

Ariba Network Service Order 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.

Refer to the Invoice Guide for information to create an invoice for a Service Order.

- There are two types of Purchase Order:
 - Material Orders - refer to the Material Order Guide
 - Service Orders - information contained within this guide

ERS – Evaluated Receipt Settlement

RCTI – Recipient Created Tax Invoices

Where a selection on a screen is greyed out, this indicates that the process is not required for transacting with Metro Trains.

Guide Key

| | |
|---|---|
|  | • This indicates an Instructional steps |
|  | • An additional step is indicated by |
|  | • Note: Functionality specific notes |
|  | • Information: other useful information |



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Inbox – Orders and Releases

The **Orders and Releases** category displays a summary of all the purchase orders sent from buyers.

Note (N): The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading.

Ariba Network

HOME **INBOX** OUTBOX 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 (13)

| Type | Order Number | Ver | Customer | Ship To Address | Amount | Date | Order Status | Amount Invoiced ↑ | Actions |
|-------|--------------|-----|---------------------------------------|---|------------------|-------------|--------------------|-------------------|---------|
| Order | MTM155 | 1 | Metro Trains Melbourne Pty Ltd - TEST | Melbourne, VIC Australia | \$20.00 AUD | 19 Mar 2019 | New | \$0.00 AUD | Actions |
| Order | MTM143 | 1 | Metro Trains Melbourne Pty Ltd - TEST | St.Swanston Melbourne, VIC Australia | \$27.00 AUD | 18 Mar 2019 | New | \$0.00 AUD | Actions |
| Order | MTM151 | 1 | Metro Trains Melbourne Pty Ltd - TEST | Melbourne, VIC Australia | \$120.00 AUD | 19 Mar 2019 | New | \$0.00 AUD | Actions |
| Order | MTM181 | 1 | Metro Trains Melbourne Pty Ltd - TEST | Authorised Officers Area Melbourne, VIC Australia | \$1,000.00 AUD | 22 Mar 2019 | Partially Invoiced | \$800.00 AUD | Actions |
| Order | MTM171 | 1 | Metro Trains Melbourne Pty Ltd - TEST | Melbourne, VIC Australia | \$50,000.00 AUD | 20 Mar 2019 | Partially Invoiced | \$780.00 AUD | Actions |
| Order | MTM169 | 1 | Metro Trains Melbourne Pty Ltd - TEST | Melbourne, VIC Australia | \$30,710.00 AUD | 20 Mar 2019 | Observed | \$0.00 AUD | Actions |
| Order | MTM166 | 1 | Metro Trains Melbourne Pty Ltd - TEST | St.Swanston Melbourne, VIC Australia | \$100.00 AUD | 20 Mar 2019 | Received | \$0.00 AUD | Actions |
| | | 1 | Metro Trains Melbourne Pty Ltd - TEST | | \$100,000.00 AUD | 20 Mar 2019 | | \$10,000.00 AUD | Actions |
| | | 1 | Metro Trains Melbourne Pty Ltd - TEST | | \$100,000.00 AUD | 20 Mar 2019 | | \$0.00 AUD | Actions |

The Ver. Is the version number of the order. 1 = the original order, 2 = changed order and so on

The Amount is the total value of the purchase order

The Amount Invoiced is the total amount invoiced to date

The Order Number is the buyers Purchase Order Number

The Ship To Address indicates where the goods are to be delivered

The Order Status is the current status of the order, e.g. New, Confirmed, Invoiced

Using Search Preferences



Use Search Preferences to make identifying information required for you specific user requirements

➤ Only one order number or prefix can be entered and set at a time

➤ Log onto your Ariba Network

1. Click on your **User Name**

2. Select **My Account**

3. Scroll Down to **Preferences**

4. Select **Allow me to Save Filter Preferences in the Inbox/Outbox**

5. Click on **Save**

Note: A green ribbon indicates that any changes have been saved

6. Click on **Close**

➤ Screen returns to the screen you were previously on

The screenshot shows the 'Ariba Network' header with 'My Account' and 'User Name' in the top right. A dropdown menu is open under 'User Name', with 'My Account' selected. Below the header, there are sections for 'Account' and 'Settings'. A note states '* Indicates a required field'. The 'Preferences' section is highlighted with a yellow box and a red circle with the number 3. It contains three dropdown menus: 'Preferred Language' (English), 'Preferred Timezone' (AET), and 'Default Currency' (Australian Dollar). A blue button labeled 'Select Currency' is next to the currency dropdown. A checkbox labeled 'Allow Me to Save Filter Preferences in the Inbox/Outbox' is checked and highlighted with a yellow box and a red circle with the number 4. A red circle with the number 1 is at the top right, and a red circle with the number 2 is next to the 'My Account' menu item.

The screenshot shows the 'Ariba Network' header with 'My Account' and 'User Name' in the top right. A green ribbon message at the top says 'Your profile has been successfully updated.' with a green checkmark and a red circle with the number 5. To the right of the message are 'Save' and 'Close' buttons, with a red circle with the number 6 next to the 'Close' button. Below the message, there are sections for 'Account' and 'Settings'. A note states '* Indicates a required field'.

Routing Status

The routing 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 |
| 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 |

