

SAP Ariba Quick Reference Guide

How to Submit a Discount Invoice

Supplier process

**All screenshots provided are examples only*

Overview

On occasions it may be necessary to apply a discount to an invoice.

In these instances, please:

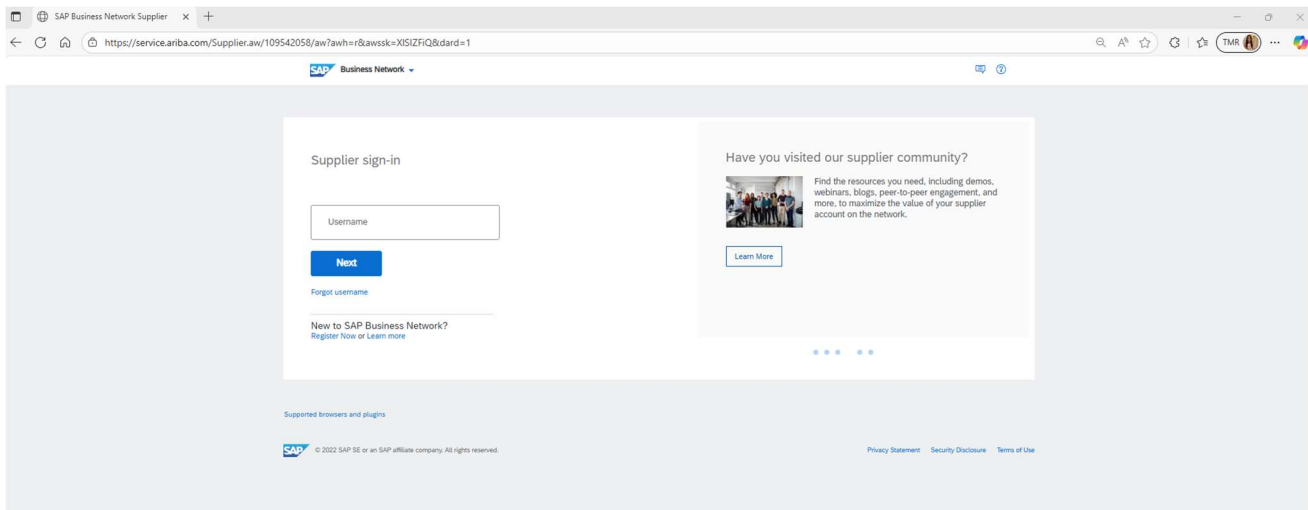
- Ensure the discount is added **BEFORE tax is applied**
- Ensure you follow the steps below for successful submission

Fields marked * within the SAP Business Network are **mandatory fields** and need to be completed.

Instructions

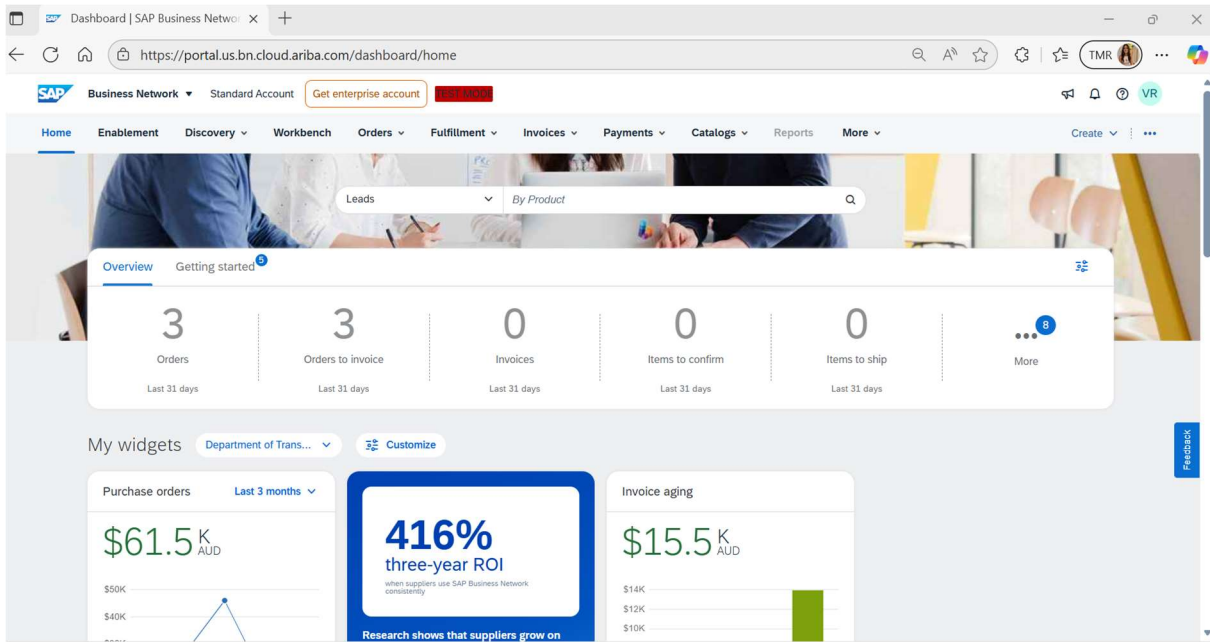
Step 1:

