#### AusNet

### AusNet Ariba Network Guide

Ariba Network Supplier

Ariba | October 2023



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• Ausnet Support



#### Locating Received Purchase Orders – Inbox and using Search

To view Purchase orders in the workbench, you will be required to log into Ariba at Ariba Network Supplier.

OR you can access the purchase orders via the blue process order button on the email.



#### **Purchase Order Status'**

The below table shows the different Purchase order statuses a supplier sees in the Ariba network and what that means

Status Level	Definition
New/Sent	Initial state. This is a new purchase order that has been sent (not acknowledged by supplier)
Changed	Existing purchase order has been canceled or replaced (obsoleted) by this subsequent (changed) purchase order
Confirmed	Purchase order has been confirmed via the order confirmation process
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order
Failed	A Purchase Order has been rejected OR Ariba experienced a problem routing the order to the supplier
Partially Invoiced	Some of the ordered quantities have been invoiced
Invoiced	Purchase order has been fulfilled/ completely invoiced.

#### Locating Received Purchase Orders – Inbox and using Search

When you login using your login credentials, the Dashboard or Homepage is displayed.

- 1. Click on Workbench
- 2. Click on Orders
- 3. To Use Search filters:

Click on Search Filters
 Select the Date Range required

3)Select the Received or Partially Received Order Status

4)Click on Search

4. Received Purchase Orders are displayed

Note: You may want to change the creation date to 365 days to display all purchase orders created in the year



5

#### **Opening your PO** from the workbench

After following the instructions on page 5, you should be able to search for your purchase order number

- Open the received purchase 1. order you wish to action by clicking on the hyperlinked PO number.
- 2. Screen displays the Purchase Order for review

Once reviewed an order confirmation will be required

Order Number	Customer	Amount	Date 4	Order Status	Amount Invoiced	Actic
4500062619	Ausnet Electricity Services Pty Ltd - TEST	\$119,000.00 AUD	Jan 23, 2023	New		-
4500062620	Ausnet Electricity Services Pty Ltd - TEST	\$200,000.00 AUD	Jan 23, 2023	Confirmed	\$4,200.00 AUD	

Order Detail

From:

Australia

Payment Terms

Supplier Address

Ausnet Standard Supplier

0.000% 30

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit https://www.ariba.com.



#### mission Zero



Purchase Order

(New) 4500062619 Amount: \$119,000.00 AUD Version: 1

Routing Status: Sent

### **Order Confirmation**



A Purchase Order is your document of truth and cannot be adjusted or changed.

AusNet requires suppliers to use the Order Confirmation process to accept the purchase order in Full OR to reject the purchase order with a valid reason for rejection.

You will be required to complete the order confirmation for all new and changed purchase orders before being able to submit an invoice.

## Order Confirmation Process:

To confirm the purchase order,

- 1. Open Purchase order from Workbench.
- 2. Click Create Order Confirmation.
- 3. Drop down box displays with available options:
  - Confirm Entire Order
  - Reject Entire Order
- 4. Make the applicable selection. If you are rejecting the Purchase Order, enter the rejection reason.

NOTE: You will not be allowed to submit an invoice which is above the PO value. If there are any changes, suppliers should contact the requester to change or adjust the Purchase Order. This will be sent back to your account as a changed order.

Purch	hase Order: 4500062620
С	reate Order Confirmation 🔻 Create Ship Notice Create Service Sheet Create Invoice 🔻
0	rder Detail Order History
From: AusNet	t Asset Services
Southba Australia Phone: Fax: +6	1, 2 Southbank Boulevard ank VIC 3006 a +61() 03 9695 6000 51() 03 9695 6666
Southba Australia Phone: Fax: +6	1, 2 SouthBank Boulevard ank VIC 3006 a +61 () 03 9695 6000 61 () 03 9695 6666
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Southba Australia Phone: Fax: +6	1, 2 southank Bolievard ank VIC 3006 a +61 () 03 9695 6000 b1 () 03 9695 6666

## Order Confirmation Process:

After clicking create Order Confirmation, select 'Confirm Entire Order'

- Enter Confirmation Number (which is any number you use to identify the order confirmation). \*This is not a required field\*
- 2. Please specify your Est. Delivery Date This is a required field.
- 3. Click Next when you have filled out all required fields.
- 4. Review the order confirmation, then click Submit.

