

# TAFE NSW Ariba Network Supplier Training

How to submit electronic invoices against a TAFE NSW Value-Based 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 Value-Based Purchase Order (VBPO).
Audience	TAFE NSW Suppliers
Background	TAFE NSW uses SAP Ariba as its preferred Procurement 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:
	<ul> <li>Log-in to SAP Ariba to view the PO (If already registered)</li> <li>Register on SAP Ariba and log-in to view the PO (Registration is covered in a separate QRG).</li> </ul>
	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, VBPOs act in a similar way to 'limit' or 'blanket' POs.
	In a VBPO, price and quantity are reversed. The price will always be \$1.00, and the quantity will be the total value of the PO. 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 (\$10,000) of the VBPO is exhausted. Once the VBPO has been received into the supplier's Ariba Network account, TAFE NSW buyers may send actual orders via telephone or email. These are the actual orders that need to be invoiced.
	The information below explains how to access your Ariba Network account, how to retrieve the VBPO, and how to invoice against it.

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.

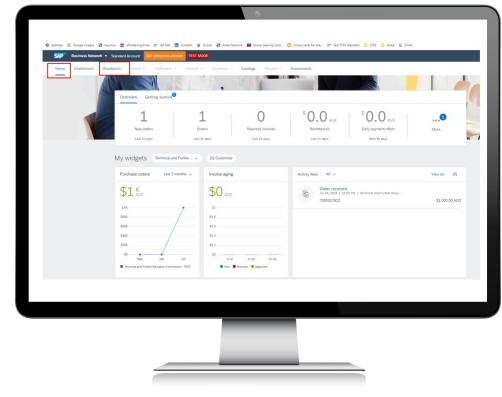
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//	
TACE	NSW sent a new order
IAFE	NSW Selit a new order
Your custo	one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well, mere sends their orders through Ariba Network. You'll get a FREE Ariba Network standard account to process this order. If you have an account, y and log in now.
NSW	TAFE <sup>3</sup>
	Process order

In the email click on '**Process Order**' and log in to your Ariba Network account using your existing account details. Alternatively, you can log directly into your Ariba Network account and find the PO from the home page.

If you are unable to log in, contact TAFE NSW or SAP Ariba via the information provided on the 'Further Assistance' page below.

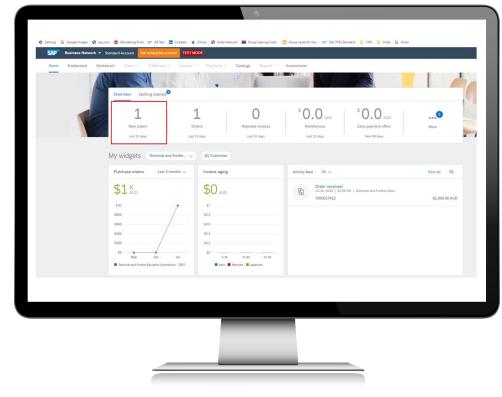
SAP Ariba 📉	
Supplier Login	
User Name	
Password	
Login Having trouble logging in?	
New to Ariba? Register Now or Learn More	
Is your company registered? Search	

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.

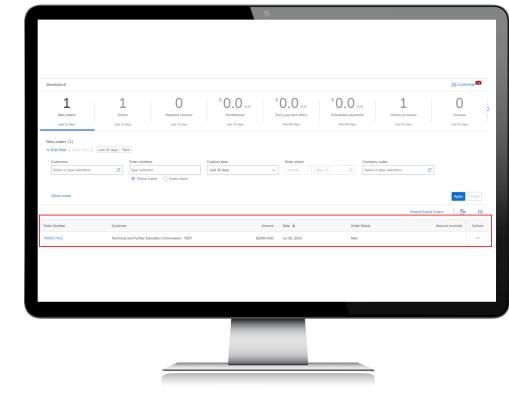


### Step 4

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.

