

# Ariba Network Invoice Guide





# Introduction

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



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# Invoice

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

# Invoicing - General Information

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

The Order Number displayed is generated by the Buyers system.

**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.

The screenshot displays the Ariba Network interface for the 'Orders and Releases' section. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. Below this, there are tabs for 'Orders and Releases', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', 'Notifications', 'Receipts', and 'More...'. A 'Create' button is visible in the top right corner. The main content area shows a table of 10 orders. A callout bubble with the letter 'N' points to the 'Actions' dropdown menu in the first row of the table.

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status ↑	Amount Invoiced	Actions
Order	MTM189	1	Metro Trains Melbourne Pty Ltd - TEST	MIDDENDORP - PAKENHAM Melbourne, VIC Australia	\$120.00 AUD	25 Mar 2019	Invoiced	\$220.00 AUD	Actions ▾
Order	MTM183	1	Metro Trains Melbourne Pty Ltd - TEST	COLLINS ST/FINANCE DEPARTMENT Melbourne, VIC Australia	\$70.00 AUD	22 Mar 2019	Invoiced	\$105.00 AUD	Actions ▾
Order	MTM182	1	Metro Trains Melbourne Pty Ltd - TEST	COLLINS ST/FINANCE DEPARTMENT Melbourne, VIC Australia	\$35.00 AUD	22 Mar 2019	Invoiced	\$70.00 AUD	Actions ▾
Order	MTM180	1	Metro Trains Melbourne Pty Ltd - TEST	NORTH MELBOURNE MAINTENANCE Melbourne, VIC Australia	\$450.00 AUD	22 Mar 2019	Invoiced	\$600.00 AUD	Actions ▾
Order	MTM178	1	Metro Trains Melbourne Pty Ltd - TEST	CRANBOURNE DRIVER DEPOT Melbourne, VIC Australia	\$45.00 AUD	22 Mar 2019	Invoiced	\$90.00 AUD	Actions ▾

# Routing Status

The status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between Metro Trains and the Supplier.

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order from cXML
Acknowledged	Ariba received a positive functional acknowledgment from you
Failed	Ariba could not route the purchase order and it lists the reason for the failure. The supplier needs to resend the purchase order after correcting the issue. Contact Help Centre for further assistance
Approved	Metro Trains has reviewed the invoice and it has been approved for payment
Paid	The Invoice has been paid by Metro Trains

# Order Status Descriptions

Status Level	Definition
New	Initial state. This is a new purchase order
Changed	Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order
Confirmed	All sub-quantities are confirmed
Failed	Ariba experienced a problem routing the order to the supplier. Suppliers can resend failed orders
Shipped	Final state. All sub quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again
Invoiced	All ordered quantities have been invoiced
Partially Confirmed	Some of the ordered quantities have been confirmed
Partially Shipped	Some of the ordered quantities have been shipped
Partially Invoiced	Some of the ordered quantities have been invoiced
Partially Rejected	Some or the ordered quantities have been rejected
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order
Returned	When a goods on a Purchase Order are returned from Metro Trains
Rejected	A Purchase Order Confirmation that has been Rejected by Metro Trains

# Locating Received Purchase Orders – Inbox and using Search

➤ The Dashboard or Homepage is displayed

1. Click on Inbox

2. Click on Order Status to sort

To Use Search Filters:

1) Click on **Search Filters**

2) Select the **Date Range** required

3) Select the **Received** or **Partially Received** Order Status

4) Click on **Search**

➤ **Received** Purchase Orders are displayed

**Ariba Network** | HOME | **INBOX** | CATALOGS | REPORTS | MESSAGES | External Document | CSV Documents | Create

Orders and Releases | Early Payments | Scheduled Payments | Remittances | Inquiries | Contracts | Notifications | Receipts | More...

Orders and Releases

Orders and Releases | Items to Confirm | Items to Ship

**Search Filters**

Customer: All Customers

Order Number:  (Partial number selected)

Buyer Location Code:

Invoice Number:

Show orders by: Creation Date (selected) | Inquiry Date

Date Range: Last 14 days (15 Mar 2019 - 28 Mar 2019)

Min. Amount: Minimum

Max. Amount: Maximum

Contractor:

Order Status: Received

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

Search only service purchase orders

Number of Results: 100 | Search | Reset

Orders and Releases (19)

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Invoiced	Actions
Order	MTM216	1	Metro Trains Melbourne Pty Ltd - TEST	BASEMENT OF SOUTHERN CROSS STATION Melbourne, VIC Australia	\$15,000.00 AUD	27 Mar 2019	Received	\$0.00 AUD	Actions
Order	MTM215	1	Metro Trains Melbourne Pty Ltd - TEST	BASEMENT OF SOUTHERN CROSS STATION Melbourne, VIC Australia	\$10,000.00 AUD	27 Mar 2019	Received	\$0.00 AUD	Actions
Order	MTM213	1	Metro Trains Melbourne Pty Ltd - TEST	BASEMENT OF SOUTHERN CROSS STATION Melbourne, VIC Australia	\$11,000.00 AUD	27 Mar 2019	Received	\$0.00 AUD	Actions

# Open and Begin the Invoice

1. Click **Inbox** tab on the Dashboard.
2. Open the **Received Purchase Order** you wish to invoice

**Note:** Use the Search filter of click on Order status to sort and locate Received Purchase Orders

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

**Ariba Network** Company Settings

HOME **INBOX** CATALOGS REPORTS MESSAGES External Document CSV Documents Create

Orders and Releases Early Payments Scheduled Payments Remittances Inquiries Contracts Notifications Receipts More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters **N**

Orders and Releases (19)

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Actions
Order	MTM216	1	Metro Trains Melbourne Pty Ltd - TEST	BASEMENT OF SOUTHERN CROSS ST. Melbourne, VIC Australia	\$15,000.00 AUD	27 Mar 2019	Received <b>N</b>	\$0.00 AUD	Actions
Order	MTM215	1	Metro Trains Melbourne Pty Ltd - TEST	BASEMENT OF SOUTHERN CROSS ST. Melbourne, VIC Australia	\$10,000.00 AUD	27 Mar 2019	Received	\$0.00 AUD	Actions
Order	MTM213	1	Metro Trains Melbourne Pty Ltd - TEST	BASEMENT OF SOUTHERN CROSS ST. Melbourne, VIC Australia	\$11,000.00 AUD	27 Mar 2019	Received	\$0.00 AUD	Actions
Order	MTM212	1	Metro Trains Melbourne Pty Ltd - TEST	BASEMENT OF SOUTHERN CROSS ST. Melbourne, VIC Australia	\$150.00 AUD	27 Mar 2019	Received	\$0.00 AUD	Actions
Order	MTM205	1	Metro Trains Melbourne Pty Ltd - TEST	ICT DEPARTMENT - 700 COLLINS ST Melbourne, VIC Australia	\$60.00 AUD	27 Mar 2019	Received	\$0.00 AUD	Actions

Purchase Order: MTM213 Done

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

Order Detail Order History

Standard Invoice Credit Memo Line-Item Credit Memo

From: METRO HEAD OFFICE METRO HEAD OFFICE METRO TRAINS MELBOURNE PTY LTD

To: MTM Test Full Supplier 01-TEST AAA Swansten melbourne 3306

Purchase Order (Received) MTM213 Amount: \$11,000.00 AUD

# Standard Invoice – Header Level including Tax Level Selection

1. Enter the **Invoice #**
2. Check or enter the **Invoice Date\***
  - Scroll to display the **Tax** section
  - The available tax levels are:
    - **Header Level tax** – use this when all items on the Invoice are at one tax rate
    - **Line level tax** – use this when there are different tax rates of items on the invoice, refer Slide
3. Select the **Header Level Tax**
4. Click on **Category**
5. Select the applicable tax percentage
  - Scroll down to **Line Items**

Create Invoice Update Save Exit Next

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

**Summary**

Purchase Order: **MTM213**

Invoice #: \*  **1**

Invoice Date: \*  **2**

Service Description:

Supplier Tax ID:

