

Using Ariba for Ordering and Invoicing

Supplier User Guide

Introduction

To facilitate a streamlined ordering and invoicing process, Western Power utilises the Ariba Network to enable electronic transacting with suppliers for orders and invoices, providing real-time visibility of invoice status and remittance advice.

The purpose of this document is to provide suppliers with support in viewing orders and submitting invoices and other documents via Ariba.

This guide will provide instructions for both Standard and Enterprise Account types.

Ariba also provide support material at

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/

Documents in Ariba

Western Power transacts with suppliers using the following documents in Ariba:

Document type	Format	Page Number
Purchase Order	PO123456	View Order 15-19 Submit Invoice 28-33
Order Confirmation	OC12345	Submit OC 23-27
Contract Order	C12345	View Order 20-22 Submit Invoice 34-42
Credit Memo	Supplier's format	Submit CM 43-48



Other Support Topics

See following slides in this pack for other support topics:

Topic	Page
Managing your Ariba Account	
- Managing your account	7
- Managing Users	8
- Email Notification Options	9
Ariba Network Account Type and Dashboard Options	10-15
Other topics about invoices	
- Set up Default ABN for Invoices	50
- Cancelling an invoice	51
- Resubmitting a rejected invoice	52
- Invoice Notifications	53
Support	54-56

Managing your Ariba account



Managing your Ariba account

Before you get started on viewing orders and submitting invoices, you may need to set up your Ariba account.

See following slides for:

- Managing your account
- Managing users and user access
- Email notification options

For additional account configuration options click [here](#) to view Ariba support material.

Managing your account

If you want to change the username, password or email address for your account, click on your initials on the Ariba Network homepage -> My Account -> edit as required.

WP Test Supplier
wptestsupplier@wp.com

My Account

Link User IDs

Contact Administrator

Account Information

Username:* ⓘ
[Change Password](#)

Email Address:*

First Name:*

Middle Name:

Last Name:*

[Personal Information Change Log](#)

Business Role:

Preferences

Managing Users and User Access

Ariba allows you to create additional users that will have specific roles/access within your Ariba Standard Account.

The following video walks you through how to create roles (access) and users in your Ariba Network account. Only an administrator user can take these actions:

https://sapvideoa35699dc5.hana.ondemand.com/?entry_id=1_qgbewwcs

Note: you must create roles first, and then attach users to them. This can be done when creating a new user, or applied to an existing user.

Email Notification Options

To change your notifications and settings for orders, invoices and other documents:

In the main menu, select Settings and then update as required:

- Electronic Order Routing
- Electronic Invoice Routing
- Remittances
- Other settings as required

- Click [here](#) for more information

The screenshot shows a user account menu. At the top right, there is a dark blue header with a help icon (?) and a user profile icon labeled 'WS'. Below the header, the user's name 'WP Test Supplier' and email 'wptestsupplier@wp.com' are displayed. A search bar contains the text 'mber'. The menu is divided into sections: 'ACCOUNT SETTINGS' (Customer Relationships, Notifications), 'NETWORK SETTINGS' (Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications), and 'Company Profile' (Western Power - TEST, ANID: AN01009088381-T, Premium Package). The 'Settings' option under 'Company Profile' is highlighted with an orange box. A 'Logout' button and a 'Feedback' button are also visible.

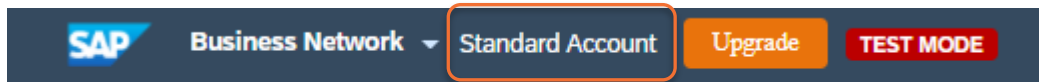
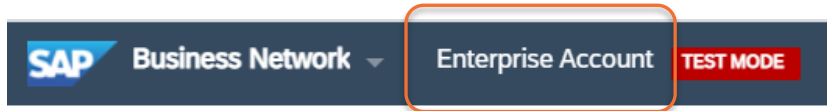
Ariba Network Account Type and Dashboard Options



Ariba Account Types

Depending on your Ariba account type, your Ariba Network dashboard will provide different actions – some actions are restricted in a Standard Account.

Your account type is visible at the top-left of your screen after logging in at supplier.ariba.com.



Ariba Network Dashboard

Your Ariba Network dashboard provides multiple tabs to get you where you need to go. If you have a Standard Account, some tabs will be greyed out / not available.

The screenshot displays the SAP Ariba Network dashboard interface. Key elements and annotations include:

- Navigation Bar:** Features the SAP logo, 'Business Network', 'Enterprise Account', and 'TEST MODE'. A 'Back to classic view' link is also present.
- Menu:** A horizontal menu with tabs: Home, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports.
- Search Bar:** A search bar with filters for 'Orders and Releases', 'Western Power - TEST', and 'Exact match', followed by a search icon.
- Dashboard Cards:** Five cards showing metrics for the last 31 days: Orders to invoice (5), Changed orders (0), Rejected invoices (1), New orders (2), and Orders (8).
- My widgets:** A section with a 'Customize' button and a dropdown for 'Western Power - TEST'. Below it are widgets for 'Purchase orders' (\$38K AUD), 'Invoice aging' (\$39.9K AUD), 'Company profile', and 'My leads'.
- Actions Available:** A dropdown menu on the right lists actions: PO Invoice, Non-PO Invoice, Contract Invoice, Service Entry Sheet, and Time & Expense Sheets.

Annotations with arrows point to the following areas:

- Tabs available:** Points to the navigation menu.
- Search for documents:** Points to the search bar.
- Customisable widgets:** Points to the 'Customize' button.
- Actions available:** Points to the dropdown menu on the right.

Searching for Orders and Invoices

Use the **Workbench** to search for purchase orders and invoices.

