

## 1. Purpose

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This QRG will help you create an invoice against a contract through your supplier Ariba Network account.

[How to create an invoice against a contract](#)

[How to add attachments to an invoice](#)

[How to add tax details](#)

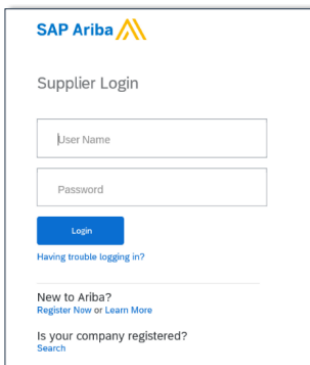
[How to change or delete contract items](#)

[How to add line level tax](#)

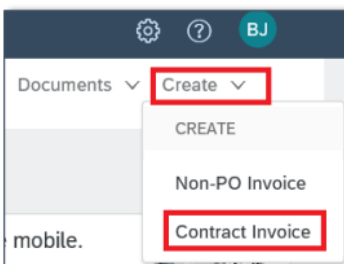
## 2. How to create an invoice against a contract

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### 2.1. Login to your **Ariba Network Supplier Account**.



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



**Note:** If you are unable to see the 'Create' dropdown from your screen, please ensure you have your account set up properly and the contract issued to the correct entity.

If you are still unable to see it, check the following:

1. are you logged into the correct SAP Ariba account from your end?
2. does the supplier representative that is logged in 'have access to/set up with access to' the supplier account that is linked to Transgrid?
3. click the Process Order link on one of your recent PO's (if not previously done) and log in with the ANID account you used when registering as a supplier with Transgrid – this will link our accounts and enable any contracts to be viewed.
4. check your account access and log-ins from your side with your Ariba Administrator or Contact SAP Support to assist with consolidating your accounts.

2.3. In the Customer list, select the **Transgrid (NSW Electricity Networks)** radio button.

Create Contract Invoice: Select Customer Next Cancel

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:

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Customer 1

TransGrid (NSW Electricity Networks)

Next Cancel

2.4. Click **Next**.

2.5. In the Business Unit Address list, select the **Transgrid** radio button.

Contract Invoice: Select Customer Contract Site Next Cancel Previous

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

Business Unit Address 1	Contact
<input checked="" type="radio"/> TRANSGRID	Scientia Lau

Next Cancel Previous

2.6. Click **Next**.

2.7. To choose a contract, click **select** link. Complete all mandatory fields.

Create Contract Invoice: Select Contract Prev Next Cancel

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)

Prev Next Cancel

2.8. Click **Select** button for the required contract. Only one contract per invoice can be applied.

Choose Value for Contract

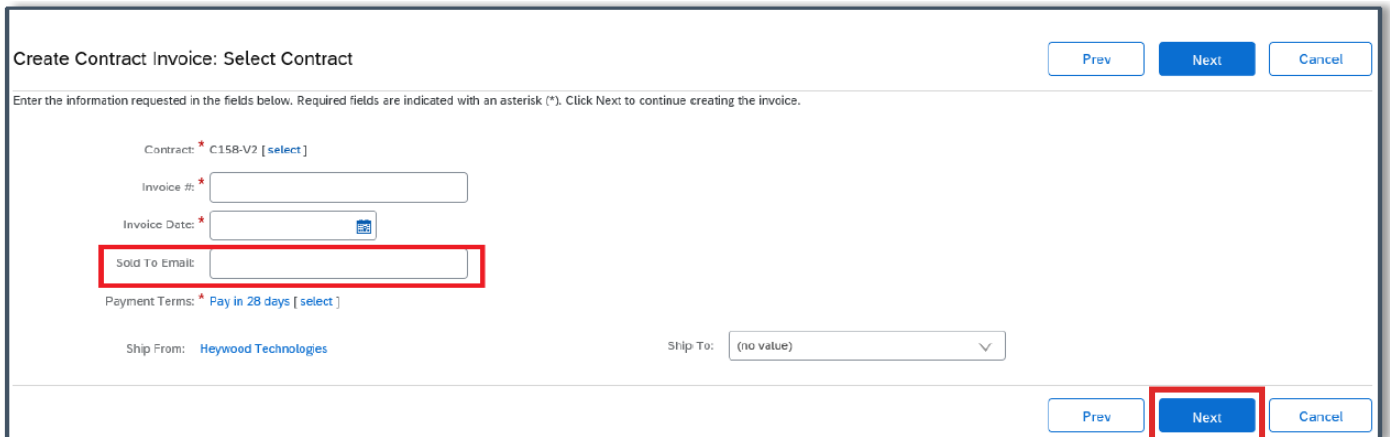
ID

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"/>

2.9. Complete all mandatory fields in the Create Contract Invoice screen.

2.10. Please ensure you enter the **email address** of your Transgrid Contract project manager or the business stakeholder you have been working with for invoices. They can then immediately receive and view your invoice. *(This mandatory step ensures the invoice is reviewed by Transgrid and approved for payment).*