Remit To:  ▼

Bill To: **METRO HEAD OFFICE**

Subtotal: **\$11,000.00 AUD**

Total Tax: **\$0.00 AUD**

Total Gross Amount: **\$11,000.00 AUD**

Total Amount without Tax: **\$11,000.00 AUD**

Total Net Amount: **\$11,000.00 AUD**

Amount Due: **\$11,000.00 AUD**

[View/Edit Addresses](#)

**Tax** ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category: \*  **4**

Location:

Description:

Regime:

**Taxes** **5**

0% GST / GST Exempt

10% GST / Standard GST

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:  ▼

[Remove](#)

# Standard Invoice – Add Line Level Tax

➤ Line Items is displayed

➤ Add Line Level Tax after adding all items to the Invoice

1. Click on **Tax Category**

2. Select the applicable **tax rate** from the drop down list

3. Click on **Add to Included Lines**

➤ A tax section will open for each item on the Invoice

➤ Change the tax rates only for items with a different tax rate then that selected in Insert Line Item Options

➤ To change a tax rate on a specific line:  
 1) Click on **Category**  
 2) Select the rate required for that line item

➤ To Finalise the Invoice, refer to **Slide 14, Standard Invoice – Finalise Invoice**

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

**1** Insert Line Item Options **3** Add to Included Lines

Tax Category: 10% GST / Standard GST  Special Handling  Discount

**2** Taxes: 0% GST / GST Exempt, 10% GST / Standard GST

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	RAIL3	Rail 3		1	EA	\$20.53 AUD	\$20.53 AUD
<p><b>Tax</b> Category: * 10% GST / Standard GST <span style="float: right;"><b>1</b> Remove</span></p> <p>Location: <input type="text"/></p> <p>Description: Standard GST</p> <p>Regime: <input type="text"/></p> <p>Taxable Amount: \$20.53 AUD</p> <p>Rate(%): 10</p> <p>Tax Amount: \$2.05 AUD</p> <p>Exempt Detail: (no value) v</p>									
2	<input checked="" type="checkbox"/>	MATERIAL	RAIL2	Rail 2		50	EA	\$22.58 AUD	\$1,129.00 AUD
<p><b>Tax</b> Category: * 10% GST / Standard GST <span style="float: right;">Remove</span></p> <p>Location: <input type="text"/></p> <p>Description: Standard GST</p> <p>Regime: <input type="text"/></p> <p>Taxable Amount: \$1,129.00 AUD</p> <p>Rate(%): 10</p> <p>Tax Amount: \$112.90 AUD</p> <p>Exempt Detail: (no value) v</p>									

# Standard Invoice – Line Level

➤ Line items is displayed

1. Confirm or enter the **Quantity**

2. Click on **Update**

➤ Review the totals

➤ Invoices cannot be sent with a zero quantity. To exclude and item from the Invoice:

1) Click on Include to slide to exclude

➤ Repeat until all items have been reviewed and updated where required

➤ Go to Slide 14, Standard Invoice - Finalise Invoice

Line Items

Insert Line Item Options

Tax Category: 10% GST / Standard GST  Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	RAIL3	Rail 3	1	EA	\$20.53 AUD	\$20.53 AUD
		Tax		Category:*	10% GST / Standard GST	Taxable Amount:	\$20.53 AUD	<a href="#">Remove</a>	
				Location:		Rate(%):	10		
				Description:	Standard GST	Tax Amount:	2.05 AUD		
				Regime:		Exempt D:	(no value)		
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	RAIL2	Rail 2	25	EA	\$22.58 AUD	\$564.50 AUD
		Tax		Category:*	10% GST / Standard GST	Taxable Amount:	\$564.50 AUD	<a href="#">Remove</a>	
				Location:		Rate(%):	10		
				Description:	Standard GST	Tax Amount:	\$56.45 AUD		
				Regime:		Exempt Detail:	(no value)		

Line Item Actions

# Standard Invoice – Finalise Invoice

➤ Screen displays Line Items

1. Click on **Next**

➤ Screen displays Create Invoice

2. Click on **Submit**

3. Click on **Exit**

➤ Screen displays the Purchase Order

**Note:** The Purchase Order will have an updated Order Status, either Partially Invoiced or Invoiced

4. Click on **Done**

➤ Screen displays the screen the invoice was selected from

No.	include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	RAIL2	Rail 2	25	EA	\$22.58 AUD	\$564.50 AUD

**Tax** Category: \* 10% GST / Standard GST Taxable Amount: \$564.50 AUD Remove

Rate(%): 10  
Tax Amount: \$56.45 AUD

Location:

Description: Standard GST Exempt Detail: (no value) ▾

Regime:

↳ Line Item Actions ▾ Delete

Update
Save
Exit
Next



Previous
Save
Submit
Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of 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 once you subscribe to the archiving service.

**Tax Invoice**

Invoice Number: 11123233	Subtotal: \$585.03 AUD
Invoice Date: Monday 17 Jun 2019 9:32 AM GMT+10:00	Total Tax: \$58.50 AUD
Original Purchase Order: MTM857	Total Gross Amount: \$643.53 AUD
	Total Amount with Tax: \$585.03 AUD



**Invoice 11123233 has been submitted.**

Print a copy of the invoice. Exit invoice creation.



Purchase Order: MTM857 Done

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

Order Detail Order History

<b>From:</b> METRO HEAD OFFICE 700 Collins Street Docklands Melbourne VIC 3008	<b>To:</b> MTM Test Full Supplier 01-TEST AAA Swansten melbourne 3306 Australia	<b>Purchase Order</b> (Partially Invoiced) MTM857 Amount: \$1,149.53 AUD Version: 1
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**Purchase Order**  
 (Invoiced)  
 MTM213  
 Amount: \$11,000.00 AUD  
 Version: 1



# Standard Invoice – History Tab

Use the Invoice History to identify:

- > Who created a document
- > What occurred with the document
- > The date and time stamps of the various processes that have affected a document
- > Line Item level information

Purchase Order: MTM213 Done

---

**Order Detail** | Order History

From Customer: Metro Trains Melbourne Pty Ltd - TEST  
Routing Status: Acknowledged

---

Purchase Order: MTM213  
Order Status: Invoiced  
Submitted On: 27 Mar 2019 12:42:47 PM GMT+11:00

From Customer: Metro Trains Melbourne Pty Ltd - TEST  
Routing Status: Acknowledged

---

### History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125003053	27 Mar 2019 12:42:50 PM
	Email order was sent to mtmtestfull@163.com.	ANPODispatcher-125013022	27 Mar 2019 12:42:51 PM
Sent	Email order was sent to mtmtestfull@163.com.	OrderDispatcher - Email	27 Mar 2019 12:42:51 PM
Received	RC500	Metro Trains Melbourne Pty Ltd - TEST	27 Mar 2019 12:51:17 PM
	Received quantity 1 for line item 1.	PropogationProcessor-124996081	27 Mar 2019 12:51:17 PM

---

### Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Price	Subtotal
1	Not Available popcorn for training		1 (EA)	4 Apr 2019	\$11,000.00 AUD	\$11,000.00 AUD
<b>Status</b>						
1 Invoiced		Amount: \$11,000.00 AUD				
1 Unconfirmed						
1 Received						

Sub-total: \$11,000.00 AUD  
Total Invoiced: \$11,000.00 AUD



# Invoice Status

- The status of the Invoice will change as it progresses through Metro Trains approval process
- There are 4 Invoice Statuses:
  - **Sent** – you have sent the invoice to Metro Trains
  - **Approved** – Metro Trains has reviewed the Invoice and it has been approved for payment
  - **Paid** – The invoice has been paid or is in the process of payment
  - **Rejected** – The invoice has been rejected, open the invoice and review rejection reason
  - **Canceled** – The invoice has been cancelled by Metro Trains

