



SYNLAIT TRAINING GUIDE

INVOICING, CREDITS

Synlait

INVOICING, CREDITS

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INVOICING

Invoice Intro

- This section provides step by step instructions, procedures and hints to facilitate a smooth invoicing flow between Buyers and Suppliers. **Please refer to the Buyer Transaction Rules for more information on what's in scope for your program.**
- The Invoice # refers to your internal invoice number.
- Partial invoicing is allowed, unless otherwise stated by your customer.
- Make sure to respect your company guidelines, the country rules and customer requirements when filling in your Invoice.
- Invoice types presented on this page: Regular invoice (against a PO)
- Service Invoice (against Service Sheet)
- Invoice against a Blanket PO
- Invoice against a Goods Receipt
- Create a Credit Memo
- Additional Features (Report, History, Search...)

If you are using a **Standard Account**, you can also visit [this page](#) or watch [this video playlist](#) for dedicated instructions.

INVOICING (AGAINST A PO)

General Invoice Creation Process

1. Locate and open the PO you want to invoice.
(For Standard Account users: find the PO in your mailbox and click on *Process Order*)
2. Click *Create Invoice > Standard Invoice* (1).
3. Invoice is automatically pre-populated with the PO data.
Complete all fields marked with an asterisk (*) and add tax as applicable (2).
4. Once you've completed all required fields and optional fields if necessary, click *Next* (3).
5. On the Review page, review your invoice for accuracy. Once satisfied, click *Submit* to send the invoice to your Buyer (4).

Note: the type and amount of fields to fill in depends on transacting rules set up by your customer as well as on regional legal rules.

This screenshot shows the top navigation bar of the system. It contains three main buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button has a dropdown menu open, showing three options: 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-item Debit Memo'. A pink circle with the number '1' is placed over the 'Standard Invoice' option. Below the buttons, there are two tabs: 'Order Detail' and 'Order History'.

This screenshot shows the 'Create Invoice' form. At the top, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The form is divided into two main sections: 'Invoice Header' and 'Summary'. The 'Invoice Header' section has a dropdown menu for 'Invoice Header' and a button 'Add to Header'. The 'Summary' section contains several fields: 'Purchase Order: 1100000795', 'Invoice #: *' (with a calendar icon), 'Invoice Date: * 2 Sep 2021' (with a calendar icon), 'Service Description:', and 'Supplier Tax ID: * TAXID1234567'. A pink circle with the number '2' is placed over the 'Invoice #' field. To the right of these fields, there is a summary table with the following data:

Subtotal:	\$57.00 NZD
Total Tax:	\$8.55 NZD
Total Gross Amount:	\$65.55 NZD
Total Amount without Tax:	\$57.00 NZD
Total Net Amount:	\$65.55 NZD
Amount Due:	\$65.55 NZD

A pink circle with the number '3' is placed over the 'Next' button.

This screenshot shows the 'Create Invoice' form in the review stage. At the top, there are buttons for 'Previous', 'Save', 'Submit', and 'Exit'. The form contains a confirmation message: '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: Holy See (Vatican City State). The document's destination is: New Zealand.' Below this, there is a section titled 'Standard Invoice' which displays the invoice details and summary table. A pink circle with the number '4' is placed over the 'Submit' button.

Invoice Number:	INV0902004
Invoice Date:	Thursday 2 Sep 2021 1:31 PM GMT+12:00
Original Purchase Order:	1100000795
Subtotal:	\$57.00 NZD
Total Tax:	\$8.55 NZD
Total Gross Amount:	\$65.55 NZD
Total Amount without Tax:	\$57.00 NZD
Total Net Amount:	\$65.55 NZD
Amount Due:	\$65.55 NZD

INVOICING (AGAINST A PO)

Header Information

1. Enter an *Invoice #* which is your unique number for invoice identification (1). The Invoice Date will auto-populate and can be adapted if needed.
2. Choose the correct *Remit-to Address* (if several addresses were configured during setup) (2).
3. Tax for items is defaulted from the PO so no changes are allowed.
4. Tax for Shipping and Surcharges has to be entered at the Header level (3).
5. Click *Add to Header* to add additional information to the invoice, including Comments, Attachments (max. 10 MB), shipping cost, shipping tax, etc

