

SAP Ariba Quick Reference Guide

How to invoice in Ariba

Supplier process

**All screenshots provided are examples only*

Overview

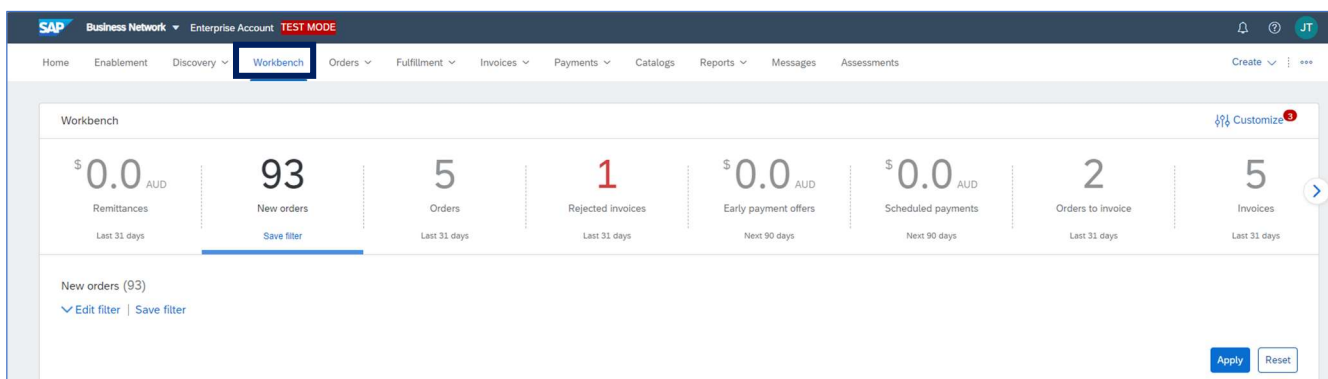
This Guide demonstrates how you can create and send your invoices in Ariba.

TMR uses a Purchase Order (PO) Flip method, which ensures that when you open your invoice, all the details will match the information on your purchase order.

Instructions

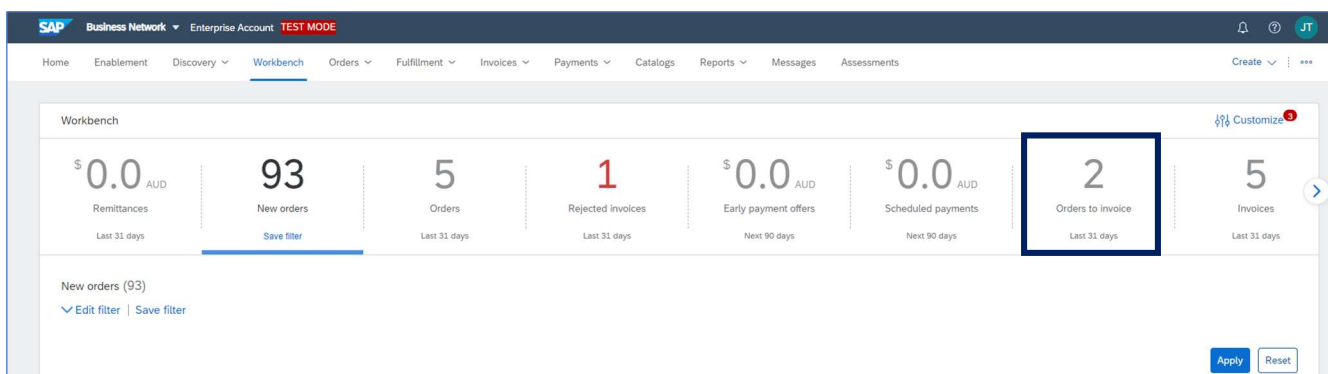
Step 1:

Log into Ariba and go to the **Workbench** tab.



