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

| Topic	**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 e-mail 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 **here**). 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.

Step 1

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.**
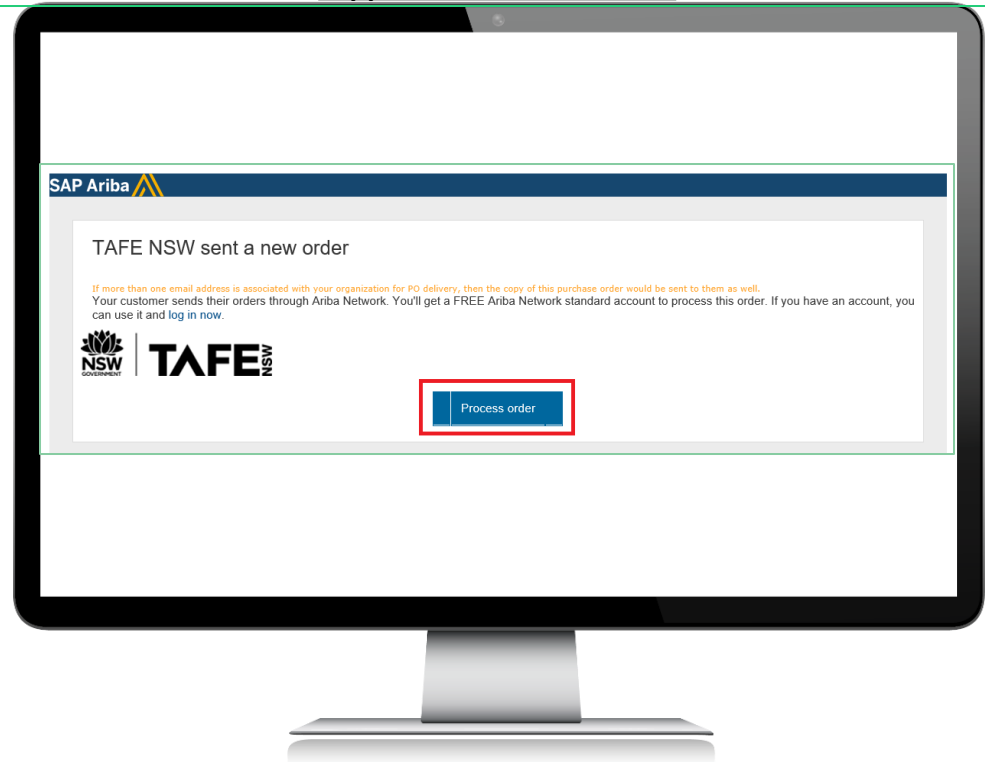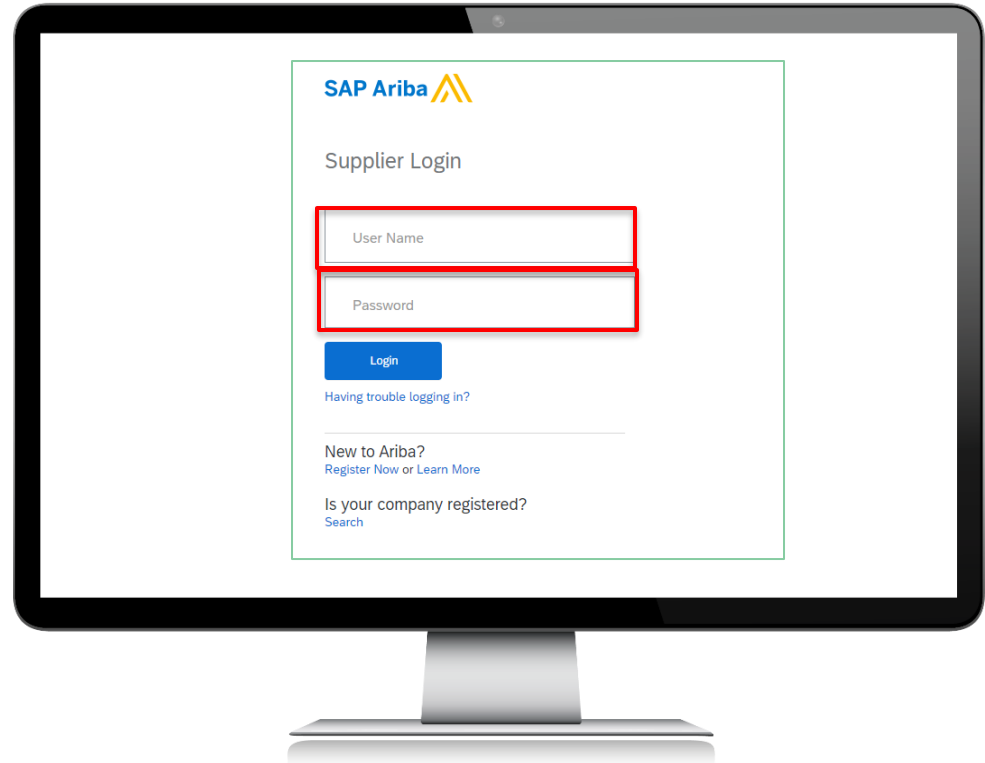
Step 2

