Ariba Network Invoice Guide

SAP Ariba /\\

v3.0

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

Table of Contents

Select by clicking on the links:

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.

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**

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

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
Amount Due: $1,230.00 USD

View/Edit Addresses

Shipping

(N) ● 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**

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:

* Indicates required field | Add to Header ▼ | **6**

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

Subt
Total
Total Amount wi

Amount

Ship To: AU BP C
Melbourr
Australia
Lovkesh
Deliver To: AU BP OFFICE DOCKLANDS

View/Edit Addresses

Shipping

◉ Header level shipping ⓘ   ○ Line level shipping ⓘ

Ship From: BP International Limited 2 - TEST

Pittsburgh, PA
United States

Shipping Cost

Shipping Amount: $123.40 AUD   Shipping Date: 🗓   Remove

Shipping Tax

8 Category: * 10% GST / GST Inclusive ▼   Taxable Amount: $123.46 AUD   Remove

Location: Tax Rate Type:

Description: GST Inclusive   Rate(%): 10

Regime: ▼   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   * Indicates required field   Add to Header ▼   ①

Summary

Purchase Order: 4900001985   Sub
Invoice #: * 8887776   Total
                                    Total Amount wi
Invoice Date: * 20 Oct 2017 📅   Amount

Supplier Tax ID:

Shipping Tax
Shipping Documents
Special Handling
Special Handling Tax
Allowance
Charge
Additional Reference Documents and Dates
Comment
Attachment   ②

Shipping

    ⦿ Header level shipping ⓘ   ○ Line level shipping ⓘ   Ship To: **AU BP**
                                                                    Melbourn
    Ship From: **BP International Limited 2 - TEST**   Australia
                                                        Deliver To: Lovkesh
                Pittsburgh, PA   **AU BP OFFICE DOCKLANDS**
                United States

                                                                    View/Edit Addresses

Attachments

The total size of all attachments cannot exceed 10MB Ⓝ   ③   ④

                                            Browse...   Add Attachment   Remove

Add to Header ▼

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**

Additional Fields

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

Supplier Account ID #: [_____]

Customer Reference: [_____]

Supplier Reference: [_____]

Payment Note: [_____]

| ABC Company ⌄ | **1** |

Supplier: Select...

| ABC Company | **2** |

Bill From: TEST

Melbourne
Australia

Customer: View/Edit Addresses

Email: [_____]

                                             View/Edit Addresses

Supplier VAT

Supplier VAT/Tax ID: 123456789

Add to Header ▾

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

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**

Line Items

1 Line Items, 1 Included, 0 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
☐	1	⬤	MATERIAL	asdfgdfasg	Notebook		④ 1	EA	⑤ $1,200.00 AUD	$1,200.00 AUD

Tax   Remove

Category:* GST   Taxable Amount: $1,200.00 AUD

Location: [   ]   Rate(%): 10
                                         Tax Amount: $120.00 AUD
Description: GST
Regime: [   ]

Shipping   Ship From: **Noy Lang - TEST**   Ship To: **Sydney HO**   View/Edit
                           Camberwell VIC   asdf NSW   Addresses
                           Australia   Australia
                                         Deliver To: Tax Test 1
                                                        Sydney HO

Shipping Cost ⑥ Shipping Amount:* $0.00 AUD   Shipping Date: [📅]

⤷ Line Item Actions ▼   Delete | Add ▼

⑦   ⑧

Update   Save   Exit   Next

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

①

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
Invoice Date :	Saturday 9 Sep 2017 3:32 PM GMT+10:00
Original Purchase Order :	IAL43

Subtotal :	$10.00 AUD
Total Tax :	$1.00 AUD
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.

②
- Print a copy of the invoice.
- Exit invoice creation.

Ariba Network

Company Settings ▾

Purchase Order: IAL43

Done

③

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 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

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**

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

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**

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.

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Standard Invoice / Tax Invoice

Invoice # :	123456INV-1
Invoice Date :	Saturday 9 Sep 2017 3:32 PM GMT+10:00
Original Purchase Order :	IAL43

Subtotal :	$10.00 AUD
Total Tax :	$1.00 AUD
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

INBOX	**OUTBOX**	OGS	REPORTS		CSV Documents ▼	Create ▼

Invoices   Order Confirmations   Ship Notices   Service Sheets   Archived Invoices   Drafts

Invoices

▶ Search Filters

Invoices (100+)   « Page [3 ▼] »

		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

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 #: *   CN 9968886   **④**

Credit Memo Date: *   9 Sep 2017

Original Invoice No: ANPOInv1

Original Invoice Date: 24 Jul 2017

Supplier Tax ID:

Remit To   Test Supplier Remit Address ∨

     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: *   Size of product reduced and price incorrect   **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: GST   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	🔘	MATERIAL	Not Available	Enter a description for this item.		-0.5	EA	$1,200.00 AUD	$-600.00 AUD

Tax   Category:* GST   Taxable Amount: $-600.00 AUD   Remove
Rate(%): 10
Tax Amount: $-60.00 AUD
Location:
Description:
Regime:

↳ [Line Item Actions ▾] [Delete]

Ⓝ

[Update] [Exit] [Next] ⑧

Create Line-Item Credit Memo

[Previous] [Submit] [Exit]

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

Line-Item Credit Memo

(Original Invoice No: 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

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

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

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

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

Create

Configure Supplier Addresses Served by This Account

* Indicates a required field

Save   Close

Address Name

Address Name: * ABC Company

Address ID:

VAT ID: 123456789

Tax ID: 123456789

Address

Address 1: * Ariba Test Purpose Only

Address 2: 123 Street Street

City: * Melbourne

State:

Postal Code: * 3001

Country: * Australia [AUS]

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.   (N)   (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: 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