

# SAP Ariba Quick Reference Guide

## Supplier Invoice Guidelines & Requirements

### Supplier process

*\*All screenshots provided are examples only*

### Overview

This Guide highlights what you need to know before invoicing. It's important you read through the points before you create your invoice which will reduce errors and ensure a streamlined process and payment.

### Invoicing Rules

- You cannot invoice for goods or services outside the scope of the PO
- You cannot invoice for a greater quantity than what is shown on the PO
- You cannot invoice for a greater rate than what is shown on the PO
- Discounts against PO line items can be applied, refer to section 4 on 'Discounts'
- If the PO is incorrect or missing line items/quantity, it must be updated by the TMR requestor before you can invoice.
- Credit Memos must reference an invoice
- Credit Memos must include a comment in 'reason for credit memo'
- Duplicate invoice numbers are not permitted. Each invoice must have a unique invoice number and invoice date
- Shipping Notices and Order Confirmations are optional only and not required prior to invoicing

### Timing Rules

- Invoice Date must be no more than 60 days in the past at the time of submission
- Credit Memo Invoice Date that reference 61+ days in the past are allowable
- Unplanned Facilities Maintenance (Limit Orders), invoices must be created within the valid start and end dates on the order. If the validity period has expired, the validity date will need to be amended from the TMR requestor.
- Invoice payment date will be calculated from the Ariba submission date of a correctly rendered invoice



## Tax

Tax errors are one of the most common reasons invoices are rejected. Please note these important tax rules:

- GST must be applied to each invoice line level, not at a header level
- If you have both taxable and non-taxable supplies, they must be on separate lines or invoiced separately
- If a discount applies, the discount must be applied before tax is added, not after
- If you are not GST registered, tax must not be applied
- TMR will check ABN and GST registration status. Incorrect tax treatment will result in invoice rejection.

Tax Type	Comment
10% GST – Goods and Services Tax	Use if you are GST registered, and the supply is taxable
0% GST – Goods and Services Tax	Use for GST-free supplies
-45% Withholding Tax	Applies where withholding tax is required
0% GST – Withholding Goods and Services Tax	Used in specific withholding scenarios

## Discounts

The rates shown on invoice line items cannot be amended as it's a direct 'flip' of the PO.

However, if required, discounts can be applied against line items. Here are tips to ensure it's done correctly:

- Apply the discount to the invoice line item not the header section
- Apply the discount before adding tax as Ariba calculates tax based on the discounted value of the line item
- Invoices where tax is calculated first and discounts applied later will be rejected

For step-by-step instructions, please refer to the Quick Reference Guide 'Discounts on Invoices'.

## Common Reasons Invoices are Rejected

On occasions TMR will be required to reject invoices that cannot be processed due to errors. If your invoice is rejected, correct the issue/s and follow the resubmission process shown in the Quick Reference Guide 'Resubmit Invoice'.

- Incorrect or missing tax
- Invoicing outside the PO scope
- Discounts applied incorrectly
- Grouping taxable and non-taxable supplies together
- Duplicate invoice number

If an invoice is rejected, follow the correct resubmission process rather than re-lodging the same invoice.

### Need further assistance?

For assistance with creating your SAP Business Network account contact the Supplier Enablement Team on [supplier\\_enablement@tmr.qld.gov.au](mailto:supplier_enablement@tmr.qld.gov.au)

For SAP Ariba purchase order, payment and invoicing queries please contact the Ariba Support team on [Ariba\\_Support@tmr.qld.gov.au](mailto:Ariba_Support@tmr.qld.gov.au)

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on [Fieldglass\\_CentralPMO@tmr.qld.gov.au](mailto:Fieldglass_CentralPMO@tmr.qld.gov.au)

## Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.0	15/01/26	Creation	Christine McQuilty	Chloe Humphreys