

SAP ARIBA LIGHT ENABLEMENT SUPPLIER GUIDE

July 2018

Public information:

Sourced from SAP Ariba user guides



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INTRODUCTION

ANZ is moving to a new invoice payment process that will result in timely payment of your invoices.

What's changing?

Today you send your invoices to our scanning centre ANZ-APIInvoice@zircodata.com.au to be processed and/or to the ANZ requestor directly. We then enter the invoice into our purchasing system (SAP Ariba) and send it to ANZ requestor for approval before authorising it for payment. Each hand off can take several days.

The new invoice payment process facilitates electronic transactions for both purchase orders and invoicing via SAP Ariba. Invoices are sent directly to the ANZ requestor for payment approval with no manual hand-offs.

What are the benefits?

Once you register for an Ariba Network Light account and we establish a trading relationship with you; you can access:

- Electronic purchase orders sent to you direct from SAP Ariba via email
- The ability to submit invoices via the web portal to be sent directly to ANZ (no need to send to the scanning centre first)
- Visibility of your invoice status

All of the above will result in timely invoice payment process for you with no lost invoices or delays obtaining offline approval.

IMPORTANT INFORMATION

- You will receive a confirmation email once registration is completed. Please make a note of your Ariba Network ID. It is a unique ID associated with your account and will be required for future communications with SAP Ariba and ANZ. Please share this ID with ANZ to set up the trading relationship (one time activity!)
- You have to enable invoice status notification in your account once registration is completed
- You can only see the last 50 transactions on the home dashboard. However you can access all your orders and invoices by retaining the interactive email notifications
- To change an email ID, you need to contact ANZ Buy and Pay help desk. This is to ensure there are no impacts to the transactions caused by a redundant email ID in the system
- We recommend that where possible, you use a generic email ID instead of individual email ID to receive purchase orders/notifications. This means that if an individual leaves your organisation, you can continue to see any historic transactions associated with an account.
- A valid ABN or Tax ID is required to process your invoice. Please ensure you enter the correct tax ID details when completing the Supplier tax ID field
- You must also enter a valid email ID of ANZ requestor who ordered your services while creating invoices online
- If you do not add any currency with the unit price, Ariba will use AUD as a default. Please ensure to add a particular currency code in the unit price field in which you want to invoice if the currency is not AUD

- You must enter a detailed description of the services or goods that has been provided to ANZ in the `description` field before submitting invoices online. An incomplete description can add to delays in processing.
- You have an option to set default comments to include terms and conditions, bank account details and remittance advices. Refer to section 6 for details
- You have an option to add attachments. If you opt to attach a pdf version of your tax invoice please make sure the total value of the online invoice matches with the total value appearing on the pdf version prior you submit an online invoice. A mismatch in the value can add to delays in processing. AUD currency has default precision of 2 decimal places on Ariba Network
- Please contact AribaLightSupport@anz.com for any assistance or queries on your SAP Ariba Light Network Account

SECTION 1: HOW TO CREATE AN ARIBA LIGHT ACCOUNT WITHOUT A PURCHASE ORDER EMAIL

Step 1: Open the following URL and click on "Register Now".

URL: <http://supplier.ariba.com>

SAP Ariba  Orders & Invoices Powered by Ariba Network Help Center >>

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

Put Your Assets to Work

Access up to \$7.5M in growth capital for Ariba suppliers; Use existing assets: Receivables, Inventory, Machinery, Purchase Orders; Ideal for: Suppliers, Manufacturers, Distributors; Growth capital in as little as 14 days

Learn More

Step 2: Fill out your company information.

Ariba Network

Help Center

Register

Register Cancel

Company information

** Indicates a required field*

Company Name: *

Country: *

Address: *

City: *

State:

Postal Code: *

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

** Indicates a required field*

Name: *

[SAP Ariba Privacy](#)

Ariba Network light account is Free

Already have an account?
[Login](#)

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline

Search...

- FAQ How do I participate in my buyer's event using an email invitation?
- FAQ I need help accessing a sourcing event
- FAQ How do I create documents against purchase orders from my customer?
- Training sessions with live Q&A
- FAQ Why does a pending task on my Enablement Tasks tab not go away?
- FAQ I am trying to register but I'm not receiving the activation email.
- Overview of Ariba Network (4:07)

[View more](#)

Top 5 FAQs

Step 3: Fill out your account information.

User account information

** Indicates a required field*

Name: *

Email: *

Use my email as my username

Username: *

Must be in email format (e.g john@newco.com) ⓘ
Must contain a minimum 8 characters including letters and numbers. ⓘ

Password: *

The language used when Ariba sends you configurable notifications. This is different than your web browser's language. ⓘ

Language: ▼

Email orders to: *

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a contact list.

[SAP Ariba Privacy Statement](#)

Connect faster

Exchange documents electronically and streamline communications.

Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

[Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on

Help Center

Search...

- [FAQ How do I participate in my buyer's event using an email invitation?](#)
- [FAQ I need help accessing a sourcing event](#)
- [FAQ How do I create documents against purchase orders from my customer?](#)
- [Training sessions with live Q&A](#)
- [FAQ Why does a pending task on my Enablement Tasks tab not go away?](#)
- [FAQ I am trying to register but I'm not receiving the activation email.](#)
- [Overview of Ariba Network \(4:07\)](#)

[View more](#)

Top 5 FAQs

Step 4: Read and accept the "Terms of Use" and "SAP Ariba Privacy Statement". Click on Register

enter the email address here. You can change this anytime.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

[Register](#) [Cancel](#)

Help Center

Search...

- FAQ How do I participate in my buyer's event using an email invitation?
- FAQ I need help accessing a sourcing event
- FAQ How do I create documents against purchase orders from my customer?
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- FAQ Why does a pending task on my Enablement Tasks tab not go away?
- I am trying to register but i'm not receiving the activation email.
- Overview of Ariba Network (4:07)

[View more](#)

Top 5 FAQs

Step 5: You will need to confirm your email address using an activation link sent to your email

address.

- If you haven't received an email after waiting for few minutes, you can resend it from this page.
- If you have already received the email, you can close this browser.

Ariba Network Company Settings Test User32

Close this page (browser) once you receive the activation link. Follow the instructions provided in step 6

Confirm Your Email Address

ACTION REQUIRED

Check your email inbox for a message from Ariba. Click the link in the activation email sent to **name@email.com**

If you do not receive an activation email:

- Check your junk mail folder or email filter settings to verify that automated emails from Ariba are not blocked from your inbox.
- Click Resend to have another activation email sent to you.

[Resend](#)

- If you have more than one email address, you can enter another email address and click Send. Your email address in your profile will be updated accordingly.

[Send](#)

Step 6: Please click on the activation link in the email to complete the registration process.

Dear Test User32,

Thank you for registering your Ariba account. To complete the registration process we just need to verify your email address. Please click on the following link to confirm your address. This link will take you directly to your account where you can start using Ariba Network.

[Click here to activate your Ariba account.](#)

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

<https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=dCILyEKnWrtoVst039Ok5QDW5kgJIq7c&anp=Ariba&app=Supplier>

After your registration process is complete, use the following URL to log in to your account:

<http://supplier.ariba.com>

Sincerely,
The SAP Ariba Team
<https://discovery.ariba.com>

Step 7: After successful registration, you will receive a registration confirmation email. **Please note down the Ariba Network ID and send it to ANZ.** It will be required to create

the trading relationship between ANZ and your company on the Ariba Network.



Welcome to Ariba Network Light Account

Thank you for registering for an Ariba Network light account. Here is some information to get you started.

Your Account Information

Company name	TEST SUPPLIER32
Administrator email	[redacted].com
Ariba Network ID	AN01406725192
Username	[redacted].com

Signing in

To sign in to your account, go to [Ariba.com](https://ariba.com).

Use the username and password that you created when you registered. (Your password is encrypted, so we cannot show it here.)

Things you can do

When you sign in to Ariba Network, you can:

- Respond to any number of emailed orders.
- View up to 20 orders on the home page.
- Get limited access to features that your buyer supports, like order confirmations and ship notices.
- Check invoice status and create non-PO invoices, if your buyer supports them.

SECTION 2: HOW TO CREATE AN ARIBA LIGHT ACCOUNT FROM A PURCHASE ORDER INTERACTIVE EMAIL

Step 1: Open the Purchase Order (PO) email you received from ANZ and click on "Process order" button. (Note: If you have not received a PO and need to submit a Non-PO invoice, please refer to "Ariba Light Enablement - Supplier guide - Creation of Light Account without PO.pdf".)

From: "ANZ Banking Group Limited" <ordersender-prod@ansmp.ariba.com> Sent: Fri 25/05/2018 2:33 PM
To: [Redacted]
Cc: [Redacted]
Subject: ANZ Banking Group Limited sent a new Purchase Order PO56749
Message: PO56749.htm (30 KB)

SAP Ariba

ANZ Banking Group Limited sent a new order

Message from your customer

Please click on "Process Order" button to create an invoice for this Purchase Order. For further information, please visit following link.
<https://connect.ariba.com/KAAcontent/1,,156756,00.html>

Please retain this email to access the Purchase Order and create invoice in the future.

Process order

To access the Order: [Continue](#)

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

From: ANZ Banking Group	To: TEST PO SUPPLIER 1 - TEST	Purchase Order (New) PO56749
Australia Phone: +61 ()	Australia Phone: Fax:	Amount: \$2,000.00 AUD Version: 1

Step 2: If you have not created an Ariba Network account before, please click on “Sign up”

Ariba Network

Join your customer on Ariba Network!

