

Ariba Network Invoice Guide





Introduction

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

The routing status identifies the journey of documents (order confirmation and invoices) through the Ariba Network between Anglo American and the Supplier.

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer
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Obsoleted	Purchase order that has been replaced by a subsequent (changed) order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 Anglo American
Rejected	A Purchase Order Confirmation that has been Rejected by Anglo American

Tax Information – General Information

- Always confirm the correct ABN appears on the Invoice, the ABN displayed is extract from Anglo American’s ordering system, where this is incorrect contact the requester at Anglo American. This cannot be changed or updated at supplier level
- All tax information is automatically updated from the purchase order sent by Anglo American, where the tax rate is incorrect contact Anglo American to advise and request a change Purchase Order

Supplier VAT	Customer VAT
Supplier VAT/Tax ID: 29616786648	Customer VAT/Tax ID: 73010037564
Supplier Commercial Identifier: <input type="text" value="29616786648"/>	
receiverID: <input type="text"/>	
transactionCategoryOrType: <input type="text" value="Service PO"/>	

Example Supplier VAT information Header



Invoicing

Material Order Invoice

- For any price or date variances send an Order Confirmation with Changes Proposed to Anglo American for approval prior to sending the goods
- Once you have submitted an electronic invoice please **do not** send a hard or softcopy of the invoice to Anglo American
- Purchase Orders received via the Ariba Network must be invoiced via the Ariba Network
- All Tax information is added at Line Level and cannot be adjusted

Service Order Invoice

- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- Refer to the **Service Order Guide** all information relating to Service Orders

Invoicing - General Information

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

The **Outbox > Invoice** page displays a summary of all Invoices

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.

Ariba Supply Chain Collaboration

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

Invoices Order Confirmations Ship Notices Service Sheets Extended Collaboration Archived Invoices More...

Invoices

Search Filters

Invoices (100+) Page 1

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Self Billing	Source Doc	Date ↑	Amount	Invoice Status ⓘ
Standard Invoice	4500900266INV1	Anglo American - TEST	4500900266	Online	Supplier	Supplier	No	Order	11 Apr 2019	\$343.20 AUD	Sent
Line-Item Credit Memo	4500900265INV1CR	Anglo American - TEST	4500900265	Online	Supplier	Supplier	No	Order	11 Apr 2019	-\$343.20 AUD	Approved
Line-Item Credit Memo	4500900266INV1CR	Anglo American - TEST	4500900266	Online	Supplier	Supplier	No	Order	11 Apr 2019	-\$343.20 AUD	Approved
Line-Item Credit Memo	4500900268INV1CR	Anglo American - TEST	4500900268	Online	Supplier	Supplier	No	Order	11 Apr 2019	-\$858.00 AUD	Approved
Standard Invoice	4500900268INV1-S	Anglo American - TEST	4500900268	Online	Supplier	Supplier	No	Order	11 Apr 2019	\$858.00 AUD	Sent
Standard Invoice	4500869299INV5	Anglo American - TEST	4500869299	Online	Supplier	Supplier	No	Order	12 Apr 2019	\$110.00 AUD	Approved
Standard Invoice	4500869300INV5	Anglo American - TEST	4500869300	Online	Supplier	Supplier	No	Order	12 Apr 2019	\$220.00 AUD	Sent
Standard Invoice	4500869359INV1	Anglo American - TEST	4500869359	Online	Supplier	Supplier	No	Order	15 Apr 2019	\$550.00 AUD	Pending Approval
Standard Invoice	4500869359INV2	Anglo American - TEST	4500869359	Online	Supplier	Supplier	No	Order	15 Apr 2019	\$550.00 AUD	Pending Approval
Standard Invoice	4500869359INV3	Anglo American - TEST	4500869359	Online	Supplier	Supplier	No	Order	17 Apr 2019	\$440.00 AUD	Approved

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 ENABLEMENT TASKS 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 (21 Apr 2019 - 21 May 2019)

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 Reset

Orders and Releases (6)

