

Ariba Network Service Order 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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Inbox – Orders and Releases

The **Orders and Releases** category displays a summary of all the purchase orders sent from buyers.

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

Ariba Network

HOME

INBOX

OUTBOX

CATALOGS

REPORTS

Company Settings

Help Center >>

CSV Documents

Create

Orders and Releases

Time & Expense Sheets

Early Payments

Scheduled Payments

Remittances

Inquiries

Notifications

More...

Orders and Releases

Orders

Search

Orders and Releases (14)

N

Type	Order Number	Ver	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Customer: Demo Buyer - TEST (14)										
Order	PO12351	1	Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions
Order	PO12343	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions

The **Ver.** Is the version number of the order. 1 = the original order, 2 = changed order and so on

The **Amount Invoiced** is the total amount invoiced to date

The **Order Number** is the buyers Purchase Order Number

The **Order Status** is the current status of the order, e.g. New, Confirmed, Invoiced

The **Actions** dropdown allows document creation without opening the order

General Information-Order Fulfillment Status Levels

- The Inbox (Orders and Releases) displays all Purchase Orders sent from AusNet Services. Status levels indicate where in the process a Purchase Order is in.
- Only AusNet Services can adjust a Purchase Order, supplier to contact their AusNet Services requestor where there are errors on a Purchase Order and AusNet Services can either obsolete and send a changed Purchase Order or cancel a Purchase Order and send a new purchase order with a different Purchase Order Number
- Partial status remains until all items on the Purchase Order have been confirmed, this includes Backordered items that have arrived and can be confirmed for delivery to AusNet Services.
- Items that have been fully confirmed cannot be reconfirmed and will need to be removed from the Order Confirmation, however sub quantities, for example on backordered items can be confirmed.
- The status will remain as Partially Confirmed until all items on the purchase order have been provided to AusNet Services.
- A partially shipped status will remain until all items have been shipped, any item or sub quantity that has been updated to a shipped status cannot be updated again, and the line will need to be removed where full quantities of items have been shipped, remember suppliers can update remaining quantities.
- If goods are not fully confirmed or shipped the status will remain with “partially” preceding confirmation or shipped, this cannot be adjusted and where line items have been rejected and will not be shipped, a Purchase Order will remain in a partially confirmed status until the next process has been completed
- The status of a Purchase Order changes as suppliers work through the entire fulfillment process based on the information contained within the Original Purchase Order

Table-Order Fulfillment Status Levels

Status Level	Definition
Unconfirmed	Initial State. The supplier has not updated the order status
Supplier Canceled	The supplier has cancelled the order and nothing will be shipped. A cancelled order cannot be updated further
Obsoleted	A Purchase Order has been changed and the previous Purchase Order has been cancelled
Rejected	The supplier has rejected the entire Purchase Order
Confirmed	The supplier has confirmed that the good on the Purchase Order requested by AusNet Services, can either be fully or partially delivered
Backordered	The supplier has backordered all line items and will ship when they are available
Replaced	The supplier replaced all items in the Purchase Order with different items
Shipped	The supplier has shipped the goods
New	An new Purchase Order has been received from AusNet Services
Changed	A Purchase Order with a change has been received from AusNet Services
Partially (confirmed or shipped)	Only part of the items requested by AusNet Services have been either confirmed or shipped.

Routing Status

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

Status Level	Definition
Queued	The Ariba Network has received the order but no further action has been taken
Sent	Ariba Network sent the order
Acknowledged	The order has been received via the Ariba Network
Paid	The Invoice has been paid by AusNet Services
Failed	There has been a problem routing the order
Rejected	The document sent via the Ariba Network to AusNet Services has been rejected. A rejected document does not meet the Buyer Transaction Rules

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 (capitals), for example, hours must be HRS not hrs. See the list of the AusNet Services authorised UOM's.