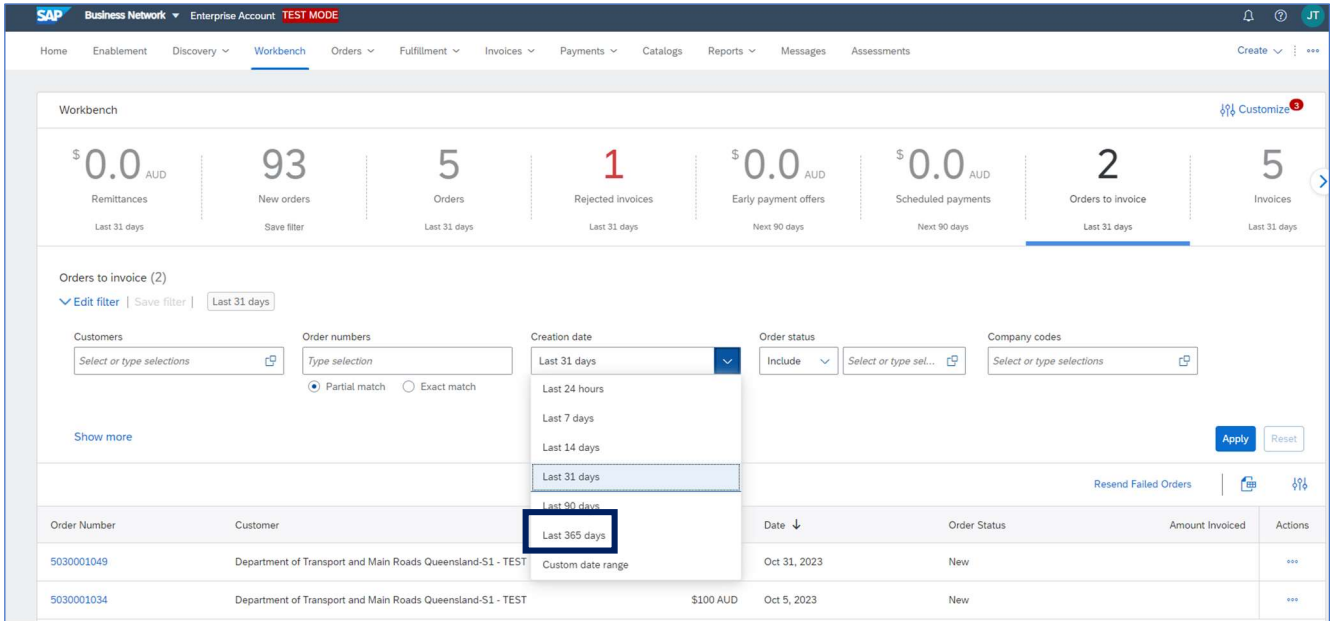
Step 2:

Click on **Orders to invoice**.



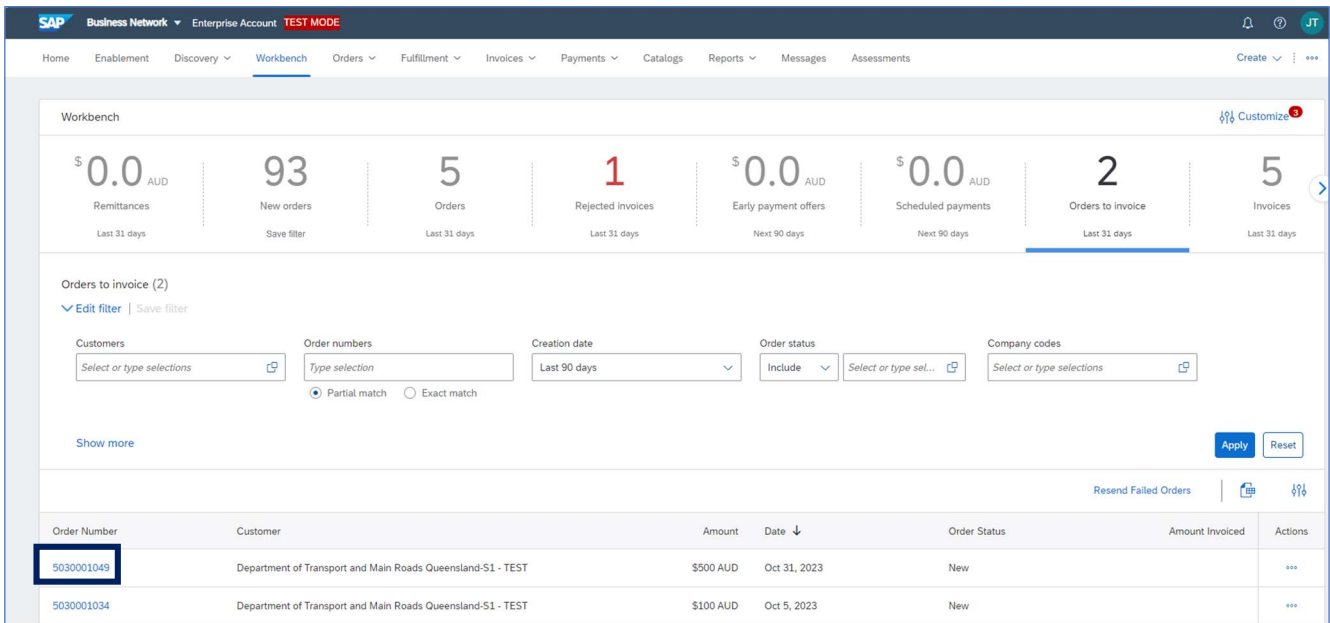
Step 3:

Select a different date range if the purchase order was created more than 31 days ago.



