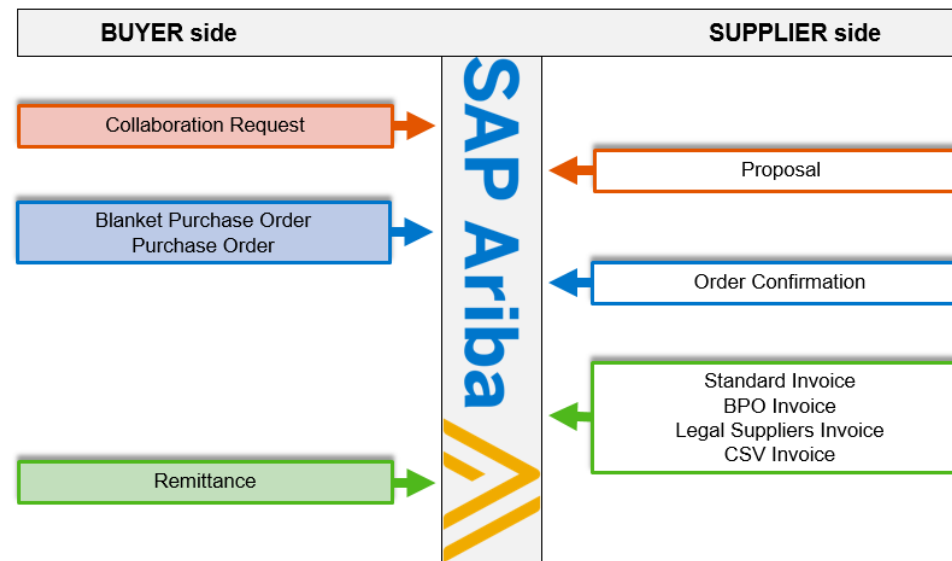# Ariba Network Invoice Guide

SAP Ariba

Introduction

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

ANZ Workflow:

Colour	Meaning
Red	Collaboration
Blue	Order Management
Orange	Logistics
Green	Payment

BUYER side   **SUPPLIER side**

Collaboration Request → Proposal

Blanket Purchase Order / Purchase Order → Order Confirmation

Remittance → Standard Invoice / BPO Invoice / Legal Suppliers Invoice / CSV Invoice

SAP Ariba

Table of Contents

Select by clicking on the links:

Invoicing - General Information

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

The Order Number displayed is generated by the Buyers system.

Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on "Order Status" will sort in alphabetical order from A to Z, and by clicking once more, it will sort from Z to A.

Note (N): The Actions drop down list is located at the far right of the screen allows users to Create Invoice documents without opening the order.
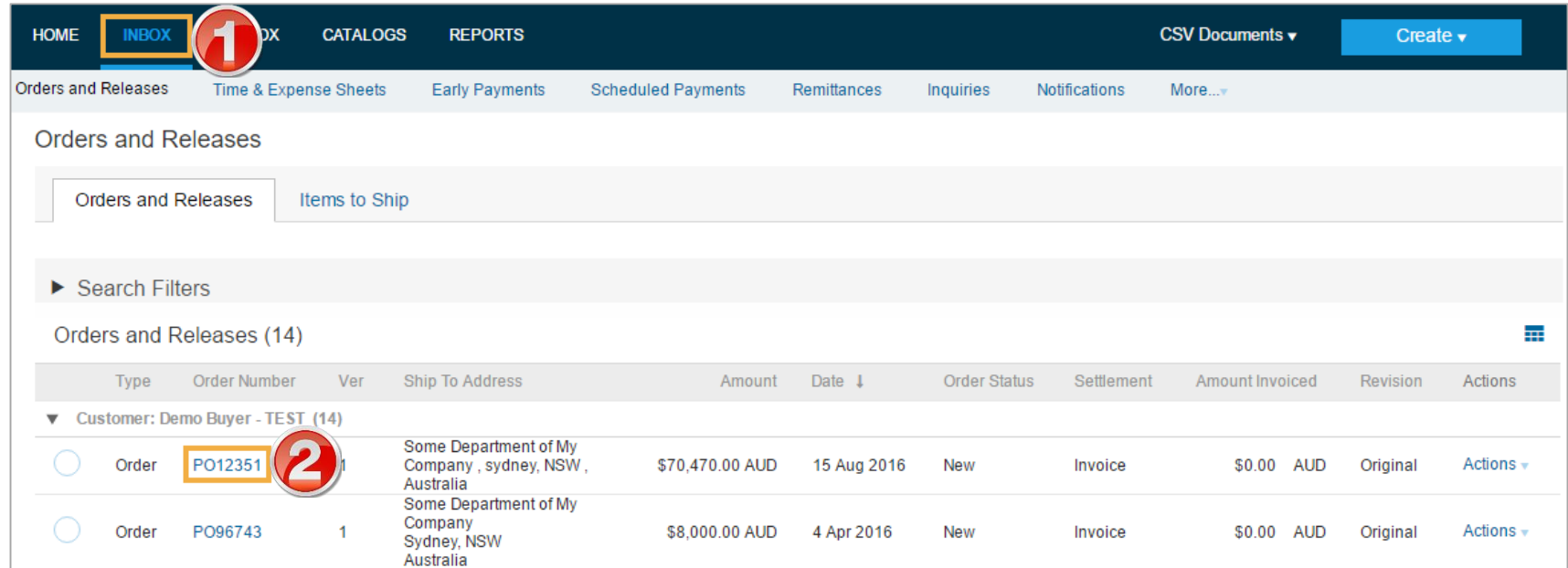

