Ariba Network Invoice Guide

SAP Ariba

Introduction

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

- All invoices must be created from a Purchase Order sent from Metro Trains

- 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)

Invoicing - General Information

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

The Order Number displayed is generated by the Buyers system.

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.

Routing Status

The status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between Metro Trains and the Supplier.

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order from cXML
Acknowledged	Ariba received a positive functional acknowledgment from you
Failed	Ariba could not route the purchase order and it lists the reason for the failure. The supplier needs to resend the purchase order after correcting the issue. Contact Help Centre for further assistance
Approved	Metro Trains has reviewed the invoice and it has been approved for payment
Paid	The Invoice has been paid by Metro Trains

Order Status Descriptions

Status Level	Definition
New	Initial state. This is a new purchase order
Changed	Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order
Confirmed	All sub-quantities are confirmed
Failed	Ariba experienced a problem routing the order to the supplier. Suppliers can resend failed orders
Shipped	Final state. All sub quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again
Invoiced	All ordered quantities have been invoiced
Partially Confirmed	Some of the ordered quantities have been confirmed
Partially Shipped	Some of the ordered quantities have been shipped
Partially Invoiced	Some of the ordered quantities have been invoiced
Partially Rejected	Some or the ordered quantities have been rejected
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order
Returned	When a goods on a Purchase Order are returned from Metro Trains
Rejected	A Purchase Order Confirmation that has been Rejected by Metro Trains

Locating Received Purchase Orders – Inbox and using Search

➤ The Dashboard or Homepage is displayed

1. Click on Inbox

2. Click on Order Status to sort

To Use Search Filters:
1) Click on **Search Filters**
2) Select the **Date Range** required
3) Select the **Received** or **Partially Received** Order Status
4) Click on **Search**

➤ **Received** Purchase Orders are displayed

Open and Begin the Invoice

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

➢ Screen displays **Orders and Releases**

2. Open the **Received Purchase Order** you wish to invoice

Note: Use the Search filter of click on Order status to sort and locate Received Purchase Orders

➢ Screen displays the **Purchase Order**

3. Click **Create Invoice**

4. Select **Standard Invoice.**

➢ Screen displays **Create Invoice**

Standard Invoice – Header Level including Tax Level Selection

1. Enter the **Invoice #**

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

➤ Scroll to display the **Tax** section

➤ The available tax levels are:

    ➤ **Header Level tax** – use this when all items on the Invoice are at one tax rate

    ➤ **Line level tax** – use this when there are different tax rates of items on the invoice, refer Slide

3. Select the **Header Level Tax**

4. Click on **Category**

5. Select the applicable tax percentage

➤ Scroll down to **Line Items**

Create Invoice   Update   Save   Exit   **Next**

▼ Invoice Header   * Indicates required field   Add to Header ▼

Summary

Purchase Order: MTM213

Invoice #: * [5554-INVa] ①

Invoice Date: * [28 Mar 2019 📅] ②

Service Description: [ ]

Supplier Tax ID: [ ]

Remit To: [AAA ⌄]

Bill To: **METRO HEAD OFFICE**

Subtotal: **$11,000.00 AUD**
Total Tax: $0.00 AUD
Total Gross Amount: $11,000.00 AUD
Total Amount without Tax: $11,000.00 AUD
Total Net Amount: $11,000.00 AUD
Amount Due: $11,000.00 AUD

View/Edit Addresses

Tax ⓘ

③ ◉ Header level tax ⓘ   ◯ Line level tax ⓘ

Category: * [0% GST / GST Exempt] ④

Taxes ⑤
   0% GST / GST Exempt
   10% GST / Standard GST

Location: [ ]

Description: GST Exempt

Regime: [⌄]

Taxable Amount: [$11,000.00 AUD]

Tax Rate Type: [ ]

Rate(%): 0
Tax Amount: $0.00 AUD

Exempt Detail: [(no value) ⌄]

Remove

Standard Invoice – Add Line Level Tax

- ➢ Line Items is displayed

- ➢ Add Line Level Tax after adding all items to the Invoice

1. Click on **Tax Category**

2. Select the applicable **tax rate** from the drop down list

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

- ➢ A tax section will open for each item on the Invoice

- ➢ Change the tax rates only for items with a different tax rate then that selected in Insert Line Item Options

- ➢ To change a tax rate on a specific line:
   1) Click on **Category**
   2) Select the rate required for that line item

- ➢ To Finalise the Invoice, refer to **Slide 14,** Standard Invoice – Finalise Invoice

Standard Invoice – Line Level

- Line items is displayed

1. Confirm or enter the **Quantity**

2. Click on **Update**

- Review the totals

- Invoices cannot be sent with a zero quantity. To exclude and item from the Invoice:
   1) Click on Include to slide to exclude

- Repeat until all items have been reviewed and updated where required

- Go to Slide **14**, Standard Invoice - Finalise Invoice

Standard Invoice – Finalise Invoice

➢ Screen displays Line Items

1. Click on **Next**

➢ Screen displays Create Invoice

2. Click on **Submit**

3. Click on **Exit**

➢ Screen displays the Purchase Order

Note: The Purchase Order will have an updated Order Status, either Partially Invoiced or Invoiced

4. Click on **Done**

➢ Screen displays the screen the invoice was selected from

14

Standard 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

Purchase Order: MTM213

Done

Order Detail   **Order History**

Purchase Order: MTM213
Order Status: Invoiced
Submitted On: 27 Mar 2019 12:42:47 PM GMT+11:00

From Customer: Metro Trains Melbourne Pty Ltd - TEST
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125003053	27 Mar 2019 12:42:50 PM
	Email order was sent to mtmtestfull@163.com.	ANPODispatcher-125013022	27 Mar 2019 12:42:51 PM
Sent	Email order was sent to mtmtestfull@163.com.	OrderDispatcher - Email	27 Mar 2019 12:42:51 PM
Received	RC500	Metro Trains Melbourne Pty Ltd - TEST	27 Mar 2019 12:51:17 PM
	Received quantity 1 for line item 1.	PropogationProcessor-124996081	27 Mar 2019 12:51:17 PM

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Price	Subtotal
1	Not Available		1 (EA)	4 Apr 2019	$11,000.00 AUD	$11,000.00 AUD
	popcorn for training					

Status

1 Invoiced	Amount: $11,000.00 AUD
1 Unconfirmed	
1 Received	

Sub-total: $11,000.00 AUD
Total Invoiced: $11,000.00 AUD

Invoice Status

- The status of the Invoice will change as it progresses through Metro Trains approval process

- There are 4 Invoice Statuses:
    - **Sent** – you have sent the invoice to Metro Trains
    - **Approved** – Metro Trains has reviewed the Invoice and it has been approved for payment
    - **Paid** – The invoice has been paid or is in the process of payment
    - **Rejected** – The invoice has been rejected, open the invoice and review rejection reason
    - **Canceled** – The invoice has been cancelled by Metro Trains

