



# Quick Reference Guide

Supplier Invoice Creation against a Purchase Order with a Standard Account

## 1. Purpose

Ariba Network allows suppliers to easily submit an invoice to request payment after goods have been shipped or services completed, and the PO has been fulfilled.

The steps below provide suppliers (with a standard account) with instructions on how to create an invoice against a purchase order (PO) through your supplier Ariba Network account.

[How to create an invoice from your Dashboard](#)

[How to create an invoice from an interactive email order](#)

[How to view your invoice status](#)

[How to save an invoice](#)

[How to view orders in SAP following registration](#)

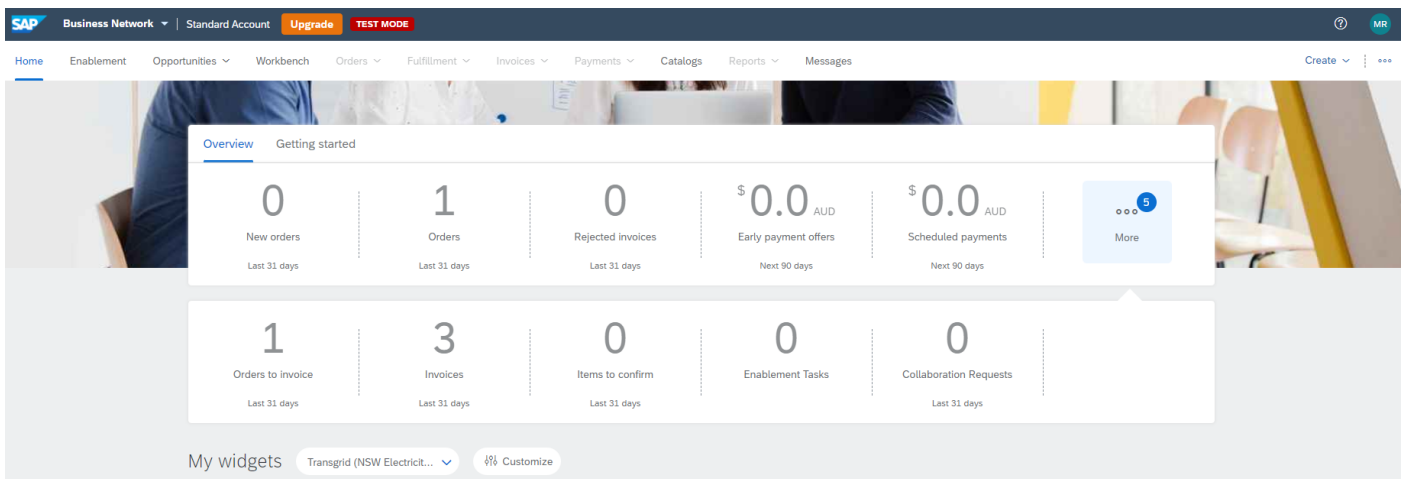
[Troubleshooting](#)

## 2. How to create an invoice from your Dashboard

The easiest way to manage your invoicing is through the interactive dashboard that appears when you log into your Ariba account. Provided our accounts are linked, then your Transgrid orders and invoices will be visible on the interactive dashboard.

If Transgrid isn't showing up for selection, then all you need to do to link our accounts is click on the Process Order button on any of the interactive Purchase Order emails that you've received from Transgrid. Sign in with your Ariba log-in (noting it needs to be the same log-in that you used when registering as a supplier to Transgrid) and that's it, our accounts are linked.

After clicking on the Orders to Invoice tile, you'll see all of your Transgrid orders, and simply click on the blue Purchase Order number to open the order and commence the Invoice Creation process as per step 3.4 below onwards. Note you'll need to change the search filter from the default of "Last 31 days" to view older orders.

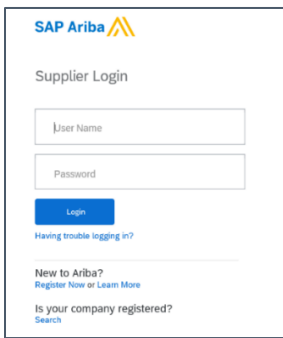


### 3. How to create an invoice from an interactive email order

3.1. As a supplier, you will receive an **interactive email notification** containing PO information

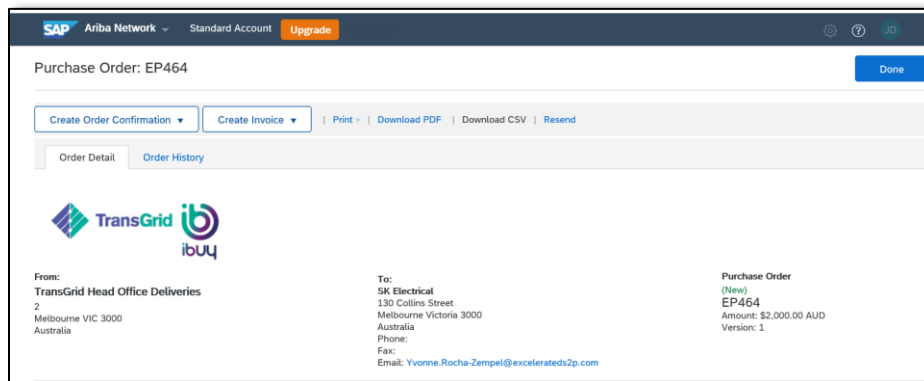
3.2. Click **Process order**.