Type	Order Number	Ver	Inquiries	Ship To Address	Amount	Date	Order Status	Invoiced	Revision	Actions
Order	4500900835			Lake Lindsay Warehouse Middlemount, QLD Australia	\$150.00 AUD	9 May 2019	Confirmed	\$0.00 AUD	Original	Actions
Order	4500900836	1		Lake Lindsay Warehouse Middlemount, QLD Australia	\$150.00 AUD	9 May 2019	Confirmed	\$0.00 AUD	Original	Actions
Order	4500900993	1		Capcoal Grasree Middlemount, QLD Australia	\$2,200.00 AUD	15 May 2019	Confirmed	\$0.00 AUD	Original	Actions

Begin Invoice – Header Level

- 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**
- Scroll down to Supplier ABN, confirm the correct ABN is displayed, if it is incorrect contact Anglo American
- Scroll down to **Line Items**

Purchase Order: 4500900835 Done

Create Order Confirmation **Create Invoice** Hide Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History

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

From: **Anglo Coal (Capcoal Management)** Pty Limited
Brisbane, QLD 4001

To: **Purchase Order (Confirmed)**
4500900835
Amount: \$150.00 AUD

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4500900835 Subtotal: \$150.00 AUD
Total Tax: \$15.00 AUD
Amount Due: \$165.00 AUD [View/Edit Addresses](#)

Invoice #: * 887-1a

Invoice Date: * 21 May 2019

Service Description:

Remit To:

Bill To: **Anglo Coal (Capcoal Management)**

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Standard Invoice – Line Level

➤ A **Tax section** is open for each Line Item

1. Confirm or enter the **Quantity**

2. Click on **Update**

➤ Confirm the **Subtotal** reflects the required amount

➤ Repeat for all line items

3. Click on **Next**

Line Items

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Cu	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	PN-12345	TEST PO LINE 1		10	EA ⓘ	\$15.00 AUD	\$150.00 AUD

Pricing Details

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

Tax

Category:* GST Taxable Amount: \$150.00 AUD
Rate(%): 10.00
Tax Amount: \$15.00 AUD

Location: AP GST Taxable Supplies 10%
Regime:

↳ [Line Item Actions](#) [Delete](#)

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

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. It will not be electronically signed according to the countries of origin and destination of invoice. The originating country is:Australia. The document's destination country is:Australia. 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 are able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number: 887-1a Invoice Date: Tuesday 21 May 2019 9:04 AM GMT+10:00 Original Purchase Order: 4500900835	Subtotal: \$150.00 AUD Total Tax: \$15.00 AUD Amount Due: \$165.00 AUD
--	---

REMIT TO: <hr/>	BILL TO: Anglo Coal (Capcoal Management) Postal Address (Anglo Coal (Capcoal Management)): Pty Limited Brisbane QLD 4001 Australia	SUPPLIER: <hr/>
--------------------	---	--------------------

Invoice 887-1a has been submitted.

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

Purchase Order
 (Invoiced)
 4500900835
 Amount: \$150.00 AUD
 Version: 1

Purchase Order
 (Partially Invoiced)
 4500869405
 Amount: \$10,000.00 AUD
 Version: 1

Purchase Order: 4500900835 **Done**

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

Order Detail **Order History**

From: Anglo Coal (Capcoal Management) Pty Limited Brisbane QLD 4001 Australia	To: Australia	Purchase Order (Invoiced) 4500900835 Amount: \$150.00 AUD Version: 1
--	------------------	--

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: 4500869476 Done

Order Detail
Order History

Purchase Order: 4500869476
 Order Status: Invoiced
 Submitted On: 9 May 2019 8:00:00 PM GMT+10:00

From Customer: Anglo American - TEST
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125001050	9 May 2019 10:44:27 PM
	Email order was sent to thabi.n.jiyane@accenture.com.	ANPODispatcher-125008021	9 May 2019 10:44:29 PM
Sent	Email order was sent to thabi.n.jiyane@accenture.com.	OrderDispatcher - Email	9 May 2019 10:44:30 PM
Received	AU0450016641842019	Anglo American - TEST	9 May 2019 10:52:55 PM
	Received quantity 10.0 for line item 10.	PropogationProcessor-125007060	9 May 2019 10:52:56 PM