Sign up

Already have an account? [Log in](#)



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

Exchange documents electronically and streamline communications.



Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**

[Learn more](#)

[SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

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Step 3: Fill in your company information

Ariba Network Help Center

Register Register Cancel

Company information

** Indicates a required field*

Company Name:

Country: ▼

Address:

City:

State:

Postal Code:

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

** Indicates a required field*

Name:

[SAP Ariba Privacy Statement](#)

Ariba Network light account is Free

Already have an account? [Login](#)

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Search...

FAQ "The username and password pair you entered was not found"

FAQ "The username and password entered has already merged to another Ariba Sourcing user account"

FAQ User already exists. Please enter a different username.

FAQ What are some common issues when registering an account?

FAQ How do I participate in my buyer's event using an email invitation?

FAQ Can my company have multiple accounts?
[View more](#)

Can't log in? Let us help you!

[Documentation](#) [Support](#)

Step 4: Fill in your account information.

User account information

** Indicates a required field*

Name: * [SAP Ariba Privacy Statement](#)

Email: *

Use my email as my username

Username: * Must be in email format (e.g john@newco.com) ⓘ

Password: * Must contain a minimum 8 characters including letters and numbers. ⓘ

Language: ▼ The language used when Ariba sends you configurable notifications. This is different than your web browser.

Email orders to: * Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

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After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

<< Help Center

FAQ "The username and password pair you entered was not found"

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FAQ Can my company have multiple accounts?

[View more](#) 

Can't log in? Let us help you!

 Documentation

 Support

Step 5: Read and accept the "Terms of Use" and "SAP Ariba Privacy Policy", and then click on "Register"

distribution list and enter the email address here. You can change this anytime.

the go.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#)

I have read and agree to the [SAP Ariba Privacy Statement](#)

[Register](#) [Cancel](#)



Help Center

Search...

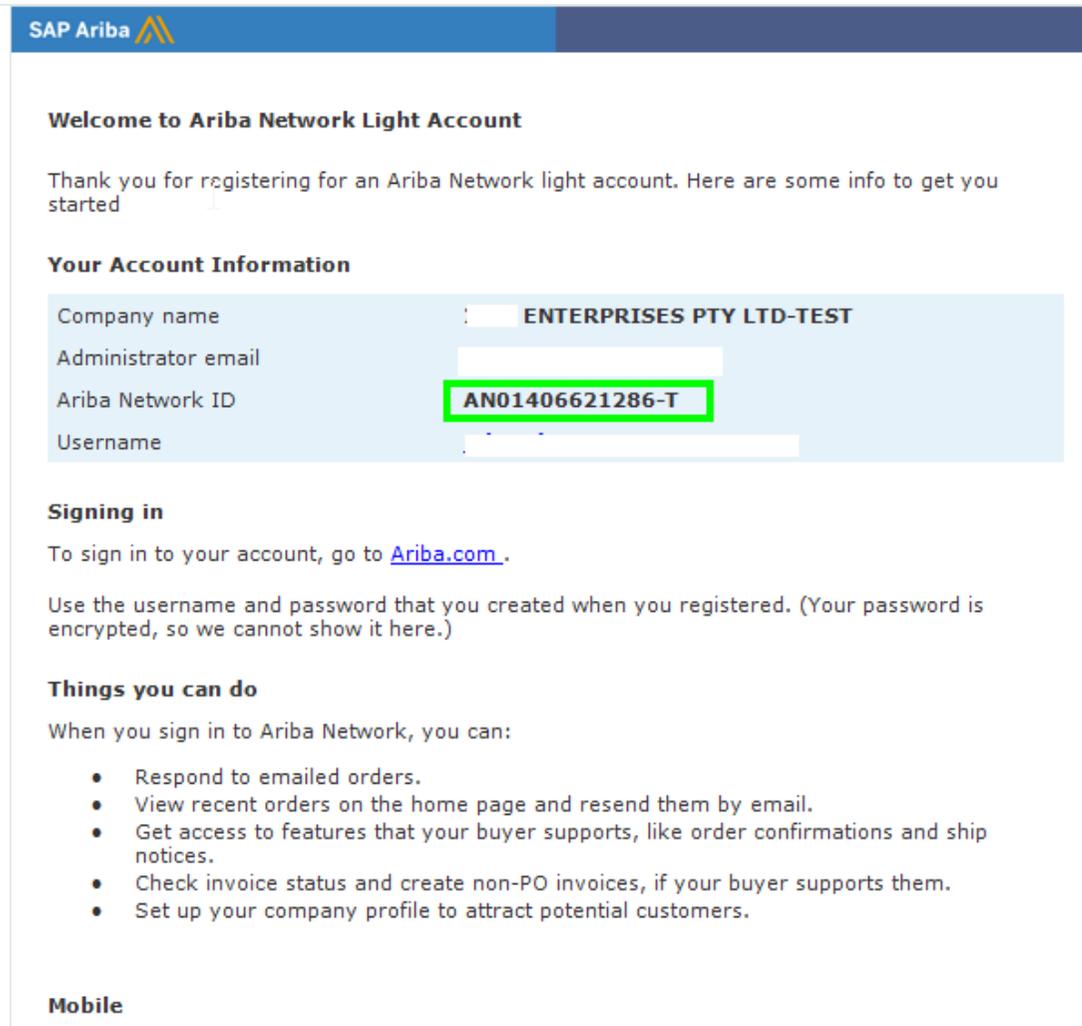
- FAQ "The username and password pair you entered was not found"
- FAQ "The username and password entered has already merged to another Ariba Sourcing user account"
- FAQ User already exists. Please enter a different username.
- FAQ What are some common issues when registering an account?
- FAQ How do I participate in my buyer's event using an email invitation?
- FAQ Can my company have multiple accounts?

[View more](#)

Can't log in? Let us help you!

[Documentation](#) [Support](#)

Step 6: You will receive a registration confirmation email. **Please note down the Ariba Network ID and send it to ANZ.** It is a unique ID associated with your account.



The screenshot shows an email header with the SAP Ariba logo. The main content is a welcome message for a new Ariba Network Light Account. It includes a section for account information with the following details:

Company name	ENTERPRISES PTY LTD-TEST
Administrator email	[Redacted]
Ariba Network ID	AN01406621286-T
Username	[Redacted]

Below the account information, there is a 'Signing in' section with instructions to go to [Ariba.com](https://ariba.com) and use the created username and password. A 'Things you can do' section lists five capabilities: responding to orders, viewing and resending orders, accessing buyer support features, checking invoice status, and setting up a company profile.

Step 7: You can now log into your account using following URL, and the user name and password you set-up during registration.

URL: <http://supplier.ariba.com>

Once you log in, your dashboard will look like following.

! **Important:** There will be a message (Upgrade from light account) with a button (Learn More) on top of the page. Please note if you upgrade to "Full-use" account, you will need to pay subscription and transaction fees to SAP Ariba. The "Learn More" button will give you more details.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Test User30 Help Center

HOME INBOX OUTBOX CATALOGS REPORTS CSV Documents Create

Orders, Invoices and Payments All Customers Last 14 days

1 New Purchase Orders 1 Orders to Invoice 0 Orders that Need Attention 0 Invoices Rejected 0 Pinned Documents More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO56750	ANZ Banking Group Limited	New	\$2,000.00 AUD	25 May 2018	\$0.00 AUD	Select

Now we're mobile. Check it out. Download on the App Store ANDROID APP ON Google play

Tasks Update Profile Information 15%

SAP Ariba Test User30 (nihar.dutta.user30@anz.com) last visited 24 May 2018 10:14:48 PM | 2KW ENTERPRISES PTY LTD-TEST | AN01406621286-T
SAP Ariba Privacy Statement Security Disclosure Terms of Use © 1996–2018 Ariba, Inc. All rights reserved.

SECTION 3: HOW TO CREATE AN INVOICE WITHOUT A PURCHASE ORDER

Step 1: Before you are able to submit a Non-PO Invoice to ANZ using your Ariba light account, you must provide the Ariba Network ID (ANID) to ANZ and you must get a confirmation from ANZ stating that your trading relationship has been established.

To create a Non-PO invoice, please go to <http://suppliers.ariba.com> and log in with your user name and password.

The screenshot displays the SAP Ariba Suppliers Login interface. At the top, the header includes the SAP Ariba logo, the text 'Orders & Invoices Powered by Ariba Network', and a 'Help Center >>' link. The main content area is divided into two sections. On the left, the 'Supplier Login' section features a blue background with a white text input field for an email address (partially obscured by a redacted box), a password input field with masked characters, and a blue 'Login' button. Below the login fields are links for 'Having trouble logging in?' and 'New to Ariba? Register Now or Learn More'. On the right, a promotional banner titled 'Manual processes getting to you?' features a video thumbnail of a man speaking, a text description: 'Consider automating your Ariba Network transactions. Hear other suppliers share how their businesses have benefited from touchless transactions.', and a 'Learn More' button. At the bottom of the banner, there are four small white dots indicating a carousel.

Step 2: Go to Create → Non-PO Invoice. If you cannot see the option for Non-PO Invoice, please contact ANZ.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Test User30 Help Center

HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES CSV Documents **Create**

- Non-PO Invoice
- Contract Invoice

Orders, Invoices and Payments

All Customers Last 14 days

0	1	0	0	0	More...
New Purchase Orders	Orders to Invoice	Orders that Need Attention	Invoices Rejected	Pinned Documents	

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
You do not have any Orders and Releases.						

Now we're mobile. Check it out. Download on the App Store. ANDROID APP ON Google play.

