

### 1. Overview

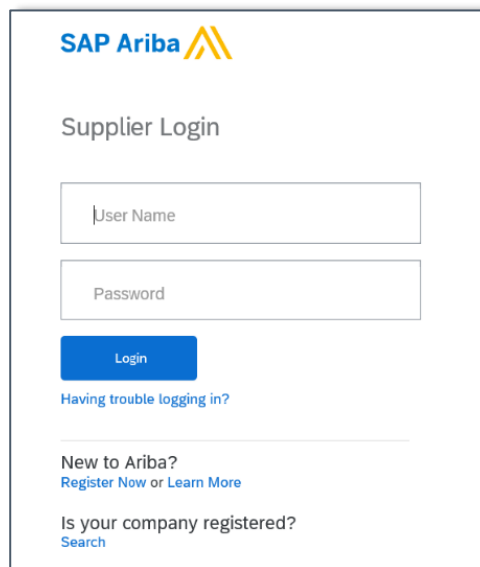
#### 1.1 Purpose

The Ariba Network allows suppliers to easily submit an invoice against an agreed service which they have completed against a negotiated contract.

The steps below provide instructions on how to create an invoice against a contract through your supplier Ariba Network account.

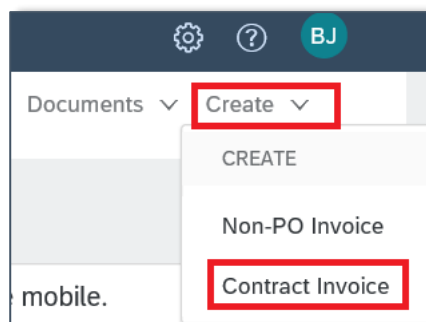
#### 1.2 Create an Invoice Against a Contract

- a. Login in to your Ariba Network Supplier account.

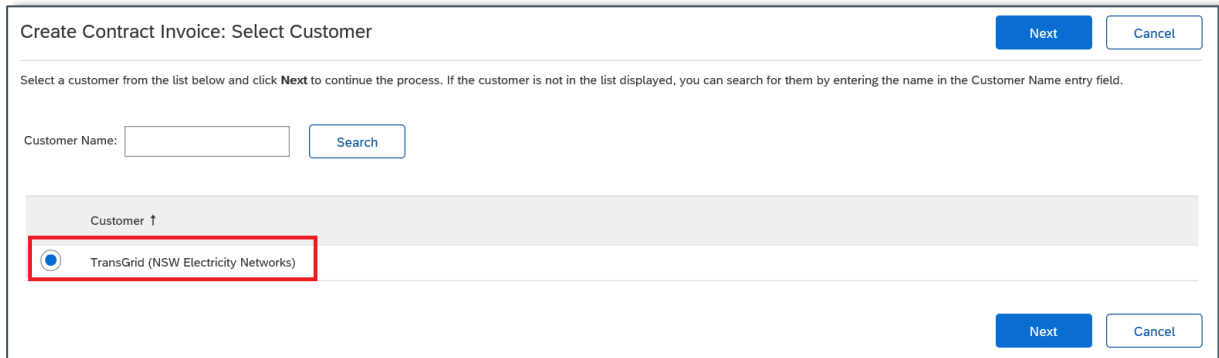


The screenshot shows the SAP Ariba Supplier Login page. At the top left is the SAP Ariba logo. Below it is the heading 'Supplier Login'. There are two input fields: 'User Name' and 'Password'. Below the password field is a blue 'Login' button. Underneath the button is a link: 'Having trouble logging in?'. At the bottom of the page, there are two sections: 'New to Ariba?' with links 'Register Now' and 'Learn More', and 'Is your company registered?' with a 'Search' link.

- b. On the *Home* page, click the dropdown arrow next to **Create**, then select **Contract Invoice**.



- c. The *Create Contract Invoice: Select Customer* screen displays. In the **Customer** list, select the **TransGrid (NSW Electricity Networks)** radio button.



Create Contract Invoice: Select Customer

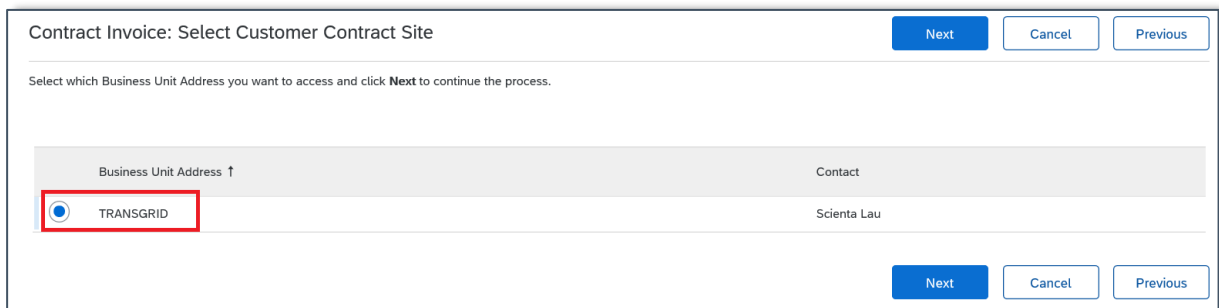
Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Customer Name:

Customer ↑

<input checked="" type="radio"/>	TransGrid (NSW Electricity Networks)
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- d. Click **Next** button.
- e. The *Contract Invoice: Select Customer Contract Site* screen displays. In the **Business Unit Address** list, select the **TransGrid** radio button.

