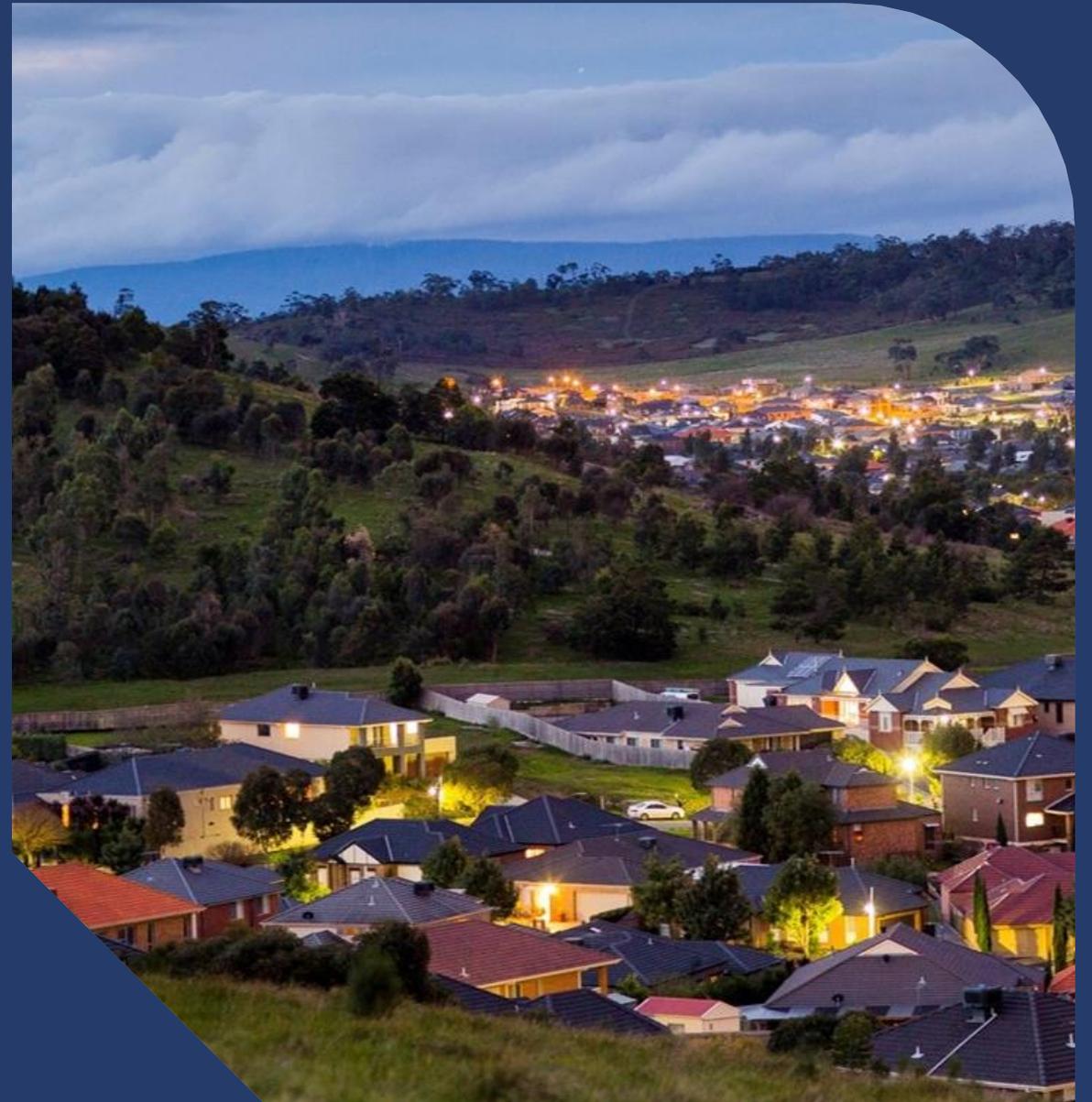


AusNet

# AusNet Ariba Network Guide

Ariba Network Supplier

Ariba | October 2023



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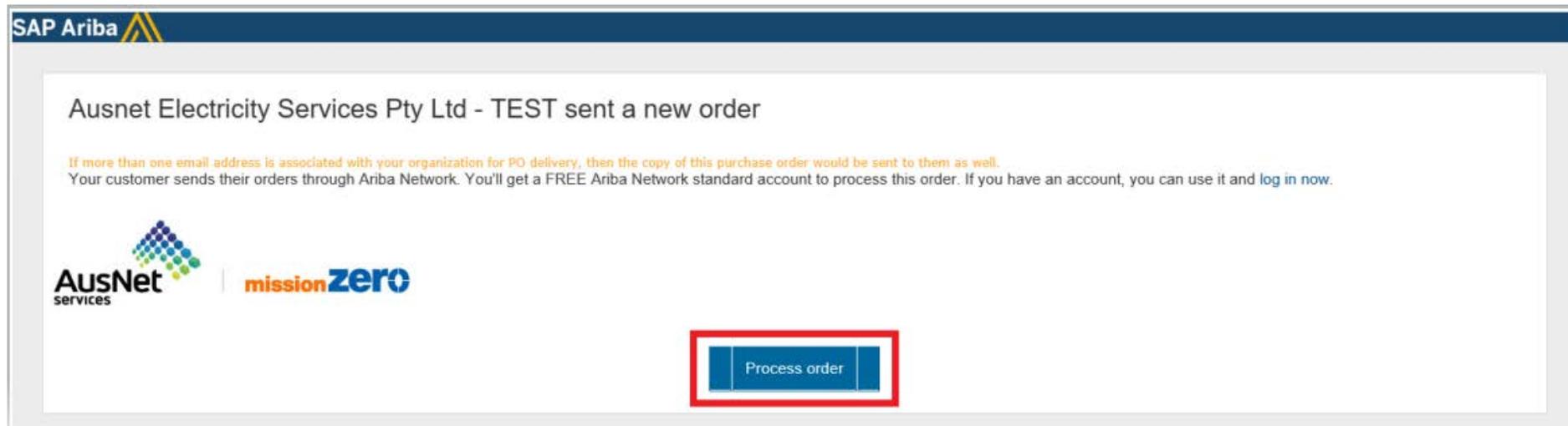
## AUSNET\_SUPPORT

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## 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Obsoleted	Purchase order that has been replaced by a subsequent (changed) order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:
  - 1)Click on Search Filters
  - 2)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

The screenshot shows the SAP Business Network dashboard. The 'Workbench' tab is selected, and the 'Orders' widget is highlighted with a red circle and the number 1. The dashboard includes navigation tabs, a search bar, and various data widgets for orders and invoices.

The screenshot shows the 'Workbench' page. The 'Orders' widget is highlighted with a red circle and the number 2. Below it, the 'Edit filter' button is highlighted with a red circle and the number 3. The 'Creation date' filter is set to 'Last 365 days'.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
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	...

# Opening your PO from the workbench

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

1. Open the received purchase 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

> Edit filter | Save filter | Last 31 days

Resend Failed Orders | [Print] [Refresh]

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
<a href="#">4500062619</a>	Ausnet Electricity Services Pty Ltd - TEST	\$119,000.00 AUD	Jan 23, 2023	New		***
<a href="#">4500062620</a>	Ausnet Electricity Services Pty Ltd - TEST	\$200,000.00 AUD	Jan 23, 2023	Confirmed	\$4,200.00 AUD	***

**Purchase Order: 4500062619** Done

Order Detail

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



**From:**  
**AusNet Asset Services**  
Level 31, 2 Southbank Boulevard  
Southbank VIC 3006  
Australia  
Phone: +61 ( ) 03 9695 6000  
Fax: +61 ( ) 03 9695 6666

**To:**  
**ABC Pty Ltd**  
2 Southbank Bvd  
Southbank  
Southbank VIC 3006  
Australia  
Phone:  
Fax:  
Email: [REDACTED]