3.3. Enter your **User Name** and **Password**. Click **Login**.



The screenshot shows the SAP Ariba Supplier Login page. It includes a header with the SAP Ariba logo, a 'Supplier Login' title, and two input fields for 'User Name' and 'Password'. Below these fields is a blue 'Login' button. There is a link for 'Having trouble logging in?' and a section for 'New to Ariba?' with links for 'Register Now' and 'Learn More'. At the bottom, there is a 'Search' link for 'Is your company registered?'.

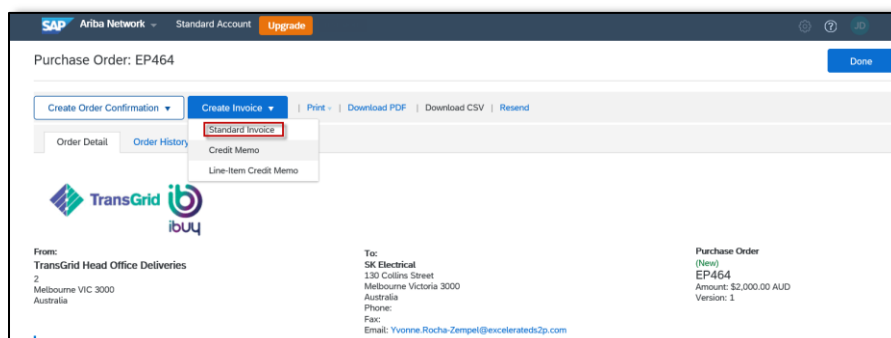
3.4. The **PO details** screen displays.



The screenshot shows the SAP Ariba Network 'Purchase Order: EP464' details screen. The page has a top navigation bar with 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below the header, there are buttons for 'Create Order Confirmation', 'Create Invoice', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The main content area is divided into 'Order Detail' and 'Order History' tabs. The 'Order Detail' tab is active, showing the TransGrid and ibuy logos. Below the logos, there is a 'From:' section for 'TransGrid Head Office Deliveries' and a 'To:' section for 'Sik Electrical'. A 'Purchase Order (New)' section shows 'EP464' with an amount of '\$2,000.00 AUD' and version '1'.

- **All suppliers** have the option of creating an order confirmation or creating an invoice.
- **Network Equipment Suppliers** are required to create a Shipping Notice prior to the creation of an invoice. Please refer to the `ibuy_QRG_Supplier_Creating a Shipping Notice` with a Standard Account for further information.
- **If you don't have the original order email**, simply sign in to your supplier Ariba account that received the order, click on 'Orders to Invoice', find the applicable order and then under Action click 'Select – Send me a copy to take action'. When you receive the email, click 'Process Order', then 'Create Invoice' as per below.

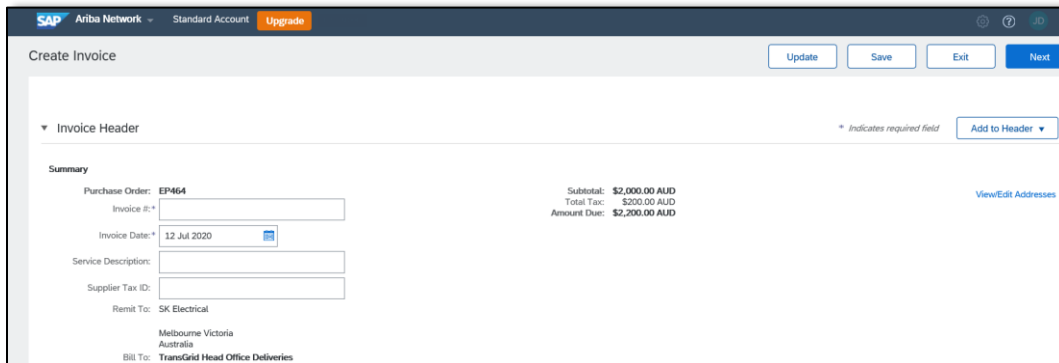
3.5. Click the dropdown arrow next to Create Invoice, select **Standard Invoice**.



This screenshot is similar to the previous one, but the 'Create Invoice' dropdown menu is open, showing three options: 'Standard Invoice', 'Credit Memo', and 'Line-Item Credit Memo'. The 'Standard Invoice' option is highlighted with a red box.

- In addition to creating a standard invoice, suppliers have an option to create a Credit Memo or a Line-Item Credit Memo. Refer to `ibuy_QRG_Supplier_Creating a Credit Memo with a Standard Account`.
- Suppliers can only create an invoice based on the PO. There is no option of combining multiple PO's into one invoice.

### 3.6. The **Create Invoice** screen displays.

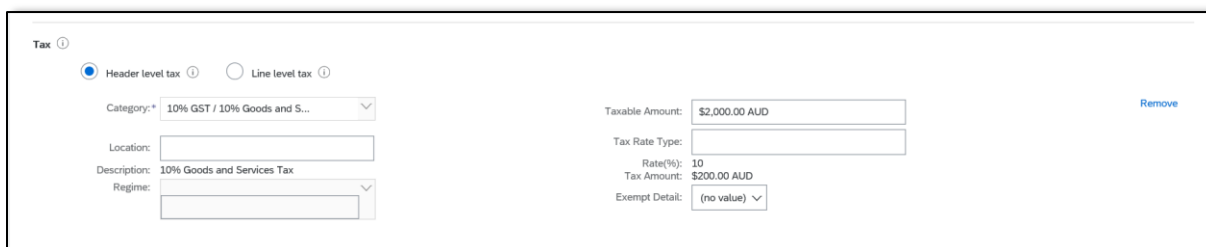


### 3.7. The invoice is automatically pre-populated with the PO data. In Ariba Network, this is referred to as a **“PO Flip”**.

