



Broadspectrum Ariba Invoicing Guide

Infinite solutions

Ariba Interactive Emails



Ariba Standard Account Training Guide



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Ariba Standard Account

Training Guide



About Standard Account - Interactive Emails

The Ariba Standard Account is applicable to all Broadspectrum (Pty Ltd) Suppliers who do not wish to register for an Enterprise account on the Ariba Network. Standard Account on the Ariba Network is Broadspectrum's prescribed method of Procure to Pay (P2P) document transmission.

Previously, Broadspectrum Suppliers have received Purchase Orders in a variety of formats and on some occasions through a verbal confirmation of the Purchase Order Number. This has led to significant delays in invoice processing due to inconsistencies with the content of the PO with that of the services/goods invoiced.

After registering on the Ariba Network with a Standard Account, Suppliers will receive:

- Interactive Emails to ensure suppliers receive, confirm and invoice purchase orders directly
- Invoice status updates from the Ariba network.
- A PDF copy of the invoice with the invoice confirmation email, which Suppliers can retain to support their local business records storage and archiving requirements.

Suppliers can forward Interactive Email Purchase Orders to another person in their company or create additional User IDs within their account. For example, a supplier receives an Interactive Email Purchase Order from a buyer and forwards it to another person within their company. The second supplier user then creates an order confirmation or invoice and the Ariba Network notifies both supplier user 1 and supplier user 2.

Suppliers can also send multiple invoices for a purchase order where partial quantities or split deliveries are applicable.

With an Ariba Standard Account, Suppliers can upgrade to an Ariba Enterprise account where they may benefit from additional services, including, but not limited to:

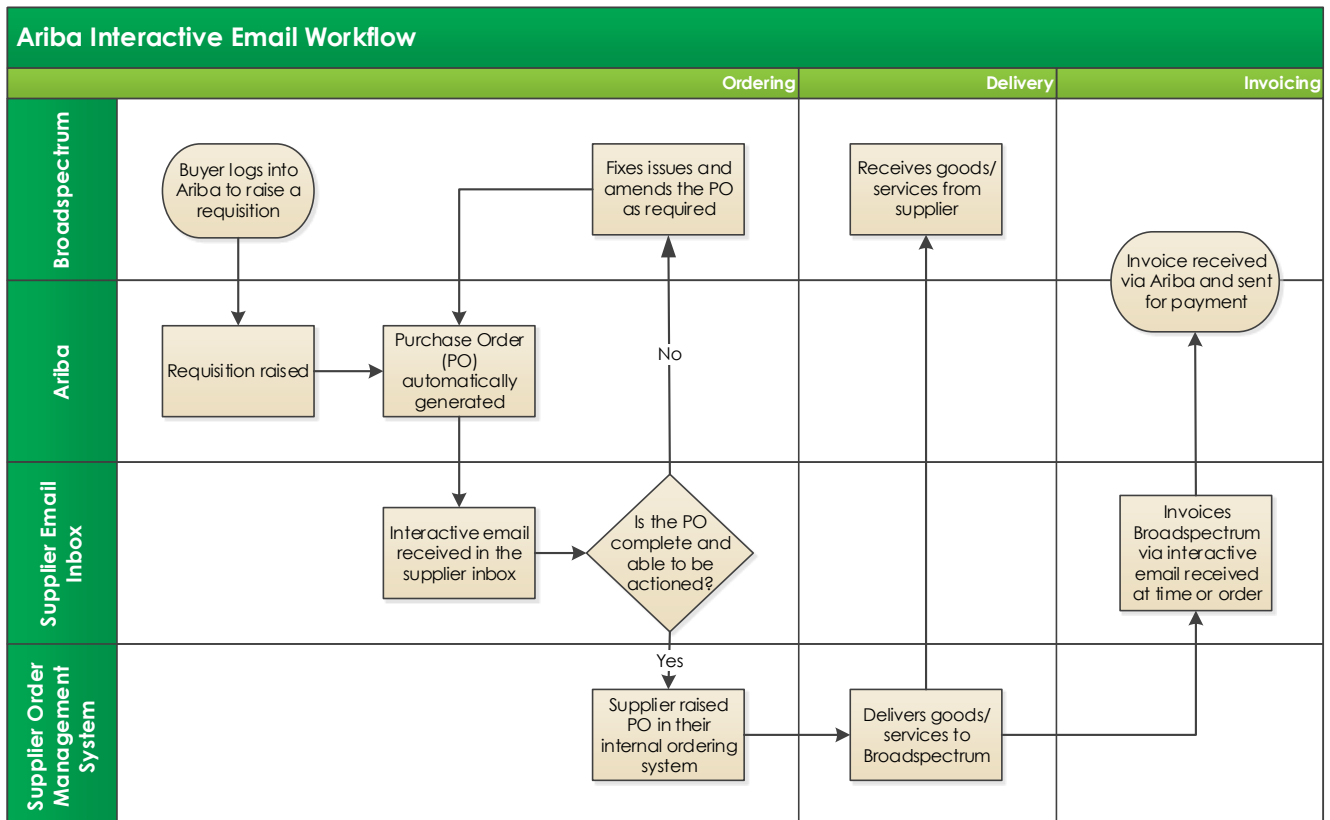
- Improved document processing efficiency
- Electronic integration
- Catalogue creation
- Other document type exchanges such as Advanced Shipment Notification
- Access to Ariba Customer Support
- Ariba Discovery

