## Ariba Network Invoice Guide





## Introduction

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



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## **Standard Invoice**

- All orders received via the Ariba Network require an invoice to be created in the Ariba Network, do not submit an invoice by post or email.
- The Invoice# refers to your internal invoice number
- Partial invoicing is allowed.
- · Shipment Notices are required before invoicing DuluxGroup.
- · An invoice quantity cannot exceed a shipped quantity, however suppliers are able to short ship
- All PO's received through the Ariba Network must have the invoice created in the Ariba Network, do not send a copy via any other means.
- When following up the progress of an invoice that does not have a scheduled payment; check for the goods receipt notice in Order History.
- Contact the applicable DuluxGroup plant/warehouse directly to investigate the missing good receipt

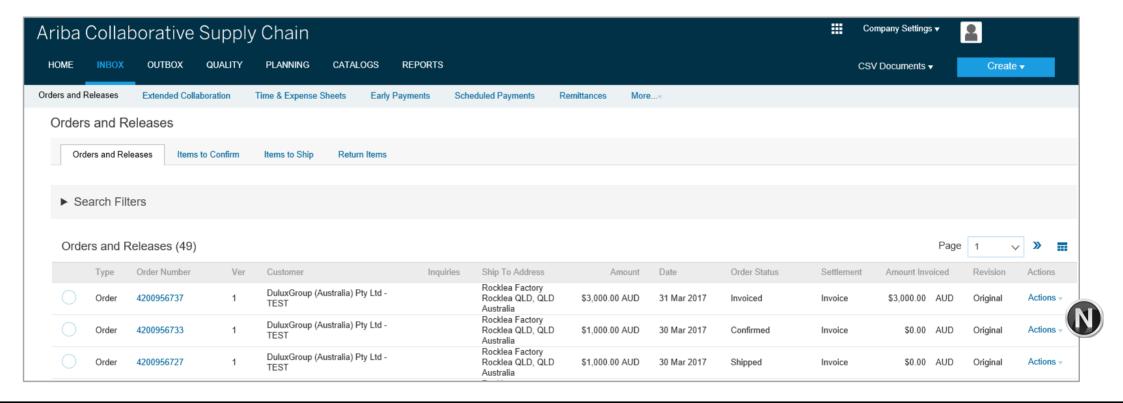
## **Invoicing - General Information**

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

The Order Number displayed is generated by the Buyers system.

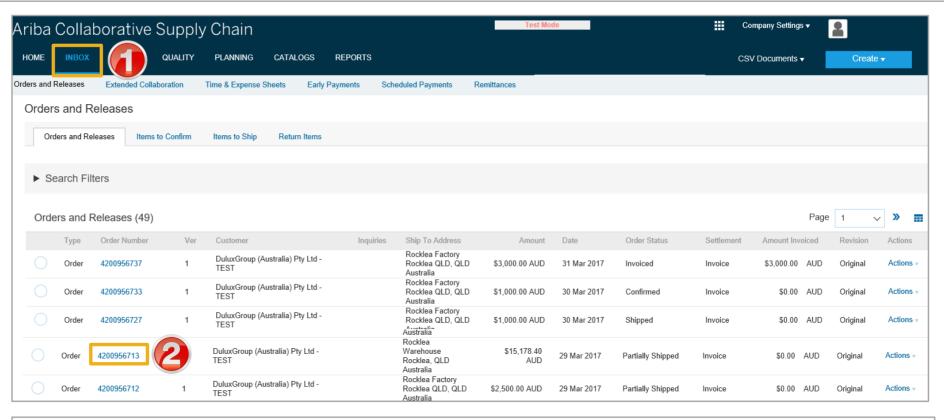
Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on "Order Status" will sort in alphabetical order from A to Z, and by clicking once more, it will sort from Z to A.

