

Ariba Network Invoice 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.

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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Invoicing

Material Order Invoice

- For Suppliers that have a Mandatory Order Confirmation process only Confirmed Purchase Orders can be invoiced, for Suppliers with an optional Order Confirmation, a Purchase Order in a New or Changed Status can be invoiced
- Once you have submitted an electronic invoice please do not send a paper/hard copy invoice

Service Order Invoice

- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- Maximum of 200 lines (including the Parent Line), refer to the ***Service Order Guide for Invoicing Service Orders***

Important Note: When suppliers receive a Purchase Order that ***does not*** list line items separately are ***required*** to attach a copy of the original invoice or other documentation that lists all line items associated with the invoice

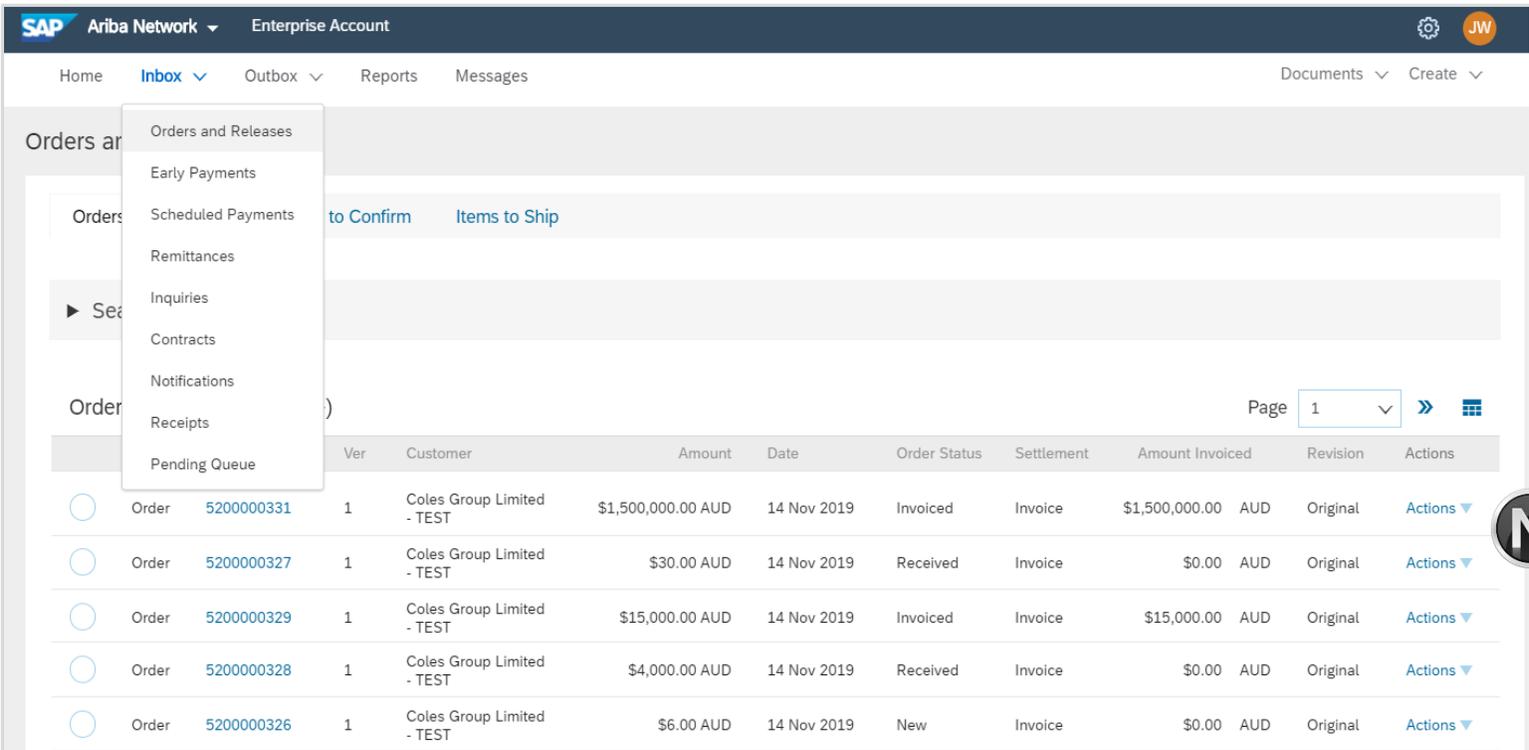
Invoicing - General Information - Inbox

The **Inbox** provides access to the **Orders and Releases** page which displays **of all purchase orders sent from your Buyer**.

The Order Number displayed is generated by the Buyers Ordering system.

Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on “Order Status” will sort in alphabetical order from A to Z, and by clicking once more, it will sort from Z to A.

Note (N): The Actions drop down list is located at the far right of the screen allows users to Create Invoice documents without opening the order.



The screenshot displays the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. A dropdown menu is open under 'Inbox', listing options: Orders and Releases, Early Payments, Scheduled Payments, Remittances, Inquiries, Contracts, Notifications, Receipts, and Pending Queue. The main content area shows a table of purchase orders with columns: Ver, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The table contains five rows of data for Coles Group Limited - TEST. A circular callout with the letter 'N' is positioned over the 'Actions' dropdown of the first row.

