# Ariba Network Invoice Guide





## Introduction

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

#### Guide Key



This indicates an Instructional steps



An additional step is indicated by



Note: Functionality specific notes



Information: other useful information



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# Invoicing

### **Material Order Invoice**

- For any price variances send an Order Confirmation with Changes Proposed to Rio Tinto for approval prior to sending the goods
- Once you have submitted an electronic invoice please do not send a paper/hard copy invoice

### **Service Order Invoice**

- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- Maximum of 200 lines (including the Parent Line), refer to the Service Order Guide for Invoicing Service Orders

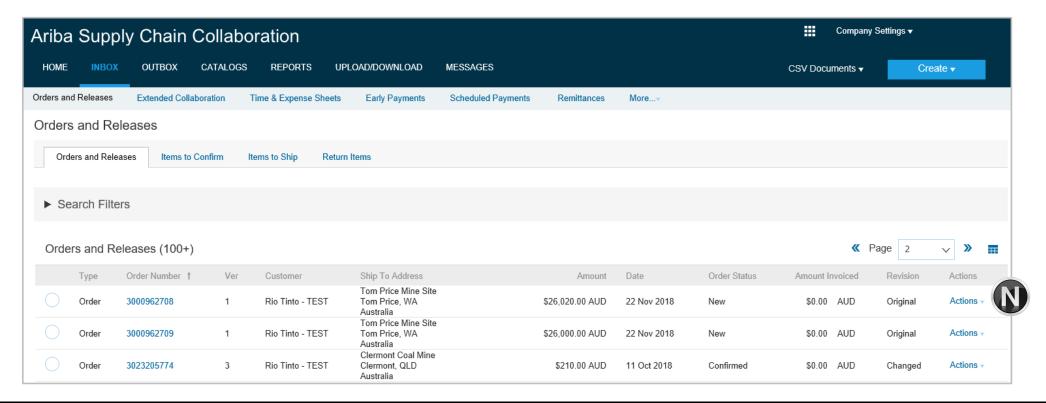
### **Invoicing - General Information**

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.

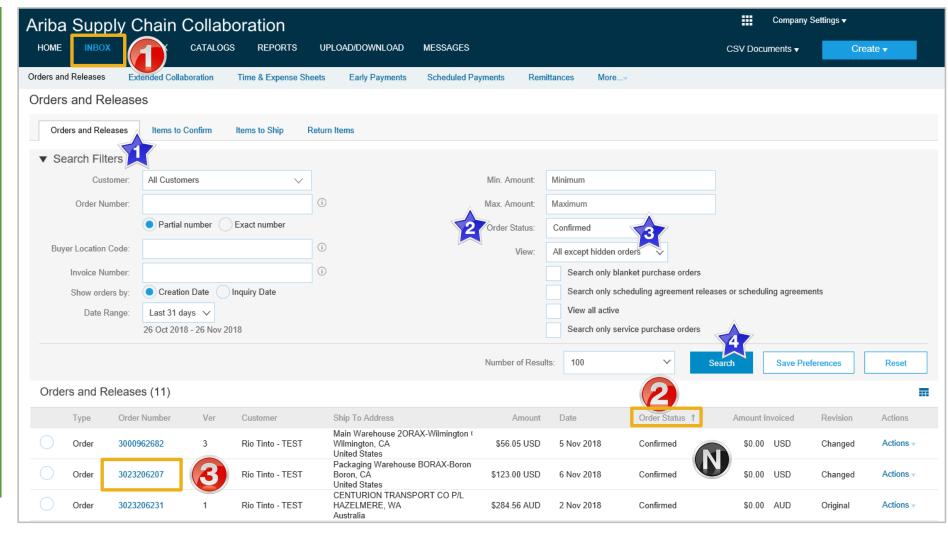
Note (N): The Actions drop down list is located at the far right of the screen allows users to Create Invoice documents without opening the order.



### Locating and Opening a Purchase Order to Invoice

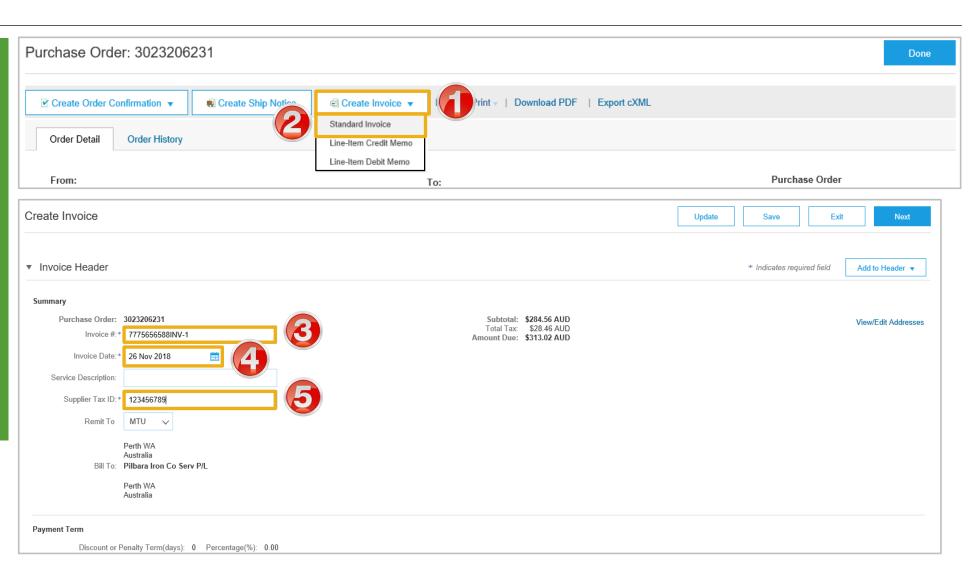
From the Dashboard or Homepage From the Inbox Click Inbox Screen displays Orders and Releases Click on Order Status to sort alphabetically Using Search Filters Click on Search Filters Click in Order Status Select Confirmed Click on Search, confirmed orders will be displayed Select the required purchase order Note: Only confirmed purchase

orders can have an invoiced created



### **Begin the Invoice**

- With the Purchase Order open
- 1. Click Create Invoice
- Select Standard Invoice
- Screen displays Create Invoice
- 3. Enter the Invoice #
- Confirm or enter the **Invoice**Date
- Confirm or enter the Supplier Tax ID
- Scroll down to Supplier VATID



### Standard Invoice – Header Level

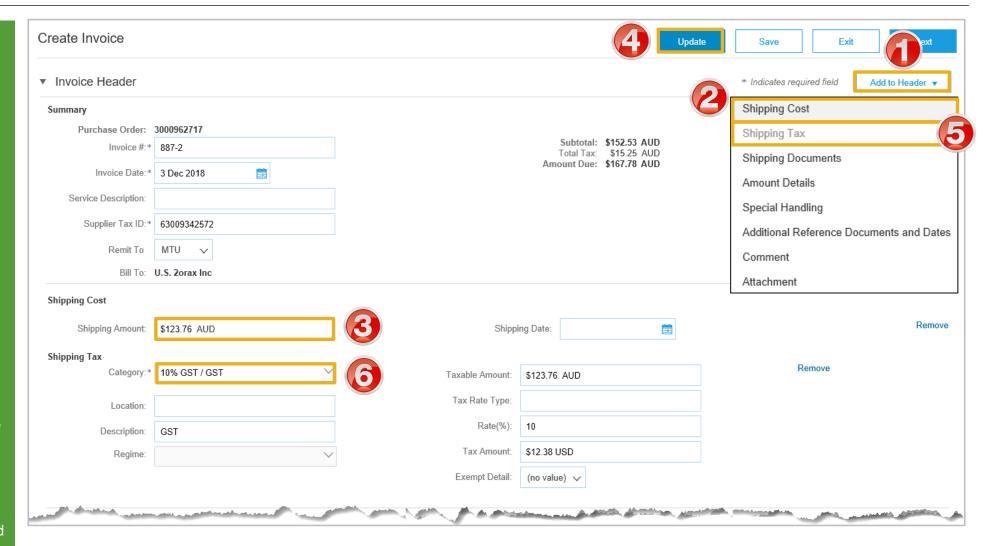
Supplier VAT/Tax ID is displayed 6. Confirm or enter the **Supplier VAT/Tax ID** 7. Add **Attachment** (if required), refer Slide 10, Adding an Attachment to Header Level 8. Scroll down to Line Items 9. Click on Tax Category 10. Select the required **Tax** rate from the drop down 11. Click on Add to Included Lines Screen opens a Tax section

for each Line item

Tax paid through a Tax Representative Supplier VAT Supplier VAT/Tax ID:\* 123456789 Attachments The total size of all attachments cannot exceed 10MB Remove Browse. Add Attachment Name Size (bytes) Content Type An.docx 12036 application/vnd.openxmlformats-officedocument.wordprocessingml.document Delete Add to Header ▼ Line Items Insert Line Item Options Retail Details √ Tax Category: 10% GST / GST Add to Included Lines Shipping Documents Special Handling Informational Pricing Customer Part #

### Adding Shipping at Header Level

- Only add Shipping when NOT already built into the cost of goods or as part of your trading terms with Rio Tinto
- With the Invoice open
- 1. Click on Add to Header
- 2. Select Shipping Cost
- The Shipping cost section will open
- 3. Enter the Shipping Amount
- 4. Click on **Update**
- Click again on Add To Header
- 5. Click on **Shipping Tax**
- The Shipping Tax section will be displayed
- 6. Confirm or select the correct tax **Category**
- The total for the tax rate selected is displayed