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 |

Locating a Service Purchase Order using Search Filters

➤ From the Dashboard or Homepage

1. Click on **Inbox**

➤ Screen displays **Orders and Releases**

2. Click on **Search Filters**

➤ Screen displays the search filter options

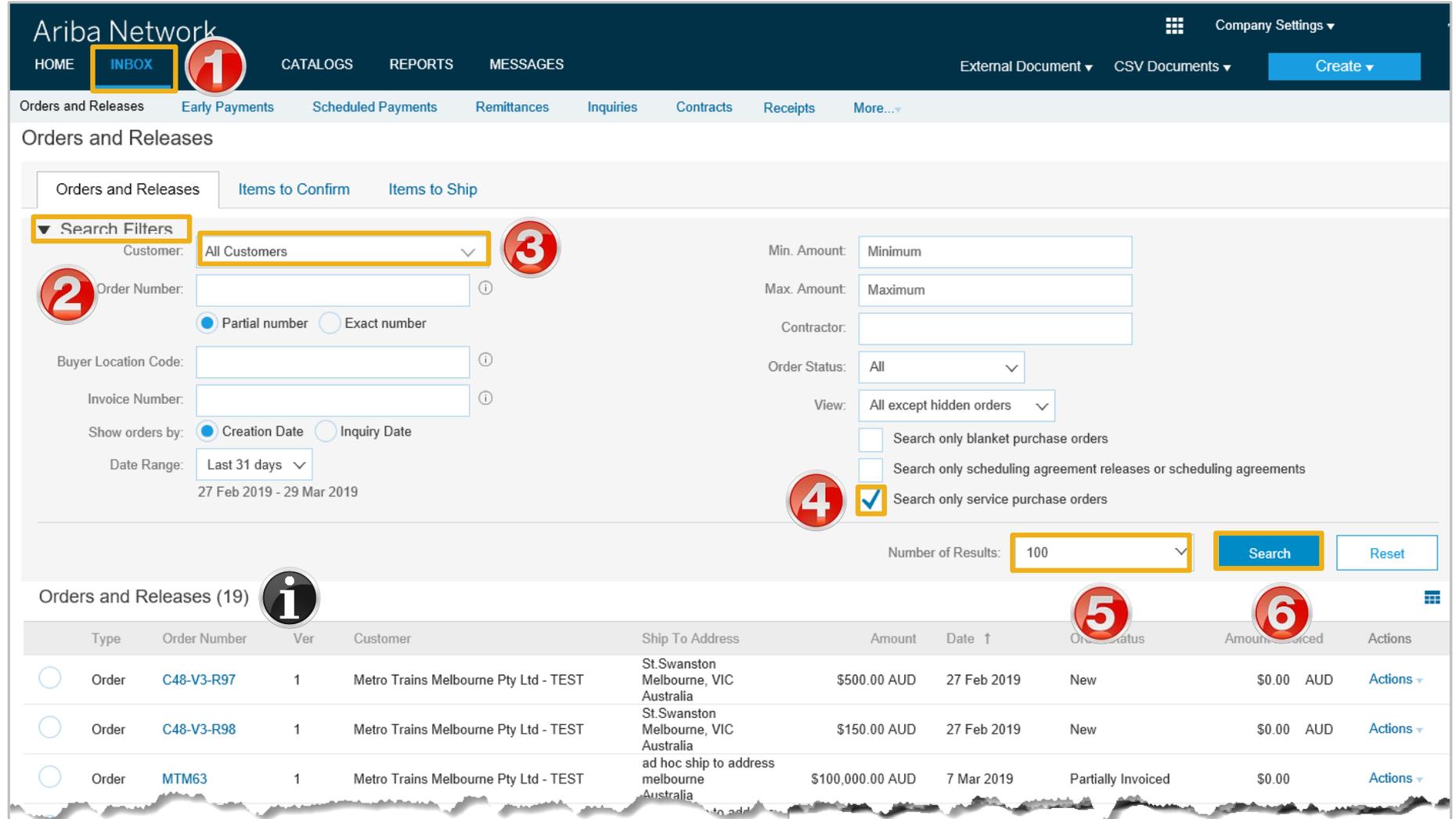
3. Select the customer from the drop down or leave **All Customers** displayed

4. Select **Search** only service purchase orders

5. Choose the **Number of Results** from the drop down list

6. Click on **Search**

 Screen displays the results in Orders and Releases



The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX' (highlighted with a red circle 1), 'CATALOGS', 'REPORTS', and 'MESSAGES'. Below this, there are tabs for 'Orders and Releases', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', 'Receipts', and 'More...'. The main content area is titled 'Orders and Releases' and has three sub-tabs: 'Orders and Releases', 'Items to Confirm', and 'Items to Ship'. A 'Search Filters' section is expanded, showing various search criteria: 'Customer' (set to 'All Customers', highlighted with a red circle 3), 'Order Number', 'Buyer Location Code', 'Invoice Number', 'Show orders by' (set to 'Creation Date'), and 'Date Range' (set to 'Last 31 days'). On the right side of the search filters, there are fields for 'Min. Amount' (set to 'Minimum'), 'Max. Amount' (set to 'Maximum'), 'Contractor', 'Order Status' (set to 'All'), and 'View' (set to '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' (checked, highlighted with a red circle 4). At the bottom of the search filters, there is a 'Number of Results' dropdown (set to '100', highlighted with a red circle 5) and 'Search' and 'Reset' buttons. Below the search filters, the results are displayed in a table titled 'Orders and Releases (19)'. The table has columns for 'Type', 'Order Number', 'Ver', 'Customer', 'Ship To Address', 'Amount', 'Date', 'Order Status', 'Amount Invoiced', and 'Actions'. Three results are visible: an Order for C48-V3-R97, an Order for C48-V3-R98, and an Order for MTM63. The table is highlighted with a red circle 6.



Service Order

- The Service Order (PO) is the source document for the order and with a Service Type
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services.
- A Service PO shows the total value of the Purchase Order for the entire order at Header level, where there are multiple Line Items each line item will display a total value.
- Note that “EA” is the only Unit of Measure that can be used when creating Service Invoices.

View Service Order Details – Header Level

The Purchase Order Header displays the:

- 1) Purchase Order Number
- 2) **Order History**
- 3) Purchase Order **Status** (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
- 4) **Payment Terms**
- 5) **Comments**
- 6) **Contract number**
- 7) **Other Information**
- 8) **Ship All Items To, Bill To and Deliver To details**
- 9) **Routing Status, Effective Date and Expiration Date** of the contracted services
- 10) **Done**, to return to selection screen

Purchase Order: C48-V3-R98

Done

Create Order Confirmation Create Service Sheet Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

From: Ariba - PIT

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

Purchase Order (New)
C48-V3-R98
Amount: \$150.00 AUD
Version: 1

Payment Terms NET 30

Comments
Comment Type Terms and Conditions
Body: This Purchase Order is issued in accordance with the contract specified in the Contract ID section above, and shall be read exclusively in conjunction with the terms and conditions of that contract. However, ... View more »

Contract # C48-V3

Other Information
FORWARD INVOICES TO: Metro Trains Accounts Payable, Locked Bag 32019 Collins St East Vic, 8003 or by email to metroaccounts.payable@metrotrains.com.au

Invoicing Terms and Conditions of Purchase:
1/ The Purchase Order Number MUST appear on all Invoices, Packing slips, Packages and...
2/ Please Note that you must supply a valid tax invoice for the goods ordered on this Purchase Order.
3/ All Prices are GST Exclusive.
4/ Latest version of Metro's General Conditions of Purchase came into effect on 15 May 2018.

