

Ariba Network Contracts Guide





Introduction

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

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Contracts – General Information

- Contract invoices require supplier to build the contract invoice based on the items contained within the Contract or BPO.
- All Contract Invoices display a Zero amount until items have been added
- The category's are based on the items that make up the contract
- Contract items are selected from Catalogs.
- Catalogs can be loaded by the Buyer or the Supplier. Where Catalogs are uploaded by the Supplier the Buyer must approve and sign off on the information contained within it

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Contract Number: C448	Subtotal: \$0.00 AUD		Edit Header
Invoice #: 888675	Total Tax: \$0.00 AUD		
Invoice Date: 15 Nov 2019	Total Gross Amount: \$0.00 AUD		
Service Description: <input type="text"/>	Total Net Amount: \$0.00 AUD		
Sold To Email:	Amount Due: \$0.00 AUD		
Payment Terms: 0000			

Remit To: <input type="text" value="test"/>	Bill To: Camilla Woods	View/Edit Addresses
	Hawthorn East VIC	
	Australia	
Supplier Tax ID: <input type="text"/>		

Routing Status

The routing status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between Coles Group 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	Coles Group has reviewed the invoice and it has been approved for payment
Paid	The Invoice Has been paid

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 Coles Group
Rejected	A Purchase Order Confirmation that has been Rejected by Coles Group

Unit of Measure

The Units of Measure (UOM) provide suppliers with the information about the required materials or Services requested by Coles Group. When entering or selecting a UOM, it must be Upper Case, for example, hours must be HRS not hrs.

Code	Name
1I	Fixed Rate
A9	Rate
DAY	Day
EA	Each
IE	Person
LH	Labour Hour
MIN	Minute
MON	Month
OT	Overtime hour
RH	Running or operating hour
SRV	Services



Contracts

- A Contract Order manages the expenditure and payments of contracted services between Coles Group and the supplier
- Contracted services are typically where the supplier is performing recurring tasks as defined in a contract (i.e. Master Services Agreement), where agreed pricing (i.e. Schedule of Rates) & payment terms exist and invoices are submitted at intervals based on the trading terms in place with Coles Group (i.e. monthly)
- A contract will have a “C” prefix, for example C12345
- When a Blanket Purchase Order (BPO) has a BPO prefix, for example BPO998
- Where a BPO is No Release Required a Supplier does need to wait for a Purchase Order
- Where a BPO is Released Required a Supplier needs to wait for a BPO Purchase Order
- There may be instances where Purchase Orders are sent to release funds or have an invoiced created against them directly
- Ensure that Unit of Measure is correct

Contract & BPO – Catalog General Information

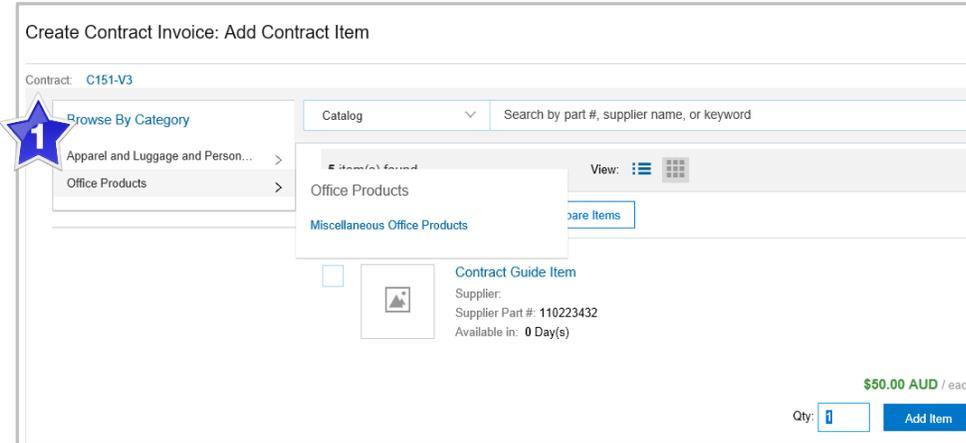
1) **Browse by Category** – Use this to open the catalogs for other categories for items to add to the invoice

2) **Pricing Information Items** – Some items require further information such as the colour of a shirt or pricing based on the number of items ordered

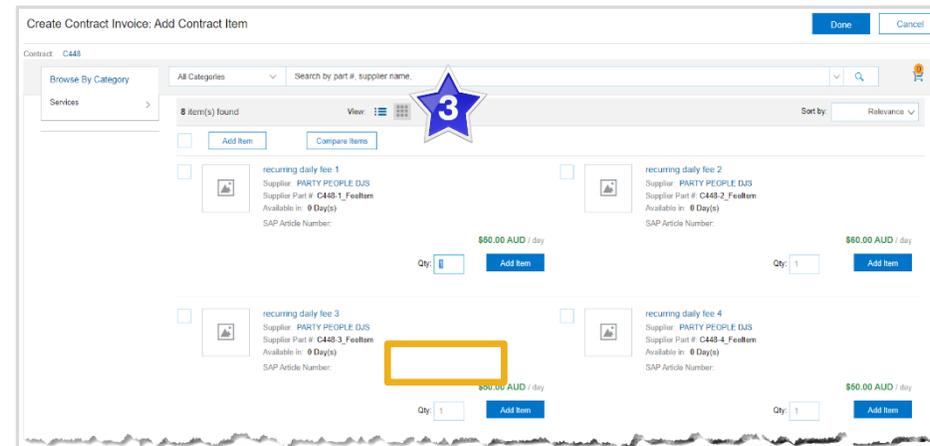
3) **Grid View** –  Items shown in a framework that is displayed parallel to or across other

