

# Ariba Network Invoice Guide

SAP Ariba 

**DRAFT**





# Introduction

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



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# Purchase Order

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services
- Any field with an \* is a mandatory field and a value is required to be entered

# Open the Purchase Order

1. Click **Inbox** tab on the Dashboard
  - Screen displays the list of Orders and Releases
2. Click the **Order Number** to open the order
  - Screen displays the Purchase Order
  - View the Purchase Order

Ariba Network

HOME **INBOX** CATALOGS REPORTS

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Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Contracts More...

Orders and Releases

Orders and Releases [Items to Ship](#)

Search Filters

Orders and Releases (73) Page 1

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	<a href="#">BPO17</a>	1	Insurance Australia Limited - TEST	Werk Hamburg Hamburg, 02 Germany	\$10.00 AUD	15 May 2017	Partially Invoiced	Invoice	\$1,200.00 AUD	Original	<a href="#">Actions</a>
Order	<a href="#">IAL93</a>	1	Insurance Australia Limited - TEST	Sydney, NRMA Centre, Ground SYDNEY, NSW Australia	\$13.39 AUD	3 Aug 2017	New	Invoice	\$0.00 AUD	Original	<a href="#">Actions</a>
Order	<a href="#">IAL67</a>	1	Insurance Australia Limited - TEST	Sydney HO asdf, NSW Australia	\$1,200.00 AUD	13 Jul 2017	New	Invoice	\$0.00 AUD	Original	<a href="#">Actions</a>
Order	<a href="#">IAL48</a>	1	Insurance Australia Limited - TEST	Melbourne HO 1234, VIC Australia	\$1,200.00 AUD	4 Jul 2017	New	Invoice	\$0.00 AUD	Original	<a href="#">Actions</a>
Order	<a href="#">IAL46</a>	1	Insurance Australia Limited - TEST	Melbourne HO 1234, VIC Australia	\$1,200.00 AUD	4 Jul 2017	New	Invoice	\$0.00 AUD	Original	<a href="#">Actions</a>
Order	<a href="#">IAL47</a>	1	Insurance Australia Limited - TEST	Melbourne HO 1234, VIC Australia	\$10.00 AUD	4 Jul 2017	New	Invoice	\$0.00 AUD	Original	<a href="#">Actions</a>
Order	<a href="#">IAL45</a>	1	Insurance Australia Limited - TEST	Melbourne HO 1234, VIC Australia	\$10.00 AUD	4 Jul 2017	New	Invoice	\$0.00 AUD	Original	<a href="#">Actions</a>
Order	<a href="#">IAL42</a>	1	Insurance Australia Limited - TEST	Melbourne HO 1234, VIC Australia	\$10.00 AUD	4 Jul 2017	New	Invoice	\$0.00 AUD	Original	<a href="#">Actions</a>

# View Purchase Order Details - Header Level

## View the details of your Purchase Order – Header Level

- 1) Purchase order number
- 2) Address Details
- 3) Order Status
- 4) Version Number
- 5) Comments (if applicable)
- 6) Other information (if applicable)
- 7) Ship All Items To address
- 8) Bill To
- 9) Deliver To
- 10) Routing Status

**Note: Order History** for diagnosing problems and for auditing

- Greyed out tabs indicate that these processes are not required, in this instance Order Confirmation and Ship Notices are not required.

Purchase Order: IAL48 ★ 1
Done

i
Create Order Confirmation | Create Ship Notice | Create Invoice | Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail
N

<span style="font-size: 2em;">★ 2</span> <p><b>From:</b> Melbourne HO 1234 1234 VIC 1234 Australia</p>	<p><b>To:</b> Noy Lang - TEST 12 New St Camberwell VIC 3163 Australia Phone: Fax: Email: <a href="mailto:noy.lang@sap.com">noy.lang@sap.com</a></p>
--	---

★ 3 Purchase Order  
(New)  
IAL48  
Amount: \$1,200.00 AUD  
Version: 1
 ★ 4

★ 5

**Comments**  
Comment Type: Terms and Conditions  
Body: All purchases made by Ariba are subject to Ariba's Terms and Conditions of Purchase in effect at the date this purchase order ('Order') is issued to you, which can be found at the following uniform resource ...  
[View more >](#)

★ 6

**Other Information**  
CompanyCode: 05  
Legal Terms and Conditions of Purchase: All purchases made by Ariba are subject to Ariba's Terms and Conditions of Purchase in effect at the date this purchase order ('Order') is issued to you, which can be found at the following uniform resource locator: [http://www.ariba.com/online\\_PO\\_TOU.cfm](http://www.ariba.com/online_PO_TOU.cfm).  
To request a hard copy of these Terms and Conditions of Purchase, please contact the Ariba Purchasing Department. Ariba explicitly disclaims and rejects all other terms and conditions of any other party associated with Ariba's purchases.  
Invoicing Terms and Conditions of Purchase: All purchases made by Ariba are subject to Ariba's Terms and Conditions of Purchase in effect at the date this purchase order ('Order') is issued to you, which can be found at the following uniform resource locator: [http://www.ariba.com/online\\_PO\\_TOU.cfm](http://www.ariba.com/online_PO_TOU.cfm).  
To request a hard copy of these Terms and Conditions of Purchase, please contact the Ariba Purchasing Department. Ariba explicitly disclaims and rejects all other terms and conditions of any other party associated with Ariba's purchases.