# Locating the Invoice Status

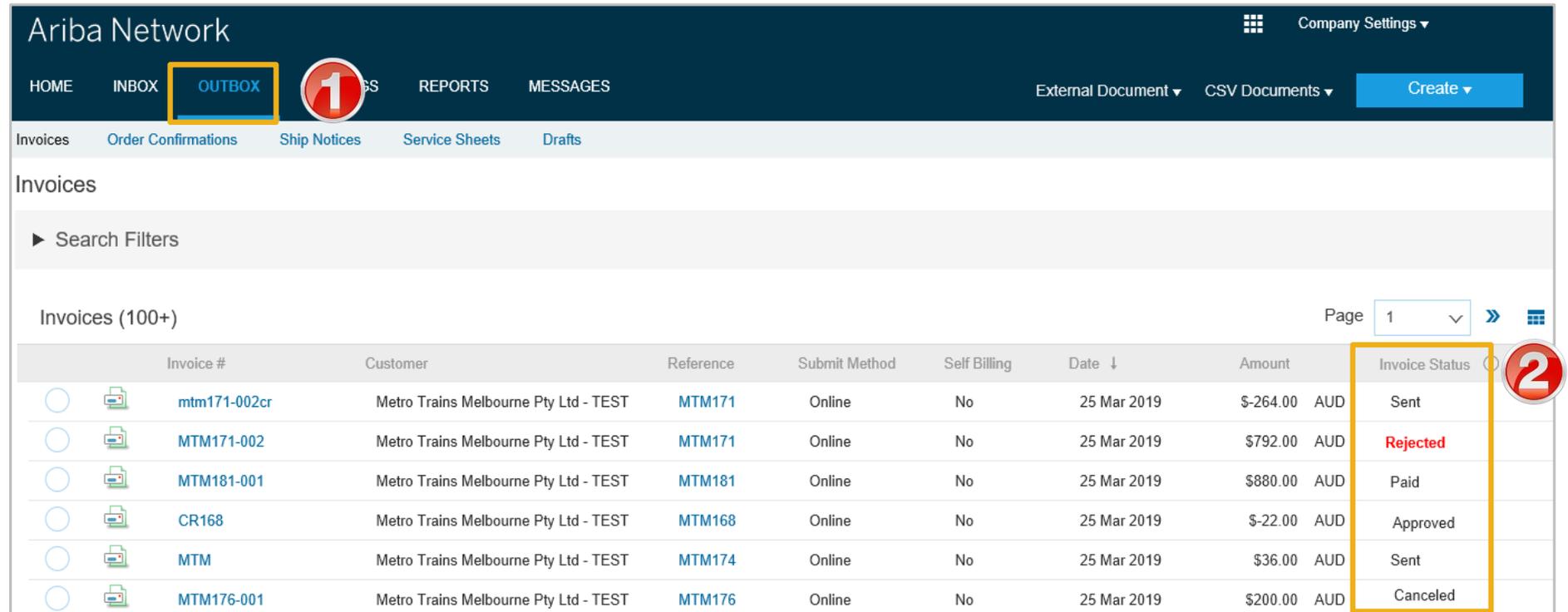
1. Click the **Outbox** tab on the Dashboard

➤ 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
- Canceled



The screenshot shows the Ariba Network dashboard. The 'OUTBOX' tab is highlighted with a yellow box and a red circle with the number '1'. Below the navigation bar, the 'Invoices' section is visible. A table of invoices is displayed, with the 'Invoice Status' column highlighted by a yellow box and a red circle with the number '2'. The table contains the following data:

Invoice #	Customer	Reference	Submit Method	Self Billing	Date ↓	Amount	Invoice Status
mtm171-002cr	Metro Trains Melbourne Pty Ltd - TEST	MTM171	Online	No	25 Mar 2019	\$-264.00 AUD	Sent
MTM171-002	Metro Trains Melbourne Pty Ltd - TEST	MTM171	Online	No	25 Mar 2019	\$792.00 AUD	Rejected
MTM181-001	Metro Trains Melbourne Pty Ltd - TEST	MTM181	Online	No	25 Mar 2019	\$880.00 AUD	Paid
CR168	Metro Trains Melbourne Pty Ltd - TEST	MTM168	Online	No	25 Mar 2019	\$-22.00 AUD	Approved
MTM	Metro Trains Melbourne Pty Ltd - TEST	MTM174	Online	No	25 Mar 2019	\$36.00 AUD	Sent
MTM176-001	Metro Trains Melbourne Pty Ltd - TEST	MTM176	Online	No	25 Mar 2019	\$200.00 AUD	Canceled



# Partial Invoicing

- Invoices will display as Partially Invoiced until all items on the original Purchase Order have been Invoiced
- Partial invoicing on Partial invoices is allowed
- Multiple Invoices can be created for a Purchase Order as long as it does not exceed the quantity requested
- Note that if a Purchase Order is not fully invoiced as goods were not fully supplied and invoiced it will remain in the Ariba Network as “Partially Invoiced”

# Locating and Opening a Partial Invoice – Search Filter and Inbox

## 1. From the Inbox

### ➤ Using Search Filter:

- 1) Click on **Search Filters**
- 2) Click on **Order Status** and select **Partially Invoiced**
- 3) Click on **Search**

## 2. Click on the required **Purchase Order**

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'CATALOGS', 'REPORTS', 'MESSAGES', 'External Document', 'CSV Documents', and 'Create'. Below this, there are tabs for 'Orders and Releases', 'Early Payments', 'Scheduled Payments', 'Remittances', and 'Inquiries'. The main content area is titled 'Orders and Releases' and has sub-tabs for 'Orders and Releases', 'Items to Confirm', and 'Items to Ship'. A search filter section is visible, with a blue star and the number '1' next to the 'Search Filters' dropdown. The search filters include: Customer (All Customers), Order Number, Buyer Location Code, Invoice Number, Show orders by (Creation Date), Date Range (Last 31 days), Min. Amount (Minimum), Max. Amount (Maximum), Contractor, Order Status (Partially Invoiced), and View (All except hidden orders). There are also checkboxes for 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements', and 'Search only service purchase orders'. A 'Search' button and a 'Reset' button are at the bottom right of the search filters, with a blue star and the number '3' next to the 'Search' button. Below the search filters, there is a table titled 'Orders and Releases (17)'. The table has columns for Type, Order Number, Ver, Customer, Amount, Date, Amount Invoiced, and Actions. The table shows three orders: MTM565, MTM485, and MTM334. The order MTM485 is highlighted with a yellow box and a blue star and the number '2' next to it.

Orders and Releases (17)

Type	Order Number	Ver	Customer	Amount	Date ↓	Amount Invoiced	Actions
Order	MTM565	1	Metro Trains Melbourne Pty Ltd - TEST	\$500.00 AUD	17 Apr 2019	\$200.00 AUD	Actions
Order	MTM485	1	Metro Trains Melbourne Pty Ltd - TEST	\$10,000.00 AUD	15 Apr 2019	\$7,356.76 AUD	Actions
Order	MTM334	1	Metro Trains Melbourne Pty Ltd - TEST	\$20.00 AUD	9 Apr 2019	\$19.46 AUD	Actions

# Begin a Partial Invoice - Header Level



The Purchase Order is displayed with a Partially Invoiced order status

Note: All previous documents are displayed under Related Documents

1. Click on Create Invoice
  2. Select Standard Invoice
- Screen displays the Invoice

Note: All previous document are shown in Related Documents

3. Enter the Invoice number, this is the number that you provide to Metro Trains
4. Confirm the Invoice Date

Select the applicable tax level:

- **Header Level Tax** – All items on the invoice are one tax rate
- **Line Level Tax** – The majority of items is one rate and other some items are at a different tax rate

Purchase Order: MTM278 Done

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

Order Detail | Order History

Standard Invoice (1) | 
  Credit Memo (2) | 
  Line-Item Credit Memo

**From:**  
**METRO HEAD OFFICE**  
 METRO HEAD OFFICE  
 METRO TRAINS MELBOURNE PTY LTD  
 LEVEL 17, 700 COLLINS STREET DOCKLANDS VIC 3008  
 (PLEASE SIGN IN AT RECEPTION ON LEVEL 16)  
 Melbourne VIC 3008  
 Australia

