INVOICING STANDARD PURCHASE ORDERS

This guide is relevant if Tirlan has sent you a **Standard Ariba Purchase Order (PO)** and you wish to create an invoice against this PO.

A Standard Ariba PO will be easily identifiable, as the PO number will begin with the numbers **49 or 459**.

Note: If you have received a PO that begins with the numbers **479**, please refer to the guide: **Ariba Invoicing_Framework_Purchase Order**.

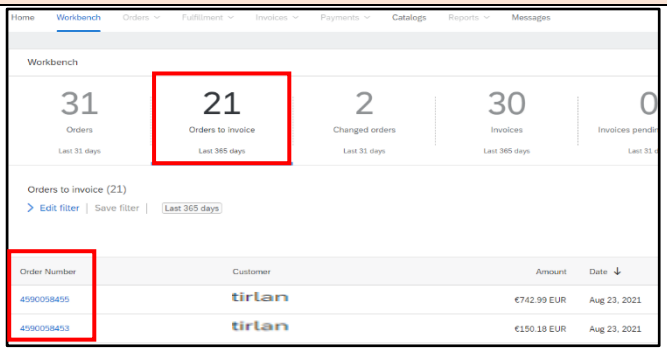
BEFORE YOU START:

- If this is your **first time using Ariba** and you do not have a username and password, complete your registration first by following the instructions provided in the guide: **Ariba Registration**

ACCESSING THE PO

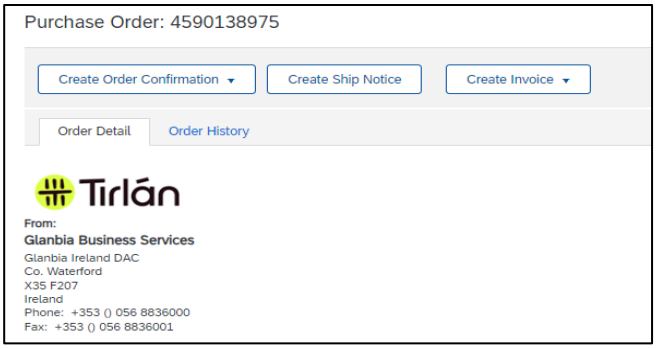
1. Log into Ariba with your username and password.

From your workbench click on the 'Orders to Invoice' tile and select the PO that you wish to submit an invoice against.



REVIEWING THE PO DETAILS

2. You will be brought directly to the PO you wish to invoice.



IMPORTANT: Before you begin to create your invoice, review the PO details to ensure it contains accurate quantities, prices and relevant line items.

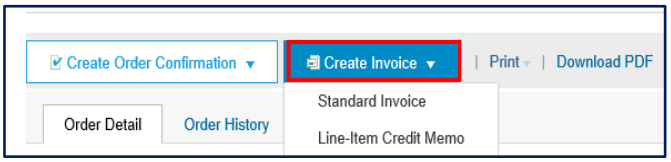
You will not be able to create an invoice that does not match the PO

Contact the **requester** if the PO does not contain accurate information so that the PO can be amended. The requester's email address will appear on the PO.

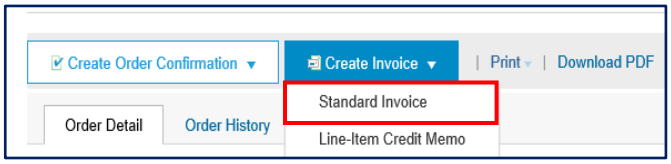
ENTERING HEADER DETAILS

3. Select **Create Invoice** at the top of the screen.

If Create Invoice is unavailable, please refer to FAQ's guide

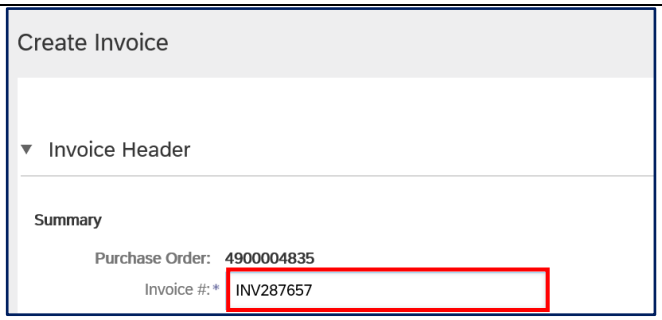


4. Select **Standard Invoice**



5. Enter your **Invoice #**

Input your organisation's internal invoice reference here.

