

# What it means to use SAP Ariba®

## Procurement Mini Guide

November 2023

### About TAFE Checkout

*TAFE Checkout* is a SAP Ariba eProcurement solution that has been introduced at TAFE NSW to manage the buying and invoicing process. All suppliers that participate in a tender process and are awarded a contract must transact using the Ariba Network. This includes responding to the sourcing event, receiving orders and contract details and submitting invoices.

### Participating in sourcing events on the Ariba Network

In order to participate in TAFE NSW sourcing events, bidders will need to use an Ariba Network Account to access the sourcing documents and submit their bid. Every Ariba Network Account has a unique identifying number (ANID) and a nominated company representative who is the *Account Administrator*.

When you receive an email invitation to participate in a TAFE NSW Sourcing Event, you follow the links to the Ariba Network.

If your organisation is new to responding to tenders via Ariba you will need to register a new account.

If your organisation has an existing Ariba account you will need to contact your company's Account Administrator for assistance to add you a user and give you the required permissions to see and respond to sourcing events.

If you need assistance with accessing a TAFE NSW sourcing opportunity, please use the information in this [Quick Reference Guide](#).

### Transacting via the Ariba Network

If you are successful in gaining a contract with TAFE NSW, the TAFE NSW Supplier Enablement team can assist you to set up your Ariba Network Account to transact with us. We can also assist and train your staff members who will be using your Ariba Network Account to manage users, orders and contracts, as well as process invoices.

#### Standard Ariba Account

The standard Ariba Network account is free for all suppliers and customers. This type of account enables suppliers to transact electronically including transmitting purchase orders and submitting invoices. This is best suited to suppliers who are providing goods or services via a standard purchase order.

#### Enterprise Ariba Account

The enterprise Ariba Network account is free for TAFE NSW suppliers because we pay the associated fees on behalf of suppliers. This type of account not only allows suppliers to transmit purchase orders and invoices electronically but also allows TAFE NSW contracted suppliers to provide TAFE NSW with a Punchout catalogue, integrate ERP systems directly with Ariba and TAFE NSW, and issue invoices on contracts when agreements are in place.

If your company requires an Enterprise account with TAFE NSW, and you have other customers, our Supplier Enablement team can assist you to set up an Enterprise Account just for use with TAFE NSW

## Invoicing using the Ariba Network

The standard way of invoicing through the Ariba Network is via PO Flip or Contract Invoice Flip.

### PO Flip

By converting your Purchase Order directly into an invoice (known as a 'PO Flip') you can submit electronic invoices against each order using the Ariba Network.

The benefit of this method is it drives compliant and timely invoicing by automating most of the invoice details and uses electronic approval.

### Contract Invoice Flip

Similar to PO Flip, you invoice against contract line items by creating an invoice directly in your Ariba Network account. Instead of selecting the Purchase Order, the Supplier chooses the relevant Contract (CXXXX), and then selects the line items to be included in the specific invoice.

## Contract Workspace Enablement

Once a contract is awarded a Contract Workspace is created to record and manage transactions. Contract Workspaces are identified by a 3–4-digit number starting with 'C,' i.e. CXXXXX.

Contract Workspaces will be created using one of the below enablement types:

### Purchase order against a Contract Workspace

Purchase orders will be issued against the Contract Workspace for the goods/service being purchased. The supplier will receive the unique Purchase Order that can be identified using 10 digits starting with 70000XXXXX. The supplier can use a Standard Ariba Network Account for this enablement method. This is generally used for commodity purchasing.

### Invoice against a Contract Workspace

In this case the contract line items will appear in the supplier's Ariba Network Account. The supplier then submits regular invoices against these line items to draw down on the total contract value. The supplier must have an Enterprise Account for this enablement method. This is generally used for construction and professional services engagements.

## Purchase Order against a Catalogue

TAFE NSW and the supplier will establish catalogue of items in the TAFE Checkout system that have fixed descriptions, pricing and even images. The supplier will receive unique purchase orders each time a buyer raises an order. Suppliers must be able to provide the required internal IT support to establish this catalogue.

## Supplier Integration

TAFE NSW may request that suppliers with a large quantity of invoices or who provide a large range of items consider integration with TAFE NSW through the Ariba Network. To integrate, the supplier will need approval from TAFE NSW and will need to provide IT resources for configuration and testing. SAP Ariba IT resources will also participate in integration projects.

### CSV Upload

For suppliers who submit a large quantity of invoices, there is an option to partially integrate with TAFE NSW and set up the capability to submit invoices using a CSV file. The CSV file is populated accurately before it is uploaded to the Ariba Network.

### Full Integration

Suppliers who transact frequently with TAFE NSW may benefit from full integrating their ERP platform to Ariba and then to TAFE NSW. This enables efficient, no touch invoice processing.

## More Information

### [TAFE NSW Supplier Resources Hub](#)

Information on transacting with TAFE NSW including helpful Guides on creating an Ariba Network Account, accessing Sourcing events and Invoicing.

### [Logging a case with SAP Ariba](#)

Instructions on how to log a Case with SAP Ariba support team.

### [TAFE NSW Finance Shared Services](#)

Call 1300 823 343 and press '2' for Finance Assistance and then either '2' for assistance with Ariba or '3' for Accounts Payable and assistance with invoices. You can also email [suppliers@tafensw.edu.au](mailto:suppliers@tafensw.edu.au).