★ 7

**Ship All Items To**  
Melbourne HO  
1234  
1234 VIC 1234  
Australia  
Ship To Code: MelbourneShip  
Email: [dummy123a@iag.com.au](mailto:dummy123a@iag.com.au)

★ 8

**Bill To**  
Melbourne HO  
1234  
1234 VIC 1234  
Australia

★ 9

**Deliver To**  
Hari V  
Melbourne HO

★ 10 Routing Status: Sent

# View Purchase Order Details - Line Level

## Line Level – Hide Item Details:

- 1) **Show Item Details**-displays more information for every items within the Purchase Order
- 2) **Details**-displays information about the specific item
- 3) **Sub-total** of Purchase Order
- 4) Details of the item ordered including Quantity, unit price, need by information and part number/description
- 5) **Hide Item Details**-displays less information for each of the items ordered by Australia Insurance Group
- 6) Status and Accounting information
- 7) Other information including the Requestor of the item

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal	
1	2772900 Ariba Laptop	Material	1 (EA)	\$1,200.00 AUD	\$1,200.00 AUD	Details

Order submitted on: Tuesday 4 Jul 2017 4:44 PM GMT+10:00  
 Received by Ariba Network on: Tuesday 4 Jul 2017 4:44 PM GMT+10:00  
 This Purchase Order was sent by Insurance Australia Limited - TEST AN01052029069-T and delivered by Ariba Network.

Sub-total: \$1,200.00 AUD

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

Done

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Price	Subtotal	
1	2772900 Ariba Laptop	Material	1 (EA)	\$1,200.00 AUD	\$1,200.00 AUD	Summary

**Status**  
1 Unconfirmed

**Accounting**

Percentage	Percentage	100
GL Account	ID	0000010002
Cost Center	ID	0000003008

**Other Information**

Req. Line No.: 1  
 Requester: hari  
 PR No.: PR112  
 Manufacturer Name: Softmicro

Order submitted on: Tuesday 4 Jul 2017 4:44 PM GMT+10:00  
 Received by Ariba Network on: Tuesday 4 Jul 2017 4:44 PM GMT+10:00  
 This Purchase Order was sent by Insurance Australia Limited - TEST AN01052029069-T and delivered by Ariba Network.

Sub-total: \$1,200.00 AUD

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

Done

## Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

➤ To see item details click on

Show Item Details

➤ To Hide Item details click

Hide Item Details



# Standard Invoice

- All orders received via the Ariba Network require an invoice to be created in the Ariba Network
- The Invoice# refers to your internal invoice number
- Partial invoicing is allowed
- Shipping Cost added at Line level will not cause GST to be calculated for shipping. If the order has multiple lines the shipping cost can be added to one line or split over the all lines. (The Cost does NOT need to be split up over the lines)

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

Ariba Network

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Orders and Releases Items to Ship

Search Filters

Orders and Releases (73) Page 1

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	IAL67	1	Insurance Australia Limited - TEST	Sydney HO asdf, NSW Australia	\$1,200.00 AUD	13 Jul 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	IAL58	1	Insurance Australia Limited - TEST	Not Specified	\$249.98 AUD	11 Jul 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	IAL56	1	Insurance Australia Limited - TEST	Not Specified	\$249.98 AUD	11 Jul 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	IAL48	1	Insurance Australia Limited - TEST	Melbourne HO 1234, VIC Australia	\$1,200.00 AUD	4 Jul 2017	New	Invoice	\$0.00 AUD	Original	Actions

# Begin the Invoice

1. Click **Inbox** tab on the Dashboard.
  - Screen displays: Orders and Releases
2. Click the **Order Number** to open the order.
  - Screen displays: Purchase Order
  - View the Purchase Order.
3. Click **Create Invoice**
4. Select **Stand Invoice**
  - Screen displays: Create Invoice

The screenshot shows the Ariba Network interface. At the top, the 'INBOX' tab is highlighted with a red circle '1'. Below the navigation bar, the 'Orders and Releases' section is active. A table lists two orders, with the first order (IAL67) highlighted by a yellow box and a red circle '2'. Below the table, the 'Purchase Order: IAL67' details are shown. In the 'Create Invoice' dropdown menu, the 'Standard Invoice' option is highlighted with a yellow box and a red circle '4'. A red circle '3' is placed over the 'Create Invoice' button. The 'To:' field is labeled 'Purchase Order'.

**Ariba Network** Company Settings ▾ Help Center >>

HOME **INBOX** 1 CATALOGS REPORTS CSV Documents ▾ Create ▾

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Contracts More... ▾

Orders and Releases

Orders and Releases Items to Ship

▶ Search Filters

Orders and Releases (73) Page 1 ▾ >> ☰

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status ↓	Settlement	Amount Invoiced	Revision	Actions
Order	<b>IAL67</b>		Insurance Australia Limited - TEST	Sydney HO asdf, NSW Australia	\$1,200.00 AUD	13 Jul 2017	New	Invoice	\$0.00 AUD	Original	Actions ▾
Order	IAL48	1	Insurance Australia Limited - TEST	Melbourne HO 1234, VIC Australia	\$1,200.00 AUD	4 Jul 2017	New	Invoice	\$0.00 AUD	Original	Actions ▾

Purchase Order: IAL67 Done

Create Order Confirmation ▾ Create Ship 3 Create Invoice ▾ 4 Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Standard Invoice  
Line-Item Credit Memo

Order Detail Order History

From: To: Purchase Order

# Standard Invoice – Header Level

## Summary:

5. Fill in the **Invoice Number**.  
All other fields should be auto-populated.
  6. Select **TAX** option:
    - Tax at **Header Level** (used when all items within the invoice are one tax value)
      - 1) Select tax **Category**
      - 2) Select tax, e.g. **GST** or **GST Free**
      - 3) Totals will default after selection
- or
- Tax at **Line Level** (used when items within the invoice have differing tax values)
    - Select **Line Level Tax** and refer to 'Standard Invoice – Line Level' for orders with multiple lines & with multiple tax types

Create Invoice

Update
Save
Exit
Next

---

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

---

**Summary**

Purchase Order: IAL67

Invoice #:\*  5

Invoice Date:\*

Supplier Tax ID:

Remit To:  ▼

Sydney  
Australia

Bill To: **Sydney HO**

asdf NSW  
Australia

Subtotal: **\$1,200.00 AUD**

Total Tax: \$120.00 AUD

Total Gross Amount: \$1,320.00 AUD

Total Net Amount: \$1,320.00 AUD

Amount Due: **\$1,320.00 AUD**

View/Edit Addresses

---

**Tax** ⓘ

Header level tax ⓘ
 Line level tax ⓘ

Category:\*  1

Location:

Description: GST

Regime:

**Taxes** 2

10% GST / GST

0% GST / GST

Taxable Amount:  3

Tax Rate Type:

Rate(%): 10

Tax Amount: \$120.00 AUD

Remove

# Standard Invoice – Adding Shipping

7. Select **Shipping** option: (If additional Shipping Cost are required).

- Shipping Cost at **Header Level**
    - 1) Click **Add to Header**.
    - 2) Select **Shipping Cost**.
    - 3) Enter **Shipping Amount**.
    - 4) Enter **Shipping Date**.
  - Shipping added at Header Level will cause GST to be calculated for the shipping cost
- or
- Shipping Cost at **Line Level**
    - Select **Line Level Tax** and refer to 'Standard Invoice – Line Level'
    - Shipping Cost added at Line level will not cause GST to be calculated for shipping

**Shipping**

**7**  Header level shipping ⓘ  Line level shipping ⓘ

Ship From: **Noy Lang - TEST**  
Camberwell VIC  
Australia

Ship To: **Sydney HO**  
asdf NSW  
Australia  
Tax Test 1  
Sydney HO

[View/Edit Addresses](#)

\* Indicates required field **Add to Header** **1**

Tax

Shipping Cost **2**

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Additional Reference Documents and Dates

Comment

Attachment

---

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: **Noy Lang - TEST**  
Camberwell VIC  
Australia

Ship To: **Sydney HO**  
asdf NSW  
Australia  
Tax Test 1  
Sydney HO

[View/Edit Addresses](#)

---

**Shipping Cost**

Shipping Amount:  **3**

Shipping Date:  **4** [Remove](#)

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

# Standard Invoice – Adding an Attachment

Do you want to include an Attachment?

- **Yes** – Go to next step
- **No** – Go to **Slide 14**

8. Click on **Add to Header** to display the drop down box.

9. Select **Attachment**.

➤ The Attachments section is displayed;

1) Click on **Browse**

➤ **Browse** your computer files.

➤ Select and click on **Open**.

2) Click on **Add Attachment**

3) Screen displays the Attachment

- Multiple files can be attached
- Max **10mb** in total

**Note:** Do NOT attach a duplicate copy of the invoice.

**Add to Header** ▼ **8**

- Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment** **9**

**Attachments**

The total size of all attachments cannot exceed 10MB

**1** Browse... **2** Add Attachment

Add to Header ▼

**Attachments**

The total size of all attachments cannot exceed 10MB

Browse... Add Attachment Remove

Name	Size (bytes)	Content Type
<input type="checkbox"/> cvlftcfhawls02voolx.pdf	737786	application/pdf

↳ Delete

# Standard Invoice - Line Level Tax

- If **Line Level Tax** was selected at the Header;
  - 1) Click **Tax Category**
  - 2) Click **Add to Included Lines**
  - 3) A Tax section will open for each line item
  - 4) The default tax will be used, change the required **Category** to the applicable tax (where required)

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

★ 1
 Tax Category:

Shipping Documents
  Special Handling
  Discount

★ 2

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text" value="asdfgdfasg"/>	Notebook	<input type="text"/>	<input type="text" value="1"/>	EA	<input type="text" value="\$1,200.00 AUC"/>	<input type="text" value="\$1,200.00 AUD"/>

★ 3

Tax

Category:\*

Location:

Description: GST

Regime:

★ 4

Taxes

10% GST / GST

0% GST / GST

Taxable Amount:

Rate(%): 10

Tax Amount:

[Remove](#)

Shipping

Ship From: **Noy Lang - TEST**

Camberwell VIC  
Australia

Ship To: **Sydney HO**

asdf NSW  
Australia  
Tax Test 1  
Sydney HO

[View/Edit Addresses](#)

Shipping Cost

Shipping Amount:\*

Shipping Date:

↳

# Standard Invoice - Update Line items & add Shipping

10. Confirm or update **Quantity** (if required).



Update the quantity that is being invoiced, for example if there are 10 items in the quantity and only 5 are invoiced change to 5

11. Update **Unit Price** (if required)

12. Click on **Update**.

13. If **Line Level Shipping** was selected at the Header, enter the **Shipping Cost**.

14. Click on **Next**.

➤ Screen displays **Create Invoice Summary**

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

Insert Line Item Options

**1**  Tax Category: GST  Shipping Documents  Special Handling  Discount **2** [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	asdfgdfasg	Notebook		<b>10</b> 1	EA <b>11</b>	<b>\$1,200.00 AUD</b>	\$1,200.00 AUD

Tax

Category: \* GST  Taxable Amount: \$1,200.00 AUD [Remove](#)

Location:

Description: GST

Regime:

Taxes

- 10% GST / GST
- 0% GST / GST

Rate(%): 10

Tax Amount: \$120.00 AUD

Shipping

Ship From: **Noy Lang - TEST**

Ship To: **Sydney HO**

Deliver To: **asdf NSW**

Australia

Tax Test 1

Sydney HO [View/Edit Addresses](#)

Shipping Cost

Shipping Amount: \* **\$0.00 AUD** **13** Shipping Date:

Line Item Actions

**12**    **14**

# Standard Invoice – Add General Service

1. Click Add
2. Select Add General Service
  - A new section will be added under the existing line items
3. Enter the No.
4. Enter the Part#
5. Enter the Description
6. Enter the Quantity
7. Enter the Unit of measure
8. Enter the Unit Price
9. Click on Update
  - Repeat if required
  - The screen displays the Subtotal, go to Slide 19

