

TAFE NSW Ariba Network Supplier Training

How to submit electronic invoices against a TAFE NSW standard purchase order

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 standard Purchase Order (PO).
Audience	TAFE NSW Suppliers
Background	 TAFE NSW uses SAP Ariba as its preferred eProcurement Solution. TAFE NSW POs are sent to suppliers via the Ariba Network. Once the order has been fulfilled, suppliers are required to submit their invoices electronically through the Ariba Network. When a PO has been sent to a supplier, the supplier will receive an email notification requiring them to: Log in to their Ariba Network account to view the PO (If already registered) Register on SAP Ariba and then log in to their Ariba Network account to view the PO (Registration is covered in a separate QRG available <u>here</u>). After the Supplier has viewed and fulfilled the PO, they are able to convert the PO directly into an invoice, which is then sent to TAFE NSW via the Ariba Network. Note that standard payment terms apply.

Notification that a TAFE NSW PO has been raised is sent via email to the main supplier email address TAFE NSW has on file for your organisation. TAFE NSW uses the same email address for all correspondence, including orders, remittance notices, etc. If you need to change any of your organisation's details, please email suppliers@tafensw.edu.au.

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TACE	NSW cont a new order
IAFE	NSW Selit a new order
If more than Your custo can use it	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, mer sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, y and log in now.
NSW	
	Process order

In the email click on '*Process Order*' and log in to your Ariba Network account using your existing account details. If you are unable to log in, contact TAFE NSW or SAP Ariba via the information provided on the '*Further Assistance*' page below.

Supplier Login
User Name
Password
Login Having trouble logging in?
New to Ariba? Register Now or Learn More
Is your company registered? Search

When you are logged into your Ariba Network account you will probably be on either the '*Home*' page or the '*Workbench*' page.



Step 3

Click on '*New orders*' to see Purchase Orders sent to you within the past 31 days.



You can change the date filter in the '*Creation date*' field if you need to see orders prior to 31 days before. Click '*Apply*' once you have changed the filter.

Business Network Standard	Cocourt Get enlerprise accourt TEST MODE Orders - Fulfilment - Invoices - Payr	nents ∽ Catalogs Reports ∽ a	Assessments		
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New orders (1) VEdit filter Save filter Last Customers	11 days) New Order numbers	Creation date	Order status	Company codes	
Select or type selections	Type selection Partial match Exact match	Last 31 days	V Include V New X	Select or type a	elections [
STATE TRACE					Resend Falled Order

Select the Purchase Order you want to look at.



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New orders	Orders Rejected invoices	Remittances	Early payment offers	Scheduled payments Orders to	invoice Invoices
Show more					Apply Reserved Failed Orders
Order Number	Customer	Amount	Date 🦊	Order Status	Amount Invoiced Acti
7000017412	Technical and Further Education Commission - TEST	\$1000 AUD	Jul 20, 2023	New	

Once you can see the Purchase Order in your Ariba Network Account, review the '*Quantity*,' '*Price*,' '*Total Amount*,' '*PLANT*' and '*Deliver to*' fields.

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	Purchase Order: 7000017412							Done		
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	order beau order Hallery									
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	ULTANO NEW 2007 Australia Phone: +61 (02) 92174497		WEE WAA New Sout Australia Phone:	h Wales 2388			Amount: \$1,000.00 AUD Version: 1			
	Fax: +61 (12) 92128699		Pac Email: shungar1978	@iclaud.com, susan hungar#@t	taferox edu au		Track Order			
	Payment Terms (1) NET 0							Routing Status: Sent		
	Comments Comment Type: Terms and Conditions Body: All, purchases made by TAPE NSW are sub	ject to the purchase order terms and conditions in effect.	at the date of this purchase order. Thes	ie can be found at the following!	link: https://www.taflersoc.edu.au/do	ume View more -				
	Other Information Requester Email: Susan/Hungar-Kötal	ferov edu au								
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	SYDNEY INSTITUTE		TAVE FINANCE & STRATEGY GR	IOUP		Susan Hungar AG.34				
	KOGARAH NSW 2217 Australia Ship To Code: TADD_3012		ULTIMO NSW 2007 Australia Phone: +61 (02) 92174497							
	Enalt Susan Hungait@talenas.edu.au		Pax: +61 (02) 02120600					Show them Databa		
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Line Iter	ns					_			Show item	n Details
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TAFE NSW Ariba Supplier Training

Step 7

Once you have fulfilled the order, you are ready to invoice against the Purchase Order. Click on the '*Create Invoice*' dropdown menu.

