



SUBMIT ELECTRONIC INVOICES AGAINST A VALUE BASED PURCHASE ORDER



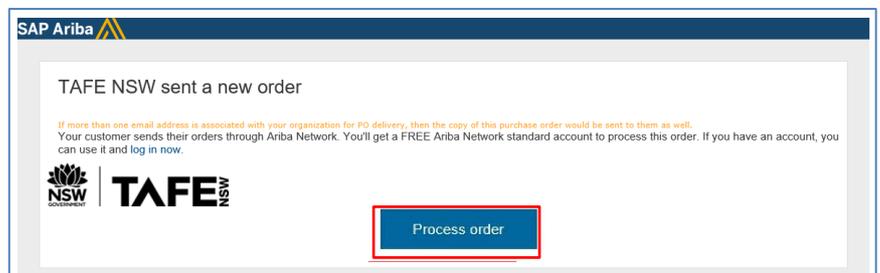
QRG Topic	This Quick Reference Guide (QRG) addresses how to submit an invoice against a Value Based Purchase Order.
Audience	Standard Suppliers
Background	<p>TAFE NSW uses SAP Ariba as its preferred eProcurement Solution. Suppliers are required to receive Purchase Orders (POs) from SAP Ariba, and submit 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 Standard 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

TAFE NSW staff member raises a PO.

Notification that a PO has been raised will be sent via email to the email address TAFE NSW has on file for your organisation.

Note that TAFE NSW has only one email address on file that can be used for all correspondence: orders, remittance notices, etc.



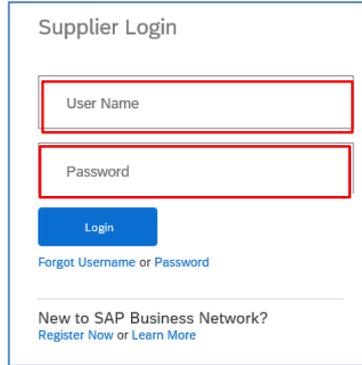
Suppliers can set up alternative email addresses to receive Purchase Order notifications. The process for this is covered in a separate Quick Reference Guide.

To access the PO:

From the email click on **Process Order** and log in to your Ariba Network Account using your existing account details. You will then be directed to the login page. Once you have logged in, please proceed to Step 3.

If you **cannot locate the email**, please navigate to supplier.ariba.com and log in to your Ariba Network Account using your **User Name** and **Password**. Please proceed to Step 2.

If you are unable to log into your account, you may not be an authorised user of the account. You will need to find out who is the Account Administrator for your Ariba Network account and ask them to set you up with a login to the account.



The image shows a 'Supplier Login' form. It has two input fields: 'User Name' and 'Password', both outlined in red. Below the fields is a blue 'Login' button. Underneath the button are links for 'Forgot Username or Password'. At the bottom of the form, there is a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn More'.

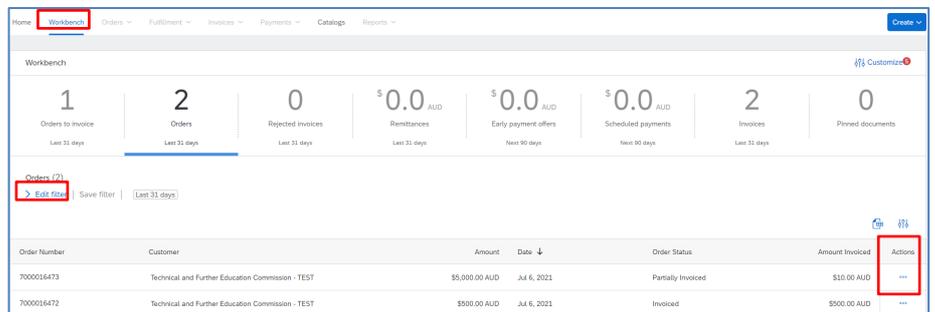
Step 2

Click on **Workbench**.

If you have a **Standard Account** a summary of Purchase Orders raised in the last 31 days will be displayed. Since many VBPOs are raised only once or twice a year, the Purchase Order you wish to invoice against may have been raised a number of weeks or months ago.

To conduct a search outside of 31 days you will need to customise your search dates.

Select **Edit Filter** to customise your search, e.g. **Creation Date** for VBPOs. Select **Apply** once done.