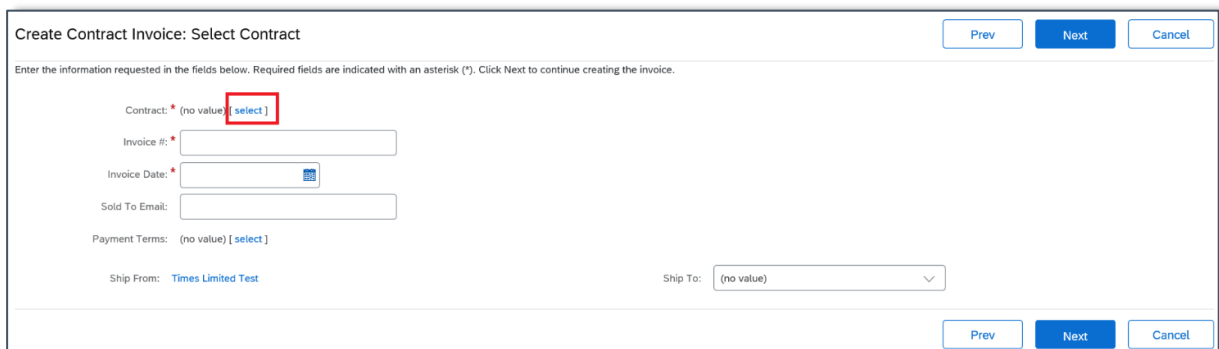


Contract Invoice: Select Customer Contract Site

Select which Business Unit Address you want to access and click **Next** to continue the process.

Business Unit Address ↑	Contact
<input checked="" type="radio"/> TRANSGRID	Scienta Lau

- f. Click **Next** button.
- g. The *Create Contract Invoice: Select Contract* screen displays. To choose a contract, click **select** link.



Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (\*). Click Next to continue creating the invoice.

Contract: \* (no value)

Invoice #: \*


Invoice Date: \*

Sold To Email:

Payment Terms: (no value)

Ship From: Times Limited Test

Ship To: (no value)

 Mandatory fields are marked with an asterisk (\*) and must be completed.

h. The *Choose Value for Contract* screen displays. Click **Select** button for the required contract.

**Choose Value for Contract**

ID

ID	Title	Effective Date	Expiration Date	Status	
C158-V2	(CW4828) Project 123 for Design and Construct Services test 2	Wed, 22 Jul, 2020	Wed, 30 Sep, 2020	Open	<input type="button" value="Select"/>
C157-V4	(CW4807) Project XYZ for Design and Construct Services	Wed, 22 Jul, 2020	Wed, 30 Sep, 2020	Open	<input type="button" value="Select"/>

 Only one contract per invoice can be applied.

i. Complete the remaining mandatory fields.

**Create Contract Invoice: Select Contract**

Enter the information requested in the fields below. Required fields are indicated with an asterisk (\*). Click Next to continue creating the invoice.

Contract: \* C158-V2 [select]




Invoice #:

Invoice Date: \*

**Sold To Email:**

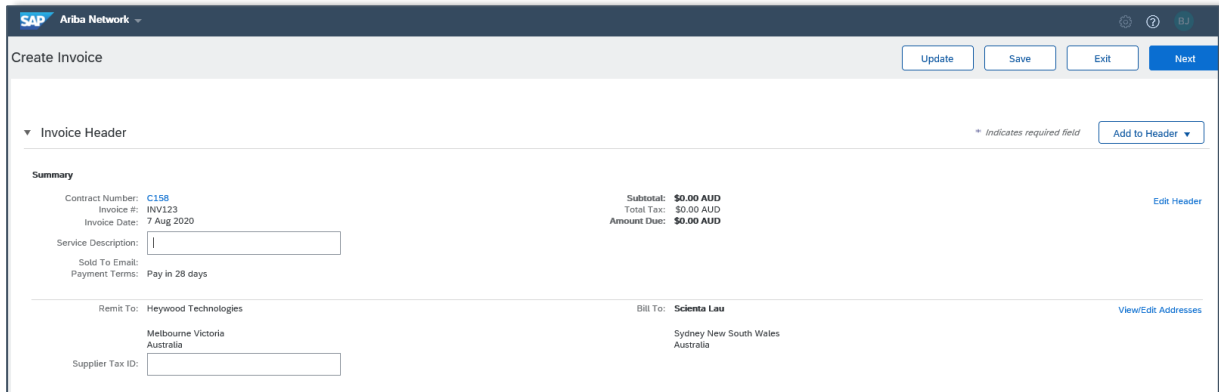
Payment Terms: \* Pay in 28 days [select]

