Ariba Network Invoice Guide

SAP Ariba

V5.1

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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Select by clicking on the links:

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

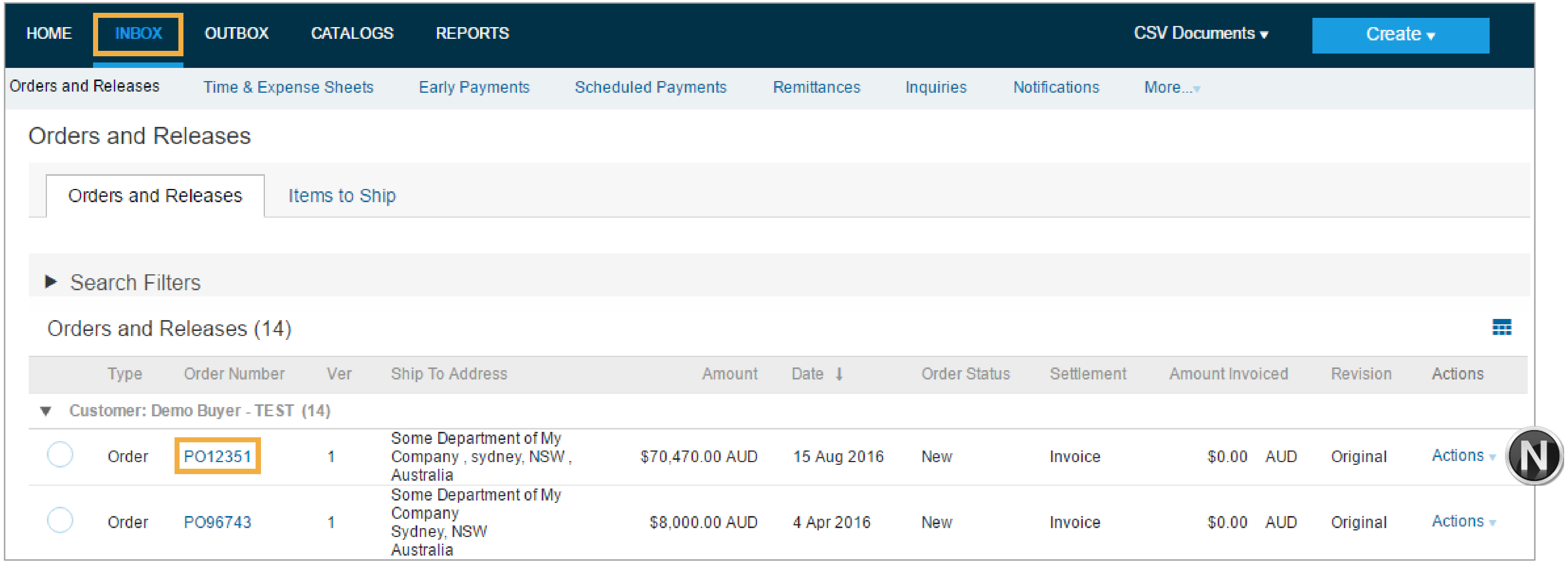
Invoicing - General Information

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

The Order Number displayed is generated by the Buyers system.

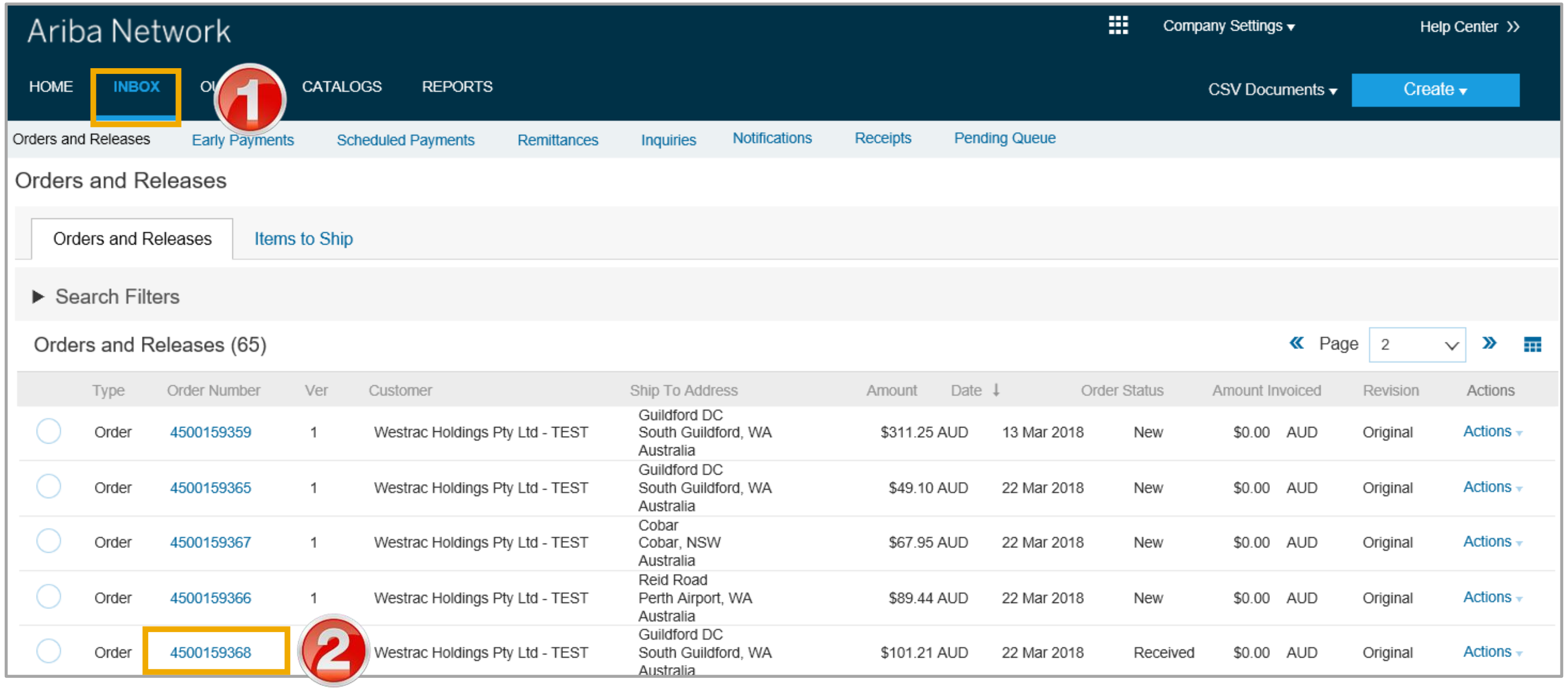
Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on “Order Status” will sort in alphabetical order from A to Z, and by clicking once more, it will sort from Z to A.

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.



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**
4. Select **Standard Invoice.**
   - ➢ Screen displays **Create Invoice**



Standard Invoice – Header Level

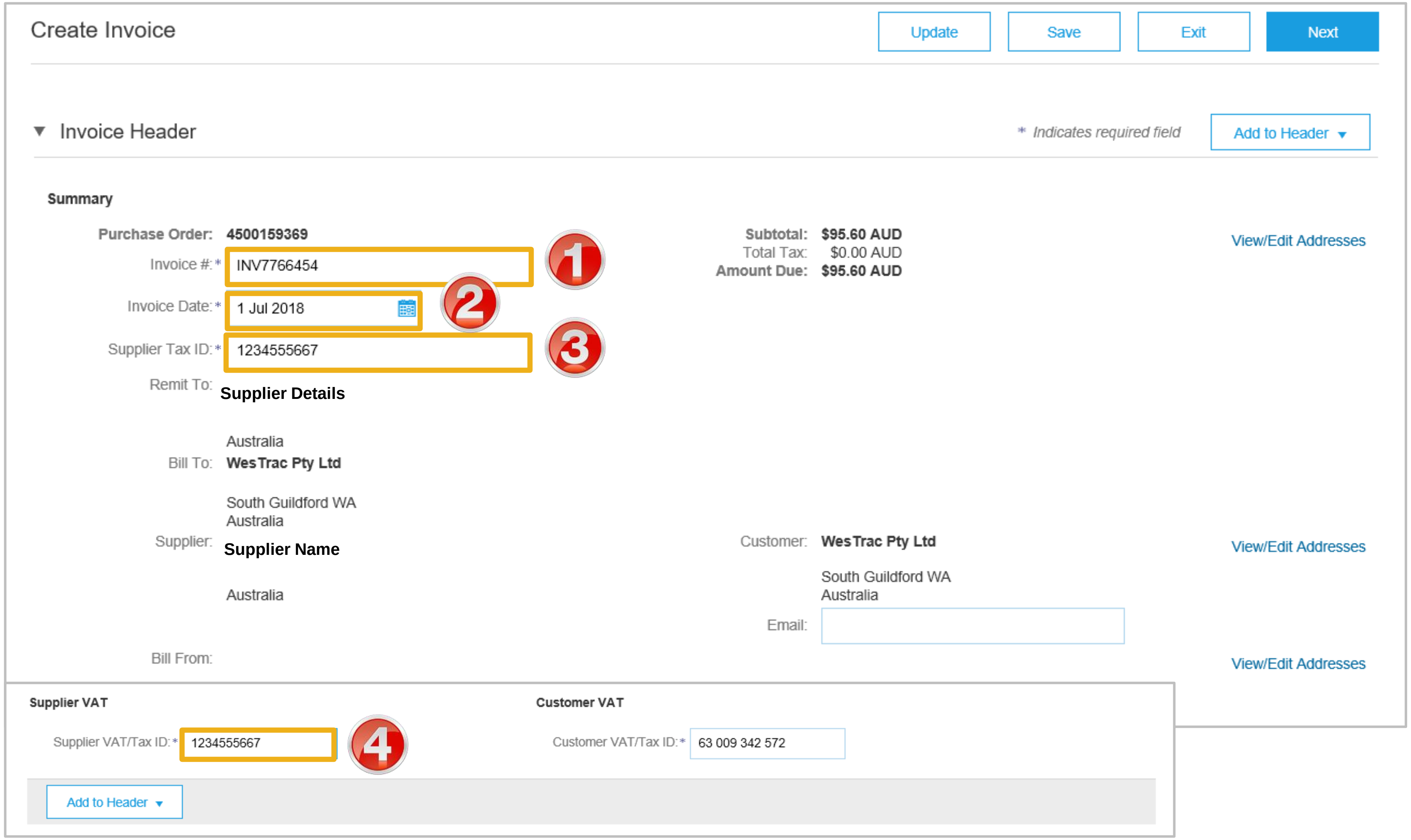
1. Enter the **Invoice #**
2. Check or enter the **Invoice Date***
3. Enter or confirm your business ABN/Tax **in Supplier Tax ID**

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**

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



Standard Invoice – Add Attachment Header Level

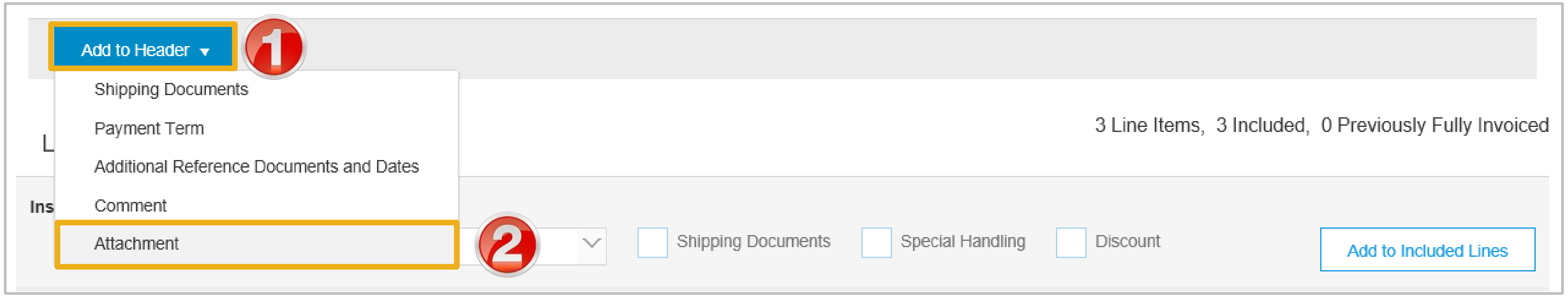
- Do not attach a copy of the Invoice
- Only provide attachments are per agreement and trading terms with WesTrac, for example HSDS

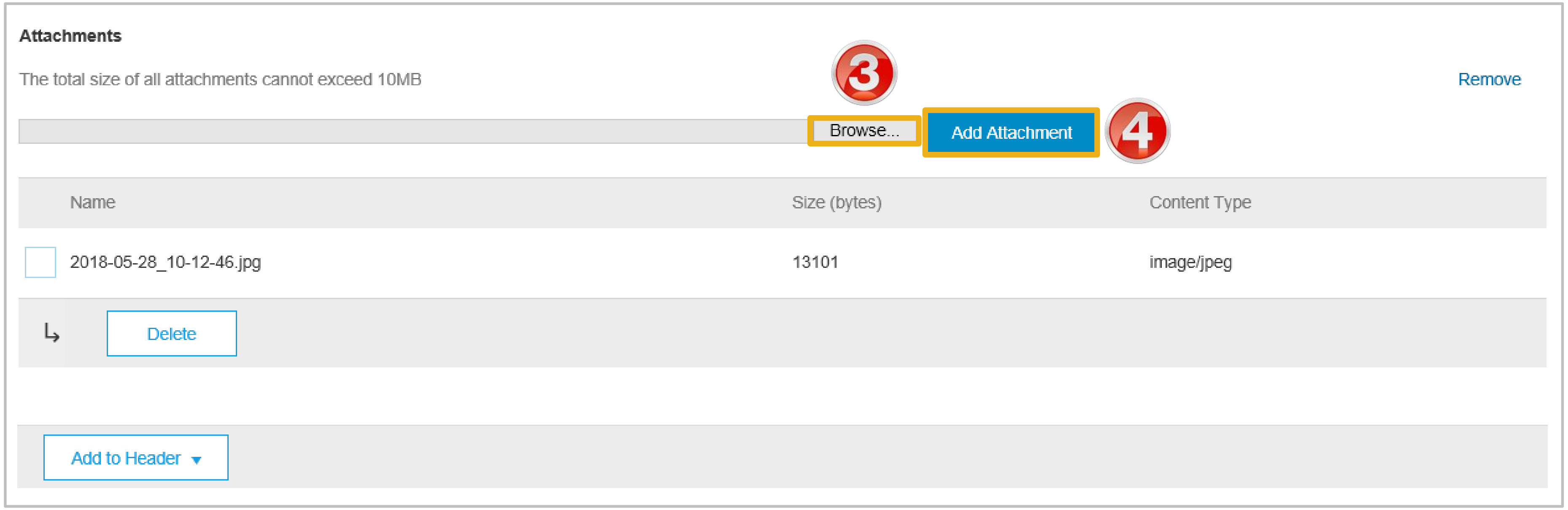
1. Click on **Add to Header**
2. Select **Attachment**

