

Ariba Network Invoice Guide

SAP Ariba 





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.

Ariba Supply Chain Collaboration Company Settings ▾

HOME **INBOX** OUTBOX CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents ▾ **Create ▾**

Orders and Releases **Extended Collaboration** Time & Expense Sheets Early Payments Scheduled Payments Remittances More... ▾

Orders and Releases

Orders and Releases **Items to Confirm** Items to Ship Return Items

► Search Filters

Orders and Releases (100+) Page 2 ▾

Type	Order Number ↑	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3000962708	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$26,020.00 AUD	22 Nov 2018	New	\$0.00 AUD	Original	Actions ▾
Order	3000962709	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$26,000.00 AUD	22 Nov 2018	New	\$0.00 AUD	Original	Actions ▾
Order	3023205774	3	Rio Tinto - TEST	Clermont Coal Mine Clermont, QLD Australia	\$210.00 AUD	11 Oct 2018	Confirmed	\$0.00 AUD	Changed	Actions ▾

Locating and Opening a Purchase Order to Invoice

➤ From the Dashboard or Homepage

➤ From the Inbox

1. Click **Inbox**

➤ Screen displays Orders and Releases

2. Click on Order Status to sort alphabetically

➤ Using Search Filters

- 1) Click on **Search Filters**
- 2) Click in **Order Status**
- 3) Select **Confirmed**
- 4) Click on **Search**, confirmed orders will be displayed

3. Select the required purchase order

Note: Only confirmed purchase orders can have an invoiced created

Ariba Supply Chain Collaboration

HOME **INBOX** CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Customer: All Customers
 Order Number:
 Partial number Exact number
 Buyer Location Code:
 Invoice Number:
 Show orders by: Creation Date Inquiry Date
 Date Range: Last 31 days (26 Oct 2018 - 26 Nov 2018)

Min. Amount: Minimum
 Max. Amount: Maximum
 Order Status: Confirmed
 View: All except hidden orders
 Search only blanket purchase orders
 Search only scheduling agreement releases or scheduling agreements
 View all active
 Search only service purchase orders

Number of Results: 100 Search Save Preferences Reset

Orders and Releases (11)

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3000962682	3	Rio Tinto - TEST	Main Warehouse 2ORAX-Wilmington t Wilmington, CA United States	\$56.05 USD	5 Nov 2018	Confirmed	\$0.00 USD	Changed	Actions
Order	3023206207		Rio Tinto - TEST	Packaging Warehouse BORAX-Boron Boron, CA United States	\$123.00 USD	6 Nov 2018	Confirmed	\$0.00 USD	Changed	Actions
Order	3023206231	1	Rio Tinto - TEST	CENTURION TRANSPORT CO P/L HAZELMERE, WA Australia	\$284.56 AUD	2 Nov 2018	Confirmed	\$0.00 AUD	Original	Actions

Begin the Invoice

➤ With the Purchase Order open

1. Click **Create Invoice**

2. Select **Standard Invoice**

➤ Screen displays **Create Invoice**

3. Enter the **Invoice #**

4. Confirm or enter the **Invoice Date**

5. Confirm or enter the **Supplier Tax ID**

➤ Scroll down to **Supplier VAT ID**

Purchase Order: 3023206231 Done

Create Order Confirmation Create Ship Notice Create Invoice Print | Download PDF | Export cXML

Order Detail Order History

From: To: Purchase Order

1 **2**

- Standard Invoice
- Line-Item Credit Memo
- Line-Item Debit Memo

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 3023206231

Invoice #: **3**

Invoice Date: **4**

Service Description:

Supplier Tax ID: **5**

Remit To:

Perth WA
Australia

Bill To: **Pilbara Iron Co Serv P/L**

Perth WA
Australia

Subtotal: **\$284.56 AUD**
Total Tax: **\$28.46 AUD**
Amount Due: **\$313.02 AUD** View/Edit Addresses

Payment Term

Discount or Penalty Term(days): 0 Percentage(%): 0.00

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**

i Screen opens a **Tax** section for each Line item

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: * **6**

Attachments **7**

The total size of all attachments cannot exceed 10MB Remove

Browse...

Name	Size (bytes)	Content Type
<input type="checkbox"/> An.docx	12036	application/vnd.openxmlformats-officedocument.wordprocessingml.document

↳

Line Items **8**

Insert Line Item Options **9**

Retail Details Tax Category: **10** **11**

Shipping Documents Special Handling Discount Informational Pricing

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Unit	Unit Price	Subtotal
--------------------------	-----	---------	------	--------	-------------	-----------------	------	------------	----------

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

Create Invoice 4 Update Save Exit 1 next

▼ Invoice Header 2 * Indicates required field Add to Header 5

Summary

Purchase Order: 3000962717
Invoice #: 887-2
Invoice Date: 3 Dec 2018
Service Description:
Supplier Tax ID: 63009342572
Remit To: MTU
Bill To: U.S. 2orax Inc

Subtotal: \$152.53 AUD
Total Tax: \$15.25 AUD
Amount Due: \$167.78 AUD

Shipping Cost 3

Shipping Amount: \$123.76 AUD
Shipping Date:
Remove

Shipping Tax 6

Category: 10% GST / GST
Location:
Description: GST
Regime:

Taxable Amount: \$123.76 AUD
Tax Rate Type:
Rate(%): 10
Tax Amount: \$12.38 USD
Exempt Detail: (no value)

