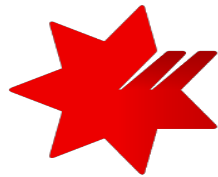


NAB SAP (Ariba) Business Network



Receiving and Fulfilling Orders Quick Reference Guide (QRG)

National Australia Bank Limited

v2.0 – June 2024



Introduction

This **quick reference guide (QRG)** provides instructions to effectively transact with NAB, via the SAP Ariba Network.

Reporting to extract reports from the SAP Ariba Network, please refer to the [General Functionality Guide](#) on the [Supplier Information Portal](#).

This guide provides steps and hints for the below activities, to set you up to successfully manage receiving and fulfilling orders, as a NAB supplier.

01

**Order Inbox /
Outbox**

*Setting up Filters,
Grouping Preferences*

02

**View Purchase Order
Detail & History**

*Reviewing Order
Header & Line Level
details*

03

**Reviewing Purchase
Order Status**

*Managing Changed
and Cancelled Orders*

04

**Raising
Invoices**

*Invoice Creation
Process*

01

Order Inbox /
Outbox

Accessing your SAP Business Network Account

Navigating to your **Orders Inbox / Outbox Dashboard**



Ensure that you are on the correct page

1. From the **'home'** tab
2. Click on the **'Orders'** tab
3. Select **'Purchase Orders'** from the dropdown

The screenshot shows the SAP Business Network Enterprise Account dashboard. The navigation bar at the top includes tabs for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. The 'Home' tab is highlighted with a red box and a '1' in a red circle. The 'Orders' tab is also highlighted with a red box and a '2' in a red circle. A dropdown menu is open under 'Orders', with 'Purchase Orders' highlighted by a red box and a '3' in a red circle. Below the navigation bar, there is a search bar and a dashboard area with three cards: 'Matched Leads' (0), 'Invited Leads' (0), and 'Enablement Tasks' (0), all for the last 90 days.



Purchase Order Inbox / Outbox

Setting up Filters & Grouping Preferences

Use **Search Preferences** to identify and set order information, required for your user requirements. From your Orders Inbox/Outbox Dashboard, is where you will manage and track your open and historical Purchase Orders.

4. Standard filter setting will appear, to *change or add new filters*:
5. Click on your initials
6. Select **'My Account'** from the dropdown

The screenshot shows the SAP Business Network 'Orders' dashboard. A red box labeled '4' highlights the filter settings for 'Orders (86)', including fields for Customers, Order numbers, Creation date, Order status, and Company codes. A red box labeled '5' highlights the user profile dropdown menu, and a red box labeled '6' highlights the 'My Account' option within that menu.

- The **Account** settings screen will display.
7. **Tick the box** – 'Allow me to save filter Preferences in the Inbox/Outbox'
 8. Click **'Save'**

The screenshot shows the 'My Account' settings page. A red box labeled '8' highlights the 'Save' button. A red box labeled '7' highlights the checkbox for 'Allow Me to Save Filter Preferences in the Inbox/Outbox', which is checked.

Purchase Order Inbox / Outbox

Setting up Filters & Grouping Preferences

From your **Orders Inbox / Outbox Dashboard**

1. Select the **'Settings'** icon

The screenshot shows the SAP Business Network Orders dashboard. A blue box highlights the summary cards for Orders (86), Items to confirm (0), Items to ship (0), Return items (0), New orders (0), Changed orders (0), and Orders to invoice (0). A red box highlights the filter section, including the 'Edit filter' button and various filter options like 'Customers', 'Order numbers', 'Creation date', 'Order status', and 'Company codes'. A red circle with the number '1' is placed over the 'Settings' icon in the bottom right corner of the dashboard.

2. **'Table Setting'** page appears.

From the **'Table Columns'** menu

- 'click' on **'Version'** & **'Revision'** from the **'Available columns'** list and drag into the **'Displayed columns'** list.

The screenshot shows the 'Table setting' dialog box. A red circle with the number '2' is placed over the 'Table columns' menu item. The dialog has two main sections: 'Available columns' and 'Displayed columns'. In the 'Available columns' list, 'Revision' and 'Version' are highlighted in yellow. A red box highlights the 'Table columns' menu item. The 'Displayed columns' list shows 'Order Number', 'Type', 'Version', 'Customer', 'Routing Status', 'Amount', and 'Date'. A red arrow points from the 'Settings' icon in the dashboard to this dialog box.

