

# Ariba Network Invoice Guide





# Introduction

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

- For Contract Invoices refer to the Contracts Guide
- For Service Sheet Invoicing refer to the Service Order Guide



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# 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
- Material Orders - 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)
- Service Orders – Refer to the Service Order Guide for invoicing of service orders
- **DO NOT** select the Information Only Check Box on invoices
- Complete all items with an asterisk's, there is no requirement to complete or select boxes without an asterisk's.

# Invoicing - General Information

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

The Order Number displayed is generated by the Buyers system.

Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on “Order Status” will sort in alphabetical order from A to Z, and by clicking once more, it will sort from Z to A.

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

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Orders and ReleasesTime & Expense SheetsEarly PaymentsScheduled PaymentsRemittancesInquiriesNotificationsMore... ▾

Orders and Releases

Orders and ReleasesItems to Ship

► Search Filters

Orders and Releases (14) 

Type	Order Number	Ver	Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions	
▼ Customer: Demo Buyer - TEST (14)											
<input type="radio"/>	Order	PO12351	1	Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions ▾
<input type="radio"/>	Order	PO96743	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	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.

**Note:** Only purchase orders with a status of Confirmed

- Screen displays the Purchase Order
- View the Purchase Order.
3. Click **Create Invoice**
4. Select **Standard Invoice**
- Screen displays **Create Invoice**

The screenshot shows the Ariba Network dashboard. The 'INBOX' tab is highlighted in the top navigation bar. Below it, the 'Orders and Releases' section is active, showing a table of orders. The order with number 4900001950 is highlighted, and its details are shown below. The 'Create Invoice' button is highlighted, and the 'Standard Invoice' option is selected in the dropdown menu. The order details show it is a confirmed purchase order for BP International Limited 2 - TEST.

**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 (100+) Page 1

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4900001981	1	BP International Limited - TEST	\$1,000.00 AUD	17 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4900001963	1	BP International Limited - TEST	\$100.00 AUD	16 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4900001950	1	BP International Limited - TEST	\$90.00 AUD	13 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4900001916	1	BP International Limited - TEST	\$900.00 AUD	7 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions

Purchase Order: 4900001601 Done

Create Order Confirmation Create S Create Invoice Hide Print Export cXML Download CSV Resend

Standard Invoice Line-Item Credit Memo

Order Detail Order History

From: BP Australia Pty Ltd  
GPO Box 1045

To: BP International Limited 2 - TEST  
210 Sixth Avenue

Purchase Order (Confirmed) 4900001601

# Standard Invoice – Header Level

## Summary:

5. Fill in the **Invoice Number**

6. Confirm the **Invoice Date**

## Shipping

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

- **Header Level** Shipping, go to **Slide 8**
- **Line level**, select Line level Shipping, go to **Slide 11**

**Note:** If Shipping is included or not required, there is no need to change the selection from Header Level Shipping

## Create Invoice

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

### ▼ Invoice Header

*\* Indicates required field*

[Add to Header ▼](#)

#### Summary

Purchase Order: 4900001601

Invoice #: \* INV5577758-1

5

Subtotal: \$1,230.00 USD

[View/Edit Addresses](#)

Total Tax: \$0.00 USD

Total Amount without Tax: \$1,230.00 USD

Tax:

Amount Due: \$1,230.00 USD

Invoice Date: \* 19 Oct 2017

Supplier Tax ID:

Remit To: BP International Limited 2 - TEST

Pittsburgh, PA  
United States

Bill To: BP Australia Pty Ltd

#### Shipping



Header level shipping ⓘ



Line level shipping ⓘ

Ship From: BP International Limited 2 - TEST

Pittsburgh, PA  
United States

Ship To: AU BP OFFICE DOCKLANDS  
Melbourne VIC  
Australia

[View/Edit Addresses](#)

Deliver To: asd  
AU BP OFFICE DOCKLANDS

# Standard Invoice – Adding Header Level Shipping

- 1. Select **Header level Shipping**
- 2. Click on **Add to Header**
- 3. Select **Shipping Cost**
  - The **Shipping** section will open
- 4. Enter the **Shipping Amount**
- 5. Click on **Update**

Create Invoice

5

Update

Save

Exit

Next

▼ Invoice Header

Summary

Purchase Order: 4900001985

Invoice #: \*

Invoice Date: \* 20 Oct 2017

Supplier Tax ID:

Shipping

1

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

Ship From: BP International Limited 2 - TEST

Pittsburgh, PA

United States

Shipping Cost

Shipping Amount: \$123.46 AUD

4

Shipping Date:

Remove

\* Indicates required field

2

Add to Header ▼

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

3

Sul Tot: Total Amount v

Amount

Ship To: AU BP Melbou Australi Lovkesl

Deliver To: AU BP OFFICE DOCKLANDS

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8



# Standard Invoice – Adding Header Level Shipping cont.

6. Click on **Add to Header**

7. Select **Shipping Tax**

➤ **Shipping Tax** section will open

8. Select the correct **tax Category**

9. Click on **Update**

➤ To add an **Attachment** refer to **Slide 10**

➤ Scroll down to **Line Items**

Create Invoice

9

Update

Save

Exit

Next

▼ Invoice Header

Summary

Purchase Order: 4900001985

Invoice #: 8887776

Invoice Date: 20 Oct 2017

Supplier Tax ID:

Shipping

☒ Header level shipping

☐ Line level shipping

Ship From: BP International Limited 2 - TEST

Pittsburgh, PA  
United States

Shipping Cost

Shipping Amount: \$123.40 AUD

Shipping Date:

Remove

Shipping Tax

8

Category: 10% GST / GST Inclusive

Location:

Description: GST Inclusive

Regime:

Taxable Amount: \$123.46 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$12.35 AUD

Remove

\* Indicates required field

6

7

Add to Header

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Sub Total

Total Amount with

Amount

Ship To: AU BP C  
Melbourne  
Australia  
Lokesh

Deliver To: AU BP OFFICE DOCKLANDS

View/Edit Addresses

# Standard Invoice – Adding an Attachment Header Level

Do you want to include an Attachment?

- **Yes** – Go to next step
- **No** – Go to Slide 11

1. Click on **Add to Header**

2. Select **Attachment**.

- The **Attachments** section is displayed

3. Click on **Browse**, browse your computer files.

- Select and click on **Open**.

4. Click on **Add Attachment**

- Screen displays the added **Attachment/s**

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

- **Do NOT** attach a duplicate copy of the invoice.

Create Invoice

Update Save Exit Next

▼ Invoice Header

\* Indicates required field

Add to Header ▼

Summary

Purchase Order: 4900001985

Invoice #: 8887776

Invoice Date: 20 Oct 2017

Supplier Tax ID:

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: BP International Limited 2 - TEST

Pittsburgh, PA  
United States

Ship To: AU BP C  
Melbour  
Australia  
Lokesh  
Deliver To: AU BP OFFICE DOCKLANDS

View/Edit Addresses

Attachments

The total size of all attachments cannot exceed 10MB

Browse... Add Attachment Remove

Add to Header ▼

1

2

3

4

Attachment

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

# Selecting the correct company VAT/Tax ID for the Invoice

- Display **Additional Fields** on the invoice

**Note:** Do not tick the Information Only box, this will indicate to BP that this is **NOT** an invoice

1. Locate the **Payment Note** drop down box
  2. Select the applicable **Company Address**
- Scroll down to **Line Items**

**N**

**Additional Fields**

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: 

ABC Company ▼ **1**

Select...

ABC Company **2**

Bill From: 

Melbourne  
Australia

Customer:  [View/Edit Addresses](#)

Email:  [View/Edit Addresses](#)

**Supplier VAT**

Supplier VAT/Tax ID: 123456789

[Add to Header ▼](#)

# Standard Invoice - Line Items Level Tax

- Taxes for invoices are added at Line Level
- 1. Click **Tax Category**
- 2. Select the correct tax level
- 3. Click on **Add to Included Lines**
- A **Tax** section will open for each Line Item with the Tax level selected

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

Insert Line Item Options

1

☒ Tax Category: GST

2

Taxes

0% GST / Australia Tax E...

