

Ariba Network Invoice Guide





Introduction

The purpose of this document is to provide suppliers step by step instructions, procedures and notes needed to navigate smoothly on the Ariba Network while transacting with AmBank.

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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Contract Invoice

Invoice Status

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Support



Invoice

- All orders received via the Ariba Network require an invoice to be created via the Ariba Network
- The Invoice# refers to your internal invoice number.

Invoicing - General Information

The **Orders and Releases** tab displays a summary of all the purchase orders sent by AmBank.

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

The screenshot shows the Ariba Network interface for 'Orders and Releases'. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. Below this, there are tabs for 'Orders and Releases', 'Collaboration Requests', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', and 'More...'. A search filter is visible above the table.

The table displays the following data:

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	PO41864	1	AmBank Berhad - TEST	RM360,000.00 MYR	11 Jul 2019	Shipped	RM0.00 MYR	Original	Actions
Order	PO41862	1	AmBank Berhad - TEST	RM360,000.00 MYR	11 Jul 2019	Invoiced	RM360,000.00 MYR	Original	Actions
Order	PO41863	1	AmBank Berhad - TEST	RM2,000,000.00 MYR	11 Jul 2019	Invoiced	RM2,000,000.00 MYR	Original	Actions

Callouts provide the following information:

- The Ver.:** Is the version number of the order. 1 = the original order, 2 = changed order and so on.
- The Amount Invoiced:** is the total amount invoiced to date.
- The Order Number:** is the buyer's Purchase Order Number.
- The Order Status:** is the current status of the order, e.g. New, Confirmed, Invoiced.
- The Actions:** drop-down list allows document creation without opening the order.

Begin the Invoice

1. Click the **Inbox** tab on the **Home** page.

➤ The screen displays **Orders and Releases**.

2. Click the desired **Order Number**.

➤ The screen displays **Purchase Order** details.

3. Click **Create Invoice**.

4. Select **Standard Invoice** from the drop-down list.

➤ The screen displays **Create Invoice**.

Ariba Network

HOME **INBOX** OL **1** CATALOGS REPORTS MESSAGES

Company Settings External Document CSV Documents Create

Orders and Releases Collaboration Requests Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters

Orders and Releases (15)

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	PO41864	2	AmBank Berhad - TEST	RM360,000.00 MYR	11 Jul 2019	Shipped	RM0.00 MYR	Original	Actions

Ariba Network

Company Settings Nurfateha Hamdan Help Center

Purchase Order: PO41864 Done

Create Order Confirmation Create Invoice **3** Download PDF Export cXML Resend

Standard Invoice **4**
Credit Memo
Line-Item Credit Memo

Order Detail Order History

AmBank Group

From: Group Administration
AmBank Level 22, Menara AmBank,
No. 8, Jalan Yap Kwan Seng.

To: ambtest-TEST - TEST
Kuala Lumpur
50450 KL

Purchase Order (Shipped)
PO41864
Amount: RM360,000.00 MYR
Version: 1

Standard Invoice – Header Level

1. Enter the **Invoice #**.
2. The current date is auto populated to the **Invoice Date**. Edit it to the desired date.

Note: You can edit the billing address by clicking **View/Edit Address**

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: PO41864	Subtotal: RM360,000.00 MYR
Invoice #:* XXX123INV 1	Total Tax: RM18,000.00 MYR
Invoice Date:* 21 Aug 2019 2	Total Gross Amount: RM378,000.00 MYR
Service Description:	Total Net Amount: RM378,000.00 MYR
Supplier Tax ID: 123456123456	Amount Due: RM378,000.00 MYR

Remit To: ambtest-TEST - TEST
KL
Malaysia

Bill To: **Group Administration**
Kuala Lumpur
Wilayah Persekutuan
Malaysia

N View/Edit Addresses

Standard Invoice – Header Level contd...

Scroll down to **Tax** section.

3. Select the **Header level tax** radio button.

4. Click **Category** from the dropdown list

5. Enter the appropriate tax **Rate(%)**

Scroll down to the **Shipping** section.