Tasks

Update Profile Information 15%

SAP Ariba
Test User30 (nihar.dutta.user30@anz.com) last visited 26 May 2018 11:52:30 PM | 2KW ENTERPRISES PTY LTD-TEST | AN01406621286-T
SAP Ariba Privacy Statement Security Disclosure Terms of Use

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Step 3: Choose "ANZ Banking Group Limited" as customer, select "Standard Invoice" and click on Next.

Ariba Network Test Mode [Upgrade from light account](#) [Learn More](#) Company Settings Test User30 [Help Center](#)

Create Non-PO Invoice

[Next](#) [Exit](#)

For a trading relationship already on Ariba Network

Customer: **ANZ Banking Group Limited** ▾

Type of Invoice: Standard Invoice Credit Memo

For a new trading relationship

You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on Ariba Network. To create a [More](#)
Invoice New Customer (Requires Customer Code)

[Next](#) [Exit](#)

Search...

- Send a non-PO invoice (3:37)
- Where do I get the Customer Code to send a non-PO invoice to my customer?
- How do I change my remittance address and banking information?
- Customer Code, what number do I use?
- Where can I find the purchasing card (PCard) number sent by my buyer for payment?
- E-archiving best practices for [View more](#)

Top 5 FAQs

[Documentation](#) [Support](#)

Step 4: Please enter the invoice number and a valid ABN or Tax ID.

 *Important: A valid ABN or Tax ID is required to process your invoice.*

Ariba Network Test Mode [Upgrade from light account](#) [Learn More](#) Company Settings Test User30 [Help Center](#)

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header

Summary

Invoice #:* <input type="text" value="TESTINVOICE1023"/>	Subtotal: \$0.00 AUD	View/Edit Addresses
Invoice Date:* <input type="text" value="27 May 2018"/>	Total Tax: \$0.00 AUD	
Supplier Tax ID:* <input type="text" value="1231231234"/>	Total Gross Amount: \$0.00 AUD	
Remit To: / ENTERPRISES PTY LTD-TEST	Total Net Amount: \$0.00 AUD	
	Amount Due: \$0.00 AUD	

Remit To: ADELAIDE SA
Australia

Choose Address:

Bill To: Customer Assistance Centre
(ANZSourcing@in.ibm.com)

Melbourne VIC
Australia

Search...

- Send a PO-based invoice (4:35)
- How do I create more than one invoice for a purchase order?
- Send an invoice from a light account (4:13)
- How do I correct errors for the Bank Account field when creating an invoice?
- How do I view my customer's invoicing rules?
- How do I add shipping or freight charges to my invoice?

[View more](#)

Top 5 FAQs

Step 5: You must enter the Sales Order# from your internal ordering system. If visible, please select "Line level tax". Then, please fill out any relevant information.

Order Information

Customer Order #:

Contract Number:

Sales Order #:

Sales Order Date:

Tax

Header level tax **Line level tax**

Category:* Taxable Amount: Remove

Location:

Description:

Regime:

Tax Rate Type:

Rate(%):

Tax Amount:

ANZ recommends you to select Line level tax

Shipping

Header level shipping Line level shipping

Ship From: ENTERPRISES PTY LTD-TEST
ADELAIDE SA
Australia

Ship To: ANZ Banking Group Limited
Melbourne
Australia

Deliver To:

[View/Edit Addresses](#)

Help Center

Search...

- Send a PO-based invoice (4:35)
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Top 5 FAQs

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Step 6: You must enter the email address of the ANZ person to whom you are sending the invoice. Your invoice will be rejected if the email address is invalid or not associated with an active staff member at ANZ.

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date:

Service End Date:

Supplier: ENTERPRISES PTY LTD-TEST
ADELAIDE SA
Australia

Customer: ANZ Banking Group Limited
Melbourne
Australia
Email:

View/Edit Addresses

Bill From: ENTERPRISES PTY LTD-TEST
ADELAIDE SA
Australia

View/Edit Addresses

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Help Center

Search...

- Send a PO-based invoice (4:35)
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View more

Top 5 FAQs

Documentation Support

Step 7: In the line items section, click on “Add” and choose the relevant option:

- Material: if this invoice is for goods which you sold to ANZ.
- General Service: if this invoice is for a service which you provided to ANZ.
- Labour Service: if it is a s contingent labour or contractors.

The screenshot displays the SAP Ariba 'Line Items' section. At the top right, it shows '0 Line Items, 0 Included, 0 Previously Fully Invoiced'. Below this is the 'Insert Line Item Options' area, which includes a 'Tax Category' dropdown and a 'Discount' checkbox. A table with columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal' is present, with the text 'No item selected' below it. A 'Line Item Actions' dropdown menu is open, showing 'Add', 'Delete', and 'Update' options. The 'Add' option is selected, and its dropdown menu is visible, containing 'Add General Service', 'Add Labor Service', and 'Add Material'. The 'Add' button and its dropdown are highlighted with a green box. At the bottom right, there are 'Update', 'Save', 'Exit', and 'Next' buttons. On the right side, there is a 'Help Center' sidebar with a search bar and several FAQ items. The footer includes the SAP Ariba logo, user information, and copyright notice.

Step 8: Enter the details in the fields provided.

- No. – Serial number of the lines.
- Part# - The part number (SKU or similar code)
- Description – The description of the goods or service you provided to ANZ
- Quantity – Quantity of the goods or services
- Unit – Unit of measure. SAP Ariba accepts ISO Unit of measurements. If you are unsure, please use EA (each).
- Unit price – Price per unit

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invo

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	Detergent	Floor clean Detergent		1	LT	\$25.00 AUD	\$25.00 AUD
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	SERVICE	CLEAN01	Floor clean		20	HR	\$65.00 AUD	\$1,300.00 AUD

Service Period
Service Start Date: 14 May 2018
Service End Date: 18 May 2018

Line Item Actions

SAP Ariba
Test User30 (nihar.dutta.user30@anz.com) last visited 27 May 2018 12:19:23 AM | 2KW ENTERPRISES PTY LTD-TEST | AN01406621286-T
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Please ensure you provide a detailed description of services or goods be provided

Ariba considers AUD by default. Please ensure to add a particular currency code if it is not AUD

Step 9: To add tax for the line item, select the check box (1), select the relevant tax code (2) and click on "Add to included Lines" (3).

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

Insert Line Item Options Special Handling Discount

Tax Category:

No.	Include	Type	Part #	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Detergent		1	LT	\$25.00 AUD	\$25.00 AUD
2	<input checked="" type="checkbox"/>	SERVICE	CLEAN01		20	HR	\$65.00 AUD	\$1,300.00 AUD

Service Period
Service Start Date: 14 May 2018
Service End Date: 18 May 2018

Line Item Actions

Standard Tax Selections

- Sales
- VAT
- GST**
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

SAP Ariba
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Step 10: Enter tax rate and click on "Update". The system will calculate the tax amount. If there are multiple services and materials with different tax rates on the same invoice this can be updated creating multiple tax lines with different tax rates 0% and 10%

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Detergent	Floor clean Detergent		1	LT	\$25.00 AUD	\$25.00 AUD

Tax

Category: * GST

Location:

Description:

Regime:

Taxable Amount: \$25.00 AUD

Rate(%): 10

Tax Amount: \$2.50 AUD

Enter the tax rate if not pre-filled

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	SERVICE	CLEAND1	Floor clean		20	HR	\$65.00 AUD	\$1,300.00 AUD

Service Period

Service Start Date: 14 May 2018

Service End Date: 18 May 2018

Tax

Category: * GST

Location:

Description:

Regime:

Taxable Amount: \$1,300.00 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$130.00 AUD

Enter the tax rate if not pre-filled

Line Item Actions | Delete | Add

Update Save Exit Next

Step 11 (optional): If you wish, you can attach a PDF copy of the invoice. Please click on "Add to Header" button and select Attachment.

2 Line Items, 2 Included, 0 Previously Fully

Add to Header ▾

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment**

Shipping Documents
 Special Handling
 Discount

Add to Included

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtot
Detergent	Floor clean Detergent		1	LT	\$25.00 AUD	\$25.00 AU

Tax

Category: * GST

Location:

Description:

Regime:

Taxable Amount: \$25.00 AUD
 Rate(%): 10
 Tax Amount: \$2.50 AUD

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtot
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	SERVICE	CLEAN01	Floor Clean		20	HR	\$65.00 AUD	\$1,300.00 AUD

Service Period

Service Start Date: 14 May 2018

Service End Date: 18 May 2018

Tax

Step 12 (optional): Select the PDF invoice from your desktop and click on “Add Attachment”

Attachments

The total size of all attachments cannot exceed 20MB Remove

Invoice_12343.pdf

▾

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

Step 13 (optional): If you wish, you can add comments to the invoice. Please click on “Add to Header” button and select “Comment”.

Supplier: ENTERPRISES PTY LTD-TEST
ADELAIDE SA
Australia

Customer: ANZ Banking Group Limited
Melbourne
Australia
Email:

View/Edit Addresses

Bill From: ENTERPRISES PTY LTD-TEST
ADELAIDE SA
Australia

View/Edit Addresses

Add to Header ▾

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Payment Term
- Additional Reference Documents and Dates
- Comment**
- Attachment

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Discount

Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected								

▾

Step 14 (optional): Enter your comment in the Comments box.

