

Ariba Network Invoice Guide

SAP Ariba 

 SAP



Introduction

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

- For Contract Invoices refer to the Contracts Guide
- For Service Sheet Invoicing refer to the Service Order Guide



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Standard 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
- Material Orders - 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)
- Service Orders – Refer to the Service Order Guide for invoicing of service orders
- **DO NOT** select the Information Only Check Box on invoices
- Complete all items with an asterisk's, there is no requirement to complete or select boxes without an asterisk's.

Invoicing - General Information

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

The Order Number displayed is generated by the Buyers system.

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

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

Orders and Releases

Orders and Releases (14)

Type	Order Number	Ver	Ship To Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
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	PO96743	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions ▾

Begin the Invoice

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

Note: Only purchase orders with a status of Confirmed

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

The screenshot shows the Ariba Network dashboard. The 'INBOX' tab is highlighted with a red circle and the number 1. Below the dashboard, the 'Orders and Releases' section is visible. A table lists several orders, with the order number '4900001950' highlighted by a red circle and the number 2. Below the table, the 'Purchase Order: 4900001601' page is shown. The 'Create Invoice' button is highlighted with a red circle and the number 3. A dropdown menu is open, showing 'Standard Invoice' highlighted with a red circle and the number 4. The page also displays contact information for BP Australia Pty Ltd and BP International Limited 2 - TEST, along with a 'Done' button.

Ariba Network Company Settings CSV Documents [Create](#)

HOME **INBOX** CATALOGS REPORTS

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Contracts More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (100+) Page 1

Type	Order Number	Ver	Customer	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4900001981	1	BP International Limited - TEST	\$1,000.00 AUD	17 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4900001963	1	BP International Limited - TEST	\$100.00 AUD	16 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4900001950	1	BP International Limited - TEST	\$90.00 AUD	13 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4900001916	1	BP International Limited - TEST	\$900.00 AUD	7 Oct 2017	Confirmed	Invoice	\$0.00 AUD	Original	Actions

Purchase Order: 4900001601

[Done](#)

Create Order Confirmation Create S Create Invoice Hide | Print | Export cXML | Download CSV | Resend

Standard Invoice

Line-Item Credit Memo

Order Detail Order History

From: BP Australia Pty Ltd
GPO Box 4945

To: BP International Limited 2 - TEST
210 Sixth Avenue

Purchase Order (Confirmed) 4900001601

Standard Invoice – Header Level

Summary:

5. Fill in the **Invoice Number**

6. Confirm the **Invoice Date**

Shipping

7. Select **Shipping** option (If additional Shipping Costs are required).

- **Header Level** Shipping, go to **Slide 8**
- **Line level**, select Line level Shipping, go to **Slide 11**

Note: If Shipping is included or not required, there is no need to change the selection from Header Level Shipping

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 4900001601

Invoice #: * INV5577758-1 5

Invoice Date: * 19 Oct 2017 BP

Supplier Tax ID:

Remit To: BP International Limited 2 - TEST

Pittsburgh, PA
United States

Bill To: BP Australia Pty Ltd

Subtotal: **\$1,230.00 USD**

Total Tax: \$0.00 USD

Total Amount without Tax: \$1,230.00 USD

Tax: **\$1,230.00 USD**

Amount Due: **\$1,230.00 USD**

[View/Edit Addresses](#)

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: BP International Limited 2 - TEST

Pittsburgh, PA
United States

Ship To: AU BP OFFICE DOCKLANDS
Melbourne VIC
Australia

Deliver To: asd
AU BP OFFICE DOCKLANDS

[View/Edit Addresses](#)

Standard Invoice – Adding Header Level Shipping

1. Select Header level Shipping

2. Click on Add to Header

3. Select Shipping Cost

➤ The Shipping section will open

4. Enter the Shipping Amount

5. Click on Update

Create Invoice 5 Update Save Exit Next

▼ Invoice Header 2 Add to Header

** Indicates required field*

Summary

Purchase Order: 4900001985

Invoice #: *

Invoice Date: * 20 Oct 2017

Supplier Tax ID:

Shipping

1 Header level shipping Line level shipping

Ship From: BP International Limited 2 - TEST
Pittsburgh, PA
United States

Ship To: AU BP
Melbou
Australi
Lovkesl

Deliver To: AU BP OFFICE DOCKLANDS

Shipping Cost

Shipping Amount: 4 Shipping Date:

3 Add to Header

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

Sul Tot: Total Amount v Amoun

Remove

Standard Invoice – Adding Header Level Shipping cont.

