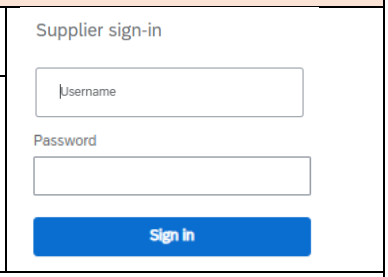
INVOICING FRAMEWORK PURCHASE ORDERS

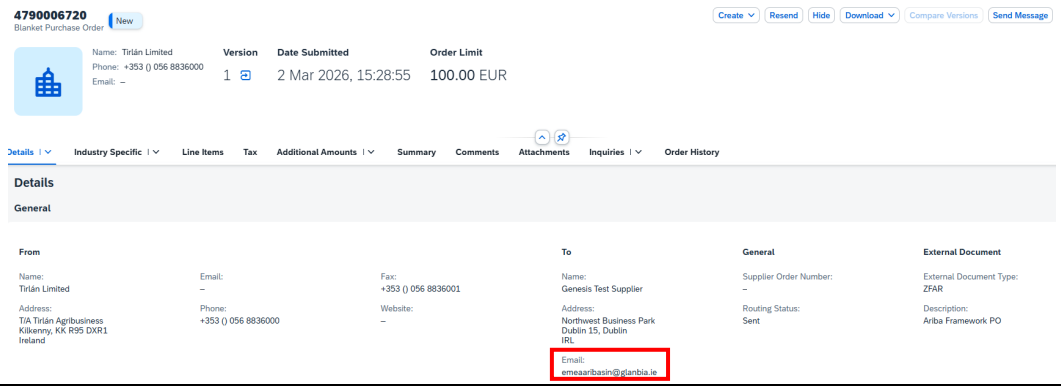
This guide is relevant if Tirlán has sent you an Ariba **Framework Purchase Order (PO)**.

If you have received a PO that begins with the numbers **479**, this is a Framework PO that you will submit multiple invoices against for a specified period and these invoices will be approved by the designated Tirlán approver.

Please follow the instructions provided in this document to submit your invoices to Tirlán.

INSTRUCTIONS:

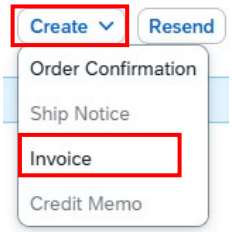
ACCESSING THE PURCHASE ORDER		
1.	Log into Ariba to locate the PO that requires action by clicking here.	
2.	Enter your **username** and **password** that you generated during the registration process. See guide: **Ariba Registration Guide**. Select **Sign In.**	
3.	When you have successfully logged in to Ariba, locate the order that an Invoice needs to be issued against, and click the PO number to open it. See guide: **Locating Purchase Orders**.	

REVIEWING THE PO DETAILS	
4.	You will be brought directly to the PO you wish to invoice.
5.	**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 the PO can be amended. The requester's email address will appear on the PO (see below image). 

ENTERING HEADER DETAILS

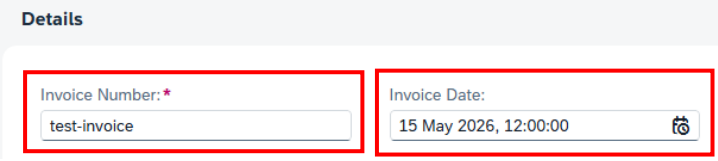
6. Select Create '**Create**', then select **'Invoice'** at the top of the screen.

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



7. Enter your **Invoice Number**

(This is your organisation's internal invoice reference)



8. Enter your **Invoice Date**
(This will determine your payment due date.)

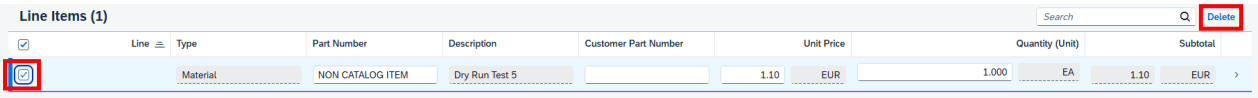
Please note you can only backdate invoices up to 5 days in Ariba.

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

SELECTING LINE ITEMS TO INVOICE

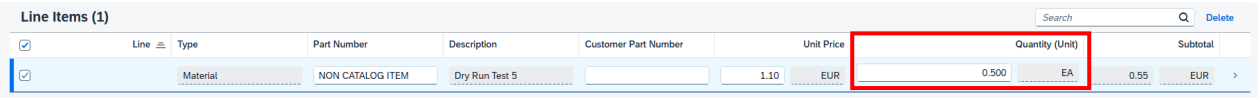
9. **Scroll down the page** to the **Line Items** section.