For more information, please refer to <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>.

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Interactive Email – Workflow



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Processing and Managing the Purchase Order

Once a Purchase Order has been created by Broadspectrum, Suppliers will immediately receive an Interactive Email from Ariba. The supplier can then review the Purchase Order details to ensure they are correct before supplying the required goods/services. Invoice submission can then follow by clicking on the 'Process Order' button in the email.

Important Information: If the Purchase Order has been updated, the invoice needs to be submitted through the 'Process Order' button of the most recent 'Change Order' email received.

Please note **all Broadspectrum Purchase Orders are based on net price (before tax)**. Please refer to [Processing the Invoice](#) section for how to apply tax on your invoice.

Ariba Interactive Purchase Order from Broadspectrum:

The screenshot shows an email interface. At the top, it says "Thu 02/11/2017 9:16 AM" and "Broadspectrum Limited - TEST" with the email address "<ordersender-prod@ansmtp.ariba.com>". The subject is "Broadspectrum Limited - TEST sent a new Purchase Order 4700000883". The recipient is "Joe Smith". There are links for "view it in a web browser" and "download pictures". Below this is a "Message" header with "4700000883.htm (21 KB)". The main content area has a dark blue header with "Right-click here to" and a white box containing the text "Broadspectrum Limited - TEST sent a new order". Below this is a paragraph: "Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network, light account to process this order. If you have an account, you can use it and [log in now](#)." There is a small red 'x' icon in a box. Below the text is a blue button labeled "Process order". At the bottom, there is a footer with the text "This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>." Below this is a table with contact information for Broadspectrum (Aus) PL and Light Account Test Vendor-TEST, along with purchase order details.