4) **List View** –  Items shown in a logical or linear formation

5) **Price and Unit of Measure** – Ensure that the quantity is reflective of the pricing and unit of measure



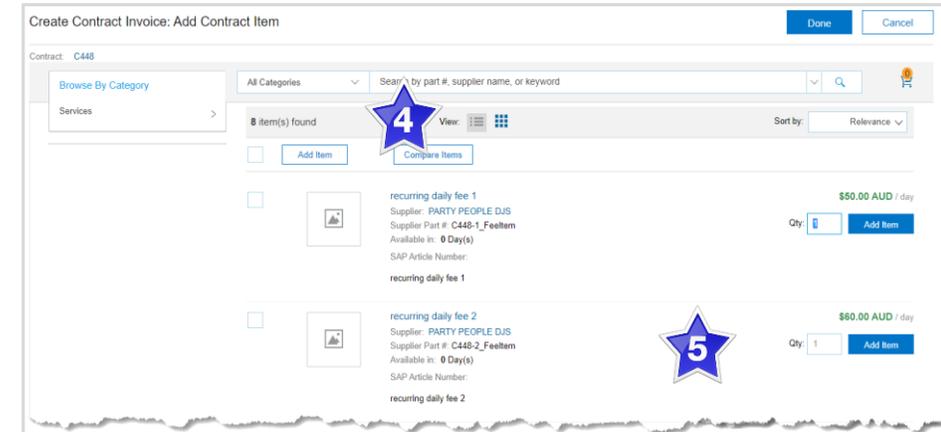
Example Browse by Category



Example Grid View



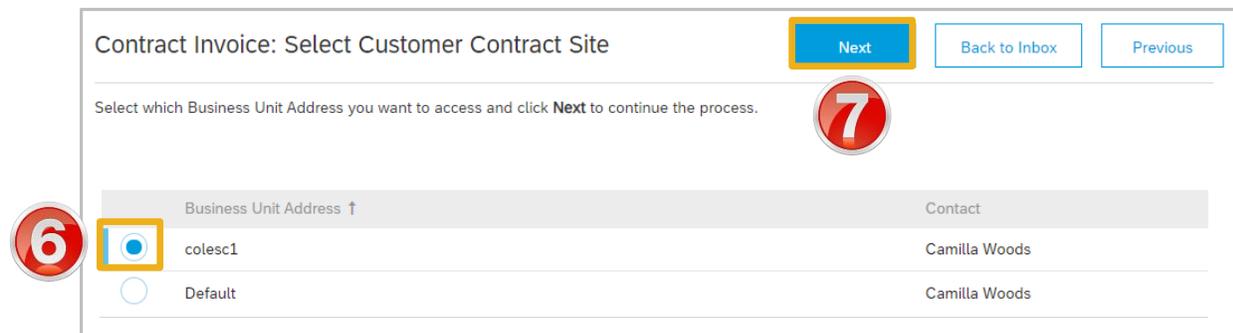
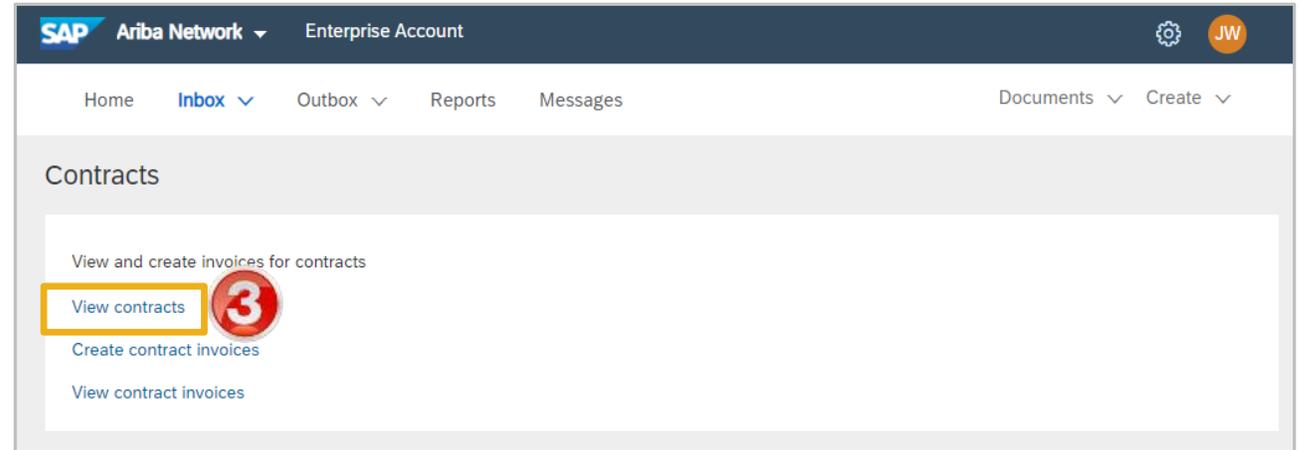
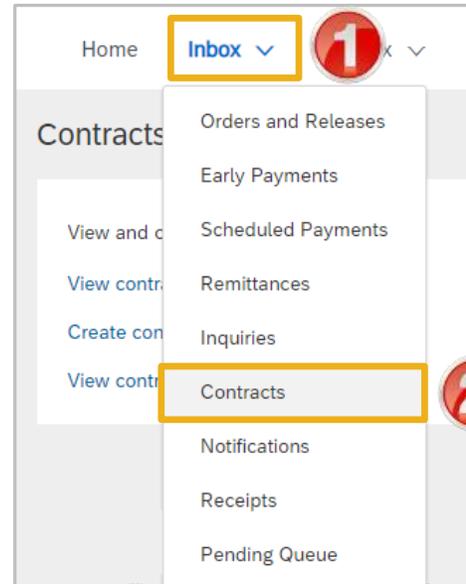
Example Pricing Information



