

Ariba Network Invoice Guide





Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with Co-operative Bulk Handling Ltd (CBH) via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between CBH and supplier.



Table of Contents

Select by clicking on the links:

- [Invoice](#)
 - [Invoicing - General Information](#)
 - [Routing Status](#)
 - [Order Status Descriptions](#)
 - [Locating Received Purchase Orders – Inbox and using Search](#)
 - [Open and Begin the Invoice](#)
 - [Standard Invoice – Header Level](#)
 - [Adding Shipping at Header Level](#)
 - [Adding an Attachment to Header Level](#)
 - [Standard Invoice – Line Level](#)
 - [Standard Invoice – Line Level – Add Material](#)
 - [Finalise Standard Invoice](#)
 - [Standard Invoice – History Tab](#)
- [Invoice Status](#)
 - [Locating the Invoice Status](#)
- [Partial Invoicing](#)
 - [Locating and Opening a Partial Invoice – Search Filter an...](#)
 - [Opening and Begin a Partial Invoice](#)
 - [Completing a Partial Invoice](#)
 - [Completing a Partial Invoice cont.](#)
- [Edit and Re-Submit Invoices](#)
 - [Open and Review Rejected Invoice](#)
 - [Edit and Resubmit and Invoice cont.](#)
 - [Edit and Resubmit History Tab](#)
- [Line Item Credit Memo](#)
 - [Begin the Line Item Credit Memo](#)
 - [Line Item Credit Memo – Header Level – Quantity Adjustment](#)
 - [Finalising a Line Item Credit Memo – Line Level -Quantity...](#)
 - [Finalising a Line Item Credit Memo](#)
- [Scheduled payments](#)
 - [Scheduled payments statuses](#)
 - [Locating Scheduled Payments](#)
 - [Scheduled Payments Display](#)
- [Invoicing for Success](#)
 - [Standard Invoice – Configuring Remittance Addresses](#)
 - [Standard Invoice – Using View/Edit Addresses](#)
- [Support](#)



Invoice

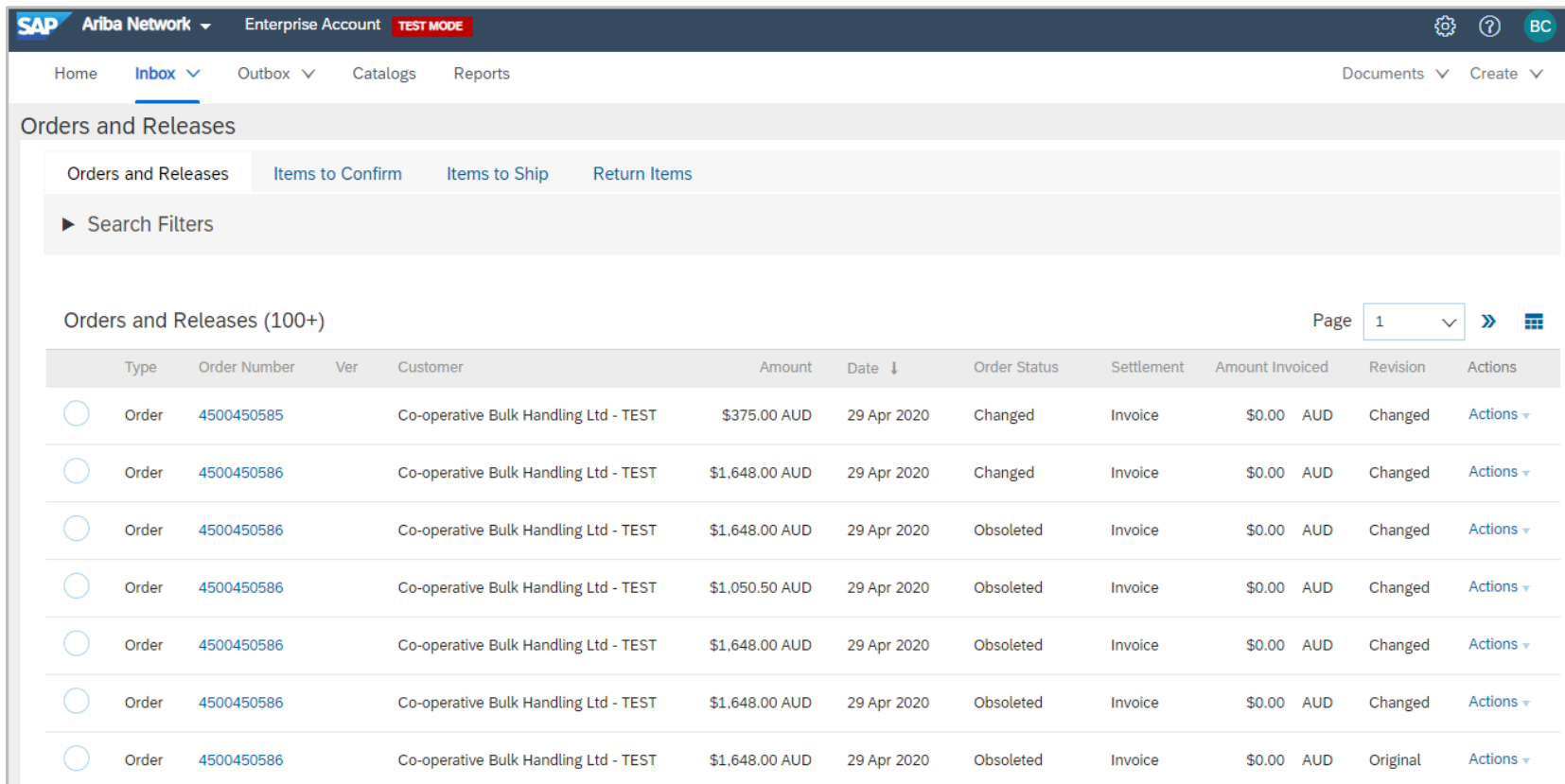
- All orders received via the Ariba Network require an invoice to be created in the Ariba Network
- The Invoice# refers to your internal invoice number
- Partial invoicing is allowed
- Shipping Cost added at Line level will not cause GST to be calculated for shipping. If the order has multiple lines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