Enterprise account only: use the **Orders** tab to search for contract orders, and the **Fulfillment** tab to search for Order Confirmations.

The screenshot shows the Workbench interface with the following elements:

- Navigation tabs: Home, Opportunities, **Workbench**, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and a Create button.
- Summary cards: 8 New orders (Last 31 days), 1 Changed orders (Last 31 days), 9 Orders to invoice (Last 31 days), 8 Rejected invoices (Last 31 days), 11 Orders (Last 31 days), and 12 Invoices (Last 31 days).
- Customisable filters: A section with an **Edit filter** button, a Save filter button, and a Last 31 days filter.
- Table of Invoices (12):

Type	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Date ↓		Action
Standard Invoice	Inv_D1234	Western Power - TEST	PO48200	Order	Online	supplier	Aug 31, 2021	\$1,800	...
Standard Invoice	Inv_B1234	Western Power - TEST	PO48199	Order	Online	supplier	Aug 31, 2021	\$1,980	...

Accessing Purchase Orders

On the Workbench dashboard, if you have an **Enterprise** account you can action multiple POs from the dashboard page. If you have a **Standard** account, these options will not be available - click on the PO link to the left to open and action the PO, or access the PO via the original email received.

The screenshot shows the SAP Business Network Workbench dashboard. At the top, there are navigation tabs: Home, Opportunities, Workbench (highlighted), Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. A 'Create' button is visible in the top right. Below the navigation, there are six summary cards: New orders (8), Changed orders (0), Orders to invoice (11), Rejected invoices (0), Orders (29), and Invoices (24). To the right of these cards is a sidebar with options: PO Invoice, Non-PO Invoice, Contract Invoice (highlighted), Service Entry Sheet, and Time & Expense Sheets. Below the summary cards, there is a section for 'New orders (8)' with filters for 'Last 31 days' and 'New'. A table of orders is displayed with columns: Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions. The table contains five rows of orders from Western Power - TEST. For each row, there are two action menus. The first menu, labeled 'Enterprise account actions', includes: Confirm entire order, Update line items, Reject entire order, Create ship notice, Create service sheet, Standard invoice, and Hide. The second menu, labeled 'Standard account actions', includes: Send me a copy to take..., Confirm entire order, Update line items, Reject entire order, Create ship notice, Create service sheet, and Standard invoice.

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
PO48182	Western Power - TEST	\$3,000.00 AUD	Jul 20, 2021	New		Confirm entire order, Update line items, Reject entire order, Create ship notice, Create service sheet, Standard invoice, Hide
PO48181	Western Power - TEST	\$1,500.00 AUD	Jul 20, 2021	New		Send me a copy to take..., Confirm entire order, Update line items, Reject entire order, Create ship notice, Create service sheet, Standard invoice
PO48180	Western Power - TEST	\$1,500.00 AUD	Jul 20, 2021	New		Send me a copy to take..., Confirm entire order, Update line items, Reject entire order, Create ship notice, Create service sheet, Standard invoice
PO48179	Western Power - TEST	\$3,000.00 AUD	Jul 20, 2021	New		Send me a copy to take..., Confirm entire order, Update line items, Reject entire order, Create ship notice, Create service sheet, Standard invoice
PO48178	Western Power - TEST	\$1,500.00 AUD	Jul 20, 2021	New		Send me a copy to take..., Confirm entire order, Update line items, Reject entire order, Create ship notice, Create service sheet, Standard invoice

Click on PO link to open and action PO (both account types)

Enterprise account actions

Standard account actions

Viewing Purchase Orders



Logging into Ariba

When you receive an email notifying receipt of a new Purchase Order from Western Power, click on “**Process Order**” to log into Ariba and view the order.

You will be directed to **supplier.ariba.com**, where you can log in using your Ariba account details.

The Purchase Order will then display in full.

[EXTERNAL] Western Power - TEST sent a new Purchase Order **PO48190**



"Western Power - TEST" <ordersender-prod@ansmtp.ariba.com>

To ○ Ariba Specialist

Tovi



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



PO48190.htm
22 KB



Quote_A1402.docx
12 KB



PO48190.pdf
89 KB

CAUTION: This email originated from outside Western Power. Do not click links or open attachments unless you recognise the sender and know the content is safe. If you are unsure, please use the suspicious email button or contact the IT Service Desk.

SAP Ariba

Western Power - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.



Process order

Viewing a PO in Ariba

Purchase Order: PO48190

Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Download PDF
Download CSV
Export cXML

Order Detail Order History

Actions available

Related documents
e.g. invoices and
credit memos
submitted against
this order



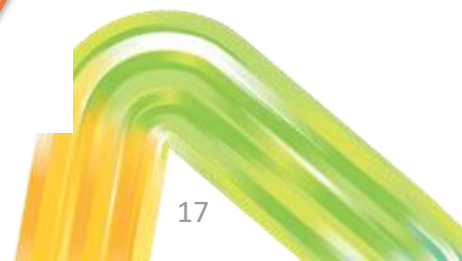
Purchase order
header details

From:
ACCOUNTS PAYABLE, WESTERN POWER
PERTH BC, LOCKED BAG 2503 PERTH WA 6849
PERTH WA
Australia

To:
Western Power - TEST
110 East St
Perth Western Australia 6000
Australia
Phone: [REDACTED]
Fax: [REDACTED]
Email: [REDACTED]

Purchase Order
(New)
PO48190
Amount: \$500.00 AUD
Version: 1

Routing Status: Acknowledged
Related Documents: [CN_123456](#)
[Inv_123456](#)



Viewing a PO in Ariba

Comments

- by JULIE SMITH, on Wednesday 18 Aug 2021 3:32 PM GMT+08:00
Refer to quote #A1402

Routing Status: Sent

Western Power
comments

Other Information

Terms and Conditions: Payment Terms:
A): Within 30 days of the date of the invoice or,
B): If this purchase order (Order) is subject to a Contract (as indicated by a Contract Number being specified on this Order or notified to the Supplier) then, within the time specified in the Contract.