Routing Status: Sent

Ship All Items To Bill To Deliver To

View Service Order Details – Line Item Level Show Item Details



When reviewing a Purchase Order use Show Item Details to identify any comments or further information from Metro Trains

- To see all Line Items details click on

[Show Item Details](#)

- To hide all line item details click on

[Hide Item Details](#)

- To see specific line item details click on

[Details](#)

- To hide specific line item details click on

[Summary](#)

- Anything is blue can be clicked on to provide further information

Line Items [Hide Item Details](#)

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Unit Price | Subtotal | Tax |
|--------|----------------------|---------|------------|-------------|------------|--------------|-------------------------|
| ▼ 10 | | Service | | 18 Jan 2019 | | \$601.75 AUD | \$60.18 AUD |
| | | | | | | | Summary |

Status

1.0 Unconfirmed

Tax

| Tax Category | Tax Rate (%) | Taxable Amount | Tax Amount | Tax Location | Description | Exempt Detail |
|--------------|--------------|----------------|-------------|--------------|-------------|---------------|
| GST | 10 | \$601.75 AUD | \$60.18 AUD | | | |

Schedule Lines

| Schedule Line # | Delivery Date | Ship Date | Quantity (Unit) |
|-----------------|---------------------------|-----------|-----------------|
| 1 | 18 Jan 2019 12:00 PM AEDT | | 1.0 (C62) |

Generic Service

Other Information

Expected Value for Unplanned Spend: \$0.00 AUD
 Classification Domain: UNSPSC
 Classification Code: 72141700

| Line # | Part # / Description | Type | Qty (Unit) | Need By | Unit Price | Subtotal | Tax |
|------------|----------------------|---------|------------|---------|-------------|-------------|-------------------------|
| 1000100010 | | Service | 1.0 (WEE) | | \$29.75 AUD | \$29.75 AUD | \$2.98 AUD |
| | | | | | | | Summary |

Tax

| Tax Category | Tax Rate (%) | Taxable Amount | Tax Amount | Tax Location | Description | Exempt Detail |
|--------------|--------------|----------------|------------|--------------|-------------|---------------|
| GST | 10 | \$29.75 AUD | \$2.98 AUD | | | |

Generic Service



Service Invoice

- A Service Invoice is a claim for the services carried out and is sent to Metro Trains for approval
- All service invoices require an attachment of supporting documentation (e.g. signed time sheet, invoice, service report)
- All taxes are at Header Level and will display for each item
- There is no prefix that will identify a Service Purchase Order over a Material Purchase Order
- All Service Order Invoices display a zero dollar value until the specific charges for the services being invoiced have been added to the Invoice by the Supplier based on the services catalog added by the Supplier and then accepted by Metro Trains
- Note that “EA” is the only Unit of Measure that can be used when creating Service Invoices.

Locate and Open the Service Order to Invoice

➤ From the Dashboard or Homepage

1. Click **Inbox**

➤ Screen displays the Orders and Releases

➤ Use Search Filters to sort for all Service Orders, refer to **Slide 9**, Locating a Service Purchase Orders using Search Filters

2. Click the **Order Number** to open the order

➤ Screen displays the Purchase Order

3. Click **Create Invoice**

➤ Drop down box displays available options

4. Select **Standard Invoice**

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX' (highlighted with a yellow box and a red circle with '1'), 'CATALOGS', 'REPORTS', 'MESSAGES', 'External Document', 'CSV Documents', and 'Create'. Below the navigation bar, there are tabs for 'Orders and Releases', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', 'Notifications', 'Receipts', and 'More...'. The main content area is titled 'Orders and Releases' and contains a search filter section and a table of orders. The table has columns for Type, Order Number, Ver, Ship To Address, Amount, Date, Order Status, Amount Invoiced, and Actions. The first row is expanded, showing details for Order MTM670. The second row, Order MTM564, is highlighted with a yellow box and a red circle with '2'. Below the table, there is a section for 'Purchase Order: MTM564' with a 'Done' button. This section includes a dropdown menu for 'Create Invoice' (highlighted with a yellow box and a red circle with '3') and a list of options: 'Standard Invoice' (highlighted with a yellow box and a red circle with '4'), 'Credit Memo', and 'Line-Item Credit Memo'. The bottom of the screen shows 'From: METRO HEAD OFFICE' and 'To: MTM Test Full Supplier 01-TEST'.

| Type | Order Number | Ver | Ship To Address | Amount | Date ↓ | Order Status | Amount Invoiced | Actions |
|-------|--------------|-----|---|------------------|-------------|--------------|-----------------|---------|
| Order | MTM670 | 1 | COLLINS ST / FINANCE DEPARTMENT Melbourne, VIC Australia | \$100,000.00 AUD | 3 May 2019 | New | \$3,200.00 AUD | Actions |
| Order | MTM564 | 1 | COLLINS ST / FINANCE DEPARTMENT Melbourne, VIC Australia | \$100.00 AUD | 17 Apr 2019 | New | \$500.00 AUD | Actions |
| Order | MTM553 | 1 | LEVEL 1 ROOM 101 FLINDERS ST STATION Melbourne, VIC Australia | \$100,000.00 AUD | 17 Apr 2019 | New | \$330.00 AUD | Actions |
| Order | MTM499 | 1 | COLLINS ST / FINANCE DEPARTMENT Melbourne, VIC Australia | \$500.00 AUD | 16 Apr 2019 | New | \$264.24 AUD | Actions |
| Order | MTM485 | 1 | COLLINS ST / FINANCE DEPARTMENT Melbourne, VIC Australia | \$100,000.00 AUD | 15 Apr 2019 | New | \$7,250.76 AUD | Actions |

Creating a Service Order Invoice – Header Level

➤ Screen displays the Create Invoice

1. Enter the **Invoice Number**, this is the number you provide to Metro Trains and comes for your ordering system or ERP

2. Confirm the **Invoice Date**

➤ Scroll to display the **Tax** section

Note: Service Invoice totals display as zero until items have been added at Line Item level

➤ To add Tax at Header Level – Refer to Slide 16, Creating a Service Invoice – Header Level tax

➤ To add tax at Line item Level Refer to Slice 26, Creating a Service Invoice – Line Level tax