- 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

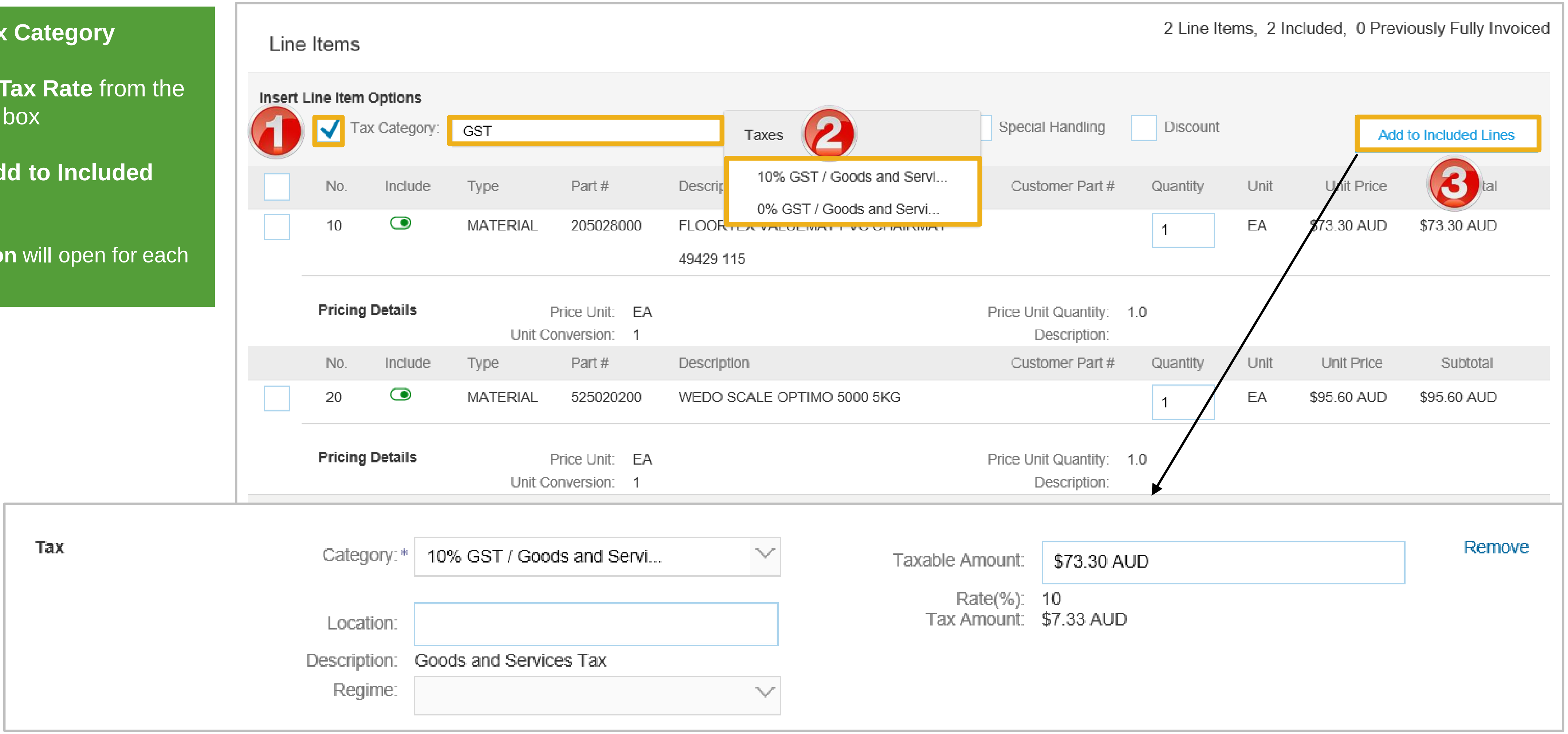




Standard Invoice – Add Tax to Line Level

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



Standard Invoice – Invoicing for the correct items

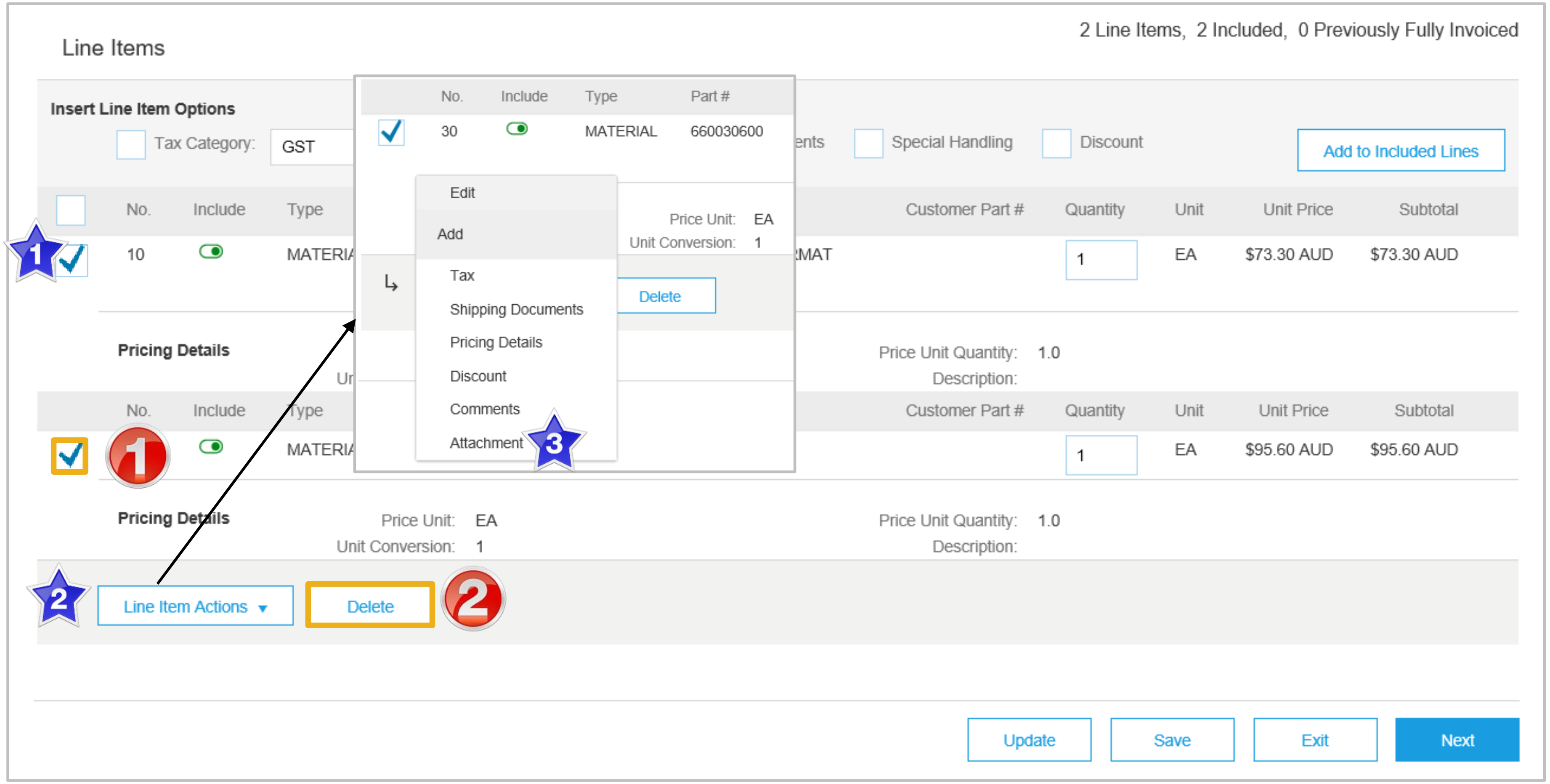
1. Click the box of items you wish to delete from the current Invoice

2. **Click on Delete**

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

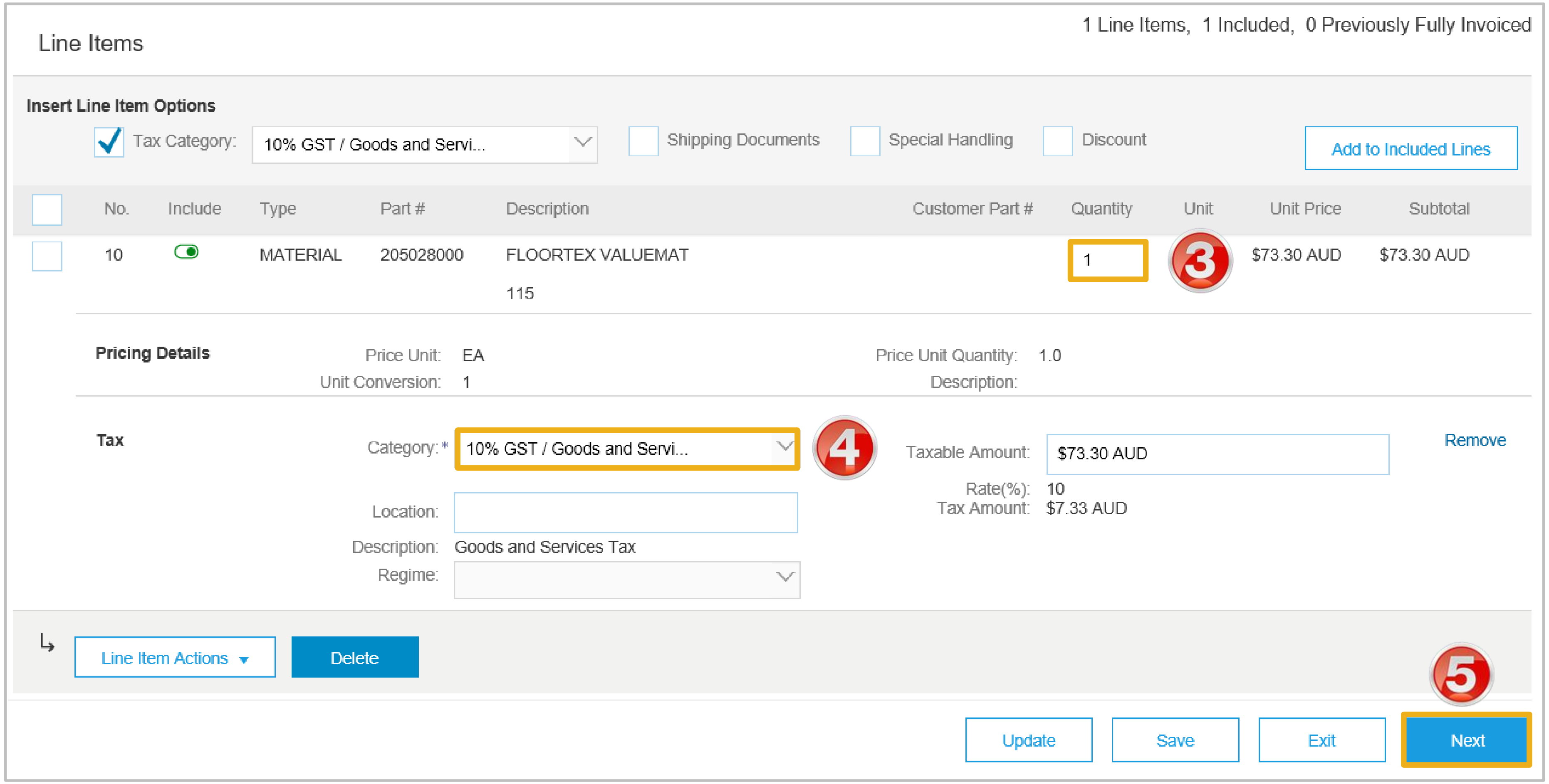
- The line is removed from the Invoice

- 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**



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**



Finalise Standard Invoice

- Review the Invoice.

1. Click **Submit**

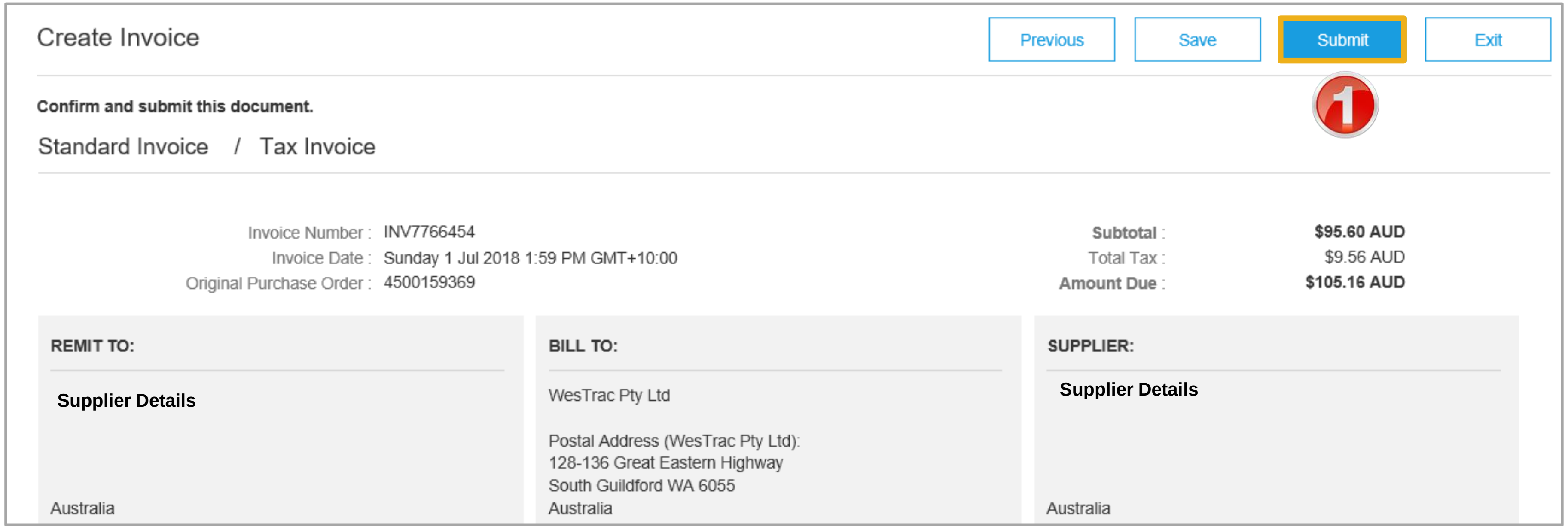
2. **Click on Exit**

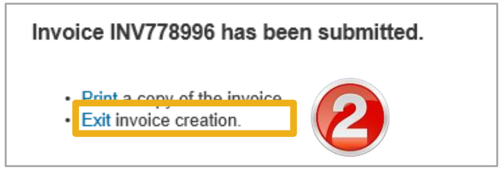
- Screen returns to the Purchase Order

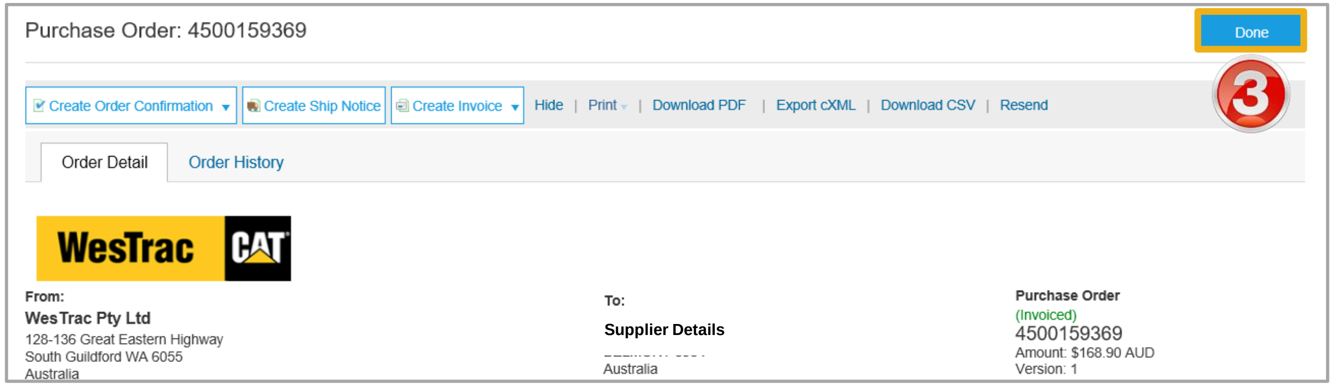
Note: the Order Status has changed to Partially/Invoiced