The screenshot shows the 'Table setting' dialog box with the 'Column grouping' menu item selected. A red circle with the number '3' is placed over the 'Column grouping' menu item. The 'Available columns' list shows 'Customer', 'Ship To Address', 'Ordering Address', 'Order Status', 'Routing Status', 'Inquiries', and 'Revision'. 'Order Status' is highlighted in yellow and is being dragged into the 'Grouping' list. A red circle with the number '4' is placed over the 'Save' button at the bottom right of the dialog.

3. Select **'Column grouping'** on side menu

'click' on **'Order Status'** from the **'Available columns'** list and drag into **'Grouping'** list

4. Select **'Save'**



Purchase Order Inbox /Outbox



Setting up Filters & Grouping Preferences

Your **Orders Inbox / Outbox Orders (Dashboard)** will now appear, with the additional filters you just added

1. The **Order Number** is the Buyers unique Purchase Order for the goods/services.
2. The **Revision** is the status of the version, e.g. Original, Changed, Cancelled.
3. The **Version** is the number of the order. 1 = the original order, 2 = changed order and so on.
4. The **Amount** is the total values of the purchase. It does not contain any taxes such as GST.
5. The **Order Status** is the current status of the order, e.g. new, changed, invoiced. *Refer to page 20 for a full list of the **Order Status Types and definitions**.*
6. The **Amount Invoiced** is the total amount invoiced to date.

Continue to next slide, to learn how to **Edit filters**

The **Actions** allows documentation creation without opening the order.

TIP: The Columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0-9 or 9-0) order by clicking on the column heading.

The screenshot shows the SAP Business Network Orders dashboard. At the top, there are summary cards for Orders (86), Items to confirm (0), Items to ship (0), Return items (0), New orders (0), Changed orders (0), and Orders to invoice (0). Below this is a filter section for 'Orders (86)' with various criteria like Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, and Customer locations. The main part of the dashboard is a table of orders. Red circles with numbers 1 through 6 are placed above the table headers to highlight specific columns: 1. Order Number, 2. Revision, 3. Version, 4. Amount, 5. Order Status, and 6. Amount Invoiced. The table contains several rows of order data, including columns for Order Number, Type, Revision, Version, Customer, Routing Status, Amount, Date, Order Status, and Amount Invoiced. A blue box highlights the filter section, and a red box highlights the table headers and first few rows.

Order Number	Type	Revision	Version	Customer	Routing Status	Amount	Date	Order Status	Amount Invoiced	Actions
Order Status: Changed										
4900029123	Order	Cancelled	1	NAB	Sent	150000 AUD	Sep 26, 2023	Changed		...
4900029203	Order	Cancelled	1	NAB	Sent	1250000 AUD	Oct 25, 2023	Changed		...
4900029270	Order	Cancelled	1	NAB	Sent	2842100 AUD	Nov 13, 2023	Changed		...
4900029202	Order	Changed	2	NAB	Acknowledged	100000 AUD	Oct 25, 2023	Changed		...
Order Status: Invoiced										
4900029131	Order	Original	1	NAB	Acknowledged	15000000 AUD	Sep 27, 2023	Invoiced	15000000 VN	...
4900029121	Order	Original	1	NAB	Acknowledged	10000000 AUD	Sep 26, 2023	Invoiced	10000000 VN	...

Purchase Order Inbox /Outbox



Adjusting and selecting Filters & Grouping Preferences

You can track and review all your Purchase Orders using the filter options.

From your **Orders Inbox / Outbox Dashboard**, filters can be applied to help you search for a specific purchase order or group of purchase orders.

