Ariba Network Invoice Guide





© 2017 SAP Ariba. All rights reserved.



Introduction

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



Table of Contents

Select by clicking on the links: •

<u>Invoice</u>

.

- Invoicing General Information
- Standard Invoice Header Level
- Standard Invoice Line Level
- <u>Finalise Standard Invoice</u>
- Configure the Tax Menu
 - Accessing an Invoice
 - Adding Country Tax Rates for Effective Invoicing
- Invoice Status
 - Locating the Invoice Status
- <u>Cancel Invoice</u>
 - Determine if Cancel Invoice is Available
- <u>Credit Memo</u>
 - <u>Create Credit Memo</u>
 - <u>Create Credit Memo Tax Adjustment</u>
 - Finalise a Credit Memo

- Line Item Credit Memo
 - Begin the Line Item Credit Memo
 - Line Item Credit Memo Header
 - Line Item Credit Memo Line Items
 - Edit and Re-Submit Invoices
 - Edit and Resubmitting Invoices
 - Edit and Resubmit an Invoice
- Partial Invoicing
 - Finalising a Partial Invoice
- <u>Remittance</u>
- SAP Ariba Training Survey
- Support



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)
- For Contract Invoicing refer to Contract Order Guide

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.

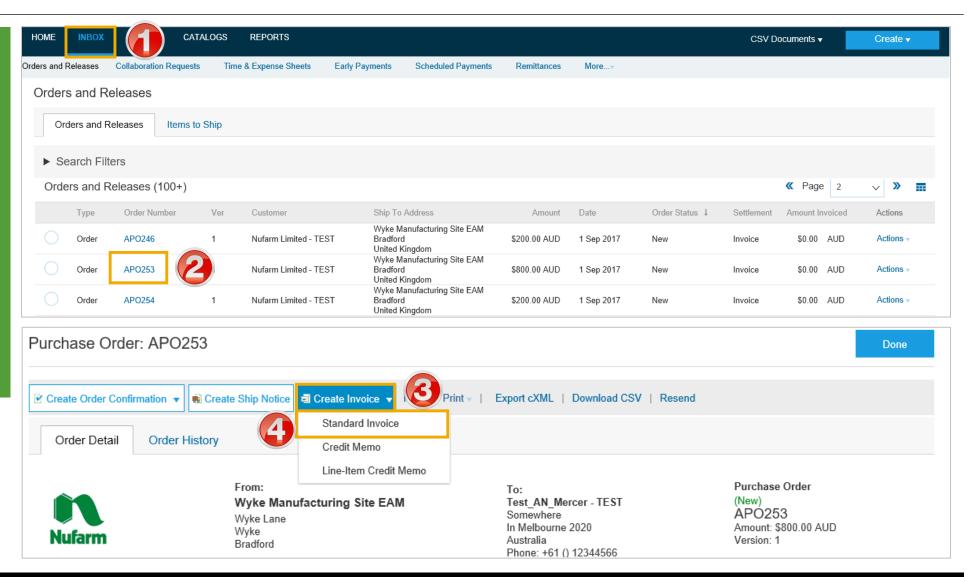
Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on "Order Status" will sort in alphabetical order from A to Z, and by clicking once more, it will sort from Z to A.

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

HOME	INBOX	оитвох	CATALOGS	B REPORTS					CSV Documents 🕶	Create	•
Orders and	Releases	Time & Exp	ense Sheets	Early Payments	Scheduled Payments	Remittances	Inquiries	Notifications	More		
Order	s and R	eleases									
Or	ders and F	Releases	Items to Ship)							
	earch Filt	ers Releases (14	D)								
Orde	Туре	Order Numbe		Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
▼ Cu	stomer: De	mo Buyer - TES									
\bigcirc	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 •
	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 to open the Purchase Order Number
- Screen displays the Purchase Order
- 3. Click Create Invoice
- 4. Select Standard Invoice.
- Screen displays Create Invoice



Standard Invoice – Header Level

. Enter the Invoice #	Create Invoice		Update	Save	Exit	Next
 Check or enter the Invoice Date* 	 Invoice Header 			* Indicates req	uired field	Add to Header
8. Select Line Level Tax	Summary			View/Edit Addres	sses	
Note: Nufarm requires tax to be added at line level	Purchase Order: Invoice #:*	* INV778996		To Total S	ubtotal: \$800.00 ital Tax: \$0.00 hipping: \$0.00 Amount: \$800.00 Amount: \$800.00	AUD AUD AUD
 Select Line level shipping (only if shipping is going to be added) 	Supplier Tax ID: Remit To:	Test_AN_Mercer - TEST		Amou	nt Due: \$800.00	AUD
lote: Nufarm requires shipping be added at line level	Bill To:	In Melbourne Australia Wyke Manufacturing Site EAM				
		Bradford United Kingdom				
	Tax (i) Header lev	vel tax (i) 💽 Line level tax (i)	3			
	Shipping					
	Header lev	vel shipping 🛈 🛛 💽 Line level sł	nipping 🛈 🚺			

Standard Invoice – Line Level

- 1. Click in **Tax Category**
- 2. Select the **Tax Rate** from the drop down box

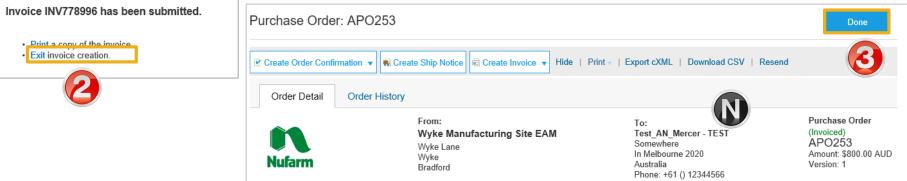
Note : To add the local tax percentage refer to Slide 10

- 3. Click on Add to Included Lines
- A Tax section will open for each Line Item
- 4. Confirm or enter the Quantity
- 5. Confirm or update the **Unit Price**
- 6. Select the correct tax Category
- 7. Add **Shipping** (if required)
- 8. Repeat for all line items, click **Next**