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.
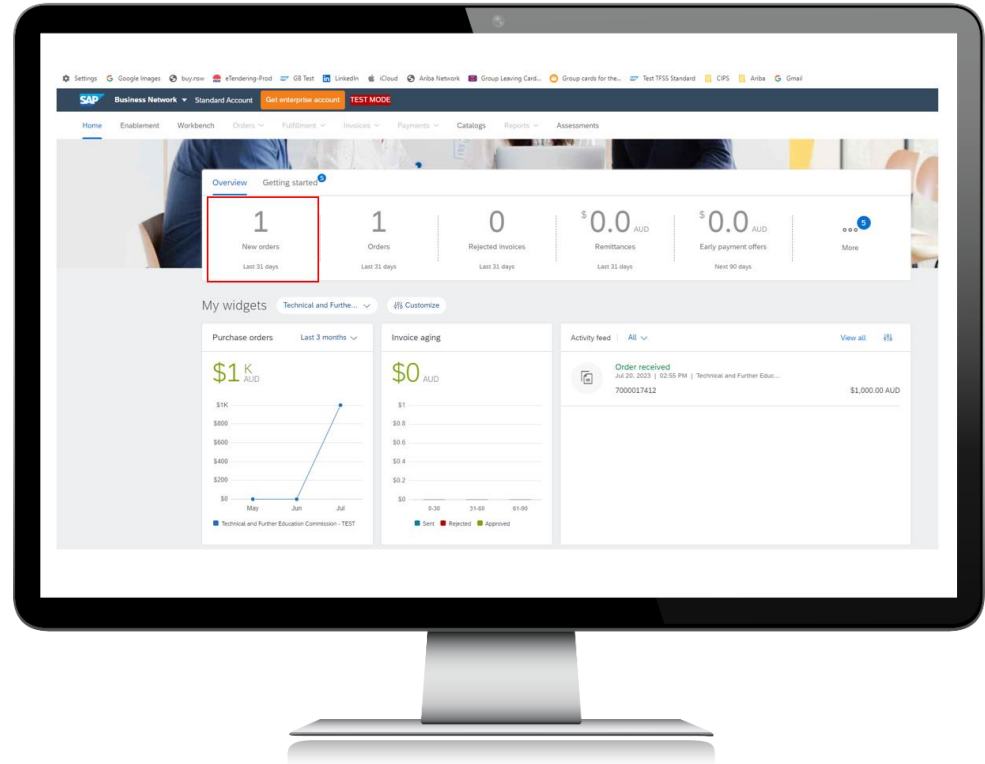
Step 3

When you are logged into your Ariba Network account you will probably be on either the '***Home***' page or the '***Workbench***' page.
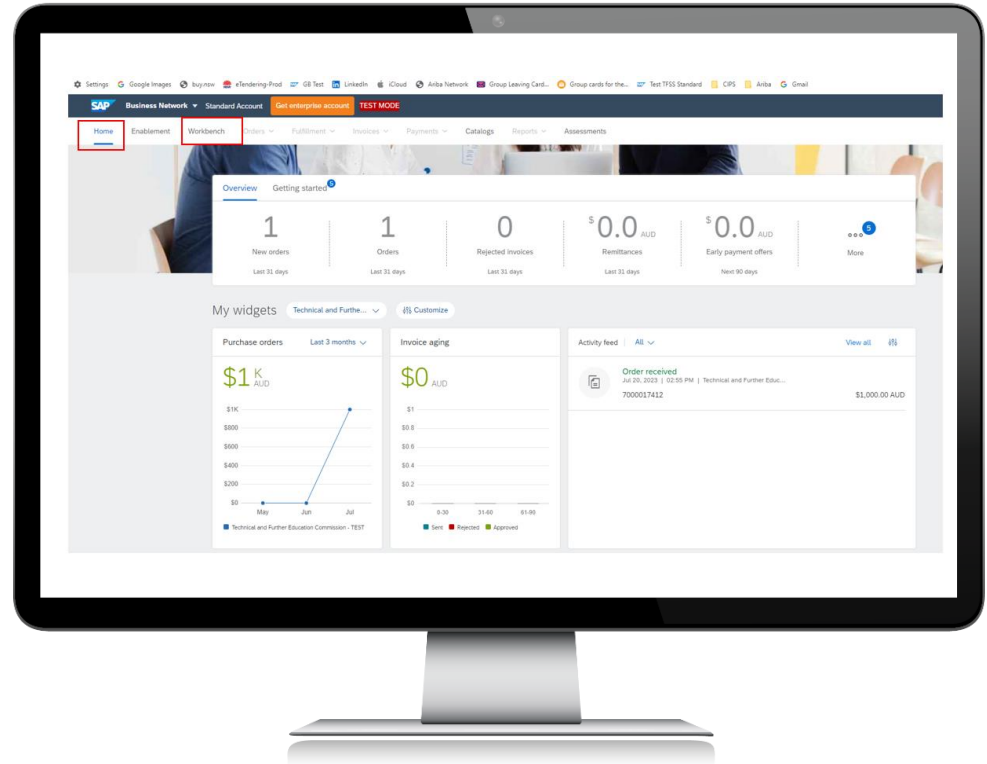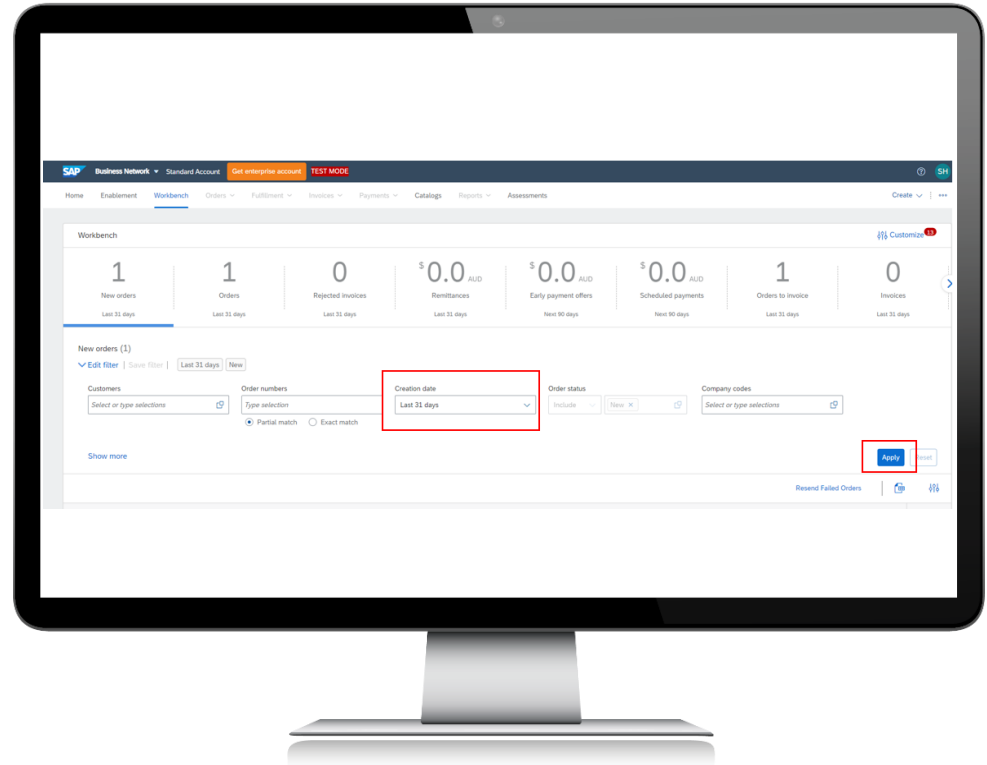
Click on '***New orders***' to see Purchase Orders sent to you within the past 31 days.

