

CREATE INVOICE

QUICK REFERENCE GUIDE



Step by step

Step **Action**

Create Invoice		
1.	Search for service PO in Ariba Network Supplier: <ol style="list-style-type: none"> i) Log on to Connect Suppliers Ariba ii) Click on Workbench iii) Search for the relevant order using the tiles and filter options. iv) Click on the blue purchase order number to select the relevant order 	
2.	Click Create Invoice and select Standard Invoice	
3.	IF ... THEN	
	The invoice is for a goods order...	Step 4
	The invoice is for a service order with an approved manual Service Sheet...	Step 4
	The invoice is for a service order without a manual Service Sheet... Note: This will create a Service Sheet automatically	Step 19
Header Section		
4.	Enter a unique Invoice Number Note: if you use your own invoicing system to generate invoices for accounting you should use the same invoice number	
5.	Enter the Invoice Date Note: this may be auto populated from a Service Sheet submitted prior to the invoicing stage	
6.	Optional fields that can be completed at header level or line-item level: <ol style="list-style-type: none"> i) (Optional) Change header-level tax using category field Note: Tax category is defaulted to 0% and must be changed if GST is to be charged. Note: Shipping costs should be added as a line-item under the original Purchase Order by the requisitioner.	
7.	View Payment Terms	
8.	(Optional) In Additional Fields add and edit account numbers, customer references, service dates and address	
9.	(Optional) Click Add to Header and add special handling, discounts, comments, and attachments	
10.	(Optional) In Additional Information enter other customer information requirements	
Line-item Section		
11.	In the Include column deselect lines intended to be excluded from the Invoice. Note: all lines are included as default	
12.	(Optional) Amend the quantity . The values displayed are the amounts available to invoice based on any other previous invoices. You can amend the quantity but not the unit price value. Note: The quantity can only be amended on goods orders.	
13.	IF ... THEN	
	Tax was not added at the header level...	Step 14
	Tax was added at the header level...	Step 15

Step Action

(Optional) Add Tax at line item level									
14.	To add tax , use the tick box to select the relevant line item, Select Tax from the Line Item Actions menu, select the tax rate from the category dropdown. Note: Tax category is defaulted to 0% and must be changed if GST is to be charged. Note: Shipping costs should be added as a line-item under the original Purchase Order by the requisitioner.								
15.	(Optional) Use the line item menu to add special handling, discount, comments and attachments								
Invoice review									
16.	Review the summary page								
	<table border="1"> <thead> <tr> <th>IF ...</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Changes are required to be made...</td> <td>Select Previous and complete amendments</td> </tr> <tr> <td>The invoice is no longer needed and required to be cancelled...</td> <td>Select Exit to delete the invoice</td> </tr> <tr> <td>The invoice is correct and ready for submission...</td> <td>Select Submit and: <ul style="list-style-type: none"> - Exit to return to Purchase Order - Print to print a copy of the submitted invoice </td> </tr> </tbody> </table>	IF ...	THEN	Changes are required to be made...	Select Previous and complete amendments	The invoice is no longer needed and required to be cancelled...	Select Exit to delete the invoice	The invoice is correct and ready for submission...	Select Submit and: <ul style="list-style-type: none"> - Exit to return to Purchase Order - Print to print a copy of the submitted invoice
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17.	Click Next								
18.	Review and click Submit								
End	The invoice number displays on the purchase order under the related document section. Sent invoices can be viewed on invoice tiles in the Workbench.								
Create invoice with an auto-generated Service Sheet									
19.	The following Warning message will appear: <p>“This customer requires service sheets for service orders. When you create an invoice without first creating a service sheet, Ariba creates a service sheet for you. The invoice is sent after the customer approves the service sheet.”</p> <p>Select 'X' to close the notification.</p>								
20.	<table border="1"> <thead> <tr> <th>IF ...</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>The Purchase Order has more than one line item...</td> <td>Use radio button to select the line item being invoiced and click Next</td> </tr> <tr> <td>The Purchase order has only one line item...</td> <td>Step 21</td> </tr> </tbody> </table>	IF ...	THEN	The Purchase Order has more than one line item...	Use radio button to select the line item being invoiced and click Next	The Purchase order has only one line item...	Step 21		
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The Purchase order has only one line item...	Step 21								
Header Section									
21.	Enter a unique Invoice Number								
22.	Enter the Invoice Date								
23.	Enter Service Description								
24.	Optional fields that can be completed at header level or line-item level: i) (Optional) Enter header-level taxes using category field								

Step Action

	<p>Note: Tax category is defaulted to 0% and must be changed if GST is to be charged.</p> <p>Note: Shipping costs should be added as a line-item under the original Purchase Order by the requisitioner.</p>						
25.	View Payment Terms						
26.	Within the Additional Fields section, complete the Service Start Date and Service End Date						
27.	(Optional) In Additional Fields add and edit account numbers, customer references and address						
Line-item Section							
28.	Select the Add/Update button and then select General Services from the options						
29.	<p>The service line appears and requires completion. The following fields must be completed:</p> <ul style="list-style-type: none"> • Part # • Description • Quantity – recommend entering 1 • Unit – EA (Each) in capital letters • Unit Price – Total net amount (without tax) • Service Start and End Date 						
30.	<p>IF ... THEN</p>						
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Add Tax at line item level							
31.	<p>To add tax, use the tick box to select the relevant line item, Select Tax from the Line Item Actions menu, select the tax category.</p> <p>Note: Tax category is defaulted to 0% and must be changed if GST is to be charged.</p> <p>Note: Shipping costs should be added as a line-item under the original Purchase Order by the requisitioner.</p>						
32.	Click Update						
33.	Click Next						
Invoice review							
34.	Review the summary page						
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The invoice is correct and ready for submission...	Select Submit and: <ul style="list-style-type: none"> - Exit to return to Purchase Order - Print to print a copy of the submitted invoice 						
End	<p>The invoice number displays on the purchase order under the related document section.</p> <p>Sent invoices can be viewed on invoice tiles in the Workbench.</p>						

What now?

List next activities that occur after this procedure has been completed

- For a goods order, invoice(s) will be submitted for payment, if a 3-way match is obtained between the Invoice, Purchase Order and goods receipt.
 - Note: if there is a mismatch, an exception is sent to the requisitioner to investigate which may require contact with the supplier to resolve.
- For a service order invoice submitted following approval of a manual Service Sheet, this will be submitted for payment.
- For a service order with an auto-generated Service Sheet, this will be held pending requisitioner approval of the Service Sheet, at which point it will be submitted for payment.