Ariba Network Invoice Guide

SAP Ariba

SAP

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V2.1

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

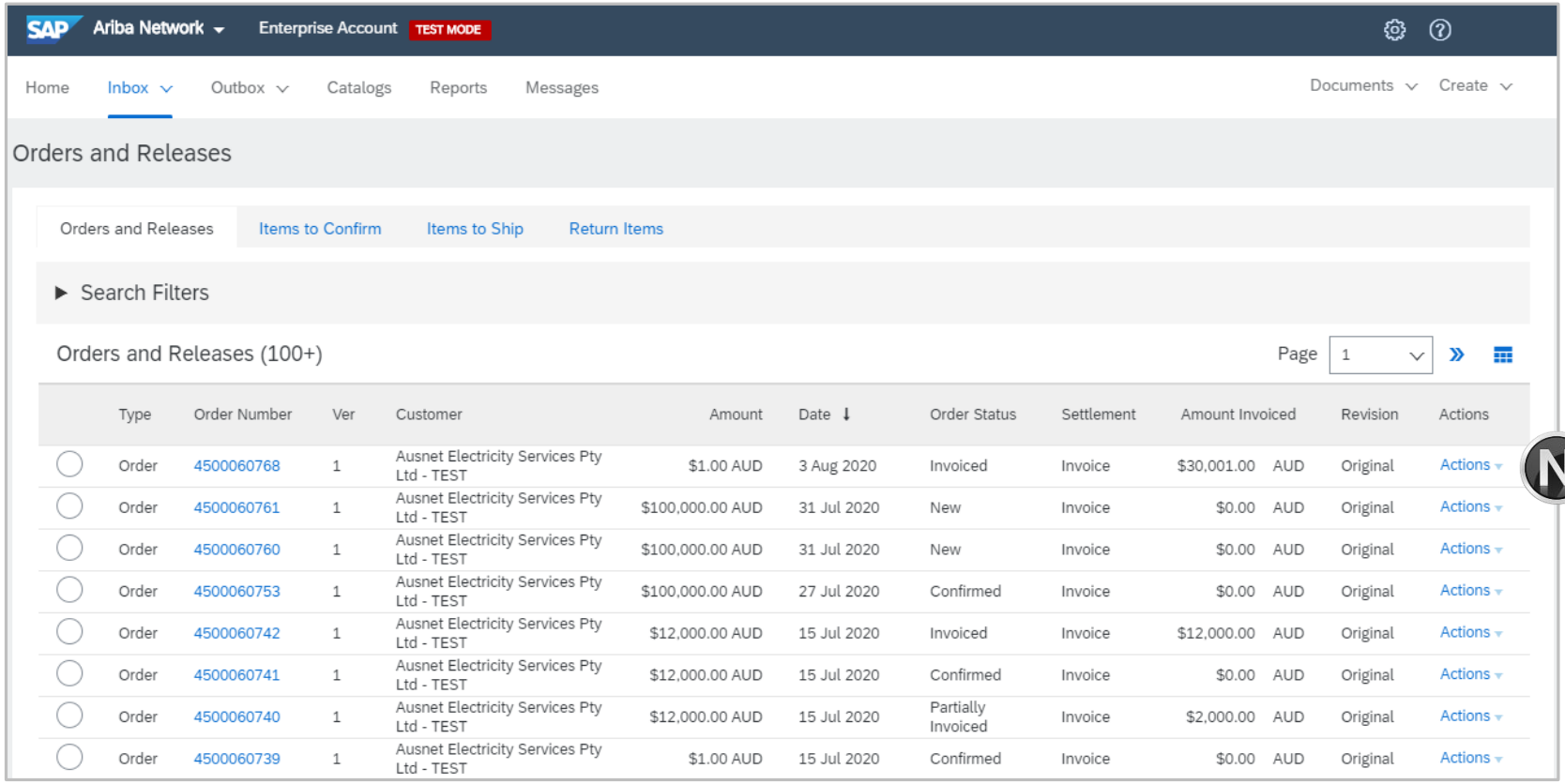
- All orders received via the Ariba Network require an invoice to be created in the Ariba Network
- The Invoice# refers to your internal invoice number
- Partial invoicing is allowed
- Shipping Cost added at Line level will not cause GST to be calculated for shipping. If the order has multiple lines 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.



	Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
○	Order	4500060768	1	Ausnet Electricity Services Pty Ltd - TEST	$1.00 AUD	3 Aug 2020	Invoiced	Invoice	$30,001.00 AUD	Original	Actions
○	Order	4500060761	1	Ausnet Electricity Services Pty Ltd - TEST	$100,000.00 AUD	31 Jul 2020	New	Invoice	$0.00 AUD	Original	Actions
○	Order	4500060760	1	Ausnet Electricity Services Pty Ltd - TEST	$100,000.00 AUD	31 Jul 2020	New	Invoice	$0.00 AUD	Original	Actions
○	Order	4500060753	1	Ausnet Electricity Services Pty Ltd - TEST	$100,000.00 AUD	27 Jul 2020	Confirmed	Invoice	$0.00 AUD	Original	Actions
○	Order	4500060742	1	Ausnet Electricity Services Pty Ltd - TEST	$12,000.00 AUD	15 Jul 2020	Invoiced	Invoice	$12,000.00 AUD	Original	Actions
○	Order	4500060741	1	Ausnet Electricity Services Pty Ltd - TEST	$12,000.00 AUD	15 Jul 2020	Confirmed	Invoice	$0.00 AUD	Original	Actions
○	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
○	Order	4500060739	1	Ausnet Electricity Services Pty Ltd - TEST	$1.00 AUD	15 Jul 2020	Confirmed	Invoice	$0.00 AUD	Original	Actions

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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

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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

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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

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Locating Received Purchase Orders – Inbox and using Search

- The Dashboard or Homepage is displayed

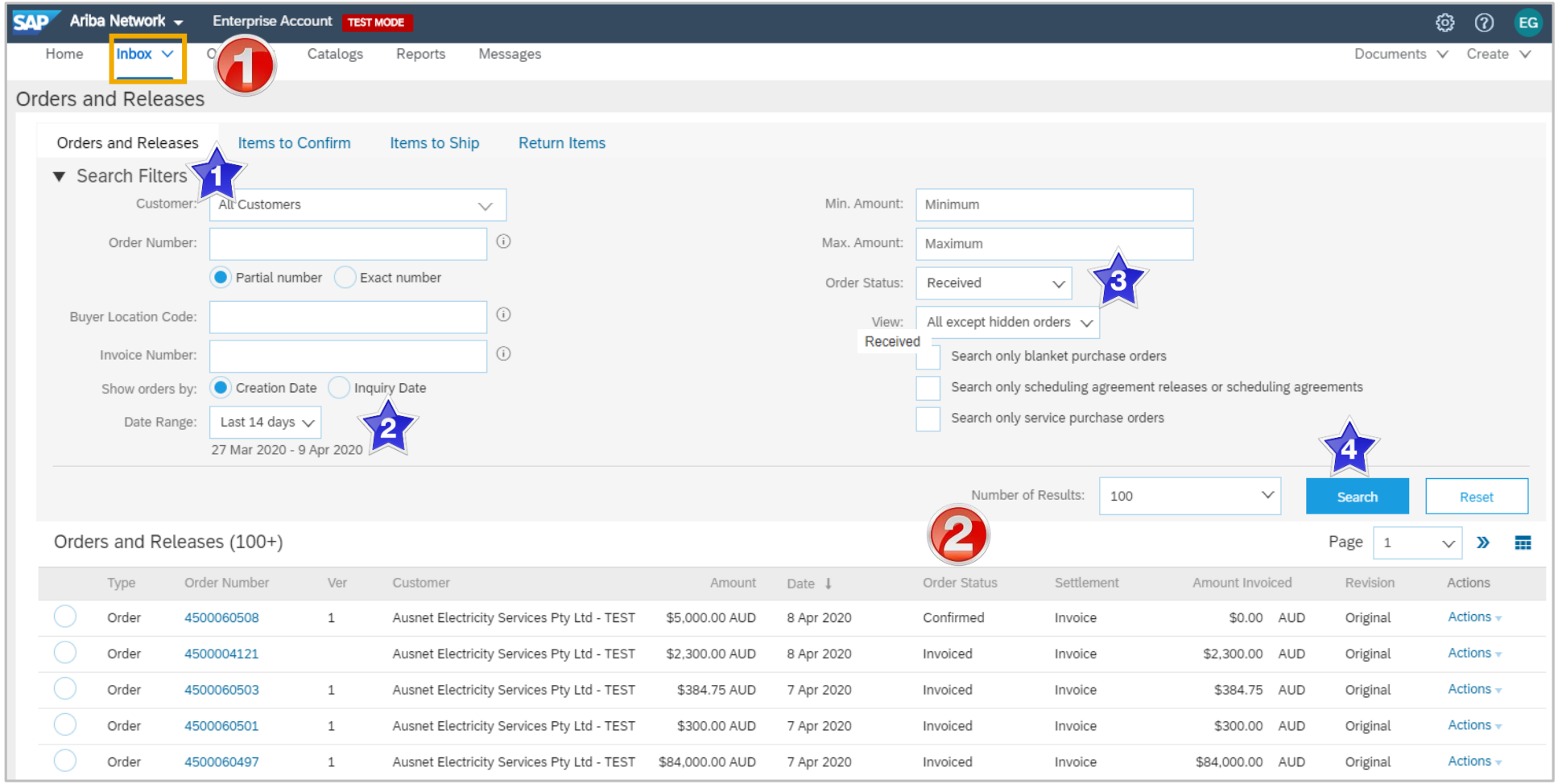
1. Click on Inbox

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



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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

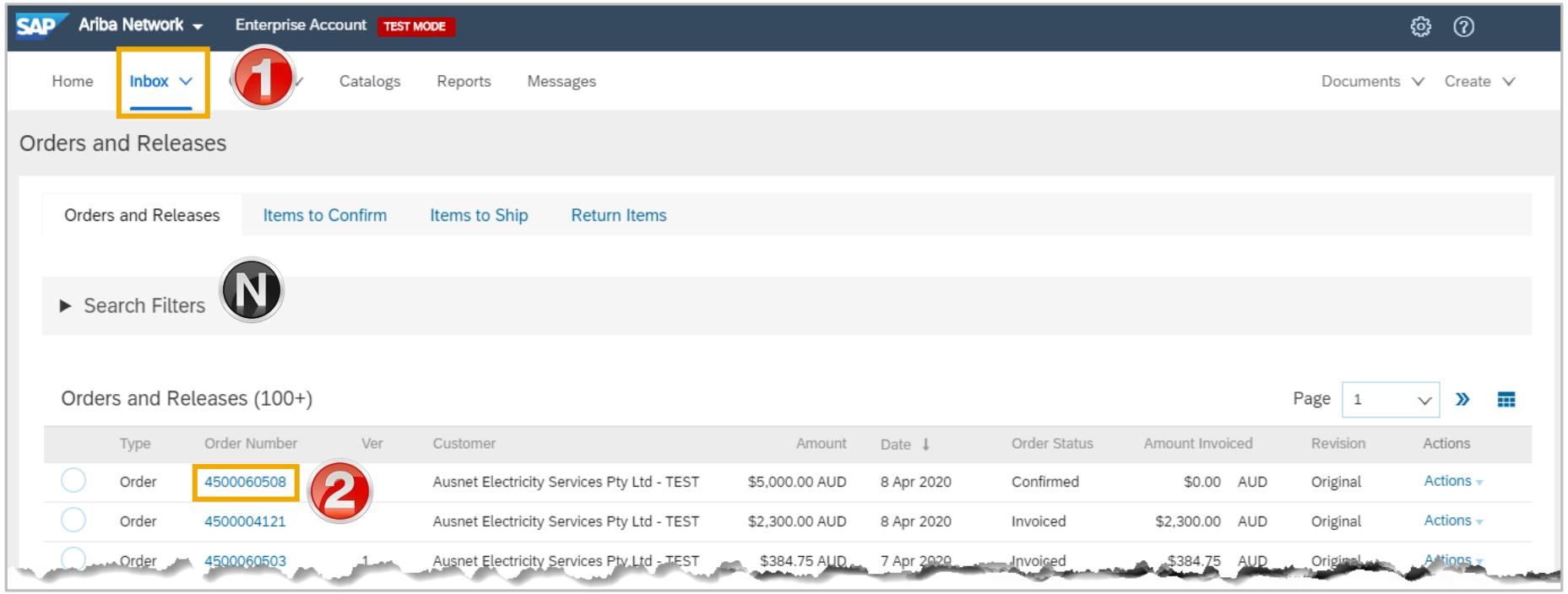
Note: Use the Search filter of click on Order status to sort and locate Received Purchase Orders

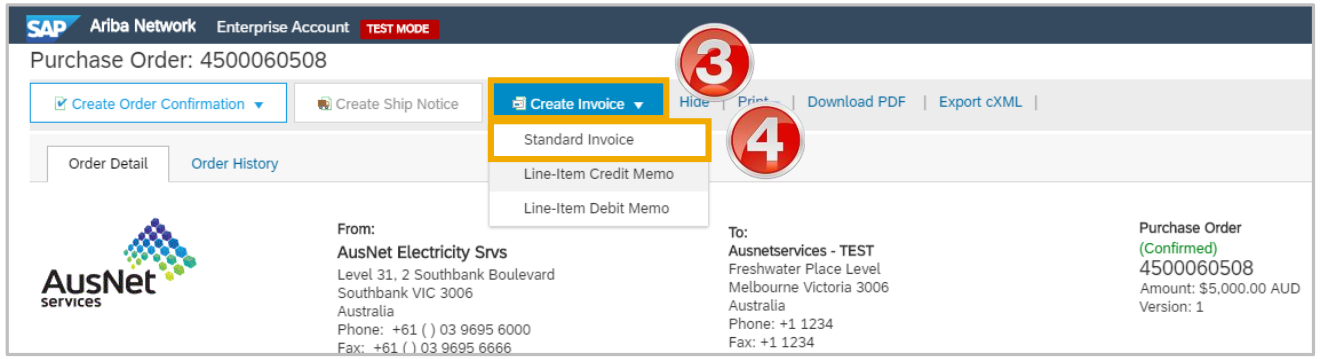
➢ Screen displays the **Purchase Order**

3. Click **Create Invoice**

4. Select **Standard Invoice.**

➢ Screen displays **Create Invoice**





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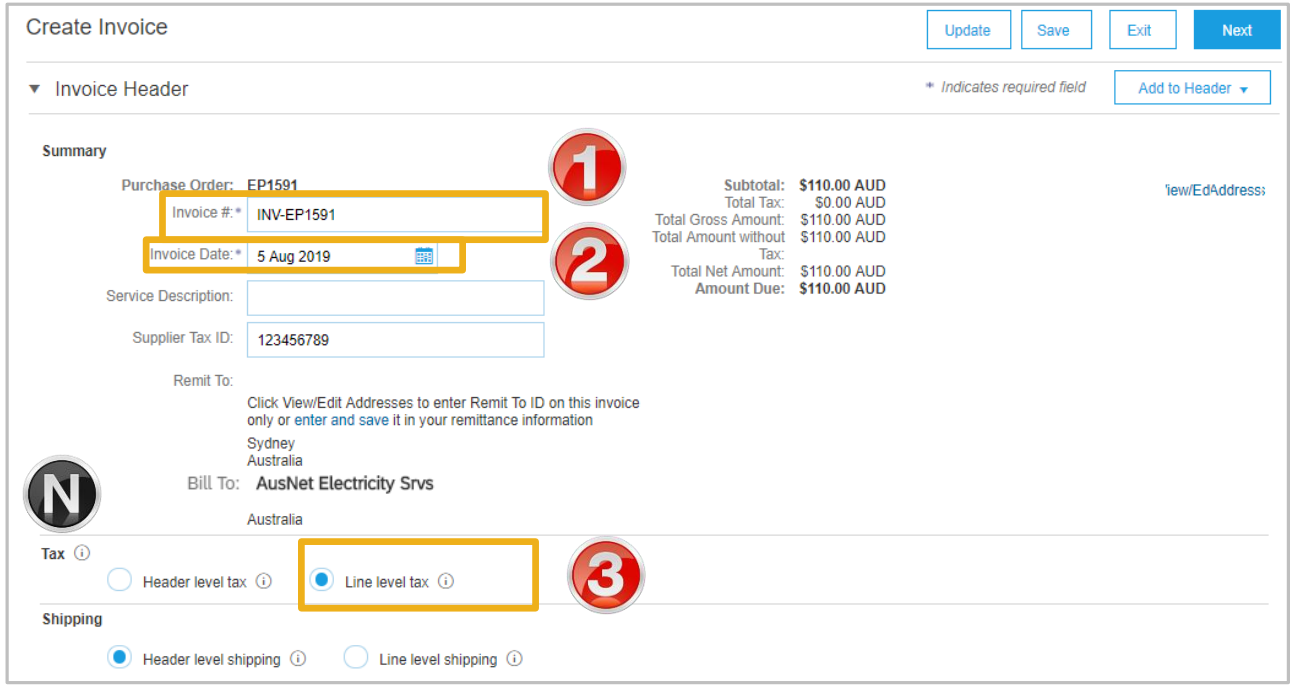
Standard Invoice – Line Level including Tax Level Selection

