

# Ariba Network Invoice Guide





# Introduction

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



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# Invoice

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

# Invoicing - General Information

The **Orders and Releases (accessed via the Inbox Dropdown)** page displays a summary of all purchase order, only received purchase orders can be invoiced.

The Order Number displayed is generated by the Buyers system.

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

SAP

Ariba Network

Enterprise Account

TEST MODE

⚙️

?

Home

Inbox

Outbox

Catalogs

Reports

Messages

Documents

Create

Orders and Releases

Orders and Releases

Items to Confirm

Items to Ship

Return Items

► Search Filters

Orders and Releases (100+)

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»

⌵

	Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input type="radio"/>	Order	4500060768	1	Ausnet Electricity Services Pty Ltd - TEST	\$1.00 AUD	3 Aug 2020	Invoiced	Invoice	\$30,001.00 AUD	Original	Actions
<input type="radio"/>	Order	4500060761	1	Ausnet Electricity Services Pty Ltd - TEST	\$100,000.00 AUD	31 Jul 2020	New	Invoice	\$0.00 AUD	Original	Actions
<input type="radio"/>	Order	4500060760	1	Ausnet Electricity Services Pty Ltd - TEST	\$100,000.00 AUD	31 Jul 2020	New	Invoice	\$0.00 AUD	Original	Actions
<input type="radio"/>	Order	4500060753	1	Ausnet Electricity Services Pty Ltd - TEST	\$100,000.00 AUD	27 Jul 2020	Confirmed	Invoice	\$0.00 AUD	Original	Actions
<input type="radio"/>	Order	4500060742	1	Ausnet Electricity Services Pty Ltd - TEST	\$12,000.00 AUD	15 Jul 2020	Invoiced	Invoice	\$12,000.00 AUD	Original	Actions
<input type="radio"/>	Order	4500060741	1	Ausnet Electricity Services Pty Ltd - TEST	\$12,000.00 AUD	15 Jul 2020	Confirmed	Invoice	\$0.00 AUD	Original	Actions
<input type="radio"/>	Order	4500060740	1	Ausnet Electricity Services Pty Ltd - TEST	\$12,000.00 AUD	15 Jul 2020	Partially Invoiced	Invoice	\$2,000.00 AUD	Original	Actions
<input type="radio"/>	Order	4500060739	1	Ausnet Electricity Services Pty Ltd - TEST	\$1.00 AUD	15 Jul 2020	Confirmed	Invoice	\$0.00 AUD	Original	Actions

# Routing Status

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

# 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 AusNet Services
Rejected	A Purchase Order Confirmation that has been Rejected by AusNet Services

# Unit of Measure

The Units of Measure (UOM) provide suppliers with the information about the required materials or Services requested by AusNet Services. 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



# Locating Received Purchase Orders – Inbox and using Search

➤ The Dashboard or Homepage is displayed

1. Click on Inbox

2. Click on Order Status to sort

To Use Search Filters:

- 1) Click on **Search Filters**
- 2) Select the **Date Range** required
- 3) Select the **Received** or **Partially Received** Order Status
- 4) Click on **Search**

➤ **Received** Purchase Orders are displayed

The screenshot shows the SAP Ariba Network interface. The top navigation bar includes 'Home', 'Inbox' (highlighted with a blue box and a red circle with '1'), 'Catalogs', 'Reports', and 'Messages'. The 'Orders and Releases' section is active, with tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Search Filters' section is expanded, showing various input fields: 'Customer' (set to 'All Customers'), 'Order Number', 'Buyer Location Code', 'Invoice Number', 'Show orders by' (set to 'Creation Date'), and 'Date Range' (set to 'Last 14 days'). A red circle with '2' is placed over the 'Date Range' field. The 'Order Status' dropdown is set to 'Received', and a red circle with '3' is placed over it. The 'View' dropdown is set to 'All except hidden orders'. Below the search filters, there are checkboxes for 'Received', 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements', and 'Search only service purchase orders'. A red circle with '4' is placed over the 'Search' button. The 'Number of Results' is set to '100'. The 'Search' button is highlighted with a red circle with '2'. The 'Reset' button is also visible. The results table shows 100+ results, with the first five rows displayed. The table has columns for Type, Order Number, Ver, Customer, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions.

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500060508	1	Ausnet Electricity Services Pty Ltd - TEST	\$5,000.00 AUD	8 Apr 2020	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4500004121		Ausnet Electricity Services Pty Ltd - TEST	\$2,300.00 AUD	8 Apr 2020	Invoiced	Invoice	\$2,300.00 AUD	Original	Actions
Order	4500060503	1	Ausnet Electricity Services Pty Ltd - TEST	\$384.75 AUD	7 Apr 2020	Invoiced	Invoice	\$384.75 AUD	Original	Actions
Order	4500060501	1	Ausnet Electricity Services Pty Ltd - TEST	\$300.00 AUD	7 Apr 2020	Invoiced	Invoice	\$300.00 AUD	Original	Actions
Order	4500060497	1	Ausnet Electricity Services Pty Ltd - TEST	\$84,000.00 AUD	7 Apr 2020	Invoiced	Invoice	\$84,000.00 AUD	Original	Actions

# Open and Begin the Invoice

1. Click **Inbox** tab on the Dashboard.
- Screen displays **Orders and Releases**
2. Open the **Received Purchase Order** you wish to invoice

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

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

SAP Ariba Network Enterprise Account TEST MODE

Home **Inbox** Catalogs Reports Messages Documents Create

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (100+) Page 1

Type	Order Number	Ver	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Revision	Actions
Order	4500060508		Ausnet Electricity Services Pty Ltd - TEST	\$5,000.00 AUD	8 Apr 2020	Confirmed	\$0.00 AUD	Original	Actions
Order	4500004121		Ausnet Electricity Services Pty Ltd - TEST	\$2,300.00 AUD	8 Apr 2020	Invoiced	\$2,300.00 AUD	Original	Actions
Order	4500060503	1	Ausnet Electricity Services Pty Ltd - TEST	\$384.75 AUD	7 Apr 2020	Invoiced	\$384.75 AUD	Original	Actions

SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 4500060508

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

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

Order Detail Order History

**AusNet services**

From:  
AusNet Electricity Svcs  
Level 31, 2 Southbank Boulevard  
Southbank VIC 3006  
Australia  
Phone: +61 ( ) 03 9695 6000  
Fax: +61 ( ) 03 9695 6666

To:  
Ausnetservices - TEST  
Freshwater Place Level  
Melbourne Victoria 3006  
Australia  
Phone: +1 1234  
Fax: +1 1234

Purchase Order  
(Confirmed)  
4500060508  
Amount: \$5,000.00 AUD  
Version: 1

# Standard Invoice – Line Level including Tax Level Selection

1. Enter the **Invoice #**

2. Check or enter the **Invoice Date\***

**Note:** AusNet Services does allow tax to be added at header level

3. Select the **Line Level Tax**

**Note:** In Additional fields to add delivery reference for Materials

Create Invoice Update Save Exit Next

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

**Summary**

Purchase Order: EP1591

Invoice #: \* INV-EP1591

Invoice Date: \* 5 Aug 2019

Service Description:

Supplier Tax ID: 123456789

Remit To:

Click View/Edit Addresses to enter Remit To ID on this invoice only or enter and save it in your remittance information

Sydney  
Australia

Bill To: AusNet Electricity Srvs  
Australia

**Tax**

☐ Header level tax ☒ Line level tax

**Shipping**

☒ Header level shipping ☐ Line level shipping

Subtotal: \$110.00 AUD  
Total Tax: \$0.00 AUD  
Total Gross Amount: \$110.00 AUD  
Total Amount without Tax: \$110.00 AUD  
Total Net Amount: \$110.00 AUD  
Amount Due: \$110.00 AUD

View/Edit Address:

**Payment Term**

Net Term(days): 112

**Additional Fields**

☐ Information Only. No data is required for custom

deliveryReference: \* 1234123

! Required field

1. Tick to enter Tax – Select appropriate **Tax category**

3. Click Add to Included Line.

## 1. Enter Tax Information

- Screen displays review Create Invoice

#### 4. Click on **Next** and **Submit**

## Screen message displays

## 5. Click on **Exit**

Screen displays the purchase Order

**Note:** The Purchase Order Status has changed to Invoiced

## 6. Click on **Done**

- Screen displays the Orders and Releases screen

Invoice 5554-INVa has been submitted.

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

**Purchase Order**  
(Invoiced)  
EP1591  
Amount: \$11,000.00 AUD  
Version: 1

# Standard Invoice – History Tab

Use the Invoice History to identify:

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

Purchase Order: EP1591

Done

Order Detail

Order History

Purchase Order: EP1591  
Order Status: Invoiced  
Submitted On: 27 Mar 2019 12:42:47 PM GMT+11:00

From Customer:  
Routing Status: Acknowledged

## History

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

## Line Items

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

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



# Invoice Status

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

# Locating the Invoice Status

- 1. Click the **Outbox** tab on the Dashboard
  - Screen displays Invoices
- 2. On the far right hand side of the page there is the **Invoice Status** column

The Invoice Statuses are:

- Sent
- Approved
- Paid
- Rejected
- Canceled

SAP

Ariba Network

Enterprise Account

TEST MODE

Home

Inbox

Outbox

1

Reports

Messages

Documents

Create

Invoices

Search Filters

Invoices (100+)

Page 1

Invoice #	Customer	Reference	Submit Method	Self Billing	Date	Amount	Invoice Status
<input type="radio"/> <a href="#">BTNINV3885</a>	Ausnet Electricity Services Pty Ltd - TEST	<a href="#">4500003885</a>	Online	No	24 Mar 2020	\$1,414.86 AUD	Canceled
<input type="radio"/> <a href="#">BTNINV4011</a>	Ausnet Electricity Services Pty Ltd - TEST	<a href="#">4500004011</a>	Online	No	27 Mar 2020	\$44,000.00 AUD	Pending Approval
<input type="radio"/> <a href="#">300620</a>	Ausnet Electricity Services Pty Ltd - TEST	<a href="#">4500060661</a>	Online	No	30 Jun 2020	\$18,792.68 AUD	Rejected
<input type="radio"/> <a href="#">Test blank conta</a>	Ausnet Electricity Services Pty Ltd - TEST	<a href="#">4500060657</a>	Online	No	30 Jun 2020	\$220.00 AUD	Rejected
<input type="radio"/> <a href="#">0107 Reject test</a>	Ausnet Electricity Services Pty Ltd - TEST	<a href="#">4500060657</a>	Online	No	1 Jul 2020	\$220.00 AUD	Rejected
<input type="radio"/> <a href="#">5105601761</a>	Ausnet Electricity Services Pty Ltd - TEST	<a href="#">4500004006</a>	cXML	No	26 Mar 2020	\$2,170.00 AUD	Sent