Step 4:

Select the Purchase Order you would like to invoice.



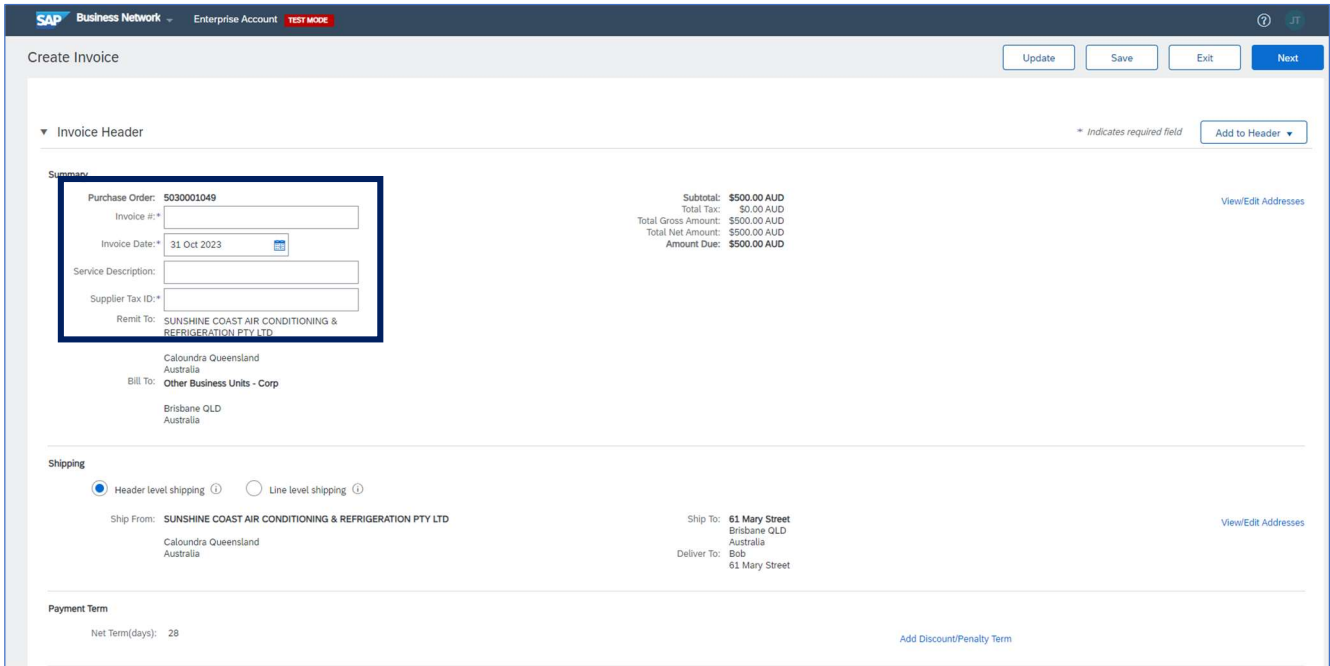
Step 5:

Click the **Create Invoice** dropdown button and then select **Standard Invoice**.