Line	Items	A		\bigcirc			1	Line Items, 1 In	cluded, 0 Pre	vious Invoiced	Taxes
Insert I	Line Item Op		Category: 10% GST	G	Shipp	ing Documents	pecial Handling	iscount	4	Add to Included Lines	0% GST 10% GST
	No.	Include	Туре	Part #	Description	Quantity	Unit		Unit Price	Subtotal	Standard Tax Selections
	1	۲	MATERIAL	2772882	Wireless keyboard	20	EA	5	40.00 AUD	\$800.00 AUD	Sales
-	Tax		Category	* 10% GST	\sim	Taxable Amount:	\$800.00 AUD				VAT
			Location:			Rate(%):	10			Remove	GST
			Description			Tax Amount:	\$80.00 AUD				HST
			Regime		~						PST
											QST
			Ship From:	Test_AN_Mercer -	TEST		Vyke Manufacturing Site Bradford	EAM		View/Edit	Usage
	Shipping			In Melbourne Australia		ι	Inited Kingdom			Addresses	Withholding Tax
-						Deliver To: V	estEUR_Basic_User_UK Vyke Manufacturing Site E	_Both (w Free-Tex AM	t Req)		Other Tax
		C (-			Configure Tax Menu
	Shipping	LOST	Shipping Amount	* \$0.00 AUD		Shipping Date:					
Ļ [Line Item	Actions 🔻	Delete							8	
							Update	Save	Exit	Next	

Finalise Standard Invoice

	Review the Invoice.	Create Invoice		Previous Save	Submit Exit
1.	Click Submit	Confirm and submit this document. It will be electronically signed according to th destination country is: United Kingdom. If you want your invoices to be stored in the Ariba long term document archiving,			
2.	Click on Exit	Standard Invoice / Tax Invoice			
	Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced	Invoice # : INV778996 Invoice Date : Monday 23 Oct 2017 12 Original Purchase Order : APO253	:56 PM GMT+11:00	Subtotal : Total Tax : Total Shipping : Total Gross Amount : Total Net Amount : Amount Due :	\$800.00 AUD \$80.00 AUD \$0.00 AUD \$880.00 AUD \$880.00 AUD \$880.00 AUD
3.	Click on Done	REMIT TO:	BILL TO:	SUPPLIER:	
	Screen displays the Orders and Releases	Test_AN_Mercer - TEST Postal Address: Somewhere In Melbourne 2020 Australia	Wyke Manufacturing Site EAM Postal Address (default): Wyke Lane Wyke Bradford	ABN number Postal Address: Somewhere In Melbourne 2020 Australia	



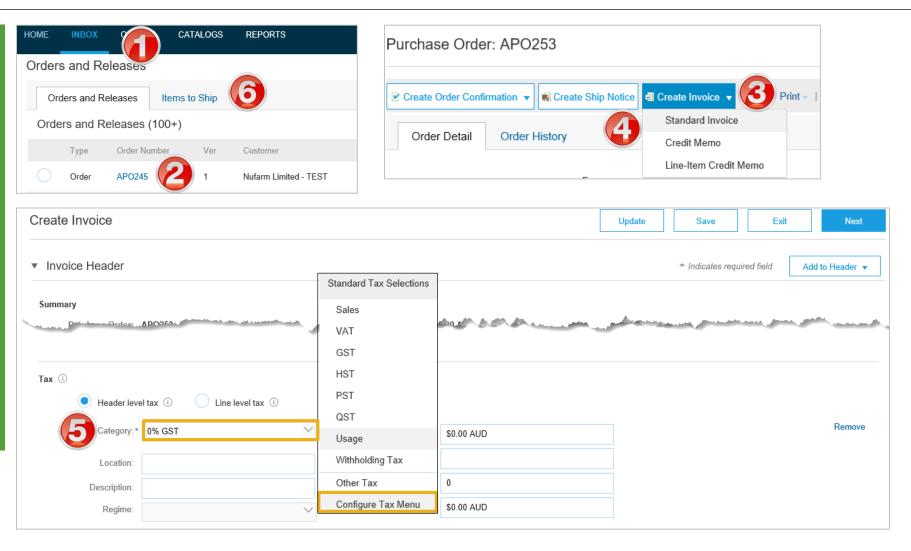


Configure the Tax Menu

- Configure Tax Menu allows Suppliers to create the relevant tax rates including percentages
- Configuring the Tax Menu reduces the risk of Suppliers entering the incorrect tax percentage
- Configure the tax menu is based on the user performing this process once and will remain in the tax drop down list

Accessing an Invoice

- 1. Click on Inbox
- Screen displays Orders and Releases
- 2. Click on a **purchase order**
- 3. Click on **Create Invoice**
- 4. Select Standard Invoice
- The screen displays Create Invoice
- 5. Click on **Category**, to display the drop down list
- 6. Click on **Configure Tax Menu**
- The configure tax screen will be displayed



Adding Country Tax Rates for Effective Invoicing

7. Click on Create

- > A drop down box will appear
- 8. Select the **tax type** that most represents your requirements, for example in Australia-GST
- 9. Enter the **Rate %**, this is the percentage rate that will auto-populated when the tax type is selected

10. Add a Tax Description

- To add more than one type of tax rate, repeat steps 7 to 9
- 11. Click on Done

Note: The Taxes list is updated with the created tax and will appear in the drop down list until removed using the configure tax menu and then delete function

