



# SUBMIT ELECTRONIC INVOICES AGAINST A VALUE BASED PURCHASE ORDER



<b>QRG Topic</b>	This Quick Reference Guide (QRG) addresses how to submit an invoice against a Value Based Purchase Order.
<b>Audience</b>	Suppliers
<b>Background</b>	<p>TAFE NSW uses SAP Ariba as its preferred Procurement Solution. Suppliers are required to receive Purchase Orders (POs) from SAP Ariba, and submit their invoices electronically through the Ariba Network. When a PO has been sent to a supplier, the supplier will receive an e-mail notification requiring them to:</p> <ol style="list-style-type: none"><li>1) Log-in to SAP Ariba to view the PO (If already registered)</li><li>2) Register on SAP Ariba and log-in to view the PO (Registration is covered in a separate QRG)</li></ol> <p>The purpose of a Value Based Purchase Order (VBPO) is to provide a total value which can remain in use by TAFE NSW and the supplier for a period of time and can be invoiced against multiple times. In this way, they act in a similar way to 'limit' or 'blanket' POs. A summary of differences between a PO and a VBPO is as per below:</p> <ul style="list-style-type: none"><li>• Price and quantity are reversed. The price will always be \$1.00, and the quantity will be the total value of the PO. So for example, a quantity of 10,000 in a VBPO means that the supplier can continue to invoice against the quantity of 10,000, until the total value of the VBPO is exhausted.</li><li>• Once the VBPO has been received into the supplier's Ariba Network account, TAFE NSW buyers will send actual orders via telephone or email. These are the actual orders that need to be invoiced.</li></ul> <p>The information below explains how to access your Ariba Network account, how to retrieve the VBPO, and how to invoice against it.</p>

### Step 1

**Navigate** to [supplier.ariba.com](https://supplier.ariba.com) and log in using your **User Name** and **Password**.

## Step 2

From the Ariba home screen for suppliers, newly received Purchase Orders will appear under the **New Purchase Orders** tab.

To begin the invoicing process, click on the **Purchase Order** you wish to invoice against.

**Note:** From the home screen you can also view the status of other documents including invoices.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
7000000673	Technical and Further Education Commission - TEST	New	\$45,000.00 AUD	18 May 2020	\$0.00 AUD	Select
7000000671	Technical and Further Education Commission - TEST	New	\$1,000.00 AUD	18 May 2020	\$0.00 AUD	Select
7000000658	Technical and Further Education Commission - TEST	New	\$1,000.00 AUD	15 May 2020	\$0.00 AUD	Select
7000000640	Technical and Further Education Commission - TEST	New	\$100,000.00 AUD	13 May 2020	\$0.00 AUD	Select
7000000631	Technical and Further Education Commission - TEST	New	\$1,350.00 AUD	12 May 2020	\$0.00 AUD	Select
7000000629	Technical and Further Education Commission - TEST	New	\$1,350.00 AUD	12 May 2020	\$0.00 AUD	Select
7000000628	Technical and Further Education Commission - TEST	New	\$1,350.00 AUD	12 May 2020	\$0.00 AUD	Select

## Step 3

Review the Quantity, Price, Total Amount, PLANT and Delivery to fields.

If you have received a phone or email order to be invoiced against this VBPO, click the **Create Invoice** drop down.

Purchase Order: 7000000609

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

Order Detail | Order History

**NSW** | **TAFE** **NSW**

From: TAFE Finance Shared Service  
Level 6, 56 Station St  
Parramatta NSW 2150  
Australia

To: Sarbu Interiors-TEST  
61 East Street  
NARRANDERRA New South Wales 2700  
Australia  
Phone:  
Fax:  
Email: [nazla.thabassum@tafensw.edu.au](mailto:nazla.thabassum@tafensw.edu.au)

Purchase Order (New)  
7000000609  
Amount: \$10,000.00 AUD  
Version: 1

Payment Terms (i)  
NET 30

Comments  
Comment Type: Terms and Conditions  
Body: Please refer intranet site for terms & Conditions : <https://www.tafensw.edu.au/corporate/supplier-information>

Other Information  
Company Code: 1020

## Step 4

From the **Create Invoice** dropdown, select **Standard Invoice**.

**Create Invoice** ▼ | Hide

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

## Step 5

This will begin the standard invoicing process. Complete the mandatory fields.

Firstly, complete the **Summary** section. The summary section contains mandatory fields including:

1. **Invoice #** - Your Internal Invoice ID
2. **Invoice Date** - The date of the invoice

**Service Description** can be used to provide a title for the invoice for additional context. You should reference the phone/email order you received.

**Note:** You are also able to add any attachments as required by selecting **Add to Header -> Attachment**. If supplying multiple items please attach documentation.