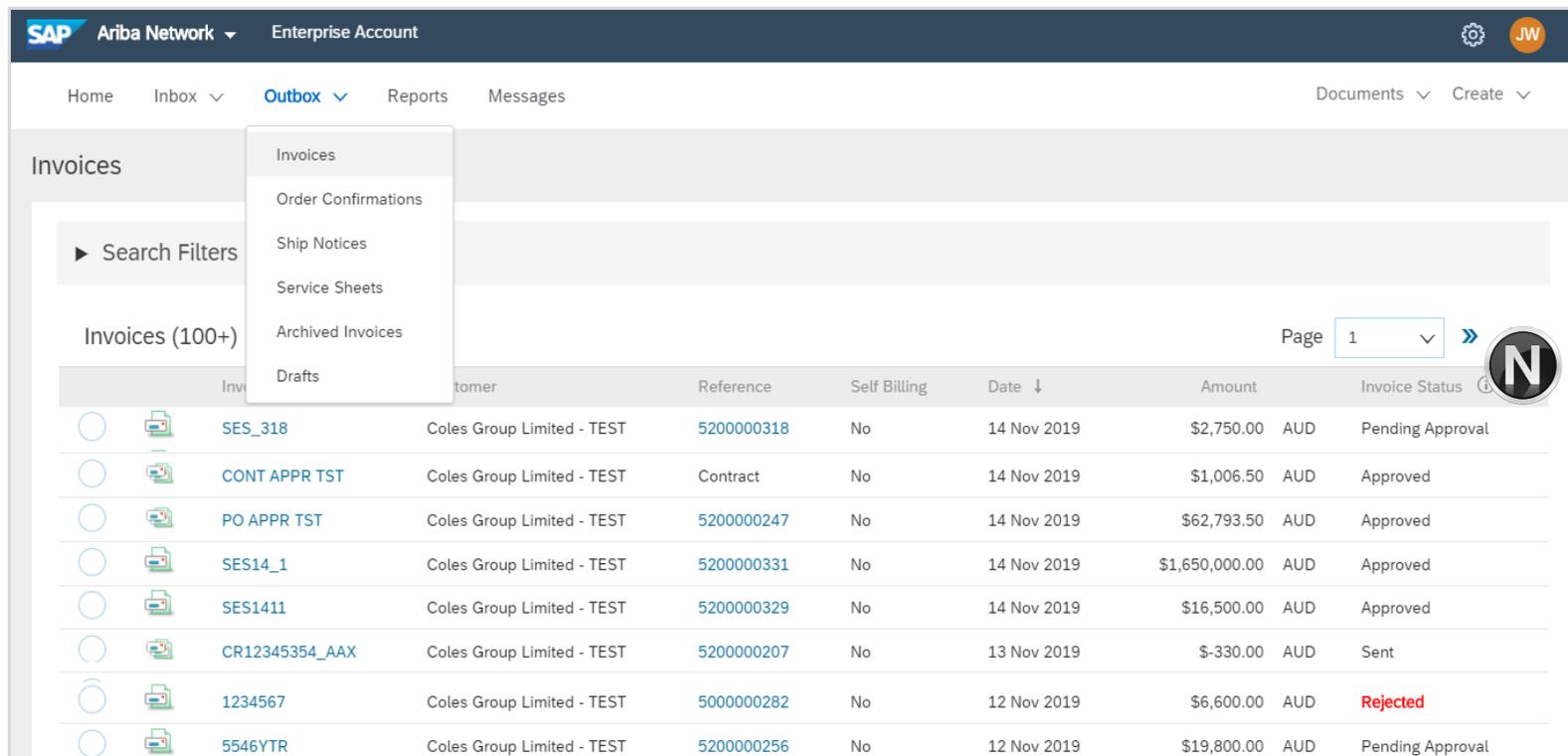
Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order 5200000331	1 Coles Group Limited - TEST	\$1,500,000.00 AUD	14 Nov 2019	Invoiced	Invoice	\$1,500,000.00 AUD	Original	Actions
Order 5200000327	1 Coles Group Limited - TEST	\$30.00 AUD	14 Nov 2019	Received	Invoice	\$0.00 AUD	Original	Actions
Order 5200000329	1 Coles Group Limited - TEST	\$15,000.00 AUD	14 Nov 2019	Invoiced	Invoice	\$15,000.00 AUD	Original	Actions
Order 5200000328	1 Coles Group Limited - TEST	\$4,000.00 AUD	14 Nov 2019	Received	Invoice	\$0.00 AUD	Original	Actions
Order 5200000326	1 Coles Group Limited - TEST	\$6.00 AUD	14 Nov 2019	New	Invoice	\$0.00 AUD	Original	Actions

Invoicing - General Information - Outbox

The **Outbox** provides access to the **Invoices** page **displays a summary Invoices and Line Item Credit memos** sent to your Buyer via the Ariba Network.

The Invoice number displayed is the number you provides to Coles Group and comes from your Order system, ERP, Excel Spreadsheet, MYOB or Invoice Book

Note (N): Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on “Invoice Status” will sort in alphabetical order from A to Z, and by clicking once more, it will sort from Z to A.



The screenshot shows the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. A dropdown menu is open under 'Outbox', listing 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', 'Archived Invoices', and 'Drafts'. The main content area displays a table of invoices with columns: Invoice ID, Customer, Reference, Self Billing, Date, Amount, and Invoice Status. The table is sorted by Date in descending order. A 'Page 1' indicator and a circular icon with the letter 'N' are visible in the top right corner of the table area.

Invoice ID	Customer	Reference	Self Billing	Date	Amount	Invoice Status
SES_318	Coles Group Limited - TEST	5200000318	No	14 Nov 2019	\$2,750.00 AUD	Pending Approval
CONT APPR TST	Coles Group Limited - TEST	Contract	No	14 Nov 2019	\$1,006.50 AUD	Approved
PO APPR TST	Coles Group Limited - TEST	5200000247	No	14 Nov 2019	\$62,793.50 AUD	Approved
SES14_1	Coles Group Limited - TEST	5200000331	No	14 Nov 2019	\$1,650,000.00 AUD	Approved
SES1411	Coles Group Limited - TEST	5200000329	No	14 Nov 2019	\$16,500.00 AUD	Approved
CR12345354_AAX	Coles Group Limited - TEST	5200000207	No	13 Nov 2019	\$-330.00 AUD	Sent
1234567	Coles Group Limited - TEST	5000000282	No	12 Nov 2019	\$6,600.00 AUD	Rejected
5546YTR	Coles Group Limited - TEST	5200000256	No	12 Nov 2019	\$19,800.00 AUD	Pending Approval

Locating and Opening a Purchase Order to Invoice – Optional Order Confirmation

1. Click **Inbox** to display the drop down list
2. Select **Orders and Releases**
- Screen displays Orders and Releases

Search Filters

3. Click on **Search Filters**
4. Click on **Order Status**, select **New** or **Changed** order status
5. Click on **Search**

Note: A specific **Date Range** can be entered, if required

Order Status

- 1) Order Status to sort alphabetically

➤ Screen displays the orders with a new or change order status

6. Select the required **Purchase Order** to invoice

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. The 'Inbox' dropdown menu is open, showing 'Orders and Releases' (highlighted with a red circle 1), 'Early Payments', 'Scheduled Payments', and 'Remittances'. The 'Orders and Releases' page is displayed, with 'Search Filters' (highlighted with a red circle 2) and 'Order Status' (highlighted with a red circle 3) selected. The 'Order Status' dropdown is set to 'New' (highlighted with a red circle 4). The 'Search' button (highlighted with a red circle 5) is visible. The table below shows a list of orders, with the second order (Order Number 5000000459) highlighted with a red circle 6.

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Document	Amount Invoiced	Revision	Actions
Order	5000000458	1	Coles Group Limited - TEST	\$100.00 AUD	17 Oct 2019	New	Invoice	\$0.00 AUD	Original	Actions
Order	5000000459	1	Coles Group Limited - TEST	\$100.00 AUD	17 Oct 2019	New	Invoice	\$0.00 AUD	Original	Actions

Locating and Opening a Purchase Order to Invoice – Mandatory Order Confirmation

1. Click **Inbox** to display the drop down list
 2. Select **Orders and Releases**
- Screen displays Orders and Releases

Search Filters

3. Click on **Search Filters**
4. Click on **Order Status**, select **Confirmed** order status
5. Click on **Search**

Note: A specific **Date Range** can be entered, if required

Order Status

- 1) Order Status to sort alphabetically

➤ Screen displays the orders with a new or change order status

6. Select the **required Purchase Order** to invoice

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Reports', and 'Messages'. The 'Inbox' dropdown menu is open, showing 'Orders and Releases' (highlighted with a red circle 1), 'Early Payments', 'Scheduled Payments', and 'Remittances'. The 'Orders and Releases' section is selected, and the 'Search Filters' dropdown is open (highlighted with a red circle 2). The search filters include: Customer (All Customers), Order Number (with a search icon), Buyer Location Code, Invoice Number, Show orders by (Creation Date selected), Date Range (Last 31 days), Min. Amount (Minimum), Max. Amount (Maximum), Order Status (Confirmed, highlighted with a red circle 3), View (All except hidden orders), and checkboxes for 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements', and 'Search only service purchase orders'. The 'Search' button is highlighted with a red circle 4. The 'Number of Results' is 100. The 'Search' button is highlighted with a red circle 5. The table below shows the results of the search:

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Item	Amount Invoiced	Revision	Actions
Order	5200000086	1	Coles Group Limited - TEST	\$100.00 AUD	25 Oct 2019	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	5200000153		Coles Group Limited - TEST	\$2,735.25 AUD	29 Oct 2019	Confirmed	Invoice	\$0.00 AUD	Original	Actions

The 'Search Filters' dropdown is highlighted with a red circle 3. The 'Confirmed' order status is highlighted with a red circle 4. The 'Search' button is highlighted with a red circle 5. The 'Order Number' 5200000153 is highlighted with a red circle 6. A blue star icon is placed over the 'Confirmed' status in the table header.