Configure	re Tax			OK Cancel		
Connyule	GTAA			Cancel		
	* Tax Category	* Rate	Tax Description			
		No items				
Creat	te 🚺				Category: * Sales Tax	Taxes
					Location:	0% GST / Australian
Configure	Тах			OK Cancel	Description:	10% GST / Australia
Joiniguro	5 1 4 1			Gaiter	Regime:	Standard Tax Selectio
_	Tax Category	* Rate	Description		rogino.	Sales
<u>و</u>	Sales Tax 🗸 🔁	%				VAT
L,	Other Create					GST
	Sales Tax				Header level shipping ① Line level shippin	HST
	VAT			OK Cancel	Ship From:	PST
	GST Use Tax				Snip From:	QST
	PST					Usage
	QST					Withholding Tax
	HST					Other Tax
	Withholding Tax				m	Configure Tax Menu
	Withholding Tax ure Tax				OK Cancel	Configure Tax M
	* Tax Category	* Rate	Tax De	escription		
	GST 🗸	0	% Austr	alian GST Exempt		
	GST 🗸	10	% Austr	alian GST Inclusive		
L,	Delete Create					



Invoice Status

- The status of the Invoice will change as it progresses through Nufarm's approval process
- There are 4 Invoice Statuses:
 - **Sent** you have sent the invoice to Nufarm
 - Approved Nufarm 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**
- 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 indicate action is required)

OME	INBOX	оитвох	S REPORTS					CSV Documents v		Create v
ces	Order Co	nfirmations Ship Noti	ces Drafts							
nvoic	es									
► Se	earch Filt	ters								
Invo	pices (10	0+)							Page	2~ >
		Invoice #	Customer	Reference	Submit Method 1	Origin	Date	Amount		Invoice Status
	<u>_</u>	6666777	Nufarm Limited - TEST	PO1042	Online	Supplier	26 Sep 2017	\$407.00	AUD	Rejected
	<u>_</u>	Invrecbyamount	Nufarm Limited - TEST	PO1265	Online	Supplier	14 Sep 2017	\$8,800.00	AUD	Approved
		Recbyquantity	Nufarm Limited - TEST	PO1264	Online	Supplier	14 Sep 2017	\$220.00	AUD	Sent
		Testpytterm	Nufarm Limited - TEST	PO1270	Online	Supplier	15 Sep 2017	\$1,100.00	AUD	Approved
		123456789012345	Nufarm Limited - TEST	PO970	Online	Supplier	28 Aug 2017	\$200.00	AUD	Sent
	_	INV778996	Nufarm Limited - TEST	APO253	Online	Supplier	23 Oct 2017	\$880.00	AUD	Rejected
	_	Test AN inoice	Nufarm Limited - TEST	PO1159	Online	Supplier	8 Sep 2017	\$2,200.00	AUD	Approved
	-	Test PO977 JR	Nufarm Limited - TEST	PO977	Paper Invoice	Supplier	25 Aug 2017	\$135,535.40	AUD	Paid
	-	UEXCP	Nufarm Limited - TEST	C82-R5	Paper Invoice	Supplier	25 Aug 2017	\$550.00	AUD	Approved
	-	OVEXCP	Nufarm Limited - TEST	Multiple POs	Paper Invoice	Supplier	25 Aug 2017	\$635.00	AUD	Sent
	-	testinvoice	Nufarm Limited - TEST	APO183	Paper Invoice	Supplier	25 Aug 2017	\$250.00	AUD	Rejected
	-	test	Nufarm Limited - TEST	APO184	Paper Invoice	Supplier	25 Aug 2017	\$144.00	AUD	Sent
	-	test5	Nufarm Limited - TEST	APO189	Paper Invoice	Supplier	25 Aug 2017	\$519.99	AUD	Sent



Cancel Invoice

- Once an Invoice has been submitted through the Ariba Network, invoices can not be changed
- Cancel Invoice is only available if the invoice is in a Sent Status
- Contact the Nufarm requestor if an invoice is incorrect, as they may need to Reject the Invoice
- Supplier may be required to create a Credit Memo or Line Item Credit memo to make the adjustment

Determine if Cancel Invoice is Available

- 1. Click the **Outbox**
- Screen displays Invoices
- Only invoices with a Sent
 Status can be cancelled
- 2. Open the **Invoice**
- Screen displayed the Invoice
- 3. Click on Cancel
- 4. Click on Yes
- The invoice has been cancelled and can be recreated with the correct information
- Screen returns to Invoices

HOME	INBOX	оитвох	ogs reports						CSV Documents	· -	Create 🗸
Invoices	Order Cor	firmations Ship Notice	s Drafts								
Invo	ices										
►	Search Filte	ers									
In	voices (100)+)								Page	1 v 🔉
		Invoice #	Customer	Reference	Submit Method †	Origin	Source Doc	Date	Amount		Invoice Status (i)
		Invrecbyamount	Nufarm Limited - TEST	PO1265	Online	Supplier	Order	14 Sep 2017	\$8,800.00	AUD	Approved
		Recbyquantity	Nufarm Limited - TEST	PO1264	Online	Supplier	Order	14 Sep 2017	\$220.00	AUD	Sent 2
		Testpytterm	Nufarm Limited - TEST	PO1270	Online	Supplier	Order	15 Sep 2017	\$1,100.00	AUD	Approved
		123456789012345	Nufarm Limited - TEST	PO970	Online	Supplier	Order	28 Aug 2017	\$200.00	AUD	Sent
		122233333YYTT	Nufarm Limited - TEST	PO1325	Online	Supplier	Order	25 Sep 2017	\$176.00	AUD	Sent





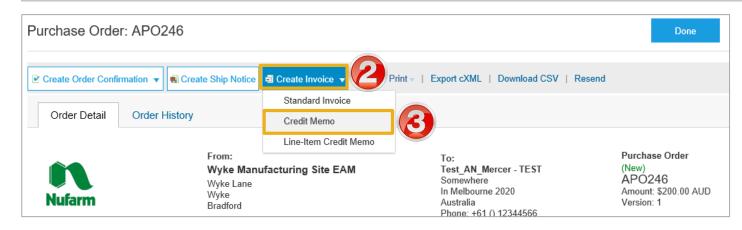
Credit Memo

- Credit Memos are actioned against a purchase order
- Credit Memos allow suppliers to create credit adjustments
- Credit Memos are accessed vis a Purchase Order in the INBOX
- Credit Memos can be created for:
 - Overcharged Subtotal on an Invoice
 - Adjustment to the tax invoiced
 - Adjustment to the Shipping Cost
 - Adjustment for Special Handling of goods