Line Item Actions ▾

Delete

Add ▾ 1

2

10

Line Item Actions ▾
Delete
Add ▾

Add General Service
2

Add Labor Service

Add Material

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	<input checked="" type="checkbox"/>	MATERIAL	asdfgdfasg	Notebook		1	EA	\$1,200.00 AUC	\$1,200.00 AUC
<div style="display: flex; justify-content: space-between; font-size: 0.7em;"> <div> <p>Shipping</p> <p>Ship From: <b>Noy Lang - TEST</b> Camberwell VIC Australia</p> </div> <div> <p>Ship To: <b>Sydney HO</b> asdf NSW Australia Tax Test 1 Sydney HO</p> </div> <div style="text-align: right;"> <p><a href="#">View/Edit Addresses</a></p> </div> </div>									
<div style="display: flex; justify-content: space-between; font-size: 0.7em;"> <div> <p>Shipping Cost</p> <p>Shipping Amount: * <input style="width: 100px;" type="text" value="\$0.00 AUC"/></p> </div> <div> <p>Shipping Date: <input style="width: 100px;" type="text"/></p> </div> </div>									
2	<input checked="" type="checkbox"/>	SERVICE	Installation T2	Install equipment		2	EA	\$1,400.00 AUC	\$2,800.00 AUC
<div style="display: flex; justify-content: space-between; font-size: 0.7em;"> <div> <p>Service Period</p> <p>Service Start Date: <input style="width: 100px;" type="text"/></p> </div> <div> <p>Service End Date: <input style="width: 100px;" type="text"/></p> </div> </div>									

Line Item Actions ▾

Delete

Add ▾

7

8

9

Update

Save

Exit

Next

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# Standard Invoice – Add Material

1. Click **Add**

2. Select **Add Material**

➤ A new section will be added under the existing line items

3. Enter the **No.**

4. Enter the **Part#**

5. Enter the **Description**

6. Enter the **Quantity**

7. Enter the **Unit** of measure

8. Enter the **Unit Price**

9. Click on **Update**

➤ Repeat if required

➤ The screen displays the Subtotal, go to **Slide 19**

The screenshot shows the 'Add Material' process in SAP Ariba. It is divided into two main sections: a top action bar and a 'Line Items' table.

**Top Action Bar:** Contains 'Line Item Actions', 'Delete', and 'Add' buttons. A dropdown menu is open under 'Add', showing 'Add General Service', 'Add Labor Service', and 'Add Material'. Callout 1 points to the 'Add' button, and callout 2 points to the 'Add Material' option.

**Line Items Section:** Shows a table with 2 line items. Callout 3 points to the 'No.' field (value: 2). Callout 4 points to the 'Part #' field (value: 1444553). Callout 5 points to the 'Description' field (value: Ariba Cabling). Callout 6 points to the 'Quantity' field (value: 4). Callout 7 points to the 'Unit' field (value: EA). Callout 8 points to the 'Unit Price' field (value: \$56.77 AUD). Callout 9 points to the 'Update' button. Callout 10 points to the 'Next' button.

**Table Data:**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	2772900	Ariba Laptop		1	EA	\$1,200.00 AUD	\$1,200.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	1444553	Ariba Cabling		4	EA	\$56.77 AUD	\$227.08 AUD

**Form Fields:** Tax Category: GST. Shipping Documents, Special Handling, Discount: . Add to Included Lines button.

**Bottom Action Bar:** Contains 'Update', 'Save', 'Exit', and 'Next' buttons.

# Standard Invoice – Review

## ➤ Review Invoice.

1. Click **Submit** to send the Invoice.

➤ Screen displays: system message – ‘Print’ to print a copy of the Invoice or ‘Exit’ to exit Invoice creation

2. Click **Exit**

➤ Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced

Previous Save Submit 1

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's originating country is: Australia. The document will be able to archive old invoices once you subscribe to the Ariba long term document archiving, you can subscribe to an archiving service.

Standard Invoice / Tax Invoice

Invoice #: 123456INV-1  
 Invoice Date : Saturday 9 Sep 2017 2:43 PM GMT+10:00  
 Original Purchase Order : IAL48

Subtotal : **\$9,819.08**  
 Total Tax : **\$981.91**  
 Total Gross Amount : **\$10,800.99**  
 Total Net Amount : **\$10,800.99**  
 Amount Due : **\$10,800.99**

**REMIT TO:**

Noy Lang - TEST

Postal Address:  
 Test Supplier Remit Address  
 Sydney 2135  
 Australia

**BILL TO:**

Melbourne HO

Postal Address (default):  
 1234  
 1234 VIC 1234  
 Australia  
 Address ID: MelbourneShip

**BILL FROM:**

Noy Lang - TEST

Postal Address:  
 12 New St  
 Camberwell VIC 3163  
 Australia

**CUSTOMER:**

Melbourne HO

Postal Address:  
 1234  
 1234 VIC 1234  
 Australia  
 Address ID: MelbourneShip

**SHIP TO:**

Melbourne HO

Postal Address (default):  
 Hari V  
 Melbourne HO  
 1234  
 1234 VIC 1234  
 Australia  
 Address ID: MelbourneShip  
 Email: dummy123a@iag.com.au

**SHIP FROM:**

Noy Lang - TEST

Postal Address:  
 12 New St  
 Camberwell VIC 3163  
 Australia

**SHIPPING INFORMATION:**

**SHIP FROM:**

Noy Lang - TEST

Postal Address:  
 12 New St  
 Camberwell VIC 3163  
 Australia

**SHIP TO:**

Melbourne HO

Postal Address (default):  
 Hari V  
 Melbourne HO  
 1234  
 1234 VIC 1234  
 Australia  
 Address ID: MelbourneShip  
 Email: dummy123a@iag.com.au