[View more](#)

Attachments

[Quote_A1402.docx](#) (application/vnd.openxmlformats-officedocument.wordprocessingml.document)

Western Power
attachments sent with
PO

Ship All Items To

Head Office 11th Floor East
363 Wellington Street PERTH WA 6000

Australia
Ship To Code: HO11E
Phone: [REDACTED]
Email: [REDACTED]

Bill To

ACCOUNTS PAYABLE, WESTERN POWER
PERTH BC, LOCKED BAG 2503 PERTH WA 6849
PERTH WA
Australia

Deliver To

JULIE SMITH
Head Office 11th Floor East

Line Items

[Show Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1		CRPH1	Material		5 (HUR)	30 Oct 2021	\$100.00 AUD	\$500.00 AUD	Details
Contractor rate per hour									

Item details

Order submitted on: Wednesday 18 Aug 2021 3:32 PM GMT+08:00
Received by Ariba Network on: Wednesday 18 Aug 2021 3:32 PM GMT+08:00
This Purchase Order was sent by Western Power - TEST AN01009088014-T and delivered by Ariba Network.

Sub-total: \$ 500.00 AUD

Revised Purchase Orders

When Western Power submits a revised Purchase Order, you can see the changes highlighted in the new version of the PO.

If you access the original version of the PO, it will display as “obsoleted” and you will no longer be able to take action against it (i.e. you cannot invoice an obsoleted version of a PO).

Purchase Order

(→ **Changed**)

PO48190

Amount: \$600.00 AUD

~~Amount: \$500.00 AUD~~

Version: 2 (**Previous Version**)

Purchase Order

(Obsoleted)

PO43328

Amount: \$275.00 AUD

Version: 1

Viewing Contract Orders



Viewing Contract Orders

Viewing a Contract Order in the Ariba Network is only possible if you have an Enterprise Account. Select **Orders** -> **Contracts** -> **View Contracts**. Select Western Power as the Customer. If you have a Standard account, you cannot view the Contract Order directly, but can still load invoices against it – see slide [34](#).

The image shows a sequence of steps in the SAP Business Network interface. It starts with the 'Orders' menu, which is expanded to show 'Contracts'. An arrow points to a 'Contracts' sidebar menu where 'View contracts' is selected. Another arrow points to a 'View Contracts: Select Customer' screen. This screen includes a search bar for the customer name and a list of results. The 'Next' button is highlighted in both the sidebar and the bottom right of the screen.

SAP Business Network Enterprise Account TEST MODE

Home Opportunities Workbench **Orders** Fulfillment Invoicing

Contracts
Purchase Orders
Order Inquiries

Contracts

View and create invoices for contracts
View contracts
Create contract invoices
View contract invoices

View Contracts: Select Customer **Next** Back to Inbox

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: Search

Customer **1**

Western Power - TEST

Next Back to Inbox

Viewing Contract Orders

Select the relevant **Contract**. You can then review contract item details as required.

Contracts

You have created or been given edit access to the contracts listed below. Click an ID to display the associated contract details.

ID

ID	Term Type	Supplier	Title
C41128-WS6789	Item Level	Western Power - TEST	(CW1988075) Contractor Job 1234



C41128-WS6789 - (CW1988075) Contractor Job 1234

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request.

[Contract Workspace](#)

[Print](#)

Summary

[Pricing Terms](#)

Materials and Services

Id	Description	Pricing Summary
1	Junior Contractor hourly rate	\$100.00 AUD Negotiated Price
2	Senior Contractor rate per hour	\$200.00 AUD Negotiated Price



Creating Order Confirmations



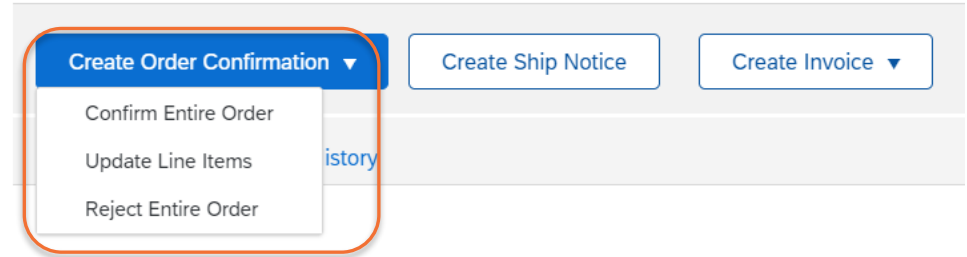
Creating Order Confirmations

Where you have been advised by Western Power that it is required, Order Confirmations are to be submitted against Purchase Orders on provision of requested goods/services.

Open the PO and select **Create Order Confirmation**. Select appropriate OC option:

- **Confirm Entire Order** as-is
- **Update Line Items** (change quantities or other details for some items)
- **Reject Entire Order** – please do not use. Confirm items with zero quantity instead.

Purchase Order: PO48190



Creating Order Confirmations

All Header fields are optional, however it is recommended to fill in **Confirmation #** with a reference applicable to both supplier and Western Power. Add **Comments** and **Attachments** to support your Order Confirmation.

1 Update Item Status 2 Review Confirmation

Order Confirmation Header * Indica

Confirmation #:

Associated Purchase Order #: PO49100

Customer: Western Power - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: Est. Shipping Cost:

Est. Delivery Date: Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 10MB

Updating Line Items

If you have selected the “Update Line Items” option you can enter quantities for each item, revising upwards or downwards as required.