**To:**  
**MTM Test Full Supplier 01-TEST**  
 AAA Swansten  
 Melbourne 3306  
 Australia  
 Phone:  
 Fax:  
 Email: [mtmtestfull@163.com](mailto:mtmtestfull@163.com)

**Purchase Order (Partially Invoiced)**  
 MTM278  
 Amount: \$300.00 AUD  
 Version: 1

Payment Terms: NET 0 | 
 Routing Status: Acknowledged | 
 Related Documents: 88874 | 
 INV20190408

Create Invoice Update Save Exit Next

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

**Summary**

Purchase Order: MTM278  
 Invoice #:  (3)  
 Invoice Date:  (4)  
 Service Description:   
 Supplier Tax ID: 123456789

Subtotal: **\$180.00 AUD**  
 Total Tax: **\$18.00 AUD**  
 Total Gross Amount: **\$198.00 AUD**  
 Total Amount without Tax: **\$180.00 AUD**  
 Total Net Amount: **\$198.00 AUD**  
 Amount Due: **\$198.00 AUD**

Tax View/Edit Addresses

Header level tax | 
  Line level tax

Category:   
 Location:   
 Description: Standard GST  
 Regime:

Taxable Amount:  Remove  
 Tax Rate Type:   
 Rate(%): 10  
 Tax Amount: \$18.00 AUD  
 Exempt Detail:

# Completing a Partial Invoice

- Complete the header Details as per standard invoice:
  - Invoice Number
  - Tax Rate
  - Shipping
  - Attachments (if required)

- Scroll down to Line items

- 1) Only outstanding totals will be displayed in the Quantity field
- 2) Zero indicates that the total on the Purchase Order has been fully invoiced
- 3) Use Delete to remove zero quantity items

- Complete line items details by indicating the correct quantities for invoicing

1. Click on **Update**

3 Line Items, 2 Included, 1 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"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Item Partno1	Item Description Line 1		<input type="text" value="1"/>	EA	\$1,500.00 AUD	\$1,500.00 AUD
<p><b>Classification</b> Domain: <input type="text" value="unspsc"/> Code: <input type="text" value="48102102"/> <a href="#">Remove</a></p>										
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	Item Partno2	Item Description Line 2		<input type="text" value="0"/>	EA	\$2,000.00 AUD	\$0 AUD
<p><i>Excluded line items cannot be modified.</i></p>										
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	3	<input checked="" type="checkbox"/>	MATERIAL	Item Partno3	Item Description Line 3		<input type="text" value="2"/>	EA	\$2,000.00 AUD	\$4,000.00 AUD
<p><b>Classification</b> Domain: <input type="text" value="unspsc"/> Code: <input type="text" value="48102102"/> <a href="#">Remove</a></p>										

Line Item Actions

# Completing a Partial Invoice cont.

2. Click on **Next**

➤ Screen displays **Create Invoice**

3. Click on **Submit**

4. Click on **Exit**

➤ Screen displays the Purchase Order with either:

**Invoiced** as all items have been invoiced that were on the original Purchase Order

Or

**Partially Invoiced** as there are still items that have not yet been invoiced on the original Purchase Order

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	Item Partno1	Item Description Line 1		1	EA	\$1,500.00 AUD	\$1,500.00 AUD
<b>Classification</b>				Domain: unspsc	Code: 48102102	<a href="#">Remove</a>			
<input type="checkbox"/> 3	<input checked="" type="checkbox"/>	MATERIAL	Item Partno3	Item Description Line 3		1	EA	\$2,000.00 AUD	\$2,000.00 AUD
<b>Classification</b>				Domain: unspsc	Code: 48102102	<a href="#">Remove</a>			

[Line Item Actions](#) [Delete](#)

**2**

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

Invoice TEST660009 has been submitted.

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



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

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: . The document's destination country is: .  
 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 Number : TEST660009	Subtotal :	\$3,500.00 AUD
Invoice Date : Thursday 4 Jan 2018 11:45 AM GMT+11:00	Total Tax :	\$350.00 AUD
Original Purchase Order : 3700029909	Total Gross Amount :	\$3,850.00 AUD
	Total Net Amount :	\$3,850.00 AUD
	Amount Due :	\$3,850.00 AUD

**3**



# Edit and Re-Submit Invoices

- Invoices that are rejected by Metro Trains will display as **Rejected**
- Invoices can be rejected due to:
  - Missing information - for example a required attachment
  - Incorrect information
  - Added information to invoice – freight added but was not provided on the Order Confirmation

# Locating Rejected Invoices – Outbox and Search Filters

➤ The Dashboard or Homepage is displayed

1. Click on **Outbox**

2. Click on **Invoice Status**

➤ Using Search Filter:

1) Click on **Search Filters**

2) Click on Status and select **Rejected**

3) Click on **Search**, screen displays the rejected purchase orders

3. Select the required Invoice

**Ariba Network** Company Settings

HOME INBOX **OUTBOX** **1** REPORTS MESSAGES External Document CSV Documents Create

Invoices Order Confirmations Ship Notices Service Sheets Drafts

### Invoices

▼ Search Filters **1**

Customer: All Customers

Invoice Number:  **1**

Partial number  Exact number

Order Number:  **1**

Date Range: Last 90 days  
29 Dec 2018 - 28 Mar 2019

Supplier Reference:  **1**

Min. Amount:

Max. Amount:

External Invoice Number:

Contractor:

Status: Rejected **2**

Show Only Invoices Submitted from the Customer's System.

Show only Invoices with Invoice Addendums. **3**

Number of Results: 100 **3** Search Reset

Invoices (27) Page 1

Invoice #	Customer	Reference	Submit Method	Self Billing	Date ↓	Amount	Invoice Status
AN_INV_BPO119_02	Metro Trains Melbourne Pty Ltd - TEST	Contract	Online	No	26 Mar 2019	\$200.00 AUD	Rejected
MTM182-001	Metro Trains Melbourne Pty Ltd - TEST	MTM182	Online	No	25 Mar 2019	\$77.00 AUD	Rejected
<b>MTM139_INV</b>	Metro Trains Melbourne Pty Ltd - TEST	MTM139	Online	No	19 Mar 2019	\$3,520.00 AUD	Rejected
T124	Metro Trains Melbourne Pty Ltd - TEST	MTM124	cXML	No	14 Mar 2019	\$110.00 AUD	Rejected

# Open and Review Rejected Invoice

- The Rejected Invoice is displayed
- Screen displays the Invoice
- 1. Read the reason for the Rejection
- 2. Click on **Edit & Resubmit**
- Screen displays the invoice

Invoice: MTM139\_INV Done

Edit Create Line-Item Credit Memo Copy This Invoice Print Download PDF ▼ Export cXML

Detail Scheduled Payments History

**Rejected Invoice:**

Reasons:

INV-38: The invoice was successfully received.

INV-54: Comments from Metro Trains Melbourne Pty Ltd - TEST: OK

DOC-1:

INV-35: The invoice status has been successfully updated to Processing by Metro Trains Melbourne Pty Ltd - TEST. Description:Header Level Exceptions: PO Payment Terms mismatched 0)) \* are either unrecognized (adhoc) or are different from the purchase order's payment terms of Net 30 ((0%/30, 0, 0)) .

INV-35: The invoice status has been successfully updated to Rejected by Metro Trains Melbourne Pty Ltd - TEST. Description:Header Level Exceptions: PO Payment Terms mismatched \* are either unrecognized (adhoc) or are different from the purchase order's payment terms of Net 30 ((0%/30, 0, 0)) .