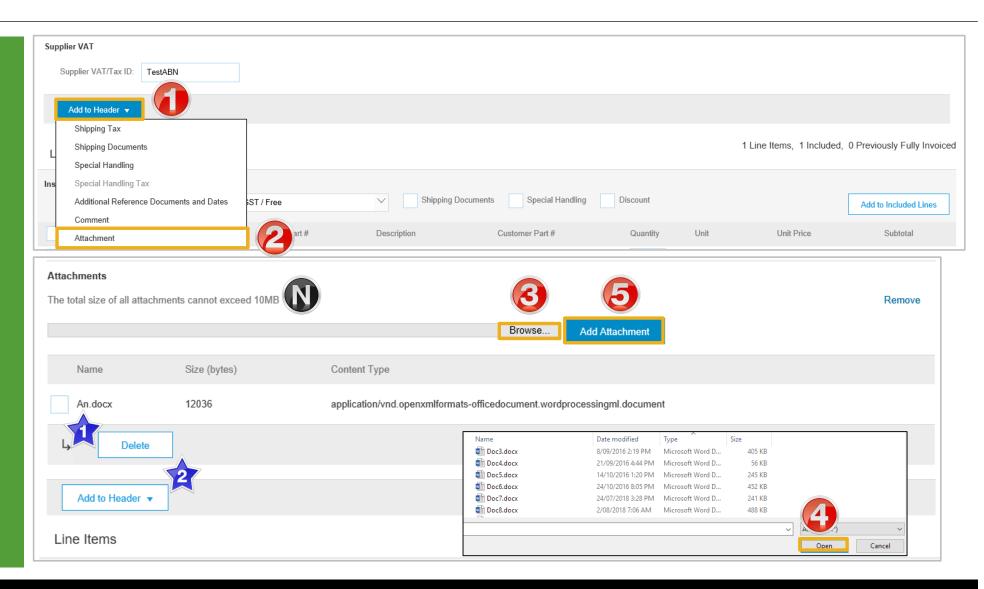


### Adding an Attachment to Header Level

- > With the Invoice displayed
- 1. Click on Add to Header
- 2. Select Attachment
- The Attachments section will open
- 3. Click on Browse
- Select the file required from your computer and select Open
- 5. Click on Add Attachment
- The selected document is added

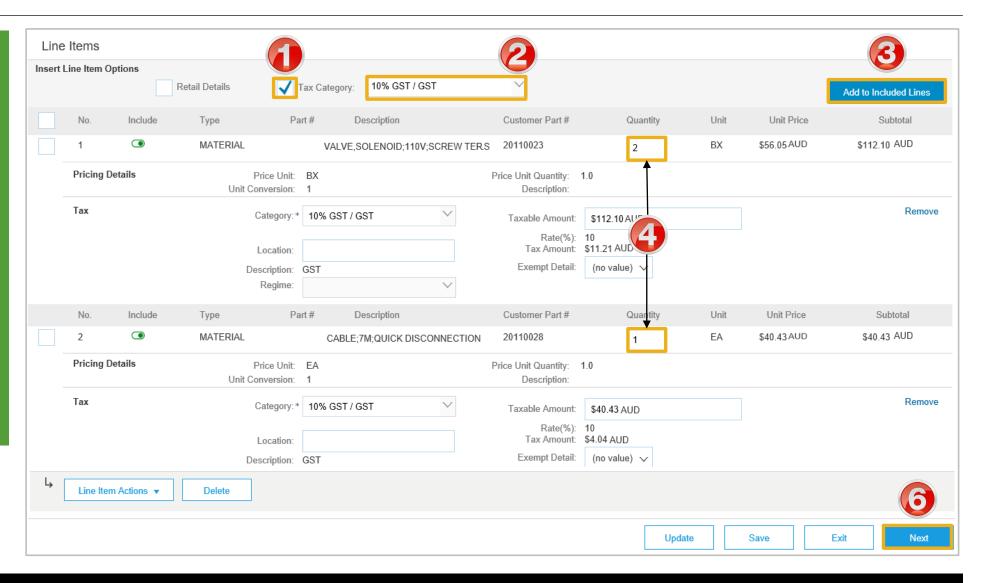
**Note:** Repeat until all attachments are added up to a maximum of 10MB

- > To delete a document:
  - 1) Click on the document
  - 2) Click on Delete



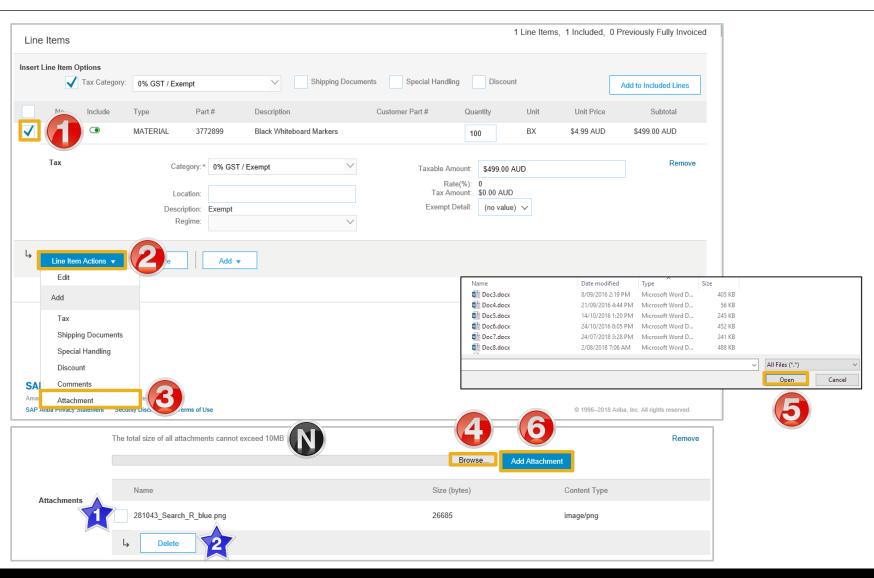
### **Standard Invoice – Line Level**

- Click in Tax Category
   Select the Tax Rate from the drop down box
- 3. Click on Add to Included Lines
- ➤ A Tax section will open for each Line Item
- 4. Confirm or enter the Quantity
- 5. Confirm or Select the correct tax **Category**
- 6. Repeat for all line items, click **Next**
- Refer to Slide 13, Finalising an Invoice



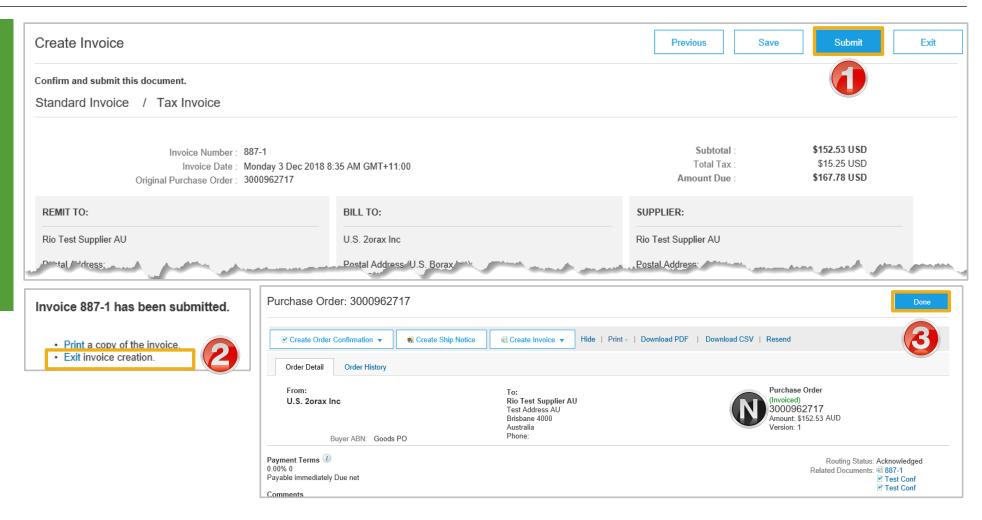
### Adding an Attachment at Line Level

Screen displays Line Items 1. Click on the Line that requires the Attachment 2. Click on Line Item Actions 3. Select Attachment 4. Click on Browse 5. Select the file from your computer and click on **Open** 6. Click on Add Attachment The attachment is added > To delete an attachment: 1) Click on the attachment 2) Click on Delete Note: You can add multiple attachments up to a maximum of 10MB



### **Finalise Standard Invoice**

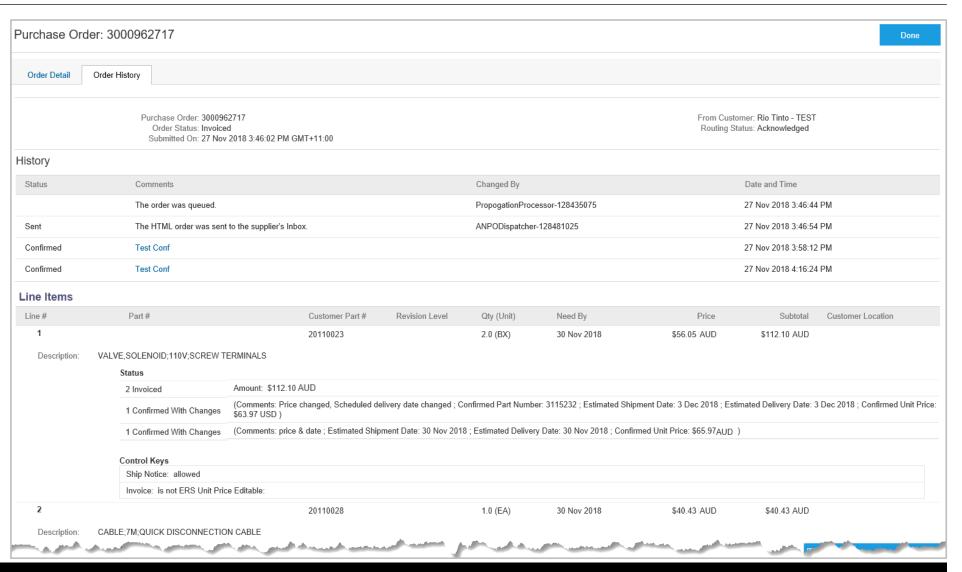
- Review the Invoice.
   Click Submit
   Click on Exit
   Note: Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced
- 3. Click on Done
- Screen displays the Orders and Releases



### **Standard Invoice – History Tab**

### Use the Invoice History to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information



### **Routing Status**

The routing status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between Rio Tinto and the Supplier.