Crea	ite Order Confirma nfirm Entire Order	ation 🔻 Creati	Ship Notice	Cr			
Confirming PO							
Confirm Entire	- Order Conferentian H						
Review Order Confirmation		Associated Purchase Order #: 4500062820 Customer: Ausnet Electri Supplier Reference:	:ity Services Pty Ltd - TEST				
	Shipping and Tax Information	Sid. Completion Datas				Est. Tax Cost:	
	Line Items						
	Line #	Part # / Description	Type	Oty (i	init)	Need By	Unit Price
	▼ 10	Services Contingency labour Current Order Status: Confirmed As Is	Servic	56		13 Oct 2020	
	1000100010	Services contingency services	Servic	ce: 200,0	00.0 (DAY)		51.00 AUD
Confirm Entire     Cor	nfirmation Update						
Review Dider     Confirmation     Supp	Jonfrenation R. 4500062520 - OC Jaw Reference:						
	1965-19935						
L	ine Items						

Previous

### INVOICING

All orders received via the Ariba Network require an invoice to be created in the Ariba Network



The Invoice# refers to your internal invoice number

Partial invoicing is allowed



Attach your invoice as supporting documentation and any other relevant documents



### **Invoice Status'**



Status Level	Definition
Sent	Ausnet received the invoice but hasn't approved or rejected it. If your invoice stays in this status for a while, contact Ausnet via <u>accounts.payable@ausnetservices.com.au</u> to see what needs to happen next.
Rejected	Invoice failed validation on Ariba network or it was rejected by Ausnet via their invoice processing system. You will receive a separate email from Ausnet's invoice processing system specifying the reason for rejection. You can edit and resubmit the rejected invoice. DO NOT submit a new invoice in it's place.
Approved	Posted by AusNet – Will be paid according to the agreed payment terms
Cancelled	Vendor cancelled OR AusNet cancelled due to Incorrect auto-match. You are not required to re-submit an invoice if Ausnet cancelled the invoice. Ausnet will re-process the invoice manually to facilitate payment.
Paid	Payment made. Remittance advice will be sent from Ausnet's bank.

### **ARIBA INVOICE SUBMISSION**

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Once you have completed the order confirmation, Create Invoice button will be enabled/visible for you.

- 1. Click Create Invoice
- 2. Select Standard Invoice.

Purchase Order: 4500062620

## INVOICING -REQUIRED FIELDS

Please look for the Asterix's to identify the required fields.

Please use the invoice that you have generated in your system to fill out the:

- Invoice # (should match the invoice number from your system)
- Invoice Date (Will have to be the date that you submit the invoice in Ariba as we do not allow backdating– I.e. Today)
- 3. Supplier TAX/VAT ID (Your ABN Number which is submitted in two places on the invoice)
- 4. GST (This auto-populates at 10%). You can change it if you need to submit it as GST free
- 5. Subtotal of invoice in Line-item section.
  - a. If you would like to submit a partial invoice, please ensure that you enter the amount, exclusive of GST, of the invoice in the lineitem section

(Note that the GST is automatically calculated on the top of that page)

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	Purchase O	Order: 450	00062620			 						
	Invoi	ice #:*	VV1_450006	62620								
	Invoice Date:	: (i) * <mark>2</mark> 5	5 Jan 2023									
	Service Descrip	ption:										
	Supplier Ta	ax ID:* 56	6387429754	4								
	Rem	nit To: ABC	C Pty Ltd									
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jousily Fully Invoice

Tax should remain at the header level, unless you are submitting multiple lines on your invoice that have varying tax rates. The header level tax automatically appears at 10%. DO NOT edit if not necessary.

#### HEADER LEVEL TAX

Tick to enter Tax – Select appropriate Tax category (10% GST OR 0% GST) This will automatically populate based on what is on the PO.

## LINE LEVEL TAX (applicable only if you a combination of taxable and non-taxable items at line level)

1. Tick line level Tax

2. Scroll to Line items and selectappropriate Tax category (10% GST OR 0% GST)

3. Click Add to Included Line.

4. Enter Tax Information in Tax line under the selected line item.

5. Update

### **INVOICING - TAX**

Tax 0       Image: Second	Category: * 10% C Location: Description: Good a Regime:	iST / Good and Servic	ie Tax	Taxes 10% GST / Gr 0% GST / GS	ood and Service Tax. T Free Items				Taxable Tax Ra Tax Exem	Amount: \$195,800 ste Type: Rate(%): 10 Amount: \$19,580.0 pt Detail: (no valu	0 AUD e) V	
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## INVOICING – ADDING AN ATTACHMENT

After following the steps to create an invoice (page 13), please add your system generated invoice and supporting documents to the Ariba Network.

- 1. Scroll and click "Add to header" which is right above line item section on the left side.
- 2. Select Attachment
- 3. Click "Choose file" and browse your computer for your attachment
- 4. Click "Add attachment" (make sure a box appears around your PDF attachment).

	Supplier VAT/Tax ID:* 56387429754							
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L	Shipping Cost							
Inc	Shipping Tax							
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## Completing a Partial Invoice

Locate and Open the Purchase Order (for assistance, please refer to page 6 and 7)

- 1. Create invoice as per the above steps.
- 2. In the QTY Section, type in your ex-GST invoice amount
- Select update at the bottom right-hand side of the page so that the subtotal updates to your invoice amount.

Partially Invoiced amounts will be drawn down from the total line value.