Create Invoice

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

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

| | | |
|----------------------|---|----------|
| Purchase Order: | MTM564 | |
| Invoice #: | <input type="text" value="76-1a"/> | 1 |
| Invoice Date: | <input type="text" value="6 May 2019"/> | 2 |
| Service Description: | <input type="text"/> | |
| Supplier Tax ID: | <input type="text" value="123456789"/> | |

Subtotal: \$0.00 AUD
Total Tax: \$0.00 AUD
Total Gross Amount: \$0.00 AUD
Total Amount without Tax: \$0.00 AUD
Total Net Amount: \$0.00 AUD
Amount Due: \$0.00 AUD

[View/Edit Addresses](#)

Creating a Service Order Invoice – Header Level Tax

- Screen displays 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

1. Select **Header level tax**
2. Click **Category**
3. Select the required **tax rate** that needs to be applied to the entire invoice from the drop down list

Note: You cannot have both header and line level tax on the same invoice

The screenshot shows the 'Tax' section of a service order invoice. The 'Header level tax' radio button is selected. The 'Category' dropdown is set to '0% GST / GST Exempt'. The 'Taxes' dropdown is also set to '0% GST / GST Exempt'. The 'Taxable Amount' is \$0.00 AUD, 'Rate(%)' is 0, and 'Tax Amount' is \$0.00 AUD. The 'Exempt Detail' is '(no value)'. A 'Remove' button is visible on the right.

Creating a Service Order Invoice – Add Attachment Header Level

➤ Screen displays the Create Invoice

1. Click on **Add to Header** (Either at the top of the page or just before Line Items)

2. Select **Attachment**

➤ An Attachment section will open, you may need to scroll down to locate it

3. Click on **Browse**

➤ Locate the required document and click **Open**

4. Click on **Add Attachment**

➤ The Attachment is added

Note: Multiple attachments can be added, however their combined value must not exceed 100MB and must be PDF

➤ Scroll down to **Line items**

melbourne
Australia

Supplier VAT

Supplier VAT/T

1 Add to Header

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- 2** Attachment

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

| No. | No. | Include | Type | Part # | Description | Quantity | Unit | Unit | Unit Price | Subtotal |
|-----|-----|---------|---------------|------------|-------------|----------|------|------|------------|----------|
| 1 | | | Not Available | 50 k-prawn | | | | | | |

Attachments

The total size of all attachments cannot exceed 100MB

3 Browse... **4** Add Attachment

| Name | Size (bytes) | Content Type |
|---|--------------|---|
| <input type="checkbox"/> Headphone order.docx | 77500 | application/vnd.openxmlformats-officedocument.wordprocessingml.document |

Delete

Add to Header

Line Items

Insert Line Item Options

Adding Line Items selections

- Screen displays Line Items with the Tax section opened for each
- There are no Line Items added to the Service Order Invoice
- Suppliers need to add the items using:
 - Add Contract/Catalog-uploaded by the Supplier and accepted by the Buyer – Refer **Slide 18**
 - Add General Service – for services that are charged at a total rate rather than specific – Refer **Slide 23**
 - Add Labour Service - When specific rates such as per hour, per day or per week for example, need to be added – Refer **Slide 24**
 - Add Material – for when materials are used in the process of providing a service – Refer **Slide 26**

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

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Discount [Add to Included Lines](#)

| <input type="checkbox"/> | No. | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal | |
|--------------------------|-----|-----|---------|---------------|-----------|-------------|-----------------|----------|------|------|------------|----------|------------------------------|
| <input type="checkbox"/> | 1 | | | Not Available | gardening | | | | | | | | Add/Update ▼ |

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

- Add Contract/Catalog Items
- Add General Service
- Add Labor Service
- Add Material

[Next](#)

Note: The value of the Invoice must not exceed the total value of Service Order. The total value is shown on the Purchase Order

- Multiple and different combinations of services or materials can be added to a Service Invoice

Create Service Order Invoice – Line Items Add Contract/Catalog Items

➤ Line Items for the Service Invoice is displayed:

1. Click on **Add/Update**

2. Select **Add Contract/Catalog items**

➤ Screen displays any catalog items that have been added and approved

➤ There are two view types,
 1) Click on  for a list view
 2) Click on  for a column view

➤ Refer to the Catalog Guide on the Supplier Education Materials portal

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

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Discount **Add to Included Lines**

| <input type="checkbox"/> | No. | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal |
|--------------------------|-----|-----|---------|---------------|--------|---------------------|-----------------|----------|------|------|------------|----------|
| | 1 | | | Not Available | | catering for e-gate | | | | | | |

Line Item Actions Delete

Update **Sav_** **Add Material** **Next**

1 **Add/Update**

2 **Add Contract/Catalog Items**

Add General Service

Add Labor Service

Ariba Network Company Settings Jen Williams

Create Service Sheet: Add Item **Done** **Cancel**

Part No: Not Available, Description: 50 k prawns

Browse By Category Catalog Search by part #, supplier name, or keyword

Uncategorized Items 70 item(s) found View:  

1 **Add to Cart** **Compare Items**

Viewing: 2

 **Guest Table**
 Supplier: MTM Test Full Supplier
 Supplier Part #: 100050
 Available in: 1 Day(s)

White Table

 **120 page Notebook**
 Supplier: MTM Test Full Supplier 01
 Supplier Part #: AANB01205
 Available in: 5 Day(s)

Spirax M Notebook 120 Pages 5 Pack

Ariba Network Company Settings Jen Williams

Create Service Sheet: Add Item **Done** **Cancel**

Part No: Not Available, Description: 50 k prawns

Browse By Category Catalog Search by part #, supplier name, or keyword

Uncategorized Items 70 item(s) found View:   Sort by: Relevance

2 **Add to Cart** **Compare Items**

Viewing: 20 items 1 2 3

 **Guest Table**
 Supplier: MTM Test Full Supplier
 Supplier Part #: 100050
 Available in: 1 Day(s)

 **120 page Notebook**
 Supplier: MTM Test Full Supplier 01
 Supplier Part #: AANB01205
 Available in: 5 Day(s)

each **\$27.00 AUD / each**

Add to Cart Qty: **Add to Cart**

Create Service Order Invoice – Line Items Add Contract/Catalog Items cont.