****Do not attach documents to line items at item-level. Please add attachments at header-level only (see previous slide).**

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
1	CRPH1 Contractor rate per hour	5 (HUR)	30 Oct 2021	\$100.00 AUD

Current Order Status

5 Unconfirmed

Confirm: Backorder: [Details](#) ⓘ

[Reject All](#) ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 10MB

↳ [Confirm All](#) ⓘ

Revised Purchase Order

Western Power order requester will review the Order Confirmation and attached supporting documentation.

If appropriate a 'Changed' Purchase Order will be sent.

Once a changed Purchase Order is received suppliers may proceed to invoicing. **If you are accessing the PO via email, ensure you use the email containing latest version of the PO.**

Purchase Order: PO48190

Order Management Interface:

- Create Order Confirmation ▾
- Create Ship Notice
- Create Invoice ▾
- Download (Download icon)

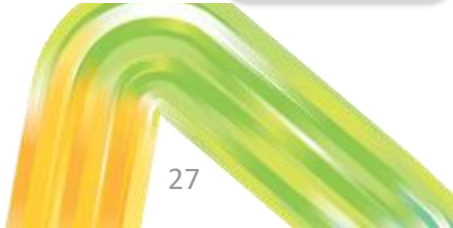
Order Detail | Order History



From:
ACCOUNTS PAYABLE, WESTERN POWER
PERTH BC, LOCKED BAG 2503 PERTH WA 6849
PERTH WA
Australia

To:
Western Power - TEST
110 East St
Perth Western Australia 6000
Australia
Phone: [REDACTED]
Fax:
Email: [REDACTED]

Purchase Order
(+ Changed)
PO48190
Amount: \$600.00 AUD
Amount: \$500.00 AUD
Version: 2 (Previous Version)



Creating Invoices against Purchase Orders



Creating Invoices – Purchase Orders

Purchase Orders follow the format “PO12345” in the order number. If you want to invoice a Contract Order (format C12345-WS6789), see slide [34](#).

Once you have opened your PO (see slide [15](#)), select **Create Invoice** -> **Standard Invoice**.

Purchase Order: PO48190

The screenshot displays a software interface for a Purchase Order (PO48190). At the top, there are three buttons: "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". The "Create Invoice" button is highlighted with a red border and has a dropdown menu open, showing three options: "Standard Invoice", "Line-Item Credit Memo", and "Line-Item Debit Memo". Below the buttons, there are two tabs: "Order Detail" and "Order History".

Creating Invoices – Purchase Orders

Once the invoice template is displayed you will then be required to populate the following fields:-

- **Invoice #** - please submit exactly as appears on your invoice. Duplicate invoice numbers are not allowed.
- **Invoice Date** - Western Power only allows invoice date to be back-dated by 2 weeks, and cannot be future-dated.
- **ABN** - click [here](#) for instructions on how to set this as default value
- Add mandatory **Attachment** (PDF copy of your invoice) at header-level, and optional **Comments**

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: **PO48190**

Invoice #:*

Invoice Date:* 19 Aug 2021

Service Description:

ABN:* 1234567

Remit To: 1 One street ▼

Perth WA
Australia
Bill To: **ACCOUNTS PAYABLE, WESTERN POWER**
PERTH WA

Subtotal: **\$600.00 AUD**
Total Tax: **\$60.00 AUD**
Total Gross Amount: **\$660.00 AUD**
Total Net Amount: **\$660.00 AUD**
Amount Due: **\$660.00 AUD**

Tax

Shipping Documents

Additional Reference Documents and Dates

Comment

Attachment

***Attachments**

The total size of all attachments cannot exceed 10MB

Choose file No file chosen Add Attachment

Creating Invoices – Purchase Orders

Tax on the invoice will default to 10% at header level (applies to all items).

- If the entire invoice is GST-free, select Category as **0% GST / gstfree**.
- If GST applies to some items only, select **Line level tax** and add tax to individual items (see next slide).
- GST values other than 0% or 10% will be rejected.

Western Power does not allow header-level **Shipping** – if relevant an item will exist on the PO that can be invoiced instead.

Additional Fields are all optional.

The screenshot shows a purchase order form with several sections highlighted by red boxes:

- Tax**: Includes radio buttons for "Header level tax" (selected) and "Line level tax". A dropdown menu shows "10% GST / gst" and "0% GST / gstfree".
- Shipping**: Includes radio buttons for "Header level shipping" (selected) and "Line level shipping".
- Additional Fields**: Includes input fields for "Supplier Account ID #:", "Customer Reference:", "Supplier Reference:", and "Payment Note".

Other visible fields include:

- Category: 10% GST / gst
- Location: (empty)
- Description: gst
- Regime: (empty)
- Ship From: Western Power - TEST, Perth Western Australia, Australia
- Ship To: Head Office 11th Floor East, Australia, JULIE SMITH, Head Office 11th Floor East
- Supplier: Western Power - TEST, Perth Western Australia, Australia
- Customer: Western Power - TEST, Perth Western Australia, Australia
- Service Start Date: (calendar icon)
- Service End Date: (calendar icon)
- Taxable Amount: \$600.00 AUD
- Tax Rate Type: (empty)
- Rate(%): 10
- Tax Amount: \$60.00 AUD
- Exempt Detail: (no value)
- Email: (empty)

Creating Invoices – Purchase Orders

The draft invoice will include all items on the PO by default. **Amend** item quantities and pricing if required, and use the **Include** toggle or **Delete** button to remove items from the invoice entirely. Click **Next** once complete.

If you selected **line level tax** in the Invoice header, you can add tax to relevant line items here.