↳

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Edit

Copy

Create Non-PO Invoice

Create Contract Invoice

Page 1

2



# Partial Invoicing

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



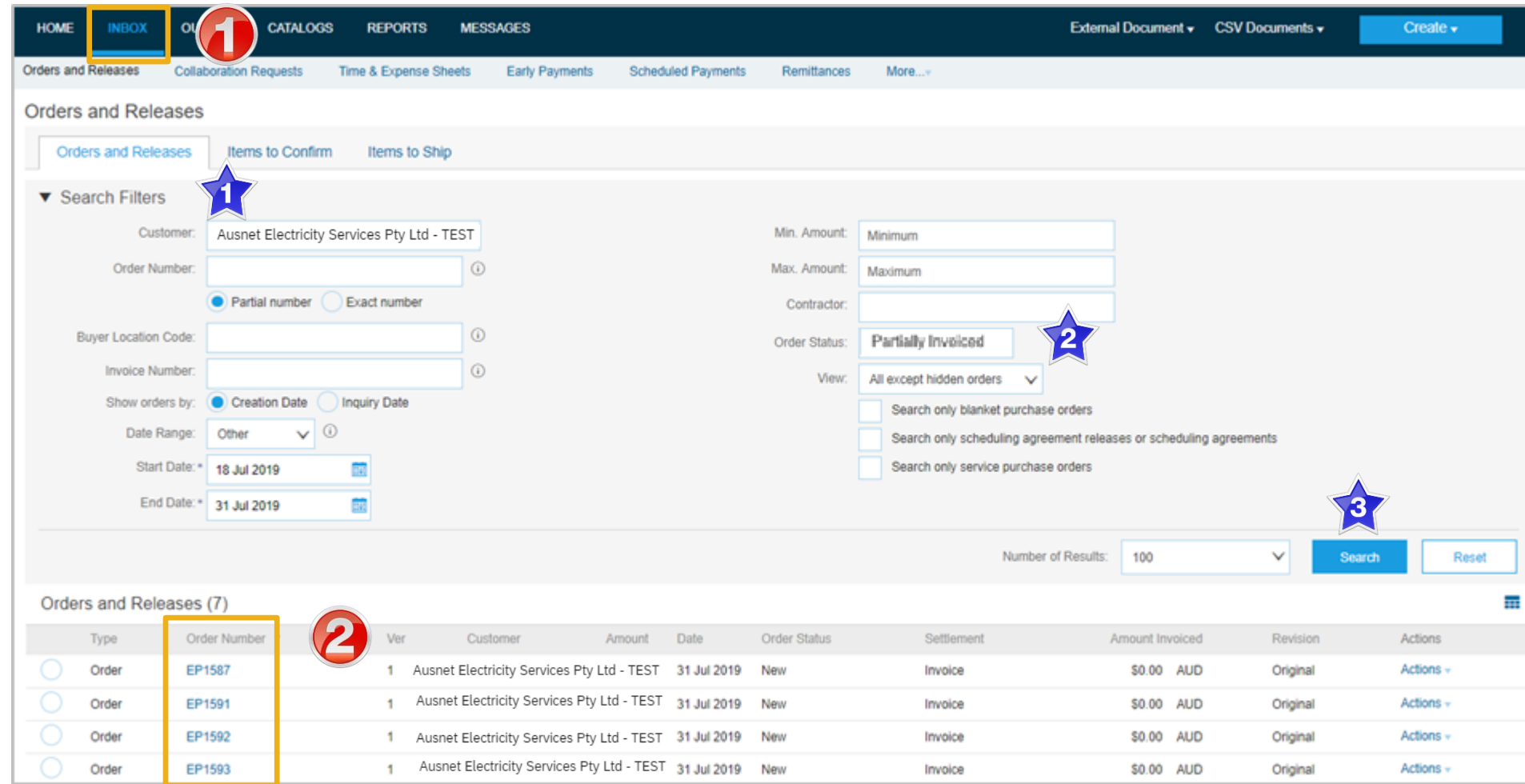
# Locating and Opening a Partial Invoice – Search Filter and Inbox

## 1. From the Inbox

### ➤ Using Search Filter:

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

## 2. Click on the required Purchase Order



HOME INBOX ORDERS CATALOGS REPORTS MESSAGES External Document CSV Documents Create

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

### Orders and Releases

Orders and Releases Items to Confirm Items to Ship

▼ Search Filters

Customer: Ausnet Electricity Services Pty Ltd - TEST

Order Number:

☒ Partial number ☐ Exact number

Buyer Location Code:

Invoice Number:

Show orders by: ☒ Creation Date ☐ Inquiry Date

Date Range: Other

Start Date: 18 Jul 2019

End Date: 31 Jul 2019

Min. Amount: Minimum

Max. Amount: Maximum

Contractor:

Order Status: Partially Invoiced

View: All except hidden orders

☐ Search only blanket purchase orders

☐ Search only scheduling agreement releases or scheduling agreements

☐ Search only service purchase orders

Number of Results: 100 Search Reset

### Orders and Releases (7)

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input type="radio"/> Order	EP1587	1	Ausnet Electricity Services Pty Ltd - TEST		31 Jul 2019	New	Invoice	\$0.00 AUD	Original	Actions
<input type="radio"/> Order	EP1591	1	Ausnet Electricity Services Pty Ltd - TEST		31 Jul 2019	New	Invoice	\$0.00 AUD	Original	Actions
<input type="radio"/> Order	EP1592	1	Ausnet Electricity Services Pty Ltd - TEST		31 Jul 2019	New	Invoice	\$0.00 AUD	Original	Actions
<input type="radio"/> Order	EP1593	1	Ausnet Electricity Services Pty Ltd - TEST		31 Jul 2019	New	Invoice	\$0.00 AUD	Original	Actions

# Begin a Partial Invoice - Header Level



The Purchase Order is displayed with a Partially Invoiced order status

Note: All previous documents are displayed under Related Documents

1. Click on Create Invoice
2. Select Standard Invoice
- Screen displays the Invoice
3. Enter the Invoice number, this is the number that you provide to AusNet Services
4. Confirm the Invoice Date

Select the applicable tax level:  
**Header Level Tax** – All items on the invoice are one tax rate

**Line Level Tax** – The majority of items is one rate and other some items are at a different tax rate

Purchase Order: EP1591

Done

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

Order Detail Order History

AusNet services

From: To:

Purchase Order (Partially Invoiced)

Create Invoice

Update Save Exit Next

Invoice Header \* Indicates required field Add to Header

Summary

Purchase Order: MTM278

Invoice #: 332442

Invoice Date: 17 Apr 2019

Service Description:

Supplier Tax ID: 123456789

Subtotal: \$180.00 AUD

Total Tax: \$18.00 AUD

Total Gross Amount: \$198.00 AUD

Total Amount without Tax: \$180.00 AUD

Tax:

Total Net Amount: \$198.00 AUD

Amount Due: \$198.00 AUD

View/Edit Addresses

Tax

Header level tax Line level tax

Category: 10% GST / Standard GST

Location:

Description: Standard GST

Regime:

Taxable Amount: \$180.00 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$18.00 AUD

Exempt Detail: (no value)

Remove

# Completing a Partial Invoice

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

- Scroll down to Line items

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

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

1. Click on **Update**

3 Line Items, 2 Included, 1 Previously Fully Invoiced

Line Items

Insert Line Item Options

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

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

Line Item Actions [Delete](#)

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

# Completing a Partial Invoice cont.

2. Click on **Next**
- Screen displays **Create Invoice**
3. Click on **Submit**
4. Click on **Exit**
- Screen displays the Purchase Order with either:
- Invoiced as all items have been invoiced that were on the original Purchase Order
- Or
- Partially Invoiced as there are still items that have not yet been invoiced on the original Purchase Order

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

Insert Line Item Options

☐ Tax Category: GST ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

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

Line Item Actions Delete

Update Save Exit Next

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the compliance map and your customer's invoice rules. The document's originating country is . The document's destination country is: . If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number : TEST660009  
Invoice Date : Thursday 4 Jan 2018 11:45 AM GMT+11:00  
Original Purchase Order : 3700029909

Subtotal : \$3,500.00 AUD  
Total Tax : \$350.00 AUD  
Total Gross Amount : \$3,850.00 AUD  
Total Net Amount : \$3,850.00 AUD  
Amount Due : \$3,850.00 AUD

Invoice TEST660009 has been submitted.

Print a copy of the invoice

Exit invoice creation.

3



# Edit and Re-Submit Invoices

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

# Locating Rejected Invoices – Outbox and Search Filters

➤ The Dashboard or Homepage is displayed

1. Click on **Outbox**

2. Click on **Invoice Status**

➤ Using Search Filter:

1) Click on **Search Filters**

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

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

3. Select the required Invoice

The screenshot shows the Ariba Network Outbox interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted with a red circle and '1'), 'REPORTS', and 'MESSAGES'. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', and 'Drafts'. The 'Invoices' section is active, showing a 'Search Filters' panel. The 'Search Filters' panel includes fields for 'Customer' (set to 'All Customers'), 'Invoice Number', 'Order Number', 'Date Range' (set to 'Last 90 days'), and 'Supplier Reference'. There are also fields for 'Min. Amount', 'Max. Amount', 'External Invoice Number', and 'Contractor'. The 'Status' dropdown is set to 'Rejected' (highlighted with a red circle and '2'). There are checkboxes for 'Show Only Invoices Submitted from the Customer's System' and 'Show only Invoices with Invoice Addendums'. The 'Number of Results' is set to '100'. A 'Search' button and a 'Reset' button are at the bottom right of the search filters. Below the search filters, there is a table of 'Invoices (27)'. The table has columns: 'Invoice #', 'Customer', 'Reference', 'Submit Method', 'Self Billing', 'Date', 'Amount', and 'Invoice Status'. The 'Invoice Status' column is highlighted with a red circle and '2'. The table lists four invoices, all with a status of 'Rejected'.

Invoice #	Customer	Reference	Submit Method	Self Billing	Date	Amount	Invoice Status
INV - EP1591	Ausnet Electricity Services Pty Ltd - TEST	EP1591	Online	No	26 Mar 2019	\$200.00 AUD	Rejected
MTM182-001	Ausnet Electricity Services Pty Ltd - TEST	MTM182	Online	No	25 Mar 2019	\$77.00 AUD	Rejected
MTM139_INV	Ausnet Electricity Services Pty Ltd - TEST	MTM139	Online	No	19 Mar 2019	\$3,520.00 AUD	Rejected
T124	Ausnet Electricity Services Pty Ltd - TEST	MTM124	cXML	No	14 Mar 2019	\$110.00 AUD	Rejected

# Open and Review Rejected Invoice

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

Invoice: MTM139\_INV Done

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

Detail Scheduled Payments History

**Rejected Invoice:**

Reasons:

INV-38: The invoice was successfully received.

INV-54: Comments

DOC-1:

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

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

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

Edit & Resubmit

**Tax In**

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

REMIT TO: BILL TO: SUPPLIER:



# Edit and Resubmit and Invoice cont.

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

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

3. Click on **Next**

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

5. Click on **Done**


- The screen will display the Outbox

Edit Invoice Update Exit Next

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

Summary

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

 [View/Edit Addresses](#)

Category: \* GST

Location:

Description: Input-(Non-capital Expt) GST

Regime:

**Examples of an invoice errors**

Summary

Purchase Order: MTM139

Invoice #: \* MTM139\_INV

**! Invoice or Credit Memo # already exists.**

Edit Invoice Previous Submit Exit

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

If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

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

Invoice: EP1591 Done

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

**Detail** Scheduled Payments History

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

Standard Invoice / Tax Invoice



# Edit and Resubmit History Tab

1. Click on the **History** tab for more information
2. Click on **Details** tab
3. Click on **Edit and Resubmit**
  - The screen displays the Invoice

Invoice: MTM139\_INV

Done

Edit

Create Line-Item Credit Memo

Copy This Invoice

Download PDF ▾

Export cXML

Detail

Scheduled Payments

History

1

Invoice: MTM139\_INV

Invoice Status: Rejected

Received By Ariba Network On: 19 Mar 2019 4:24:09 PM GMT+11:00

Submitted By: MTM Full

To:

Routing Status: Acknowledged

History

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



# Credit Memo

- Credit Memos are actioned against a purchase order
- Credit Memos allow suppliers to create credit adjustments, Line Item Credit memos are for credits
- Credit Memos are accessed via a Purchase Order in the **INBOX**
- Credit Memos can be created for:
  - Overcharged Subtotal on an Invoice
  - Adjustment to the tax invoiced
  - Adjustment to the Shipping Cost
  - Adjustment for Special Handling of goods

# Locate the Purchase Order for the Credit Memo

➤ From the Dashboard /Homepage

1. Click on **Inbox**

➤ The Orders and Releases screen is displayed

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

➤ To use Search Filters:

1) Click on **Search Filters**

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

3) Click on **Search**

➤ Screen displays the **Purchase Order**

The screenshot shows the Ariba Network 'Invoices' search page. The top navigation bar includes 'HOME', 'INBOX' (highlighted with a red box and a red circle with the number 1), 'CATALOGS', 'REPORTS', and 'MESSAGES'. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', and 'Drafts'. The main section is titled 'Invoices' and contains a 'Search Filters' section. This section includes fields for 'Customer' (set to 'All Customers'), 'Invoice Number', 'Order Number', 'Date Range' (set to 'Last 90 days'), and 'Supplier Reference'. There are also radio buttons for 'Partial number' (selected) and 'Exact number'. To the right of these fields are input boxes for 'Min. Amount', 'Max. Amount', 'External Invoice Number', and 'Contractor'. A 'Status' dropdown menu is set to 'Invoiced' (highlighted with a blue star and the number 2). Below the status dropdown are two checkboxes: 'Show Only Invoices Submitted from the Customer's System.' and 'Show only Invoices with Invoice Addendums.' At the bottom right of the search filters, there is a 'Number of Results' dropdown set to '100', a 'Search' button (highlighted with a blue star and the number 3), and a 'Reset' button. Below the search filters, the results are displayed in a table titled 'Invoices (27)'. The table has columns for 'Customer', 'Reference', 'Submit Method', 'Self Billing', 'Date', 'Amount', and 'Invoice Status'. The first four rows of the table are highlighted with a yellow box and a red circle with the number 2. The first row is 'INV - EP1591' for 'Ausnet Electricity Services Pty Ltd - TEST' with reference 'EP1591'. The second row is 'MTM182-001' for 'Ausnet Electricity Services Pty Ltd - TEST' with reference 'MTM182'. The third row is 'MTM139\_INV' for 'Ausnet Electricity Services Pty Ltd - TEST' with reference 'MTM139'. The fourth row is 'T124' for 'Ausnet Electricity Services Pty Ltd - TEST' with reference 'MTM124'.

Customer	Reference	Submit Method	Self Billing	Date	Amount	Invoice Status
Ausnet Electricity Services Pty Ltd - TEST	EP1591	Online	No	26 Mar 2019	\$200.00 AUD	
Ausnet Electricity Services Pty Ltd - TEST	MTM182	Online	No	25 Mar 2019	\$77.00 AUD	
Ausnet Electricity Services Pty Ltd - TEST	MTM139	Online	No	19 Mar 2019	\$3,520.00 AUD	
Ausnet Electricity Services Pty Ltd - TEST	MTM124	cXML	No	14 Mar 2019	\$110.00 AUD	

# Credit Memo – Header Level

➤ The Purchase Order is displayed

1. Click on Create Invoice

2. Select **Credit Memo**

➤ Screen displays **Create Credit Memo**

3. Enter the **Credit Memo Number**, this is the number you provide to AusNet Services

4. Confirm the **Credit Memo Date**

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


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

Purchase Order: EP1591 Done

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

☐ Standard Invoice 2  
☒ Credit Memo  
☐ Line-Item Credit Memo  
☐ Line-Item Debit Memo

Order Detail Order History



From: To: Purchase Order (Invoice)

Create Credit Memo Next Exit

Header Information N

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

Credit Memo Number: \*  3

Credit Memo Date: \* 5 Aug 2019 4

Supplier Account ID #:

Original PO #: EP1591

Customer Reference:

Supplier Reference:

# Credit Memo – Header Level cont.

- 5. Enter **Comments** for the Adjustment against the Purchase Order
- 6. Scroll down to **Adjustment**
  - Determine the type of adjustment required
  - Refer to Slide 30, Credit-Memo Adjustments – Subtotal and Tax
  - Refer to Slide 31, Credit Memo- Adjustments – Create Charge and Charges
  - Refer to Slide 32, Create Credit Memo Tax Adjustment

Comments: \*

Shipping inadvertently added to invoice

5

Default Credit Memo Comment Text:

Adjustment

6

Adjustment in Subtotal:

(Amount must be Negative.)

Adjustment in Tax

Create Tax ▼

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

Adjustment in Charges

Create Charge

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

Adjustment in Special Handling:

(Amount must be negative.)

Adjustment in Shipping:

(Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 10MB

Browse...

Add Attachment

Next

Exit

# Credit Memo – Adjustments – Subtotal

- Determine the type of adjustment you require and add the relevant information
- For Subtotal adjustments:**
1. Enter the value of the credit memo into the correct **Adjustment** type (remember it must be a negative figure)
- For Adjustment of tax refer Slide 32, only credit tax on shipping if tax was added to the shipping cost.

1

Adjustment

Adjustment in Subtotal:  (Amount must be Negative.)

Adjustment in Tax

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

Create Tax ▾

Adjustment in Charges

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

Create Charge

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

Adjustment in Shipping:  (Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 10MB

Browse...

Add Attachment

Next

Exit

# Credit Memo – Adjustments – Create Charge and Charges

## For Subtotal Adjustment:

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

## For Adjustment – Create Charge:

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

## For Adjustment in Charges:

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

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

- 4. Click on **Next**

Adjustment

Adjustment in Subtotal:  (Amount must be negative.)