From: Broadspectrum (Aus) PL 111 Pacific Hwy NORTH SYDNEY NSW 2060 Australia	To: Light Account Test Vendor-TEST 111 Pacific Highway North Sydney NSW 2060 Australia Phone: +61 (02) 55550000 Fax: +61 (02) 55550000	Purchase Order (New) 4700000883 Amount: \$50.00 AUD Version: 1
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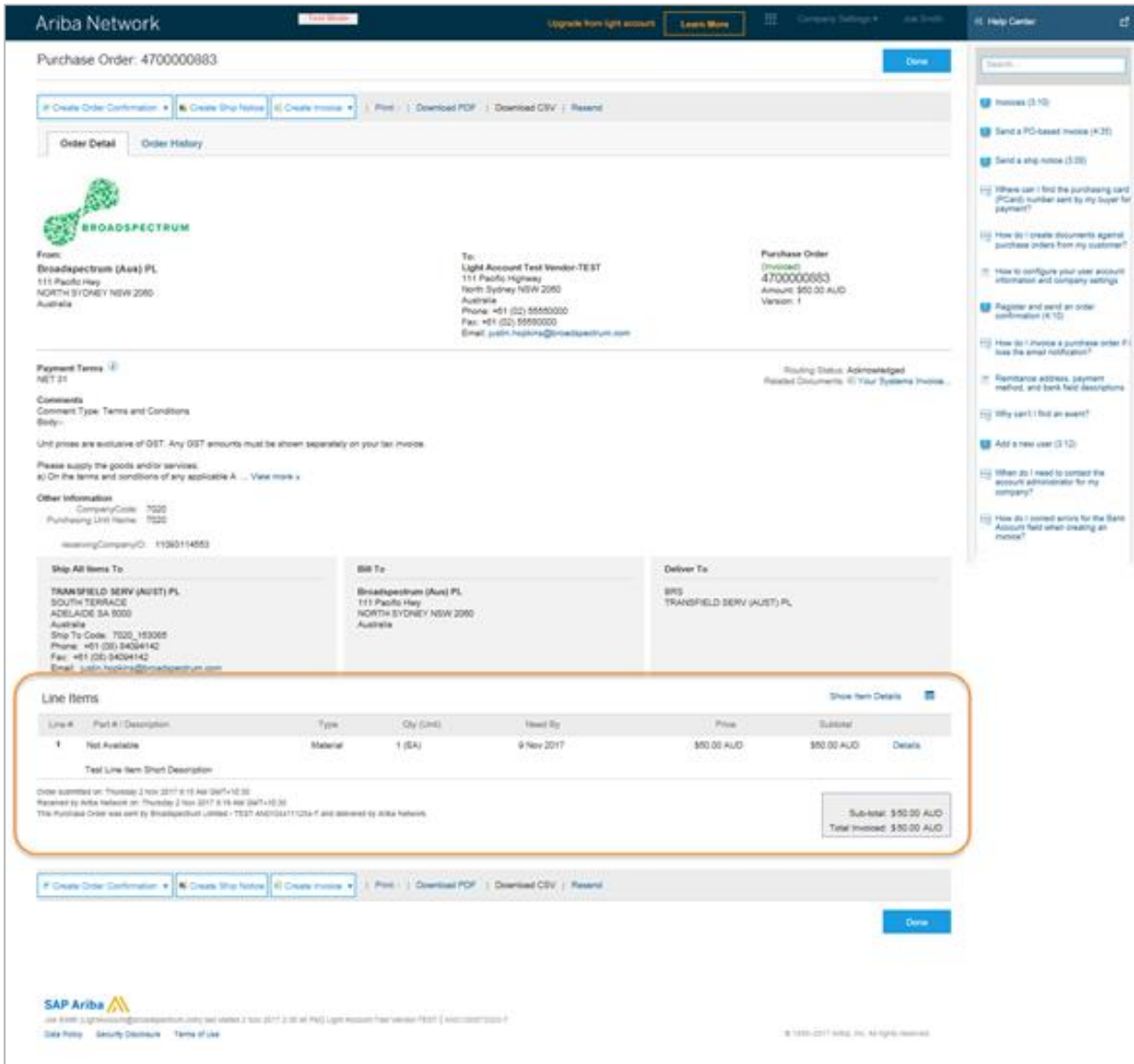
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****Important:****

Review Purchase Order details carefully and ensure all details are correct. Your payment will be based on the information contained within this document.