For example you can filter by:

- all orders with a specific status e.g. **'changed'**
- all orders that have been created in a particular date range e.g. **'Last 30 days'**
- all orders for a specific company e.g. **'NAB'**

1. You can apply multiple filters at the same time like, **last 365 days with a status of 'changed'**.

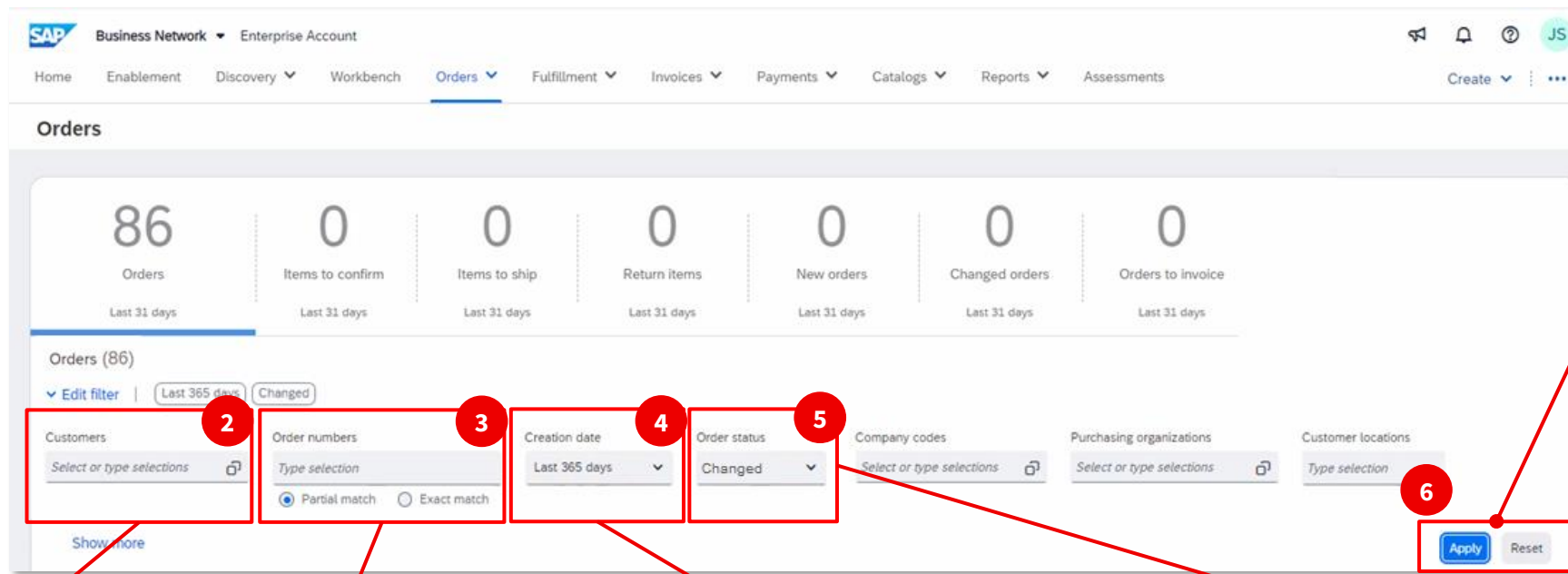
The screenshot shows the SAP Business Network interface for the 'Orders' section. At the top, there's a navigation bar with 'SAP Business Network' and 'Enterprise Account'. Below that, a menu includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The main content area displays a summary of orders with seven cards: 'Orders (86)', 'Items to confirm (0)', 'Items to ship (0)', 'Return items (0)', 'New orders (0)', 'Changed orders (0)', and 'Orders to invoice (0)'. Below the summary, there's a filter section for 'Orders (86)'. A red circle with the number '1' highlights the 'Edit filter' button. The filter settings are: 'Last 365 days' for the date range and 'Changed' for the order status. Other filters include 'Customers', 'Order numbers', 'Company codes', 'Purchasing organizations', and 'Customer locations'. At the bottom right, there are 'Apply' and 'Reset' buttons.

Purchase Order Inbox /Outbox

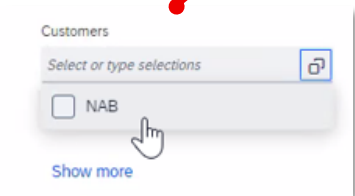


Adjusting and selecting Filters & Grouping Preferences

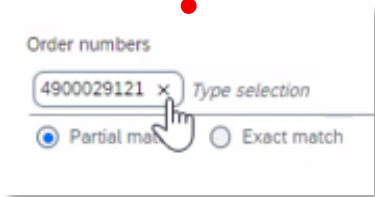
From your **Orders Inbox / Outbox Dashboard**, filters can be applied to help you search for a specific purchase order or group of purchase orders.



