Ariba Network Invoice Guide

SAP Ariba

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

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

Table of Contents

Select by clicking on the links:

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Obsoleted	Purchase order that has been replaced by a subsequent (changed) order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	
		Customer VAT/Tax ID:	73010037564
Supplier VAT/Tax ID:	29616786648		
Supplier Commercial Identifier:	29616786648		
receiverID:		**Example Supplier VAT information Header**	
transactionCategoryOrType:	Service PO		

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.

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 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 ▼   ① Hide | Print – | Download PDF | Export cXML | Download CSV | Resend

Standard Invoice   ②
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail   Order History

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

To:
Australia

Purchase Order
(Confirmed)
4500900835
Amount: $150.00 AUD
Versi...

Create Invoice

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

▼ Invoice Header

* Indicates required field   [Add to Header ▼]

Summary

Purchase Order: 4500900835

Invoice #: * 887-1a   ③

Invoice Date: * 21 May 2019 📅 ④

Service Description:

Remit To:

Bill To: Anglo Coal (Capcoal Management)

Subtotal: $150.00 AUD
Total Tax: $15.00 AUD
Amount Due: $165.00 AUD

View/Edit Addresses

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**

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**

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

N

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

Create Invoice

Previous | Save | Submit | Exit

1

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 destinating 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 able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

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

REMIT TO:

BILL TO:

Anglo Coal (Capcoal Management)

Postal Address (Anglo Coal (Capcoal Management)):
Pty Limited
Brisbane QLD 4001
Australia

SUPPLIER:

Invoice 887-1a has been submitted.

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

Purchase Order: 4500900835   Done

3

☑ 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   From Customer: Anglo American - TEST
Order Status: Invoiced   Routing Status: Acknowledged
Submitted On: 9 May 2019 8:00:00 PM GMT+10:00

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**

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

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**

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**

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

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**

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

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

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	10	🟢	MATERIAL		BAR,FLAT,GALV STEEL,6MM THK,100MM W,6M L		-2	EA ⓘ	$156.00 AUD	$-312.00 AUD

Pricing Details

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

Tax Ⓝ

Category: * GST
Location: Description: AP GST Taxable Supplies 10%
Regime:

Taxable Amount: $-312.00 AUD
Rate(%): 10.00
Tax Amount: $-31.20 AUD

Line Item Actions ▼   Delete

Update   Save   Exit   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 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

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and desent's originating country is:Australia. The document ... tion 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. I to archive old invoices once you subscribe to the arc... service.

Line-Item Credit Memo

(Original Invoice No: 4500900267INV1)

Credit Memo Number: 8876-1
Credit Memo Date: Tuesday 21 May 2019 12:54 PM GMT+10:00
Original Invoice Number: 4500900267INV1
Original Invoice Date: Thursday 11 Apr 2019 1:30 PM GMT+10:00
Original Purchase Order: 4500900267

Subtotal: $-312.00 AUD
Total Tax: $-31.20 AUD
Amount Due: $-343.20 AUD

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
Invoice: Sent
Routing: Sent
Invoice Number: 4500900267INV1
Invoice Date: Thursday 11 Apr 20...1:30 PM GMT+10:00

Subtotal: $312.00 AUD
Total Tax: $31.20 AUD
Amount Due: $343.20 AUD

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

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

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: 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