

# SAP Ariba Quick Reference Guide

## Discount Invoice

### Supplier process

### Overview

On occasions it may be necessary to apply a discount to an invoice.

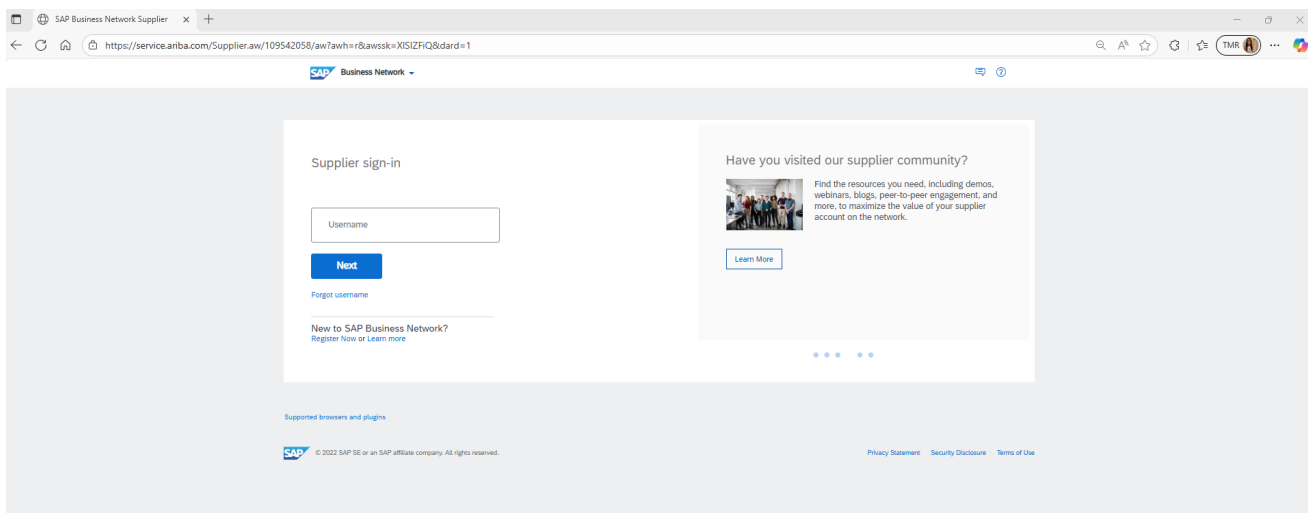
In these instances, please:

- Ensure the discount is added BEFORE tax is applied
- Ensure you follow the steps below for successful submission

Hint – fields marked \* within the SAP Business Network are mandatory fields and are required to be completed.

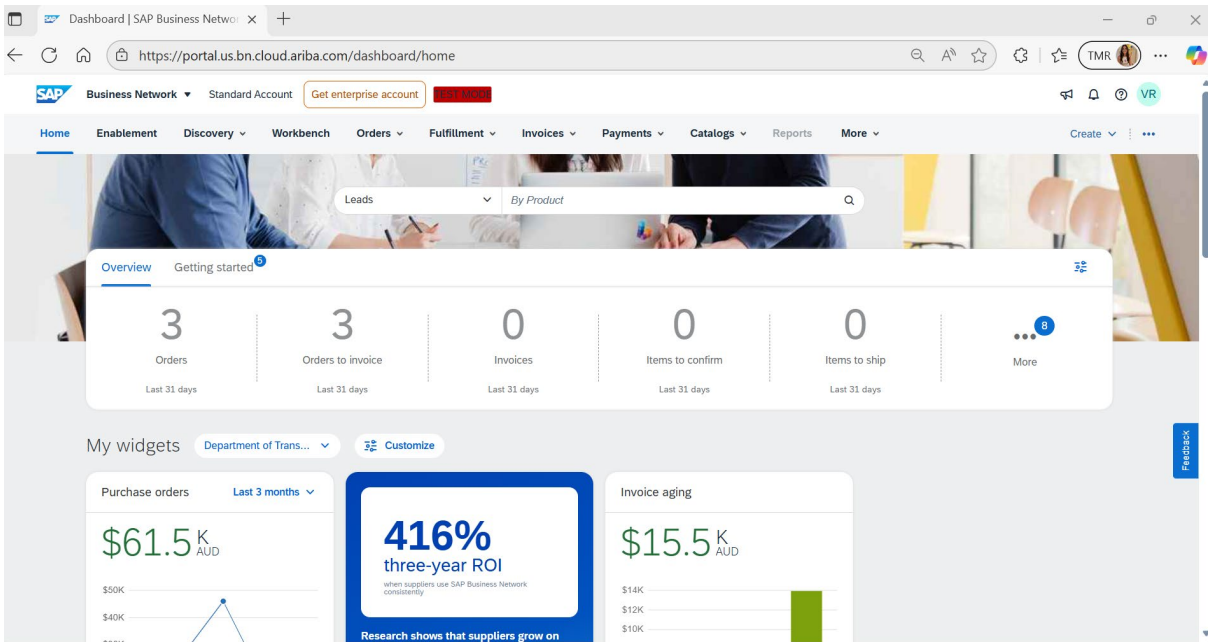
## Log into your Ariba Business Network Account

