



## SUPPLIER QUICK REFERENCE GUIDE

# SUBMITTING ELECTRONIC INVOICES AGAINST A CONTRACT

<b>QRG Topic</b>	This Quick Reference Guide (QRG) addresses how a supplier can submit an invoice against a Contract to TAFE NSW
<b>Audience</b>	Suppliers
<b>Background</b>	<p>TAFE NSW uses SAP Ariba as its preferred eProcurement Solution. Suppliers are required to receive Purchase Orders (POs) and Contracts from SAP Ariba, and submit their invoices electronically through the Ariba Network. For specific Suppliers, TAFE NSW will contact you directly to inform how to invoice directly against a contract through the system. When the Supplier is ready submit an invoice against a contract, they can:</p> <ol style="list-style-type: none"> <li>1) Log in to the system</li> <li>2) Select items from the contract, and</li> <li>3) Submit the invoice</li> </ol> <p>The invoice will be routed for approval within TAFE NSW, and standard payment terms apply.</p>

### Step 1

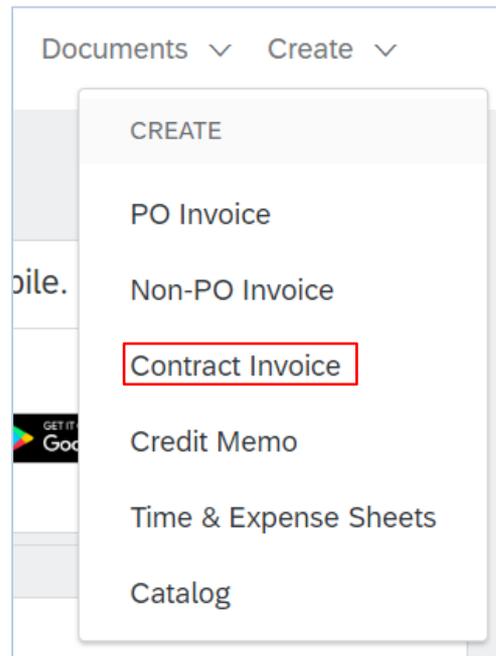
Navigate to [supplier.ariba.com](http://supplier.ariba.com) and enter in your **User Name** and **Password**.

### Step 2

A new screen displays the Ariba supplier home page, click the **Create** drop down in the top right hand side of the screen.

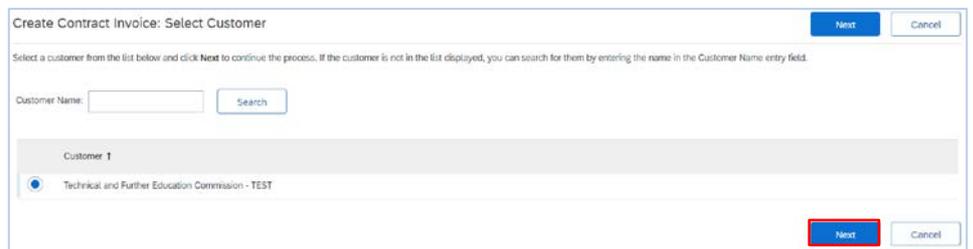
### Step 3

From the **Create** drop down menu, select **Contract Invoice**.



### Step 4

A new screen will display a list of your customers in the Ariba Network. To **select the customer** click the radio button next to their name. Click **Next**.



### Step 5

A new screen displays. Select the appropriate **Customer Contract Site**.

**Note:** For TAFE NSW, there will only be one Contract Site.



### Step 6

A new screen displays, **select the hyperlink** next to the Contract field to search and select the contract to submit an invoice against.



## Step 7

A list of contracts will display in a new screen from which you can **Select**.

You can search for contracts by:

- ID
- Title
- Effective Date
- Expiration date
- Status

Once you have found the relevant contract, click **Select** and **Done**.

### Choose Value for Contract

ID

ID	Title	Effective Date ↓	Expiration Date	Status	
C101	(CW4616) test contract 050601	Mon, 4 May, 2020	Sun, 10 May, 2020	Inactive	<input type="button" value="Select"/>
C102	(CW4618) test contract 050602	Mon, 4 May, 2020	Sun, 10 May, 2020	Inactive	<input type="button" value="Select"/>
C103	(CW4626) test contract 050701	Mon, 4 May, 2020	Fri, 15 May, 2020	Inactive	<input type="button" value="Select"/>
C95	(CW4585) test contract default requester 01	Mon, 4 May, 2020	Sat, 9 May, 2020	Inactive	<input type="button" value="Select"/>
C96-V2	(CW4587) PVT	Mon, 4 May, 2020	Sat, 29 May, 2021	Open	<input type="button" value="Select"/>
C67	(CW4159) Test	Tue, 24 Mar, 2020	Sat, 22 Apr, 2023	Open	<input type="button" value="Select"/>
C68-V2	(CW4161) Non release contract	Tue, 24 Mar, 2020	Sat, 20 Mar, 2021	Open	<input type="button" value="Select"/>
C50	(CW3689) Sarbu Interiors	Tue, 3 Mar, 2020	Tue, 24 Mar, 2020	Inactive	<input type="button" value="Select"/>
C47	(CW3617) Sarbo Interiors	Fri, 21 Feb, 2020	Sun, 21 Feb, 2021	Open	<input type="button" value="Select"/>
C42	(CW3559) test integrated contract 01	Wed, 12 Feb, 2020	Wed, 1 Apr, 2020	Inactive	<input type="button" value="Select"/>
C29-V4	(CW3190) test non-release contract 0115	Thu, 9 Jan, 2020	Sun, 1 Mar, 2020	Inactive	<input type="button" value="Select"/>
C83	(LCW109) Cisco Edge - MatrixCNI	Wed, 1 Jan, 2020	Fri, 1 Jan, 2021	Open	<input type="button" value="Select"/>

## Step 8

This will load the contract for invoicing.