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



Service Order

- The Service Order (PO) is the source document for the order and all subsequent documents are created from the PO.
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services.
- Any field with an * is a mandatory field and a value is required to be entered
- **DO NOT** include GST on Service Entry Sheets

Service Orders - General Information

The **Orders and Releases** page displays a summary of all purchase orders

Service Orders do not have a specific prefix that identifies it, as a Service or Material Purchase Order.

A Service Order can only be identified after opening a purchase order and the Create Service Sheet button

An Order Confirmation is mandatory for all Service Purchase Orders.

Certain Service Orders need to have the Service Order Sheet created and approved prior to being able to create an Invoice.

Purchase Order: 4500004121

Create Order Confirmation

Create Service Sheet

Create Invoice

Hide

Print

Order Detail

Order History

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+)

Page 1

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

Open the Purchase Order

1. Click **Inbox** tab on the Dashboard.
 - Screen displays **Orders and Releases**
2. Click the **Order Number** to open the order.
 - Screen displays: Purchase Order
 - View the Purchase Order.

The screenshot shows the SAP Ariba Network Enterprise Account interface. The top navigation bar includes 'Home', 'Inbox' (highlighted with a yellow box and a red circle with the number 1), 'Catalogs', 'Reports', and 'Messages'. Below the navigation bar, the 'Orders and Releases' section is active, with sub-tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A 'Search Filters' section is visible. The main table, titled 'Orders and Releases (100+)', lists various orders. The second row of the table is highlighted with a yellow box, and a red circle with the number 2 is placed over the 'Order Number' column for that row. The table columns include Type, Order Number, Ver, Customer, Amount, Date, Order Status, Amount Invoiced, Revision, and Actions.

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
Order	4500060501	1	Ausnet Electricity Services Pty Ltd - TEST	\$300.00 AUD	7 Apr 2020	Invoiced	\$300.00 AUD	Original	Actions
Order	4500060497	1	Ausnet Electricity Services Pty Ltd - TEST	\$84,000.00 AUD	7 Apr 2020	Invoiced	\$84,000.00 AUD	Original	Actions
Order	4500060496	1	Ausnet Electricity Services Pty Ltd - TEST	\$300.00 AUD	7 Apr 2020	Confirmed	\$0.00 AUD	Original	Actions
Order	4500060495	1	Ausnet Electricity Services Pty Ltd - TEST	\$300.00 AUD	7 Apr 2020	Confirmed	\$0.00 AUD	Original	Actions
Order	4500060493	1	Ausnet Electricity Services Pty Ltd - TEST	\$100.00 AUD	7 Apr 2020	New	\$0.00 AUD	Original	Actions
Order	4500060492	1	Ausnet Electricity Services Pty Ltd - TEST	\$1,000.00 AUD	7 Apr 2020	New	\$0.00 AUD	Original	Actions
Order	4500060489		Ausnet Electricity Services Pty Ltd - TEST	\$300.00 AUD	7 Apr 2020	New	\$0.00 AUD	Original	Actions
Order	4500004104		Ausnet Electricity Services Pty Ltd - TEST	\$2,300.00 AUD	6 Apr 2020	Invoiced	\$2,300.00 AUD	Original	Actions

View Service Purchase Order Details – Header Level

The Service Purchase Order Header displays the:

- 1) Service **Purchase Order Number**
 - 2) **Order History.**
 - 3) Purchase Order **Status**
(Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
 - 4) **Payment Terms**
 - 5) **Comments**
 - 6) **Other Information** from AusNet Services
 - 7) **Ship To, Bill To and Deliver To** details.
 - 8) **Routing Status** and **Related Documents**
- Scroll down to **Line Items**

SAP Ariba Network Enterprise Account TEST MODE

Purchase Order: 4500060496 Done

Hide | Print | Download PDF | Export cXML

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
Email: vijaya.saradhi@ausnetservices.com.au

