

## TAFE NSW Ariba Network Supplier Training

How to submit electronic invoices against a TAFE NSW contract

September 2023



Hyams Beach, South Region Wandi Wandian Country, traditional lands of the Jerrinja people

> TAFE NSW acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to Elders; past, present and emerging of all Nations.

### Topic Audience Background

| Торіс      | This Quick Reference Guide (QRG) addresses how to submit an invoice in Ariba against a TAFE NSW contract.   |
|------------|---|
| Audience   | TAFE NSW Suppliers  |
| Background | <ul> <li>TAFE NSW uses SAP Ariba as its preferred eProcurement Solution.</li> <li>Suppliers are required to receive Purchase Orders (POs) and</li> <li>Contracts via their SAP Ariba Account and submit their invoices electronically through the Ariba Network.</li> <li>When a supplier is ready submit an invoice against a contract, the process steps are: <ol> <li>Log in to the supplier's Ariba Network Account</li> <li>Find the relevant TAFE NSW contract in the Account</li> <li>Select the relevant line items in the contract to invoice against</li> <li>Complete all the relevant fields in the invoice</li> <li>Submit the invoice via the Ariba Network.</li> </ol> </li> </ul> |

The TAFE NSW Business Contract Manager will advise you when your contract with TAFE NSW has been set up in the Ariba Network. Once that has been done, navigate to supplier.ariba.com and enter in your Username and Password.

| SAP Business Network -                                     |  |
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| Supplier Login   |  |
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| User Name  |  |
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| <br>Password   |  |
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| <br>Login  |  |
| <br>Forgot Username or Password                            |  |
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| New to SAP Business Network?<br>Register Now or Learn More |  |
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From the '**Home**' page of your Ariba Network Account, click on the '**Create**' dropdown in the top right-hand corner of the screen.





The following screen will appear. If you have multiple customers in Ariba, you can search for the customer's name. Otherwise, use the radio button to select 'Technical and Further Education Commission' from the list and click 'Next.'

| Create: Constant Invoice: Select Customer  Vert - untere for the label and of 8 Med is untitle the prover. Effer untere is not in the la disjond, you can used to them to entering  Customer I  Customer I  Customer I  Customer Name: | the same is the California frame werey. Mol. | Luc Carel   |
|--|--|-------------|
| Customer 1   |  |             |
| C Technical and Further Education Commission - TEST  |  | Next Cancel |
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At the next screen, select the radio button for 'tafecheckout' and then click 'Next.'



The screen below will appear. You may have more than one contract with TAFE NSW, so you will need to search for the correct one. To do that, click on 'select' next to the words '**Contract:** \* (no value).'



The following screen will appear. If you only have one contract with TAFE NSW, select that one. If you have more than one, be sure to select the correct one that you want to invoice against. The contract will then appear in the previous screen.

| ID          |                           | (                          | Search                    | Euclidean Data             |                   |                    |
|-------------|---------------------------|----------------------------|---------------------------|----------------------------|-------------------|--------------------|
| C286        | (CW13021) Nicole Cor      | ntract Workspace - IOC     | Effective Date            | Expiration Date            | Status 1<br>Open  | Select             |
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| Enter the i | nformation requested is t | the fields below. Required | fields are indicated with | n an asterisk (*). Click N | ext to continue c | reating the invoid |
|             |                           | *                          |                           |                            |                   |                    |
|             | Contract: *               | C286 [ select ]            |                           |                            |                   |                    |
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|             |                           |                            |                           |                            |                   |                    |
|             |                           |                            |                           |                            |                   |                    |

Complete the rest of the fields on this page, and then click 'Next.'



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|---|--|--|
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| Greate Contract Inv   | Select Contract  |  |
| Enter the information request   | d in the fields below. Required fields are indicated with an asterisk (*). Click i | Next to continue creating the invoice. |
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The invoice header screen will appear. Complete all the mandatory fields marked with an asterisk\* as well as any optional fields that you wish to complete.

| Create Invoice   |  |   |   | Update Save Exit                       |
|--|--|---|---|--|
| ▼ Invoice Header   |  |   |   | * Indicates required field Add to Head |
| Summary  |  |   |   |  |
| Contract Number:<br>Invoice III:<br>Invoice Date:<br>Service Description:<br>Solid To Email:<br>Payment Terms: | C286<br>Test invoice 20230012<br>12 Sep 2023<br>susan hungar4@tafense.edu.au<br>2041 | Subter<br>Tetal T<br>Total Gross Amou<br>Tatal Nex Amou<br>Amount D | x: 50.00 AUD<br>x: 50.00 AUD<br>x: 50.00 AUD<br>x: 50.00 AUD<br>x: 50.00 AUD  | Edit                                   |
| Remit To:  | Warialda High School-TEST  | 88  | © Sudhakar Danda  | View/Edit Ad                           |
| Supplier Tax ID:   | Arncliffe New South Wales<br>Australia   |   | Ultimo New South Wales<br>Australia   |  |
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### Step 9

### Scroll down to the section with the contract line items and select 'Add item.'



### Step 10

You will come to a screen that lists all the line items available in the contract to be added to your invoice. You will need to select which lines you want to add, update the Quantity field if required, and then click '**Add Item**' for each line you want to add to your invoice. Click '**Done**' at the top or bottom of the page when you are finished adding the required lines and you will return to the invoice screen.