Purchase Order: 4700000883

From: Broadspectrum (Aus) PL
111 Pacific Hwy
NORTH SYDNEY NSW 2060
Australia

To: Light Account Test Vendor-TEST
111 Pacific Highway
North Sydney NSW 2060
Australia
Phone: +61 (0)2 55550000
Fax: +61 (0)2 55550000
Email: gordon.hocking@broadspectrum.com

Purchase Order (Invoice):
4700000883
Amount: \$50.00 AUD
Version: 1

Payment Terms: NET 21

Comments:
Comment Type: Terms and Conditions
Body:
Unit prices are exclusive of GST. Any GST amounts must be shown separately on your tax invoice.
Please supply the goods and/or services.
a) On the terms and conditions of any applicable A... View more x

Other Information:
Company Code: 7020
Purchasing Unit Name: 7020
Receiving Company ID: 1126114853

Ship All Items To:
TRANSFIELD SERV (AU/ET) PL
SOUTH TERRACE
ADELAIDE SA 5000
Australia
Ship To Code: 7020_153005
Phone: +61 (0)2 94264142
Fax: +61 (0)2 94264142
Email: gordon.hocking@broadspectrum.com

Bill To:
Broadspectrum (Aus) PL
111 Pacific Hwy
NORTH SYDNEY NSW 2060
Australia

Deliver To:
BRS
TRANSFIELD SERV (AU/ET) PL

Line #	Part # / Description	Type	Qty (Unit)	Used By	Price	Subtotal	Details
1	Not Available	Material	1 (BA)	9 Nov 2017	\$50.00 AUD	\$50.00 AUD	

Test Line Item Short Description:

Order submitted on: Thursday 2 Nov 2017 9:15 AM (GMT+10:00)
Replaced by Ariba Network on: Thursday 2 Nov 2017 9:15 AM (GMT+10:00)
This Purchase Order was sent by Broadspectrum Limited - TEST AND IS NOT FOR USE AND SHIPPED BY Ariba Network.

Sub-total: \$50.00 AUD
Total Invoice: \$50.00 AUD

Note: For Service-related Purchase Orders, the Quantity should reflect the estimated dollar value of the services to be provided with the Unit Price of \$1. As invoicing is based on a Quantity amount, this allows the supplier to submit multiple invoices against the one Purchase Order.

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****Important** - If the Purchase Order is Incorrect:** Please email the Broadspectrum 'Contact' referenced under the 'Ship All Items to' section on your Purchase Order to request the necessary updates prior to delivery and or invoicing.

Attachments
 Order_11012019_VRX40431.htm (text/html)

Ship All Items To
RAAF (WILLIAMS AIRMENS MESSO)
 BLD 423, 8 CHARLESWORTH RD
 LAVERTON VIC 3028
 Australia
 Ship To Code: 7020_560698
 Phone: +61 (03) 92562125
 Email: BILL.SMITH@BROADSPECTRUM.COM

Line Items

Line #	Part # / Description	Type	Qty (Unit)	N
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The Broadspectrum Purchase Order contact will then update the Purchase Order accordingly. Once updated, Ariba will email through a change PO titled "Broadspectrum has changed Purchase Order 47xxxxx" outlining all the changes made to the Purchase Order.

Mon 13/11/2017 9:27 AM
 Broadspectrum Limited <ordersender-prod@ansmtp.ariba.com>
 Broadspectrum Limited has changed Purchase Order 4700000894 sent to Light Account Test Vendor

To: Hopkins, Justin
 If there are problems with how this message is displayed, click here to view it in a web browser.

Message: 4700000894.htm (23 KB)

SAP Ariba

Broadspectrum Limited sent a new order
 Your customer sent you this order through Ariba Network.

[Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: Broadspectrum (Aus) PL 111 Pacific Hwy NORTH SYDNEY NSW 2060 Australia	To: Light Account Test Vendor #2-TEST 151 South Terrace Adelaide SA 5000 Australia Phone: +61 (08) 55550000 Fax: +61 (08) 55550000 Email: justin.hopkins@broadspectrum.com	Purchase Order (= Changed) 4700000894 Amount: \$125.00 AUD Amount: \$5.00 AUD Version: 2
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Payment Terms

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Within your Standard Account portal, the Purchase Order will reflect a 'Changed' Status

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
470000894	Broadspectrum Limited - TEST	Changed	\$125.00 AUD	13 Nov 2017	\$0.00 AUD	Select ▾
470000887	Broadspectrum Limited - TEST	New	\$20.00 AUD	2 Nov 2017	\$0.00 AUD	Select ▾

If the Purchase Order details are complete and accurate, process the Purchase Order in your internal ordering system according to your Business process.

Re-sending a Copy of the Purchase Order

As an Ariba Standard Account Supplier, invoicing and responding to the Purchase Order can only be done from the Interactive Email that it was transmitted on. In the event a Purchase Order email is misplaced or deleted; a copy of the email can be sent in order to submit an invoice.

This can be done by logging into your Ariba Standard Account with the link:

<https://service.ariba.com/Supplier.aw/128481093/aw?awh=r&awsk=.eO69Ue1&dard=1>

- Search for the relevant Purchase Order in the Home tab
- Click on 'Select' from the 'Action' column, then 'Send me a copy to take action'

The screenshot shows the Ariba Network interface. At the top, there are navigation tabs: HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. Below these is a table of Purchase Orders. The table has columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. The 'Status' column for the second row (Order Number 470000887) is circled in orange and labeled 'New'. An arrow points to the 'Action' column for the same row, and a callout box highlights the option 'Send me a copy to take action'.

Retrieve email from designated mailbox and process as per [Processing and Managing the Purchase Order](#).

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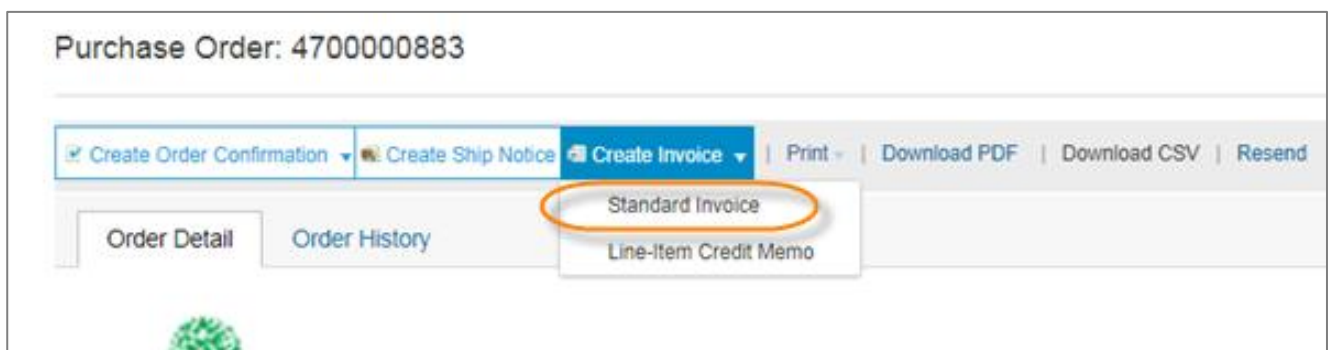
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Processing the Invoice

