



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

| Create Order Confirmation 🔻 Create Ship Notice | Create Invoice |
|--|--|
| Order Detail Order History | Line-Item Debit Memo |
| arrowenergy go further | |
| 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':

| Create Invoice | | | | Update | Save | Exit | Next |
|------------------------------------|----------------------------------|--------|---------------------------|------------------------------------|----------------------------|----------|---------------|
| Invoice Header | | | | | * Indicates required field | Add to H | leader 🔻 |
| Summary | | | | | | | |
| Purchase Order: | 4520007020 | | Subtotal: | \$783.15 AUD | | View/Ed | dit Addresses |
| Invoice #.* | INV7020 | | Total Tax: Amount Due: | \$78.31 AUD \$861.46 AUD | | | |
| Invoice Date:* | 30 Jun 2023 | a A | | | | | |
| Remit To | 111 Eagle street \checkmark | | | | | | |
| | Brisbane Queensland Australia | | | | | | |
| Bill To: | Arrow Energy Pty Ltd | | | | | | |
| | Brisbane Queensland Australia | | | | | | |
| Supplier: | Arrow Energy - TEST | | Customer: | Arrow Energy Pty Ltd | | View/Ed | dit Addresses |
| | Brisbane Queensland | | | 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 | Туре | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal | | |
| | 10 | ۲ | MATERIAL | | SALT, SOLUTION, CaCl2, 30%, BULK | 00000001001635367 | 5 | KGM (i) | \$100.00 AUD | \$383.05 AUD | | |
| | Pricing Details Unit Conversion: | | | | Price Unit: LTR (i) 0.7661074082586379 | Price Unit: LTR (i) Price Unit Quantity: 1 1.7661074082586379 Description: 1 | | | | | | |
| | Тах | | | Category:* | GST | ✓ Taxal | ble Amount: Rate(%): | \$383.05 AUD | | | | |
| | No. | Include | Туре | Part # | Description | Customer Part # | Tax Amount: Quantity | \$38.30 AUD Unit | Unit Price | Subtotal | | |
| | 20 | | MATERIAL | | SALT,SOLID,Na2-SO3,25kg | 00000001001564447 | 1 | SA (i) | \$100.00 AUD | \$100.00 AUD | | |
| | Pricing Details | | Unit | Conversion: | Price Unit: SA (i) | Price Unit | t Quantity: escription: | 1 | | | | |
| | Тах | | | Category:* | GST | Taxal | ble Amount: | \$100.00 AUD | | | | |
| | | | | | | 1 | Tax Amount: | \$10.00 AUD | | | | |
| | No. | Include | Туре | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal | | |
| | 30 | | MATERIAL | | KIT,AIR SECTION,637118C,ARO- | 00000001000801010 | 1 | KT (i) | \$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 Pre | viously Fully Invoice |
|-------|-----------------|--------------|--------------|--------------------|----------------------------------|-------------------|----------|---------------|-------------------|-----------------------|
| | No. | Include | Туре | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
| | 10 | ۲ | MATERIAL | | SALT, SOLUTION, CaCl2, 30%, BULK | 00000001001635367 | 0 | KGM (i) | \$100.00 AUD | \$0 AUD |
| Exclu | Ided line | items cannot | be modified. | | | | | | | |
| | No. | Include | Туре | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
| | 20 | ۲ | MATERIAL | | SALT,SOLID,Na2-SO3,25kg | 00000001001564447 | 1 | sa 🛈 | \$100.00 AUD | \$100.00 AUD |
| | | | | | | | | | | |
| | Pricing Details | | | Price Unit: SA (i) | Price Un | it Quantity: 1 | | | | |

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 | | MATERIAL | SALT,SOLID,Na2-SO3,25kg | 000000010015644 | 47 1 | SA (i) | \$100.00 AUD | \$100.00 AUD | | | |
|-----------|---------|-----------------|-------------------------|--|------------------------------|-------------------|--------------|--------------|--|--|--|
| Pricing D | etails | Unit Conversion | Price Unit: SA ① | Price Unit Quantity: 1 Description: | | | | | | | |
| Тах | | Category: | # GST | Taxes | Taxable Amount: \$100.00 AUD | | | | | | |
| | | | | 0% GST 10% GST | Tax Amount: | 10 \$10.00 AUD | | | | | |
| No. | Include | Type Part # | Description | C Other Tax | Quantity | Unit | Unit Price | Subtotal | | | |