### 3.8. Complete the **Invoice Header – Summary** section.

Field	Description
Invoice #	Enter an invoice # which is your unique number for invoice identification.  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)  Please note in the instance an invoice is rejected, the same invoice number cannot be used.
Invoice Date	Invoice date automatically populates with the invoice creation date.  Please note invoice can be back dated by 7 days.
Service Description	Enter the type of service being invoiced.
Supplier Tax Id	Enter tax id if applicable. This is an optional field.

### 3.9. Scroll down to the **Tax section**.



### 3.10. Select the **Header level** or **Line level** tax radio button.

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

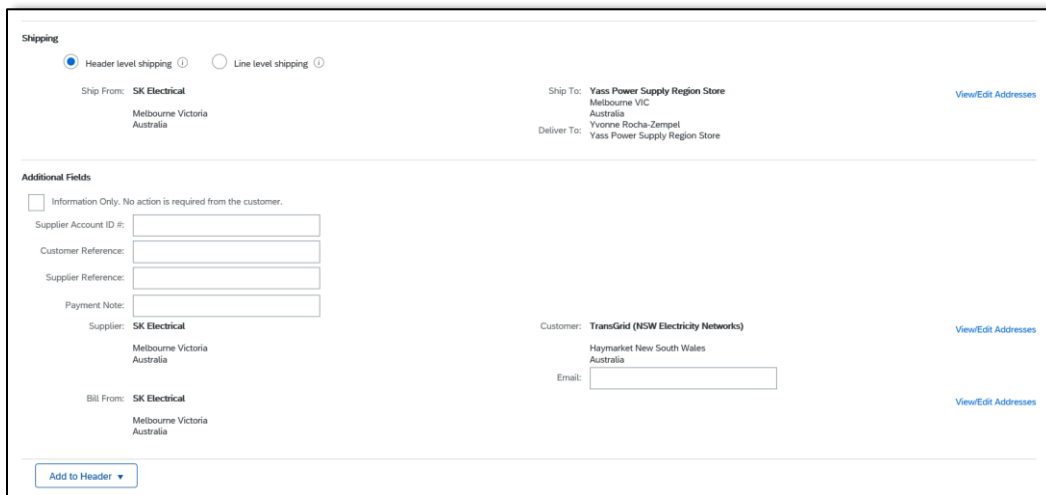
- You can only select one category type for each line item either 10% GST or 0% GST

### Tax Category options

Tax Category	Description
<b>10% GST</b>	10% Goods and Services Tax
<b>0% GST</b>	0% Goods and Services Exempt
<b>Header Level Tax</b>	Choose <b>Header level tax</b> if you want to add one or more tax categories at Invoice Header level. Tax details automatically default to <b>Header Level tax</b> and <b>10% GST</b> . The <b>Taxable Amount</b> is automatically calculated based on the items listed on the invoice. <b>Tax Rate Type</b> is an optional free text field applied to the header level e.g. GST or GST Free
<b>Line Level Tax</b>	Choose <b>Line level tax</b> if you want to enter line item specific tax information (i.e. if there are GST-exempt line items being invoiced).

3.12. Scroll down to the **Shipping** and **Additional Fields** sections.

3.13. In the Shipping section, select **Header level shipping** or **Line level shipping** radio button.

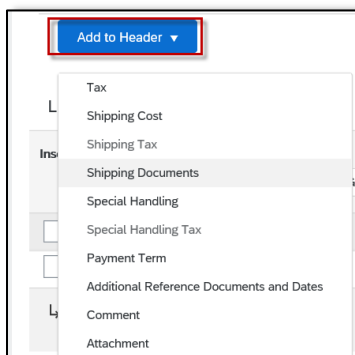


The screenshot shows the 'Shipping' section with two radio buttons: 'Header level shipping' (selected) and 'Line level shipping'. Below this, there are fields for 'Ship From' (SK Electrical, Melbourne Victoria, Australia) and 'Ship To' (Yass Power Supply Region Store, Melbourne VIC, Australia). There are also 'View/Edit Addresses' links. The 'Additional Fields' section includes a checkbox for 'Information Only' and several input fields for 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', and 'Payment Note'. At the bottom, there are fields for 'Supplier' (SK Electrical), 'Customer' (TransGrid (NSW Electricity Networks)), and 'Email', each with a 'View/Edit Addresses' link. An 'Add to Header' button is located at the bottom left.

3.14. Complete fields in the **Additional Fields** section, as required.

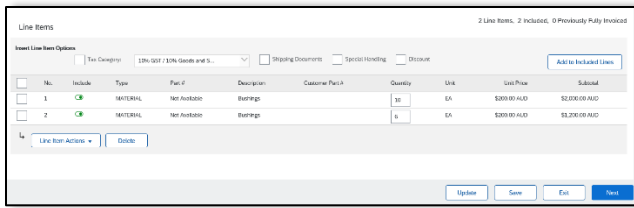
3.15. Add the **Supplier Account ID #**, **Customer Reference**, etc. to the **Header of the invoice**.

3.16. You **MUST** add a Tax Invoice attachment to invoice **[MANDATORY for Transgrid]**. Attach other required supporting documentation, such as timesheets, and/or detail of good/service items being invoiced.



The screenshot shows a dropdown menu titled 'Add to Header' with a list of items: Tax, Shipping Cost, Shipping Tax, Shipping Documents (highlighted), Special Handling, Special Handling Tax, Payment Term, Additional Reference Documents and Dates, Comment, and Attachment.