Invoicing - General Information

The **Orders and Releases** page displays a summary of all purchase order, only received purchase orders can be invoiced.

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.



The screenshot shows the SAP Ariba Network interface for 'Orders and Releases'. The page includes a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. Below the navigation, there are tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A 'Search Filters' section is visible. The main content area displays a table of 'Orders and Releases (100+)'. The table has columns for Type, Order Number, Ver, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The table contains 8 rows of data, all for 'Co-operative Bulk Handling Ltd - TEST'.

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500450585		Co-operative Bulk Handling Ltd - TEST	\$375.00 AUD	29 Apr 2020	Changed	Invoice	\$0.00 AUD	Changed	Actions
Order	4500450586		Co-operative Bulk Handling Ltd - TEST	\$1,648.00 AUD	29 Apr 2020	Changed	Invoice	\$0.00 AUD	Changed	Actions
Order	4500450586		Co-operative Bulk Handling Ltd - TEST	\$1,648.00 AUD	29 Apr 2020	Obsoleted	Invoice	\$0.00 AUD	Changed	Actions
Order	4500450586		Co-operative Bulk Handling Ltd - TEST	\$1,050.50 AUD	29 Apr 2020	Obsoleted	Invoice	\$0.00 AUD	Changed	Actions
Order	4500450586		Co-operative Bulk Handling Ltd - TEST	\$1,648.00 AUD	29 Apr 2020	Obsoleted	Invoice	\$0.00 AUD	Changed	Actions
Order	4500450586		Co-operative Bulk Handling Ltd - TEST	\$1,648.00 AUD	29 Apr 2020	Obsoleted	Invoice	\$0.00 AUD	Changed	Actions
Order	4500450586		Co-operative Bulk Handling Ltd - TEST	\$1,648.00 AUD	29 Apr 2020	Obsoleted	Invoice	\$0.00 AUD	Original	Actions



Routing Status

The status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between CBH 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	CBH has reviewed the invoice and it has been approved for payment
Paid	The Invoice has been paid by CBH

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 CBH
Rejected	A Purchase Order Confirmation that has been Rejected by CBH

Unit of Measure

The Units of Measure (UOM) provide suppliers with the information about the required materials or Services requested by CBH. When entering or selecting a UOM, it must be Upper Case, for example, hours must be HRS not hrs.