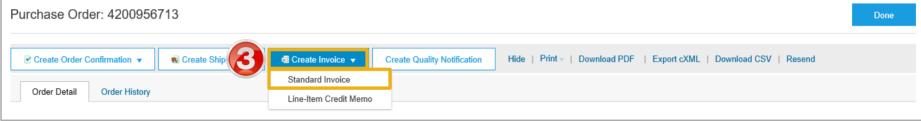
Note (N): The Actions drop down list is located at the far right of the screen allows users to Create Invoice documents without opening the order.



## **Begin the Invoice**

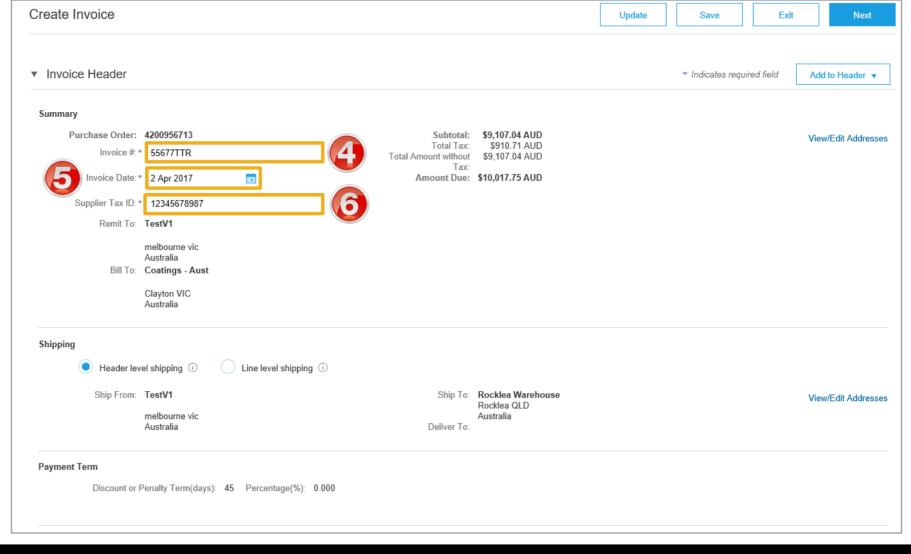
- 1. Click **Inbox** tab on the Dashboard.
- Screen displays: Orders and Releases
- Click the Order Number to open the order.
- Screen displays: Purchase Order
- View the Purchase Order.
- 3. Click Create Invoice Standard Invoice.
- Screen displays: Create Invoice





### Standard Invoice - Header Level

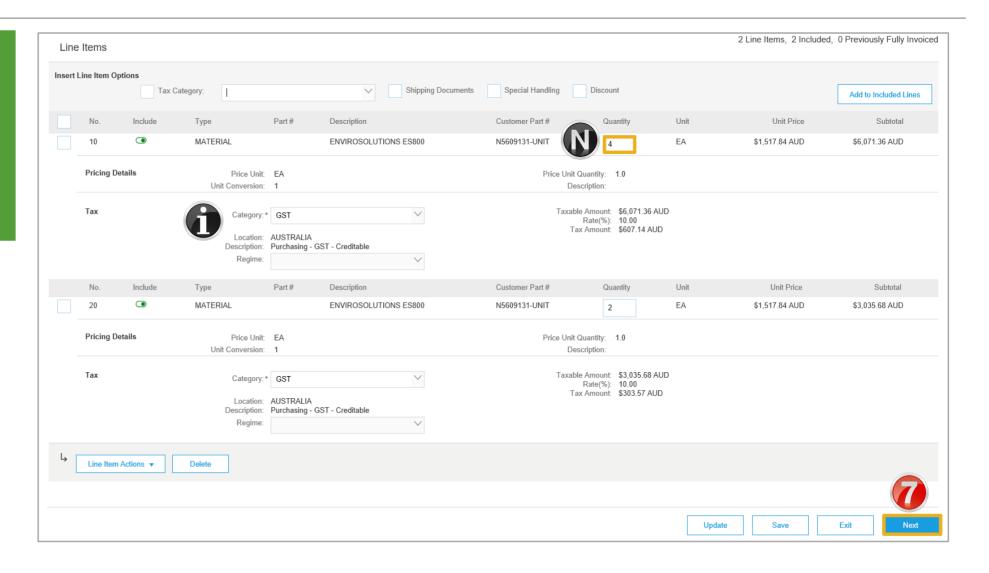
# Summary: 4. Fill in the Invoice Number 5. Confirm Invoice Date 6. Supplier Tax ID is your ABN/VAT Number (Autopopulated from Company Profile).