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

---

**Payment Terms**  
0.000% 30

**Routing Status:** Sent

**Contact Information**  
Supplier Address  
Ausnet Standard Supplier

# 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.

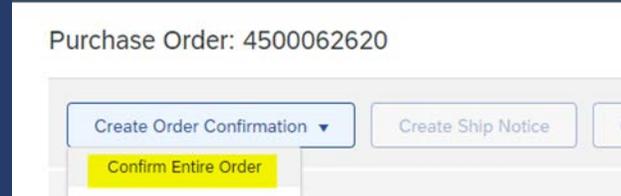
The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 4500062620. At the top, there are navigation links for 'Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. Below the PO ID, there are four buttons: 'Create Order Confirmation' (highlighted in yellow), 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. Below these buttons are two tabs: 'Order Detail' and 'Order History'. The main content area displays the logos for 'AusNet services' and 'missionzero'. Below the logos, the 'From:' information is provided: 'AusNet Asset Services', 'Level 31, 2 Southbank Boulevard', 'Southbank VIC 3006', 'Australia', 'Phone: +61 ( ) 03 9695 6000', and 'Fax: +61 ( ) 03 9695 6666'.

This screenshot shows the same SAP Business Network interface as the previous one, but with the 'Create Order Confirmation' dropdown menu open. The dropdown menu contains three options: 'Confirm Entire Order' (highlighted in yellow), 'Update Line Items', and 'Reject Entire Order' (highlighted in yellow). The rest of the interface, including the PO ID, buttons, and logos, remains the same.

# Order Confirmation Process:

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

1. 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.



Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #

Associated Purchase Order #: 4500062620

Customer: Ausnet Electricity Services Pty Ltd - TEST

Supplier Reference:

Shipping and Tax Information

Est. Completion Date: Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price
10	Services Contingency labour Current Order Status: Confirmed As Is	Service		13 Oct 2020	
1000100010	Services contingency services	Service	200,000.0 (DAY)		\$1.00 AUD

Confirmation Update

Confirmation #: 4500062620 - OC

Supplier Reference:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	Services Contingency labour Current Order Status: Confirmed With New Date (Estimated Completion Date: 24 Jan 2024)	Service		13 Oct 2023		\$200,000.00 AUD
1000100010	Services contingency services	Service	200,000.0 (DAY)		\$1.00 AUD	\$200,000.00 AUD

Previous Submit Exit

# INVOICING



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



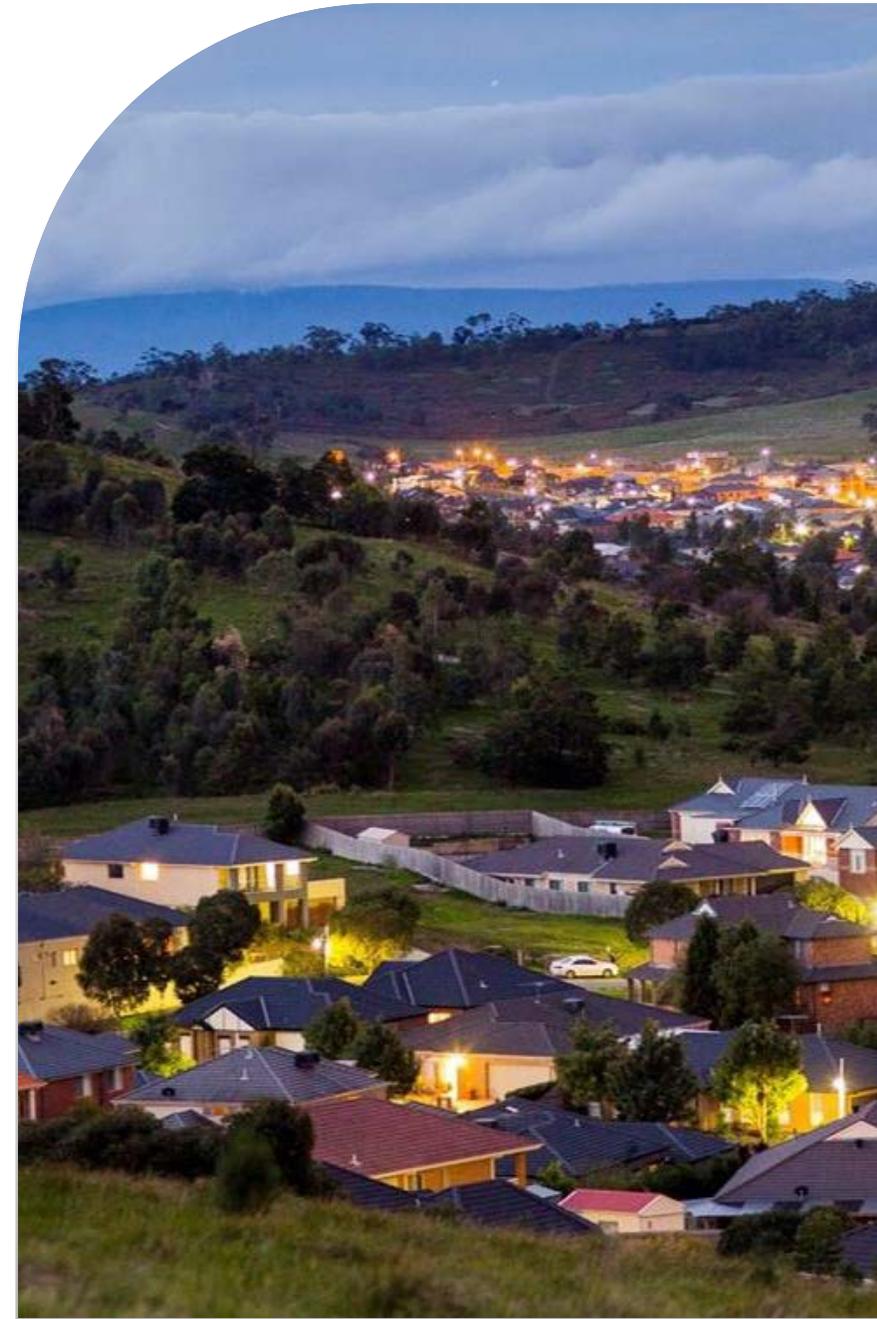
The Invoice# refers to your internal invoice number