Header Level Exceptions: PO Payment Terms mismatched The invoice's payment terms, ((0%/30, 0, 0)) \* ((0%/30, 0, 0)) \* are either unrecognized (adhoc) or are different from the purchase order's

[Edit & Resubmit](#)

**Tax Inv** 2

<b>Status</b>		<b>Subtotal:</b>	<b>\$3,200.00 AUD</b>
Invoice: Rejected		Total Tax:	\$320.00 AUD
Routing: Acknowledged		Total Gross Amount:	\$3,520.00 AUD
Invoice Number: MTM139_INV		Total Amount without Tax:	\$3,200.00 AUD
Invoice Date: Tuesday 19 Mar 2019 4:24 PM GMT+11:00		Total Net Amount:	\$3,520.00 AUD
Original Purchase Order: <a href="#">MTM139</a>		Amount Due:	<b>\$3,520.00 AUD</b>
Submission Method: Online			
Origin: Supplier			
Source Document: Order			

REMIT TO:

BILL TO:

SUPPLIER:

# Edit and Resubmit and Invoice cont.

**Note:** The Invoice number, purchase order number and other information is auto-populated

- 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

3. Click on **Next**

4. Review the Invoice, then click on **Submit**

5. Click on **Done**

- The screen will display the Outbox

Edit Invoice Update Exit **Next**

▼ Invoice Header \* Indicates required field Add to H **3**

Summary

Purchase Order: 4501475005	Subtotal: \$60.00 AUD	View/Edit Addresses
Invoice #: INV4501475005	Total Tax: \$8.20 AUD	
Invoice Date: 24 Jul 2017	Total Amount without Tax: \$70.00 AUD	
Supplier Tax ID: 12345678912	Tax: \$0.00 AUD	
Remit To:	Amount Due: \$78.20 AUD	

Category: \* GST

Location:

Description: Input-(Non-capital Expt) GST  
! Tax 11.00%gst.Input-(Non-capital Expt) GST does not match any buyer configured tax entries in the tax summary.

Regime:

**Examples of an invoice errors**

Summary

Purchase Order: MTM139

Invoice #: MTM139\_INV

! Invoice or Credit Memo # already exists.

Edit Invoice Previous **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is: Australia. The document's destination country is: **4**

Standard Invoice / Tax Invoice

Invoice #: INV4501475005	Subtotal: \$60.00 AUD
Invoice Date: Monday 24 Jul 2017 12:00 PM GMT+10:00	Total Tax: \$13.10 AUD
Original Purchase Order: 4501475005	Total Charges: \$10.00 AUD
	Total Amount without Tax: \$70.00 AUD
	Amount Due: \$83.10 AUD

Invoice: INV4501475005 **Done**

Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML **5**

Detail Scheduled Payments History

**Canceled Invoice:**  
Only failed or rejected invoices can be edited

Standard Invoice / Tax Invoice

# Edit and Resubmit History Tab

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

Invoice: MTM139\_INV Done

---

Edit
Create Line-Item Credit Memo
Copy This Invoice
Download PDF ▾
Export cXML

---

Detail
Scheduled Payments
History

1

---

Invoice: MTM139\_INV  
 Invoice Status: Rejected  
 Received By Ariba Network On: 19 Mar 2019 4:24:09 PM GMT+11:00  
 Submitted By: MTM Full

To: Metro Trains Melbourne Pty Ltd - TEST  
 Routing Status: Acknowledged

---

### History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	MTM Test Full Supplier 01-TEST	19 Mar 2019 4:24:38 PM
	Comments from Metro Trains Melbourne Pty Ltd - TEST: OK	PropogationProcessor-125033051	19 Mar 2019 4:24:53 PM
Acknowledged		Supplier	19 Mar 2019 4:24:53 PM
	The invoice status has been successfully updated to Processing by Metro Trains Melbourne Pty Ltd - TEST. Description:Header Level Exceptions: PO Payment Terms mismatched The invoice's payment terms, ((0%/30, 0, 0)) * ((0%/30, 0, 0)) * are either unrecognized (adhoc) or are different from the purchase order's payment terms of Net 30 ((0%/30, 0, 0)) .	PropogationProcessor-125004065	19 Mar 2019 4:28:16 PM
	The invoice status has been successfully updated to Rejected by Metro Trains Melbourne Pty Ltd - TEST. Description:Header Level Exceptions: PO Payment Terms mismatched The invoice's payment terms, ((0%/30, 0, 0)) * ((0%/30, 0, 0)) * are either unrecognized (adhoc) or are different from the purchase order's payment terms of Net 30 ((0%/30, 0, 0)) .	PropogationProcessor-125014052	19 Mar 2019 4:36:17 PM



# Credit Memo

- Credit Memos are actioned against a purchase order
- Credit Memos allow suppliers to create credit adjustments, Line Item Credit memos are for credits
- Credit Memos are accessed via 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

# Locate the Purchase Order for the Credit Memo

➤ From the Dashboard /Homepage

1. Click on **Inbox**

➤ The Orders and Releases screen is displayed

2. Locate the Purchase order requiring the adjustment and click on the **Order Number**

➤ To use Search Filters:

1) Click on **Search Filters**

2) Click Order Status and select either **Invoiced** or **Partially Invoiced**

3) Click on **Search**

➤ Screen displays the **Purchase Order**

Arriba Network

HOME **INBOX** 1 CATALOGS REPORTS MESSA

External Document CSV Documents Create

Orders and Releases Early Payments Scheduled Payments Remittance Contracts Notifications Receipts More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters

Customer: All Customers

Order Number: **MTM495**

Partial number Exact number

Buyer Location Code:

Invoice Number:

Show orders by: Creation Date Inquiry Date

Date Range: Last 31 days 18 Mar 2019 - 17 Apr 2019

Min. Amount: Minimum

Max. Amount: Maximum

Contractor:

Order Status: Invoiced

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

Search only service purchase orders

Number of Results: 100 Search Reset

Orders and Releases (46) Page 1

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Amount Invoiced	Actions
Order	MTM501	1	Metro Trains Melbourne F	COLLINS ST / FINANCE DEPARTMENT Melbourne, VIC Australia	\$100.00 AUD	16 Apr 2019	\$400.00 AUD	Actions
Order	<b>MTM495</b>	1	Metro Trains Melbourne F	COLLINS ST / FINANCE DEPARTMENT Melbourne, VIC Australia	\$10,000.00 AUD	15 Apr 2019	\$15,000.00 AUD	Actions
Order	MTM481	1	Metro Trains Melbourne F	COLLINS ST / FINANCE DEPARTMENT Melbourne, VIC Australia	\$500.00 AUD	15 Apr 2019	\$500.00 AUD	Actions

# Credit Memo – Header Level

➤ The Purchase Order is displayed

1. Click on Create Invoice

2. Select **Credit Memo**

➤ Screen displays **Create Credit Memo**

3. Enter the **Credit Memo Number**, this is the number you provide to Metro Trains

4. Confirm the **Credit Memo Date**

**Note:** ONLY tick the **Information Only** box if the expectation is that this is only for Metro Trains information purposes

➤ Scroll down to locate the **Comments** field

Purchase Order: MTM495 Done

Create Order Confirmation |  Create Ship Notice |  Create Invoice 1 | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History

**Credit Memo** 2

Line-Item Credit Memo

**From:**  
**METRO HEAD OFFICE**  
Level 16  
700 Collins Street  
Docklands  
Melbourne VIC 3008  
Australia  
Phone: +61 (396) 103791

**To:**  
**MTM Test Full Supplier 01-TEST**  
AAA Swansten  
melbourne 3306  
Australia  
Phone:  
Fax:  
Email: [mtmtestfull@163.com](mailto:mtmtestfull@163.com)

**Purchase Order**  
(Invoiced)  
**MTM495**  
Amount: \$10,000.00 AUD  
Version: 1

Payment Terms ?  
NET 0

Routing Status: Acknowledged  
Related Documents: [MTM495/1](#)  
[RC723](#)

Create Credit Memo Next | Exit

Header Information

**N** Information Only. No action is required from the customer. \* Indicates required field

Credit Memo Number: \*  3

Credit Memo Date: \*  4

Supplier Account ID #:

Original PO #: MTM495

Customer Reference:

Supplier Reference:

# Credit Memo – Header Level cont.

5. Enter **Comments** for the Adjustment against the Purchase Order

6. Scroll down to **Adjustment**

➤ Determine the type of adjustment required

➤ Refer to Slide 32, Credit-Memo Adjustments – Subtotal

➤ Refer to Slide 33, Credit Memo- Adjustments – Create Charge and Charges

➤ Refer to Slide 34, Create Credit Memo Tax Adjustment

Comments: \*  **5**

Default Credit Memo Comment Text:

**Adjustment** **6**

Adjustment in Subtotal:  (Amount must be Negative.)