Example List View

Locating and Reviewing a Contract

1. Click the **Inbox** tab on the Dashboard.
2. Select **Contracts**.
 - If Contracts is not displayed:
 - 1) Click on **More**
 - 2) Click on **Contracts**
 - Screen displays: View and Create Invoice for Contracts
3. Click on **View contracts**.
 - Screen displays View Contracts: Select Customer
4. Select Coles Group Melbourne
5. Click on **Next**
 - Screen displays **Contracts**



Contracts Screen View General Information

➤ Coles Group add contracts into their ordering system. Only the contracts that are applicable to your business will be displayed

1) **Blanket Purchase Order ID's** are for good or services that occur at regular intervals and begin with a Coles Group and commences with BPO

2) **Contracts ID's** commence with a C

3) The **Title** of the contract is based on the contract that is in place with your business

4) The **Expiration Date** of contracts is shown

5) The contracts **Status** is displayed

SAP Ariba Network Enterprise Account

Go back to Select Customer

Contracts

You have created or been given edit access to the contracts listed below. Click an ID to display the associated contract details.

ID Search

ID ↑	Term Type	Supplier	Title	Expiration Date	Invoiceable	Status
BPO362	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222174) multi country test for BPO	Sun, 1 Mar, 2020	Yes	Open
BPO364-V2	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222189) test contract for supermarket 1010	Wed, 1 Jan, 2020	Yes	Open
BPO366-V3	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222205) test contract for supply chain 1010	Wed, 1 Jan, 2020	Yes	Open
C339	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222021) Test 0924	Fri, 16 Oct, 2020	Yes	Open
C383	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222291) Pricing Term Limit Test	Thu, 15 Oct, 2020	Yes	Open
C419-V2	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222931) Non-Release Amendment Increase Test	Thu, 29 Oct, 2020	Yes	Open

View Contract Details - Summary

1. Click on the required contract ID number

➤ Screen displays the Contract

1) Print

- Click **Print** to print the Contract Summary and Pricing Terms

2) Summary

- Contains all general information regarding the contract

3) Contract Number and Description

- Is listed in the **Related Contract ID** field

4) Pricing Terms

- Lists all items on the contract and the pricing details

SAP Ariba Network - Enterprise Account

Go back to Select Customer

Contracts

You have created or been given edit access to the contracts listed below. Click an ID to display the associated contract details.

ID	Term Type	Supplier	Title	Expiration Date	Invoiceable	Status
BPO362	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222174) multi country test for BPO	Sun, 1 Mar, 2020	Yes	Open
BPO364-V2	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222189) test contract for supermarket 1010	Wed, 1 Jan, 2020	Yes	Open
BPO366-V3	Level	0007041553 (PARTY PEOPLE DJS)	(CW2222205) test contract for supply			
C339	Level	0007041553 (PARTY PEOPLE DJS)	(CW2222021) Test 0924			
C383	Level	0007041553 (PARTY PEOPLE DJS)	(CW2222291) Pricing Term Limit Tes			
C419-V2	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222931) Non-Release Amendm			

Go back to Select Customer

C448 - (CW2223491) NON-RELEASE FOR AP TRAINING Status: **Open**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request.

Contract Workspace Print

Summary Pricing Terms

Definitions

Contact: Micky Batra

Contract Type: Item Level

Is Blanket Purchase Order: No

Hierarchical Type: Standalone Agreement

Effective Date: Mon, 11 Nov, 2019

Expiration Date: Wed, 11 Nov, 2020

Evergreen: No

Purch Org: 0003 (Supermarkets)

Company Code: 1061 (Coles Supermarkets)

Vendor: 0007041553 (PARTY PEOPLE DJS)