6. Select **Header level shipping** radio button.

Tax ⓘ

Header level tax ⓘ **3** Line level tax ⓘ

Category:* Sales Tax ⓘ **4** Taxable Amount: RM360,000.00 MYR [Remove](#)

Location:

Description:

Regime:

Tax Rate Type:

Rate(%) **5** ⓘ **5**

Tax Amount: RM18,000.00 MYR

Shipping

Header level shipping ⓘ **6** Line level shipping ⓘ

Ship From: **ambtest-TEST - TEST**

KL

Malaysia

Ship To: **MAB-029** [View/Edit Addresses](#)

Kuala Lumpur
Wilayah Persekutuan
Malaysia

Deliver To: MOHD AZWAN BIN TAJUL ARIFIN
MAB-029

Standard Invoice – Line Level

Scroll down to the **Line Items** section.

Note: To add **Shipping Documents**, **Special Handling** or **Discount**, select the desired box and click **Add to Included Lines** if required.

Repeat the below steps for all line items.

1. Select the **Include** toggle button of each line item to be included. Unselect it to exclude/delete a line item.
2. Confirm or enter the appropriate **Quantity**.
3. Click **Next**.

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

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	OEKV042	Franking Machine - Neopost IJ25		100	EA	RM3,600.00 MYR	RM360,000.00 MYR

↳ [Line Item](#) 1 [Delete](#) 2 3

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

Finalise Standard Invoice

The screen displays **Create Invoice**.

1. Review the Invoice. Click **Submit**. If there are any changes to be made, click **Previous** to go back to the previous screen.

2. Click **Exit**.

Note: The Screen displays **Purchase Order** page is displayed and Order Status has changed to **Partially Invoiced/ invoiced**.

Ariba Network Company Settings ▾ Help Center >>

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Malaysia. The document's destination country is: Malaysia. **1**

Standard Invoice / Tax Invoice

Invoice Number: XXX123INV	Subtotal:	RM360,000.00 MYR
Invoice Date: Wednesday 21 Aug 2019 12:00 PM GMT+05:30	Total Tax:	RM18,000.00 MYR
Original Purchase Order: PO41864	Total Gross Amount:	RM378,000.00 MYR
	Total Net Amount:	RM378,000.00 MYR
	Amount Due:	RM378,000.00 MYR

REMIT TO: BILL TO: SUPPLIER:

Invoice XXX123INV has been submitted. **2**

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

Purchase Order (Invoiced) **N**
PO41864
Amount: RM360,000.00 MYR
Version: 1



Invoice Status

- The status of the Invoice will change as it progresses through AmBank approval process
- There are 4 Invoice Statuses:
 - **Sent** – The invoice has been submitted to AmBank
 - **Approved** – AmBank has reviewed the Invoice and it has been approved for payment
 - **Paid** – The invoice has been paid
 - **Rejected** – The invoice has been rejected. The reason for rejection can be viewed within the invoice
 - **Canceled** – The invoice has been cancelled by AmBank

Locating the Invoice Status

1. Click the **Outbox** tab on the Home page.

➤ The screen displays **Invoices**.

2. **Invoice Status** named column displays the status of the invoices. The different statuses are:

- **Sent**
- **Approved**
- **Paid**
- **Rejected**
- **Canceled**

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted with a red box and a red circle with the number 1), 'CATALOGS', 'REPORTS', and 'MESSAGES'. Below this, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' tab is active, and a search filter is visible. The main content area displays a table of 25 invoices. The table has columns for 'Invoice #', 'Customer', 'Reference', 'Submit Method', 'Origin', 'Self Billing', 'Source Doc', 'Date', 'Amount', 'Routing Status', and 'Invoice Status'. The 'Invoice Status' column is highlighted with a red box and a red circle with the number 2. The table shows five rows of data, with the third and fifth rows having a 'Rejected' status.