6. Click on **Add to Header**

7. Select **Shipping Tax**

➤ **Shipping Tax** section will open

8. Select the correct **tax Category**

9. Click on **Update**

➤ To add an **Attachment** refer to **Slide 10**

➤ Scroll down to **Line Items**

Create Invoice

9 Update
Save
Exit
Next

▼ Invoice Header

Summary

Purchase Order: 4900001985

Invoice #: * 8887776

Invoice Date: * 20 Oct 2017

Supplier Tax ID:

Shipping

Header level shipping Line level shipping

Ship From: BP International Limited 2 - TEST
Pittsburgh, PA
United States

Ship To: AU BP C
Melbourr
Australia
Lovkesh

Deliver To: AU BP OFFICE DOCKLANDS

[View/Edit Addresses](#)

Shipping Cost

Shipping Amount: \$123.40 AUD

Shipping Date:

Shipping Tax

Category: * 10% GST / GST Inclusive

Location:

Description: GST Inclusive

Regime:

* Indicates required field

7

6

Add to Header

- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Shipping Tax

Category: * 10% GST / GST Inclusive

Location:

Description: GST Inclusive

Regime:

Sub Total Amount with Amount

Taxable Amount: \$123.46 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$12.35 AUD

Standard Invoice – Adding an Attachment Header Level

Do you want to include an Attachment?

- Yes – Go to next step
- No – Go to Slide 11

1. Click on **Add to Header**

2. Select **Attachment**.

- The **Attachments** section is displayed

3. Click on **Browse**, browse your computer files.

- Select and click on **Open**.

4. Click on **Add Attachment**

- Screen displays the added **Attachment/s**

- Multiple files can be attached
- Max **10mb** in total

- **Do NOT** attach a duplicate copy of the invoice.

Create Invoice

Update Save Exit Next

Invoice Header

Summary

Purchase Order: 4900001985

Invoice #: * 8887776

Invoice Date: * 20 Oct 2017

Supplier Tax ID:

Shipping

Header level shipping Line level shipping

Ship From: BP International Limited 2 - TEST
Pittsburgh, PA
United States

Attachments

The total size of all attachments cannot exceed 10MB

Browse... Add Attachment Remove

Add to Header

* Indicates required field

Add to Header

- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Ship To: AU BP C
Melbour
Australia
Lovkesh

Deliver To: AU BP OFFICE DOCKLANDS

View/Edit Addresses

Selecting the correct company VAT/Tax ID for the Invoice

- Display **Additional Fields** on the invoice

Note: Do not tick the Information Only box, this will indicate to BP that this is **NOT** an invoice

1. Locate the **Payment Note** drop down box
 2. Select the applicable **Company Address**
- Scroll down to **Line Items**

N

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **1**

Bill From: **2**

Melbourne
Australia

Customer: [View/Edit Addresses](#)

Email: [View/Edit Addresses](#)

Supplier VAT

Supplier VAT/Tax ID: 123456789

Standard Invoice - Line Items Level Tax

➤ Taxes for invoices are added at Line Level

1. Click Tax Category

2. Select the correct tax level

3. Click on Add to Included Lines

➤ A Tax section will open for each Line Item with the Tax level selected

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

Insert Line Item Options

1 Tax Category: **2** Taxes

Special Handling Discount **3**

No.	Include	Type	Part #	#	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text" value="asdfgdfasg"/>		<input type="text" value="1"/>	EA	<input type="text" value="\$1,200.00 AUC"/>	\$1,200.00 AUD

Tax

Category: *

Location:

Description:

Regime:

Shipping

Ship From: **Noy Lang - TEST**

Camberwell VIC
Australia

Ship To: **Sydney HO**
asdf NSW
Australia
Tax Test 1
Sydney HO [View/Edit Addresses](#)

Deliver To:

Shipping Cost

Shipping Amount: *

Taxable Amount: [Remove](#)

Rate(%): 10
Tax Amount: \$120.00 AUD

Shipping Date:

Line Item Actions

Standard Invoice - Line Items

After Adding the applicable Taxes, (refer to slide 11), you need to provide the correct information for the items being invoiced