Remove

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**

4. 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

Supplier VAT
Supplier VAT/Tax ID: TestABN

Add to Header (1)

- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment** (2)

1 Line Items, 1 Included, 0 Previously Fully Invoiced

ST / Free Shipping Documents Special Handling Discount **Add to Included Lines**

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal

Attachments
The total size of all attachments cannot exceed 10MB (N)

Browse... (3) **Add Attachment** (5) **Remove**

Name	Size (bytes)	Content Type
<input type="checkbox"/> An.docx	12036	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Delete (1) **Add to Header** (2)

Name	Date modified	Type	Size
Doc3.docx	8/09/2016 2:19 PM	Microsoft Word D...	405 KB
Doc4.docx	21/09/2016 4:44 PM	Microsoft Word D...	56 KB
Doc5.docx	14/10/2016 1:20 PM	Microsoft Word D...	245 KB
Doc6.docx	24/10/2016 8:05 PM	Microsoft Word D...	452 KB
Doc7.docx	24/07/2018 3:28 PM	Microsoft Word D...	241 KB
Doc8.docx	2/08/2018 7:06 AM	Microsoft Word D...	488 KB

Open (4) **Cancel**

Line Items

Standard Invoice – Line Level

1. Click in **Tax Category**

2. 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**

Line Items

Insert Line Item Options

Retail Details Tax Category: 10% GST / GST

Add to Included Lines

1

2

3

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		VALVE,SOLENOID;110V;SCREW TERS	20110023	2	BX	\$56.05AUD	\$112.10 AUD
<p>Pricing Details Price Unit: BX Price Unit Quantity: 1.0 Unit Conversion: 1 Description:</p> <p>Tax Category: * 10% GST / GST Taxable Amount: \$112.10AUD Remove Location: <input type="text"/> Rate(%): 10 Description: GST Tax Amount: \$11.21AUD Regime: <input type="text"/> Exempt Detail: (no value)</p>										
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL		CABLE;7M;QUICK DISCONNECTION	20110028	1	EA	\$40.43AUD	\$40.43 AUD
<p>Pricing Details Price Unit: EA Price Unit Quantity: 1.0 Unit Conversion: 1 Description:</p> <p>Tax Category: * 10% GST / GST Taxable Amount: \$40.43AUD Remove Location: <input type="text"/> Rate(%): 10 Description: GST Tax Amount: \$4.04AUD Exempt Detail: (no value)</p>										

↳ Line Item Actions Delete

6

Update Save Exit Next

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

The screenshot displays the SAP Ariba interface for adding an attachment to a line item. The main window is titled 'Line Items' and shows a table with one line item: 'Black Whiteboard Markers' (Part # 3772899, Quantity 100, Unit Price \$4.99 AUD, Subtotal \$499.00 AUD). The 'Line Item Actions' dropdown menu is open, showing options like 'Edit', 'Add', 'Tax', 'Shipping Documents', 'Special Handling', 'Discount', and 'Attachment'. The 'Attachment' option is highlighted. A file selection dialog is open, showing a list of files (Doc3.docx to Doc8.docx) and an 'Open' button. The 'Attachments' table at the bottom shows the added attachment: '281043_Search_R_blue.png' (Size 26685 bytes, Content Type image/png). A 'Delete' button is visible next to the attachment. The interface also includes a 'Browse...' button and an 'Add Attachment' button. A note at the bottom states: 'The total size of all attachments cannot exceed 10MB'.

Finalise Standard Invoice

➤ Review the Invoice.

1. Click **Submit**

2. 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**

Create Invoice Previous Save Submit Exit

Confirm and submit this document. **1**

Standard Invoice / Tax Invoice

Invoice Number : 887-1
Invoice Date : Monday 3 Dec 2018 8:35 AM GMT+11:00
Original Purchase Order : 3000962717

Subtotal : \$152.53 USD
Total Tax : \$15.25 USD
Amount Due : \$167.78 USD

REMIT TO: Rio Test Supplier AU Postal Address:	BILL TO: U.S. 2orax Inc Postal Address: U.S. Borax	SUPPLIER: Rio Test Supplier AU Postal Address:
---	---	---

Invoice 887-1 has been submitted. **2**

- Print a copy of the invoice.
- Exit invoice creation.

Purchase Order: 3000962717 Done

Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Download CSV Resend **3**

Order Detail Order History

From: U.S. 2orax Inc
Buyer ABN: Goods PO

To: Rio Test Supplier AU
Test Address AU
Brisbane 4000
Australia
Phone:

N Purchase Order (Invoiced)
3000962717
Amount: \$152.53 AUD
Version: 1

Payment Terms ⓘ
0.00% 0
Payable immediately Due net

Routing Status: Acknowledged
Related Documents: 887-1
 Test Conf
 Test Conf

Comments

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

Purchase Order: 3000962717 Done

Order Detail

Order History

Purchase Order: 3000962717
 Order Status: Invoiced
 Submitted On: 27 Nov 2018 3:46:02 PM GMT+11:00

From Customer: Rio Tinto - TEST
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128435075	27 Nov 2018 3:46:44 PM
Sent	The HTML order was sent to the supplier's Inbox.	ANPODispatcher-128481025	27 Nov 2018 3:46:54 PM
Confirmed	Test Conf		27 Nov 2018 3:58:12 PM
Confirmed	Test Conf		27 Nov 2018 4:16:24 PM