Supplier: ENTERPRISES PTY LTD- TEST ADELAIDE SA Australia	Customer: ANZ Banking Group Limited Melbourne Australia	View/Edit Addresses
Bill From: ENTERPRISES PTY LTD- TEST ADELAIDE SA Australia	Email: <input type="text"/>	View/Edit Addresses

Comment

Comments: [Remove](#)

Default Invoice Comment Text:

[Add to Header](#) ▼

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

Insert Line Item Options

Tax Category: ▼ Discount [Add to Included Lines](#)

You could use this box to update information such as remittance advice email ID, bank account details etc. Alternatively you could update all of the comments under default comments- refer section 6 for further details

Step 15: Click on Next, review the invoice and submit.

Ariba Network

Test Mode
Upgrade from light account
Learn More
Company Settings ▾
Test User30

[Help Center](#)

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 : TESTINVOICE1002 Invoice Date : Sunday 27 May 2018 5:52 PM GMT+10:00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Subtotal :</td> <td style="text-align: right;">\$1,325.00 AUD</td> </tr> <tr> <td>Total Tax :</td> <td style="text-align: right;">\$132.50 AUD</td> </tr> <tr> <td>Total Gross Amount :</td> <td style="text-align: right;">\$1,457.50 AUD</td> </tr> <tr> <td>Total Net Amount :</td> <td style="text-align: right;">\$1,457.50 AUD</td> </tr> <tr> <td>Amount Due :</td> <td style="text-align: right;">\$1,457.50 AUD</td> </tr> </table>	Subtotal :	\$1,325.00 AUD	Total Tax :	\$132.50 AUD	Total Gross Amount :	\$1,457.50 AUD	Total Net Amount :	\$1,457.50 AUD	Amount Due :	\$1,457.50 AUD
Subtotal :	\$1,325.00 AUD										
Total Tax :	\$132.50 AUD										
Total Gross Amount :	\$1,457.50 AUD										
Total Net Amount :	\$1,457.50 AUD										
Amount Due :	\$1,457.50 AUD										

<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px;"> <p>REMIT TO:</p> <hr/> ENTERPRISES PTY LTD-TEST Postal Address: Australia Tax ID of Supplier: 1231231234 </div>	<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px;"> <p>BILL TO:</p> <hr/> Customer Assistance Centre (ANZSourcing@in.ibm.com) Postal Address: Australia Address ID: ANZ_Australia </div>	<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px;"> <p>SUPPLIER:</p> <hr/> ENTERPRISES PTY LTD-TEST Postal Address: Australia </div>
<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px;"> <p>BILL FROM:</p> <hr/> ENTERPRISES PTY LTD-TEST </div>	<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px;"> <p>CUSTOMER:</p> <hr/> ANZ Banking Group Limited </div>	

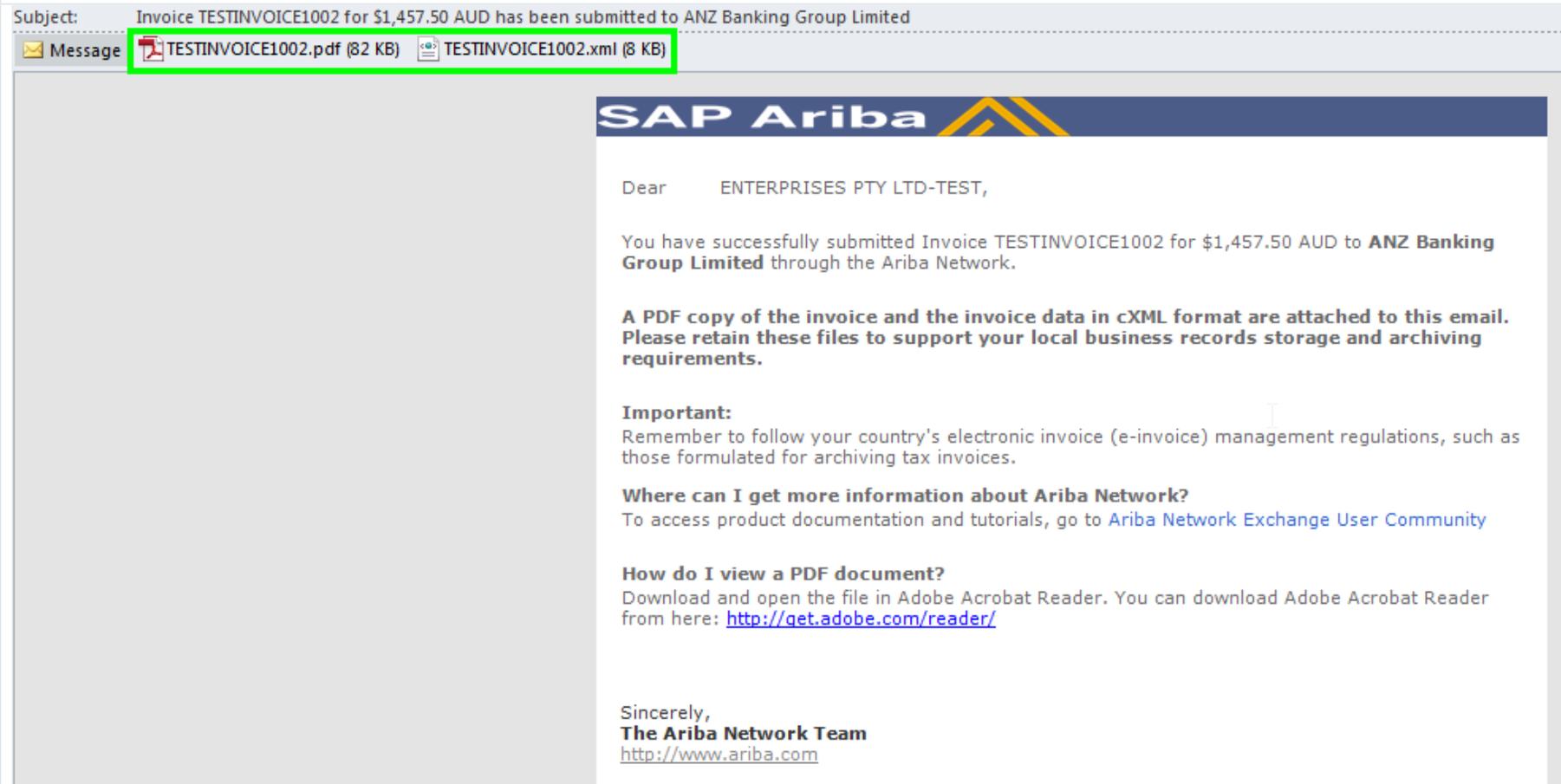
- [Send a PO-based invoice \(4:35\)](#)
- [Send an invoice from a light account \(4:13\)](#)
- [How do I correct errors for the Bank Account field when creating an invoice?](#)
- [When will my invoice be paid?](#)
- [How do I save a draft of my invoice to work on later?](#)
- [How do I view, edit, or cancel invoices that I've sent to my customer?](#)
- [How do I add an attachment to my invoice?](#)

[View more](#)

[Top 5 FAQs](#)

[Documentation](#)
[Support](#)

Step 16: You will receive an email after successful submission of the invoice.



SECTION 4: HOW TO CREATE AN INVOICE FROM A PURCHASE ORDER

Step 1: Open the Purchase Order (PO) email you received from ANZ and click on "Process order" button. (Note: If you haven't received a PO and need to submit a Non-PO invoice. Refer to the Non PO invoice creation guide)

From: ANZ Banking Group Limited* <ordersender-prod@ansmp.riba.com> Sent: Fri 25/05/2018 2:33 PM
To: [Redacted]
Cc: [Redacted]
Subject: ANZ Banking Group Limited sent a new Purchase Order PO56749
Message: PO56749.htm (30 KB)

SAP Ariba

ANZ Banking Group Limited sent a new order

Message from your customer

Please click on "Process Order" button to create an invoice for this Purchase Order. For further information, please visit following link.
<https://connect.ariba.com/KAAcontent/1,,156756,00.html>

Please retain this email to access the Purchase Order and create invoice in the future.

Process order

To access the Order: [Continue](#)

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

From: ANZ Banking Group Australia Phone: +61 ()	To: TEST PO SUPPLIER 1 - TEST Australia Phone: Fax:	Purchase Order (New) PO56749 Amount: \$2,000.00 AUD Version: 1
--	--	---

After registering an account, if you misplace an interactive email order notification you can resend the purchase order email to the configured email address from your home dashboard

Step 2: Log into Ariba Network using the user name and password you set-up during registration.

SAP Ariba Orders & Invoices Powered by Ariba Network [Help Center >>](#)

Supplier Login

Your company [redacted] ENTERPRISES PTY LTD-TEST is already registered.
If you don't have a user account, [request one now](#).

Login

[Having trouble logging in?](#)

Put Your Assets to Work

Access up to \$7.5M in growth capital for Ariba suppliers; Use existing assets: Receivables, Inventory, Machinery, Purchase Orders; Ideal for: Suppliers, Manufacturers, Distributors; Growth capital in as little as 14 days;

[Learn More](#)

Supported browsers and plugins 

Step 3: You will be directed to the Purchase Order details page. Please review the details and click on Create Invoice → Standard Invoice.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Test User30 Help Center

Purchase Order: PO56750 Done

Create Order Confirmation Create Ship Notice **Create Invoice** | Print | Download PDF | Download CSV | Resend

Standard Invoice (highlighted)
Credit Memo
Line-Item Credit Memo

Create an invoice against the purchase order

From:
ANZ Banking Group
Australia
Phone: +61 (1800) 770373

To:
ENTERPRISES PTY LTD-TEST
Australia
Phone:
Fax:
Email:

Purchase Order (New)
PO56750
Amount: \$2,000.00 AUD
Version: 1

Payment Terms ?
NET 30 Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: This Purchase Order is subject to the ANZ Standard Terms and Conditions of Purchase published at <http://www.anz.com/auxiliary/purchase-orders/terms-condition> s/ . And any other agreement in writing signed ... [View more >](#)

Other Information
Title: Order for few desks and chairs - TEST 1
ABN: 11 005 357 522
BusinessUnit: 00100
Purchasing Unit Name: AUS

Messages **Community**

Search...