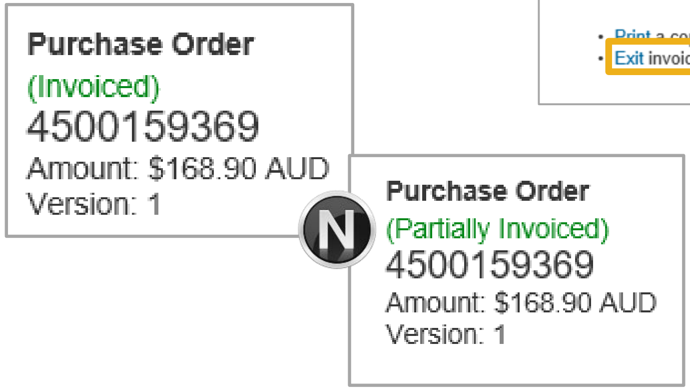
3. Click on **Done**

- Screen displays the **Orders and Releases**









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

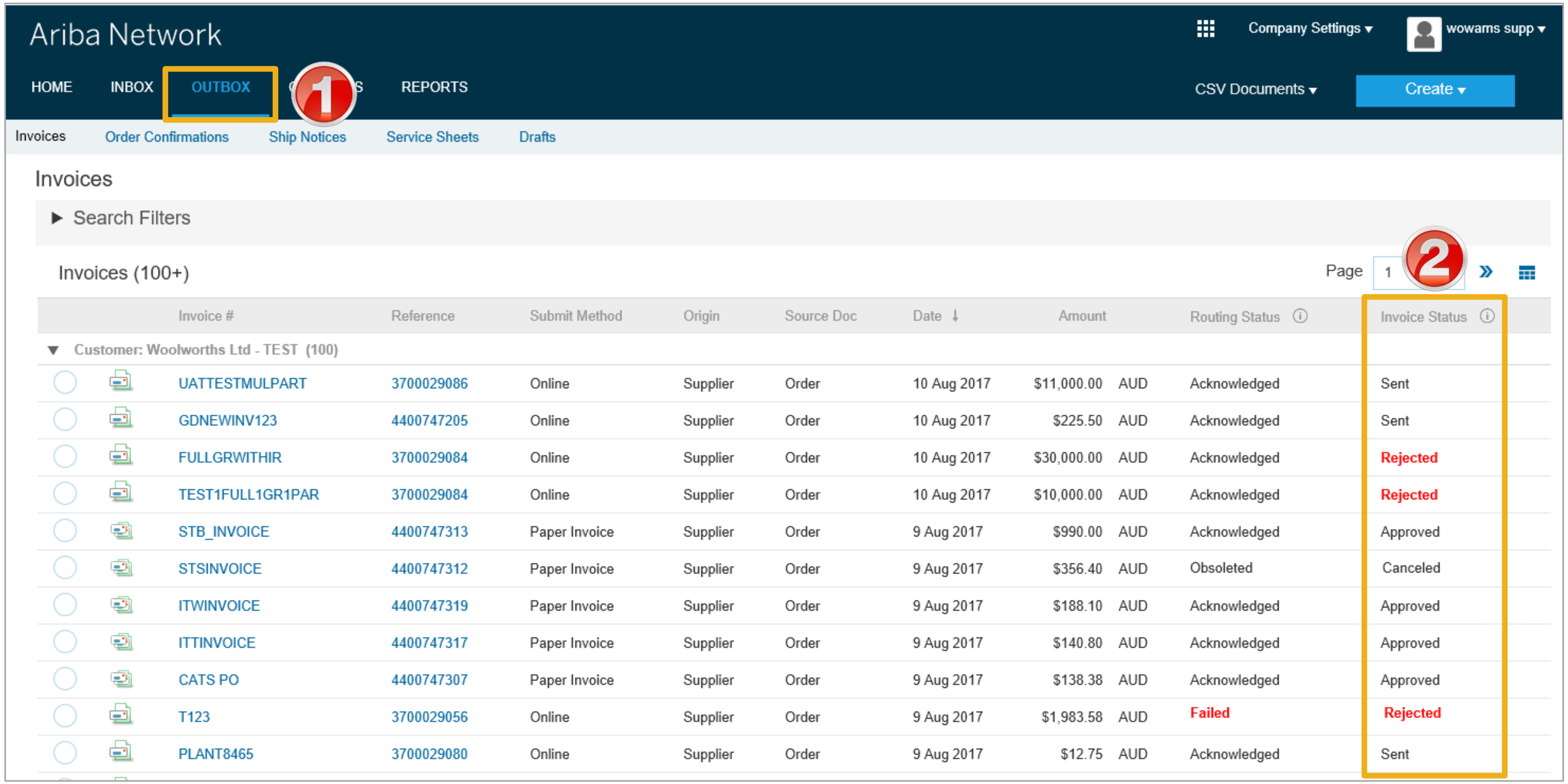
1. Click the **Outbox** tab on the Dashboard

➢ 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**



Invoice #	Reference	Submit Method	Origin	Source Doc	Date ↓	Amount		Routing Status	Invoice Status
▼ Customer: Woolworths Ltd - TEST (100)									
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	Obsoleted	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 is 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”

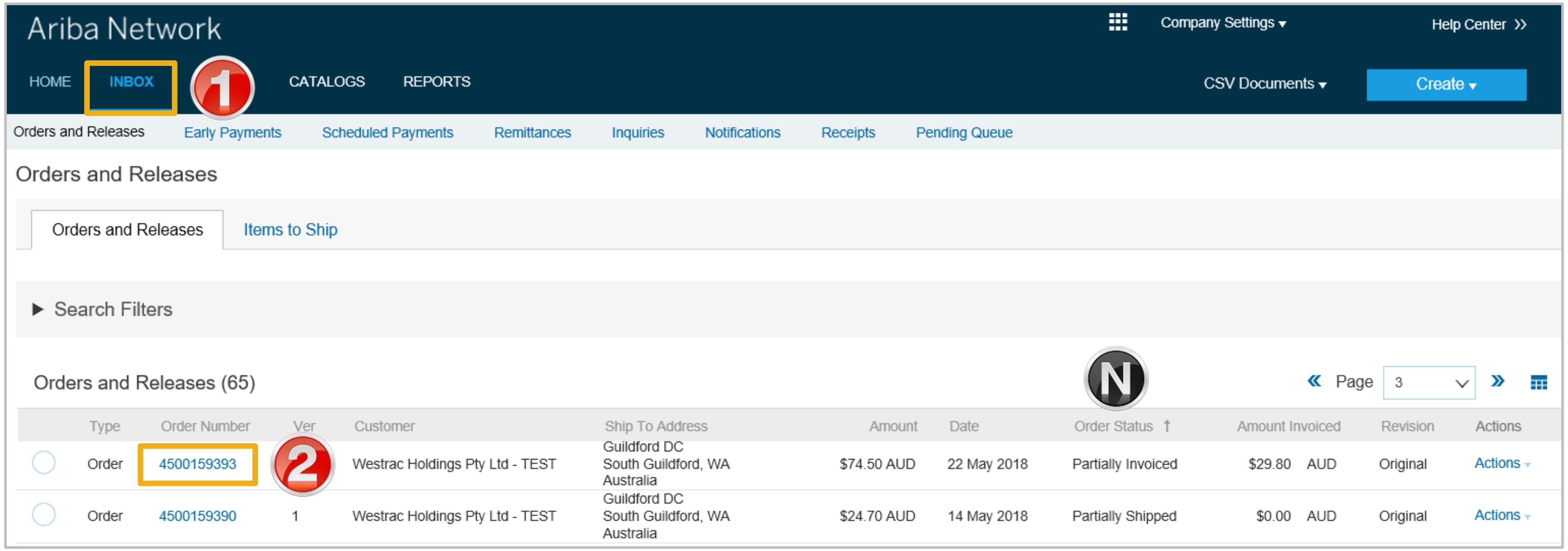
Locating and Opening a Partial Invoice

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



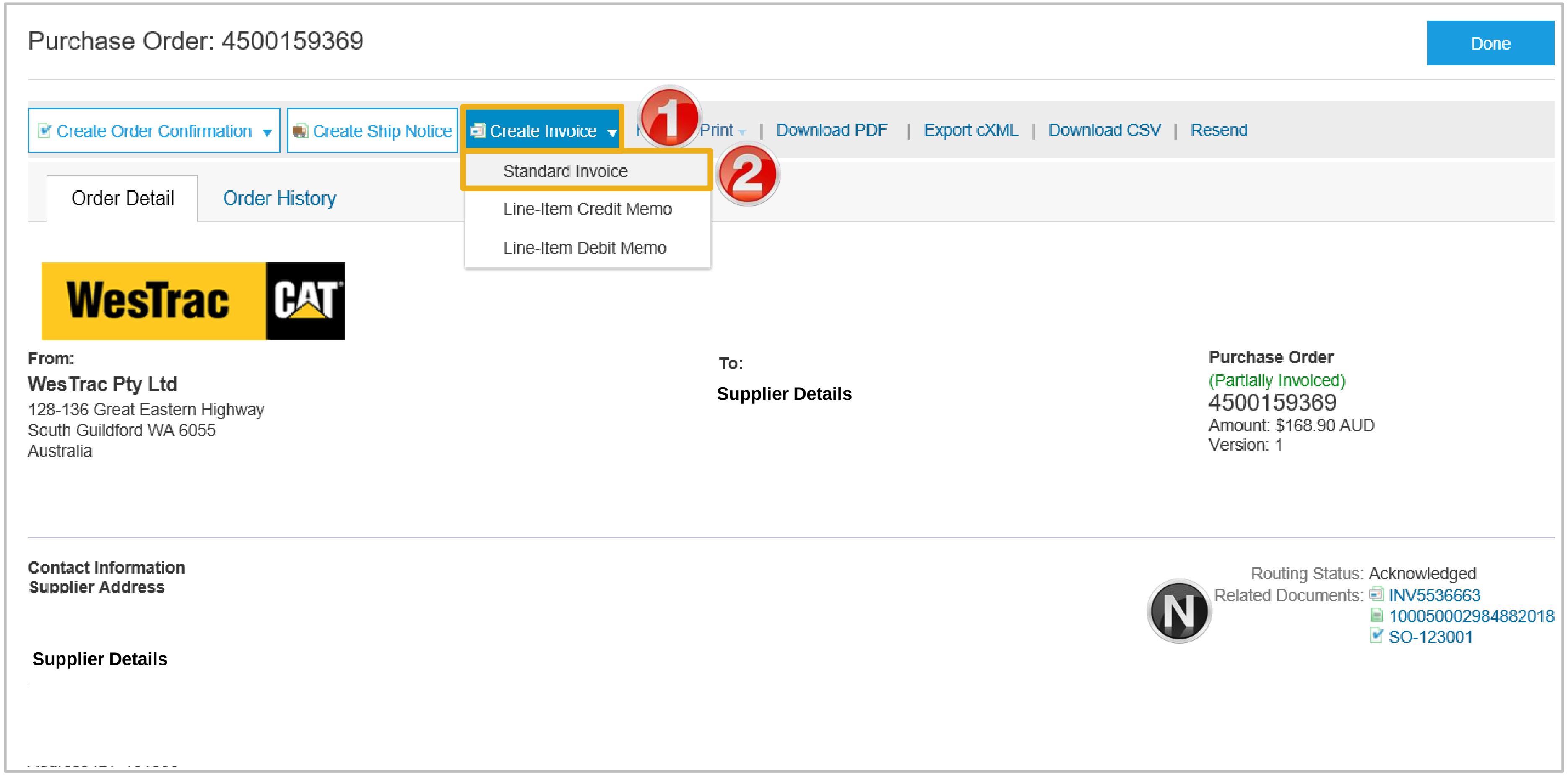
Begin the Partial Invoice

- 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



Completing a Partial Invoice- Header Level

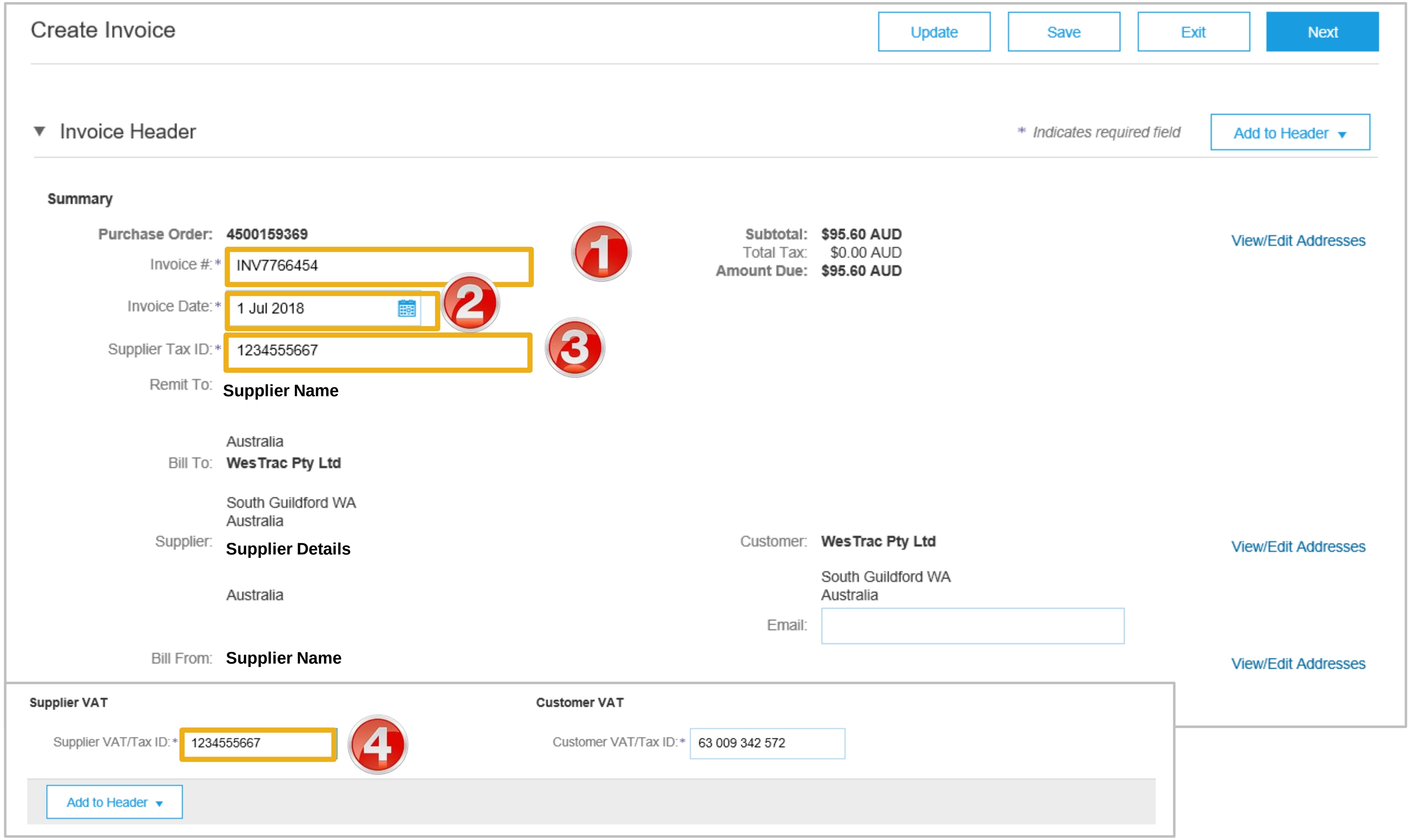
1. Enter the **Invoice #**
2. Check or enter the **Invoice Date***
3. Enter or confirm your business ABN/Tax **in Supplier Tax ID**