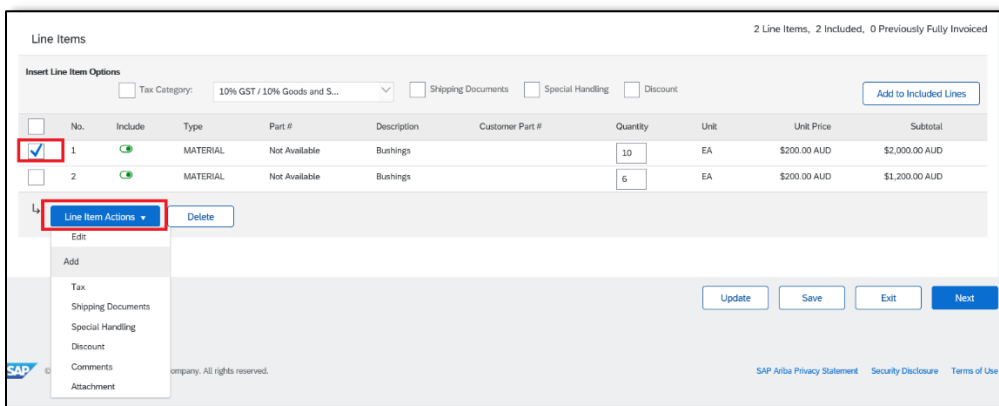
3.17. Scroll down to the **Line Items** section to display line items from the PO



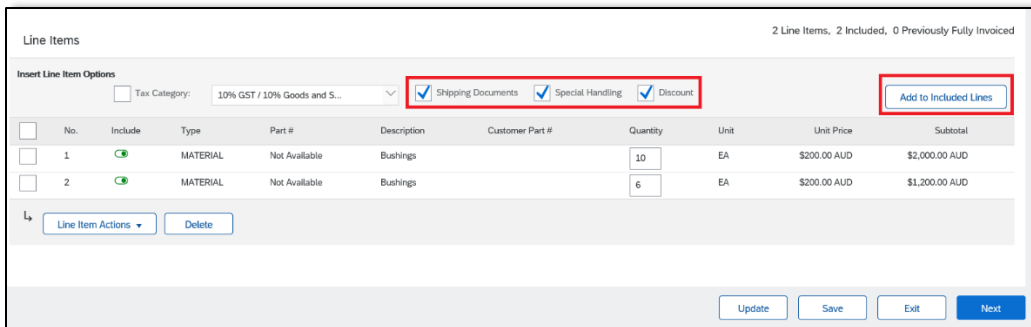
3.18. Review/ update the **Quantity** or **Dollar Amount** for each line item you are invoicing

3.19. To delete a line item, select the checkbox next to the required line item(s) and click **Delete**.

3.20. Click dropdown next to **Line Item Actions**, select Shipping Documents, Special Handling (notes), Discount, Comments, or Attachments to add these options to the invoice line item.



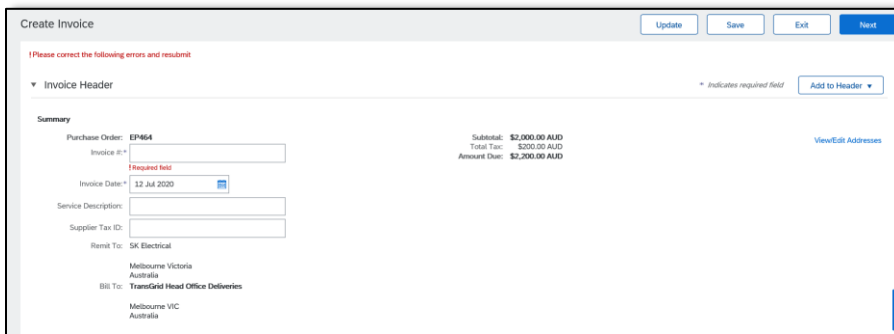
3.21. Alternatively select the checkbox next to the required line item(s), Click Add to Included Lines.



- The line item options are added to all line items on the invoice.

3.22. Click **Next**.

3.23. Review the invoice summary.



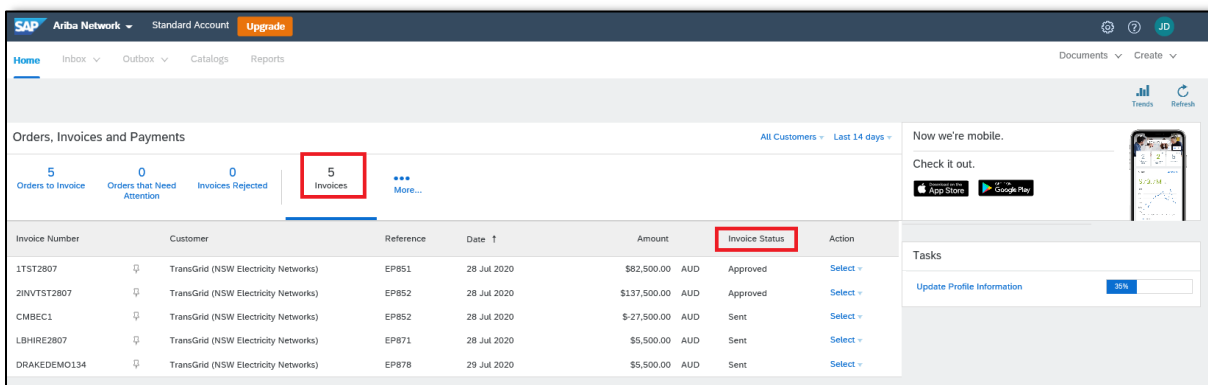
3.24. Correct any issues, if required, then click **Next**.