Ship From: Heywood Technologies      Ship To: (no value)

Field	Description
Invoice #	Enter an invoice # which is your unique number for invoice identification. <ul style="list-style-type: none"> <li> Please note invoice number format accepts alpha or numeric values with no spaces, no special characters, and no hyphens and must be all caps. Date format must represent ddmmyy e.g. 210720. (limited to 20 characters)</li> <li> Please note in the instance an invoice is rejected, the same invoice number cannot be used.</li> </ul>
Invoice Date	Enter the invoice creation date. <ul style="list-style-type: none"> <li> Please note invoice can be back dated by 7 days.</li> </ul>
Sold to Email	[ <b>MANDATORY for TransGrid</b> ] Enter the email address of the TransGrid Business Owner; the contact person provided to you for invoices.
Payment Terms	[ <b>OPTIONAL</b> ] Payments terms will automatically default from the contract. Click select to display a list of agreed payment terms associated to your contract.

Field	Description
Ship From	Defaults to the supplier creating invoice.
Ship To	Click the dropdown arrow to display a list of Ship To addresses.

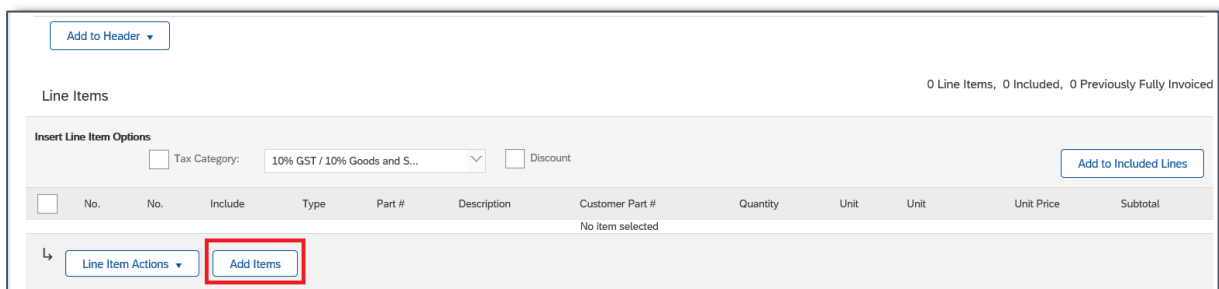
- j. Click **Next** button.
- k. The *Create Invoice* screen displays. Enter *Invoice Header* information.



The screenshot shows the SAP 'Create Invoice' screen. The 'Invoice Header' section is expanded, showing a summary of invoice details. The summary includes Contract Number (C158), Invoice # (INV123), Invoice Date (7 Aug 2020), Service Description (empty field), Sold To Email, and Payment Terms (Pay in 28 days). Financial totals are shown as Subtotal: \$0.00 AUD, Total Tax: \$0.00 AUD, and Amount Due: \$0.00 AUD. Remit To information is Heywood Technologies (Melbourne Victoria, Australia) and Bill To is Scientia Lau (Sydney New South Wales, Australia). Buttons for 'Update', 'Save', 'Exit', and 'Next' are visible at the top right.

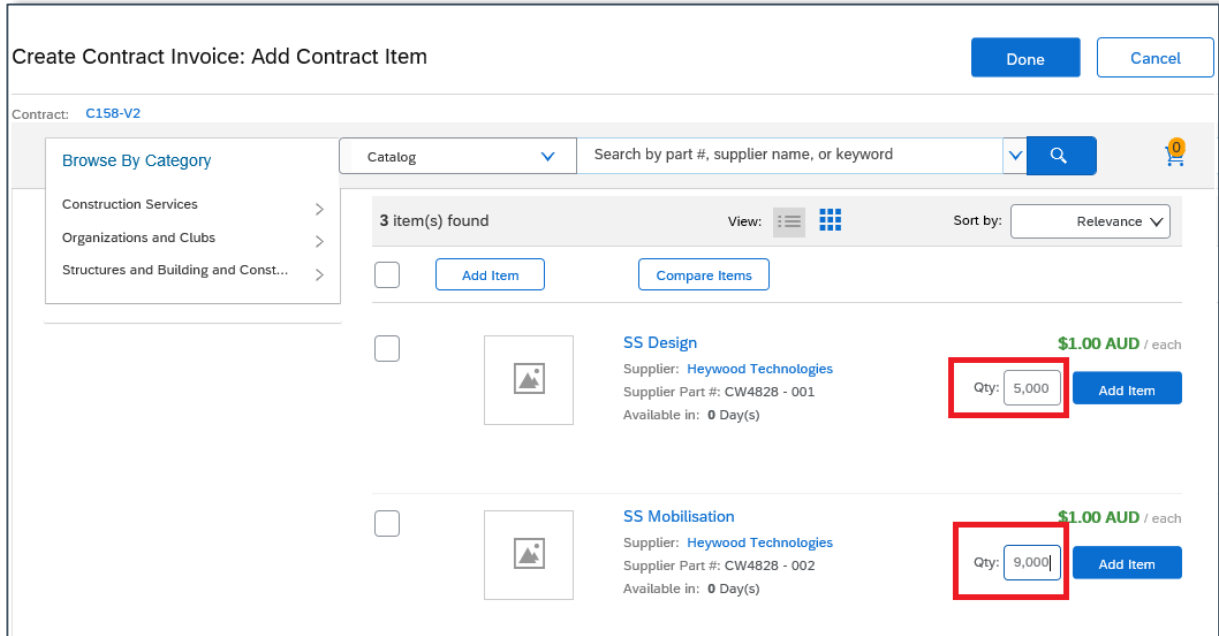
Field	Description
Service Description	Enter description of services and/or service dates completed.
Supplier Tax ID	[OPTIONAL] Enter a valid supplier tax ID.