➤ The items in the catalog are displayed

1. Locate the item that you wish to add to the **Invoice**

2. Enter the **Qty** for the item that you need to add

Note: Any quantities appearing in the **Qty** against an item indicates that there is a minimum order

3. Click on **Add to Cart**

Note: The cart quantity is increased with each item added

➤ Repeat for all other items that are required to be added

4. Click on **Done**

➤ Screen returns to the Invoice

Create Service Sheet: Add Item

4 Done Cancel

Browse By Category Management and ... Search by part #, supplier name, or keyword

Filter By Search within results

Keyword

- 310uc (1)
- d3257 (1)
- distribution (1)
- f11071 (1)
- furniture (1)

See More

Category

- Miscellaneous ... (1)
- Miscellaneous ... (1)
- Miscellaneous ... (2)

Catalog Home / Management and Business Professionals and Administrative Services

4 item(s) found View: [List View] [Grid View] Sort by: Relevance

Add to Cart Compare Items

76 x 76 x 10 RSA
Supplier: MTM Test Full Supplier
Supplier Part #: CR85-143142213-AribaInternal
Available in: 0 Day(s)
\$200.00 AUD / each
Qty: 2 Add to Cart

Test Office Furniture Purchases Tired pricing
Supplier: MTM Test Full Supplier
Supplier Part #: SPN111601
Available in: 0 Day(s)
\$100.00 AUD / each
Qty: 1 Add to Cart

76 x 76 x 10 RSA (Front) (310UC for Tensorex)
Supplier: MTM Test Full Supplier
Supplier Part #: CR85-143142212-AribaInternal
Available in: 0 Day(s)
\$100.00 AUD / each
Qty: 1 Add to Cart

non-catalog item
Supplier: MTM Test Full Supplier 01
Supplier Part #: ccc
Available in: 0 Day(s)
\$100.00 AUD / each
Qty: 1 Add to Cart

Create Service Order Invoice – Line Items Add Contract/Catalog Items cont.

- Screen displays the items selected into the Invoice
- Confirm the information is correct
- Where there is an error select the Line Item and click on Delete and re-enter the correct information

Note: To exclude an item from the Invoice, slide  to  to exclude

- If Line Level Tax was selected, refer to **Slide 26**, Creating a Service Invoice – Line Level Tax

- To Finalise the Invoice, refer to **Slide 28** – Finalising a Service Invoice

4 Line Items, 4 Included, 0 Previously Fully

Line Items

Insert Line Item Options

Tax Category: 0% GST / GST Exempt 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 type="checkbox"/> | | Not Available | gardening | | | | | | Add/Update |
| <input type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | SERVICE | ABC_123 | Business Cards | | 1 | EA | \$27.00 AUD | \$27.00 AUD | |
| | Service Period | | Service Start Date: <input type="text"/> | | Service End Date: <input type="text"/> | | | | | | |
| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal | |
| <input type="checkbox"/> | 2 | <input checked="" type="checkbox"/> | SERVICE | PLUMMR01 | Plumbing Maintenance or Repairs | | 4 | HUR | \$150.00 AUD | \$600.00 AUD | |
| | Service Period | | Service Start Date: <input type="text"/> | | Service End Date: <input type="text"/> | | | | | | |
| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal | |
| <input type="checkbox"/> | 3 | <input checked="" type="checkbox"/> | SERVICE | EXTP0023 | Exterior Painting Services, Prices per Square | | 3 | HUR | \$12.00 AUD | \$36.00 AUD | |
| | Service Period | | Service Start Date: <input type="text"/> | | Service End Date: <input type="text"/> | | | | | | |
| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal | |
| <input type="checkbox"/> | 4 | <input checked="" type="checkbox"/> | SERVICE | DEMO0028 | Demolition services (prices determined t | | 2 | HUR | \$500.00 AUD | \$1,000.00 AUD | |
| | Service Period | | Service Start Date: <input type="text"/> | | Service End Date: <input type="text"/> | | | | | | |

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

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

Catalog Lines - Add Further Information

➤ There may be occasions where further information is required as part of adding items to a Service Invoice

1. Complete all fields with an **asterisks** entering the information required
 2. Once completed click on **Add**
- Screen returns to the Add Catalog Items screen

Note: Anything in blue can be selected to provide further information

Examples of Enter Item Information Screens

Screen 1: Business Cards

Product Description: Business Cards
Available in: 11 Day(s)
Price: \$27.00 AUD
Supplier Part #: ABC_123

Address: *
Address: *
Company Name: *
UR: *
Email Address: *
Fax Number: *
Include Logo: *
First and Last Name: *
Other: *
Other: *
Direct Phone: *
Title or Position: *
Title (if necessary): *
Title (if necessary): *
Translation: *

Commodity Code: Office supplies
Supplier: MTM Test Full Supplier 01
Unit of Measure: each

Screen 2: Floor cleaning services, Pric

Part No: Not Available, Description: gardening
Browse By Category: Catalog
Search by part #, supplier name, or keyword

Uncategorized Items

Product Description: Floor cleaning services, Pric
Available in: 3 Day(s)
Price: \$10.00 AUD
Supplier Part #: FLOOR075

Edging Performe: *
End Date: *
Visits per Month: No Choice
Mulching Performe: *
Pruning Performe: *
Start Date: *
Weeding Performe: *

Commodity Code: Building and Construction and Maintenance Services
Supplier: MTM Test Full Supplier 01
Unit of Measure: hour

Create Service Order Invoice – Line Items Add General Service

➤ Line Items for the Service Invoice is displayed:

1. Click on **Add/Update**

2. Select **Add General Service**

➤ Screen displays the general service information fields

3. If available, enter the **Part #**

4. Enter **Description** of the service

5. Enter the **Quantity**

6. Enter the **Unit** of measure

7. Enter the **Unit Price**

8. Click on **Update**

➤ The Subtotal is calculated and displayed

➤ If Line Level Tax was selected, refer to **Slide 27**, Creating a Service Invoice – Line Level Tax

➤ To Finalise the Invoice, refer to **Slide 28** – Finalising a Service Invoice

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

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Discount **Add to Included Lines**

| No. | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal |
|-----|-----|---------|---------------|--------|---------------------|-----------------|----------|------|------|------------|----------|
| 1 | | | Not Available | | catering for e-gate | | | | | | |

Line Item Actions **Add/Update** Add Contract/Catalog Items Add General Service Add Labor Service Add Material **Next**