Please **do not** enter the Procurement representative. If the field is left blank, the invoice will be held up in a 'default review position' and not be actioned immediately. This will also trigger an additional review by Procurement.



**Create Contract Invoice: Select Contract** Prev Next Cancel

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: \***

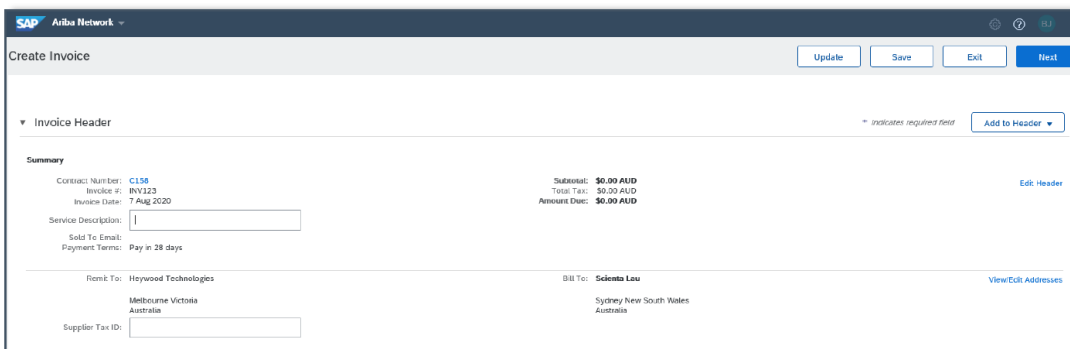
Payment Terms: \* Pay in 28 days [select]

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

Prev **Next** Cancel

2.11. Click **Next**.

2.12. Enter **Invoice Header** information.



**SAP** Airba Network Update Save Exit Next

**Create Invoice** Add to Header

**Invoice Header** \* indicates required field

**Summary**

Contract Num/Doc: C158	Subtotal: \$0.00 AUD	Edt: Header
Invoice #: IN1223	Total Tax: \$0.00 AUD	
Invoice Date: 7 Aug 2020	Amount Due: \$0.00 AUD	

Service Description:

Sold To Email:

Payment Terms: Pay in 28 days

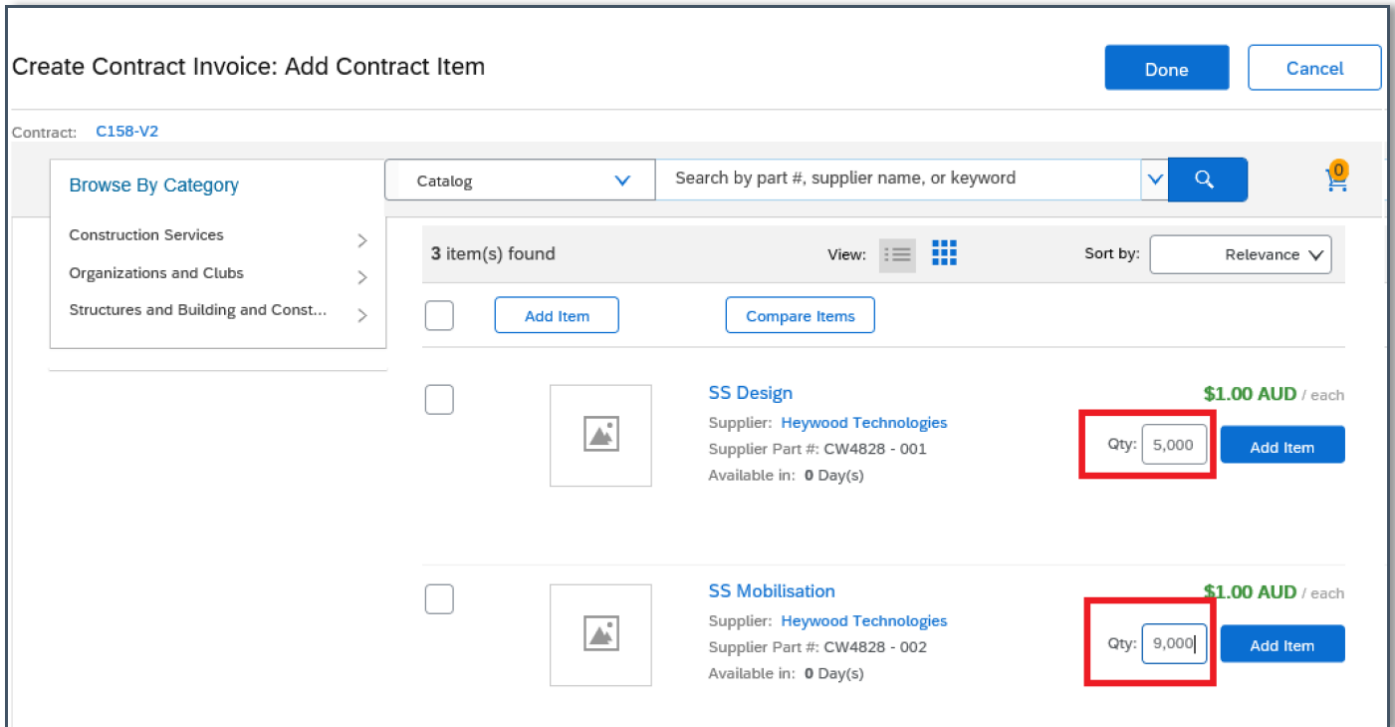
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From: To: Heywood Technologies	Bill To: <b>Scienco Lou</b>	<a href="#">View/Edt Addresses</a>
Melbourne Victoria Australia	Sydney New South Wales Australia	