Begin Standard Invoice and Header Level

➤ With the Purchase Order open

1. Click **Create Invoice**

2. Select **Standard Invoice**

➤ Screen displays **Create Invoice**

3. Enter the **Invoice #**

4. Confirm or enter the **Invoice Date**

Note: Coles Group requires all Taxes to be added at line item level, until it has been added it is displayed as zero

➤ To add Shipping, refer to **Slide 12, Adding Shipping at Header Level**

➤ To add an Attachment refer to **Slide 13, Adding an Attachment to Header Level**

The screenshot shows the SAP Ariba Network Enterprise Account interface. At the top, it displays 'Purchase Order: 5200000153' and a 'Done' button. Below this, there are several action buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red circle labeled '1'. A dropdown menu is open under 'Create Invoice', showing options: 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. The 'Standard Invoice' option is highlighted with a red circle labeled '2'. Below the dropdown, there are tabs for 'Order Detail' and 'Order History'. The 'coles group' logo is visible at the bottom left of the interface.

The screenshot shows the 'Create Invoice' form. At the top, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. Below this, the 'Invoice Header' section is expanded. It includes a 'Summary' section with the following fields: 'Purchase Order: 5200000153', 'Invoice #: * 7768-33A' (highlighted with a red circle labeled '3'), 'Invoice Date: * 14 Nov 2019' (highlighted with a red circle labeled '4'), 'Service Description:', and 'Supplier Tax ID: 123456789'. There is also a 'Remit To' dropdown menu with 'test' selected. To the right of the form, there is a summary of financial amounts: 'Subtotal: \$2,735.25 AUD', 'Total Tax: \$0.00 AUD', 'Total Gross Amount: \$2,735.25 AUD', 'Total Net Amount: \$2,735.25 AUD', and 'Amount Due: \$2,735.25 AUD'. A 'View/Edit Addresses' link is also present. A red circle labeled 'N' is visible next to the financial summary.

Adding Shipping at Header Level

- Only add Shipping when **NOT** already built into the cost of goods or as part of your trading terms with Coles Group
- With the Invoice open
 1. Confirm or select Header Level Shipping
 2. Click on **Add to Header**
 3. Select **Shipping Cost**
- The Shipping cost section will open
 3. Enter the **Shipping Amount**

Create Invoice

Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 5200000153 Subtotal: \$2,735.25 AUD
Invoice #: * 7768-33A Total Tax: \$0.00 AUD
Invoice Date: * 14 Nov 2019 Total Gross Amount: \$2,735.25 AUD
Service Description: Total Net Amount: \$2,735.25 AUD
Supplier Tax ID: 123456789 Amount Due: \$2,735.25 AUD

Shipping Cost
Shipping Tax
Shipping Documents
Special Handling
Special Handling Tax
Additional Reference Documents and Dates
Comment
Attachment

Shipping

Header level shipping Line level shipping

Ship From: COLES TEST SUPPLIER - TEST Ship To: CS HTOO Tooronga
HAWTHORN EAST VIC View/Edit Addresses

Shipping Cost

Shipping Amount: 123.56 Shipping Date: Remove

Adding Shipping at Header Level cont.

5. Click on **Add to Header**

6. Select **Shipping Tax**

➤ Screen opens the Shipping Tax section

Note: All information is pre-populated based on the Shipping Amount Entered and the tax Category displayed

7. Click on **Update**

➤ To add an Attachment, refer to **Slide 13, Adding an Attachment at Header Level**

➤ Scroll down to **Line items**

Create Invoice

Update
Save
Exit
Next

▼ Invoice Header

Add to Header ▼

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**

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Additional Reference Documents and Dates

Comment

Attachment

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: COLES TEST SUPPLIER - TEST

Ship To: CS HTOO Toorong
HAWTHORN EAST VIC
Australia

Deliver To: Swan
CS HTOO Toorong

[View/Edit Addresses](#)

Shipping Cost

Shipping Amount: \$123.56 AUD

Shipping Date:

[Remove](#)

Shipping Tax

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

Location:

Description: Goods & Services Tax

Regime:

Taxable Amount: \$123.56 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$12.36 AUD

Exempt Detail: (no value) ▼

[Remove](#)

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 includes a summary with fields for Purchase Order (5200000153), Invoice # (7768-33A), Invoice Date (14 Nov 2019), Service Description, and Supplier Tax ID (123456789). Financial totals are displayed: Subtotal (\$2,735.25 AUD), Total Tax (\$0.00 AUD), Total Gross Amount (\$2,735.25 AUD), Total Net Amount (\$2,735.25 AUD), and Amount Due (\$2,735.25 AUD). A dropdown menu for 'Add to Header' is open, with 'Attachment' selected. Below this, the 'Attachments' section shows a table with one entry: 'An.docx' (12036 bytes, application/vnd.openxmlformats-officedocument.wordprocessingml.document). A 'Browse...' button is highlighted, and a file selection dialog box is open, showing a list of files (Doc3.docx to Doc8.docx) with their dates, types, and sizes. The 'Open' button in the dialog is highlighted.

Standard Invoice – Line Level

1. Click in **Tax Category**

2. Select the **Tax Rate** from the drop down box

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

➤ A **Tax** section will open for each Line Item

4. Confirm or enter the **Quantity**

5. Confirm or Select the correct tax **Category**

➤ Repeat for all line items, click **Next**

➤ Refer to Slide 17, **Finalise Standard Invoice**

The screenshot shows the 'Line Items' section of a SAP Ariba invoice. At the top, there are 'Insert Line Item Options' including a checked 'Tax Category' dropdown (callout 1) set to '10% GST / Goods & Service...', 'Shipping Documents' (callout 2), 'Special Handling', and 'Discount'. An 'Add to Included Lines' button (callout 3) is highlighted. Below is a table with one line item: No. 1, Include checked, Type MATERIAL, Part # 1, Description MIXER BH 30QT PLANETARY, Customer Part #, Quantity 1 (callout 4), Unit EA, Unit Price \$2,735.25 AUD, Subtotal \$2,735.25 AUD. A 'Tax' section is open below the table, showing Category: 10% GST / Goods & Service..., Taxable Amount: \$2,735.25 AUD (callout 4), Rate(%): 10, Tax Amount: \$273.53 AUD, and Exempt Detail: (no value). A 'Remove' button is next to the tax section. At the bottom, there are buttons for 'Line Item Actions', 'Delete', 'Update', 'Save', 'Exit', and 'Next'.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	1	MIXER BH 30QT PLANETARY		1	EA	\$2,735.25 AUD	\$2,735.25 AUD