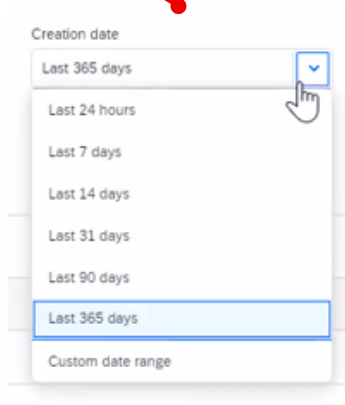
6. The **Apply & Reset** buttons allow you to apply new filters or remove (reset) existing filters.



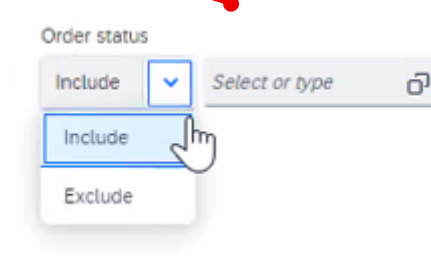
2. **Customers** select or type the name of the Buyer.



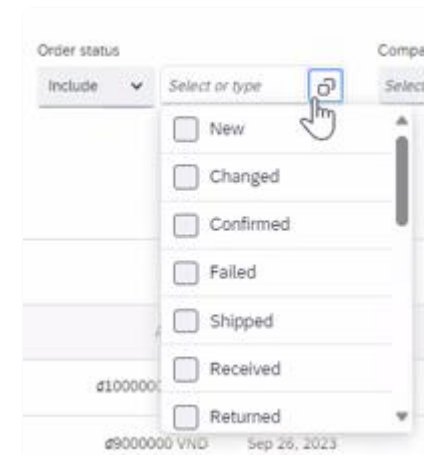
3. Key in the Order number if you know it. Select **'Exact match'** to further refine results.



4. Select from the a date range within the dropdown options to pinpoint a specific date or date range.



5. The **Order Status** needs to be changed to **'Include'** to then select the status type.



Select the relevant **Order Status** type. Refer to page 15 for a full list of the **Order Status Types and definitions**.

02

View Purchase Order Detail & History

View Order Detail & History

Viewing Order Detail – Header Level

The **Purchase Order Header Level** - displays a summary of the key information for a purchase order or service order.



Further actions can be initiated by selecting these options.

1. Purchase Order number.
2. Order Detail and Order History tab.
3. Purchase **Order Status** (status will change as the order is actioned). *Refer to page 20 for a full list of the Status Types and definitions.*
4. Payment Terms.
5. Comments entered by the Buyer when placing the order.
6. Other information.
7. Ship all items To, Bill To and Deliver To details.
8. Routing Status. *Refer to page 16 for a full list of the Routing Status Types and definitions.*
9. Done button will return 'user' to the previous menu.

1 Purchase Order: 4900029146

2 Order Detail Order History

3 Purchase Order (New) 4900029146
Amount: 150,000AUD
Version: 1

4 Payment Terms NET 0

5 Comments
Comment Type: Terms and Conditions
Body: The terms that apply to this Purchase Order are set out under the contract you have with NAB or its subsidiary that relates to the Item that is being purchased. If you do not have a contract with NAB or its ... [View more](#)

6 Other Information
Company Code: 1001
Purchasing Unit Name: NAB Australia

7

8 Routing Status: Sent

9 Done

Ship All Items To
Australia Software Development Company Limited
Docklands
Melbourne 3000
Australia
Ship to Code 1001
Email: Firstnamelastname@nab.com

Bill To
Australia Software Development Company Limited
Docklands
Melbourne 3000
Australia

Deliver To
Basic User Australia
Australia Software Development Company Limited

Line Items [Show Item Details](#)

View Order Detail & History

Viewing Order Detail – Line Items Details & Summary



The **Line Items Detail level** - displays further information about the order, one line item at a time. Including comments and further information provided by the Buyer.