Adjustment in Tax Create Tax ▾

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description
--------------	----------	-------------	--------------	-------------

Adjustment in Charges Create Charge

Service Code	Charge Amount	Description	Start Date	End Date
--------------	---------------	-------------	------------	----------

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

**Attachments**  
The total size of all attachments cannot exceed 10MB

Add Attachment

Next Exit

# Credit Memo – Adjustments – Subtotal

- Determine the type of adjustment you require and add the relevant information

## For Subtotal adjustments:

1. Enter the value of the credit memo into the correct **Adjustment** type (remember it must be a negative figure)

- For Adjustment of tax refer Slide 34, only credit tax on shipping if tax was added to the shipping cost.

Adjustment **1**

Adjustment in Subtotal:  (Amount must be Negative.)

Adjustment in Tax [Create Tax](#) ▼

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description
--------------	----------	-------------	--------------	-------------

Adjustment in Charges [Create Charge](#)

Service Code	Charge Amount	Description	Start Date	End Date
--------------	---------------	-------------	------------	----------

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 10MB

[Add Attachment](#)

[Next](#) [Exit](#)

# Credit Memo – Adjustments – Create Charge and Charges

## For Subtotal Adjustment:

1. Enter the total adjustment into the **Adjustment in Subtotal**

## For Adjustment – Create Charge:

- 1) Click on **Create Charge**, the Charges section opens
- 2) Click on **Select Charge type** and select the applicable charge
- 3) Enter the **Charge Amount**
- 4) Enter a **Description**

## For Adjustment in Charges:

2. Enter a total into either **Special Handling** or **Shipping**
3. Add **Attachment** (if required)

**Note:** Add any further adjustments, more than one adjustment for the same Purchase Order /Invoice can be entered

4. Click on **Next**

Adjustment

Adjustment in Subtotal:  (Amount must be Negative.)

Adjustment in Tax Create Tax ▼

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description

Adjustment in Charges Create Charge

Service Code	Charge Amount	Description	Start Date	End Date

Adjustment in Charges Create Charge

Service Code	Charge Amount	Description	Start Date	End Date
- Select Charge Type -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Access Charge				
AccountNumberCorrectionCharge				
AcidBattery				
AdditionalPackaging				
Adjustment				
<input type="text"/>				

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 10MB

Browse...

Adjustment in Charges Create Charge

Service Code	Charge Amount	Description	Start Date	End Date

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 10MB

Browse...

# Create Credit Memo Tax Adjustment

1. Click on Create Tax
2. Select the tax rate
  - The tax amount for adjustment will be calculated based on the Taxable amount
3. Enter the affected taxable amount
4. Provide the **Exempt Detail** level from the drop down list
5. Click on **Next**
  - Screen displays Create Credit Memo

Adjustment

Adjustment in Subtotal:  (Amount must be Negative.)

Adjustment in Tax

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description	Exempt Detail	Date of Supply
GST	10 %	<input type="text"/>	<input type="text"/>	Australian GST Inclusive	<input type="text" value="v"/>	<input type="text"/>

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

1 2 Configure Tax Menu  
Create Tax v  
 Taxes  
10% GST / Australian GST ...  
0% GST / Australian GST ...  
 Other Tax

Next Exit

Adjustment

Adjustment in Subtotal:  (Amount must be Negative.)

Adjustment in Tax

Tax Category	Tax Rate	Taxable Amt	Tax Location	Description	Exempt Detail	Date of Supply
GST	10 %	<span>3</span> <input type="text" value="-54.98"/>	<input type="text"/>	Australian GST Inclusive	<span>4</span> <input type="text" value="v"/>	<input type="text" value=""/>

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

5 Next Exit

# Finalise a Credit Memo

## ➤ Review the information

1. Click on **Submit**

2. Click on **Exit**

➤ Screen displays the Purchase Order

3. Click **Done**

➤ Screen displays Orders and Releases

Create Credit Memo Previous **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. 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 our archiving service.

Credit Memo

Credit Memo Number: CN55432	Subtotal: \$-14.56 AUD
Credit Memo Date: Wednesday 17 Apr 2019 5:31 PM GMT+10:00	Total Tax: \$0.00 AUD
Original Purchase Order: MTM495	Total Gross Amount: \$-14.56 AUD
	Total Amount without Tax: \$-14.56 AUD
	Total Net Amount: \$-14.56 AUD
	Amount Due: \$-14.56 AUD

**Invoice CN55432 has been submitted.**

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

[Exit invoice creation.](#)

Purchase Order: MTM495 Done

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

Order Detail Order History

	<b>From:</b> <b>METRO HEAD OFFICE</b> Level 16 700 Collins Street Docklands Melbourne VIC 3008	<b>To:</b> <b>MTM Test Full Supplier 01-TEST</b> AAA Swansten melbourne 3306 Australia Phone: Fax:	<b>Purchase Order</b> <b>(Invoiced)</b> <b>MTM495</b> Amount: \$10,000.00 AUD Version: 1
---	---	--	--



# Line Item Credit Memo

- Line Item Credit Memo's are against an Invoice
- Line Item Credit Memo's can be raised for Quantity Adjustments and Prices Adjustments
- Please also note the following when creating Line Item Credit Memos:
  - Credits are supported against specific line items from a previously submitted invoice
  - Credits can be for full or partial amounts
- Line Item Credit Memos are access via the **OUTBOX**

# Begin the Line Item Credit Memo

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 MESSAGES External Document CSV Documents Create

Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

Search Filters

Invoices (100+) Page 1

Invoice #	Reference	Submit Method	Date ↓	Amount	Invoice Status
▼ Customer: Metro Trains Melbourne Pty Ltd - TEST (100)					
MTM287a	MTM287	Online	16 Apr 2019	\$1,100.00 AUD	Sent
7765-1a	MTM334	Online	16 Apr 2019	\$28.20 AUD	Sent
<b>6657-1a</b>	MTM485	Online	16 Apr 2019	\$8,129.84 AUD	Sent
MTM501/1	MTM501	Online	16 Apr 2019	\$440.00 AUD	Sent
MTM479	MTM479	Online	15 Apr 2019	\$11,500.00 AUD	Sent
MTM463_an001	MTM463	Online	12 Apr 2019	\$108.00 AUD	Sent

Invoice: 6657-1a Done

Create Line-Item Credit Memo 3 Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Tax Invoice

# Line Item Credit Memo – Header Level – Quantity Adjustment

- 1. Enter a **Credit Memo #**
- 2. Confirm the **Credit Memo Date**
  - All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default
  - Scroll down to **Comments**
- 3. Enter the **Reason for Credit Memo**

**Note:** All totals are shown as a Negative including tax

Add Attachment if required:

  - 1) Click on **Add to Header**
  - 2) Select **Attachment**
  - 3) Click on **Browse**, locate the document, click open
  - 4) Click on **Add Attachment**
  - Scroll down to **Line Items**

Create Line-Item Credit Memo

Update
Save
Exit
Next

---

**Credit Memo Type**  
You are creating a Credit Memo with Quantity Adjustment

---

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

---

**Summary**

Credit Memo #:\*  1

Credit Memo Date:\*  2

Original Invoice No: 6657-1a

Original Invoice Date: 16 Apr 2019

Supplier Tax ID:

3

Subtotal: **\$-7,390.76 AUD**

Total Tax: **\$-739.08 AUD**

Total Gross Amount: **\$-8,129.84 AUD**

Total Amount without Tax: **\$-7,390.76 AUD**

Total Net Amount: **\$-8,129.84 AUD**

**Amount Due: \$-8,129.84 AUD**

[View/Edit Addresses](#)

