



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>Since 1 June 2020, TAFE NSW is using SAP Ariba as its preferred Procurement Solution. From this date, suppliers are required to receive Purchase Orders from SAP Ariba, and submit their invoices electronically through the Ariba Network. When a Purchase Order 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 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 Purchase Order, they are able to convert the Purchase Order 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: these Purchase Orders may be issued at a \$1 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.

Step 2

Log in to the SAP Ariba system. 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 SAP Ariba home screen. At the top, there are navigation tabs: Home, Inbox, Outbox, Catalogs, and Reports. Below this is a search bar with 'Orders and Releases' selected, 'All Customers' as the filter, and an 'Order Number' input field. 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 with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The table lists several purchase orders from 'Technical and Further Education Commission - TEST'.

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 Purchase Order details including the Line Items, Amount and Deliver To.

If you wish to create an invoice for this Purchase Order, click the **Create Invoice** drop down

The screenshot shows the 'Purchase Order: 700000609' details page. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice' (highlighted with a red box). Other buttons include 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. Below the buttons are tabs for 'Order Detail' and 'Order History'. The main content area shows the TAFE NSW logo and contact information for 'TAFE Finance Shared Service' and 'Sarbu Interiors-TEST'. It also displays the 'Purchase Order (New) 700000609' with an amount of \$10,000.00 AUD. At the bottom, there are sections for 'Payment Terms' (NET 30), 'Comments', and 'Other Information' (Company Code: 1020).

Step 4

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

The screenshot shows 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' (which is highlighted), 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. A 'Hide' button is visible to the right of the dropdown.

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

Invoice #:

Invoice Date: 22 May 2020

Service Description:

Supplier Tax ID: 123456789

Remit To: Test

Bill To: TAFE Finance Shared Service

Sydney New South Wales Australia

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 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

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

Bill From: Sarbu Interiors-TEST

SYDNEY New South Wales Australia

Customer: Technical and Further Education Commission - TEST

Ultimo New South Wales Australia

Email:

Step 9

The invoice will automatically populate the invoiceable line items from the Purchase Order. 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 Purchase Order, 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	\$10,000.00 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:	10% GST / GST Inclusive	Taxes:	taxable Amount: \$500.00 AUD	Remove
Location:		Rate(%):	10% GST / GST Inclusive	
Description:	GST Inclusive	Tax Amount:	\$50.00 AUD	
Regime:		Exempt Detail:	(no value)	

Line Item Actions: [Delete] [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

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 Arba 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, 50 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.

You can now:

- **Print** a copy of the invoice or
- **Exit** invoice creation.

Note: 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).