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1 New orders Last 31 days	1 O Orders Rejected invo	ces Remittances	S O O AUD Early payment offers Next 90 days	S O. O AUD Scheduled payments Next 60 days	1 Orders to invoice Last 31 days	Invoic Last 31
New orders (1) VEdit fitter   La	st 31 days New					
Customers Select or type selections	Order numbers Type selection	Creation date Last 31 days	Order status	Company × 9 Select or	codes type selections	
Show more	Partial match     Exact match		]			Appl
					Resend Failed O	rders (

#### Select the Purchase Order you want to look at.



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Step 6

Once you can see the Purchase Order in your Ariba Network Account, review the 'Quantity,' 'Price,' 'Total Amount,' 'PLANT' and 'Deliver to' fields. For a Value-Based Purchase Order, the 'Price' will be \$1.00 and the Quantity can be any number. You may have received a phone or email from a TAFE NSW staff member with the specific items or value they would like to order against this Purchase Order.

Create Order Confirmation   Create 5	hip Notice Create Invoice •					1 9 .
Order Detail Order History						
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Phone: +61(02)92174497 Fmx: +61(02)92129699		Phone: Fax:	r1970@idoud.com		Track Order	
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Brody-All purchases mode by TAFE NSW are subject to th Other Information Requester Ernal: Susan Hungar 4@tolerosced Campany Code: 1020		flect at the date of this purchase order	These can be found at the following link: https://	www.tafetsw.edu.auldocume 👑 Wew more		
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Line Items						Show from Dotals
Line # No. Schedule Lines	Part # / Description	Type	Return City (Unit)	Need By	Unit Price	Subtotal
1	Not Available Value Based PO Demo	Material	25.000 (EA)	15 Dec 2023	\$1.00 AUD	\$25,000.00 AUD Deta
						Sub-total: \$25,000
Order submitted on: Thursday 7 Sep 2003 2:22 PM GMT - 10:00 Received by Artis Retwork on: Thursday 7 Sep 2023 2:22 PM GMT This Parchene Order was send by Technical and System Education in	1+30:00 Commission - TEST ARC1465854138-T and delivers	id by Arbie Network.				
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Once you have fulfilled the order, you are ready to invoice against the Purchase Order. Click on the '*Create Invoice*' dropdown menu.

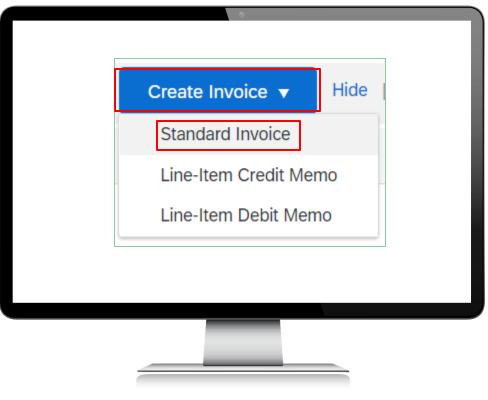
Create Order Confirmation •       Create Ship Notice       Create Invoice •       Hide       Print •       Download PDF       Export CXML       Download CC         Order Detail       Order History       Image: Create Invoice •       Hide       Print •       Download PDF       Export CXML       Download CC         Image: Create Invoice •       Image: Create Invoice •       Hide       Print •       Download PDF       Export CXML       Download CC         Image: Create Invoice •       Image: Create Invoice •       To:       Safue Interiors-TEST       GL East Spreet         From:       Framatia NeW 2150       Australia       Phone: •       France: •       France: •         Australia       Image: Create Invoice •       To: •       Email: • •       Image: •       France: •         France:       To: •       France: •       France: •       France: •       France: •       France: •         France:       To: •       France: •<	To: Sarbu Interiors.TEST 61 East Street NARRANDERA New South Wates 2700 Australia Pinone: Fio:	Purchase Orr (Vev) 70000000 Amount \$10
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Other Information		
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Step 8

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From the '*Create Invoice*' dropdown, select '*Standard Invoice*.' From the Ariba perspective, invoicing against a Value-Based Purchase Order is still a 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			Update	Save Exit Next
<ul> <li>Invoice Header</li> </ul>			* /	ndicates required field Add to Header 🔻
Summary				Tax Shipping Cost
Purchase Order	700000609	Subtotal:	\$0.00 AUD	Shipping Documents
Invoice #			\$0.00 AUD	Special Handling
Invoice Date	22 May 2020	Total Net Amount: Amount Due:		Additional Reference Documents and Da
Service Description				Comment
Supplier Tax ID	123456789			Attachment
Remit To		]		
	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.'