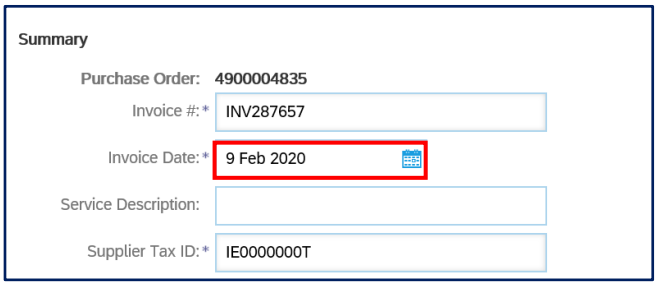


6. **Invoice Date**

The Invoice date entered in Ariba will determine your payment due date.

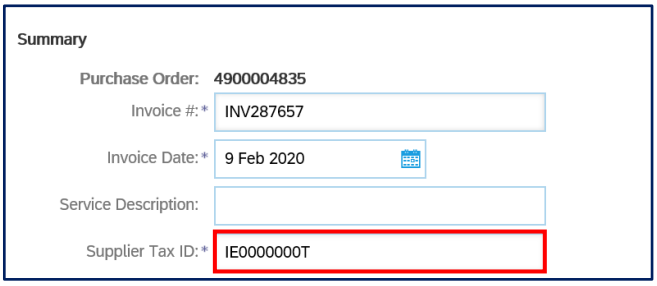
Please note you can only backdate invoices up to 5 days in Ariba.

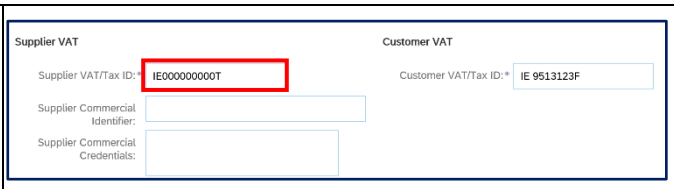
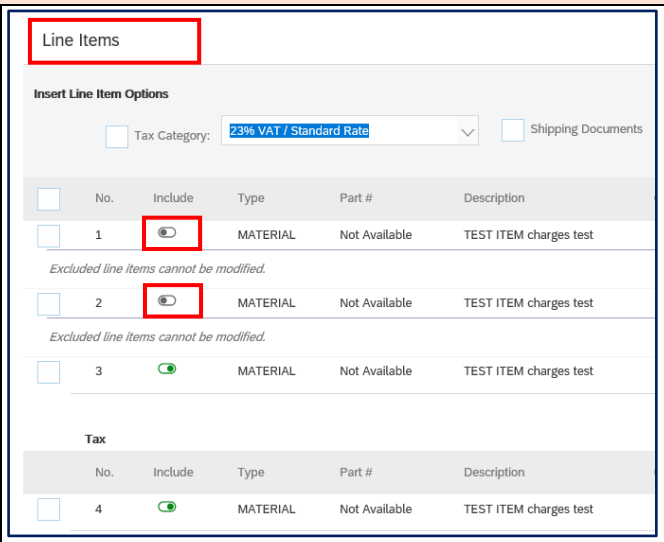
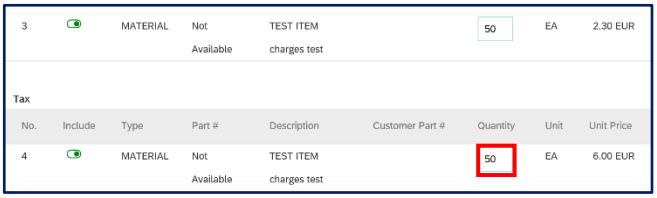
Invoices should only be submitted through Ariba once the goods or services have been delivered.



7. Enter your organisation's **VAT/ Tax ID.**

Save this to your profile under 'Company Settings' to save you having to enter this each time!