- l. Scroll down to the **Line Items** section, then click **Add Items** button.



The screenshot shows the 'Line Items' section of the SAP interface. It displays '0 Line Items, 0 Included, 0 Previously Fully Invoiced'. Below this, there are 'Insert Line Item Options' including 'Tax Category' (10% GST / 10% Goods and S...) and a 'Discount' checkbox. A table with columns for No., No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit, Unit Price, and Subtotal is shown, with 'No item selected' below it. At the bottom, there are 'Line Item Actions' and an 'Add Items' button, which is highlighted with a red box.

- m. The *Create Contract Invoice: Add Contract Item* screen displays. Locate the required line item and enter the amount to be invoiced in the **Qty** field, then click **Add Item** button to add individual items.



Contract: C158-V2


Browse By Category

- Construction Services >
- Organizations and Clubs >
- Structures and Building and Const... >

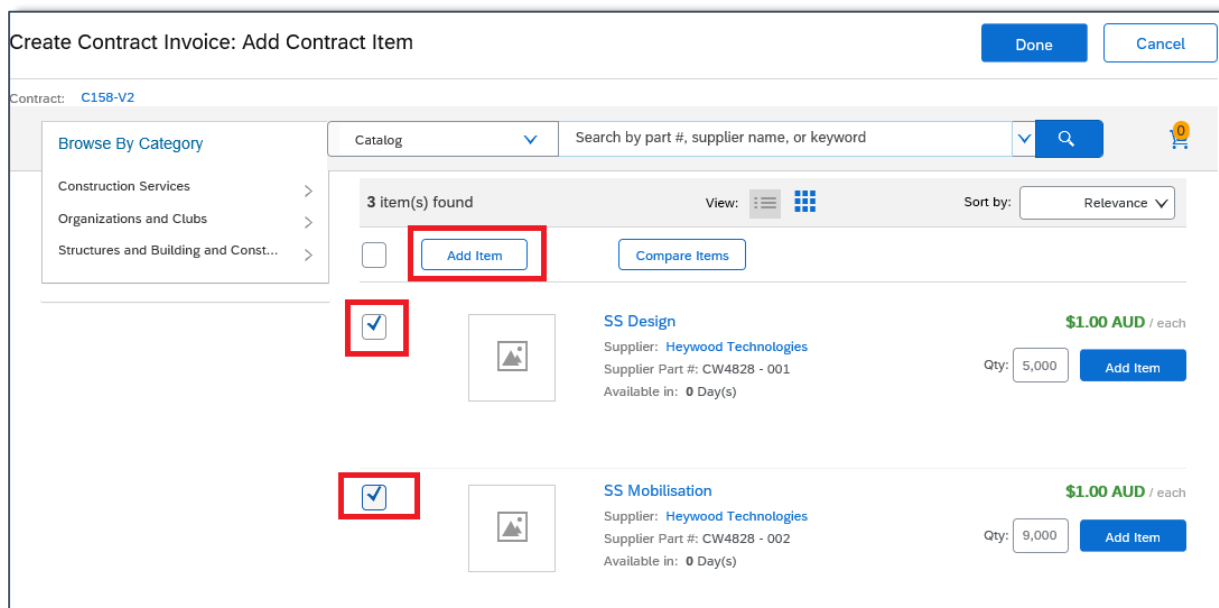
Catalog Search by part #, supplier name, or keyword

3 item(s) found View: [Grid] Sort by: Relevance

Item	Supplier	Supplier Part #	Available in	Price	Qty	Action
<input type="checkbox"/>	SS Design	Heywood Technologies	CW4828 - 001	0 Day(s)	\$1.00 AUD / each	Qty: 5,000 Add Item
<input type="checkbox"/>	SS Mobilisation	Heywood Technologies	CW4828 - 002	0 Day(s)	\$1.00 AUD / each	Qty: 9,000 Add Item

 You are directed to the negotiated pricing terms contained within the selected contract. The list of items displayed will depend on the type of contract you have with TransGrid. Multiple items can be selected.