▼ Invoice Header

Summary

Purchase Order: 1100000795

Invoice #:* INV0902

Invoice Date:* 2 Sep 2021

Service Description:

Supplier Tax ID:* TAXID1234567

2701 Freedom Rd

Shipping

☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

Ship From: Supplier Ariba-TEST

RAKAIA CAN
Auckland
New Zealand

Ship To: Synlait Dunsandel
Rakaia
CAN
New Zealand
Deliver To:

* Indicates required field

Add to Header ▼

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

INVOICING (AGAINST A PO)

Additional Header Information

- To enter additional information to the header, like comments or attachments, click the *Add to Header* button at the top and bottom of the header.
- To add a comment, click *Comment*. The Comment field appears, allowing you to add free text.
- To enclose a document, click Attachment. Then browse your computer and click on *Add Attachment*. The total size of all attachments cannot exceed 10MB.

Note: the available options might differ depending on your customer's transacting rules in place.

The diagram illustrates the process of adding header information. It shows two instances of the 'Add to Header' menu. The top menu has 'Comment' selected, which opens a 'Comment' form. The bottom menu has 'Attachment' selected, which opens an 'Attachments' form. A pink arrow points from the text 'The total size of all attachments cannot exceed 10MB' in the list to the corresponding text in the 'Attachments' form.

Add to Header ▼

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

Comment

Comments:

Default Invoice Comment Text:

Add to Header ▼

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

Attachments

The total size of all attachments cannot exceed 10MB

No file selected.

INVOICING (AGAINST A PO)

Header Information

1. For unplanned shipping cost, click *Add to Header, Shipping Cost and Shipping Tax* to add to the invoice (1).
2. Enter the shipping amount (2).
3. For tax, supply the right tax category and enter always enter a taxable amount which is the same as the shipping amount

* Indicates required field

Add to Header ▼

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Shipping Cost

Shipping Amount: \$50.00 NZD

Shipping Tax

Category: * 15% P1

Location:

Description:

Regime:

Shipping Date:

Taxable Amount: \$50.00 NZD

Tax Rate Type:

Rate(%): 15

Tax Amount: \$7.50 NZD

*** Shipping Tax is mandatory if Shipping Cost is included ***

INVOICING (AGAINST A PO)

Line Item Information

- 1. Review or update *Quantity* for each line.
- 2. To exclude a line from the invoice, *click the line item's green slider* (2), OR delete the line by selecting the line item and clicking *Delete*.
You can generate another invoice to bill for that item later.
- 3. If the tax is wrong, you need to contact Synlait to get it fixed in the PO.

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 15% P1

☐ 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"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Innoculation Loops Blue 10µL	000000000004000012	3	EA ①	\$11.00 NZD	\$33.00 NZD

Pricing Details

Unit Conversion: 1

Price Unit: EA ①

Price Unit Quantity: 1

Description:

Tax

Category: * P1

Location: Description: Regime:

Taxable Amount: \$33.00 NZD

Rate(%): 15

Tax Amount: \$4.95 NZD

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL		Trichloroacetic acid 500g	000000000004000014	3	EA ①	\$8.00 NZD	\$24.00 NZD

Pricing Details

Unit Conversion: 1

Price Unit: EA ①

Price Unit Quantity: 1

Description:

Tax

Category: * P1

Location: Description: Regime:

Taxable Amount: \$24.00 NZD

Rate(%): 15

Tax Amount: \$3.60 NZD

Line Item Actions

Delete

INVOICING (AGAINST A PO)

Additional Line Item Level Information

- Additional information can be added or edited at the Line Item Level.
- To view/edit elements of a particular line item, select the relevant line, then click *Line Item Actions> Edit*. When complete, click *Done* to return to Invoice.
- To add comments at the individual line item level, select the relevant line, then click *Line Item Actions > Comments*

No.	Include	Type	Part #	Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL		Trichloroacetic acid 500g

Pricing Details

Unit Conversion: 1

Price Unit: EA ⓘ

Tax

Category: * P1

Location:

Description:

Regime:

⌵

Edit

Add

Tax

Shipping Documents

Special Handling

Pricing Details

Discount

Allowance

Charge

Comments

Attachment

Delete

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Comments

INVOICING (AGAINST A PO)

Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at Invoice Header based on the information on the PO (1).