3.25. Review the invoice, then click **Submit**.

## 4. How to view your invoice status

4.1. To view **status of invoices**, login to your Ariba Network account.

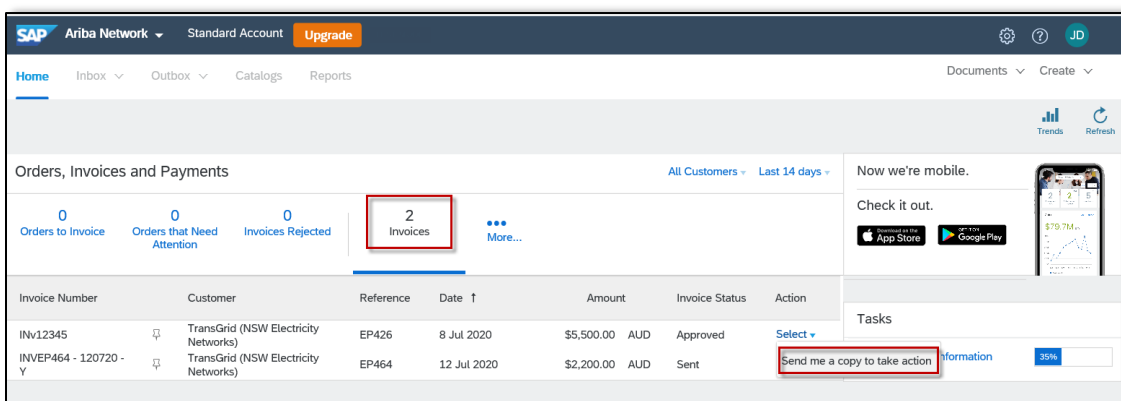
4.2. In the **Orders, Invoices and Payments** section, select invoices.



Invoice Number	Customer	Reference	Date	Amount	Invoice Status	Action
1TST2807	TransGrid (NSW Electricity Networks)	EP851	28 Jul 2020	\$82,500.00 AUD	Approved	Select
2INV1T2807	TransGrid (NSW Electricity Networks)	EP852	28 Jul 2020	\$137,500.00 AUD	Approved	Select
CMBEC1	TransGrid (NSW Electricity Networks)	EP852	28 Jul 2020	\$-27,500.00 AUD	Sent	Select
LBHIRE2807	TransGrid (NSW Electricity Networks)	EP871	28 Jul 2020	\$5,500.00 AUD	Sent	Select
DRAKEDEM0134	TransGrid (NSW Electricity Networks)	EP878	29 Jul 2020	\$5,500.00 AUD	Sent	Select

4.3. You can view whether the invoice is sent, approved, rejected, or paid.

4.4. To view a copy of the invoice, click dropdown next to select and click **Send me a copy to take action**.

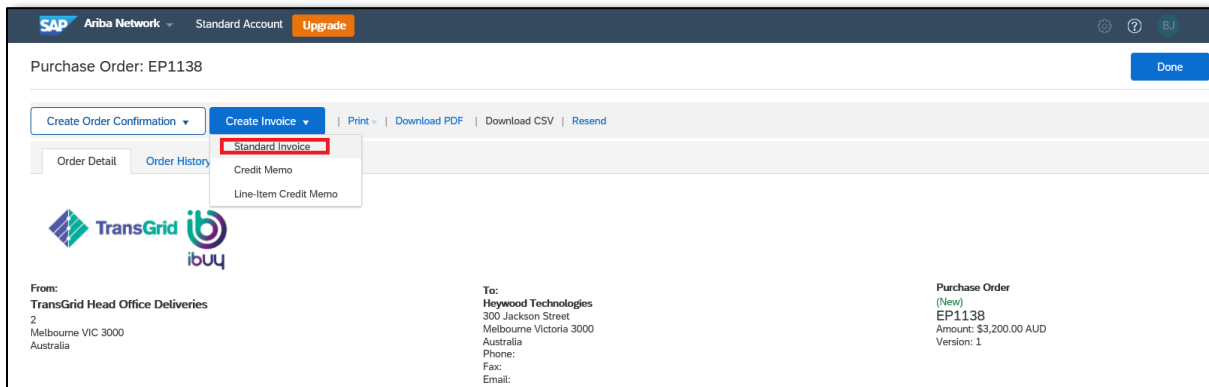


Invoice Number	Customer	Reference	Date	Amount	Invoice Status	Action
INV12345	TransGrid (NSW Electricity Networks)	EP426	8 Jul 2020	\$5,500.00 AUD	Approved	Select
INVEP464 - 120720 - Y	TransGrid (NSW Electricity Networks)	EP464	12 Jul 2020	\$2,200.00 AUD	Sent	Send me a copy to take action

## 5. How to save an invoice

5.1. Access the Purchase Order details screen

5.2. Click dropdown next to **Create Invoice**. Select **Standard Invoice**.



Purchase Order: EP1138

Create Order Confirmation | **Create Invoice** | Print | Download PDF | Download CSV | Resend

Order Detail | Order History

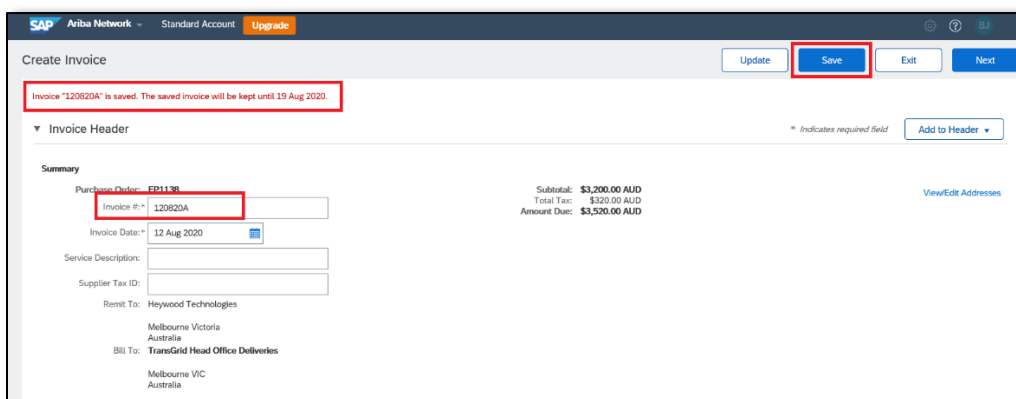
Standard Invoice  
Credit Memo  
Line-Item Credit Memo