Begin the Credit Memo

- 1. Click the **Inbox** tab on the Dashboard.
- Screen displays the Purchase Order
- 2. Click Create Invoice
- 3. Select Credit Memo
- Screen displays: Create Line-Item Credit Memo

HOME	INBOX	OUTBOX CATAL	OGS	REPORTS						CSV Docum	ients 🗸	Cre	ate 🗸
Orders and Rele	eacoc	Collaboration Requests		Time & Expense Sheets	Early Payments	Scheduled Payn	nents Remitta	ances More.	.•				
Orders	J	leases											
Order	s and Re	leases Items to SI	nip										
► Sear	rch Filte	rs											
Orders	and Re	eleases (100+)									Page	1	√ ≫
T	Туре	Order Number 1	Ver	Customer	Ship To Address		Amount	Date	Order Status	Settlement	Amount Inv	oiced	Actions
0 0	Order	AP0244	1	Nufarm Limited - TEST	Wyke Manufacturii Bradford United Kingdom	ng Site EAM	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00	AUD	Actions -
0 0	Order	APO245	1	Nufarm Limited - TEST	Wyke Manufacturii Bradford United Kingdom	ng Site EAM	\$200.00 AUD	1 Sep 2017	Shipped	Invoice	\$0.00	AUD	Actions -
0 0	Order	APO246	1	Nufarm Limited - TEST	Wyke Manufacturii Bradford United Kingdom	ng Site EAM	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00	AUD	Actions -
0 0	Order	APO253	1	Nufarm Limited - TEST	Wyke Manufacturii Bradford United Kingdom	ng Site EAM	\$800.00 AUD	1 Sep 2017	New	Invoice	\$0.00	AUD	Actions -
0 0	Order	APO254	1	Nufarm Limited - TEST	Wyke Manufacturii Bradford United Kingdom	ng Site EAM	\$200.00 AUD	1 Sep 2017	New	Invoice	\$0.00	AUD	Actions -



Create Credit Memo

1. Enter the Invoice Number	Create Credit Memo	Next Exit
Note: If an Invoice has not yet been sent and is to provide information to Nufarm, select	Header Information	* Indicates required field
Information Only	Invoice #:* INV66763 Information Only. No a	action is required from the customer.
1) Scroll down to Adjustment		Original PO # : APO246
Determine the type of	Invoice Date:* 23 Oct 2017	Customer Reference:
Adjustment required	Supplier Account ID #:	Supplier Reference:
Amounts that are required to be entered as a negative are		
identified	Adjustment	
Is the adjustment for an	Adjustment in Subtotal: -54.98 (Amount must be Negative.)	
overage in tax?	Adjustment in Tax	Create Tax ▼
Yes Go to Slide 20	Tax Category Tax Rate Taxable Amt	Tax Location Description
> No Click on Next,	Adjustment in Special Handling: (Amount must be negative.)	
Screen displays Create Credit Memo	Adjustment in Shipping: (Amount must be negative.)	
		Next Exit

Create Credit Memo Tax Adjustment

1.	Click on Create Tax	Adjustment							
		Adjustment in	Subtotal:	(Amount r	nust be Negative.)				
2.	Select the tax rate	Adjustment in Tax							Create Tax 🔻
\triangleright	The tax amount for	Tax Category	Tax Rate	Taxable Amt	Tax Location	Description	Exempt Detail	Date of Supply	Configure Tax Menu
	adjustment will be calculated	GST	10 %			Australian GST Inclusive	• ~		Taxes
	based on the Taxable								10% GST / Australian GST
	amount								0% GST / Australian GST
		Adjustment in Special	l Handling:	(Amount	must be negative.)				Other Tax
3.	Enter the affected taxable	Adjustment in	Shipping:	(Amount	must be negative.)				
	amount								
									Next Exit
4.	Provide the Exempt Detail								
	level from the drop down list								
		Adjustment							
5.	Click on Next	Adiustme	ent in Subtotal:		(Amount must be Ne	gative.)			
		-							Create Tax 🔻
	Screen displays Create	Adjustment in Tax							Cleate Tax ¥
	Credit Memo	Tax Category	Tax Ra	te Taxable	Amt 1	ax Location D)escription	Exempt Detail	Date of Supply
		GST	10 %	-54.98		Aus	stralian GST Inclusive	Exempt 🗸	
		Adjustment in Sp	ecial Handling:		(Amount must be ne	gative.)			
		Adjustme	ent in Shipping:		(Amount must be ne	gative.)			5
									Next Exit

Finalise a Credit Memo

Review the information	Create Credit Memo	Previous Submit Exit
1. Click on Submit	Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qual destination country is: United Kingdom. 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	
2. Click on Exit	Credit Memo / Tax Invoice	
 Screen displays the Purchase Order 	Credit Memo # : 1122232 Invoice Date : Monday 23 Oct 2017 2:13 PM GMT+11:00 Original Purchase Order : APO246	Subtotal : \$0.00 AUD Total Tax : \$-5.50 AUD Total Gross Amount : \$-5.50 AUD Total Net Amount : \$-5.50 AUD Amount Due : \$-5.50 AUD
3. Click Done	Invoice 1122232 has been submitted.	
 Screen displays Orders and Releases 	Print a copy of the invoice. Exit invoice creation.	
	Purchase Order: APO246	Done
		esend
	Order Detail Order History	
	From: To: Wyke Manufacturing Site EAM Test_AN_Mercer - TEST Wyke Lane Somewhere Wyke In Melbourne 2020 Wyke Bradford BD12 9EJ Fax: United Kingdom Email: daniel.boehm@au.ey.com	Purchase Order (New) APO246 Amount: \$200.00 AUD Version: 1



Line Item Credit Memo

- · Line Item Credit Memo can be sent to Nufarm via the Ariba Network and do not need to be sent in the mail
- Line Item Credit Memos can only be accessed from the invoices from the Outbox
- 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