Order Detail Order History Image: Contract State Sta	Create Order Confirmation 🔻	ce Create Invoice Hide Print - Download PDF Export cXML Download	oad CSV Resend
Porter Information To: Purchase Orde (New) From: Sarbuinteriors-TEST (DL East Street NARRANDERA New South Wales 2700 Australia Purchase Orde (New) Paramatra NSW 2150 Australia DL East Street Phone: Purchase Orde (New) Phone: Email: nazia thabasum@tafensw.edu.au Promettorms Comments Comments Comments & Conditions : https://www.tafensw.edu.au/corporate/supplier-information	Order Detail Order History		
Prome: Purchase Order From: Sarbu Interiors-TEST Purchase Order Level 6, 50 Station St Paramatra NSV 2150 Anatorial Paramatra NSV 2150 Anatorial Proce Parameter Terms: Paramatra NSV 2150 Anatorial Proce: Email: Inazia.thabasum@tafensw.edu.au Proce Parameter Type: Proce: Email: Inazia.thabasum@tafensw.edu.au			
TARE Finance Shared Service Early Underior-TEST (New) TARE Finance Shared Service If Las Street 700000006 Level 6, 65 Station St Paramata NSW 2150 Annoint \$10,0 Paramata NSW 2150 Australia Phone: Fac Fac Fac Payment Terms Image: Statistical Stati			Purchase Order
Level 6, 65 Station St Contents Contents Contents State States and Conditions Contents States	TAFE Finance Shared Service	IO: Sarbu Interiors-TEST	(New)
Australia Australia Australia Version: 1 Phone: Fax: Email: nazia:thabasum@tafensw.edu.au Payment Terms @ RT 30 Comments Comments fper: Terms and Conditions : https://www.tafensw.edu.au/corporate/supplier-information Other Information Other Information	Level 6, 56 Station St Parramatta NSW 2150	NARRANDERA New South Wales 2700	Amount: \$10,000
Fac: Email: nazia.thabasum@tafensw.edu.au Payment Tems @ 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	Australia	Australia Phone:	Version: 1
Payment Terms @ Payment Terms @ Comments Comment		Fax: Email: nazia thabasum@tafenov.edu au	
Company Code: 1020	Comment Spee: Terms and Conditions Body:Please refer intranet site for terms & Conditions : https:// Other Information Company Code: 1020	//www.tafensw.edu.au/corporate/supplier-information	

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



This will begin the standard invoicing process. Start with the '*Invoice Header*' section and the '*Summary*' section within that area. The mandatory fields in that area are '*Invoice #*' and '*Invoice date*.'

Create Invoice		l	Update	Save Exit Nex
▼ Invoice Header			* Ind	dicates required field Add to Header 👻
				Tax
Summary Durchase Order	700000500	Subtotal	\$0.00 AUD	Shipping Cost
Invoice #:		Total Gross Amount:	\$0.00 AUD	Special Handling
Invoice Date:	22 May 2020	Total Net Amount:	\$0.00 AUD	Additional Reference Documents and Da
intoice bute.	22 may 2020	Pariouni Due.	40.00 HOD	Comment
Service Description:				Attachment
Supplier Tax ID:	123456789			
Remit To	Test 🗸			
	Sydney New South Wales			
Bill To:	Australia TAFE Finance Shared Service			
	Parramatta NSW Australia			
		_		

'Service Description' can be used to provide a title for the invoice, and/or for additional context such as the phone number of your TAFE NSW contact person. You can add attachments such as the invoice created by your ERP or accounting system by selecting 'Add to Header -> Attachment.'

		Ĺ		
 Invoice Header 				 Indicates required field Add to Header
Summary				Tax Shipping Cost
Purchase Order:	7000000609	Subtotal: Total Tax:	\$0.00 AUD \$0.00 AUD	Shipping Documents
Iminice Date:	22.11	Total Gross Amount: Total Net Amount:	\$0.00 AUD \$0.00 AUD	Additional Reference Documents and Date
imoice Date.	22 May 2020	Amount Due.	50.00 A0D	Comment
Service Description:				Attachment
Supplier Tax ID:	123456789			
Remit To	Test \sim			
Bill To:	Sydney New South Wales Australia TAFE Finance Shared Service			
	Parramatta NSW Australia			
			_	

After the '*Summary*' section, the next section is '*Tax*.' TAFE NSW POs are created ex-GST. The default in the invoicing process is for 10% GST to be added at the point of invoicing. If all line items will be taxable, then tax can be left at the default '*Header level tax*.' If different lines attract different tax, then you will need to select '*Line level tax*.'