Supplier Location: PARTY PEOPLE DJS

Release Required: No

Allow invoicing against contract? Yes

Default invoice requester from contract? Yes

Release Access from: Current Site only

Allow suppliers to add non-catalog items to invoice? No

Allow supplier to edit invoice unit price? No

Allow supplier to enter invoice accounting? No

Allow receiving against contract? No

Currency: Australian Dollar

Amount Spent: \$915.00 AUD

Reconciled Amount: \$915.00 AUD

View Contract Details – Pricing Terms

1. Click on the required contract ID number

➤ Screen displays the Contract Terms Details

2. Click on **Detail**, of the item to review

1) Description

- Full description of the contract

2) Shipping – By Line Item

- The location and purchasing group

3. Click on **OK**

➤ Screen displays Select Customer

[← Go back to Select Customer](#)

C339 - (CW2222021) Test 0924 Status: **Open**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

[Contract Workspace](#) [Print](#)

[Summary](#) [Pricing Terms](#) **1**

Fixed and Recurring Fees

Id ↑	Description	Amount	Billing Date	Unit	Maximum Quantity	Active	
1	Test	\$110.00 AUD	Wed, 25 Sep, 2019		1	Yes	Detail 2

Contract Term Details [OK](#) **3**

These are the details of the term you selected. Details may include the description, limits, discount, accounting, and comments.

Description

Full Description: **Test**

Commodity Code: [Building and Facility Construction and Maintenance Services](#) ⓘ

Amount: **\$110.00 AUD**

Tolerance: ⓘ

Recurring: **No**

Billing Date: **Wed, 25 Sep, 2019**

Maximum Recurrences: **1** ⓘ

Shipping - by Line Item

Plant: **5654 (CS HTOO Toorong)**

Purchase Group: **003 (Store Development)**

View BPO Details - Summary

1. Click on the required BPO ID number

➤ Screen displays the Contract

1. Print

- Click **Print** to print the Contract Summary and Pricing Terms

2. Summary

- Contains all general information regarding the contract

3. BPO Number and Description

- Is be listed in the **Related Contract ID** field

4. Pricing Terms

- Lists all items on the contract and the pricing details

SAP Ariba Network - Enterprise Account

Go back to Select Customer

Contracts

You have created or been given edit access to the contracts listed below. Click an ID to display the associated contract details.

ID	Type	Supplier	Title	Expiration Date	Invoiceable	Status
BPO362	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222174) multi country test for BPO	Sun, 1 Mar, 2020	Yes	Open
BPO364-V2	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222189) test contract for supermarket 1010	Wed, 1 Jan, 2020	Yes	Open
BPO366-V3	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222205) test contract for supply chain 1010	Wed, 1 Jan, 2020	Yes	Open
C339	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222021) Test 0924	Fri, 16 Oct, 2020	Yes	Open
C383	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222291) Pricing Term Limit Test	Thu, 15 Oct, 2020	Yes	Open
C419-V2	Item Level	0007041553 (PARTY PEOPLE DJS)	(CW2222931) Non-Release Amendment Increase Test	Thu, 29 Oct, 2020	Yes	Open

Go back to Select Customer

BPO229 - (CW2221316) Planned and unplanned operational expenditure Status: **Open**

These are the details of the request you selected. Depending on status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Contract Workspace | **Print** | Summary | Pricing Terms | Definitions

Physical Location:
 Related Contract ID:
 Contact: **Swan SI**
 Contract Type: **Item Level**
 Is Blanket Purchase Order: **Yes**
 Hide Unit Price from Supplier:
 Hide Amount from Supplier:
 Hierarchical Type: **Standalone Agreement**
 Effective Date: **Wed, 1 Aug, 2018**
 Expiration Date: **Thu, 20 Aug, 2020**
 Evergreen: **No**
 Purch Org: **0003 (Supermarkets)**
 Company Code: **1061 (Coles Supermarkets)**
 Vendor: **0007041553 (PARTY PEOPLE DJS)**
 Supplier Location: **PARTY PEOPLE DJS**
 Release Required: **No**
 Allow invoicing against contract? **Yes**
 Default invoice requester from contract? **No**
 Release Access from: **Current Site only**
 Allow suppliers to add non-catalog items to invoice? **No**
 Allow supplier to edit invoice unit price? **No**
 Currency: **Australian Dollar**
 Reconciled Amount: **\$0.42 AUD**

View BPO Details – Pricing Terms

1. Click on the required contract ID number

➤ Screen displays the Contract Terms Details

2. Click on **Detail**, of the item to review

1) Description

- Full description of the contract

3) Pricing and Discounts

- Information about any additional prices and discounts associated with the BPO

2) Shipping – By Line Item

- The location and purchasing group

3. Click on **OK**

➤ Screen displays Select Customer

← Go back to Select Customer

BPO229 - (CW2221316) Planned and unplanned operational expenditure Status: **Open**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. F

Contract ID: **4** Print

Summary **1** Pricing Terms

Materials and Services **2**

Id ↑	Description	Pricing Summary	Contractible Factors	Active
1081233021	GW - Diamond Creek - Disposal 3.0M Bin	\$0.21 AUD Negotiated Price		Yes Detail

← Go back to Select Customer

Contract Term Details **OK**

These are the details of the term you selected. Details may include the description, limits, discount, accounting, and comments. **3**

Description **1**

Full Description: **Fresh Produce Warehousing**
Commodity Code: **Guard services** ⓘ
Unit of Measure: **actual ton**
Negotiated Price: **\$0.21 AUD**

Hide Unit Price from Supplier:
Hide Amount from Supplier:

Vendor: **0007041553 (PARTY PEOPLE DJS)**
Contact: **PARTY PEOPLE DJS**
Supplier Part Number: **0506GEN03000T**
Supplier Auxiliary Part ID: **2**

Pricing and Discounts **2**

If a discount applies to this item, select the discount type and enter the appropriate value. To apply multiple discount rates, select tiered pricing. Discounts may default from a sourcing event.