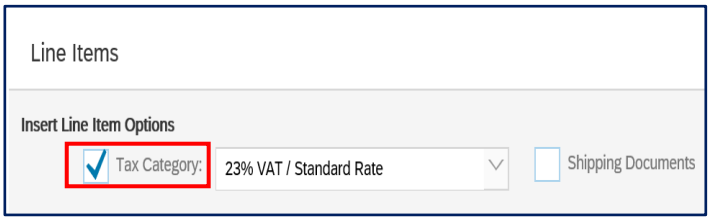
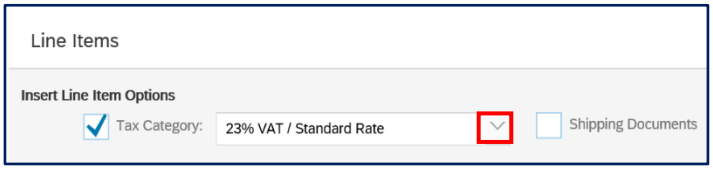
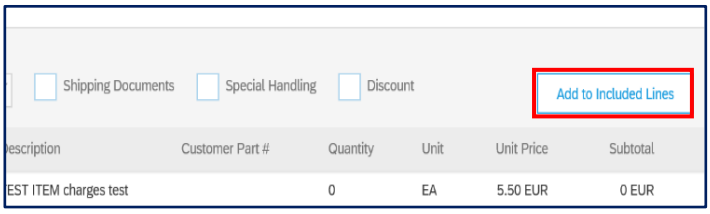
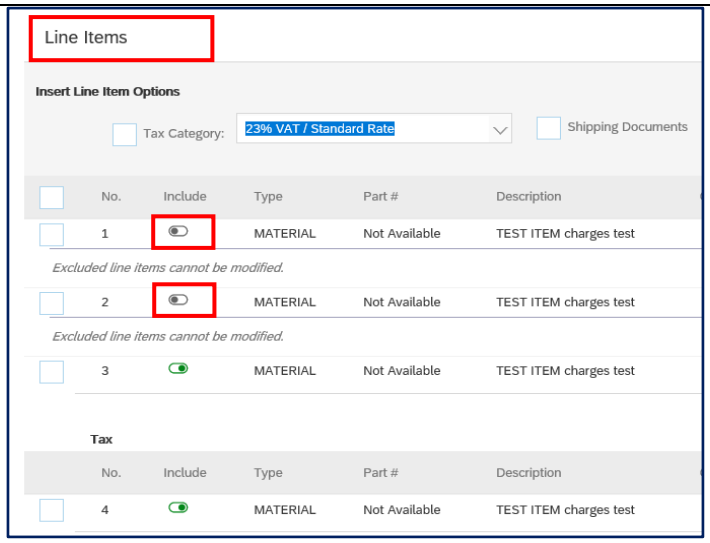
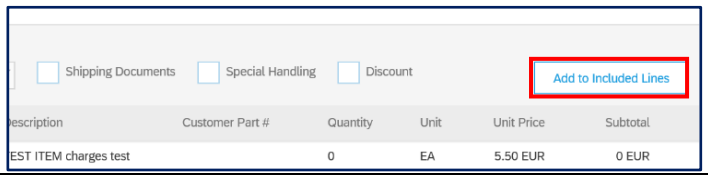
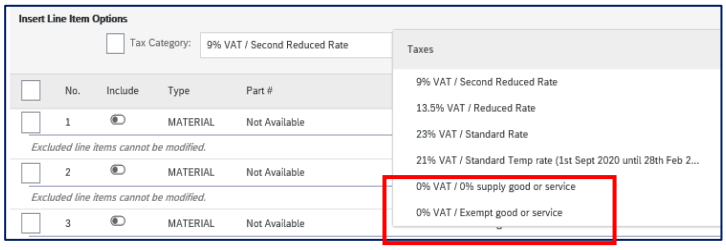