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



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Standard Invoice – Line Level including Tax Level Selection

1. Tick to enter Tax – Select appropriate **Tax category**
2. Confirm or enter the **Quantity**
3. Click Add to Included Line.
    1. Enter **Tax Information**

➢ Screen displays review Create Invoice

4. Click on **Next and Submit**

Screen message displays

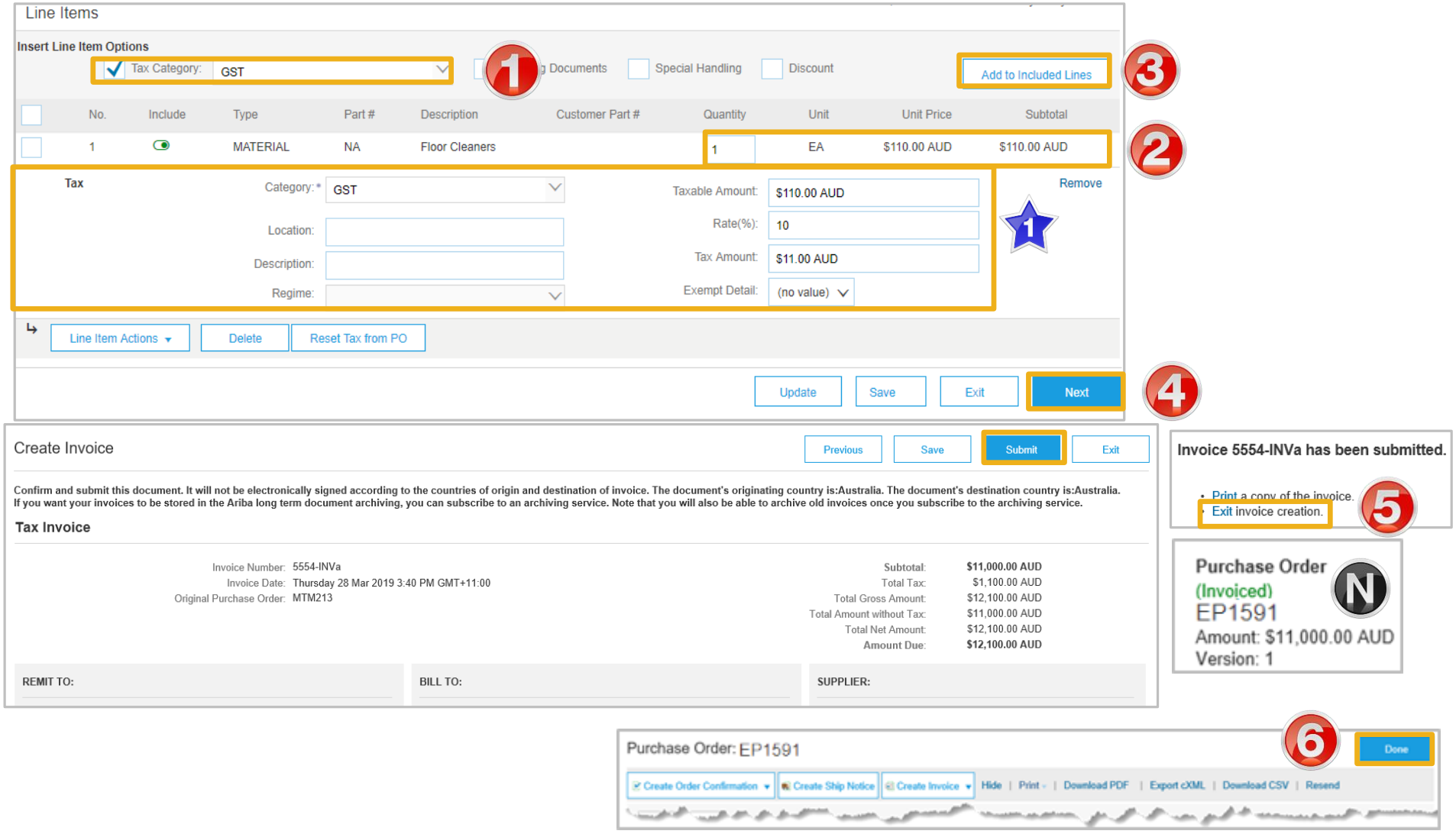
5. Click on **Exit**

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



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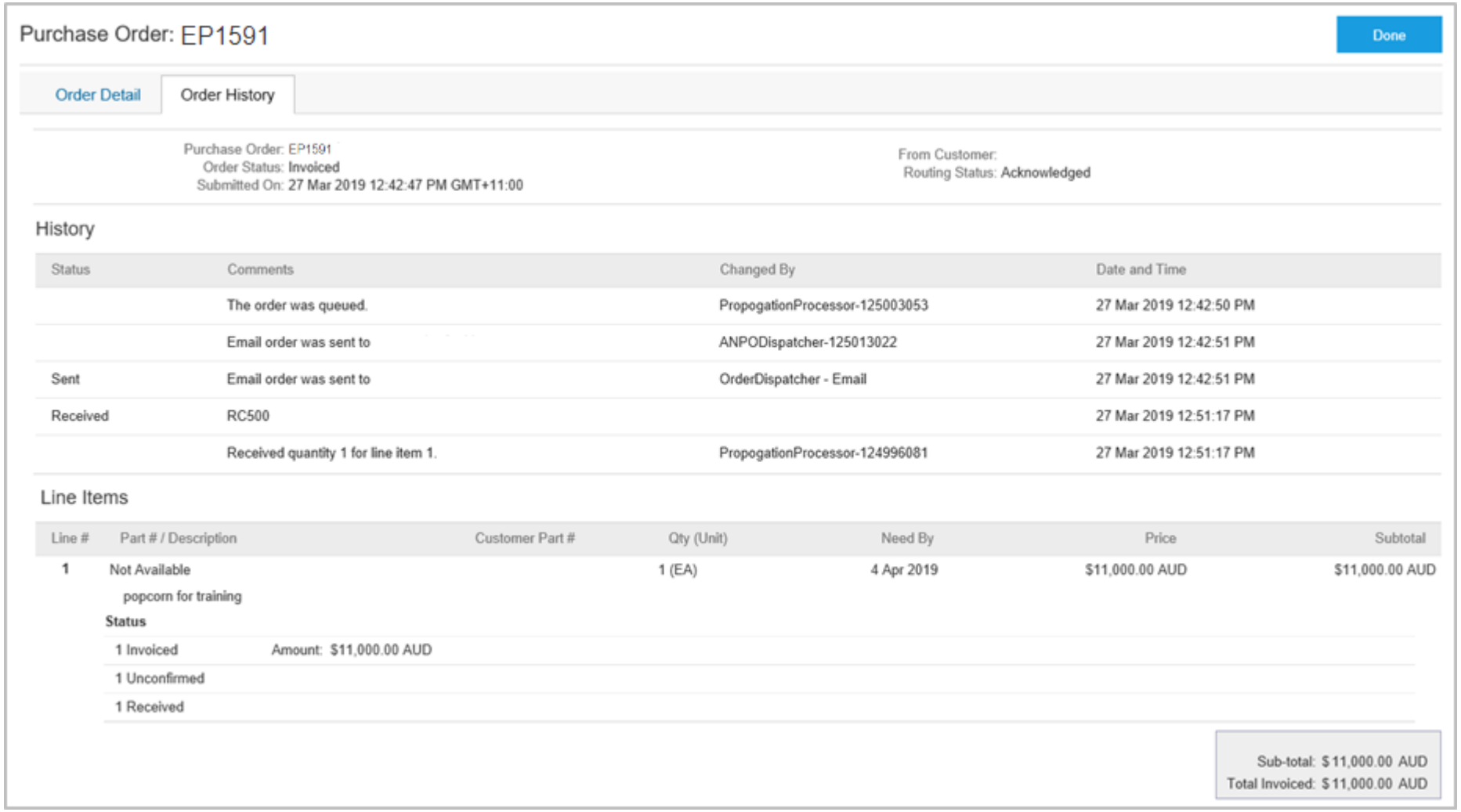
Standard Invoice – History Tab

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

Status

1 Invoiced Amount: $11,000.00 AUD
1 Unconfirmed
1 Received

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

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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

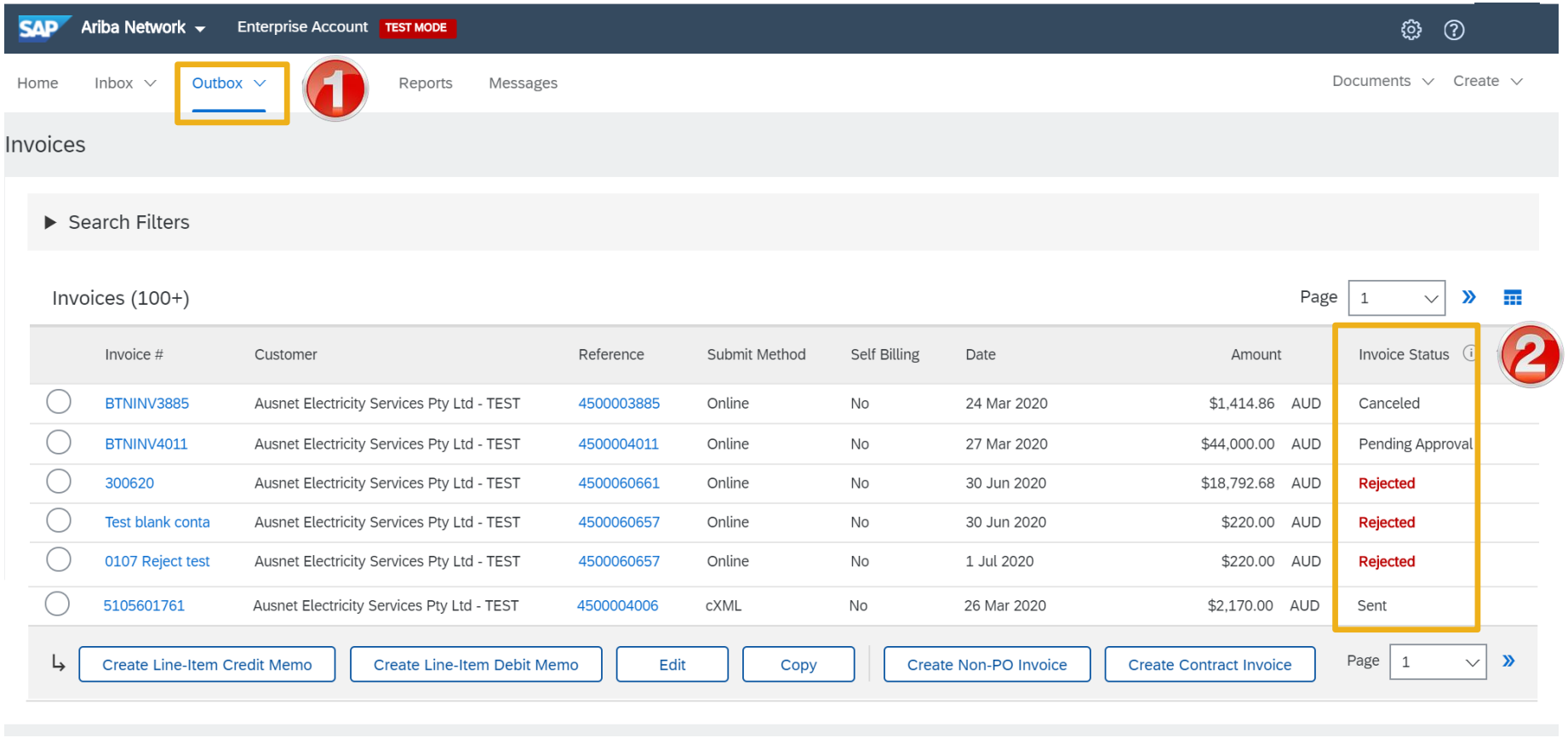
1. Click the **Outbox** tab on the Dashboard

➢ 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**



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Partial Invoicing

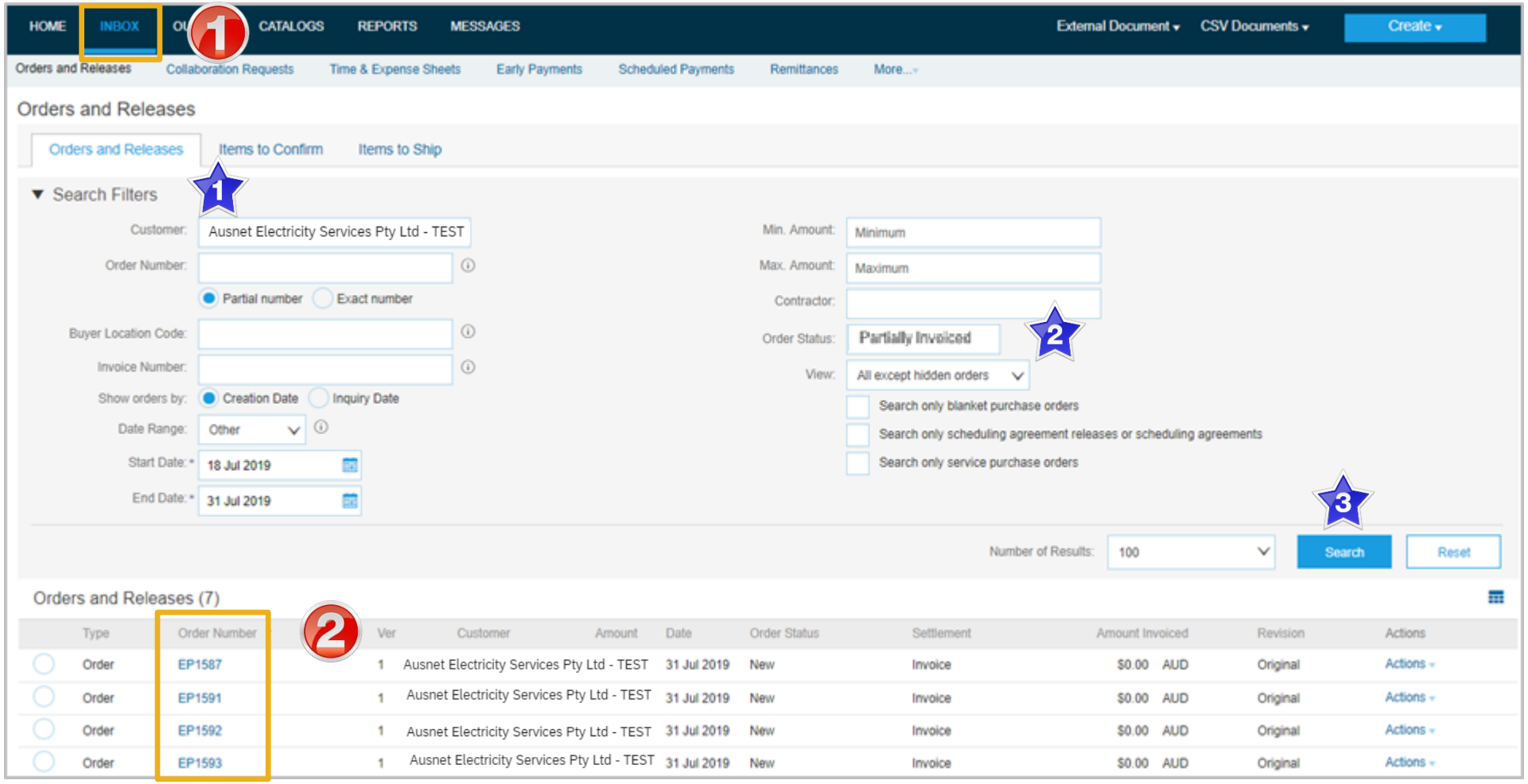
- Partial Invoicing can only occur when a ***Partially Received*** Purchase Order has been received
- Invoices will display as Partially Invoiced until all items on the original Purchase Order have been Invoiced
- Partial invoicing on Partial invoices is allowed
- Multiple Invoices can be created for 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**



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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