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**

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 as long as it does not exceed the quantity requested

- 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 – Search Filter and Inbox

1. From the **Inbox**

➢ Using Search Filter:
   1) Click on **Search Filters**
   2) Click on **Order Status** and select **Partially Invoiced**
   3) Click on **Search**

2. Click on the required **Purchase Order**

Begin a Partial Invoice - Header Level

The Purchase Order is displayed with a Partially Invoiced order status

Note: All previous documents are displayed under Related Documents

1. Click on Create Invoice

2. Select Standard Invoice

➢ Screen displays the Invoice

Note: All previous document are shown in Related Documents

3. Enter the Invoice number, this is the number that you provide to Metro Trains

4. Confirm the Invoice Date

Select the applicable tax level:
- ➢ **Header Level Tax** – All items on the invoice are one tax rate

- ➢ **Line Level Tax** – The majority of items is one rate and other some items are at a different tax rate

Completing a Partial Invoice

- Complete the header Details as per standard invoice:
  - Invoice Number
  - Tax Rate
  - Shipping
  - Attachments (if required)

- 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: GST ☐ Shipping Documents ☐ Special Handling ☐ Discount   **Add to Included Lines**

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	MATERIAL	Item Partno1	Item Description Line 1		1	EA	$1,500.00 AUD	$1,500.00 AUD

Classification   Domain: unspsc   Code: 48102102   Remove

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐		⬤	MATERIAL	Item Partno2	Item Description Line 2		0	EA	$2,000.00 AUD	$0 AUD

Excluded line items cannot be modified.

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	3	⬤	MATERIAL	Item Partno3	Item Description Line 3		2	EA	$2,000.00 AUD	$4,000.00 AUD

Classification   Domain: unspsc   Code: 48102102   Remove

↳   **Line Item Actions ▼**   **Delete**   ⭐3

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

Completing a Partial Invoice cont.

2. Click on **Next**

➤ Screen displays **Create Invoice**

3. Click on **Submit**

4. Click on **Exit**

➤ Screen displays the Purchase Order with either:

Invoiced as all items have been invoiced that were on the original Purchase Order

Or

Partially Invoiced as there are still items that have not yet been invoiced on the original Purchase Order

Edit and Re-Submit Invoices

- Invoices that are rejected by Metro Trains will display as **Rejected**

- Invoices can be rejected due to:

    - Missing information - for example a required attachment

    - Incorrect information

    - Added information to invoice – freight added but was not provided on the Order Confirmation

Locating Rejected Invoices – Outbox and Search Filters

➤ The Dashboard or Homepage is displayed

1. Click on **Outbox**

2. Click on **Invoice Status**

➤ Using Search Filter:

    1) Click on **Search Filters**
    2) Click on Status and select **Rejected**
    3) Click on **Search**, screen displays the rejected purchase orders

3. Select the required Invoice

Ariba Network

HOME   INBOX   OUTBOX   ① S   REPORTS   MESSAGES

⊞   Company Settings ▾

External Document ▾   CSV Documents ▾   [Create ▾]

Invoices   Order Confirmations   Ship Notices   Service Sheets   Drafts

Invoices

▼ Search Filters   **1**

Customer:	All Customers	Min. Amount:		
Invoice Number:		Max. Amount:		
	● Partial number ○ Exact number	External Invoice Number:		
Order Number:		Contractor:		
Date Range:	Last 90 days	Status:	Rejected	**2**
	29 Dec 2018 - 28 Mar 2019			
Supplier Reference:		☐ Show Only Invoices Submitted from the Customer's System.		
		☐ Show only Invoices with Invoice Addendums.		**3**

Number of Results: 100   [Search]   [Reset]

Invoices (27)

Page   1   ≫   ⊞

		Invoice #	Customer	Reference	Submit Method	Self Billing	Date ↓	Amount		Invoice Status	
○	📄	AN_INV_BPO119_02	Metro Trains Melbourne Pty Ltd - TEST	Contract	Online	No	26 Mar 2019	$200.00	AUD	**Rejected**	**2**
○	📄	MTM182-001	Metro Trains Melbourne Pty Ltd - TEST	MTM182	Online	No	25 Mar 2019	$77.00	AUD	**Rejected**	
○	📄	MTM139_INV **3**	Metro Trains Melbourne Pty Ltd - TEST	MTM139	Online	No	19 Mar 2019	$3,520.00	AUD	**Rejected**	
○	📄	T124	Metro Trains Melbourne Pty Ltd - TEST	MTM124	cXML	No	14 Mar 2019	$110.00	AUD	**Rejected**	

Open and Review Rejected Invoice

> The Rejected Invoice is displayed

> Screen displays the Invoice

1. Read the reason for the Rejection

2. Click on **Edit & Resubmit**

> Screen displays the invoice

Invoice: MTM139_INV

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 Metro Trains Melbourne Pty Ltd - TEST: OK
DOC-1:
INV-35: The invoice status has been successfully updated to Processing by Metro Trains Melbourne Pty Ltd - TEST. Description:Header Level Exceptions: PO Payment Terms mismatched 0)) * are either unrecognized (adhoc) or are different from the purchase order's payment terms of Net 30 ((0%/30, 0, 0)) .
INV-35: The invoice status has been successfully updated to Rejected by Metro Trains Melbourne Pty Ltd - TEST. Description:Header Level Exceptions: PO Payment Terms mismatched * are either unrecognized (adhoc) or are different from the purchase order's payment terms of Net 30 ((0%/30, 0, 0)) .

Header Level Exceptions: PO Payment Terms mismatched The invoice's payment terms, ((0%/30, 0, 0)) * ((0%/30, 0, 0)) * are either unrecognized (adhoc) or are different from the purchase order's

Edit & Resubmit

Tax Inv

Status			
Invoice:	Rejected	Subtotal:	$3,200.00 AUD
Routing:	Acknowledged	Total Tax:	$320.00 AUD
Invoice Number:	MTM139_INV	Total Gross Amount:	$3,520.00 AUD
Invoice Date:	Tuesday 19 Mar 2019 4:24 PM GMT+11:00	Total Amount without Tax:	$3,200.00 AUD
Original Purchase Order:	MTM139	Total Net Amount:	$3,520.00 AUD
Submission Method:	Online	Amount Due:	$3,520.00 AUD
Origin:	Supplier		
Source Document:	Order		

REMIT TO: BILL TO: SUPPLIER:

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

3. Click on **Next**

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

5. Click on **Done**

➢ The screen will display the Outbox

Edit Invoice   Update   Exit   **Next** ③

▼ Invoice Header   * Indicates required field   Add to He...