4. Confirm or update **Quantity** (if required).

- Update the quantity that is being invoiced, for example if there are 10 items in the quantity and only 5 are invoiced change to 5

5. Confirm or Update **Unit Price** (if required)

6. If **Line Level Shipping** was selected at the Header, enter the **Shipping Cost**.

7. Click on **Update**.

8. Click on **Next**.

- Screen displays **Create Invoice Summary**

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: GST 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	asdfgdfasg	Notebook		1	EA	\$1,200.00 AUD	\$1,200.00 AUD

Tax

Category:* GST Taxable Amount: \$1,200.00 AUD [Remove](#)

Location:

Description: GST Rate(%): 10

Regime:

Tax Amount: \$120.00 AUD

Shipping

Ship From: Noy Lang - TEST Ship To: Sydney HO

Camberwell VIC asdf NSW

Australia Australia

Deliver To: Tax Test 1

Sydney HO [View/Edit Addresses](#)

Shipping Cost Shipping Date:

Shipping Amount:* \$0.00 AUD

Line Item Actions

Finalising a Standard Invoice

➤ Review Invoice.

1. Click **Submit** to send the Invoice.
 - Screen displays: system message – ‘Print’ to print a copy of the Invoice or ‘Exit’ to exit Invoice creation
2. Click **Exit**
 - Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced
3. Click on **Done**
 - Screen displays Invoices screen

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: 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.

Standard Invoice / Tax Invoice

Invoice # : 123456INV-1	Subtotal :	\$10.00 AUD
Invoice Date : Saturday 9 Sep 2017 3:32 PM GMT+10:00	Total Tax :	\$1.00 AUD
Original Purchase Order : IAL43	Total Shipping :	\$0.00 AUD
	Total Gross Amount :	\$11.00 AUD
	Total Net Amount :	\$11.00 AUD
	Amount Due :	\$11.00 AUD

Ariba Network

Invoice 123456INV-1 has been submitted.



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

Ariba Network

Company Settings ▾

Purchase Order: IAL43

Done

Create Order Confirmation ▾ Create Ship Notice [Create Invoice](#) ▾ Hide Print ▾ | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail [Order History](#)

From:
CC 05 and POrg ARIB

To:
Noy Lang - TEST
12 New St
Camberwell VIC 3163
Australia

Purchase Order
(Invoiced)
IAL43
Amount: \$1,210.00 AUD
Version: 1

Opening the History Tab

1. Click on the **History Tab**
 - Review the information
 - Most screens will display a **History** tab indicating the processes and documents created **for the purchase order**
2. Click on the **Details Tab** to return to the invoice

Invoice: YD16Oct291 Done

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

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

1 Invoice: YD16Oct291 **2**
Invoice Status: Rejected
Received By Ariba Network On: 16 Oct 2017 11:29:42 PM GMT+11:00
Submitted By: Federal1 FederalHeath1

To: BP International Limited - TEST
Routing Status: Failed

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	BP International Limited 2 - TEST	16 Oct 2017 11:29:45 PM
	INV-116: Customer requires that Sold To Name and Country Code on invoices match the Bill To or Sold To (if available) information on purchase orders. ?	PropogationDispatcher-128562086	16 Oct 2017 11:29:46 PM
	DOC-6: A document preprocessing error occurred.	PropogationDispatcher-128562086	16 Oct 2017 11:29:46 PM
Failed	Invoice validation failed.	ANCXMLEOutDispatcher	16 Oct 2017 11:29:49 PM

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



Invoice Status

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

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** – (Highlighted **Red** to indicate action is required)
- On the far right hand side of the page there is the **Invoice Status** column.