1. To **see** all Line item details click on **'Show Item Details'**.
2. To **hide** all Line item details click on **'Hide Item Details'**.
3. To **see** specific line item details, click on **'Details'**.
4. To **hide** specific line item details, click on **'Summary'**.
5. Select **'Done'** from the Header Level summary, to return to the **Inbox / Outbox (Dashboard)**

The screenshot displays the SAP Business Network interface for a purchase order. The main header shows the order number 4900029146 and navigation buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is active, showing the NAB logo and contact information for the supplier: Australia Software Development Company Limited, Docklands, Melbourne 3000, Australia. The 'To' field is filled with 'Test Supplier NAB Australia, Docklands, Melbourne 3000, Australia' and the email 'Email: Firstname.lastname@nab.com'. The 'Payment Terms' are listed as 'NET 0'. The 'Comments' section contains terms and conditions. The 'Contact Information' and 'Supplier Account' sections provide further details about the supplier. The 'Other Information' section includes 'Company Code: 1001' and 'Purchasing Unit Name: NAB Australia'. The 'Ship All Items To', 'Bill To', and 'Deliver To' sections are also visible. The 'Line Items' table shows one item with a quantity of 1 (EA) and a unit price of 150,000 AUD. The 'Status' is '1 Unconfirmed'. The 'Other Information' section includes 'Req. Line No.: 1', 'Requester: Basic User Vietnam', 'PR No.: PR19382', 'IndicatorZeroDollar: EP10069-', 'Classification Domain: unspsc', and 'Classification Code: 4321150102'. The 'Order submitted on' and 'Received by SAP Business Network on' dates are both Friday 29 Sep 2023 9:58 AM GMT+10:00. The 'Sub-total' is 150,000 AUD. The 'Done' button is highlighted with a red box and number 5.

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
1		Not Available	Material		1 (EA)	29 Sep 2023	150,000 AUD	150,000 AUD

Sub-total: 150,000 AUD

Reviewing a Purchase Order

Each Purchase Order you receive, should be reviewed to:

- Identify the items requested
- Determine if the items are in stock
- Validate the information submitted within the Purchase Order (PO)
- Review the Buyer shipping address
- Check the item details for the order are correct
- Check comments provided by the Buyer

View Order Detail & History



Viewing Order History – Header level

The **Purchase Order History** - displays further information about the history of the order.

1. Select **Order History** tab from the Order inbox/outbox (Dashboard) screen

Purchase Order: 4900029146

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | **Order History** 1

nab

To: Test Supplier Viet Nam 1
No 10, Alley 100
Loung Yen Street, Bach Dang Ward
Hai Ba Trung District
Hanoi 10000
Viet Nam
Phone:
Fax:
Email: First.Lastname@nab.com

From: Vietnam Software Development Center Company Limited
Etown Building
354 Cong Hoa, Ward 13
Tan Binh District
Ho Chi Minh City 70000
Viet Nam

Purchase Order: 4900029146 Done

Order Detail | Order History

Purchase Order: 4900029146
Order Status: New
Submitted On: 29 Sep 2023 9:58:12 AM GMT+10:00

From Customer: NAB
Routing Status: Sent

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-109541023	29 Sep 2023 9:58:54 AM
Sent	Email order was sent to Mart.Selmo@nab.com.au.	OrderDispatcher - Email	29 Sep 2023 9:58:56 AM
	Email order was sent to Mart.Selmo@nab.com.au.	ANPODispatcher-109540013	29 Sep 2023 9:58:56 AM

Line Items

Line #	No. Schedule Lines	Part # / Description	Qty (Unit)	Need By	Price	Subtotal
1		Not Available	1 (EA)	29 Sep 2023	150,000 VND	150,000 VND
		Adhoc item				

Status

1 Unconfirmed

Sub-total: 150,000 VND

Done

Use the **Order History** tab to see:

2. Any **Comments** recorded during the progress of the order.
3. **Changed By** and who created the original order.
4. **Date and Time** stamps of the various stages and order progress recorded.
5. Line Item level information is also available in this view.
6. Select '**Done**' to return to the **Inbox / Outbox Dashboard**.

03

Reviewing Purchase Order Status

Reviewing Purchase Orders Status

Changed and Cancelled orders

Your **Orders Inbox/Outbox (Dashboard)** contains filters that will help find orders with a Status of **'Changed'**.