Adjustment in Tax

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

Adjustment in Charges

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

Adjustment in Charges

- Select Charge Type -

Access Charge

AccountNumberCorrectionCharge

AcidBattery

AdditionalPackaging

Adjustment

Search more

Charge Amount

Description

Start Date

End Date

Tax Rate

Taxable Amt

Tax Location

Description

Adjustment in Charges

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

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

Adjustment in Shipping:  (Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 10MB

Browse...

Add Attachment

Next

Exit

# Create Credit Memo Tax Adjustment

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

Adjustment

Adjustment in Subtotal:  (Amount must be Negative.)

Adjustment in Tax

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

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

Adjustment in Shipping:  (Amount must be negative.)

Create Tax

Configure Tax Menu

Taxes

10% GST / Australian GST ...

0% GST / Australian GST ...

Other Tax

Next

Exit

Adjustment

Adjustment in Subtotal:  (Amount must be Negative.)

Adjustment in Tax

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

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

Adjustment in Shipping:  (Amount must be negative.)

Next

Exit



# Finalise a Credit Memo

- Review the information
- 1. Click on **Submit**
- 2. Click on **Exit**
- Screen displays the Purchase Order
- 3. Click **Done**
- Screen displays Orders and Releases

Create Credit Memo

PreviousSubmitExit

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.

Credit Memo

Credit Memo Number: CN55432  
Credit Memo Date: Wednesday 17 Apr 2019 5:31 PM GMT+10:00  
Original Purchase Order: MTM495

Subtotal: \$-14.56 AUD  
Total Tax: \$0.00 AUD  
Total Gross Amount: \$-14.56 AUD  
Total Amount without Tax: \$-14.56 AUD  
Total Net Amount: \$-14.56 AUD  
Amount Due: \$-14.56 AUD

Invoice CN55432 has been submitted.

• Print a copy of the invoice.

• Exit invoice creation.

2

Purchase Order: EP1591

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Order Detail

Order History

AusNet services

From:

Standard Invoice

Credit Memo

Line-Item Credit Memo

Line-Item Debit Memo

To:

Purchase Order (Invoiced) EP1591

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35

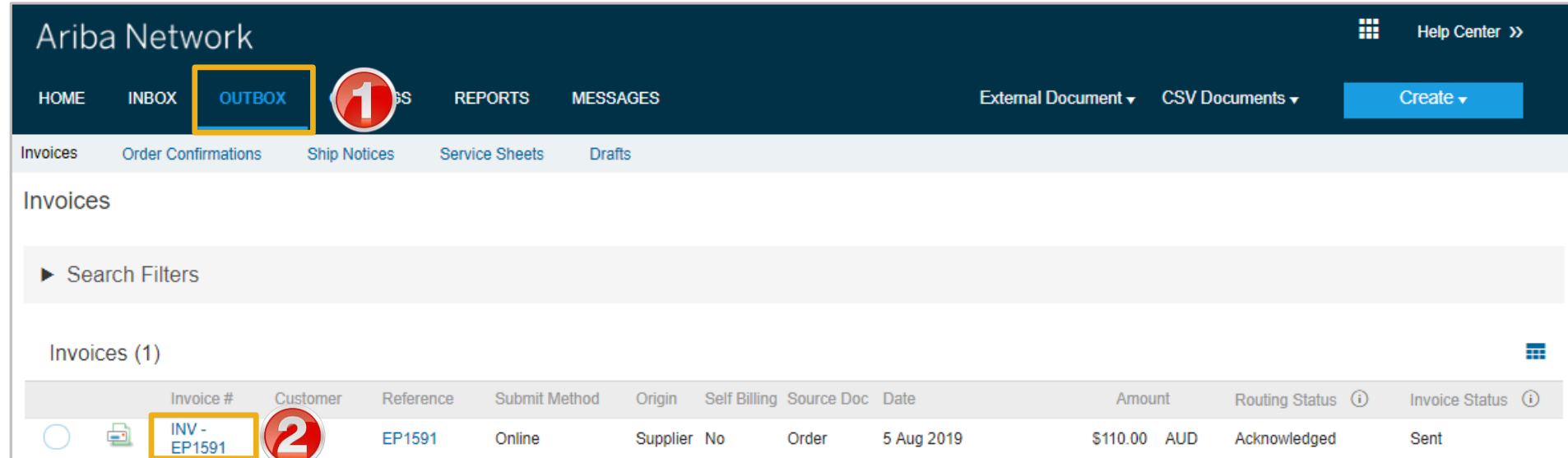


# Line Item Credit Memo

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

# Begin the Line Item Credit Memo

1. Click the **Outbox** tab on the Dashboard
  - Screen displays Invoices
2. Click on the **Invoice#**
3. Click on **Create Line-Item Credit Memo**
  - Screen displays **Create Line-Item Credit Memo**