Supplier Tax ID:

2.13. Scroll to **Line Items** section, Click **Add Items**.

2.14. For the required line item, enter the amount to be invoiced in the **Qty** field, click **Add Item** to add individual items.



**Create Contract Invoice: Add Contract Item** **Done**

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:

**SS Design** **\$1.00 AUD / each**

Supplier: **Heywood Technologies**

Supplier Part #: **CW4828 - 001**

Available in: **0 Day(s)**

Qty:

**SS Mobilisation** **\$1.00 AUD / each**

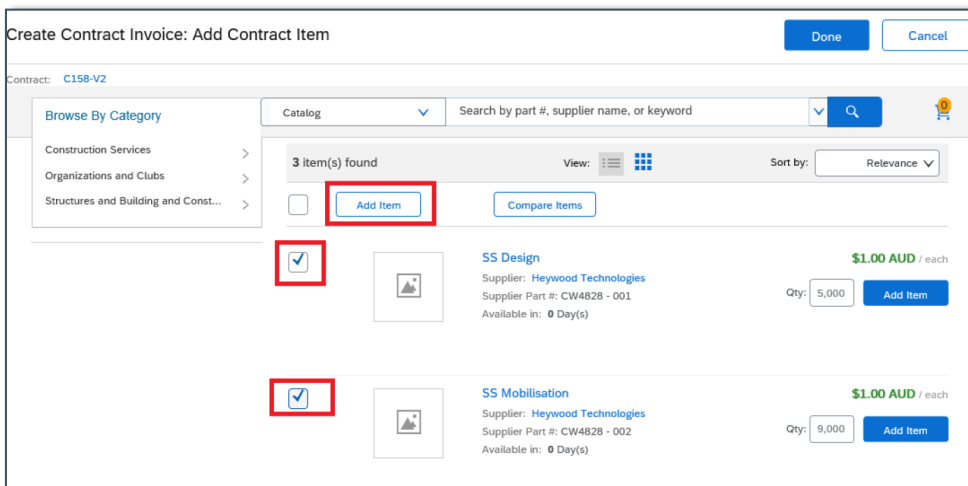
Supplier: **Heywood Technologies**

Supplier Part #: **CW4828 - 002**

Available in: **0 Day(s)**

Qty:

2.15. To add multiple items, select the checkboxes for the items you want to include, then click **Add Item**.



**Create Contract Invoice: Add Contract Item** **Done**

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:

**SS Design** **\$1.00 AUD / each**

Supplier: **Heywood Technologies**

Supplier Part #: **CW4828 - 001**

Available in: **0 Day(s)**

Qty:

**SS Mobilisation** **\$1.00 AUD / each**

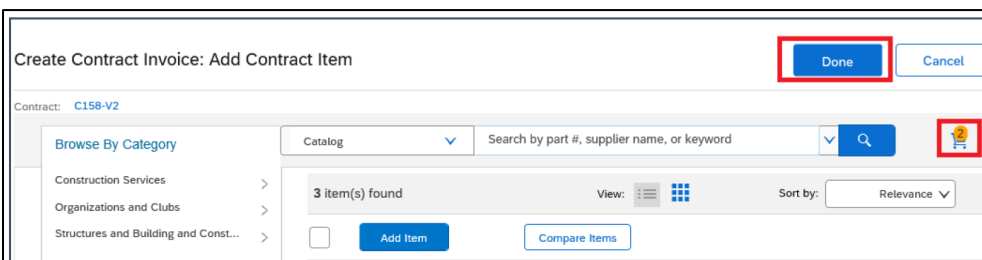
Supplier: **Heywood Technologies**

Supplier Part #: **CW4828 - 002**

Available in: **0 Day(s)**

Qty:

2.16. Your shopping cart will reflect the number of Items that have been added. Click **Done**.



**Create Contract Invoice: Add Contract Item** **Done**

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:

## 2.17. Scroll down to the **Line Items Section** and confirm the **amount is correct**.

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
<p>Shipping</p> <p>Ship From: <b>Heywood Technologies</b> Melbourne Victoria [AU-VIC] Australia</p> <p>Ship To: <b>TransGrid Head Office Deliveries</b> Melbourne VIC Australia</p> <p>Deliver To: <b>TransGrid Head Office Deliveries</b></p> <p>Shipping Cost</p> <p>Shipping Amount: * \$0.00 AUD</p> <p>Shipping Date: <input type="text"/></p>									
2	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 002	SS Mobilisation (\$80,000)		9,000	EA	\$1.00 AUD	\$9,000.00 AUD
<p>Shipping</p> <p>Ship From: <b>Heywood Technologies</b> Melbourne Victoria [AU-VIC] Australia</p> <p>Ship To: <b>TransGrid Head Office Deliveries</b> Melbourne VIC Australia</p> <p>Deliver To: <b>TransGrid Head Office Deliveries</b></p> <p>Shipping Cost</p> <p>Shipping Amount: * \$0.00 AUD</p> <p>Shipping Date: <input type="text"/></p>									

Line Item Actions

To change or delete contract items, refer to [Appendix A – How to change or delete contract line items](#)

## 3. How to add attachments to an invoice

### 3.1. Click **Add to Header** button.

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
<p>Shipping</p> <p>Ship From: <b>Heywood Technologies</b> Melbourne Victoria [AU-VIC] Australia</p> <p>Ship To: <b>TransGrid Head Office Deliveries</b> Melbourne VIC Australia</p> <p>Deliver To: <b>TransGrid Head Office Deliveries</b></p> <p>Shipping Cost</p> <p>Shipping Amount: * \$0.00 AUD</p> <p>Shipping Date: <input type="text"/></p>									
2	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 002	SS Mobilisation (\$80,000)		9,000	EA	\$1.00 AUD	\$9,000.00 AUD
<p>Shipping</p> <p>Ship From: <b>Heywood Technologies</b> Melbourne Victoria [AU-VIC] Australia</p> <p>Ship To: <b>TransGrid Head Office Deliveries</b> Melbourne VIC Australia</p> <p>Deliver To: <b>TransGrid Head Office Deliveries</b></p> <p>Shipping Cost</p> <p>Shipping Amount: * \$0.00 AUD</p> <p>Shipping Date: <input type="text"/></p>									