The image is a screenshot of the SAP Workbench interface. At the top, there is a navigation bar with 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Workbench' tab is active and highlighted in red. Below the navigation bar, there is a 'Workbench' section with several cards: 'Orders to invoice' (1), 'Orders' (2), 'Rejected Invoices' (0), 'Remittances' (\$0.0 AUD), 'Early payment offers' (\$0.0 AUD), 'Scheduled payments' (\$0.0 AUD), 'Invoices' (2), and 'Pinned documents' (0). Below these cards, there is a section for 'Orders (2)' with an 'Edit filter' button highlighted in red. Below this is a table with columns: 'Order Number', 'Customer', 'Amount', 'Date', 'Order Status', 'Amount Invoiced', and 'Actions'. The table contains two rows of data.

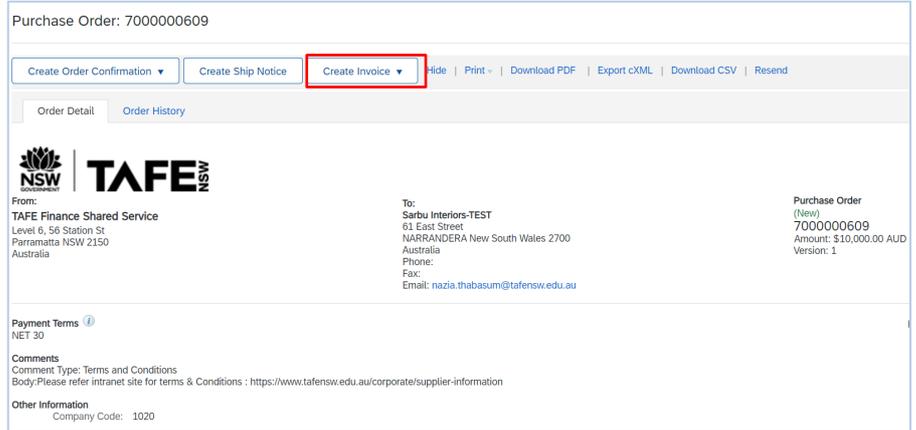
Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
7000016473	Technical and Further Education Commission - TEST	\$5,000.00 AUD	Jul 6, 2021	Partially Invoiced	\$10.00 AUD	...
7000016472	Technical and Further Education Commission - TEST	\$500.00 AUD	Jul 6, 2021	Invoiced	\$500.00 AUD	...

When you have located your PO, under 'Actions' click on  > **Send me a copy to take action**. The PO will be emailed to you again. From the email, you can click on **Process Order** (as per Step 1) and log back in using your existing account details.

Step 3

Once you can see the Purchase Order in your Ariba Network Account, review the Quantity, Price, Total Amount, PLANT and Deliver 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

Order Detail | Order History




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

To: Sarbu Interiors-TEST
 61 East Street
 NARRANDERA New South Wales 2700
 Australia
 Phone:
 Fax:
 Email: nazia.thebasum@tafensw.edu.au

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

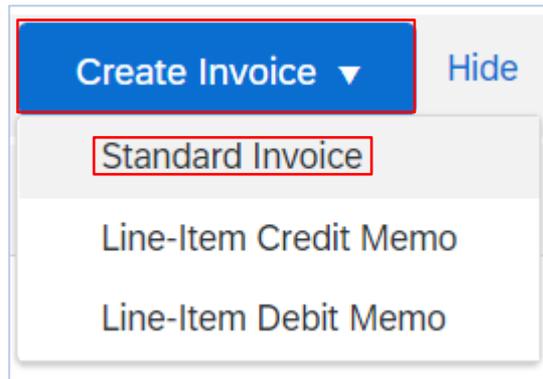
Payment Terms ⓘ
 NET 30

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**.