**PAYMENT TERMS:**

Net Term: 0 Days

**ADDITIONAL INFORMATION:**

Customer VAT/Tax ID: 1100016722

Original Purchase Order: IAL48

Line #	Line Ref #	Type	Part # / Description	Qty / Unit	Unit Price	Sub Total
1	1	MATERIAL	2772900 Ariba Laptop	1 EA	\$1,200.00 AUD	\$1,200.00 AUD
<b>DETAILS</b>						
Auxiliary Part ID: Manufacturer Part #: Manufacturer Name: Softnicro Country of Origin: Accounting Reference ID: 000003008 ID Accounting Description: 000001002 ID Accounting Reference ID: 100 Accounting Description: Percentage Service Classification: 43211503 Classification Domain: UNSPSC_V13.5						
						Subtotal: <b>\$1,200.00 AUD</b>
						Gross Amount: \$1,200.00 AUD
						Net Amount: \$1,200.00 AUD
Line #	Line Ref #	Type	Part # / Description	Qty / Unit	Unit Price	Sub Total
2	2	MATERIAL	44445555 Ariba Leads	4 ea	\$56.77 AUD	\$227.08 AUD
<b>DETAILS</b>						
Auxiliary Part ID: Manufacturer Part #: Manufacturer Name: Country of Origin:						
						Subtotal: <b>\$227.08 AUD</b>
						Gross Amount: \$227.08 AUD
						Net Amount: \$227.08 AUD
Line #	Line Ref #	Type	Part # / Description	Qty / Unit	Unit Price	Sub Total
3	2	SERVICE	Installation T2	2 EA	\$1,400.00 AUD	\$2,800.00 AUD
<b>DETAILS</b>						
Start Date: 4 Sep 2017 End Date: 8 S Auxiliary Part ID: Manufacturer Part #: Manufacturer Name: Country of Origin:						
						Subtotal: <b>\$2,800.00 AUD</b>
						Gross Amount: \$2,800.00 AUD
						Net Amount: \$2,800.00 AUD
Line #	Line Ref #	Type	Part # / Description	Qty / Unit	Unit Price	Sub Total
4		SERVICE	Contractor 1a	4 WK	\$1,398.00 AUD	\$5,592.00 AUD
<b>DETAILS</b>						
Auxiliary Part ID: Manufacturer Part #: Manufacturer Name: Country of Origin:						
						Subtotal: <b>\$5,592.00 AUD</b>
						Gross Amount: \$5,592.00 AUD
						Net Amount: \$5,592.00 AUD

**Tax Summary**

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Tax Regime	Exempt Detail
GST	10%		\$9,819.08 AUD	\$981.91 AUD			

## Ariba Network

Invoice 123456INV-1 has been submitted.

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



Purchase Order  
(Partially Invoiced)  
IAL43

Amount: \$1,210.00 AUD  
Version: 1

Purchase Order  
(Invoiced)  
IAL43  
Amount: \$1,210.00 AUD  
Version: 1



# Invoice Status

- The status of the Invoice will change as it progresses through Insurance Australia Group (IAG)'s approval process
- There are 4 Invoice Statuses:
  - **Sent** – you have sent the invoice to Insurance Australia Group (IAG)
  - **Approved** – Insurance Australia Group (IAG) 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

# 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** – (Highlighted **Red** to indicate action is required)
- On the far right hand side of the page there is the **Invoice Status** column.

3. The **Routing Status** indicates whether the Invoice was successfully sent to your nominated recipients

Ariba Network

HOME INBOX **OUTBOX** 1 S REPORTS

Company Settings Company Settings

CSV Documents Create

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (68) Page 1

	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	3	Routing Status ⓘ	Invoice Status ⓘ 2
<input type="radio"/>	123456INV-1	Insurance Australia Limited - TEST	IAL48	Online	Supplier		9 Sep 2017	\$10,800.99 AUD		Failed	Rejected
<input type="radio"/>	Test AND Order Invoice	Insurance Australia Limited - TEST	IAL94	Online	Supplier	Order	3 Aug 2017	\$100.00 AUD		Acknowledged	Sent
<input type="radio"/>	ANPOInv1	Insurance Australia Limited - TEST	IAL70	Online	Supplier	Order	24 Jul 2017	\$1,320.00 AUD		Acknowledged	Sent
<input type="radio"/>	P3TaxCodeText1	Insurance Australia Limited - TEST	IAL78	Paper Invoice	Supplier	Order	13 Jul 2017	\$25.00 AUD		Acknowledged	Sent
<input type="radio"/>	C1TaxCode1	Insurance Australia Limited - TEST	IAL77	Paper Invoice	Supplier	Order	13 Jul 2017	\$20.00 AUD		Acknowledged	Sent
<input type="radio"/>	NoteBook Comp P6	Insurance Australia Limited - TEST	IAL75	Paper Invoice	Supplier	Order	13 Jul 2017	\$233.00 AUD		Acknowledged	Sent
<input type="radio"/>	MarkersP1	Insurance Australia Limited - TEST	IAL76	Paper Invoice	Supplier	Order	13 Jul 2017	\$50.00 AUD		Acknowledged	Sent
<input type="radio"/>	MarkerNotebookCompP6	Insurance Australia Limited - TEST	IAL74	Paper Invoice	Supplier	Order	13 Jul 2017	\$150.00 AUD		Acknowledged	Sent
<input type="radio"/>	MarkerNotebookP6	Insurance Australia Limited - TEST	IAL73	Paper Invoice	Supplier	Order	13 Jul 2017	\$1,200.00 AUD		Acknowledged	Sent
<input type="radio"/>	MarkerMarkerTaxP1	Insurance Australia Limited - TEST	IAL71	Paper Invoice	Supplier	Order	13 Jul 2017	\$112.00 AUD		Acknowledged	Sent
<input type="radio"/>	MarkerAndMarkerP1TC	Insurance Australia Limited - TEST	IAL69	Paper Invoice	Supplier	Order	13 Jul 2017	\$150.00 AUD		Acknowledged	Sent
<input type="radio"/>	NotebookP6Tax-1	Insurance Australia Limited - TEST	IAL68	Paper Invoice	Supplier	Order	13 Jul 2017	\$1,200.00 AUD		Acknowledged	Sent
<input type="radio"/>	MarkersP1Tax-1	Insurance Australia Limited - TEST	IAL66	Paper Invoice	Supplier	Order	13 Jul 2017	\$112.00 AUD		Acknowledged	Sent



# Partial Invoicing

- The status of the Invoice will remain as partial until the entire amount of the purchase Order has been invoiced
- There is no limit for the number of invoices that may be created to change the an invoice from partial to invoiced, once the total has been achieved you will no longer be able to create any further invoices

# Starting a Partial Invoice

1. Click on **Inbox**
  2. Select the required purchase order with a Status of **Partially Invoiced**
  3. Click **Create Invoice**
  4. Select **Standard Invoice**
- Screen will display **Create Invoice**