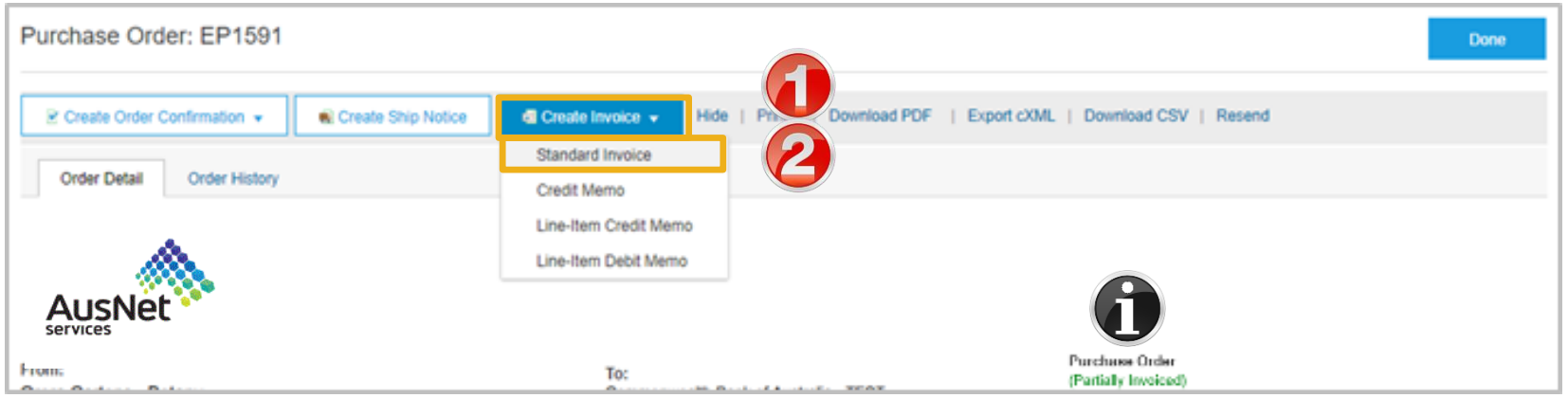
➢ Screen displays the Invoice

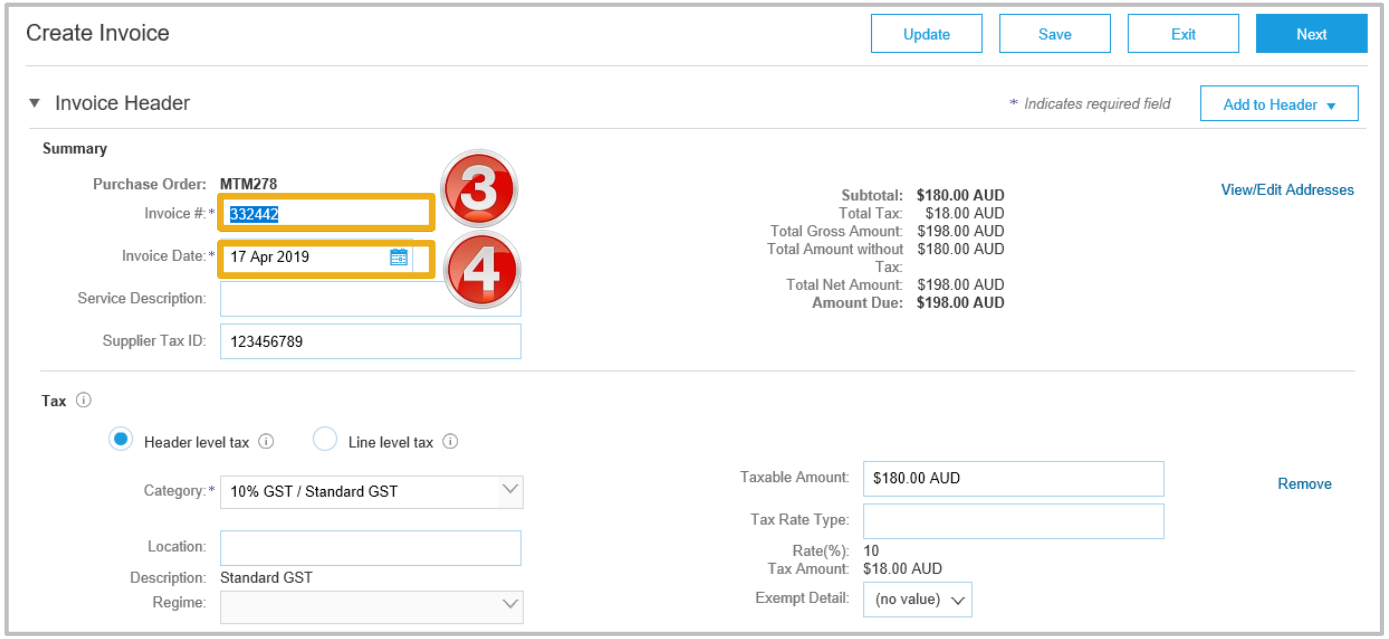
3. Enter the Invoice number, this is the number that you provide to AusNet Services
4. Confirm the Invoice Date

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





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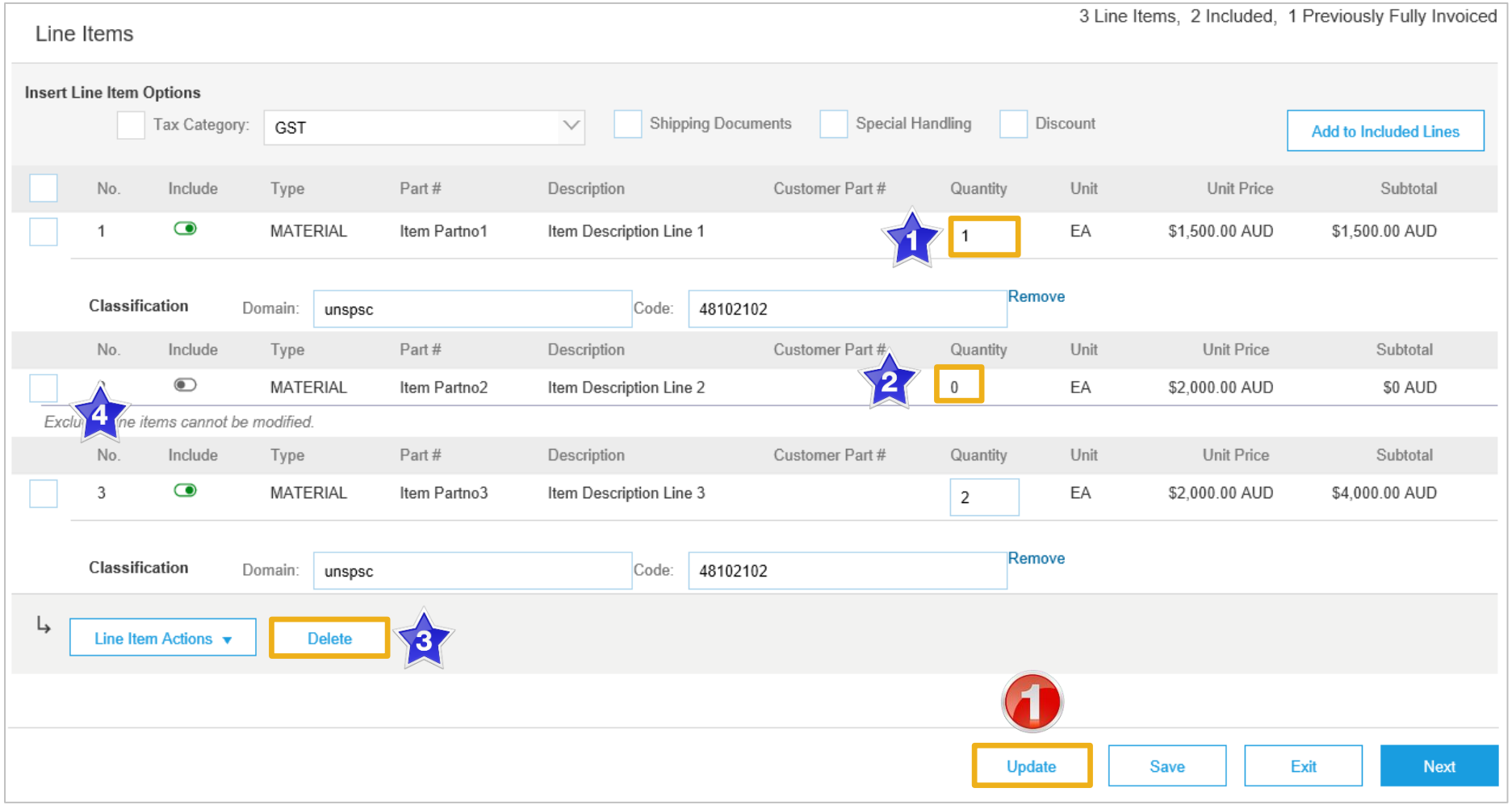
Completing a Partial Invoice

- 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**



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Completing a Partial Invoice cont.

2. Click on **Next**

➢ Screen displays **Create Invoice**

3. Click on **Submit**

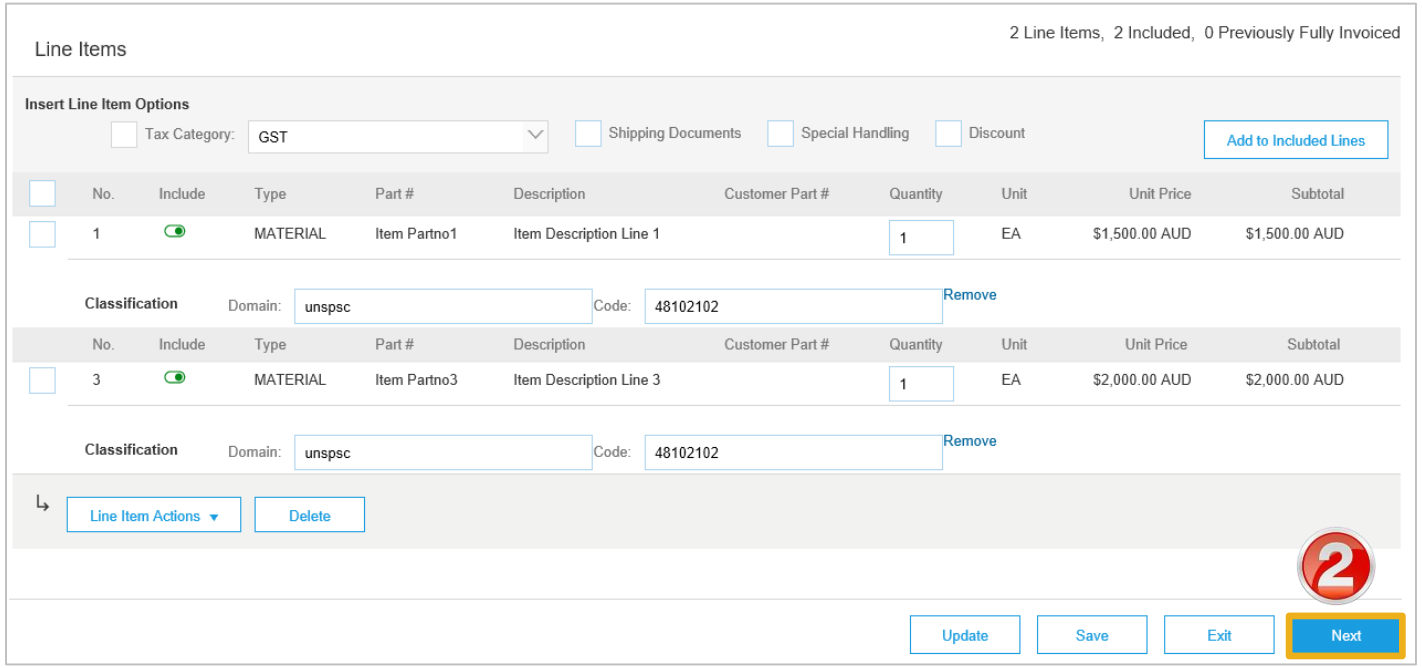
4. Click on **Exit**

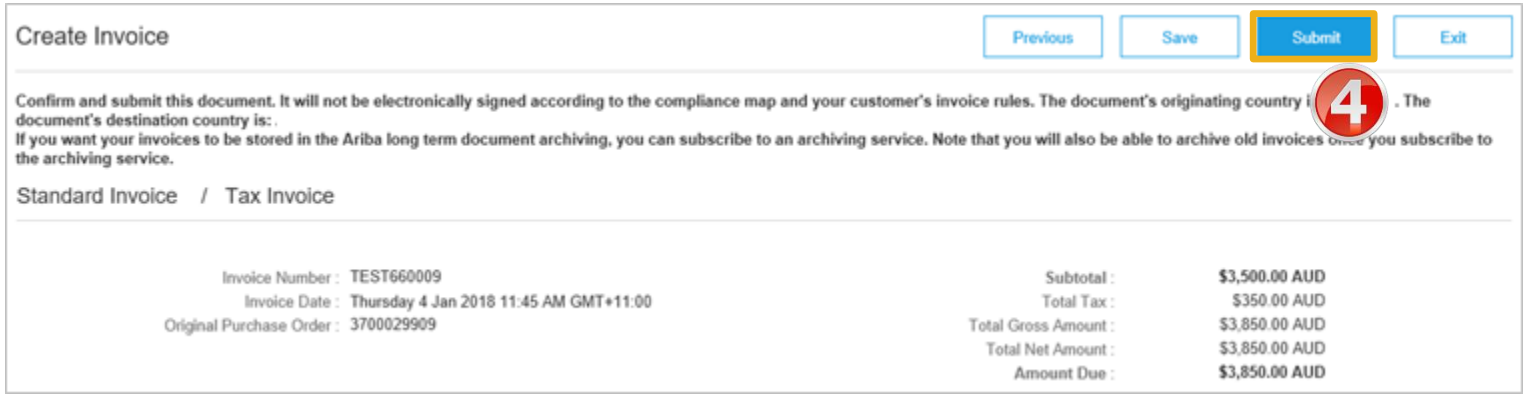
➢ Screen displays the Purchase Order with either:

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





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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

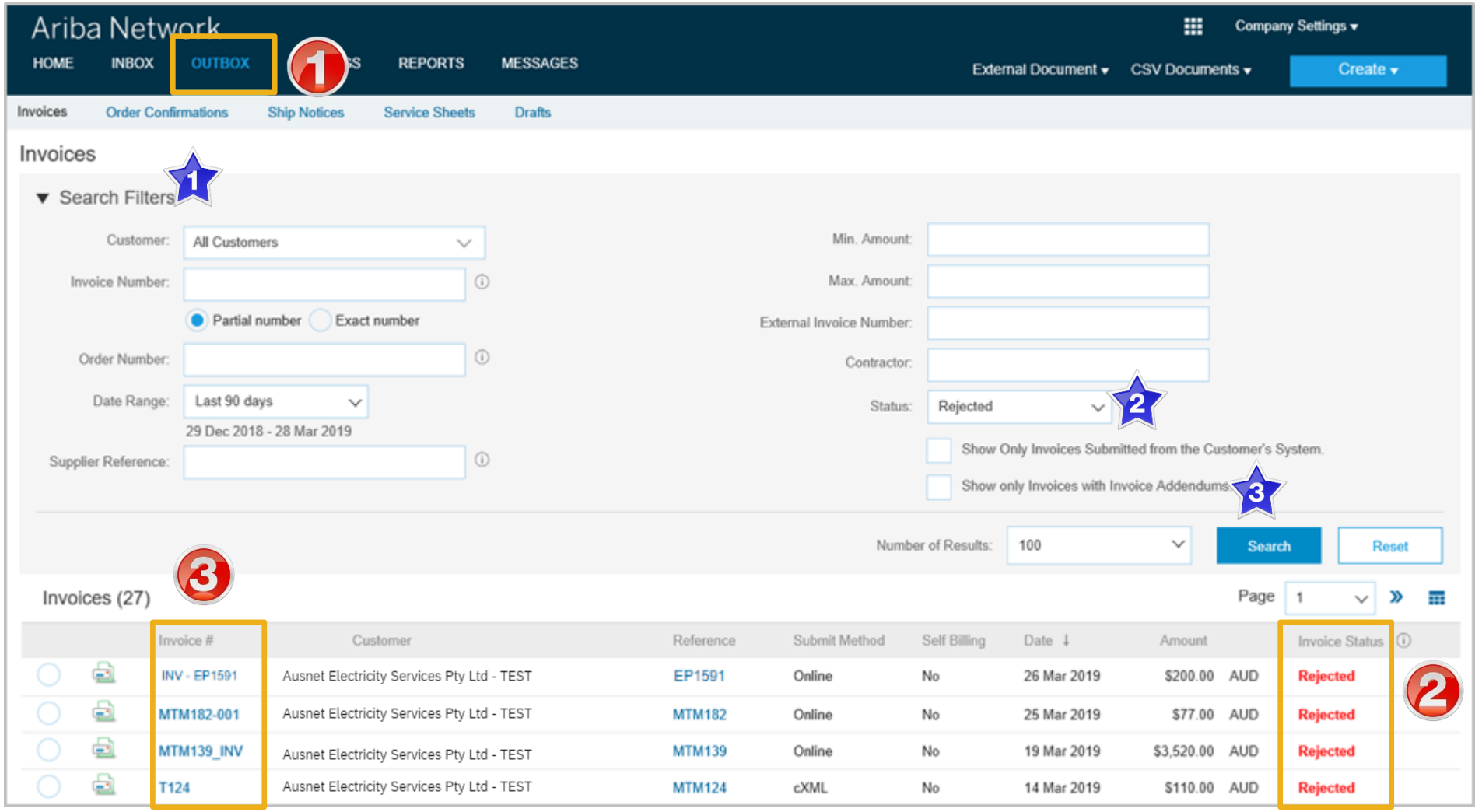
- The Dashboard or Homepage is displayed