Please skip the next section called '*Shipping*.' It relates to the location where suppliers can add their shipping costs. TAFE NSW does not allow suppliers to add shipping costs to invoices unless there is already a line item in the PO to accounts for these costs. If shipping costs are required, and there is no line item in the PO, the supplier must contact the buyer whose email address appears in the PO.

Header level shipping ()	Line level shipping (i)	
Ship From: Sarbu Interiors- NARRANDERA Australia	TEST New South Wales	Ship To: TAFE Commission Parent Entity Uttimo NSW Australia Deliver To: TAFE Commission Parent Entity
Purchase Order: 7000017412		Dave
Create Order Confirmation • Create Ship Notice Create In	roice •	± 0
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The next section is called '**Additional Fields**.' This section is optional and can be used to provide more information about your invoice if you wish.

Supplier Account ID #: Customer Reference: Supplier Reference: Payment Note: Supplier: Sarbu Interiors-TEST Bill From: SYDNEY New South Wales Australia Bill From: SYDNEY New South Wales Bill From: Bill From: SYDNEY New South Wales Bill From: Bill
Customer Reference:
Supplier Reference:
Payment Note: Customer: Technical and Further Education Commission Supplier: SyDNEY New South Wales Australia Uttimo New South Wales Australia Uttimo New South Wales Australia Bill From: SYDNEY New South Wales Australia Email:
Supplier: Sarbu Interiors-TEST Customer: Technical and Further Education Commission SYDNEY New South Wales Australia Bill From: Sarbu Interiors-TEST SYDNEY New South Wales Australia
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Email: Bill From: Sarbu Interiors-TEST SYDNEY New South Wales Australia
Bill From: Sarbu Interiors-TEST SYDNEY New South Wales Australia
SYDNEY New South Wales Australia

Now we come to the '*Line Items*' section that has been auto-populated from the PO into the invoice format. You will notice a little toggle switch that is defaulted to '*Include*.' Any lines with this toggle will be automatically added to the final invoice. If you do not want to invoice against any line, toggle this switch so it shows grey instead of green.

Line Items	e .					1 LI	ne Items, 1 Included,	, 0 Previously Fully Inv
	Tax Category: 10% GST /	GST Inclusive	Shipping Doc	uments Special Ha	ndling Dis	scount		Add to Included Lines
No.	Include Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
Line Item A	ctions v Delete					Update	Save	Exit
						<u> </u>		

If you are invoicing in full against the line item, you can leave the quantity as it is populated. You can put decimal quantities into the field, so if you were only going to invoice for \$5000 in the example below, you could change the '**Quantity**' field to '**.5**.' TAFE NSW does not allow any changes to price or the line-item '**Description**.' You also cannot add any lines to the invoice that are not already part of the PO. If you have any questions about the PO lines, you should contact the person whose email address appears in the PO header.

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line Itome				1 Line Items, 1 Included	r, O Previously Fully Invo
Line items					
Tax Category: 10% GST / GST I	nclusive Shipping Docum	nents Special Handling	g Discount		Add to Included Lines
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Line Item Actions 🔻 Delete		L			
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Phone: +61 (02) 92174497 Fac: +61 (02) 92128499	Phone: Exec Email: :	usan.hungar4@tafensw.edu.au		Track Order	

If you have multiple lines in the PO, some of which attract GST, and some do not, you will have to add tax at the line level. You will also need to tick '*Line level tax*' in the invoice header. To apply tax at the line level for a mixed tax invoice, select the field '*->Line Item Actions -> Add Tax*' for the specific line that you need to adjust the tax for. A Tax box will display where you adjust the tax as required. Repeat this process for each line item, choosing the appropriate Tax Category. Note that GST of 10% is the default for each line item.

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When you have checked the relevant items ('*Quantity*,' '*Price*,' '*Tax*') for each line that you will include in the invoice, click '*Next*.' A summary page will now appear. Once again, check the details in the summary. If you find any issues, select '*Previous*' and make any changes. If you are happy with the details, click '*Submit*.' You can also choose to '*Save*' your invoice and come back later, or '*Exit*' without saving.

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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. Please do not separately send your PDF invoice to TAFE NSW if you have submitted it via the Ariba Network as just shown. The PDF invoice will be rejected as a duplicate.

Invoice 12345 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

Further assistance

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

Thank you