Step 4

Step 5

You can change the date filter in the '***Creation date***' field if you need to see orders prior to 31 days before.
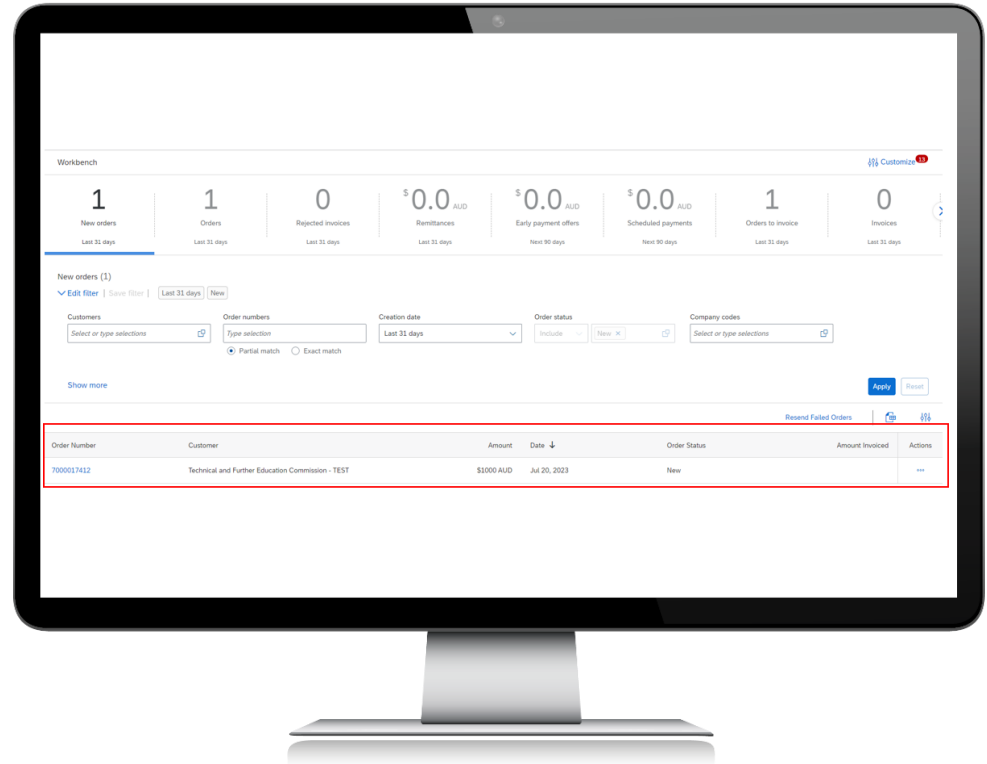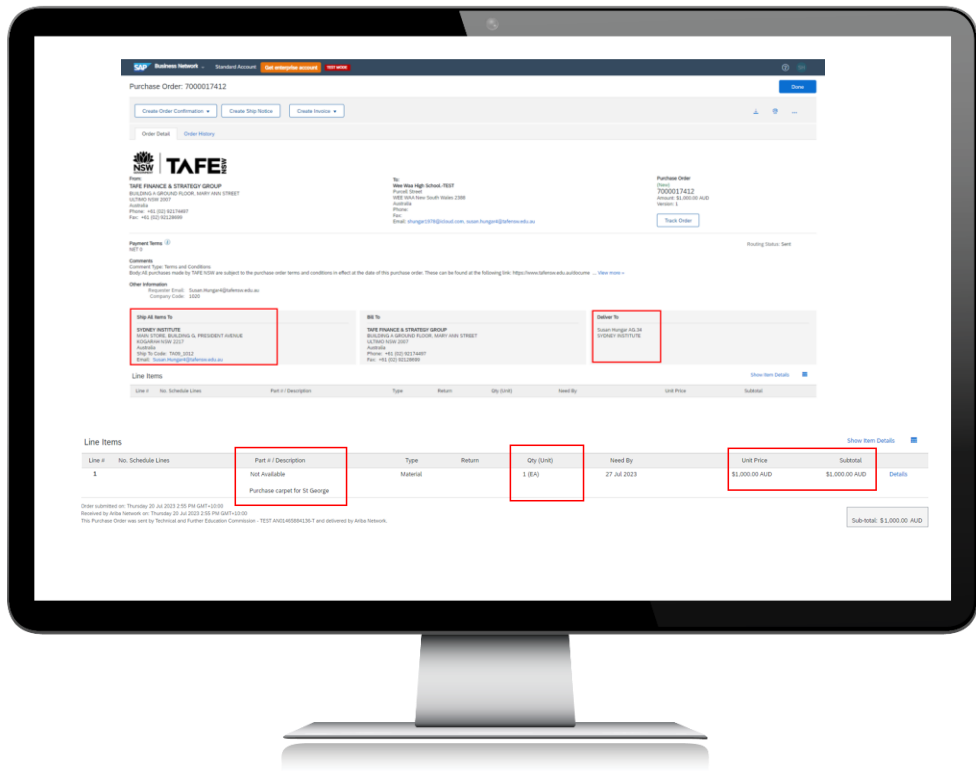Click '***Apply***' once you have changed the filter.
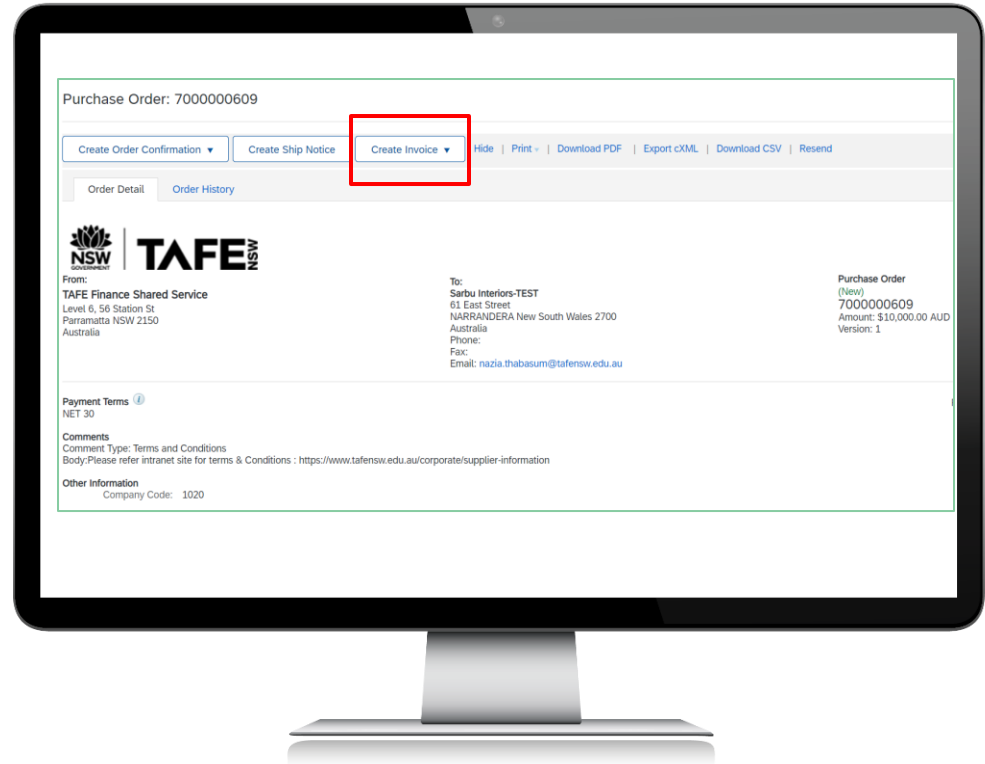
Step 6