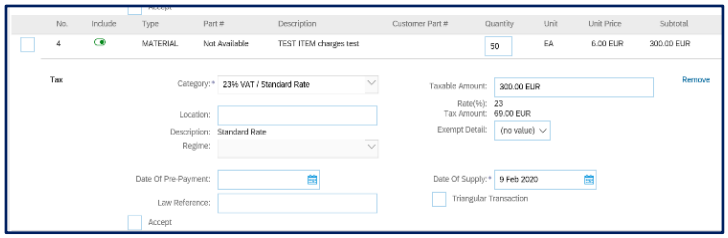
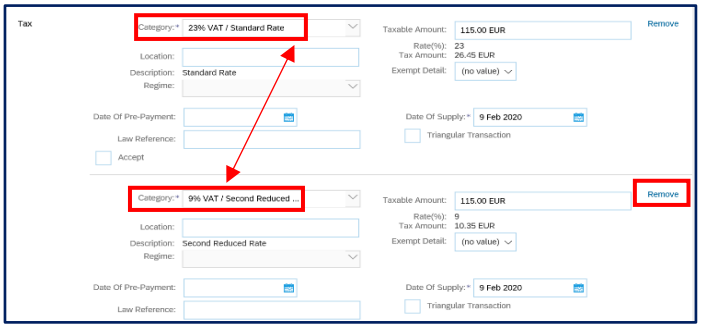
8.	**Skip** the section called **Additional Fields** and scroll down until you reach the **Supplier VAT section**. Enter your **VAT/Tax ID** again here – (can also be saved to profile!) **US Suppliers:** If the **Customer VAT/Tax ID** is not automatically defaulted, enter the number **1** in this field.	
SELECTING LINE ITEMS TO INVOICE		
9.	**Scroll down the page** to the **Line Items** section. For the line item(s) you do not wish to submit an invoice for at this time (i.e. for goods or services not yet delivered), you can exclude these lines by **clicking the <u>include</u> button.** The button will turn **grey** when the line item has been excluded.	
10.	If there is only one line item but you only need to **partially invoice** the PO, ensure that you **reduce** the **quantity** on the line item. If the PO is setup with only a quantity of **1**, but you need to invoice for half the PO at this time, enter **0.5** in the quantity field. Adjust this number to reflect the percentage of the PO you wish to invoice.	
ADDING VAT/TAX TO LINE ITEMS		

IMPORTANT: The PO must contain separate line items for different VAT/Tax rates.

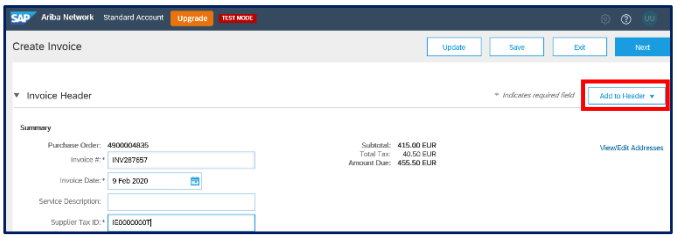
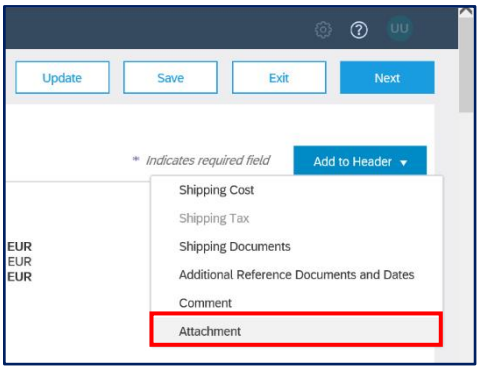
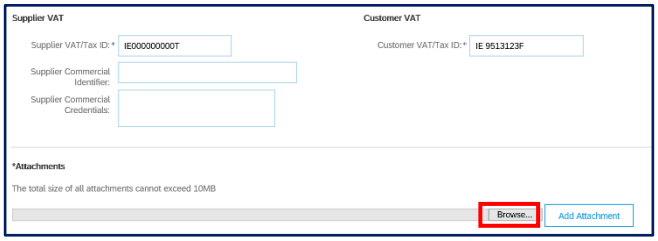
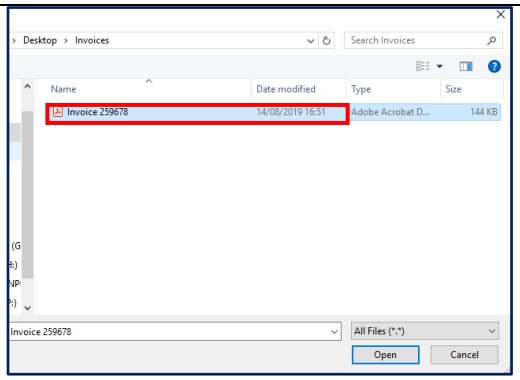
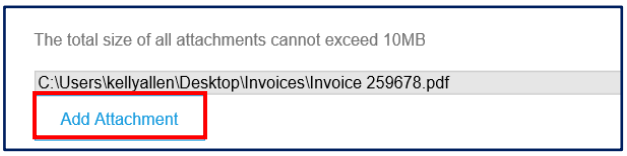
You cannot add different VAT/Tax rates to one single line.