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer or from the catalog tester
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order from cXML to EDI and has forwarded it to your VAN in an interchange
Acknowledged	Ariba received a positive functional acknowledgment from you
Failed	Ariba could not route the purchase order and it lists the reason for the failure. The supplier needs to resend the purchase order after correcting the issue. Contact Help Centre for further assistance

### **Order Status Descriptions**

Status Level	Definition
New	Initial state. This is a new purchase order
Changed	Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order
Confirmed	All sub-quantities are confirmed
Failed	Ariba experienced a problem routing the order to the supplier. Suppliers can resend failed orders
Shipped	Final state. All sub quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again
Invoiced	All ordered quantities have been invoiced
Partially Confirmed	Some of the ordered quantities have been confirmed
Partially Shipped	Some of the ordered quantities have been shipped
Partially Invoiced	Some of the ordered quantities have been invoiced
Partially Rejected	Some or the ordered quantities have been rejected
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order
Returned	When a goods on a Purchase Order are returned from Rio Tinto
Rejected	A Purchase Order Confirmation that has been Rejected by Rio Tinto



## **Invoice Status**

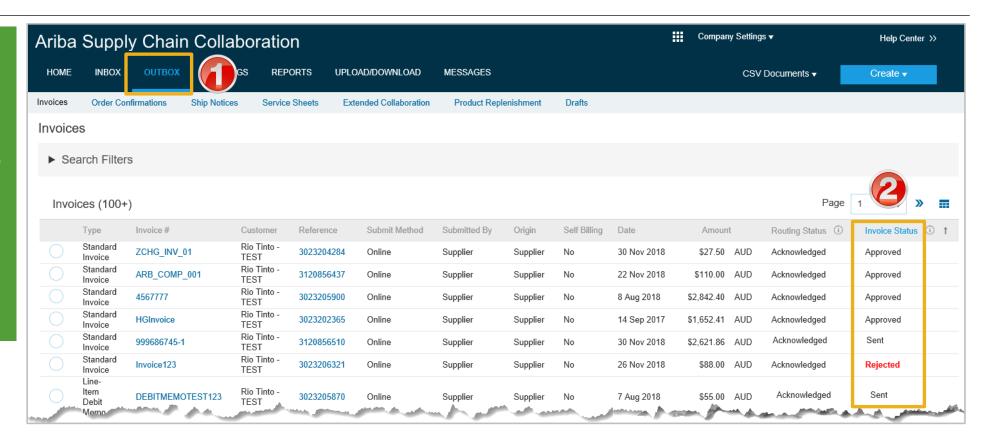
- The status of the Invoice will change as it progresses through Rio Tinto Limited approval process
- There are 4 Invoice Statuses:
  - Sent you have sent the invoice to Woolworths
  - Approved Rio Tinto Limited has reviewed the Invoice and it has been approved for payment
  - Paid The invoice has been paid
  - Rejected The invoice has been rejected, open the invoice and review rejection reason
  - Canceled The invoice has been cancelled by Rio Tinto Limited

### **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
- Canceled

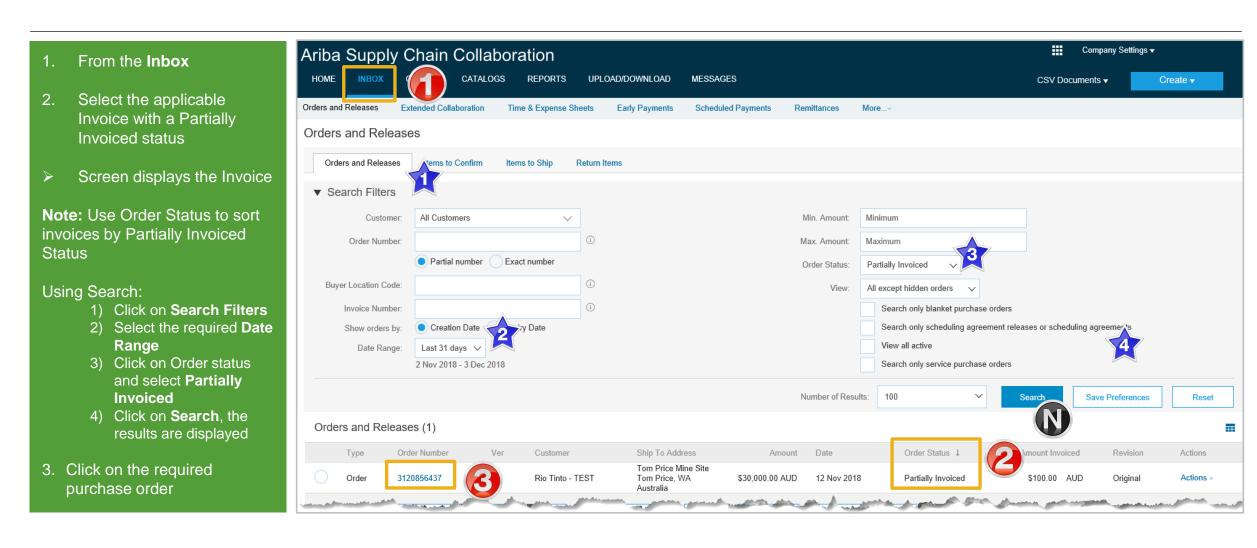




# **Partial Invoicing**

- Invoices will display as Partially Invoiced until all items on the original Purchase Order have been Invoiced
- · Partial invoicing on Partial invoices is allowed
- Multiple Invoices can be created for a Purchase Order
- Note that is a Purchase Order is not fully invoiced as goods were not fully supplied and invoiced it will remain in the Ariba Network as "Partially Invoiced"

### Locating and Opening a Partial Invoice using Inbox or Search

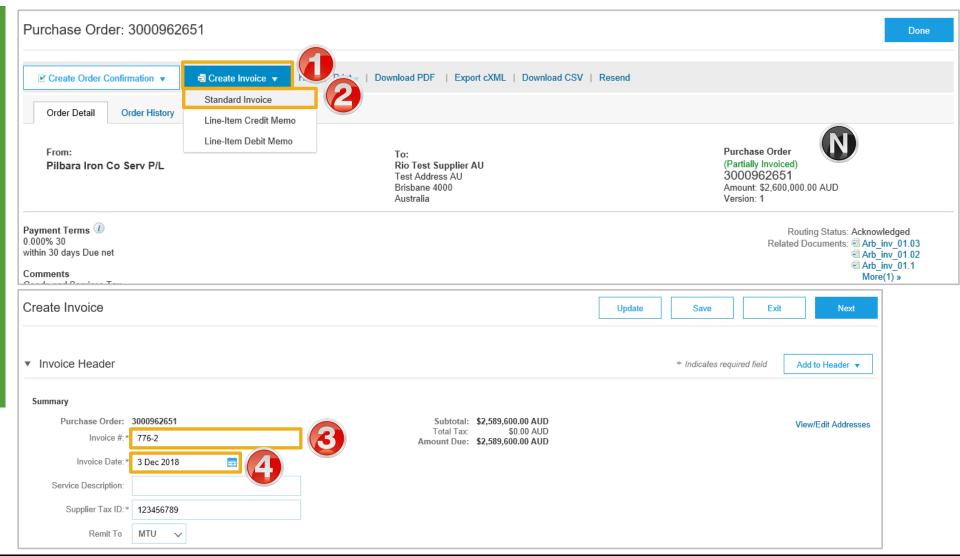


### Completing a Partial Invoice – Header Level

The Purchase Order is displayed **Note:** All previous documents are displayed under Related **Documents** Click on Create Invoice Select Standard Invoice Screen displays the Invoice Enter the **Invoice Number** Confirm or enter the **Supplier Tax ID** 