Partial invoicing is allowed



Attach your invoice as supporting documentation and any other relevant documents



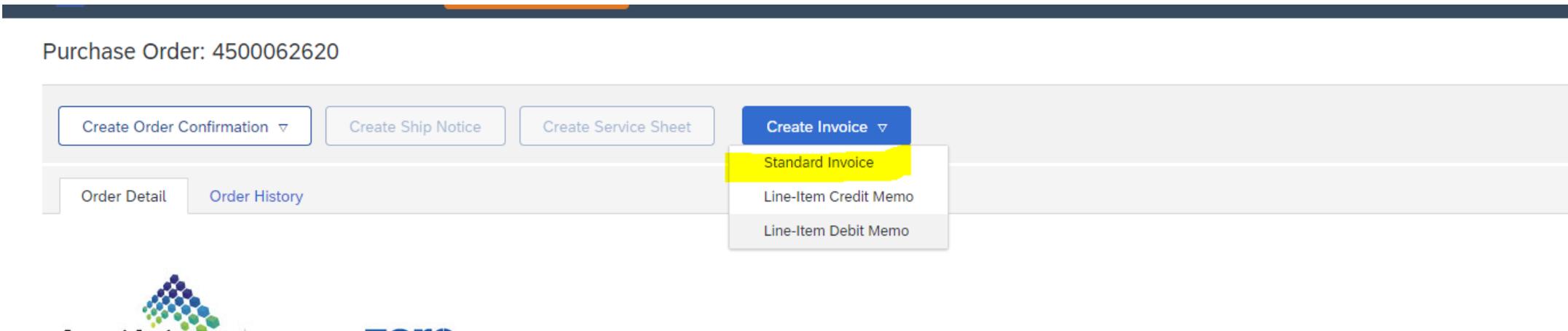
# Invoice Status'

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 <a href="mailto:accounts.payable@ausnetservices.com.au">accounts.payable@ausnetservices.com.au</a> 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

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

1. Click Create Invoice
2. Select Standard Invoice.



# 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:

1. Invoice # (should match the invoice number from your system)
2. 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 line-item section

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

▼ Invoice Header

---

Summary

Purchase Order: 4500062620

Invoice #: \* INV1\_4500062620

Invoice Date: ⓘ \* 25 Jan 2023

Service Description:

Supplier Tax ID: \* 56387429754

Remit To: ABC Pty Ltd

Southbank VIC  
Australia

Bill To: AusNet Asset Services

Southbank VIC  
Australia

Supplier VAT

Supplier VAT/Tax ID: \* 56387429754

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

Insert Line Item Options  Tax Category: 10% GST / Good and Service Tax  Discount Add to Included Lines

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
▼	SD			Services	Contingency labour						<span style="float: right;">Add/Update</span>
	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
	1000100010	<input checked="" type="checkbox"/>	SERVICE	Services	contingency services		4251	DAY	\$1.0 AUD	\$4,251.00 AUD	

Service Period: Service Start Date:  Service End Date:

# INVOICING - TAX

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 select appropriate 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

Tax  Header level tax  Line level tax

Category: 10% GST / Good and Service Tax

Location:

Description: Good and Service Tax

Regime:

Taxes

- 10% GST / Good and Service Tax
- 0% GST / GST Free Items

Taxable Amount: \$195,800.00 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$19,580.00 AUD

Exempt Detail: (no value) v

Tax  Header level tax  Line level tax

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input type="checkbox"/>	CONTINGENCY LABOUR		contingency labour					
1000100010	<input checked="" type="checkbox"/>	SERVICE	Services	contingency services		5,000	DAY	\$1.0 AUD	\$5,000.00 AUD

Service Period

Service Start Date:

Service End Date:

Tax

Category: 10% GST / Good and Service Tax

Location:

Description: Good and Service Tax

Regime:

Taxable Amount: \$5,000.00 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$500.00 AUD

Exempt Detail: (no value) v

# 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

Supplier VAT/Tax ID:\* 56387429754

**Add to Header** ▾

- Tax
- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment**

0% GST / Good and Service Tax  Discount

Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
	Services	Contingency labour				
Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price
SERVICE	Services	contingency services		7,000	DAY	\$1.0 AUD

Service Period Service Start Date:  Service End Date:

**\*Attachments**

The total size of all attachments cannot exceed 10MB

**Choose File** Ariba Netwo...ce Guide.pdf **Add Attachment**

**\*Attachments**

The total size of all attachments cannot exceed 10MB Remove

**Choose File** No file chosen **Add Attachment**

Name	Size (bytes)	Content Type
<input type="checkbox"/> Ariba Network Invoice.pdf	2311110	application/pdf

**Delete**

# 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
3. 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

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% GST / Good and Service Tax  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10		Services		Contingency labour					
1000100010	<input checked="" type="checkbox"/>	SERVICE	Services	contingency services		195.1	DAY	\$1.0 AUD	\$195,800.00 AUD

Service Period

Service Start Date:  Service End Date:

Line Item Actions

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% GST / Good and Service Tax  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10		Services		Contingency labour					
1000100010	<input checked="" type="checkbox"/>	SERVICE	Services	contingency services		7.00	DAY	\$1.0 AUD	\$7,000.00 AUD

Service Period

Service Start Date:  Service End Date:

Line Item Actions

# 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

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A notification banner at the top reads: "Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. Learn More | Update Profile | Don't remind me again". Below this is an "Overview" section with several tiles: "2 Orders", "3 Invoices", "1 Rejected Invoices" (circled in red), "\$0.0 AUD Remittances", "1 New orders", and "More". Below the overview is a "My widgets" section with a dropdown menu and a "Customize" button. The "Activity feed" section shows a notification: "Invoice rejected Jan 30, 2023 | 03:40 PM | Ausnet Electricity Services... INV1\_4500062620 \$4,620.00 AUD". To the right, there are "Purchase orders" and "Invoice aging" widgets showing values like "\$321 K AUD" and "\$8.7 K AUD".

The screenshot shows the "Workbench" section of the SAP Business Network. It features a dashboard with tiles for "2 Orders", "3 Invoices", "1 Rejected Invoices" (highlighted in yellow), "\$0.0 AUD Remittances", "1 New orders", "1 Orders to invoice", and "0 Planned documents". Below the dashboard is a "Rejected invoices (1)" section with an "Edit filter" button circled in red. The search filters include: Customers (Select or type selections), Invoice number (Type selection), Reference (Type input), Invoice date (Last 31 days), Invoice type (All), Invoice status (Rejected), Rejected date (None), Routing status (All), External invoice number (Type input), From country (Select or type selections), To country (Select or type selections), Min amount, Max amount, Currency (AUD), Submitted by (All), and View (All).

Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address	Actions
INV1_4500062620	Ausnet Electricity Services Pty Ltd - TEST	4500062620	Jan 25, 2023	\$4,620.00 AUD	Acknowledged	Rejected	ABC Pty Ltd, Southbank, VIC, AUS	Ausnet Electricity Services Pty Ltd - TEST, Southbank, VIC, AUS	...

# 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

SAP Business Network Standard Account Get enterprise account TEST MODE

Invoice: **INV1\_4500062620**

Edit Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

**Rejected Invoice:**  
Reasons:  
INV-38: The invoice was successfully received.  
INV-54: Comments from Ausnet Electricity Services Pty Ltd - TEST: The document was added to the pending queue for download.  
DOC-1:  
INV-54: Comments from Ausnet Electricity Services Pty Ltd - TEST:  
DOC-1:  
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 -  
- Obsolete  
-

Edit & Resubmit

Standard Invoice / Tax Invoice

SAP Business Network Standard Account Get enterprise account TEST MODE

**Edit Invoice**

▼ Invoice Header

**Summary**

Purchase Order:	4500062620	Subtotal:	\$4,200.00 AUD
Invoice #:	INV1_4500062620	Total Tax:	\$420.00 AUD
Invoice Date:	25 Jan 2023	Total Gross Amount:	\$4,620.00 AUD
Service Description:		Total Amount without Tax:	\$4,200.00 AUD
Supplier Tax ID:	56387429754	Total Net Amount:	\$4,620.00 AUD
Remit To:	ABC Pty Ltd	Amount Due:	\$4,620.00 AUD

Southbank VIC  
Australia

Bill To: **AusNet Asset Services**

Southbank VIC  
Australia

# 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.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10		Services		Contingency labour					
10001	<input checked="" type="checkbox"/>	SERVICE		contingency services		3,000	DAY	\$1.0 AUD	\$3,000.00 AUD

Invoice Number: INV1_4500062620		Subtotal:	\$3,000.00 AUD
Invoice Date: Wednesday 25 Jan 2023 12:00 PM GMT+11:00	Total Tax:	\$300.00 AUD	
Original Purchase Order: 4500062620	Total Gross Amount:	\$3,300.00 AUD	
	Total Amount without Tax:	\$3,000.00 AUD	
	Total Part Amount:	\$3,300.00 AUD	
	Amount Due:	\$3,300.00 AUD	

## Rejected Invoice:

Reasons:

INV-38: The invoice was successfully received.

INV-54: Comments from Ausnet Electricity Services Pty Ltd - TEST: The document was added to the pending queue for download.

DOC-1:

INV-54: Comments from Ausnet Electricity Services Pty Ltd - TEST:

DOC-1:

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:

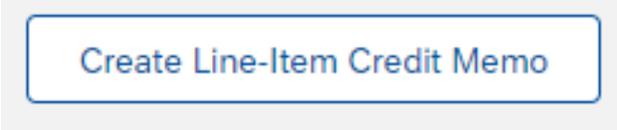
- Obsolete

-

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”

SAP Business Network

Purchase Order: 4500062620

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet **Create Invoice ▼** 1

Order Detail Order History

Standard Invoice  
Line-Item Credit Memo 2  
Line-Item Debit Memo

Line-Item Memo Done

Invoices (2)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
INV2_4500062620	Ausnet Electricity Services Pty Ltd - TEST	4500062620	Online	Supplier	No	Order	30 Jan 2023	\$7,700.00 AUD	Acknowledged	Sent
INV1_4500062620	Ausnet Electricity Services Pty Ltd - TEST	4500062620	Online	Supplier	No	Order	25 Jan 2023	\$4,620.00 AUD	Acknowledged	Sent

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

Invoice: INV2\_4500062620 3

Create Line-Item Credit Memo Create Line-Item Debit Memo Copy This Invoice Cancel Print Download PDF ▼ Export cXML

Detail Scheduled Payments History

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type  
 Quantity Adjustment  Price Adjustment

