Quick Reference Guide

How to create an invoice against a Contract

1. Purpose

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

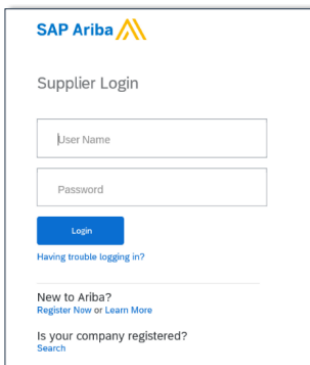How to add attachments to an invoice

How to add tax details
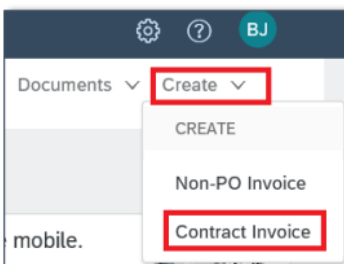
How to change or delete contract items

How to add line level tax

2. How to create an invoice against a contract

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.

2.4. Click **Next.**

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

2.6. Click **Next.**

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

2.8. Click **Select** button for the required contract. Only one contract per invoice can be applied.
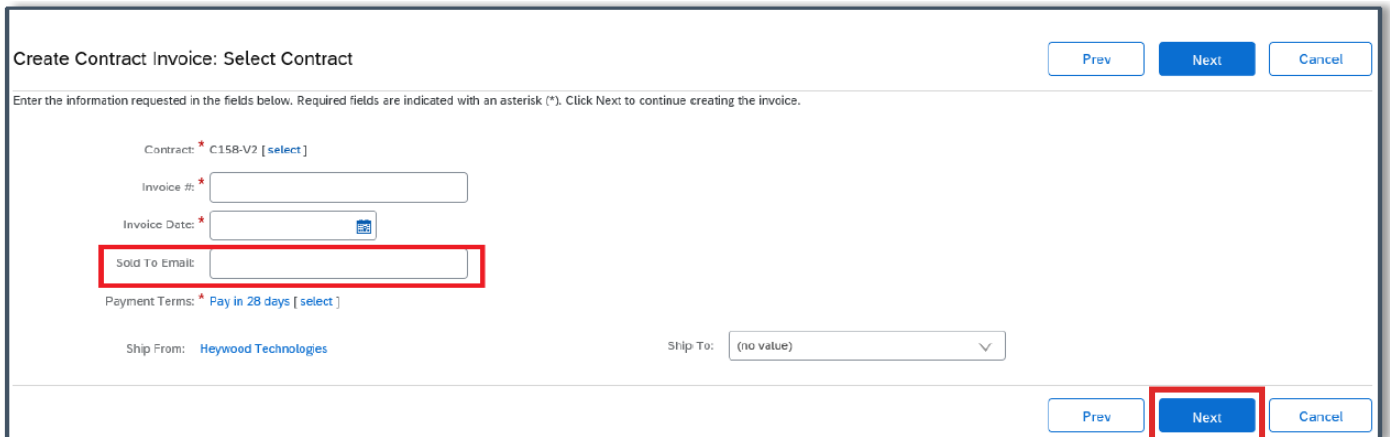
2.9. Complete all mandatory fields in the Create Contract Invoice screen.

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.
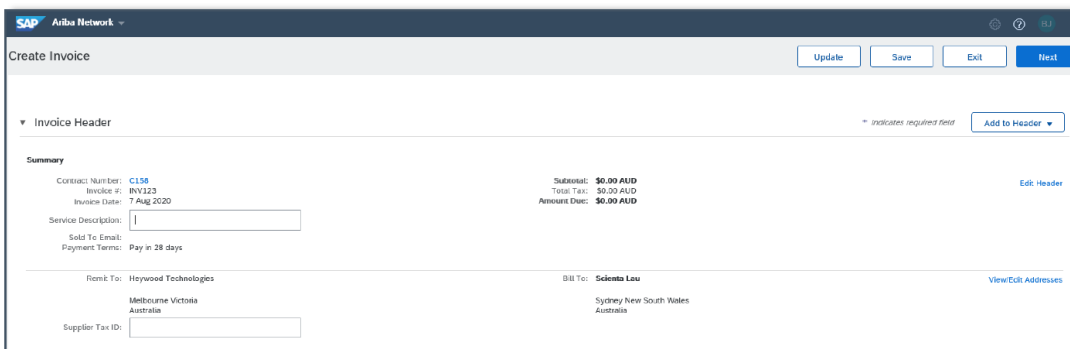
2.11. Click **Next.**