If the PO does not contain separate lines for different VAT/Tax rates, please contact the PO requester to amend the PO.

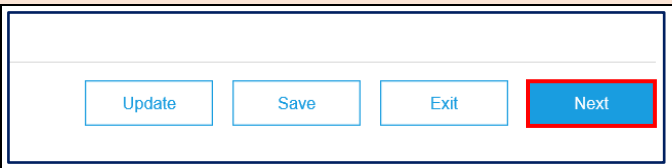
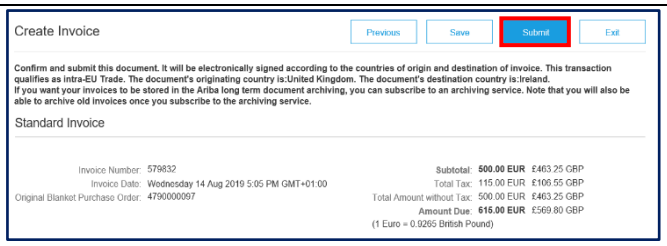
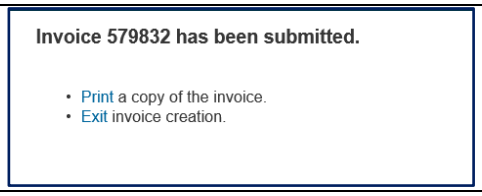
11.	If there is only **one VAT/Tax rate** to be applied to your invoice: Put a check in the box beside **Tax Category** Select the required rate from the dropdown. **Add to Included Lines** to apply the appropriate VAT/Tax rate to your entire invoice.	  
12.	If there are **multiple VAT/Tax rates** to be applied to your invoice: Select one VAT/Tax rate to start with. Use the switcher beside each line to exclude the line(s) that **you do not** want to add this VAT/Tax rate to. (Lines which are grey will not have the rate applied, lines which are green will). Repeat steps **above** until all VAT/Tax rates have been applied to the relevant line items. *Remember to ensure all lines are 'Green' before proceeding to submit'*	 
13.	**A) EMEA Suppliers:** **For Suppliers whose transactions are Zero Rated or Exempt, you will see two dropdowns:** 0% Supply Good or Service 0% Exempt Good or Service Please select the relevant option.	

	If your Goods or Services are subject to Reverse Charge VAT accounting, then please ensure you indicate this by putting a 'check' in the 'Reverse Charge' box on your VAT line.	
14.	**B) US Suppliers:** Select the applicable **Sales Tax** from the dropdown menu. Enter your **Tax Rate** in the field provided. If there is no tax required, enter 0%.	
15.	Once all applicable VAT/Tax rates have been added, a VAT/ Tax line will appear underneath each line item. Review this information carefully to ensure VAT/Tax rates have been applied correctly.	
16.	**IMPORTANT:** Ensure that you have not added more than one VAT/Tax rate to line items. If you have added more than one VAT/Tax rate to a line item, use the **Remove** button to delete the additional VAT/Tax rate(s), or this will **cause your invoice to be rejected by Ariba.**	

ADDING ATTACHMENTS TO YOUR SUBMISSION
For certain purchase types, Tirlan may require you to attach a PDF copy of your own invoice to your submission to support tax validation. If you are required to attach a copy of your invoice, an error will occur if you try to submit your invoice without adding an attachment. . All suppliers can attach a PDF copy of their invoice as a supporting document (even if it is not mandatory for you to do so) but the amount that will be paid to you will be the amount that is processed on your Ariba submission, <u>not the amount on your PDF invoice</u>.

17.	Scroll to the top of the page and click **Add to Header.**	
18.	Select **Attachment** from the dropdown menu.	
19.	Scroll down the page to the **Attachment** section (beneath Supplier VAT). Click **Browse**.	
20.	Locate a copy of your PDF invoice from your computer. ***For US Suppliers**: Also your BOL and COA* **Double click** on the document you wish to add to your submission.	
21.	Select **Add Attachment** so that the document is added to your submission.	
22.	If you have added your document successfully, it will appear with the document name as per screenshot.	

SUBMITTING YOUR INVOICE

23.	At the bottom of the page, select **Next.**	
24.	Review all of the invoice details displayed before selecting **Submit.**	
25.	Once you have successfully submitted your invoice, you will receive the following message.	