Line Items

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Discount **Add to Included Lines**

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|---------|---------------|---------------|-----------------|----------|------|-------------|--------------|
| 1 | | | Not Available | gardening | | | | | |
| 1 | <input checked="" type="checkbox"/> | SERVICE | Pruning | Hedge Shaping | | 8.5 | Hrs | \$76.98 AUD | \$500.37 AUD |

Service Period

Service Start Date Service End Date

Line Item Actions **8** **Update** **Next**

Create Service Order Invoice – Line Items Add Labor Service

➤ Line Items for the Service Invoice is displayed:

1. Click on **Add/Update**

2. Select **Add Labor Service**

➤ Screen displays the labor service information fields

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Discount [Add to Included Lines](#)

| <input type="checkbox"/> | No. | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal |
|--------------------------|-----|-----|---------|---------------|--------|---------------------|-----------------|----------|------|------|------------|----------|
| <input type="checkbox"/> | 1 | | | Not Available | | catering for e-gate | | | | | | |

Line Item Actions [Add/Update](#)

[Update](#) [Save](#) [Add Material](#) [Next](#)

1

Add Contract/Catalog Items

Add General Service

Add Labor Service

Add Material

1 Not Available gardening [Add/Update](#)

| | | | | | | | |
|--------------------------|---|-------------------------------------|---------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | SERVICE | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|--------------------------|---|-------------------------------------|---------|----------------------|----------------------|----------------------|----------------------|

rate

| *Term | *Rate | *Unit |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Time Sheet Number:

Contractor Name: Supervisor Name:

Create Service Order Invoice – Line Items Add Labor Service cont.

➤ Screen displays the labor service information fields

3. If available, enter the **Part #**

4. Enter **Description** of the service

5. Enter the **Quantity**

6. Enter the **Term**

7. Enter the **Rate**

8. Enter the **Unit** of measure

9. Enter the **Service Start Date**

10. Enter the **Service End Date**

11. Click on **Update**

➤ The Subtotal is calculated and displayed

➤ If Line Level Tax was selected, refer to **Slide 27**, Creating a Service Invoice – Line Level Tax

➤ To Finalise the Invoice, refer to **Slide 28** – Finalising a Service Invoice

Line Items

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Discount Add to Included Lines

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit Price | Subtotal |
|-----|-------------------------------------|---------|---------------|--------------------|-----------------|----------|------------|--------------|
| 1 | | | Not Available | gardening | | | | |
| 1 | <input checked="" type="checkbox"/> | SERVICE | Mowing | Full Mower Service | | 3.5 | | \$471.77 AUD |

Rate

*Term: Monthly *Rate: \$134.79 AUD *Unit: HUR

6 Time Sheet 7 Contractor 8 Contractor Identifier: (no value)

Supervisor Name:

Work Location:

Address 1:

Address 2:

Address 3:

City:

Service Period

Service Start Date: 1 Apr 2019 Service End Date: 30 Apr 2019

Line Item Actions Delete

Update Exit Next

Create Service Order Invoice – Line Items Add Materials

➤ Line Items for the Service Invoice is displayed:

1. Click on **Add/Update**

2. Select **Add Material**

➤ Screen displays the materials information fields

3. If available, enter the **Part #**

4. Enter **Description** of the service

5. Enter the **Quantity**

6. Enter the **Unit of Measure**

7. Enter the **Unit Price**

8. Click on **Update**

➤ The Subtotal is calculated and displayed

➤ If Line Level Tax was selected, refer to **Slide 26**, Creating a Service Invoice – Line Level Tax

➤ To Finalise the Invoice, refer to **Slide 28** – Finalising a Service Invoice

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

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Discount [Add to Included Lines](#)

| No. | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal |
|-----|-----|---------|---------------|--------|---------------------|-----------------|----------|------|------|------------|----------|
| 1 | | | Not Available | | catering for e-gate | | | | | | |

Line Item Actions: [Delete](#) [Add/Update](#)

Update [Save](#) [Add Material](#)

Line Items

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Discount [Add to Included Lines](#)

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|---------|---------------|---------------|-----------------|----------|------|-------------|--------------|
| 1 | | | Not Available | gardening | | | | | |
| 1 | <input checked="" type="checkbox"/> | SERVICE | Pruning | Hedge Shaping | | 8.5 | Hrs | \$76.98 AUD | \$500.37 AUD |

Service Period: Service Start Date Service

Line Item Actions: [Delete](#) [Add/Update](#)

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

Create Service Order 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 28 – Finalising a Service Invoice**

Line Items

Insert Line Item Options

Tax Category: **10% GST / Standard GST** Taxes

3 Add to Included Lines

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|---|-------------------------------------|---------|---------------|--|-----------------|----------|------|--------------|----------------|
| 1 | <input type="checkbox"/> | | Not Available | Painting | | | | | |
| <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Tax</p> <p>Category: * 0% GST / GST Exempt 1</p> <p>Location: <input type="text"/></p> <p>Description: Standard GST</p> <p>Regime: <input type="text"/></p> <p>Rate(%): 10</p> <p>Tax Amount: \$10.80 AUD</p> <p>Exempt Detail: (no value) v</p> <p style="text-align: right;">Taxable Amount: \$108.00 AUD Remove</p> <p style="text-align: right;">Tax Rate Type: <input type="text"/></p> </div> | | | | | | | | | |
| 1 | <input checked="" type="checkbox"/> | SERVICE | DESKSSIKEA | SKARSTA Desk Sit/Stand,White,Lever to | | 1 | EA | \$108.00 AUD | \$108.00 AUD |
| <p>Service Period Service Start Date: <input type="text"/> Service End Date: <input type="text"/></p> | | | | | | | | | |
| 2 | <input checked="" type="checkbox"/> | SERVICE | DESKSSIKEA | SKARSTA Desk Sit/Stand,White,Lever to | | 12 | EA | \$108.00 AUD | \$1,296.00 AUD |
| <p>Service Period Service Start Date: <input type="text"/> Service End Date: <input type="text"/></p> | | | | | | | | | |
| <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Tax</p> <p>Category: * 10% GST / Standard GST</p> <p>Location: <input type="text"/></p> <p>Description: Standard GST</p> <p>Regime: <input type="text"/></p> <p>Rate(%): 10</p> <p>Tax Amount: \$129.60 AUD</p> <p>Exempt Detail: (no value) v</p> <p style="text-align: right;">Taxable Amount: \$1,296.00 AUD Remove</p> <p style="text-align: right;">Tax Rate Type: <input type="text"/></p> </div> | | | | | | | | | |
| 3 | <input checked="" type="checkbox"/> | SERVICE | CANINKP01 | Canon IP7260 Advanced Range Inkjet Pri | | 2 | EA | \$31.50 AUD | \$63.00 AUD |