If your purchase order lines are not available for invoicing, please contact AusNet's Ariba Service helpdesk on:

ariba.servicedesk@ausnetservices.com.au

\												
Line Items	S									I Line items	, I included, offevious	ty Futty Invoice
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	IdX C	109	6 GST / Good an	d Service Tax	Discount						Add to Includ	ed Lines
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## Edit and Re-Submitting Invoices

Invoices that are rejected by AusNet Services will display as Rejected. Invoices can be rejected due to:



Missing information

Incorrect information – E.g. Incorrect Tax, Submission on Incorrect PO



Check the status of the invoice. Is it rejected or cancelled?



## Locating Rejected Invoices

Start on your Dashboard or Ariba Network Homepage:

1. Click on Workbench OR "rejected invoices" tile.

2. Click on Invoice Status

#### Using Search Filter:

a) Click on Search Filters

b) Click on Status and select Rejected

c) Click on Search, screen displays the rejected purchase orders

3. Select the required Invoice



#### Open and Review Rejected Invoice

After you have selected the Rejected Invoice, and this is displayed on your screen:

- 1. Read the reason for the Rejection
- 2. Click on Edit & Resubmit

Screen displays the invoice

Note: The Invoice number, purchase order number and other information is auto-populated

voice:	INV1_4500062	520									
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### Edit and Resubmit and your Invoice

Scroll through the Invoice and correct the identified errors

Potential errors include, but not limited to:

- Incorrect ABN
- Incorrect quantities entered
- Incorrect price displayed

3. Click on Next

4. Review the Invoice, then click on Submit

#### 5. Click on Done

#### The screen will display the Outbox

For Example, the below snippets so the change in invoice total.

	_												
nsert Line Item	Options	Tax Gategory:	10% G	ST / Good and Service Ta	u V	Discount						Add to Inc	luded l
	No.	Include	Туре	Part #	D	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal		
•	10			Services	0	Contingency Labour						Add/Update +	1
	No.	Include	Туре	Part #	D	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal		
	10001	3	SERVICE	Services		contingency services		3.00	DAY	\$1.0 AUD	\$3,000.00 AUE		
Service	e Period		Service Start	Date: 1 Oct 2022			Service End Date:	15 Dec 2022					
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INV-35: The invoice status has been successfully updated to Processing by Ausnet Electricity Services Pty Ltd - TEST. Description:- Indexed - INV-35: The invoice status has been successfully updated to Rejected by Ausnet Electricity Services Pty Ltd - TEST. Description:- Obsolete - DOC-1:

- Obsolete

You have already addressed reasons for failure/rejection by corrected invoice.

### **CREDIT MEMO**



- Credit Memos are actioned against a purchase order
- Credit Memos allow suppliers to create credit adjustments, either against the whole purchase order or for a specific line item on a purchase order.
- Credit Memos are accessed via a Purchase Order in the INBOX
- Credit Memos can be created for:
- Overcharged Subtotal on an Invoice
- Adjustment to the tax invoiced
- Adjustment to the Shipping Cost
- Adjustment for Special Handling of goods

Create Line-Item Credit Memo

## Credit Memo – Header Level

Locate and open the Purchase order OR select invoice from Workbench

1. Click on Create Invoice

2. Select Credit Memo

Screen displays Create Credit Memo.

3. Select "Create Line-Item Credit Memo"

Purchase Order: 4500062620	
Create Order Confirmation  Create Ship Notice Create Se	rvice Sheet
Order Detail Order History	Standard Invoice
	Line-Item Debit Memo
.ine-Item Memo	
Invoices (2)	
Invoice # Customer Reference Submit Method Origin Self Billing Source Doc	Date Amount Routing Status ① Invoice 5
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#### Credit Memo – Header Level cont.

4. Enter the Credit Memo Number, this is the number you provide to AusNet Services

5. Confirm the Credit Memo Date

Scroll down to locate the Comments field and comment appropriately.

6. Enter Comments for the Adjustment against the Purchase Order

7. Scroll down to Adjustment and update the Credit memo based on AusNet's requirement – These steps are communicated to you by Accounts payable team.

(see next page for details of subtotal adjustment)

Quantity Adjustment () Price Adjustme			Tota Total Amo To	Subtota Total Tay Il Gross Amounn Jotal Net Amount Amount Due	L: \$-3,500.00 AU c: \$-350.00 AU t: \$-3,850.00 AU t: \$-3,850.00 AU t: \$-3,850.00 AU e: \$-3,850.00 AU	
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#### Credit Memo – Adjustments – Subtotal

For Subtotal adjustments:

- Enter the value of the credit memo into the correct Adjustment type(remember it must be a negative figure)
- 2. To finalise, Press Next, Review and submit
- The Credit Memo will appear as an invoice (see screenshot)

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# AusNet Support

Account Payable Contact information: 1800 431 208 Accounts.payable@ausnetservices.com.au