APPENDIX 1: INVOICES THAT REQUIRE A 'GOODS RECEIPT'

The following information is relevant if you supply Tirlan with goods or services that require a goods receipt note (GRN) to be completed by Tirlan before an invoice can be submitted.

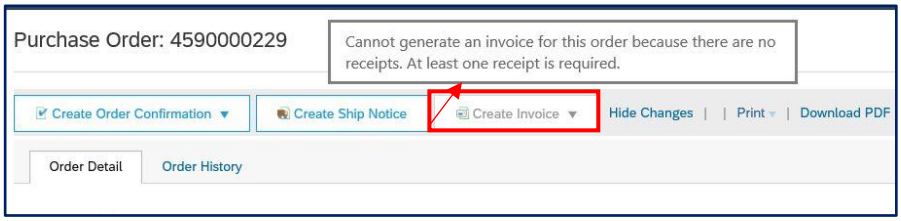
What is a Goods Receipt Note (GRN)?

A GRN is an acknowledgement that is entered on Tirlan's procurement system by the requester when goods or services have been delivered.

How will I know if this rule is applicable to my invoices?

Suppliers will see that the **Create Invoice** option in Ariba is greyed out when a goods receipt has not been completed.

When you hover over the greyed out button, a message will appear indicating that a receipt is required before an invoice can be generated.



If this message appears, it means you will not be able to submit an invoice until the goods receipt has been completed.

If you have delivered the goods or service and need to submit an invoice, please contact the requester (email address can be found on the PO) as they will need to complete the goods receipt before you can submit your invoice.

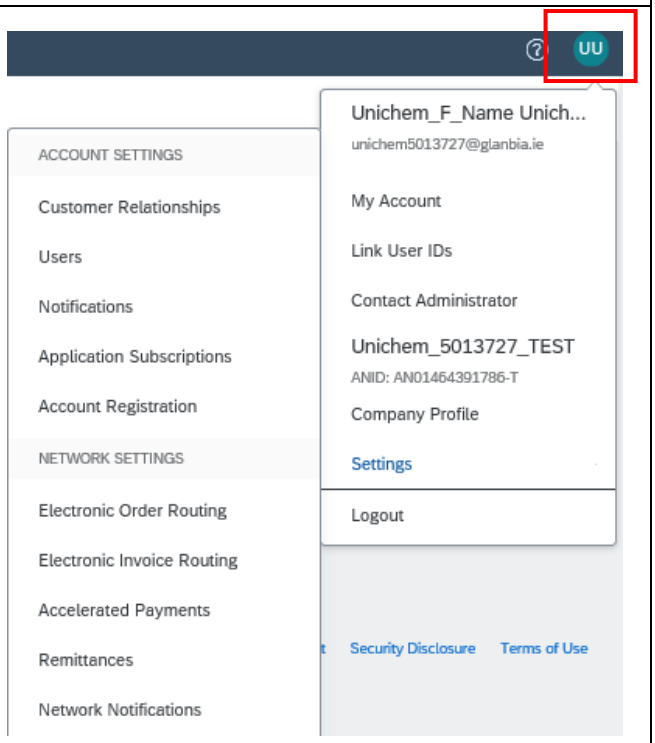
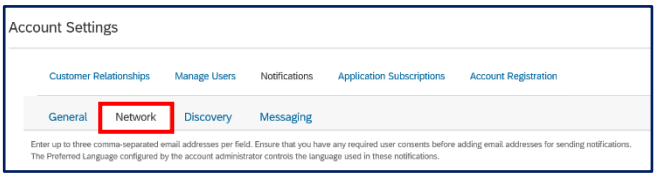
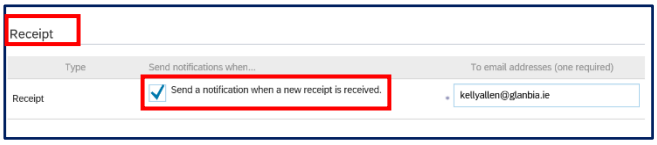
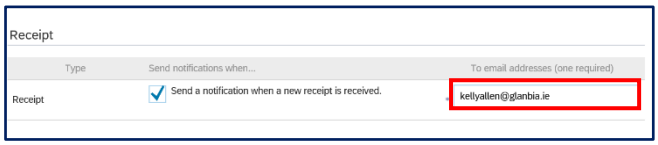
Once a goods receipt has been completed, the **Create Invoice** option will become available.