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location
1		20110023		2.0 (BX)	30 Nov 2018	\$56.05 AUD	\$112.10 AUD	
Description: VALVE,SOLENOID;110V;SCREW TERMINALS								
Status								
2 Invoiced		Amount: \$112.10 AUD						
1 Confirmed With Changes		(Comments: Price changed, Scheduled delivery date changed ; Confirmed Part Number: 3115232 ; Estimated Shipment Date: 3 Dec 2018 ; Estimated Delivery Date: 3 Dec 2018 ; Confirmed Unit Price: \$63.97 USD)						
1 Confirmed With Changes		(Comments: price & date ; Estimated Shipment Date: 30 Nov 2018 ; Estimated Delivery Date: 30 Nov 2018 ; Confirmed Unit Price: \$65.97AUD)						
Control Keys								
Ship Notice: allowed								
Invoice: is not ERS Unit Price Editable:								
2		20110028		1.0 (EA)	30 Nov 2018	\$40.43 AUD	\$40.43 AUD	
Description: CABLE;7M;QUICK DISCONNECTION CABLE								

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

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
- Canceled

The screenshot shows the Ariba Supply Chain Collaboration dashboard. The 'OUTBOX' tab is highlighted with a red circle and a '1' icon. Below the navigation bar, the 'Invoices' section is visible. A table of invoices is displayed, with the 'Invoice Status' column highlighted by a red box and a '2' icon. The table contains the following data:

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Date	Amount	Routing Status	Invoice Status
Standard Invoice	ZCHG_INV_01	Rio Tinto - TEST	3023204284	Online	Supplier	Supplier	No	30 Nov 2018	\$27.50 AUD	Acknowledged	Approved
Standard Invoice	ARB_COMP_001	Rio Tinto - TEST	3120856437	Online	Supplier	Supplier	No	22 Nov 2018	\$110.00 AUD	Acknowledged	Approved
Standard Invoice	4567777	Rio Tinto - TEST	3023205900	Online	Supplier	Supplier	No	8 Aug 2018	\$2,842.40 AUD	Acknowledged	Approved
Standard Invoice	HGInvoice	Rio Tinto - TEST	3023202365	Online	Supplier	Supplier	No	14 Sep 2017	\$1,652.41 AUD	Acknowledged	Approved
Standard Invoice	999686745-1	Rio Tinto - TEST	3120856510	Online	Supplier	Supplier	No	30 Nov 2018	\$2,621.86 AUD	Acknowledged	Sent
Standard Invoice	Invoice123	Rio Tinto - TEST	3023206321	Online	Supplier	Supplier	No	26 Nov 2018	\$88.00 AUD	Acknowledged	Rejected
Line-Item Debit Memo	DEBITMEMOTEST123	Rio Tinto - TEST	3023205870	Online	Supplier	Supplier	No	7 Aug 2018	\$55.00 AUD	Acknowledged	Sent



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

1. From the **Inbox**

2. Select the applicable Invoice with a Partially Invoiced status

➤ Screen displays the Invoice

Note: Use Order Status to sort invoices by Partially Invoiced Status

Using Search:

- 1) Click on **Search Filters**
- 2) Select the required **Date Range**
- 3) Click on Order status and select **Partially Invoiced**
- 4) Click on **Search**, the results are displayed

3. Click on the required purchase order

Ariba Supply Chain Collaboration

HOME **INBOX** 1 CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

▼ Search Filters

Customer: All Customers

Order Number:

Partial number Exact number

Buyer Location Code:

Invoice Number:

Show orders by: Creation Date Invoicing Date

Date Range: Last 31 days 2 Nov 2018 - 3 Dec 2018

Min. Amount: Minimum

Max. Amount: Maximum

Order Status: Partially Invoiced

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

View all active

Search only service purchase orders

Number of Results: 100 Search Save Preferences Reset

Orders and Releases (1)

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3120856437		Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$30,000.00 AUD	12 Nov 2018	Partially Invoiced	\$100.00 AUD	Original	Actions

Completing a Partial Invoice – Header Level

- The Purchase Order is displayed

Note: All previous documents are displayed under **Related Documents**

1. Click on **Create Invoice**
 2. Select **Standard Invoice**
- Screen displays the Invoice
 - 3. Enter the **Invoice Number**
 - 4. Confirm or enter the **Supplier Tax ID**
- Scroll down to **Supplier VAT/Tax ID**

Purchase Order: 3000962651 Done

[Create Order Confirmation](#) | [Create Invoice](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail | Order History

From: **Pilbara Iron Co Serv P/L**

To: **Rio Test Supplier AU**
Test Address AU
Brisbane 4000
Australia

Purchase Order (Partially Invoiced)
3000962651
Amount: \$2,600,000.00 AUD
Version: 1

Payment Terms ⓘ
0.000% 30
within 30 days Due net

Routing Status: Acknowledged
Related Documents: [Arb_inv_01.03](#)
[Arb_inv_01.02](#)
[Arb_inv_01.1](#)
[More\(1\) »](#)

Comments

Create Invoice [Update](#) [Save](#) [Exit](#) [Next](#)

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

Purchase Order: 3000962651

Invoice #: [View/Edit Addresses](#)

Invoice Date:

Service Description:

Supplier Tax ID:

Remit To: ▼

Subtotal: \$2,589,600.00 AUD
Total Tax: \$0.00 AUD
Amount Due: \$2,589,600.00 AUD

Completing a Partial Invoice – Header Level cont.