From: TransGrid Head Office Deliveries  
2 Melbourne VIC 3000 Australia

To: Heywood Technologies  
300 Jackson Street  
Melbourne Victoria 3000 Australia  
Phone:  
Fax:  
Email:

Purchase Order (New)  
EP1138  
Amount: \$3,200.00 AUD  
Version: 1

5.3. Enter invoice number, click **Save** then **Exit**.



Create Invoice

Update | **Save** | Exit | Next

Invoice "120820A" is saved. The saved invoice will be kept until 19 Aug 2020.

Invoice Header

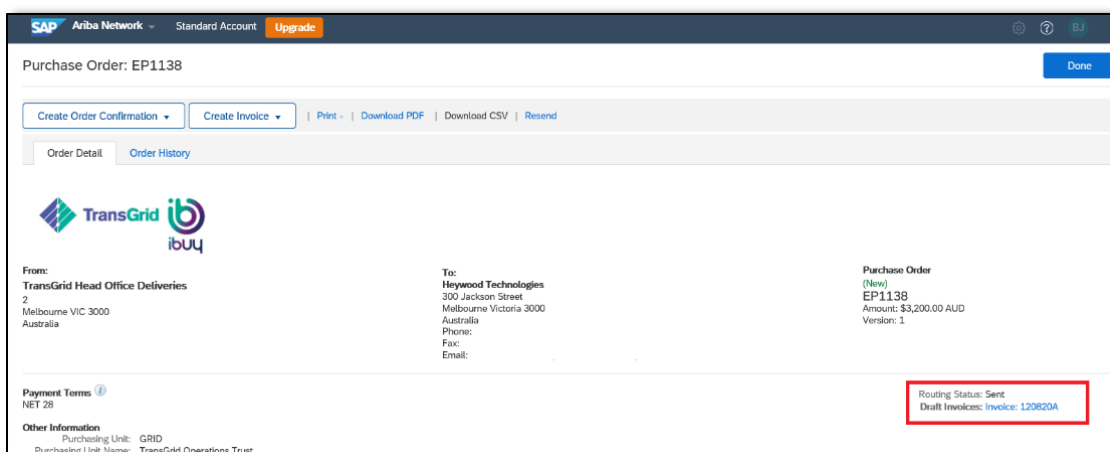
Summary

Purchase Order: EP1138  
Invoice #: 120820A  
Invoice Date: 12 Aug 2020

Subtotal: \$3,200.00 AUD  
Total Tax: \$520.00 AUD  
Amount Due: \$3,520.00 AUD

Remit To: Heywood Technologies  
Melbourne Victoria Australia  
Bill To: TransGrid Head Office Deliveries  
Melbourne VIC Australia

5.4. To work on a saved invoice, click on **Draft Invoices** on the **Purchase Order** screen.



Purchase Order: EP1138

Create Order Confirmation | Create Invoice | Print | Download PDF | Download CSV | Resend

Order Detail | Order History

From: TransGrid Head Office Deliveries  
2 Melbourne VIC 3000 Australia

To: Heywood Technologies  
300 Jackson Street  
Melbourne Victoria 3000 Australia  
Phone:  
Fax:  
Email:

Purchase Order (New)  
EP1138  
Amount: \$3,200.00 AUD  
Version: 1

Payment Terms: NET 28

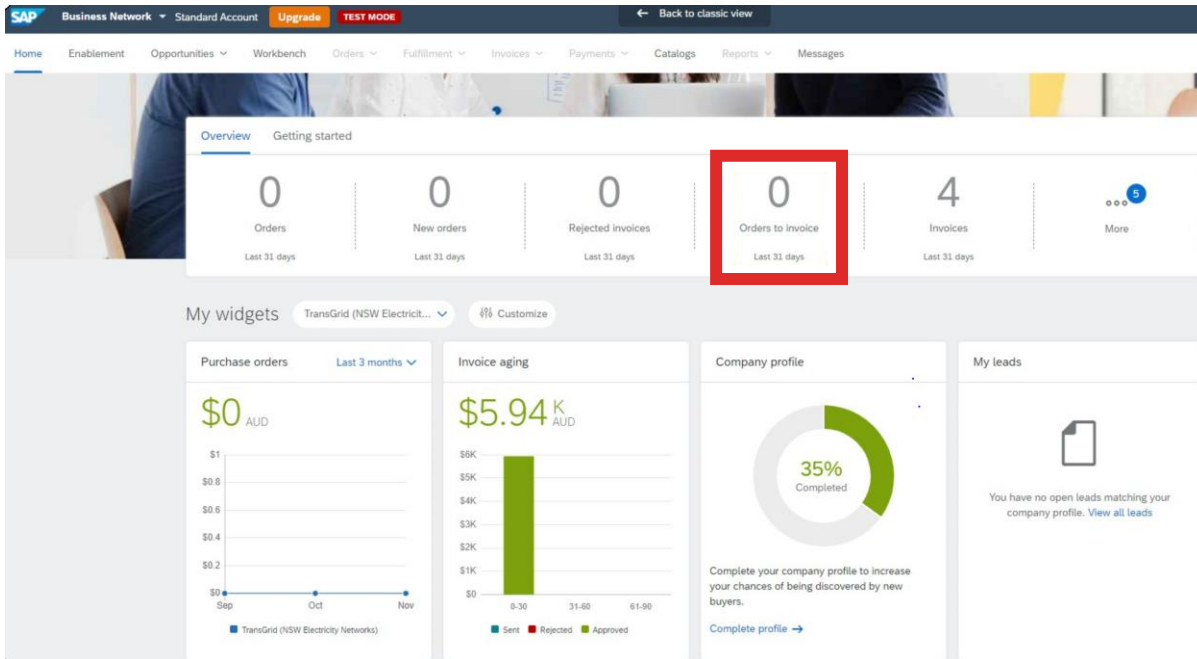
Other Information  
Purchasing Unit: GRID  
Purchasing Unit Name: TransGrid Operations Trust