- n. To add multiple items, select the checkboxes for the items you want to include, then click **Add Item** button in upper *left* or lower *left* (refer screenshot below).



Contract: C158-V2


Browse By Category

- Construction Services >
- Organizations and Clubs >
- Structures and Building and Const... >

Catalog Search by part #, supplier name, or keyword

3 item(s) found View: [Grid] Sort by: Relevance

Item	Supplier	Supplier Part #	Available in	Price	Qty	Action
<input checked="" type="checkbox"/>	SS Design	Heywood Technologies	CW4828 - 001	0 Day(s)	\$1.00 AUD / each	Qty: 5,000 Add Item
<input checked="" type="checkbox"/>	SS Mobilisation	Heywood Technologies	CW4828 - 002	0 Day(s)	\$1.00 AUD / each	Qty: 9,000 Add Item


- o. Your shopping cart icon  will reflect the number of Items that have been added. Click **Done** button.



Create Contract Invoice: Add Contract Item

Contract: C158-V2


Browse By Category


- Construction Services >
- Organizations and Clubs >
- Structures and Building and Const... >

Catalog Search by part #, supplier name, or keyword 

3 item(s) found View:   Sort by: Relevance

**Add Item** **Compare Items**

 **SS Design** **\$1.00 AUD / each**  
 Supplier: Heywood Technologies  
 Supplier Part #: CW4828 - 001  
 Available in: 0 Day(s) Qty: 5,000 **Add Item**

 **SS Mobilisation** **\$1.00 AUD / each**  
 Supplier: Heywood Technologies  
 Supplier Part #: CW4828 - 002  
 Available in: 0 Day(s) Qty: 9,000 **Add Item**



**Done** **Cancel**

- p. Scroll down to the **Line Items** section.


Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% GST / 10% Goods and S...  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	CW4828 - 001	SS Design (\$70,000)		5,000	EA	\$1.00 AUD	\$5,000.00 AUD
		<b>Shipping</b>		Ship From: Heywood Technologies Melbourne Victoria [AU-VIC] Australia	Ship To: TransGrid Head Office Deliveries Melbourne VIC Australia Deliver To: TransGrid Head Office Deliveries	<a href="#">View/Edit Addresses</a>			
		<b>Shipping Cost</b>		Shipping Amount: \$0.00 AUD	Shipping Date: 				
2	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 002	SS Mobilisation (\$60,000)		9,000	EA	\$1.00 AUD	\$9,000.00 AUD
		<b>Shipping</b>		Ship From: Heywood Technologies Melbourne Victoria [AU-VIC] Australia	Ship To: TransGrid Head Office Deliveries Melbourne VIC Australia Deliver To: TransGrid Head Office Deliveries	<a href="#">View/Edit Addresses</a>			
		<b>Shipping Cost</b>		Shipping Amount: \$0.00 AUD	Shipping Date: 				

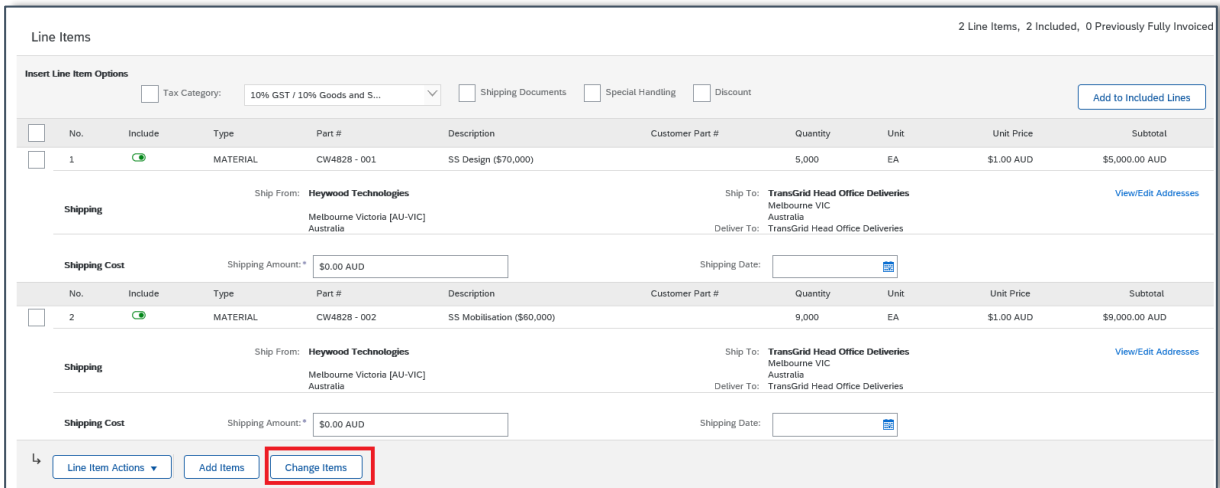
**Line Item Actions** **Add Items** **Change Items**

 You are returned to your invoice for completion. Line item(s) added are displayed on the *Create Contract Invoice* screen.