**Comment**

Reason for Credit Memo:\*

Default Credit Memo Comment Text:

exclusivePaymentFlag

Add to Header ▼

**Attachments**

The total size of all attachments cannot exceed 10MB

Browse...
Add Attachment

exclusivePaymentFlag

Add to Header ▼	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px; font-weight: bold;">1</span>
Shipping Tax	
Allowance	
Charge	
Attachment	<span style="border: 1px solid blue; border-radius: 50%; padding: 2px 5px; font-weight: bold;">2</span>

# Finalising a Line Item Credit Memo – Line Level

- Scroll down to **Line Items**
  - Tax information is auto-populated based on the original invoice either at Header Level or Line level
1. Locate and confirm the **Quantity** that requires the credit
  2. Slide the Include button from green to grey to **exclude** items not being credited
  3. Click **Update**
  4. Click **Next**
- Screen displays Create Line-Item Credit Memo review
  - Refer to **Slide 40**, Finalising a Line Item Credit memo

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

**Insert Line Item Options**

Tax Category: 0% GST / GST Exempt
  Shipping Documents
  Special Handling
  Discount
 Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
N	1			Not Available	WELL DRILLING LABOUR HIRE					
1	1	<input checked="" type="checkbox"/>	MATERIAL	11232	Hose	1	-1	EA	\$34.00 AUD	\$-34.00 AUD
2		<input type="checkbox"/>	SERVICE	DEMO0028	Demolition services		0	HUR	\$500.00 AUD	\$0 AUD
		<i>Excluded line items cannot be modified.</i>								
3		<input type="checkbox"/>	SERVICE	PLUMMR01	Plumbing Maintenance or Repairs		0	HUR	\$150.00 AUD	\$0 AUD
		<i>Excluded line items cannot be modified.</i>								

↳
Line Item Actions ▾
Delete

Update
Save
Exit
Next

# Finalising a Line Item Credit Memo

## ➤ Review the Invoice

### 1. Click **Submit**

**Note:** The Metro Trains does not require a paper invoice, however if you require for your records **Click on Print**.

### 2. Click on **Exit**

## ➤ Screen returns to the Invoice

### 3. Click on **Done**

## ➤ Screen returns to the **Outbox**

### Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. 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 service.

Line-Item Credit Memo

(Original Invoice No: 6657-1a)

Credit Memo Number: CN16	Subtotal: \$-34.00 AUD
Credit Memo Date: Wednesday 17 Apr 2019 4:55 PM GMT+10:00	Total Tax: \$-3.40 AUD
Original Invoice Number: 6657-1a	Total Gross Amount: \$-37.40 AUD
Original Invoice Date: Tuesday 16 Apr 2019 1:36 PM GMT+10:00	Total Amount without Tax: \$-34.00 AUD
Original Purchase Order: MTM485	Total Net Amount: \$-37.40 AUD
	Amount Due: \$-37.40 AUD

REMIT TO: BILL TO: SUPPLIER:

**Invoice CN16 has been submitted.**

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

Invoice: 6657-1a

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

Detail Scheduled Payments History

### Tax Invoice

Status	Subtotal: \$7,390.76 AUD
Invoice: Sent	Total Tax: \$739.08 AUD
Routing: Acknowledged	Total Gross Amount: \$8,129.84 AUD



# Receipts

- The Receipts tab listed all goods or services receipted by Metro Trains
- Invoicing cannot be performed from this selection, use Inbox and search for Received items for invoicing

# Locating and Opening a Receipt

- From the Dashboard or Homepage

1. Click the **Inbox** tab

2. Click on **Receipts**

- The Receipts screen is displayed

3. Select the **Receipt Number**

- The receipt is displayed

- If receipts is not displayed:

- 1) Click on More
- 2) Select Receipts from the drop down list

Ariba Network

HOME **INBOX** **1** CATALOGS REPORTS MESSAGES **2** External Document CSV Documents Create

Orders and Releases Early Payments Scheduled Payments Remittances Inquiries **Receipts** More... **1**

Receipts

Search Filters

Receipts (157)

Receipt Number	Reference	Customer	Routing Status
RC286	BPO77-R5	Metro Trains Melbourne	Sent
<b>RC285</b>	C48-V3-R83	Metro Trains Melbourne	Sent
RC143	C48-V3-R30	Metro Trains Melbourne	18 Feb 2019 10:42:40 AM Sent
RC226	C48-V3-R63	Metro Trains Melbourne	20 Feb 2019 8:30:06 PM Sent
RC298	C48-V3-R87	Metro Trains Melbourne	23 Feb 2019 9:07:57 PM Sent
RC301	C48-V3-R91	Metro Trains Melbourne	25 Feb 2019 10:17:20 AM Sent

# Review a Receipt

- Review the Receipt
  - Receipts do not have any associated processes, they are for information only
  - Use the History Tab to identify further information
1. Click on **Done**, to return to the Receipts screen

Receipt: RC226 [Done](#)

[Print](#) | [Export cXML](#) 

[Detail](#) | [History](#)

---

**From:**  
Metro Trains Melbourne Pty Ltd - TEST  
210 Sixth Avenue  
Pittsburgh , PA 15222  
United States

**To:**  
MTM Test Full Supplier 01-TEST  
AAA Swansten  
melbourne 3306  
Australia  
Phone:  
Fax:

**Receipt:**  
Receipt No.: RC226  
Receipt Date: 2 Jan 2019

---

Routing Status: Sent  
Related Documents:  [C48-V3-R63](#)

Item	Order Line Number	Part # / Description	Batch #	Customer Batch #	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: C48-V3-R63										
1	1	receipt test			1 EA	Not Specified	Received	20.00 AUD	20.00 AUD	

[Print](#) | [Export cXML](#)



# Scheduled Payments

- Scheduled Payments provides Suppliers with a graph indicating the progress of their invoice to payment
- The information is based on the terms agreed with Metro Trains

# Locating Scheduled Payments

- From the dashboard or Homepage
- 1. Click on **Inbox**
- 2. Select **Scheduled Payments**
- Screen displays Scheduled Payments
- 3. Select the invoice payment proposal for an invoice by clicking on the **Reference**
- Screen displays the invoice
- If scheduled payments is not displayed:
  - 1) Click on **More**
  - 2) Select **Scheduled Payments** from the dropdown list, the list of scheduled payments will be displayed.

**Ariba Network** Company Settings Help Center

HOME **INBOX** CATALOGS REPORTS MESSAGES External Document CSV Documents Create

Orders and Releases Early Payments **Scheduled Payments** Inquiries Notifications Receipts More...

**Scheduled Payments**

Search Filters

Scheduled Payments (3)

Payment Proposal	Customer	Reference	Method	Scheduled Payment Date	Due	Status	Early Pay Status
<a href="#">PAY180419-898</a>	Metro Trains Melbourne Pty Ltd - TEST	<a href="#">180419</a>	Check	31 May 2019			
<a href="#">PAYMTM595-900</a>	Trains Melbourne Pty Ltd - TEST	<a href="#">MTM595</a>	Check	31 May 2019	JD	Scheduled	Not Eligible
<a href="#">PAYservice01-425</a>	Metro Trains Melbourne Pty Ltd - TEST	<a href="#">service01</a>	Check	30 Apr 2019	JD	Scheduled	Not Eligible

\*\* Values are estimates only

# Scheduled Payments Display

- Screen displays the Payment information, including:
  - Payment Proposal
  - Original Amount
  - Discount Amount (if applicable)
  - Settlement Date
  - Visual representation
  - Number of days before maturity

1. Click on Done

- Screen returns to Scheduled Payments

Scheduled Payment: PAYMTM595-900 Done

[Print](#) [Export cXML](#) 1

[Detail](#) [Payment History](#) [History](#)

### Payment Information

Scheduled Payment Date: 31 May 2019  
Payment Method: Check  
Invoice ID: MTM595

**PAYMENT PROPOSAL**  
PAYMTM595-900 (Scheduled)

Original Amount: \$237.60 AUD  
Discount Amount: (\$0.00 AUD)

**Amount Due: \$237.60 AUD**  
Settlement on 31 May 2019

### Payment Timeline

The timeline starts at Day 0. At Day 0, the following events occur: Invoice Created (\$216.00 AUD, 18 Apr 2019), Invoice Approved, and Payment Proposal Received (all on 18 Apr 2019). At Day 43, the Original Due Date is 31 May 2019.