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   Amount Due: $78.20 AUD
Remit To:

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:

Examples of an invoice errors

Summary
Purchase Order: MTM139
Invoice #:* MTM139_INV
! Invoice or Credit Memo # already exists.
Inv...   ...019

Edit Invoice   Previous   **Submit**   Exit ④

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 des... ...try 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 arch...

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** ⑤

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

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

Credit Memo

- Credit Memos are actioned against a purchase order

- Credit Memos allow suppliers to create credit adjustments, Line Item Credit memos are for credits

- 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

Locate the Purchase Order for the Credit Memo

- From the Dashboard /Homepage

1. Click on **Inbox**

- The Orders and Releases screen is displayed

2. Locate the Purchase order requiring the adjustment and click on the **Order Number**

- To use Search Filters:

   1) Click on **Search Filters**
   2) Click Order Status and select either **Invoiced** or **Partially Invoiced**
   3) Click on **Search**

- Screen displays the **Purchase Order**

Credit Memo – Header Level

> The Purchase Order is displayed

1. Click on Create Invoice

2. Select **Credit Memo**

> Screen displays **Create Credit Memo**

3. Enter the **Credit Memo Number**, this is the number you provide to Metro Trains

4. Confirm the **Credit Memo Date**

Note: ONLY tick the **Information Only** box if the expectation is that this is only for Metro Trains information purposes

> Scroll down to locate the **Comments** field

Purchase Order: MTM495   **Done**

Create Order Confirmation ▼ | 🛒 Create Ship Notice | 📄 Create Invoice ▼ | H⓵ rint ▼ | Download PDF | Export cXML | Download CSV | Resend

Standard Invoice

Credit Memo ②

Line-Item Credit Memo

Order Detail | Order History

From:
METRO HEAD OFFICE
Level 16
700 Collins Street
Docklands
Melbourne VIC 3008
Australia
Phone: +61 (396) 103791

To:
MTM Test Full Supplier 01-TEST
AAA Swansten
melbourne 3306
Australia
Phone:
Fax:
Email: mtmtestfull@163.com

Purchase Order
(Invoiced)
MTM495
Amount: $10,000.00 AUD
Version: 1

Payment Terms ⓘ
NET 0

Routing Status: Acknowledged
Related Documents: 📄 MTM495/1
📄 RC723

Create Credit Memo   **Next** **Exit**

Header Information

Ⓝ

* Indicates required field

Credit Memo Number: * | CN55432 | ③

☐ Information Only. No action is required from the customer.

Credit Memo Date: * | 17 Apr 2019 📅 | ④

Original PO # : MTM495

Customer Reference:

Supplier Account ID #:

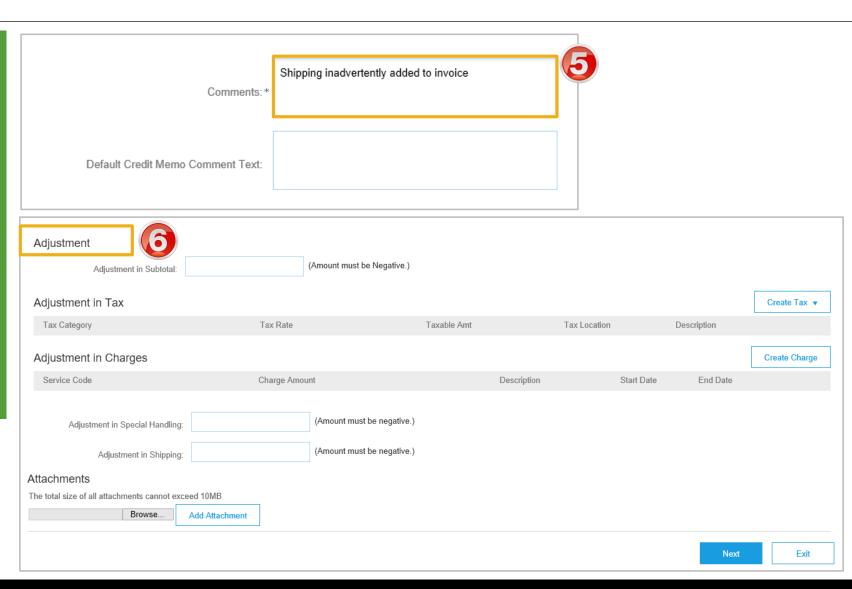Supplier Reference:

Credit Memo – Header Level cont.

5. Enter **Comments** for the Adjustment against the Purchase Order

6. Scroll down to **Adjustment**

➢ Determine the type of adjustment required

➢ Refer to Slide **32**, Credit-Memo Adjustments – Subtotal

➢ Refer to Slide **33**, Credit Memo- Adjustments – Create Charge and Charges

➢ Refer to Slide **34**, Create Credit Memo Tax Adjustment

Comments: * ⑤
Shipping inadvertently added to invoice

Default Credit Memo Comment Text:

Adjustment ⑥

Adjustment in Subtotal: (Amount must be Negative.)

Adjustment in Tax   Create Tax ▼

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description

Adjustment in Charges   Create Charge

Service Code	Charge Amount	Description	Start Date	End Date

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

Adjustment in Shipping: (Amount must be negative.)

Attachments
The total size of all attachments cannot exceed 10MB
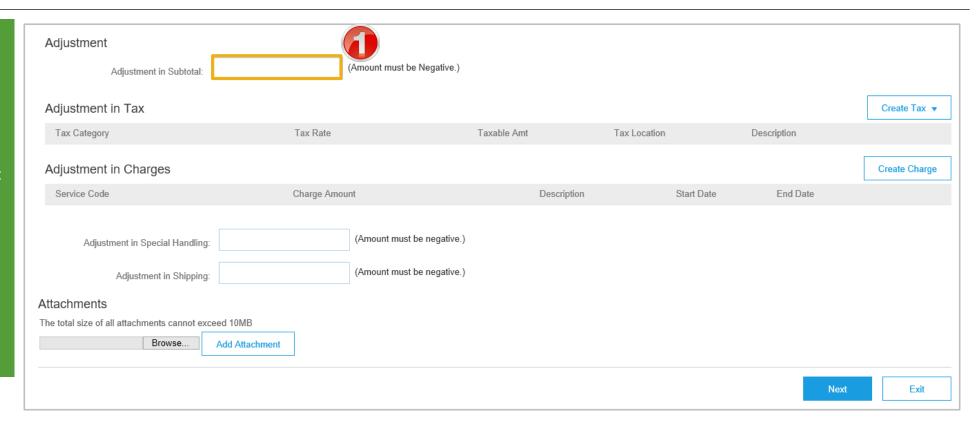
Browse...   Add Attachment

Next   Exit

Credit Memo – Adjustments – Subtotal

> Determine the type of adjustment you require and add the relevant information

For Subtotal adjustments:

1. Enter the value of the credit memo into the correct **Adjustment** type (remember it must be a negative figure)

> For Adjustment of tax refer Slide 34, only credit tax on shipping if tax was added to the shipping cost.

