



SUBMIT ELECTRONIC INVOICES AGAINST A VALUE BASED PURCHASE ORDER



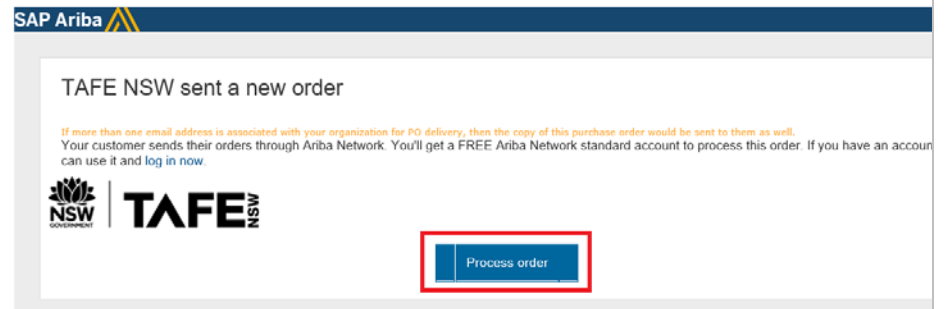
QRG Topic	This Quick Reference Guide (QRG) addresses how to submit an invoice against a Value Based Purchase Order.
Audience	Suppliers
Background	<p>TAFE NSW uses SAP Ariba as its preferred eProcurement Solution. Suppliers are required to receive Purchase Orders (POs) from SAP Ariba, and submit their 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>The purpose of a Value Based Purchase Order (VBPO) is to provide a total value which can remain in use by TAFE NSW and the supplier for a period of time and can be invoiced against multiple times. In this way, they act in a similar way to 'limit' or 'blanket' POs. A summary of differences between a PO and a VBPO is as per below:</p> <ul style="list-style-type: none">• Price and quantity are reversed. The price will always be \$1.00, and the quantity will be the total value of the PO. So for example, a quantity of 10,000 in a VBPO means that the supplier can continue to invoice against the quantity of 10,000 until the total value of the VBPO is exhausted.• Once the VBPO has been received into the supplier's Ariba Network account, TAFE NSW buyers will send actual orders via telephone or email. These are the actual orders that need to be invoiced. <p>The information below explains how to access your Ariba Network account, how to retrieve the VBPO, and how to invoice against it.</p>

Step 1

TAFE NSW raise a PO and you will then receive a notification via email that the PO has been raised. The PO will appear in your Ariba Account.

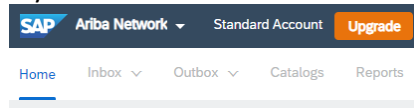
This PO can be accessed in 2 ways:

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.

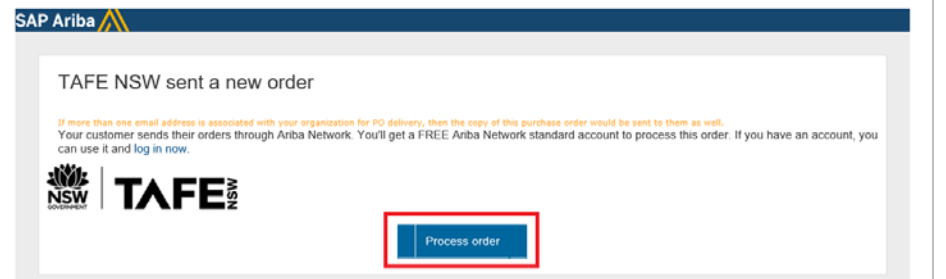
A screenshot of the SAP Ariba Supplier Login page. It has the SAP Ariba logo at the top. Below it is the text 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. Below these is a blue 'Login' button. Under the login button, there is a link 'Having trouble logging in?'. At the bottom, there is a section 'New to Ariba?' with links 'Register Now' and 'Learn More'. Below that is a section 'Is your company registered?' with a 'Search' link.

Step 2

If you have a 'Standard Account'



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.

A screenshot of the SAP Ariba inbox table. The table has columns: 'Order Number', 'Customer', 'Status', 'Amount', 'Date', 'Amount Invoiced', 'Action', and 'Tasks'. There is one row with the following data: Order Number: 70000000895, Customer: Technical and Further Education Commission - TEST, Status: New, Amount: \$100.00 AUD, Date: 6 Jul 2020, Amount Invoiced: \$0.00 AUD. In the 'Action' column, there is a 'Select -' button highlighted with a red rectangle. Below this button, there is a link 'Send me a copy to take action' also highlighted with a red rectangle.