****Please do not include attachments at line level****

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	CRPH1	Contractor rate per hour		6	HUR	\$100.00 AUD	\$600.00 AUD

↳ **Line Item Actions** ▼

- Edit
- Add
- Tax

Shipping Documents
Comments
Attachment

Creating Invoices – Purchase Orders

Review invoice summary and **Submit** once ready. You can then **Print** your invoice, or **Exit** to return to the Purchase Order, which displays a link to the invoice for future reference.

Create Invoice [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.

[Standard Invoice](#) / [Tax Invoice](#)

Invoice Number: Inv_123456	Subtotal: \$400.00 AUD
Invoice Date: Friday 20 Aug 2021 8:45 AM GMT+08:00	Total Tax: \$40.00 AUD
Original Purchase Order: PO48190	Total Gross Amount: \$440.00 AUD
	Total Net Amount: \$440.00 AUD
	Amount Due: \$440.00 AUD

REMIT TO:	BILL TO:	SUPPLIER:
-----------	----------	-----------

Invoice Inv_123456 has been submitted.

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

Purchase Order
(→ Invoiced)
PO48190
Amount: \$600.00 AUD
Amount: \$500.00 AUD
Version: 2 ([Previous Version](#))

Routing Status: Acknowledged
Related Documents: [Inv_123456](#)

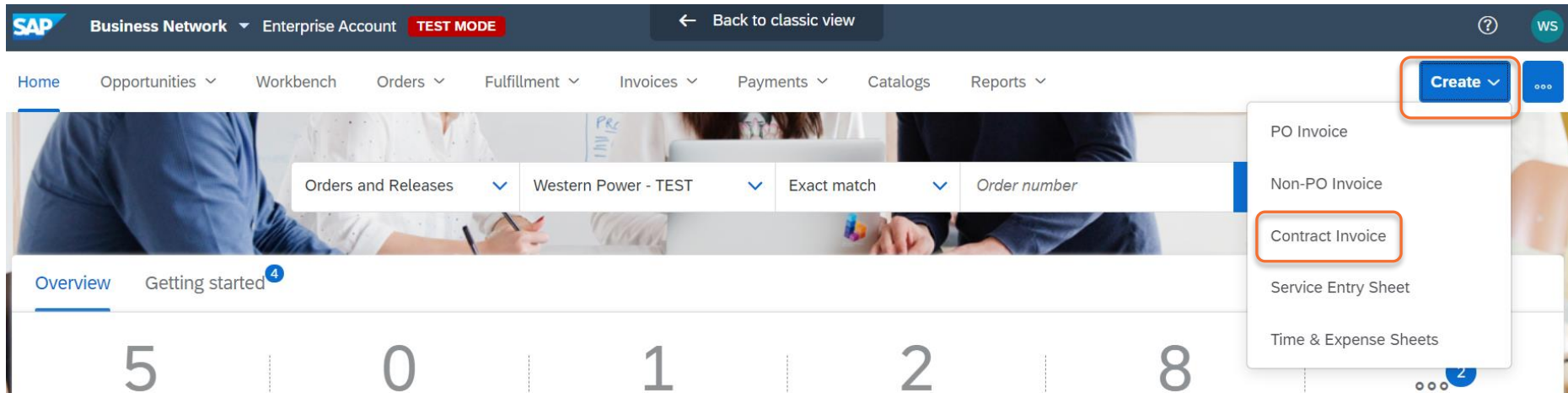
Creating Invoices against Contract Orders



Creating Invoices – Contract Orders

Contract Orders are another type of order used by Western Power, and follow the format “C12345-WS6789” in the order number. If you want to invoice a Purchase Order (format PO12345), see slide [28](#).

An invoice can be produced for a Contract Order by selecting **Create** from your Ariba dashboard.



The screenshot displays the SAP Business Network Ariba dashboard. The top navigation bar includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A 'Back to classic view' button is also present. The main navigation menu contains 'Home', 'Opportunities', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Create' button is highlighted with a red box, and its dropdown menu is open, showing options: 'PO Invoice', 'Non-PO Invoice', 'Contract Invoice' (highlighted with a red box), 'Service Entry Sheet', and 'Time & Expense Sheets'. The dashboard content area shows 'Orders and Releases' for 'Western Power - TEST' with an 'Exact match' filter and an 'Order number' field. The bottom navigation bar includes 'Overview' and 'Getting started' (with a notification icon). Large numbers 5, 0, 1, 2, and 8 are visible at the bottom of the slide.

Creating Invoices – Contract Orders

Select Western Power and 'Next'.

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 ↑

Western Power - TEST



Creating Invoices – Contract Orders

Prev

Next

Cancel

Select **Contract** and search for the Contract Number.

Enter your **Invoice Number** exactly as per what is on your invoice. Duplicate invoice numbers are not allowed.

Enter **Invoice Date**. Western Power only allows invoice date to be back-dated by 2 weeks, and cannot be future-dated.

Customer Reference is an optional field.

Click **Next**.

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with a *

Supplier Tax ID: More...

Contract: * C41126-WS123456 [select]

Invoice #: *

Invoice Date: *



Sold To Email: no.reply@wp.com.au

Payment Terms: (no value)

Customer Reference:

Contract Number: WS123456

gstID:

Ship From: Western Power - TEST

Creating Invoices – Contract Orders

Once the invoice template is displayed you will then be required to populate the following fields:-

- **ABN** - click [here](#) for instructions on how to set this as default value
- Add mandatory **Attachment** (PDF copy of your tax invoice) at header level, and optional **Comments**
- Western Power does not allow header-level **Shipping** – if relevant an item will exist on the Contract Order that can be invoiced instead.

