AusNet
AusNet Ariba Network Guide

Ariba Network Supplier

Ariba | October 2023

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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.
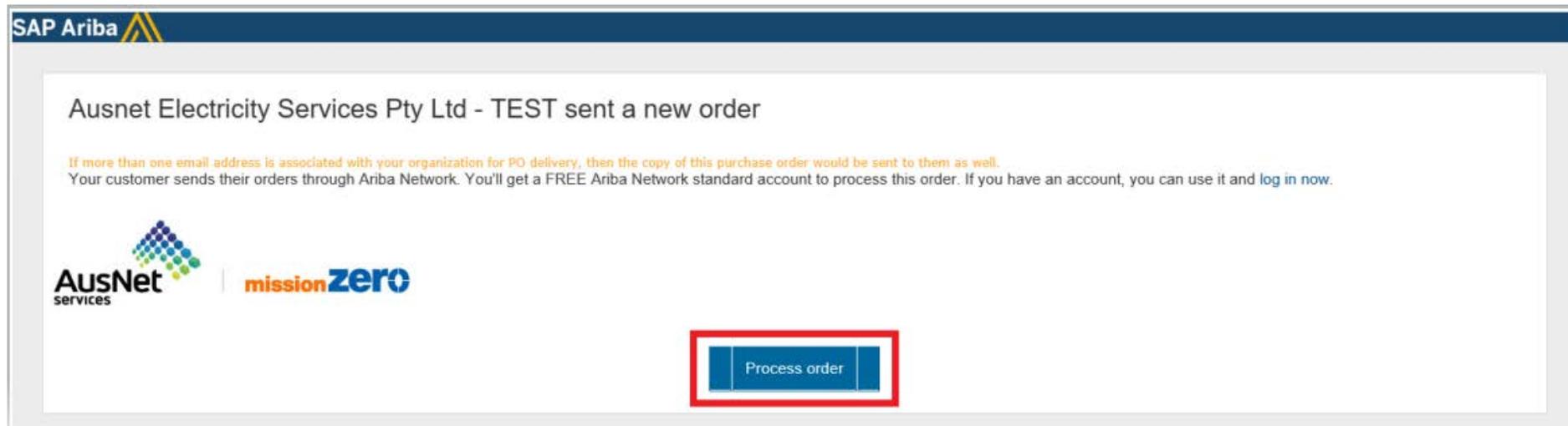
Purchase Order Status'

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Obsoleted	Purchase order that has been replaced by a subsequent (changed) order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

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

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.

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.