1. Ensure that you are on the correct page

Select **'Purchase Orders'** from the dropdown

2. Select **Changed** from the **Order Status** filter to show all orders that have a status of **'Changed'**.

3. Select **Creation Date** to refine your search further, to display within a chosen timeframe.

A Changed order is triggered when:

- The Supplier has proposed changes on the Order Confirmation or contacted the requestor.
- A price change has been accepted by the Buyer.
- The order was rejected because the wrong information was sent by the Buyer.
- The purchase order had too many errors for the Supplier to correct.
- The Buyer will contact the supplier where the proposed changes are not accepted based on trading agreements.
- Invoicing for an amount different to that shown on the Purchase Order will result in the invoice being rejected and the may delay the process.

The screenshot shows the SAP Business Network 'Orders' dashboard. A blue box highlights the top navigation bar where the 'Orders' dropdown is selected (1). Below this, a summary row shows 86 orders, 0 items to confirm, 0 items to ship, 0 return items, 0 new orders, 0 changed orders, and 0 orders to invoice. A blue box highlights the filter section where 'Creation date' is set to 'Last 365 days' (3) and 'Order status' is set to 'Changed' (2). A red box highlights the 'Revision' column in the table below (4). The table lists several orders with their status as 'Cancelled' or 'Changed'.

Order Number	Revision	Version	Customer	Routing Status	Amount	Date	Order Status	Amount Invoice	Actions
4900029123	Cancelled	1	NAB	Sent	d150000 VND	Sep 26, 2023	Changed		...
4900029203	Cancelled	1	NAB	Sent	d1250000 VND	Oct 25, 2023	Changed		...
4900029270	Cancelled	1	NAB	Sent	d2842100 VND	Nov 13, 2023	Changed		...
4900029202	Changed	2	NAB	Acknowledged	d100000 VND	Oct 25, 2023	Changed		...

IMPORTANT - All **Changed AND Cancelled** orders will display an **Order Status = 'Changed'**.

4. Only the **Revision** filter will help indicate if the order has been **cancelled or changed**.

To add the **Revision** filter – refer back to page 5 of this guide.



Reviewing Purchase Orders Status



Reviewing **Changed** orders – Header and Line Level

1. All **Changed** orders will appear in orange colour font, for both the Status and the Amount

Examples of changes include:

- Quantity of goods ordered and subtotals in relation to that

The screenshot shows the header of a purchase order. On the left is the 'nab' logo. Below it, the 'From' information for Vietnam Software Development Center Company Limited is listed. On the right, the 'To' information for Test Supplier Viet Nam 1 is listed. A red box labeled '1' highlights the purchase order details: 'Purchase Order (+ Changed) 4900029202 Amount: 100,000 VND'. Below this, it shows 'Amount: - 50,000 VND' and 'Version: 2 (Previous Version)'. A 'Track Order' button is at the bottom right.

Line #	No. Schedule Lines	Change	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Show Item Details
1		+ Edited	NICV Stationery_Notebooks	Material Amount-Based Line		2 ±(EA)	25 Oct 2023	50,000 VND	100,000 VND 50,000 VND	Details
									Sub-total: - 50,000 VND	Sub-total: 100,000 VND

2. Line items with 'Edited' indicate a change.

3. Changed items will have a line through the original information.

The new changes will appear in **orange colour** font.

Subtotal will reflect the changed amount.

Reviewing Purchase Orders Status



Reviewing **Cancelled** orders – Header Level

1. To find **Cancelled** orders, first filter on **Order Status = 'Changed'**

2. Filter on **Revision = 'Cancelled'**

IMPORTANT

All **Cancelled** orders will display with an **Order Status = 'Changed'**

Only the **Revision** filter will indicate if the order has been cancelled.

To add the Revision filter – refer back to page 5 of this guide.