▼ Invoice Header

* Indicates required field

Add to Header ▼

Summary

Contract Number: C41126-WS123456
Invoice #: Inv_45678
Invoice Date: 20 Aug 2021

Subtotal: \$0.00 AUD
Total Tax: \$0.00 AUD
Total Gross Amount: \$0.00 AUD
Total Net Amount: \$0.00 AUD
Amount Due: \$0.00 AUD

Service Description:

Sold To Email: no.reply@wp.com.au

Tax

Shipping Documents

Additional Reference Documents and Dates

Comment

Attachment

Remit To

Perth WA
Australia

ABN: *

Bill To: Electricity Networks Corporation

[View/Edit Addresses](#)

Perth Western Australia
Australia

*Attachments

The total size of all attachments cannot exceed 10MB

No file chosen

Creating Invoices – Contract Orders

Tax on the invoice will default to 10% at header level (applies to all items).

- If the entire invoice is GST-free, select Category as **0% GST / gstfree**.
- If GST does not apply to all items, select **Line level tax** and add tax to individual items (see next slide).
- GST values other than 0% or 10% will be rejected.

Additional Fields are all optional.

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: 10% GST / gst

Location:

Description: gst

Regime:

Taxes
10% GST / gst
0% GST / gstfree

Taxable Amount: \$0.00 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$0.00 AUD

Exempt Detail: (no value) v

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Western Power - TEST**
Perth Western Australia
Australia

Bill From: **Western Power - TEST**
Perth Western Australia
Australia

Service Start Date:

Service End Date:

Customer: **Western Power - TEST**
Perth Western Australia
Australia
Email: no.reply@wp.com.au

Creating Invoices – Contract Orders

Select **Add Items** to add items to the draft invoice. Search by description or part number to find items.

Amend quantities / prices (if allowed) and **add items to invoice**. As you add each item, the shopping cart will display the number of items you have added. Once complete, select **Done** and you will be returned to the draft invoice.

Line Items

<input type="checkbox"/>	No.	No.	Include
	Line Item Actions ▾	Add Items	

Create Contract Invoice: Add Contract Item Done Cancel

Contract: C41128-WS6789

Browse By Category Services >

All Categories ▼ Search by part #, supplier name, or keyword 🔍 🛒

2 item(s) found View: ☰ ☐ Sort by: Relevance ▾

Add Item Compare Items

Junior Contractor hourly rate
Supplier: Western Power - TEST
Supplier Part #: JC1
Available in: 0 Day(s)
Catalog Name: C41128-WS6789
Supplier URL:
Indicative Market Price:
Junior Contractor hourly rate \$100.00 AUD / hour
Qty: **Add Item**

Senior Contractor rate per hour
Supplier: Western Power - TEST
Supplier Part #: SC1
Available in: 0 Day(s)
Catalog Name: C41128-WS6789
Supplier URL:
Senior Contractor rate per hour \$200.00 AUD / hour
Qty: **Add Item**

Creating Invoices – Contract Orders

Select **Change Items** to amend details on any items already added to the invoice; or **Add Items** to add more items to the invoice. Click **Next** when the invoice details are finalised.

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	JC1	Junior Contractor hourly rate		1	HUR	\$100.00 AUD	\$100.00 AUD

Shipping

Ship From: **Western Power - TEST** Ship To: **Head Office 11th Floor East** [View/Edit Addresses](#)
Australia Deliver To: Australia
Head Office 11th Floor East

Shipping Cost Shipping Date:

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	MATERIAL	SC1	Senior Contractor rate per hour		3	HUR	\$200.00 AUD	\$600.00 AUD

Shipping

Ship From: **Western Power - TEST** Ship To: **Head Office 11th Floor East** [View/Edit Addresses](#)
Australia Deliver To: Australia
Head Office 11th Floor East

Shipping Cost Shipping Date:

↳

Creating Invoices – Contract Orders

Review invoice summary and **Submit** once ready. You can then **Print** your invoice, or **Exit** to return to the Ariba dashboard.

NOTE: if you have a Standard Account, you **cannot** save a Contract Order invoice and return to it later.

Create Invoice [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.

Standard Invoice / Tax Invoice

Invoice Number: Inv_45678	Subtotal: \$700.00 AUD
Invoice Date: Friday 20 Aug 2021 3:30 AM GMT-07:00	Total Tax: \$70.00 AUD
Contract Number: C41128-WS6789	Total Shipping: \$0.00 AUD
	Total Gross Amount: \$770.00 AUD
	Total Net Amount: \$770.00 AUD
	Amount Due: \$770.00 AUD

REMIT TO: BILL TO: SUPPLIER:

Invoice Inv_45678 has been submitted.

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

Creating Credit Notes

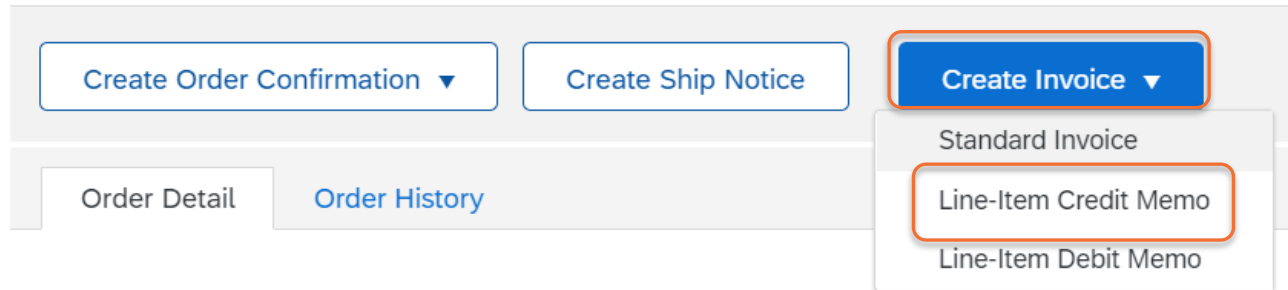


Creating Credit Notes

To submit a credit note, navigate to the original Purchase Order in the Ariba Network and select **Create Invoice -> Create Line Item Credit Memo**.