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

Tax paid through a Tax Representative

Supplier VAT
Supplier VAT/Tax ID: * 123456789 **5**

Add to Header **6**

Line Items **7**

Insert Line Item Options **8**

Retail Details Tax Category: 10% GST / GST **9**

Shipping Documents Special Handling Discount Informational Pricing

Add to Included Lines **10**

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		VALVE,SHUTTLE;HAGGDRVES S23-11966-0	20009797	500 11	EA	\$2,600.00 AUD	\$1,300,000.00 AUD

Pricing Details Price Unit: EA Unit Conversion: 1 Price Unit Quantity: 1.0

Tax Category: * 10% GST / GST Taxable Amount: \$1,300,000.00 AUD **Remove**

Location: Location: Tax Amount: \$130,000.00 AUD Rate(%): 10

Description: GST Exempt Detail: (no value) **12**

Excluded line items cannot be modified.

<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL		CABLE;7M;QUICK DISCONNECTION CABLE	20110028	0	EA	\$40.43 USD	\$0 USD
--------------------------	---	--------------------------	----------	--	------------------------------------	----------	---	----	-------------	---------

Excluded line items cannot be modified.

Line Item Actions **Delete** **13**

Update **Save** **Exit** **Next**

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

- 1) Only outstanding totals will be displayed in the Quantity field
- 2) 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**

3 Line Items, 2 Included, 1 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: GST 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	Item Partno1	Item Description Line 1		1	EA	\$1,500.00 AUD	\$1,500.00 AUD
<p>Classification Domain: unspsc Code: 48102102 Remove</p>										
<input type="checkbox"/>		<input type="checkbox"/>	MATERIAL	Item Partno2	Item Description Line 2		0	EA	\$2,000.00 AUD	\$0 AUD
<p><i>Excluded line items cannot be modified.</i></p>										
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	Item Partno3	Item Description Line 3		2	EA	\$2,000.00 AUD	\$4,000.00 AUD
<p>Classification Domain: unspsc Code: 48102102 Remove</p>										

Line Item Actions Delete ★

3

Update
Save
Exit
Next

Finalising a Partial Invoice

1. Click on Next

- Screen displays **Create Invoice**

2. Click on **Submit**

3. Click on **Exit**

- Screen displays the Purchase Order with either:

Invoiced as all items have been invoiced that were on the original Purchase Order

Or

Partially Invoiced as there are still items that have not yet been invoiced on the original Purchase Order

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: GST 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	Item Partno1	Item Description Line 1		1	EA	\$1,500.00 AUD	\$1,500.00 AUD
<p>Classification Domain: unspsc Code: 48102102 Remove</p>										
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	Item Partno3	Item Description Line 3		1	EA	\$2,000.00 AUD	\$2,000.00 AUD
<p>Classification Domain: unspsc Code: 48102102 Remove</p>										

↳ Line Item Actions Delete

Update Save Exit Next

Invoice TEST660009 has been submitted.

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



Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: . The document's destination country is: . The document's originating country is: . The document's destination country is: . If you want your invoices to be stored in the Ariba 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.

Standard Invoice / Tax Invoice

Invoice Number : TEST660009	Subtotal : \$3,500.00 AUD
Invoice Date : Thursday 4 Jan 2018 11:45 AM GMT+11:00	Total Tax : \$350.00 AUD
Original Purchase Order : 3700029909	Total Gross Amount : \$3,850.00 AUD
	Total Net Amount : \$3,850.00 AUD
	Amount Due : \$3,850.00 AUD

Purchase Order
(Invoiced)
0000220677
Amount: \$59.97 AUD
Version: 1

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

1. From the Inbox

2. Select **Scheduled Payments**

➤ Screen displays Scheduled Payments

3. Select the invoice payment proposal for an invoice by clicking on the **Reference**

➤ Screen displays the invoice

4. Click on the **Scheduled Payments** tab

5. Click on the Payment Proposal

➤ Screen displays Scheduled Payments

Ariba Supply Chain Collaboration

HOME **INBOX** CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments **Scheduled Payments** Remittances More...

Scheduled Payments

Search Filters

(13)

Payment Proposal	Customer	Reference	Method	Scheduled Payment Date	Remaining	Amount Due	Status	Early Pay Status
300055205958352018001	Rio Tinto - TEST	ARB_COMP_001		15 Jan 2019	43 Days	\$110.00 AUD	Scheduled	Not Eligible
300053213851942018001	Rio Tinto - TEST	ARB_NON_004		15 Jan 2019	43 Days	\$110.00 AUD	Scheduled	Not Eligible
300053213851932018001	Rio Tinto - TEST	ARB_NON_003		15 Jan 2019	43 Days	\$110.00 AUD	Scheduled	Not Eligible
300053213851922018001	Rio Tinto - TEST	ARB_NON_002		15 Jan 2019	43 Days	\$110.00 AUD	Scheduled	Not Eligible
300053213851952018001	Rio Tinto - TEST	ARB_NON_001		15 Jan 2019	43 Days	\$110.00 AUD	Scheduled	Not Eligible
300053213851972018001	Rio Tinto - TEST	ARB_NON_021		15 Jan 2019	43 Days	\$110.00 AUD	Scheduled	Not Eligible
300055205958422018001	Rio Tinto - TEST	ZCHG_INV_01		15 Jan 2019	43 Days	\$27.50 AUD	Scheduled	Not Eligible
105019200176492017001	Rio Tinto - TEST	1304_1		12 Jan 2019	40 Days	\$48.75 AUD	On Hold	Not Eligible

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

Scheduled Payment: 300053213851942018001 Done

[Print](#) [Export cXML](#)