Create Invoice

Update Save Exit Next

▼ Invoice Header

\* Indicates required field Add to Header ▼

Summary

Purchase Order: 7000000609

Invoice #: [Redacted]

Invoice Date: 22 May 2020

Service Description:

Supplier Tax ID: 123456789

Remit To: Test

Sydney New South Wales  
Australia

Bill To: TAFE Finance Shared Service

Parramatta NSW  
Australia

Subtotal: \$0.00 AUD  
Total Tax: \$0.00 AUD  
Total Gross Amount: \$0.00 AUD  
Total Net Amount: \$0.00 AUD  
Amount Due: \$0.00 AUD

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

## Step 6

The next step is to apply **Tax** to the invoice, if applicable. Select **Line level tax**. By selecting **Line level tax** you will be able to adjust each line to include or exclude tax.

**Line Level Tax** enables a combination of tax exempt and tax applicable items if required as per the phone/email order. The original PO should have been provided to you with two lines items: one for taxable items, and one for non-taxed items.

If that is the case, use the taxable line item to put in the value of the phone/email items that attract tax. Use the non-taxable line item to put in the value of the phone/email items that don't attract GST.

Tax ⓘ



Header level tax ⓘ



Line level tax ⓘ

## Step 7

The next step is to fill in any **Shipping** related details.

**Note:** This is optional.

Shipping

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

Ship From: Sarbu Interiors-TEST

NARRANDERA New South Wales  
Australia

Ship To: TAFE Commission Parent Entity  
Ultimo NSW  
Australia

Deliver To: Amanda Reid  
TAFE Commission Parent Entity

## Step 8

The next section contains **Additional Fields**. These are **optional** and are used primarily to provide additional information if required.

For example, Supplier Account ID, Customer Reference, Supplier Reference.

**Additional Fields**

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

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Sarbu Interiors-TEST**  
SYDNEY New South Wales  
Australia

Customer: **Technical and Further Education Commission - TEST**  
Ultimo New South Wales  
Australia

Email:

Bill From: **Sarbu Interiors-TEST**  
SYDNEY New South Wales  
Australia

## Step 9

The invoice will automatically populate either one or two invoiceable line items from Value Based Purchase Order (one if only one tax type; two if two tax types). Review the line items on the Invoice and adjust invoice **quantities** as required.

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

Invoice Line Item Options: ☐ Tax Category: 50% GST / GST Inclusive ☐ Shipping Documents ☐ Special Handling ☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 9 - no tax		1.00	EA	\$1.00 AUD	\$1.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 9 - tax		1.00	EA	\$1.00 AUD	\$1.00 AUD

**Note:** In a VBPO the Invoice true price and quantity is swapped so an Invoice can be partially receipted on a \$ basis rather than a quantity. Please **amend the quantity** to get the required value. You will be able to enter the quantity to **two decimal places**.

## Step 10

To **apply tax** at the line level for a mixed tax invoice, select the relevant line item -> **Line Item Actions** -> **Add Tax**. A Tax box will display where you adjust the tax as required. Repeat this process for each line item.

Ensure your invoice details are correct and click **Next**.

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

Invoice Line Item Options: ☐ Tax Category: 50% GST / GST Inclusive ☐ Shipping Documents ☐ Special Handling ☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 9 - no tax		1.00	EA	\$1.00 AUD	\$1.00 AUD

**Tax**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 9 - tax		1.00	EA	\$1.00 AUD	\$1.00 AUD

**Tax**

**Shipping Documents**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 9 - no tax		1.00	EA	\$1.00 AUD	\$1.00 AUD

**Tax**

50% GST / GST Inclusive

Forward Amount:

Reverse:

Tax Amount:

Example Email:

## Step 11

After clicking next, a summary page of your invoice will be shown.

Ensure that all the details are correct on the summary.

If you find any issues with your invoice, select Previous and make any necessary adjustments. If you are happy with all the details, click **Submit**. You have successfully submitted your invoice.

Create Invoice

Previous Save **Submit** Exit

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 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.

**Tax Invoice**

Invoice Number: 12345	Subtotal: \$10,000.00 AUD
Invoice Date: Tuesday 19 May 2020 1:40 PM GMT+10:00	Total Tax: \$1,000.00 AUD
Original Purchase Order: 7000000009	Total Gross Amount: \$11,000.00 AUD
	Total Net Amount: \$11,000.00 AUD
	Amount Due: \$11,000.00 AUD

REMIT TO:	BILL TO:	SUPPLIER:
Sarbu Interiors-TEST	TAFE Finance Shared Service	Sarbu Interiors-TEST
Postal Address: Test Sydney NSW 2000 Australia Remit To ID: TAFENSW Tax ID of Supplier: 123456789	Postal Address (Default): Level 6, 56 Sturton St Parramatta NSW 2150 Australia Address ID: T489	Postal Address: 41 East Street SYDNEY NSW 2000 Australia

## Step 12

Once you have submitted the invoice, you will be notified that that invoice has been submitted.

**Note 1:** Follow the prompt if you would like to print a copy of the invoice, otherwise exit.

**Note 2:** Do not send the PDF invoice to TAFE NSW. Your invoice has already been submitted and TAFE NSW will process the electronic invoice.

**Invoice 12345 has been submitted.**

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

## FURTHER ASSISTANCE

TAFE Finance Shared Services

Please contact the TAFE Finance Shared Services Contact Centre on 1300 TAFE HElp (1300 823 343).