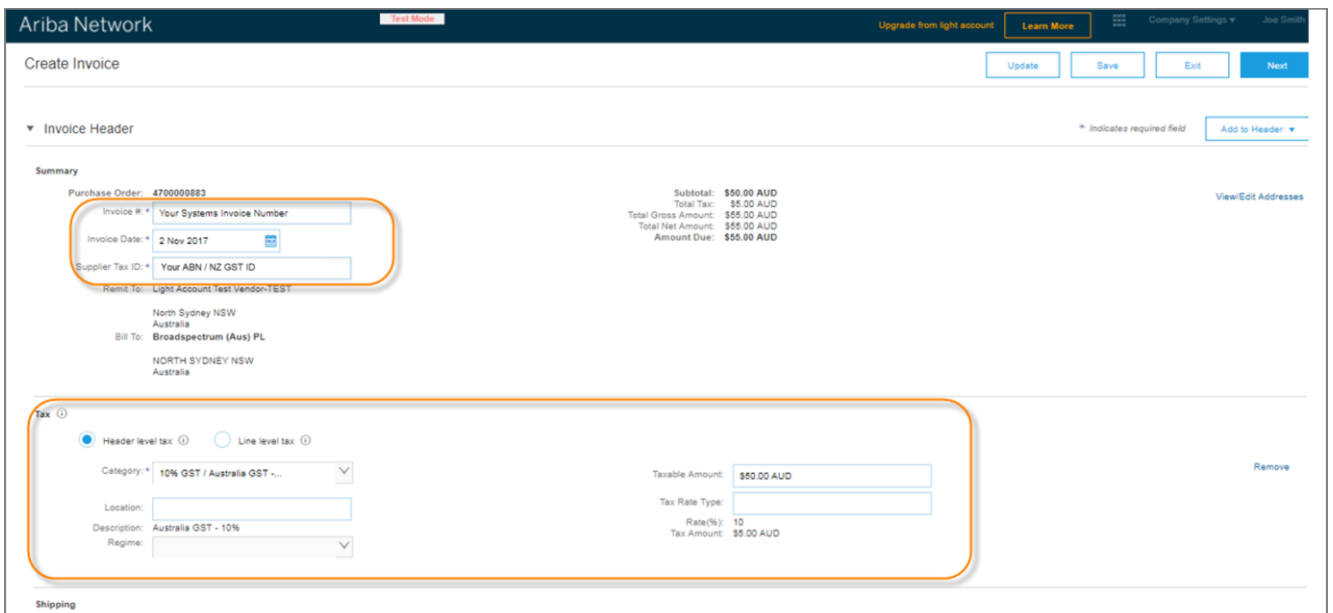
If the Purchase Order is correct and upon providing the Goods or Services, you are now ready to submit your invoice for payment:

- On the most recent Interactive Purchase Order Email, click the '[Process Order](#)' button
- Log In with your Ariba Standard Account credentials
- Select '**Create Invoice**' => '**Standard Invoice**'



On the Create Invoice screen:

- Enter the 'Invoice number' generated from your Accounting software
- Confirm/Enter your 'Supplier Tax ID' (Australian ABN / NZ GST Tax ID)
- Tick the appropriate check box to determine if the tax is applicable at Header or Line level (ie multiple items with different tax rates)



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Scroll down to review the line item details of the invoice:

- Review and de-select the line items not to be invoiced by clicking on the 'Include' button at line level
- If Line Level tax is selected above, under the 'Insert Line Item Options' section
 - Click on check box for 'Tax Category'
 - Select the tax rate applicable using the drop-down selections
 - Click on 'Add to Included Lines'
 - For line items requiring a different tax rate, update relevant lines using the drop-down selection at line level

The screenshot shows the 'Line Items' section of the Ariba Standard Account interface. At the top right, it indicates '2 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' section, which includes a 'Tax Category' dropdown menu set to '0% GST / AU / NZ GST Fre...', a checked checkbox for 'Tax Category', and checkboxes for 'Shipping Documents', 'Special Handling', and 'Discount'. An orange arrow points to the 'Tax Category' dropdown, and an orange box highlights the 'Add to Included Lines' button. Below the options is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. Line 1 is selected and has a quantity of 0. Line 2 is not selected and has a quantity of 2. Below the table, there are buttons for 'Line Item Actions' and 'Delete'.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		TEST		0	EA	\$200.00 AUD	\$0 AUD
2	<input type="checkbox"/>	MATERIAL		TEST		2	EA	\$200.00 AUD	\$400.00 AUD

- Confirm the Quantity
 - Line quantities can be amended down to reflect a partial invoice where applicable. Additional invoices can be raised using the same process at a later stage.
 - For some Purchase Orders the Quantity may reflect the estimated dollar value of the services provided with the Unit Price of \$1. In these instances, the quantity can be changed to match the value of your invoice.
- Confirm the Price
 - BroadSpectrum does not allow the Unit Price to be increased at the time of invoicing. If the Purchase Order price is incorrect, please contact the BroadSpectrum 'Contact' referenced on your Purchase Order to correct as per [above](#). Invoices can be submitted with a lower Unit Price by changing the Unit Price during this step.