Only freight charges are allowed for as allowances and charges. You can change the charge amount if required, especially in the case of partial delivery due to back order (2).

Note to add tax (3) on the planned freight charges onto the invoice. If not, this will result in the invoice being rejected.

Enter the taxable amount (4) and the system will auto-calculate the tax amount.

Also, the tax code should match the tax code at line items.

Shipping

Header level shipping

Line level shipping

Ship From:

Supplier Ariba-TEST

RAKAIA CAN

Auckland

New Zealand

Ship To:

Synlait Dunsandel

Rakaia

CAN

New Zealand

Deliver To:

*** Shipping Tax is mandatory if Shipping Cost is included ***

1

Allowances and Charges

Service Code:*

ZF01

Start Date:

Charge:

Amount

\$100.00 NZ

Description:

Freight - Dom Road

End Date:

Add Tax

Remove

2

Service Code:*

ZF02

Start Date:

Charge:

Amount

\$50.00 NZ

Description:

Freight - Dom Rail

End Date:

Add Tax

Remove

3

Allowances and Charges

Service Code:*

ZF01

Start Date:

Charge:

Amount

\$100.00 NZ

Description:

Freight - Dom Road

End Date:

Add Tax

Remove

3

Tax

Category:*

15% P1

Location:

Description:

Regime:

Taxable Amount:*

Tax Rate Type:

Rate(%):

15

Tax Amount:

4

Remove

Ariba Invoicing, Credits

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INVOICING (AGAINST A PO)

Review And Submit

1. Once you are done editing, click on *Next*.

If there are any errors, there will be a **notification in red** where information must be corrected. You must resolve the errors before you can proceed.

2. On the Review page, review your invoice for accuracy. Scroll down the page to view all line item details and invoice totals.

- If no changes are needed, click *Submit* to send the invoice to your Buyer.
- If changes are needed, click *Previous* to return to previous screens.

Alternatively, you can save your invoice at any time during invoice creation to work on it later.

You may resume working on a saved invoice by selecting it from *Invoices > Drafts*.

The *Update* button refreshes the page and allows you to check for errors.



INVOICING FOR SERVICES SHEETS

General

When invoicing a service, you can edit lines (or sublines of a service line) based on what defaults from the PO, or decide to add an additional service line to the invoice.

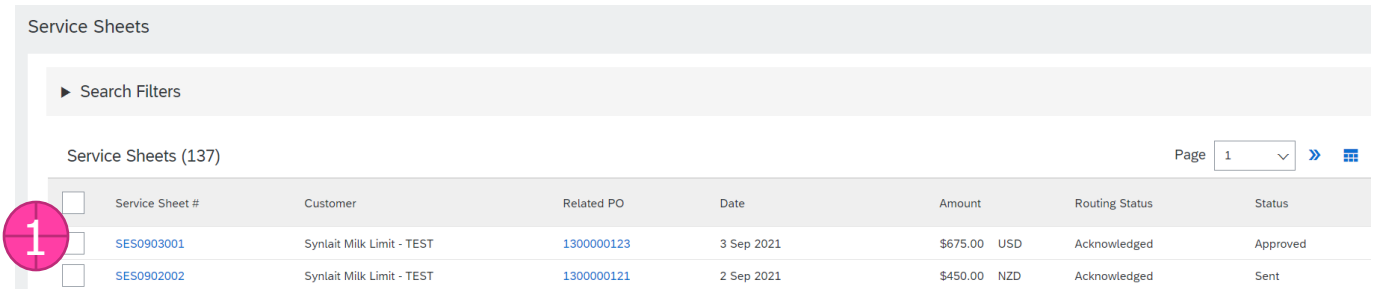
If a Service Entry Sheet (SES) had previously been created (and approved), you can start the invoicing process from the SES.

Invoice From a Service Sheet – Locate Approved Service Sheet

1. Click the *Fulfilment* tab and select *Service Sheets*.
2. Select the *checkbox*(1) next to the approved Service Sheet and click *Create Invoice* OR click the *Service Sheet #* to open the Service Sheet for review before invoicing.
3. Enter your *Invoice Number* and complete all fields marked required with an *asterisk (*)*.
Invoice date will automatically populate.