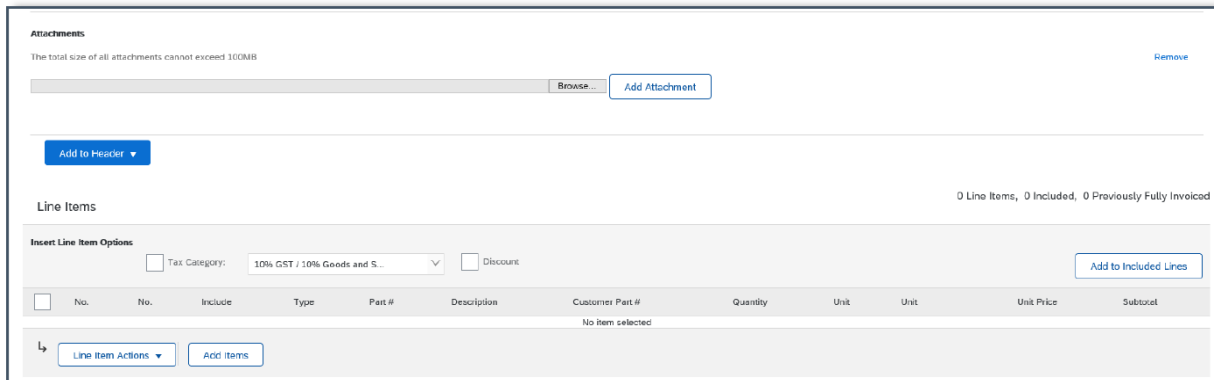
Line Item Actions

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

**Add to Header** ▼

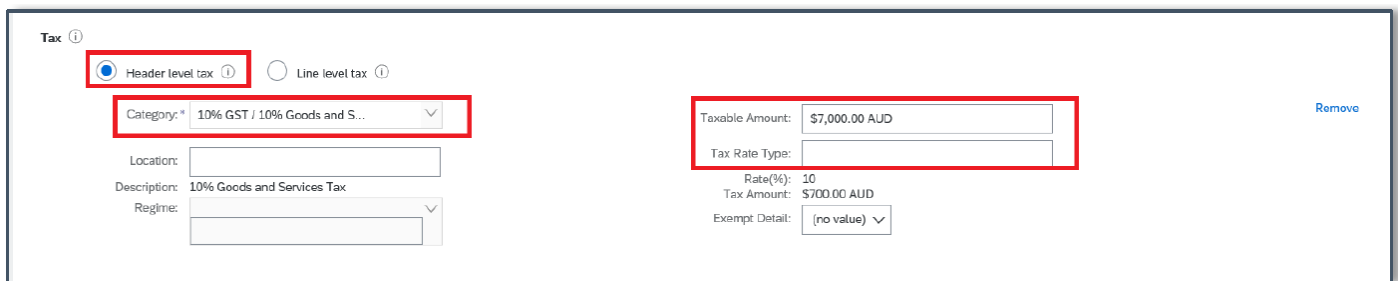
- Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Additional Reference Documents and Dates
- Comment
- Attachment**

### 3.3. Browse for the attachment and upload.



3.4. Total size of attachments cannot exceed 100MB.

## 4. How to add tax details



- Tax can be added 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

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

4.1. To add Line Level tax refer to [Appendix B – Add Line Level tax](#)

4.2. **Review and confirm the tax amount is correct.**

4.3. Scroll to the bottom of the page and click **Next button**. Review the Invoice to **confirm the details are correct**.

4.4. Click **Submit**.

4.5. A copy of the invoice is sent to the email address provided within your Ariba Network account.

## Appendix A – How to change or delete contract line items

### A.1 Click Change Items.

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
<p>Shipping: Ship From: <b>Heywood Technologies</b> Ship To: <b>TransGrid Head Office Deliveries</b> <a href="#">View/Edit Addresses</a>            Melbourne Victoria [AU-VIC] Australia            Deliver To: TransGrid Head Office Deliveries</p> <p>Shipping Cost: Shipping Amount: \$0.00 AUD Shipping Date: <input type="text"/></p>									
2	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 002	SS Mobilisation (\$60,000)		9,000	EA	\$1.00 AUD	\$9,000.00 AUD
<p>Shipping: Ship From: <b>Heywood Technologies</b> Ship To: <b>TransGrid Head Office Deliveries</b> <a href="#">View/Edit Addresses</a>            Melbourne Victoria [AU-VIC] Australia            Deliver To: TransGrid Head Office Deliveries</p> <p>Shipping Cost: Shipping Amount: \$0.00 AUD Shipping Date: <input type="text"/></p>									

[Line Item Actions](#) [Add Items](#) [Change Items](#)

### A.2 To change a line item, update the quantities.

Create Contract Invoice: Change Items [Add Item](#) [Done](#)

Click the [Show Details](#) link to expand the line item view for all line items to show additional details (such as supplier part number, commodity code, and full description), or click the triangle next to More to expand the view for each line item separately. To update the accounting information and common fields for multiple line items at a [More](#)

Line Items [Show Details](#)

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

[Delete](#) [Update Amount](#) [Add Item](#) [Done](#)

### A.3 To delete a line item, select the required line checkbox, then click Delete.

Create Contract Invoice: Change Items [Add Item](#) [Done](#)