2.12. Enter **Invoice Header** information.
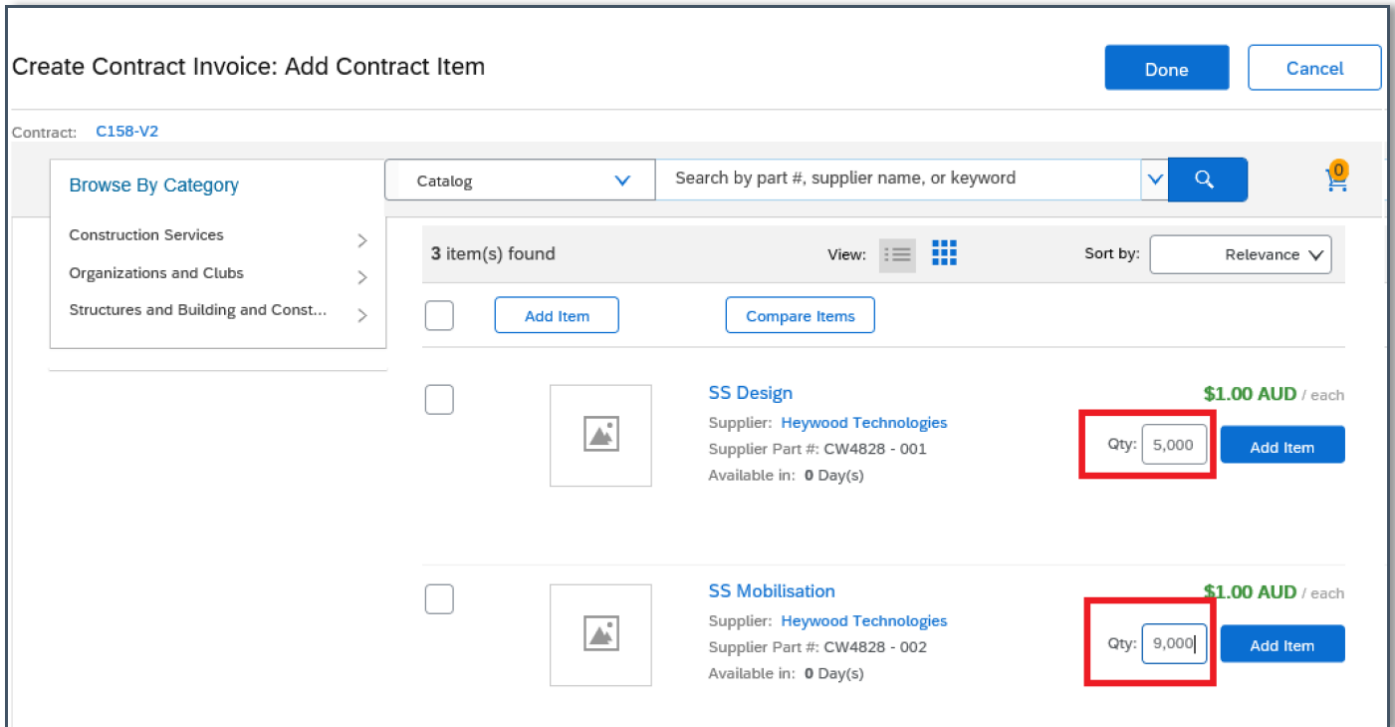
2.13. Scroll to **Line Items** section, Click **Add Items.**