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To **Add Supporting Documentation** (i.e. invoice/timesheets/site approvals)

- Click on 'Add to Header' then 'Attachment'
This will add an 'Attachments' section to the Invoice
- Click on the 'Choose file' button, navigate to your file location, select the file and click on 'Open'
- Click on 'Add Attachment'

A screenshot of the Ariba invoice interface. At the top, there is an 'Attachments' section with a note: "The total size of all attachments cannot exceed 100MB". Below this note are two buttons: "Choose file" (with "No file chosen" text next to it) and "Add Attachment". An orange arrow points from the "Choose file" button to the "Add Attachment" button. Below the attachments section is a dropdown menu labeled "Add to Header". The menu is open, showing options: "Shipping Cost", "Shipping Documents", "Special Handling", "Discount", "Additional Reference Documents and Dates", "Comment", and "Attachment". The "Attachment" option is circled in orange. An orange arrow points from the "Add to Header" dropdown to the "Attachment" option. Below the menu is a table with columns: "Part #", "Description", "Customer Part #", "Quantity", "Unit", "Unit Price", and "Subtotal". The table contains one row: "Not Available", "Excavation Labour", "Not Available", "20", "Each", "\$80.00 AUD", "\$1,600.00 AUD". To the right of the table is a button "Add to Included Lines". Below the table is a "Tax" section.

- Click 'Next'

After reviewing the Invoice details again for accuracy:

- Click on the 'Next' button 
- Check and confirm the invoice sub-totals match those from your system generated invoice, then
- Click on the Submit button 
- Click on **Exit**

Ariba will send a confirmation email of the invoice submitted and a pdf copy for your records.

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Processing a Credit Memo

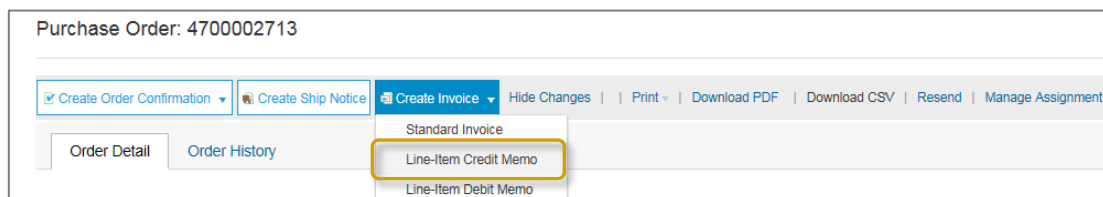
Credit Memo Conditions:

There may be a time where you will need to create a credit in Ariba for an invoice already submitted.

- For Service-related Purchase Orders, the Quantity previously invoiced may reflect the dollar value of the services provided with the Unit Price of \$1. In these instances, a Credit can be processed by changing the Quantity to match the value of the Credit.
- In the case of material/goods Purchase Orders, where there is a quantity is 1 @ a unit price, the unit price cannot be changed, and the Credit is applied by a Quantity amount.