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



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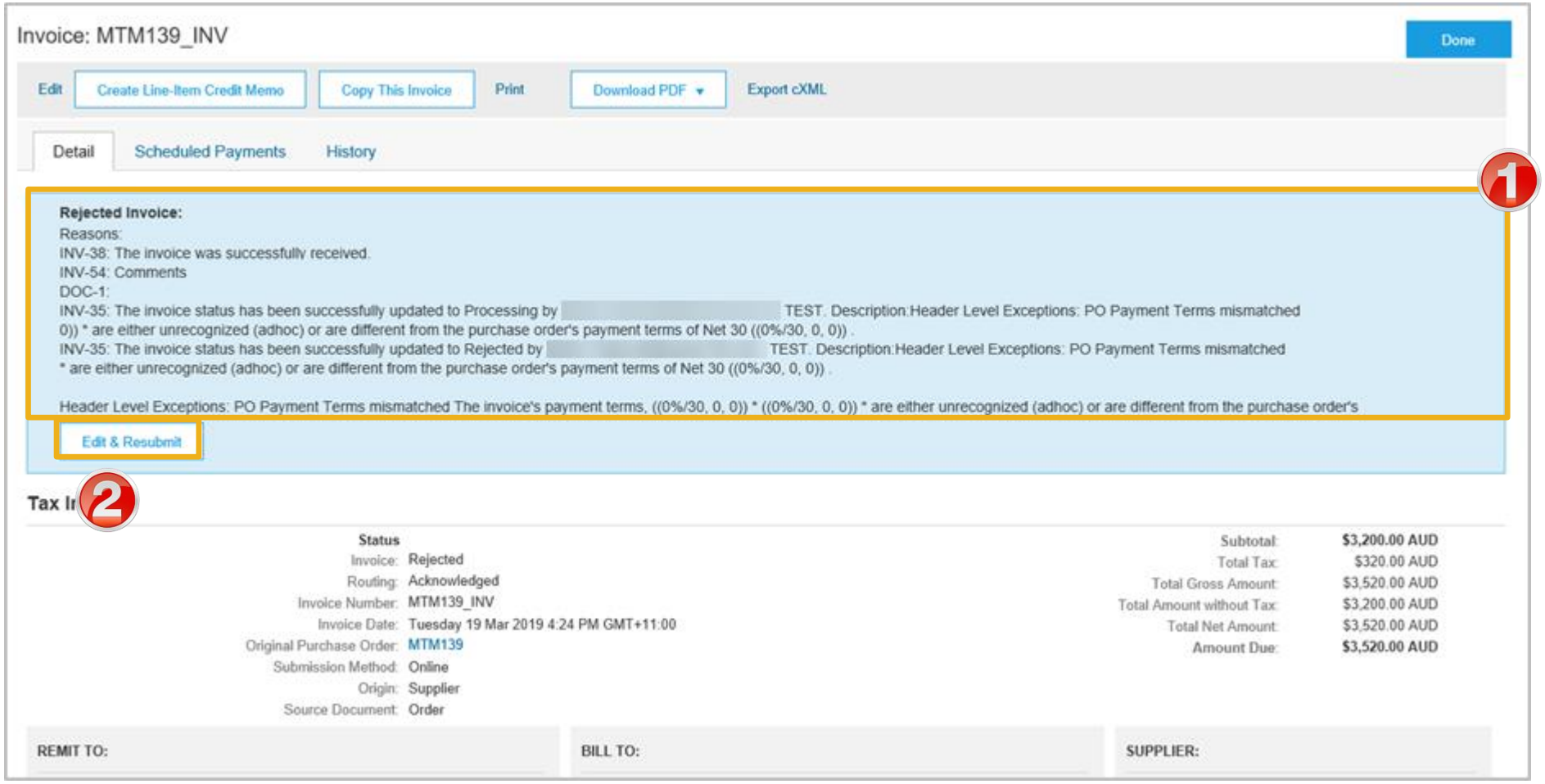
Open and Review Rejected Invoice

- 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



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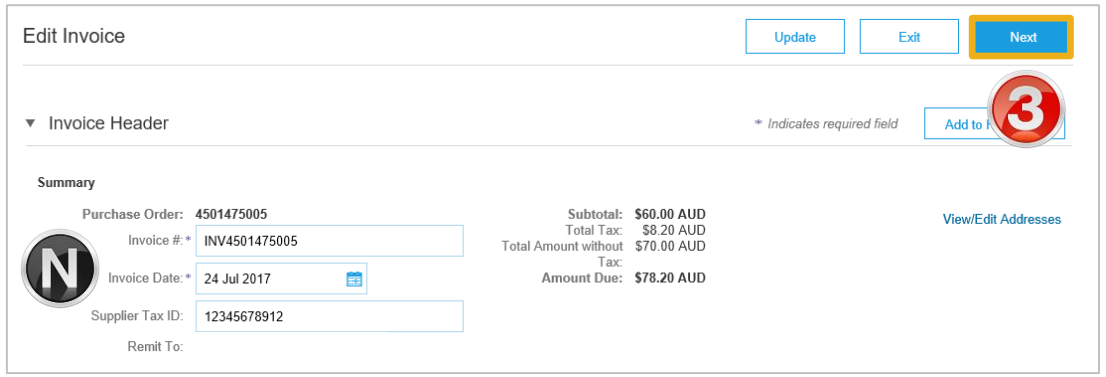
Edit and Resubmit and Invoice cont.

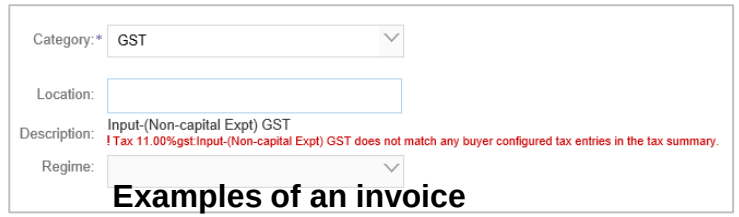
Note: The Invoice number, purchase order number and other information is auto-populated

- 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

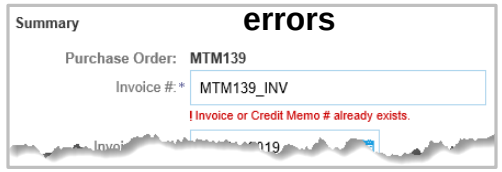
3. Click on **Next**
4. Review the Invoice, then click on **Submit**
5. Click on **Done**

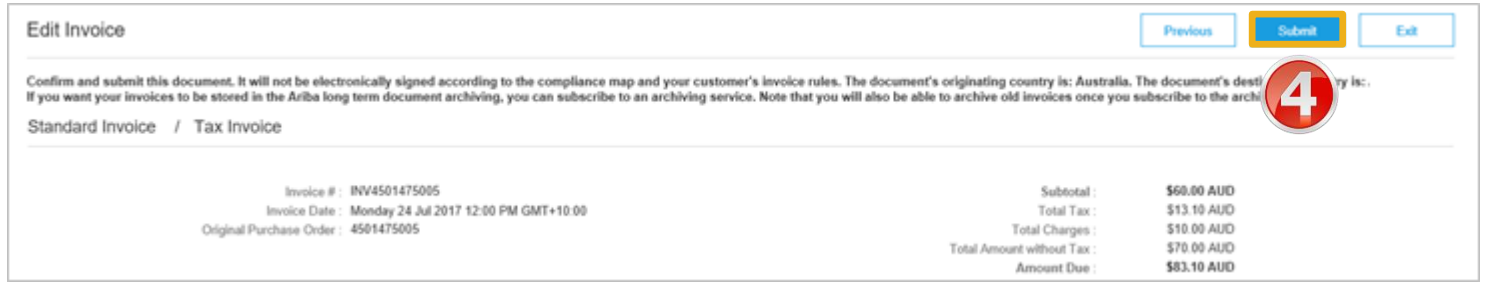
- The screen will display the Outbox

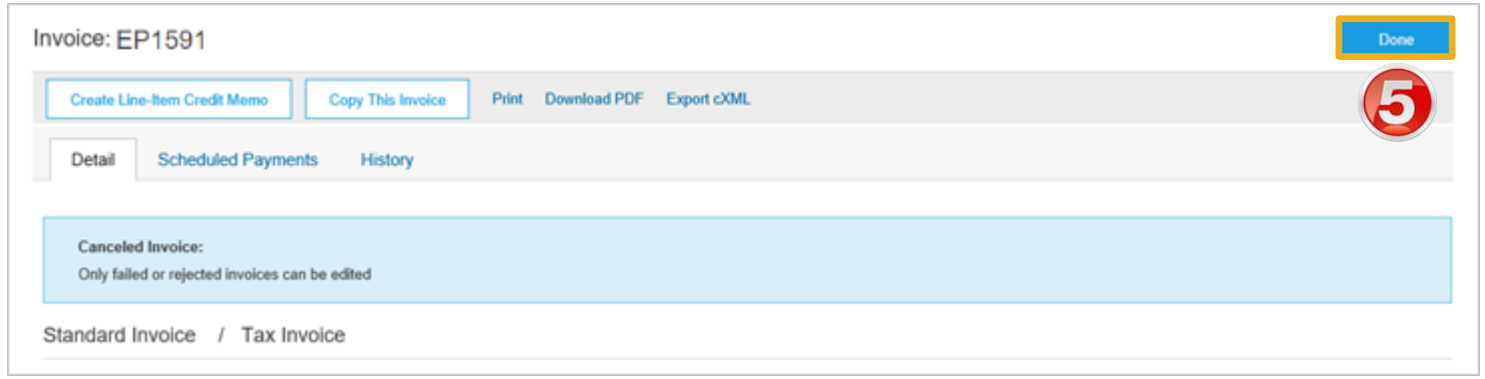




Examples of an invoice errors







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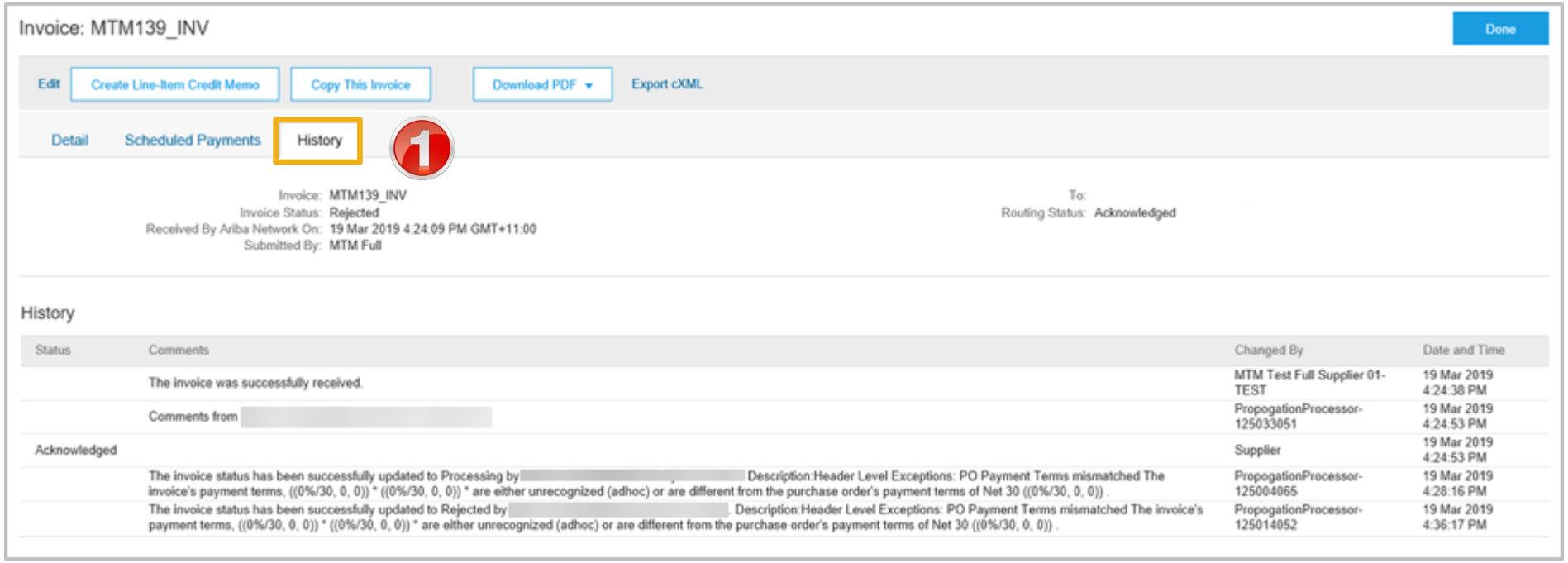
Edit and Resubmit History Tab

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



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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**

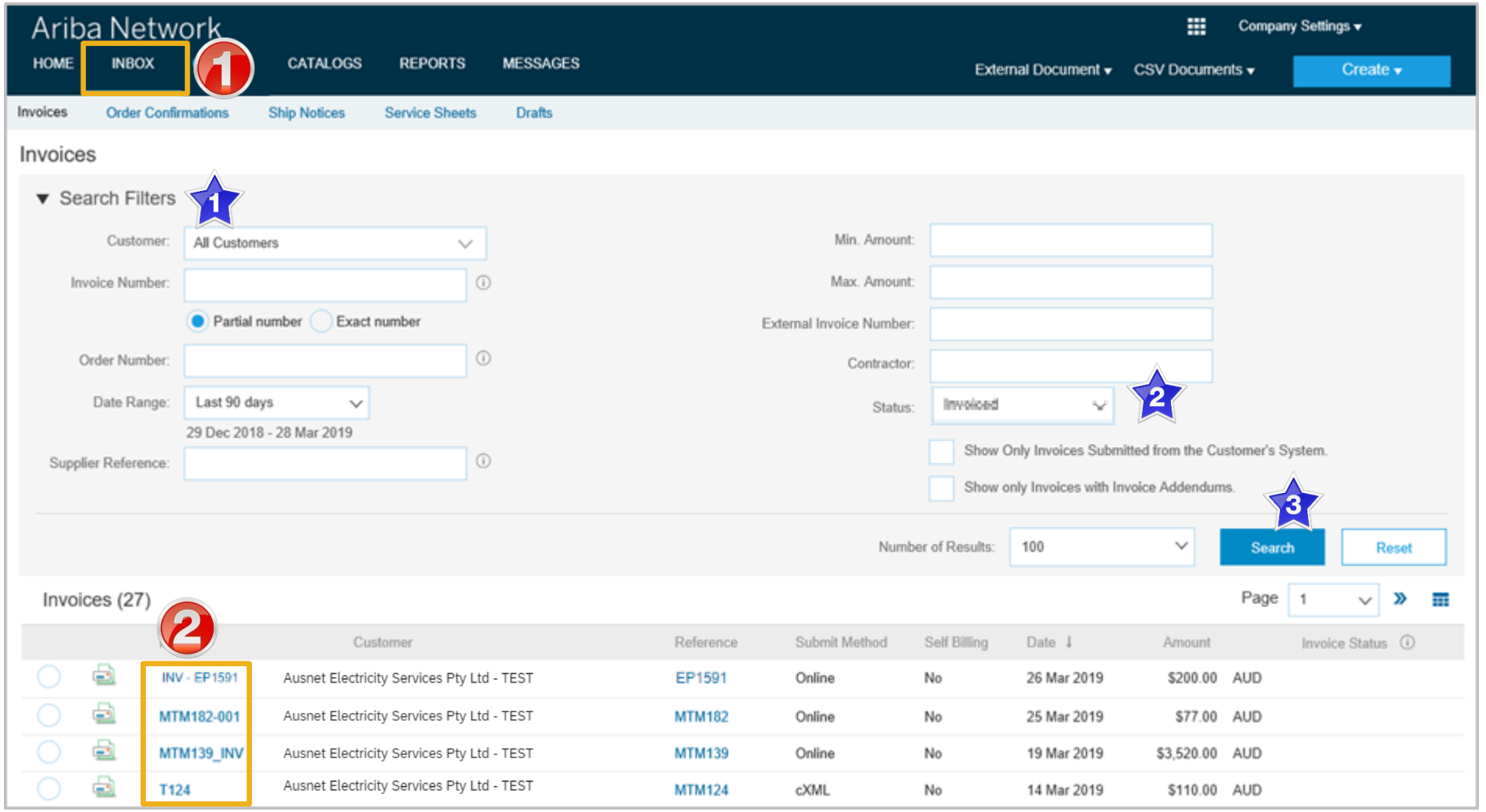
- The Orders and Releases screen is displayed

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**



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Credit Memo – Header Level

- The Purchase Order is displayed

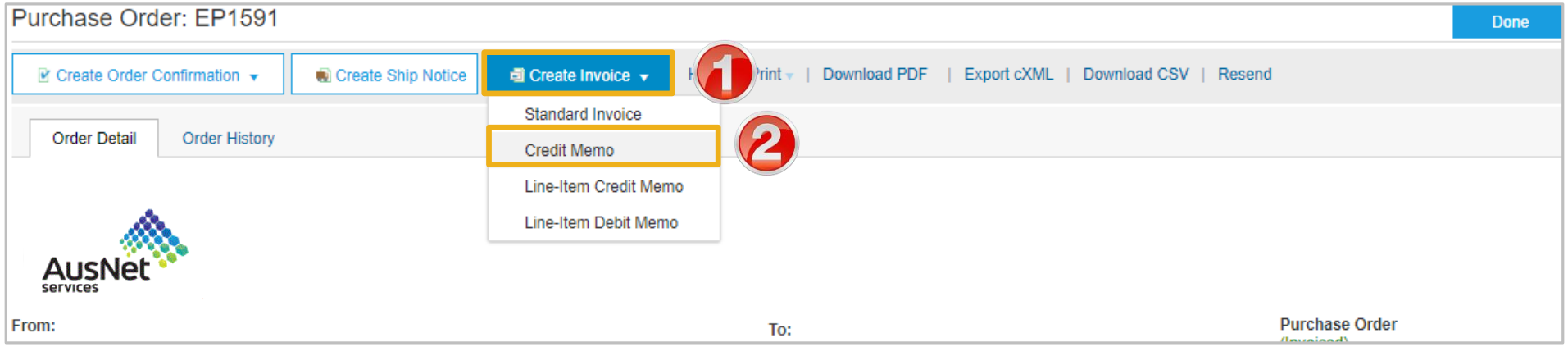
1. Click on Create Invoice
2. Select **Credit Memo**

