

Ariba Network Invoice Guide

SAP Ariba 





Introduction

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



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User Created Invoice

- You can only create an Invoice for Goods items from the “Active” PO/CO document once a GRN has been received from BHP
- The GRN has Balance Tracking applied, this means that when creating invoices you can only invoice up to the GRN quantity
- If you have not received a GRN you will need to contact BHP
- For any price variances send an Order Confirmation with Changes Proposed to BHP for approval prior to sending the goods
- Once you have submitted an electronic invoice please do not send a paper/hard copy invoice

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.

Orders and Releases

Orders and Releases (14)

Type	Order Number	Ver	Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
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 ▾

(PO Flip)

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

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

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

Orders and Releases

Orders and Releases Items 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)										
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

Create Order Confirmation Create Ship Notice **Create Invoice** 4 Print Download PDF Export cXML Download CSV Resend

Standard Invoice

Line-Item Credit Memo

Order Detail Order History

Invoice – Header Level

Summary:

5. Fill in the **Invoice Number**. All other fields should be auto-populated.
 - Maximum of 16 characters.
 - All letters must be in upper case
6. **Supplier Tax ID** is your **ABN/VAT** Number (Auto-populated from Company Profile).
7. Add an Attachment (if required) – see next page for instructions.

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼ 7 Comment Attachment View/Edit Addresses

Summary

Purchase Order: 4504900726 Subtotal: \$5,666.31 AUD
Total Tax: \$566.63 AUD
Total Shipping: \$0.00 AUD
Amount Due: \$6,232.94 AUD

5 Invoice #: * 85648744

Invoice Date: * 12 Apr 2017 6 Supplier Tax ID: * 45 123 987 444

Remit To: BHPB AU test supplier - TEST
Brisbane
Australia

Payment Term

Net Term(days): 60
Supplier: BHPB AU test supplier - TEST
Brisbane
Australia
Customer: BHPB PL View/Edit Addresses

Bill From: BHPB AU test supplier - TEST
Brisbane
Australia
Email: View/Edit Addresses

Supplier ID Number: 0030100150

Supplier VAT Customer VAT

Supplier VAT/Tax ID: 10 100 100 100 Customer VAT/Tax ID: 10 100 100 100

Add to Header ▼

Invoice – Header Level

➤ Add an attachment (if required)

8. Click on **Add to Header** and **Select Attachment**.

➤ The Attachments section is displayed;

1) Click on **Choose File**.

2) **Browse** your computer files.

3) Select and click on **Open**.

4) Click on **Add Attachment**.

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

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

Name	Size (bytes)	Content Type
test.pptx	2775322	application/vnd.openxmlformats-officedocument.presentationml.presentation

Please note that attachments must comply with these specifications:

- File must be < 10MB
- Filename must have less than 40 characters total
- Filename must not include special characters shown below:

Á á é É í Í ó Ó ú Ú Ñ ñ & -
_ ' o a \ / " \$. ~ # () û [] Ç

Invoice – Line Level

9. Update **Quantity** (if required).

10. Click **Update** and **Next**

➤ Screen displays: Create Invoice Summary

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	NPN	Lifting material		10	EA	\$1.00 AUD	\$10.00 AUD

Receipt Details Receipt #: 5013688958_7 Receipt Line #: 10

Pricing Details Price Unit: EA Price Unit Quantity: 1
 Unit Conversion: 1 Description:

Tax Category: * VAT Taxable Amount: \$10.00 AUD
 Location: Rate(%): 10
 Description: Tax Amount: \$1.00 AUD
 Regime:

Shipping Ship From: BHPB AU test supplier CUTOVER AN - TEST Ship To: BHPB AU test supplier - TEST
 Brisbane Australia Deliver To: Brisbane Australia [View/Edit Addresses](#)

↳ [Line Item Actions](#)

Standard Invoice – Review

11. Review Invoice.

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

- Screen displays: system message – ‘Print’ to print a copy of the Invoice or ‘Exit’ to exit Invoice creation
- Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced

Previous 12 Submit Exit

Create Invoice

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 #: 4516558156
Invoice Date: Monday 15 May 2017 11:03 AM GMT+10:00
Original Purchase Order: 4504057908

Subtotal: **\$8.00 AUD**
Total Tax: \$0.80 AUD
Total Shipping: \$0.00 AUD
Amount Due: **\$8.80 AUD**

REMIT TO:

BHPB AU test supplier - TEST

Postal Address:
123 Albert Street
Brisbane 4001
Australia

Tax ID of Supplier: 45 123 987 444

SUPPLIER:

BHPB AU test supplier Lifrite
all flip on - TEST

Postal Address:
1 fake st
brisbane 4000
Australia

BILL FROM:

BHPB AU test supplier Lifrite
all flip on - TEST

Postal Address:
1 fake st
brisbane 4000
Australia

CUSTOMER:

BHPB Iron Ore PL
Postal Address:

Australia
Address ID: FF10

PAYMENT TERMS:

Net Term: 30 Days

ADDITIONAL INFORMATION:

Customer VAT/Tax ID: 46 008 700 981
Supplier VAT/Tax ID: 45 123 987 445
Supplier ID Number: 0030100150

Original Purchase Order: 4504057908

Line #	Line Ref #	Type	Part #	Qty / Unit	Unit Price	Sub Total
1	10	MATERIAL	456	4 EA	\$2.00 AUD	\$8.00 AUD

Description: O-Ring

DETAILS

Auxiliary Part ID:
Manufacturer Part #:
Manufacturer Name:
Country of Origin:
Additional Information:
no

SHIPPING INFORMATION:

SHIP FROM:

BHPB AU test supplier Lifrite
all flip on - TEST

Postal Address:
123 Albert Street
Brisbane 4001
Australia

SHIP TO:

BHP Billiton Iron Ore Pty
Limited

Postal Address:
Anna Yong
B2 Mailroom, 125 St Georg
125 St Georges Terrace
Perth WA 6000
Australia
Address ID: FX92

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Det
VAT	10%		\$8.00 AUD	\$0.80 AUD				

Tax Description:

Tax	Subtotal: \$8.00 AUD
	Tax: \$0.80 AUD
	Shipping: \$0.00 AUD

Invoice Summary

Subtotal: **\$8.00 AUD**
Total Tax: **\$0.80 AUD**
Total Shipping: **\$0.00 AUD**
Amount Due: **\$8.80 AUD**

Previous Save Submit Exit



Invoice Status

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

Invoices										
Search Filters										
Invoices (100+)										
Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing	Invoice Status	
AIGW1XNMK	BHP Billiton Group Operations Ltd - TEST	4502753163	Online	Supplier	Order	22 Jun 2016	\$11,781.00 AUD	Acknowledged	Approved	
AIEMGGA7I	BHP Billiton Group Operations Ltd - TEST	4502753163	Online	Supplier	Order	8 Jun 2016	\$0.00 AUD	Failed	Rejected	
AIIIBF8NX	BHP Billiton Group Operations Ltd - TEST	4504055523	Online	Supplier	Order	29 Apr 2016	\$605.00 AUD	Acknowledged	Sent	
INVSES2	BHP Billiton Group Operations Ltd - TEST	4502752115	Online	Supplier	Order	19 Apr 2016	\$6.00 AUD	On Hold	Pending Approval	

Edit and Resubmit – Failed documents

1. A document status FAILED in Ariba may relate to validation in Ariba against BHP business rules or that BHP has rejected this from processing.
 2. Go to the failed invoice and check if a reason is shown. This will allow you to understand what needs to alter when you resubmit.
 3. It is important that you change the invoice number as BHP do not allow the re-use of the failed number.
- Adjust all errors and then SUBMIT

Invoice: 11018201-04.A

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

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

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 not meet their business rules.

[Edit & Resubmit](#) **1**

Invoice: 11018201-04.A

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

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

Invoice Status: Rejected
Received By Ariba Network On: 8 Mar 2018 1:49:57 PM GMT+08:00
Submitted By: Rose Nikodjevic

Status	Comments	Changed By	Date and Time	Stack Trace
	Invoice was modified. Original document at 11018201-04.A	SCMSupplier-128483078	8 Mar 2018 1:50:04 PM	
	INV-64: The Supplier VAT ID is missing ?	PropogationDispatcher-128478040	8 Mar 2018 1:50:05 PM	
	INV-58: The tax information at invoice line 12 does not match the tax information in the PO. ?	PropogationDispatcher-128478040	8 Mar 2018 1:50:05 PM	

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Edit Invoice

Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: [View](#)

Invoice #: **3**
! Invoice or Credit Memo # already exists.

Invoice Date: ⓘ 27 Feb 2018

Supplier Tax ID:

Remit To:

Dallas, TX
United States

Subtotal: \$60,810.45 USD
Total Tax: \$0.00 USD
Amount Due: \$60,810.45 USD



Credit Memo

- Credit Memos can be sent to BHP 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 (partial credits are only available for Goods orders)

Begin the 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

The screenshot shows the SAP Ariba Invoices dashboard. The 'OUTBOX' tab is highlighted in the top navigation bar, with a red circle and the number '1' next to it. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', and 'Drafts'. The 'Invoices' tab is active. A search filter is visible. Below the search filter, there is a table of invoices. The first row is highlighted, and a red circle with the number '2' is placed over the invoice number 'A11BF8NX'. The table columns are: Invoice #, Customer, Reference, Submit Method, Origin, Source Doc, Date, Amount, Routing Status, and Invoice Status. The invoice details are: Invoice # A11BF8NX, Customer BHP Billiton Group Operations Ltd - TEST, Reference 4504055523, Submit Method Online, Origin Supplier, Source Doc Order, Date 23 Dec 2015, Amount \$605.00 AUD, Routing Status Acknowledged, and Invoice Status Approved.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
A11BF8NX	BHP Billiton Group Operations Ltd - TEST	4504055523	Online	Supplier	Order	23 Dec 2015	\$605.00 AUD	Acknowledged	Approved

The screenshot shows the 'Create Line-Item Credit Memo' screen. The 'Create Line-Item Credit Memo' button is highlighted with a yellow box, and a red circle with the number '3' is placed over it. Other buttons include 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. Below the buttons, there are tabs for 'Detail', 'Scheduled Payments', and 'History'. The 'Detail' tab is active. The screen displays 'Standard Invoice / Tax Invoice' and 'Status Invoice: Approved Routing: Acknowledged'.