Routing Status: Sent  
Draft Invoices: Invoice: 120820A

## 6. How to view orders in SAP following registration

6.1. From the purchase order email, click on the **'Process Order'** link and log on to Ariba with the same username and password that you used to logon to your SAP Ariba account.

6.2. Click on **Order to Invoice**

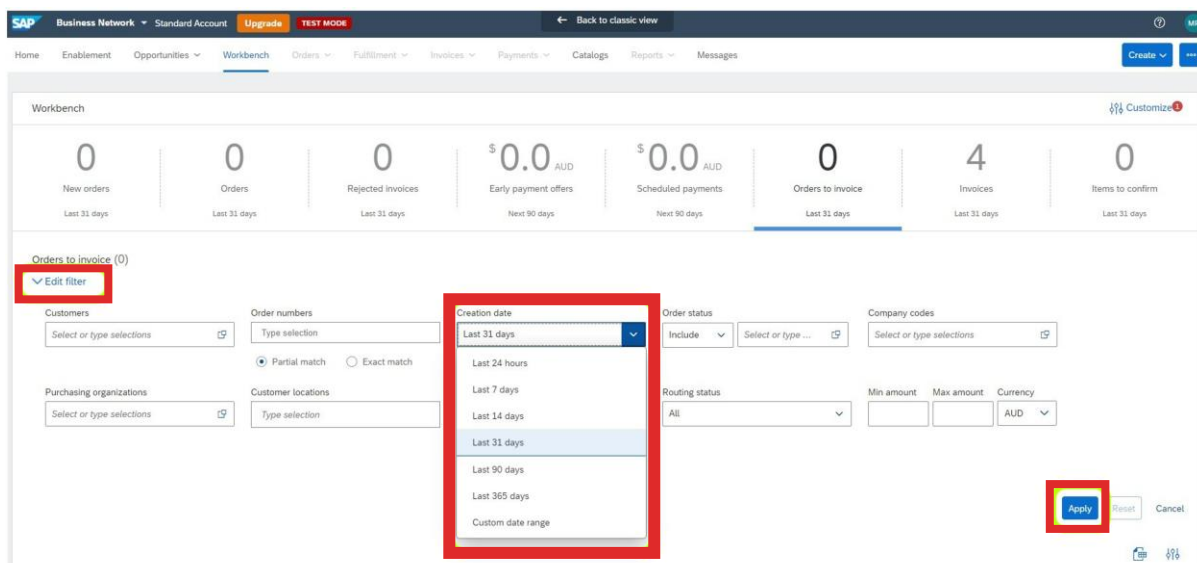


The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. Below the navigation is a summary section with several cards: 'Orders' (0), 'New orders' (0), 'Rejected invoices' (0), 'Orders to Invoice' (0, highlighted with a red box), 'Invoices' (4), and 'More' (5). Below this is a 'My widgets' section with four widgets: 'Purchase orders' (Last 3 months), 'Invoice aging' (\$5.94K AUD), 'Company profile' (35% Completed), and 'My leads' (You have no open leads matching your company profile).