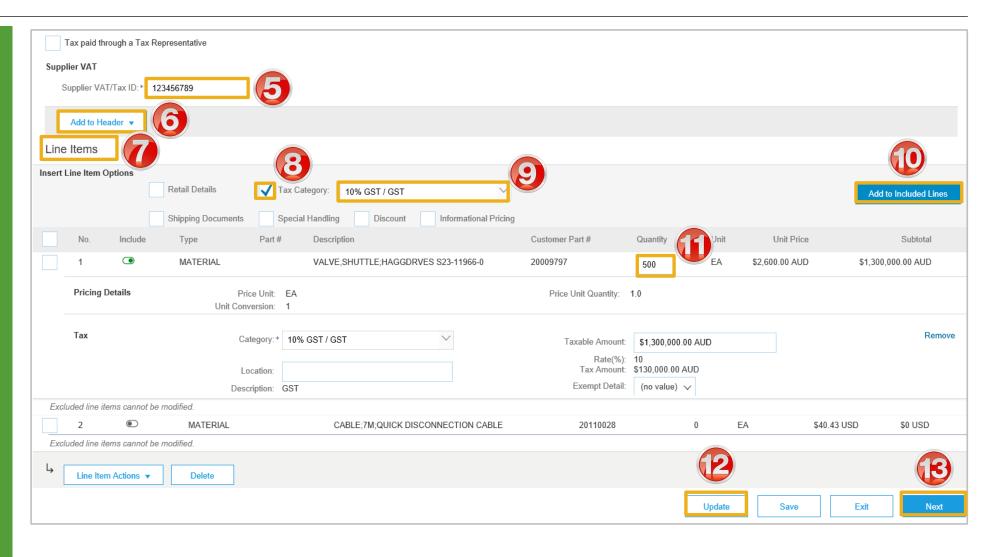
Scroll down to Supplier

**VAT/Tax ID** 



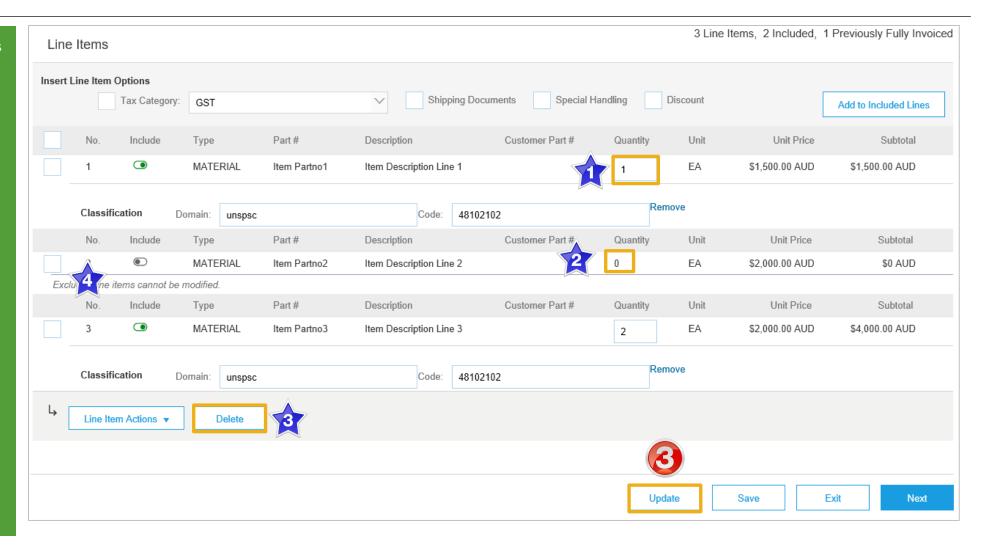
### Completing a Partial Invoice – Header Level cont.

Confirm or enter the **Supplier VAT/Tax ID** Add Attachment (if required), Refer to Slide 10, Adding an Attachment to Header Level Scroll down to Line Items Select Tax Category Select the correct **Tax** rate Click on Add to Included Lines A Tax section will open for each Line item Confirm or update the Quantity Click on **Update** Review the totals Click on Next Screen displays Confirm Invoice

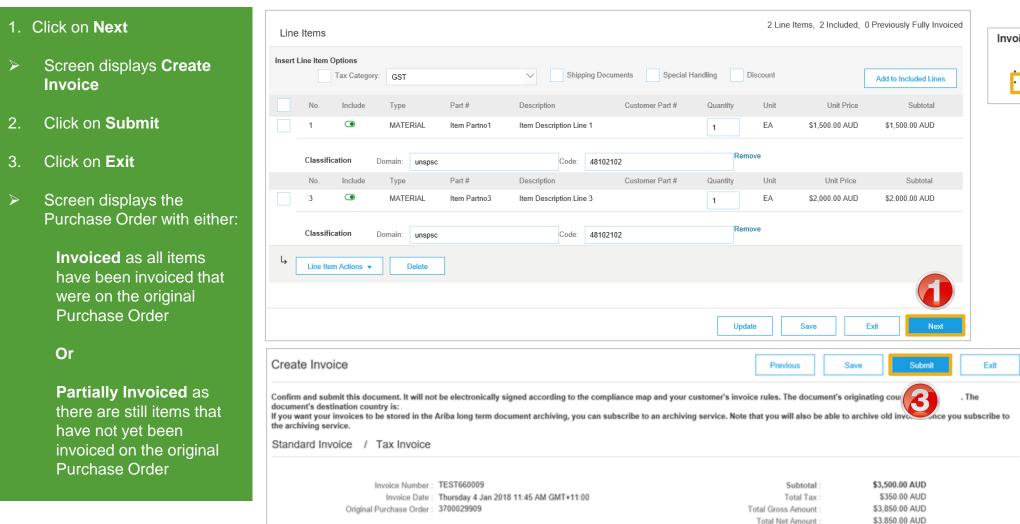


### Completing a Partial Invoice Multiple Line Level Purchase Orders

- Complete the header Details as per standard invoice:
   Invoice Number
   Tax Rate
  - Shipping
  - Attachments (if required)
- Scroll down to Line items
  - Only outstanding totals will be displayed in the Quantity field
  - Zero indicates that the total on the Purchase Order has been fully invoiced
  - 3) Use Delete to remove zero quantity items
- Complete line items details by indicating the correct quantities for invoicing
- 3. Click on **Update**



### **Finalising a Partial Invoice**



Invoice TEST660009 has been submitted.

Print a copy of the invoice.

Exit invoice creation.

Purchase Order (Invoiced) 0000220677 Amount: \$59.97 AUD

Version: 1

\$3,850.00 AUD

Amount Due

Purchase Order (Partially Invoiced) 0000220714 Amount: \$499.50 AUD Version: 1



# **Scheduled Payments**

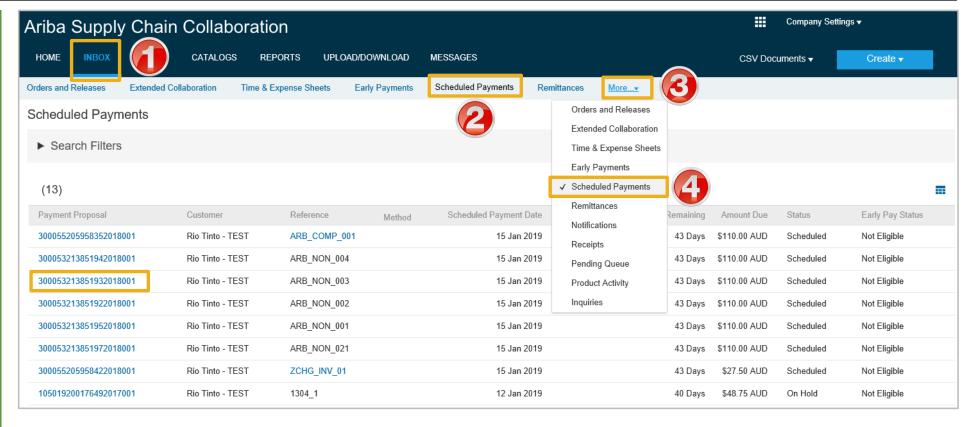
- Scheduled Payments provides Suppliers with a graph indicating the progress of their invoice to payment
- · The information is based on the terms agreed with Rio Tinto Limited

### **Locating Scheduled Payments**

From the **Inbox** Select Scheduled **Payments** Screen displays Scheduled **Payments** Select the invoice payment proposal for an invoice by clicking on the Reference Screen displays the invoice Click on the Scheduled **Payments** tab Click on the Payment **Proposal** 

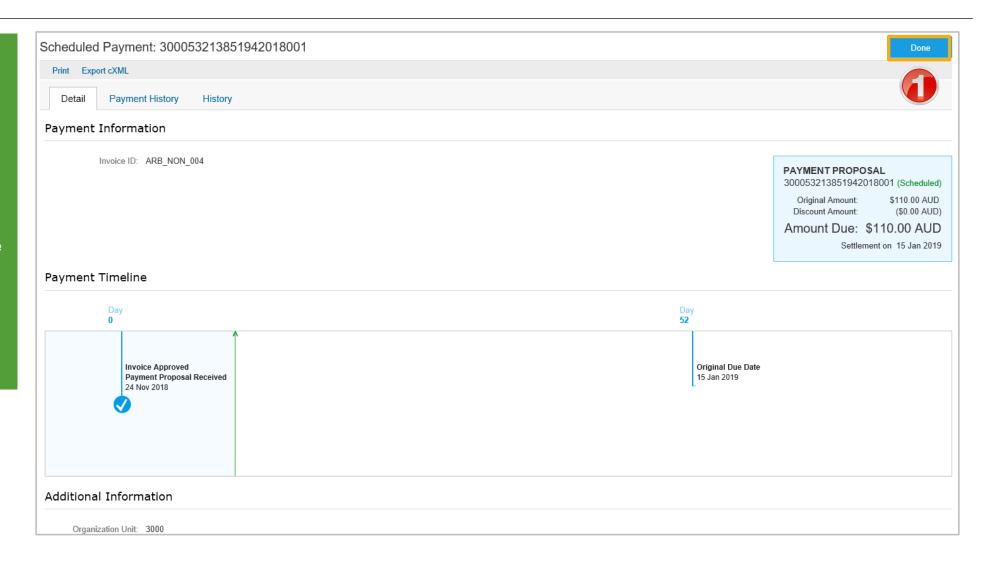
Screen displays Scheduled

**Payments** 



### **Scheduled Payments Display**

- Screen displays the Payment information, including:
  - Payment Proposal
  - Original Amount
  - Discount Amount (if applicable)
  - Settlement Date
  - Visual representation
  - Number of days before maturity
- 1. Click on Done
- Screen returns to Scheduled Payments