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 ticking the checkbox next to them, then **clicking the Delete button.** The item will be erased from view when the line item has been excluded.



10. If you only need to **partially invoice** the PO, ensure that you **reduce** the **quantity** on the line item.

Example: 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

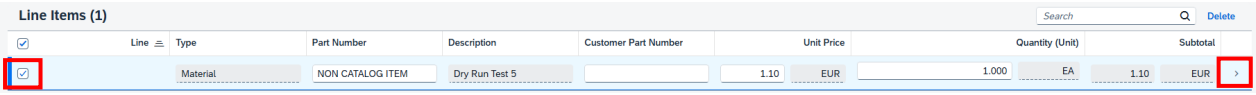
11. **IMPORTANT:** The PO must contain separate line items for different VAT/Tax rates.

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

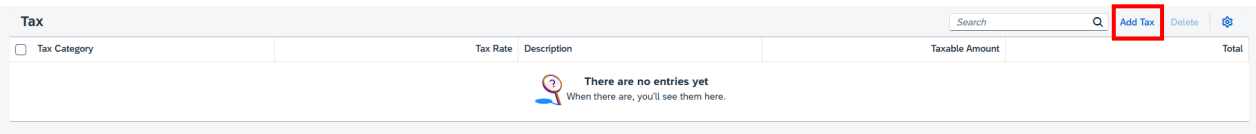
If the PO does not contain separate lines for different VAT/Tax rates, please contact the PO requester to amend the PO.

12. If there is only **one VAT/Tax rate** to be applied to your invoice:

Put a check in the box beside the line items (in 'Line Items' section) and click the right navigation button.

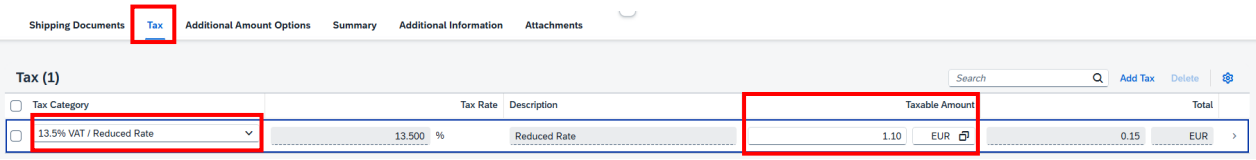


A new page will appear. Click the 'Tax' header to navigate to that section. Then click **Add Tax**.



In the Tax section, select the appropriate rate of tax from the 'Tax Category' dropdown.

Ensure the taxable amount is set to the correct amount (i.e. the tax should be applied per this amount)



At the bottom of the page, click **Apply** to add this tax to your line item(s) and return to the create invoice screen.

13. If there are **multiple VAT/Tax rates** to be applied to your invoice:

- Repeat step 12 to with the other line item(s) which require a different VAT/Tax rate, until **all** VAT/Tax rates have been applied to the relevant line items.

14.

A) EMEA Suppliers:

For Suppliers who's 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.

15.

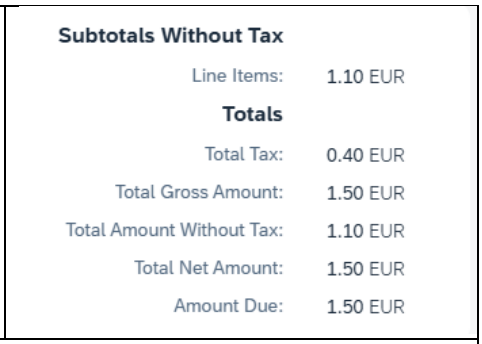
B) US Suppliers:

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%.

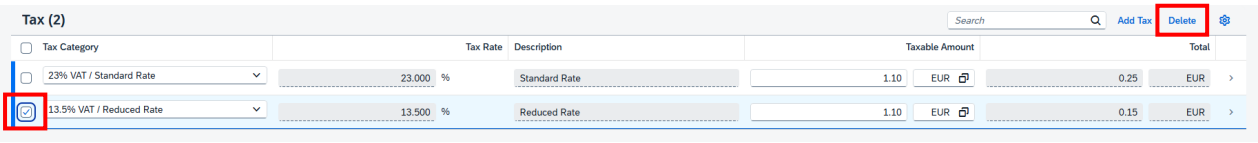
16. Once all applicable VAT/Tax rates have been added, the 'Summary' section at the bottom of the 'New Invoice' screen will display the total VAT/ Tax.