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**

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



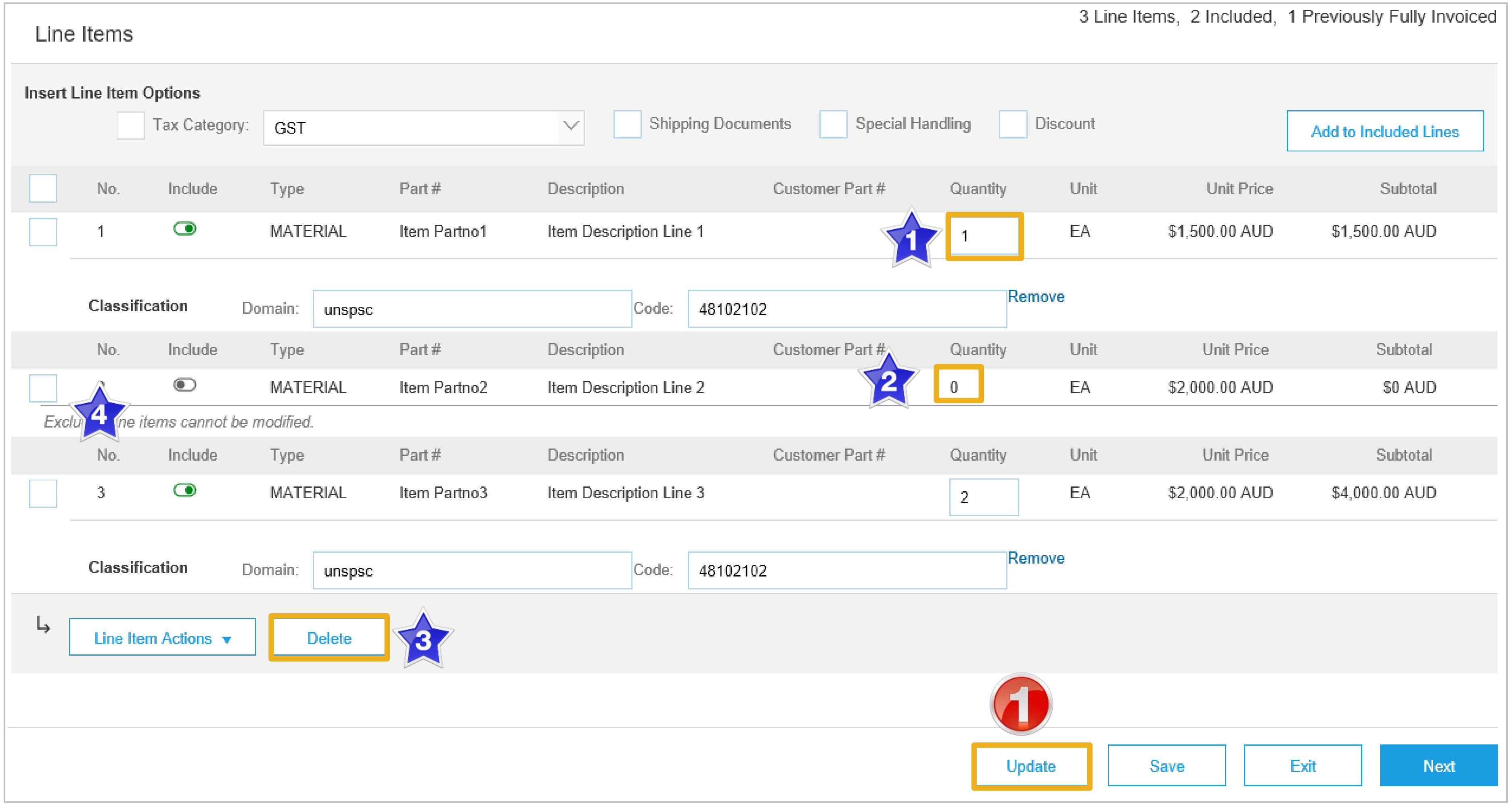
Updating a Partial Invoice - Line Level

- 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

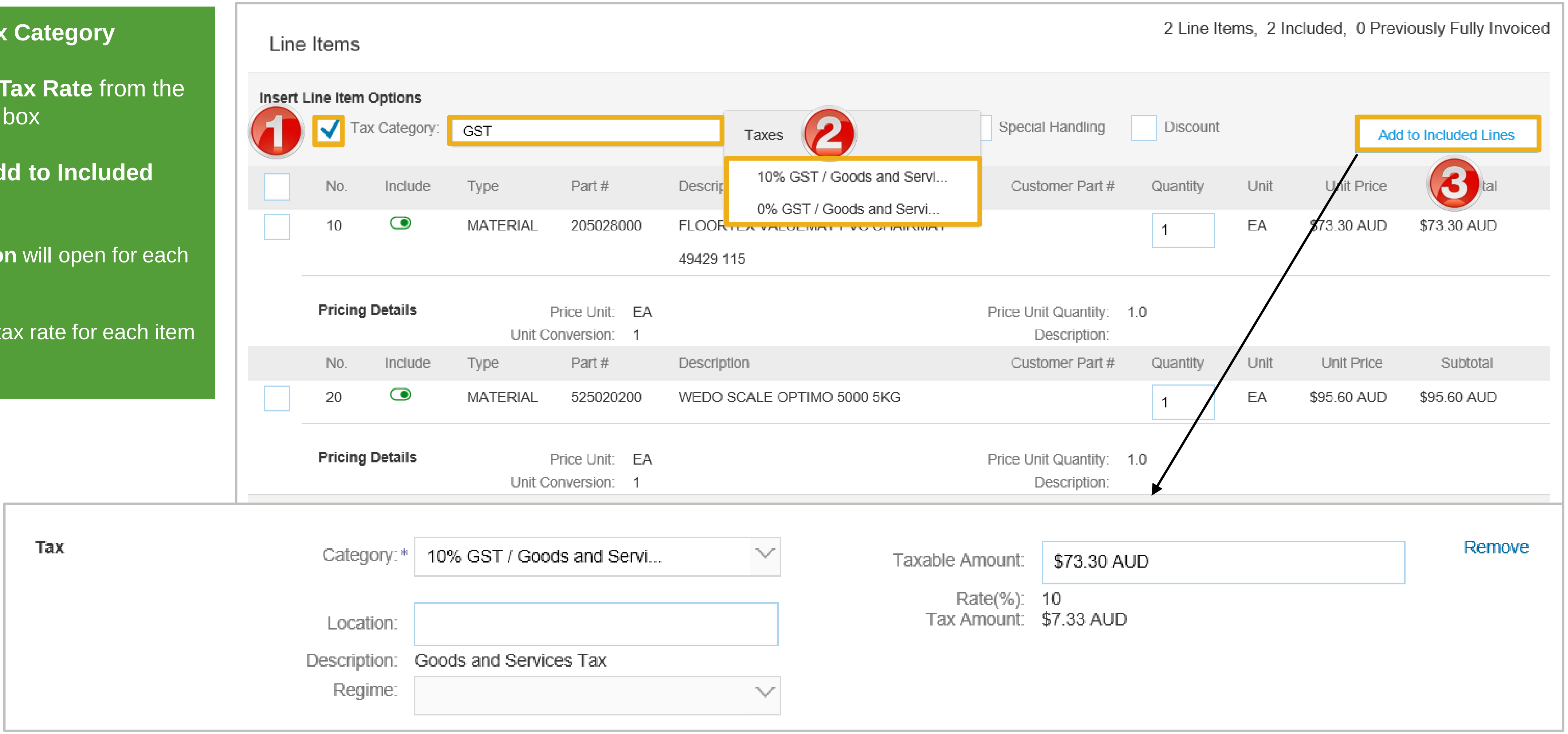
1. Click on **Update**



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.



Finalising a Partial Invoice

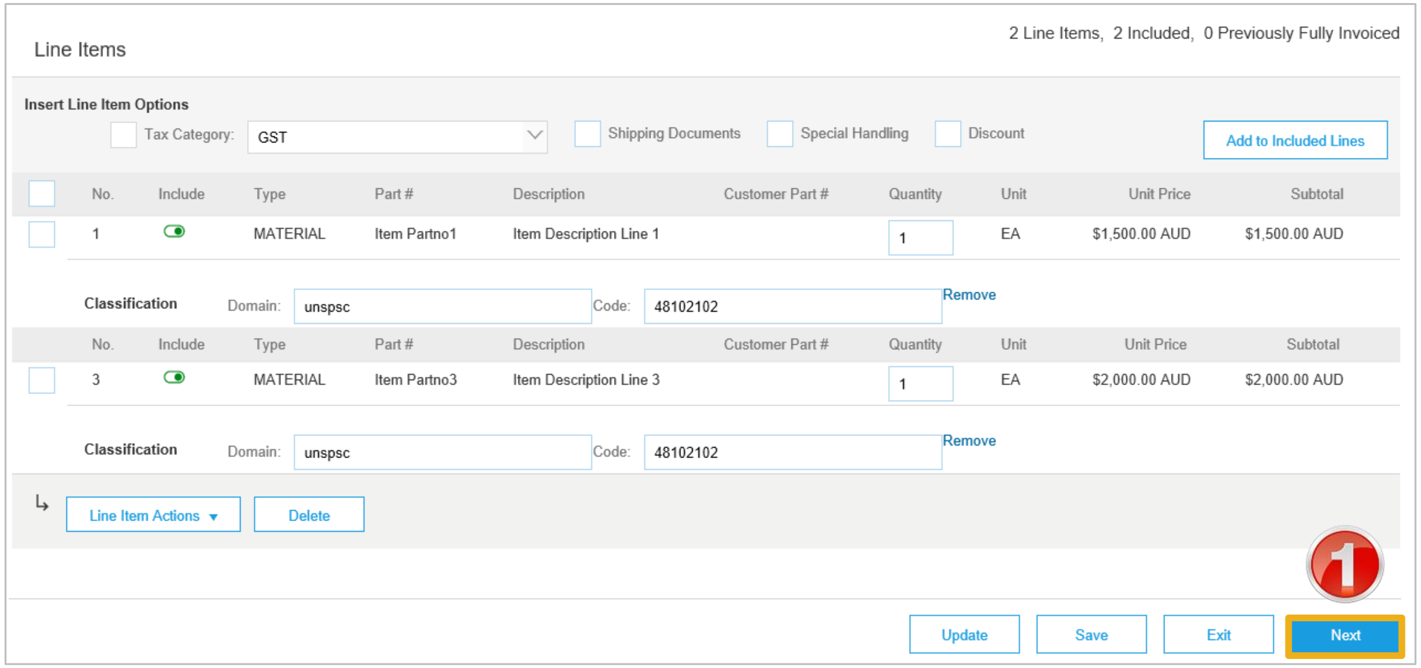
- When all updates to Line Items has occurred

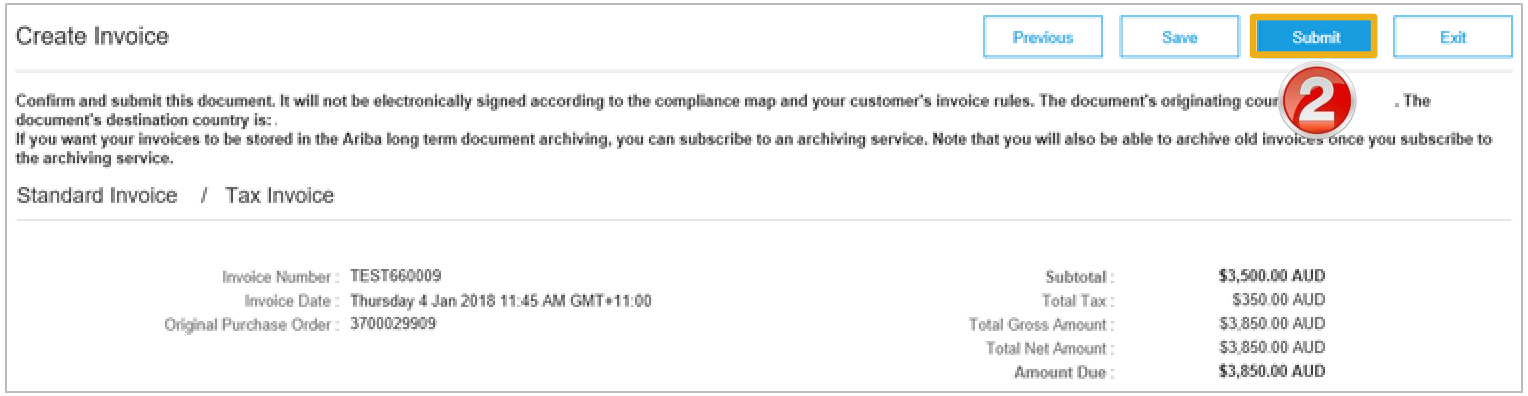
1. Click on **Next**

- Review the Invoice

2. Click on **Submit**
3. Click on **Exit**

- The Purchase Order is displayed with either a Partially Invoiced or Invoiced Status