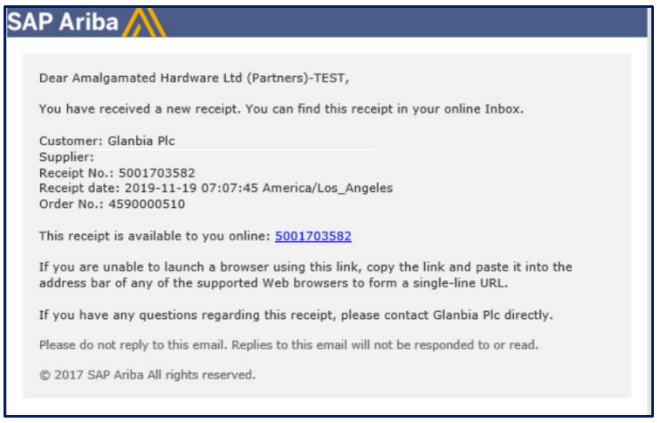
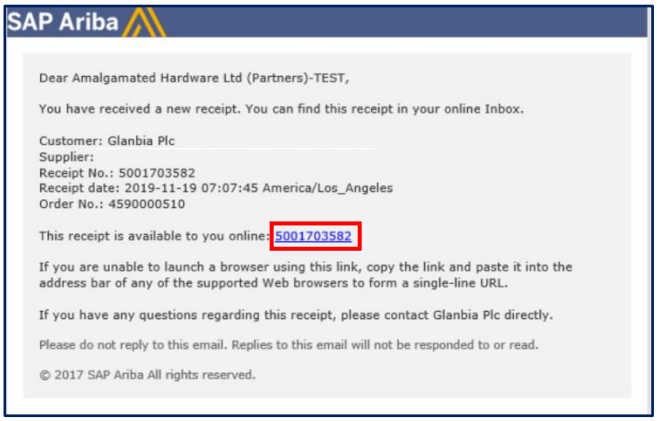
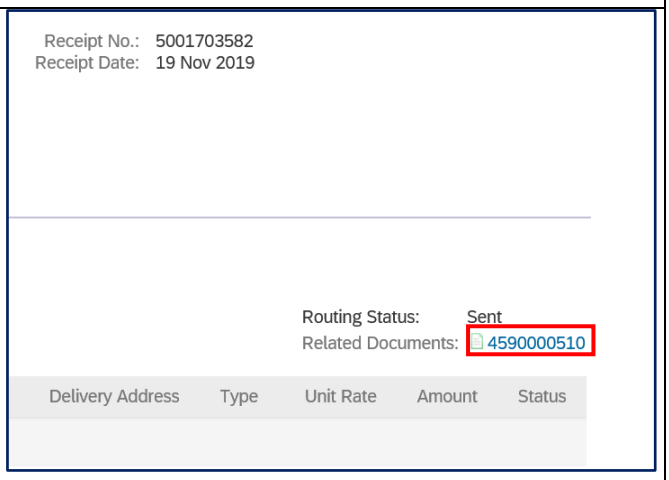
The following instructions are provided to help suppliers;

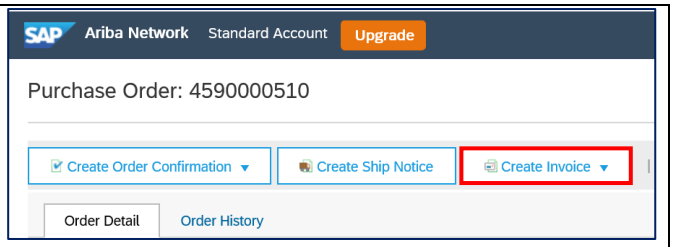
- Enable alerts to notify suppliers when a goods receipt has been completed by Tirlan
- Identify which PO line items can be invoiced against