- Send a PO-based invoice (4:35)
- Invoices (3:10)
- Send a ship notice (3:08)
- Where can I find the purchasing card (PCard) number sent by my buyer for payment?
- I need help accessing a sourcing event
- How do I create documents against purchase orders from my customer?

[View more](#)

Top 5 FAQs

[Documentation](#) [Support](#)

Step 4: Please enter the invoice number and a valid ABN or Tax ID.

! ***Important:** A valid ABN or Tax ID is required to process your invoice.*

Ariba Network Test Mode [Upgrade from light account](#) [Learn More](#) Company Settings Test User30 [Help Center](#)

Create Invoice [Update](#) [Save](#) [Exit](#) [Next](#)

▼ Invoice Header * Indicates required field [Add to Header](#)

Summary

Purchase Order: PO56750

Invoice #:

Invoice Date:

Supplier Tax ID:

Remit To: ENTERPRISES PTY LTD-TEST

Australia
Bill To: ANZ Banking Group

Australia

Subtotal: \$2,000.00 AUD
Total Tax: \$0.00 AUD
Total Gross Amount: \$2,000.00 AUD
Total Net Amount: \$2,000.00 AUD
Amount Due: \$2,000.00 AUD

[View/Edit Addresses](#)

Tax [?]

Header level tax [?] Line level tax [?]

Search...

- How do I create more than one invoice for a purchase order?
- Send a PO-based invoice (4:35)
- Send an invoice from a light account (4:13)
- How do I correct errors for the Bank Account field when creating an invoice?
- How do I view my customer's invoicing rules?
- How do I add shipping or freight charges to my invoice?

[View more](#)

Top 5 FAQs

[Documentation](#) [Support](#)

Step 5: If available, please select "Line level tax". Then, enter all other relevant information.

Tax ⓘ

Header level tax ⓘ **Line level tax** ⓘ

Category:* Sales Tax

Location:

Description:

Regime:

Taxable Amount: \$2,000.00 AUD

Tax Rate Type:

Rate(%):

Tax Amount:

Remove

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: ENTERPRISES PTY LTD-TEST
ADELAIDE SA
Australia

Ship To: Docklands VIC
Australia

Deliver To:

View/Edit Addresses

Payment Term

Net Term(days): 30

Add Discount/Penalty Term

Additional Fields

<< Help Center ⓘ

Search...

FAQ How do I create more than one invoice for a purchase order?

Send a PO-based invoice (4:35)

Send an invoice from a light account (4:13)

FAQ How do I correct errors for the Bank Account field when creating an invoice?

FAQ How do I view my customer's invoicing rules?

FAQ How do I add shipping or freight charges to my invoice?

View more ⓘ

Top 5 FAQs

Documentation Support

Step 6: In the line item section, you can exclude a line item from your invoice if there are multiple lines on the PO. You can also change the quantity of the line item if required.

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	1324	OFFICE DESK		10	EA	\$150.00 AUD	\$1,500.00 AUD
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	1325	OFFICE CHAIR		0	EA	\$50.00 AUD	\$0 AUD

Excluded line items cannot be modified.

[Line Item Actions](#)

Include or exclude a line item by toggling the switch.

Change quantity if required.

Step 7: To add tax for the line item, select the check box (1), select the relevant tax code (2) and click on “Add to included Lines” (3).

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Special Handling Discount

1

No.	Include	Type	Part #	Description	Order Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	1324	OF		<input type="text" value="10"/>	EA	\$150.00 AUD	\$1,500.00 AUD
<input type="checkbox"/> 2	<input type="checkbox"/>	MATERIAL	1325	OF		0	EA	\$50.00 AUD	\$0 AUD

Excluded line items cannot be modified.

Line Item Actions

Standard Tax Selections

- Sales
- VAT
- GST** **2**
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Step 8: Enter tax rate and click on "Update". The system will calculate the tax amount.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	1324	OFFICE DESK		10	EA	\$150.00 AUD	\$1,500.00 AUD

Tax

Category:* Remove

Location:

Description:

Regime:

Taxable Amount:

Rate(%):

Tax Amount:

Enter tax rate if not pre-filled.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input type="checkbox"/>	MATERIAL	1325	OFFICE CHAIR		0	EA	\$50.00 AUD	\$0 AUD

Excluded line items cannot be modified.

↳

Step 9 (optional): If you wish, you can attach a PDF copy of the invoice. Please click on "Add to Header" button and select "Attachment".

Supplier: TEST
ADELAIDE SA
Australia

Melbourne
Australia
Email: * test@anz.com

Bill From: ENTERPRISES PTY LTD-
TEST
ADELAIDE SA
Australia

View/Edit Address

Add to Header ▾

- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Payment Term
- Additional Reference Documents and Dates
- Comment
- Attachment

1 Line Items, 1 Included, 0 Previously Fully Inv

Shipping Documents Special Handling Discount [Add to Included Line](#)

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
324	OFFICE DESK		10	EA	\$150.00 AUD	\$1,500.00 AUD

Tax

Category: * GST

Location:

Description:

Regime:

Taxable Amount: \$1,500.00 AUD

Rate(%): 10

Tax Amount: \$150.00 AUD

Remo

Step 10 (optional): Select the PDF invoice from your desktop and click on “Add Attachment”

Attachments

The total size of all attachments cannot exceed 20MB Remove

Invoice_12343.pdf

▾

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

Please ensure that the invoice value on the online invoice matches with the invoice value on the pdf invoice. Every currency has a default precision separately on Ariba Network. AUD has default precision of 2 decimal places on AN

Step 11 (optional): If you wish, you can add comments to the invoice. Please click on "Add to Header" button and select "Comment".

Supplier: ENTERPRISES PTY LTD-TEST
ADELAIDE SA
Australia

Customer: ANZ Banking Group Limited
Melbourne
Australia
Email:

View/Edit Addresses

Bill From: ENTERPRISES PTY LTD-TEST
ADELAIDE SA
Australia

View/Edit Addresses

Add to Header ▾

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Payment Term
- Additional Reference Documents and Dates
- Comment**
- Attachment

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Discount

Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected								

▾

Step 12 (optional): Enter your comment in the Comments box.

Supplier: ENTERPRISES PTY LTD- TEST ADELAIDE SA Australia	Customer: ANZ Banking Group Limited Melbourne Australia Email: <input type="text"/>	View/Edit Addresses
Bill From: ENTERPRISES PTY LTD- TEST ADELAIDE SA Australia		View/Edit Addresses

Comment

Comments: [Remove](#)

Default Invoice Comment Text:

▼

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

Insert Line Item Options

Tax Category: ▼ Discount

You could use this box to update information such as remittance advice email ID, bank account details etc. Alternatively you could update all of the comments under default comments- refer section 6 for further details

Step 13: Click on Next, review the invoice and submit.

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 : TESTINV100
Invoice Date : Friday 25 May 2018 5:26 PM GMT+10:00
Original Purchase Order : PO56750

Subtotal :	\$1,500.00 AUD
Total Tax :	\$150.00 AUD
Total Gross Amount :	\$1,650.00 AUD
Total Net Amount :	\$1,650.00 AUD
Amount Due :	\$1,650.00 AUD

REMIT TO:

ENTERPRISES PTY
LTD-TEST

Postal Address:

Australia

Tax ID of Supplier: 1231231234

BILL TO:

ANZ Banking Group

Postal Address (default):

Address ID: ANZAU:AU000579

Phone (work): +61 (1800) 770373

SUPPLIER:

ENTERPRISES PTY
LTD-TEST

Postal Address:

Australia

- [Send a PO-based invoice \(4:35\)](#)
- [Send an invoice from a light account \(4:13\)](#)
- [How do I correct errors for the Bank Account field when creating an invoice?](#)
- [When will my invoice be paid?](#)
- [Ariba Network guide to invoicing](#)
- [How do I save a draft of my invoice to work on later?](#)