▼ Invoid	e Header				Indicates required field     Add to Header
1720 No.51 / 10.51 /					Tax
Summary	Purchase Order:	70000200	C. Australia	\$0.00 AUD	Shipping Cost Shipping Documents
	Invoice #:*	/00000609		\$0.00 AUD	Special Handling
	Invoice Date:*	22 May 2020	Total Net Amount: Amount Due:	\$0.00 AUD	Additional Reference Documents and Dat
	vice Description:	aa may avav	Printing Cole.	10.00 H00	Comment
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	Supplier Tax ID:	123456789			
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		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*.'

Tax () Header level tax ()	) C Line level tax (i)			
Category:* 10%6 Location: Description: GST In Regime:	GST / GST Inclusive		Taxable Amount: Tax Rate Type: Rate(%): Tax Amount: Exempt Detail:	\$1.000.00 AUD 10 5100.00 AUD (no value) v

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.

Shipping <ul> <li>Header level shipping <sup>(1)</sup></li> </ul>	Line level shipping (i)	
Ship From: Sarbu Interior. NARRANDER/ Australia	▶ <b>TEST</b> A New South Wales	Ship To: TAFE Commission Parent Entit Ultimo NSW Australia Deliver To: TAFE Commission Parent Entit
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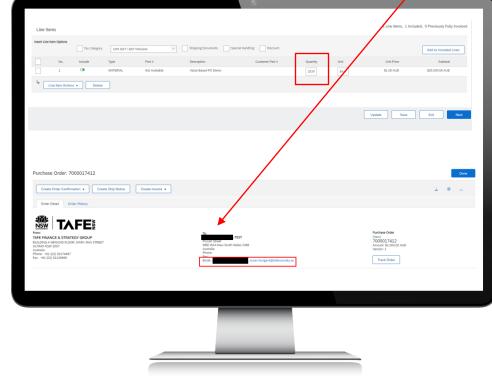
The next section is called '**Additional Fields**.' This section is optional and can be used to provide more information about your invoice if you wish.

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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.

No. 1 Line Barn Actions	Tax Category: 1996 GST / GST Include Type C MATERIAL	Part II Not Available	Description Value Based PO Demo	Gustomer Part #	Guantity 25,01	Unit	Unit Price	Add to Inclu
1	C MATERIAL			Antonia Last a			OTH PINE	
Line Item Actions	• Delete					EA	\$1.00 AUD	\$25,000.00/
Line Item Actions	Delete							
							Update Save	Ext

If you are invoicing in full against the line item, you can leave the quantity as it is populated. You can put up to two decimal quantities into the '*Quantity*' field. If you were only going to invoice for \$5000 in the example below, you could change the '*Quantity*' field to '5000.' 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.



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 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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REMIT TO: Sarbu Interiors-TEST		BILL TO: TAFE Finance Shared Service		SUPPLIER: Sarbu Interiors-TEST	
Postal Address: Test		Postal Address (Default): Level 6, 56 Station St Parramatta NSW 2150 Australia		Sarou Interiors- IEST Postal Address: 61 East Street SYDNEY NSW 2000 Australia	
Sydney NSW 2000 Australia Remit To ID: TAFENSW		Address ID: TA99			

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	<ul> <li>Call 1300 823 343</li> <li>Press Option 2 for 'Finance'</li> <li>Press Option 3 for 'Accounts Payable and Supplier Accounts – Unpaid Invoices'</li> </ul>
Help with SAP Ariba 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 Resources Hub Website	<ul> <li>Click the following link to visit the <u>Supplier Resources</u> – <u>Hub TAFE NSW</u>.</li> </ul>

# Thank you