Code	Name
DAY	Day
EA	Each
H	Hour
MIN	Minute
MON	Month

Locating Received Purchase Orders – Inbox and using Search

➤ The Dashboard or Homepage is displayed

1. Click on Inbox

2. Click on a column to sort

To Use Search Filters:

1) Click on **Search Filters**

2) Select the **Date Range** required

3) Select the **Confirmed** Order Status

4) Click on **Search**

➤ **Received Purchase Orders** are displayed

The screenshot shows the SAP Ariba 'Inbox' interface. The 'Inbox' tab is highlighted in the top navigation bar. Below it, the 'Orders and Releases' section is visible, with sub-tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Search Filters' section is expanded, showing various filters: Customer (All Customers), Order Number, Buyer Location Code, Invoice Number, Show orders by (Creation Date selected), Date Range (Last 14 days), Min. Amount (Minimum), Max. Amount (Maximum), Order Status (Confirmed), and View (All except hidden orders). There are also checkboxes for 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements', 'Search only service purchase orders', and 'Search only pinned orders'. The 'Number of Results' is set to 100, and there are 'Search' and 'Reset' buttons. Below the search filters, the 'Orders and Releases (7)' table is displayed, showing 7 orders. The table has columns for Type, Order Number, Ver, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The first three rows are visible, all showing 'Order' type, 'Confirmed' status, and 'Invoice' settlement.

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500450584		Co-operative Bulk Handling Ltd - TEST	\$2.00 AUD	29 Apr 2020	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4500450581		Co-operative Bulk Handling Ltd - TEST	\$130.00 AUD	24 Apr 2020	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4500450580		Co-operative Bulk Handling Ltd - TEST	\$130.00 AUD	24 Apr 2020	Confirmed	Invoice	\$0.00 AUD	Original	Actions

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**

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox' (highlighted with a red circle 1), 'Catalogs', and 'Reports'. Below the navigation bar, the 'Orders and Releases' section is active, showing a table of orders. The table has columns for Type, Order Number, Ver, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The second row of the table is highlighted with a red circle 2, showing an order with Order Number 4500450586 and Status 'Changed'. Below the table, the 'Purchase Order: 4500450581' is displayed. The 'Create Invoice' button is highlighted with a red circle 3, and the 'Standard Invoice' option in the dropdown menu is highlighted with a red circle 4.

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500450585		Co-operative Bulk Handling Ltd - TEST	\$375.00 AUD	29 Apr 2020	Changed	Invoice	\$0.00 AUD	Changed	Actions
Order	4500450586		Co-operative Bulk Handling Ltd - TEST	\$1,648.00 AUD	29 Apr 2020	Changed	Invoice	\$0.00 AUD	Changed	Actions
Order	4500450586		Co-operative Bulk Handling Ltd - TEST	\$1,648.00 AUD	29 Apr 2020	Obsoleted	Invoice	\$0.00 AUD	Changed	Actions
Order	4500450586		Co-operative Bulk Handling Ltd - TEST	\$0.50 AUD	29 Apr 2020	Obsoleted	Invoice	\$0.00 AUD	Changed	Actions



Standard Invoice – Line Level

1. Enter the **Invoice #**

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

Note: CBH doesn't allow tax to be added at header level

3. Confirm or enter the **Quantity**

➤ Screen displays review Create Invoice

4. Click on **Next and Submit**

Screen message displays

5. Click on **Exit**

Screen displays the purchase Order

Note: The Purchase Order Status has changed to Invoiced

6. Click on **Done**

Note: In Additional fields to add delivery reference for Materials

The screenshot shows the 'Create Invoice' interface in SAP Ariba. It is divided into several sections: Invoice Header, Line Items, and a final confirmation screen.

Invoice Header: Contains fields for Purchase Order (EP1591), Invoice # (INV-EP1591), Invoice Date (5 Aug 2019), and Supplier Tax ID (123456789). Summary statistics show a Subtotal of \$110.00 AUD and Total Tax of \$0.00 AUD. A 'Tax' section has 'Line level tax' selected. A 'Shipping' section has 'Header level shipping' selected. A 'Done' button is visible on the right.

Line Items: Shows one line item for 'Floor Cleaners' with a quantity of 1 and a unit price of \$110.00 AUD. Below the table, tax details for GST are shown, including a taxable amount of \$110.00 AUD and a tax amount of \$11.00 AUD. A 'Next' button is highlighted.

