Ariba Network Invoice Guide

SAP Ariba

V6.0

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

①	• This indicates an Instructional steps
⭐	• An additional step is indicated by
Ⓝ	• Note: Functionality specific notes
ⓘ	• Information: other useful information

Table of Contents

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

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

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 |

② Standard Invoice

Order Detail   Order History

Line-Item Credit Memo

Line-Item Debit Memo

From: To: **Purchase Order**

Create Invoice   Update   Save   Exit   **Next**

▼ Invoice Header   * Indicates required field   Add to Header ▾

Summary

Purchase Order: 3023206231   Subtotal: $284.56 AUD   View/Edit Addresses
                                                   Total Tax: $28.46 AUD
Invoice #: * 7775656588INV-1   **③**   Amount Due: $313.02 AUD

Invoice Date: * 26 Nov 2018 📅   **④**

Service Description: [   ]

Supplier Tax ID: * 123456789   **⑤**

Remit To   MTU ⌄

            Perth WA
            Australia
Bill To: **Pilbara Iron Co Serv P/L**

            Perth WA
            Australia

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**

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

☐ Tax paid through a Tax Representative

Supplier VAT

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

[**Attachments**] **7**

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 **8**

Insert Line Item Options

☐ Retail Details   ☑ Tax Category: [10% GST / GST   ▾] **10**   **11** [Add to Included Lines]   **9**

☐ Shipping Documents   ☐ Special Handling   ☐ Discount   ☐ Informational Pricing

☐	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 | Next **①**

▼ Invoice Header

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

Summary

②

Shipping Cost

Shipping Tax **⑤**

Purchase Order: 3000962717

Shipping Documents

Invoice #:* 887-2

Amount Details

Invoice Date:* 3 Dec 2018

Special Handling

Service Description:

Additional Reference Documents and Dates

Supplier Tax ID:* 63009342572

Comment

Remit To MTU

Attachment

Bill To: U.S. 2orax Inc

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

Shipping Cost

Shipping Amount: $123.76 AUD **③** | Shipping Date: | Remove

Shipping Tax

Category:* 10% GST / GST **⑥** | Taxable Amount: $123.76 AUD | Remove

Location: | Tax Rate Type:

Description: GST | Rate(%): 10

Regime: | Tax Amount: $12.38 USD

Exempt Detail: (no value)

9

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

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**

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.

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

①

Confirm and submit this document.

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

Invoice 887-1 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.   ②

Purchase Order: 3000962717   Done

③

☑ Create Order Confirmation ▾   🖼 Create Ship Notice   📄 Create Invoice ▾   Hide | Print ▾ | Download PDF | Download CSV | Resend

Order Detail   Order History

From:
U.S. 2orax Inc

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

Buyer ABN: Goods PO

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

Payment Terms ⓘ
0.00% 0
Payable immediately Due net

Comments

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

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: $65.97 AUD)

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**

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

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 ▼   ① ② Print ▼ | Download PDF | Export cXML | Download CSV | Resend

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

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

Comments

Routing Status: Acknowledged
Related Documents: ⊡ Arb_inv_01.03
⊡ Arb_inv_01.02
⊡ Arb_inv_01.1
More(1) »

Create Invoice

Update   Save   Exit   Next

▼ Invoice Header

* Indicates required field   Add to Header ▼

Summary

Purchase Order: 3000962651

Invoice #:* 776-2   ③

Invoice Date:* 3 Dec 2018   ④

Service Description:

Supplier Tax ID:* 123456789

Remit To   MTU

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

View/Edit Addresses

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) ☑ Tax Category: | 10% GST / GST — **(9)**

☐ Retail Details | ☐ Shipping Documents | ☐ Special Handling | ☐ Discount | ☐ Informational Pricing

(10) Add to Included Lines

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	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
Location:
Description: GST
Taxable Amount: $1,300,000.00 AUD
Rate(%): 10
Tax Amount: $130,000.00 AUD
Exempt Detail: (no value) ▾
Remove

Excluded line items cannot be modified.

| ☐ | 2 | ⬤ | MATERIAL | | CABLE;7M;QUICK DISCONNECTION CABLE | 20110028 | 0 | EA | $40.43 USD | $0 USD |

Excluded line items cannot be modified.

↳ Line Item Actions ▾ | Delete

(12) Update | Save | Exit | Next **(13)**

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**

Line Items

3 Line Items, 2 Included, 1 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: | GST ▼ | ☐ Shipping Documents ☐ Special Handling ☐ Discount | **Add to Included Lines**

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	◉	MATERIAL	Item Partno1	Item Description Line 1		① 1	EA	$1,500.00 AUD	$1,500.00 AUD

Classification | Domain: unspsc | Code: 48102102 | Remove

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐		◉	MATERIAL	Item Partno2	Item Description Line 2		② 0	EA	$2,000.00 AUD	$0 AUD

④ *Excluded line items cannot be modified.*

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	3	◉	MATERIAL	Item Partno3	Item Description Line 3		2	EA	$2,000.00 AUD	$4,000.00 AUD

Classification | Domain: unspsc | Code: 48102102 | Remove

↳ **Line Item Actions ▼** | **Delete** ③

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]

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	MATERIAL	Item Partno1	Item Description Line 1		1	EA	$1,500.00 AUD	$1,500.00 AUD

Classification   Domain: unspsc   Code: 48102102   Remove

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	3	⬤	MATERIAL	Item Partno3	Item Description Line 3		1	EA	$2,000.00 AUD	$2,000.00 AUD

Classification   Domain: unspsc   Code: 48102102   Remove

↳   [Line Item Actions ▼]   [Delete]

1

[Update] [Save] [Exit] [**Next**]

Invoice TEST660009 has been submitted.