Tax

Category: * 10% GST / Goods & Service...
Location:
Description: Goods & Services Tax
Regime:

Taxable Amount: \$2,735.25 AUD
Rate(%): 10
Tax Amount: \$273.53 AUD
Exempt Detail: (no value)

Remove

Line Item Actions

Standard Invoice – Line Level – Multiple Line Items

1. Click in **Tax Category**

2. Select the **Tax Rate** from the drop down box

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

➤ A **Tax** section will open for each Line Item

4. Confirm or enter the **Quantity**

➤ Change the tax **Category** for specific items if required

5. Click on **Update**

6. Repeat for all line items, click **Next**

Note: To exclude items from the invoice use  to change to exclude

➤ Refer to Slide 17, **Finalise Standard Invoice**

Line Items 3 Line Items Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text" value="40"/>	CUST NUMBERING DL Q-SYSTEM	<input type="text"/>	12	EA	\$6.00 AUD	\$72.00 AUD
		Tax		Category: * 10% GST / Goods & Service...	Taxable Amount: <input type="text" value="\$72.00 AUD"/>		Remove		
		Location: <input type="text"/>		Rate(%): 10					
		Description: Goods & Services Tax		Tax Amount: \$7.20 AUD					
		Regime: <input type="text"/>		Exempt Detail: (no value)					
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	<input type="text" value="39"/>	CUST NUMBERING DL Q-SYSTEM	<input type="text"/>	5	EA	\$58.00 AUD	\$290.00 AUD
		Tax		Category: * 10% GST / Goods & Service...	Taxable Amount: <input type="text" value="\$290.00 AUD"/>		Remove		
		Location: <input type="text"/>		Rate(%): 10					
		Description: Goods & Services Tax		Tax Amount: \$29.00 AUD					
		Regime: <input type="text"/>		Exempt Detail: (no value)					
<input type="checkbox"/> 3	<input type="checkbox"/>	MATERIAL	<input type="text" value="38"/>	CUST NUMBERING DL Q-SYSTEM	<input type="text"/>	5	EA	\$136.00 AUD	\$0
Excluded line items cannot be modified.									

Adding an Attachment at Line Level

➤ Screen displays Line Items

1. Click on the Line that requires the Attachment

2. Click on **Line Item Actions**

3. Select **Attachment**

4. Click on **Choose File**

5. Select the file from your computer and click on **Open**

6. Click on **Add Attachment**

➤ The attachment is added

➤ To delete an attachment:
 1) Click on the attachment
 2) Click on Delete

Note: You can add multiple attachments up to a maximum of 10MB

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

Insert Line Item Options

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

No.	Include	Type	Description	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	MIXER BH 30QT PLANETARY & BOWL & ACCESR	1	EA	\$2,735.25 AUD	\$2,735.25 AUD

Attachments The total size of all attachments cannot exceed 10MB

Jen Face on.jpg

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

Attachments The total size of all attachments cannot exceed 10MB

No file chosen

Name	Size (bytes)	Content Type
Jen Face on.jpg	31363	image/jpeg

Finalise Standard Invoice

➤ Review the Invoice.

1. Click **Submit**

2. Click on **Exit**

Note: Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced

3. Click on **Done**

➤ Screen displays the **Orders and Releases**

SAP Ariba Network Enterprise Account

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. 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 thathive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number: 7768-33A	Subtotal: \$2,858.81 AUD
Invoice Date: Thursday 14 Nov 2019 4:08 PM GMT+11:00	Total Tax: \$285.89 AUD
Original Purchase Order: 5200000153	Total Gross Amount: \$3,144.70 AUD
	Total Net Amount: \$3,144.70 AUD
	Amount Due: \$3,144.70 AUD

REMIT TO: BILL TO: SUPPLIER:

Invoice 7768-33A has been submitted.

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

Purchase Order (Partially Invoiced)
5200000153
Amount: \$2,735.25 AUD
Version: 1

Purchase Order (Invoiced)
5200000153
Amount: \$2,735.25 AUD
Version: 1

Purchase Order: 5200000153 Done

Create Order Confirmation Create Ship Notice Create Invoice Print Download PDF

Order Detail Order History

colesgroup

Standard Invoice – History Tab

Use the Invoice History to identify:

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

Purchase Order: 5200000153 Done

Order Detail Order History

From Customer: Coles Group Limited - TEST
Routing Status: Acknowledged

Purchase Order: 5200000153
Order Status: Confirmed
Submitted On: 29 Oct 2019 3:02:11 PM GMT+11:00

From Customer: Coles Group Limited - TEST
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125009041	29 Oct 2019 3:02:31 PM
	Email order was sent to melanie.de.wit@sap.com.	ANPODispatcher-125008031	29 Oct 2019 3:02:33 PM
Sent	Email order was sent to melanie.de.wit@sap.com.	OrderDispatcher - Email	29 Oct 2019 3:02:34 PM
Confirmed	Untitled 11/14/2019	Jen Williams	14 Nov 2019 1:56:37 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1	1 MIXER BH 30QT PLANETARY & BOWL & ACCESR	1 (EA)	5 Nov 2019	\$2,735.25 AUD	\$2,735.25 AUD

Status

1 Confirmed As Is

Sub-total: \$ 2,735.25 AUD
Total Invoiced: \$ 0.00 AUD

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 or from the catalog tester
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase and has forwarded it to your Buyer
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 Coles Group
Rejected	A Purchase Order Confirmation that has been Rejected by Coles Group



Invoice Status

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

Locating the Invoice Status

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

➤ Screen displays Invoices

2. On the far right hand side of the page there is the **Invoice Status** column

Note: The Invoice Statuses are:

- Sent
- Approved
- Pending Approval
- Paid
- Rejected
- Canceled

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', and 'Reports'. The 'Outbox' tab is selected and highlighted with a red circle '1'. Below the navigation bar, there is a dropdown menu for 'Invoices' with options: 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Service Sheets'. The 'Invoices' option is highlighted with a red circle '2'. The main content area displays a table of invoices with the following columns: Invoice #, Customer, Reference, Source Doc, Date, Amount, and Invoice Status. The 'Invoice Status' column is highlighted with a red box and a red circle 'N'. The table contains 10 rows of invoice data.