Line Items

Line #	Part #	Customer Part #	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
10			10.0 (PA) ⓘ	18 May 2019	\$100.00 AUD	\$1,000.00 AUD	\$100.00 AUD	

Description: Testing Order Inquiry

Status

10 Invoiced	Amount: \$1,000.00 AUD
10.0 Confirmed As Is	
10 Received	



Invoice Status

- The status of the Invoice will change as it progresses through Anglo American approval process
- There are a number of different Invoice Statuses, for example the most common are:
 - **Sent** – you have sent the invoice to Anglo American
 - **Approved** – Anglo American has reviewed the Invoice and it has been approved for payment
 - **Pending Approval** – Anglo American are in the process of approving the Invoice but are reviewing information
 - **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 Anglo American

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
- Pending Approval
- Paid
- Rejected
- Canceled

The screenshot shows the Ariba Supply Chain Collaboration dashboard. The 'OUTBOX' tab is highlighted with a red box and a red circle with the number '1'. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Extended Collaboration', and 'More...'. The 'Invoices' section is active, displaying a table of invoices. The 'Invoice Status' column is highlighted with a red box and a red circle with the number '2'. The table contains the following data:

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Date ↑	Amount	Invoice Status
Line-Item Credit Memo	4500900265INV1CR	Anglo American - TEST	4500900265	Online	Supplier	11 Apr 2019	-\$343.20 AUD	Approved
Line-Item Credit Memo	4500900266INV1CR	Anglo American - TEST	4500900266	Online	Supplier	11 Apr 2019	-\$343.20 AUD	Approved
Standard Invoice	4500900265INV2	Anglo American - TEST	4500900265	Online	Supplier	11 Apr 2019	\$343.20 AUD	Sent
Standard Invoice	4500900268INV1	Anglo American - TEST	4500900268	Online	Supplier	11 Apr 2019	\$858.00 AUD	Sent
Standard Invoice	4500900267INV1	Anglo American - TEST	4500900267	Online	Supplier	11 Apr 2019	\$343.20 AUD	Sent
Line-Item Credit Memo	4500900268INV1CR	Anglo American - TEST	4500900268	Online	Supplier	11 Apr 2019	-\$858.00 AUD	Approved
Standard Invoice	4500900268INV1-S	Anglo American - TEST	4500900268	Online	Supplier	11 Apr 2019	\$858.00 AUD	Sent
Standard Invoice	4500869299INV5	Anglo American - TEST	4500869299	Online	Supplier	12 Apr 2019	\$110.00 AUD	Approved
Standard Invoice	4500869300INV5	Anglo American - TEST	4500869300	Online	Supplier	12 Apr 2019	\$220.00 AUD	Sent
Standard Invoice	4500869359INV1	Anglo American - TEST	4500869359	Online	Supplier	15 Apr 2019	\$550.00 AUD	Pending Approval



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 as the Ariba Network tracks the balance of all invoices against the total of the Purchase Order
- Multiple Invoices can be created for a Purchase Order
- Note that 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

- From the Dashboard or Homepage
- 1. Click **Inbox**
- 2. Click on Order Status to sort alphabetically and locate "Partially")
- 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** CATALOGS ENABLEMENT TASKS 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 21 Apr 2019 - 21 May 2019

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 Reset

Orders and Releases (20)

Type	Order Number	Ver	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	4500869405	1	\$10,000.00 AUD	23 Apr 2019	Partially Invoiced	\$200.00 AUD	Original	Actions
Order	4500869406	1	\$15,000.00 AUD	23 Apr 2019	Partially Invoiced	\$1,500.00 AUD	Original	Actions
Order	4500869459	1	\$2,000.00 AUD	2 May 2019	Partially Invoiced	\$500.00 AUD	Original	Actions
Order	4500900731	1	\$10,000.00 AUD	2 May 2019	Partially Invoiced	\$500.00 AUD	Original	Actions

Commencing 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**
- To add shipping at Header Level, refer to Slide 9, Adding an Attachment at Header Level
 - Scroll down to **Line Items**

Purchase Order: 4500900637 Done

Create Order Confirmation **Create Invoice** | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