2.14. For the required line item, enter the amount to be invoiced in the **Qty** field, click **Add Item** to add individual items.
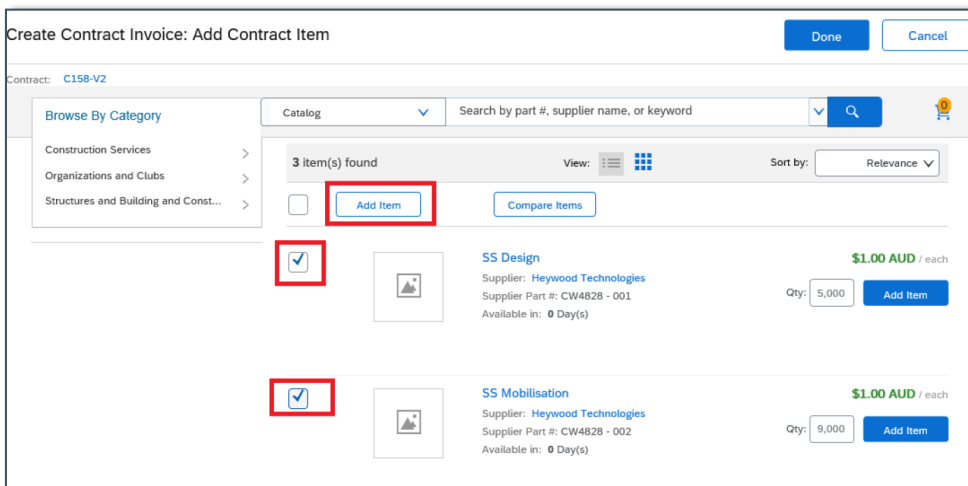
2.15. To add multiple items, select the checkboxes for the items you want to include, then click **Add Item.**
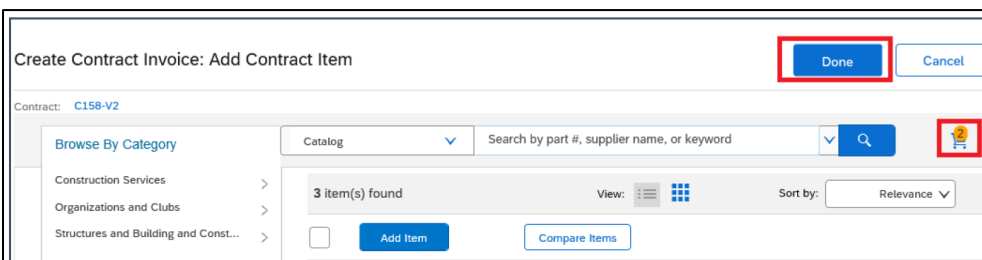
2.16. Your shopping cart will reflect the number of Items that have been added. Click **Done.**

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

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.

3.2. Select drop down arrow next to **Add to Header**, then click **Attachment.**
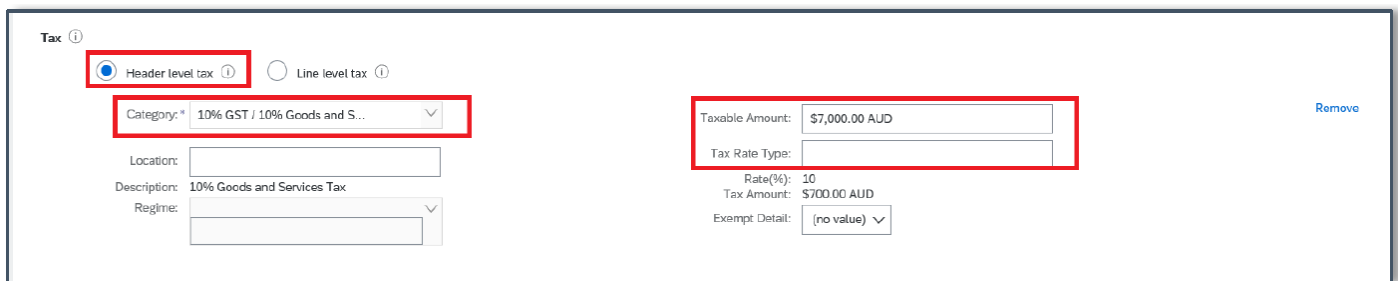
3.3. Browse for the attachment and upload.

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.**

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

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

A.4 Click **Done.**

Appendix B - How to add line level tax

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

B.2 Scroll down to the Line Items section.

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

B.4 Select correct tax category by clicking on drop down arrow next to Category field.

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