Step 7

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

Step 8

Once you have fulfilled the order, you are ready to invoice against the Purchase Order. Click on the '***Create Invoice***' dropdown menu.
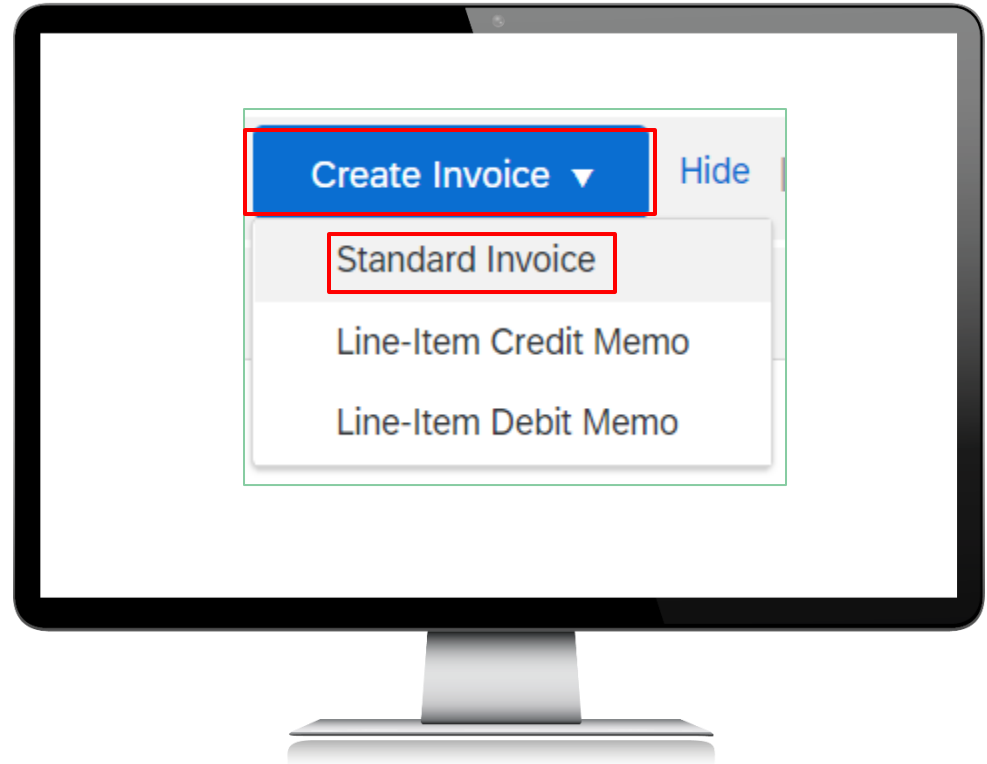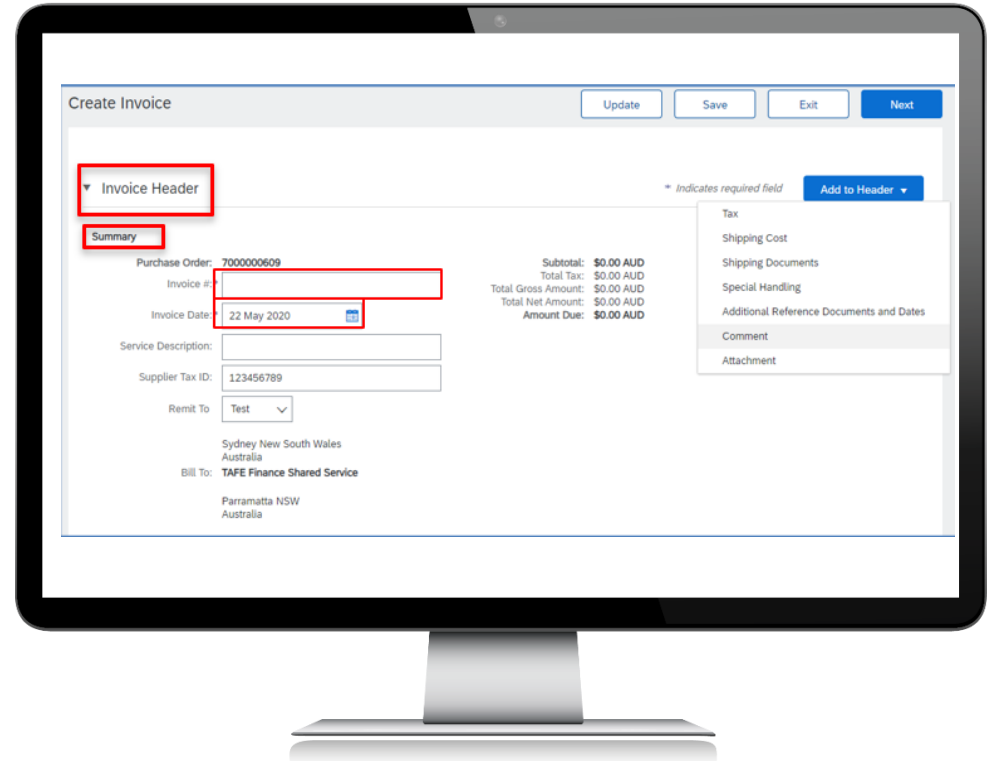
Step 9

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

Step 10

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*.'

Step 11

'*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*.'

Step 12

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*.'