### Standard Invoice - Line Level

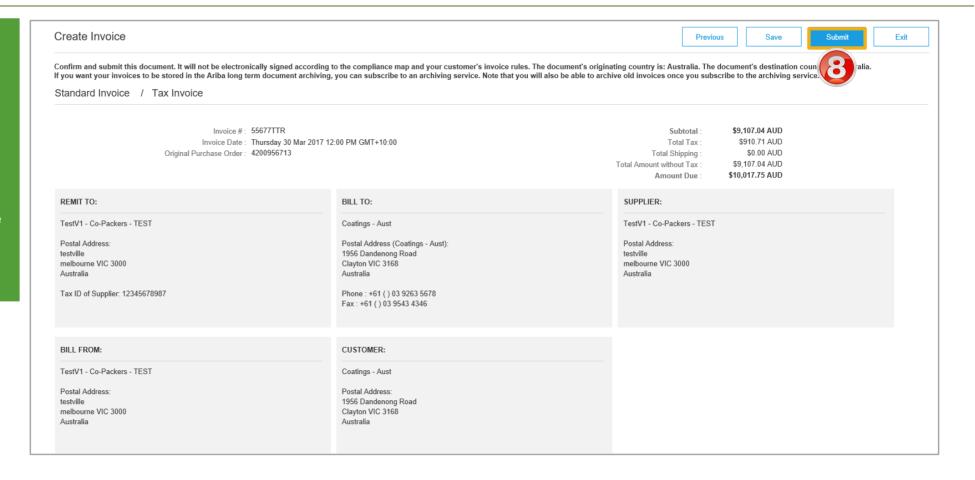
**Note:** Confirm or enter the correct quantity for each item

- ➤ If the default Tax category is incorrect, contact DuluxGroup.
- 7. Click Next
- Screen displays: Create Invoice Summary



### Standard Invoice - Review

- > Review Invoice.
- 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





## **Invoice Status**

- The status of the Invoice will change as it progresses through DuluxGroup's approval process
- There are 4 Invoice Statuses:
  - Sent you have sent the invoice to DuluxGroup
  - Approved DuluxGroup 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

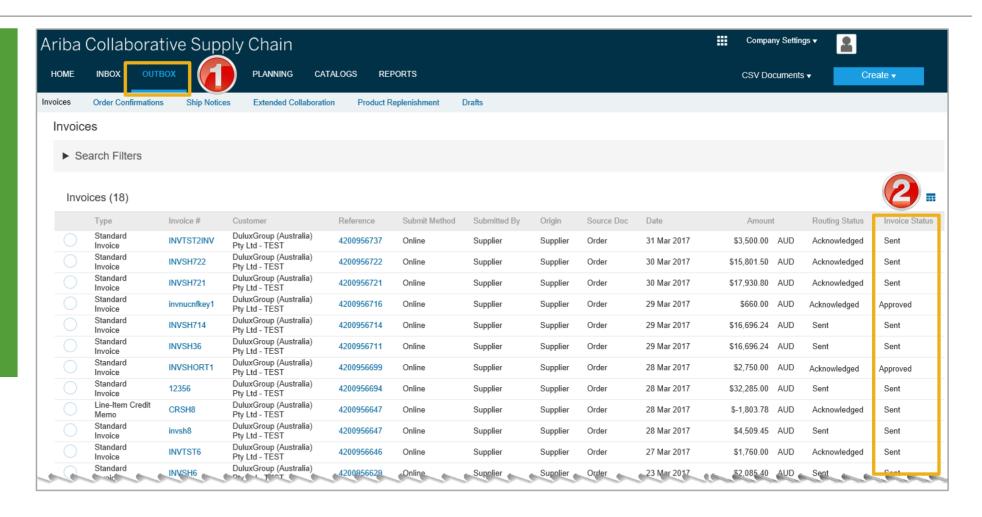
## **Locating the Invoice Status**

- Click the **Outbox** tab on the Dashboard.
- Screen displays: Invoices
- 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)