Discount: **None**

Shipping - by Line Item **3**

Plant: **1257 (CO 8321 Epping)**
Purchase Group: **(no value)**

Multiple Contract Pricing Terms

1. On the Pricing Terms Tab

- Information in blue can be selected to provide more information
 - The pricing terms tab contains the details for each of the different levels of pricing contained within the Contract
 - The Contract details are based on the information uploaded into the Ariba Network by Coles Group
- ## 2. Click on **Details** to identify the pricing terms for each of the different types
- The number of pricing terms sections depends on the pricing terms in the Trading Terms. Some Suppliers may only see on Details button others may see many such as in the example shown

C26-V3 - (CW5842) S2 S3 T-M, Fix Fee, Recurring Fee Status: **Open**

These are the details of the request you selected. Depending on its status, you can edit, or submit the request for approval. You may also print the details of the request. Review your request and take the desired [More](#)

[Contract Workspace](#) [Print](#)

[Summary](#) [Pricing Terms](#) 1

Materials and Services

Id ↑	Description	Pricing Summary	Contractible Factors	Active	
1	Services	\$300.00 AUD Negotiated Price	Yes	Yes	Detail 2

Fixed and Recurring Fees

Id ↑	Description	Amount	Billing Date	Unit	Maximum Quantity	Active	
2	Fixed fee	\$100.00 AUD	Fri, 30 Nov, 2018		1	Yes	Detail
3	Recurring fee	\$200.00 AUD	Wed, 14 Nov, 2018	month	2	Yes	Detail

Costs and Expenses

Id ↑	Description	Maximum Amount	Active	
4	Cost and expense term.	\$10,000.00 AUD	Yes	Detail



Contract Invoice

- Contract Invoices are created in the Ariba Network against Contract Orders
- Blanket Purchase Orders are considered contract and will appear with a BPO Prefix, however are handled the same way as Contracts
- When a Contract Order is published the supplier will be advised by Coles Group what the Contract Order number is which will look like C12345
- Please also note the following when creating invoices:
 - The Tax rate and category must be selected for each invoice
 - Taxes can be added at the header level or at line level
 - Partial invoicing is allowed

Locate and Prepare to Create Contract Invoice

➤ There are two ways to begin a Contract Invoice

From any Screen selection

1. Click on the **Create**

2. Select **Contract Invoice**

➤ Screen displays **Create Contract Invoice: Select Customer**

From the Inbox - Contracts

1) Click on **Inbox** drop down menu

2) Select **Contracts**

3) Select **Create contract invoices**

➤ Screen displays **Create Contract Invoice: Select Customer**

3. Select the required **Customer**

4. Select the required **Contract Site**

➤ Screen displays **Select Contract**

The screenshot shows the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'Home', 'Inbox', 'Orders and Releases', 'Contracts', and 'Messages'. The 'Inbox' dropdown menu is open, showing options like 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', 'Notifications', 'Receipts', and 'Pending Queue'. The 'Contracts' option is highlighted. The 'Documents' dropdown menu is also open, showing options like 'CREATE', 'PO Invoice', 'Non-PO Invoice', 'Contract Invoice', 'Service Entry Sheet', and 'Credit Memo'. The 'Contract Invoice' option is highlighted. Red and blue star annotations indicate the steps: 1. Click on the 'Inbox' dropdown menu, 2. Select 'Contracts', and 3. Select 'Create contract invoices'.

View Contracts: Select Customer Next Back to Inbox

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Customer Name: Search

Customer ↑
<input checked="" type="radio"/> Coles Group Limited - TEST

Contract Invoice: Select Customer Contract Site Next Back to Inbox Previous

Select which Business Unit Address you want to access and click **Next** to continue the process.

Business Unit Address ↑	Contact
<input checked="" type="radio"/> colesc1	Camilla Woods
<input type="radio"/> Default	Camilla Woods

Contract Invoice – Select Contract

➤ Screen displays: **Create Contract Invoice: Select Contract**

1. Click on **Select**

➤ Screen displays the list of **Contracts** and **BPO** Contracts for your business

2. Click on **Select** of the required Contract or BPO Contract you are invoicing

➤ The Contract or BPO is displayed in the Contract field

3. Enter the **Invoice Number**

4. Enter the **Invoice Date**

5. Click on **Next**

➤ Screen displays Invoice Header

Create Contract Invoice: Select Contract Prev Next Cancel

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * C448 [select] **1**

Invoice #: * 888675 **3**

Invoice Date: * Fri, 15 Nov, 2019 **4**

Sold To Email: Micky.Batra@coles.com.au

Payment Terms: 0000 [select]

