



SUBMIT ELECTRONIC INVOICES AGAINST A VALUE BASED PURCHASE ORDER



QRG Topic	This Quick Reference Guide (QRG) addresses how to submit an invoice against a Value Based Purchase Order.
Audience	Suppliers
Background	<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"> 1) Log-in to SAP Ariba to view the PO (If already registered) 2) Register on SAP Ariba and log-in to view the PO (Registration is covered in a separate QRG) <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"> • 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. • 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. <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 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.

The screenshot shows the Ariba home screen with a navigation bar (Home, Inbox, Outbox, Catalogs, Reports) and a search bar. Below the search bar, there are summary statistics for 'Orders, Invoices and Payments': 12 New Purchase Orders, 17 Orders to Confirm, 17 Orders to Ship, 4 Orders that Need Attention, and 96 Invoices Pending Payment. A table lists several purchase orders with columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
700000673	Technical and Further Education Commission - TEST	New	\$45,000.00 AUD	18 May 2020	\$0.00 AUD	Select +
700000671	Technical and Further Education Commission - TEST	New	\$1,000.00 AUD	18 May 2020	\$0.00 AUD	Select +
700000658	Technical and Further Education Commission - TEST	New	\$1,000.00 AUD	15 May 2020	\$0.00 AUD	Select +
700000640	Technical and Further Education Commission - TEST	New	\$100,000.00 AUD	13 May 2020	\$0.00 AUD	Select +
700000631	Technical and Further Education Commission - TEST	New	\$1,350.00 AUD	12 May 2020	\$0.00 AUD	Select +
700000629	Technical and Further Education Commission - TEST	New	\$1,350.00 AUD	12 May 2020	\$0.00 AUD	Select +
700000628	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.

The screenshot shows the 'Purchase Order: 700000609' page. At the top, there is a dropdown menu with 'Create Invoice' selected and highlighted with a red box. Below the dropdown, there are tabs for 'Order Detail' and 'Order History'. The main content area displays the 'From' and 'To' information for the purchase order, including logos for NSW Government and TAFE NSW, and contact details for TAFE Finance Shared Service and Sarbu Interiors-TEST. There is also a 'Payment Terms' section showing 'NET 30' and a 'Comments' section with a link to terms and conditions.

Step 4

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

This is a close-up of the 'Create Invoice' dropdown menu. The 'Create Invoice' button is highlighted with a red box. The dropdown menu is open, showing three options: 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. The 'Standard Invoice' option is highlighted with a grey background.

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: 700000609

Invoice #: [Redacted]

Invoice Date: 22 May 2020

Service Description: [Empty]

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

Invoiced Line Item Options Tax Category: 0% 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 01 - no tax		1.00	EA	\$1.00 AUD	\$1,000.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 02 - tax		1.00	EA	\$1.00 AUD	\$1,000.00 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

Invoiced Line Item Options Tax Category: 0% GST / GST Inclusive Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 01 - no tax		1.00	EA	\$100.00 AUD	\$1,000.00 AUD

Tax

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 01 - tax		1.00	EA	\$100.00 AUD	\$1,000.00 AUD

Shipping Documents

Tax

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 01 - tax		1.00	EA	\$100.00 AUD	\$1,000.00 AUD

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: 7000000609	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 Station St Parramatta NSW 2150 Australia Address ID: T499	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).