HOME	INBOX	OUTBOX C	REPORTS						CSV Documents	· -	Create 🗸
/oices	Order Co	nfirmations Ship Notice	es Drafts								
Invoic	es										
► Se	earch Filt	ers									
Invo	pices (10	D+)								Page	1 v
		Invoice #	Customer	Reference	Submit Method †	Origin	Source Doc	Date	Amount		
	<u>_</u>	In the second second									Invoice Status
		Invrecbyamount	Nufarm Limited - TEST	PO1265	Online	Supplier	Order	14 Sep 2017	\$8,800.00	AUD	Invoice Status Approved
		Recbyquantity	Nufarm Limited - TEST	PO1265 PO1264	Online Online		Order Order	14 Sep 2017 14 Sep 2017	\$8,800.00		
		-				Supplier		•		AUD	Approved
		Recbyquantity	Nufarm Limited - TEST	PO1264	Online	Supplier Supplier	Order	14 Sep 2017	\$220.00	AUD AUD	Approved Sent

nvoice: Testpytterm			D
Create Line-Item Credit Memo Copy This In	voice Print Download PDF	Export cXML	
Detail Detail History			
Standard Invoice / Tax Invoice			
	atus	Subtotal :	\$1,000.00 AUD
St	atus _{vice:} Approved	Subtotal : Total Tax :	\$1,000.00 AUD \$100.00 AUD
St Invo			

Line Item Credit Memo - Header

4	E and a m	41	O		
4	–nter	the	Cred	IT N	emo#
			0.00		

 All other fields are autopopulated based on the invoice information

Note: All totals are in negative

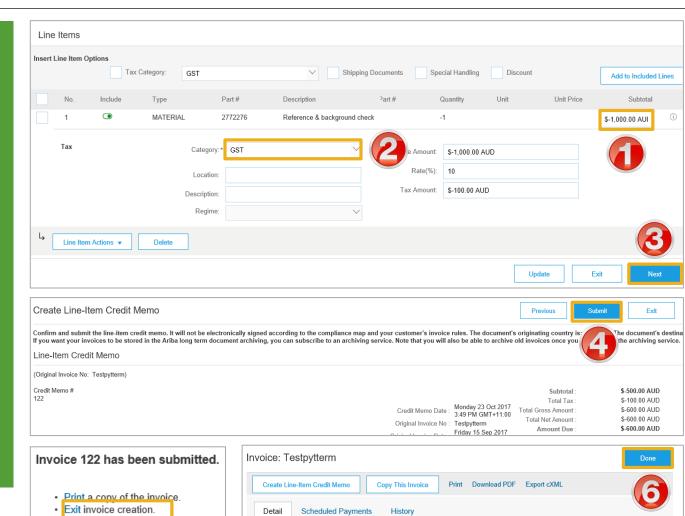
Scroll down to Line Items

Create Line-Item Credit Memo		Update	Exit		Next
 Invoice Header 		* Indicates req	uired field	Add to	Header 🔻
Summary					
Credit Memo #: * INV445543-1	Total Tax:	\$-1,000.00 AUD \$-100.00 AUD	N	View/Edi	t Addresses
Credit Memo Date: * 23 Oct 2017	Total Gross Amount: Total Net Amount:		U		
Original Invoice No: Testpytterm	Amount Due.	1-1,100.00 AOD			
Original Invoice Date: 15 Sep 2017					
Supplier Tax ID: aewdewdfew					
Remit To: Test_AN_Mercer - TEST	-				
Tax (i) Header level tax (i) Intervel tax (i)					
Shipping					
Header level shipping Line level shipping	ì				
Ship From: Test_AN_Mercer - TEST	Ship To:	NUFARM LAVERTO		View/Edi	t Addresses
In Melbourne Australia	Deliver To:	Australia Daniel Boehm NUFARM LAVERTO			

Line Item Credit Memo – Line Items

5

- 1. Confirm or enter the credit dollar value into **Subtotal**
- 2. Confirm the correct Tax Category
- If there are multiple items on the invoice but only one line item is being credited then highlight the item and select Delete
- 3. Click on **Next**
- Review the Credit Memo
- 4. Click on Submit
- 5. Click on Exit
- Screen displays the Invoice
- 6. Click on Done



Standard Invoice / Tax Invoice



Edit and Re-Submit Invoices

- Invoices can be rejected due to:
 - Missing information for example a required attachment
 - Incorrect information for example 11% GST instead of 10
 - Added information to invoice freight added but was not provided on the Order Confirmation

Edit and Resubmitting Invoices

- Invoices that are rejected by Winc will display as Rejected
- 1. Click the **Outbox** tab on the Dashboard
- > Open the Rejected Invoice
- Screen displays the Invoice
- 2. Read the reason for the Rejection

IDa (Collabora	ative Sup	ply Chain					Company Settings •	2		
IOME		твох с		s upload/d	ownload			c	CSV Documents 🗸	Create -	
lices	Order Confirmation	ons Ship Notic	es Extended Co	ollaboration F	Product Replenishme	ent Draft	s				
Invoi	ices (100+)								Pag	ge 1 🗸	»
	Туре	Invoice #	Reference	Submit Method	Submitted By	Origin	Source Doc	Date ↓	Amoun	t Invoice S	Status
	Standard Invoice	INV31082017	4501475337	Online	Supplier	Supplier	Order	31 Aug 2017	\$660.00	AUD Sent	
	Standard Invoice	Test29082017	4501475284	Online	Supplier	Supplier	Order	29 Aug 2017	\$12.20	AUD Rejecte	d
	Standard Invoice	TEST1234PACK	4501475286	Online	Supplier	Supplier	Order	29 Aug 2017	\$2.10	AUD Sent	
Rea invo	ected Invoice: ason: Invoice could	d Payments				t cXML	d this invoice, or o	contact the buyer for mo	re information. Note that	buyers might reject	
Standa	ard Invoice /	Tax Invoice									