(PO Flip)

Invoices

- 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

- Taxes can only be added at line level

- Additional lines can be added if the option is available on the Invoice

- Partial invoicing is allowed

- Attachments can be added

- 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)
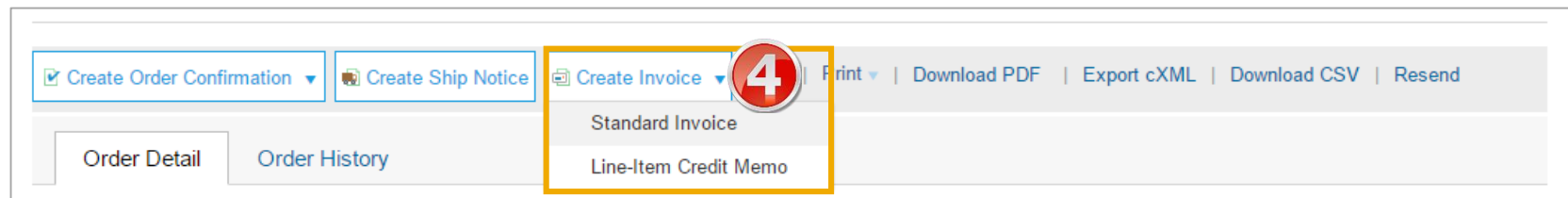
Begin the Invoice

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

   ➤ Screen displays: Orders and Releases

2. Click the **Order Number** to open the order.

   ➤ Screen displays: Purchase Order

3. View the Purchase Order.

4. Click **Create Invoice – Standard Invoice.**

   ➤ Screen displays: Create Invoice

(PO Flip)

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Invoice – Header Level – Invoice #, Supplier Tax ID & Tax

Summary:

5. Fill in the **Invoice Number.** All other fields should be auto-populated.

6. **Supplier Tax ID** is your **ABN/VAT** Number (Auto-populated from Company Profile).

7. Tax at **Line Level.** (Select Line Level Tax and refer to 'Standard Invoice – Line Level' for orders with multiple lined & with multiple tax types)

Create Invoice

Update | Save | Exit | Next

▼ Invoice Header

* Indicates required field | Add to Header ▼

Summary

⑤ Purchase Order: BPO40701-R26

Invoice #:* 56456874

Invoice Date:* 28 Apr 2016

⑥ Supplier Tax ID: 620000000000

Remit To: **IBM >DOM**

Melbourne VIC
Australia

Bill To: **ANZ Banking Group**

West Footscray VIC
Australia

Subtotal: $135.00 AUD
Total Tax: $0.00 AUD
Total Gross Amount: $135.00 AUD
Total Net Amount: $135.00 AUD
Amount Due: $135.00 AUD