Click the [Show Details](#) link to expand the line item view for all line items to show additional details (such as supplier part number, commodity code, and full description), or click the triangle next to More to expand the view for each line item separately. To update the accounting information and common fields for multiple line items at a [More](#)

Line Items [Show Details](#)

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

[Delete](#) [Update Amount](#) [Add Item](#) [Done](#)

### A.4 Click Done.

## Appendix B - How to add line level tax

### B.1 Click Line Level Tax radio button.

**Tax** ⓘ

Header level tax ⓘ
  **Line level tax** ⓘ

Category: \* 10% GST / 10% Goods and S...
 Taxable Amount: \$7,000.00 AUD [Remove](#)

Location: 
Tax Rate Type:

Description: 10% Goods and Services Tax
 Rate(%): 10

Regime: 
Tax Amount: \$700.00 AUD

Exempt Detail: (no value) v

### B.2 Scroll down to the Line Items section.

### B.3 Tick Tax Category, then select Add to Include Lines.

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

**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
<p><b>Shipping</b></p> <p>Ship From: <b>Heywood Technologies</b> Melbourne Victoria [AU-VIC] Australia</p> <p>Ship To: <b>TransGrid Head Office Deliveries</b> Melbourne VIC Australia Deliver To: TransGrid Head Office Deliveries <a href="#">View/Edit Addresses</a></p> <p><b>Shipping Cost</b>      Shipping Amount: * \$0.00 AUD      Shipping Date: <input type="text"/></p>									
2	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 002	SS Mobilisation (\$60,000)		2,000	EA	\$1.00 AUD	\$2,000.00 AUD
<p><b>Shipping</b></p> <p>Ship From: <b>Heywood Technologies</b> Melbourne Victoria [AU-VIC] Australia</p> <p>Ship To: <b>TransGrid Head Office Deliveries</b> Melbourne VIC Australia Deliver To: TransGrid Head Office Deliveries <a href="#">View/Edit Addresses</a></p> <p><b>Shipping Cost</b>      Shipping Amount: * \$0.00 AUD      Shipping Date: <input type="text"/></p>									

[Line Item Actions](#) | [Add Items](#) | [Change Items](#)

### B.4 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
<p><b>Tax</b></p> <p> <input checked="" type="checkbox"/> <b>Category:</b> 10% GST / 10% Goods and S...                 <span style="float: right;">Taxable Amount: \$5,000.00 AUD <a href="#">Remove</a></span> </p> <p>                     Location: <input type="text"/> <span style="float: right;">Rate(%): 10</span> </p> <p>                     Description: 10% Goods and Services Tax                     <span style="float: right;">Tax Amount: \$500.00 AUD</span> </p> <p>                     Regime: <input type="text"/> <span style="float: right;">Exempt Detail: (no value) v</span> </p>									
<p><b>Shipping</b></p> <p>Ship From: <b>Heywood Technologies</b> Melbourne Victoria [AU-VIC] Australia</p> <p>Ship To: <b>TransGrid Head Office Deliveries</b> Melbourne VIC Australia Deliver To: TransGrid Head Office Deliveries <a href="#">View/Edit Addresses</a></p> <p><b>Shipping Cost</b>      Shipping Amount: * \$0.00 AUD      Shipping Date: <input type="text"/></p>									
2	<input checked="" type="checkbox"/>	MATERIAL	CW4828 - 002	SS Mobilisation (\$60,000)		2,000	EA	\$1.00 AUD	\$2,000.00 AUD
<p><b>Tax</b></p> <p> <input checked="" type="checkbox"/> <b>Category:</b> 0% GST / 0% Goods and S...                 <span style="float: right;">Taxable Amount: \$2,000.00 AUD <a href="#">Remove</a></span> </p> <p>                     Location: <input type="text"/> <span style="float: right;">Rate(%): 0</span> </p> <p>                     Description: 0% Goods and Services Exempt                     <span style="float: right;">Tax Amount: \$0.00 AUD</span> </p> <p>                     Regime: <input type="text"/> <span style="float: right;">Exempt Detail: (no value) v</span> </p>									
<p><b>Shipping</b></p> <p>Ship From: <b>Heywood Technologies</b> Melbourne Victoria [AU-VIC] Australia</p> <p>Ship To: <b>TransGrid Head Office Deliveries</b> Melbourne VIC Australia Deliver To: TransGrid Head Office Deliveries <a href="#">View/Edit Addresses</a></p> <p><b>Shipping Cost</b>      Shipping Amount: * \$0.00 AUD      Shipping Date: <input type="text"/></p>									

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