Ship From: PARTY PEOPLE DJS Plant: (no value) ▾

Choose Value for Contract **2**

ID ▾ Search

ID ↑	Title	Effective Date	Expiration Date	Status	
C126-V2	(CW7707) Maintenance Service (Milestone)	Fri, 29 Mar, 2019	Mon, 30 Mar, 2020	Open	Select
C151-V3	(CW8045) Contract Guide	Thu, 9 May, 2019	Fri, 17 May, 2019	Open	Select
C19	(CW5805) Test BPO 1113-01	Tue, 13 Nov, 2018	Sun, 1 Dec, 2019	Open	Select
C24-V2	(CW5833) Services - Milestone Basis - Master	Wed, 14 Nov, 2018	Thu, 14 Nov, 2019	Open	Select

< >

Done

Contract Invoice - Header

- The information entered into the previous screen is auto-populated

Note: The value of the Contract Invoice is zero, this is due to the items of the contract have not yet been added

1. Click on **Add to Header** to add:
 2. Select **Attachment**, add the Proof of Services delivery documentation, Refer to **Slide 21, Adding an Attachment to Header Level**
- Scroll down to **Line Items**, refer to **Slide 22, Contract Invoice – Add Line Items**

Create Invoice

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

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

Summary  Edit Header

Contract Number: C448	Subtotal: \$0.00 AUD
Invoice #: 888675	Total Tax: \$0.00 AUD
Invoice Date: 15 Nov 2019	Total Gross Amount: \$0.00 AUD
Service Description: <input type="text"/>	Total Net Amount: \$0.00 AUD
Sold To Email:	Amount Due: \$0.00 AUD
Payment Terms: 0000	

Remit To: test ▼	Bill To: Hawthorn East VIC Australia	View/Edit Addresses
Supplier Tax ID: test Australia		
Supplier Tax ID: <input type="text"/>		

Adding an Attachment to Header Level

➤ With the Invoice displayed

1. Click on **Add to Header**

2. Select **Attachment**

➤ The Attachments section will open

3. Click on **Browse**

4. Select the file required from your computer and select **Open**

5. Click on **Add Attachment**

➤ The selected document is added

Note: Repeat until all attachments are added up to a maximum of 10MB

➤ To delete a document:

- 1) Click on the document
- 2) Click on Delete

The screenshot shows the SAP Ariba Network 'Create Invoice' interface. The 'Invoice Header' section is expanded, and the 'Add to Header' dropdown menu is open, with 'Attachment' selected. The 'Attachments' section below shows a table with one attachment, 'An.docx', and a 'Browse...' button. A file explorer window is open, showing a list of documents, with 'Doc3.docx' selected and the 'Open' button highlighted.

Summary

Purchase Order: 5200000153
 Invoice #: 7768-33A
 Invoice Date: 14 Nov 2019
 Service Description:
 Supplier Tax ID: 123456789

Subtotal: \$2,735.25 AUD
 Total Tax: \$0.00 AUD
 Total Gross Amount: \$2,735.25 AUD
 Total Net Amount: \$2,735.25 AUD
 Amount Due: \$2,735.25 AUD

Attachments

The total size of all attachments cannot exceed 10MB

Name	Size (bytes)	Content Type
<input type="checkbox"/> An.docx	12036	application/vnd.openxmlformats-officedocument.wordprocessingml.document

File Explorer

Name	Date modified	Type	Size
Doc3.docx	8/09/2016 2:19 PM	Microsoft Word D...	405 KB
Doc4.docx	21/09/2016 4:44 PM	Microsoft Word D...	56 KB
Doc5.docx	14/10/2016 1:20 PM	Microsoft Word D...	245 KB
Doc6.docx	24/10/2016 8:05 PM	Microsoft Word D...	452 KB
Doc7.docx	24/07/2018 3:28 PM	Microsoft Word D...	241 KB
Doc8.docx	2/08/2018 7:06 AM	Microsoft Word D...	488 KB

Contract Invoice – Add Line Items

➤ There are no items listed under Line items, this is because suppliers must add to the Invoice the items (from a catalog or manually entered) based on the trading terms in place with Coles Group

1. Click Add Items

➤ Screen displays Create Contract Invoice: Add Contract Item

➤ All Category's and items that are part of the Contract will be displayed

➤ Locate the Item that is required to be invoiced

2. Identify the Qty for the Invoice based on the price and unit of measure

3. Click on Add Item

➤ Repeat until all items have been added

Note: The Cart will display the numbers of items added (not the qty)

4. Click on Done

➤ Screen returns to the Invoice, items added are displayed

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

Insert Line Item Options

Tax Category: 10% GST / Goods & Service... Discount Add to Included Lines

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected											

Line Item Actions Add Items

1

Update Save Exit Next

Create Contract Invoice: Add Contract Item Done Cancel

Contract: BPO364-V2

Browse By Category: All Categories Search by part #, supplier name, or 4

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

Add Item Compare Items

Capital works
Supplier: PARTY PEOPLE DJS
Supplier Part #: BPO364-10_Feeltem
Available in: 0 Day(s)

Qty: **2** Add Item

\$5,029,424.00 AUD / month

COMS Fee
Supplier: PARTY PEOPLE DJS
Supplier Part #: BPO364-3_Feeltem
Available in: 0 Day(s)

Qty: **3** Add Item

\$110,000.00 AUD / month

Facilities Fee
Supplier: PARTY PEOPLE DJS
Supplier Part #: BPO364-4_Feeltem
Available in: 0 Day(s)

Qty: **2** Add Item

\$8,949,682.00 AUD / month

IT Equipment
Supplier: PARTY PEOPLE DJS
Supplier Part #: BPO364-5_Feeltem
Available in: 0 Day(s)

Qty: **3** Add Item

\$44,705.00 AUD / month

Contract Invoice – Add Line Items cont...