Purchase Order (Confirmed)
4500060496
Amount: \$300.00 AUD
Version: 1

Payment Terms ⓘ
0.000% 30

Contact Information
Supplier Address
Ausnetservices - TEST
118 BURWOOD HIGHWAY1
BURWOOD VIC 3125
Australia
Email: walter.dong@ausnetservices.com.au
Address ID: 15932
buyerID: 15932

ROUTING STATUS
Routing Status: Acknowledged
Related Documents: DWYOC0496

INCOTERMS
CITY
INSTRUCTIONS TO SUPPLIER
Purchase of referenced goods/services is subject to the Terms and Conditions of your contract with AusNet Services, however if no specific contract has been signed, it is subject to AusNet Services' Purchase Order Terms and Conditions. For Terms & Conditions refer to: www.ausnetservices.com.au.

Ship All Items To	Bill To	Deliver To
AusNet Electricity Services Level 31,2 Southbank Boulevard Southbank VIC 3006 Australia Ship To Code: 1200 Phone: +61 () 03 9695 6712 Email: csc@ausnetservices.com.au Location Code: 1200	AusNet Electricity Svcs Level 31, 2 Southbank Boulevard Southbank VIC 3006 Australia Phone: +61 () 03 9695 6000 Fax: +61 () 03 9695 6666 buyerID: 1200	AusNet Electricity Svcs

View Purchase Order Details – Line Item Level

9) Click **Details** to see further Line Level details.

10) Click **Done** to return to the Inbox.

Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

Line Items

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Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
1	Not Available	Material	1 (EA)	20 Sep 2017	\$2,345.00 AUD	\$2,345.00 AUD	\$0.00 AUD	Details
Test service								

Order submitted on: Monday 18 Sep 2017 8:51 PM GMT+10:00
Received by Ariba Network on: Monday 18 Sep 2017 8:51 PM GMT+10:00

Service Sheet Required.

Sub-total: \$2,345.00 AUD
Total Invoiced: \$2,345.00 AUD
Est. Total Tax: \$ 0.00 AUD
Est. Grand Total: \$2,345.00 AUD

☒ Create Order Confirmation

Create Service Sheet

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

Resend


10

Done


View Purchase Order Details – Line Item Level Show Item Details


Note: When reviewing a Purchase Order use Show Item Details to identify any comments or further information from AusNet Services.







➤ To see item details click on

Show Item Details 

➤ To Hide Item details click

Hide Item Details 

Line Items Hide Item Details 

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
1	Not Available	 Material	1 (EA)	20 Sep 2017	\$2,345.00 AUD	\$2,345.00 AUD	\$0.00 AUD	Summary
Test service								
Status								
1 Unconfirmed								
Tax								
Tax Category		Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail	
GST		0.00	\$2,345.00 AUD	\$0.00 AUD		Goods and Services Tax		
Accounting								
Percentage			Percentage	100				
GL Account			ID	0602210111				
Cost Center			ID	8015000006				
Other Information								
Expected Value for Unplanned Spend:			\$2,345.00 AUD					
Order submitted on: Monday 18 Sep 2017 8:51 PM GMT+10:00								
Received by Ariba Network on: Monday 18 Sep 2017 8:51 PM GMT+10:00								
 Service Sheet Required.								
<div>Sub-total: \$2,345.00 AUD Total Invoiced: \$2,345.00 AUD Est. Total Tax: \$ 0.00 AUD Est. Grand Total: \$2,345.00 AUD</div>								
<div><div>Create Order Confirmation </div><div>Create Service Sheet </div><div>Create Invoice </div><div>Hide</div><div>Print </div><div>Download PDF</div><div>Export cXML</div><div>Download CSV</div><div>Resend</div></div>								
<div>Done</div>								

Order History

Use **Order 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: 4900001637

Done

Order Detail

Order History


Purchase Order: 4900001637
Order Status: New
Submitted On: 18 Sep 2017 8:51:12 PM GMT+10:00