Note: You will ONLY be able to create an invoice against an approved Service Sheet.

Invoice information will automatically pre-populate from the Service Sheet.



Service Sheets								
► Search Filters								
Service Sheets (137)								Page 1 ▾ >> ⌵
<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status	
<input type="checkbox"/>	SES0903001	Synlait Milk Limit - TEST	1300000123	3 Sep 2021	\$675.00 USD	Acknowledged	Approved	
<input type="checkbox"/>	SES0902002	Synlait Milk Limit - TEST	1300000121	2 Sep 2021	\$450.00 NZD	Acknowledged	Sent	

INVOICING FOR SERVICES SHEETS

Header Details

1. Header Level information can be entered after the screen refreshes. Complete each section as needed before proceeding to the Line Section. Check for fields marked with an asterisk (*) and enter information as required (1).

2. The optional fields under Additional Fields such as reference numbers, service period dates, and Approver Email are not required by Synlait.

3. *Add to Header* allows for comments and attachments to be added at header level.

▼ Invoice Header

Summary

Purchase Order: 1300000123

Invoice #: *

Invoice Date: * 3 Sep 2021

Service Description:

Supplier Tax ID: * TAXID1234567

Remit To 2701 Freedom Rd

Appleton , WI
United States
Bill To: Synlait Milk Limited

Rakaia
CAN
New Zealand

Subtotal: **\$675.00 USD**
Total Tax: **\$0.00 USD**
Total Gross Amount: **\$675.00 USD**
Total Amount without Tax: **\$675.00 USD**
Total Net Amount: **\$675.00 USD**
Amount Due: **\$675.00 USD**

* Indicates required field

Add to Header

Shipping Cost
Shipping Tax
Shipping Documents
Special Handling
Allowance
Charge
Additional Reference Documents
Comment
Attachment

Comment

Comments:

Default Invoice Comment Text:

Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen

Add Attachment

INVOICING FOR SERVICES SHEETS

Line Item Details

Invoice information will automatically pre-populate from the Service Sheet.

1. Add line level information for comments (if needed) by selecting the line and clicking the *Line Item Actions* (1). The screen will automatically refresh, and you will be able to fill in the detail.
2. Update each line item as needed until all items are complete.
3. Click *Next* (2) to proceed to the Review screen.
4. From the Review screen, check your Invoice for accuracy. If there are errors, click *Previous* to return and make corrections. To submit to your customer, click *Submit* (3).

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	SERVICE		Hardware support services	3000021	3	HR	\$100.00 USD	\$300.00 USD

Service Sheet Details
Service Sheet #: SES0903001
Service Line No.: 2

Pricing Details
Unit Conversion: 1
Price Unit: HR
Price Unit Quantity: 1.000
Description:

Tax
Category: P1
Taxable Amount: \$300.00 USD
Rate(%): 15
Tax Amount: \$45.00 USD

Location:
Description:
Regime:

Buttons: Update, Save, Exit, Next (2)

Subtotal: \$675.00 USD
Total Tax: \$101.25 USD
Total Gross Amount: \$776.25 USD
Total Amount without Tax: \$675.00 USD
Total Net Amount: \$776.25 USD
Amount Due: \$776.25 USD

Buttons: Previous, Save, Submit (3), Exit

INVOICING AGAINST A BLANKET PURCHASE ORDER

General Process

To Create an Invoice from a Blanket Purchase Order (BPO):

1. Locate and open the BPO (under the *Orders* tab or using the Workbench).
2. Click *Create Invoice* and Select Standard Invoice (1).
3. Complete Header Section information as needed, including all information marked required with an **asterisk (*)** (2).
4. Check the *box of the line item* you plan on invoicing against (3).
5. Click *Create* at the bottom and select the appropriate option; *Goods or Services* (4).