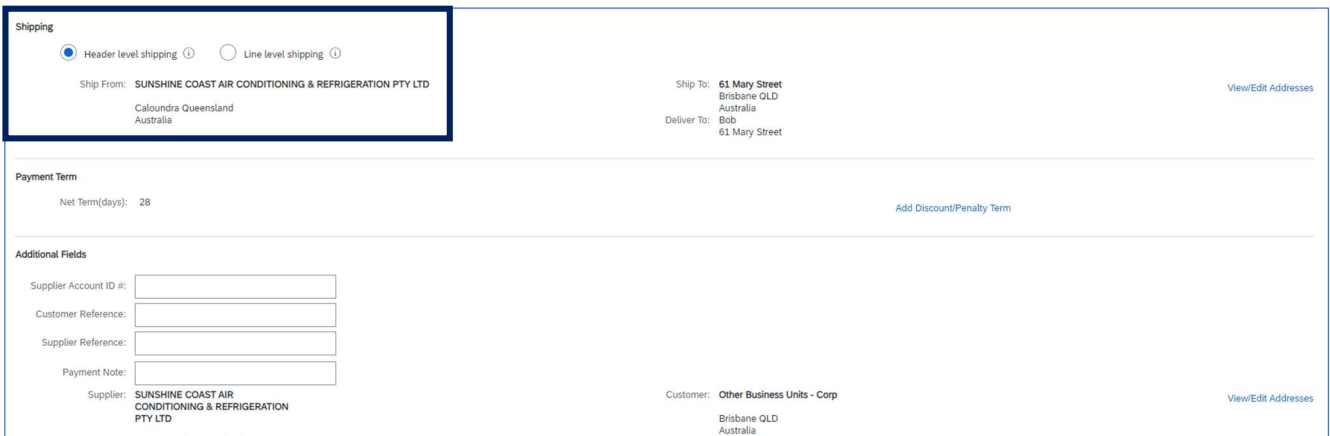
Step 6:

Enter the invoice number, the invoice date and your ABN in the Supplier tax ID field.



Step 7:

Leave the Shipping toggled to whichever of Header or Line level shipping it is already on.



Step 8:

When TMR submits a Purchase Order to a supplier, it will be issued as either:

1. Bulk value with a Rate of \$1
2. Quantity and a Rate
3. Unit Price with Quantity of 1

Refer to the examples and explanations below for guidance on how to submit these orders.

Bulk Value with Rate

Scroll down to the Line Items, adjust the quantity to correct amount and click **Update**.

Scenario #1: 700 QTY @ \$1

Add to Header ▾

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

Insert Line Item Options

Tax Category: 10% GST / Goods and Services Tax ▾ 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	Not Available	Test		700	EA	\$1.00 AUD	\$700.00 AUD

Line Item Actions ▾

Quantity and Rate Scenario

Scroll down to the Line Items, adjust the quantity to correct amount and click **Update**.

Scenario #2: 10 QTY @ \$10 each

Add to Header ▾

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

Insert Line Item Options

Tax Category: 10% GST / Goods and Services Tax ▾ 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	Not Available	UAT PR Test Request a non-catalog item		10	EA	\$10.00 AUD	\$100.00 AUD

Line Item Actions ▾

Unit Price Against Fixed Quantity

Scroll down to the Line Items, adjust the Unit Price to the GST exclusive amount then click **Update**.

Scenario #3: \$500 Unit Price with quantity of 1

Add to Header ▾

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

Insert Line Item Options

Tax Category: 0% GST / Goods and Services Tax ▾ 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	Not Available	Maintenance of air conditioners on level 5, 123 Smith Street.		1	EA	\$500.00 AUD	\$500.00 AUD

Line Item Actions ▾

This step is decided by TMR at the time of submitting the Purchase Order.

Step 9:

To add the GST to the invoice:

- 1 Tick the box beside the line item you are adding GST to
- 2 Tick the **Tax Category** box above it
- 3 Change the dropdown field to **10% GST / Goods and Services Tax**
- 4 Click the **Add to Included Lines** button
- 5 Press **Save**
- 6 Press **Next**.

The screenshot shows the 'Line Items' section of the SAP Business Network interface. A table lists line items, with the first item selected. A dropdown menu for 'Tax Category' is open, showing '10% GST / Goods and Services Tax' as the selected option. The 'Add to Included Lines' button is highlighted. At the bottom, the 'Save' and 'Next' buttons are visible.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Main		1	EA	\$627.00 AUD	\$627.00 AUD

To apply a discount for reducing the line item amount, refer to the [How to Submit a Discount Invoice Quick Reference Guide](#) located on the Supplier Portal.

Step 10:

Attachments can be included when submitting your invoice, such as an invoice generated by your ERP system.

Go to the Invoice Header, select 'Add to Header,' and upload your attachment."

The screenshot shows the 'Create Invoice' interface in SAP Business Network. The 'Invoice Header' section is expanded, and the 'Add to Header' dropdown menu is open. The 'Attachment' option is highlighted. The interface includes fields for Purchase Order, Invoice #, Invoice Date, Service Description, and Supplier Tax ID. A summary table shows Subtotal, Total Tax, Total Gross Amount, Total Net Amount, and Amount Due.