Step 13

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.
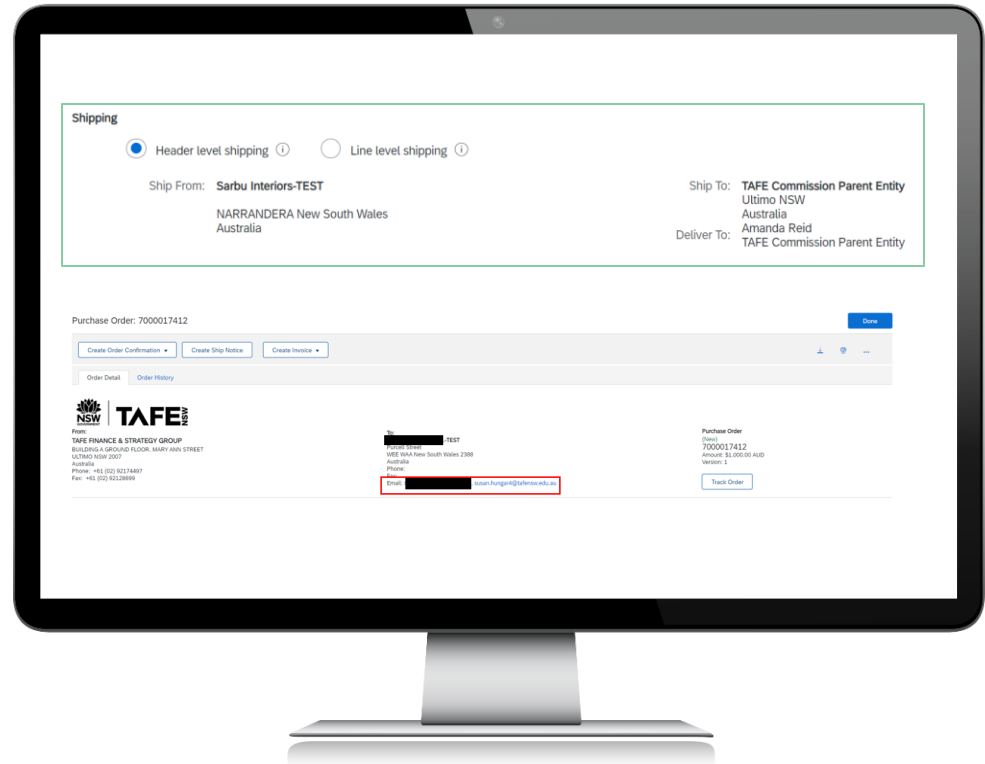
Step 14

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.

Step 15

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.

Step 16
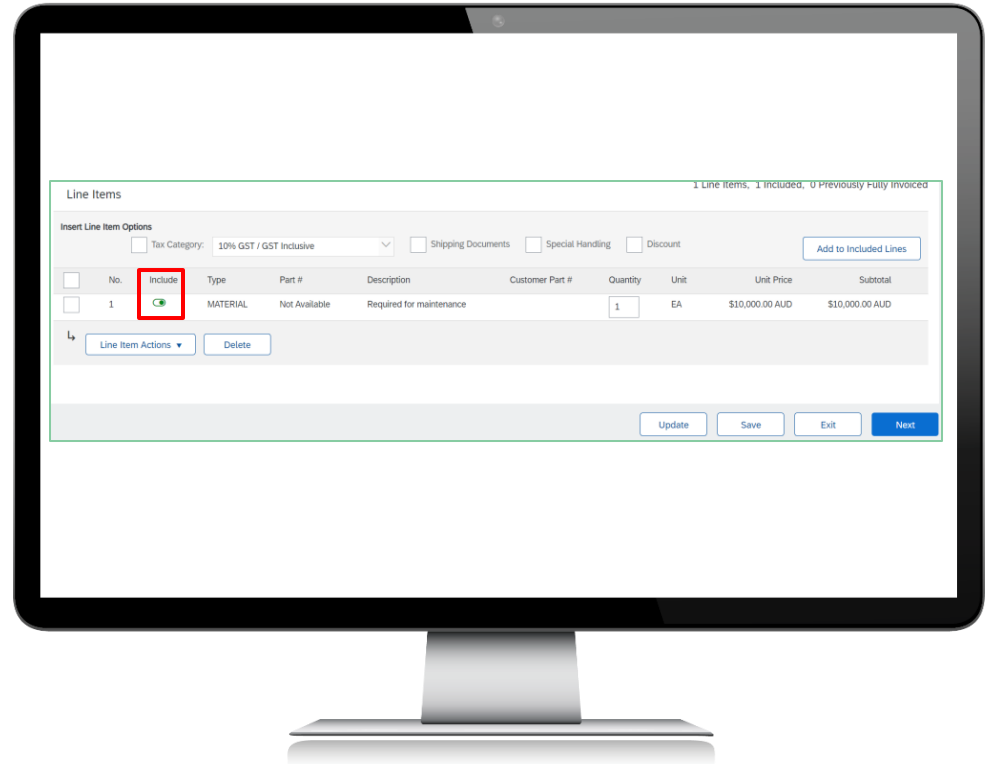
If you are invoicing in full against the line item, you can leave the quantity as it is populated. You can put decimal quantities into the field, so if