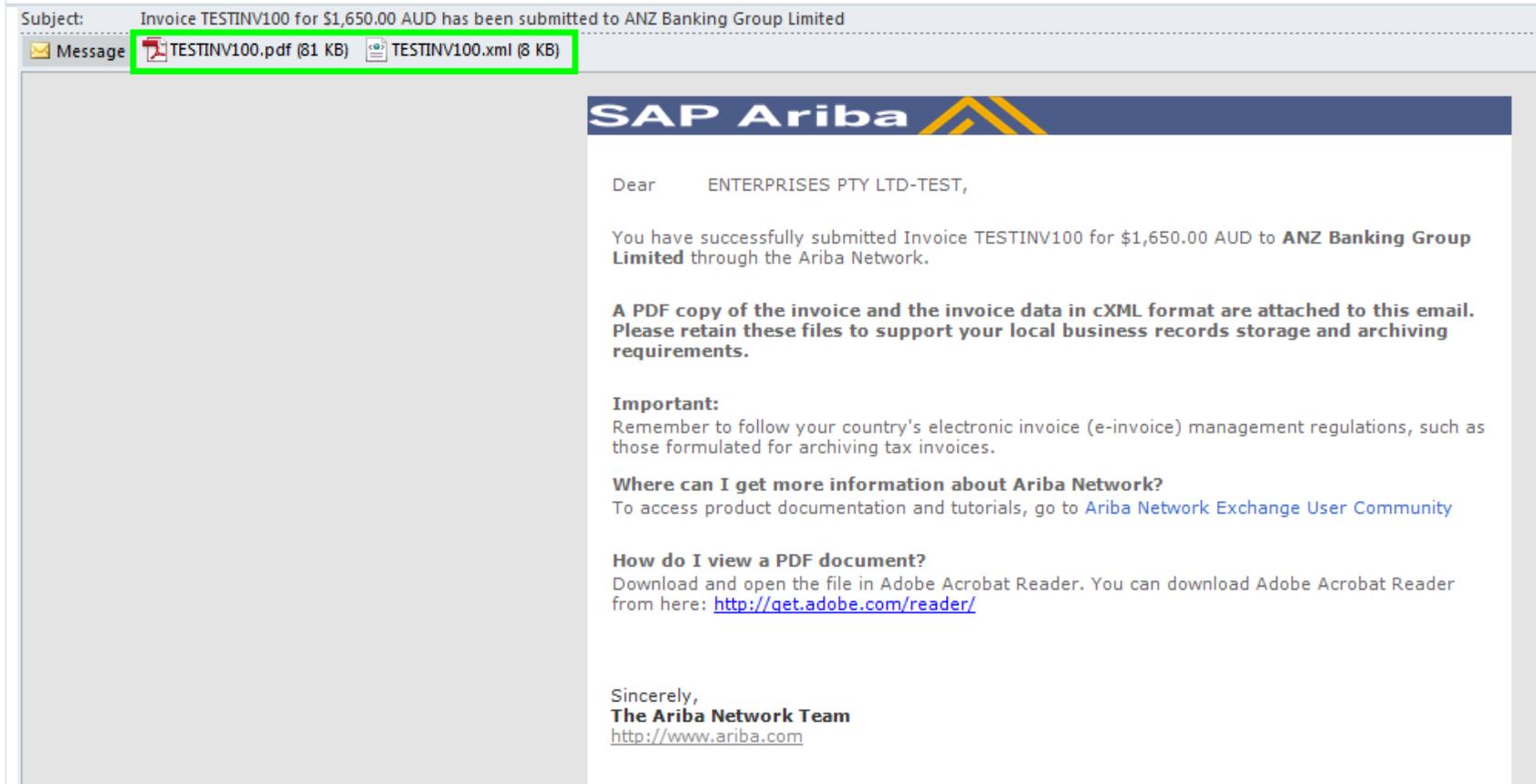
[View more](#)

Top 5 FAQs

[Documentation](#)

[Support](#)

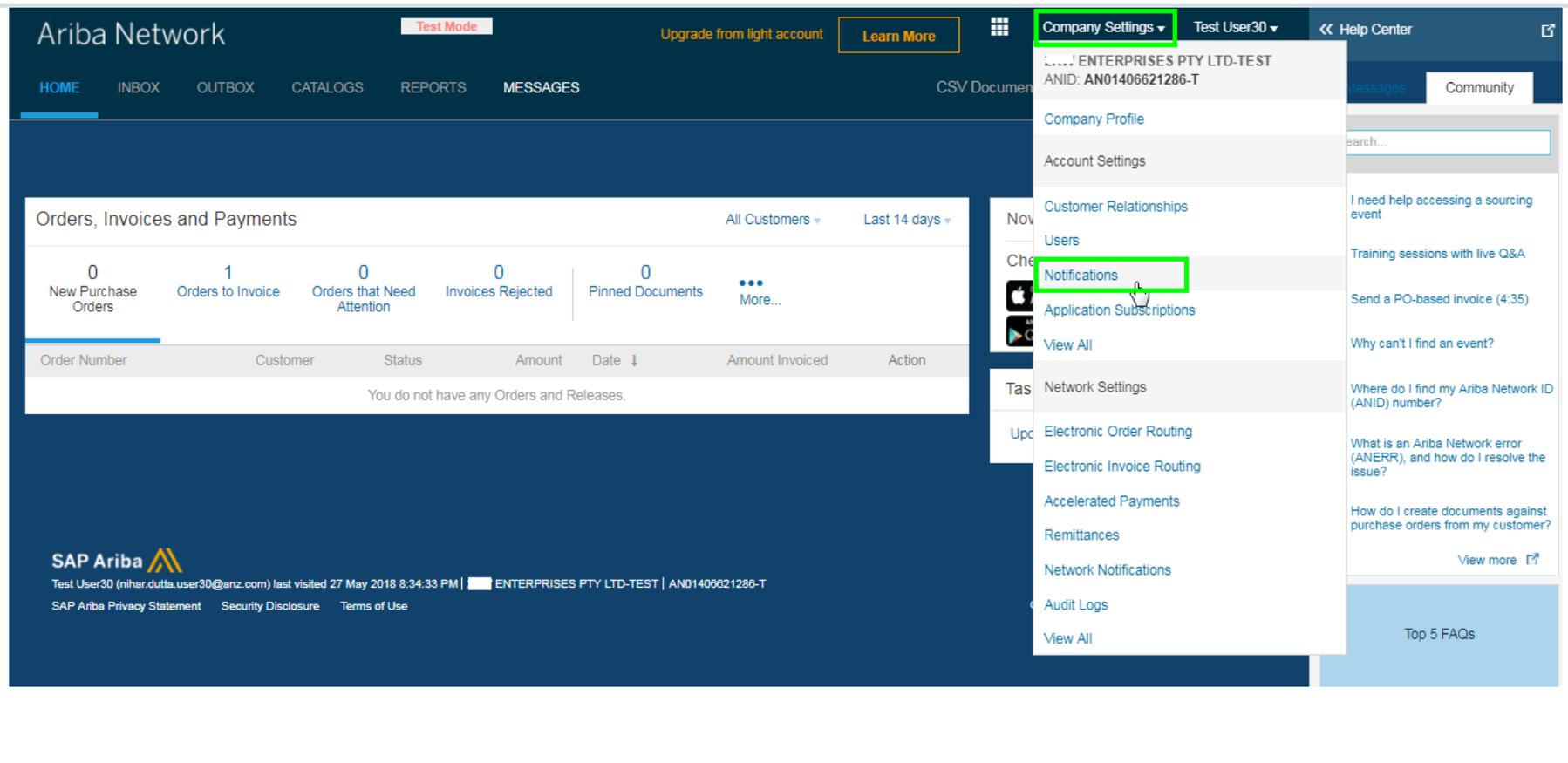
Step 14: You will receive an email after successful submission of the invoice.



SECTION 5: NOTIFICATION PREFERENCE UPDATE

You can choose to start or stop a certain kind of notification sent out from SAP Ariba.

To update your notification preference, log into <http://supplier.ariba.com> and go to Company Settings → Notifications (under Account Settings section)



The screenshot displays the SAP Ariba Network user interface. At the top, the header includes the 'Ariba Network' logo, a 'Test Mode' indicator, and options to 'Upgrade from light account' and 'Learn More'. The user is logged in as 'Test User30'. A dropdown menu for 'Company Settings' is open, showing a list of options: Company Profile, Account Settings, Customer Relationships, Users, Notifications (highlighted with a green box), Application Subscriptions, View All, Network Settings, Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, Audit Logs, and View All. The main content area shows a summary for 'Orders, Invoices and Payments' with various counts (0 New Purchase Orders, 1 Orders to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, 0 Pinned Documents) and a table with columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The footer contains the SAP Ariba logo and user information: 'Test User30 (mihar.dutta.user30@anz.com) last visited 27 May 2018 8:34:33 PM | ENTERPRISES PTY LTD-TEST | AN01408621286-T'.

Review and update your notification preferences. You can choose a different email addresses to be assigned to receive different email notifications.

Ariba Network
Company Settings ▾ Test User30
Help Center

Account Settings Save Close

Customer Relationships Users **Notifications** Application Subscriptions

General **Network** Discovery Messaging

Enter up to three comma-separated email addresses per field.
The Preferred Language configured by the account administrator controls the language used in these notifications.

Relationship

Type	Send notifications when...	To email addresses (one required)
Customer	<input checked="" type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	<input type="text" value=".....@.....com"/>
Customer Requirements Change	<input checked="" type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	<input type="text" value=".....com"/>
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	<input type="text" value=".....com"/>
Supplier Enablement Activity and Task Reminder	<input checked="" type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	<input type="text" value=".....@.....com"/>

Other Notifications

Network Service	<input checked="" type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	<input type="text" value=".....@anz.com"/>
-----------------	---	--

Search...

- How to configure your user account information and company settings
- How do I invoice a purchase order if I lose the email notification?
- Can more than one person receive email notifications about new purchase orders?
- Why am I receiving emails from SAP Ariba?
- How do I complete my customer-requested profile?
- I need help accessing a sourcing event
- How do I create documents against purchase orders from my customer?

