



## SUPPLIER QUICK REFERENCE GUIDE

# SUBMIT ELECTRONIC INVOICES AGAINST A PURCHASE ORDER

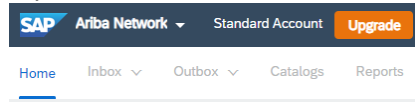
<b>QRG Topic</b>	This Quick Reference Guide (QRG) addresses how to submit an invoice against a Purchase Order.
<b>Audience</b>	Suppliers
<b>Background</b>	<p>Since 1 June 2020, TAFE NSW is using SAP Ariba as its preferred Procurement Solution. From this date, suppliers are required to receive Purchase 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"> <li>1) Log-in to SAP Ariba to view the Purchase Order (If already registered)</li> <li>2) Register on SAP Ariba and log-in to view the Purchase Order (Registration is covered in a separate QRG)</li> </ol> <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>

### Step 1

**Navigate** to [supplier.ariba.com](https://supplier.ariba.com) and log in using your User Name and Password.

### Step 2

If you have a **“Standard Account”**



You will need to click on **Select > Send me a copy to take action**. The Purchase Order will be emailed to you again. From the email, you can click on **“Process Order”** 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

### 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.

Purchase Order: 7000000609

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

Order Detail | Order History

**NSW** | **TAFE NSW**

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.thabasum@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:

- **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: 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

## Step 6

The next step is to apply **Tax** to the invoice, if applicable. You can apply tax at a Header Level or Line Level.

Select **Header Level tax** if all items on the Invoice are taxable. This will apply GST to the total invoiced amount.

Select **Line Level tax** if there is a combination of tax exempt and tax applicable items on the invoice. Apply the appropriate tax rate to the line item.

**Tax** ⓘ

Header level tax ⓘ  Line level tax ⓘ

Category: \* 10% GST / GST Inclusive ▼

Location:

Description: GST Inclusive

Regime:

Taxable Amount: \$10,000.00 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$1,000.00 AUD

Exempt Detail: (no value) ▼

## 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  
Amanda Reid

Deliver To: **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

Bill From: **Sarbu Interiors-TEST**  
SYDNEY 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.

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

**Note:** If you are applying tax at the line level for a mixed tax invoice, select the relevant line item -> Line Item Actions -> Add Tax. Repeat this process for each line item.

**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

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

Line Item Actions ▼

## Step 10

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

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

<b>REMIT TO:</b> Sarbu Interiors-TEST Postal Address: Test Sydney NSW 2000 Australia Remit To ID: TAFENSW Tax ID of Supplier: 123456789	<b>BILL TO:</b> TAFE Finance Shared Service Postal Address (Default): Level 6, 50 Station St Parramatta NSW 2150 Australia Address ID: TA99	<b>SUPPLIER:</b> Sarbu Interiors-TEST Postal Address: 61 East Street SYDNEY NSW 2000 Australia
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## Step 11

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).