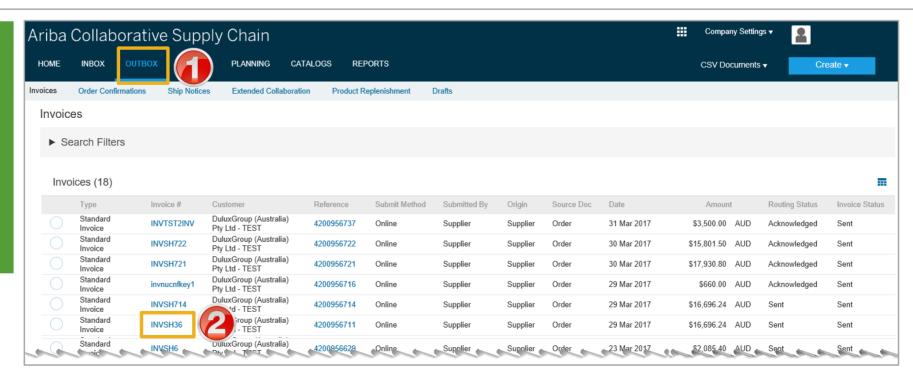
## Line Item Credit Memo

- · Line Item Credit Memo (LICM) can be sent to DuluxGroup via the Ariba Network and do not need to be sent in the mail
- Do not send a credit not by post or email if it has been submitted via the Ariba Network.
- Please also note the following when creating Credit Memos:
  - · Credits are supported against specific line items from a previously submitted invoice
  - Credits can be for full or partial amounts

## **Begin the Line Item Credit Memo**

- 1. Click the **Outbox** tab on the Dashboard.
- Screen displays: Invoices
- Click on the Invoice #.
- 3. Click on Create Line-Item

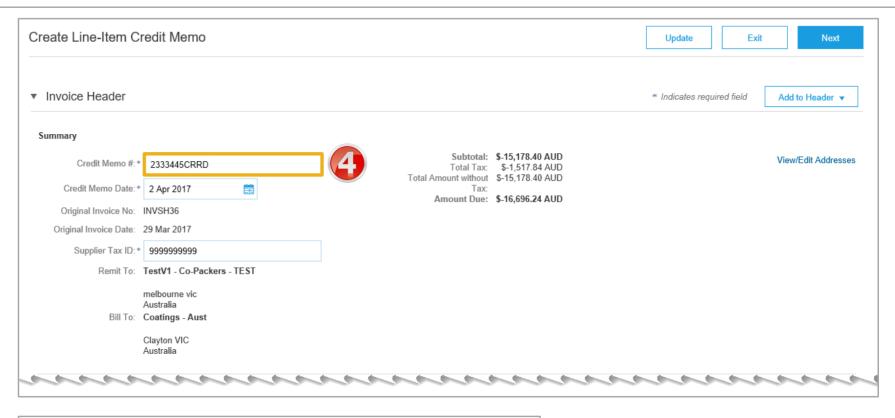
  Credit Memo.
- Screen displays: Create Line-Item Credit Memo