### Additional Information



# Remittance

- The Remittance informs of when and how payment for an invoice is made
- The Remittance is an informational document only and does not require any action
- New Remittances can be viewed from the Inbox area under Remittances

# Locating Remittances

1. From the Inbox
2. Select Remittances
  - If Remittances is not displayed:
    - 1) Click on **More**
    - 2) Select **Remittances**
  - Screen displays **Remittances**
3. Select the remittance required by clicking on the **Transaction#**

**Note:** The **Transaction #** is generated by the Metro Trains

- Screen document link to display the Remittance Advice details

Ariba Network

Company Settings ▾ Help Center >>

HOME INBOX CATALOGS REPORTS MESSAGES External Document ▾ CSV Documents ▾ Create ▾

Orders and Releases Early Payments Scheduled Payments Remittances Contracts Notifications Receipts More...

Remittances

► Search Filters

Remittances (2)

Transaction # ↑	Customer	Payment Date	Account ID	Method	Reference	Gross	Discount	Net	Status	Routing Status
<a href="#">1403798074</a>	Metro Trains Melbourne Pty Ltd -	22 Jan 2019		ACH	63001	\$168.00 AUD	\$0.00 AUD			
<a href="#">1403798075</a>	Metro Trains Melbourne Pty Ltd - TEST	22 Jan 2019	*****1001	ACH	63001	\$168.00 AUD	\$0.00 AUD	\$0.00 AUD	\$168.00 AUD	Paid Sent

# Open a Remittance

➤ From the Remittance Advice page you can:

- **Print** a copy of the Remittance
- Export the Remittance to **cXML**

1. When finished click on **To Search Results**

➤ **The Remittances screen is displayed**

## Remittance Advice: 1403798075 (Paid)

[Print](#) [Export cXML](#) [Download CSV](#)

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

**From**  
Metro Trains Melbourne Pty Ltd  
PAYER: Metro Trains Melbourne I  
[\(Show Payer Details\)](#)

**To**  
MTM Test Full Supplier 01-TEST  
PAYEE: MTM Test Full Supplier 01-TEST  
[\(Show Payee Details\)](#)

**REMITTANCE ADVICE**  
1403798075 (Paid)

Gross Amount: \$168.00 AUD  
Withholding Tax: (\$0.00 AUD)

**Amount Paid: \$168.00 AUD**  
Estimated Settlement on 22 Jan 2019

**Payment Detail**

Payment Method: ACH  
Reference Number: **63001** ⓘ  
Related Payment: 1403798075 ⓘ  
Identified Differences: None

Routing Status: Sent  
Transaction Date: 21 Jan 2019

**ADDITIONAL INFORMATION**

Line Items (1)



# Invoicing for Success

- Addresses should only be changed when the information is incorrect or is displayed with a central address rather than a state or regional location
- The Ariba Network allows suppliers to update/edit addresses for:
  - 1) Shipping
  - 2) Supplier Address and Customer Address
  - 3) Bill From

# Standard Invoice – Configuring Remittance Addresses

1. From the Dashboard click on **Company Settings**

2. Select **Company Profile**

**Note:** If the Company Profile selection is not available ask your businesses Ariba Network System Administrator to add Additional Company Addresses

3. Select the **Basic** tab, scroll down to **Additional Company Addresses**

4. Click on **Edit**

5. Click on **Create**

➤ Screen displays **Configure Supplier Addresses Served by This Account**

The screenshot shows the Ariba Network interface with the following elements:

- Header:** Ariba Network logo, navigation tabs (HOME, INBOX, OUTBOX, CATALOGS, REPORTS), and a search bar.
- Company Settings:** A dropdown menu with 'Company Settings' selected, showing options for 'Company Profile', 'Account Settings', and 'Customer Relationships'. A red circle '1' highlights the 'Company Settings' dropdown.
- Company Profile:** A section with 'Company Profile' selected, showing tabs for 'Basic', 'Marketing (2)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. A red circle '2' highlights the 'Company Profile' selection.
- Additional Company Addresses:** A section with a 'Create' button highlighted by a red circle '3'. Below it is a table with columns: Address Name ↑, Address ID, VAT ID, Tax ID, Address, Country, and Legal Profile Status\*\*. The table currently shows 'No items'. A red circle '4' highlights the 'Additional Company Addresses' section header.
- Footer:** A 'Create' button highlighted by a red circle '5'.

# Standard Invoice – Configuring Remittance Addresses cont.

6. Enter the **Address Name**

7. Enter the **Address 1**

8. Enter the **City**

9. Enter the **Postal Code**

10. Select the correct **Country**

11. Click on **Save**



The entered information is displayed

- Repeat to add more addresses (if required)
- All addresses entered will be displayed

Configure Supplier Addresses Served by This Account

\* Indicates a required field

**Address Name** 11

Address Name:  6

Address ID:

VAT ID:

Tax ID:

**Address**

Address 1:  7

Address 2:

City:  8

State:

Postal Code:  9

Country:  10

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/> Retail Solutions				1 Kangaroo Way	Melbourne Australia	-

↳   |



# Standard Invoice – Configuring Remittance Addresses cont.

12. Click on **Save**

**Note:** A Green ribbon indicates that the changes have been saved successfully, where the ribbon is red, locate the error and correct

13. Click on **Close**

➤ Screen returns to the Dashboard

Additional Company Addresses **Example of Multiple Entries**

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
<input type="radio"/>	Brackets are Us			1 Wombat St	Sydney Australia	-
<input type="radio"/>	Retail Solutions			1 Kangaroo Way	Melbourne Australia	-

↳   |

Company Profile

✓ Your profile has been successfully updated. 12 13 ✕

Basic | Business | Marketing (2) | Contacts | Certifications (1) | Additional Documents

# Standard Invoice – Using View/Edit Addresses

➤ With the Create Invoice screen displayed

1. Click the required View/Edit Addresses

➤ Each View/Edit Address displays different required fields

2. Complete all fields with an Asterisks

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: **testsupplier\_4 - TEST** Ship To: [View/Edit Addresses](#)  
Dunedoo Deliver To: [View/Edit Addresses](#)  
Australia

---

**Additional Fields**

Information Only. No action is required from the customer.

Supplier Reference:

Payment Note:

Supplier:  Customer:

Supplier: **Test Supplier** Email:

Bill From: **testsupplier\_4 - TEST** [View/Edit Addresses](#)  
Dunedoo [View/Edit Addresses](#)  
Australia

**1**

**VIEW/EDIT ADDRESSES** \* Indicates required field

**Ship From**

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:  This selection will refresh the page content.

**Ship To**

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:  This selection will refresh the page content.

Email:

Deliver To:

**2**

**VIEW/EDIT ADDRESSES** \* Indicates required field

**Bill From**

Name: \*

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:  This selection will refresh the page content.

# Standard Invoice – Using View/Edit Addresses

1. Click the **Down Arrow**

2. Select the applicable address

**Note:** the selected information is displayed

**Additional Fields**

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Test Supplier**  

Select...

Bill From: **Brackets are Us** 

Retail Solutions

Test Supplier

Customer: [View/Edit Addresses](#)

Dresden 14  
Australia

Email:

[View/Edit Addresses](#)

Supplier: **Retail Solutions**  

Melbourne  
Australia

Bill From: **testsupplier\_4 - TEST**

Dunedoo  
Australia

Customer: [View/Edit Addresses](#)

Dresden 14  
Australia

Email:

[View/Edit Addresses](#)



# Support

Support Type	Description
<b>Help Centre</b> For all your support needs  <b>Note:</b> Support Centre Options are based on your account type and all options may not be available	Types of Support available: <ol 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></ol>
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol 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></ol>
<b>Ariba Network Training Request</b>	E: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a>