Adjustment

Adjustment in Subtotal: [   ] **1** (Amount must be Negative.)

Adjustment in Tax   Create Tax ▼

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description

Adjustment in Charges   Create Charge

Service Code	Charge Amount	Description	Start Date	End Date

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

Adjustment in Shipping: [   ] (Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 10MB

[Browse...] Add Attachment

Next   Exit

Credit Memo – Adjustments – Create Charge and Charges

For Subtotal Adjustment:

1. Enter the total adjustment into the **Adjustment in Subtotal**

For Adjustment – Create Charge:

1) Click on **Create Charge,** the Charges section opens
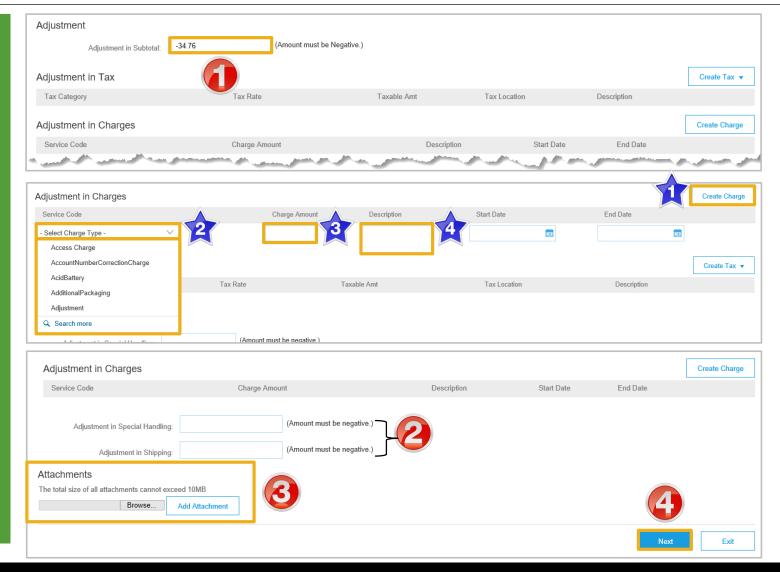2) Click on **Select Charge type** and select the applicable charge
3) Enter the **Charge Amount**
4) Enter a **Description**

For Adjustment in Charges:

2. Enter a total into either **Special Handling** or **Shipping**

3. Add **Attachment** (if required)

Note: Add any further adjustments, more than one adjustment for the same Purchase Order /Invoice can be entered
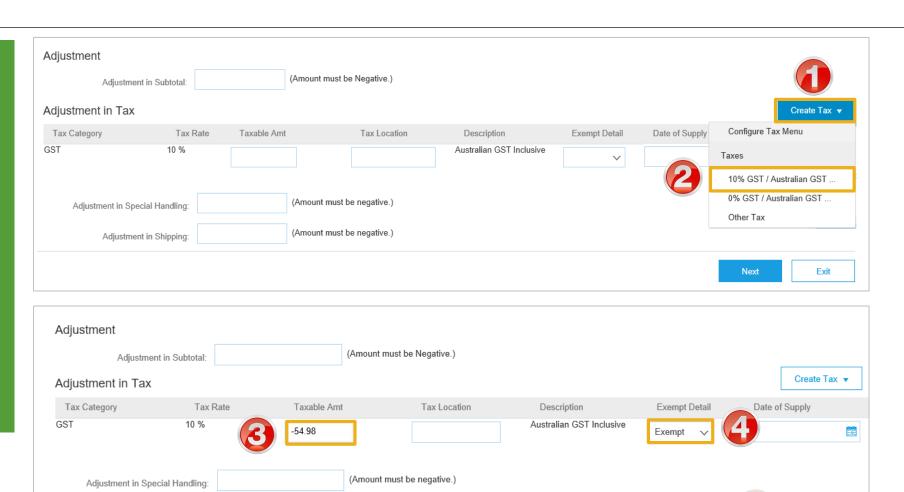
4. Click on **Next**

Adjustment

Adjustment in Subtotal: `-34.76`   (Amount must be Negative.)   **1**

Adjustment in Tax   Create Tax ▾

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description

Adjustment in Charges   Create Charge

Service Code	Charge Amount	Description	Start Date	End Date

Adjustment in Charges   Create Charge **1**

Service Code	Charge Amount	Description	Start Date	End Date
- Select Charge Type - ∨	**2**	**3**	**4**	

Access Charge
AccountNumberCorrectionCharge
AcidBattery
AdditionalPackaging
Adjustment
🔍 Search more

Create Tax ▾

Tax Rate	Taxable Amt	Tax Location	Description

(Amount must be negative.)

Adjustment in Charges   Create Charge

Service Code	Charge Amount	Description	Start Date	End Date

Adjustment in Special Handling: [   ] (Amount must be negative.) ⎫ **2**
Adjustment in Shipping: [   ] (Amount must be negative.) ⎭

Attachments   **3**
The total size of all attachments cannot exceed 10MB

[   ] Browse...   Add Attachment

4

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

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 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.

Credit Memo

Credit Memo Number: CN55432
Credit Memo Date: Wednesday 17 Apr 2019 5:31 PM GMT+10:00
Original Purchase Order: MTM495

Subtotal: $-14.56 AUD
Total Tax: $0.00 AUD
Total Gross Amount: $-14.56 AUD
Total Amount without Tax: $-14.56 AUD
Total Net Amount: $-14.56 AUD
Amount Due: $-14.56 AUD

Invoice CN55432 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

Purchase Order: MTM495   Done

☑ Create Order Confirmation ▼ | 📦 Create Ship Notice | 📄 Create Invoice ▼ | Hide | Print ▼ | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

From:
METRO HEAD OFFICE
Level 16
700 Collins Street
Docklands
Melbourne VIC 3008

To:
MTM Test Full Supplier 01-TEST
AAA Swansten
melbourne 3306
Australia
Phone:

Purchase Order
(Invoiced)
MTM495
Amount: $10,000.00 AUD
Version: 1

ᴍ ᴍᴇTRO

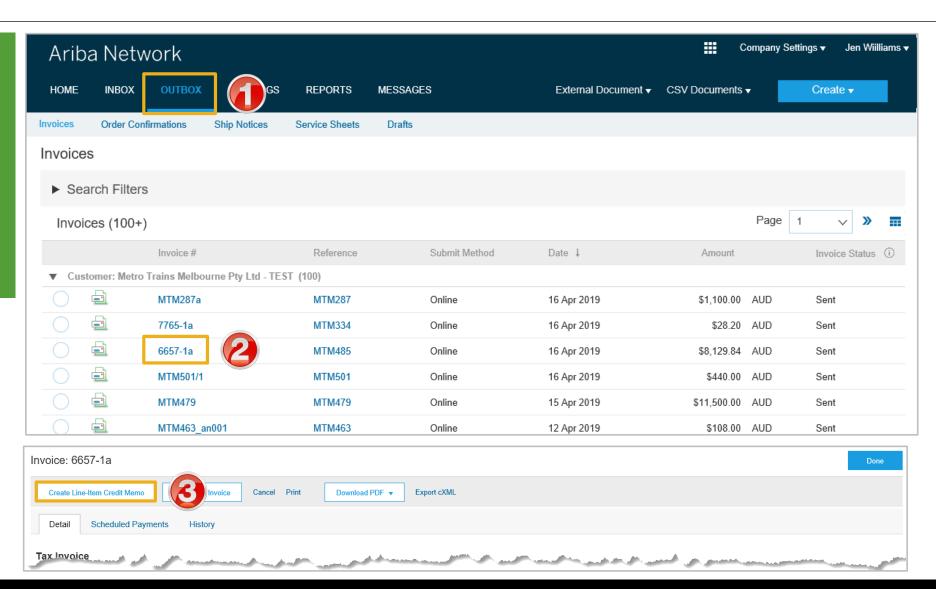# Line Item Credit Memo

- 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**

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**

Line Item Credit Memo – Header Level – Quantity Adjustment

1. Enter a **Credit Memo #**

2. Confirm the **Credit Memo Date**

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

➤ Scroll down to **Comments**

3. Enter the **Reason for Credit Memo**

Note: All totals are shown as a Negative including tax

Add Attachment if required:
1) Click on **Add to Header**
2) Select **Attachment**
3) Click on **Browse**, locate the document, click open
4) Click on **Add Attachment**

➤ Scroll down to **Line Items**

Create Line-Item Credit Memo

| Update | Save | Exit | Next |

Credit Memo Type

You are creating a Credit Memo with Quantity Adjustment

▼ Invoice Header

Indicates required field | Add to Header ▼ |

Summary

Credit Memo #:* CN16   **(1)**

Credit Memo Date:* 17 Apr 2019   **(2)**

Original Invoice No: 6657-1a

Original Invoice Date: 16 Apr 2019

Supplier Tax ID: 123456789

AAA   **(3)**

Subtotal: **$-7,390.76 AUD**
Total Tax: **$-739.08 AUD**
Total Gross Amount: **$-8,129.84 AUD**
Total Amount without Tax: **$-7,390.76 AUD**
Total Net Amount: **$-8,129.84 AUD**
Amount Due: **$-8,129.84 AUD**

View/Edit Addresses

N

Comment

Reason for Credit Memo:* Goods damaged inside carton

Default Credit Memo Comment Text:

☐ exclusivePaymentFlag

| Add to Header ▼ |

Attachments

The total size of all attachments cannot exceed 10MB

| Browse... | ★**3** | Add Attachment | ★**4**

☐ exclusivePaymentFlag

| Add to Header ▼ | ★**1**
  Shipping Tax
  Allowance
  Charge
  Attachment ★**2**

Ins

Finalising a Line Item Credit Memo – Line Level

- ➢ Scroll down to **Line Items**

- ➢ Tax information is auto-populated based on the original invoice either at Header Level or Line level

1. Locate and confirm the **Quantity** that requires the credit

2. Slide the Include button from green to grey to *exclude* items not being credited

3. Click **Update**

4. Click **Next**

- ➢ Screen displays Create Line-Item Credit Memo review

- ➢ Refer to **Slide 40**, Finalising a Line Item Credit memo

Finalising a Line Item Credit Memo

> Review the Invoice

1. Click **Submit**

Note: The Metro Trains 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 returns to the **Outbox**

Create Line-Item Credit Memo

Previous | Submit | Save | Exit

Confirm and submit the line-item credit memo. 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.

Line-Item Credit Memo

(Original Invoice No: 6657-1a)

Credit Memo Number:	CN16
Credit Memo Date:	Wednesday 17 Apr 2019 4:55 PM GMT+10:00
Original Invoice Number:	6657-1a
Original Invoice Date:	Tuesday 16 Apr 2019 1:36 PM GMT+10:00
Original Purchase Order:	MTM485

Subtotal:	$-34.00 AUD
Total Tax:	$-3.40 AUD
Total Gross Amount:	$-37.40 AUD
Total Amount without Tax:	$-34.00 AUD
Total Net Amount:	$-37.40 AUD
Amount Due:	$-37.40 AUD

REMIT TO: BILL TO: SUPPLIER:

Invoice CN16 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

Invoice: 6657-1a

Done

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

Detail | Scheduled Payments | History

Tax Invoice

	Status			
	Invoice:	Sent	Subtotal:	$7,390.76 AUD
	Routing:	Acknowledged	Total Tax:	$739.08 AUD
			Total Gross Amount:	$8,129.84 AUD

Receipts

- The Receipts tab listed all goods or services receipted by Metro Trains

- Invoicing cannot be performed from this selection, use Inbox and search for Received items for invoicing

Locating and Opening a Receipt

- From the Dashboard or Homepage

1. Click the **Inbox** tab

2. Click on **Receipts**

➢ The Receipts screen is displayed

3. Select the **Receipt Number**

➢ The receipt is displayed

➢ If receipts is not displayed:

    1) Click on More
    2) Select Receipts from the drop down list

Review a Receipt

- ➢ Review the Receipt

- ➢ Receipts do not have any associated processes, they are for information only

- ➢ Use the History Tab to identify further information

1. Click on **Done,** to return to the Receipts screen
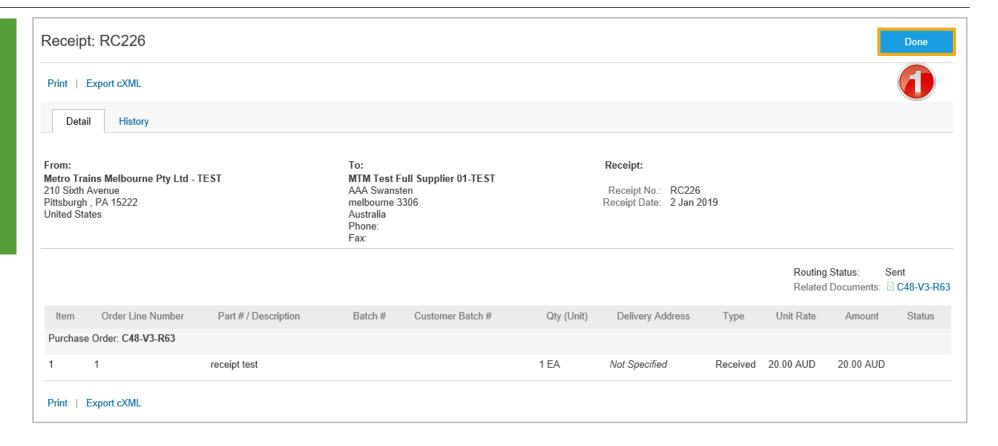
Receipt: RC226

Done

Print | Export cXML

1

| Detail | History |

From:
Metro Trains Melbourne Pty Ltd - TEST
210 Sixth Avenue
Pittsburgh , PA 15222
United States