- q. Review the line item information to confirm the amount is correct.

 You can change or delete contract line items.

Click **Change Items** button.

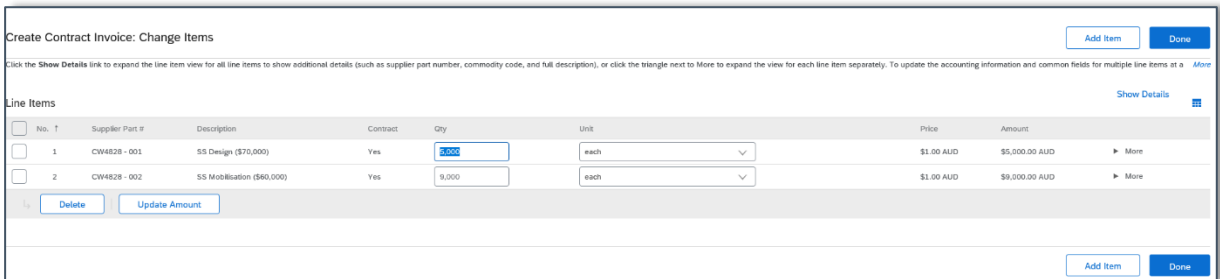


The screenshot shows the 'Line Items' interface with two items listed. The 'Change Items' button at the bottom is highlighted with a red box.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 001	SS Design (\$70,000)		5,000	EA	\$1.00 AUD	\$5,000.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 002	SS Mobilisation (\$60,000)		9,000	EA	\$1.00 AUD	\$9,000.00 AUD

The *Create Contract Invoice: Change Item* screen displays.

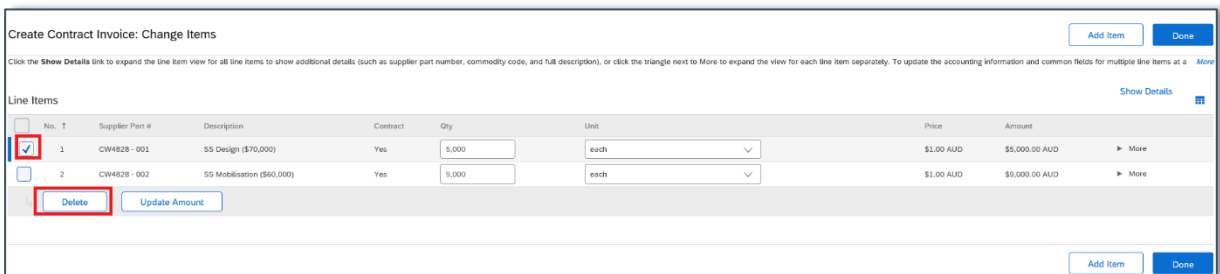
- To change a line item, update the quantities.



The screenshot shows the 'Create Contract Invoice: Change Items' screen with a table where the quantity for item 1 is being updated from 5,000 to 20,000.

No.	Supplier Part #	Description	Contract	Qty	Unit	Price	Amount
1	CW4828 - 001	SS Design (\$70,000)	Yes	<input type="text" value="20000"/>	each	\$1.00 AUD	\$5,000.00 AUD
2	CW4828 - 002	SS Mobilisation (\$60,000)	Yes	<input type="text" value="9,000"/>	each	\$1.00 AUD	\$9,000.00 AUD

- To delete a line item, select the required line checkbox(es), then click **Delete** button.



The screenshot shows the 'Create Contract Invoice: Change Items' screen with the 'Delete' button highlighted in a red box. The checkbox for item 1 is also checked.

No.	Supplier Part #	Description	Contract	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	CW4828 - 001	SS Design (\$70,000)	Yes	<input type="text" value="5,000"/>	each	\$1.00 AUD	\$5,000.00 AUD
<input type="checkbox"/>	CW4828 - 002	SS Mobilisation (\$60,000)	Yes	<input type="text" value="9,000"/>	each	\$1.00 AUD	\$9,000.00 AUD

Click **Done** button.

You **MUST** add attachments to invoice [MANDATORY for TransGrid]. Attach required supporting documentation, such as timesheets, detail of good/service items being invoiced, and/or invoice pdf.