Finalising a Service Order Invoice

➤ With all services and materials added

1. Click on **Next**

➤ Screen displays the Invoice

2. Review then click **Submit**

3. Click on **Exit**

➤ Screen displays the Purchase Order with an order status of Invoiced or Partially Invoiced

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

Insert Line Item Options

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

↳ Line Item Actions Delete 1

Update Save Exit Next

Create Invoice Previous Save 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 the archiving service. 2

Tax Invoice

| | |
|---|--|
| Invoice Number: 87-b | Subtotal: \$98.68 AUD |
| Invoice Date: Monday 8 May 2019 9:22 PM GMT+10:00 | Total Tax: \$9.87 AUD |
| Original Purchase Order: MTM670 | Total Gross Amount: \$108.55 AUD |
| | Total Amount without Tax: \$98.68 AUD |
| | Total Net Amount: \$108.55 AUD |
| | Amount Due: \$108.55 AUD |

| | | |
|--|--------------------------------------|-------------------------------|
| REMIT TO: MTM Test Full Supplier 01-TEST | BILL TO: METRO HEAD OFFICE | SUPPLIER: METROXXXX |
|--|--------------------------------------|-------------------------------|

Invoice 133776-TT has been submitted.

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

3

Purchase Order
(Invoiced)
4200089487
Amount: \$3,600.70 AUD
Version: 1

Purchase Order
(Partially Invoiced)
4200089487
Amount: \$3,600.70 AUD
Version: 1



Service Orders Partially Invoiced

- Invoices will display as Partially Invoiced until all items on the original Purchase Order have been Invoiced
- Partial invoicing is accepted by Metro Trains
- Multiple Invoices can be created for a Purchase Order
- A Purchase Order is not fully invoiced until all services on the Purchase Order have been provided
- Order Status:
 - **Sent**: sent to the buyer
 - **Approved**: can be invoiced
 - **Invoiced**: has been Invoiced
 - **Failed**: has been rejected

Locating and Opening a Partial Invoice using Inbox or Search

1. From the **Inbox**

2. Select the applicable Purchase Order with a **Partially Invoiced** status

➤ Screen displays the Invoice

Note: Use Order Status to sort invoices by Partially Invoiced Status

Using Search:

- 1) Click on **Search Filters**
- 2) Click on Order status and select **Partially Invoiced**
- 3) Select **Search only service purchase orders**
- 4) Click on **Search**, the results are displayed

➤ The Purchase Order is displayed

The screenshot shows the SAP Ariba 'Inbox' page. The 'INBOX' tab is highlighted in the top navigation bar. Below it, the 'Orders and Releases' section is active. The search filters are expanded, showing various criteria. Annotations with numbered stars (1-4) indicate the steps: 1) Search Filters, 2) Order Status (Partially Invoiced), 3) Search only service purchase orders, and 4) Search button. Below the filters, a table titled 'Orders and Releases (7)' displays search results. The table has columns for Type, Order Number, Ver, Ship To Address, Amount, Date, Order Status, Amount Invoiced, and Actions. Three rows are visible, all with 'Partially Invoiced' status. The second row, with Order Number 'MTM553', is highlighted with a yellow box and a red star '2'.

| Type | Order Number | Ver | Ship To Address | Amount | Date ↓ | Order Status | Amount Invoiced | Actions |
|-------|--------------|-----|---|------------------|-------------|--------------------|-----------------|---------|
| Order | MTM670 | 1 | COLLINS ST / FINANCE DEPARTMENT Melbourne, VIC Australia | \$100,000.00 AUD | 3 May 2019 | Partially Invoiced | \$3,200.00 AUD | Actions |
| Order | MTM553 | 1 | LEVEL 1 ROOM 101 FLINDERS ST STATION Melbourne, VIC Australia | \$100,000.00 AUD | 17 Apr 2019 | Partially Invoiced | \$330.00 AUD | Actions |
| Order | MTM499 | 1 | COLLINS ST / FINANCE DEPARTMENT Melbourne, VIC Australia | \$500.00 AUD | 16 Apr 2019 | Partially Invoiced | \$264.24 AUD | Actions |

Invoicing a Partial Invoice – Header Level

➤ The Purchase Order is displayed

Note: All previous documents are displayed under **Related Documents**

Note: Purchase Order Status is displayed as **Partially Invoiced**

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

Purchase Order: MTM670 Done

Create Order Confirmation | Create Service Sheet | Create Invoice 1 | Print | Download PDF | Resend

Order Detail | Order History

Standard Invoice 2

Credit Memo

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

N **Purchase Order**
(Partially Invoiced)
MTM670
Amount: \$100,000.00 AUD
Version: 1

Payment Terms ⓘ
Next Month End

Comments

N Routing Status: Acknowledged
Related Documents: [mtm670/1test](#)
 [TEST_FIELD RELEASE1](#)

Invoicing a Partial Invoice – Header Level cont.

➤ Screen displays the Create Invoice

1. Enter the **Invoice Number**, this is the number you provide to Metro Trains and comes for your ordering system or ERP

2. Confirm the **Invoice Date**

➤ Scroll to **Tax**

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: **MTM564**

Invoice #: 1

Invoice Date: 2

Service Description:

Supplier Tax ID:

Subtotal: **\$0.00 AUD**

Total Tax: **\$0.00 AUD**

Total Gross Amount: **\$0.00 AUD**

Total Amount without Tax: **\$0.00 AUD**

Total Net Amount: **\$0.00 AUD**

Amount Due: \$0.00 AUD

[View/Edit Addresses](#)

N

Tax ⓘ

Header level tax ⓘ 3

Category: 4

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:

[Remove](#)

Adding Line Items selections

- Screen displays Line Items with the Tax section opened for each
- There are no Line Items added to the Service Order Invoice
- Suppliers need to add the items using:
 - Add Contract/Catalog-uploaded by the Supplier and accepted by the Buyer – Refer **Slide 19**
 - Add General Service – for services that are charged at a total rate rather than specific – Refer **Slide 23**
 - Add Labour Service - When specific rates such as per hour, per day or per week for example, need to be added – Refer **Slide 24**
 - Add Material – for when materials are used in the process of providing a service – Refer **Slide 26**