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

From: **Anglo Coal (Dawson Management)**
Pty Ltd
Brisbane QLD 4001
Australia

To: **Purchase Order (Partially Invoiced)**
4500900637
Amount: \$8,478.40 AUD
Version: 1

Payment Terms ⓘ
Within 30 days from Statement

Routing Status: Acknowledged
Related Documents: 44553-1
 Untitled 05/21/2019

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4500900637
Invoice #: 776-1a
Invoice Date: 21 May 2019
Service Description:
Remit To:
Bill To: Anglo Coal (Dawson Management)

Subtotal: \$3,709.00 AUD
Total Tax: \$370.90 AUD
Amount Due: \$4,079.90 AUD View/Edit Addresses

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: Ship To: Dawson Warehouse
Moura QLD
Australia View/Edit Addresses
Deliver To:

Completing a Partial Invoice Multiple Line Level Purchase Orders

➤ Line Items is displayed

5. Complete the Line Items for the Invoice

- 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 the Include button to remove items not required for this Invoice

➤ Complete line items details by indicating the correct quantities for invoicing

6. Click on **Update**

7. Review the subtotals, if the information on the invoice is correct, click **Next**

Line Items 5
4 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Tax Category: 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"/>	10	<input checked="" type="checkbox"/>	MATERIAL	BLB070960	BLACKTIPS 9 LED WORKLIGHT 60DEG		12	EA [ⓘ]	\$395.00 AUD	\$4,740.00 AUD	
Pricing Details							Price Unit: EA [ⓘ]	Price Unit Quantity: 1.0			
Tax							Category: * GST	Location:	Taxable Amount: \$4,740.00 AUD		
							Description: AP GST Taxable Supplies 10%	Regime: <input type="text"/>	Rate(%): 10.00 Tax Amount: \$474.00 AUD		
<input type="checkbox"/>	20	<input type="checkbox"/>	MATERIAL	1706591	LED WORK LIGHT FLOOD BEAM 12/24V		0	EA [ⓘ]	\$304.00 AUD	\$0 AUD	
<i>Excluded line items cannot be modified.</i>											
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	TOX085	Pressure Gauge Low Side 70mm		1	EA [ⓘ]	\$29.40 AUD	\$29.40 AUD	
Pricing Details							Price Unit: EA [ⓘ]	Price Unit Quantity: 1.0			
Tax							Category: * GST	Location:	Taxable Amount: \$29.40 AUD		
							Description: AP GST Taxable Su 3 10%	Regime: <input type="text"/>	Rate(%): 10.00 Tax Amount: \$2.94 AUD		
<input type="checkbox"/>	40	<input type="checkbox"/>	MATERIAL	331032004	Hour Meter Round 52mm Analogue 12V		0	EA [ⓘ]	\$61.00 AUD	\$0 AUD	
<i>Excluded line items cannot be modified.</i>											

Finalising a Partial Invoice

- 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

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The inating country is:Australia. The document's destination country is:Australia. 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 to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number: 776-1a	Subtotal: \$3,709.00 AUD
Invoice Date: Tuesday 21 May 2019 11:33 AM GMT+10:00	Total Tax: \$370.90 AUD
Original Purchase Order: 4500900637	Amount Due: \$4,079.90 AUD

REMIT TO:	BILL TO:	SUPPLIER:
	Anglo Coal (Dawson Management)	Test address

Invoice 776-1a has been submitted.

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

Purchase Order: 4500900637 Done

Create Order Confirmation Create Invoice Hide Print Download PDF Export cXML Resend

Order Detail Order History

From: Anglo Coal (Dawson Management) Pty Ltd Brisbane QLD 4001 Australia Phone: + () 61 7 38341333	To:	Purchase Order (Invoiced) 4500900637 Amount: \$8,478.40 AUD Version: 1
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Purchase Order (Invoiced)
0000220677
Amount: \$59.97 AUD
Version: 1

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



Line Item Credit Memo

- Line Item Credit Memo's are against an Invoice
- Line Item Credit Memo's can be raised for Quantity Adjustments only
- 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