10% GST / GST Inclusive

15% GST / New Zeland

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

3

Add to Included Lines

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

Tax

Category:\* GST

Location:

Description: GST

Regime:

Shipping

Ship From: Noy Lang - TEST

Camberwell VIC Australia

Shipping Cost

Shipping Amount:\* \$0.00 AUD

Taxable Amount: \$1,200.00 AUD

Rate(%): 10

Tax Amount: \$120.00 AUD

Remove

Ship To: Sydney HO

asdf NSW Australia

Tax Test 1 Sydney HO

View/Edit Addresses

Deliver To:

Shipping Date:

Line Item Actions

Delete

Add

Update

Save

Exit

Next

# Standard Invoice - Line Items

After Adding the applicable Taxes, (refer to slide 11), you need to provide the correct information for the items being invoiced

4. 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

5. Confirm or Update **Unit Price** (if required)

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

7. Click on **Update**.

8. Click on **Next**.

- Screen displays **Create Invoice Summary**

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

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

Tax

Category: \* GST

Location:

Description: GST

Regime:

Taxable Amount: \$1,200.00 AUD

Rate(%): 10

Tax Amount: \$120.00 AUD

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

Deliver To:

Shipping Cost

Shipping Amount: \* \$0.00 AUD

Shipping Date:

Line Item Actions

Delete

Add

Update

Save

Exit

Next



# Finalising a Standard Invoice

- **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
  3. Click on **Done**
  - Screen displays Invoices screen

Create Invoice

PreviousSaveSubmitExit

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.

Standard Invoice / Tax Invoice

Invoice #: 123456INV-1  
Invoice Date : Saturday 9 Sep 2017 3:32 PM GMT+10:00  
Original Purchase Order : IAL43

Subtotal :\$10.00 AUD  
Total Tax :\$1.00 AUD  
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.

2

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

Ariba Network

Company Settings

Purchase Order: IAL43

Done

Create Order ConfirmationCreate Ship NoticeCreate InvoiceHidePrintDownload PDFExport cXMLDownload CSVResend

Order DetailOrder 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

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# Opening the History Tab

- 1. Click on the **History Tab**
  - Review the information
  - Most screens will display a **History** tab indicating the processes and documents created **for the purchase order**
- 2. Click on the **Details Tab** to return to the invoice

Invoice: YD16Oct291

Done

Edit

Create Line-Item Credit Memo

Copy This Invoice

Download PDF

Export cXML

Detail

Scheduled Payments

History

1

Invoice: YD16Oct291

Invoice Status: Rejected

Received By Ariba Network On: 16 Oct 2017 11:29:42 PM GMT+11:00

Submitted By: Federal1 FederalHeath1

2

To: BP International Limited - TEST

Routing Status: Failed

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	BP International Limited 2 - TEST	16 Oct 2017 11:29:45 PM
	INV-116: Customer requires that Sold To Name and Country Code on invoices match the Bill To or Sold To (if available) information on purchase orders. ?	PropogationDispatcher-128562086	16 Oct 2017 11:29:46 PM
	DOC-6: A document preprocessing error occurred.	PropogationDispatcher-128562086	16 Oct 2017 11:29:46 PM
Failed	Invoice validation failed.	ANCXMLEOutDispatcher	16 Oct 2017 11:29:49 PM

Edit

Create Line-Item Credit Memo

Copy This Invoice

Download PDF

Export cXML

Done



# 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

<div> <a href="#">HOME</a> <a href="#">INBOX</a> <a href="#">OUTBOX</a> <a href="#">LOGS</a> <a href="#">REPORTS</a> </div> <div> <a href="#">CSV Documents</a> <a href="#">Create</a> </div>									
<a href="#">Invoices</a> <a href="#">Order Confirmations</a> <a href="#">Ship Notices</a> <a href="#">Service Sheets</a> <a href="#">Archived Invoices</a> <a href="#">Drafts</a>									
Invoices									
▶ Search Filters									
Invoices (100+)									
								3 Page 1 2	
	Invoice #	Reference	Submit Method	Origin	Date ↓	Amount	Routing Status	Invoice Status	
	8887776	4900001985	Online	Supplier	20 Oct 2017	\$1,131.81 AUD	Acknowledged	Sent	
	CB19102017001	Non-PO	Paper Invoice	Supplier	20 Oct 2017	\$150.00 AUD	Acknowledged	Sent	
	INV4900001995	4900001995	Online	Supplier	19 Oct 2017	\$1,275.00 AUD	Acknowledged	Approved	
	INV4900001995	4900001995	Online	Supplier	19 Oct 2017	\$1,500.00 AUD	Obsoleted	Rejected	
	CB18102017001	Non-PO	Paper Invoice	Supplier	19 Oct 2017	\$10,000.00 AUD	Acknowledged	Sent	
	#INV4900001975	4900001975	Online	Supplier	19 Oct 2017	\$860.00 AUD	Sent	Sent	
	IVN4900001987	4900001987	Online	Supplier	19 Oct 2017	\$500.00 AUD	Acknowledged	Approved	
	DKUAT012	4900001964	Online	Supplier	18 Oct 2017	\$2,900.00 AUD	Acknowledged	Approved	
	4900001985-4	4900001985	Online	Supplier	18 Oct 2017	\$1.00 AUD	Acknowledged	Sent	
	4900001985-3	4900001985	Online	Supplier	18 Oct 2017	\$1.00 AUD	Acknowledged	Approved	
	4900001985-2	4900001985	Online	Supplier	18 Oct 2017	\$1.00 AUD	Acknowledged	Approved	
	4900001985-1	4900001985	Online	Supplier	18 Oct 2017	\$1.00 AUD	Acknowledged	Approved	



