%): 10
Tax Amount: \$-3.00 AUD
Exempt Detail: (no value)

Remove

Line Item Actions ▼

Delete

Update

Save

Exit

Next

Line Item Credit Memo – Header Level – Price Adjustment

1. Confirm or select **Price Adjustment**

➤ Screen message displays

2. Select **Yes**

3. Enter a **Credit Memo #**

4. Confirm the **Credit Memo Date**

5. Confirm or enter the **Supplier Tax ID**

Note: All totals are shown as a Negative and tax must be added at Line item level

6. Scroll down to locate **Supplier VAT Tax ID**, confirm or enter the **Supplier VAT/TAX ID**

7. Enter a Reason for Credit Memo

➤ Add Attachment (if required), refer to Slide 13, **Adding an Attachment to Header Level**

➤ Scroll down to **Line items**

Create Line-Item Credit Memo

Update Save Exit Next

Subtotal: \$-411.99 AUD
Total Tax: \$0.00 AUD

CREDIT MEMO TYPE
If you change the credit memo type, the Line Items section will be reloaded. Do you want to continue anyway?

Yes

Credit Memo Type
☐ Quantity Adjustment ☒ Price Adjustment

▼ Invoice Header

Summary

Credit Memo #: 7756

Credit Memo Date: 4 Dec 2019

Original Invoice No: INV888676-1

Original Invoice Date: 24 Oct 2018

Supplier Tax ID: 1234566789

Remit To: Quick Corporate Australia - TEST

Bill To: WesTrac Pty Ltd

Subtotal: \$-55.80 AUD
Total Tax: \$-5.58 AUD
Total Amount without Tax: \$-55.80 AUD
Amount Due: \$-61.38 AUD

N View/Edit Addresses

Supplier VAT

Supplier VAT/Tax ID: 123456789

Customer VAT

Customer VAT/Tax ID: 63 009 342 572


Comment

Reason for Credit Memo: Reduction in Cost Price as I do not wish the goods returned
Name or Authoriser

Default Credit Memo
Comment Text:

Add to Header ▼

Line Item Credit Memo – Line Level Price Adjustment

- Line items is displayed
 - When creating a Line Item Credit Memo for a Price Adjustment, you need to calculate the difference between the original Unit Price and the reduced Unit Price and enter into the Unit Price Field
1. Enter the **Quantity** for the Price Adjustment (if for a different quantity)
 2. Enter the updated **Unit Price**
 3. Click on **Update**
- Screen displays updated totals
- Note:** Slide the Include button from green to grey to **exclude** items not being credited
- 
4. Click on **Next**
- Go to **Slide 33, Finalise a Line Item Credit Memo**

Insert Line Item Options

☐ Tax Category: 10% GST / Goods and Servi... ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	530414700	ARNOTTS BISCUITS ASSORTED CREAMS 1.5KG		2	EA	\$-1.00 AUD	\$-2.00 AUD

Pricing Details

Price Unit: EA Price Unit Quantity: 1.0 Description:

Unit Conversion: 1

Tax

Category: * GST Taxable Amount: \$-2.00 AUD Remove

Rate(%): 10 Tax Amount: \$-0.20 AUD

Location: Exempt Detail: (no value) Description: Goods and Services Tax Regime:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
30	<input checked="" type="checkbox"/>	MATERIAL	660030600	SPIRAX NOTEBOOK 570 SIDE SPIRAL A5 200PG			EA	\$-2.47 AUD	\$-0.74 AUD

Excluded line items cannot be modified.

Line Item Actions Delete Update Save Exit Next

Original Unit Price

<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	530414700	ARNOTTS BISCUITS ASSORTED CREAMS 1.5KG	2	EA	\$-15.55 AUD	\$-31.10 AUD
--------------------------	----	-------------------------------------	----------	-----------	--	---	----	--------------	--------------

The new Unit Price agreed on is \$14.55 – if entered the total of the credit is \$29.10

<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	530414700	ARNOTTS BISCUITS ASSORTED CREAMS 1.5KG	2	EA	\$-14.55 AUD	\$-29.10 AUD
--------------------------	----	-------------------------------------	----------	-----------	--	---	----	--------------	--------------

The correct amount to be entered is \$1.00, as that is the Price Reduction per unit to be credited

<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	530414700	ARNOTTS BISCUITS ASSORTED CREAMS 1.5KG	2	EA	\$-1.00 AUD	\$-2.00 AUD
--------------------------	----	-------------------------------------	----------	-----------	--	---	----	-------------	-------------

Finalise a Line Item Credit Memo

➤ Review the Invoice

1. Click **Submit**

Note: The WesTrac does not require a paper invoice, however if you require for your records **Click on Print.**

2. Click on **Exit**

➤ Screen returns to the Invoice

3. Click on **Done**

➤ Screen displays the Outbox-Invoices

Create Line-Item Credit Memo

Previous

Submit

Save

Exit

Confirm and submit the line-item credit memo.