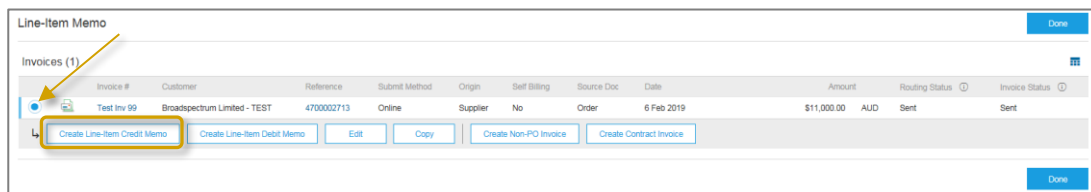
Steps:

- On the most recent associated Purchase Order Email, click the '[Process Order](#)' button
- Log In with your Ariba Standard Account credentials
- Select '**Create Invoice**' => '**Line-Item Credit Memo**'



A screen opens showing the original invoice processed

- Tick the 'radio' button to select the Invoice the credit is to be applied
- Click on the '**Create Line-Item Credit Memo**' button



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On the **Create Line-Item Credit Memo** screen:

- Enter the 'Credit number' generated from your Accounting software
- Credit Memo Date
- Confirm/Enter your 'Supplier Tax ID' (Australian ABN / NZ GST Tax ID)

Update Save Exit Next

Create Line-Item Credit Memo

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment

Invoice Header * Indicates required field Add to Header

Summary

Credit Memo #:* <input type="text" value="Inv 12345 Credit"/> Credit Memo Date:* <input type="text" value="25 Feb 2019"/> Original Invoice No: Inv 12345 Original Invoice Date: 25 Feb 2019 Supplier Tax ID:* <input type="text" value="1561561561"/> Remit To: <input type="text" value="509 St Kilda"/> Melbourne Australia Bill To: Broadspectrum (Aus) PL NORTH SYDNEY NSW Australia	Subtotal: \$-400.00 AUD Total Tax: \$0.00 AUD Total Gross Amount: \$-400.00 AUD Total Net Amount: \$-400.00 AUD Amount Due: \$-400.00 AUD
---	--

[View/Edit Addresses](#)

Scroll down to the Comment section:

- Enter a reason for the Credit

In the line item details section:

- Review and de-select the line items not being credited, by clicking on the 'Include' button at line level
- Confirm the Quantity and change if required
- Click on 'Update' button and if no error messages
- Click 'Next'

2 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category:
 Shipping Documents
 Special Handling
 Discount
 Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input type="checkbox"/>	MATERIAL		GST Applicable TEST		0	EA	\$200.00 AUD	\$0 AUD
Excluded line items cannot be modified.									
2	<input checked="" type="checkbox"/>	MATERIAL		GST Free TEST		-2	EA	\$200.00 AUD	\$-400.00 AUD

Tax

Category: <input type="text" value="GST"/> Location: <input type="text"/> Description: <input type="text" value="AU / NZ GST Free - 0%"/> Regime: <input type="text"/>	Taxable Amount: <input type="text" value="\$-400.00 AUD"/> Remove Rate(%): <input type="text" value="0"/> Tax Amount: <input type="text" value="\$0.00 AUD"/> Exempt Detail: <input type="text" value="(no value)"/>
---	--

Line Item Actions

Update Save Exit Next

The **Confirm and submit the line-item credit memo** screen appears

- Review the summary, then click on the 'Submit'

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Accessing Your Supplier Portal / Resetting Your Password

You can access your Ariba Supplier portal directly via the link:

https://service.ariba.com/Supplier.aw/128422092/aw?awh=r&awssk=wYw3_92y&dard=1

If you have forgotten your password, you can reset this by:

- clicking on the 'Having trouble logging in?'



Supplier Login



- selecting the 'I forgot my password' option, then clicking on
- Enter your password, then click on

Note: the email address must be the same as that linked to the account. If not, please refer to the 'How to Contact or Re-Assign Your Account Administrator' section in our [Optimising Guide](#).

Further Documentation and Information

Additional training references:

https://support.ariba.com/interactive_email

<https://www.youtube.com/channel/UCKcJ4y50b6EaWvXhHFD1uIA>

Ariba Standard Enablement Support:

Or, if you have questions, please see the [Frequently Asked Questions](#) on Ariba or email our Supplier Enablement Team at aribavendors@broadspectrum.com.

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