From Customer:
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128491073	18 Sep 2017 8:51:23 PM
Sent	Email order was sent to sangram.mohanty@bp.com.	OrderDispatcher - Email	18 Sep 2017 8:51:36 PM
	Email order was sent to sangram.mohanty@bp.com.	ANPODispatcher-128484027	18 Sep 2017 8:51:36 PM
Acknowledged	Email order was sent to sangram.mohanty@bp.com.	OrderDispatcher - Email	18 Sep 2017 11:51:10 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price	Subtotal	Tax
1	Not Available	 1 (EA)	20 Sep 2017	\$2,345.00 AUD	\$2,345.00 AUD	\$0.00 AUD
	Test service					
	Status					
	1 Unconfirmed					

Sub-total: \$2,345.00 AUD
Total Invoiced: \$2,345.00 AUD
Est. Total Tax: \$ 0.00 AUD
Est. Grand Total: \$2,345.00 AUD

Done



Create Service Sheet

- A Service Sheet is completed for services provided to AusNet Services
- The Create Invoice tab will remain greyed out and Order confirmation has been created first
- Some Service Entry Sheets are required to be Approved prior to invoicing
- Some Service Sheets will be created from the Order Confirmation on behalf of the Supplier
- Where Suppliers are required to add a Non Catalogue SES line it is important that the description is entered. Where a description is not entered tot SES will be rejected by AusNet Services
- **DO NOT** include GST on Service Entry Sheets

Begin Create Service Sheet

1. Click Inbox
 2. Select the Service **Purchase Order** with a **Confirmed** Status
 3. Click **Create Service Sheet**
- Screen displays Create Service Sheet

The screenshot displays the SAP Ariba Network 'Enterprise Account' interface in 'TEST MODE'. The top navigation bar includes 'Home', 'Inbox' (highlighted with a yellow box and a red circle with the number 1), 'Catalogs', 'Reports', and 'Messages'. Below this, the 'Orders and Releases' section is active, with sub-tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A 'Search Filters' section is visible. The main table, titled 'Orders and Releases (100+)', lists two orders. The second order, with Order Number 4500004121 and a status of 'Invoiced', is highlighted with a yellow box and a red circle with the number 2. Below the table, the 'Purchase Order: 4900001916' details are shown. A 'Done' button is present. The 'Create Order Confirmation' dropdown is expanded, showing 'Create Service Sheet' (highlighted with a yellow box and a red circle with the number 3), 'Create Invoice', 'Export cXML', 'Download CSV', and 'Resend'. The 'Order Detail' tab is selected. The footer contains the AusNet services logo and contact information for AusNet Electricity Svcs and Ausnetservices - TEST.

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	1	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	Apr 2020	Invoiced	\$2,300.00 AUD	Original	Actions

Purchase Order: 4900001916 Done

Create Order Confirmation Create Service Sheet Create Invoice Export cXML Download CSV Resend

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
Email: vijaya.saradhi@ausnetservices.com.au

Purchase Order
(Confirmed)
4900001916
Amount: \$900.00 AUD
Version: 1

Create Service Sheet - Header Level

- 1. Enter the **Service Sheet** number, the number you provide to AusNet Services
- 2. Enter the **Service Start Date**
- 3. Enter the **Service End Date**
- 4. Enter the **Name** of the approver
- 5. Enter the **Email** address of the approver
- 6. Click on **Add Comments** to add comments (if required)
- 7. Click on **Add Attachments** to add documentation required by AusNet Services (if required)
- 8. Scroll down to **Service Entry Sheet Lines**

Create Service Sheet

UpdateSaveExitNext

Service Sheet Header

* Indicates required field

Add to Header

Summary

Purchase Order: 4900001916

Service Sheet #: SS885775-1

Service Sheet Date: 22 Oct 2017

Subtotal: \$0.00 AUD

Service Start Date: 2 Oct 2017

Service End Date: 8 Oct 2017

Additional Fields

Supplier Reference:

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

Field Contractor:
Name:
Email:
Phone: AUS 61

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

Field Engineer:
Name:
Email:
Phone: AUS 61

Approver:
Name: John Doe
Email: John.doe@ABCcompany.com
Phone: AUS 61

Add Comments

Add Attachments

Service Sheet – Add Comments or Attachments

➤ To add a comment click on **Add Comment**, a **Comment** section will open

1. Enter the required Comments

➤ To add an attachment click on **Add Attachment**, an **Attachments** section will open

2. Click on Browse, select the file on your computer

3. Click on **Add Attachment**

Note: The attachment will be added

➤ Scroll down to **Service Entry Sheet Lines**

Comment

Comments: 1 Remove

Attachments

The total size of all attachments cannot exceed 10MB

2 Browse... Add Attachment 3 Remove

Name	Size (bytes)	Content Type
<input type="checkbox"/> Induction paperwork.doc	11684	application/vnd.openxmlformats-officedocument.wordprocessingml.document

↳ Delete

Service Entry Sheet Lines

Line #	Part # / Description	Contract #
1	Not Available retest the PR line form	C323-V2

↳ Add Pricing Details 1 2 3

Update Save Exit Next

Add Service Item Level – Add Contract/Catalog Item

- Screen displays Service Entry Sheet Lines

1. Click **Add**
2. Select **Add Contract/Catalog Item**

Note: The **Create Service Sheet: Add Item** screen is displayed

The items associated to the pre-existing contract will be displayed:

- 1) Items can be shown by Category
- 2) Display can be changed to a list format
- 3) Pricing is based on the contract

The screenshot displays two SAP screens. The top screen, 'Service Entry Sheet Lines', shows a table with one line item: '1 Not Available retest the PR line form' under contract 'C323-V2'. A red circle with the number '1' highlights the 'Add' button in the top right. A red circle with the number '2' highlights the 'Add Contract/Catalog Item' button in a dropdown menu. The bottom screen, 'Create Service Sheet: Add Item', shows a search interface. A blue star with the number '1' points to the 'Browse By Category' link. A blue star with the number '2' points to the 'View' toggle set to 'List'. A blue star with the number '3' points to the 'Add to Cart' button for the 'Custom Printing Work' item. The interface includes a search bar, a category list on the left, and a grid of items with their prices and 'Add to Cart' buttons.

Line #	Part # / Description	Contract #
1	Not Available retest the PR line form	C323-V2

Item	Supplier	Supplier Part #	Available in	Price	Qty	Action
ScreenScape Connect Digital Signage	Federal Heath Sign Company, LLC	FH21123	90 Day(s)	\$2,999.00 AUD / each	1	Add to Cart
Custom Printing Work	Federal Heath Sign Company, LLC	FH33224	90 Day(s)	\$105.00 AUD / each	1	Add to Cart
Touch Screen Signage, 10-inch	Federal Heath Sign Company, LLC	FH45443	90 Day(s)	\$323.50 AUD / each	1	Add to Cart
EXAMPLE ITEM 001	Federal Heath Sign Company, LLC	EI001	12 Day(s)	\$100.00 AUD / each	1	Add to Cart
CJP Pump 1						
mens wear						

Add Service Item Level - Add Contract/Catalog Item cont.

3. Locate the items for the Service Sheet, enter the required amount based on the pricing displayed into **Qty:**

4. Click **Add to Cart**

Note: The number on the little trolley will display the number of items added

➤ Repeat until all items to be added to the Service Sheet have been added to the cart

5. Click on **Done**

➤ The screen will return to Service Sheet Line Items with the items added displayed

Create Service Sheet: Add Item

5

Done

Cancel

Part No: Not Available, Description: SERVICE LIMIT

Browse By Category

Books, Forms and Printed Media >

Maintenance, Repair and Operati... >

Promotional Items >

Raw Materials >

Services >

All Categories

Search by part #, supplier name, or keyword

7 item(s) found

View:

Sort by: Relevance

Add to Cart

Compare Items

ScreenScape Connect Digital Signage

Supplier: Federal Heath Sign Company, LLC

Supplier Part #: FH21123

Available in: 90 Day(s)

3

Qty: 2

Add to Cart

Custom Printing Work

Supplier: Federal Heath Sign Company, LLC

Supplier Part #: FH33224

Available in: 90 Day(s)

4

Qty: 1

Add to Cart

Touch Screen Signage, 10-inch

Supplier: Federal Heath Sign Company, LLC

Supplier Part #: FH45443

Available in: 90 Day(s)

\$2,999.00 AUD / each

Qty: 5

Add to Cart

EXAMPLE ITEM 001

Supplier: Federal Heath Sign Company, LLC

Supplier Part #: E1001

Available in: 12 Day(s)

\$105.00 AUD / each

Qty: 12

Add to Cart

CJP Pump 1

Supplier: Federal Heath Sign Company, LLC

\$323.50 AUD / each

mens wear

Supplier: Federal Heath Sign Company, LLC

\$100.00 AUD / each

Add Service Item Level - Add Contract/Catalog Item cont.

- Review the information added
- Add comments, if required
- 6. Click on **Next**
- Screen **displays Create Service sheet**, confirm and Submit screen
- Go to **Slide 26** Finalising Service Sheets

Service Entry Sheet Lines

Line #	Part # / Description	Contract #				
1	<div>Not Available</div> <div>SERVICE LIMIT</div> <div>Add/Update</div>					
<input type="checkbox"/>	<div>Include</div> <div><input checked="" type="checkbox"/></div>	Part # / Description	Type	Qty / Unit	Price	Subtotal
		FH21123	Service	2 EA	\$2,999.00 AUD	\$5,998.00 AUD
ScreenScape Connect Digital Signage						
SERVICE PERIOD						
COMMENTS						
Add Comments: <div></div>						
<input type="checkbox"/>	<div>Include</div> <div><input checked="" type="checkbox"/></div>	Part # / Description	Type	Qty / Unit	Price	Subtotal
		FH33224	Service	1 EA	\$105.00 AUD	\$105.00 AUD
Custom Printing Work						
SERVICE PERIOD						
COMMENTS						
Add Comments: <div><div>N</div><div></div></div>						

Add Pricing Details

6

Update

Save

Exit

Next

Add Service Item Level - Add Unplanned Item

- 1. Complete the **Create Service Sheet Header**, refer to **slide 25**
 - Scroll down to **Service Entry Sheet Lines**
- 2. Click **Add**
- 3. Select **Add Unplanned Item**
 - The **Create Service Sheet: Add Item** screen is displayed

Create Service Sheet

UpdateSaveExitNext

Service Sheet Header1

* Indicates required fieldAdd to Header

Summary

Purchase Order: 4900001899Subtotal: \$0.00 AUD

Service Entry Sheet Lines

Line #	Part # / Description	Contract #
1	Not Available retest the PR line form	C323-V2

2

Add

Add Contract/Catalog Item

3

Add Unplanned Item

Add Pricing Details

UpdateSaveExitNext

Add Service Item Level – Add Upplanned Item cont.

4. Enter the **Part# or Description** of the service (required)
5. Check that **Service** is displayed in **Type**
6. Enter the **Qty**
7. Enter the **Unit** of measure
8. Enter the **Price** based on the unit
9. Enter the service period **Start Date**
10. Enter the service period **End Date**
11. Click on **Update**
 - Repeat from step 2 to add more items
12. Click on **Next**
 - Screen displays **Create Service Sheet** confirm and submit