View/Edit Addresses

Tax

⑦ ○ Header level tax ⓘ   ● Line level tax ⓘ

Shipping

● Header level shipping ⓘ   ○ Line level shipping ⓘ

Ship From: **IBM >DOM**

Melbourne VIC
Australia

Ship To: Banlgalore VIC
Australia

Deliver To: Tonini Steve

View/Edit Addresses

(PO Flip)

Invoice – Header Level – Shipping Cost

8. Do you need to include Shipping Cost?
   - **Yes –** Go to next step
   - **No –** Go to slide 9

- **Header Level** – Shipping
   1) Click **Add to Header.**
   2) Select **Shipping Cost.**
   3) Enter **Shipping Amount.**
   4) Enter **Shipping Date.**

- Header level shipping cost will attract GST

or

- Shipping Cost at **Line Level**
   - Select **Line Level Tax** and refer to 'Standard Invoice – Line Level'

- Line level shipping cost will not attract GST

Create Invoice

Update | Save | Exit | **Next**

* Indicates required fie **1** | Add to Header ▼

2 Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

Shipping

8 ● Header level shipping ⓘ   ○ Line level shipping ⓘ

Ship From: **IBM >DOM**

Auckland

New Zealand

Ship To: **UpperGround 833 Collins Street**
Docklands VIC
Australia

Deliver To: Lakshmikanthan Dharani
UpperGround 833 Collins Street

Shipping Cost

3 Shipping Amount: 20.00 INR

4 Shipping Date: 5 Oct 2016

Remove

Shipping

○ Header level shipping ⓘ   ● Line level shipping ⓘ

(PO Flip)

Invoice – Header Level – Adding Attachment

9. Do you want to include an Attachment? **9**
   - **Yes –** Go to next step
   - **No –** Go to slide 10

10. Click on **Add to Header** to display the drop down box.

11. Select **Attachment.**

- The Attachments section is displayed;

   1) Click on **Choose File.**
   2) **Browse** your computer files.
   3) Select and click on **Open.**
   4) Click on **Add Attachment.**

- Multiple files can be attached
- Max **10mb** in total

Note: Do NOT attach a duplicate copy of the invoice.

Add to Header ▾ **10**
Tax
Shipping Cost
Shipping Tax
Shipping Documents
Special Handling
Special Handling Tax
Discount
Additional Reference Documents and Dates
Comment
Attachment **11**

Attachments

The total size of all attachments cannot exceed 10MB   Remove

Choose File **1** No file chosen   Add Attachment **4**

Attachments

The total size of all attachments cannot exceed 10MB   Remove

Choose File No file chosen   Add Attachment

Name	Size (bytes)	Content Type
test.pptx	2775322	application/vnd.openxmlformats-officedocument.presentationml.presentation

↳ Delete

(PO Flip)

Standard Invoice Line Level

Standard Invoice – Line Level

12. If Line Level Tax at the Header; **(12)**
    1) Select the **line.**
    2) Click **Line Item Actions.**
    3) Select **Tax** (Tax will default to 10%GST).

13. Update **Unit Price** (if required).

14. Click on **Update.**

15. If **Line Level Shipping** was selected at the Header, enter the **Shipping Cost.** **(15)**

16. Click on **Next.**

➤ Screen displays: Create Invoice Summary

---

1 Line Items, 1 Included, 0 Previously Invoiced

Line Items

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
☑	2	◉	MATERIAL	Not Available	non-cat test		1		$60.00 AUD	ⓘ

Line Item Actions ▾ | Delete

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

Update | Save | Exit | **Next**

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(PO Flip)

11

BPO Invoice Line Level

BPO Invoice – Line Level

At Line Level

11. Select the line.

12. Click **Create.**

13. Select **Goods** or **Service.**

➢ Screen displays: Blanket PO Item

14. Update **Quantity** or **Price** as required.

15. To add Tax;
    1) Click **Line Item Actions.**
    2) Select **Tax.**
    3) Ensure the tax details are correct.

16. Click **Create.**

➢ Screen returns – Blanket PO Invoice

Note: for multiple lined orders repeat the line level process with each line

Legal Suppliers Invoice Line Level

- Legal Disbursements – Without GST - must remain without GST(even 0% GST is still GST). Do not select this line in above process