Review this information carefully to ensure VAT/Tax rates have been applied correctly.



17. **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.**

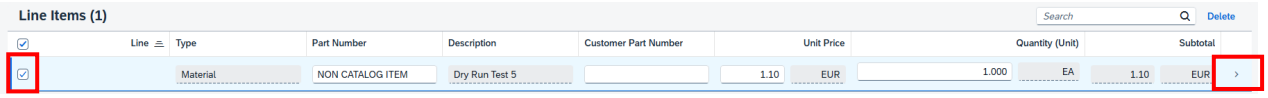


ADDING ATTACHMENTS TO YOUR SUBMISSION

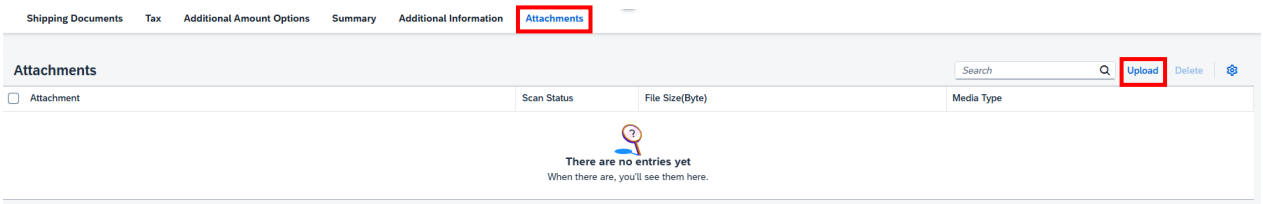
18. For certain purchase types, Tirlán may require you to attach a PDF copy of your own invoice to your submission to support tax validation. If you are required to attach a copy of your invoice, an error will occur if you try to submit your invoice without adding an attachment.

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>.

19. Scroll to the 'Line Items' section of the invoice page and click the right navigation button.



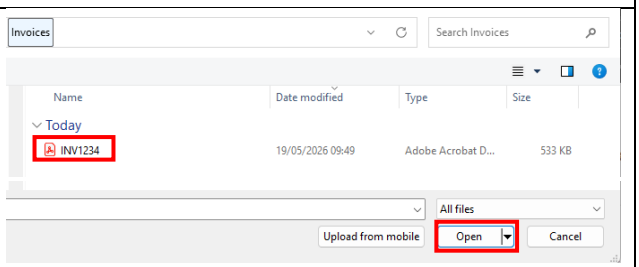
20. A new page will appear. Click the '**Attachments'** header to navigate to that section. Then click **Upload**.



21. Locate a copy of your PDF invoice from your computer.

***For US Suppliers**: Also your BOL and COA*

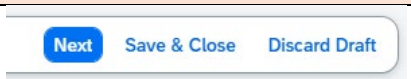
Double click on the document you wish to add to your submission.



22. Click **Apply** at the bottom of the screen so that the document is added to your submission.

SUBMITTING YOUR INVOICE

23. At the bottom of the page, select **Next.**



24. Review all of the invoice details displayed before selecting **Submit.**

APPENDIX 1: INVOICES THAT REQUIRE A 'GOODS RECEIPT'

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

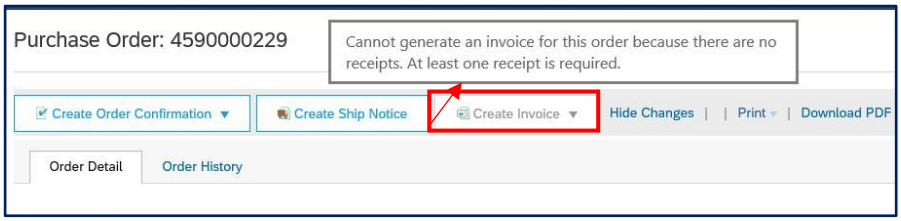
What is a Goods Receipt Note (GRN)?