Service Entry Sheet Lines

Line #	Part # / Description	Contract #			
1	Not Available SERVICE.	Add ▼			

Include	Part # / Description	Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	<input type="text" value="Security"/>	<input type="text" value="Service"/>	<input type="text" value="34"/> <input type="text" value="days"/>	<input type="text" value="\$567.00 USD"/>	<input type="text" value="\$19,278.00 US"/>
Delete					

SERVICE PERIOD

Start Date: End Date:

COMMENTS

Add Comments:

↳ [Add Pricing Details](#)

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

Finalising Service Sheets

- Review the information
- 7. Click **Submit**
- 8. Click **Exit**
- Screen displays Purchase Order

Note: The Create Invoice Tab is still greyed out indicating that the Service Sheet must be approved prior to creating the invoice

i The Status of the Purchase Order will be **Serviced** or **Partially Serviced** depending on the amount on the Purchase order and the amount on the created service sheet

- 9. Click on **Done**
- Screen displays **Orders and Releases**

Create Service Sheet

Previous Save **Submit** Exit

Confirm and submit this document. **7**

Service Sheet
SS12345
Date: 22 Oct 2017
Purchase Order: 4900001899
Subtotal: \$105.00 AUD
Service Start Date: 2 Oct 2017
Service End Date: 8 Oct 2017

From To

Ariba Network

Service Sheet SS12345 has been submitted.

[Print a copy of the service sheet](#)
[Exit service sheet creation.](#) **8**

SAP Ariba

[Data Policy](#) [Security Disclosure](#) [Terms of Use](#)

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Purchase Order: 4900001899

Done **9**

☒ Create Order Confirmation ☒ **Create Service Sheet** ☐ Create Invoice **N** Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

From: AusNet Electricity Svcs Level 31, 2 Southbank Boulevard Southbank VIC 3006 Australia Phone: +61 () 03 9695 6000	To: AusNet Electricity Svcs Level 31, 2 Southbank Boulevard Southbank VIC 3006 Australia Phone: +61 () 03 9695 6000	Purchase Order (Partially Serviced) 4900001899 Amount: \$500.00 AUD Version: 1
----------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------

i

Purchase Order
(Serviced)
4900001899
Amount: \$500.00 AUD
Version: 1



Create Invoice Service Sheet Approved

Once a service has been carried out the invoicing process can be begun one of two ways.

Service Sheet has been created first

Step 1: Receive and confirm Service Order

Step 2: Provide service

Step 3: Create Service Sheet

Step 4: Send to AusNet Services for Approval

Step 5: Manually create Invoice in the Ariba Network

Open the Service Sheet to Invoice

1. Click **Outbox** tab

➤ Screen displays the list of Invoices

2. Click on **Service Sheets**

➤ Screen displays Service Sheets

3. Locate the required **Approved** Service Order to Invoice

➤ Screen displays the Service Order

4. Click **Create Invoice**

➤ Screen displays **Create Invoice Header**

Ariba Network

HOME INBOX **OUTBOX** **1** GS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices **Service Sheets** **2** Invoices Drafts

Service Sheets

► Search Filters

Service Sheets (243) Page 1

	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status ↑
<input type="checkbox"/>	LOVKSES2121	Ausnet Electricity Services Pty Ltd - TEST	4900000428	16 May 2017	\$1.00 USD	Acknowledged	Approved
<input type="checkbox"/>	1310SS11ir	Ausnet Electricity Services Pty Ltd - TEST	4900001310	19 Sep 2017	\$323.50 AUD	Acknowledged	Approved
<input type="checkbox"/>	15346 3	Ausnet Electricity Services Pty Ltd - TEST	4900000434	17 May 2017	\$1,000.00 USD	Acknowledged	Approved
<input type="checkbox"/>	YDJUL11	Ausnet Electricity Services Pty Ltd - TEST	4900001552	12 Sep 2017	\$5.00 AUD	Acknowledged	Approved
<input type="checkbox"/>	4900001552	Ausnet Electricity Services Pty Ltd - TEST	4900001552	12 Sep 2017	\$5.00 AUD	Acknowledged	Approved

