

Create Invoice Quick Reference Guide

Multiple Invoices can be created for a Purchase Order. a Purchase Order is not fully invoiced as goods were not fully supplied and invoiced it will remain in the Ariba Network as “Partially Invoiced”.

Step-1: Click ‘Create Invoice’ and select ‘Standard Invoice’:

Purchase Order: 4520007002

From:
Customer
Arrow Energy Pty Ltd
Level 39, 111 Eagle St
Brisbane Queensland 4001
Australia
Phone:
-

To:
Arrow Energy - TEST
L 39, 111 Eagle Street
Brisbane Queensland 4000
Australia
Phone: +1 (123) 123
Fax:

Step-2: Enter the invoice number and click ‘Next’:

Summary	
Purchase Order:	4520007020
Invoice # *	INV702Q
Invoice Date:*	30 Jun 2023
Remit To	111 Eagle street
	Brisbane Queensland Australia
Bill To:	Arrow Energy Pty Ltd
	Brisbane Queensland Australia
Supplier:	Arrow Energy - TEST
	Brisbane Queensland
Subtotal:	\$783.15 AUD
Total Tax:	\$78.31 AUD
Amount Due:	\$861.46 AUD
Customer:	Arrow Energy Pty Ltd
	Brisbane QLD

Now the line item will display. Here a Multiple line item PO is selected for demonstration. For single line PO, please skip to step x:

Step-3: Create an invoice for all the line item or choose the line item that you want to create invoice against by using the green 'Include' button:

Line Items

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		SALT,SOLUTION,CaCl2,30%,BULK	000000001001635367	5	KGM	\$100.00 AUD	\$383.05 AUD
Pricing Details Price Unit: LTR Unit Conversion: 0.7661074082586379 Price Unit Quantity: 1 Description:									
Tax Category: * GST Taxable Amount: \$383.05 AUD Rate(%): 10 Tax Amount: \$38.30 AUD									
20	<input checked="" type="checkbox"/>	MATERIAL		SALT,SOLID,Na2-SO3,25kg	000000001001564447	1	SA	\$100.00 AUD	\$100.00 AUD
Pricing Details Price Unit: SA Unit Conversion: 1 Price Unit Quantity: 1 Description:									
Tax Category: * GST Taxable Amount: \$100.00 AUD Rate(%): 10 Tax Amount: \$10.00 AUD									
30	<input checked="" type="checkbox"/>	MATERIAL		KIT,AIR SECTION,637118C,ARO-	000000001000801010	1	KT	\$100.00 AUD	\$100.00 AUD

Note: When the line item is not included, the button is grey out and subtotal change to \$0:

Line Items 6 Line Items, 5 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input type="checkbox"/>	MATERIAL		SALT,SOLUTION,CaCl2,30%,BULK	000000001001635367	0	KGM	\$100.00 AUD	\$0 AUD
<i>Excluded line items cannot be modified.</i>									
20	<input checked="" type="checkbox"/>	MATERIAL		SALT,SOLID,Na2-SO3,25kg	000000001001564447	1	SA	\$100.00 AUD	\$100.00 AUD
Pricing Details Price Unit: SA Price Unit Quantity: 1 Description:									

Step-4: The GST default setting is 10%, to see the how to submit an invoice with both GST and Non-GST applicable line items, please visit the QRG – Submitting invoices with GST and Non-GST applicable items for details:

20	<input checked="" type="checkbox"/>	MATERIAL		SALT,SOLID,Na2-SO3,25kg	000000001001564447	1	SA	\$100.00 AUD	\$100.00 AUD
Pricing Details Price Unit: SA Unit Conversion: 1 Price Unit Quantity: 1 Description:									
Tax Category: * GST Taxable Amount: \$100.00 AUD Rate(%): 10 Tax Amount: \$10.00 AUD									
Taxes <input type="checkbox"/> 0% GST <input checked="" type="checkbox"/> 10% GST <input type="checkbox"/> Other Tax									
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal

Step-5: Attach the invoice by clicking 'Line Item Actions' -> 'Attachment':