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

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Discount [Add to Included Lines](#)

| <input type="checkbox"/> | No. | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal | |
|--------------------------|-----|-----|---------|---------------|-----------|-------------|-----------------|----------|------|------|------------|----------|------------------------------|
| | 1 | | | Not Available | gardening | | | | | | | | Add/Update ▼ |

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

- Add Contract/Catalog Items
- Add General Service
- Add Labor Service
- Add Material

[Next](#)

Note: The value of the Invoice must not exceed the total value of Service Order. The total value is shown on the Purchase Order

- Multiple and different combinations of services or materials can be added to a Service Invoice

Finalising a Service Order Invoice

- With all services and materials added
- 1. Click on **Next**
- Screen displays the Invoice
- 2. Review then click **Submit**
- 3. Click on **Exit**
- Screen displays the Purchase Order with an order status of Invoiced or Partially Invoiced

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

Insert Line Item Options

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

↳ Line Item Actions ▾ Delete 1

Update Save Exit Next

Create Invoice Previous Save 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 the archiving service. 2

Tax Invoice

| | |
|--|---|
| Invoice Number: 87-b Invoice Date: Monday 6 May 2019 9:22 PM GMT+10:00 Original Purchase Order: MTM070 | Subtotal: \$98.68 AUD Total Tax: \$9.87 AUD Total Gross Amount: \$108.55 AUD Total Amount without Tax: \$98.68 AUD Total Net Amount: \$108.55 AUD Amount Due: \$108.55 AUD |
|--|---|

| | | |
|--------------------------------|-------------------|-----------|
| REMIT TO: | BILL TO: | SUPPLIER: |
| MTM Test Full Supplier 01-TEST | METRO HEAD OFFICE | METROXXXX |

Invoice 133776-TT has been submitted.

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

3

Purchase Order (Invoiced)
 4200089487
 Amount: \$3,600.70 AUD
 Version: 1

Purchase Order (Partially Invoiced)
 4200089487
 Amount: \$3,600.70 AUD
 Version: 1



Receipts

- The Receipts tab listed all services received by Metro Trains
- Invoicing cannot be performed from this selection

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**

- Review the Receipt

- Receipts do not have any associated processes, they are for information only

- Use the History Tab to identify further information

4. Click on **Done**, to return to the Receipts screen

Ariba Network Company Settings

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

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

Receipts

Search Filters

Receipts (197)

| Receipt Number | Reference | Customer | Date ↑ | Routing Status |
|------------------------------|----------------------------|---------------------------------------|------------------------|----------------|
| RC286 | BPO77-R5 | Metro Trains Melbourne Pty Ltd - TEST | 18 Feb 2019 7:30:06 PM | Sent |
| RC285 | C48-V3-R83 | Metro Trains Melbourne Pty Ltd - TEST | 18 Feb 2019 7:30:06 PM | Sent |
| RC143 | C48-V3-R30 | Metro Trains Melbourne Pty Ltd - TEST | 18 Feb 2019 9:42:40 AM | Sent |
| RC226 | C48-V3-R63 | Metro Trains Melbourne Pty Ltd - TEST | 20 Feb 2019 7:30:06 PM | Sent |
| RC298 | C48-V3-R87 | Metro Trains Melbourne Pty Ltd - TEST | 23 Feb 2019 8:07:57 PM | Sent |

Receipt: RC143 Done **4**

Print | Export cXML

Detail History

From: Metro Trains Melbourne Pty Ltd - TEST To: MTM Test Full Supplier 01-TEST Receipt: Receipt No.: RC143 Receipt Date: 18 Feb 2019

Routing Status: Sent
Related Documents: [C48-V3-R30](#)

| Item | Order Line Number | Part # / Description | Customer Part # | Batch # | Customer Batch # | Qty (Unit) | Delivery Address | Type | Unit Rate | Amount | Status |
|---|-------------------|----------------------|-----------------|---------|------------------|------------|------------------|----------|-----------|-----------|--------|
| Purchase Order: C48-V3-R30 (Closed For Receiving) | | | | | | | | | | | |
| 1 | 1 | S1 T-Shirt | | | | 1 EA | Not Specified | Received | 15.00 AUD | 15.00 AUD | |



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**

Ariba Network

HOME INBOX OUTBOX CATALOGS REPORTS

Orders and Releases All Customers Order Number

Purchase Order by Amount Last 12 m

Company Settings

Company Profile

Account Settings

Customer Relationships

Ariba Network Company Settings

Company Profile Save Close

Basic **3** Marketing (2) Contacts Certifications (1) Additional Documents

Additional Company Addresses **4**

| Address Name ↑ | Address ID | VAT ID | Tax ID | Address | Country | Legal Profile Status** |
|----------------|------------|--------|--------|---------|---------|------------------------|
| No items | | | | | | |

Create **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 Save Close

* Indicates a required field

Address Name

Address Name: * Retail Solutions **6**

Address ID:

VAT ID:

Tax ID:

Address

Address 1: * 1 Kangaroo Way **7**

Address 2:

City: * Melbourne **8**

State:

Postal Code: * 3000 **9**

Country: * Australia [AUS] **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 | - |

↳ Edit Delete | Create **11**

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

Save

Close

✓ Your profile has been successfully updated.

12

13 x

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**
Dunedoo
Australia

Ship To: [View/Edit Addresses](#)

Deliver To:

Additional Fields

Information Only. No action is required from the customer.

Supplier Reference:

Payment Note:

Supplier: **Test Supplier**

Customer:

Email:

Bill From: **testsupplier_4 - TEST**
Dunedoo
Australia

1

[View/Edit Addresses](#)

[View/Edit Addresses](#)

[View/Edit Addresses](#)

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 |
|---|---|
| <p>Help Centre For all your support needs</p> <p>Note: Support Centre Options are based on your account type and all options may not be available</p> | <p>Types of Support available:</p> <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back |
| <p>Supplier Information Portal (Location of Training Guide/s and Video/s)</p> | <ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal |
| <p>Ariba Network Training Request</p> | <p>E: an.sellertraining.aus@sap.com</p> |