➤ From the Dashboard or Homepage

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

➤ Screen displays Invoices

Note: Use type to sort alphabetically to display Standard Invoice

2. Click on the **Invoice#** that requires a credit

3. Click on **Create Line-Item Credit Memo**

➤ Screen displays **Create Line-Item Credit Memo**

Ariba Supply Chain Collaboration Company Settings ▾

HOME INBOX **OUTBOX** **1** GS ENABLEMENT TASKS REPORTS MESSAGES CSV Documents ▾ Create ▾

Invoices Order Confirmations Ship Notices Service Sheets Extended Collaboration Archived Invoices More... ▾

Invoices

▶ Search Filters

Invoices (100+) Page 1 ▾ >> 📄

Type ↓	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Amount	Invoice Status	ⓘ
Standard Invoice	4500900265INV2	Anglo American - TEST	4500900265	Online	Supplier	Supplier	\$343.20 AUD	Sent	
Standard Invoice	4500900267INV1	Anglo American - TEST	4500900267	Online	Supplier	Supplier	\$343.20 AUD	Sent	
Standard Invoice	4500900268INV1-S	Anglo American - TEST	4500900268	Online	Supplier	Supplier	\$858.00 AUD	Sent	
Standard Invoice	4500869299INV5	Anglo American - TEST	4500869299	Online	Supplier	Supplier	\$110.00 AUD	Approved	

Invoice: 4500900267INV1 Done

Create Line-Item Credit Memo **3**his Invoice Print Download PDF ▾ Export cXML

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

Line Item Credit Memo – Header Level – Quantity Adjustment

➤ Create Line-Item Credit Memo is displayed

1. Enter a **Credit Memo #**

2. Confirm the **Credit Memo Date**

➤ **Scroll down to Reason for Credit Memo**

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

3. Enter the **Reason for Credit Memo**

Note: All totals are shown as a Negative and are automatically added based on the original invoice being credited

➤ Scroll down to **Line Items**

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment

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

Summary

Credit Memo #:* 8876-1 1

Credit Memo Date:* 21 May 2019 2

Original Invoice No: 4500900267INV1

Original Invoice Date: 11 Apr 2019

Remit To:

MACKAY QLD
Australia

Bill To: **Anglo Coal (Moranbah North Management)**

Brisbane QLD
Australia

Subtotal: \$-312.00 AUD
Total Tax: \$-31.20 AUD
Amount Due: \$-343.20 AUD N View/Edit Addresses

Shipping
 Header level shipping ⓘ Line level shipping ⓘ

Comment 3

Reason for Credit Memo:* Goods where damaged inside the carton

Default Credit Memo Comment Text:

Supplier VAT/Tax ID: 29616786648

Finalising a Line Item Credit Memo – Line Level

➤ To add an **Attachment** (if required), refer to **Slide 11**, Add an Attachment to Header Level

➤ Scroll down to **Line Items**

➤ Tax information is auto-populated based on the original invoice

1. 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)

2. Click **Update**

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



3. Click **Next**

➤ Review the Subtotals and confirm items not required for the Credit Memo have been actioned

Line Items

Insert Line Item Options

Tax Category: 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"/>	10	<input checked="" type="checkbox"/>	MATERIAL		BAR,FLAT,GALV STEEL,6MM THK,100MM W,6M L		-2	EA ⓘ	\$156.00 AUD	\$-312.00 AUD

Pricing Details

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

Tax ⓘ Category: * GST Taxable Amount: \$-312.00 AUD
 Rate(%): 10.00
 Tax Amount: \$-31.20 AUD

Location: AP GST Taxable Supplies 10% Regime:

Line Item Actions

Update

Next

Finalising a Line Item Credit Memo

➤ Review the Invoice

1. Click **Submit**

Note: The Anglo American 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. It will not be electronically signed according to the countries of origin and desient's originating country is:Australia. The document's originating country is:Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. | to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: 4500900267INV1)

Credit Memo Number: 8876-1	Subtotal:	\$-312.00 AUD
Credit Memo Date: Tuesday 21 May 2019 12:54 PM GMT+10:00	Total Tax:	\$-31.20 AUD
Original Invoice Number: 4500900267INV1	Amount Due:	\$-343.20 AUD
Original Invoice Date: Thursday 11 Apr 2019 1:30 PM GMT+10:00		
Original Purchase Order: 4500900267		

Invoice 8876-1 has been submitted.