Final Confirmation: A 'Submit' button is highlighted. Below it, a confirmation message states: '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.'

Status Messages:

- 'Invoice 5554-INVa has been submitted.' with a 'Print a copy of the invoice.' and 'Exit invoice creation.' link.
- 'Purchase Order (Invoiced) EP1591 Amount: \$11,000.00 AUD Version: 1'

Callouts: Red circles with numbers 1-6 and a 'N' icon indicate the sequence of actions and navigation points.

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: EP1591 Done

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

Purchase Order: EP1591
Order Status: Invoiced
Submitted On: 27 Mar 2019 12:42:47 PM GMT+11:00

From Customer:
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	ANPODispatcher-125013022	27 Mar 2019 12:42:51 PM
Sent	Email order was sent to	OrderDispatcher - Email	27 Mar 2019 12:42:51 PM
Received	RC500		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 popcorn for training		1 (EA)	4 Apr 2019	\$11,000.00 AUD	\$11,000.00 AUD

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 CBH approval process
- There are 4 Invoice Statuses:
 - **Sent** – you have sent the invoice to CBH
 - **Approved** – CBH 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 CBH

Locating the Invoice Status

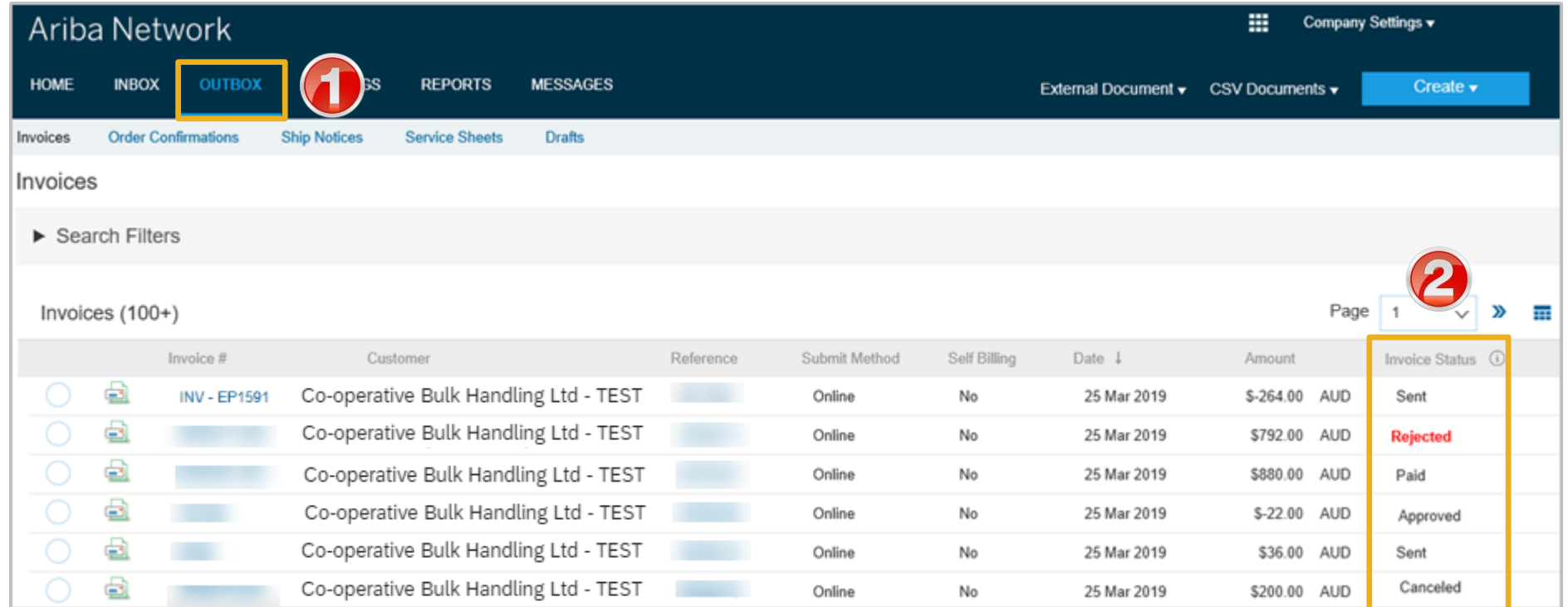
1. Click the **Outbox** tab on the Dashboard