To:
MTM Test Full Supplier 01-TEST
AAA Swansten
melbourne 3306
Australia
Phone:
Fax:

Receipt:

Receipt No.: RC226
Receipt Date: 2 Jan 2019

Routing Status: Sent
Related Documents: C48-V3-R63

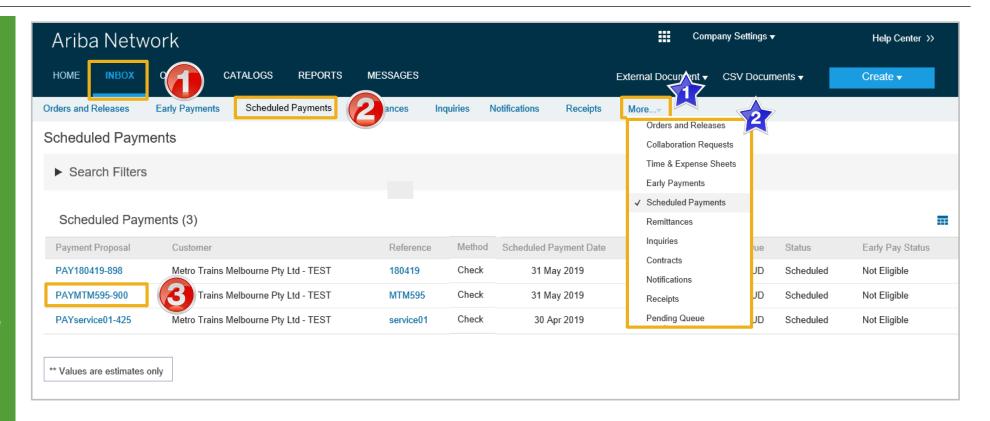| Item	Order Line Number	Part # / Description	Batch #	Customer Batch #	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: **C48-V3-R63**										
1	1	receipt test			1 EA	Not Specified	Received	20.00 AUD	20.00 AUD	

Print | Export cXML

Scheduled Payments

- Scheduled Payments provides Suppliers with a graph indicating the progress of their invoice to payment

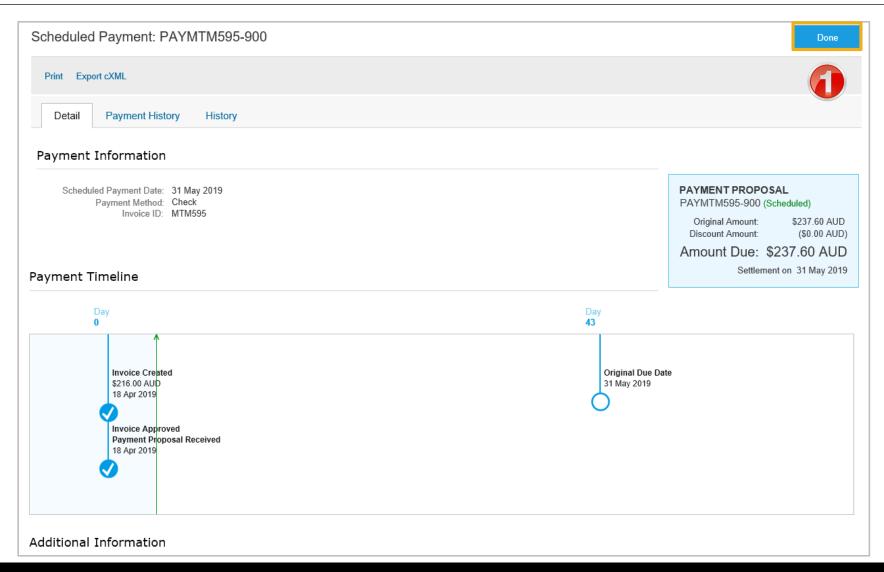- The information is based on the terms agreed with Metro Trains

Locating Scheduled Payments

➤ From the dashboard or Homepage

1. Click on **Inbox**

2. Select **Scheduled Payments**

➤ Screen displays Scheduled Payments

3. Select the invoice payment proposal for an invoice by clicking on the **Reference**

➤ Screen displays the invoice

➤ If scheduled payments is not displayed:
   1) Click on **More**
   2) Select **Scheduled Payments** from the dropdown list, the list of scheduled payments will be displayed.

Ariba Network

HOME   **INBOX**   ①   CATALOGS   REPORTS   MESSAGES

External Document ▼   CSV Documents ▼   Create ▼

Orders and Releases   Early Payments   Scheduled Payments   ②   ances   Inquiries   Notifications   Receipts   More... ▼

Scheduled Payments

▶ Search Filters

| Orders and Releases |
| Collaboration Requests |
| Time & Expense Sheets |
| Early Payments |
| ✓ Scheduled Payments |
| Remittances |
| Inquiries |
| Contracts |
| Notifications |
| Receipts |
| Pending Queue |

Scheduled Payments (3)

Payment Proposal	Customer	Reference	Method	Scheduled Payment Date		Status	Early Pay Status
PAY180419-898	Metro Trains Melbourne Pty Ltd - TEST	180419	Check	31 May 2019	UD	Scheduled	Not Eligible
PAYMTM595-900 ③	Trains Melbourne Pty Ltd - TEST	MTM595	Check	31 May 2019	UD	Scheduled	Not Eligible
PAYservice01-425	Metro Trains Melbourne Pty Ltd - TEST	service01	Check	30 Apr 2019	UD	Scheduled	Not Eligible

** Values are estimates only

Scheduled Payments Display

> Screen displays the Payment information, including:

> - Payment Proposal
> - Original Amount
> - Discount Amount (if applicable)
> - Settlement Date
> - Visual representation
> - Number of days before maturity

1. Click on Done

- Screen returns to Scheduled Payments

Scheduled Payment: PAYMTM595-900

Done

Print   Export cXML

Detail   Payment History   History

Payment Information

Scheduled Payment Date: 31 May 2019
Payment Method: Check
Invoice ID: MTM595

PAYMENT PROPOSAL
PAYMTM595-900 (Scheduled)

Original Amount: $237.60 AUD
Discount Amount: ($0.00 AUD)