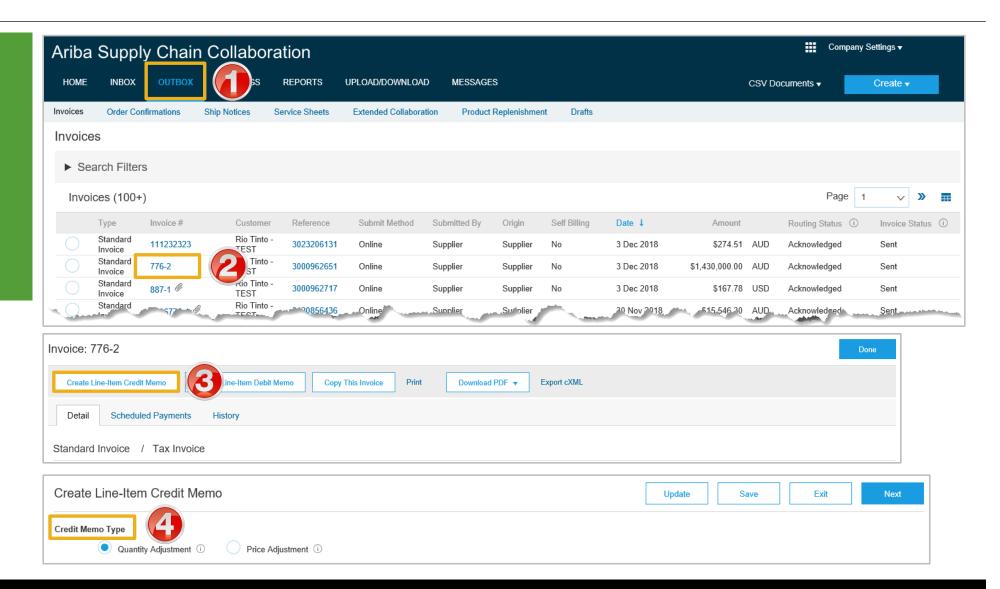


# Line Item Credit Memo

- Line Item Credit Memo's are against an Invoice
- Line Item Credit Memo's can be raised for Quantity Adjustments and Prices Adjustments
- Please also note the following when creating Line Item Credit Memos:
  - · Credits are supported against specific line items from a previously submitted invoice
  - · Credits can be for full or partial amounts
- Line Item Credit Memos are access via the OUTBOX

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

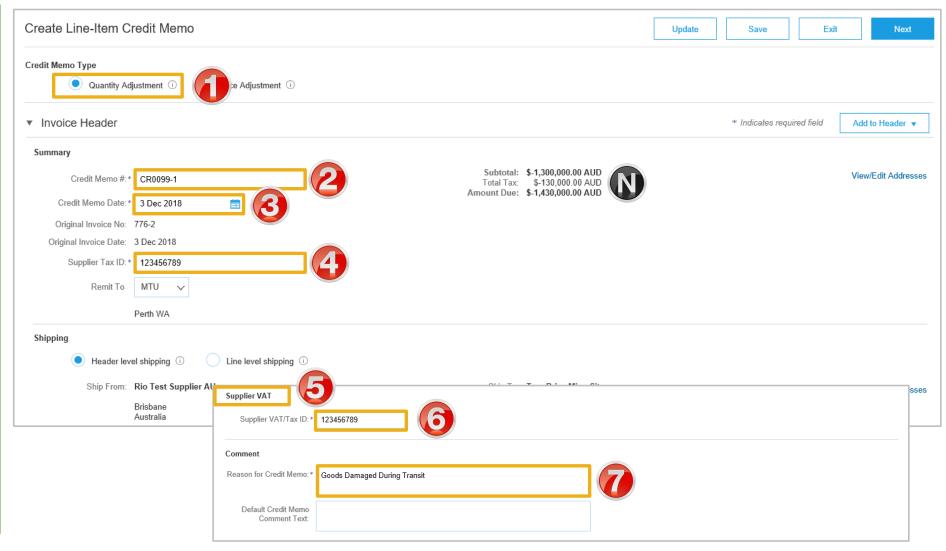
- 1. Click the **Outbox** tab on the Dashboard
- Screen displays Invoices
- 2. Click on the Invoice#
- 3. Click on Create Line-Item Credit Memo
- Screen displays Create Line-Item Credit Memo



### **Line Item Credit Memo – Header Level – Quantity Adjustment**

Confirm or select Quantity Adjustment Enter a Credit Memo # Confirm the Credit Memo Date Confirm or enter the **Supplier** Tax ID 5. Scroll down to locate **Supplier VAT/Tax ID** 6. Confirm or enter the **Supplier VAT/Tax ID** > All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default 7. Enter the Reason for Credit Memo Note: All totals are shown as a Negative and tax must be added at Line item level

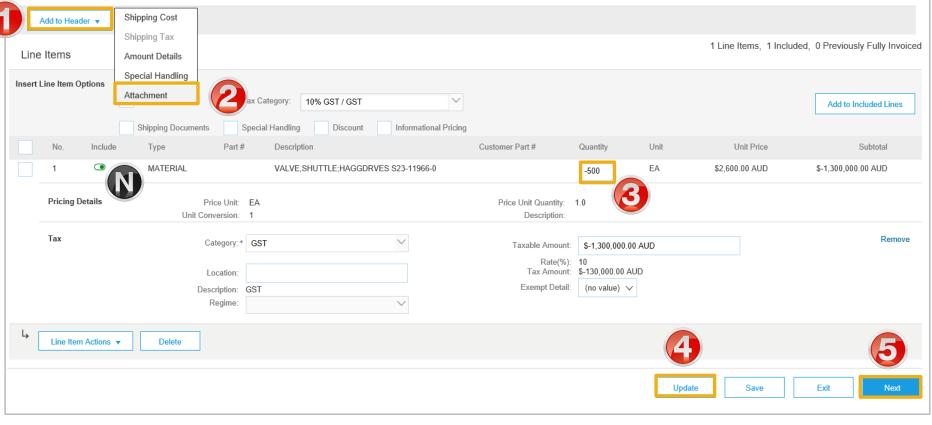
> Scroll down to Line Items



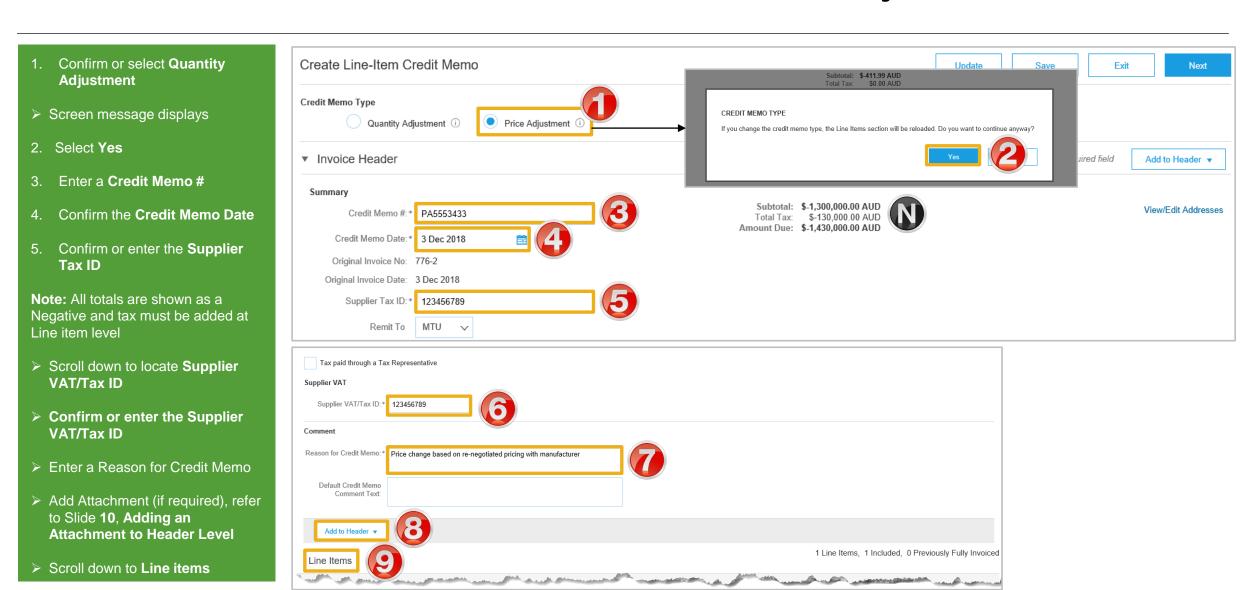
### Finalising a Line Item Credit Memo – Line Level -Quantity Adjustment

To add an Attachment (if required), click on Add to Header Select Attachment, refer Slide 10, Adding an Attachment to Header level > Scroll down to Line Items > Tax information is auto-populated based on the original invoice Confirm the **Unit Quantity** and enter the amount if it is different to the one displayed (Ensure there is a negative symbol in front of the total) Click Update **Note:** Slide the Include button from green to grey to exclude items not being credited Include Click Next Screen displays Create Line-Item Credit Memo review

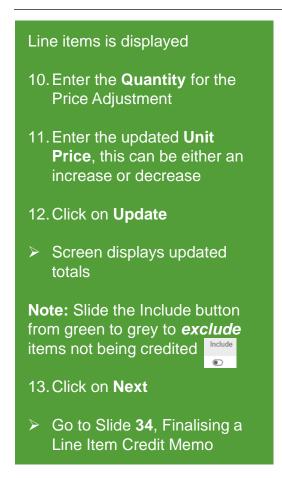
Refer to **Slide 34**, Finalising a Line Item Credit memo

