



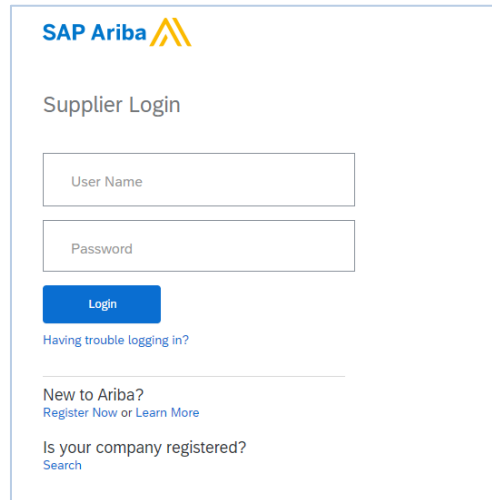
SUPPLIER QUICK REFERENCE GUIDE

SUBMITTING ELECTRONIC INVOICES AGAINST A CONTRACT

QRG Topic	This Quick Reference Guide (QRG) addresses how a supplier can submit an invoice against a Contract to TAFE NSW
Audience	Suppliers
Background	<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"> 1) Log in to the system 2) Select items from the contract, and 3) Submit the invoice <p>The invoice will be routed for approval within TAFE NSW, and standard payment terms apply.</p>

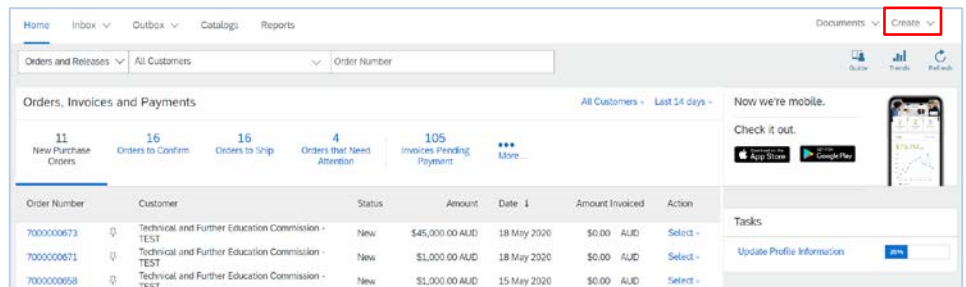
Step 1

Navigate to supplier.ariba.com and enter in your **User Name** and **Password**.



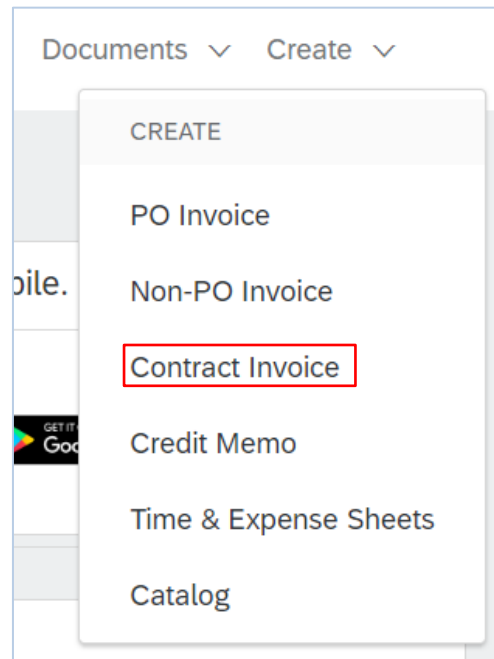
Step 2

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**.

A screenshot of a web application screen titled 'Create Contract Invoice: Select Customer'. It features a search bar for 'Customer Name' and a list of customers. One customer, 'Technical and Further Education Commission - TEST', is selected with a radio button. At the bottom right, there are 'Next' and 'Cancel' buttons, with the 'Next' button highlighted in red.

Step 5

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

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

A screenshot of a web application screen titled 'Contract Invoice: Select Customer Contract Site'. It shows a table with two columns: 'Business Unit Address' and 'Contract'. The first row has 'tafecheckout' and 'Amanda Reid' respectively. A radio button is selected next to 'tafecheckout'. At the bottom right, there are 'Next', 'Cancel', and 'Previous' buttons, with the 'Next' button highlighted in red.

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.

A screenshot of a web application screen titled 'Create Contract Invoice: Select Contract'. It contains several form fields: 'Contract' (with a search icon highlighted in red), 'Invoice #' (with a search icon), 'Invoice Date' (with a calendar icon), 'Sold To Email', 'Payment Terms' (set to '2941'), and 'Ship From' (set to 'Sertou Interiors'). At the bottom right, there are 'Prev', 'Next', and 'Cancel' buttons.

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**.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options
 Tax Category: 10% GST / GST Inclusive Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Abcd123	Test 1		1	EA	\$120.00 AUD	\$120.00 AUD

Shipping
Ship From: Sarbu Interiors
NARRANDERA NSW
Australia
Ship To: TAFE Commission Parent Entity
Ultimo NSW
Australia
Deliver To: TAFE Commission Parent Entity [View/Edit Addresses](#)

Shipping Cost Shipping Amount: \$50.00 AUD Shipping Date:

Line Item Actions Add Items Change Items Update Save Exit **Next**

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).