- DO NOT use the Goods section at line level for Legal Invoices

Legal Suppliers Invoice – Line Level

12. If Line Level Tax at the Header;
    1) Select the line/s to add tax to
    2) Select **Line Item Actions - Tax**
    3) Change the **Tax Category** to **GST**, use the drop down box and select GST
    4) Enter tax **Rate %** as 10 for GST

13. Update **Unit Price** (if required).

14. Click on **Update.**

15. Click on **Next.**

➤ Screen displays: Create Invoice Summary

Note: **DO NOT** delete any lines from the invoice. If a line is not required, please enter a **$0 value** into the **Unit Price** field and a **0 value** into the **Quantity** field.

Invoice – Review

17. Review Invoice.

18. Click **Submit** to send the Invoice.

➤ Screen displays: system message – 'Print' to print a copy of the Invoice or 'Exit' to exit Invoice creation

➤ Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced
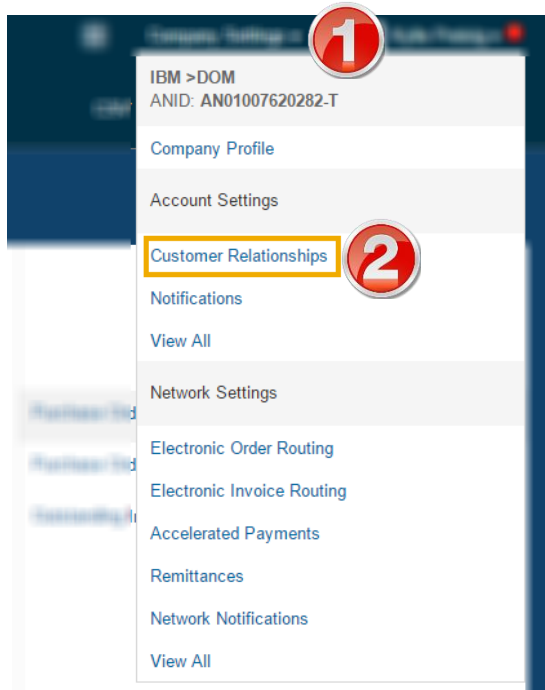

(PO Flip)

CSV Invoice

- The ability to upload (and therefore create) multiple invoices from a CSV file

- The CSV template needs to be downloaded from within your Ariba account

- CSV Invoicing needs to be enabled by ANZ

Download CSV Template

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

2. Select **Customer Relationships**

➢ Screen displays Account Settings

3. Select your customer – **ANZ**

➢ Screen displays Customer Profile/Buyer Rules/CSV Invoice Fields

4. Scroll to the bottom of the screen and click **Download CSV Invoice Template**

5. **SAVE** the template

1

IBM >DOM
ANID: AN01007620282-T

Company Profile

Account Settings

Customer Relationships **2**

Notifications

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All

CSV Invoice Fields

This is the list of supported fields in CSV invoice.

CSV Invoice Fields

Page 1 ⌄ »

Name	Description
invoiceID	Unique identifier for the invoice (Required)
invoiceDate	Date of the invoice (Required) INPUT FORMAT: mm/dd/yyyy
orderID	Reference to the order being invoiced (Required for PO Invoice)
orderDate	Date of order being invoiced INPUT FORMAT: mm/dd/yyyy
contractID	Contract ID (Required for Invoice Against Contract)
purpose	Should be "standard" (Required)
billToSoldToAddressID	bill To/sold To Address ID of the customer. (Required)
billToSoldToName	bill To/sold To Name of the customer. (Required)
billToSoldToStreet	bill To/sold To Street information of the customer. (Required)

↳ Download CSV Invoice Template **4**

Current

	Customer	Approved Date ↓	Routing Type	
☐	ANZ Banking Group Limited **3**	21 Jul 2011	Default	Actions ▾

↳ Reject

5

Complete and Upload CSV Invoice

6. **Complete** the CSV spreadsheet (please use the technical CSV guide for assistance with this step)