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal		
40	<input type="checkbox"/>	MATERIAL		OIL HYDR. SHELL TELLUS 52 MI 68.20L	00000001002348794	0	PL	\$100.00 AUD	\$0 AUD		
Excluded line items cannot be modified											
50	<input checked="" type="checkbox"/>	MATERIAL		INHIBITOR SCALE NALCO PC-1911BULK	00000001001835348	0.001	TNE	\$100.00 AUD	\$0.10 AUD		
Pricing Details Unit Conversion: 1 Price Unit: TNE Price Unit Quantity: 1 Description:											
Tax Category: GST Taxable Amount: \$0.10 AUD Rate(%): 10 Tax Amount: \$0.01 AUD											
60	<input checked="" type="checkbox"/>	MATERIAL		CHEMICAL NEWGEL NT NEWPARK 25kg	00000001002053098	1	BG	\$100.00 AUD	\$100.00 AUD		
Pricing Details Unit Conversion: 1 Price Unit: BG Price Unit Quantity: 1 Description:											
Tax Category: GST Taxable Amount: \$100.00 AUD Rate(%): 10 Tax Amount: \$10.00 AUD											
Line Item Actions (highlighted) Delete Reset Tax from PO											
Edit Add Attachment											
								Update	Save	Exit	Print

Step-6: Click 'Add Attachment' to upload:

50	<input checked="" type="checkbox"/>	MATERIAL		INHIBITOR SCALE NALCO PC-1911BULK	00000001001835348	0.001	TNE	\$100.00 AUD	\$0.10 AUD
Pricing Details Unit Conversion: 1 Price Unit: TNE Price Unit Quantity: 1 Description:									
Tax Category: GST Taxable Amount: \$0.10 AUD Rate(%): 10 Tax Amount: \$0.01 AUD									
Attachments The total size of all attachments cannot exceed 100MB <input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/> <input type="button" value="Remove"/>									
60	<input checked="" type="checkbox"/>	MATERIAL		CHEMICAL NEWGEL NT NEWPARK 25kg	00000001002053098	1	BG	\$100.00 AUD	\$100.00 AUD
Pricing Details Unit Conversion: 1 Price Unit: BG Price Unit Quantity: 1 Description:									
Tax Category: GST Taxable Amount: \$100.00 AUD Rate(%): 10 Tax Amount: \$10.00 AUD									
Attachments The total size of all attachments cannot exceed 100MB <input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/> (highlighted) <input type="button" value="Remove"/>									

Step-7: Click 'Submit':

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 Arba 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

<p style="font-size: 8px; margin: 0;">Invoice Number: INV7120 Invoice Date: Friday 30 Jun 2023 6:59 PM GMT+10:00 Original Purchase Order: 4520007020</p>	<p style="font-size: 8px; margin: 0;">Subtotal: \$120.10 AUD Total Tax: \$10.10 AUD Amount Due: \$130.20 AUD</p>
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<p style="font-size: 8px; margin: 0;">REMIT TO: Arrow Energy - TEST Postal Address: 111 Eagle Street Brisbane QLD 4000 Australia Tax ID of Supplier: 22334444666</p>	<p style="font-size: 8px; margin: 0;">BILL TO: Arrow Energy Pty Ltd Postal Address: Level 39, 111 Eagle St Brisbane QLD 4001 Australia Address ID: AU95</p>	<p style="font-size: 8px; margin: 0;">SUPPLIER: Arrow Energy - TEST Postal Address: Eagle Street Demo Supplier Brisbane QLD 4000 Australia</p>
<p style="font-size: 8px; margin: 0;">BILL FROM: Arrow Energy - TEST Postal Address: Eagle Street Demo Supplier Brisbane QLD 4000 Australia</p>	<p style="font-size: 8px; margin: 0;">CUSTOMER: Arrow Energy Pty Ltd Postal Address: Level 39, 111 Eagle St Brisbane QLD 4001 Australia Address ID: AU95</p>	

SHIPPING INFORMATION:

<p style="font-size: 8px; margin: 0;">SHIP FROM: Arrow Energy - TEST Postal Address: 1, 96, 111 Eagle Street Brisbane QLD 4000 Australia</p>	<p style="font-size: 8px; margin: 0;">SHIP TO: Postal Address (Default): 20 Healy Street Dunley QLD 4805 Australia Address ID: AU01</p>
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PAYMENT TERMS: Net Term: 30 Days