Navigate to the SAP Ariba Business Network Account <https://supplier.ariba.com> and enter your username and password.



## Home Page

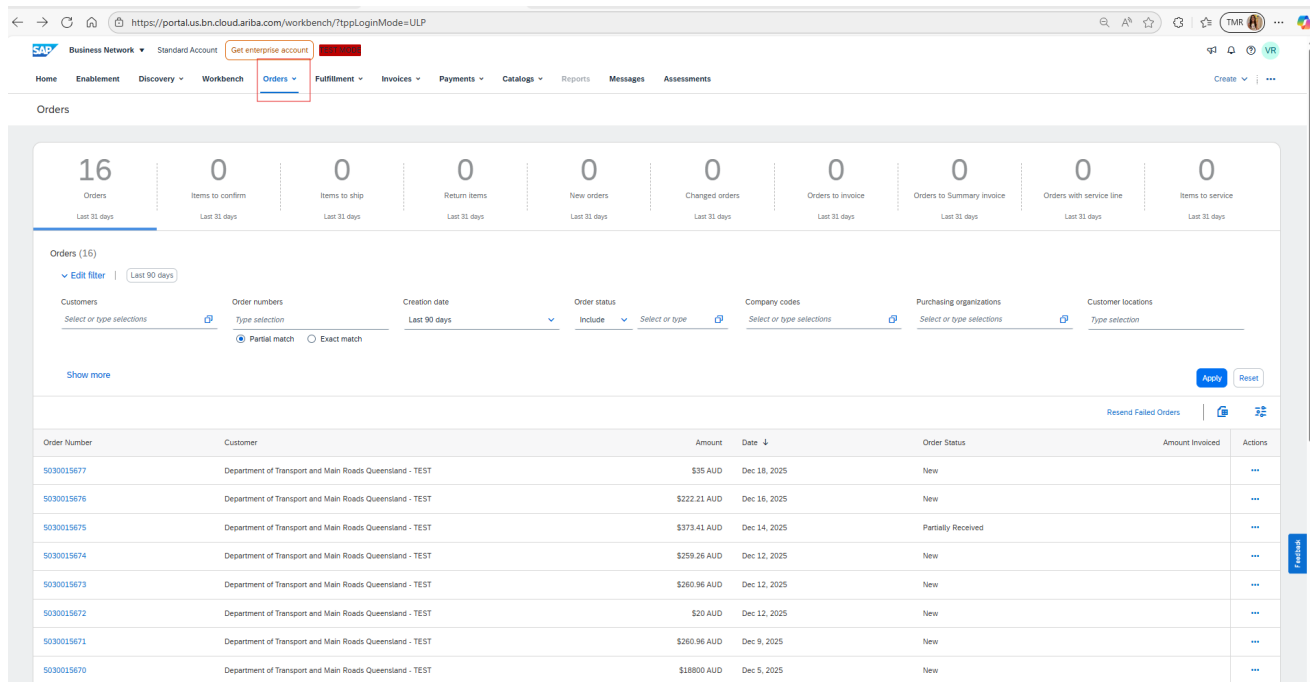
You will be navigated to the homepage and dashboard.



## Orders Tab

Click on the 'Orders' tab.

You will then be navigated to a list of Purchase Orders received from Department of Transport and Main Roads.



## Initiate Invoice

Locate the Purchase Order in the list that you wish to invoice, click the ellipsis option, then click on 'Standard Invoice'.

This will initiate the invoice creation.

## Create Invoice

Complete the Header information of the invoice. The mandatory fields to complete include Invoice #, Invoice Date, Supplier Tax ID

## Line-Item Detail

Next, update the line-item information. You will notice the invoice creates a mirror image of the Purchase Order. This is known as 'Purchase Order Flip'. If you don't wish to invoice the total amount of the PO, you will need to update the quantities and/or remove lines from the invoice if necessary.