Information sheet



$\widetilde{\imath}$ Information sheet

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

| | No. | Include | Туре | Part 0 | Description | Customer Part # | Qui | Jantiky | Unit | Unit Price | Subtotal |
|--------------|-----------------------------|-----------|--------------------|--------|--|--------------------|--|------------|-------|--------------|--------------|
| | 40 | • | MATERIAL | | OILHYDR, SHELL, TELLUS S2 MX 68, 201 | 000000001002348784 | 0 | | PL () | \$100.00 AUD | \$0 AUD |
| Exclude | d line items cannot be | modified. | | | | | | | | | |
| | No. | Include | Туре | Part # | Description | Customer Part # | Qui | Janûty | Unit | Unit Price | Subtotal |
| \checkmark | 50 | ۲ | MATERIAL | | INHIBITOR, SCALE, NALCO, PC-191T, BULK | 000000001001635348 | 0. | 0.001 | THE ① | \$100.00 AUD | \$0.10 AUD |
| Р | vicing Details | | Unit Conversion: 1 | | Price Unit: THE ③ | Price Un | nit Quantity: 1 Description: | | | | |
| т | ax. | | Category:* | 3ST | | Tasz | able Amount: \$6 Rate(%): 10 Tax Amount: \$0.0 | 0.10 AUD | | | |
| | No. | Include | Туре | Part Ø | Description | Customer Part # | Qui | uantity | Unit | Unit Price | Subtotal |
| √ | 60 | • | MATERIAL | | CHEMICAL/NEWGEL NT/NEWPARK.25kg | 000000001002053098 | 1 | | BG 🛈 | \$100.00 AUD | \$100.00 AUD |
| р | vicing Details | | Unit Conversion: 1 | | Price Linit: BG ① | Price Un | nit Quantity: 1 Description: | | | | |
| т | iox | | Category:* | ast | | Taxz | able Amount: \$1 Rate(%): 10 Tax Amount: \$10 | 100.00 AUD | | | |
| 4 | Line Item Actions 👻 Edit | Delete | Reset Tax from PO | | | | | | | | |
| | Attachment | 1 | | | | | | | | Update Save | Exit Next |

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

| 50 | • | MATERIAL | INHBITOR.SCALE.NALCO.PC-191T,BULK | 00000001001635348 | 0.001 | TNE ① | \$100.00 AUD | \$0.10 AUD |
|-----------------|---------|--|------------------------------------|--------------------------------------|--|-------|--------------|--------------|
| Pricing Details | | Unit Conversion: 1 | Price Unit: THE ③ | Price Unit Quantity: Description: | 1 | | | |
| Tax | | Category:* GST | \vee | Taxable Amour Rate(W Tax Amour | © \$0.10 AUD | | | |
| Attachments | | The total size of all attachments cannot exceed Oncose File No file chosen | 1 JOOMB Add Attachment | | | | | Remove |
| No. | Include | Type Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
| 60 | • | MATERIAL | CHEMICAL, NEWGEL NT, NEWPARK, 25kg | 00000001002053098 | 1 | BG () | \$100.00 AUD | \$100.00 AUD |
| Pricing Details | | Unit Conversion: 1 | Price Unit: BG ① | Price Unit Quantity: Description: | 1 | | | |
| Tax | | Category:* GST | × | Taxable Amour Rate(% Tax Amour | 10 10 11 10 11 10 11 10 10 | | | |
| Attachments | | The total size of all attachments cannot excee Choose File No file chosen | 1 sookel Add Attachment | | | | | Remove |





Step-7: Click 'Submit':

| Create Invoice | | | | | Previous Save | Submit | Exit |
|--|---|---|---|--|---------------|--------|------|
| Confirm and submit this document. It will not be ele if you want your invoices to be stored in the Aribe io Tax Invoice | ctronically signed according to the countries of origin and destination of invoice. T or term document archiving, you can subscribe to an archiving service. Note that | he document's originating country is:Australia. The document's destination cou you will also be able to archive old invoices once you subscribe to the archiving | ntry is-Australia. g service. | | | | |
| | Invisice Number: INV7020 Invoke Date: Hiday 30 Jun 2023 6:59 PM GMT+10:00 Original Purchase Order: 4520007820 | | Subtotal: Total Tax: Amount Due: | \$100:10 AUD \$30.01 AUD \$310.11 AUD | | | |
| REMIT TO: | | BILL TO: | | SUPPLIER: | | | |
| Artow Energy - TEST Potod Address: 111 Eagle Street Britaner QLD 4000 Australia Tax ID of Supplier: 22335444606 | | Arrow Energy Py Ud Postal Advence Level 79, 111 Eagle 51 Biobane 0.0,4 4001 Autorilla Address ID. AU55 | | Anna Enrog - 1157 Posta Advense Eugle Street Demo Eugelar Binthere (J.D. 2000 Australia | | | |
| BILL FROM: | | CUSTOMER: | | | | | |
| Arrow Energy - TEST Postal Address: Eagle Street Demo Supplier Britsbane QLD 4000 Australia | | Arrow Energy Pty Ltd Postal Address Lever 39, 111 Eagle 51 Biolane GLD 40(1) Address ID AU65 | | | | | |
| SHIPPING INFORMATION: | | | | | | | |
| SHIP FROM: | | | SHIP TO: | | | | |
| Arrow Energy - TEST Postal Address: L 39, 131 Engle Street Brisbane QLD 4000 Australia | | | Postal Address (Default): 28 Hinaly Street Dailty QLD 4405 Australia Address ID: A501 | | | | |
| PAYMENT TERMS: Net Term: 30 D | lays | | | | | | |