Note: you can also navigate to the invoice directly and select the same option.

Purchase Order: PO48199



The screenshot displays the Ariba Network interface for a Purchase Order (PO48199). At the top, there are three buttons: 'Create Order Confirmation' with a dropdown arrow, 'Create Ship Notice', and 'Create Invoice' with a dropdown arrow. The 'Create Invoice' button is highlighted with a red border. Below it, a dropdown menu is open, showing three options: 'Standard Invoice', 'Line-Item Credit Memo' (highlighted with a red border), and 'Line-Item Debit Memo'. On the left side, there are two tabs: 'Order Detail' and 'Order History', with 'Order History' being the active tab.

Creating Credit Notes

Select the invoice the credit note applies to, and select **Create Line-Item Credit Memo**. On the next screen select **quantity adjustment** or **price adjustment** as required. Click **Next**.

Line-Item Memo Done

Invoices (1) ☰

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
<input type="radio"/> Inv1_ABC	Western Power - TEST	PO48201	Online	Supplier	No	Order	31 Aug 2021	\$660.00 AUD	Queued	Sent

↳ Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Create Non-PO Invoice Create Contract Invoice

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type

Quantity Adjustment Price Adjustment

Creating Credit Notes

Enter **Credit Memo #** and **Credit Memo Date**.

Amend **tax** details if required:

- If the entire credit memo is GST-free, select Category as **0% GST / gstfree**.
- If GST does not apply to all items, select **Line level tax** and add tax to individual items.
- Add mandatory **attachment** (PDF copy of your credit note) at header level.

▼ Invoice Header

Summary

Credit Memo #:*

Credit Memo Date:* 31 Aug 2021

Original Invoice No: Inv_123456

Original Invoice Date: 20 Aug 2021

ABN:* 1234567

Remit To 1 One street

Perth WA
Australia

Bill To: **ACCOUNTS PAYABLE, WESTERN POWER**

PERTH WA
Australia

Add to Header ▼

Tax

Attachment

Subtotal: **\$-600.00 AUD**

Total Tax: **\$-60.00 AUD**

Total Gross Amount: **\$-660.00 AUD**

Total Net Amount: **\$-660.00 AUD**

Amount Due: **\$-660.00 AUD**

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* GST

Location:

Taxable Amount: **\$-600.00 AUD**

Tax Rate Type:

Creating Credit Notes

Additional Fields are all optional.

Enter mandatory Reason for Credit Memo.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date:

Service End Date:

Supplier: **Western Power - TEST**
Perth Western Australia
Australia

Bill From: **Western Power - TEST**
Perth Western Australia
Australia

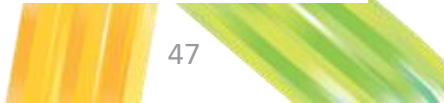
Customer: **Western Power - T**
Perth Western Aus
Australia

Email:

Comment

Reason for Credit Memo: +

Default Credit Memo Comment Text:



Creating Credit Notes

Amend quantities or prices as required. Remove items using the **Include** toggle button or **Delete** option.

Note: when submitting a credit memo you can only credit the entire invoice or an entire line; you cannot submit a credit for a partial line value.

Select **Next** and **Submit**.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	CRPH1	Contractor rate per hour		-6	HUR	\$100.00 AUD	-\$600.00 AUD

↳ Line Item Actions ▾ Delete

Previous Submit Save Exit

Update Save Exit Next

origin and destination of invoice. The document's originating country
living service. Note that you will also be able to archive old invoices once

Line-Item Credit Memo

(Original Invoice No: Inv_123456)

Credit Memo Number:	CN_123456	Subtotal:	\$-600.00 AUD
Credit Memo Date:	Tuesday 31 Aug 2021 10:02 AM GMT+08:00	Total Tax:	\$-60.00 AUD
Original Invoice Number:	Inv_123456	Total Gross Amount:	\$-660.00 AUD
Original Invoice Date:	Friday 20 Aug 2021 9:31 AM GMT+08:00	Total Net Amount:	\$-660.00 AUD
Original Purchase Order:	PO48190	Amount Due:	\$-660.00 AUD

Other topics about Invoices

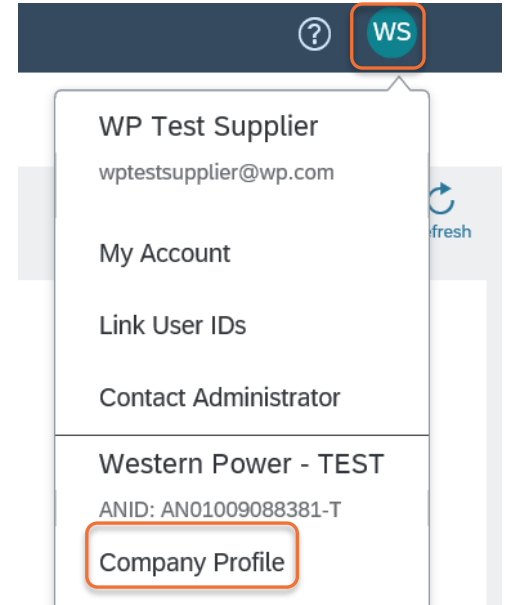


Set up Default ABN for Invoices

To set up a default Tax Id (ABN) field for invoicing, take the following actions:

1. Click on **user initials (Account Settings)** in the upper right corner of the **Home** page.
2. Select **Company Profile** from the pull-down menu.
3. Access the **Business** tab.
4. Update the **ABN Number** field.
5. Click **Save**.