A GRN is an acknowledgement that is entered on Tirlán'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 Tirlán
- Identify which PO line items can be invoiced against

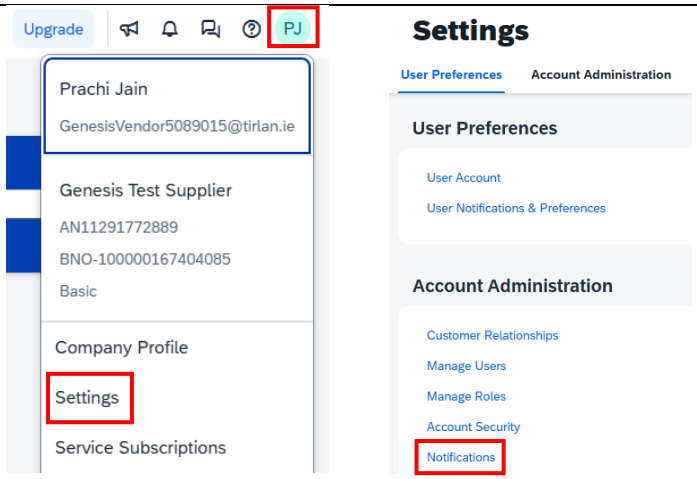
ENABLE GOODS RECEIPT ALERTS/NOTIFICATIONS

The following instructions are relevant if you wish to be notified if a goods receipt has been completed by Tirlán 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, then click **Settings**.

2. In the User Preferences section, under Account Administration area, select **Notifications**.

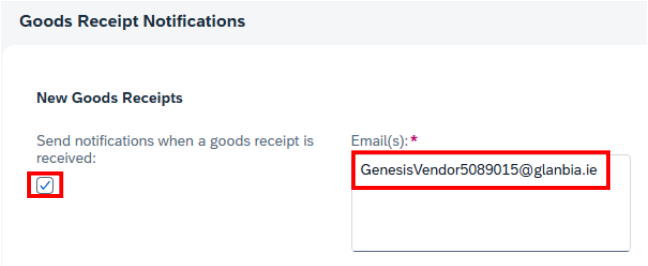


3. Click Edit in the top right corner of the screen.

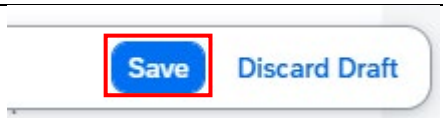
Scroll down the **Goods Receipt Notifications** section.

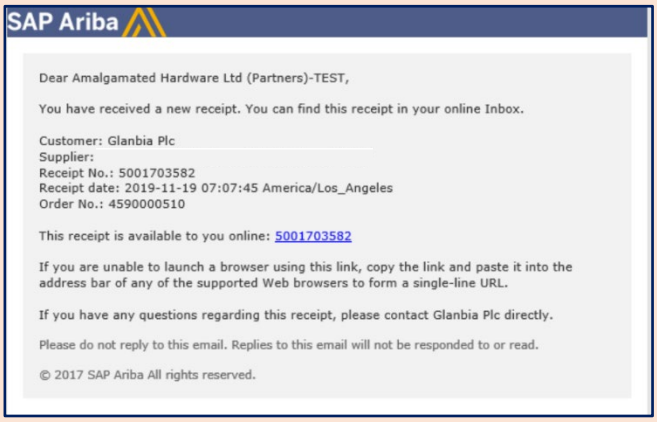
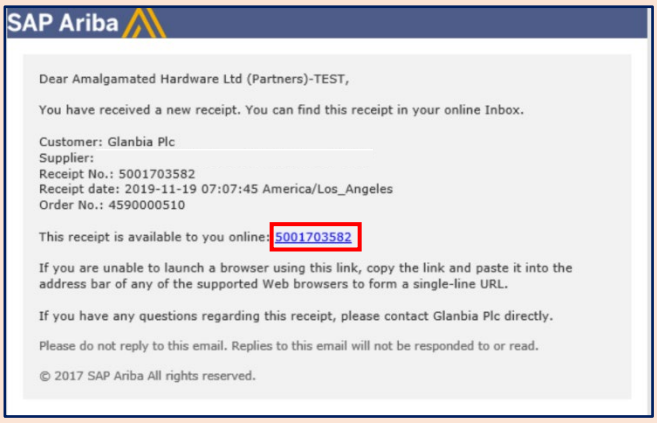
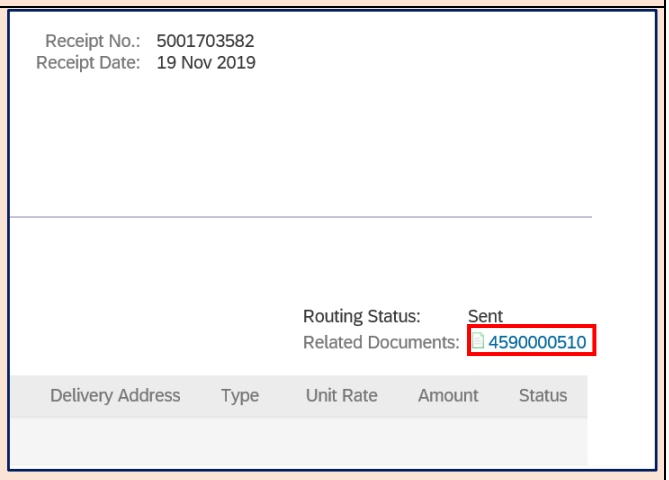
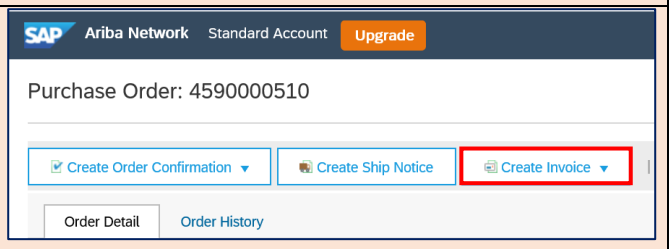
Tick the box next to ' **Send notifications when a goods receipt is received**'