Line-Item Credit Memo

(Original Invoice No: INV888676-1)

Credit Memo Number: 7756

Credit Memo Date: Wednesday 4 Dec 2019 11:45 AM GMT+11:00

Original Invoice Number: INV888676-1

Original Invoice Date: Wednesday 24 Oct 2018 5:54 PM GMT+11:00

Original Purchase Order: 4500159368

Has Price Adjustment: Yes

Subtotal: \$-2.00 AUD

Total Tax: \$-0.20 AUD

Total Amount without Tax: \$-2.00 AUD

Amount Due: \$-2.20 AUD

REMIT TO:

BILL TO:

SUPPLIER:

Invoice 7756 has been submitted.

Print a copy of the invoice

Exit invoice creation.

Invoice: SIN-960321

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Print

Download PDF ▼

Export cXML

Detail

Scheduled Payments

History

Standard Invoice / Tax Invoice

Adding an Attachment to Header Level

➤ With the Invoice displayed

1. Click on **Add to Header**

2. Select **Attachment**

➤ The Attachments section will open

3. Click on **Browse**

4. Select the file required from your computer and select **Open**

5. Click on **Add Attachment**

➤ The selected document is added

Note: Repeat until all attachments are added up to a maximum of 10MB

➤ To delete a document:

- 1) Click on the document
- 2) Click on Delete

The screenshot displays the 'Create Invoice' interface in SAP Ariba Network. The top bar shows 'SAP Ariba Network Enterprise Account' with user 'JW' and a help icon. The main section is titled 'Create Invoice' and includes buttons for 'Update', 'Save', 'Exit', and 'Next'. Below this is the 'Invoice Header' section, which contains a 'Summary' table with fields for Purchase Order (5200000153), Invoice # (7768-33A), Invoice Date (14 Nov 2019), Service Description, and Supplier Tax ID (123456789). To the right of the summary is a table of financial totals: Subtotal (\$2,735.25 AUD), Total Tax (\$0.00 AUD), Total Gross Amount (\$2,735.25 AUD), Total Net Amount (\$2,735.25 AUD), and Amount Due (\$2,735.25 AUD). A dropdown menu labeled 'Add to Header' is open, showing options: Shipping Cost, Shipping Tax, Shipping Documents, Special Handling, Special Handling Tax, Additional Reference Documents and Dates, Comment, and Attachment. The 'Attachment' option is highlighted. Below the header section is the 'Attachments' section, which states 'The total size of all attachments cannot exceed 10MB'. It features a 'Browse...' button and an 'Add Attachment' button. A table lists the attached files: 'An.docx' with a size of 12036 bytes and content type 'application/vnd.openxmlformats-officedocument.wordprocessingml.document'. Below the table are 'Delete' and 'Add to Header' buttons. A file explorer window is open, showing a list of files: 'Doc3.docx' (405 KB), 'Doc4.docx' (56 KB), 'Doc5.docx' (245 KB), 'Doc6.docx' (452 KB), 'Doc7.docx' (241 KB), and 'Doc8.docx' (488 KB). The 'Open' button is highlighted. Red numbered circles (1-5) and a blue star (1) indicate the steps described in the text. A blue star (2) is also present near the 'Add to Header' button in the Attachments section.

Create Invoice

Update Save Exit Next

Invoice Header

* Indicates required field

Add to Header

Shipping Cost
Shipping Tax
Shipping Documents
Special Handling
Special Handling Tax
Additional Reference Documents and Dates
Comment
Attachment

Summary

Purchase Order: 5200000153
Invoice #: 7768-33A
Invoice Date: 14 Nov 2019
Service Description:
Supplier Tax ID: 123456789

Subtotal: \$2,735.25 AUD
Total Tax: \$0.00 AUD
Total Gross Amount: \$2,735.25 AUD
Total Net Amount: \$2,735.25 AUD
Amount Due: \$2,735.25 AUD

Attachments

The total size of all attachments cannot exceed 10MB

Browse... Add Attachment

Remove

Name	Size (bytes)	Content Type
An.docx	12036	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Delete

Add to Header

Line Items

Name	Date modified	Type	Size
Doc3.docx	8/09/2016 2:19 PM	Microsoft Word D...	405 KB
Doc4.docx	21/09/2016 4:44 PM	Microsoft Word D...	56 KB
Doc5.docx	14/10/2016 1:20 PM	Microsoft Word D...	245 KB
Doc6.docx	24/10/2016 8:05 PM	Microsoft Word D...	452 KB
Doc7.docx	24/07/2018 3:28 PM	Microsoft Word D...	241 KB
Doc8.docx	2/08/2018 7:06 AM	Microsoft Word D...	488 KB

Open Cancel

Invoice History Tab

- Use the Invoice History to identify:
- Who created a document
 - What occurred with the document
 - The date and time stamps of the various processes that have affected a document
 - Line Item level information