Edit and Resubmit an Invoice

- 1. Click on the **History** tab for more information
- 2. Click on **Details** tab
- 3. Click on Edit and Resubmit
- The screen displays the Invoice

nvoice:	INV4501475005					Done
Edit	Create Line-Item Credit Memo	Copy This Invoice	Download PDF	Export cXML		
Detai	il Scheduled Payments	History				
	Invoice: IN Invoice Status: Re Received By Ariba Network On: 24 Submitted By: Din	Jul 2017 12:27:45 PM GMT	-+10:00		To: Winc Australia - TEST Routing Status: Failed	
History						
Status	Comments				Changed By	Date and Time
	The invoice was successfully re	eceived.			Staples Test Supplier - TEST	24 Jul 2017 12:27:56 PM
	Comments from Staples Austra	lia - TEST: The document v	vas added to the pe	ending queue for download.	PropogationProcessor-128481060	24 Jul 2017 12:28:15 PM
Sent					Supplier	24 Jul 2017 12:28:15 PM
	The invoice status has been su	ccessfully updated to Reject	ted by Staples Aus	tralia - TEST. Description:	PropogationProcessor-128478087	25 Jul 2017 2:12:44 PM
Failed					Supplier	25 Jul 2017 2:12:44 PM
Edit	Create Line-Item Credit Memo	Copy This Invoice	Download PDF	Export cXML		Done
voice: l	NV4501475005					
Edit	Create Line-Item Credit Memo	Copy This Invoice	^p rint Download F	PDF Export cXML		
Detail	Scheduled Payments	History				
Reaso	ed Invoice: n: Invoice could be rejected due to bu is that do not meet their bonness rule it & Resubmit		he History tab for th	e reason the buyer rejected	this invoice, or contact the buyer for more info	rmation. Note that buyers might re;

Edit and Resubmit and Invoice cont.

Note: The Invoice number, purchase order number and other information is autopopulated

- Scroll through the Invoice and correct the identified errors
- > Potential errors include:
 - The addition of Freight that was not on the Order Confirmation
 - Incorrect quantities entered
 - Incorrect price displayed
- 4. Click on Next
- 5. Review the Invoice, then click on **Submit**
- 6. Click on **Done**
- The screen will display the Outbox

Edit Invoice	Update Exit Next	Category:* GST	\checkmark
 Invoice Header 	* Indicates required field	Location: Description: Input-(Non-capi I Tax 11.00%gst.In	tal Expt) GST put-(Non-capital Expt) GST does not match any buyer configured tax entries in the tax sur
Summary		Regime:	\sim
Purchase Order: 4501475005 Subtotal: \$60.00 AUD Invoice #.* INV4501475005 Total Tax: \$8.20 AUD Invoice Date:* 24 Jul 2017 Total Tax: \$70.00 AUD Supplier Tax ID: 12345678912 \$78.20 AUD	View/Edit Addresses		Example of an invoice error
Remit To: Staples Test Supplier - TEST			
Edit Invoice		Previous Submit	Exit
Confirm and submit this document. It will not be electronically signed according to the compliance map and your cust If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving so Standard Invoice / Tax Invoice	omer's invoice rules. The document's originating country is: Au ervice. Note that you will also be able to archive old invoices ond	stralia. The document's destin	y is: Australia.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving s	omer's invoice rules. The document's originating country is: Au rvice. Note that you will also be able to archive old invoices on Subtotal Total Tax Total Charges Total Amount Without Tax Amount Due	se you subscribe to the archiv	y is: Australia.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving so Standard Invoice / Tax Invoice Invoice #: INV4501475005 Invoice Date : Monday 24 Jul 2017 12:00 PM GMT+10:00	ervice. Note that you will also be able to archive old invoices on Subtotal Total Tax Total Charges Total Amount without Tax	Se you subscribe to the archive Second AUD : \$13.10 AUD : \$10.00 AUD : \$10.00 AUD : \$10.00 AUD	y is: Australia.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving so Standard Invoice / Tax Invoice Invoice #: INV4501475005 Invoice Date : Monday 24 Jul 2017 12:00 PM GMT+10:00 Original Purchase Order : 4501475005	ervice. Note that you will also be able to archive old invoices one Subtotal Total Tax Total Charges Total Amount Whou Tax Amount Due	Se you subscribe to the archive Second AUD : \$13.10 AUD : \$10.00 AUD : \$10.00 AUD : \$10.00 AUD	
Invoice / Tax In	ervice. Note that you will also be able to archive old invoices one Subtotal Total Tax Total Charges Total Amount Whou Tax Amount Due	Se you subscribe to the archive Second AUD : \$13.10 AUD : \$10.00 AUD : \$10.00 AUD : \$10.00 AUD	
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving so Standard Invoice / Tax Invoice Invoice # : INV4501475005 Invoice Date : Monday 24 Jul 2017 12:00 PM GMT+10:00 Original Purchase Order : 4501475005 Invoice: INV4501475005 Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export c	ervice. Note that you will also be able to archive old invoices one Subtotal Total Tax Total Charges Total Amount Whou Tax Amount Due	Se you subscribe to the archive Second AUD : \$13.10 AUD : \$10.00 AUD : \$10.00 AUD : \$10.00 AUD	



Partial Invoicing

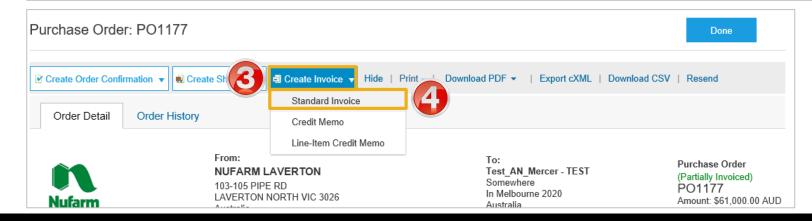
- The status of the Invoice will remain as partial until the entire amount of the purchase Order has been invoiced
- There is no limit for the number of invoices that may be created to change the an invoice from partial to invoiced, once the total has been achieved you will no longer be able to create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