Field	Value
Purchase Order	5030023807
Invoice #	attach1234
Invoice Date	27 May 2026
Supplier Tax ID	65453132132

Field	Value
Subtotal	\$750.00 AUD
Total Tax	\$75.00 AUD
Total Gross Amount	\$825.00 AUD
Total Net Amount	\$825.00 AUD
Amount Due	\$825.00 AUD

An Attachments field will be added under the Additional Fields, select Choose File.

Shipping

Header level shipping Line level shipping

Ship From: **UAT April 2026 Vendor**
Brisbane Queensland
Australia

Ship To: **Dept of TMR RTK Bundaberg Depot**
Bundaberg QLD
Australia

Deliver To: **313 Adelaide, L10**
Dept of TMR RTK Bundaberg Depot

[View/Edit Addresses](#)

Payment Term

Net Term(days): 28 [Add Discount/Penalty Term](#)

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **UAT April 2026 Vendor**
Brisbane Queensland
Australia

Customer: **Department of Transport and Main Roads**
Brisbane Queensland
Australia

Bill From: **UAT April 2026 Vendor**
Brisbane Queensland
Australia

Email:

[View/Edit Addresses](#)

[View/Edit Addresses](#)

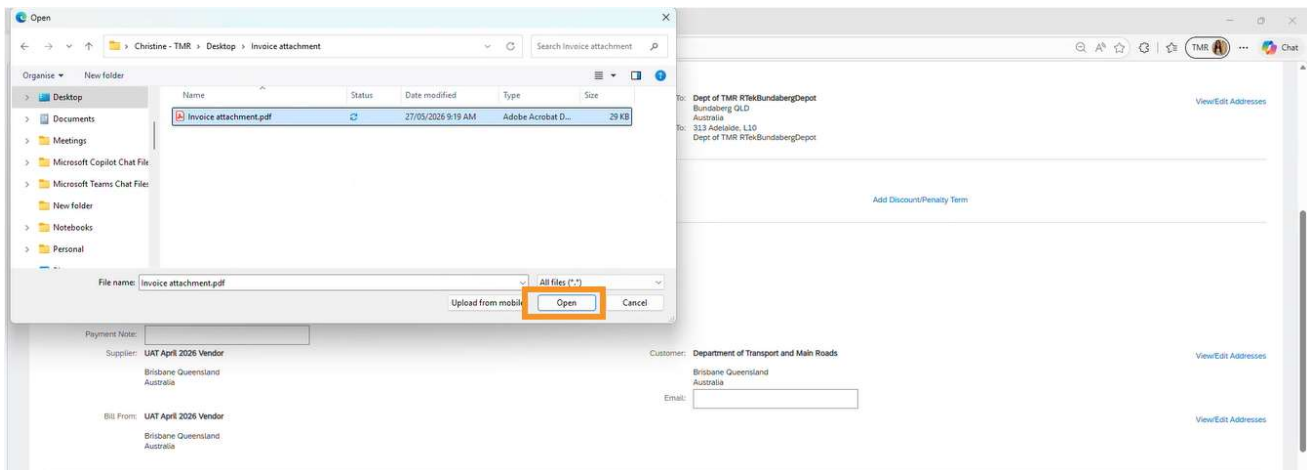
[Remove](#)

Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

Select the attachment and Open



The attachment will show in the Attachments Field, you can add other attachments or delete existing if needed.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **UAT April 2026 Vendor**
Brisbane Queensland
Australia

Customer: **Department of Transport and Main Roads**
Brisbane Queensland
Australia

Bill From: **UAT April 2026 Vendor**
Brisbane Queensland
Australia

Email:

[View/Edit Addresses](#)

[View/Edit Addresses](#)

[Remove](#)

Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> Invoice attachment.pdf	29126	application/pdf

Step 11:

On the next screen, review your invoice then press **Submit**.

Create Invoice Previous Save **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 SAP Business Network 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.

Tax Invoice

Step 11:

You should receive confirmation that the invoice has been submitted.

SAP Business Network

Invoice 8754 has been submitted.

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

Need further assistance?

For assistance with creating your SAP Business Network account contact the Supplier Enablement Team on 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

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on Fieldglass_CentralPMO@tmr.qld.gov.au

Document control

Version	Date	Additions/Amendments	Author / Reviewer	Peer review / Approver
1.0	14/06/24	Creation	Ariba Support	Ariba Support
1.1	08/08/25	Qld Govt branding, document control	X.Nightingale	K.Shires
1.2	26/05/2025	Amendments	Chloe Humphreys	