➤ 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



The screenshot shows the Ariba Network dashboard. The 'OUTBOX' tab is highlighted with a yellow box and a red circle containing the number '1'. Below the navigation bar, the 'Invoices' section is visible. A search filter is present. The main content area displays a table of invoices. The 'Invoice Status' column is highlighted with a yellow box and a red circle containing the number '2'. The table contains the following data:

Invoice #	Customer	Reference	Submit Method	Self Billing	Date ↓	Amount	Invoice Status
INV - EP1591	Co-operative Bulk Handling Ltd - TEST		Online	No	25 Mar 2019	\$-264.00 AUD	Sent
	Co-operative Bulk Handling Ltd - TEST		Online	No	25 Mar 2019	\$792.00 AUD	Rejected
	Co-operative Bulk Handling Ltd - TEST		Online	No	25 Mar 2019	\$880.00 AUD	Paid
	Co-operative Bulk Handling Ltd - TEST		Online	No	25 Mar 2019	\$-22.00 AUD	Approved
	Co-operative Bulk Handling Ltd - TEST		Online	No	25 Mar 2019	\$36.00 AUD	Sent
	Co-operative Bulk Handling Ltd - TEST		Online	No	25 Mar 2019	\$200.00 AUD	Canceled



Partial Invoicing

- Partial Invoicing can only occur when a ***Partially Received*** Purchase Order has been received
- 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

The screenshot displays the SAP Ariba 'Orders and Releases' interface. The 'Inbox' menu is highlighted with a red circle and the number '1'. The 'Search Filters' section is expanded, with a blue star and the number '1' next to it. The 'Order Status' dropdown is set to 'Partially Invoiced', marked with a blue star and the number '2'. The 'Search' button is marked with a blue star and the number '3'. Below the filters, a table titled 'Orders and Releases (3)' is shown, with a red circle and the number '2' next to the title. The table has columns for Type, Order Number, Customer, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The first row is highlighted with a yellow box around the 'Order Number' column.

Type	Order Number	Customer	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500450578	Co-operative Bulk Handling Ltd - TEST	CBH Rec Integrated 003 West Perth, WA Australia	\$50.00 AUD	22 Apr 2020	Partially Invoiced	Invoice	\$20.00 AUD	Original	Actions
Order	4500450576	Co-operative Bulk Handling Ltd - TEST	CBH Rec Integrated 003 West Perth, WA Australia	\$3,000.00 AUD	22 Apr 2020	Partially Invoiced	Invoice	\$400.00 AUD	Original	Actions
Order	4500450573	Co-operative Bulk Handling Ltd - TEST	CBH Rec Integrated 003 West Perth, WA Australia	\$50.00 AUD	22 Apr 2020	Partially Invoiced	Invoice	\$1.00 AUD	Original	Actions

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

Purchase Order: 4500450578 Done

Create Order Confirmation Create Ship Notice **Create Invoice** Hide Print Download PDF Resend

Order Detail Order History

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

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 4500450578 View/Edit Addresses

Invoice #: 3

Invoice Date: 4

Service Description:

Supplier Tax ID:

Subtotal:	\$180.00 AUD
Total Tax:	\$18.00 AUD
Total Gross Amount:	\$198.00 AUD
Total Amount without Tax:	\$180.00 AUD
Total Net Amount:	\$198.00 AUD
Amount Due:	\$198.00 AUD

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:

Location:

Description:

Regime:

Taxable Amount: Remove

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:

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**

3 Line Items, 2 Included, 1 Previously Fully Invoiced

Line Items

Insert Line Item Options

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Item Partno1	Item Description Line 1		<input type="text" value="1"/>	EA	\$1,500.00 AUD	\$1,500.00 AUD
<p>Classification Domain: <input type="text" value="unspsc"/> Code: <input type="text" value="48102102"/> Remove</p>										
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	Item Partno2	Item Description Line 2		<input type="text" value="0"/>	EA	\$2,000.00 AUD	\$0 AUD
<p><i>Excluded line items cannot be modified.</i></p>										
<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		<input type="text" value="2"/>	EA	\$2,000.00 AUD	\$4,000.00 AUD
<p>Classification Domain: <input type="text" value="unspsc"/> Code: <input type="text" value="48102102"/> Remove</p>										

Line Item Actions

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

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

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"/> 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

Invoice TEST660009 has been submitted.