3. The **Routing Status** indicates whether the Invoice was successfully sent to your nominated recipients

	Invoice #	Reference	Submit Method	Origin	Date ↓	Amount	Routing Status	Invoice Status
	8887776	4900001985	Online	Supplier	20 Oct 2017	\$1,131.81 AUD	Acknowledged	Sent
	CB19102017001	Non-PO	Paper Invoice	Supplier	20 Oct 2017	\$150.00 AUD	Acknowledged	Sent
	INV4900001995	4900001995	Online	Supplier	19 Oct 2017	\$1,275.00 AUD	Acknowledged	Approved
	INV4900001995	4900001995	Online	Supplier	19 Oct 2017	\$1,500.00 AUD	Obsoleted	Rejected
	CB18102017001	Non-PO	Paper Invoice	Supplier	19 Oct 2017	\$10,000.00 AUD	Acknowledged	Sent
	#INV4900001975	4900001975	Online	Supplier	19 Oct 2017	\$860.00 AUD	Sent	Sent
	IVN4900001987	4900001987	Online	Supplier	19 Oct 2017	\$500.00 AUD	Acknowledged	Approved
	DKUAT012	4900001964	Online	Supplier	18 Oct 2017	\$2,900.00 AUD	Acknowledged	Approved
	4900001985-4	4900001985	Online	Supplier	18 Oct 2017	\$1.00 AUD	Acknowledged	Sent
	4900001985-3	4900001985	Online	Supplier	18 Oct 2017	\$1.00 AUD	Acknowledged	Approved
	4900001985-2	4900001985	Online	Supplier	18 Oct 2017	\$1.00 AUD	Acknowledged	Approved
	4900001985-1	4900001985	Online	Supplier	18 Oct 2017	\$1.00 AUD	Acknowledged	Approved



Partial Invoicing

- The status of the Invoice will remain as partial until the entire amount of the purchase Order has been invoiced
- There is no limit for the number of invoices that may be created to change the an invoice from partial to invoiced, once the total has been achieved you will no longer be able to create any further invoices

Starting a Partial Invoice

1. Click on **Inbox**
 2. Select the required purchase order with a Status of **Partially Invoiced**
 3. Click **Create Invoice**
 4. Select **Standard Invoice**
- Screen will display **Create Invoice**

Ariba Network Company Settings [User Icon]

HOME **INBOX** CATALOGS REPORTS CSV Documents **Create**

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Contracts More...

Orders and Releases

Orders and Releases Items to Ship

Search Filters

Orders and Releases (73) Page 1

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	IAL43		Insurance Australia Limited - TEST	Multiple - See PO Line Items	\$1,210.00 AUD	4 Jul 2017	Partially Invoiced	Invoice	\$1,200.00 AUD	Original	Actions
Order	BPO25	1	Insurance Australia Limited - TEST	Werk Hamburg Hamburg, 02 Germany	\$100,000.00 AUD	15 May 2017	Partially Invoiced	Invoice	\$350.00 AUD	Original	Actions
Order	BPO17	1	Insurance Australia Limited - TEST	Werk Hamburg Hamburg, 02 Germany	\$10.00 AUD	15 May 2017	Partially Invoiced	Invoice	\$1,200.00 AUD	Original	Actions
Order	IAL93	1	Insurance Australia Limited - TEST	Sydney, NRMA Centre, 388 George St, Ground SYDNEY, NSW Australia	\$13.39 AUD	3 Aug 2017	New	Invoice	\$0.00 AUD	Original	Actions

Ariba Network Company Settings

Purchase Order: IAL43 **Done**

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

Order Detail Order History **Standard Invoice** Line-Item Credit Memo

From: CC 05 and POrg ARIB

To: Noy Lang - TEST
12 New St
Camberwell VIC 3163
Australia

Purchase Order (Partially Invoiced)
IAL43
Amount: \$1,210.00 AUD
Version: 1

Header Information & Removing Previously Invoiced Line Items

The purchase order number is displayed

5. Enter the **Invoice Number**

6. Select the correct **Tax level** (refer to the standard invoice information for further details)

➤ Scroll down to **Line Items**

➤ Any items with a zero quantity must be deleted off the Invoice

7. Select any items that have previously been invoiced (with a zero)

8. Click on **Delete**

Note: This does not alter the original purchase order in any way, it is just deleting the items off the current invoice document you are working on

Summary

Purchase Order: **IAL43**

Invoice #:

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

5

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

Insert Line Item Options

Tax Category: 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 checked="" type="checkbox"/>	1	<input type="checkbox"/>	MATERIAL	2772900	Ariba Laptop		0	EA	\$1,200.00 AUD	\$0 AUD
<i>Excluded line items cannot be modified.</i>										
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	<input type="text" value="asdfasdf"/>	Enter a description for this item.	<input type="text"/>	<input type="text" value="1"/>	EA	<input type="text" value="\$10.00 AUD"/>	<input type="text" value="\$10.00 AUD"/>

Shipping

Ship From: **Noy Lang - TEST**
Cambenwell VIC
Australia

Ship To: **Melbourne HO**
1234 VIC
Australia
Hari V
Melbourne HO

Deliver To: Melbourne HO

[View/Edit Addresses](#)