**Ariba Network** Company Settings [User Icon]

HOME **INBOX** CATALOGS REPORTS CSV Documents **Create**

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Contracts More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (73) Page 1

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	<b>IAL43</b>		Insurance Australia Limited - TEST	Multiple - See PO Line Items	\$1,210.00 AUD	4 Jul 2017	Partially Invoiced	Invoice	\$1,200.00 AUD	Original	Actions
Order	BPO25	1	Insurance Australia Limited - TEST	Werk Hamburg Hamburg, 02 Germany	\$100,000.00 AUD	15 May 2017	Partially Invoiced	Invoice	\$350.00 AUD	Original	Actions
Order	BPO17	1	Insurance Australia Limited - TEST	Werk Hamburg Hamburg, 02 Germany	\$10.00 AUD	15 May 2017	Partially Invoiced	Invoice	\$1,200.00 AUD	Original	Actions
Order	IAL93	1	Insurance Australia Limited - TEST	Sydney, NRMA Centre, 388 George St, Ground SYDNEY, NSW Australia	\$13.39 AUD	3 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions

**Ariba Network** Company Settings

Purchase Order: IAL43 **Done**

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

Order Detail Order History **Standard Invoice** Line-Item Credit Memo

From: CC 05 and POrg ARIB

To: Noy Lang - TEST  
12 New St  
Camberwell VIC 3163  
Australia

Purchase Order (Partially Invoiced)  
IAL43  
Amount: \$1,210.00 AUD  
Version: 1

# Header Information & Removing Previously Invoiced Line Items

The purchase order number is displayed

5. Enter the **Invoice Number**

6. Select the correct **Tax level** (refer to the standard invoice information for further details)

➤ Scroll down to **Line Items**

➤ Any items with a zero quantity must be deleted off the Invoice

7. Select any items that have previously been invoiced (with a zero)

8. Click on **Delete**

**Note:** This does not alter the original purchase order in any way, it is just deleting the items off the current invoice document you are working on

**Summary**

Purchase Order: **IAL43**

Invoice #:

**Tax** ⓘ

Header level tax ⓘ  Line level tax ⓘ

5

**Line Items** 2 Line Items, 1 Included, 1 Previously Fully Invoiced

**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 checked="" type="checkbox"/>	1	<input type="checkbox"/>	MATERIAL	2772900	Ariba Laptop		0	EA	\$1,200.00 AUD	\$0 AUD
<small>Excluded line items cannot be modified.</small>										
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	<input type="text" value="asdfasdf"/>	Enter a description for this item.	<input type="text"/>	<input type="text" value="1"/>	EA	<input type="text" value="\$10.00 AUD"/>	<input type="text" value="\$10.00 AUD"/>

**Shipping**

Ship From: **Noy Lang - TEST**  
Cambenwell VIC  
Australia

Ship To: **Melbourne HO**  
1234 VIC  
Australia  
Hari V  
Melbourne HO

Deliver To: Melbourne HO

[View/Edit Addresses](#)

**Shipping Cost**      Shipping Amount: \*       Shipping Date:

↳

8

# Finalising a Partial Invoice cont.

9. Enter the **Qty** for items being invoiced

10. Confirm or update the **Unit Price** (if required)

11. Click **Update**

➤ Repeat until all items and quantities for invoicing are correct

12. Click on **Next**

➤ Screen displays **Create Invoice**

Line Items 2 Line Items, 1 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	
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	asdfasdf	Enter a description for this item.		1	EA	\$10.00 AUD	\$10.00 AUD

Shipping [View/Edit Addresses](#)

Ship From: Noy Lang - TEST  
Camberwell VIC  
Australia

Ship To: Melbourne HO  
1234 VIC  
Australia  
Hari V  
Melbourne HO

Deliver To: Melbourne HO

Shipping Cost Shipping Amount: \* \$0.00 AUD Shipping Date:

Line Item Actions

# Finalising a Partial Invoice cont.

➤ Review the invoice

12. Click **Submit**

13. Click on **Exit**

➤ Screen displays the purchase order with the partially invoiced or invoiced

Create Invoice [Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: 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 will also be able to archive old invoices once you subscribe to the archiving service. 13

Standard Invoice / Tax Invoice

Invoice # : 123456INV-1	Subtotal :	\$10.00 AUD
Invoice Date : Saturday 9 Sep 2017 3:32 PM GMT+10:00	Total Tax :	\$1.00 AUD
Original Purchase Order : IAL43	Total Shipping :	\$0.00 AUD
	Total Gross Amount :	\$11.00 AUD
	Total Net Amount :	\$11.00 AUD
	Amount Due :	\$11.00 AUD

## Ariba Network

Invoice 123456INV-1 has been submitted.

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

## Ariba Network

Company Settings ▾

Purchase Order: IAL43 Done

[Create Order Confirmation](#) ▾ [Create Ship Notice](#) [Create Invoice](#) ▾ [Hide](#) [Print](#) ▾ | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

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

From:  
CC 05 and POrg ARIB

To:  
Noy Lang - TEST  
12 New St  
Camberwell VIC 3163  
Australia

**Purchase Order**  
(Invoiced)  
IAL43  
Amount: \$1,210.00 AUD  
Version: 1



# Edit & Resubmit an Invoice

- Only invoices that have been Rejected can be edited and resubmitted
- To correct an over charge use the Line Item Credit Memo process
- Invoices are rejected by the Australian Insurance Group (IAG) as they do not meet the transaction rules
- Transaction Rules are set by Australian Insurance Group (IAG)