➤ Screen displays Line Items Invoice with all the items added from the catalog selection

5. Add **Shipping** to Line Items (if required)

➤ Review and confirm the information displayed is correct, to Change or Update items refer to **Slide 25, Contract Invoice – Change or Update Items**

➤ Refer to **Slide 27, Finalise a Contract Invoice**

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	BPO364-5_Feeltem	IT Equipment	1	MON	\$44,705.00 AUD	\$44,705.00 AUD
Tax								
Shipping			Ship From: PARTY PEOPLE DJS SEVENTEEN MILE ROCKS QLD Australia	Ship To: CS HTOO Tooronga HAWTHORN EAST VIC Australia Stephen Vella Deliver To: CS HTOO Tooronga	View/Edit Addresses			
Shipping Cost			Shipping Amount: * <input type="text" value="\$0.00 AUD"/>	Shipping Date: <input type="text"/>				
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	BPO364-10_Feeltem	Capital works	2	MON	\$5,029,424.00 AUD	\$10,058,848.00 AUD
Tax								
Shipping			Ship From: PARTY PEOPLE DJS SEVENTEEN MILE ROCKS QLD Australia	Ship To: CS HTOO Tooronga HAWTHORN EAST VIC Australia Stephen Vella Deliver To: CS HTOO Tooronga	View/Edit Addresses			
Shipping Cost			Shipping Amount: * <input type="text" value="\$0.00 AUD"/>	Shipping Date: <input type="text"/>				

↳ [Line Item Actions](#) ▼
[Add Items](#)
[Change Items](#)
[Update](#) [Save](#) [Exit](#) [Next](#)

Example of Contract Invoice before Tax is added at Line Item Level

Contract Invoice – Add Line Level Tax

- Screen displays Line Items Invoice with all the items added from the catalog selection
- Coles Group requires all taxes to be added at Line item Level

1. Click on **Tax Category**

2. Select the correct tax rate

Note: Where there are multiple tax rates select the tax rate based on the majority tax rate on the invoice and change specific Line Items

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

- A Tax section will open for each Line Item and the taxes calculated

- Refer to **Slide 27, Finalise Contract Invoice**

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Line Items
1

Insert Line Item Options

2
3

Tax Category: 10% GST / Goods & Service...

Taxes

Handling Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	BPO364-5_Feeltem	IT Equ	MON	\$44,705.00 AUD	\$44,705.00 AUD

Tax

Category: * 10% GST / Goods & Service...

Location:

Description: Goods & Services Tax

Regime: (no value)

Taxable Amount: \$44,705.00 AUD

Rate(%): 10

Tax Amount: \$4,470.50 AUD

Exempt Detail: (no value)

Remove

Shipping

Ship From: PARTY PEOPLE DJS
SEVENTEEN MILE ROCKS QLD
Australia

Ship To: CS HTOO Tooronga
HAWTHORN EAST VIC
Australia

Deliver To: Stephen Vella
CS HTOO Tooronga

View/Edit Addresses

Shipping Cost

Shipping Amount: * \$0.00 AUD

Shipping Date:

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	BPO364-10_Feeltem	Capital works	2	MON	\$5,029,424.00 AUD	\$10,058,848.00 AUD

Tax

Category: * 10% GST / Goods & Service...

Location:

Description: Goods & Services Tax

Regime: (no value)

Taxable Amount: \$10,058,848.00 AUD

Rate(%): 10

Tax Amount: \$1,005,884.80 AUD

Exempt Detail: (no value)

Remove

Shipping Cost

Shipping Amount: * \$0.00 AUD

Shipping Date:

Line Item Actions
Add Items
Change Items

Update
Save
Exit
Next

Contract Invoice – Change or Update Line Items

➤ During your review you have identified that a quantity or price has been added incorrectly

➤ Line Items is displayed

1. Click on **Change Items**

➤ Screen displays **Create Contract Invoice: Change Items**

2. Update the **Amount** (if required)

3. Click **Update Amount**

➤ **Review and confirm the correct information is displayed**

4. Click on **Done**

➤ Screen displays the **Contract Invoice**, refer **Slide 28, Finalising a Contract Invoice**

Shipping From: **SEVENTEEN MILE ROCKS QLD Australia** | Ship To: **CS HTOO Tooronga HAWTHORN EAST VIC Australia** | Deliver To: **Stephen Vella CS HTOO Tooronga** | [View/Edit Addresses](#)

Shipping Cost: \$0.00 AUD | Shipping Amount: * \$0.00 AUD | Shipping Date:

Line Item Actions | Add Items | **Change Items** 1

Create Contract Invoice: Change Items [Add Item](#) [Done](#)