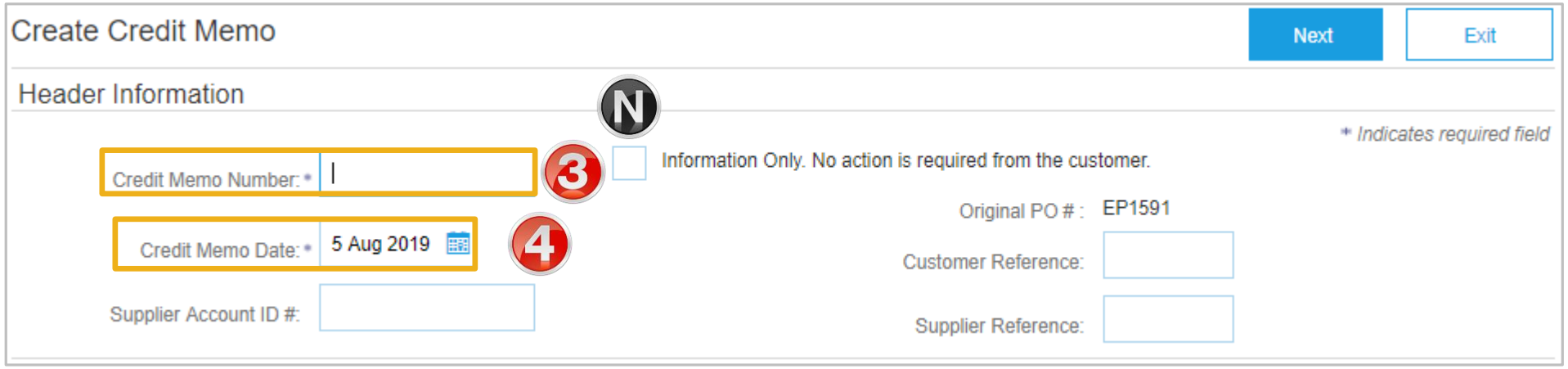
- Screen displays **Create Credit Memo**

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





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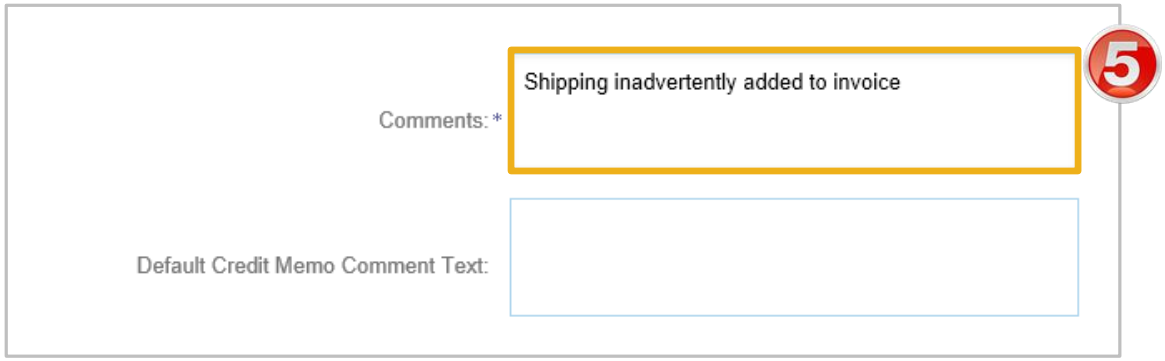
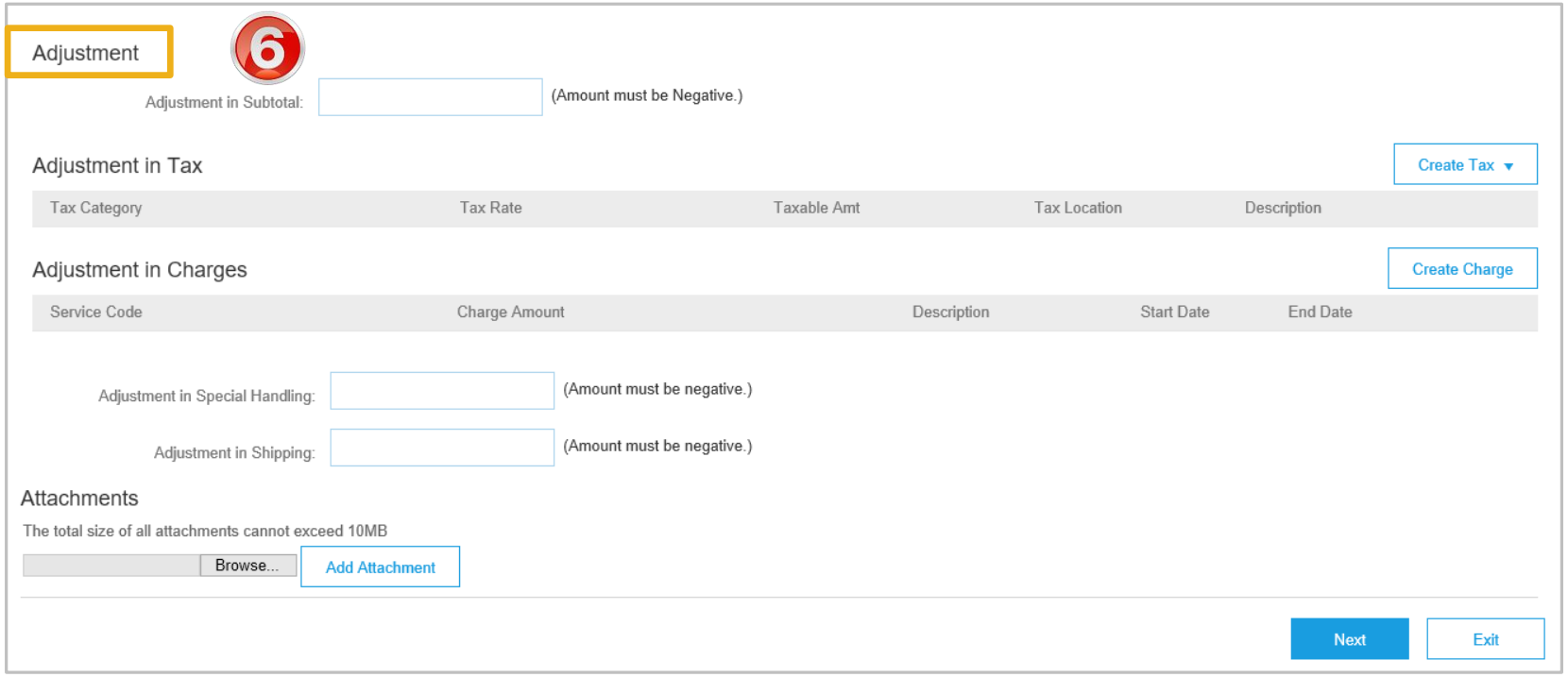
Credit Memo – Header Level cont.

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





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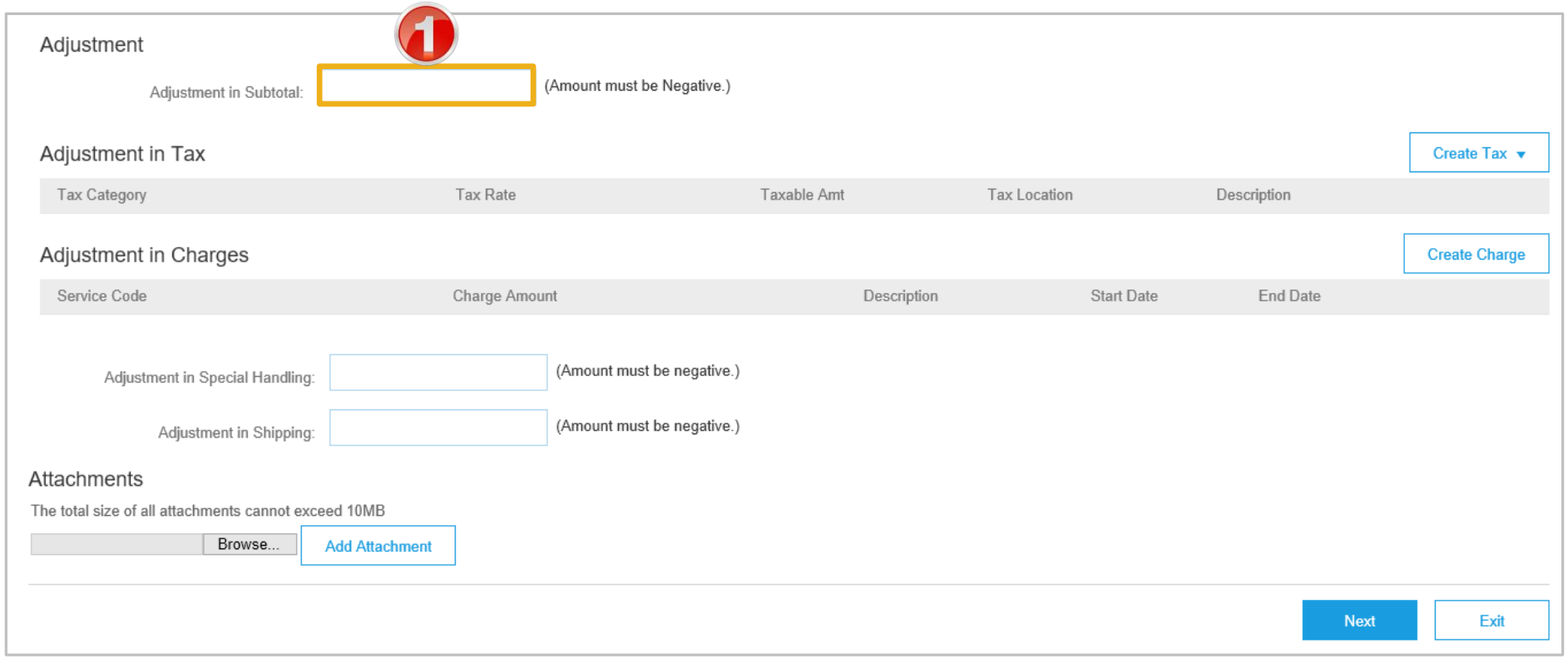
Credit Memo – Adjustments – Subtotal

- 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.



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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**

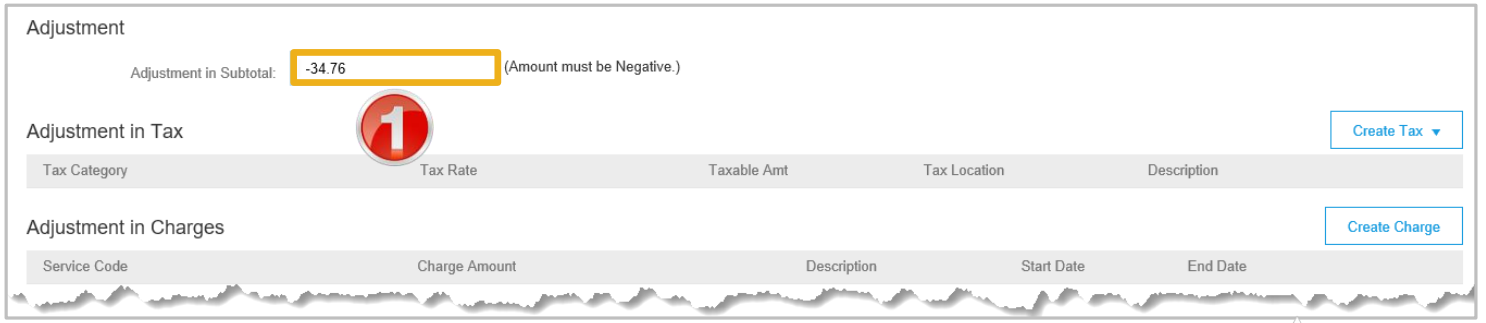
For Adjustment in Charges:

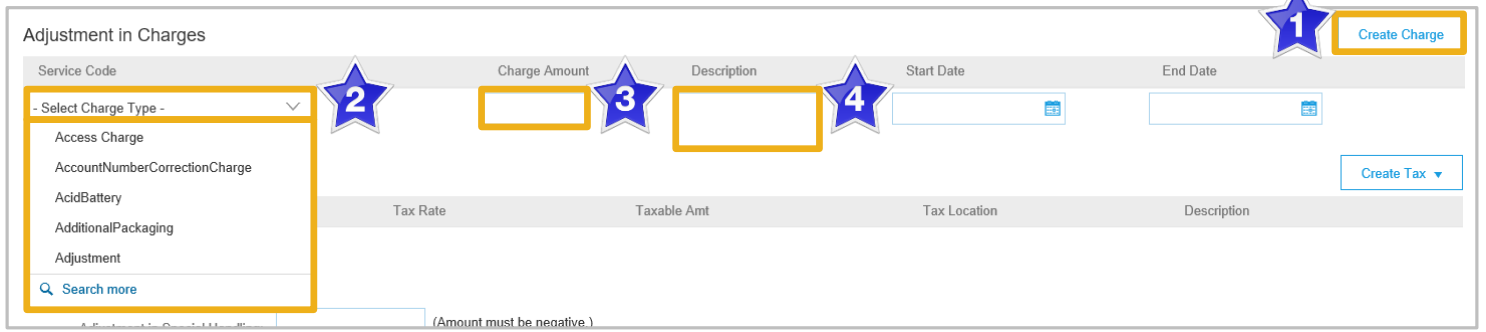
2. Enter a total into either **Special Handling** or **Shipping**

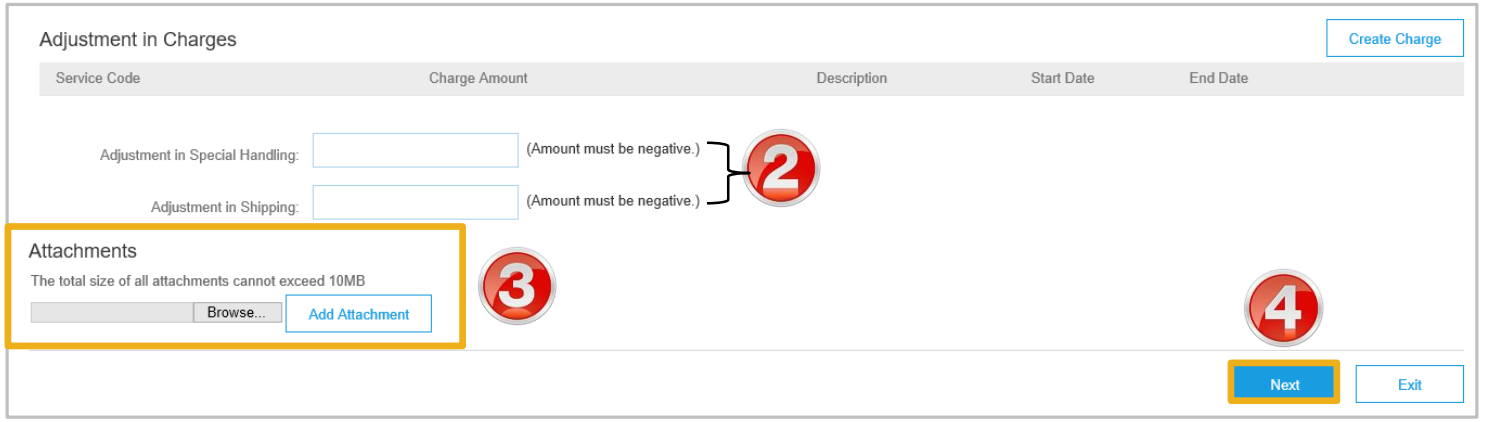
3. Add **Attachment** (if required)