# Opening a Rejected Invoice

1. Click on **Outbox**

2. Select the required invoice with a Status of **Rejected**

➤ Screen displays the Invoice and lists the reason for the rejection

➤ Read the reason for the invoice being rejected

Ariba Network

HOME INBOX **OUTBOX** CATALOGS REPORTS

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Invoices

Search Filters

Invoices (70) Page 1

	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Invoice Status
<input type="radio"/>	 123456INV-1	Insurance Australia Limited - TEST	IAL43	Online	Supplier		9 Sep 2017	\$11.00 AUD	Rejected
<input type="radio"/>	 123456INV-1	Insurance Australia Limited - TEST	IAL43	Online	Supplier		9 Sep 2017	\$11.00 AUD	Rejected
<input type="radio"/>	 123456INV-1	Insurance Australia Limited - TEST	IAL48	Online	Supplier		9 Sep 2017	\$10,800.99 AUD	Rejected
<input type="radio"/>	 Test AND Order Invoice	Insurance Australia Limited - TEST	IAL94	Online	Supplier	Order	3 Aug 2017	\$100.00 AUD	Sent
<input type="radio"/>	 ANPOInv1	Insurance Australia Limited - TEST	IAL70	Online	Supplier	Order	24 Jul 2017	\$1,320.00 AUD	Sent
<input type="radio"/>	 P3TaxCodeText1	Insurance Australia Limited - TEST	IAL78	Paper Invoice	Supplier	Order	13 Jul 2017	\$25.00 AUD	Sent
<input type="radio"/>	 C1TaxCode1	Insurance Australia Limited - TEST	IAL77	Paper Invoice	Supplier	Order	13 Jul 2017	\$20.00 AUD	Sent

Invoice: 123456INV-1

Done

Edit

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

Scheduled Payments

History

Rejected Invoice:

Reason: Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

Edit & Resubmit

# Opening the History Tab

## 1. Click on the **History Tab**

- Review the information
- Most screen will display a History tab indicating the processes and documents created **for the purchase order**

## 1. Click on the **Details Tab** to return to the invoice

Ariba Network Company Settings ▾

Invoice: 123456INV-1 Done

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

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

Invoice: 123456INV-1  
Invoice Status: Rejected  
Received By Ariba Network On: 9 Sep 2017 2:43:16 PM GMT+10:00  
Submitted By: Test Supplier1

To: Insurance Australia Limited - TEST  
Routing Status: Failed

### History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Noy Lang - TEST	9 Sep 2017 2:49:56 PM
	INV-45: The Period in the labor item at invoice line 4 is a required value. ?	PropogationDispatcher-128490058	9 Sep 2017 2:50:04 PM
	DOC-6: A document preprocessing error occurred.	PropogationDispatcher-128490058	9 Sep 2017 2:50:05 PM
Failed	Invoice validation failed.	ANCXMLEOutDispatcher	9 Sep 2017 2:50:05 PM

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

# Correcting a Rejected Invoice

## 1. Click on **Edit and Submit**

- Correct the error or provide the information based on the rejection reason
- Process the Invoice refer to Slide 11 for further information
- Screen returns to the Rejected Invoice screen, it will not change or update the existing invoice

Invoice: 123456INV-1 Done

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

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

**Rejected Invoice:**  
Reason: Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

[Edit & Resubmit](#)



# Line Item Credit Memo

- Line Item Credit Memo (LICM) can be sent to Insurance Australia Group (IAG) via the Ariba Network and do not need to be sent in the mail
- Please also note the following when creating Credit Memos:
  - Credits are supported against specific line items from a previously submitted invoice
  - Credits can be for full or partial amounts

# Begin the Line Item Credit Memo

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

Ariba Network

HOME INBOX **OUTBOX** 1 GS REPORTS

Company Settings [User Icon] CSV Documents Create

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (68) Page 1

	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
	123456INV-1	Insurance Australia Limited - TEST	IAL48	Online	Supplier		9 Sep 2017	\$10,800.99 AUD	Failed	Rejected
	Test AND Order Invoice	Insurance Australia Limited - TEST	IAL94	Online	Supplier	Order	3 Aug 2017	\$100.00 AUD	Acknowledged	Sent
	<b>ANPOInv1</b>	Insurance Australia Limited - TEST	IAL70	Online	Supplier	Order	24 Jul 2017	\$1,320.00 AUD	Acknowledged	Sent
	P3TaxCodeText1	Insurance Australia Limited - TEST	IAL78	Paper Invoice	Supplier	Order	13 Jul 2017	\$25.00 AUD	Acknowledged	Sent

Invoice: ANPOInv1 Done

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

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

# Line Item Credit Memo - Header

## 4. Enter a Credit Memo #.

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

## 5. Enter a Reason for Credit Memo.

- Scroll down to Line Items

Create Line-Item Credit Memo Update Exit Next

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

**Summary**

Credit Memo #:  **4**

Credit Memo Date:

Original Invoice No: ANPOInv1

Original Invoice Date: 24 Jul 2017

Supplier Tax ID:

Remit To:  ▼

Sydney  
Australia  
Bill To: **Sydney HO**

asdf NSW  
Australia

Subtotal: \$-1,200.00 AUD  
Total Tax: \$-120.00 AUD  
Total Gross Amount: \$-1,320.00 AUD  
Total Net Amount: \$-1,320.00 AUD  
Amount Due: \$-1,320.00 AUD

[View/Edit Addresses](#)

**Tax** ⓘ

Header level tax ⓘ  Line level tax ⓘ

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

**Comment**

Reason for Credit Memo: \*  **5**

Default Credit Memo Comment Text:

Add to Header ▼

# Line Item Credit Memo – Line Items

6. Check **Quantity** (The Quantity must contain a negative number e.g. -1, if it is a total amount and you are only crediting a portion, calculate and enter the quantity).

7. Check the correct **Tax Rate** is applied

**Note:** For items not part of the Credit Memo, select and then **Delete**

8. Click **Next**.

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

9. Review the **Credit Memo**

10. Click **Submit**.

➤ Screen returns to the original **Invoice**

Line Items 1 Line Items, 1 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	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Enter a description for this item.		-0.5	EA	\$1,200.00 AUD	\$-600.00 AUD

**Tax**

Category: \* GST  Taxable Amount: \$-600.00 AUD [Remove](#)

Location:  Rate(%): 10

Description:  Tax Amount: \$-60.00 AUD

Regime:

Line Item Actions

**Create Line-Item Credit Memo**

Confirm and submit the line-item credit memo. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's 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 will also be able to archive old invoices once you subscribe to an archiving service.