Ariba Network

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

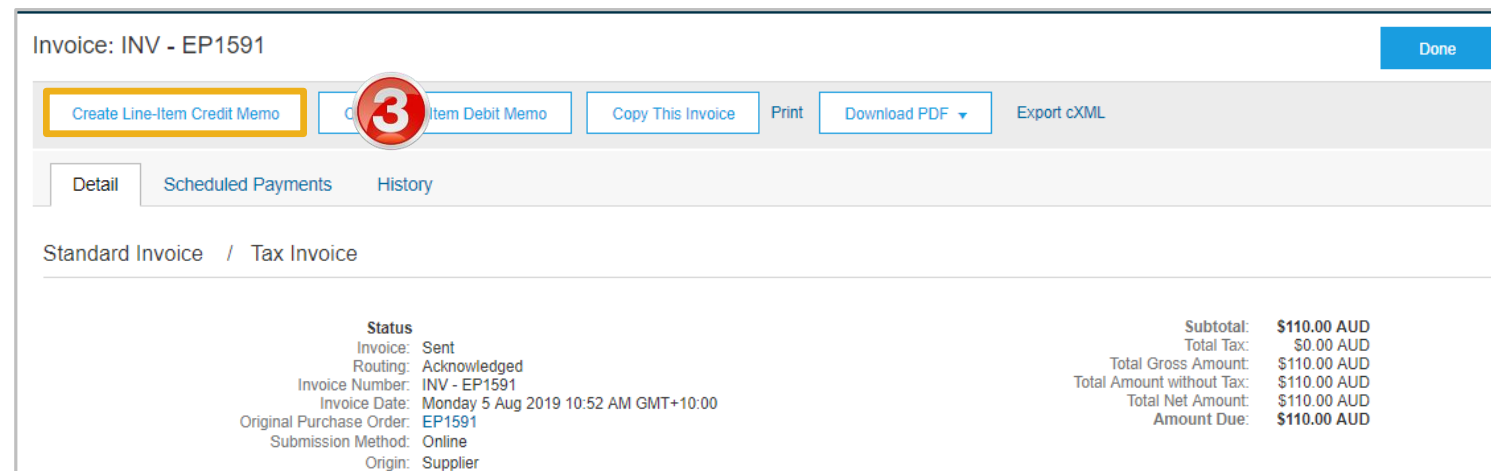
Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

Search Filters

Invoices (1)

	Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
	INV - EP1591		EP1591	Online	Supplier	No	Order	5 Aug 2019	\$110.00 AUD	Acknowledged	Sent



Invoice: INV - EP1591 Done

Create Line-Item Credit Memo 3 Item Debit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

Status  
Invoice: Sent  
Routing: Acknowledged  
Invoice Number: INV - EP1591  
Invoice Date: Monday 5 Aug 2019 10:52 AM GMT+10:00  
Original Purchase Order: EP1591  
Submission Method: Online  
Origin: Supplier

Subtotal: \$110.00 AUD  
Total Tax: \$0.00 AUD  
Total Gross Amount: \$110.00 AUD  
Total Amount without Tax: \$110.00 AUD  
Total Net Amount: \$110.00 AUD  
Amount Due: \$110.00 AUD

# Line Item Credit Memo – Header Level – Quantity Adjustment

1. Enter a **Credit Memo #**
2. Confirm the **Credit Memo Date**

➤ All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default
3. Enter the **Reason for Credit Memo**

Note: All totals are shown as a Negative including tax

Add Attachment if required:

1) Click on **Add to Header**

2) Select **Attachment**

3) Click on **Browse**, locate the document, click open

4) Click on **Add Attachment**
- Scroll down to **Line Items**

Create Line-Item Credit Memo

UpdateSaveExitNext

Credit Memo Type

☒ Quantity Adjustment ⓘ ☐ Price Adjustment ⓘ

▼ Invoice Header

\* Indicates required fieldAdd to Header ▼

Summary

Credit Memo #: \*

1

Credit Memo Date: \* 5 Aug 2019

2

Original Invoice No: INV - EP1591

Original Invoice Date: 5 Aug 2019

Supplier Tax ID: 123456789

Subtotal: \$-110.00 AUD

Total Tax: \$0.00 AUD

Total Gross Amount: \$-110.00 AUD

Total Amount without Tax: \$-110.00 AUD

Total Net Amount: \$-110.00 AUD

Amount Due: \$-110.00 AUD

N

View/Edit Addresses

Comment

Reason for Credit Memo: \*

3

Goods damaged inside carton

Default Credit Memo Comment Text:

☐ exclusivePaymentFlag

Add to Header ▼

Attachments

The total size of all attachments cannot exceed 10MB

3

4

Browse...

Add Attachment

☐ exclusivePaymentFlag

Add to Header ▼

1

Shipping Tax

Allowance

Charge

Attachment

2

# Finalising a Line Item Credit Memo – Line Level

- Scroll down to **Line Items**
  - Tax information is auto-populated based on the original invoice either at Header Level or Line level
1. Locate and confirm the **Quantity** that requires the credit
  2. Slide the Include button from green to grey to **exclude** items not being credited
  3. Click **Update**
  4. Click **Next**
- Screen displays Create Line-Item Credit Memo review
  - Refer to **Slide 43**, Finalising a Line Item Credit memo

Line Items

4 Line Items, 1 Included, 0 Previously Fully

Insert Line Item Options

☐ Tax Category: 0% GST / GST Exempt

☐ Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

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

Line Item Actions ▼

Delete

3

Update

Save

Exit

4

Next

# Finalising a Line Item Credit Memo

- Review the Invoice
- 1. Click **Submit**  
**Note:** The AusNet Services does not require a paper invoice, however if you require for you records **Click on Print.**
- 2. Click on **Exit**  
➤ Screen returns to the Invoice
- 3. Click on **Done**  
➤ Screen returns to the **Outbox**

Create Line-Item Credit Memo

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 **1** ce. The document's originating country is:Australia. The document's destination country is:Australia.  
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: INV - EP1591)

Credit Memo Number:	123123123	Subtotal:	\$-110.00 AUD
Credit Memo Date:	Monday 5 Aug 2019 2:46 PM GMT+10:00	Total Tax:	\$0.00 AUD
Original Invoice Number:	INV - EP1591	Total Gross Amount:	\$-110.00 AUD
Original Invoice Date:	Monday 5 Aug 2019 10:52 AM GMT+10:00	Total Amount without Tax:	\$-110.00 AUD
Original Purchase Order:	EP1591	Total Net Amount:	\$-110.00 AUD
		Amount Due:	\$-110.00 AUD

Invoice CN16 has been submitted.

Print a copy of the invoice

Exit invoice creation.