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

4. Click on **Next**







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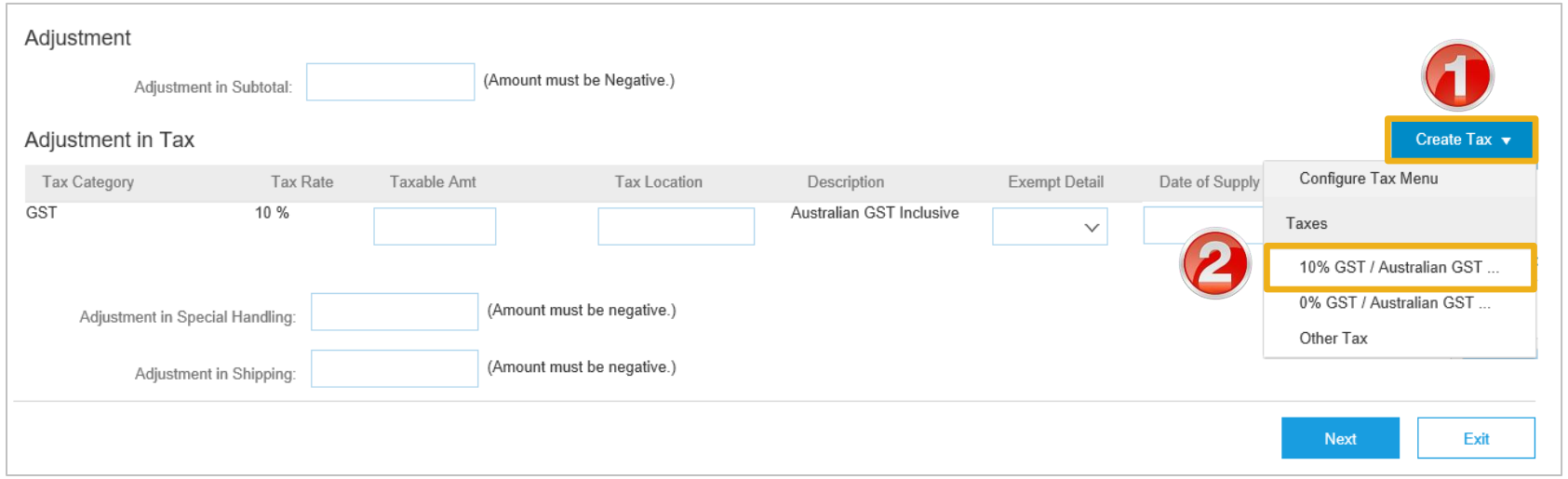
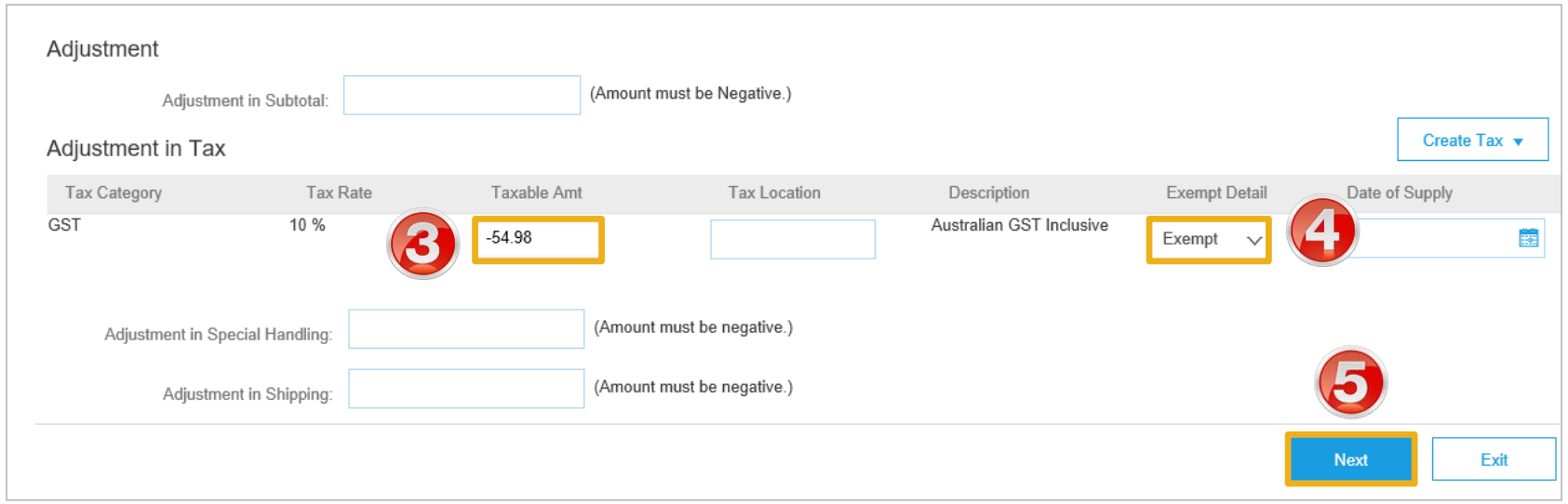
Create Credit Memo Tax Adjustment

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





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Finalise a Credit Memo

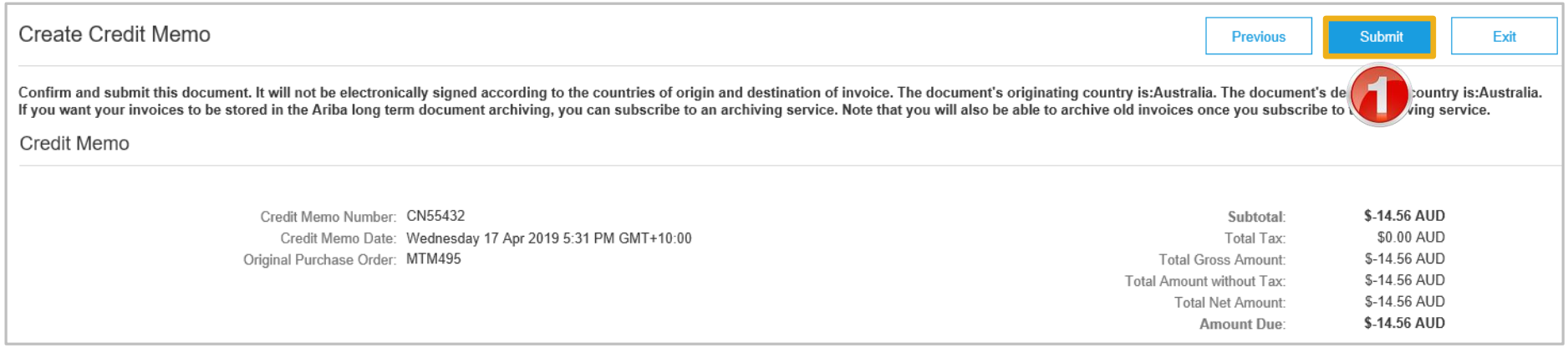
- Review the information

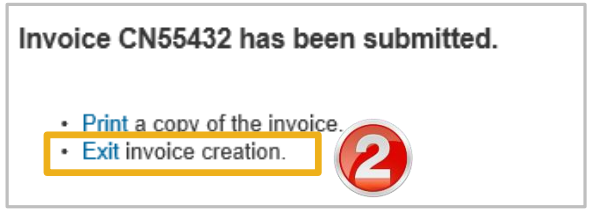
1. Click on **Submit**
2. Click on **Exit**

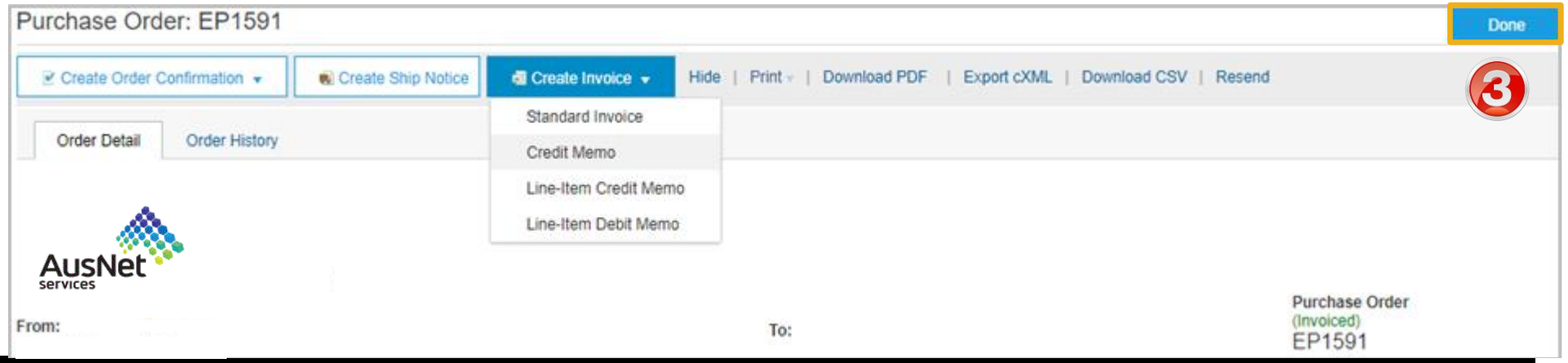
- Screen displays the Purchase Order

3. Click **Done**

- Screen displays Orders and Releases







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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

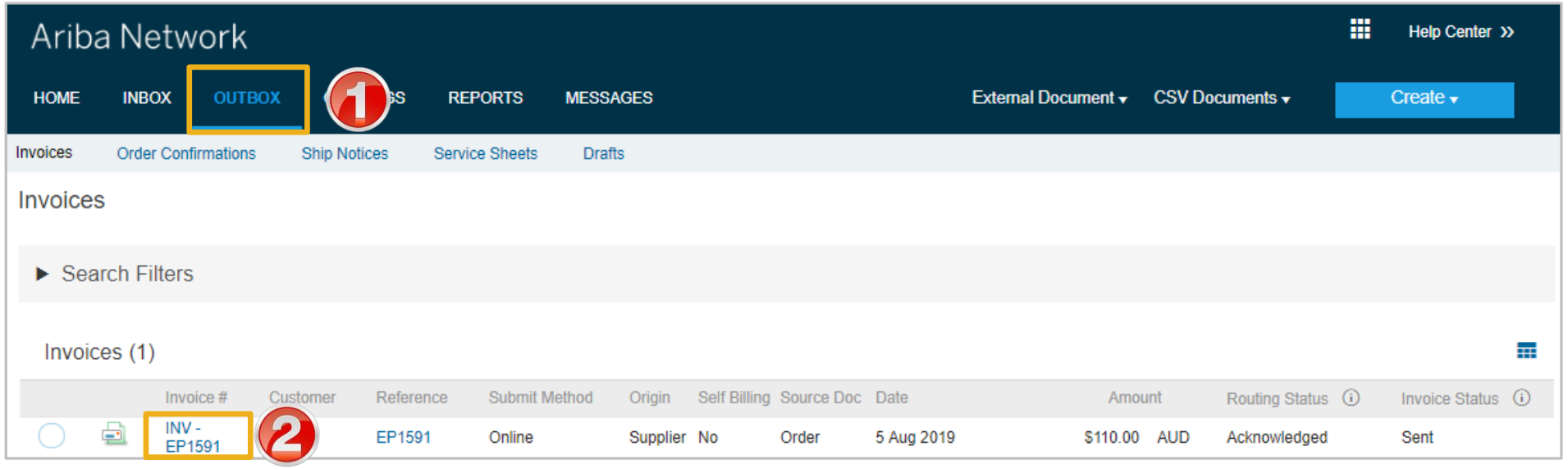
1. Click the **Outbox** tab on the Dashboard

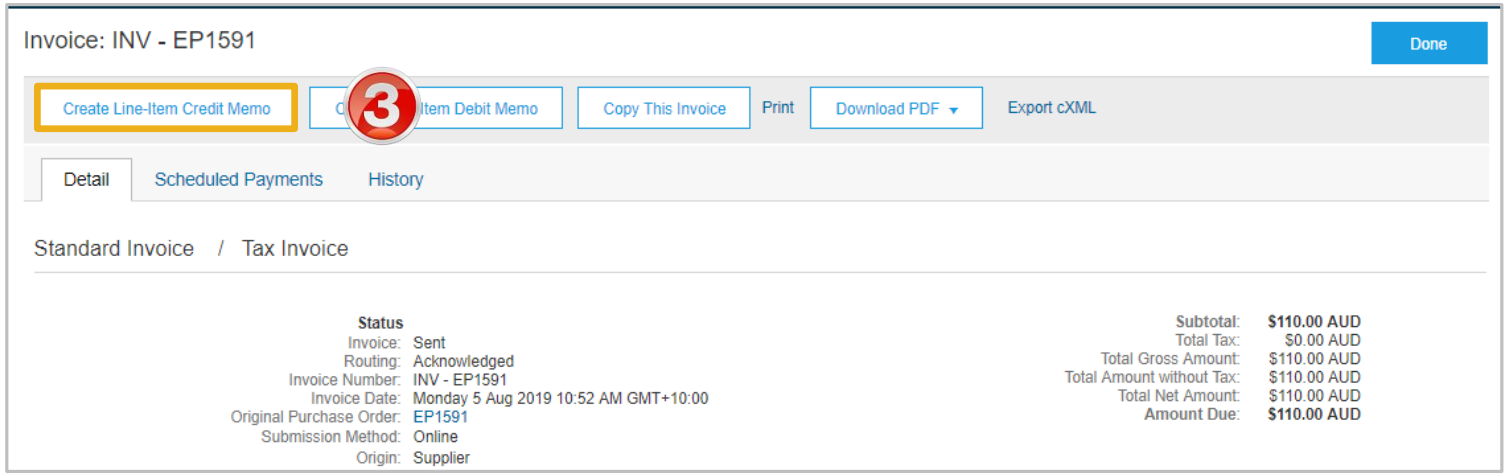
➢ Screen displays Invoices

2. Click on the **Invoice#**

3. Click on **Create Line-Item Credit Memo**

➢ Screen displays **Create Line-Item Credit Memo**





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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

➢ Scroll down to **Comments**

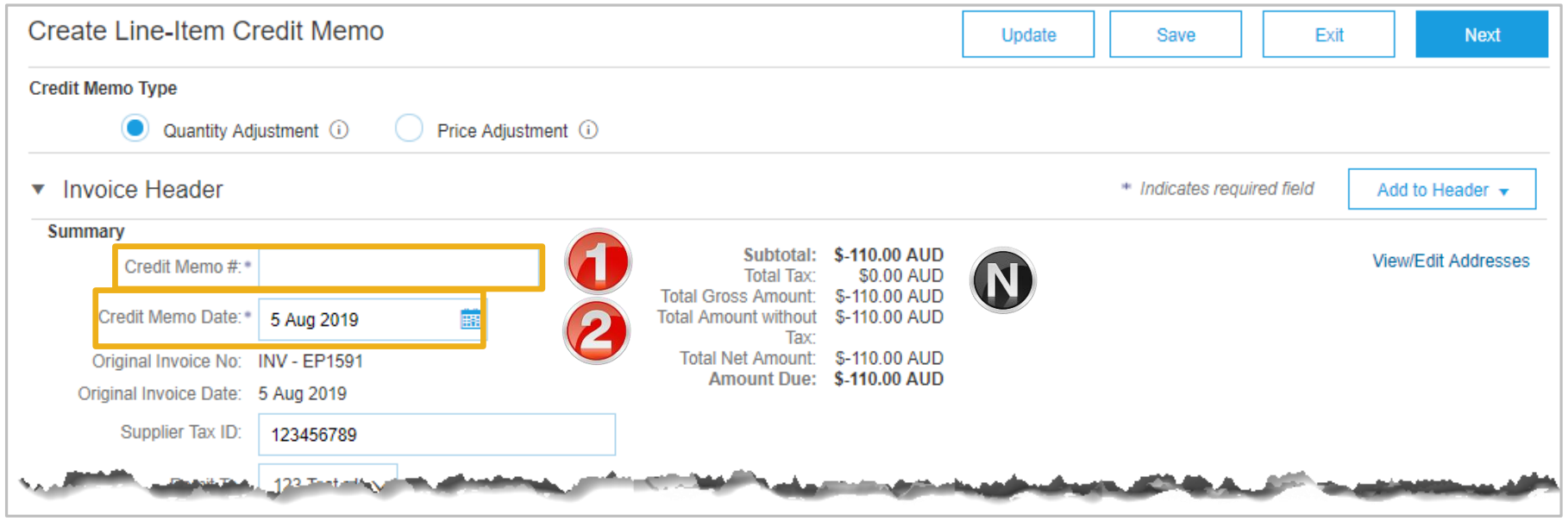
3. Enter the **Reason for Credit Memo**

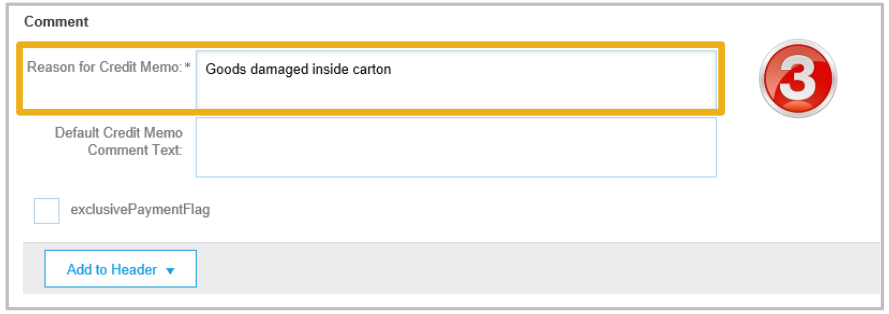
Note: All totals are shown as a Negative including tax