Navigate to the SAP Ariba Business Network Account <https://supplier.ariba.com> and enter your username and password.



Step 2:

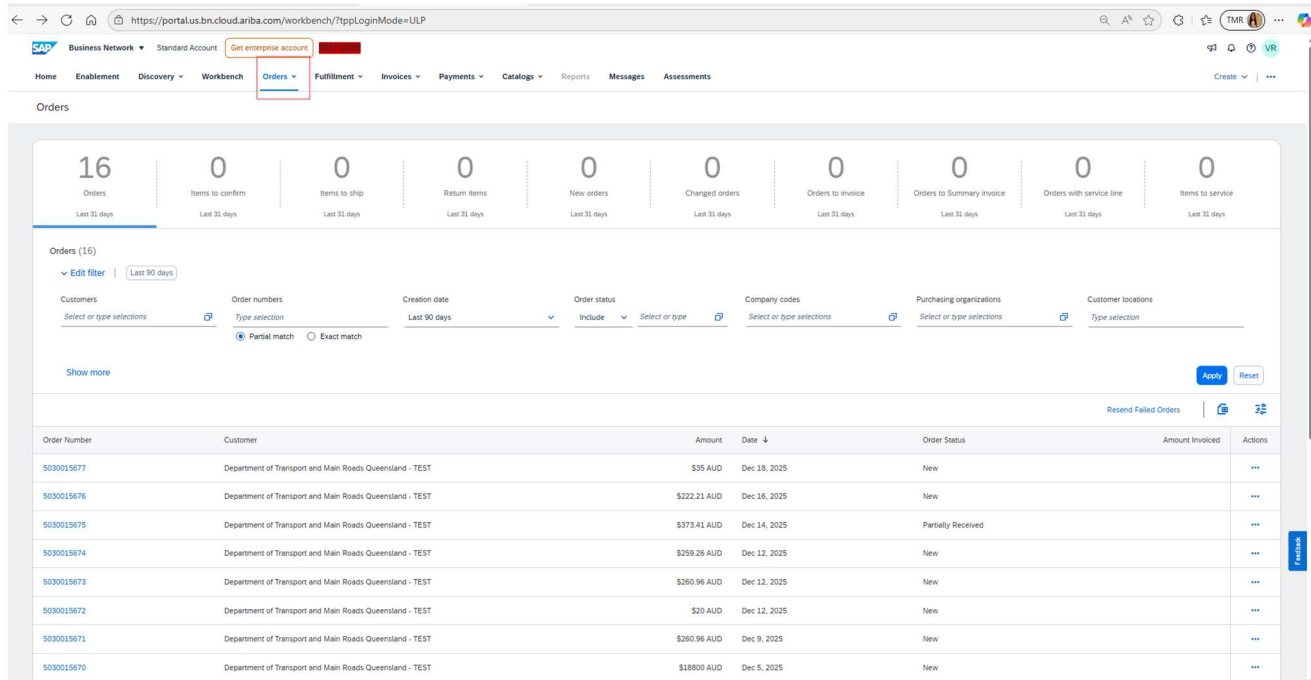
You will be navigated to the homepage and dashboard.



Step 3:

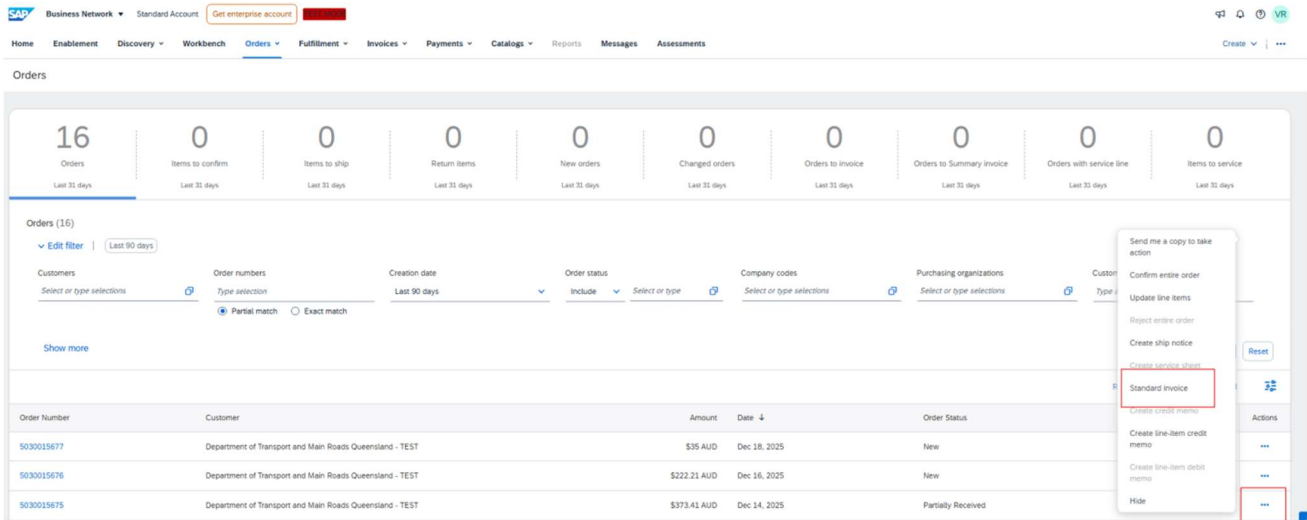
Click on the 'Orders' tab.

You will then be navigated to a list of Purchase Orders received from Department of Transport and Main Roads.



Step 4:

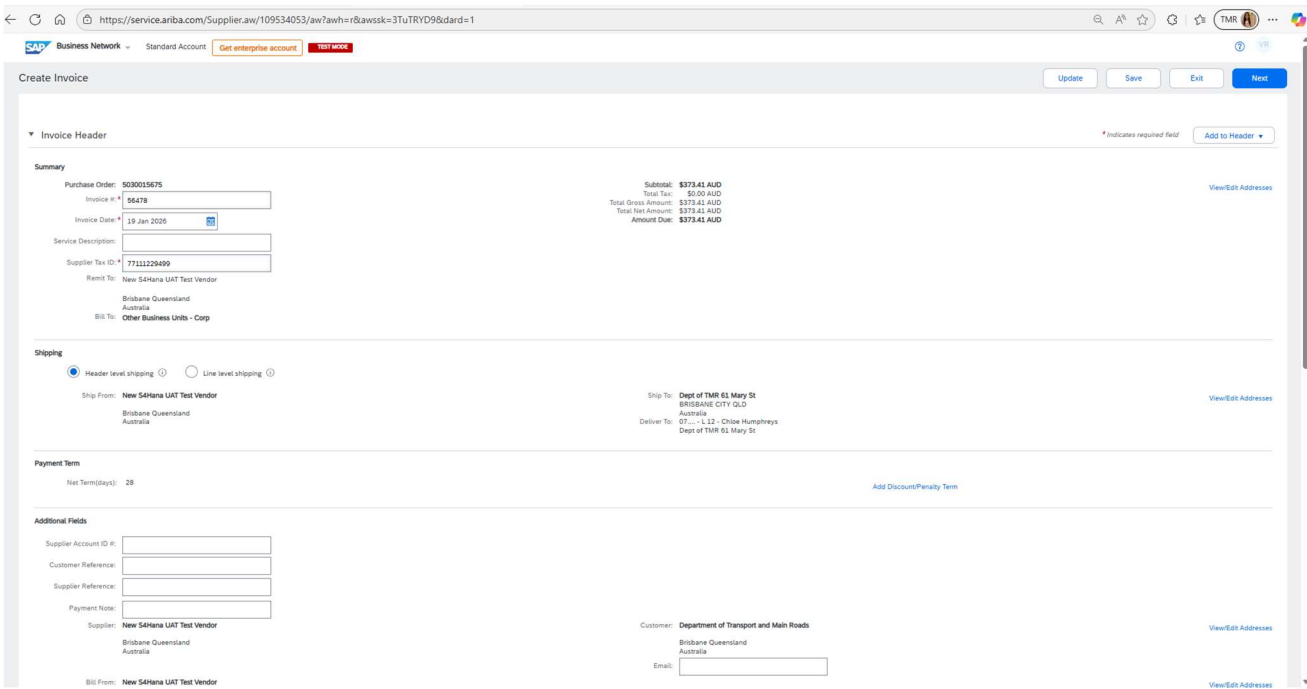
Locate the Purchase Order in the list that you wish to invoice, click the ellipsis option, then click on 'Standard Invoice'.