ENABLE GOODS RECEIPT ALERTS/NOTIFICATIONS

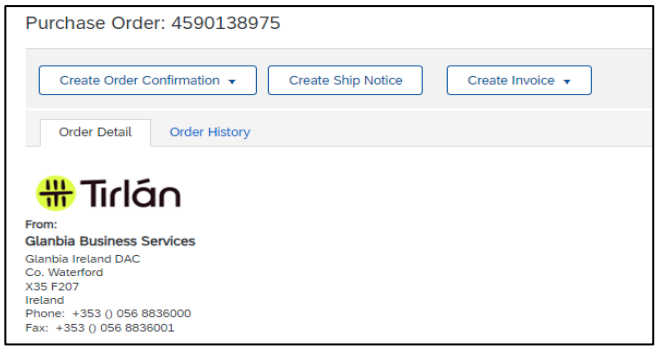
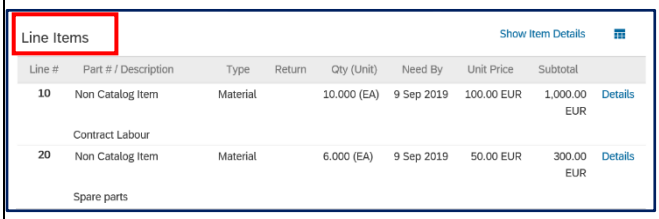
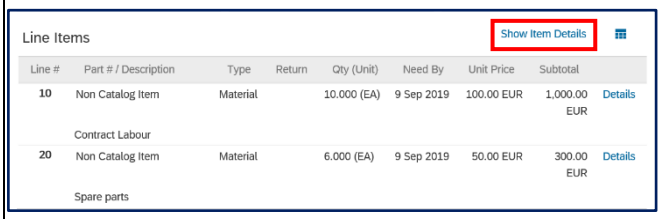
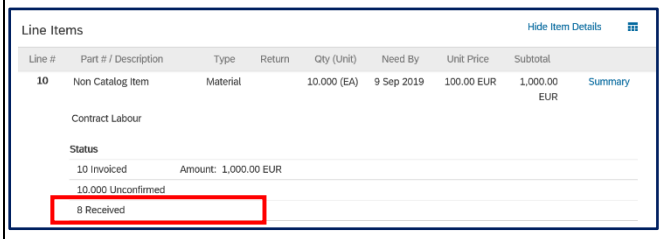
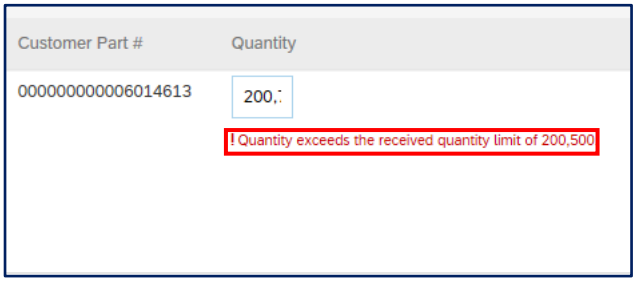
The following instructions are relevant if you wish to be notified if a goods receipt has been completed by Tirlan and therefore you can submit your invoice(s).

1.	Log into Ariba using the following link and your username and password. In the top right-hand corner of the screen, click your Initials to get to the **Company Settings**. Then select **Notifications**.	
2.	Select the **Network** tab.	
3.	Scroll down the **Receipt** section. Enable this notification by clicking the box.	
4.	You can update the email address that these notifications will be sent to.	

5.	Select Save at the bottom of the page to save your changes.	
6.	When a goods receipt is completed for a PO that you need to invoice, you will now receive an email notification.	
7.	To access the relevant PO, click on the receipt number provided in the email.	
8.	This will bring you into the receipt in Ariba. You can then scroll across to **Related Documents** where you will be able to click on the PO number.	

9.	This will then bring you directly to the PO where you can select **Create Invoice** to begin the invoicing process.	

APPENDIX 2: IDENTIFYING THE PO LINES AVAILABLE TO INVOICE

IDENTIFYING WHICH PO LINE ITEMS ARE AVAILABLE TO INVOICE AGAINST		
1.	Access the PO you wish to submit an invoice against. If the **Create Invoice** button is selectable and not greyed out, then it is possible to submit an invoice against either all or some of the PO line items. (You do not need select Create Invoice at this time)	
2.	Scroll down the page to the **Line Items** section.	
3.	Select **Show Item Details**	
4.	Further detail will be displayed which will indicate the quantity that has been goods receipted by Tirlan.	
5.	When creating your invoice, you will only be able to submit an invoice for the same quantity that has been goods receipted by Tirlan. If you try to submit an invoice that exceeds the received quantity by Tirlan you will receive an error message.