6.3. Click **Edit Filter**

6.4. Select **creation date**

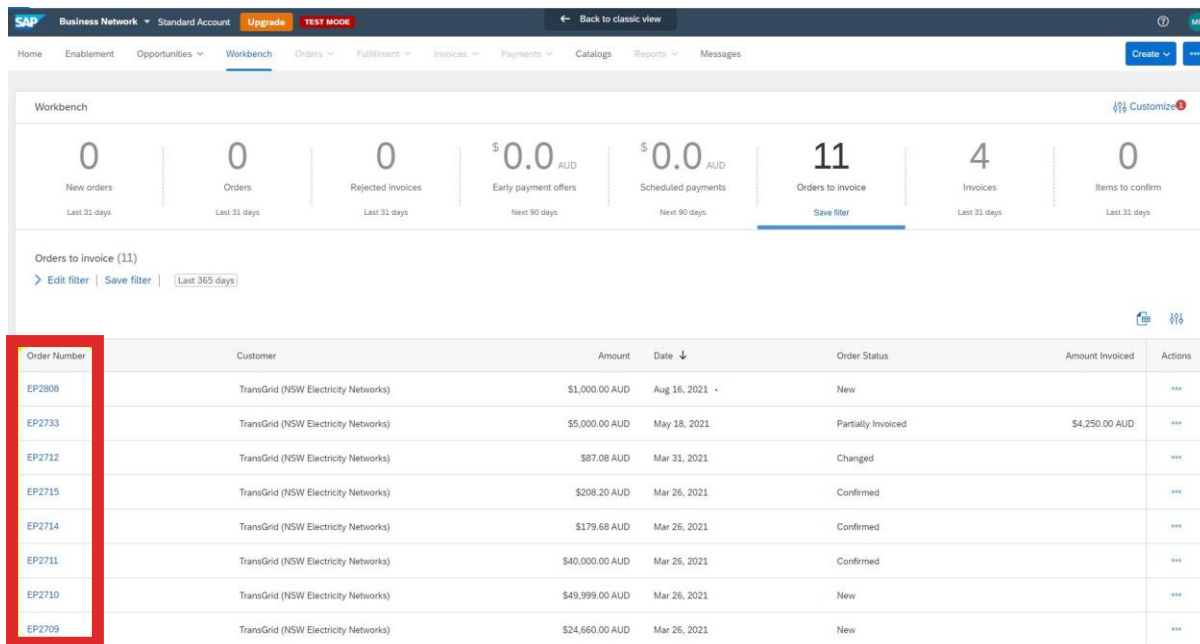
6.5. Click **Apply**



The screenshot shows the 'Orders to Invoice' filter page. At the top, there are navigation tabs: Home, Enablement, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. Below the navigation is a summary section with several cards: 'New orders' (0), 'Orders' (0), 'Rejected invoices' (0), 'Early payment offers' (\$0.0 AUD), 'Scheduled payments' (\$0.0 AUD), 'Orders to Invoice' (0, highlighted with a red box), 'Invoices' (4), and 'Items to confirm' (0). Below this is a filter section with a red box around the 'Edit filter' button. The filter section includes fields for 'Customers', 'Order numbers', 'Creation date' (highlighted with a red box and showing a dropdown menu with options like 'Last 31 days', 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', 'Last 90 days', 'Last 365 days', and 'Custom date range'), 'Order status', 'Company codes', 'Routing status', 'Min amount', 'Max amount', and 'Currency'. At the bottom right, there is an 'Apply' button (highlighted with a red box), a 'Reset' button, and a 'Cancel' button.



6.6. Order numbers will appear. Click on the order number you would like to load the invoice against.



Workbench

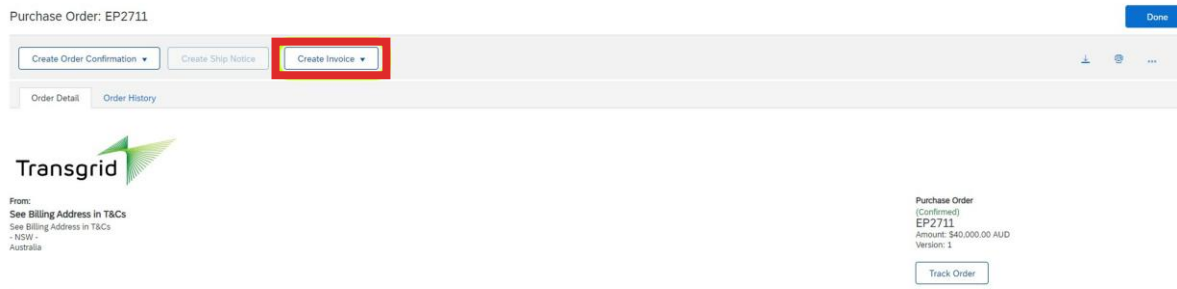
0 New orders (Last 31 days) | 0 Orders (Last 31 days) | 0 Rejected invoices (Last 31 days) | \$0.0 AUD Early payment offers (Next 90 days) | \$0.0 AUD Scheduled payments (Next 90 days) | **11** Orders to invoice (Save filter) | 4 Invoices (Last 31 days) | 0 Items to confirm (Last 31 days)

Orders to invoice (11)

> Edit filter | Save filter | Last 365 days

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
EP2808	TransGrid (NSW Electricity Networks)	\$1,000.00 AUD	Aug 16, 2021	New		...
EP2733	TransGrid (NSW Electricity Networks)	\$5,000.00 AUD	May 18, 2021	Partially Invoiced	\$4,250.00 AUD	...
EP2712	TransGrid (NSW Electricity Networks)	\$87.08 AUD	Mar 31, 2021	Changed		...
EP2715	TransGrid (NSW Electricity Networks)	\$208.20 AUD	Mar 26, 2021	Confirmed		...
EP2714	TransGrid (NSW Electricity Networks)	\$179.68 AUD	Mar 26, 2021	Confirmed		...
EP2711	TransGrid (NSW Electricity Networks)	\$40,000.00 AUD	Mar 26, 2021	Confirmed		...
EP2710	TransGrid (NSW Electricity Networks)	\$49,999.00 AUD	Mar 26, 2021	New		...
EP2709	TransGrid (NSW Electricity Networks)	\$24,660.00 AUD	Mar 26, 2021	New		...

6.7. Click **Create invoice**. Click on the drop down and select standard invoice.



Purchase Order: EP2711

Done

Create Order Confirmation | Create Ship Notice | **Create Invoice** | ...

Order Detail | Order History

Transgrid

From:  
See Billing Address in T&Cs  
See Billing Address in T&Cs  
- NSW -  
Australia

Purchase Order  
(Confirmed)  
EP2711  
Amount: \$40,000.00 AUD  
Version: 1

Track Order

## 7. Troubleshooting

**If you are having trouble logging in to Ariba, please ensure you're using either Microsoft Edge or Google Chrome.**

If you still require assistance please do not hesitate to call Procurement Systems and Operations team on 02 9620 0140 or email [Procurement.Enquiries@transgrid.com.au](mailto:Procurement.Enquiries@transgrid.com.au)