This will initiate the invoice creation.

Step 5:

Complete the Header information of the invoice. The mandatory fields to complete include Invoice #, Invoice Date, Supplier Tax ID



Step 6:

Next, update the line-item information. You will notice the invoice creates a mirror image of the Purchase Order. This is known as '**Purchase Order Flip**'. If you don't wish to invoice the total amount of the PO, you will need to update the quantities and/or remove lines from the invoice if necessary.

Additionally, this is the area where you can add a discount to the rate.

https://service.ariba.com/Supplier.aw/109534053/aw?awh=r&awssk=3TuTRYD9&dard=1

Bill From: New S4hana UAT Test Vendor
Brisbane Queensland Australia

13 Line Items, 13 Included, 0 Previously Fully Invoiced

Insert Line Item Options
 Tax Category: 10% GST / Goods and Services Tax
 Shipping Documents
 Special Handling
 Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	10455	Dry Erase Boards		2	EA	\$17.28 AUD	\$34.56 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	10455-2	Aluminium Food wrapping		2	EA	\$16.07 AUD	\$32.14 AUD
3	<input checked="" type="checkbox"/>	MATERIAL	10455-3	Circulation Heaters		2	EA	\$13.57 AUD	\$27.14 AUD
4	<input checked="" type="checkbox"/>	MATERIAL	10460	Colour Pencils		1	EA	\$23.65 AUD	\$23.65 AUD
5	<input checked="" type="checkbox"/>	MATERIAL	10460-2	Desk Pads		2	EA	\$22.00 AUD	\$44.00 AUD
6	<input checked="" type="checkbox"/>	MATERIAL	10460-3	Domestic Refrigerators		1	EA	\$18.58 AUD	\$18.58 AUD
7	<input checked="" type="checkbox"/>	MATERIAL	10465	Duct Tape		1	EA	\$29.85 AUD	\$29.85 AUD
8	<input checked="" type="checkbox"/>	MATERIAL	10465-2	Fitness Equipment		1	EA	\$27.76 AUD	\$27.76 AUD
9	<input checked="" type="checkbox"/>	MATERIAL	10465-3	Hand Tools		2	EA	\$23.45 AUD	\$46.90 AUD
10	<input checked="" type="checkbox"/>	MATERIAL	10470	Safety harnesses		2	EA	\$20.08 AUD	\$40.16 AUD

Line Item Actions | Delete

Update Save Exit Next

Step 7:

In this scenario, the rate will be discounted down to \$15 ea. for the first two line-items and remove the remaining lines from the invoice.

First, remove unnecessary lines. Use either the toggle function or tick the line and click the delete option.

13 Line Items, 13 Included, 0 Previously Fully Invoiced

Insert Line Item Options
 Tax Category: 10% GST / Goods and Services Tax
 Shipping Documents
 Special Handling
 Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	10455	Dry Erase Boards		2	EA	\$17.28 AUD	\$34.56 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	10455-2	Aluminium Food wrapping		2	EA	\$16.07 AUD	\$32.14 AUD
3	<input checked="" type="checkbox"/>	MATERIAL	10455-3	Circulation Heaters		2	EA	\$13.57 AUD	\$27.14 AUD
4	<input checked="" type="checkbox"/>	MATERIAL	10460	Colour Pencils		1	EA	\$23.65 AUD	\$23.65 AUD
5	<input checked="" type="checkbox"/>	MATERIAL	10460-2	Desk Pads		2	EA	\$22.00 AUD	\$44.00 AUD
6	<input checked="" type="checkbox"/>	MATERIAL	10460-3	Domestic Refrigerators		1	EA	\$18.58 AUD	\$18.58 AUD
7	<input checked="" type="checkbox"/>	MATERIAL	10465	Duct Tape		1	EA	\$29.85 AUD	\$29.85 AUD
8	<input checked="" type="checkbox"/>	MATERIAL	10465-2	Fitness Equipment		1	EA	\$27.76 AUD	\$27.76 AUD
9	<input checked="" type="checkbox"/>	MATERIAL	10465-3	Hand Tools		2	EA	\$23.45 AUD	\$46.90 AUD
10	<input checked="" type="checkbox"/>	MATERIAL	10470	Safety harnesses		2	EA	\$20.08 AUD	\$40.16 AUD

Line Item Actions | Delete

Update Save Exit Next

Next, add the discount.