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



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 [Country]. The document's destination country is: [Country]. 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	Subtotal :	\$3,500.00 AUD
Invoice Date : Thursday 4 Jan 2018 11:45 AM GMT+11:00	Total Tax :	\$350.00 AUD
Original Purchase Order : 3700029909	Total Gross Amount :	\$3,850.00 AUD
	Total Net Amount :	\$3,850.00 AUD
	Amount Due :	\$3,850.00 AUD





Service Invoicing

- Please Refer to the Service Order Guide on the Supplier Information Portal.
- There are 2 methods to begin the payment process for Service Orders, 1. Create the invoice first or 2. Create the Service Sheet first
 - 1) Method 1 (**CBH Preferred**) - Create the Invoice first; the invoice will be held until the service is completed and approved by CBH and then released. Once the invoice is released to CBH, your Ariba account will create an Auto-Flipped Service Sheet
 - 2) Method 2 - Create the Service Sheet first; the Service Sheet will be submitted to the buyer for review. Once the Service Sheet has been approved an Invoice will need to be manually created in Ariba. If a Service Sheet is created before an Invoice, this process must be followed for the entire life of the order (any subsequent claims against the order).



Edit and Re-Submit Invoices

- Invoices that are rejected by CBH 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

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
DOC-1:
INV-35: The invoice status has been successfully updated to Processing by [REDACTED] 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 [REDACTED] 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 In 2

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

▼ Invoice Header * Indicates required field Add to Favorites **3**

Summary

Purchase Order:	4501475005	Subtotal:	\$60.00 AUD
Invoice #:	INV4501475005	Total Tax:	\$8.20 AUD
Invoice Date:	24 Jul 2017	Total Amount without Tax:	\$70.00 AUD
Supplier Tax ID:	12345678912	Tax:	
Remit To:		Amount Due:	\$78.20 AUD

N View/Edit Addresses

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.

Edit Invoice Previous Submit Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: Australia. The document's destination country is: **4**

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: EP1591 Done

Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML **5**

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: MTM139_INV Done

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

Detail Scheduled Payments History 1

Invoice: MTM139_INV
Invoice Status: Rejected
Received By Ariba Network On: 19 Mar 2019 4:24:09 PM GMT+11:00
Submitted By: MTM Full

To:
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	MTM Test Full Supplier 01-TEST	19 Mar 2019 4:24:38 PM
	Comments from [redacted]	PropogationProcessor-125033051	19 Mar 2019 4:24:53 PM
Acknowledged		Supplier	19 Mar 2019 4:24:53 PM
	The invoice status has been successfully updated to Processing by [redacted] Description: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 payment terms of Net 30 ((0%/30, 0, 0)) .	PropogationProcessor-125004065	19 Mar 2019 4:28:16 PM
	The invoice status has been successfully updated to Rejected by [redacted] Description: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 payment terms of Net 30 ((0%/30, 0, 0)) .	PropogationProcessor-125014052	19 Mar 2019 4:36:17 PM



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**

Ariba Network

HOME INBOX **OUTBOX** **1** REPORTS MESSAGES External Document CSV Documents Create

Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
INV - EP1591		EP1591	Online	Supplier	No	Order	5 Aug 2019	\$110.00 AUD	Acknowledged	Sent

Invoice: INV - EP1591 Done

Create Line-Item Credit Memo **3** Item Debit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

Status		Subtotal:	\$110.00 AUD
Invoice:	Sent	Total Tax:	\$0.00 AUD
Routing:	Acknowledged	Total Gross Amount:	\$110.00 AUD
Invoice Number:	INV - EP1591	Total Amount without Tax:	\$110.00 AUD
Invoice Date:	Monday 5 Aug 2019 10:52 AM GMT+10:00	Total Net Amount:	\$110.00 AUD
Original Purchase Order:	EP1591	Amount Due:	\$110.00 AUD
Submission Method:	Online		
Origin:	Supplier		

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**
 - 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**