Additionally, this is the area where you can add a discount to the rate.

https://service.ariba.com/Supplier.aw/109534053/aw?awh=r&awssk=3TuTRYD9&dard=1

Bill From: New 54Hana Unit Test Vendor  
Brisbane Queensland Australia

Line Items

13 Line Items, 13 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% GST / Goods and Services Tax

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	10455	Dry Erase Boards		2	EA	\$17.28 AUD	\$34.56 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	10455-2	Aluminium Food wrapping		2	EA	\$16.07 AUD	\$32.14 AUD
3	<input checked="" type="checkbox"/>	MATERIAL	10455-3	Circulation Heaters		2	EA	\$13.07 AUD	\$27.14 AUD
4	<input checked="" type="checkbox"/>	MATERIAL	10460	Colour Pencils		1	EA	\$23.65 AUD	\$23.65 AUD
5	<input checked="" type="checkbox"/>	MATERIAL	10460-2	Desk Pads		2	EA	\$22.00 AUD	\$44.00 AUD
6	<input checked="" type="checkbox"/>	MATERIAL	10460-3	Domestic Refrigerators		1	EA	\$18.58 AUD	\$18.58 AUD
7	<input checked="" type="checkbox"/>	MATERIAL	10465	Duct Tape		1	EA	\$29.85 AUD	\$29.85 AUD
8	<input checked="" type="checkbox"/>	MATERIAL	10465-2	Fitness Equipment		1	EA	\$27.76 AUD	\$27.76 AUD
9	<input checked="" type="checkbox"/>	MATERIAL	10465-3	Hand Tools		2	EA	\$23.45 AUD	\$46.90 AUD
10	<input checked="" type="checkbox"/>	MATERIAL	10470	Safety harnesses		2	EA	\$20.08 AUD	\$40.16 AUD

Line Item Actions: Delete

Update Save Exit Next

## Line-Item Detail

In this scenario, I will discount the rate down to \$15 ea for the first two line-items and remove the remaining lines from the invoice.

First, I will remove unnecessary lines. Use either the toggle function or tick the line and click the delete option.

Line Items

13 Line Items, 13 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% GST / Goods and Services Tax

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	10455	Dry Erase Boards		2	EA	\$17.28 AUD	\$34.56 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	10455-2	Aluminium Food wrapping		2	EA	\$16.07 AUD	\$32.14 AUD
3	<input checked="" type="checkbox"/>	MATERIAL	10455-3	Circulation Heaters		2	EA	\$13.07 AUD	\$27.14 AUD
4	<input checked="" type="checkbox"/>	MATERIAL	10460	Colour Pencils		1	EA	\$23.65 AUD	\$23.65 AUD
5	<input checked="" type="checkbox"/>	MATERIAL	10460-2	Desk Pads		2	EA	\$22.00 AUD	\$44.00 AUD
6	<input checked="" type="checkbox"/>	MATERIAL	10460-3	Domestic Refrigerators		1	EA	\$18.58 AUD	\$18.58 AUD
7	<input checked="" type="checkbox"/>	MATERIAL	10465	Duct Tape		1	EA	\$29.85 AUD	\$29.85 AUD
8	<input checked="" type="checkbox"/>	MATERIAL	10465-2	Fitness Equipment		1	EA	\$27.76 AUD	\$27.76 AUD
9	<input checked="" type="checkbox"/>	MATERIAL	10465-3	Hand Tools		2	EA	\$23.45 AUD	\$46.90 AUD
10	<input checked="" type="checkbox"/>	MATERIAL	10470	Safety harnesses		2	EA	\$20.08 AUD	\$40.16 AUD

Line Item Actions: Delete

Update Save Exit Next

Next, add the discount.

Tick the line item, click Line-Item Actions, Discount

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

Insert Line Item Options  Tax Category: 10% GST / Goods and Services Tax  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	10455	Dry Erase Boards		2	EA	\$17.28 AUD	\$34.56 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	10455-2	Aluminum Food wrapping		2	EA	\$16.07 AUD	\$32.14 AUD

Line Item Actions:

This will bring 'Discount %' and 'Discount Amount' fields into the line item. Add the amount or % in the fields provided and repeat to the next line if required.

Line Items

Insert Line Item Options  Tax Category: 10% GST / Goods and Services Tax  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	10455	Dry Erase Boards		2	EA	\$17.28 AUD	\$34.56 AUD
Discount <input type="text" value="Discount (%): 6.60"/> <input type="text" value="Discount Amount: \$2.28 AUD"/> <span style="float: right;">Remove</span>									
2	<input checked="" type="checkbox"/>	MATERIAL	10455-2	Aluminum Food wrapping		2	EA	\$16.07 AUD	\$32.14 AUD
Discount <input type="text" value="Discount (%): 3.33"/> <input type="text" value="Discount Amount: \$1.07 AUD"/> <span style="float: right;">Remove</span>									

Line Item Actions:

## Add Tax

The next step is to add Tax to the line items.