[Detail](#) [Payment History](#) [History](#) 1

Payment Information

Invoice ID: ARB_NON_004

PAYMENT PROPOSAL
300053213851942018001 (Scheduled)
Original Amount: \$110.00 AUD
Discount Amount: (\$0.00 AUD)
Amount Due: \$110.00 AUD
Settlement on 15 Jan 2019

Payment Timeline

Day 0: Invoice Approved Payment Proposal Received 24 Nov 2018

Day 52: Original Due Date 15 Jan 2019

Additional Information

Organization Unit: 3000



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**

Ariba Supply Chain Collaboration

HOME INBOX **OUTBOX** 1 REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

Invoices Order Confirmations Ship Notices Service Sheets Extended Collaboration Product Replenishment Drafts

Invoices

Search Filters

Invoices (100+) Page 1

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Date ↓	Amount	Routing Status ⓘ	Invoice Status ⓘ
Standard Invoice	111232323	Rio Tinto - TEST	3023206131	Online	Supplier	Supplier	No	3 Dec 2018	\$274.51 AUD	Acknowledged	Sent
Standard Invoice	776-2	Rio Tinto - TEST	3000962651	Online	Supplier	Supplier	No	3 Dec 2018	\$1,430,000.00 AUD	Acknowledged	Sent
Standard Invoice	887-1	Rio Tinto - TEST	3000962717	Online	Supplier	Supplier	No	3 Dec 2018	\$167.78 USD	Acknowledged	Sent
Standard Invoice	877-1	Rio Tinto - TEST	300856436	Online	Supplier	Supplier	No	30 Nov 2018	\$15,546.30 AUD	Acknowledged	Sent

Invoice: 776-2 Done

Create Line-Item Credit Memo 3 Line-Item Debit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type 4

Quantity Adjustment ⓘ Price Adjustment ⓘ

Line Item Credit Memo – Header Level – Quantity Adjustment

1. Confirm or select **Quantity Adjustment**
2. Enter a **Credit Memo #**
3. Confirm the **Credit Memo Date**
4. 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**
7. Enter the **Reason for Credit Memo**

➤ All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default

Note: All totals are shown as a Negative and tax must be added at Line item level

➤ Scroll down to **Line Items**

Create Line-Item Credit Memo

[Update](#) [Save](#) [Exit](#) [Next](#)

Credit Memo Type

Quantity Adjustment **1** Price Adjustment

Invoice Header * Indicates required field [Add to Header](#)

Summary

Credit Memo #:* CR0099-1 **2**

Credit Memo Date:* 3 Dec 2018 **3**

Original Invoice No: 776-2

Original Invoice Date: 3 Dec 2018

Supplier Tax ID:* 123456789 **4**

Remit To: MTU

Perth WA

Subtotal: \$-1,300,000.00 AUD **N**

Total Tax: \$-130,000.00 AUD

Amount Due: \$-1,430,000.00 AUD

[View/Edit Addresses](#)

Shipping

Header level shipping Line level shipping

Ship From: Rio Test Supplier AU

Brisbane
Australia

Supplier VAT **5**

Supplier VAT/Tax ID:* 123456789 **6**

Comment

Reason for Credit Memo:* Goods Damaged During Transit **7**

Default Credit Memo Comment Text:

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

1. To add an **Attachment** (if required), click on **Add to Header**
2. 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
3. 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)
4. Click **Update**

Note: Slide the Include button from green to grey to **exclude** items not being credited



5. Click **Next**
 - Screen displays Create Line-Item Credit Memo review
 - Refer to **Slide 34**, Finalising a Line Item Credit memo

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Shipping Documents Special Handling Discount Informational Pricing

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		VALVE,SHUTTLE;HAGGDRVES S23-11966-0		-500	EA	\$2,600.00 AUD	\$-1,300,000.00 AUD

Pricing Details

Price Unit: EA
Unit Conversion: 1
Price Unit Quantity: 1.0
Description:

Tax

Category: * GST
Location:
Description: GST
Regime:

Taxable Amount: \$-1,300,000.00 AUD
Rate(%): 10
Tax Amount: \$-130,000.00 AUD
Exempt Detail: (no value)

Line Item Actions

Line Item Credit Memo – Header Level – Price Adjustment

1. Confirm or select **Quantity Adjustment**

➤ Screen message displays

2. Select **Yes**

3. Enter a **Credit Memo #**

4. Confirm the **Credit Memo Date**

5. Confirm or enter the **Supplier Tax ID**

Note: All totals are shown as a Negative and tax must be added at Line item level

➤ Scroll down to locate **Supplier VAT/Tax ID**

➤ **Confirm or enter the Supplier VAT/Tax ID**

➤ Enter a Reason for Credit Memo

➤ Add Attachment (if required), refer to Slide 10, **Adding an Attachment to Header Level**

➤ Scroll down to **Line items**

Create Line-Item Credit Memo

Update Save Exit Next

Subtotal: \$-411.99 AUD
Total Tax: \$0.00 AUD

Credit Memo Type

Quantity Adjustment Price Adjustment

▼ Invoice Header

Summary

Credit Memo #:* PA5553433

Credit Memo Date:* 3 Dec 2018

Original Invoice No: 776-2

Original Invoice Date: 3 Dec 2018

Supplier Tax ID:* 123456789

Remit To: MTU

Subtotal: \$-1,300,000.00 AUD
Total Tax: \$-130,000.00 AUD
Amount Due: \$-1,430,000.00 AUD

CREDIT MEMO TYPE
If you change the credit memo type, the Line Items section will be reloaded. Do you want to continue anyway?