Update
Save
Exit
Next

Create Line-Item Credit Memo

Credit Memo Type

Quantity Adjustment ⓘ
 Price Adjustment ⓘ

▼ Invoice Header
* Indicates required field
Add to Header ▼

Summary

Credit Memo #: * 1

Credit Memo Date: * 5 Aug 2019 2

Original Invoice No: INV - EP1591

Original Invoice Date: 5 Aug 2019

Supplier Tax ID:

Subtotal: **-\$110.00 AUD**

Total Tax: \$0.00 AUD

Total Gross Amount: **-\$110.00 AUD**

Total Amount without Tax: **-\$110.00 AUD**

Total Net Amount: **-\$110.00 AUD**

Amount Due: **-\$110.00 AUD**

[View/Edit Addresses](#)

Comment

Reason for Credit Memo: * Goods damaged inside carton 3

Default Credit Memo Comment Text:

exclusivePaymentFlag

Add to Header ▼

Attachments

The total size of all attachments cannot exceed 10MB

3
4

Browse... Add Attachment

exclusivePaymentFlag

Add to Header ▼ 1


Shipping Tax

Allowance

Charge

Attachment 2

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 43**, Finalising a Line Item Credit memo

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

Insert Line Item Options

Tax Category: 0% GST / GST Exempt
 Shipping Documents
 Special Handling
 Discount
 Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
N	1			Not Available	WELL DRILLING LABOUR HIRE					
1	1	<input checked="" type="checkbox"/>	MATERIAL	11232	Hose	1	-1	EA	\$34.00 AUD	\$-34.00 AUD
		<input type="checkbox"/>	SERVICE	DEMO0028	Demolition services		0	HUR	\$500.00 AUD	\$0 AUD
		<input type="checkbox"/>			Plumbing Maintenance or Repairs		0	HUR	\$150.00 AUD	\$0 AUD

Excluded line items cannot be modified.

Excluded line items cannot be modified.

↳ Line Item Actions ▼
Delete

Update
Save
Exit
Next

Finalising a Line Item Credit Memo

➤ Review the Invoice

1. Click **Submit**

Note: The CBH 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 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 **1** ce. 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: INV - EP1591)

Credit Memo Number: 123123123	Subtotal: \$-110.00 AUD
Credit Memo Date: Monday 5 Aug 2019 2:46 PM GMT+10:00	Total Tax: \$0.00 AUD
Original Invoice Number: INV - EP1591	Total Gross Amount: \$-110.00 AUD
Original Invoice Date: Monday 5 Aug 2019 10:52 AM GMT+10:00	Total Amount without Tax: \$-110.00 AUD
Original Purchase Order: EP1591	Total Net Amount: \$-110.00 AUD
	Amount Due: \$-110.00 AUD

Invoice CN16 has been submitted.

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

2

Invoice: INV - EP1591 **Done**

[Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#) **3**

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

Standard Invoice / Tax Invoice

Status	Subtotal:	\$110.00 AUD
--------	-----------	---------------------



Scheduled Payments

- Scheduled Payments provides Suppliers with information on the progress of their invoice to payment
- The information is based on the terms agreed with CBH
- New Scheduled Payments can be viewed from the Inbox area under Scheduled Payments or for specific invoices in the Outbox → Invoice, under the Scheduled Payments tab.

Scheduled payment statuses

Ariba Network shows the document status for each scheduled payment and early payment. The following routing statuses for scheduled payments:

Status	Description
Scheduled	The payment is scheduled for a given date.
On Hold	The payment is on hold. The customer intends to remit the payment.
Paid	The payment transaction was remitted.
Failed	The payment transaction failed.
Cancelled	The payment transaction was cancelled. Your customers can retry cancelled transactions.
Available	A credit amount is available. No scheduled date is given for a credit.
Applied	An available credit was applied toward a payment. You'll see a payment date after the credit is applied

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

Company Settings ▾ Help Center >>

HOME INBOX CATALOGS REPORTS MESSAGES External Document ▾ CSV Documents ▾ Create ▾

Orders and Releases Early Payments Scheduled Payments Inquiries Notifications Receipts More...