# 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

HOME

INBOX

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Create

Orders and Releases

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Early Payments

Scheduled Payments

Remittances

Inquiries

Contracts

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Orders and Releases

Items to Ship

Search Filters

Orders and Releases (73)

Page 1

Type	Order Number	Mer	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	IAL43	1	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 #: 55444333-1

Tax ⓘ

6

☒ Header level tax ⓘ

☐ Line level tax ⓘ

2 Line Items, 1 Included, 1 Previously Fully Invoiced

Line Items

Insert Line Item Options

☐ Tax Category: GST

☐ Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	MATERIAL	2772900	Ariba Laptop		0	EA	\$1,200.00 AUD	\$0 AUD
Excluded line items cannot be modified.										
<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

Ship From: Noy Lang - TEST

Camberwell VIC Australia

Ship To: Melbourne HO

1234 VIC Australia

Deliver To: Hari V Melbourne HO

View/Edit Addresses

Shipping Cost

Shipping Amount: \$0.00 AUD

Shipping Date:

Line Item Actions

Delete

Add

Update

Save

Exit

Next

# Partial Invoicing Line Items

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

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

Delete

Add

Update

Save

Exit

Next

# Finalising a Partial Invoice

- Review the invoice
- 13. Click **Submit**
- 14. Click on **Exit**
- Screen displays the purchase order with the partially invoiced or invoiced

Create Invoice

PreviousSaveSubmitExit

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.

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.

14

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

Ariba Network

Company Settings

Purchase Order: IAL43

Done

Create Order ConfirmationCreate Ship NoticeCreate InvoiceHidePrintDownload PDFExport cXMLDownload CSVResend

Order DetailOrder 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 BP as they do not meet the transaction rules
- Transaction Rules are set by BP



# 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

INBOXOUTBOXLOGSREPORTS

CSV Documents>Create

InvoicesOrder ConfirmationsShip NoticesService SheetsArchived InvoicesDrafts

Invoices

Search Filters

Invoices (100+)Page 3

	Invoice #	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
	INV4900001995	4900001995	Online	Supplier	Order	19 Oct 2017	\$1,275.00 AUD	Acknowledged	Rejected
	INV4900001987	4900001987	Online	Supplier	Order	19 Oct 2017	\$500.00 AUD	Acknowledged	Rejected
	YD16Oct2017BPO200	Contract	Online	Supplier		16 Oct 2017	\$10.00 USD	Acknowledged	Rejected

Invoice: YD16Oct291Done

EditCreate Line-Item Credit MemoCopy This InvoicePrintDownload PDFExport cXML

DetailScheduled PaymentsHistory

Rejected Invoice:

Reasons:  
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

# 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 can be sent to BP via the Ariba Network and do not need to be sent in the mail
- 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

# 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

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

UpdateExitNext

▼ Invoice Header

\* Indicates required fieldAdd to Header ▼

Summary

Credit Memo #: CN 99688864

Credit Memo Date: 9 Sep 2017

Original Invoice No: ANPOInv1

Original Invoice Date: 24 Jul 2017

Supplier Tax ID:

Remit To: Test Supplier Remit Address ▼

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: \*Size of product reduced and price incorrect5

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	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  
Location:   
Description:   
Regime:   
Rate(%): 10  
Tax Amount: \$-60.00 AUD

Line Item Actions Delete

Update Exit Next

Create Line-Item Credit Memo Previous Submit Exit

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' (highlighted with a red circle and the number 1), 'CATALOGS', and 'REPORTS'. Below this, a secondary navigation bar contains 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances' (highlighted with a red circle and the number 2), 'Inquiries', 'Contracts', and 'More...'. The main content area shows 'Orders and Releases' with sub-tabs 'Orders and Releases' and 'Items to Ship'.