Yes

Required field Add to Header

View/Edit Addresses

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID:* 123456789

Comment

Reason for Credit Memo:* Price change based on re-negotiated pricing with manufacturer

Default Credit Memo Comment Text:

Add to Header

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Finalising a Line Item Credit Memo – Price Adjustment

- Line items is displayed
- 10. Enter the **Quantity** for the Price Adjustment
- 11. Enter the updated **Unit Price**, this can be either an increase or decrease
- 12. Click on **Update**
 - Screen displays updated totals
- Note:** Slide the Include button from green to grey to *exclude* items not being credited
- 13. Click on **Next**
 - Go to Slide 34, Finalising a Line Item Credit Memo

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Retail Details Tax Category: 10% GST / GST

Shipping Documents Special Handling Discount Informational Pricing

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		VALVE,SHUTTLE;HAGGDRVES S23-11966-0		250	EA	\$-2,569.00 AUI	\$-642,250.00 AUD

Pricing Details

Price Unit: EA Price Unit Quantity: 1.0 **10**

Unit Conversion: 1 Description: **11**

Tax

Category: * GST Taxable Amount: \$-642,250.00 AUD

Location: Rate(%): 10

Description: GST Tax Amount: \$-64,225.00 AUD

Regime: Exempt Detail: (no value) ▾

Line Item Actions ▾

12 **13**

Finalising a Line Item Credit Memo

➤ Review the Invoice

1. Click **Submit**

Note: The Rio Tinto does not require a paper invoice, however if you require for your records **Click on Print.**

2. Click on **Exit**

➤ Screen returns to the Invoice

3. Click on **Done**

➤ Screen returns to the **Outbox**

Create Line-Item Credit Memo Previous **Submit** Save Exit

Confirm and submit the line-item credit memo. 

Line-Item Credit Memo

(Original Invoice No: 776-2)

Credit Memo Number : PA5553433	Subtotal : \$-642,250.00 AUD
Credit Memo Date : Monday 3 Dec 2018 5:17 PM GMT+11:00	Total Tax : \$-64,225.00 AUD
Original Invoice Number : 776-2	Amount Due : \$-706,475.00 AUD
Original Invoice Date : Monday 3 Dec 2018 10:37 AM GMT+11:00	
Original Purchase Order : 3000962651	
Has Price Adjustment : Yes	

REMIT TO:	BILL TO:	SUPPLIER:
Rio Tinto Supply MJ	Bilbara	Supplier

Invoice PA5553433 has been submitted.

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



Invoice: 776-2 Done

[Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#) 

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice / Tax Invoice



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

1. Click on **Outbox**

2. 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**

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HOME INBOX **OUTBOX** CATA **1** REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents **Create**

Invoices Order Confirmations Ship Notices Service Sheets Extended Collaboration Product Replenishment Drafts

Invoices

▼ Search Filters **1**

Customer: All Customers Add more

Invoice Number: ⓘ

Partial number Exact number

Order Number: ⓘ

Date Range: Last 24 hours **2**
4 Dec 2018 - 4 Dec 2018

Min. Amount:

Max. Amount:

External Invoice Number:

Status: Approved **3**

Type: All, Sent, Failed, Rejected, Approved, Paid, Canceled, Pending Approval

Number of Results:

4 **Search** Save Preferences Reset

Invoices (100+) Page 1 **2**

Type	Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Date	Amount	Routing Status	Invoice Status
Standard Invoice	111232323	Rio Tinto - TEST	3023206131	Online	Supplier	No	3 Dec 2018	\$274.51 AUD	Acknowledged	Sent
Standard Invoice	776-2	Rio Tinto - TEST	3000962651	Online	Supplier	No	3 Dec 2018	\$1,430,000.00 AUD	Acknowledged	Sent
Standard Invoice	8886776-1	Rio Tinto - TEST	3120856436	Online	Supplier	No	30 Nov 2018	\$15,546.30 AUD	Acknowledged	Sent
Standard Invoice	TEST555454545	Rio Tinto - TEST	3120856436	Online	Supplier	No	29 Nov 2018	\$39,453.70 AUD	Acknowledged	Sent

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**

Invoice: 776-2 Done

[Create Line-Item Credit Memo](#)
[Create Line-Item Debit Memo](#)
1 [This Invoice](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

Standard Invoice / Tax Invoice

<p>Status</p> <p>Invoice: Sent</p> <p>Routing: Acknowledged</p> <p>Invoice Number: 776-2</p> <p>Invoice Date: Monday 3 Dec 2018 10:37 AM GMT+11:00</p> <p>Original Purchase Order: 3000962651</p> <p>Submission Method: Online</p> <p>Origin: Supplier</p> <p>Source Document: Order</p>	<p>Subtotal: \$1,300,000.00 AUD</p> <p>Total Tax: \$130,000.00 AUD</p> <p>Amount Due: \$1,430,000.00 AUD</p>
---	---

REMIT TO: [Update](#) [Exit](#) [Next](#)

Create Line-Item Debit Memo

Debit Memo Type
You are creating a Debit Memo with Price Adjustment

▼ Invoice Header * Indicates required field [Add to Header](#)