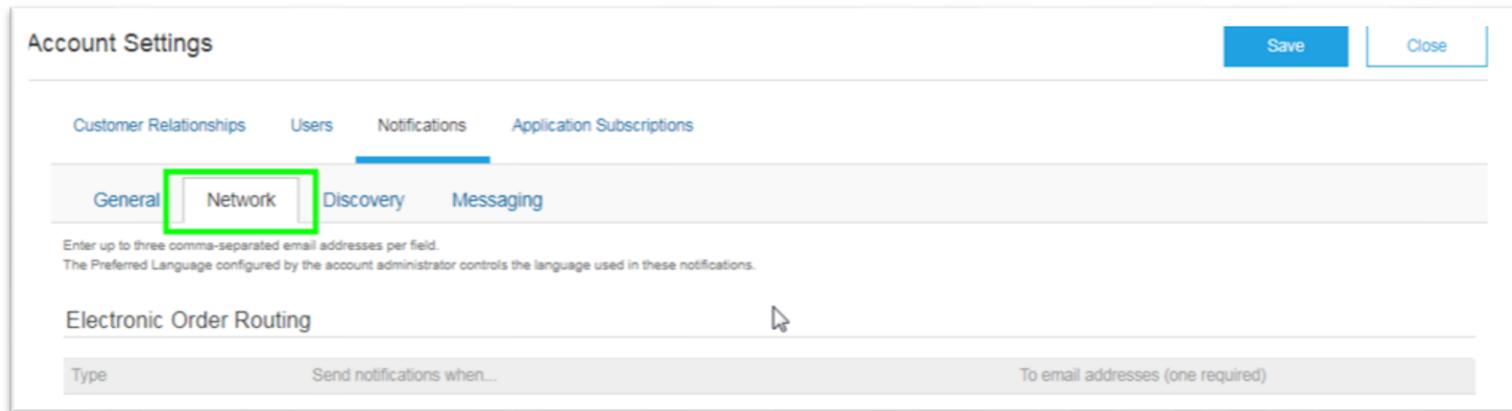
[View more](#)

Top 5 FAQs

Documentation
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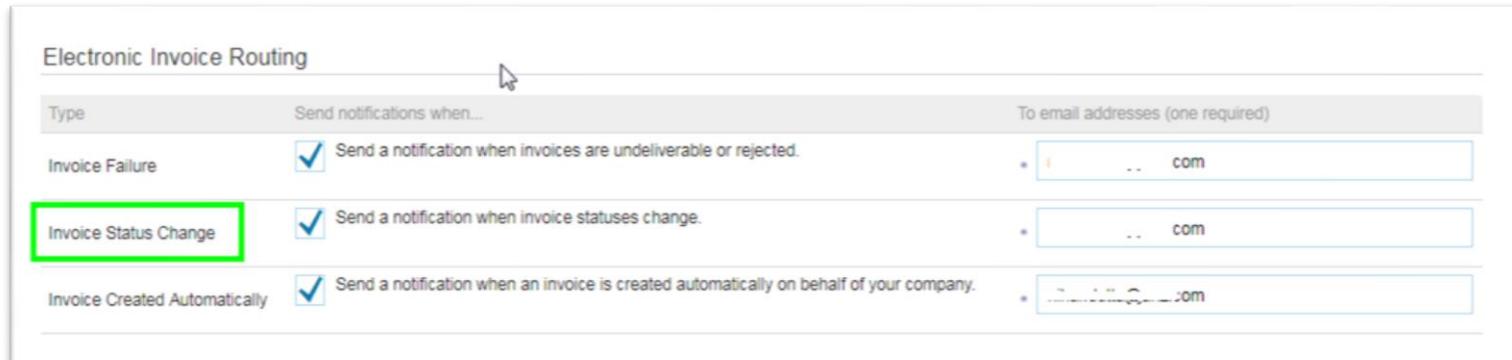
In particular, ANZ recommends that you enable “Invoice Status Change” notifications so you receive notifications when your invoices are **approved or rejected** by ANZ.

To make sure “Invoice Status Change” is enabled, go to the Network tab in the Notifications page; then scroll down to Electronic Invoice Routing section.



The screenshot shows the 'Account Settings' page with the 'Notifications' tab selected. Under the 'Notifications' tab, the 'Network' sub-tab is highlighted with a green box. Below the tabs, there is a section for 'Electronic Order Routing' with a table structure.

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text" value=".. com"/>
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text" value=".. com"/>
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* <input type="text" value=".....com"/>



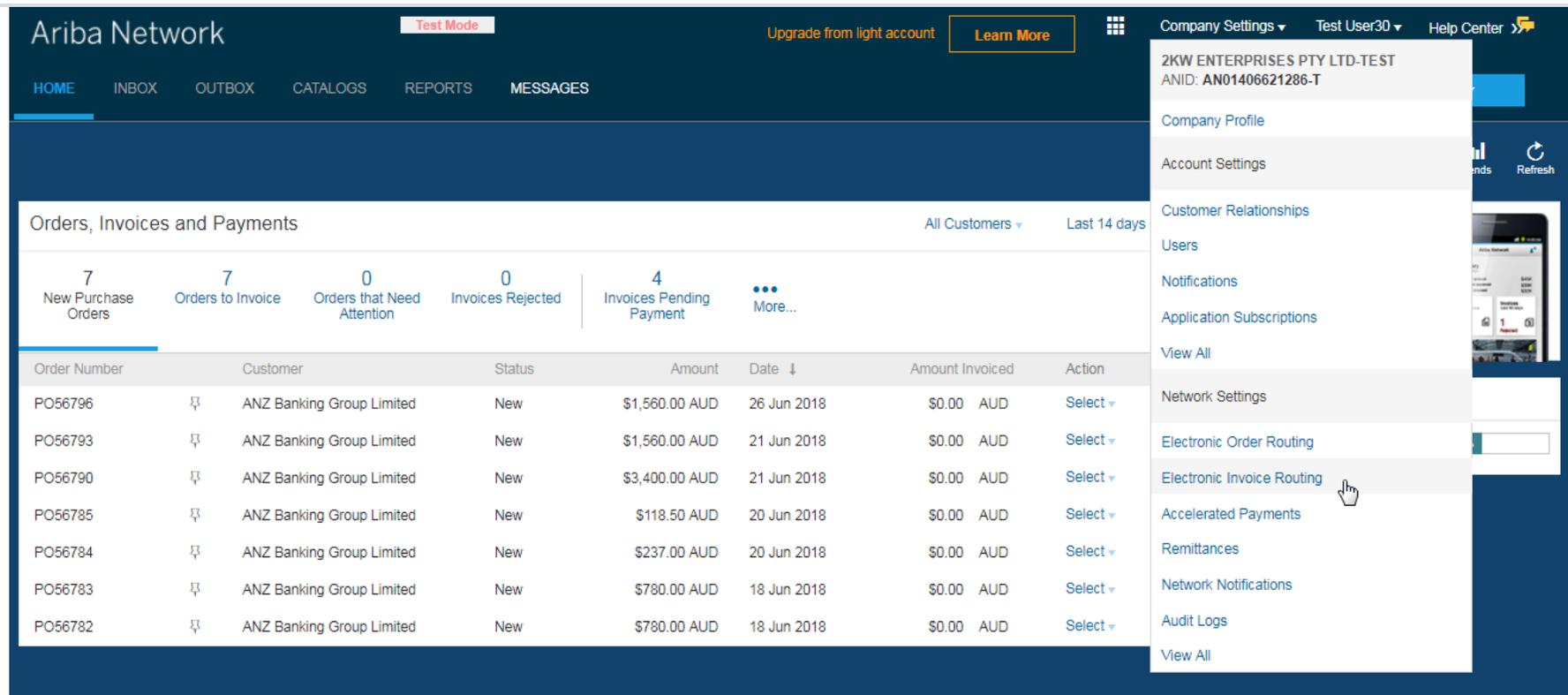
This is a close-up of the 'Electronic Invoice Routing' table from the previous screenshot. The 'Invoice Status Change' row is highlighted with a green box.

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* <input type="text" value=".. com"/>
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* <input type="text" value=".. com"/>
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	* <input type="text" value=".....com"/>

SECTION 6: DEFAULT COMMENT (OPTIONAL)

If you have a message which you would like to add in all invoices and credit notes, you can set it up in your profile. E.g. Terms & Conditions.

Step 1: To update your notification preference, log into <http://supplier.ariba.com> and go to Company Settings → Electronic Invoice Routing (under Network Settings section)



The screenshot displays the Ariba Network user interface. At the top, the header includes the Ariba Network logo, a 'Test Mode' indicator, and navigation links for 'Upgrade from light account' and 'Learn More'. The main navigation bar contains 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. A secondary navigation bar shows 'Company Settings', 'Test User30', and 'Help Center'. A dropdown menu is open under 'Company Settings', listing various settings categories: '2KW ENTERPRISES PTY LTD-TEST ANID: AN01406621286-T', 'Company Profile', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing' (highlighted with a mouse cursor), 'Accelerated Payments', 'Remittances', 'Network Notifications', 'Audit Logs', and 'View All'. Below the navigation, a summary section titled 'Orders, Invoices and Payments' shows statistics: 7 New Purchase Orders, 7 Orders to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, and 4 Invoices Pending Payment. A table below this section lists orders with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. The table contains seven rows of data for ANZ Banking Group Limited orders from June 2018.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
PO56796	ANZ Banking Group Limited	New	\$1,560.00 AUD	26 Jun 2018	\$0.00 AUD	Select ▼
PO56793	ANZ Banking Group Limited	New	\$1,560.00 AUD	21 Jun 2018	\$0.00 AUD	Select ▼
PO56790	ANZ Banking Group Limited	New	\$3,400.00 AUD	21 Jun 2018	\$0.00 AUD	Select ▼
PO56785	ANZ Banking Group Limited	New	\$118.50 AUD	20 Jun 2018	\$0.00 AUD	Select ▼
PO56784	ANZ Banking Group Limited	New	\$237.00 AUD	20 Jun 2018	\$0.00 AUD	Select ▼
PO56783	ANZ Banking Group Limited	New	\$780.00 AUD	18 Jun 2018	\$0.00 AUD	Select ▼
PO56782	ANZ Banking Group Limited	New	\$780.00 AUD	18 Jun 2018	\$0.00 AUD	Select ▼

Step 2: You will land into Network Setting page and Electronic Invoice Routing tab. Scroll down to the bottom.