Purchase Orders

Purchase Orders Items to Confirm Items to Ship Return Items

⚠ This page will be replaced with our new Workbench concept soon. Try the new Workbench

► Search Filters

Purchase Orders (1)

Type	Order Number	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	1000000011	Synlait Milk Limit - TEST		Synlait Dunsandel Rakaia, CAN New Zealand	Ariba Test Supplier Appleton, WI United States	\$8,000.00 NZD	3 Sep 2021	New	Invoice	\$0.00 NZD	Original	Actions

↳ Create Order Confirmation ▼ Create Ship Notice Create Service Sheet Standard Invoice 1 Credit Memo Resend Failed Orders

▼ Invoice Header

Summary

Blanket Order: 1000000011

Invoice #:* [] ⓘ

Invoice Date:* 3 Sep 2021 2

Service Description: [] 3

Supplier Tax ID:* TAXID1234567

Remit To 2701 Freedom Rd ▼

Appleton, WI United States

Bill To: Synlait Milk Limited

Rakaia CAN New Zealand

Blanket PO Items

Line	Quantity	UOM	Price
10	1.000	(AU) ⓘ	\$8,000.00 USD

4

Create ▼ Edit Delete

Goods Service

INVOICING AGAINST A BLANKET PURCHASE ORDER



BPO Line Level Information

- 1. Update the Price field to create the invoice line item (1).
- 2. Click *Create* when done.
- 3. Once completed, your invoice line will appear as a sub-line (ie 10.1) showing the quantity being invoiced (3).
- 4. Repeat process as needed for each line.
- 5. Click *Next* to continue (3).
- 6. *Review, Save or Submit* as Standard Invoice.

Blanket PO Item

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
10	1,000	(AU) ⓘ	\$8,000.00 NZD			Subscription	\$8,000.00 NZD

▼ Invoice Item

Quantity:*

1

Unit:

(AU) ⓘ

Unit Price:*

\$100.00 NZD

Subtotal:

\$8,000.00 NZD

* Indicates required field

Line Item Actions ▼

Blanket PO Items

Line	Quantity	UOM	Price	Part #	Auxiliary Part ID	Description	Subtotal
▼ 10	1,000	(AU) ⓘ	\$8,000.00 NZD			Subscription	\$8,000.00 NZD
10.1	1	(AU) ⓘ	\$100.00 NZ			Subscription	\$100.00 NZD

Create ▼

Edit

Delete

Update

Save

Exit

Next

INVOICING AGAINST A GOODS RECEIPT



Invoice – Goods Receipt's

With this invoicing method, you can only include received quantities on invoices.

1. Click *Fulfilment > Goods Receipts*
 2. Click on *Receipt Number* (1).
 3. Review Receipt and click on the *PO number* in Related Documents to open order (2).
 4. Click *Create Invoice > Standard Invoice*.
 5. The invoice is now pre-populated with the items within the Goods Receipt.
- You now have the ability to **select the items** to include and/or modify the Quantities on the invoice.

Goods Receipts

► Search Filters

Goods Receipts (259) Page 1 ▾ >>

Receipt Number	Reference	Customer	Date	Routing Status
5000000684	1100000795	Synlait Milk Limit - TEST	3 Sep 2021 3:14:22 PM	Sent
5000000683	1300000123	Synlait Milk Limit - TEST	3 Sep 2021 12:39:45 PM	Sent

Detail

History

From:

Synlait Milk Limit - TEST
1028 Heslerton Road
Rakaia CAN
7783
New Zealand

To:

Supplier Ariba-TEST
1028 Heslerton Rd
RAKAIA CAN Auckland
7783
New Zealand
Phone:
Fax:
Email: bhavana.chandramouli@sap.com

Receipt:

Receipt No.: 5000000684
Receipt Date: 3 Sep 2021

Routing Status: Sent

Related Documents: 1100000795

Item	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 1100000795													
1	10	Innoculation Loops Blue 10µL	000000000004000012			ASN0903002	3 Sep 2021	3.000 EA ⓘ	Not Specified	Received	\$11.00 NZD	\$33.00 NZD	
Comments													
2	20	Trichloroacetic acid 500g	000000000004000014			ASN0903002	3 Sep 2021	3.000 EA ⓘ	Not Specified	Received	\$8.00 NZD	\$24.00 NZD	

CREATE A CREDIT MEMO

Create a Line Item Credit

To create a line level credit memo against an invoice:

1. Click the *Invoices* tab.
2. Select your previously created invoice (1).
3. Click the *Create Line-Item Credit Memo* button on the Invoice screen (2).
4. Pick either quantity or price adjustment.
5. Complete information in the form (the amount and taxes will automatically be negative). Make sure that all required fields marked with **asterisks (*)** are filled in (4).
6. *Click Next > Review Credit Memo > Submit.*