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

Invoice: 4500900267INV1 Done

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

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

Standard Invoice / Tax Invoice

Status	Subtotal:	\$312.00 AUD
Invoice: Sent	Total Tax:	\$31.20 AUD
Routing: Sent	Amount Due:	\$343.20 AUD
Invoice Number: 4500900267INV1		
Invoice Date: Thursday 11 Apr 2019 1:30 PM GMT+10:00		



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 Anglo American

- Screen document link to display the Remittance Advice details

Ariba Supply Chain Collaboration

HOME INBOX CATALOGS ENABLEMENT TASKS REPORTS UPLOAD/DOWNLOAD MESSAGES

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

Remittances

Search Filters

Remittances (2)

Transaction #	Customer	Payment Date	Method	Reference Number	Gross	Adjustment	Net	Status
AU042000000362019	Anglo American - TEST	26 Mar 2019	Wire	2000000036	\$0.11 AUD	\$0.00 AUD	\$0.11 AUD	Paid
AU042000000272019	Anglo American - TEST	11 Mar 2019	Wire	2000000027	\$680.00 AUD	\$0.00 AUD	\$680.00 AUD	Paid

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: AU0420000000272019 (Paid) To Search Results

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

Detail [History](#)

From
Anglo American - TEST
PAYER: Capcoal Management
[\(Show Payer Details\)](#)

To
[\(Show Payee Details\)](#)

REMITTANCE ADVICE
AU0420000000272019 (Paid)

Gross Amount: \$680.00 AUD
Withholding Tax: (\$0.00 AUD)

Amount Paid: \$680.00 AUD
Estimated Settlement on 11 Mar 2019

Payment Detail

Payment Method: Wire
Reference Number: **2000000027** ⓘ
Related Payment: AU0420000000272019 ⓘ
Identified Differences: None

Routing Status: Sent
Transaction Date: 11 Mar 2019

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: 2657_Inv (Show Details)	\$680.00 AUD	\$0.00 AUD		\$680.00 AUD	

ADDITIONAL INFORMATION
originalInvoiceNo: 2657_INV buyerInvoiceID: 5100000126 fiscalYear: 2019 Company Code: AU04

Gross Amount: \$680.00 AUD
Withholding Tax: (\$0.00 AUD)
Adjustment: (\$0.00 AUD)

Amount Paid: \$680.00 AUD



Receipts

- The Receipts tab listed all goods or services receipted by Anglo American
- 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

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

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

Receipts

Search Filters

Receipts (163)

Receipt Number	Reference	Customer	Routing Status
AU0450017245592019	4500901086	Anglo American - TEST	Sent
AU0450017245472019	4500901068	Anglo American - TEST	Sent
AU0450017245552019	4500901084	Anglo American - TEST	Sent
AU0450017245492019	4500901074	Anglo American - TEST	Sent
AU0450017245522019	4500901077	Anglo American - TEST	Sent
AU0450017245072019	4500901028	Anglo American - TEST	Sent
AU0450017245052019	4500901007	Anglo American - TEST	Sent
AU0450017245062019	4500901014	Anglo American - TEST	Sent
AU0450017245032019	4500901002	Anglo American - TEST	Sent
AU0450017245012019	4500900999	Anglo American - TEST	Sent
AU0450017244972019	4500900995	Anglo American - TEST	Sent
AU0450017244962019	4500900991	Anglo American - TEST	Sent
AU0450017244602019	4500900915	Anglo American - TEST	Sent

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: AU0450017245472019

Done

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



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

From:
Anglo American - TEST
Pty Limited
Brisbane QLD 4001
Australia

To:

Receipt:

Receipt No.: AU0450017245472019
Receipt Date: 16 May 2019

Routing Status: Sent
Related Documents: [4500901068](#)

Item	Order Line Number	Part #	Batch #	Customer Batch #	Packing Slip ID	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4500901068 (Closed For Receiving)											
1	10				GR_1068	13.0 EA ⓘ	Not Specified	Received			
Description:											
2	20				GR_1068	13.0 EA ⓘ	Not Specified	Received			
Description:											



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