Shipping Cost Shipping Amount: * Shipping Date:

↳

8

Partial Invoicing Line Items

9. Enter the **Qty** for items being invoiced

10. Confirm or update the **Unit Price** (if required)

11. Click **Update**

➤ Repeat until all items and quantities for invoicing are correct

12. Click on **Next**

➤ Screen displays **Create Invoice**

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

Insert Line Item Options Tax Category: GST Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	asdfasdf	Enter a description for this item.		1	EA	\$10.00 AUD	\$10.00 AUD

Shipping [View/Edit Addresses](#)

Ship From: Noy Lang - TEST
Camberwell VIC
Australia

Ship To: Melbourne HO
1234 VIC
Australia
Hari V
Melbourne HO

Deliver To: Melbourne HO

Shipping Cost Shipping Amount: * \$0.00 AUD Shipping Date:

Line Item Actions

Finalising a Partial Invoice

➤ Review the invoice

13. Click **Submit**

14. Click on **Exit**

➤ Screen displays the purchase order with the partially invoiced or invoiced

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: 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.

Standard Invoice / Tax Invoice

Invoice # : 123456INV-1	Subtotal :	\$10.00 AUD
Invoice Date : Saturday 9 Sep 2017 3:32 PM GMT+10:00	Total Tax :	\$1.00 AUD
Original Purchase Order : IAL43	Total Shipping :	\$0.00 AUD
	Total Gross Amount :	\$11.00 AUD
	Total Net Amount :	\$11.00 AUD
	Amount Due :	\$11.00 AUD

Ariba Network

Invoice 123456INV-1 has been submitted.

14

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

Ariba Network

Company Settings ▾

Purchase Order: IAL43 [Done](#)

[Create Order Confirmation](#) ▾ [Create Ship Notice](#) [Create Invoice](#) ▾ [Hide](#) [Print](#) ▾ | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

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

From:
CC 05 and POrg ARIB

To:
Noy Lang - TEST
12 New St
Camberwell VIC 3163
Australia

**Purchase Order
(Invoiced)**
IAL43
Amount: \$1,210.00 AUD
Version: 1



Edit & Resubmit an Invoice

- Only invoices that have been Rejected can be edited and resubmitted
- To correct an over charge use the Line Item Credit Memo process
- Invoices are rejected by the BP as they do not meet the transaction rules
- Transaction Rules are set by BP

Opening a Rejected Invoice

1. Click on **Outbox**

2. Select the required invoice with a Status of **Rejected**

➤ Screen displays the Invoice and lists the reason for the rejection

➤ Read the reason for the invoice being rejected

Invoice #	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
INV4900001995	4900001995	Online	Supplier	Order	19 Oct 2017	\$1,275.00 AUD	Acknowledged	Rejected
IVN4900001987	4900001987	Online	Supplier	Order	19 Oct 2017	\$500.00 AUD	Acknowledged	Rejected
YD16Oct2017BPO200	Contract	Online	Supplier		16 Oct 2017	\$10.00 USD	Acknowledged	Rejected

Invoice: YD16Oct291 Done

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

Detail Scheduled Payments History

Rejected Invoice:
Reasons:
Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

Edit & Resubmit

Correcting a Rejected Invoice

1. Click on **Edit and Submit**


- Correct the error or provide the information based on the rejection reason
- Process the Invoice refer to **Slide 11** for further information
- Screen returns to the Rejected Invoice screen, it will not change or update the existing invoice

Invoice: 123456INV-1 Done

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

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

Rejected Invoice:
Reason: Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

[Edit & Resubmit](#) 



Line Item Credit Memo

- Line Item Credit Memo can be sent to BP via the Ariba Network and do not need to be sent in the mail
- 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

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 GS REPORTS

Company Settings [User Icon]

CSV Documents [Create]

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (68) Page 1

	Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
	123456INV-1	Insurance Australia Limited - TEST	IAL48	Online	Supplier		9 Sep 2017	\$10,800.99 AUD	Failed	Rejected
	Test AND Order Invoice	Insurance Australia Limited - TEST	IAL94	Online	Supplier	Order	3 Aug 2017	\$100.00 AUD	Acknowledged	Sent
	ANPOInv1	Insurance Australia Limited - TEST	IAL70	Online	Supplier	Order	24 Jul 2017	\$1,320.00 AUD	Acknowledged	Sent
	P3TaxCodeText1	Insurance Australia Limited - TEST	IAL78	Paper Invoice	Supplier	Order	13 Jul 2017	\$25.00 AUD	Acknowledged	Sent