Credit Memo

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.

Create Line-Item Credit Memo Update Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

4 Credit Memo #: * 459842 View/Edit Addresses

Credit Memo Date: * 8 Aug 2016 Subtotal: \$-550.00 AUD
Total Tax: \$-55.00 AUD
Total Shipping: \$0.00 USD
Amount Due: \$-605.00 AUD

Original Invoice No: AIIIBF8NX
Original Invoice Date: 23 Dec 2015

Supplier Tax ID: * 48 888 888 886 View/Edit Addresses

Remit To: BHP Billiton Test Supplier - TEST
Brisbane
Australia

Supplier: BHP Billiton Test Supplier - TEST View/Edit Addresses
Singapore
Singapore

Customer: BHPB Olympic Dam Corp PL
Email:

Bill From: BHP Billiton Test Supplier - TEST View/Edit Addresses
Singapore
Singapore

Supplier ID Number: 0030100572

Supplier VAT Customer VAT

Supplier VAT/Tax ID: 48 888 888 889 Customer VAT/Tax ID: 99 007 835 761

Comment

5 Reason for Credit Memo: Reason for Credit Remove

Default Credit Memo Comment Text:

Credit Memo cont.

6. Check **Quantity** (The Quantity must contain a negative number e.g. -1).

7. Click **Next**.

➤ Screen displays: Create Line-Item Credit Memo review

8. **Review** Credit Memo.

9. Click **Submit**.

➤ Screen returns – Invoice

Note: When you return to the Purchase Order the Order Status has changed to Partially Invoiced or the previous Order Status.

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

<input type="checkbox"/>	No.	Include	Type	Part#	Description	Customer Part#	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		BALL JOINT,CAT 9L2685		6 -10	EA	\$30.00 AUD	\$-300.00 AUD

Tax
Category: * VAT
Taxable Amount: \$-300.00 AUD
Rate(%): 10
Tax Amount: \$-30.00 AUD

Location:
Description:

Shipping
Ship From: BHP Billiton Test Supplier - TEST
Brisbane
Australia
Ship To: Mine
Australia
Warehouse
Deliver To: 0101
Warehouse
[View/Edit Addresses](#)

↳

7



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

Remittance

1. From the **Inbox**.
2. Select **Remittances**.
 - Screen displays: Remittances
3. View the details by clicking on the **Transaction#** document link to display the Remittance Advice details
4. From the Remittance Advice page you can:
 - **Print** a copy of the Remittance
 - Export the Remittance to **cXML**

Remittance Advice: FX0015000108422018 (Paid) To Search Results

Print Export cXML Download CSV

Detail History

BHP From BHP Group Operations - TEST PAYER: BHPB IRON ORE PL (Show Payer Details) To Stefano Ariba - SPOTLESS TEST (Show Payee Details)

REMITTANCE ADVICE
FX0015000108422018 (Paid)

Gross Amount: \$33.00 AUD
Withholding Tax: (\$0.00 AUD)

Amount Paid: \$33.00 AUD
Estimated Settlement on 26 Oct 2017

Payment Detail

Payment Method: Wire Routing Status: Sent
Reference Number: 1500010842 Transaction Date: 26 Oct 2017
Related Payment: FX0015000108422018
Identified Differences: None

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: 4501062732	\$33.00 AUD	\$0.00 AUD			\$33.00 AUD	

ADDITIONAL INFORMATION
originalInvoiceNo: 4501062732 buyerInvoiceID: 5100011623 fiscalYear: 2018 CompanyCode: FX00

Gross Amount: \$33.00 AUD
Withholding Tax: (\$0.00 AUD)
Adjustment: (\$0.00 AUD)

Amount Paid: \$33.00 AUD

Received by Ariba Network on: Thursday 26 Oct 2017 2:30 AM GMT+10:00
For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

Print Export cXML Download CSV To Search Results



Support

Support Type	Description
Help Centre For all your support needs	Types of Support available: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal



➤ Editing Tax

- **Petroleum vendors who have been identified in the Tax Editable (USA) supplier group will no longer will receive a PO that has any tax category or rate included**
- **Upon creating an invoice, the supplier can edit and enter a Tax Category and a Tax Percentage Rate based on applicable local, state and federal taxes**
- **You must enter a tax category name and a percentage against each line item even if it has a 0% tax rate.**
- **For multi-line orders where different tax type is different for different lines the taxes must be changed at line level**

➤ Bulk INV Upload

- **In specific circumstances where large numbers of invoices are generated by a supplier, BHP will allow for a .csvfile to be used to create invoices.**
- **this is a limited feature only available on approval by BHP team in Petroleum.**
- **The supplier will still need to create a ASN for goods and it must be receipted by BHP before the invoices will be processed.**