This will allow you to define a default ABN that will be automatically applied every time you create a new invoice.

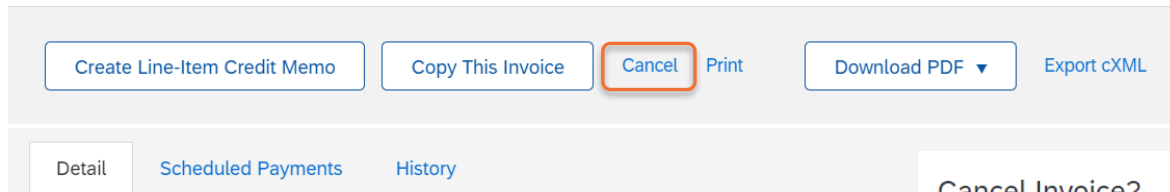


Cancelling an invoice

If you need to cancel a submitted invoice, this can only be done if it has not already been approved by Western Power.

Navigate to the invoice in Ariba, and select **Cancel**, and then **Yes**. A cancellation request will be sent to Western Power for approval.

Invoice: Inv_123456



The screenshot shows a toolbar with several buttons: 'Create Line-Item Credit Memo', 'Copy This Invoice', 'Cancel', 'Print', 'Download PDF', and 'Export cXML'. The 'Cancel' button is highlighted with a red border. Below the toolbar is a navigation bar with tabs for 'Detail', 'Scheduled Payments', and 'History'.

Cancel Invoice?

Are you sure you want to cancel this invoice?

Yes No

Resubmitting a Rejected Invoice

If your invoice was rejected and you need to resubmit it, you can create a new invoice – see earlier sections in this pack.

Alternatively you can navigate to the rejected invoice (via Ariba dashboard, or email notification received), and select **Copy this Invoice** (if available) or **Edit & Resubmit** and follow the prompts.

Note: Western Power does not allow duplicate invoice numbers. When resubmitting a rejected invoice add an “A” to the end of the invoice number. E.g. “Inv_PO48085A”.

Invoice: Inv_PO48085

Invoice: Inv_PO48085

Edit Create Line-Item Credit Memo Copy This Invoice

Detail Scheduled Payments History

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
INV-35: The invoice status has been successfully updated to Processing
DOC-1:
INV-35: The invoice status has been successfully updated to Rejected
(07:00)

Comment: as (redacted), 2021-03-31T23:54:03-07:00

Edit & Resubmit

Invoice Notifications

You will receive notifications when invoices are approved or rejected in Ariba. If an invoice is rejected, the Western Power invoice approver who rejected the invoice will provide supporting comments. Please contact this person directly if follow-up is required in regards to the invoice rejection.

network_accounts@ariba.com <ordersender-prod@ansmtp.a
Approved - Invoice 6874531 - to Western Power - TEST (ANID: AN01009088014-T) -
Notification from Ariba Network

n
ownload pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in

network_accounts@ariba.com <ordersender-prod@ansmtp.ar
Rejected - Invoice test - to Western Power - TEST (ANID: AN01009088014-T) -
Notification from Ariba Network

ision
ownload pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in
ge.

Right-click here to

our customer Western Power - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01397754758-T).

Country	AU
Customer	Western Power - TEST
Invoice number	6874531
Invoice Status	Approved
Description	Comment:approved (BILLIE PALMER, 2018-03-19T00:55:17-07:00)---

[View invoice](#)

Right-click here to

Your customer Western Power - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01397754758-T).

Country	AU
Customer	Western Power - TEST
Invoice number	test
Invoice Status	Rejected
Description	Comment:rejected (BILLIE PALMER, 2018-03-19T00:47:00-07:00)---
Partial Amount	0.00

[View invoice](#)

Ariba Support



Ariba Support

Ariba support topics are available directly within your Ariba account:

The screenshot displays the SAP Business Network user interface. At the top left, the SAP logo is followed by 'Business Network', 'Enterprise Account', and a red 'TEST MODE' badge. A 'Back to classic view' button is located to the right. Below this is a navigation bar with links for Home, Opportunities, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. On the right side of the interface, there is a user profile icon with a question mark, a 'WS' icon, and a 'Create' button. A 'Help Topics' dropdown menu is open, showing a search bar and a list of help topics. The 'Help Topics' menu is highlighted with an orange border. The list of topics includes 'Documentation', 'Support', 'What's new in Enterprise ac...', 'What is SAP Business Netw...', 'Introducing the new SAP Busin...', 'Introducing the new help ce...', 'Finding orders, invoices, an...', 'Adding payment tiles (2:48)', 'Discovering new insights', 'Common browser issues', 'How do I create an invoice?', and 'I need help accessing a sou...'. A 'Feedback' button is visible on the right side of the menu.

SAP Business Network Enterprise Account TEST MODE

← Back to classic view

Home Opportunities Workbench Orders Fulfillment Invoices Payments Catalogs Reports

Help Topics

Search Help Topics

Documentation

Support

What's new in Enterprise ac...

What is SAP Business Netw...

Introducing the new SAP Busin...

Introducing the new help ce...

Finding orders, invoices, an...

Adding payment tiles (2:48)

Discovering new insights

Common browser issues

How do I create an invoice?

I need help accessing a sou...

Feedback

Ariba Support

Additional information regarding ordering and invoicing can be found [here](#).

To submit a service call to Ariba directly, see this [guide](#).

Additional support for the process can be provided by Western Power:

Email: ariba.specialist@westernpower.com.au

Invoice Payment Queries:

Email: am.accountspayable@westernpower.com.au



Head office

363 Wellington Street
Perth, WA 6000

westernpower.com.au