Amount Due: $237.60 AUD

Settlement on 31 May 2019

Payment Timeline

Day
0

Day
43

Invoice Created
$216.00 AUD
18 Apr 2019

Original Due Date
31 May 2019

Invoice Approved
Payment Proposal Received
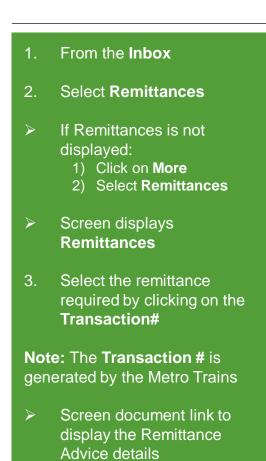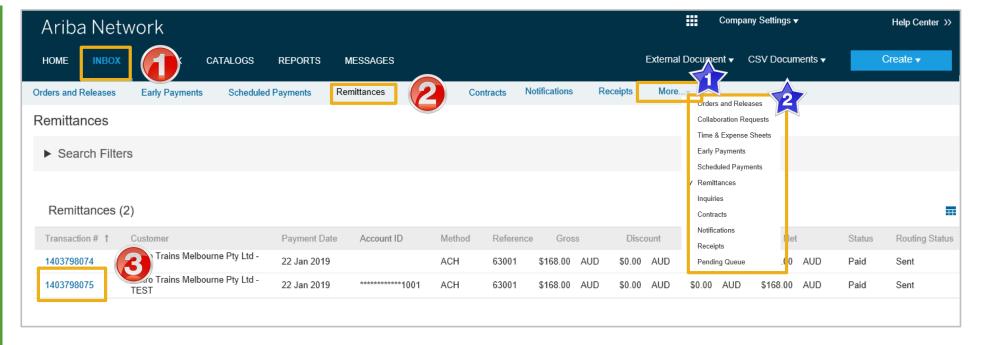18 Apr 2019

Additional 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

Locating Remittances

1. From the **Inbox**

2. Select **Remittances**

   ➢ If Remittances is not displayed:
     1) Click on **More**
     2) Select **Remittances**

   ➢ Screen displays **Remittances**

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

Note: The **Transaction #** is generated by the Metro Trains

   ➢ Screen document link to display the Remittance Advice details
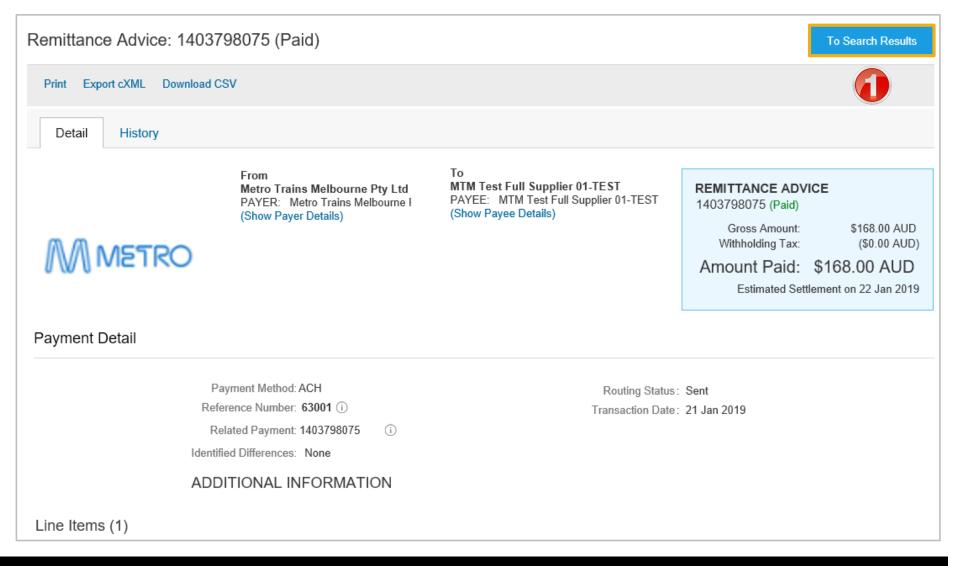
Open a Remittance

From the Remittance Advice page you can:

- **Print** a copy of the Remittance

- Export the Remittance to **cXML**

1. When finished click on **To Search Results**

➤ **The Remittances screen is displayed**

Remittance Advice: 1403798075 (Paid)

To Search Results

Print   Export cXML   Download CSV   ①

| Detail | History |

From
Metro Trains Melbourne Pty Ltd
PAYER: Metro Trains Melbourne I
(Show Payer Details)

To
MTM Test Full Supplier 01-TEST
PAYEE: MTM Test Full Supplier 01-TEST
(Show Payee Details)

MM METRO

REMITTANCE ADVICE
1403798075 (Paid)

Gross Amount: $168.00 AUD
Withholding Tax: ($0.00 AUD)

Amount Paid: $168.00 AUD
Estimated Settlement on 22 Jan 2019

Payment Detail

Payment Method: ACH
Reference Number: **63001** ⓘ
Related Payment: 1403798075   ⓘ
Identified Differences: None

Routing Status : Sent
Transaction Date : 21 Jan 2019

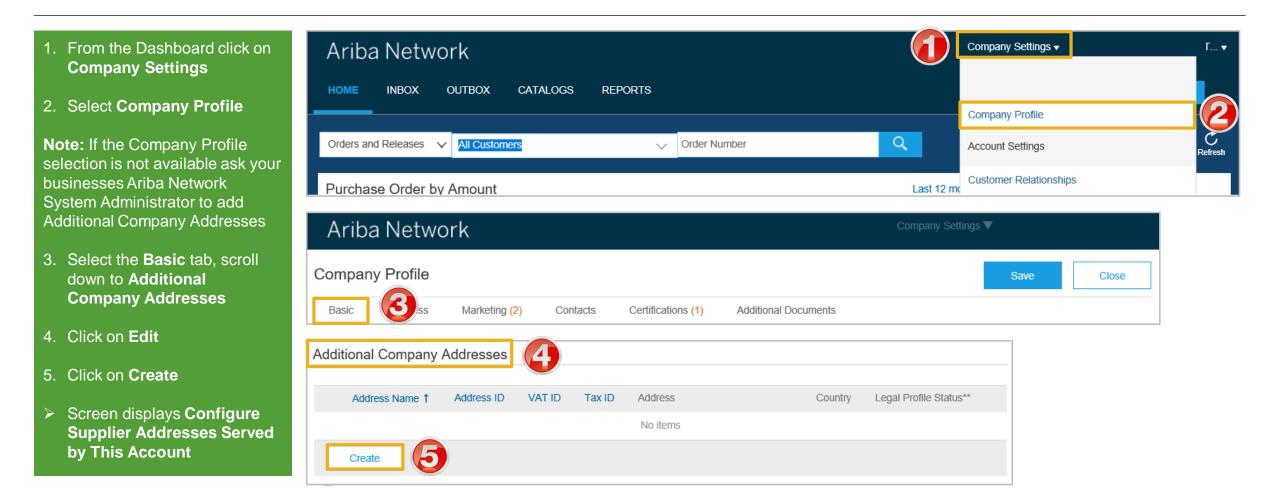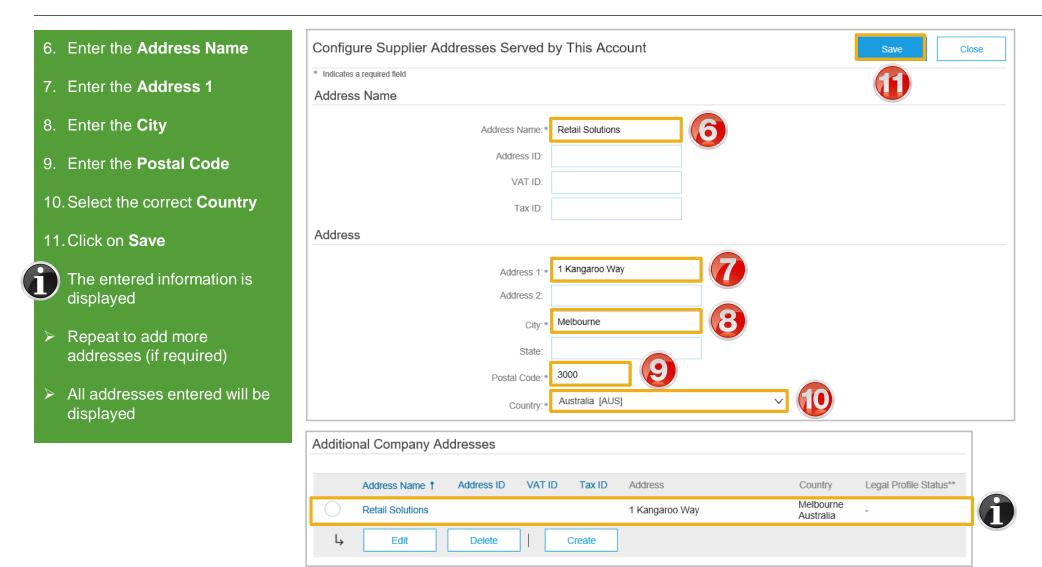ADDITIONAL INFORMATION