## **Line Item Credit Memo**

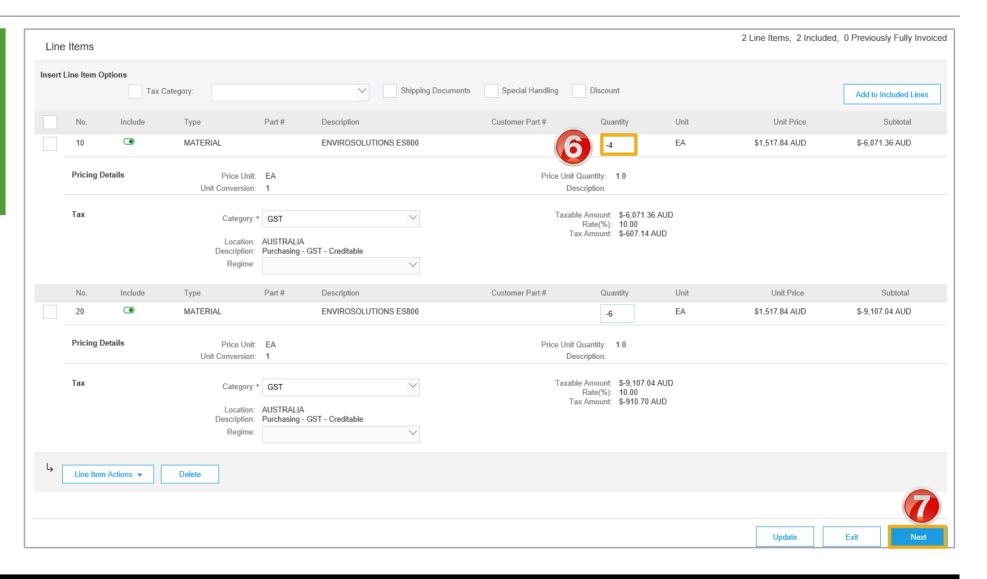
- 4. Enter a Credit Memo #
- All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default
- 5. Enter a Reason for Credit Memo.





#### Line Item Credit Memo cont.

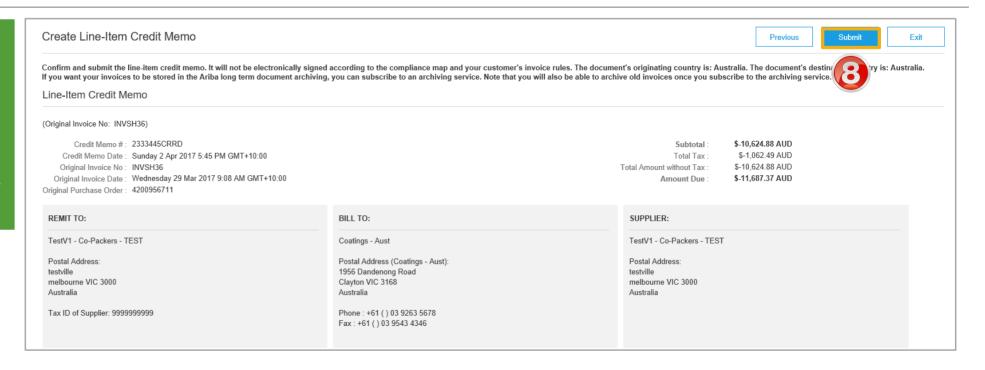
- 6. Check **Quantity** (The Quantity must contain a negative number e.g. -1).
- 7. Click Next.
- Screen displays: Create Line-Item Credit Memo review



### Line Item Credit Memo cont.

- Review Credit Memo.
- 8. Click Submit.
- Screen returns Invoice

Note: When you return to the Purchase Order the Order Status has changed to Partially Invoiced or the previous Order Status.





# 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

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Ariba Technical Helpdesk	<ol> <li>Click on the Help Centre – Support</li> <li>Select support option;</li> <li>Email SAP Ariba Customer Support</li> <li>Get help by Live Chat</li> <li>Get help by Phone</li> </ol>
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol> <li>On the Home screen</li> <li>Click on Company Settings</li> <li>Click on Customer Relationships</li> <li>Click on Supplier Information Portal</li> </ol>
Ariba Network Training Request	E: an.sellertraining.aus@sap.com