Invoices

► Search Filters

Invoices (1)

1	Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status
	INV0903008	Synlait Milk Limit - TEST	1100000795	Online	Supplier	No	Order	3 Sep 2021	\$65.55 NZD	Acknowledged	Approved

2

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Edit

Copy

Create Non-PO Invoice

Create Line-Item Credit Memo

Credit Memo Type

3

☒ Quantity Adjustment ⓘ

☐ Price Adjustment ⓘ

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	MATERIAL	Trichloroacetic acid 500g	000000000004000014	<div>4</div> <div>-1</div>	EA ⓘ	\$8.00 NZD	\$-24.00 NZD

Pricing Details

Unit Conversion: 1

Price Unit: EA ⓘ

Price Unit Quantity: 1

Description:

Tax

Category: * P1

Location:

Description:

Regime:

Taxable Amount: \$-24.00 NZD

Rate(%): 15

Tax Amount: \$-3.60 NZD

↳

Line Item Actions ▼

Delete

Update

Save

Exit

Next

Create a Line Item Credit – Price Adjustment

Remember to include negative sign in the price (1).

The rest of the process is the same as quantity adjustment.

Ariba Invoicing, Credits

OTHER FEATURES ON INVOICING

Review, Save or Submit Invoice

When editing an invoice, you can refresh and check for errors at any moment by clicking on *Update*.

In the event of errors, there will be a **notification in red** where information must be corrected.

When you finish editing an invoice and that no errors are spotted by the system, click *Next* to review your invoice for accuracy from the Review page.

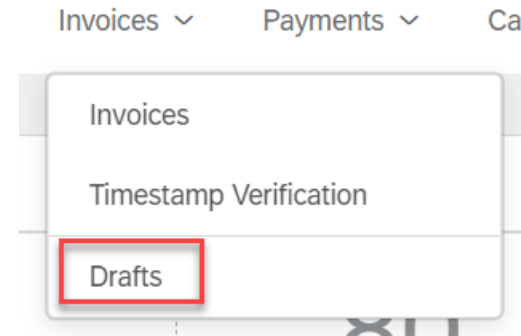
Once satisfied, click *Submit* to send the invoice to your buyer.

Alternatively, you can *Save* your invoice at any time during invoice creation to work on it later.

Resume working on the invoice by selecting it from *Invoices > Drafts from the Homepage*.

Note: draft invoices are kept up to 7 days.

The screenshot shows the 'Create Invoice' form. At the top right, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. A red box highlights the 'Update' button. Below the buttons, a red notification box says 'Please correct the following errors and resubmit'. The form is divided into sections: 'Invoice Header' and 'Summary'. The 'Summary' section shows a 'Purchase Order' of 1100000795, an 'Invoice #' field, an 'Invoice Date' of 3 Sep 2021, and a 'Service Description' field. A red box highlights the 'Required field' error message. On the right side of the 'Summary' section, there is a table of financial totals: Subtotal: \$0.00 NZD, Total Tax: \$0.00 NZD, Total Gross Amount: \$0.00 NZD, Total Amount without Tax: \$0.00 NZD, Total Net Amount: \$0.00 NZD, and Amount Due: \$0.00 NZD. A 'View/Edit Addresses' link is also present.



OTHER FEATURES ON INVOICING

Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. Click the *Invoices* tab from the homepage or use the Workbench.
2. Either Select the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. On the Details tab, click Copy This Invoice.
4. Enter a new invoice number.
5. Edit the other fields as necessary.
6. Click Next, review the invoice, then submit it.

Invoices

► Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status ⓘ	Invoice Status ⓘ
<input type="radio"/> INV0903008	Synlait Milk Limit - TEST	1100000795	Online	Supplier	No	Order	3 Sep 2021	\$65.55 NZD	Acknowledged	Approved

↳ Create Line-Item Credit Memo

Create Line-Item Debit Memo

Edit

Copy

Create Non-PO Invoice

OTHER FEATURES ON INVOICING

Check Invoice Status – Routing Status To Your Customers

If you configured your Invoice Notifications, you will receive emails regarding invoice status.