you were only going to invoice for $5000 in the example below, you could change the '*Quantity*' field to '*.5*.' TAFE NSW does not allow any c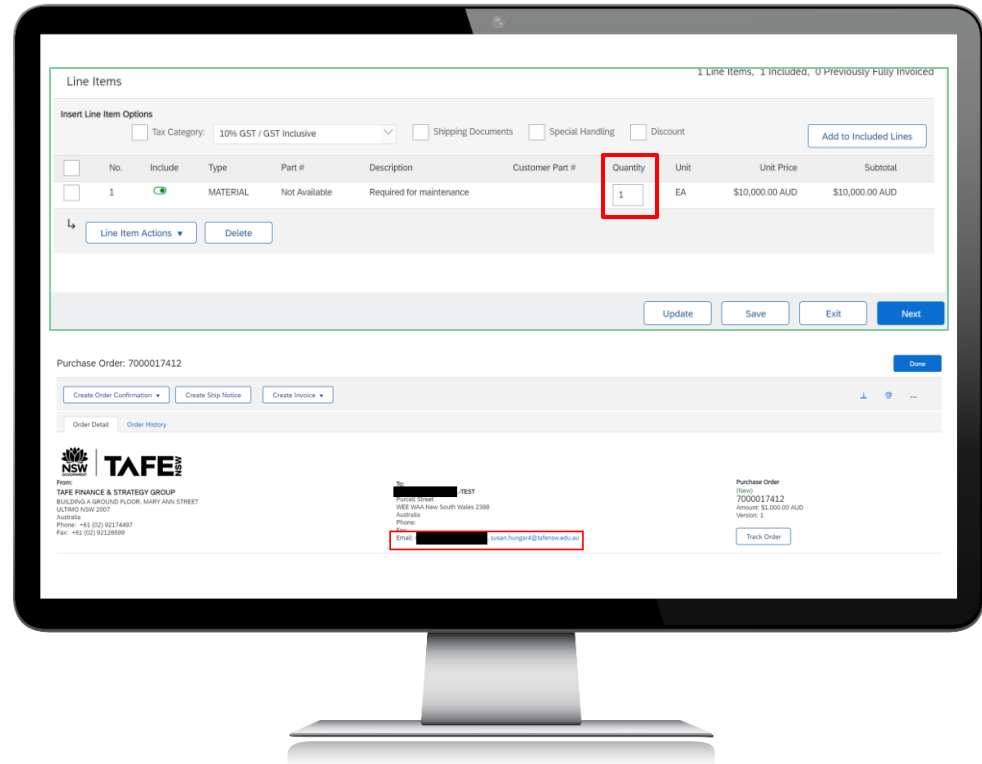hanges to price or the line-item '*Description*.' You also cannot add any lines to the invoice that are not already part of the PO. If you have any questions about the PO lines, you should contact the person whose email address appears in the PO header.