Starting a Partial Invoice

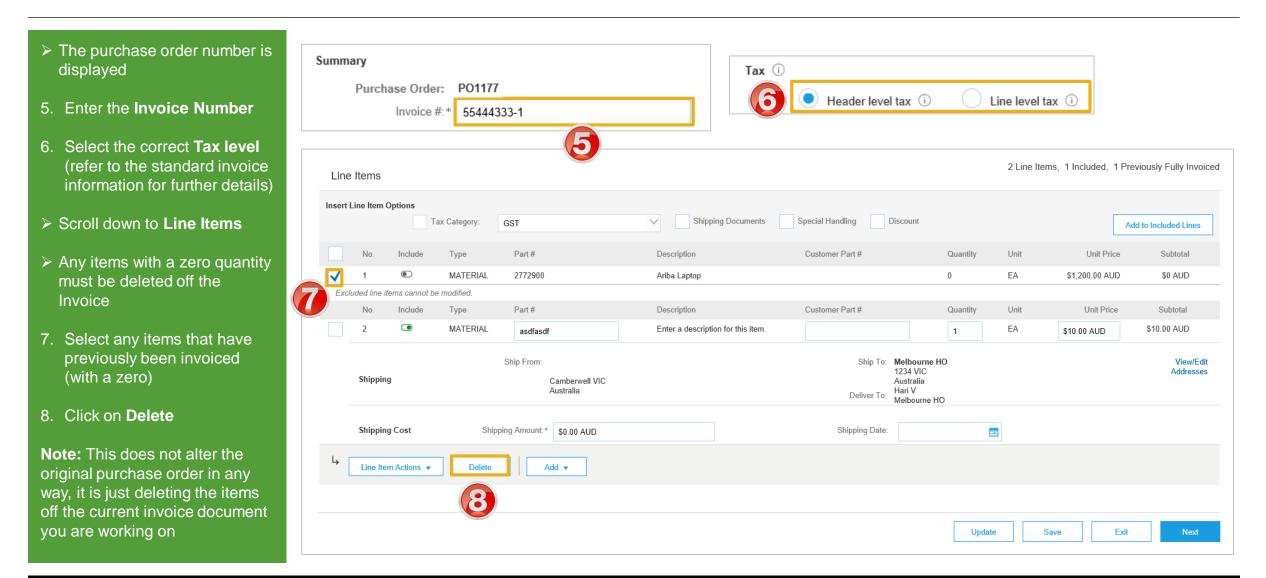
1. Click on Inbox

- 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	a Net	work							Comp	any Settings 🔻	
HOME	INBOX		CATALO	OGS REPORTS					CSV Documents	. ▼ Crea	te 🗸
ders and F	Releases	Collaboration	n Requests	Time & Expense Sheets	Early Payments	Scheduled Payments	Remittances	More			
Orders	s and R	eleases									
Ord	lers and F	Releases	Items to Sh	ip							
► Se	arch Fil	ters									
Orde	ers and F	Releases (1	00+)							≪ Page 5	\sim
	Туре	Order Numbe	er Ver	Customer	Ship To Address	Amount	Date	Order Status 1	Settlement	Amount Invoiced	Actions
	Order	PO1087	1	Nufarm Limited - TEST	NUFARM LAVERTON LAVERTON NORTH, VI Australia	C \$1,600.00 AUD	4 Sep 2017	Partially Invoiced	Invoice	\$1,280.00 AUD	Actions
	Order	P01177	2	Nufarm Limited - TEST	NUFARM LAVERTON LAVERTON NORTH, VI Australia	C \$61,000.00 AUD	11 Sep 2017	Partially Invoiced	Invoice	\$57,950.00 AUD	Actions
	Order	PO1209	1	Nufarm Limited - TEST	NUFARM RAYMOND RI LAVERTON NORTH, VI Australia		12 Sep 2017	Partially Invoiced	Invoice	\$630.00 AUD	Actions
	Order	PO1265	1	Nufarm Limited - TEST	NUFARM LAVERTON LAVERTON NORTH, VI Australia	C \$10,000.00 AUD	14 Sep 2017	Partially Invoiced	Invoice	\$8,000.00 AUD	Actions



Header Information & Removing Previously Invoiced Line Items



Partial Invoicing Line Items

Enter the Qty for items	Line	Items								21	Line Items, 1	Included, 1 Pr	reviously Fully Invoiced
being invoiced	Insert I	Line Item C		w Catagony		✓ Shipping Doc	umants Special I	Handling	liscount				
Confirm or update the Unit			li	ax Category:	GST		uments opecial i	handling	JISCOUIII			4	Add to Included Lines
Price (if required)		No.	Include	Туре	Part #	Description	Custor	mer Part #	Quant	ity Un	it	Unit Price	Subtotal
. Click Update		2		MATERIAL	asdfasdf	Enter a description for the	nis item.		1	EA	۸ s	10.00 AUD	\$10.00 AUD
Repeat until all items and quantities for invoicing are correct	-	Shipping]	ş	Ship From: Camberwell VIC Australia			Ship To: Deliver To:	Melbourne HO 1234 VIC Australia Hari V Melbourne HO				View/Edit Addresses
conect		Shipping	y Cost	Shippir	ng Amount:* \$0.00 AUD			Shipping Date:					
2. Click on Next	Ļ	Line Iten	n Actions 🔻	Delete	Add 🔻								
Screen displays Create Invoice										Ð			(12)
										Update	Save	Exit	Next

12

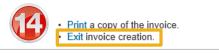
Finalising a Partial Invoice

Review the invoice

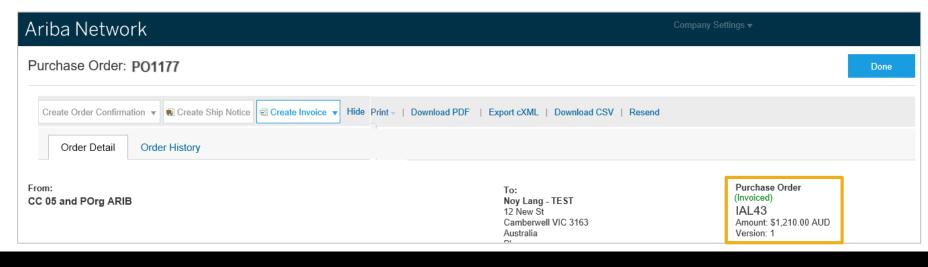
- 13. Click Submit
- 14. Click on Exit
- Screen displays the purchase order with the partially invoiced or invoiced

Create Invoice	Previous	Save Submit
Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service.	invoice rules. The document's originating country is: Australia. Note that you will also be able to archive old invoices once you	The document's destines ry is: A
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
		\$11.00 AUD

Invoice 123456INV-1 has been submitted.