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

Credit Memo #:		Subtotal:	\$-7,000.00 AUD	View/Edit Addresses
Credit Memo Date:	30 Jan 2023	Total Tax:	\$-700.00 AUD	
Original Invoice No:	INV2_4500062620	Total Gross Amount:	\$-7,700.00 AUD	
Original Invoice Date:	30 Jan 2023	Total Amount without Tax:	\$-7,000.00 AUD	
Supplier Tax ID:	56387429754	Total Net Amount:	\$-7,700.00 AUD	
		Amount Due:	\$-7,700.00 AUD	

# 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)

### Create Line-Item Credit Memo

**Credit Memo Type**  
 Quantity Adjustment *i*  Price Adjustment *i*

▼ **Invoice Header**

**Summary**

Credit Memo #:\*  **4**

Credit Memo Date:\*  **5**

Original Invoice No: INV2\_4500062620

Original Invoice Date: 30 Jan 2023

Supplier Tax ID:\*

Remit To: ABC Pty Ltd

**Subtotal: \$-3,500.00 AUD**  
Total Tax: \$-350.00 AUD  
Total Gross Amount: \$-3,850.00 AUD  
Total Amount without Tax: \$-3,500.00 AUD  
Total Net Amount: \$-3,850.00 AUD  
Amount Due: \$-3,850.00 AUD

**Supplier VAT**

Supplier VAT/Tax ID:\*

**Comment**

Reason for Credit Memo:\*  **6**

Default Credit Memo Comment Text:

Line Items 1 Line Items, 1 Included, 0 Previously Paly Invoice

**Insert Line Item Options**  
 Tax Category: 10% GST / Good and Service Tax  Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10		Services		Contingency labour					
1000100010	<input checked="" type="checkbox"/>	SERVICE	Services	contingency services		-3.50 <b>7</b>	EA	\$1.0 AUD	\$-3,500.00 AUD

Service Period  
Service Start Date:  Service End Date:

# Credit Memo – Adjustments – Subtotal

For Subtotal adjustments:

1. 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
3. The Credit Memo will appear as an invoice (see screenshot)

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

Insert Line Item Options  Tax Category: 10% GST / Good and Service Tax  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10		Services		Contingency labour					
1000100010	<input checked="" type="checkbox"/>	SERVICE	Services	contingency services		-3,50	EA	\$1.0 AUD	\$-3,500.00 AUD

Service Period Service Start Date:  Service End Date:

Create Line-Item Credit Memo Previous Submit Save Exit

Confirm and submit the line-item credit memo. 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.

Line-Item Credit Memo

(Original Invoice No: INV2\_4500062620)

Credit Memo Number: CM_INV2	Subtotal: \$-3,500.00 AUD
Credit Memo Date: Monday 30 Jan 2023 2:31 PM GMT+11:00	Total Tax: \$ 350.00 AUD
Original Invoice Number: INV2_4500062620	Total Gross Amount: \$-3,850.00 AUD
Original Invoice Date: Monday 30 Jan 2023 1:46 PM GMT+11:00	Total Amount without Tax: \$-3,500.00 AUD
Original Purchase Order: 4500062620	Total Net Amount: \$-3,850.00 AUD
	Amount Due: \$-3,850.00 AUD

Invoices (3)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
CM_INV2	Ausnet Electricity Services Pty Ltd - TEST	4500062620	Online	Supplier	No	Order	30 Jan 2023	\$-3,850.00 AUD	Sent	Sent
INV2_4500062620	Ausnet Electricity Services Pty Ltd - TEST	4500062620	Online	Supplier	No	Order	30 Jan 2023	\$7,700.00 AUD	Acknowledged	Sent
INV1_4500062620	Ausnet Electricity Services Pty Ltd - TEST	4500062620	Online	Supplier	No	Order	25 Jan 2023	\$4,620.00 AUD	Acknowledged	Sent

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

# AusNet Support



Account Payable Contact information:  
**1800 431 208**  
**[Accounts.payable@ausnetservices.com.au](mailto:Accounts.payable@ausnetservices.com.au)**



Ariba network issues:  
**[ariba.servicedesk@ausnetservices.com.au](mailto:ariba.servicedesk@ausnetservices.com.au)**