Line-Item Credit Memo

(Original Invoice No: ANPOInv1)

Credit Memo # : CN 9968886 Subtotal : \$-600.00 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**.
  - Screen displays **Remittances**
3. Click on the **Transaction #**
  - The **Remittance Advice** is displayed

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'CATALOGS', and 'REPORTS'. The 'INBOX' tab is highlighted with a yellow box and a red circle containing the number '1'. Below the navigation bar, a secondary menu contains 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', and 'More...'. The 'Remittances' tab is highlighted with a yellow box and a red circle containing the number '2'. The main content area shows 'Orders and Releases' with a sub-menu containing 'Orders and Releases' and 'Items to Ship'.

The screenshot shows the Ariba Network interface with the 'Remittances' section selected. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The 'INBOX' tab is highlighted. Below the navigation bar, a secondary menu contains 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', and 'More...'. The 'Remittances' tab is highlighted. The main content area shows 'Remittances' with a 'Search Filters' button. Below this, a table titled 'Remittances (1)' displays the following data:

Transaction #	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Difference	Status	Routing Status
PMT14	Insurance Australia Limited - TEST	5 Jul 2017	*****0016	ACH		\$2,640.00 AUD	\$0.00 AUD	\$0.00 AUD	\$2,640.00 AUD		Paid	Sent

A red circle containing the number '3' is positioned at the bottom left of the screenshot, pointing to the 'PMT14' transaction ID in the table.

# Reviewing a Remittance – Header & Line Summary

**Note:** From the Remittance Advice page you can:

- **Print** a copy
- **Export to cXML**
- **Download CSV** (see CSV Invoicing Guide for further instructions)

➤ Anything in blue can be selected to provide more information

➤ To show more details of invoices, click **Show Details**, go to **Slide 37** for more information

Remittance Advice: PMT14 (Paid) To Search Results

Print Export cXML Download CSV

Detail History

**From**  
Insurance Australia Limited - TEST  
PAYER: PAYER  
[\(Show Payer Details\)](#)

**To**  
Noy Lang - TEST  
PAYEE: PEARSHOP INC PTY LTD  
[\(Show Payee Details\)](#)

**REMITTANCE ADVICE**  
PMT14 (Paid)

Gross Amount: \$2,640.00 AUD  
Withholding Tax: (\$0.00 AUD)

**Amount Paid: \$2,640.00 AUD**

Settlement on 5 Jul 2017

**Payment Detail**

Payment Method: ACH (ach)      Routing Status: Sent  
Related Payment: 05:0220000000:2018:001 ⓘ      Transaction Date: 7 Jul 2017

Line #	Payable Reference	Gross Amount	Discount	Adjustment	Net Amount Paid	Scheduled Payment
1	<a href="#">Invoice: InvP2PTest3</a> <small>(Show Details)</small>	\$1,320.00 AUD	\$0.00 AUD	\$0.00 USD	\$1,320.00 AUD	<a href="#">PAYInvP2PTest3-75</a>
2	<a href="#">Invoice: P2PInv2</a> <small>(Show Details)</small>	\$1,320.00 AUD	\$0.00 AUD	\$0.00 USD	\$1,320.00 AUD	<a href="#">PAYP2PInv2-73</a>

Gross Amount: \$2,640.00 AUD  
Discount Applied: (\$0.00 AUD)  
Withholding Tax: (\$0.00 AUD)  
Adjustment: (\$0.00 AUD)

**Amount Paid: \$2,640.00 AUD**

Received by Ariba Network on: Friday 7 Jul 2017 4:13 PM GMT+10:00  
For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

Print Export cXML Download CSV

To Search Results

# Reviewing a Remittance – Line Item Details

- The information is displayed for the item/s selected
- Review the information
- 1. To exit, click **To Search Details**
- Screen displays **Remittances**

Line Items (2)						
Line #	Payable Reference	Gross Amount	Discount	Adjustment	Net Amount Paid	Scheduled Payment
1	<a href="#">Invoice: InvP2PTest3</a> <small>(Show Summary)</small> MATCHING INVOICE Original Invoice Date: 5 Jul 2017	\$1,320.00 AUD	\$0.00 AUD	\$0.00 USD	\$1,320.00 AUD	<a href="#">PAYInvP2PTest3-75</a>  Invoice Subtotal: \$1,200.00 AUD Total Tax: \$120.00 AUD Total Shipping: \$0.00 AUD <hr/> Invoice Total: <b>\$1,320.00 AUD</b>
2	<a href="#">Invoice: P2PInv2</a> <small>(Show Summary)</small> MATCHING INVOICE Original Invoice Date: 5 Jul 2017	\$1,320.00 AUD	\$0.00 AUD	\$0.00 USD	\$1,320.00 AUD	<a href="#">PAYP2PInv2-73</a>  Invoice Subtotal: \$1,200.00 AUD Total Tax: \$120.00 AUD Total Shipping: \$0.00 AUD <hr/> Invoice Total: <b>\$1,320.00 AUD</b>

Gross Amount:	\$2,640.00 AUD
Discount Applied:	(\$0.00 AUD)
Withholding Tax:	(\$0.00 AUD)
Adjustment:	(\$0.00 AUD)
<b>Amount Paid:</b>	<b>\$2,640.00 AUD</b>

Received by Ariba Network on: Friday 7 Jul 2017 4:13 PM GMT+10:00  
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The survey will take approximately five minutes and is anonymous.

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# Support

Support Type	Contact
Ariba Technical Helpdesk	<ol style="list-style-type: none"><li>1. Click on the <b>Help Centre – Support</b></li><li>2. Select support option;<ul style="list-style-type: none"><li>• <b>Email SAP Ariba Customer Support</b></li><li>• <b>Get help by Live Chat</b></li><li>• <b>Get help by Phone</b></li></ul></li></ol>
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"><li>1. On the <b>Home</b> screen</li><li>2. Click on <b>Company Settings</b></li><li>3. Click on <b>Customer Relationships</b></li><li>4. Click on <b>Supplier Information Portal</b></li></ol>
Ariba Network Training Request	E: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a>