Invoice #	Customer	Reference	Source Doc	Date ↓	Amount	Invoice Status
7768-33A	Coles Group Limited - TEST	5200000153		14 Nov 2019	\$3,144.70 AUD	Rejected
SES_318	Coles Group Limited - TEST	5200000318	Order	14 Nov 2019	\$2,750.00 AUD	Pending Approval
SES_2	Coles Group Limited - TEST	5200000317	Order	14 Nov 2019	\$11,000.00 AUD	Paid
PO APPR TST	Coles Group Limited - TEST	5200000247	Order	14 Nov 2019	\$62,793.50 AUD	Approved
SES1411	Coles Group Limited - TEST	5200000329	Order	14 Nov 2019	\$16,500.00 AUD	Approved
CR12345354_AAX	Coles Group Limited - TEST	5200000207	Order	13 Nov 2019	\$-330.00 AUD	Sent
123	Coles Group Limited - TEST	5200000244	Order	13 Nov 2019	\$125,587.00 AUD	Sent
13112019	Coles Group Limited - TEST	5200000245	Order	13 Nov 2019	\$125,587.00 AUD	Approved
TEST123	Coles Group Limited - TEST	5200000242	Order	13 Nov 2019	\$114,170.00 AUD	Approved



Partial Invoicing

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

Locating and Opening a Partial Invoice using Inbox or Search

1. Click **Inbox** to display the drop down list
 2. Select **Orders and Releases**
- Screen displays Orders and Releases

Search Filters

3. Click on **Search Filters**
4. Click on **Order Status**, select **Confirmed** order status
5. Click on **Search**

Note: A specific **Date Range** can be entered, if required

Order Status

- 1) Order Status to sort alphabetically

➤ Screen displays the orders with a new or change order status

6. Select the required Purchase Order to invoice

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', and 'Reports'. The 'Inbox' dropdown menu is open, showing 'Invoices' and 'Order Confirmations'. The 'Invoices' option is highlighted. Below this, the 'Search Filters' section is visible, with 'Orders and Releases' selected. The search filters include fields for Customer, Order Number, Buyer Location Code, Invoice Number, and Date Range. The 'Order Status' dropdown is set to 'Partially Invoiced'. The 'Search' button is highlighted. Below the search filters, the 'Orders and Releases' table is displayed, showing a list of orders with columns for Type, Order Number, Ver, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. The first order in the list is highlighted, with its Order Number '5200000044' and Ver '1' circled in red.

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5200000044	1	Coles Group Limited - TEST	\$34,750.00 AUD	21 Oct 2019	Partially Invoiced	Invoice	\$16,680.00 AUD	Original	Actions
Order	5200000256	1	Coles Group Limited - TEST	\$58,000.00 AUD	11 Nov 2019	Partially Invoiced	Invoice	\$31,000.00 AUD	Original	Actions

Completing a Partial Invoice – Header Level

- The Purchase Order is displayed

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

- Refer to **Slide 29, Related Documents – More Option**

1. Click on **Create Invoice**
2. Select **Standard Invoice**
3. Enter the **Invoice Number**
4. Confirm or enter the **Invoice Date**

- To add shipping, refer to **Slide 12, Adding Shipping at Header Level**

- To add an attachment, refer to **Slide 13 Adding an Attachment to Header Level**

- Scroll down to Line Items

Purchase Order: 5200000044 Done

Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail Order History

colesgroup

From: LL 9040 QLD Heathwood Office
Lot 1 Stapylton Rd, Heathwood
HEATHWOOD QLD 4110
Australia

To: COLES TEST SUPPLIER - TEST

Purchase Order (Partially Invoiced)
5200000044
Amount: \$34,750.00 AUD
Version: 1

Payment Terms NET 0
Immediate

Routing Status: Acknowledged
Related Documents: MB2424
WHT_ManualInv
WHTV3
More(5) »

Comments
Comment Type: Terms and Conditions

Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 5200000044

Invoice #: 77765-PP

Invoice Date: 14 Nov 2019

Service Description:

Supplier Tax ID: 123456789

Remit To: test

Bill To: LL 9040 QLD Heathwood Office

Subtotal: \$18,070.00 AUD
Total Tax: \$0.00 AUD
Total Gross Amount: \$18,070.00 AUD
Total Net Amount: \$18,070.00 AUD
Amount Due: \$18,070.00 AUD

View/Edit Addresses

Shipping Header level shipping Line level shipping

Completing a Partial Invoice – Line Item Level

➤ Line Item are displayed

Note: Shown are the totals invoiced on the first invoice based on the totals from the Purchase Order

1. Click in Tax Category

2. Select the Tax Rate

3. Click on Add to Included Lines

➤ A tax section opens for each line item

4. Enter the Quantity for each item for the invoice

1) Only outstanding totals will be displayed in the Quantity field

2) Zero indicates that the total on the Purchase Order has been fully invoiced

5. Click on **Update**

➤ Review the information

6. Click on **Next**

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

Line Items 3 Line Items, 2 Included, 1 Previously Fully Invoiced

Insert Line Item Options

Tax Category: **10% GST / Goods & Service...** Shipping Documents Special Handling Discount **Add to Included Lines**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	40	CUST NUMBERING DL Q-SYSTEM		2	EA	\$6.00 AUD	\$12.00 AUD
<p>Tax</p> <p>Category: * 10% GST / Goods & Service... Taxable Amount: \$12.00 AUD Remove</p> <p>Rate(%): 10 Tax Amount: \$1.20 AUD</p> <p>Location: <input type="text"/></p> <p>Description: Goods & Services Tax Exempt Detail: (no value) v</p> <p>Regime: <input type="text"/></p>									
2	<input type="checkbox"/>	MATERIAL	39	CUST NUMBERING DL Q-SYSTEM		0	EA	\$58.00 AUD	\$0 AUD
<i>Excluded line items cannot be modified.</i>									
3	<input checked="" type="checkbox"/>	MATERIAL	38	CUST NUMBERING DL Q-SYSTEM		8	EA	\$136.00 AUD	\$1,088.00 AUD
<p>Tax</p> <p>Category: * 10% GST / Goods & Service... Taxable Amount: \$1,088.00 AUD Remove</p> <p>Rate(%): 10 Tax Amount: \$108.80 AUD</p> <p>Location: <input type="text"/></p> <p>Description: Goods & Services Tax Exempt Detail: (no value) v</p> <p>Regime: <input type="text"/></p>									

Line Item Actions

1	<input checked="" type="checkbox"/>	MATERIAL	40	CUST NUMBERING DL Q-SYSTEM 1	12	EA
2	<input checked="" type="checkbox"/>	MATERIAL	39	CUST NUMBERING DL Q-SYSTEM	5	EA
3	<input type="checkbox"/>	MATERIAL	38	CUST NUMBERING DL Q-SYSTEM	0	EA

N

Finalise a Partial Invoice

➤ Review the Invoice.

1. Click **Submit**

2. Click on **Exit**

Note: Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced

3. Click on **Done**

➤ Screen displays the **Orders and Releases**

SAP Ariba Network Enterprise Account

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. 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 thathive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number: 7768-33A	Subtotal: \$2,858.81 AUD
Invoice Date: Thursday 14 Nov 2019 4:08 PM GMT+11:00	Total Tax: \$285.89 AUD
Original Purchase Order: 5200000153	Total Gross Amount: \$3,144.70 AUD
	Total Net Amount: \$3,144.70 AUD
	Amount Due: \$3,144.70 AUD

REMIT TO: BILL TO: SUPPLIER:

Invoice 7768-33A has been submitted.