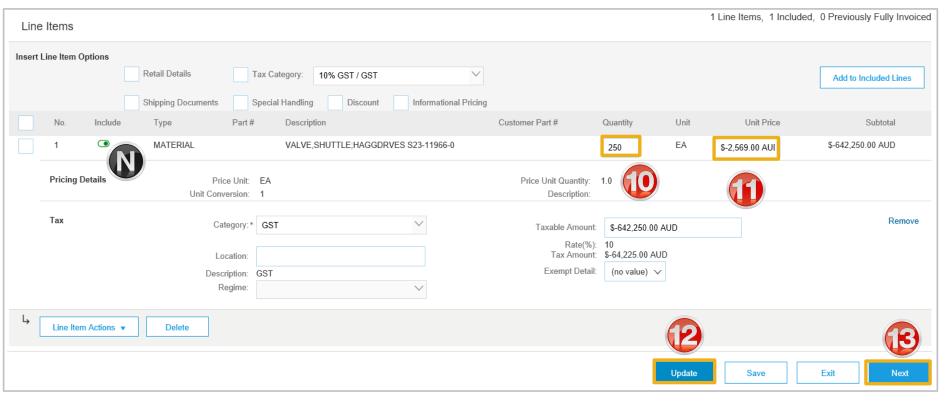


### **Line Item Credit Memo – Header Level – Price Adjustment**

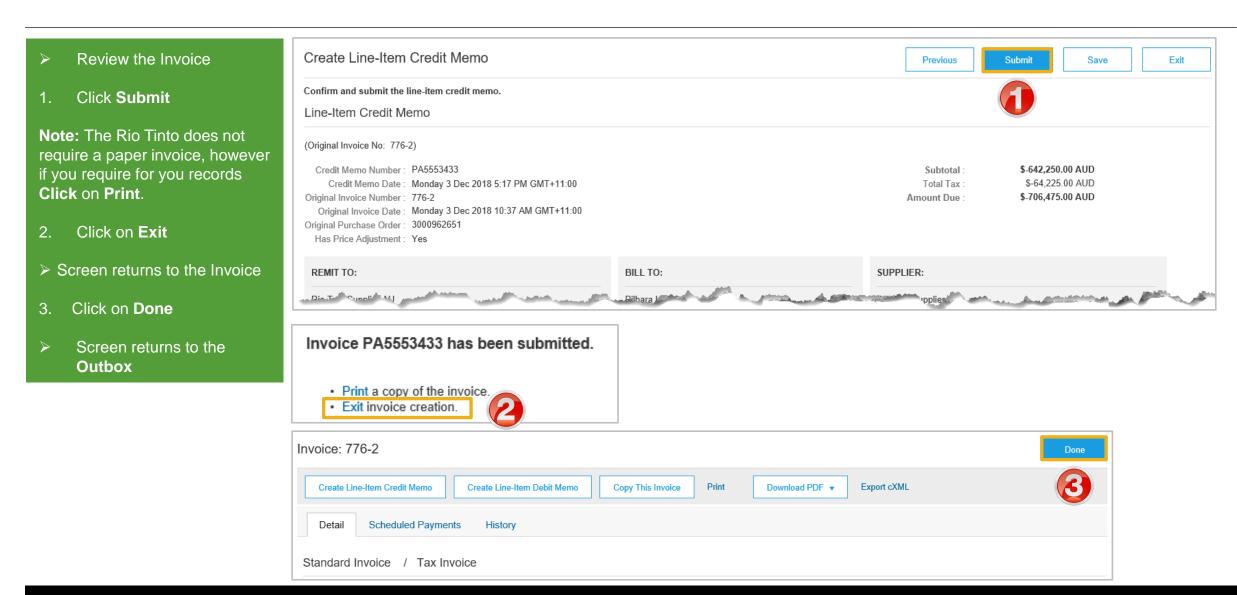


### Finalising a Line Item Credit Memo – Price Adjustment





### Finalising a Line Item Credit Memo





# Line Item Debit Memo

- A Debit memo can only be created from an Invoice
- Debit note acts as the source document that the Supplier has initiated a reverse credit memo due to early payment or as part of a remanufacturing process at Line Item level
- · Debit memos are created as price adjustments
- Totals are shown as a positive

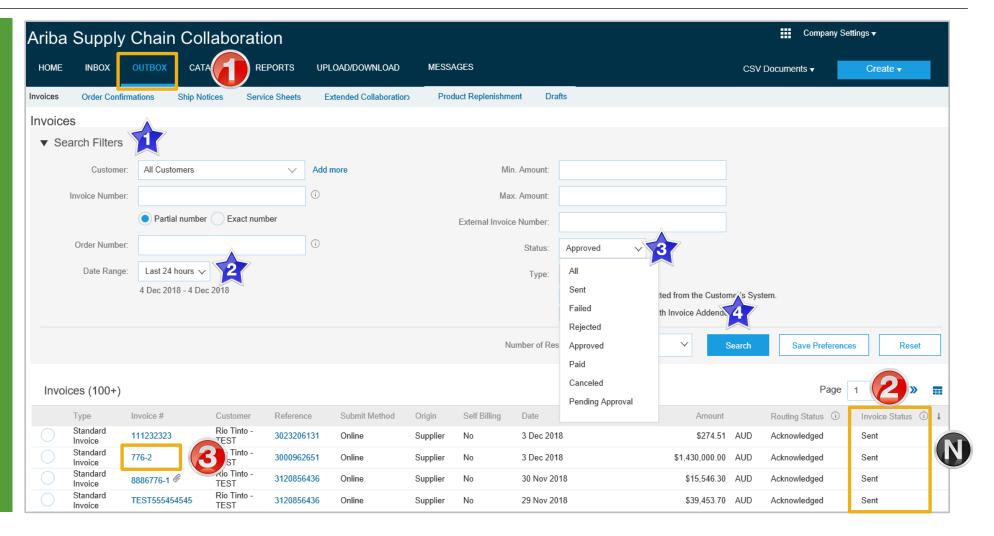
### Locate and Begin a Line Item Debit Memo – via Outbox

- From the Dashboard or Homepage
   Click on Outbox
   Select the applicable Invoice with either a Sent
- or Approved status
- Screen displays the Invoice

**Note:** Use Order Status to sort alphabetically

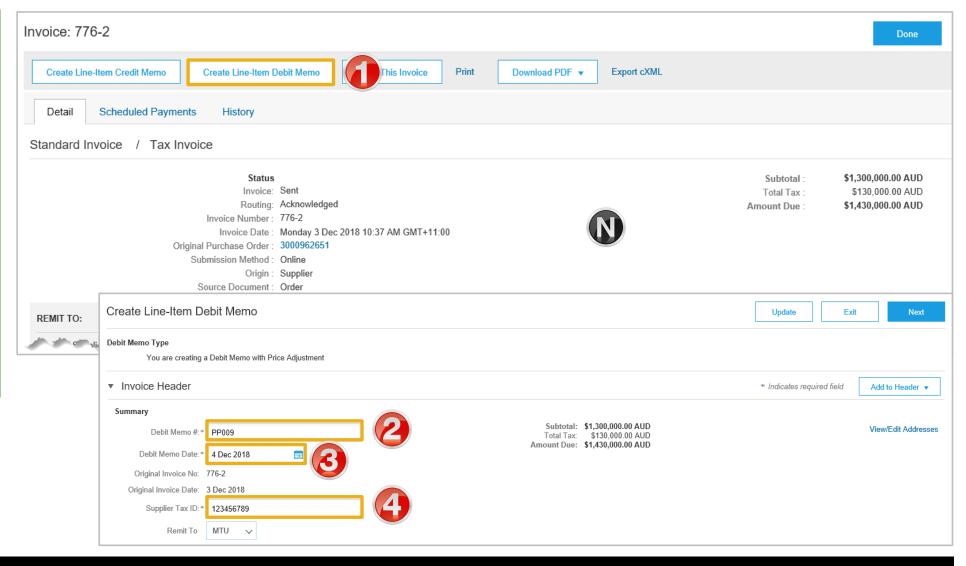
#### Using Search:

- 1) Click on Search Filters
- 2) Select the required **Date** Range
- 3) Click on Order status and select **Sent or Approved**
- 4) Click on **Search**, the results are displayed
- 3. Select the required Invoice



## Creating a Line Item Debit Memo – Purchase Order – Header Level

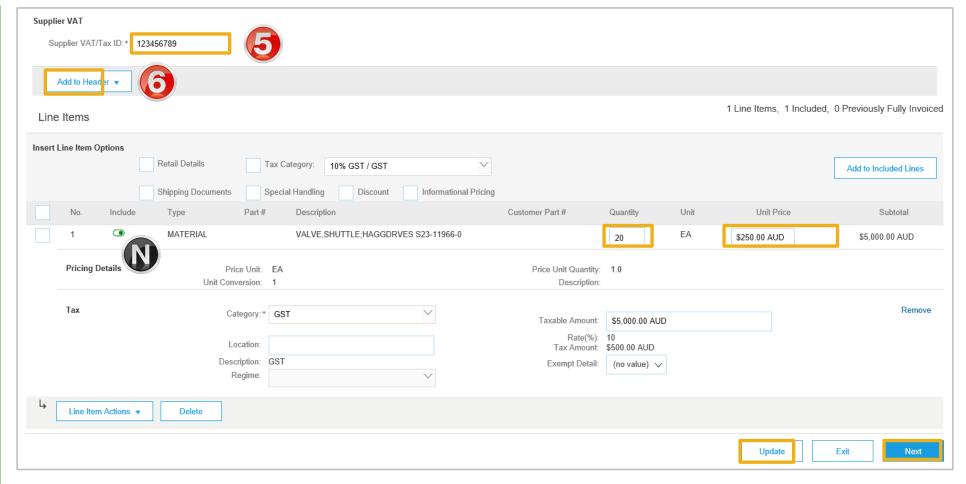
> The Invoice is displayed 1. Click on Create Line-Item **Debit Memo** > Screen displays Create Line-Item Debit Memo 2. Enter the **Debit Memo** number 3. Confirm or enter the **Debit Memo Date** 4. Confirm or enter the **Supplier Tax ID** Scroll down to locate **Supplier VAT** 