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
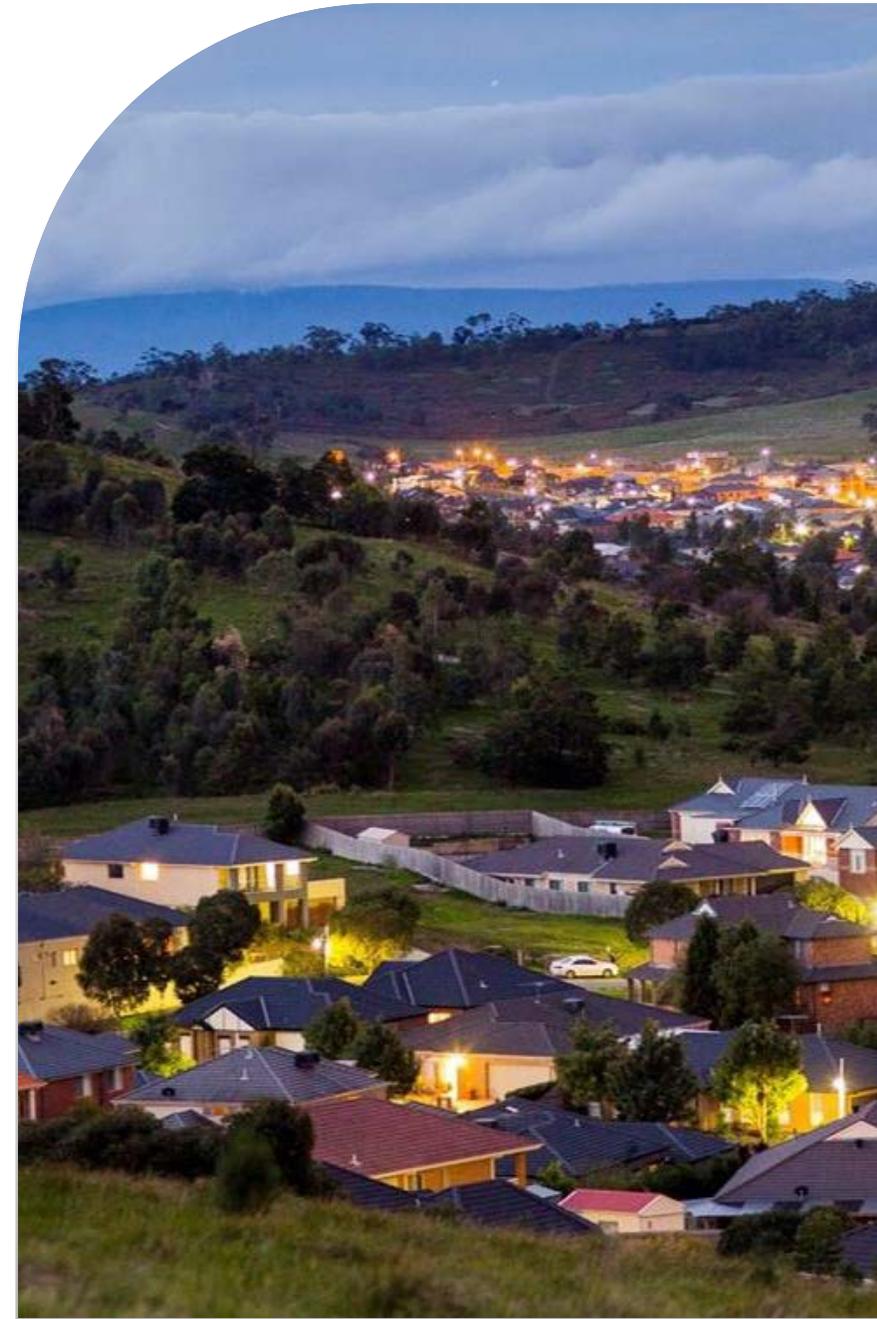
Invoice Status'

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 accounts.payable@ausnetservices.com.au 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.
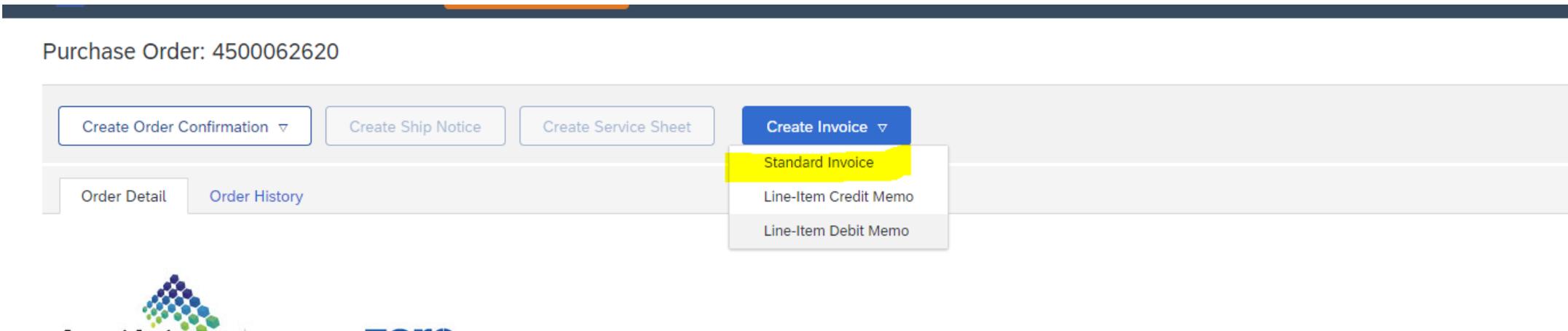
INVOICING - REQUIRED FIELDS

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)

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

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).

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

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

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

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
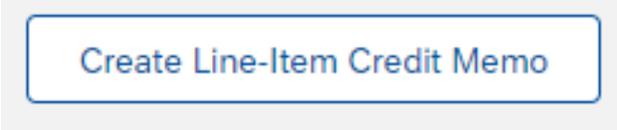
Create Line-Item Credit Memo

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"

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)

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)

AusNet Support

Account Payable Contact information:

1800 431 208

Accounts.payable@ausnetservices.com.au

Ariba network issues:

ariba.servicedesk@ausnetservices.com.au