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

N

Purchase Order (Partially Invoiced)
5200000153
Amount: \$2,735.25 AUD
Version: 1

Purchase Order (Invoiced)
5200000153
Amount: \$2,735.25 AUD
Version: 1

Purchase Order: 5200000153 Done

Create Order Confirmation Create Ship Notice Create Invoice Print Download PDF

Order Detail Order History

colesgroup

Invoice History Tab

Use the Invoice History to identify:

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

Purchase Order: 5200000044
Done

Order Detail

Order History

Purchase Order: 5200000044
 Order Status: Partially Invoiced
 Submitted On: 21 Oct 2019 4:31:51 PM GMT+11

From Customer: Coles Group Limited - TEST
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125003070	21 Oct 2019 4:32:06 PM
	Email order was sent to melanie.de.wit@sap.com.	ANPODispatcher-124996019	21 Oct 2019 4:32:08 PM
Sent	Email order was sent to melanie.de.wit@sap.com.	OrderDispatcher - Email	21 Oct 2019 4:32:08 PM
Received	RC701	Coles Group Limited - TEST	21 Oct 2019 4:42:32 PM
	Received quantity 50 for line item 1.	PropogationProcessor-125032052	21 Oct 2019 4:42:33 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1	42 WRAPPER DL BENCHTOP OBCB2 IP66 PLUGTOP	50 (EA)	29 Oct 2019	\$695.00 AUD	\$34,750.00 AUD
Status					
	24 Invoiced	Amount: \$16,680.00 AUD			
	50 Unconfirmed				
	50 Received				

Sub-total: \$ 34,750.00 AUD
 Total Invoiced: \$ 16,680.00 AUD

Related Documents – More Option

➤ Related documents displays all documents related to the open Purchase Order. When the number of document exceeds 3, it then creates a More >> option

1. Click on **More**



The number in the brackets indicates the number of further documents above those shown. All documents are shown in the Related Documents screen

➤ Screen displays the related documents in a list

Note: All documents can be selected and opened to view by clicking on the Document Number

- 1) Click on Previous to return to the Purchase Order
- 2) Click on Done to return to the Inbox, Orders and Releases Screen

Order Detail
Order History



From:
LL 9040 QLD Heathwood Office
Lot 1 Stapylton Rd, Heathwood
HEATHWOOD QLD 4110
Australia

To:
COLES TEST SUPPLIER - TEST

Purchase Order
(Partially Invoiced)
5200000044
Amount: \$34,750.00 AUD
Version: 1

Payment Terms ⓘ
NET 0
Immediate

Comments
Comment Type: Terms and Conditions

Routing Status: Acknowledged
Related Documents: MB2424
WHT_ManualInv
WHTV3
More(5) >> 1

2 Done Previous 1

Related Documents

Document Number	Date	Type
MB2424	24 Oct 2019 11:40 AM AEDT	Invoice
WHT_ManualInv	22 Oct 2019 9:30 PM AEDT	Invoice
WHTV3	22 Oct 2019 2:29 PM AEDT	Invoice
WHT_Partial	22 Oct 2019 12:03 PM AEDT	Invoice
Test new rules	22 Oct 2019 11:10 AM AEDT	Invoice
changed rules inv	21 Oct 2019 4:51 PM AEDT	Invoice
RC701	21 Oct 2019 4:42 PM AEDT	Receipt
Test WHT line	21 Oct 2019 4:42 PM AEDT	Invoice

Done Previous



Line Item Credit Memo

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

Locating the Invoice to Credit – Outbox Search Filters

1. Click on **Outbox** drop down list
 - Screen displays Invoices
2. Select Invoices
 - Screen displays **Create Line-Item Credit Memo**
3. Click on Search Filters
4. Enter the **Invoice Number** the credit is against
5. Click on **Exact Number**
 - Selecting exact number will allow the search without any time constraints.
6. Click on **Search**
7. Click on the required **Invoice#**
8. Click on **Create Line-Item Credit Memo**
 - Screen displays **Create Line-Item Credit Memo**

The screenshot illustrates the SAP Ariba Network interface for locating an invoice to credit. The interface is divided into several sections:

- Navigation Bar:** Includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. The 'Outbox' dropdown is highlighted with a red circle 1.
- Invoices Section:** A dropdown menu is open, showing 'Invoices' (highlighted with a red circle 2), 'Order Confirmations', and 'Ship Notices'.
- Search Filters:** A dropdown menu is expanded, showing 'Search Filters' (highlighted with a red circle 3). The search criteria are:
 - Customer: All Customers
 - Invoice Number: 13112019 (highlighted with a red circle 4)
 - Radio buttons for 'Partial number' and 'Exact number' (the 'Exact number' option is selected, highlighted with a red circle 5)
- Search and Reset:** A blue 'Search' button (highlighted with a red circle 6) and a 'Reset' button are located at the bottom right of the search filters.
- Invoice Table:** A table titled 'Invoices (1)' displays the following data:

Invoice #	Customer	Reference	Self Billing	Source Doc	Date	Amount	Currency	Invoice Status
13112019	Group Limited - TEST	5200000245	No	Order	13 Nov 2019	\$125,587.00	AUD	Approved
- Action Buttons:** Below the table, a row of buttons is visible. The 'Create Line-Item Credit Memo' button (highlighted with a red circle 7) is the first button in the row. Other buttons include 'Create Line-Item Debit Memo', 'Edit', 'Copy', 'Create Non-PO Invoice', and 'Create Contract Invoice'.

Line Item Credit Memo – Header Level – Quantity Adjustment

1. Confirm or select **Quantity Adjustment**
 2. Enter a **Credit Memo #**
 3. Confirm the **Credit Memo Date**
 - All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default
 4. Scroll down and locate, **Reason for Credit Memo**, enter the **Reason for Credit Memo**
 - To Add Shipping refer to **Slide 12, Adding Shipping to Header Level**
 - To add an attachment, refer to **Slide 13, Add Attachment to Header Level**
- Note:** All totals are shown as a Negative and tax must be added at Line item level
- Scroll down to **Line Items**

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type 1

Quantity Adjustment i Price Adjustment i

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Credit Memo #: * CN887 2

Credit Memo Date: * 14 Nov 2019 3

Original Invoice No: 13112019

Original Invoice Date: 13 Nov 2019

Supplier Tax ID: 123456789

Remit To: test ▼

Subtotal: **-\$114,170.00 AUD**

Total Tax: **-\$11,417.00 AUD**

Total Shipping: \$0.00 AUD

Total Special Handling: \$0.00 AUD

Total Gross Amount: **-\$125,587.00 AUD**

Total Discount Amount: \$0.00 AUD

Total Net Amount: **-\$125,587.00 AUD**

Amount Due: **-\$125,587.00 AUD**

N View/Edit Addresses

Comment

Reason for Credit Memo: * Goods outside of Minimum acceptance
Name of Authoriser 4

Default Credit Memo Comment Text:

Add to Header ▼

Line Item Credit Memo – Line Level -Quantity Adjustment

1. To add an **Attachment** (if required), click on **Add to Header**
2. Select **Attachment**, refer **Slide 10**, Adding an Attachment to Header level
 - Scroll down to **Line Items**
 - Tax information is auto-populated based on the original invoice
3. Confirm the **Unit Quantity** and enter the amount if it is different to the one displayed (Ensure there is a negative symbol in front of the total)
4. Click **Update**

