



SUPPLIER QUICK REFERENCE GUIDE

SUBMITTING ELECTRONIC INVOICES AGAINST A PO WITH MIXED TAX

QRG Topic	This Quick Reference Guide (QRG) addresses how to submit an invoice against a Purchase Order with mixed tax.
Audience	Suppliers
Background	<p>TAFE NSW uses SAP Ariba as its preferred eProcurement Solution. From this date, 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 email notification requiring them to:</p> <ol style="list-style-type: none">1) Log-in to SAP Ariba to view the Purchase Order (If already registered)2) Register on SAP Ariba and log-in to view the Purchase Order (Registration is covered in a separate QRG) <p>After the Supplier has viewed and fulfilled the PO, they are able to convert the PO directly into an invoice for a successful 3-way match. Note that standard payment terms apply.</p> <p>Some TAFE NSW Suppliers will be required to ensure that their invoices reflect the mixed tax nature of the goods or services provided. In these scenarios, Suppliers will be provided with two line items on the Purchase Order, one will be Tax Applicable where tax should be applied, and the other will be Tax Exempt where no tax should be applied to the invoice.</p> <p>Note: POs may be issued at a \$1 value Line Item. The Supplier is required to adjust the quantity to reflect the value of the goods and services provided.</p>

Step 1

Navigate to supplier.ariba.com and log in using your User Name and Password.

SAP Ariba

Supplier Login

User Name

Password

Login

[Having trouble logging in?](#)

New to Ariba?
[Register Now](#) or [Learn More](#)

Is your company registered?
[Search](#)

Step 2

Log in to the SAP Ariba system.
From the Ariba home screen for suppliers, newly received POs 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 SAP Ariba home screen for suppliers. The 'Home' tab is selected. Below the navigation bar, there are filters for 'Orders and Releases', 'All Customers', and 'Order Number'. The main section is titled 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days'. A summary bar shows: 12 New Purchase Orders (highlighted with a red box), 17 Orders to Confirm, 17 Orders to Ship, 4 Orders that Need Attention, and 96 Invoices Pending Payment. Below this is a table of purchase orders.

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 wish to create an invoice for this PO, click the **Create Invoice** drop down

The screenshot shows the 'Purchase Order: 7000000609' page. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice' (highlighted with a red box). Below these are links for 'Hide', 'Print', 'Download PDF', 'Export XML', 'Download CSV', and 'Resend'. The page is divided into 'Order Detail' and 'Order History' tabs. The 'Order Detail' tab is active, showing the TAFE NSW logo and contact information for 'TAFE Finance Shared Service' and 'Sarbu Interiors-TEST'. The 'Payment Terms' are listed as 'NET 30'. The 'Comments' section mentions 'Terms and Conditions' and provides a URL. The 'Other Information' section shows the 'Company Code' as '1020'.

Step 4

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

The screenshot shows 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' (selected), 'Line-Item Credit Memo', and 'Line-Item Debit Memo'.

Step 5

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

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

Invoice # - Your Internal Invoice ID

Invoice Date - The date of the invoice

Service Description can be used to provide a title for the invoice for additional context.

Note: You are also able to add any attachments as required by selecting **Add to Header** -> **Attachment**.

Create Invoice [Update] [Save] [Exit] [Next]

Invoice Header * Indicates required field [Add to Header]

Summary

Purchase Order:	700000609	Subtotal:	\$0.00 AUD
Invoice #:		Total Tax:	\$0.00 AUD
Invoice Date:	22 May 2020	Total Gross Amount:	\$0.00 AUD
Service Description:		Total Net Amount:	\$0.00 AUD
Supplier Tax ID:	123456789	Amount Due:	\$0.00 AUD
Remit To:	Test		
	Sydney New South Wales Australia		
Bill To:	TAFE Finance Shared Service		
	Parramatta NSW Australia		

Add to Header

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

Step 6

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

For a Mixed Tax invoice, select **Line Level Tax**. You will be able to assign tax to specific line items further down the page.

Note: The system will default **Standard GST** at the **Header Level**, meaning that GST will apply to the amount of the Invoice.

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
Amanda Reid

Deliver To: **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 the invoiceable line items from the PO. Review the line items on the Invoice and adjust invoice **Quantities** as required to achieve your desired invoice value.

Ensure your invoice details are correct.

Note: If you have a single line item on your PO, you can set tax at the header level.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Food Tax Exempt		10.0	EA	\$1.00 AUD	\$10,000.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Food Tax Applicable		20.0	EA	\$1.00 AUD	\$20,000.00 AUD

Step 10

1. Select the line to add tax

Review the description of the line items and confirm they are correct. This may indicate which line items are **Tax Applicable** or **Tax Exempt**.

Select the check box next to the item you want to assign tax to, and **Select > Line Item Actions > Tax**

2. Apply tax as appropriate

Select the relevant tax category. You will have two options for each line. GST inclusive and GST Exclusive.

Repeat the process for each line item you wish to invoice. Once complete and you are happy with the invoice and taxes applied, **Select Next**.

1. Select the line to add tax

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Food Tax Exempt		500	EA	\$1.00 AUD	\$500.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Food Tax Applicable		1000	EA	\$1.00 AUD	\$20,000.00 AUD

2. Apply tax as appropriate

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Food Tax Exempt		500	EA	\$1.00 AUD	\$500.00 AUD

Tax	Category	Rate (%)	Exempt Details
	10% GST / GST Inclusive	10% GST / GST Inclusive	(no value)

Update Save Exit **Next**

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 the details are correct, 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
Invoice Date: Tuesday 10 May 2020 1:40 PM GMT+10:00
Original Purchase Order: 7000000609

Subtotal: \$10,000.00 AUD
Total Tax: \$1,000.00 AUD
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, 50 Station St Parramatta NSW 2150 Australia Address ID: T499	Postal Address: 61 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).