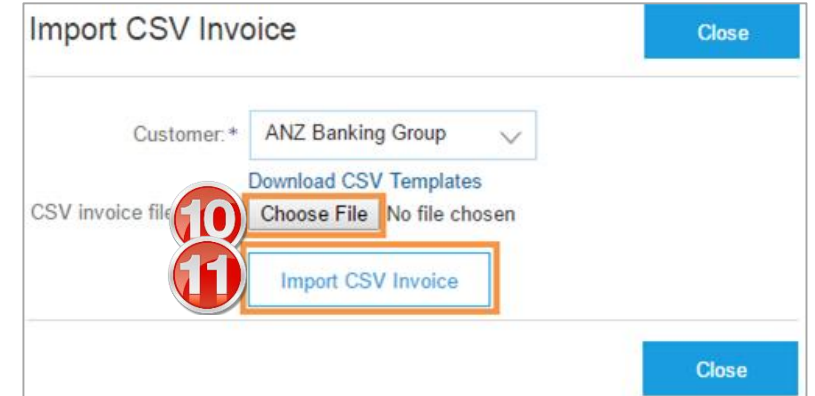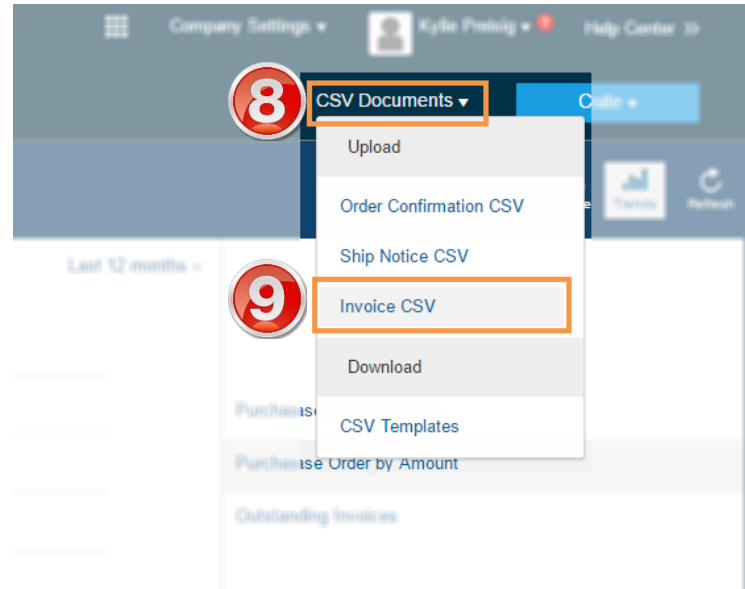7. **Save** completed file, ('Save as' so you can use the template again)

8. On the Dashboard; Click **CSV Documents**

9. Select **Invoice CSV**

➢ Screen displays import CSV Invoice

10. Upload the completed file by clicking on **Choose File**, locate your saved CSV file within your documents

11. Click **Import CSV Invoice**

Invoice Status

- The status of the Invoice will change as it progresses through ANZ's approval process

- There are 4 Invoice Statuses:
  - **Sent** – you have sent the invoice to ANZ
  - **Approved** – ANZ has reviewed the Invoice and it has been approved for payment
  - **Paid** – The invoice has been paid
  - **Rejected** – The invoice has been rejected, open the invoice and review rejection reason

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 –** (Highlighted Red to indicate action is required)

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

Remittance

1. From the **Inbox.**

2. Select **Remittances.**

➤ Screen displays: Remittances

3. Click on the **Transaction #.**

4. From the Remittance Advice page you can:

   - **Print** a copy
   - Export to **cXML**
   - **Download CSV** (see CSV Invoicing Guide for further instructions)

5. Click **To Search Results** to return to the Inbox.

SAP Ariba Training Survey

Please take a moment to complete our quick survey as we value your opinion and honest feedback.

The survey will take approximately five minutes and is anonymous.

Click Here to Take Survey

Support

Support Type	Contact
If you have any Questions or to fill in the Support Request Webform (e.g. Help logging on to your account)	1. Go to http://supplier.ariba.com 2. Click on the **Help – Help Centre – Support** 3. Enter your question/query and click **Start**
Ariba Technical Helpdesk	E: Click Support from within the Help Centre panel T: 1800 766 694
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