Note: Slide the Include button from green to grey to **exclude** items not being credited



5. Click **Next**
 - Screen displays Create Line-Item Credit Memo review
 - Refer to **Slide 34**, Finalising a Line Item Credit memo

The screenshot shows the SAP Ariba interface for creating a Line Item Credit Memo. It features a table for line items and a detailed pricing/tax section. Numbered callouts (1-5) highlight key actions: 1. 'Add to Header' button; 2. 'Attachment' option in the 'Insert Line Item Options' menu; 3. The 'Quantity' field for line item 1, which is set to -500; 4. The 'Update' button; 5. The 'Next' button. A 'Line Item Actions' dropdown and a 'Delete' button are also visible at the bottom left.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		VALVE,SHUTTLE;HAGGDRVES S23-11966-0		-500	EA	\$2,600.00 AUD	\$-1,300,000.00 AUD

Pricing Details
 Price Unit: EA
 Unit Conversion: 1
 Price Unit Quantity: 1.0
 Description:

Tax
 Category: * GST
 Location:
 Description: GST
 Regime:
 Taxable Amount: \$-1,300,000.00 AUD
 Rate(%): 10
 Tax Amount: \$-130,000.00 AUD
 Exempt Detail: (no value)

Line Item Credit Memo – Header Level – Price Adjustment

1. Confirm or select **Quantity Adjustment**

➤ Screen message displays

2. Select **Yes**

3. Enter a **Credit Memo #**

4. Confirm the **Credit Memo Date**

Note: All totals are shown as a Negative and tax must be added at Line item level

➤ Scroll down to locate **Reason for Credit Memo**

5. Enter a Reason for Credit Memo

➤ Add Attachment (if required), refer to Slide 13, **Adding an Attachment to Header Level**

➤ Scroll down to **Line items**

Create Line-Item Credit Memo

Update Save Exit Next

Subtotal: \$-411.99 AUD
Total Tax: \$0.00 AUD

Credit Memo Type

Quantity Adjustment Price Adjustment

CREDIT MEMO TYPE
If you change the credit memo type, the Line Items section will be reloaded. Do you want to continue anyway?
Yes

Invoice Header

Summary

Credit Memo #: * 554645

Credit Memo Date: * 14 Nov 2019

Original Invoice No: 665785

Original Invoice Date: 14 Nov 2019

Supplier Tax ID: 123456789

Subtotal: \$-350.00 AUD
Total Tax: \$-35.00 AUD
Total Gross Amount: \$-385.00 AUD
Total Net Amount: \$-385.00 AUD
Amount Due: \$-385.00 AUD

View/Edit Addresses

Comment

Reason for Credit Memo: * Cost Price reduction so that goods do not need to be returned Agreed by NAME OF AUTHORISER

Default Credit Memo Comment Text:

Add to Header

Line Item Credit Memo – Line Level Price Adjustment

➤ Line items is displayed

➤ When creating a Line Item Credit Memo for a Price Adjustment, you need to calculate the difference between the original Unit Price and the reduced Unit Price and enter into the Unit Price Field

1. Enter the **Quantity** for the Price Adjustment (if for a different quantity)

2. Enter the updated **Unit Price**

3. Click on **Update**

➤ Screen displays updated totals

Note: Slide the Include button from green to grey to **exclude** items not being credited



13. Click on **Next**

➤ Go to **Slide 36, Finalise a Line Item Credit Memo**

Line Items 2 Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input type="checkbox"/>	MATERIAL	40	CUST NUMBERING DL Q-SYSTEM 1		0	EA	\$-6.00 AUD	\$0 AUD
<i>Excluded line items have been modified.</i>									
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	39	CUST NUMBERING DL Q-SYSTEM C		<input type="text" value="5"/>	EA	<input type="text" value="\$-2.33 AUD"/>	\$-11.65 AUD

Tax

Category: * GST Taxable Amount: Remove

Location:

Description: Goods & Services Tax

Rate(%): 10

Tax Amount: \$-1.17 AUD

Exempt Detail:

Regime:

Line Item Actions

Original Unit Price

<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	39	CUST NUMBERING DL Q-SYSTEM COUNTER STAND		<input type="text" value="5"/>	EA	<input type="text" value="\$-58.00 AUD"/>	\$-290.00 AUD
----------------------------	-------------------------------------	----------	----	------------------------------------------	--	--------------------------------	----	-------------------------------------------	---------------

The new Unit Price agreed on is \$55.67 – if entered the total of the credit is \$278.35

<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	39	CUST NUMBERING DL Q-SYSTEM COUNTER STAND		<input type="text" value="5"/>	EA	<input type="text" value="\$-55.67 AUD"/>	\$-278.35 AUD
----------------------------	-------------------------------------	----------	----	------------------------------------------	--	--------------------------------	----	-------------------------------------------	---------------

The correct amount to be entered is \$2.33, as that is the Price Reduction per unit to be credited

<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	39	CUST NUMBERING DL Q-SYSTEM COUNTER STAND		<input type="text" value="5"/>	EA	<input type="text" value="\$-2.33 AUD"/>	\$-11.65 AUD
----------------------------	-------------------------------------	----------	----	------------------------------------------	--	--------------------------------	----	------------------------------------------	--------------

Finalise a Line Item Credit Memo

➤ Review the Invoice

1. Click **Submit**

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

2. Click on **Exit**

➤ Screen returns to the Invoice

Create Line-Item Credit Memo

Previous

Submit

Save

Exit

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Australia. 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.

Line-Item Credit Memo

(Original Invoice No: 665785)

Credit Memo Number: 554645
Credit Memo Date: Thursday 14 Nov 2019 10:12 PM GMT+11:00
Original Invoice Number: 665785
Original Invoice Date: Thursday 14 Nov 2019 9:32 PM GMT+11:00
Original Purchase Order: 5200000272
Has Price Adjustment: Yes

Subtotal:	\$-11.65 AUD
Total Tax:	\$-1.17 AUD
Total Gross Amount:	\$-12.82 AUD
Total Net Amount:	\$-12.82 AUD
Amount Due:	\$-12.82 AUD

REMIT TO:

BILL TO:

SUPPLIER:

Invoice 554645 has been submitted.

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





Receipts

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

Locating and Opening a Receipt

- From the Dashboard or Homepage

1. Click the **Inbox** tab

2. Click on **Receipts**

➤ The Receipts screen is displayed

3. Select the **Receipt Number**

➤ The receipt is displayed

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', and 'Messages'. The 'Inbox' tab is selected, and a dropdown menu is open, showing 'Receipts' highlighted. A red circle with the number '1' is placed over the 'Inbox' tab, and a red circle with the number '2' is placed over the 'Receipts' option in the dropdown. Below the navigation bar, the 'Receipts' screen is displayed, showing a table of receipts. The table has columns for 'Receipt Number', 'Reference', 'Customer', 'Date', and 'Routing Status'. The receipt with number 'RC926' is highlighted, and a red circle with the number '3' is placed over it. The table also shows a search filter and a page indicator for page 1 of 82 receipts.