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

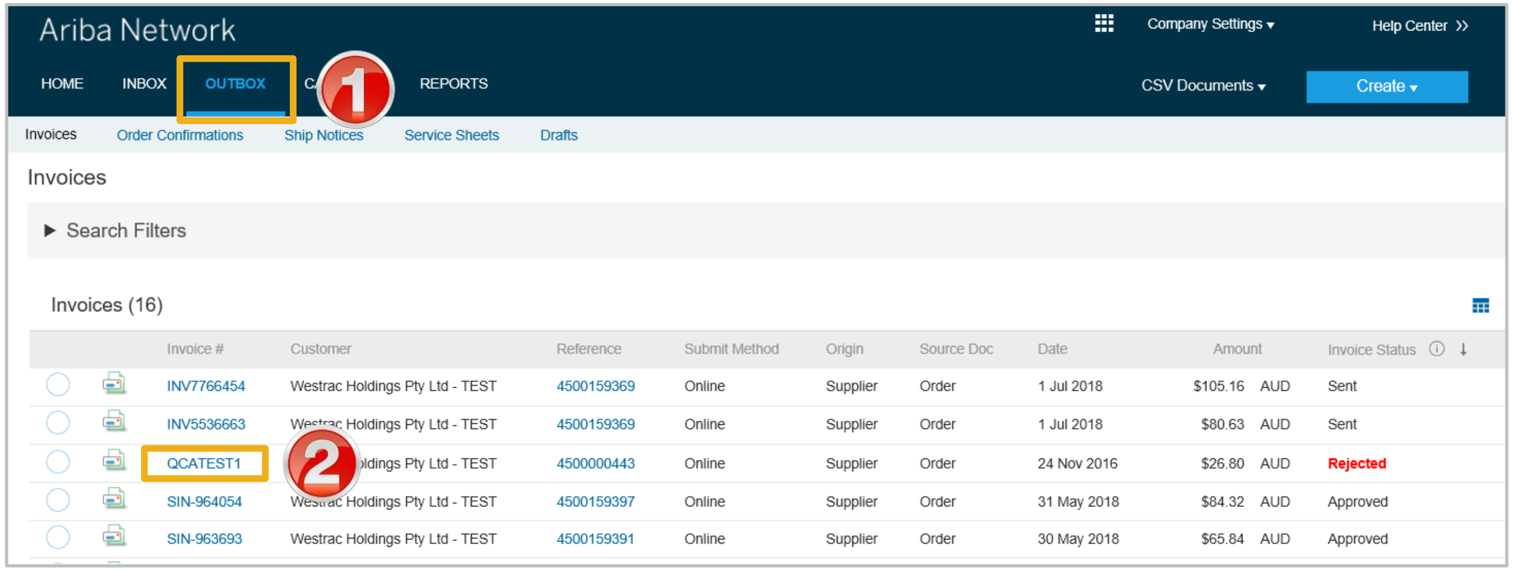
1. Click the **Outbox** tab on the Dashboard

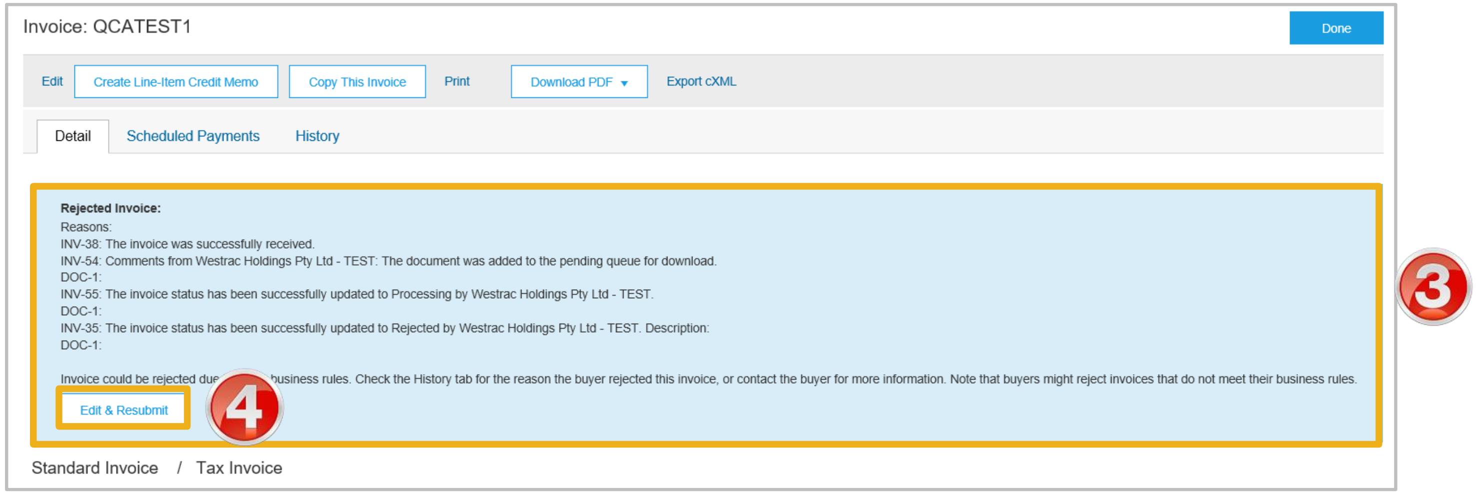
2. Locate the Rejected invoice, click on **Invoice #**