• Print a copy of the invoice
• Exit invoice creation.   **2**

Create Invoice   [Previous] [Save] [**Submit**] [Exit]

3

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 cou   . 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 invoi   nce you subscribe to the archiving service.

Standard Invoice   /   Tax Invoice

Invoice Number : TEST660009
Invoice Date : Thursday 4 Jan 2018 11:45 AM GMT+11:00
Original Purchase Order : 3700029909

Subtotal : $3,500.00 AUD
Total Tax : $350.00 AUD
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

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 |

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

Day
52

Invoice Approved
Payment Proposal Received
24 Nov 2018

✓

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**

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**

➤ 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**

Create Line-Item Credit Memo

Update   Save   Exit   Next

Credit Memo Type

○ Quantity Adjustment ⓘ   ce Adjustment ⓘ   **①**

▼ Invoice Header   * Indicates required field   Add to Header ▼

Summary

Credit Memo #: *   CR0099-1   **②**

Subtotal: $-1,300,000.00 AUD
Total Tax: $-130,000.00 AUD
Amount Due: $-1,430,000.00 AUD   **Ⓝ**   View/Edit Addresses

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

Shipping

○ Header level shipping ⓘ   ○ Line level shipping ⓘ

Ship From: **Rio Test Supplier AU**   **⑤**   sses

Brisbane
Australia

Supplier VAT

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

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**

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

Include

13. Click on **Next**

➢ Go to Slide **34**, Finalising a Line Item Credit Memo

Line Items   1 Line Items, 1 Included, 0 Previously Fully Invoiced

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	⬤	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   Remove
                                                                Rate(%): 10
                             Location: [   ]   Tax Amount: $-64,225.00 AUD
                             Description: GST   Exempt Detail: (no value) ▾
                             Regime: [   ] ▾

↳ [Line Item Actions ▾] [Delete]   (12)   (13)

                                              [Update] [Save] [Exit]   [Next]

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 you 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   ①

Confirm and submit the line-item credit memo.

Line-Item Credit Memo

(Original Invoice No: 776-2)

Credit Memo Number : PA5553433
Credit Memo Date : Monday 3 Dec 2018 5:17 PM GMT+11:00
Original Invoice Number : 776-2
Original Invoice Date : Monday 3 Dec 2018 10:37 AM GMT+11:00
Original Purchase Order : 3000962651
Has Price Adjustment : Yes

Subtotal : $-642,250.00 AUD
Total Tax : $-64,225.00 AUD
Amount Due : $-706,475.00 AUD

REMIT TO: BILL TO: SUPPLIER:

Invoice PA5553433 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.   ②

Invoice: 776-2   Done   ③

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**

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**

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	🟢 (N)	MATERIAL		VALVE,SHUTTLE;HAGGDRVES S23-11966-0		`20`	EA	`$250.00 AUD`	$5,000.00 AUD

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

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

↳ [Line Item Actions ▼] [Delete]

[Update]   [Exit]   [Next]

Include
⊘

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]

①

Confirm and submit the line-item debit memo.

Line-Item Debit Memo / Tax Invoice

(Original Invoice No: 776-2)

Debit Memo Number :	PP009
Debit Memo Date :	Tuesday 4 Dec 2018 9:05 AM GMT+11:00
Original Invoice Number :	776-2
Original Invoice Date :	Monday 3 Dec 2018 10:37 AM GMT+11:00
Original Purchase Order :	3000962651
Has Price Adjustment :	Yes

Subtotal :	$5,000.00 AUD
Total Tax :	$500.00 AUD
Amount Due :	$5,500.00 AUD

REMIT TO: BILL TO: SUPPLIER:

Invoice PP009 has been submitted.

- Print a copy of the invoice
- Exit invoice creation. **②**

Invoice: 776-2   [Done]

③

[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

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

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 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

1. Click the **Inbox** tab

2. Click on **Receipts**

   ➤ The Receipts screen is displayed

3. 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

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**

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**
○ Retail Solutions				1 Kangaroo Way	Melbourne Australia	-

11

↳   Edit   Delete | Create

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**
◯	Brackets are Us				1 Wombat St	Sydney Australia	-
◯	Retail Solutions				1 Kangaroo Way	Melbourne Australia	-
↳	Edit	Delete	|	Create			

Company Profile

Save   Close

✓ 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

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)**	1. On the Home screen 2. Click on Company Settings 3. Click on Customer Relationships 4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com