Ariba Network





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

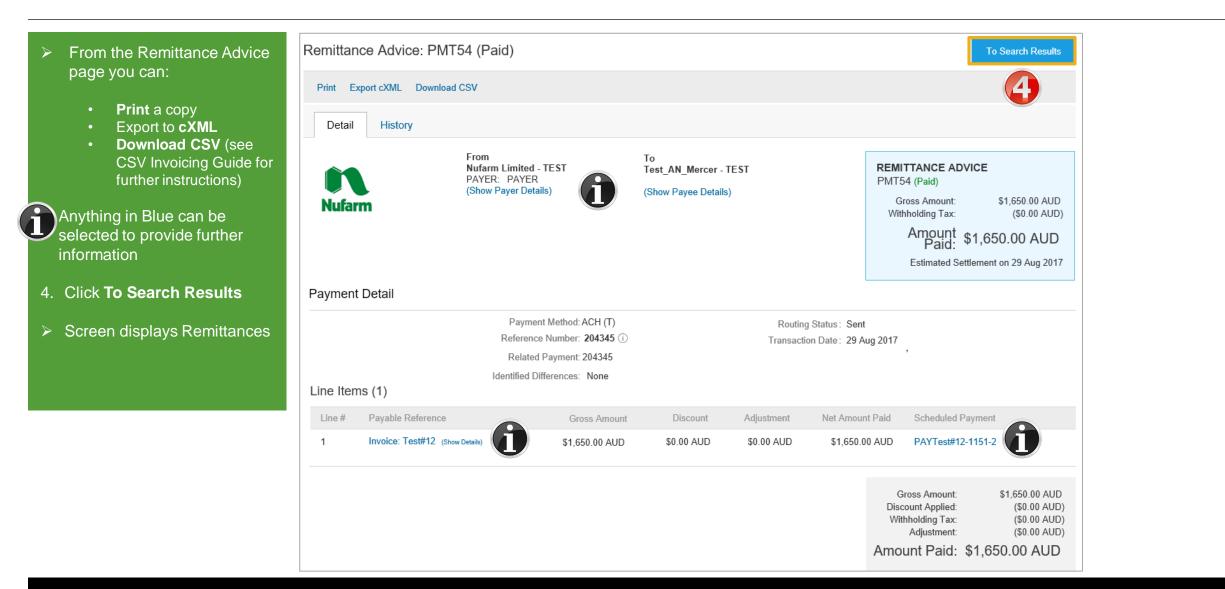
Locating a Remittance

- 1. From the **Inbox.**
- 2. Select **Remittances**
- Screen displays
 Remittances
- 3. Click on the **Transaction #.**
- Screen displays the Remittance Advice

HOME	INBOX	°(1)	CATALOG	S F	REPORTS					2			
Orders and R	Releases	Collaboration	Requests	Time 8	& Expense Sheets	Early Payme	ents Sche	duled Payments	Remittanc	es	<u>More</u> ▼		
Orders	s and Re	leases										nd Releases ition Requests	
Ord	lers and Re	leases	tems to Ship								Time & E	xpense Sheets	
											Early Pay	ments	
► Se	arch Filte	ers									Schedule	d Payments	
,										_ [Remittan	ces	
_			_								Inquiries		
Orde	rs and Re	eleases (10	0+)								Notificatio	ons	
	Туре	Order Numbe	ert Ve	er	Customer	Ship	p To Address			A	Receipts)rder Status
	Order	APO244	1		Nufarm Limited - TES	Γ Bra	ke Manufacturin dford	g Site EAM	S	5200.0 	Pending	Queue	.lew

Ariba Net	twork								Company Settin	gs ▼
HOME INBO	OUTBOX CATAL	ogs repor	RTS					CSV Do	ocuments 🗸	Create 🗸
Orders and Releases	Collaboration Requests	Time & Expe	ense Sheets	Early Payments	Scheduled Payments	Remittances	More			
Remittances										
Search Fill	ters									
Remittances	s (20)									
Transaction #	Customer	Payment Date	Account ID		Reference Number	Gross	Adjustment	Net	Difference	e Status
PMT107	Nufarm Limited - TEST	29 Aug 2017	*******	*****************6770	204345	\$1,650.00 A	UD \$0.00 AUD	\$1,650.00	AUD	Paid
PMT54	ufarm Limited - TEST	29 Aug 2017	*******	***************************************	204345	\$1,650.00 A	UD \$0.00 AUD	\$1,650.00	AUD	Paid
PMT59	Nufarm Limited - TEST	29 Aug 2017	*******	******5590	204342B	\$3,300.00 A	UD \$0.00 AUD	\$3,300.00	AUD	Paid

Remittance





SAP Ariba Training Survey

Please take a moment to complete our quick survey as we value your opinion and honest feedback.

The survey will take approximately five minutes and is anonymous.





Support

Support Type	Contact
Ariba Technical Helpdesk	 Click on the Help Centre – Support Select support option; Email SAP Ariba Customer Support Get help by Live Chat Get help by Phone
Supplier Information Portal (Location of Training Guide/s and Video/s)	 On the Home screen Click on Company Settings Click on Customer Relationships Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com