Click **Add to Header** button.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

**Add to Header** ▼

Insert Line Item Options  
 Tax Category: 10% GST / 10% Goods and S...  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	CW4828 - 001	SS Design (\$70,000)		5,000	EA	\$1.00 AUD	\$5,000.00 AUD
		<b>Shipping</b>			Ship From: <b>Heywood Technologies</b> Melbourne Victoria [AU-VIC] Australia	Ship To: <b>TransGrid Head Office Deliveries</b> Melbourne VIC Australia		Deliver To: TransGrid Head Office Deliveries <a href="#">View/Edit Addresses</a>	
		<b>Shipping Cost</b>			Shipping Amount: * \$0.00 AUD	Shipping Date: <input type="text"/>			
2	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 002	SS Mobilisation (\$60,000)		8,000	EA	\$1.00 AUD	\$8,000.00 AUD
		<b>Shipping</b>			Ship From: <b>Heywood Technologies</b> Melbourne Victoria [AU-VIC] Australia	Ship To: <b>TransGrid Head Office Deliveries</b> Melbourne VIC Australia		Deliver To: TransGrid Head Office Deliveries <a href="#">View/Edit Addresses</a>	
		<b>Shipping Cost</b>			Shipping Amount: * \$0.00 AUD	Shipping Date: <input type="text"/>			

**Line Item Actions** ▼ **Add Items** **Change Items**

Select drop down arrow next to **Add to Header**, then click **Attachment**.

**Add to Header** ▼

- Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment**

**Attachments**  
The total size of all attachments cannot exceed 100MB [Remove](#)

**Add to Header** ▼

Line Items 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options  
 Tax Category: 10% GST / 10% Goods and S...  Discount **Add to Included Lines**

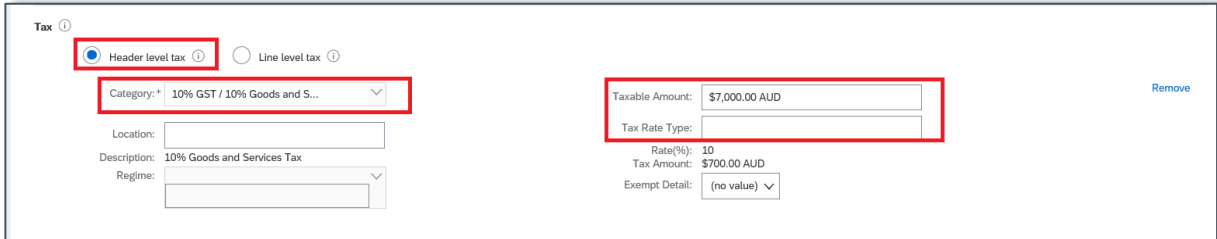
No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
No item selected										

**Line Item Actions** ▼ **Add Items**



💡 Total size of attachments cannot exceed 100MB.

r. Scroll up to the **Tax** section.



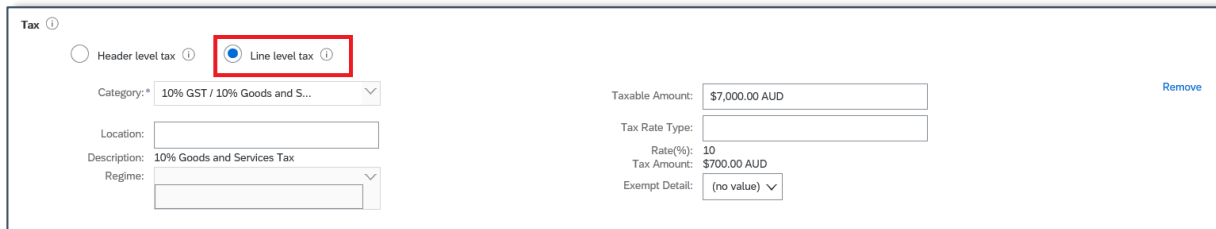
💡 Tax can be added either at the Header Level or individual Line Level. Tax details automatically default to **Header Level tax** and **10% GST**. The **Taxable Amount** is automatically calculated based on the items listed on the invoice. **Tax Rate Type** is an optional free text field applied to the header level e.g. GST or GST Free.

### Tax Category options

Tax Category	Description
10% GST	10% Goods and Services Tax
0% GST	0% Goods and Services Exempt

💡 To add Line Level tax.

Click **Line Level Tax** radio button.



- Scroll down to the Line Items section.
- Tick **Tax Category**, then select **Add to Included Lines**.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

Tax Category: 10% GST / 10% Goods and S...  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	CW4828 - 001	SS Design (\$70,000)		5,000	EA	\$1.00 AUD	\$5,000.00 AUD

**Shipping**  
 Ship From: **Heywood Technologies**  
 Melbourne Victoria [AU-VIC]  
 Australia  
 Ship To: **TransGrid Head Office Deliveries**  
 Melbourne VIC  
 Australia  
 Deliver To: TransGrid Head Office Deliveries [View/Edit Addresses](#)

**Shipping Cost**  
 Shipping Amount: \* \$0.00 AUD  
 Shipping Date:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 002	SS Mobilisation (\$60,000)		2,000	EA	\$1.00 AUD	\$2,000.00 AUD