Network Settings [Save](#) [Close](#)

[Electronic Order Routing](#) **Electronic Invoice Routing** [Accelerated Payments](#) [Settlement](#)

[General](#) [Tax Invoicing and Archiving](#)

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online <input type="button" value="v"/>	Return to this site to create invoices
Customer Invoices	Online <input type="button" value="v"/>	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	<input type="text" value="fit@deltek.com"/>
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	<input type="text" value="com"/>
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	<input type="text" value="com"/>

Step 3: Enter your message in one or both boxes highlighted below. Then, click on Save

Enter additional information about your invoice process and policy.

Characters left: 1300

Enter default comment text that displays on all Credit Memos.

This is a default comment which goes into all credit memos created in the future.

Characters left: 1219

Enter default comment text that displays on all Invoices.

This is a default comment which goes into all invoices created in the future.

Characters left: 1223

SECTION 7: HELP & SUPPORT

Further Learning: You can access SAP Ariba's learning videos and tutorials from your account.

Log into <http://supplier.ariba.com> and go to Help Centre.
Search for the topic you need help with.

The screenshot displays the SAP Ariba Network dashboard. At the top, the header includes 'Ariba Network', 'Test Mode', 'Upgrade from light account', 'Learn More', 'Company Settings', and 'Test User30'. The main navigation bar contains 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', 'MESSAGES', 'CSV Documents', and a 'Create' button. The central content area is titled 'Orders, Invoices and Payments' and shows a summary of 0 New Purchase Orders, 1 Order to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, and 0 Pinned Documents. Below this is a table with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced, with a message stating 'You do not have any Orders and Releases.' To the right, there are sections for 'Now we're mobile.' with app download links, 'Tasks' with a progress bar for 'Update Profile Information' at 15%, and a 'Help Center' sidebar. The sidebar is open to the 'Community' tab, showing a search bar with 'invoice' entered and a list of search results: 'invoice', 'invoice', 'invoices', 'invoice', and 'event'. Below the search results are several FAQ items, including 'Training sessions with live Q&A', 'Send a PO-based invoice (4:35)', 'Why can't I find an event?', 'Where do I find my Ariba Network ID (ANID) number?', 'What is an Ariba Network error (ANERR), and how do I resolve the issue?', and 'How do I create documents against purchase orders from my customer?'. At the bottom of the sidebar, there is a 'Top 5 FAQs' section and links for 'Documentation' and 'Support'.

You can also refer to the Supplier Information Portal (SIP).

Link to SIP: <https://connect.ariba.com/KAAcontent/1,,156756,00.html>

Please save this link
as a bookmark

Welcome to the ANZ Supplier Information Portal

Welcome to the ANZ Supplier Information Portal! This portal provides information for all suppliers that are conducting business with ANZ via the Ariba Network (AN).

Additional information regarding this project is included in the invitation letter from ANZ (below). As part of ANZ's ongoing policy to continuously improve efficiency and service quality to customers and suppliers alike, they are currently implementing the next stage of their overall electronic strategy to move away from paper based financial transaction processing.

What information are you looking for?



[TRAINING GUIDES](#)

Learn how to transact with ANZ
(PDF)



[INTRODUCTION ARIBA NETWORK](#)

See how to navigate the Network



[SUPPORT DETAILS](#)

Ariba Network Support Centre

Technical Support: SAP Ariba provides email support for technical issues related to Ariba Light supplier.

To contact SAP Ariba, please log into your account and click on "Support" in the Help Centre.

The screenshot displays the SAP Ariba Network user interface. The top navigation bar includes the 'Ariba Network' logo, a 'Test Mode' indicator, and links for 'Upgrade from light account' and 'Learn More'. The main navigation menu contains 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. The right sidebar is titled 'Help Center' and contains a search bar and a list of frequently asked questions (FAQs). The 'Support' link at the bottom of the sidebar is highlighted with a green box. The main content area shows a dashboard with various metrics and a table for 'Orders, Invoices and Payments'.

Orders, Invoices and Payments All Customers Last 14 days

0	1	0	1	0	More...
New Purchase Orders	Orders to Invoice	Orders that Need Attention	Invoices Rejected	Pinned Documents	

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
You do not have any Orders and Releases.						

Now we're mobile. Check it out. [Download on the App Store](#) [ANDROID APP ON Google play](#)

Tasks: Update Profile Information 15%

FAQs: I need help accessing a sourcing event, Training sessions with live Q&A, Send a PO-based invoice (4:35), Why can't I find an event?, Where do I find my Ariba Network ID (ANID) number?, What is an Ariba Network error (ANERR), and how do I resolve the issue?, How do I create documents against purchase orders from my customer?

Top 5 FAQs

Documentation **Support**

SAP Ariba
Test User30 | last visited 30 May 2018 5:41:18 AM | ENTERPRISES PTY LTD-TEST | AN01406621288-T
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A new window will open. Please search for "report a technical issue" in "I need help with" box.

The screenshot shows the Ariba Exchange User Community Support Center. At the top, there is a dark header with the text "Ariba Exchange User Community" on the left and a "Logout" button with a user icon on the right. Below the header is a search bar with the placeholder text "Search..." and a magnifying glass icon. To the right of the search bar are navigation links for "Home", "Learning", and "Support".

The main content area is titled "Support Center" and features a prominent "Ask Community" button. Below this, there is a section for reporting technical issues. It includes the text "I need help with" followed by a text input field containing "report a technical issue" and a yellow "Start" button. A mouse cursor is positioned over the "Start" button. Below the input field, there are "Examples:" listed as "Confirming an order", "Editing a rejected invoice", and "Sending a credit memo".

To the right of the "I need help with" section is a "Common Troubleshooting Tags" section. It contains several tags: "Account navigation", "Registered light account email", "Supplier account login", "Event participation", "Proposals", "Create invoices", "Company account settings", "Marketing profile", "Company profile", "Review company profile", "Light accounts", "Remittance addresses", "Sourcing event for suppliers", "Payment and bank details", and "My account settings".

At the bottom right, there is a section for "trust.ariba.com" which provides "Information and latest notifications about product issues and planned downtime." and a "Check status" link with an external icon.

Scroll past the search result and click on "Get help by email" link.

-  I have received an email telling me a PO has been issued but when I log in I cannot see anything but I get the following message- Error You are accessing a secured object without the proper login credential.
-  i am looking to get hold of your Tech Team
-  on the Business information section, in that second supplier network registration system, they have my organization as being Incorporated in Alabama. We are in the District of Columbia (DC).Also the revenue drop down menu will not pull down so that a figure can be entered. Please assist or go in and make the adjustments. Thanks

◀ 1 2 ▶

With your subscription to an Ariba Network Light Account, you can access our Help Center for FAQs, recorded demos, articles, and other information to help you use your account.

Need contact information or details about how to configure your account and transact with a specific customer?

Access Customer Relationships and the Supplier Information Portal

Upgrade to a full-use account in order to receive additional support.

Need to report a technical issue?

 [Get help by email](#)



 [Attend a live webinar](#)

Payment and bank details My account settings

trust.ariba.com

Information and latest notifications about product issues and planned downtime.

[Check status](#) 

Fill out the form and click on Submit.

Report a technical issue to SAP Ariba Customer Support



With your subscription to an Ariba Network Light Account, please use our Help Center for FAQs, recorded demos, articles, and other information. You need to upgrade to a full-use account to receive additional support. If you need to report a technical issue, please provide more information in the form below and we will contact you.

Problem Description

Short Description: *

Problem Type: *

Details: *

For fast resolution, please include all relevant details in your case. For example:

- A detailed description of the issue including full navigational paths, actions performed prior to the issue.
- Your expected results from the system.
- Steps to replicate the issue.
- Attach screenshots or recordings of the issue.

File Attachment 1: No file chosen

PO/Invoice Number:

Contact Information

First Name: *

Last Name: *

User ID:

Company: *

Email: *

Phone: Country: *

Country Code: Area Code: Number: * Extension:

Ariba Network ID: *

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the [Ariba Privacy Statement](#) and applicable law.

* I agree

* Required Fields

Support Available	Contact
<ul style="list-style-type: none"> • Technical issue in your Ariba Network account while <ul style="list-style-type: none"> ○ Creating invoice ○ Viewing Purchase Order • Any other account related queries 	<p>Refer to Technical Support in "Section 7: Help & Support".</p> <p>Note: Suppliers will have to upgrade to full account if they need premium services like SAP Ariba on-call support</p>
<ul style="list-style-type: none"> • Ariba trouble shooting after your invoice is submitted <ul style="list-style-type: none"> ○ Invoice rejections ○ Invoice tracking, invoice processing ○ Remittance Advice 	<p>ANZ Buy and Pay Help desk</p> <ul style="list-style-type: none"> ❖ Phone : 1-800-770-373 ❖ E-mail: AribaLightSupport@anz.com <p>Hours of operation: 9AM to 5PM, AEST Monday to Friday</p>
<ul style="list-style-type: none"> • ANZ Purchasing and Invoicing process 	<p>Refer to Supplier on-boarding guide published on anz.com</p> <p>http://www.anz.com/about-us/corporate-sustainability/supply-chain/</p>