

Submitting Separate Service Entry Sheet (SEs) for Purchase Order with both GST and non-GST applicable items

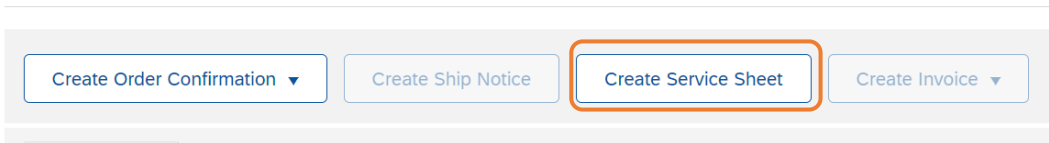
Quick Reference Guide

Some products or services are tax exempted. When a Purchase Order (PO) contains both taxable and non-taxable line items, separate Service Entries (SEs) with corresponding tax codes for each line item are required. And then creating the one invoice with different GST.

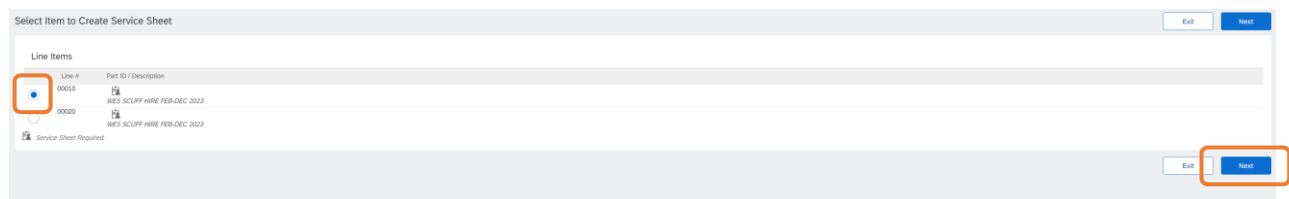
1. Submit separate SEs.

Step-1: Login to Ariba Network and open the PO, then click “Create Service Sheet”:

Purchase Order: 4560001534



Step-2: Select the line item and click “Next”:



Step-3: Complete the required fields and click “Next”:

***Attachments**
The total size of all attachments cannot exceed 100MB

Choose File | No file chosen | Add Attachment | Remove

Add Comments

Service Entry Sheet Lines

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
00010	WES SCUFF HIRE FEB-DEC 2023	000000000011518763	Service	Planned	1 EA	\$1.00 AUD	\$1,330.00 AUD

Include:

PLANT/EQ/HIRE

SERVICE PERIOD
Start Date: End Date:

PRICING DETAILS
Price Unit: EA
Unit Conversion: 1
Price Unit Quantity: 1,000
Description:

COMMENTS
Add Comments:

Add Pricing Details

Previous | Update | Save | Exit | **Next**

Step-4: Click “Submit” -> “Exit”:

Attachments
@ test attachment.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document)

Service Entry Sheet Lines

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (LHK)	Unit Price	Subtotal
1	Service	000000000011518763 WES SCUFF HIRE FEB-DEC 2023 PLANT/EQ/HIRE	Planned		1 EA	\$1,330.00 AUD	\$1,330.00 AUD

Service Entry Summary
Subtotal: \$1,330.00 AUD

Previous | Save | **Submit** | Exit

Service Sheet SE9215 has been submitted.

- [Print](#) a copy of the service sheet.
- [Exit](#) service sheet creation.

Step-4: Select other line item(s) to submit SE:

Select Item to Create Service Sheet

Line Items

Line #	Part ID / Description
<input type="radio"/> 00010	WES SCUFF HIRE FEB-DEC 2023
<input checked="" type="radio"/> 00020	WES SCUFF HIRE FEB-DEC 2023

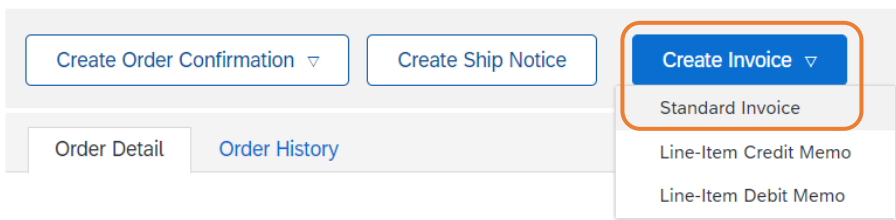
Service Sheet Required.

2. Submit Invoice

Note: Invoice cannot be modified after submission.

Step-1: Same as the any other create invoice process, open the PO and click “Create Invoice”:

Purchase Order: 4520005071



Step-2: Scroll down to the “Line Items” section, ONLY for the non-taxable line item, click on the drop-down button next to “Category” then select “0% GST”:

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		REGULATOR,PRESS,FISH-CO,627-1217-29142	000000011002304725	1	EA	\$4,540.00 AU	\$4,540.00 AUD

Pricing Details Price Unit: EA [ⓘ] Price Unit Quantity: 1
Unit Conversion: 1 Description:

Tax Category: GST Taxes
Taxable Amount: \$4,540.00 AUD
Rate(%): 10
Tax Amount: \$454.00 AUD

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL		VALVE,GAS RELEASE,CSA,C2SCSEOCASP+	000000011002482180	0	EA	\$3,789.70 AU	\$0.00 AUD

Pricing Details Price Unit: EA [ⓘ] Price Unit Quantity: 1
Unit Conversion: 1 Description:

Tax Category: GST Taxable Amount: \$0.00 AUD
Rate(%): 10
Tax Amount: \$0.00 AUD

Note: Rate(%) is now 0:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		REGULATOR,PRESS,FISH-CO,627-1217-29142	000000011002304725	1	EA	\$4,540.00 AU	\$4,540.00 AUD

Pricing Details Price Unit: EA [ⓘ] Price Unit Quantity: 1
Unit Conversion: 1 Description:

Tax Category: 0% GST Taxable Amount: \$4,540.00 AUD
Rate(%): 0
Tax Amount: \$0.00 AUD

Step-4: Enter the invoice number and click on “Add to Header” -> “Attachment” to add the attachment:

▼ Invoice Header

Summary

Purchase Order: 4520005071	Subtotal: \$4,540.00 AUD
Invoice #: * INV8765	Total Tax: \$454.00 AUD
Invoice Date: * 22 Feb 2023	Amount Due: \$4,994.00 AUD
Remit To: 111 Eagle street	
Brisbane Queensland Australia	
Bill To: Arrow Energy Pty Ltd	
Brisbane Queensland Australia	
Supplier: Arrow Energy - TEST	Customer: Arrow Energy Pty Ltd
Brisbane Queensland Australia	Brisbane QLD Australia
Bill From: Arrow Energy - TEST	Email: <input type="text"/>
Brisbane Queensland Australia	

⚠ Please contact the buyer immediately if below ABN is incorrect.

Supplier ABN/VAT Supplier ABN/Tax ID: 53009129060	Customer ABN/VAT Customer ABN/Tax ID: ABN 73 078 521 936
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Add to Header ▼
Attachment

Step-5: After upload, click “Add Attachment”:

***Attachments**

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test attachment.pdf

Step-5: Click “Next”:

Create Invoice

Step-6: Click “Submit”:

Create Invoice

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.

Tax Invoice

Invoice Number: INV8765	Subtotal: \$4,540.00 AUD
Invoice Date: Wednesday 22 Feb 2023 5:06 PM GMT+10:00	Total Tax: \$0.00 AUD
Original Purchase Order: 4520005071	Amount Due: \$4,540.00 AUD