Line Items (1)

Invoicing for Success

- Addresses should only be changed when the information is incorrect or is displayed with a central address rather than a state or regional location

- The Ariba Network allows suppliers to update/edit addresses for:
  1) Shipping
  2) Supplier Address and Customer Address
  3) Bill From

Standard Invoice – Configuring Remittance Addresses

1. From the Dashboard click on **Company Settings**

2. Select **Company Profile**

   Note: If the Company Profile selection is not available ask your businesses Ariba Network System Administrator to add Additional Company Addresses

3. Select the **Basic** tab, scroll down to **Additional Company Addresses**

4. Click on **Edit**

5. Click on **Create**

   ➢ Screen displays **Configure Supplier Addresses Served by This Account**

Standard Invoice – Configuring Remittance Addresses cont.

6. Enter the **Address Name**

7. Enter the **Address 1**

8. Enter the **City**

9. Enter the **Postal Code**

10. Select the correct **Country**

11. Click on **Save**

ℹ The entered information is displayed

➢ Repeat to add more addresses (if required)

➢ All addresses entered will be displayed

Configure Supplier Addresses Served by This Account   Save   Close

* Indicates a required field

Address Name

Address Name:* [Retail Solutions] ⑥

Address ID: [   ]

VAT ID: [   ]

Tax ID: [   ]

Address

Address 1:* [1 Kangaroo Way] ⑦

Address 2: [   ]

City:* [Melbourne] ⑧

State: [   ]

Postal Code:* [3000] ⑨

Country:* [Australia [AUS] ▾] ⑩

⑪

Additional Company Addresses

○	Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
○	Retail Solutions				1 Kangaroo Way	Melbourne Australia	-

        Edit   Delete | Create

Standard Invoice – Configuring Remittance Addresses cont.
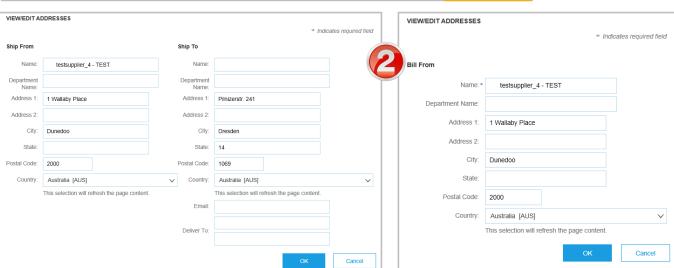
12. Click on **Save**

Note: A Green ribbon indicates that the changes have been saved successfully, where the ribbon is red, locate the error and correct

13. Click on **Close**

➤ Screen returns to the Dashboard

Additional Company Addresses

Example of Multiple Entries

	Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
○	Brackets are Us				1 Wombat St	Sydney Australia	-
○	Retail Solutions				1 Kangaroo Way	Melbourne Australia	-
↳	Edit	Delete		Create			

Company Profile   Save   Close

✓ Your profile has been successfully updated.   (12)   (13) ✕

Basic   Business   Marketing (2)   Contacts   Certifications (1)   Additional Documents

Standard Invoice – Using View/Edit Addresses

- With the Create Invoice screen displayed

1. Click the required View/Edit Addresses

- Each View/Edit Address displays different required fields
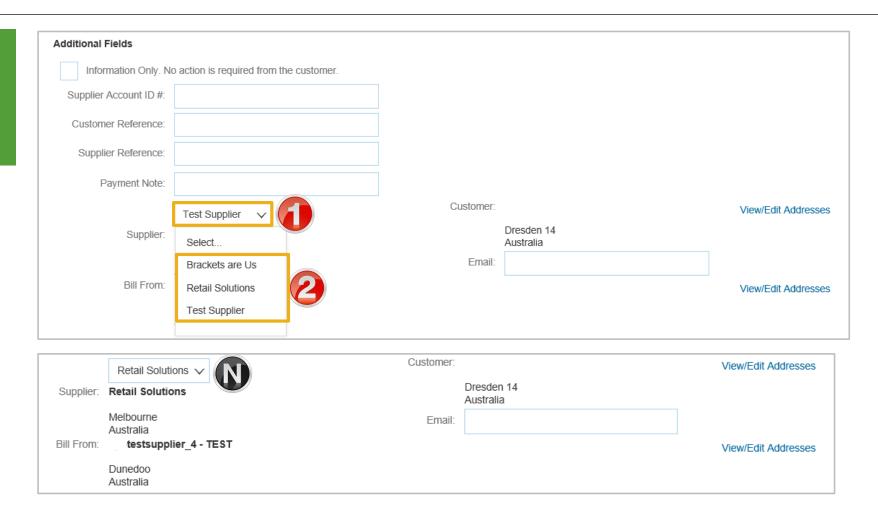
2. Complete all fields with an Asterisks

Standard Invoice – Using View/Edit Addresses

1. Click the **Down Arrow**

2. Select the applicable address

Note: the selected information is displayed

Support

Support Type	Description
Help Centre **For all your support needs** **Note:** Support Centre Options are based on your account type and all options may not be available	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