



SUPPLIER QUICK REFERENCE GUIDE

SUBMIT ELECTRONIC INVOICES AGAINST A PURCHASE ORDER



QRG Topic	This Quick Reference Guide (QRG) addresses how to submit an invoice against a Purchase Order.
Audience	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>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>

Step 1

TAFE NSW raise a PO.

Notification that a PO has been raised will be sent via email and will appear in your Ariba Account.

The PO can be accessed in 2 ways:

1. From the email click on **Process Order** and log in using your existing account details. You will then be directed to the login page. Once you have logged in, please proceed to Step 3.
2. If you **cannot locate the email**, please navigate to supplier.ariba.com and log in using your **User Name** and **Password**. Please proceed to Step 2.

SAP Ariba

TAFE NSW sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well. Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and [log in now](#).

Process order

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

If you have a **Standard Account**

SAP Ariba Network ▾ Standard Account **Upgrade**

Home Inbox ▾ Outbox ▾ Catalogs Reports

You will need to click on **Select > 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.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action	Tasks
7000000895	Technical and Further Education Commission - TEST	New	\$100.00 AUD	6 Jul 2020	\$0.00 AUD	Select ▾	Send me a copy to take action

SAP Ariba ▾

TAFE NSW sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well. Your customer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, you can use it and log in now.

TAFE NSW

Process order

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

Purchase Order: 7000000609

Create Order Confirmation ▾ Create Ship Notice ▾ **Create Invoice ▾** Hide | Print ▾ | Download PDF | Export XML | Download CSV | Resend

Order Detail Order History

TAFE NSW

From:
TAFE Finance Shared Service
Level 6, 55 Station St
Parramatta NSW 2150
Australia

To:
Sarbu Interiors-TEST
61 East Street
NARRANDERA New South Wales 2700
Australia
Phone:
Fax:
Email: nazia.thakur@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**

Create Invoice ▾ Hide

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

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:

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

Service Description can be used to provide a title for the invoice, and for additional context. You should reference the phone/email order you received.

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

Attachment. If supplying multiple items please attach documentation.

Create Invoice

Update Save Exit Next

* Indicates required field Add to Header

Invoice Header

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

Step 6

The next step is to apply **Tax** to the invoice, if applicable. Select **Line level tax**.

By selecting **Line level tax** you will be able to adjust each line to include or exclude tax.

If required **Line Level Tax** enables a combination of tax exempt and tax applicable items, and as per the phone/email order. The original PO should have been provided to you with two lines 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 items that attract tax. Use the non-taxable line item to put in the value of the phone/email items that don't attract GST.

Tax i

Header level tax i

Line level tax i

Step 7

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

Note: This is optional.

Step 8

The next section contains **Additional Fields**. These are also **optional** and are used primarily to provide additional information if required.

For example, Supplier Account ID, Customer Reference, Supplier Reference.

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 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.

Ensure your invoice details are correct and click **Next**.

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

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Required for maintenance		<input type="text" value="1"/>	EA	\$10,000.00 AUD	\$10,000.00 AUD

Line Item Actions

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.

Ensure your invoice details are correct and click **Next**.

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

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

Tax

Line Item Actions

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 9 - tax		<input type="text" value="100"/>	EA	\$200.00 AUD	\$20,000.00 AUD

Tax

Line Item Actions

Line Item Actions

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 and TAFE NSW will process the electronic 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 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 19 May 2020 1:40 PM GMT+10:00 Original Purchase Order: 7000000699	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: 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, 58 Station St Parramatta NSW 2150 Australia Address ID: TA99	SUPPLIER: Sarbu Interiors-TEST Postal Address: 63 East Street SYDNEY NSW 2000 Australia

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).