Click the **Show Details** link to expand the line item view for all line items additional details (such as supplier part number, commodity code, and full description), or click the More to expand the view for each line item separately. information and common fields for multiple [More](#)

Line Items [Show Details](#)

<input type="checkbox"/>	No. ↑	Supplier Part #	Description	Contract	Qty	Unit	Price	Amount	
<input type="checkbox"/>	1	BPO364-5_Feeltem	IT Equipment	Yes				\$44,705.00 AUD	▶ More
<input type="checkbox"/>	2	BPO364-10_Feeltem	Capital works	Yes				\$10,058,848. AUD	▶ More

[Delete](#) | **Update Amount** 3 4 [Add Item](#) [Done](#)

Finalise a Contract Invoice

➤ Review the Contract Invoice

1. Click **Submit**

2. Click on **Exit**

➤ Screen displays the screen from where the Contract Invoices selection was made

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  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. [You subscribe to the archiving service.](#)

Standard Invoice / Tax Invoice

Invoice Number: 22333	Subtotal: \$10,101,553.00 AUD
Invoice Date: Friday 15 Nov 2019 2:30 AM GMT-08:00	Total Tax: \$1,010,155.30 AUD
Contract Number: BPO364	Total Shipping: \$0.00 AUD
	Total Gross Amount: \$11,111,708.30 AUD
	Total Net Amount: \$11,111,708.30 AUD
	Amount Due: \$11,111,708.30 AUD

REMIT TO: BILL TO: SUPPLIER:

Invoice 22333 has been submitted.

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





Locating Contract Invoices

- Contract Invoices can be viewed only from the Outbox
- Only draft contract invoices are shown in Contracts > View contract Invoices
- When Contract Invoices are created from the Contracts screen “Contract” will be displayed in the Outbox under Reference.
- Contract Invoices created using the “Create” button displays the contract number

Locate Contract Invoices – Outbox

➤ From the Dashboard or Homepage

1. Click **Outbox** drop down menu

2. Select Invoices

3. Click on **Reference** to sort alphabetically

➤ Invoices are displayed

Note: **Search Filters** cannot identify only Contract Invoices

- “**Contract**” – Indicates a Contract Invoice
- “**CXX**” – also indicates a Contract Invoice

3. Select the required **Contract Invoice**

➤ The invoice is displayed

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', and 'Reports'. The 'Outbox' menu is expanded, showing 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Service Sheets'. The 'Invoices' option is selected. Below the navigation, there is a 'Search Filters' section and a table of invoices. The table has columns for 'Invoice #', 'Customer', 'Reference', 'Source Doc', 'Date', 'Amount', and 'Invoice Status'. The 'Reference' column is sorted alphabetically. A specific invoice with 'Reference' 'Contract' is highlighted. The 'Invoice Status' column shows various statuses like 'Approved', 'Sent', and 'Rejected'.

Invoice #	Customer	Reference	Source Doc	Date	Amount	Invoice Status
CONT APPR TST	Coles Group Limited - TEST	Contract	Contract	14 Nov 2019	\$1,006.50 AUD	Approved
TEST INVOICE	Coles Group Limited - TEST	Contract	Contract	11 Nov 2019	\$55.00 AUD	Sent
20191014	Coles Group Limited - TEST	Contract	Blanket PO	14 Oct 2019	\$870,014.20 AUD	Sent
22333	Coles Group Limited - TEST	Contract		15 Nov 2019	\$11,111,708.30 AUD	Rejected
COMMS-FEE	Coles Group Limited - TEST	Contract	Blanket PO	22 Oct 2019	\$121,000.00 AUD	Approved
20191014-364-2	Coles Group Limited - TEST	Contract	Blanket PO	14 Oct 2019	\$1.10 AUD	Approved
20161014-364	Coles Group Limited - TEST	Contract	Blanket PO	14 Oct 2019	\$1.10 AUD	Rejected

The Invoice Statuses are:

- Sent
- Approved
- Paid
- Rejected
- Canceled

Contract Invoice – History Tab

➤ The Contract Invoice is displayed

1. Click the **History** tab

➤ Screen displays information about the Contract Invoice, for example:

- 1) Submitted By, Invoice Status, Received by the Ariba Network
- 2) Ariba Network process flow information

Note: Scheduled Payments is not used by Coles Group

3) **Detail** – Click on Details to return to the Invoice

4) **Done** – returns to the Inbox or Outbox

Invoice: 20191014


Done

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


Detail


Scheduled Payments

History


Invoice: 20191014
 Invoice Status: Sent
 Received By Ariba Network On: 14 Oct 2019 6:48:48 PM GMT+11:00
 Submitted By:

}


To: Coles Group Limited - TEST
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	PARTY PEOPLE DJS-TEST	14 Oct 2019 6:49:56 PM
	Comments from Coles Group Limited - TEST: Route document to end point Ariba of system id colesc1 of org .	PropogationProcessor-125001061	14 Oct 2019 6:50:05 PM
Sent		Supplier	14 Oct 2019 6:50:06 PM
	The invoice status has been successfully updated to Processing by Coles Group Limited - TEST. Description:	PropogationProcessor-124999072	14 Oct 2019 6:52:52 PM
Acknowledged		Supplier	14 Oct 2019 6:52:53 PM

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

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)	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com