Invoice: ANPOInv1 [Done]

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

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

Line Item Credit Memo - Header

4. Enter a Credit Memo #.

- All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default

5. Enter a Reason for Credit Memo.

➤ Scroll down to Line Items

Create Line-Item Credit Memo Update Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Credit Memo #: * **4**

Credit Memo Date: *

Original Invoice No: ANPOInv1

Original Invoice Date: 24 Jul 2017

Supplier Tax ID:

Remit To: ▼

Sydney
Australia
Bill To: **Sydney HO**

asdf NSW
Australia

Subtotal: \$-1,200.00 AUD
Total Tax: \$-120.00 AUD
Total Gross Amount: \$-1,320.00 AUD
Total Net Amount: \$-1,320.00 AUD
Amount Due: \$-1,320.00 AUD

[View/Edit Addresses](#)

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Comment

Reason for Credit Memo: * **5**

Default Credit Memo Comment Text:

Add to Header ▼

Line Item Credit Memo – Line Items

6. Check **Quantity** (The Quantity must contain a negative number e.g. -1, if it is a total amount and you are only crediting a portion, calculate and enter the quantity).

7. Check the correct **Tax Rate** is applied

Note: For items not part of the Credit Memo, select and then **Delete**

8. Click **Next**.

➤ Screen displays the **Create Line-Item Credit Memo** review

9. Review the **Credit Memo**

10. Click **Submit**.

➤ Screen returns to the original **Invoice**

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Enter a description for this item.		-0.5	EA	\$1,200.00 AUD	\$-600.00 AUD

Tax

Category:* Taxable Amount: \$-600.00 AUD

Location:

Description:

Regime:

Rate(%): 10
Tax Amount: \$-60.00 AUD

Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. 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: 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.

Line-Item Credit Memo

(Original Invoice No: ANPOInv1)

Credit Memo # : CN 9968886 Subtotal : \$-600.00 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. Click on the **Transaction #**
 - The **Remittance Advice** is displayed

The screenshot shows the Ariba Network homepage. The 'INBOX' menu item is highlighted with a yellow box and a red circle containing the number '1'. The 'Remittances' menu item in the secondary navigation bar is also highlighted with a yellow box and a red circle containing the number '2'. The main content area shows 'Orders and Releases' and 'Items to Ship' buttons.

The screenshot shows the 'Remittances' page in Ariba Network. The 'Remittances' menu item is highlighted with a yellow box and a red circle containing the number '3'. Below the navigation bar, there is a 'Search Filters' section and a table of remittance transactions.

Transaction #	Payment Date	Method	Reference Number	Gross	Discount	Adjustment	Net	Status	Routing Status
PMT33	22 May 2017	Other	0022000027	\$10.00 USD	\$0.00 USD	\$0.00 USD	\$10.00 USD	Paid	Sent
PMT34	23 May 2017	Other	0022000028	\$5.00 USD	\$0.00 USD	\$0.00 USD	\$5.00 USD	Paid	Sent
PMT35	23 May 2017	Other	0022000029	\$15.00 USD	\$0.00 USD	\$0.00 USD	\$15.00 USD	Paid	Sent
PMT37	23 May 2017	Other	0022000030	\$30.00 USD	\$0.00 USD	\$0.00 USD	\$30.00 USD	Paid	Sent
PMT36	24 May 2017	Other	0022000031	\$210.00 USD	\$0.00 USD	\$0.00 USD	\$210.00 USD	Paid	Sent

Reviewing a Remittance – Header & Line Summary

Note: From the Remittance Advice page you can:

- **Print** a copy
- **Export to cXML**
- **Download CSV** (see CSV Invoicing Guide for further instructions)

➤ Anything in blue can be selected to provide more information

➤ Anything is blue can be selected to provide more information

Remittance Advice: PMT34 (Paid) [To Search Results](#)

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

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

From
BP International Limited - TEST
PAYER: PAYER
[\(Show Payer Details\)](#)

To
BP International Limited 2 - TEST
PAYEE: FEDERAL HEATH SIGN COMPANY, LLC XL
[\(Show Payee Details\)](#)