Summary

Debit Memo #: * <input style="border: 2px solid orange;" type="text" value="PP009"/>	Subtotal: \$1,300,000.00 AUD
Debit Memo Date: * <input style="border: 2px solid orange;" type="text" value="4 Dec 2018"/>	Total Tax: \$130,000.00 AUD
Original Invoice No: 776-2	Amount Due: \$1,430,000.00 AUD
Original Invoice Date: 3 Dec 2018	View/Edit Addresses
Supplier Tax ID: * <input style="border: 2px solid orange;" type="text" value="123456789"/>	
Remit To: <input type="text" value="MTU"/>	

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**

Supplier VAT

Supplier VAT/Tax ID:* 123456789 5

Add to Header 6

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Retail Details Tax Category: 10% GST / GST Add to Included Lines

Shipping Documents Special Handling Discount Informational Pricing

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		VALVE,SHUTTLE;HAGGDRVES S23-11966-0		20	EA	\$250.00 AUD	\$5,000.00 AUD

N

Pricing Details Price Unit: EA Price Unit Quantity: 1.0
Unit Conversion: 1 Description:

Tax Category:* GST Taxable Amount: \$5,000.00 AUD Remove
Location: Rate(%): 10
Description: GST Tax Amount: \$500.00 AUD
Regime: Exempt Detail: (no value) Remove

Line Item Actions Delete

Update Exit Next

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**

Create Line-Item Debit Memo Previous **Submit** Exit

Confirm and submit the line-item debit memo.

Line-Item Debit Memo / Tax Invoice 1

(Original Invoice No: 776-2)

Debit Memo Number : PP009	Subtotal : \$5,000.00 AUD
Debit Memo Date : Tuesday 4 Dec 2018 9:05 AM GMT+11:00	Total Tax : \$500.00 AUD
Original Invoice Number : 776-2	Amount Due : \$5,500.00 AUD
Original Invoice Date : Monday 3 Dec 2018 10:37 AM GMT+11:00	
Original Purchase Order : 3000962651	
Has Price Adjustment : Yes	

REMIT TO: BILL TO: SUPPLIER:

Invoice PP009 has been submitted.

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

2

Invoice: 776-2 Done

[Create Line-Item Credit Memo](#) [Create Line-Item Debit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#) 3

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice / Tax Invoice



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

1. From the Inbox

2. Select Remittances

➤ If Remittances is not displayed:

- 1) Click on **More**
- 2) Select **Remittances**

➤ Screen displays **Remittances**

3. 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

Ariba Supply Chain Collaboration

HOME **INBOX** CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Create

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments **Remittances** More... 1

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (100+)

Type	Order Number ↓	Ver	Customer	Ship To Address	Date	Amount Invoiced	Actions
Order	3100245845	6	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	30 Oct 2017	\$0.00 AUD	Actions
Order	3023206321	2	Rio Tinto - TEST	CENTURION TRANSPORT CO P/L HAZELMERE, WA Australia	26 Nov 2018	\$0.00 AUD	Actions

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments **Remittances** More... 2

Remittances

Search Filters

Remittances (3)

Transaction # ↑	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Adjustment	Net	Status	Routing Status
300020202685742017	Rio Tinto - TEST	23 Jun 2017		ACH	2020268574	\$25,305.45 AUD	\$0.00 AUD	\$25,305.45 AUD	Canceled	Sent
300020202685962017	Rio Tinto - TEST	16 Jul 2017		ACH	2020268596	\$220.00 AUD	\$0.00 AUD	\$220.00 AUD	Canceled	Sent
300020202685982017	Rio Tinto - TEST	16 Jul 2017		ACH	2020268598	\$220.00 AUD	\$0.00 AUD	\$220.00 AUD	Paid	Sent

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**

Remittance Advice: 300020202685982017 (Paid)

To Search Results

[Print](#) [Export cXML](#) [Download CSV](#)

[Detail](#) [History](#)

From
Rio Tinto - TEST
PAYER: Pilbara Iron Co Serv P/L
[\(Show Payer Details\)](#)

To
Rio Test Supplier AU
[\(Show Payee Details\)](#)

REMITTANCE ADVICE

300020202685982017 (Paid)

Gross Amount: \$220.00 AUD

Withholding Tax: (\$0.00 AUD)

Amount Paid: \$220.00 AUD

Estimated Settlement on 16 Jul 2017

Payment Detail

Payment Method: ACH

Routing Status: Sent

Reference Number: **2020268598** ⓘ

Transaction Date: 16 Jul 2017

Related Payment: 300020202685982017 ⓘ

Identified Differences: None

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Net Amount Paid	Scheduled Payment
1	Invoice: 3023186773INV3	\$220.00 AUD	\$0.00 AUD		\$220.00 AUD	

ADDITIONAL INFORMATION

originalInvoiceNo: 3023186773INV3 buyerInvoiceID: 5520595730 fiscalYear: 2017 Company Code: 3000 Delivery note: 3023186773DN1

Gross Amount: \$220.00 AUD

Withholding Tax: (\$0.00 AUD)

Adjustment: (\$0.00 AUD)

Amount Paid: \$220.00 AUD



Receipts

- The Receipts tab listed all goods or services received 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

1. Click the **Inbox** tab

2. Click on **Receipts**

- The Receipts screen is displayed

3. Select the **Receipt Number**

- The receipt is displayed

Ariba Supply Chain Collaboration

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Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances **More...** 2

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (100+)

Type	Order Number ↓	Ver	Customer	Ship To Address	Date	Amount Invoiced	Actions
Order	3100245845	6	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia CENTURION TRANSPORT CO P/L	30 Oct 2017	\$0.00 AUD	Actions

Page 1

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Remittances **Receipts** More...