Invoice: SIN-960321

Done

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Download PDF ▼

Export cXML

Detail

Scheduled Payments

History

Invoice: SIN-960321

Invoice Status: Approved

Received By Ariba Network On: 5 Oct 2018 10:37:14 AM GMT+10:00

To: Westrac Holdings Pty Ltd - TEST

Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Quick Corporate Australia - TEST	5 Oct 2018 10:37:15 AM
	Comments from Westrac Holdings Pty Ltd - TEST: The document was added to the pending queue for download.	PropogationProcessor-128427048	5 Oct 2018 10:37:32 AM
Sent		Supplier	5 Oct 2018 10:37:32 AM
	Comments from Westrac Holdings Pty Ltd - TEST:	PropogationProcessor-128500074	5 Oct 2018 10:38:03 AM
Acknowledged		Supplier	5 Oct 2018 10:38:03 AM
	The invoice status has been successfully updated to Processing by Westrac Holdings Pty Ltd - TEST. Description:- Indexed -	PropogationProcessor-128491073	5 Oct 2018 10:47:21 AM
	The invoice status has been successfully updated to Approved by Westrac Holdings Pty Ltd - TEST. Description:- Posted -	PropogationProcessor-128481054	5 Oct 2018 4:12:13 PM

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Download PDF ▼

Export cXML

Done



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
- Anything in blue can be selected to provide further information

Locating Remittances

1. From the **Inbox**
2. Select **Remittances**
- Screen displays Remittances
3. Select the remittance required by clicking on the **Transaction#**
- Screen document link to display the Remittance Advice details

HOMEINBOXCATALOGSREPORTS

CSV DocumentsCreate

Orders and ReleasesEarly PaymentsScheduled PaymentsRemittancesNotificationsReceiptsPending Queue

Remittances

▶ Search Filters

Remittances (3)

Transaction # ↑	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Difference	Status	Routing Status
100020000010132016	Westrac Holdings Pty Ltd	4 Feb 2016		Wire	2000001013	\$76.95	AUD		\$76.95	AUD	Paid	Sent
100020000010262016	Westrac Holdings Pty Ltd - TEST	23 Feb 2016		Wire	2000001026	\$442.54	AUD		\$442.54	AUD	Paid	Sent
100020000010352016	Westrac Holdings Pty Ltd - TEST	4 Apr 2016		Wire	2000001035	\$51.77	AUD		\$51.77	AUD	Paid	Sent

Remittance – Header Level

➤ From the Remittance Advice page you can:

- **Print** a copy of the Remittance
- Export the Remittance to cXML

➤ When finished click on **To Search Results**

➤ **The Remittances screen is displayed**

Remittance Advice: 100020000010262016 (Paid)

[To Search Results](#)

[Print](#) [Export cXML](#) [Download CSV](#)

[Detail](#)

[History](#)



From
Westrac Holdings Pty Ltd - TEST
PAYER: Westrac Pty Ltd
[\(Show Payer Details\)](#)

To
TEST
[\(Show Payee Details\)](#)

REMITTANCE ADVICE
100020000010262016 (Paid)

Gross Amount: \$442.54 AUD

Amount Paid: \$442.54 AUD

Estimated Settlement on 23 Feb 2016

Payment Detail

Payment Method: Wire

Reference Number: **2000001026** ⓘ

Identified Differences: None

Routing Status: Sent

Transaction Date: 23 Feb 2016

ADDITIONAL INFORMATION

Remittances – Line Item Level – Show Details

To view details of the remittance at Line Level

1. Click on **Show Details**

➤ Matching Information is displayed

Line Items (2)							
Line #	Payable Reference		Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid
1	Invoice: SIN-123456	(Show Details)	\$58.22 AUD	\$0.00 AUD			\$58.22 AUD
ADDITIONAL INFORMATION							
originalInvoiceNo: SIN-123456 buyerInvoiceID: 5105600421 Company Code: 1000							
2	Invoice: SIN-456321	(Show Details)	\$384.32 AUD	\$0.00 AUD			\$384.32 AUD
ADDITIONAL INFORMATION							
originalInvoiceNo: SIN-456321 buyerInvoiceID: 5105600431 Company Code: 1000							
Gross Amount: \$442.54 AUD							
Amount Paid: \$442.54 AUD							
Received by Ariba Network on: Tuesday 23 Feb 2016 6:31 PM GMT+11:00							
For more information about Ariba and Ariba Network, visit http://www.ariba.com .							

Print

Export cXML

Download CS

Line Items (2)

Line #	Payable Reference	Gross Amount	Discount	Net Amount Paid	Scheduled Payment
1	Invoice: SIN-123456 (Show Summary)	\$58.22 AUD	\$0.00 AUD	\$58.22 AUD	
MATCHING INVOICE					
Original Invoice Date: 19 Feb 2016				Invoice Subtotal:	\$52.93 AUD
				Total Tax:	\$5.29 AUD
				Invoice Total:	\$58.22 AUD
ADDITIONAL INFORMATION					
originalInvoiceNo: SIN-123456 buyerInvoiceID: 5105600421 Company Code: 1000					



Support

Support Type	Description
Help Centre For all your support needs	Types of Support available: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
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