#### Creating a Line Item Debit Memo – Header Level

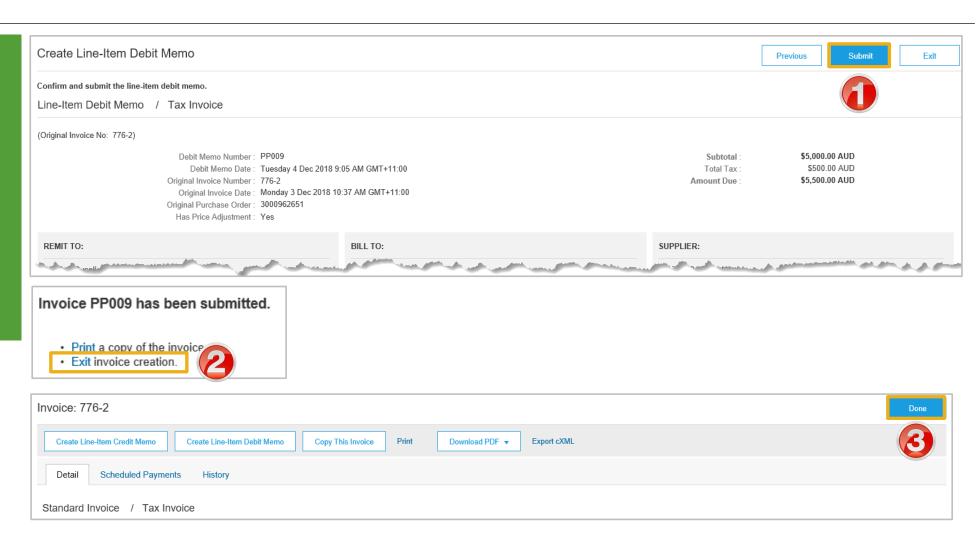
5. Confirm or enter the Supplier VAT/Tax ID 6. Add Attachment (if required), refer to Slide 10, **Adding an Attachment** 7. Enter the Quantity > The quantity is the actual debit quantity for the Debit Memo 8. Update or enter the Unit **Price** of the adjustment 9. Click on Update 10. Confirm the Subtotal **Note:** Slide the Include button from green to grey to exclude items not being credited 11. Click on Next

Screen displays Confirm Create
 Line Item Debit Memo



## Finalising a Line item Debit Memo

- Create Line-Item Debit Memo is displayed
- Review the Line Item Debit Memo
- 1. Click on Submit
- 2. Select Exit
- Screen displays the Invoice
- 3. Click on Done
- Screen displays Invoices





## 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

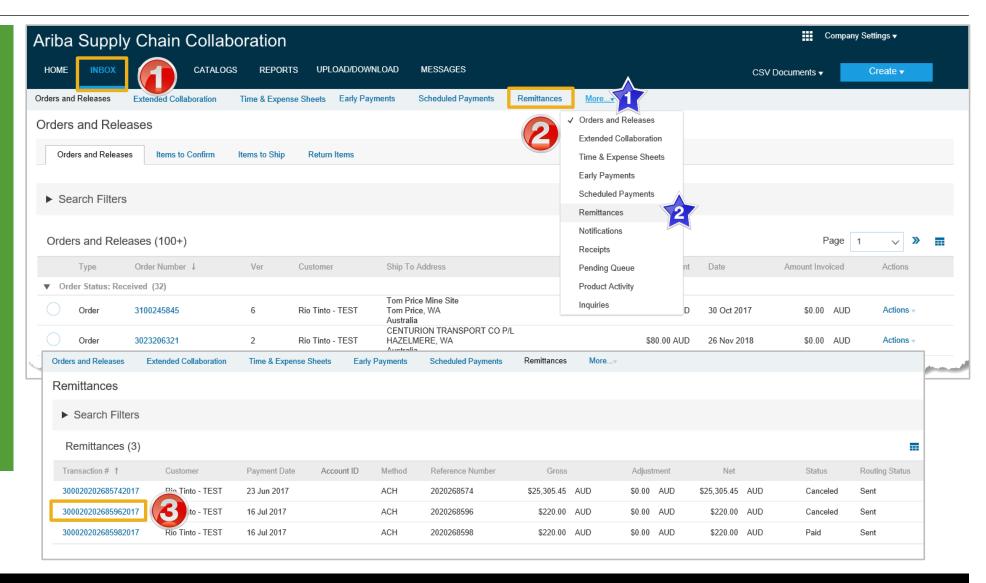
## **Locating Remittances**

- From the Inbox
   Select Remittances
   If Remittances is not displayed:

   Click on More
   Select Remittances
- Screen displays
  Remittances
- Select the remittance required by clicking on the Transaction#

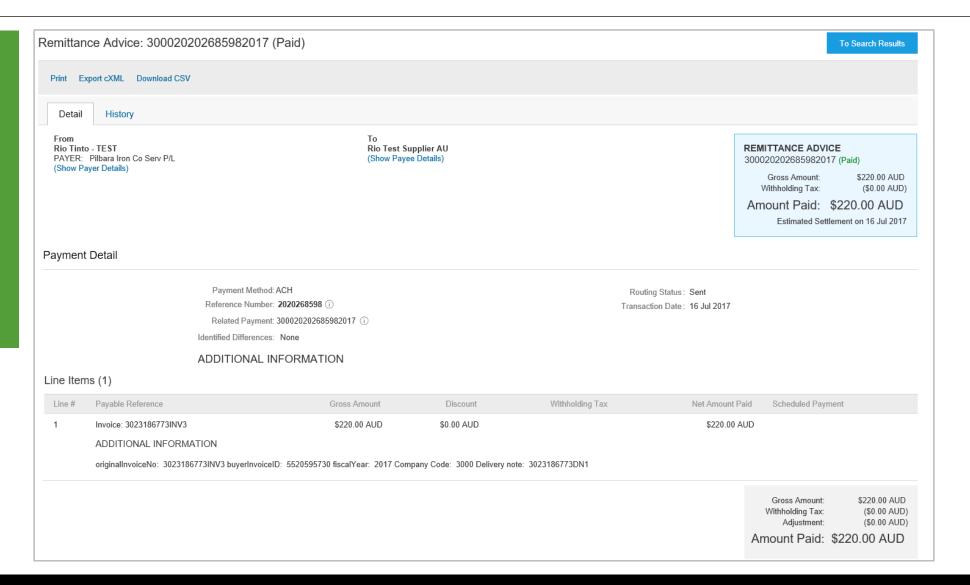
**Note:** The **Transaction #** is generated by the Rio Tinto

 Screen document link to display the Remittance Advice details



## Locating Remittances cont.

- From the Remittance Advice page you can:
  - Print a copy of the Remittance
  - Export the Remittance to **cXML**
- 4. When finished click on **To Search Results**
- The Remittances screen is displayed



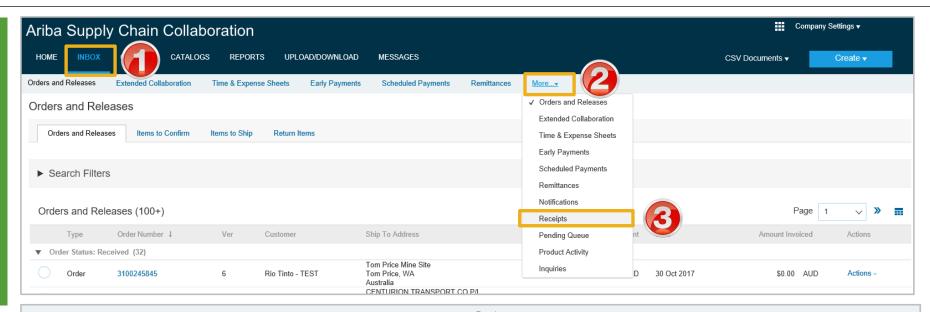


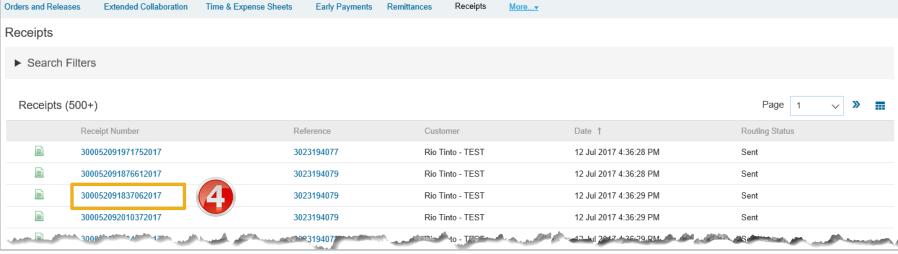
## Receipts

- The Receipts tab listed all goods or services receipted by Rio Tinto
- Invoicing cannot be performed from this selection, use Inbox and search for Received items for invoicing

## **Locating and Opening a Receipt**

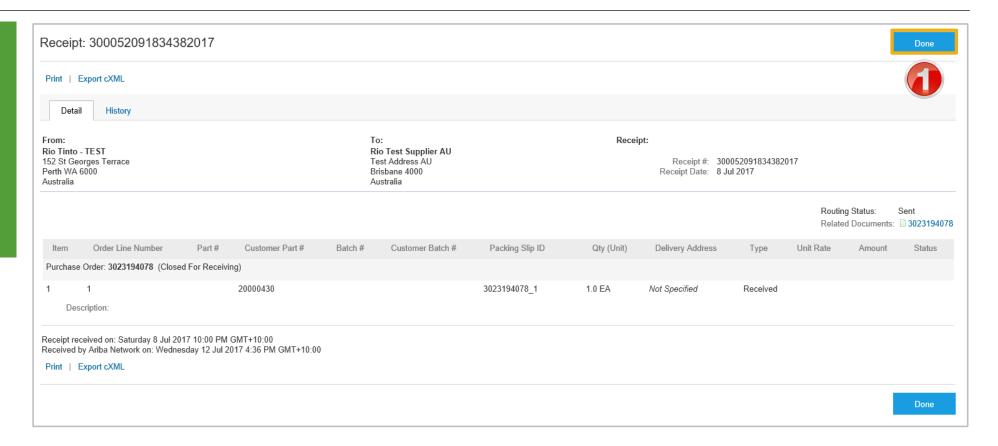
- From the Dashboard or Homepage
- Click the Inbox tab
- 2. Click on Receipts
- The Receipts screen is displayed
- Select the Receipt
   Number
- > The receipt is displayed