Receipts

Search Filters

Receipts (500+)

Receipt Number	Reference	Customer	Date ↑	Routing Status
300052091971752017	3023194077	Rio Tinto - TEST	12 Jul 2017 4:36:28 PM	Sent
300052091876612017	3023194079	Rio Tinto - TEST	12 Jul 2017 4:36:28 PM	Sent
300052091837062017	3023194079	Rio Tinto - TEST	12 Jul 2017 4:36:29 PM	Sent
300052092010372017	3023194079	Rio Tinto - TEST	12 Jul 2017 4:36:29 PM	Sent

Page 1

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

Receipt: 300052091834382017 Done

[Print](#) | [Export cXML](#) 1

Detail
History

From: Rio Tinto - TEST 152 St Georges Terrace Perth WA 6000 Australia	To: Rio Test Supplier AU Test Address AU Brisbane 4000 Australia	Receipt: Receipt #: 300052091834382017 Receipt Date: 8 Jul 2017
--	---	--

Routing Status: Sent
 Related Documents: [3023194078](#)

Item	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 3023194078 (Closed For Receiving)												
1	1		20000430			3023194078_1	1.0 EA	Not Specified	Received			
Description:												

Receipt received on: Saturday 8 Jul 2017 10:00 PM GMT+10:00
 Received by Ariba Network on: Wednesday 12 Jul 2017 4:36 PM GMT+10:00

[Print](#) | [Export cXML](#)

Done



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

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

2. Select **Company Profile**

Note: If the Company Profile selection is not available ask your businesses Ariba Network System Administrator to add Additional Company Addresses

3. Select the **Basic** tab, scroll down to **Additional Company Addresses**

4. Click on **Edit**

5. Click on **Create**

➤ Screen displays **Configure Supplier Addresses Served by This Account**

The screenshot illustrates the Ariba Network interface for configuring remittance addresses. It is divided into three main sections:

- Top Section:** The Ariba Network dashboard header with navigation tabs (HOME, INBOX, OUTBOX, CATALOGS, REPORTS) and a search bar. A red circle '1' highlights the 'Company Settings' dropdown menu in the top right corner.
- Middle Section:** The 'Company Profile' configuration page. A red circle '2' highlights the 'Company Profile' option in the dropdown menu. Below this, the 'Basic' tab is selected, and a red circle '3' highlights the 'Additional Company Addresses' section.
- Bottom Section:** The 'Additional Company Addresses' table. A red circle '4' highlights the 'Edit' button for the table. Below the table, a red circle '5' highlights the 'Create' button.

The table 'Additional Company Addresses' has the following columns: Address Name ↑, Address ID, VAT ID, Tax ID, Address, Country, and Legal Profile Status**. The table currently displays 'No items'.

Standard Invoice – Configuring Remittance Addresses cont.

6. Enter the **Address Name**

7. Enter the **Address 1**

8. Enter the **City**

9. Enter the **Postal Code**

10. Select the correct **Country**

11. Click on **Save**

- The entered information is displayed
- Repeat to add more addresses (if required)
- All addresses entered will be displayed

Configure Supplier Addresses Served by This Account Save Close

* Indicates a required field

Address Name

Address Name: * Retail Solutions **6**

Address ID:

VAT ID:

Tax ID:

Address

Address 1: * 1 Kangaroo Way **7**

Address 2:

City: * Melbourne **8**

State:

Postal Code: * 3000 **9**

Country: * Australia [AUS] **10**

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/> Retail Solutions				1 Kangaroo Way	Melbourne Australia	-

↳ Edit Delete | Create **11**

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

Additional Company Addresses **Example of Multiple Entries**

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/>	Brackets are Us			1 Wombat St	Sydney Australia	-
<input type="radio"/>	Retail Solutions			1 Kangaroo Way	Melbourne Australia	-

↳ |

Company Profile

✓ Your profile has been successfully updated. 12 13 ✕

Basic | Business | Marketing (2) | Contacts | Certifications (1) | Additional Documents

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

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **testsupplier_4 - TEST** Ship To: [View/Edit Addresses](#)
 Dunedoo Deliver To: [View/Edit Addresses](#)
 Australia

Additional Fields

Information Only. No action is required from the customer.

Supplier Reference:

Payment Note:

Supplier: Customer:

Supplier: **Test Supplier** Email:

Bill From: **testsupplier_4 - TEST** [View/Edit Addresses](#)
 Dunedoo [View/Edit Addresses](#)
 Australia [View/Edit Addresses](#)

VIEW/EDIT ADDRESSES * Indicates required field

Ship From

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

This selection will refresh the page content.

Ship To

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

This selection will refresh the page content.

Email:

Deliver To:

VIEW/EDIT ADDRESSES * Indicates required field

Bill From

Name: *

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

This selection will refresh the page content.

Standard Invoice – Using View/Edit Addresses

1. Click the **Down Arrow**

2. Select the applicable address

Note: the selected information is displayed

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **1**

Bill From: **2**

Customer: [View/Edit Addresses](#)

Dresden 14
Australia

Email:

[View/Edit Addresses](#)

Supplier: **N**

Retail Solutions

Melbourne
Australia

Bill From: **testsupplier_4 - TEST**

Dunedoo
Australia

Customer: [View/Edit Addresses](#)

Dresden 14
Australia

Email:

[View/Edit Addresses](#)



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: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com