Service Sheet: 15346

4 Create Invoice Download PDF Done

Detail History

Service Sheet (Approved)
15346
Date: 17 May 2017
Purchase Order: 4900000434
Subtotal: \$1,000.00 USD

Subtotal: \$1,000.00 USD

From To

Begin Service Sheet to Invoice

1. Enter the **Invoice** number
 2. Confirm or enter the **Invoice Date**
- Scroll down to **Line Items**

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Purchase Order: 4900000434

Invoice #: INV9099987-1

Invoice Date: 22 Oct 2017

Supplier Tax ID:

1

2

Subtotal: \$1,000.00 USD

Total Tax: \$0.00 USD

Total Amount without Tax: \$1,000.00 USD

Amount Due: \$1,000.00 USD

View/Edit Addresses

Remit To: Ausnetservices - TEST

Melbourne Victoria

Australia

Bill To: AusNet Electricity Svcs

Southbank VIC

Australia

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

Ship From: Ausnetservices - TEST

Melbourne Victoria

Australia

Ship To: AusNet Electricity Services

Southbank VIC

Australia

Deliver To: AusNet Electricity Svcs

Payment Term

Net Term(days): 0

Service Sheet to Invoice – Line Items

- 1. Click in **Tax Category**
- 2. Select the correct **Tax Rate**
- 3. Click **Add to Included Lines**
- A tax section will open for each line item

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

1

☒ Tax Category: GST

☐

Include

Type

Part #

▼

1

Not Available

☐

☒

SERVICE

service 001

Service Sheet Details

Service Sheet #: 15346

Service Period

Service Start Date: 23 May 2017

↳

Line Item Actions ▼

Delete

2

Taxes

0% GST / Australia Tax E...

10% GST / GST Inclusive

15% GST / New Zeland

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

3

Add to Included Lines

Quantity	Unit	Unit Price	Subtotal
1	EA	\$1,000.00 USD	\$1,000.00 USD

Service Line #: 1

Service End Date: 23 May 2017

Update

Save

Exit

Next

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34

Service Sheet to Invoice – Line Items cont.

- Review the information
- 4. Click on **Next**
- Screen displays Create Invoice
- 5. Click on **Submit**
- 6. Click **Exit**
- Screen displays the **Service Sheet**

Note: The status is displayed

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

Insert Line Item Options

☒ Tax Category: 10% GST / GST Inclusive ☐ Discount Add to Included Lines

<input type="checkbox"/>	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1		Not Available	Engineering services				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	service 001	Aircon service	1	EA	\$1,000.00 USD	\$1,000.00 USD

Service Sheet Details

Service Sheet #: 15346

Service Line #: 1

Service Period

Service Start Date: 23 May 2017

Service End Date: 23 May 2017

Tax

Category:* 10% GST / GST Inclusive

Location:

Description: GST Inclusive

Regime:

Taxable Amount: \$1,000.00 USD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$100.00 USD

Remove

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: United States. 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.

Standard Invoice

Invoice #: INV9099987-1

Invoice Date : Sunday 22 Oct 2017 6:06 PM GMT+11:00

Original Purchase Order : 4900000434

Subtotal : \$1,000.00 USD \$1,279.30 AUD

Total Tax : \$100.00 USD \$127.93 AUD

Total Amount without Tax : \$1,000.00 USD \$1,279.30 AUD

Amount Due : \$1,100.00 USD \$1,407.23 AUD

(1 US Dollar = 1.2793 Australian Dollar)

6

Invoice INV9099987-1 has been submitted.

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

Service Sheet: 15346

[Create Invoice](#) [Print](#)

[Detail](#) [History](#)

Service Sheet

(Invoiced)

15346

Date: 17 May 2017

Purchase Order: 4900000434

Subtotal: \$1,000.00 USD

N



Support

Support Type	Description
Help Centre For all your support needs	Types of Support available: <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com