REMITTANCE ADVICE
PMT34 (Paid)

Gross Amount: \$5.00 USD
Withholding Tax: (\$0.00 USD)

Amount Paid: \$5.00 USD
Estimated Settlement on 23 May 2017

Payment Detail

Payment Method: Other (Dummy) Routing Status: Sent
 Reference Number: [0022000028](#) ⓘ Transaction Date: 23 May 2017
 Related Payment: AU0A:0022000028:2017:000 ⓘ
 Identified Differences: None

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: Contract_AK... (Show Details)	\$5.00 USD	\$0.00 USD		\$0.00 USD	\$5.00 USD	

Gross Amount: \$5.00 USD
 Discount Applied: (\$0.00 USD)
 Withholding Tax: (\$0.00 USD)
 Adjustment: (\$0.00 USD)

Amount Paid: \$5.00 USD



Multiple VAT/Tax Id's

- Multiple VAT/Tax ID's should be entered when suppliers have multiple business addresses globally
- There are multiple tax rates associated to different global addresses for goods provided

Adding Multiple VAT/Tax Id's

- From the **Dashboard**
- 1. Click on **Company Settings**
- 2. Select **Company Profile**
- The **Company Profile** screen is displayed
- 3. Confirm or select the **Basic** tab

The screenshot shows the Ariba dashboard interface. At the top right, the 'Company Settings' dropdown menu is open, with 'Company Profile' selected. A red circle with the number '1' highlights the 'Company Settings' dropdown, and a red circle with the number '2' highlights the 'Company Profile' option. The dashboard includes a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'PLANNING', 'CATALOGS', 'REPORTS', and 'UPLOAD/DOWNLOAD'. Below the navigation bar, there are filters for 'Orders and Releases' and 'All Customers', and a search bar for 'Order Number'. The main content area displays a bar chart titled 'Outstanding Invoices' with a y-axis from \$0 to \$50 and an x-axis for months from Dec 2017 to Mar 2018. A single bar for Mar 2018 reaches approximately \$45. A sidebar on the right contains a list of settings: Account Settings, Customer Relationships, Notifications, View All, Network Settings, Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, and View All.

The screenshot shows the 'Company Profile' screen. At the top right, there are 'Save' and 'Close' buttons. Below the title, there are tabs for 'Basic (3)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. A red circle with the number '3' highlights the 'Basic (3)' tab. Below the tabs, there is a section for 'Public Profile Completeness' with a progress bar showing 35%. The main content area is currently empty, with the word 'Overview' visible at the bottom left.

Adding Multiple VAT/Tax Id's cont.

4. Scroll down to **Additional Company Addresses**

5. Click on **Create**

6. Complete the following fields:

- 1) Enter your **business name**
- 2) Enter the **VAT ID**
- 3) Enter your **Tax ID** (if applicable)
- 4) Enter or confirm the correct **Address Name**
- 5) Enter the correct **City**
- 6) Enter the correct **Postal Code**
- 7) Enter or select the correct **Country**

7. Click on **Save**

- Screen displays the information added, Repeat Steps 5 to 7 to add further company addresses

Additional Company Addresses 4

Address Name 1	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
No items						

Create 5

Configure Supplier Addresses Served by This Account Save Close

* Indicates a required field

Address Name

Address Name:* ABC Company 1

Address ID:

VAT ID:* 123456789 2

Tax ID:* 123456789 3

Address

Address 1:* Ariba Test Purpose Only 4

Address 2: 123 Street Street

City:* Melbourne 5

State:

Postal Code:* 3001 6

Country:* Australia [AUS] 7

6 7

Save Close

Adding Multiple VAT/Tax Id's cont.

- Screen displays **Company Profile** with the added **Additional Company Address**
8. Click on **Save**
- Note:** A green ribbon will confirm the information is saved
9. Click on **Close**
- Screen displays the **Dashboard**

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country	Legal Profile Status**
ABC Company		123456789	123456789	Ariba Test Purpose Only 123 Street Street	Melbourne Australia	-

↪ [Edit](#) [Delete](#) | [Create](#)

Company Profile [Save](#) [Close](#)

✓ Your profile has been successfully updated. **8** **9**

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

* Indicates a required field

Overview

Public Profile Completeness

35%

[Short Description](#)



Support

Support Type	Description
Helpdesk All support is obtained through Help Centre from within your account	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