Scheduled Payments

▶ Search Filters

Scheduled Payments (3)

Payment Proposal	Customer	Reference	Method	Scheduled Payment Date	Due	Status	Early Pay Status
43006922242020001CBH1TE2	Co-operative Bulk Handling Ltd - TEST	4300692224	Check	31 May 2019	JD	Scheduled	Not Eligible
43006922242020001CBH1TE2	Co-operative Bulk Handling Ltd - TEST	4300692210	Check	31 May 2019	JD	Scheduled	Not Eligible
43006922242020001CBH1TE2	Co-operative Bulk Handling Ltd - TEST	4300049777	Check	30 Apr 2019	JD	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: 43006922372020001CBH1TE2 Done

[Print](#) [Export cXML](#) 1

[Detail](#) [Payment History](#) [History](#)

Payment Information

Scheduled Payment Date: 31 May 2019
Payment Method: Check
Invoice ID: 4300692210

PAYMENT PROPOSAL
4300692237202 (Scheduled)
Original Amount: \$237.60 AUD
Discount Amount: (\$0.00 AUD)
Amount Due: \$237.60 AUD
Settlement on 31 May 2019

Payment Timeline

The timeline shows a vertical axis with two markers: Day 0 and Day 43. At Day 0, there are three events: 'Invoice Created \$216.00 AUD 18 Apr 2019', 'Invoice Approved', and 'Payment Proposal Received', each marked with a blue checkmark. A green arrow points upwards from Day 0. At Day 43, there is an event 'Original Due Date 31 May 2019' marked with a blue circle.

Additional Information



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**

The screenshot illustrates the Ariba Network interface for configuring remittance addresses. It is divided into three main sections:

- Top Section:** The Ariba Network dashboard header with navigation tabs (HOME, INBOX, OUTBOX, CATALOGS, REPORTS) and a search bar. A dropdown menu for "Company Settings" is open, with "Company Profile" selected. A red circle with the number "1" highlights the "Company Settings" dropdown, and a red circle with the number "2" highlights the "Company Profile" option.
- Middle Section:** The "Company Profile" configuration page. The "Basic" tab is selected, and a red circle with the number "3" highlights it. The "Additional Company Addresses" section is visible, with a red circle with the number "4" highlighting the "Additional Company Addresses" header.
- Bottom Section:** A table with columns: Address Name ↑, Address ID, VAT ID, Tax ID, Address, Country, and Legal Profile Status**. The table is currently empty, showing "No items". A "Create" button is highlighted with a red circle and the number "5".

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**



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

* Indicates a required field

Address Name 11

Address Name: * 6

Address ID:

VAT ID:

Tax ID:

Address

Address 1: * 7

Address 2:

City: * 8

State:

Postal Code: * 9

Country: * 10

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/> Retail Solutions				1 Kangaroo Way	Melbourne Australia	-

↳ |



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**
<input type="radio"/>	Brackets are Us			1 Wombat St	Sydney Australia	-
<input type="radio"/>	Retail Solutions			1 Kangaroo Way	Melbourne Australia	-

↳ |

Company Profile

✓ 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

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **testsupplier_4 - TEST** Ship To: [View/Edit Addresses](#)
Dunedoo Deliver To: [View/Edit Addresses](#)
Australia

Additional Fields

Information Only. No action is required from the customer.

Supplier Reference:

Payment Note:

Supplier: Customer:

Supplier: **Test Supplier** Email:

Bill From: **testsupplier_4 - TEST** [View/Edit Addresses](#)
Dunedoo [View/Edit Addresses](#)
Australia [View/Edit Addresses](#)

1

VIEW/EDIT ADDRESSES * Indicates required field

Ship From

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country: This selection will refresh the page content.

Ship To

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country: This selection will refresh the page content.

Email:

Deliver To:

2

VIEW/EDIT ADDRESSES * Indicates required field

Bill From

Name: *

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country: This selection will refresh the page content.

Standard Invoice – Using View/Edit Addresses

1. Click the **Down Arrow**

2. Select the applicable address

Note: the selected information is displayed

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **1**

Bill From: **2**

Customer: [View/Edit Addresses](#)

Dresden 14
Australia

Email:

[View/Edit Addresses](#)

Supplier: **N**

Retail Solutions

Melbourne
Australia

Bill From: **testsupplier_4 - TEST**

Dunedoo
Australia

Customer: [View/Edit Addresses](#)

Dresden 14
Australia

Email:

[View/Edit Addresses](#)



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