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

3. Read the reason for the rejection

4. Click on **Edit & Resubmit**



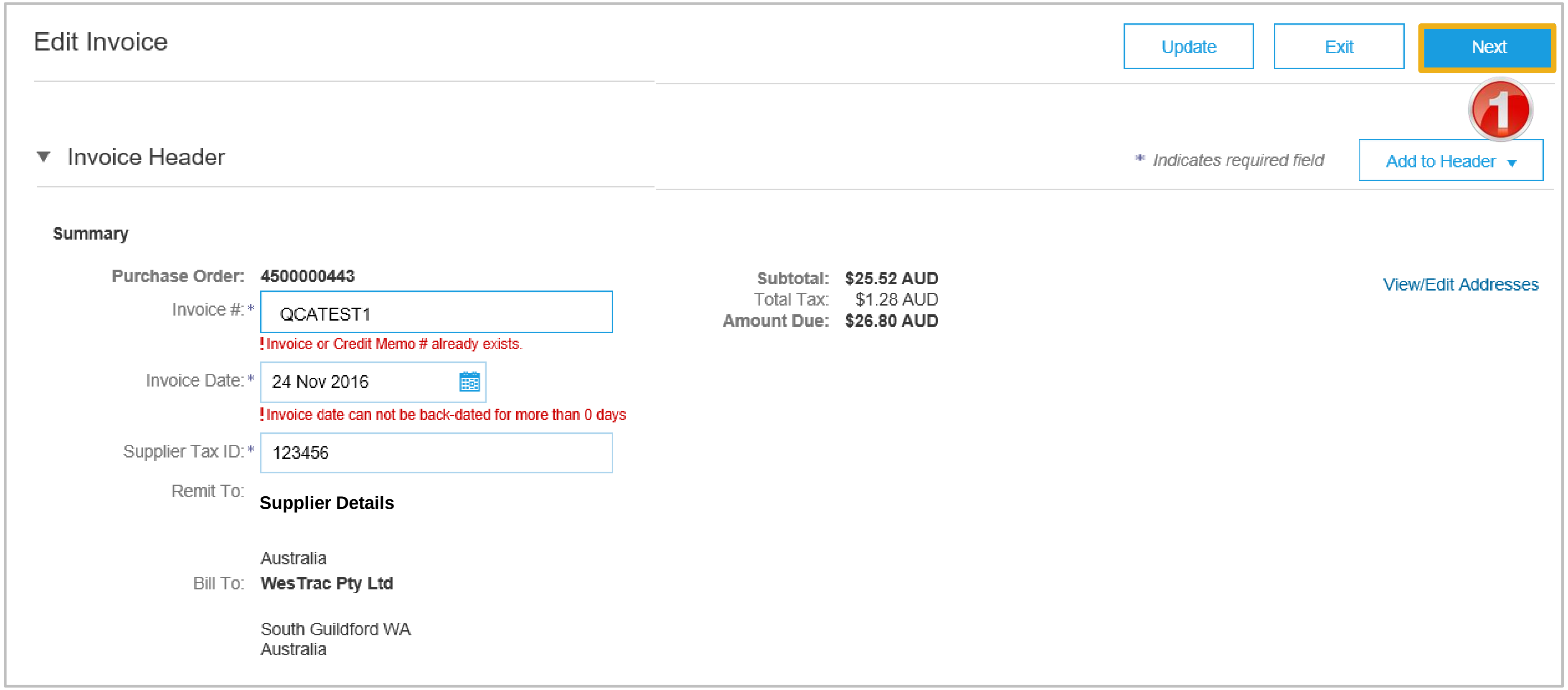


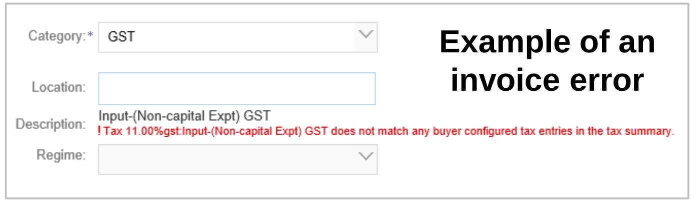
Identifying and Correcting Errors

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**





Finalise Edit and Submit Invoice

- Screen displays Edit Confirm Invoice
- Review the invoice

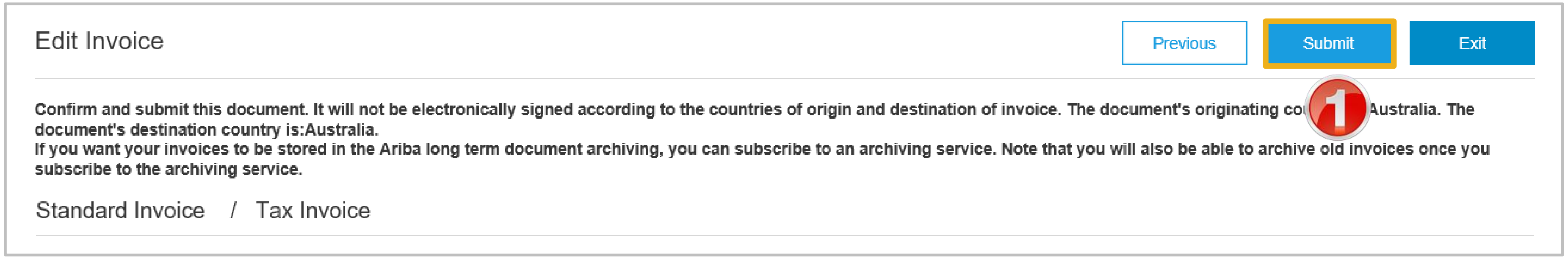
1. Click on **Submit**

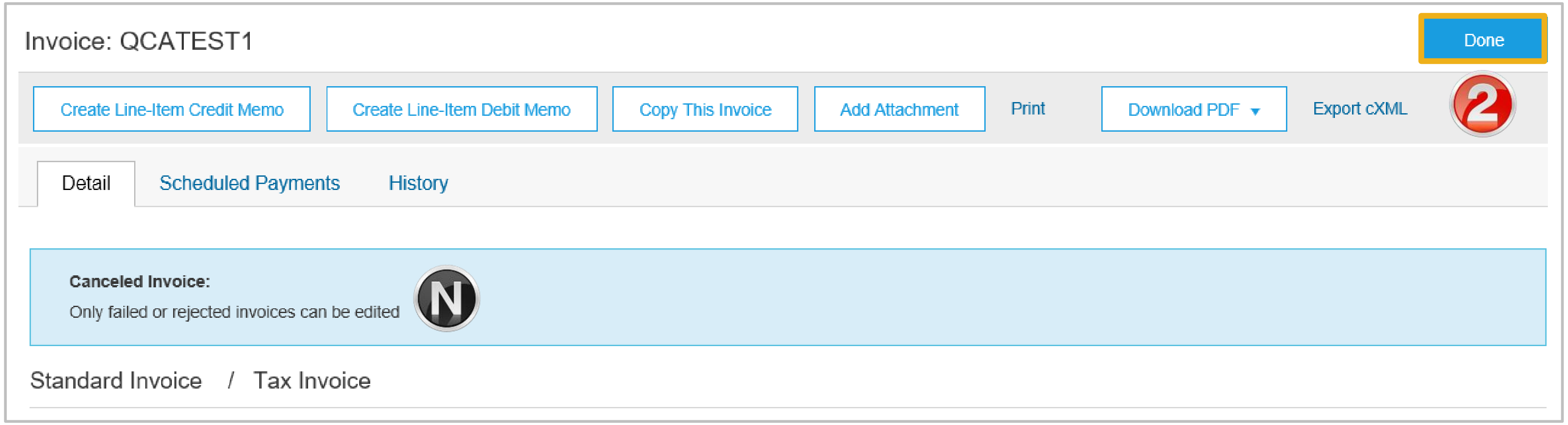
- Screen returns to the Invoice

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

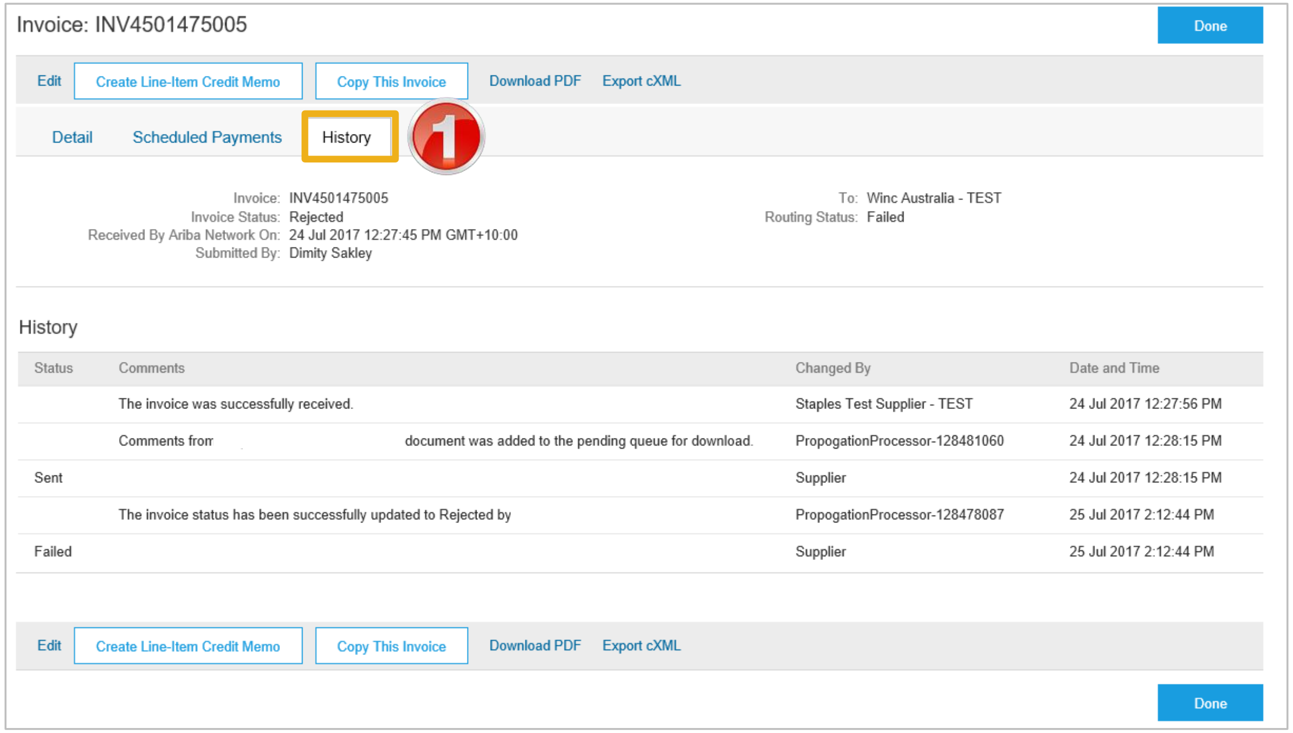


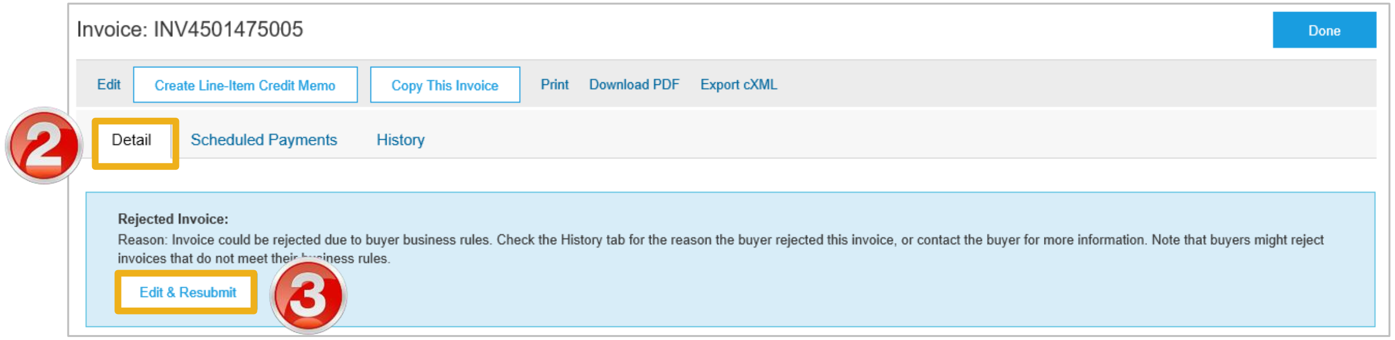


Edit and Resubmit History Tab

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





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**

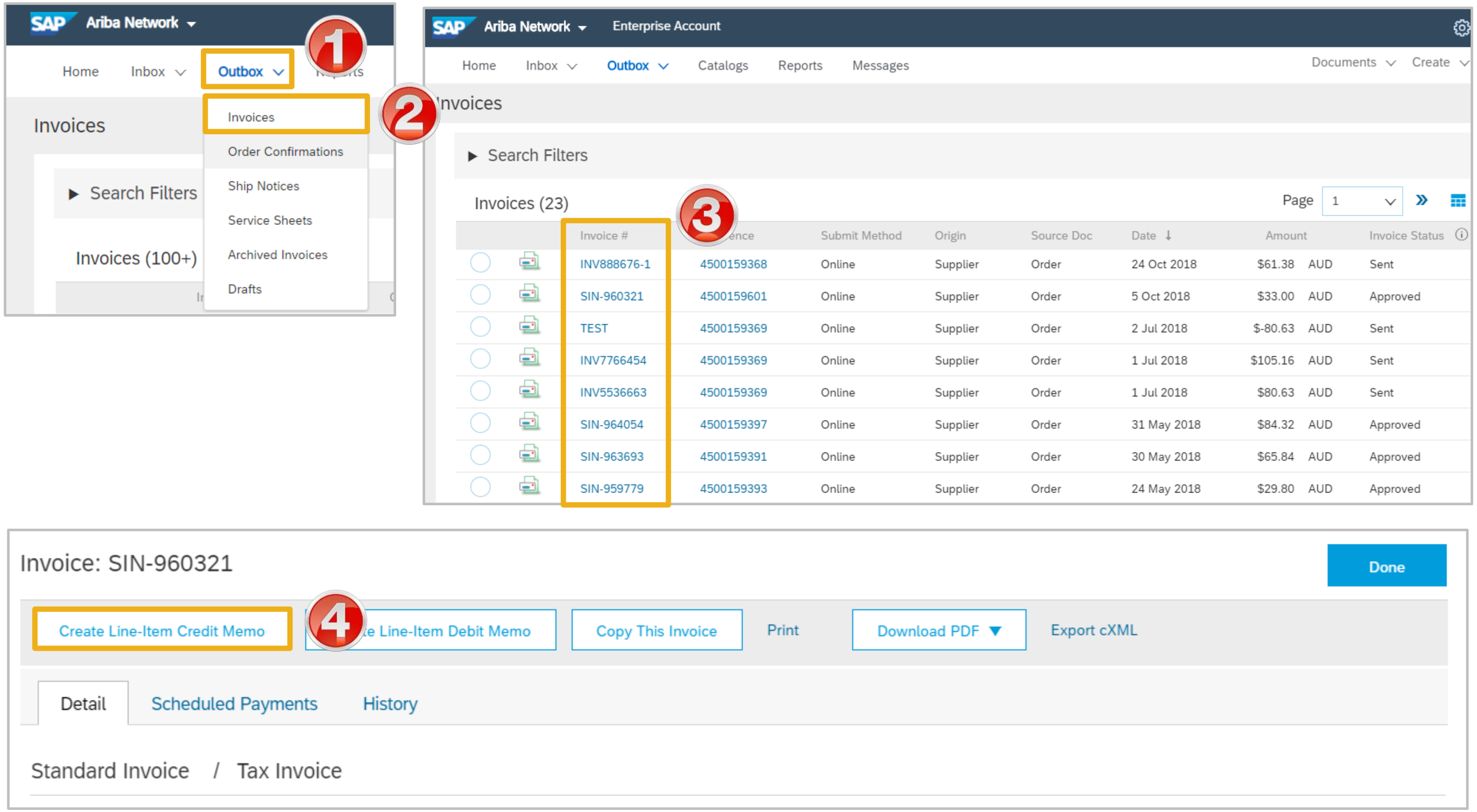
➢ Screen displays Invoices

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**



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**

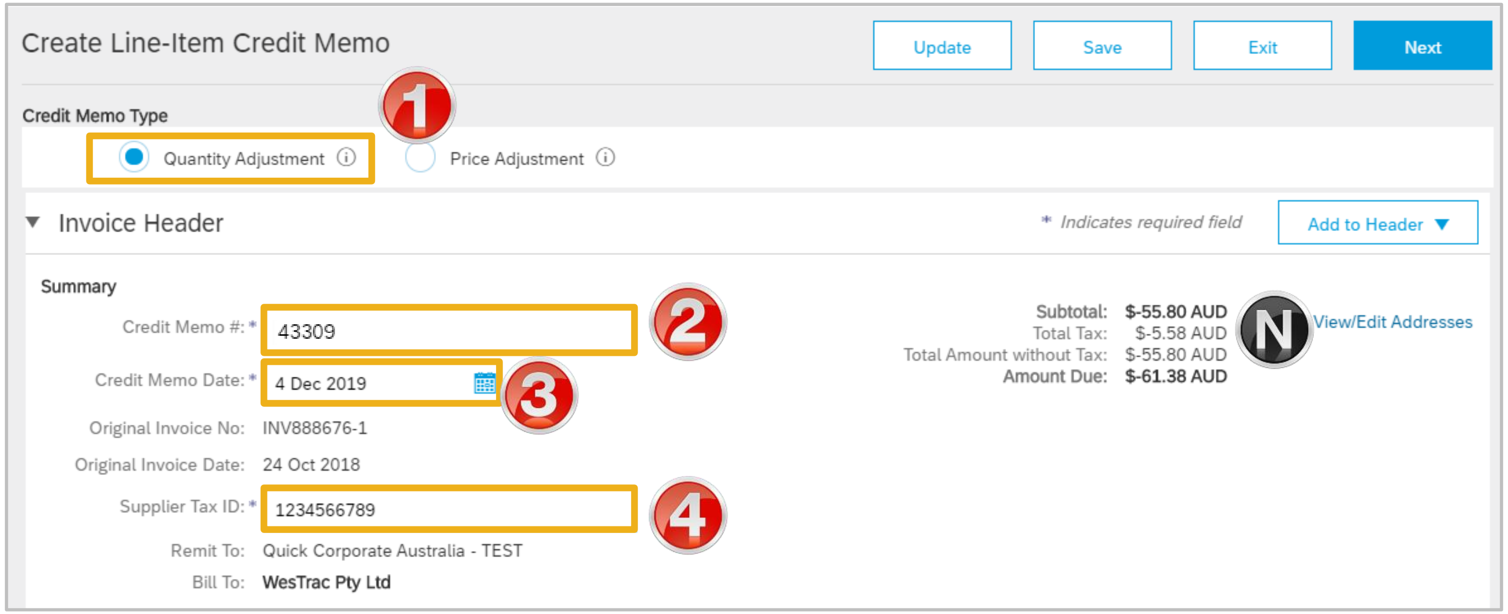
➢ All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default

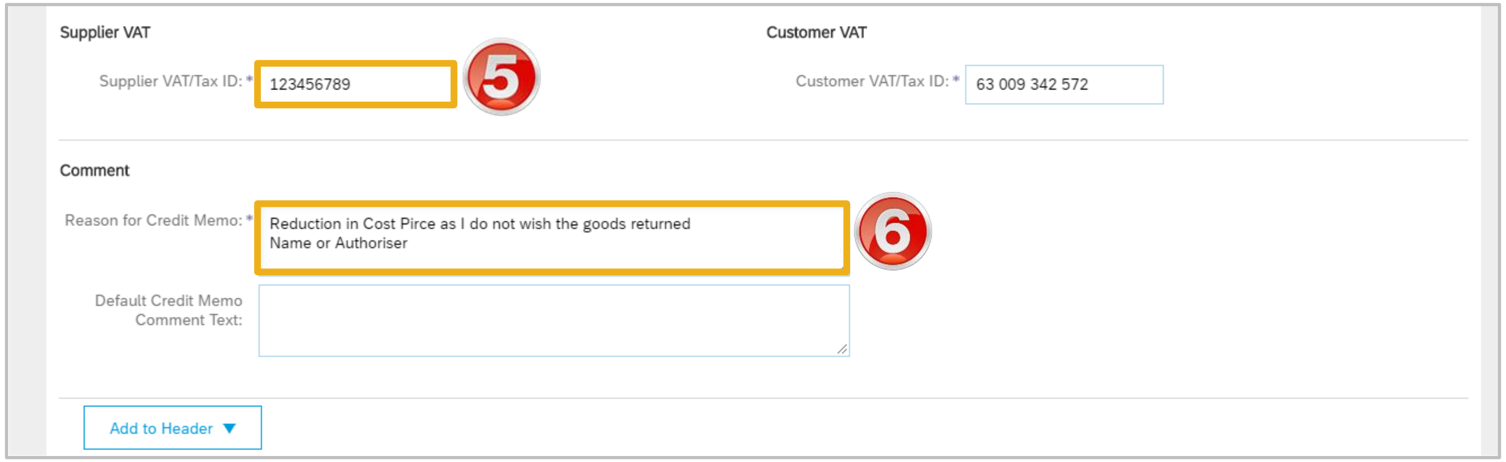
5. Scroll down to locate **Supplier VAT Tax ID,** confirm or enter the **Supplier VAT/TAX ID**
6. Scroll down and locate, **Reason for Credit Memo**, enter the **Reason for Credit Memo**

➢ 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**





Line Item Credit Memo – Line Level -Quantity Adjustment

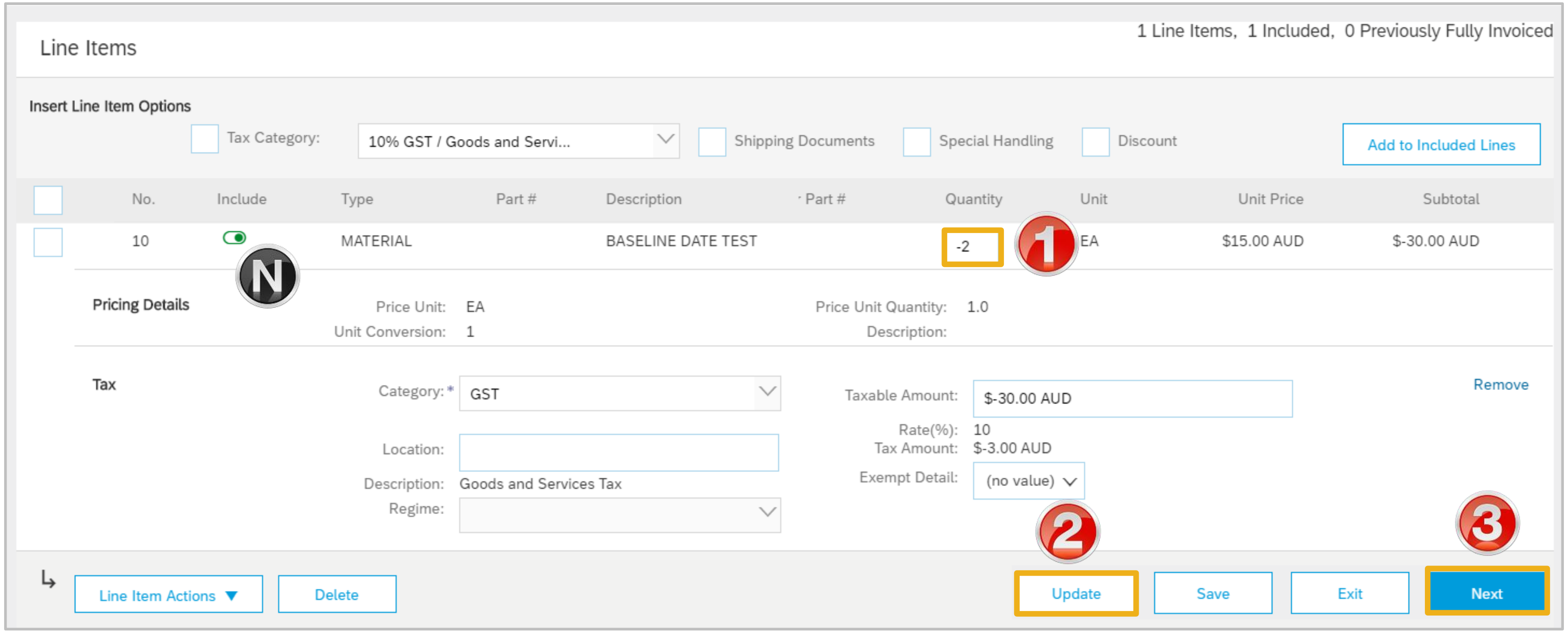
- Line Items is displayed
- Tax information is auto-populated based on the original invoice

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 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**