The screenshot shows the Ariba Network 'Remittances' page. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. Below this, a secondary navigation bar contains 'Orders and Releases', 'Time & Expense Sheets', 'ayments', 'Early Payments', 'Scheduled Payments', 'Remittances' (highlighted with a red circle and the number 3), 'Inquiries', 'Contracts', and 'More...'. The main content area shows 'Remittances' with a 'Search Filters' button. Below this, a table titled 'Remittances (16)' displays a list of transactions.

Transaction #	Payment Date	Method	Reference Number	Gross	Discount	Adjustment	Net	Status	Routing Status
PMT33	22 May 2017	Other	0022000027	\$10.00 USD	\$0.00 USD	\$0.00 USD	\$10.00 USD	Paid	Sent
PMT34	23 May 2017	Other	0022000028	\$5.00 USD	\$0.00 USD	\$0.00 USD	\$5.00 USD	Paid	Sent
PMT35	23 May 2017	Other	0022000029	\$15.00 USD	\$0.00 USD	\$0.00 USD	\$15.00 USD	Paid	Sent
PMT37	23 May 2017	Other	0022000030	\$30.00 USD	\$0.00 USD	\$0.00 USD	\$30.00 USD	Paid	Sent
PMT36	24 May 2017	Other	0022000031	\$210.00 USD	\$0.00 USD	\$0.00 USD	\$210.00 USD	Paid	Sent

# 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
- Anything is blue can be selected to provide more information

Remittance Advice: PMT34 (Paid) To Search Results

Print Export cXML Download CSV

Detail History

From  
BP International Limited - TEST  
PAYER: PAYER  
(Show Payer Details)

To  
BP International Limited 2 - TEST  
PAYEE: FEDERAL HEATH SIGN COMPANY, LLC XL  
(Show Payee Details)

REMITTANCE ADVICE  
PMT34 (Paid)  
Gross Amount: \$5.00 USD  
Withholding Tax: (\$0.00 USD)  
Amount Paid: \$5.00 USD  
Estimated Settlement on 23 May 2017

Payment Detail

Payment Method: Other (Dummy)  
Reference Number: 0022000028 ⓘ  
Related Payment: AU0A:0022000028:2017:000 ⓘ  
Identified Differences: None

Routing Status: Sent  
Transaction Date: 23 May 2017

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: Contract_AK... (Show Details)	\$5.00 USD	\$0.00 USD		\$0.00 USD	\$5.00 USD	

Gross Amount: \$5.00 USD  
Discount Applied: (\$0.00 USD)  
Withholding Tax: (\$0.00 USD)  
Adjustment: (\$0.00 USD)  
Amount Paid: \$5.00 USD