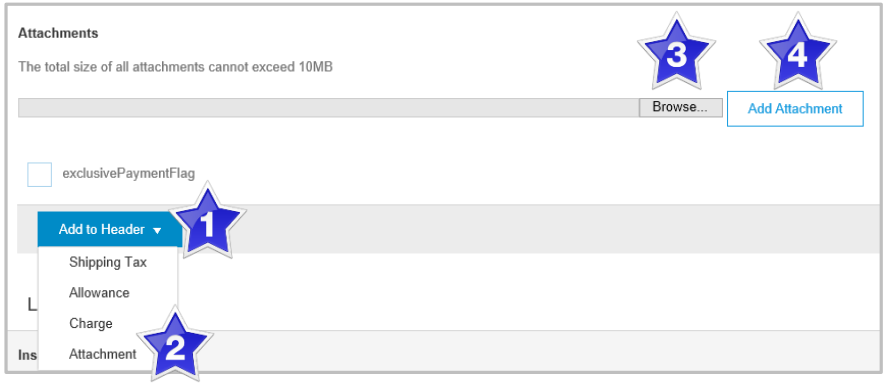
Add Attachment if required:

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**







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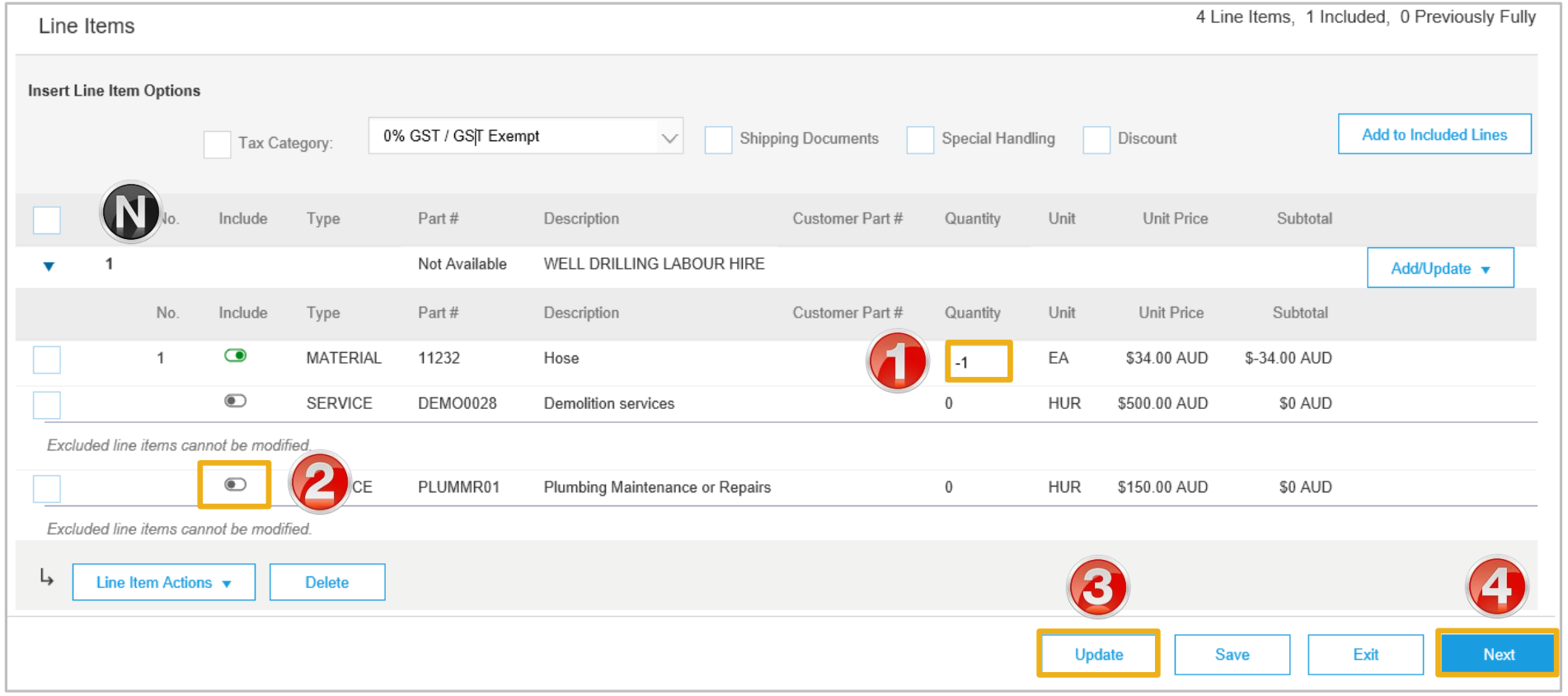
Finalising a Line Item Credit Memo – Line Level

- 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



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Finalising a Line Item Credit Memo

- ➢ Review the Invoice

1. Click **Submit**

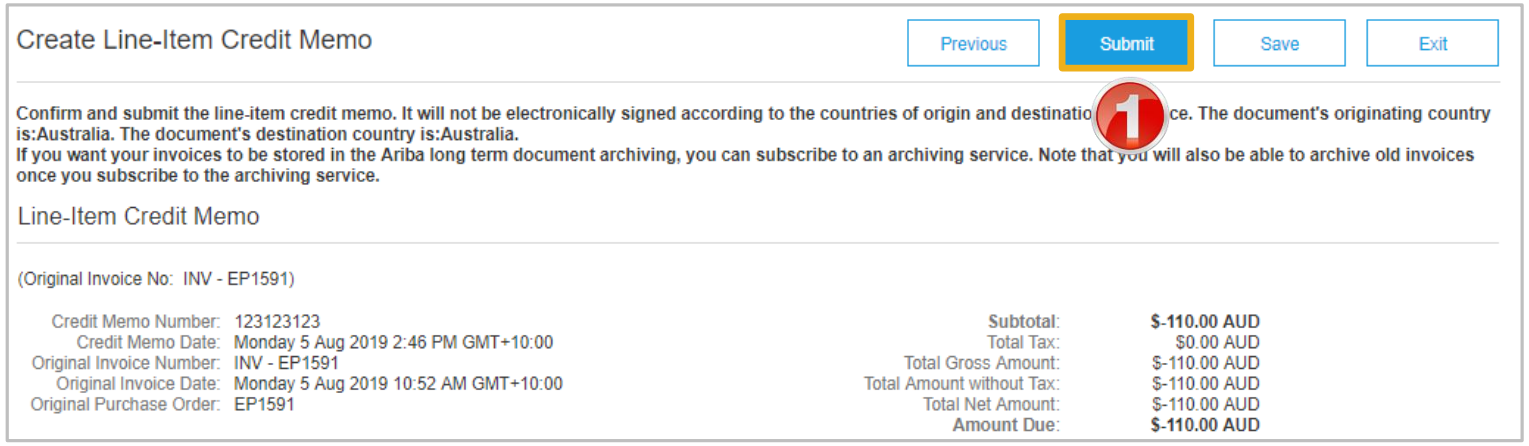
Note: The AusNet Services does not require a paper invoice, however if you require for you records **Click** on **Print**.

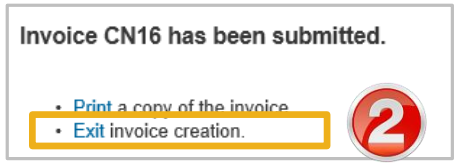
2. Click on **Exit**

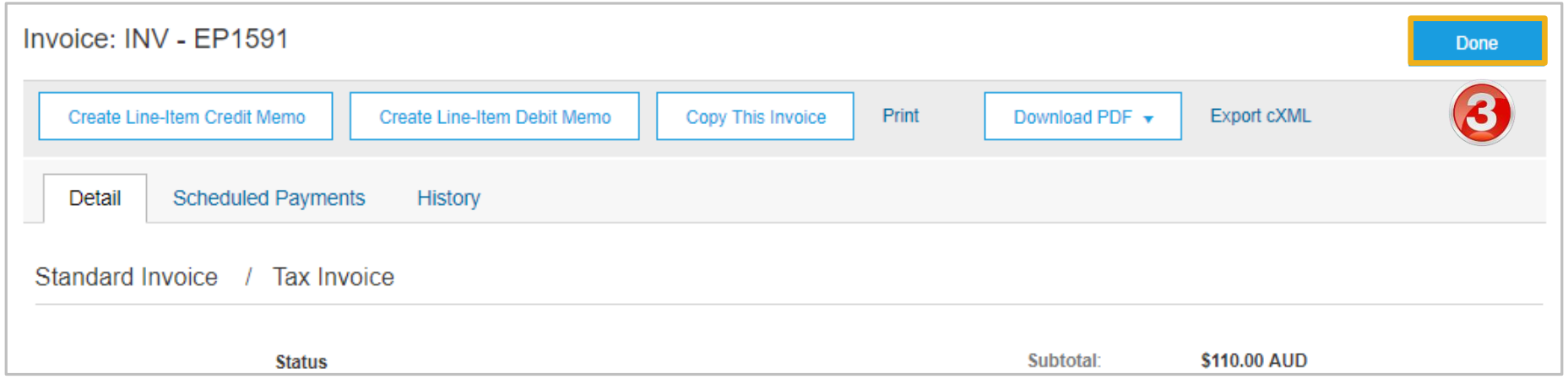
- ➢ Screen returns to the Invoice

3. Click on **Done**

- ➢ Screen returns to the **Outbox**







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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

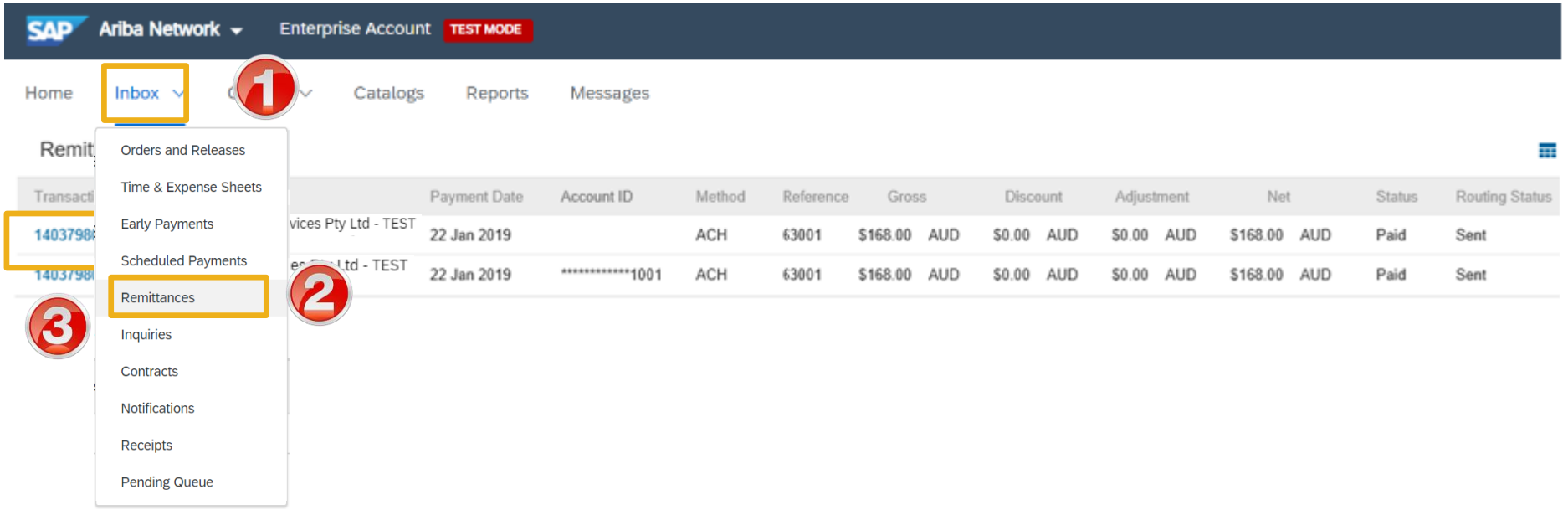
1. From the **Inbox**
2. Select **Remittances**

➢ 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



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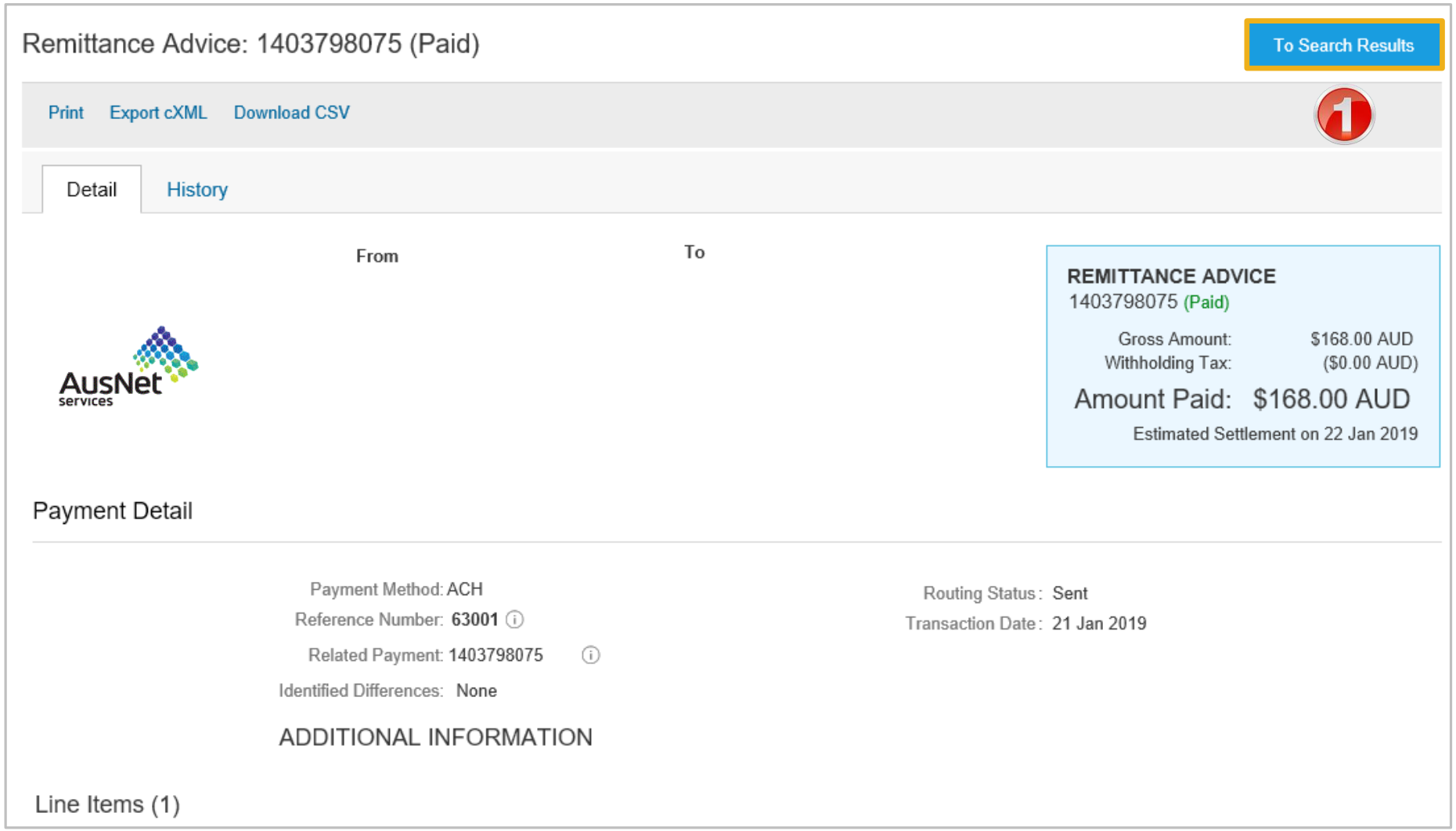
Open a Remittance

- 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**



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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