Receipt Number	Reference	Customer	Date	Routing Status
RC968	5200000311	Coles Group Limited - TEST	14 Nov 2019 11:40:31 AM	Sent
RC973	5200000313	Coles Group Limited - TEST	14 Nov 2019 11:20:38 AM	Sent
RC926	5200000280	Coles Group Limited - TEST	14 Nov 2019 11:19:52 AM	Sent
RC928	5200000282	Coles Group Limited - TEST	14 Nov 2019 11:19:31 AM	Sent
RC937	5200000284	Coles Group Limited - TEST	14 Nov 2019 11:19:14 AM	Sent
RC969	5200000328	Coles Group Limited - TEST	14 Nov 2019 11:16:09 AM	Sent

Viewing Receipts

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

Receipt: RC928
Done

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

Detail

History

1

From:
Coles Group Limited - TEST
 800 Toorak Road
 TOORONGA VIC 3146
 Australia

To:
COLES TEST SUPPLIER - TEST

Receipt:
 Receipt No.: RC928
 Receipt Date: 14 Nov 2019

Work Order Information
 Work Order ID:

Additional Information
 ERPRceiptNumber: 5000409150

Routing Status: Sent
 Related Documents: 5200000282

Item	Order Line Number	Part # / Description	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 5200000282									
1	1	2019091201 iPhone case		5 EA	<i>Not Specified</i>	Received	6.00 AUD	30.00 AUD	



Rejected Invoices

- Invoices that are rejected by Coles Group will display as **Rejected**
- Only Rejected Invoices can be Edited and Resubmitted, once an invoice has been submitted it cannot be recalled
- If an invoice has been sent tot Coles Group with errors, contact the Requester to as for the invoice to be Rejected and it can then be amended and resubmitted with the same Invoice Number
- Invoices can be rejected due to:
 - Missing information - for example a required attachment
 - Incorrect information
 - Added information to invoice – freight added but was not provided on the Order Confirmation

Locating Rejected Invoices – Outbox and Search Filters

1. Click the **Outbox** drop down list

2. Select **Invoices**

3. Click on **Search Filters**

4. Click on **Status** drop down menu, select **Rejected**

5. Click on **Search**

➤ Screen displays a list of **Rejected Invoices**

6. Select the required **Invoice**

Note: Use Invoice Status to sort for **Rejected Invoices**

The screenshot shows the SAP Ariba Network interface. The navigation menu at the top includes 'Home', 'Inbox', 'Outbox', 'Reports', and 'Messages'. The 'Outbox' dropdown is highlighted with a red circle '1'. The 'Invoices' option is selected in the dropdown, highlighted with a red circle '2'. The 'Search Filters' button is highlighted with a red circle '3'. The search filters include 'Customer' (All Customers), 'Invoice Number', 'Order Number', 'Date Range' (Last 90 days), 'Supplier Reference', 'Min. Amount', 'Max. Amount', 'External Invoice Number', and 'Status' (Rejected). The 'Status' dropdown is highlighted with a red circle '4'. The 'Search' button is highlighted with a red circle '5'. The search results show a table of invoices with columns: Invoice #, Customer, Reference, Date, Amount, and Invoice Status. The invoice with number 1234567 is highlighted with a red circle '6'.

Invoice #	Customer	Reference	Date	Amount	Invoice Status
7768-33A	Coles Group Limited - TEST	5200000153	14 Nov 2019	\$3,144.70 AUD	Rejected
1234567	Coles Group Limited - TEST	5000000282	12 Nov 2019	\$6,600.00 AUD	Rejected
404-001	Coles Group Limited - TEST	5000000404	11 Oct 2019	\$110.00 AUD	Rejected

Open and Review Rejected Invoice

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

Invoice: 1234567 Done

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

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

Rejected Invoice:
Reasons:
INV-82: Invoice was modified. Original document at
INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits.
DOC-6: A document preprocessing error occurred.
DOC-1: Invoice validation failed.

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](#)

Standard Invoice / Tax Invoice

Status		Subtotal:	\$6,000.00 AUD
Invoice: Rejected		Total Tax:	\$600.00 AUD
Routing: Failed		Total Gross Amount:	\$6,600.00 AUD
Invoice Number: 1234567		Total Net Amount:	\$6,600.00 AUD
Invoice Date: Tuesday 12 Nov 2019 9:54 PM GMT+11:00		Amount Due:	\$6,600.00 AUD
Original Purchase Order: 500000282			
Submission Method: Online			
Origin: Supplier			

REMIT TO: BILL TO: SUPPLIER:

Edit and Resubmit Rejected Invoice

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

- Scroll through the Invoice and correct the identified errors
- Potential errors include:
 - The addition of Freight that was not on the Order Confirmation
 - Incorrect quantities entered
 - Incorrect price displayed

3. Click on **Next**

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

5. Click on **Done**

- The screen will display the Outbox

Edit Invoice

Update
Exit
Next

3

▼ Invoice Header
* Indicates required field
Add to Header ▼

Summary

Purchase Order:	500000282	Subtotal:	\$6,000.00 AUD	View/Edit Addresses
Invoice #:	1234567	Total Tax:	\$600.00 AUD	
Invoice Date:	12 Nov 2019	Total Gross Amount:	\$6,600.00 AUD	
Service Description:	PMO Services	Total Net Amount:	\$6,600.00 AUD	
		Amount Due:	\$6,600.00 AUD	

Edit Invoice

Previous
Submit
Exit

4

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 an archiving service.

Standard Invoice / Tax Invoice

Invoice Number:	1234567	Subtotal:	\$6,000.00 AUD
Invoice Date:	Tuesday 12 Nov 2019 12:00 PM GMT+11:00	Total Tax:	\$600.00 AUD
Original Purchase Order:	500000282	Total Gross Amount:	\$6,600.00 AUD
		Total Net Amount:	\$6,600.00 AUD
		Amount Due:	\$6,600.00 AUD

Invoice: 1234567

Done

5

Create Line-Item Credit Memo
Copy This Invoice
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Export cXML

Detail | Scheduled Payments | History

Canceled Invoice:
Only failed or rejected invoices can be edited

Rejected Invoice - Edit and Resubmit History Tab

1. Click on the **History** tab for information about the processes that have affected the document
2. Click on **Detail** tab to Return to the Invoice
3. Click on **Done** to return to the Outbox-Invoices screen

Invoice: 1234567 **Done**

[Create Line-Item Credit Memo](#)
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[Export cXML](#)
3

Detail
[Scheduled Payments](#)
History
1

2
Invoice: 1234567
To: Coles Group Limited - TEST

Invoice Status: Canceled
Routing Status: Obsoleted

Received By Ariba Network On: 12 Nov 2019 9:54:37 PM GMT+11:00

Submitted By: Jen Williams

History

Status	Comments	Changed By	Date and Time
	Invoice was modified. Original document at 1234567	Supplier-125009094	12 Nov 2019 9:54:54 PM
	INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits. ?	PropogationDispatcher-124996061	12 Nov 2019 9:54:56 PM
	DOC-6: A document preprocessing error occurred.	PropogationDispatcher-124996061	12 Nov 2019 9:54:58 PM
Failed	Invoice validation failed.	ANCXMLEOutDispatcher	12 Nov 2019 9:54:58 PM
Obsoleted		Jen Williams	14 Nov 2019 8:35:41 PM

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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