Step 3

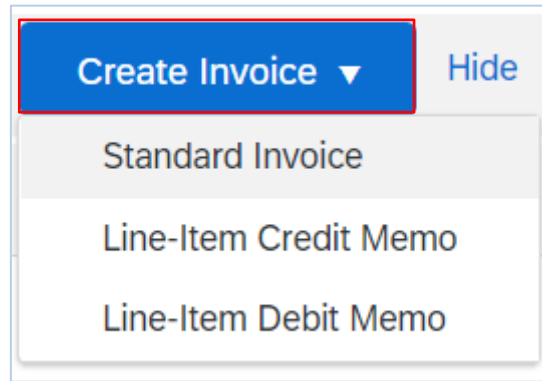
Review the Quantity, Price, Total Amount, PLANT and Delivery to fields.

If you have received a phone or email order to be invoiced against this VBPO, click the **Create Invoice** drop down.

A screenshot of the SAP Ariba Purchase Order details page for Purchase Order: 7000000609. At the top, there are buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice' (highlighted with a red rectangle). To the right of these buttons are links: 'Hide', 'Print', 'Download PDF', 'Export XML', 'Download CSV', and 'Resend'. Below the buttons, there are tabs: 'Order Detail' and 'Order History'. The 'Order Detail' tab is active. It shows the SAP Ariba and TAFE NSW logos. Below the logos, there is a 'From:' section with details: 'TAFE Finance Shared Service', 'Level 6, 55 Station St', 'Parramatta NSW 2150', 'Australia'. To the right is a 'To:' section with details: 'Sarbu Interiors-TEST', '61 East Street', 'NARRANDERRA New South Wales 2700', 'Australia', 'Phone:', 'Fax:', 'Email: nazi.thatasum@tafensw.edu.au'. On the far right, there is a 'Purchase Order (New)' section with details: '7000000609', 'Amount: \$10,000.00 AUD', 'Version: 1'. Below this, there is a 'Payment Terms' section with 'NET 30'. At the bottom, there is a 'Comments' section with 'Comment Type: Terms and Conditions' and 'Body: Please refer intranet site for terms & Conditions : https://www.tafensw.edu.au/corporate/supplier-information'. At the very bottom, there is an 'Other Information' section with 'Company Code: 1020'.

Step 4

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



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:

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

Service Description can be used to provide a title for the invoice 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.

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.

Line Level Tax enables a combination of tax exempt and tax applicable items if required, 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.

Step 7

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

Note: This is optional.

Shipping

☒ Header level shipping ¹ ☐ Line level shipping ¹

Ship From: **Sarbu Interiors-TEST**
NARRANDERA New South Wales
Australia

Ship To: **TAFE Commission Parent Enti**
Ultimo NSW
Australia
Amanda Reid
TAFE Commission Parent Enti

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

Email:

Bill From: **Sarbu Interiors-TEST**
SYDNEY New South Wales
Australia

Step 9

The invoice will automatically populate either one or two invoiceable line items from Value Based Purchase Order (one if only one tax type; two if two tax types). Review the line items on the Invoice and adjust invoice **quantities** as required.

Line Items 2 Line Items, 2 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	Not Available	Test 1B - no tax		11.0	EA	\$3.00 AUD	\$33,000.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 1B - tax		1.000	EA	\$3.00 AUD	\$3,000.00 AUD

[Line Item Actions](#) [Delete](#)

Note: In a VBPO invoice, the meaning of price and quantity is swapped so an Invoice can be partially receipted on a \$ basis rather than a quantity. Please **amend the quantity** to get the required value. You will be able to enter the quantity to two decimal places.

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

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	Not Available	Test 1B - no tax		11.0	EA	\$30.00 AUD	\$3,300.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Test 1B - tax		1.00	EA	\$30.00 AUD	\$3,000.00 AUD

[Line Item Actions](#) [Delete](#)

Tax

☒ Add ☐ Tax

☐ Shipping Documents

[Update](#) [Save](#) [Exit](#) [Next](#)

No.	Invoice	Type	Part 1	Description	Customer Part 1	Quantity	Unit	Unit Price	Subtotal
1		INVOICE	Not Evaluated	Part 1 - Inv		1.00	EA	\$10.00 AUD	\$10.00 AUD

Tax Taxable Amount: \$10,000.00 AUD Tax Rate: 10% Tax Amount: \$1,000.00 AUD Tax Inclusive: \$11,000.00 AUD Tax Excluded: \$0.00 AUD	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
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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.

Create Invoice

Previous

Save

Submit

Exit

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	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: 7000000009	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: 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.

Note 1: Follow the prompt if you would like to print a copy of the invoice, otherwise exit.

Note 2: 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).
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