Add the email address(es) that these notifications will be sent to.

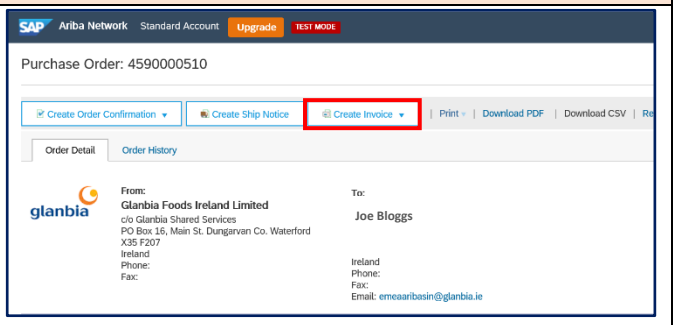
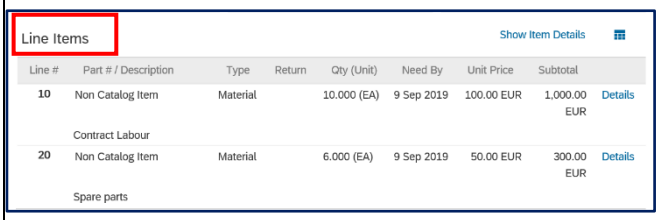
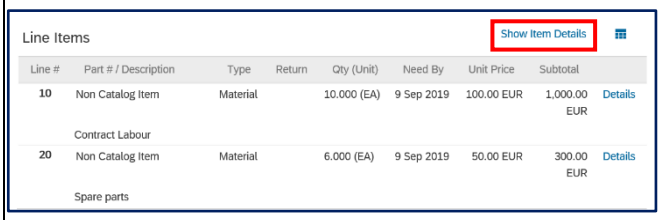
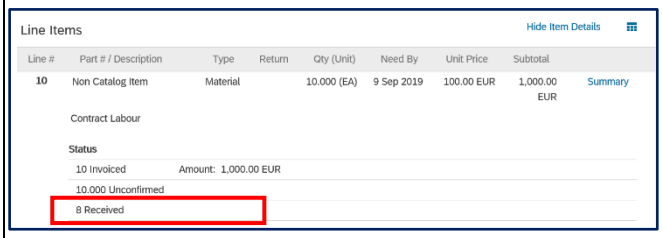
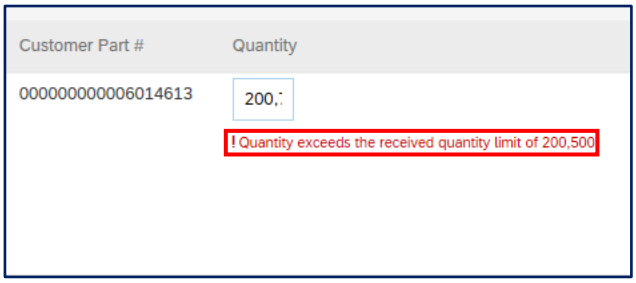


5. Select Save at the bottom of the page to save your changes.



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 Tirlán.	
5.	When creating your invoice, you will only be able to submit an invoice for the same quantity that has been goods receipted by Tirlán. If you try to submit an invoice that exceeds the received quantity by Tirlán you will receive an error message.