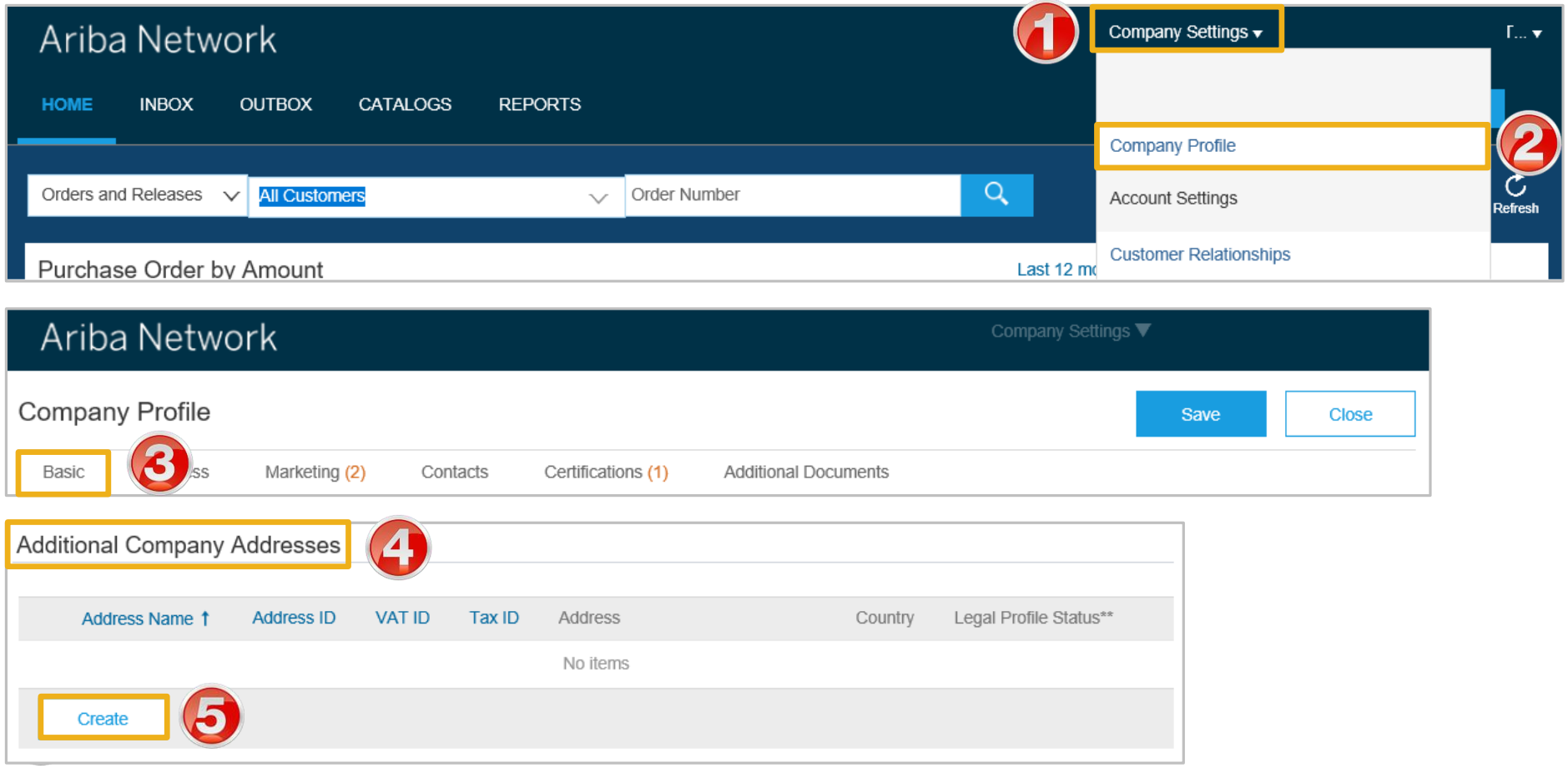
Standard Invoice – Configuring Remittance Addresses

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**



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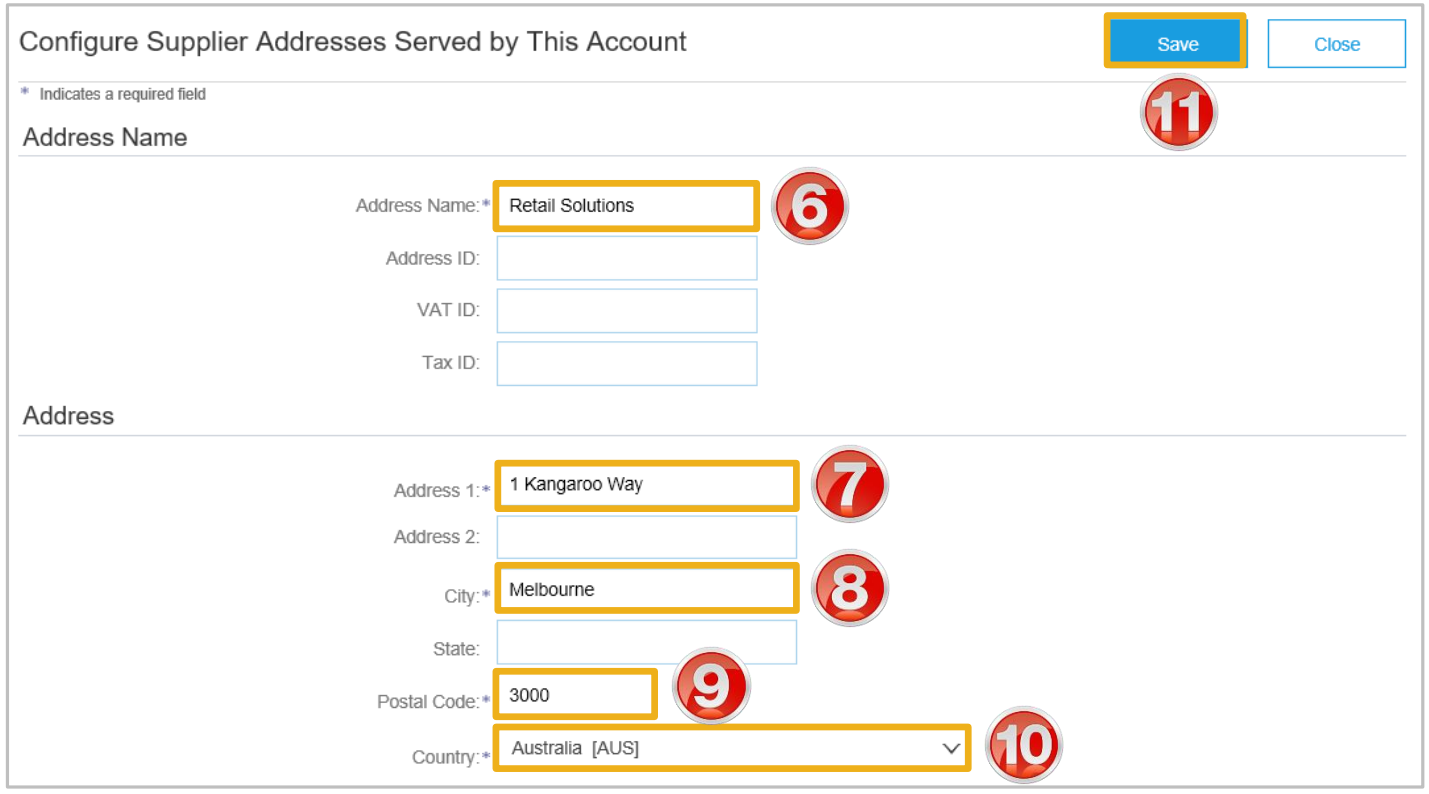
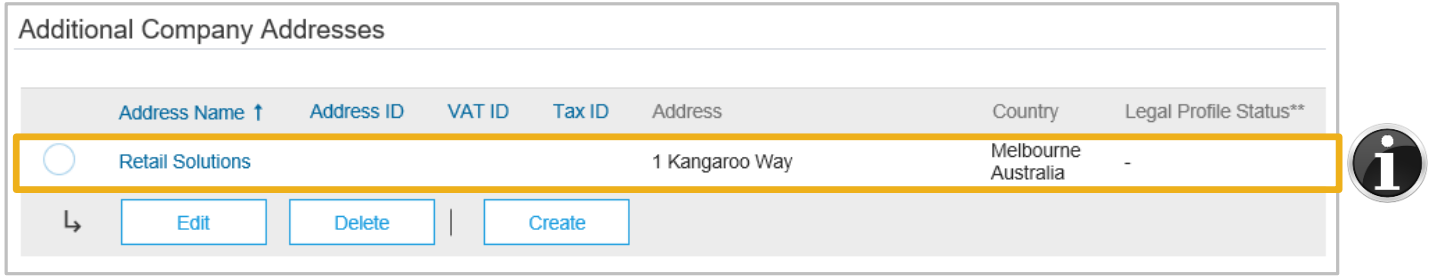
Standard Invoice – Configuring Remittance Addresses cont.

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

The entered information is displayed

- Repeat to add more addresses (if required)
- All addresses entered will be displayed





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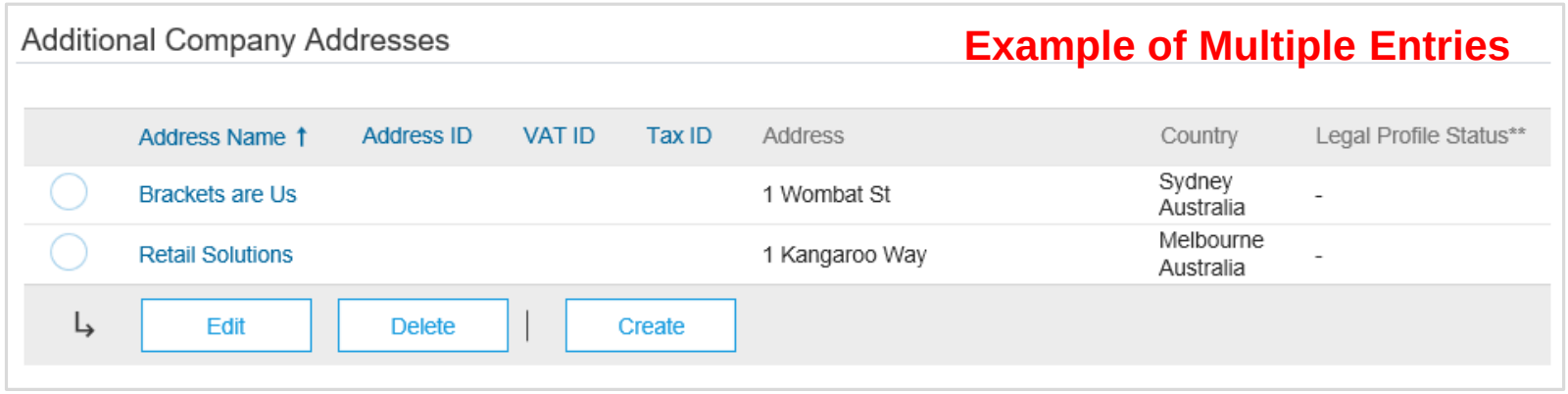
Standard Invoice – Configuring Remittance Addresses cont.

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



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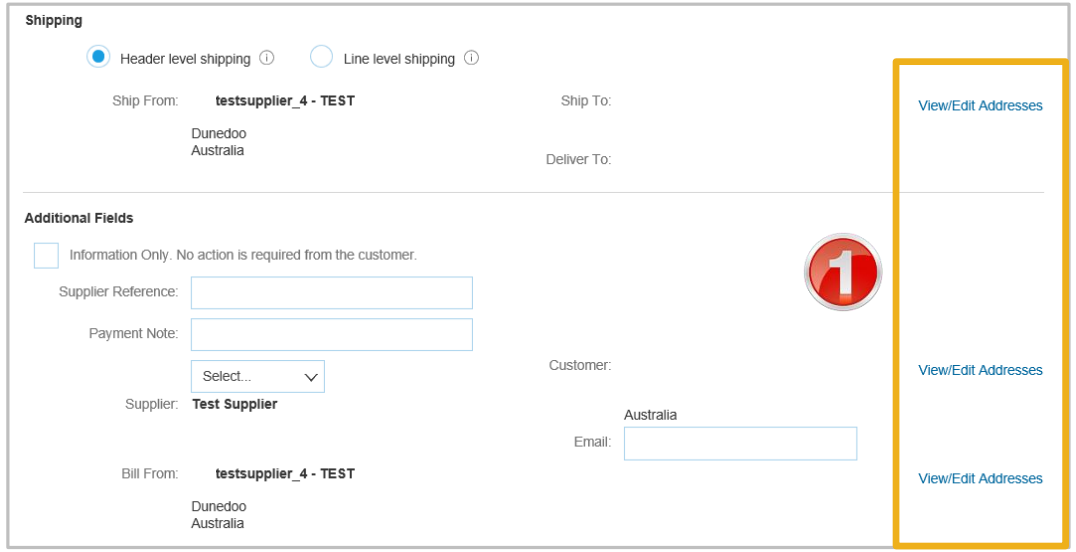
Standard Invoice – Using View/Edit Addresses

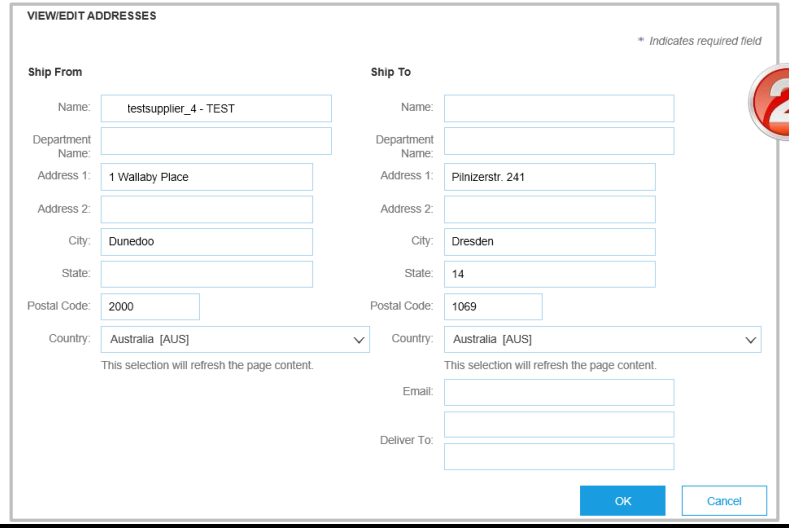
- With the Create Invoice screen displayed

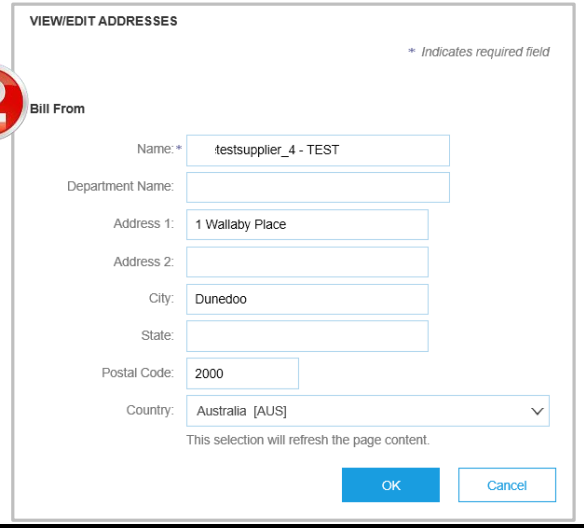
1. Click the required View/Edit Addresses

- Each View/Edit Address displays different required fields

2. Complete all fields with an Asterisks







2

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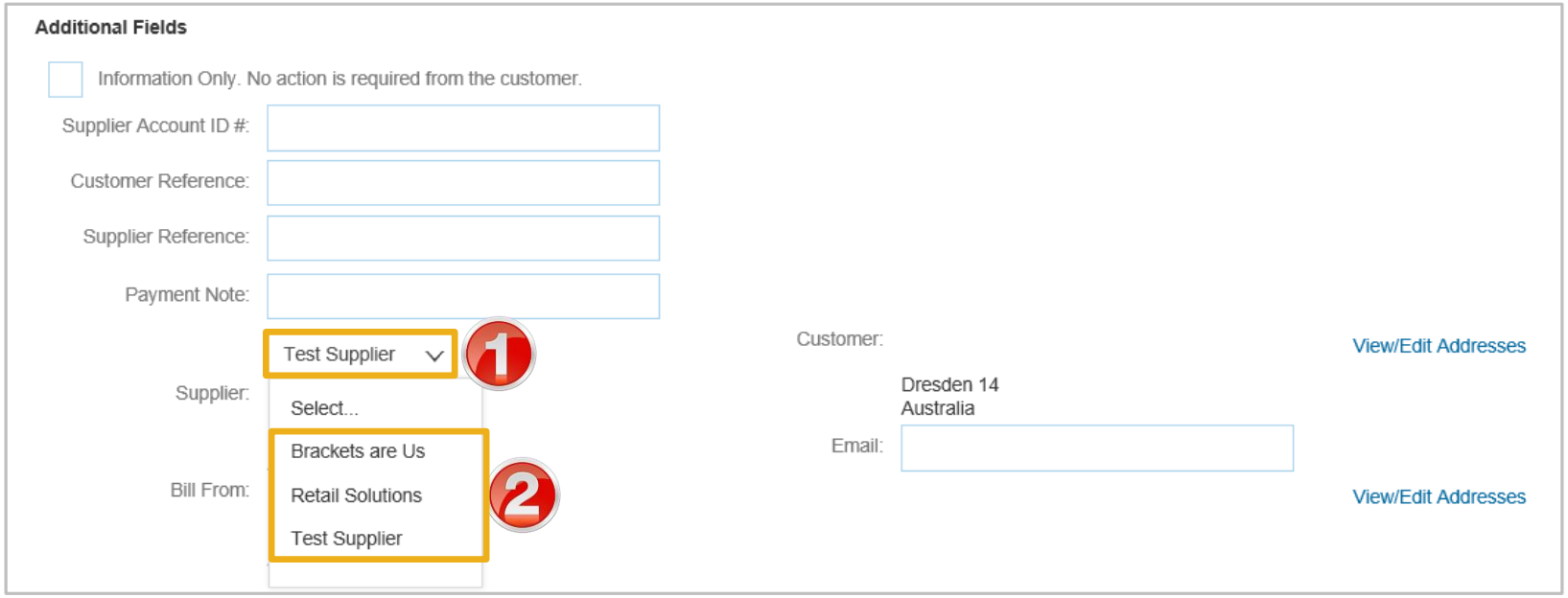
Standard Invoice – Using View/Edit Addresses

1. Click the **Down Arrow**
2. Select the applicable address

Note: the selected information is displayed



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Support

Support Type	Description
Help Centre **For all your support needs**	Types of Support available: 1. User Community 2. Ask questions or view documentation 3. Email/Live Chat 4. Request a call back
Supplier Information Portal **(Location of Training Guide/s and Video/s)**	1. On the Home screen 2. Click on Company Settings 3. Click on Customer Relationships 4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com