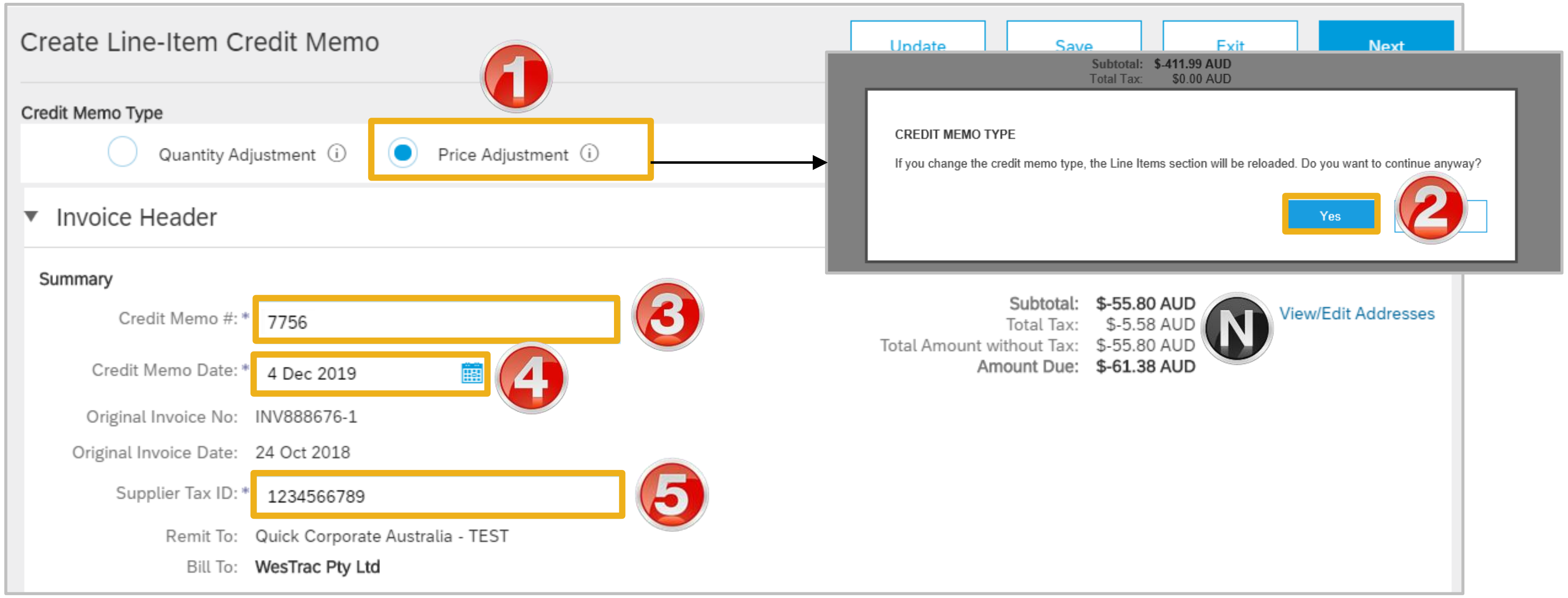
Note: All totals are shown as a Negative and tax must be added at Line item level

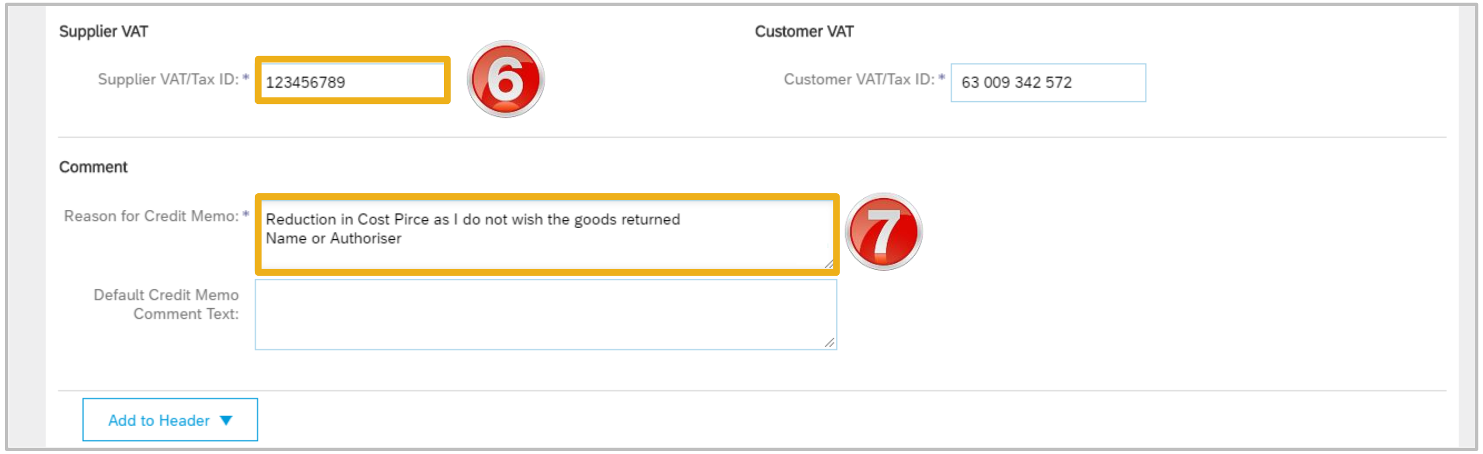
6. Scroll down to locate **Supplier VAT Tax ID,** confirm or enter the **Supplier VAT/TAX ID**

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**



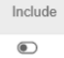


Line Item Credit Memo – Line Level Price Adjustment

- 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

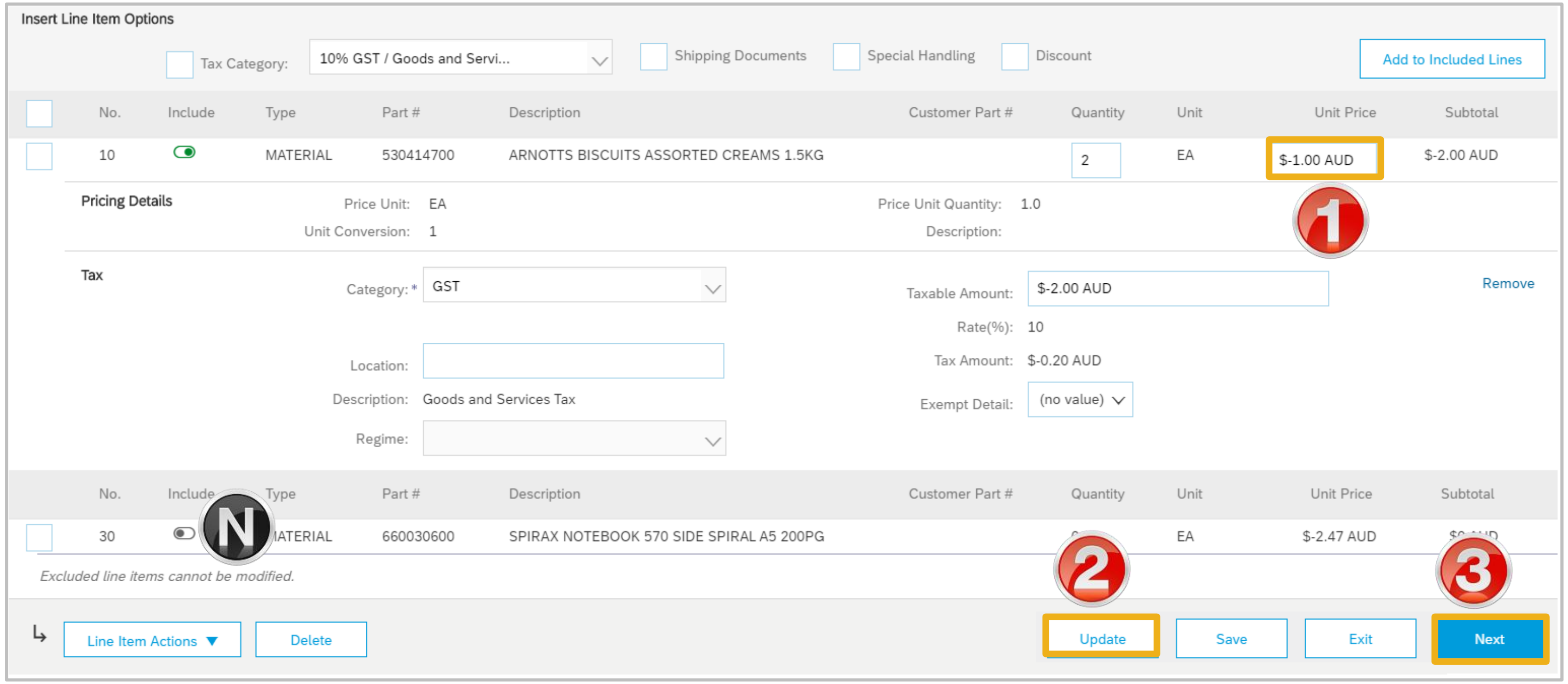
1. Enter the **Quantity** for the Price Adjustment (if for a different quantity)
2. Enter the updated **Unit Price**
3. Click on **Update**

- Screen displays updated totals

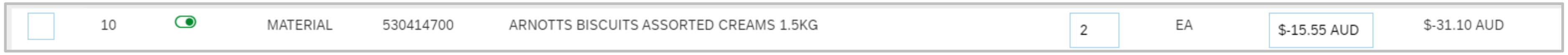
Note: Slide the Include button from green to grey to ***exclude*** items not being credited 

4. Click on **Next**

- Go to **Slide 33, Finalise a Line Item Credit Memo**



Original Unit Price



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

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

Finalise a Line Item Credit Memo

- ➢ Review the Invoice

1. Click **Submit**

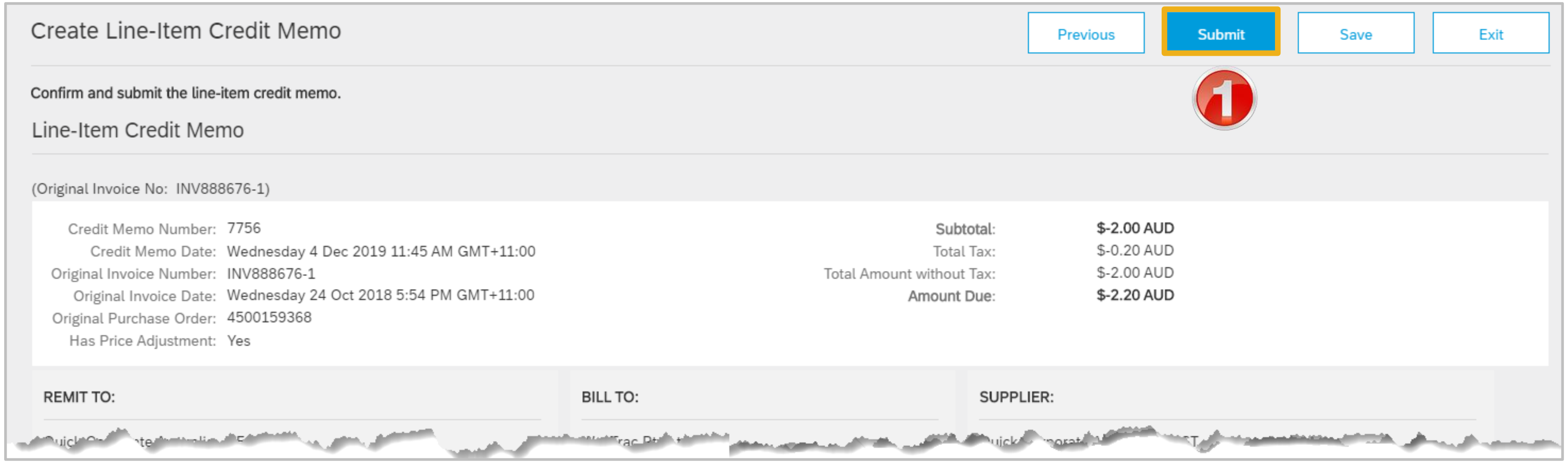
Note: The WesTrac does not require a paper invoice, however if you require for you records **Click** on **Print**.