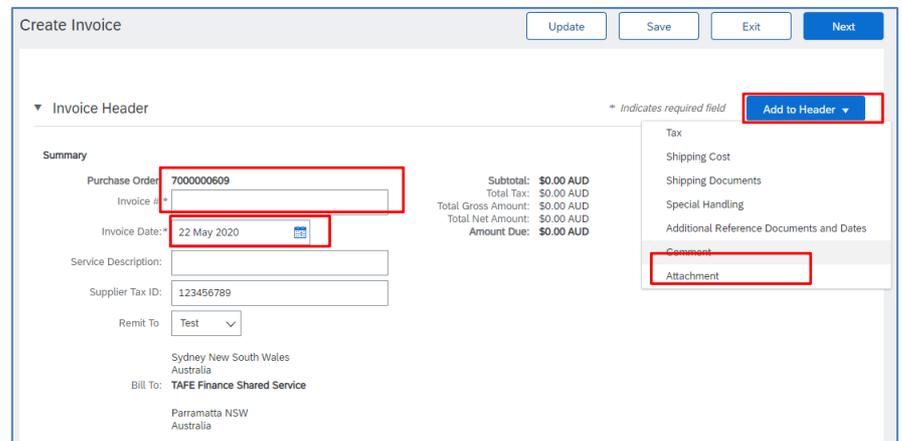


Step 5

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

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

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



Create Invoice

▼ Invoice Header * Indicates required field

Summary

Purchase Order: 7000000609
 Invoice #:
 Invoice Date: 22 May 2020
 Service Description:
 Supplier Tax ID: 123456789
 Remit To: Test

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

Sydney New South Wales
 Australia
 Bill To: TAFE Finance Shared Service
 Parramatta NSW
 Australia

Service Description can be used to provide a title for the invoice for additional context. You should reference the phone/email/sales order number that you are invoicing against.

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

Step 6

The next step is to select the level at which you will apply tax. TAFE NSW suggests that you always select **Line level tax**, as this enables you to adjust each line to include or exclude tax.

Note that GST of 10% is the default for each line item.

Line Level Tax enables a combination of tax exempt and tax applicable items if required, and as per the phone/email/sales order. If the items TAFE NSW purchases from your organisation include both taxable and non-taxable items, the original VBPO should have been provided to you with two line 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/sales items that attract tax. Use the non-taxable line item to put in the value of the phone/email/sales items that don't attract GST.



Tax ⓘ

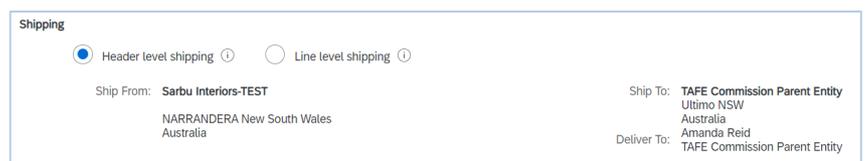
Header level tax ⓘ

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 the VBPO. As mentioned above, if the items TAFE NSW purchases from you include both taxable and non-taxable items, the VBPO will have two line items. If TAFE NSW only purchases items with one tax type, there may be only one line item.

Review the line items on the Invoice and adjust invoice **quantities** as required to match the specific phone/email/sales order you are invoicing against.

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

Insert Line Item Options Tax Category: 10% 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 18 - no tax		15.0	EA	\$1.00 AUD	\$15,000.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 15 - tax		1.00	EA	\$1.00 AUD	\$15,000.00 AUD

Note: In a VBPO invoice, the meaning of price and quantity is swapped so a Purchase Order can be partially receipted on the value of an individual order. Please **amend the quantity** to get the required value. You will be able to enter the quantity to **two decimal places** so that it appears like a dollar value.

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, choosing the appropriate Tax Category.

Tick the box against the line items you want to include in your invoice and select **Add to Included Lines**.

Note that GST of 10% is the default for each line item.

Once you have checked all the details for each line, click **Next**.

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

Insert Line Item Options Tax Category: 10% 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 18 - no tax		100	EA	\$50.00 AUD	\$5,000.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 9 - tax		100	EA	\$50.00 AUD	\$5,000.00 AUD

Tax

Add

Tax

Shipping Documents

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

Insert Line Item Options Tax Category: 10% GST / GST Inclusive Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 9 - tax		100	EA	\$50.00 AUD	\$5,000.00 AUD

Tax

Category: 10% GST / GST Inclusive

Taxable Amount: \$5,000.00 AUD

Rate: 10%

Tax Amount: \$500.00 AUD

Exempt Detail: (no value)

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: Sarbu Interiors-TEST Postal Address: Test Sydney NSW 2000 Australia Remit To ID: TAFENSW Tax ID of Supplier: 123456789	BILL TO: TAFE Finance Shared Service Postal Address (Default): Level 6, 56 Station St Parramatta NSW 2150 Australia Address ID: TA99	SUPPLIER: Sarbu Interiors-TEST Postal Address: 61 East Street SYDNEY NSW 2000 Australia
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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

If you need assistance with invoicing against a VBPO, please contact the TAFE Finance Shared Services Contact Centre on:
Telephone: 1300 TAFE HElp (1300 823 343), or email suppliers@tafensw.edu.au.