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
XXX123INV	AmBank Berhad - TEST	PO41864	Online	Supplier	No	Order	28 Aug 2019	RM378,000.00 MYR	Acknowledged	Sent
INV11111	AmBank Berhad - TEST	PO41862	Online	Supplier	No	Order	7 Aug 2019	RM381,600.00 MYR	Acknowledged	Sent
T-231017A	AmBank Berhad - TEST	PO41663	Online	Supplier	No	Order	23 Oct 2017	RM106.00 MYR	Acknowledged	Rejected
6543234B	AmBank Berhad - TEST	Contract	Online	Supplier	No	Customer Order	20 Oct 2017	RM201.11 MYR	Acknowledged	Sent
6543234A	AmBank Berhad - TEST	Contract	Online	Supplier	No	Customer Order	20 Oct 2017	RM201.11 MYR	Acknowledged	Rejected

Routing Status

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

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer or from the catalog tester
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order from cXML to EDI
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
Returned	When a goods on a Purchase Order are returned from AmBank
Rejected	A Purchase Order Confirmation that has been Rejected by AmBank



Edit and Re-Submit Invoices

- Invoices gets rejected due to: (refer to the image below to view an example)
 - Missing information - for example, a required attachment is missing.
 - Incorrect information – for example, Wrong GST % selection in the tax section.
 - Extra information in the invoice – for example, shipping charges added to the invoice but do not reflect in the order confirmation.

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

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
INV-54: Comments from AmBank Berhad - TEST: OK
DOC-1:
INV-35: The invoice status has been successfully updated to Rejected by AmBank Berhad - TEST. Description:

Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

[Edit & Resubmit](#)

Edit and Resubmitting Invoices

Invoices that are rejected by AmBank is displayed as **Rejected**.

1. Click the **Outbox** tab on the **Home** page.

2. Click the **Invoice #** with **Rejected** status.

➤ The screen displays the **Invoice**.

Note: Read the reason for the Rejection. This will help you to rectify the document.

3. Click **Edit & Resubmit**.

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
INV11111	AmBank Berhad - TEST	PO41862	Online	Supplier	No	Order	7 Aug 2019	RM381,600.00 MYR	Acknowledged	Sent
T-231017A	AmBank Berhad - TEST	PO41663	Online	Supplier	No	Order	23 Oct 2017	RM106.00 MYR	Acknowledged	Rejected

Invoice: T-231017A 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 AmBank Berhad - TEST: OK
DOC-1:
INV-35: The invoice status has been successfully updated to Rejected by AmBank Berhad - TEST. Description:
Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

Edit & Resubmit 3

Edit and Resubmit and Invoice cont.

- The screen displays **Edit Invoice**. Review **Edit Invoice** page and correct the identified errors.

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

4. Click **Next**.

- The screen displays **Edit Invoice**.

5. Review the invoice and click **Submit**.

6. Click **Done**.

Edit Invoice

Update
Exit
Next

▼ Invoice Header
* Indicates required field
Add to Header 4

Summary		View/Edit Addresses	
	Invoice #:* <input style="border: 2px solid orange;" type="text" value="ses_31"/>	Subtotal:	RM100.00 MYR
	Total Tax:		RM6.00 MYR
Invoice Date:* <input style="border: 2px solid orange;" type="text" value="16 Jul 2018"/>	Total Gross Amount:		RM106.00 MYR
Supplier Tax ID:* <input style="border: 2px solid orange;" type="text"/>	Total Net Amount:		RM106.00 MYR
	Amount Due:		RM106.00 MYR

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: .
 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 # : INV4501475005 Invoice Date : Monday 24 Jul 2017 12:00 PM GMT+10:00 Original Purchase Order : 4501475005	Subtotal: 0.01 INR Total Tax: 0.01 INR Total Gross Amount: 0.02 INR Total Amount without Tax: 0.01 INR Total Net Amount: 0.02 INR Amount Due: 0.02 INR
---	---

Invoice: ses_31

6
Done

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

Detail
Scheduled Payments
History

Canceled Invoice:
Only failed or rejected invoices can be edited

Standard Invoice / Tax Invoice



Support

Support Type	Description
Help Centre For all your support needs Note: 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">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
Supplier Information Portal (Location of Training Guide/s and Video/s)	On the Home screen <ol style="list-style-type: none">1. Click on Company Settings2. Click on Customer Relationships3. Click on Supplier Information Portal
Ariba Network Training Request	E: suppliertraining.apac@sap.com