Step 17

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.

Step 18
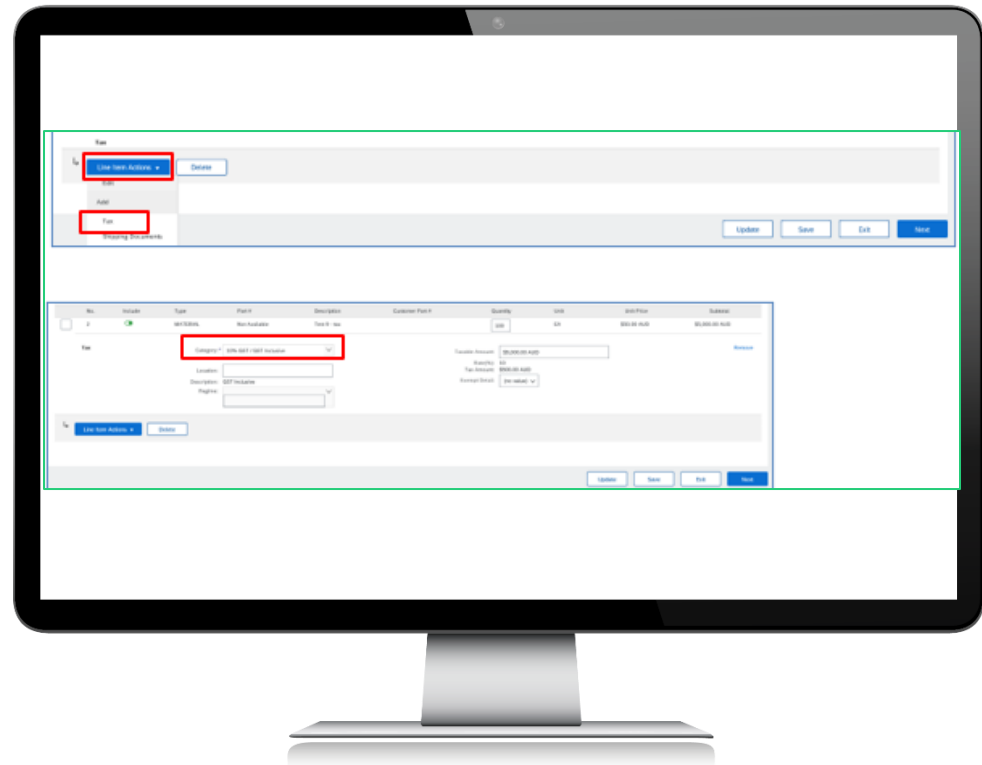
When you have checked the relevant items ('***Quantity***,' '***Price***,' '***Tax***') for each line that you will include in the invoice, click '***Next***.' A summary page will now appear. Once again, check the details in the summary. If you find any issues, select '***Previous***' and make any changes. 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.
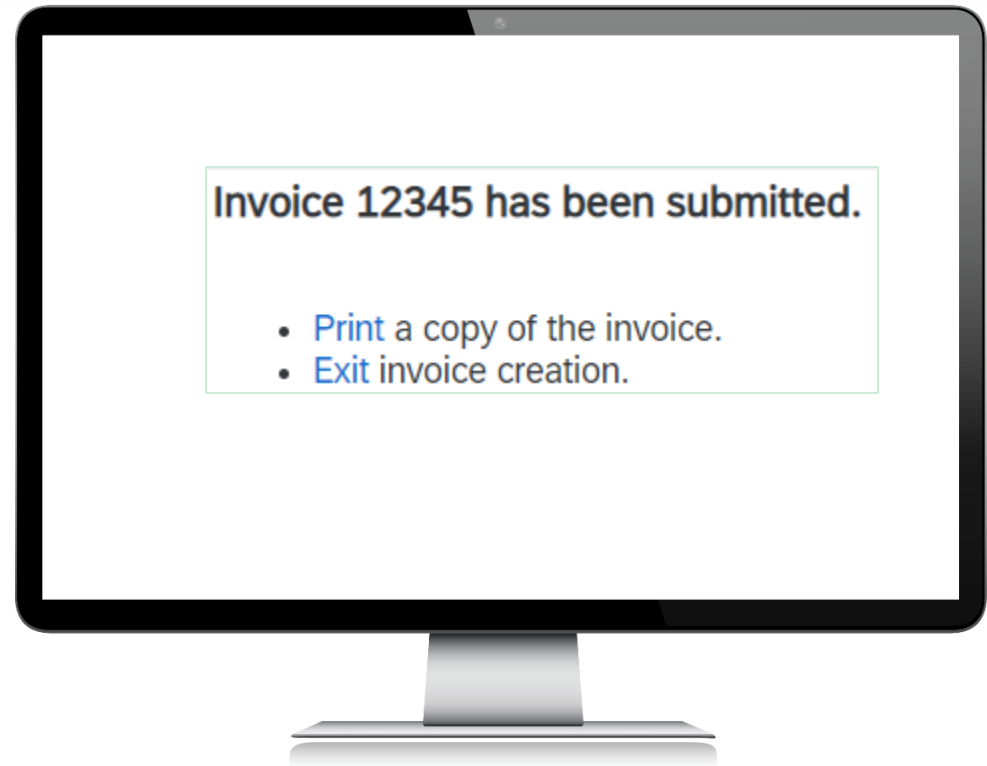
Step 19