## Receipts

- Review the Receipt
- Receipts do not have any associated processes, they are for information only
- Use the History Tab to identify further information
- 1. Click on **Done**, to return to the Receipts screen

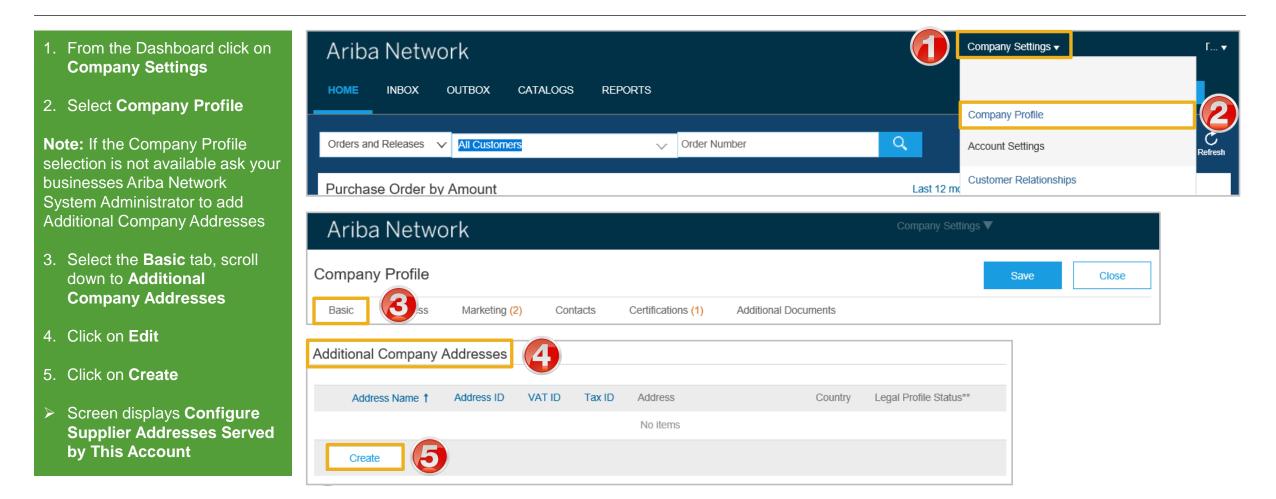




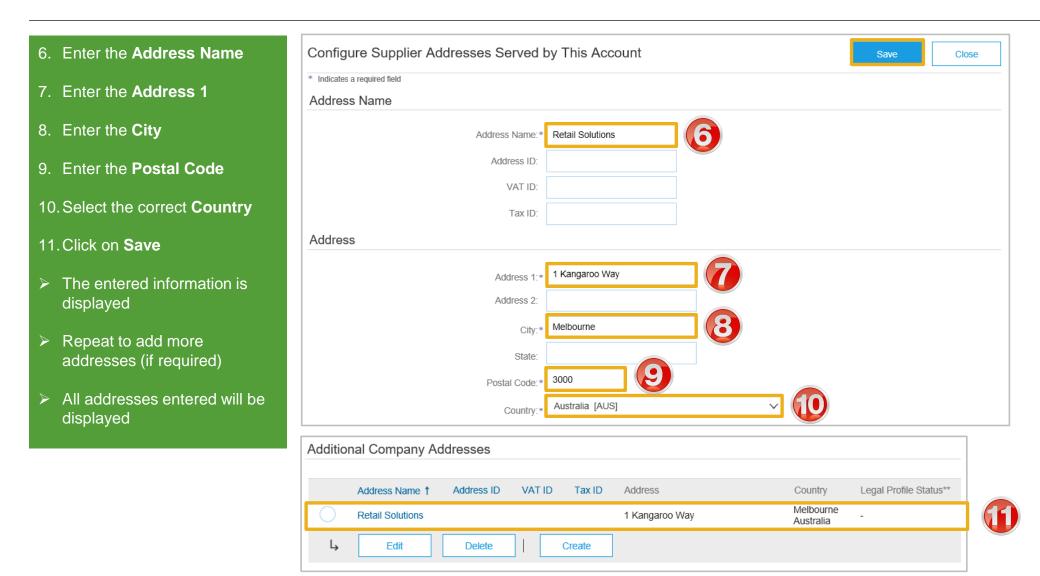
## Invoicing for Success

- Addresses should only be changed when the information is incorrect or is displayed with a central address rather than a state or regional location
- The Ariba Network allows suppliers to update/edit addresses for:
  - 1) Shipping
  - 2) Supplier Address and Customer Address
  - 3) Bill From

## Standard Invoice – Configuring Remittance Addresses

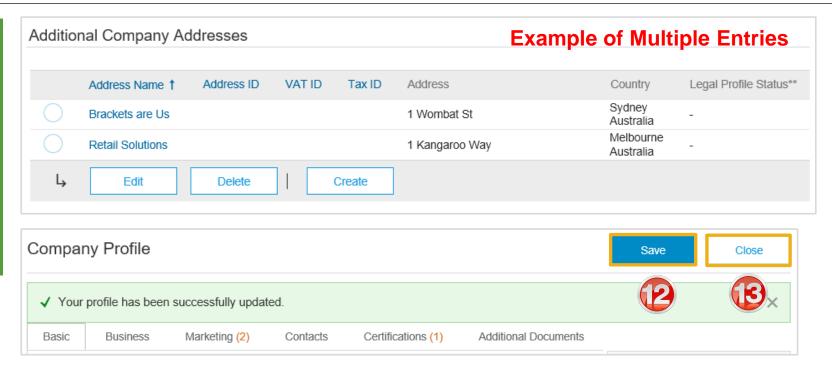


## Standard Invoice – Configuring Remittance Addresses cont.



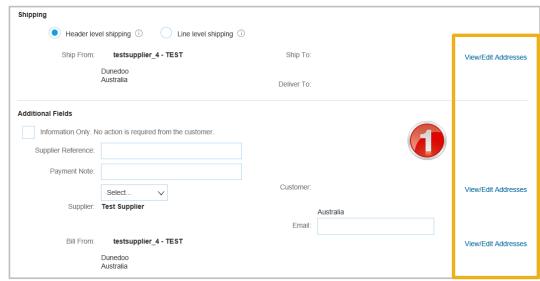
## Standard Invoice - Configuring Remittance Addresses cont.

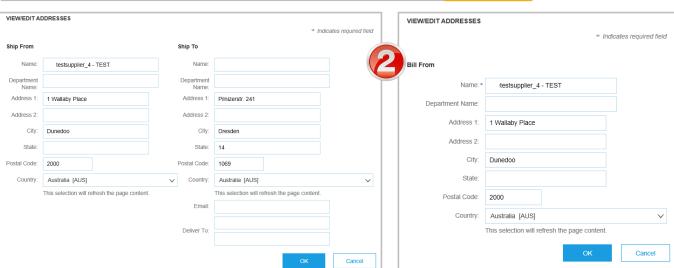
# 12. Click on Save Note: A Green ribbon indicates that the changes have been saved successfully, where the ribbon is red, locate the error and correct 13. Click on Close Screen returns to the Dashboard



## **Standard Invoice – Using View/Edit Addresses**

- With the Create Invoice screen displayed
- 1. Click the required View/Edit Addresses
- Each View/Edit Address displays different required fields
- 2. Complete all fields with an Asterisks

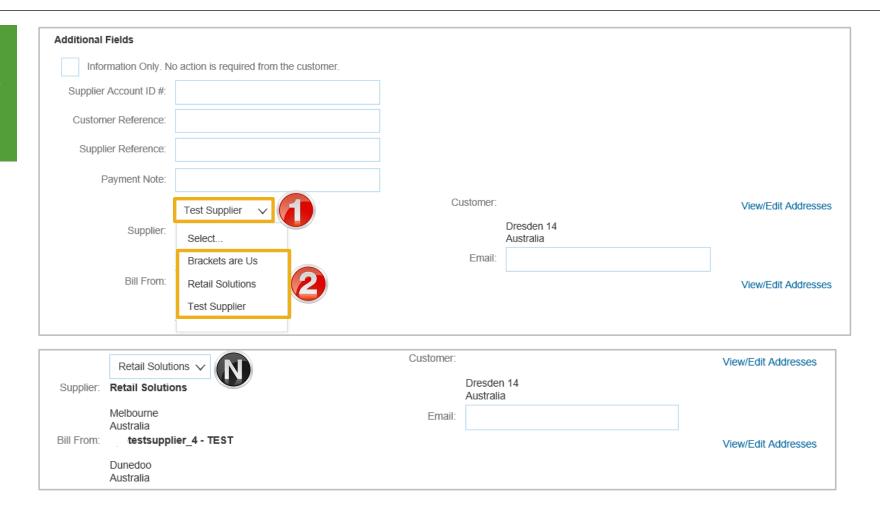




## **Standard Invoice – Using View/Edit Addresses**

- 1. Click the **Down Arrow**
- 2. Select the applicable address

**Note:** the selected information is displayed





# Support

Support Type	Description
Help Centre For all your support needs  Note: Support Centre Options are based on your account type and all options may not be available	Types of Support available:  1. User Community  2. Ask questions or view documentation  3. Email/Live Chat  4. Request a call back
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