**Shipping**  
 Ship From: **Heywood Technologies**  
 Melbourne Victoria [AU-VIC]  
 Australia  
 Ship To: **TransGrid Head Office Deliveries**  
 Melbourne VIC  
 Australia  
 Deliver To: TransGrid Head Office Deliveries [View/Edit Addresses](#)

**Shipping Cost**  
 Shipping Amount: \* \$0.00 AUD  
 Shipping Date:

Line Item Actions

- Select correct tax category by clicking on drop down arrow next to **Category** field.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 001	SS Design (\$70,000)		5,000	EA	\$1.00 AUD	\$5,000.00 AUD

**Tax**  
 Category: \* 10% GST / 10% Goods and S...  
 Location:   
 Description: 10% Goods and Services Tax  
 Regime:   
 Taxable Amount: \$5,000.00 AUD [Remove](#)  
 Rate(%): 10  
 Tax Amount: \$500.00 AUD  
 Exempt Detail: (no value)

**Shipping**  
 Ship From: **Heywood Technologies**  
 Melbourne Victoria [AU-VIC]  
 Australia  
 Ship To: **TransGrid Head Office Deliveries**  
 Melbourne VIC  
 Australia  
 Deliver To: TransGrid Head Office Deliveries [View/Edit Addresses](#)

**Shipping Cost**  
 Shipping Amount: \* \$0.00 AUD  
 Shipping Date:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 002	SS Mobilisation (\$60,000)		2,000	EA	\$1.00 AUD	\$2,000.00 AUD

**Tax**  
 Category: \* 0% GST / 0% Goods and Se...  
 Location:   
 Description: 0% Goods and Services Exempt  
 Regime:   
 Taxable Amount: \$2,000.00 AUD [Remove](#)  
 Rate(%): 0  
 Tax Amount: \$0.00 AUD  
 Exempt Detail: (no value)

**Shipping**  
 Ship From: **Heywood Technologies**  
 Melbourne Victoria [AU-VIC]  
 Australia  
 Ship To: **TransGrid Head Office Deliveries**  
 Melbourne VIC  
 Australia  
 Deliver To: TransGrid Head Office Deliveries [View/Edit Addresses](#)

**Shipping Cost**  
 Shipping Amount: \* \$0.00 AUD  
 Shipping Date:

 You can only select one category type for each line item either 10% GST or 0% GST

- Review and confirm the tax amount is correct.
- Scroll to the bottom of page and click **Next** button.
- Review the invoice to confirm the details are correct.

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**

<p>Invoice Number: INV123            Invoice Date: Friday 7 Aug 2020 3:30 AM GMT-07:00            Contract Number: C158</p>	<p>Subtotal: <b>\$14,000.00 AUD</b>            Total Tax: \$1,400.00 AUD            Total Shipping: \$0.00 AUD            Amount Due: <b>\$15,400.00 AUD</b></p>
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<p><b>REMIT TO:</b></p> <p>Heywood Technologies</p> <p>Postal Address:            300 Jackson Street            Melbourne VIC 3000            Australia</p>	<p><b>BILL TO:</b></p> <p>Sciensa Lau</p> <p>Postal Address:            Level 1, 180 Thomas St, Ultimo            Sydney NSW NSW 2000            Australia</p>	<p><b>SUPPLIER:</b></p> <p>Heywood Technologies</p> <p>Postal Address:            130 La Trobe            Melbourne VIC 2000            Australia</p>
<p><b>BILL FROM:</b></p> <p>Heywood Technologies</p> <p>Postal Address:            130 La Trobe            Melbourne VIC 2000            Australia</p>	<p><b>CUSTOMER:</b></p> <p>TransGrid (NSW Electricity Networks)</p> <p>Postal Address:            L1 180 Thomas St            Ultimo            Haymarket NSW 2000            Australia</p>	

v. Click **Submit** button. A message confirms the invoice has been submitted.


**Invoice INV01June2020 - TST1 has been submitted.**


- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.


💡 You can **Print** a copy of the invoice or **Exit** invoice creation.


💡 A copy of the invoice is sent to the email address provided within your Ariba Network account, e.g.

Invoice INV01June2020 - TST1 for \$5,500.00 AUD has been submitted to TransGrid (NSW Electricity Networks)

 ordersender-prod@ansmtp.ariba.com  
To

 If there are problems with how this message is displayed, click here to view it in a web browser.

 INV01June2020 - TST1.pdf  
79 KB

 INV01June2020 - TST1.xml  
11 KB

**SAP Ariba**

Dear Times Limited Test,

You have successfully submitted Invoice INV01June2020 - TST1 for \$5,500.00 AUD to **TransGrid (NSW Electricity Networks)** through the Ariba Network.

**A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.**

**Important:**  
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

**Where can I get more information about Ariba Network?**  
To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

💡 End of process.