Complete the mandatory fields including:

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

Select **Next**.

**Note:** The invoice date cannot be in the past and the 'Sold To Email' will auto-populate from the contract.

You are also able to add any attachments (e.g. additional documents that need to be attached to the invoice, including the payment claim, payment schedule, Subcontracting and Supporting Statements) as required by selecting **Add to Header** -> **Attachment**.

Contract: \* C67 [ select ]

Invoice #: \*

Invoice Date: \*

Sold To Email:

Payment Terms: Z041 [ select ]

Ship From: Sarbu Interiors

Save Exit **Next**

\* Indicates required field

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

## Step 9

Contract information will be pre-populated in the following sections.

**Service Description** can be used to provide a title for the invoice and for additional comments.

Invoice Header

Summary

Contract Number:	C67	Subtotal:	\$120.00 AUD
Invoice #:	123	Total Tax:	\$12.00 AUD
Invoice Date:	18 May 2020	Total Shipping:	\$0.00 AUD
Service Description:		Total Gross Amount:	\$132.00 AUD
Sold To Email:		Total Net Amount:	\$132.00 AUD
Payment Terms:	Z041	Amount Due:	\$132.00 AUD

Remit To: Test

Bill To: Amanda Reid

Sydney New South Wales Australia

Ultimo NSW Australia

Supplier Tax ID: 123456789

## Step 10

Scroll down and complete **Tax** related details where applicable.

Tax

Header level tax  Line level tax

Category: 10% GST / GST Inclusive

Location:

Description: GST Inclusive

Regime:

Rate(%): 10

Tax Amount: \$12.00 AUD

Exempt Detail: (no value)

Taxable Amount: \$120.00 AUD

Tax Rate Type:

## Step 11

Scroll down to **Additional Fields** which are optional and can be used to provide information such as 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 12

Scroll down to the **Line Items** section to select items from the contract to include in the invoice.

Here you will be able to invoice selected items as per the contract.

To add an item, select **Add Items**.

Add to Header

Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% GST / GST Inclusive  Discount

Add to Included Lines

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
No item selected										

Line Item Actions: Add Items

## Step 13

The items on the contract will be displayed. Adjust the **quantities** and add the item/s you wish by clicking **Add Item**.

Selecting **Add Item** will carry over the item to the invoice set-up. You can do this with multiple items.

Click **Done**.

2 item(s) found

View: [Grid] [List]

Sort by: Relevance

Add Item Compare Items

<input type="checkbox"/>		Test 1	Supplier: Sarbu Interiors	Supplier Part #: Abcd123	Available in: 0 Day(s)	Minimum Order Quantity:	Test 1	\$120.00 AUD / each	Qty: 1	Add Item
<input type="checkbox"/>		Test2	Supplier: Sarbu Interiors	Supplier Part #: abc345	Available in: 0 Day(s)	Minimum Order Quantity:	Test2	\$45.00 AUD / each	Qty: 1	Add Item

Add Item Compare Items

## Step 14

The items with **adjusted quantities** will be brought into the invoice.

You will notice the line items are the ones you previously selected.

Scroll to the top of the screen and confirm your amount and that the appropriate tax has been applied.

Click **Next**.

The screenshot shows the SAP 'Line Items' screen. At the top right, it says '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' section with checkboxes for 'Tax Category: 10% GST / GST Inclusive', 'Shipping Documents', 'Special Handling', and 'Discount', along with an 'Add to Included Lines' button. A table lists one line item: No. 1, Include (checked), Type MATERIAL, Part # Abcd123, Description Test 1, Quantity 1, Unit EA, Unit Price \$120.00 AUD, and Subtotal \$120.00 AUD. Below the table, shipping information is displayed: 'Ship From: Sarbu Interiors, NARRANDERA NSW, Australia' and 'Ship To: TAFE Commission Parent Entity, Ultimo NSW, Australia'. 'Deliver To: TAFE Commission Parent Entity' is also shown. A 'Shipping Cost' section has a 'Shipping Amount' of 50.00 AUD and a 'Shipping Date' field. At the bottom, there are buttons for 'Line Item Actions', 'Add Items', 'Change Items', 'Update', 'Save', 'Exit', and 'Next' (highlighted with a red box).

## Step 15

After clicking next, a summary page of your invoice will be shown. Ensure that all the details are correct on the Summary.

If the details are correct, click **Submit**.

A notification will display confirming the invoice has been submitted to TAFE NSW via SAP Ariba to process.

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

**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).