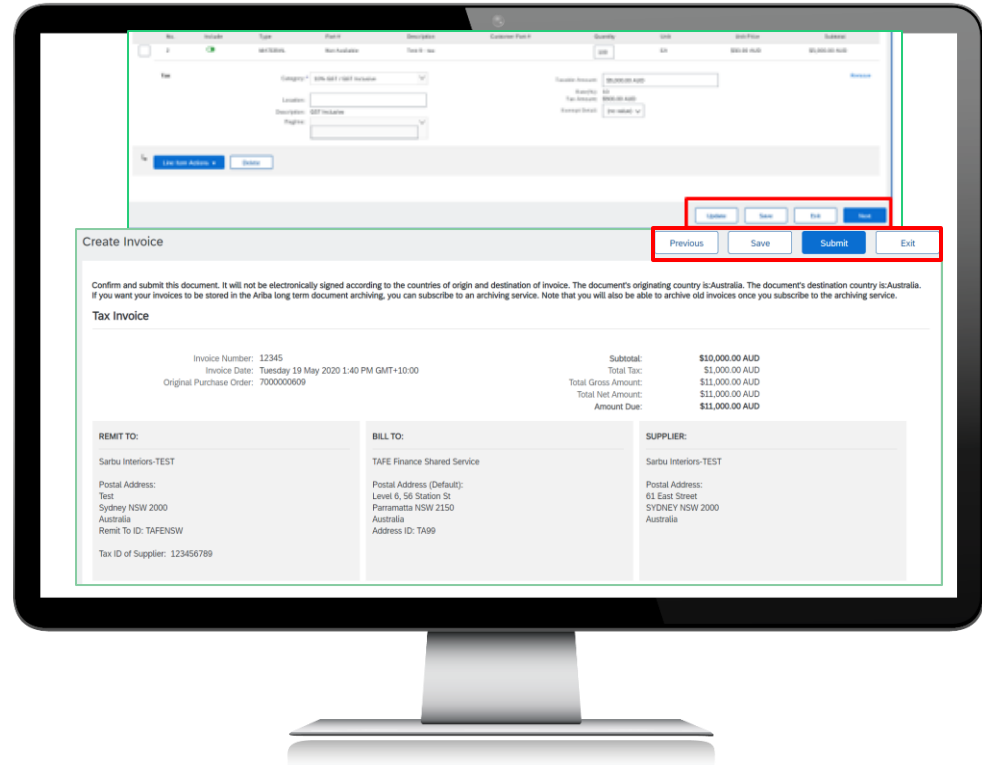
Once you have submitted the invoice, you will be notified that that invoice has been submitted. At this point you can '***Print***' a copy of the invoice or simply '***Exit***' the invoice creation process. Please do not separately send your PDF invoice to TAFE NSW if you have submitted it via the Ariba 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 suppliers@tafensw.edu.au.
TAFE NSW Supplier Resources Hub Website	Click the following link to visit the Supplier Resources – Hub TAFE NSW.

Thank you