Tick the line item, click Line-Item Actions, Discount

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options
 Tax Category: 10% GST / Goods and Services Tax
 Shipping Documents
 Special Handling
 Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	10455	Dry Erase Boards		2	EA	\$17.28 AUD	\$34.56 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	10455-2	Aluminium Food wrapping		2	EA	\$16.07 AUD	\$32.14 AUD

Line Item Actions | Delete

- Add
- Tax
- Shipping Documents
- Special Handling
- Discount
- Comments
- Attachment

Update Save Exit Next

This will bring 'Discount %' and 'Discount Amount' fields into the line item. Add the amount or % in the fields provided and repeat to the next line if required.

The screenshot shows the 'Line Items' form with two line items. Line item 1 is 'Dry Erase Boards' with a quantity of 2 and a unit price of \$17.28 AUD. A discount of 6.60% is applied, resulting in a discount amount of \$2.28 AUD. Line item 2 is 'Aluminium Food wrapping' with a quantity of 2 and a unit price of \$16.07 AUD. A discount of 3.33% is applied, resulting in a discount amount of \$1.07 AUD. The 'Discount' fields are highlighted with red boxes.

Step 8:

The next step is to add Tax to the line items.

Tick the line items, Line-Item Actions and click on Tax

The screenshot shows the 'Line Items' form with checkboxes for line items 1 and 2 checked. The 'Line Item Actions' menu is open, and 'Tax' is selected. The 'Tax' option is highlighted with a red box.

The Tax detail will now appear. Use the drop-down fields to select relevant tax.

The screenshot shows the 'Line Items' form with tax details for both line items. The 'Tax' section for each line item is expanded, showing a category of '10% GST / Goods and Services Tax', a taxable amount, and a tax amount of \$1.50 AUD. The 'Tax' section is highlighted with a red box.

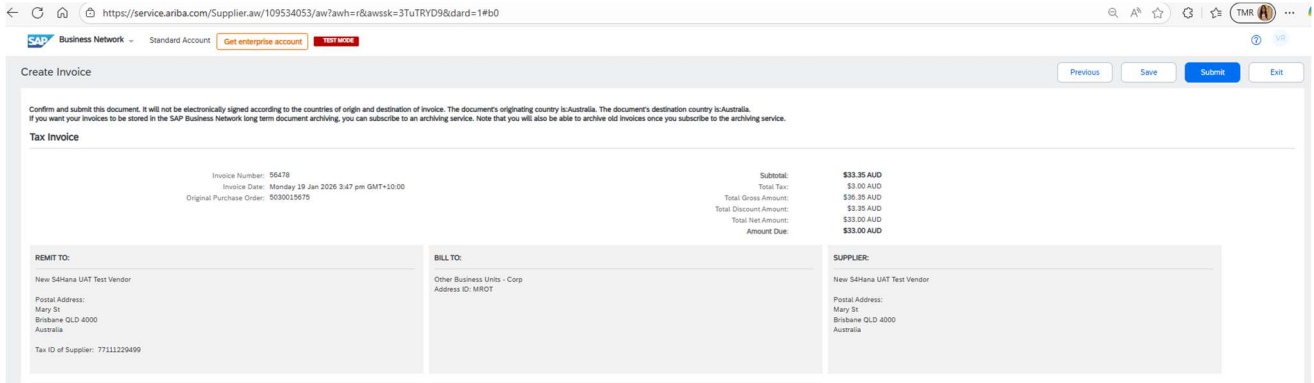
You will notice the Tax amount is calculated on the line-item amount which is the discounted value. This is why it's important to add the discount prior to adding tax.

Once you've checked the tax values, click on Next.

Step 9:

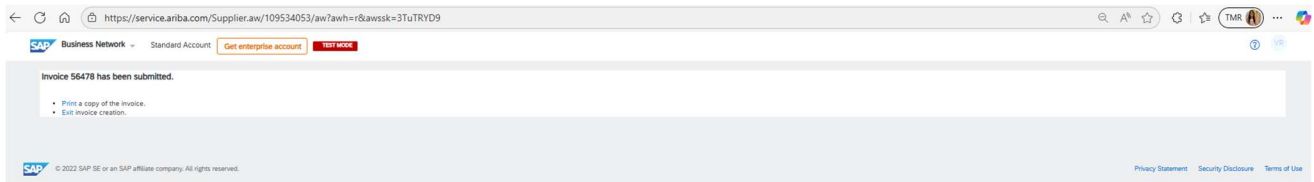
Review the Invoice detail to ensure the discount, tax and information is correct.

Once reviewed, click 'Submit'



Step 10:

You will now be navigated to a screen where a submission message will be displayed with the options to Print or Exit.



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	10/03/2026	Creation	Ariba Support	Ariba Support
1.1	26/05/2026	Document Branding Amendments	Chloe Humphreys	