When you return to the invoice screen, ensure you have added all the lines you want to invoice, and check that everything is correct. You can always change items or add more items by clicking the relevant box on the page. When everything is correct, click 'Next.'

| -     | se literns          |               |                 |   |  |                       |  |      | 3 Line Items, 3 In | cluded. 0 Previously Fully In |
|-------|---------------------|---------------|-----------------|---|--|-----------------------|--|------|--------------------|-------------------------------|
| itset | t Line Item Options | Tax Category: | 20% 057/05      | findusive V                                       | Shipping Documents Special Handling Discourt |                       |  |      |                    | Add to Induded Line           |
|       | No.                 | Include       | Type            | Part #  | Description                                  | Customer Part #       | Quantity   | Link | Unit Price         | Subscal                       |
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|       | 2                   | •             | MATERIAL        | CW13021 - 2                                       | Attendance Pee - Normal Hours                |                       | 5  | EA.  | \$400.00 AUD       | \$2,000.00 AUD                |
|       | Shipping            |               | Ship Fram:      | Warialda High School<br>WARIALDA NSW<br>Australia |  | Ship Ta<br>Deliver Ti | STATE OFFICE ADMINISTRATIVE SE<br>USINO NOW<br>Australia<br>STATE OFFICE ADMINISTRATIVE SE |      |                    | ViewEcit Addre                |
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|       | 2                   |               | MATERIAL        | CW13021 - 2                                       | Phase 1 - Scope of works (Preparation)       |                       | 1  | EA   | \$29,000.00 AUD    | \$23,000-00 AUD               |
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|       | <b>ц</b>            | Line Item     | Actions         | Add I   | tems Change Items                            | ) (1)                 | odate  | Save | Exit               | Next                          |
|       |                     |               |                 |   |  |                       |  |      |                    |                               |
|       |                     |               |                 |   |  |                       |  |      |                    |                               |
|       |                     |               |                 |   |  |                       |  |      |                    |                               |
|       |                     |               |                 |   |  |                       |  |      |                    |                               |

You will now see the below summary screen. This is a chance to do one final check before submitting your invoice to TAFE NSW. If you need to correct something, select 'Previous' and make the required change. If you want to save the invoice and come back to it later, click '**Save**.' You can also '**Exit**' without saving, or, if ready to invoice, click '**Submit**.'

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| Confirm and submit this document, it will you want your involves to be stored in | ill not be electronically signed according to the countries of origin and o<br>in the SAP Business National Long term document archiving, you can tail | estination of invoice. The document's originating country is Australi<br>softle to an archiving service. Note that you will also be able to an | is. The document's destination country is Au<br>files old involces once you subscribe to the | ustralia.<br>e archiving service.       |      |     |
| Standard Invoice / Tax In  | volce  |  |  |   |      |     |
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|  |  |  | Total Gross Amount   | \$25,600.00 AUD<br>\$28,600.00 AUD      |      |     |
|  |  |  | Amount Due   | \$28,600.00 ALID                        |      |     |
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Once you have submitted the invoice, you will be notified that that invoice has been submitted. At this point you can '**Print**' a copy of the invoice or simply '**Exit**' the invoice creation process.

|             |   | 3                             |           |
|-------------|---|-------------------------------|-----------|
|             |   |                               |           |
| 5/          | Business Network -  | Enterprise Account            | TEST MODE |
|             | Invoice Test invoice 20230  | 912 has been submi            | itted.    |
|             | <ul> <li>Print a copy of the invoice</li> <li>Exit invoice creation.</li> </ul> | ð.                            |           |
|             |   |                               |           |
|             | _   |                               |           |
| SA          | © 2022 SAP SE or an SAP aff   | iliate company. All rights re | eserved.  |
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|             |   |                               |           |
| FF NSW Arik | oa Supplier Trainin   | g                             |           |

# Further assistance

| For help with:                             | Contact   |
|--|---|
| Invoicing TAFE NSW                         | <ul> <li>Call 1300 823 343</li> <li>Press Option 2 for 'Finance'</li> <li>Press Option 3 for 'Accounts Payable and Supplier<br/>Accounts – Unpaid Invoices'</li> </ul>                                    |
| Help with SAP Ariba<br>from TAFE NSW       | <ul> <li>Call 1300 823 343</li> <li>Press Option 2 for 'Finance'</li> <li>Then Press Option 2 for 'Help with SAP Ariba'</li> <li>Alternatively, you can email <u>suppliers@tafensw.edu.au</u>.</li> </ul> |
| TAFE NSW Supplier<br>Resources Hub Website | <ul> <li>Click the following link to visit the <u>Supplier Resources</u> –<br/><u>Hub TAFE NSW</u>.</li> </ul>  |

# Thank you