You can also check invoice status by selecting your **invoice in the Invoices tab** or the Workbench.

- **Routing Status:** Reflects the status of the transmission of the invoice to Your Buyer via Ariba Network.
- **Obsoleted:** You cancelled the invoice. This is not applicable for you as your buyer has disabled the cancellation of invoice at your end.
- **Failed:** Invoice failed your Buyer's invoicing rules. Your Buyer will not receive this invoice.
- **Queued:** Ariba Network received the invoice but has not processed it.
- **Sent:** Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer.
- **Acknowledged:** Your Buyer invoicing application has acknowledged the receipt of the invoice.

OTHER FEATURES ON INVOICING

Check Invoice Status – Review Invoice Status With Your Customer

The Invoice Status reflects the status of your buyer's action on the Invoice.

- **Sent:** the invoice is sent to your buyer, but they have not yet verified the invoice against purchase orders and receipts.
- **Cancelled:** your buyer approved the invoice cancellation.
- **Paid:** your buyer paid the invoice/is in the process of issuing payment.
- **Approved:** your buyer has verified the invoice against the purchase orders or contracts and receipts and approved it for payment.
- **Rejected:** your Buyer has rejected the invoice, or the invoice failed validation by Ariba Network.
If your Buyer accepts the invoice or approves it for payment, the invoice status is updated to **Sent (invoice accepted)** or **Approved (invoice approved for payment)**.
- **Failed:** Ariba Network experienced a problem routing the invoice.

OTHER FEATURES ON INVOICING

Review Invoice History – Check Status Comments

1. Click on the *History tab* to view status details and invoice history (1).
2. History and status comments for the invoice are displayed.
3. Transaction history can be used in problem determination for failed or rejected transactions (2).
4. When you are done reviewing the history, click *Done*.

Invoice: INV0903008

Create Line-Item Credit Memo Copy This Invoice Add Attachment Print Download PDF ▼ Export cXML

Detail Scheduled Payments History **1**

Detail Scheduled Payments History

Invoice: INV0903008
Invoice Status: Approved
Received By Ariba Network On: 3 Sep 2021 3:22:06 PM GMT+12:00
Submitted By: Jesse Middleton

To: Synlait Milk Limit - TEST
Routing Status: Acknowledged

2

History

Status	Comments	Changed By	Date and Time
Acknowledged	The invoice was successfully received.	Supplier Ariba-TEST	3 Sep 2021 3:22:08 PM
		Supplier	3 Sep 2021 3:22:14 PM
	Comments from Synlait Milk Limit - TEST: Success	PropogationProcessor-125002047	3 Sep 2021 3:22:14 PM
	Payment proposal 520000026220220011000SD1 was received.	PropogationProcessor-125017031	3 Sep 2021 3:23:09 PM
	The invoice status has been successfully updated to Approved by Synlait Milk Limit - TEST. Description:	PropogationProcessor-125041055	3 Sep 2021 3:23:10 PM

OTHER FEATURES ON INVOICING

How to Create and Invoice Report

1. Click the **Reports tab** from the menu at the top of the page (1).
2. Click **Create** (2).
3. Enter required information. Select an **Invoice report type** (eg Failed Invoice) (3).
4. Click **Next** (4).
5. Specify Customer and Created Date in Criteria (5).
6. Click **Submit** (6).
7. You can view and download the report in CSV format when its status is Processed.

Note: For more detailed instructions on generating reports, refer to the Ariba Network Guide found on the **HELP** page of your account.

Report

Previous Submit Exit

1 Report Description

2 Criteria

5 Customer: All Customers Select

Filter Invoice By: Date Invoice Created

Date Range: 1 Aug 2021 To 3 Sep 2021

6 Previous Submit Exit

Home Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application do

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run
No items					

Run Download Edit Copy Delete Create Refresh Status

Report

4 Next Exit

1 Report Description

2 Criteria

3 Title: Failure

Description:

Time zone: NZ

Language: English

Report type: Select

Select

- Early Payment Detail
- Failed Dynamic Discounting Credit Memo Creat...
- Failed Invoice
- Failed Order
- Goods Receipt
- Invoice
- Long Term Archive Deposit Report

Next Exit

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