**2**

Invoice: INV - EP1591

Done

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Print

Download PDF

Export cXML

**3**

Detail

Scheduled Payments

History

Standard Invoice / Tax Invoice

Status

Subtotal: \$110.00 AUD



# Remittance

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

# Locating Remittances

1. From the **Inbox**
2. Select **Remittances**
  - Screen displays **Remittances**
3. Select the remittance required by clicking on the **Transaction#**

**Note:** The **Transaction #** is generated by the AusNet Services

- Screen document link to display the Remittance Advice details

SAP Ariba Network Enterprise Account TEST MODE

Home **Inbox** Catalogs Reports Messages

Remittance

Transaction	Payment Date	Account ID	Method	Reference	Gross	Discount	Adjustment	Net	Status	Routing Status
1403798	22 Jan 2019	*****1001	ACH	63001	\$168.00 AUD	\$0.00 AUD	\$0.00 AUD	\$168.00 AUD	Paid	Sent
1403798	22 Jan 2019	*****1001	ACH	63001	\$168.00 AUD	\$0.00 AUD	\$0.00 AUD	\$168.00 AUD	Paid	Sent



# Open a Remittance

- From the Remittance Advice page you can:
  - **Print** a copy of the Remittance
  - Export the Remittance to **cXML**
- 1. When finished click on **To Search Results**
- **The Remittances screen is displayed**

Remittance Advice: 1403798075 (Paid) To Search Results


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

Detail

History

From

To



**REMITTANCE ADVICE**  
1403798075 (Paid)  
Gross Amount: \$168.00 AUD  
Withholding Tax: (\$0.00 AUD)  
**Amount Paid: \$168.00 AUD**  
Estimated Settlement on 22 Jan 2019

Payment Detail

Payment Method: ACH

Reference Number: 63001 ⓘ

Related Payment: 1403798075 ⓘ

Identified Differences: None

Routing Status: Sent

Transaction Date: 21 Jan 2019

ADDITIONAL INFORMATION

Line Items (1)



# Invoicing for Success

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

# Standard Invoice – Configuring Remittance Addresses

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

2. Select **Company Profile**

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

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

4. Click on **Edit**

5. Click on **Create**

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

**Ariba Network**

HOME INBOX OUTBOX CATALOGS REPORTS

Orders and Releases ▾ All Customers ▾ Order Number 🔍

Purchase Order by Amount Last 12 mo

**Company Settings** ▾

Company Profile

Account Settings

Customer Relationships

**Ariba Network** Company Settings ▾

**Company Profile** Save Close

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

**Additional Company Addresses** **4**

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

Create **5**

# Standard Invoice – Configuring Remittance Addresses cont.

6. Enter the **Address Name**
7. Enter the **Address 1**
8. Enter the **City**
9. Enter the **Postal Code**
10. Select the correct **Country**
11. Click on **Save**
- i

The entered information is displayed

➤

Repeat to add more addresses (if required)

➤

All addresses entered will be displayed

Configure Supplier Addresses Served by This Account

Save

Close

\* Indicates a required field

11

Address Name

Address Name:\*

Retail Solutions

6

Address ID:

VAT ID:

Tax ID:

Address

Address 1:\*

1 Kangaroo Way

7

Address 2:

City:\*

Melbourne

8

State:

Postal Code:\*

3000

9

Country:\*

Australia [AUS]

10

Additional Company Addresses

Address Name ↑

Address ID

VAT ID

Tax ID

Address

Country

Legal Profile Status\*\*

Retail Solutions

1 Kangaroo Way

Melbourne  
Australia

-

↩

Edit

Delete

Create

i

# Standard Invoice – Configuring Remittance Addresses cont.

12. Click on **Save**
- Note:** A Green ribbon indicates that the changes have been saved successfully, where the ribbon is red, locate the error and correct
13. Click on **Close**
- Screen returns to the Dashboard

Additional Company Addresses

Example of Multiple Entries

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

↳

Edit

Delete

|

Create

Company Profile

SaveClose

✓ Your profile has been successfully updated.

1213x

Basic

Business

Marketing (2)

Contacts

Certifications (1)

Additional Documents

# Standard Invoice – Using View/Edit Addresses

- With the Create Invoice screen displayed
- 1. Click the required View/Edit Addresses
- Each View/Edit Address displays different required fields
- 2. Complete all fields with an Asterisks

**Shipping**

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

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

Dunedoo  
Australia

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

---

**Additional Fields**

☐ Information Only. No action is required from the customer.

Supplier Reference:

Payment Note:

Supplier: **Test Supplier**

Customer: **Australia**

Email:

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

Dunedoo  
Australia

**1**

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

**Ship From**

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

This selection will refresh the page content.

**Ship To**

Name:

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

This selection will refresh the page content.

Email:

Deliver To:

**2**

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

**Bill From**

Name: \*

Department Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

This selection will refresh the page content.

# Standard Invoice – Using View/Edit Addresses

1. Click the **Down Arrow**
2. Select the applicable address
- Note:** the selected information is displayed

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: 

Test Supplier ▾

Select...

Bill From: 

Brackets are Us

Retail Solutions

Test Supplier

Customer:

Dresden 14  
Australia

[View/Edit Addresses](#)

Email:

[View/Edit Addresses](#)

Retail Solutions ▾

N

Supplier: **Retail Solutions**

Melbourne  
Australia

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

Dunedoo  
Australia

Customer:

Dresden 14  
Australia

[View/Edit Addresses](#)

Email:

[View/Edit Addresses](#)



# Support

Support Type	Description
<b>Help Centre</b> For all your support needs	Types of Support available: <ol style="list-style-type: none"><li>1. User Community</li><li>2. Ask questions or view documentation</li><li>3. Email/Live Chat</li><li>4. Request a call back</li></ol>
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"><li>1. On the Home screen</li><li>2. Click on Company Settings</li><li>3. Click on Customer Relationships</li><li>4. Click on Supplier Information Portal</li></ol>
<b>Ariba Network Training Request</b>	E: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a>