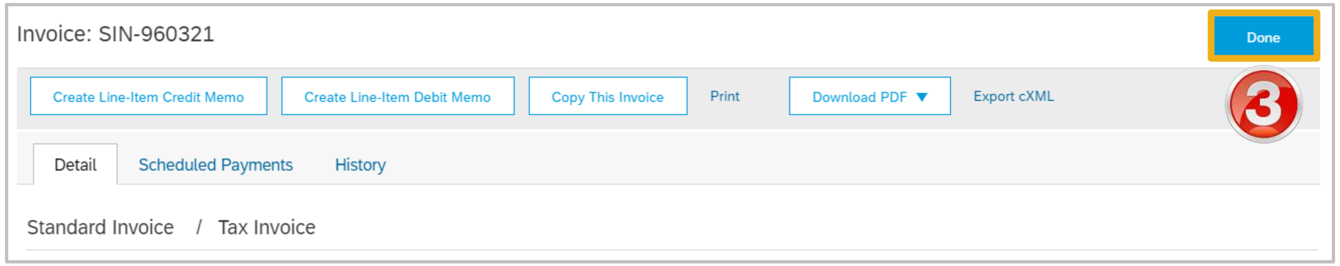
2. Click on **Exit**

- ➢ Screen returns to the Invoice

3. Click on **Done**

- ➢ Screen displays the Outbox-Invoices





Adding an Attachment to Header Level

- With the Invoice displayed

1. Click on **Add to Header**
2. Select **Attachment**

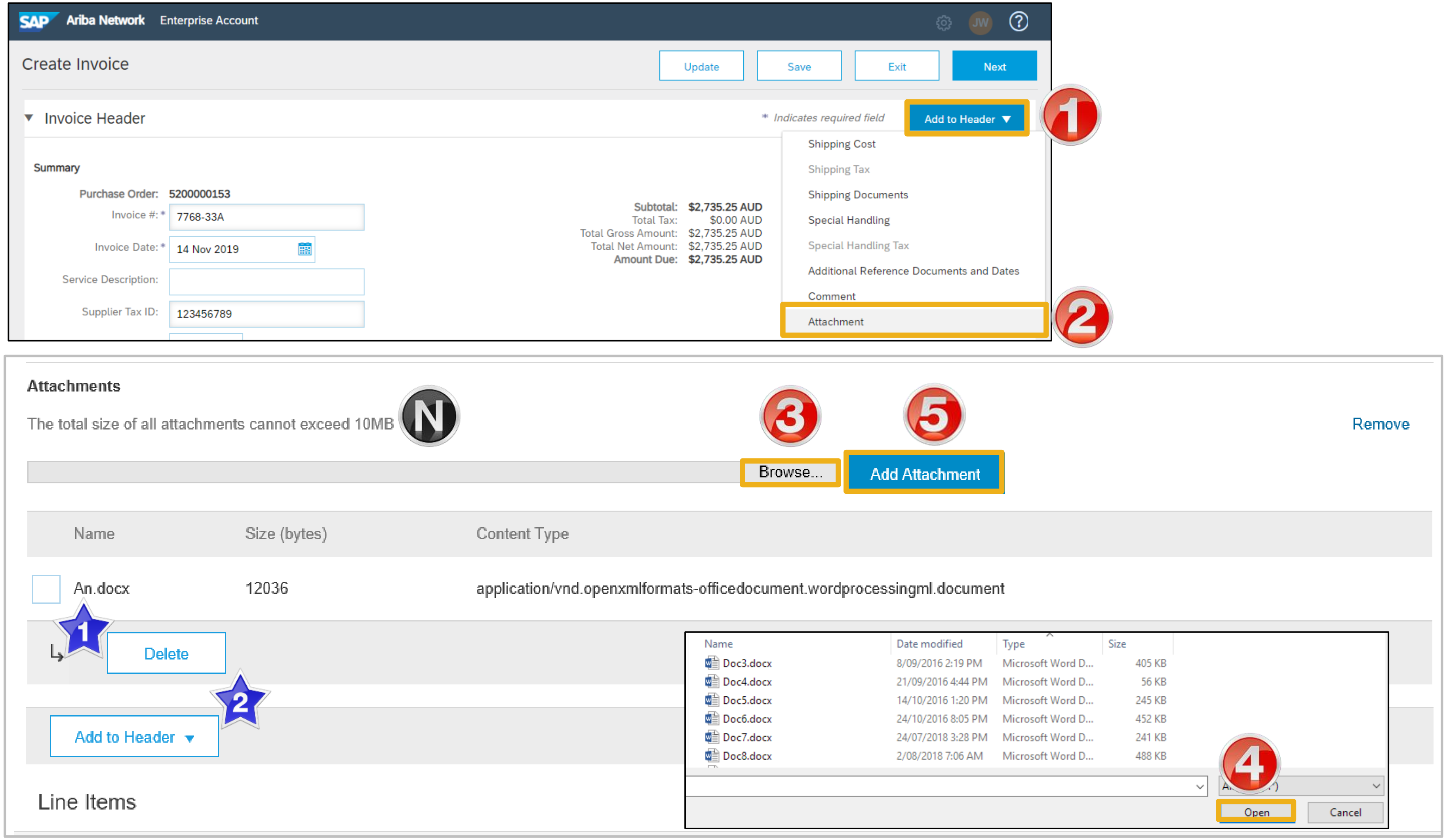
- The Attachments section will open

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

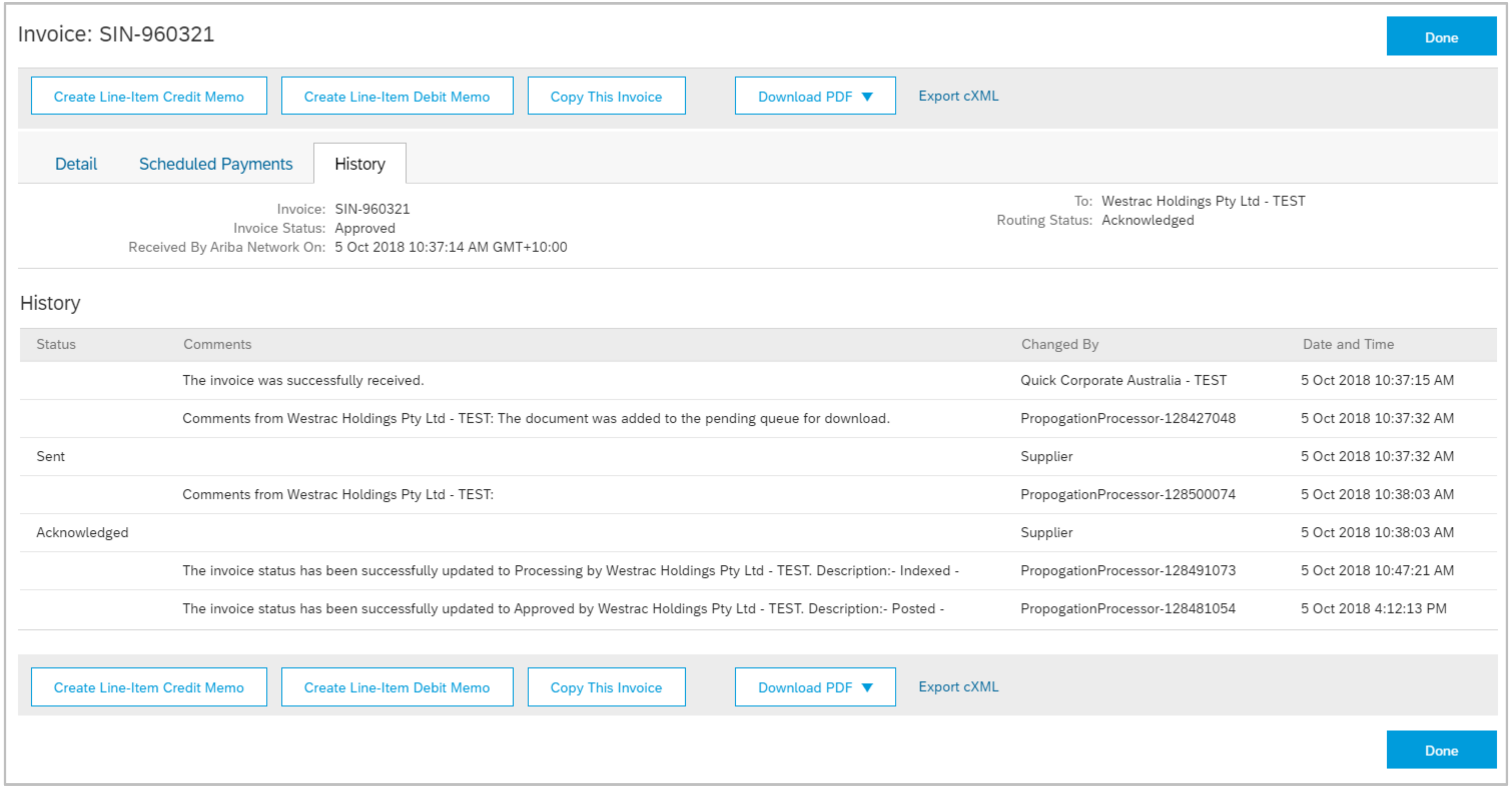
- To delete a document:
    1) Click on the document
    2) Click on Delete



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



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

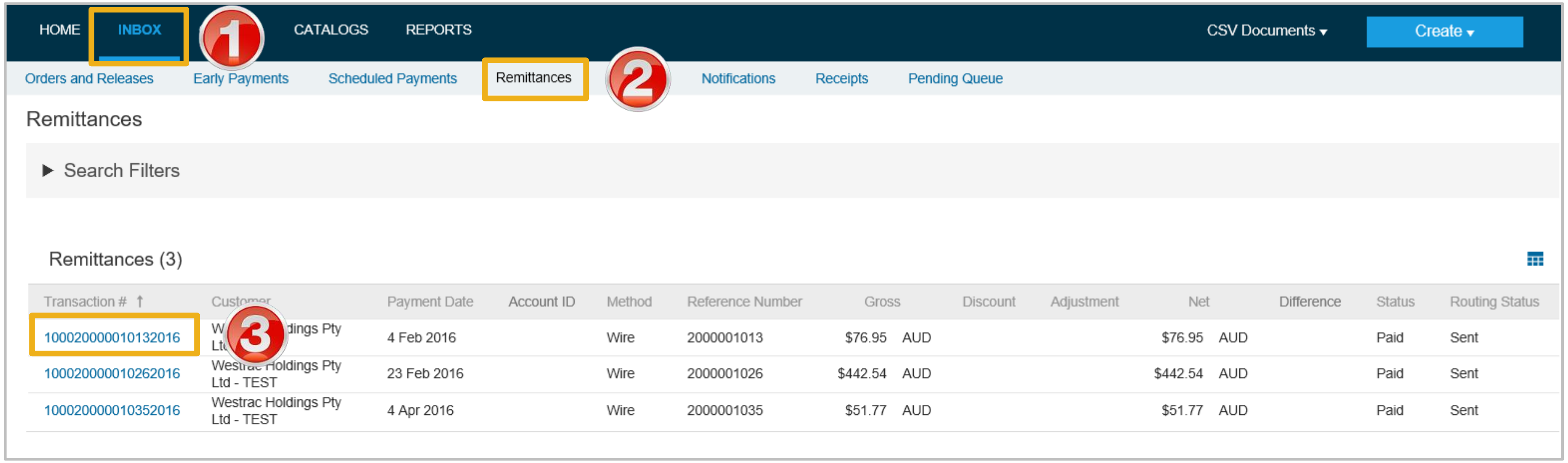
Locating Remittances

1. From the **Inbox**
2. Select **Remittances**

➢ Screen displays Remittances

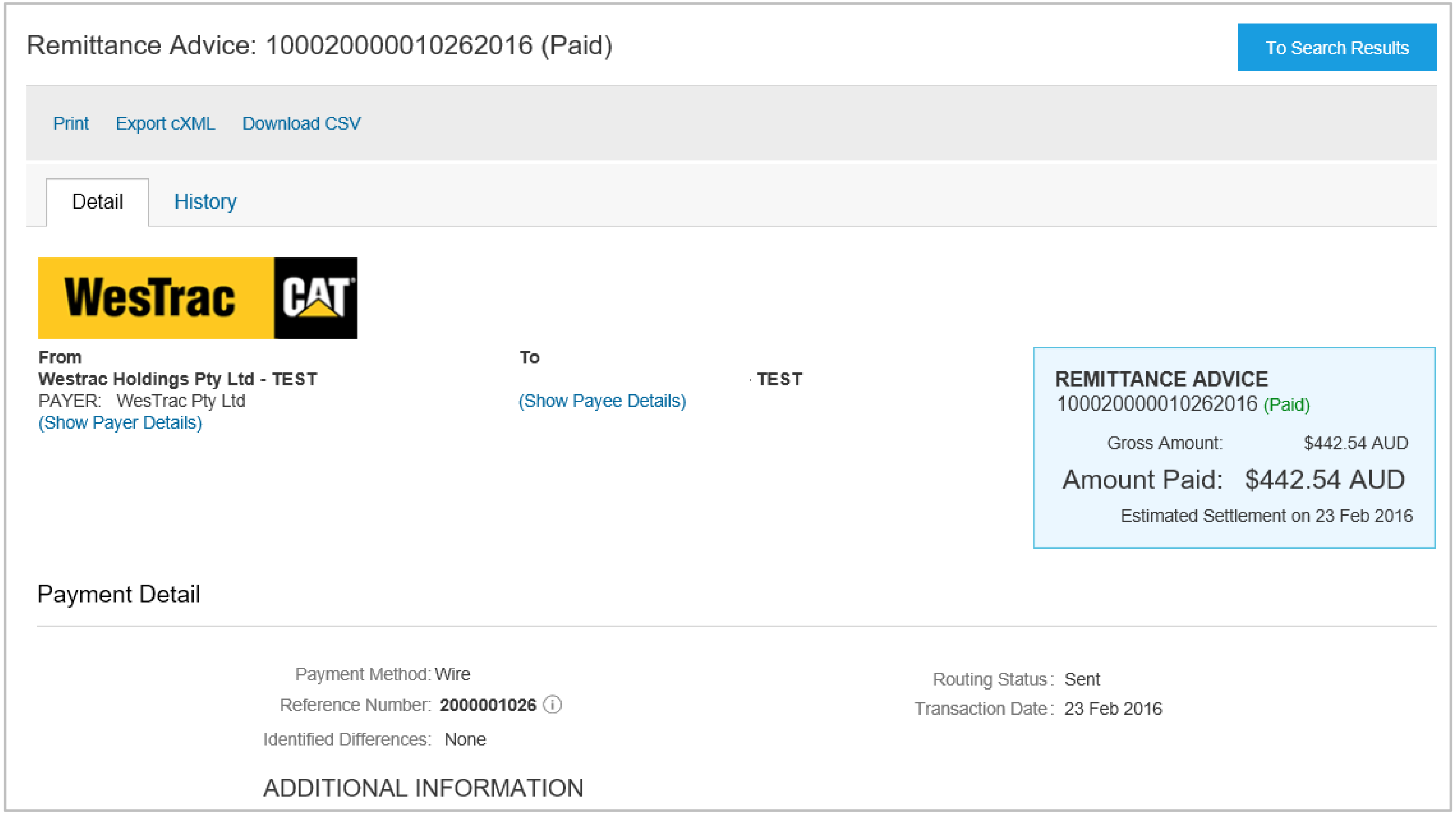
3. Select the remittance required by clicking on the **Transaction#**

➢ Screen document link to display the Remittance Advice details



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**

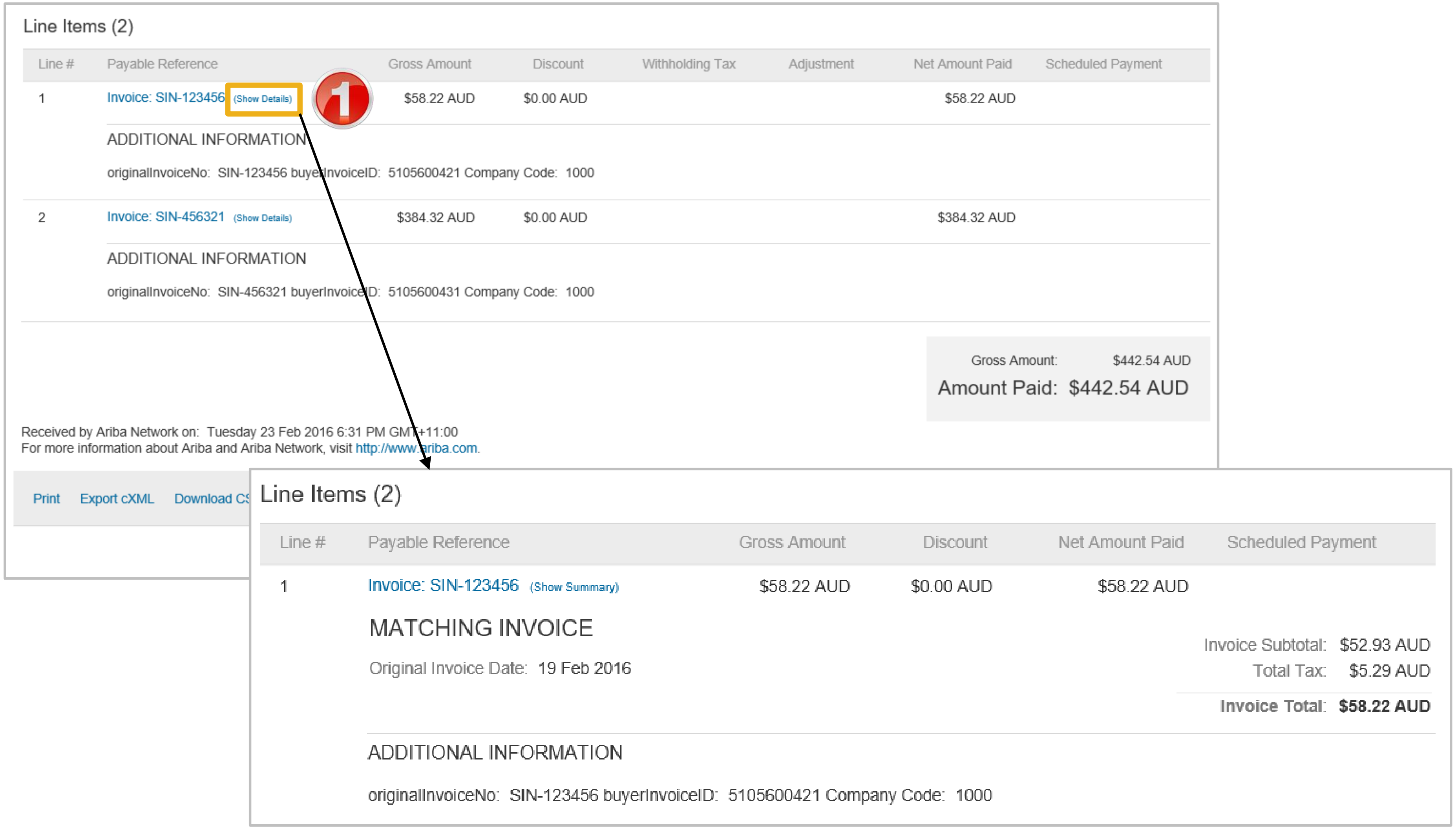


Remittances – Line Item Level – Show Details

To view details of the remittance at Line Level

1. Click on **Show Details**

➢ Matching Information is displayed



Support

Support Type	Description
Help Centre **For all your support needs**	Types of Support available: 1. User Community 2. Ask questions or view documentation 3. Email/Live Chat 4. Request a call back
Supplier Information Portal **(Location of Training Guide/s and Video/s)**	1. On the Home screen 2. Click on Company Settings 3. Click on Customer Relationships 4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com