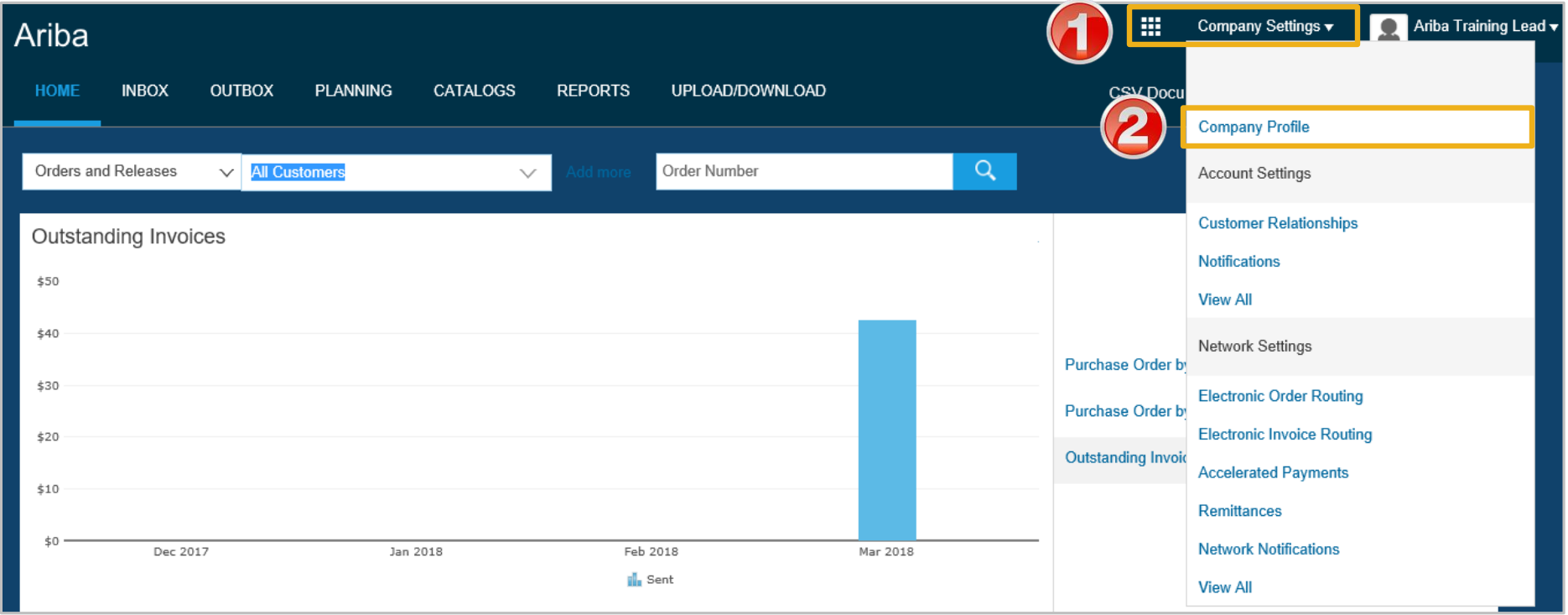


# Multiple VAT/Tax Id's

- Multiple VAT/Tax ID's should be entered when suppliers have multiple business addresses globally
- There are multiple tax rates associated to different global addresses for goods provided

# Adding Multiple VAT/Tax Id's

- From the **Dashboard**
  1. Click on **Company Settings**
  2. Select **Company Profile**
- The **Company Profile** screen is displayed
- 3. Confirm or select the **Basic** tab



The screenshot shows the 'Company Profile' screen. The 'Basic' tab is selected, and the 'Marketing' tab is also visible. The 'Public Profile Completeness' bar is shown at 35%. The screen includes a 'Save' button and a 'Close' button. The 'Basic' tab is highlighted with a red circle and the number 3. The 'Marketing' tab is also visible with a red circle and the number 3. The 'Public Profile Completeness' bar is shown at 35%.

# Adding Multiple VAT/Tax Id's cont.

4. Scroll down to **Additional Company Addresses**

5. Click on **Create**

6. Complete the following fields:

- 1) Enter your **business name**
- 2) Enter the **VAT ID**
- 3) Enter your **Tax ID** (if applicable)
- 4) Enter or confirm the correct **Address Name**
- 5) Enter the correct **City**
- 6) Enter the correct **Postal Code**
- 7) Enter or select the correct **Country**

7. Click on **Save**

➤ Screen displays the information added, Repeat Steps 5 to 7 to add further company addresses

Additional Company Addresses 4

Address Name 1	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
No items						

Create 5

Configure Supplier Addresses Served by This Account Save Close

\* Indicates a required field

Address Name

Address Name: \* ABC Company 1

Address ID: 2

VAT ID: 123456789 3

Tax ID: 123456789

Address

Address 1: \* Ariba Test Purpose Only 4

Address 2: 123 Street Street 5

City: \* Melbourne 6

State: 7

Postal Code: \* 3001

Country: \* Australia [AUS] 8

9 Save Close



# Adding Multiple VAT/Tax Id's cont.

- Screen displays **Company Profile** with the added **Additional Company Address**
- 8. Click on **Save**
- Note:** A green ribbon will confirm the information is saved
- 9. Click on **Close**
- Screen displays the **Dashboard**

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
ABC Company		123456789	123456789	Ariba Test Purpose Only 123 Street Street	Melbourne Australia	-

EditDeleteCreate

Company Profile

SaveClose

✓ Your profile has been successfully updated.

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Basic (3)Business (2)Marketing (3)ContactsCertifications (1)Additional Documents

\* Indicates a required field

Overview

Public Profile Completeness

35%

[Short Description](#)

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# Support

Support Type	Description
<b>Helpdesk</b> All support is obtained through Help Centre from within your account	Types of Support available: <ul style="list-style-type: none"><li>1. User Community</li><li>2. Ask questions or view documentation</li><li>3. Email/Live Chat</li><li>4. Request a call back</li></ul>
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ul style="list-style-type: none"><li>1. On the Home screen</li><li>2. Click on Company Settings</li><li>3. Click on Customer Relationships</li><li>4. Click on Supplier Information Portal</li></ul>
<b>Ariba Network Training Request</b>	E: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a>