Tick the line items, Line-Item Actions and click on Tax

Line Items

Insert Line Item Options  Tax Category: 10% GST / Goods and Services Tax  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	10455	Dry Erase Boards		2	EA	\$17.28 AUD	\$34.56 AUD
Discount <input type="text" value="Discount (%): 6.60"/> <input type="text" value="Discount Amount: \$2.28 AUD"/> <span style="float: right;">Remove</span>									
2	<input checked="" type="checkbox"/>	MATERIAL	10455-2	Aluminum Food wrapping		2	EA	\$16.07 AUD	\$32.14 AUD
Discount <input type="text" value="Discount (%): 3.33"/> <input type="text" value="Discount Amount: \$1.07 AUD"/> <span style="float: right;">Remove</span>									

Line Item Actions:

The Tax detail will now appear. Use the drop-down fields to select relevant tax.

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

Insert Line Item Options  Tax Category: 10% GST / Goods and Services Tax  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	10455	Dry Erase Boards		1	EA	\$17.28 AUD	\$17.28 AUD
Tax <input type="text" value="Category: 10% GST / Goods and Services Tax"/> <input type="text" value="Taxable Amount: \$15.00 AUD"/> <span style="float: right;">Remove</span>									
Location: <input type="text"/>									
Description: Goods and Services Tax									
Regime: <input type="text"/>									
Rate(%): 10									
Tax Amount: \$1.50 AUD									
Exempt Detail: (no value)									
Discount <input type="text" value="Discount (%): 6.60"/> <input type="text" value="Discount Amount: \$2.28 AUD"/> <span style="float: right;">Remove</span>									
2	<input checked="" type="checkbox"/>	MATERIAL	10455-2	Aluminum Food wrapping		1	EA	\$16.07 AUD	\$16.07 AUD
Tax <input type="text" value="Category: 10% GST / Goods and Services Tax"/> <input type="text" value="Taxable Amount: \$15.00 AUD"/> <span style="float: right;">Remove</span>									
Location: <input type="text"/>									
Description: Goods and Services Tax									
Regime: <input type="text"/>									
Rate(%): 10									
Tax Amount: \$1.50 AUD									
Exempt Detail: (no value)									
Discount <input type="text" value="Discount (%): 3.33"/> <input type="text" value="Discount Amount: \$1.07 AUD"/> <span style="float: right;">Remove</span>									

Line Item Actions:

You will notice the Tax amount is calculated on the line-item amount which is the discounted value. This is why it's important to add the discount prior to adding tax.

Once you've checked the tax values, click on Next.

## Review Invoice

Now review the Invoice detail to ensure the discount, tax and information is correct.

Once reviewed, click 'Submit'

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 SAP Business Network 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.

**Tax Invoice**

Invoice Number: 56478	Subtotal: <b>\$33.35 AUD</b>
Invoice Date: Monday 19 Jan 2026 3:47 pm GMT+10:00	Total Tax: \$3.00 AUD
Original Purchase Order: 9000015678	Total Gross Amount: \$36.35 AUD
	Total Discount Amount: \$3.35 AUD
	Total Net Amount: \$33.00 AUD
	Amount Due: <b>\$33.00 AUD</b>

**REMIT TO:**  
New S4Hana UAT Test Vendor  
Postal Address:  
Mary St  
Brisbane QLD 4000  
Australia  
Tax ID of Supplier: 77111229499

**BILL TO:**  
Other Business Units - Corp  
Address ID: MRO7

**SUPPLIER:**  
New S4Hana UAT Test Vendor  
Postal Address:  
Mary St  
Brisbane QLD 4000  
Australia

## Submission

You will now be navigated to a screen where a submission message will be displayed with the options to Print or Exit.

Invoice 56478 has been submitted.

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

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### Need further assistance?

For SAP Ariba enquiries please contact the Ariba Support team on [Ariba\\_Support@tmr.qld.gov.au](mailto:Ariba_Support@tmr.qld.gov.au)

For SAP Fieldglass enquiries please contact the Fieldglass Central PMO team on [Fieldglass\\_CentralPMO@tmr.qld.gov.au](mailto:Fieldglass_CentralPMO@tmr.qld.gov.au)