Orders (86)

▼ Edit filter | Last 365 days Changed

Customers: Select or type selections | Order numbers: Type selection | Creation date: Last 365 days | Order status: Changed | Company codes: Select or type selections | Purchasing organizations: Select or type selections | Customer locations: Type selection

Partial match Exact match

Show more

Apply Reset

Resend Failed Orders

▼	Order Number	Type	Revision ↑	Version	Customer	Routing Status	Amount	Date	Order Status	Amount Invoice	Actions
▼	Order Status: Changed										
	4900029203	Order	Cancelled	1	NAB	Sent	₫1250000 VND	Oct 25, 2023	Changed		...
	4900029202	Order	Changed	2	NAB	Acknowledged	₫100000 VND	Oct 25, 2023	Changed		...

SAP Business Network Enterprise Account

Purchase Order: 4900029203

Create Invoice ▼

Order Detail Order History

nab

From: Vietnam Software Development Center Company Limited
Etown Building
364 Cong Hoa, Ward 13
Tan Binh District
Ho Chi Minh City 70000
Viet Nam

To: Test Supplier Viet Nam 1
No 10, Alley 100
Loung Yen Street, Bach Dang Ward
Hai Ba Trung District
Hanoi 10000
Viet Nam
Phone:
Fax:
Email: Mart.Selmo@nab.com.au

Purchase Order
(→ Cancelled)
4900029203
Amount: 1,250,000 VND
Version: 1 (Previous Version)

3. All **Cancelled** orders will appear in orange colour font in the Header Level.

Examples of cancellations include:

- Items have become obsolete, supplier unable to fulfil order.
- Buyer change of mind, no longer require goods / services.

04

Raising invoices

Raising Invoices (against a Purchase Order)

Invoice Creation Process – **Standard Invoice**



Ensure that you are on the correct page

1. From the **Orders Inbox / Outbox Orders (Dashboard)**
2. Select **Order Number** (your 'Purchase Order') from the dropdown you wish to invoice. This may be from a Partially Invoiced Invoice.
3. The screen displays the **Purchase Order**
4. Select **Create Invoice**
5. Select **Standard Invoice**
6. Screen displays **Create Invoice**

Order Number	Type	Revision	Version	Customer	Routing Status	Amount	Date	Order Status	Amount Invoice	Actions
Order Status: Changed										
4900029123	Order	Cancelled	1	NAB	Sent	₫150000 VND	Sep 26, 2023	Changed		...
4900029203	Order	Cancelled	1	NAB	Sent	₫1250000 VND	Oct 25, 2023	Changed		...
4900029270	Order	Cancelled	1	NAB	Sent	₫2842100 VND	Nov 13, 2023	Changed		...
4900029202	Order	Changed	2	NAB	Acknowledged	₫100000 VND	Oct 25, 2023	Changed		...
Order Status: Invoiced										
4900029131	Order	Original	1	NAB	Acknowledged	₫15000000 VND	Sep 27, 2023	Invoiced	₫15000000 VN	...
4900029121	Order	Original	1	NAB	Acknowledged	₫10000000 VND	Sep 26, 2023	Invoiced	₫10000000 VN	...

Purchase Order: 4900029123

Create Order Confirmation Create Ship Notice **Create Invoice**

Order Detail Order History

Standard Invoice

Credit Memo

Line-Item Credit Memo

Use the **Order Status** to sort invoices by **Partially Invoiced Status** to locate and open a Partial Invoice.



Raising Invoices (against a Purchase Order)

Invoice Creation Process – **Standard Invoice** update at a **Header Level**.

Ensure that you are on the correct page

On the **Create Invoice** page you can add the Invoice number and multiple items at **Header Level** (except tax which is added a line level)

Create Invoice

Update Save Exit Next

Invoice Header

* Indicates required field

Add to Header

1 Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

3 Attachment

Summary

Purchase Order: 4900006338

Invoice #: 7764-1A

Invoice Date: 8 Aug 2019

Service Description:

Supplier Tax ID: 123456789

Remit To: 1 DUNLOPILLO DRIVE

Bill To: National Australia Bank
Melbourne VIC
Australia

Subtotal: \$6,780.00 AUD
Total Tax: \$0.00 AUD
Total Gross Amount: \$6,780.00 AUD
Total Net Amount: \$6,780.00 AUD
Amount Due: \$6,780.00 AUD

Shipping

Header level shipping Line level shipping

2

Update Items at Header Level

1. From here you can add **Shipping Cost** if not already included in the cost of goods purchased by National Australia Bank
2. Shipping can be added at **Header Level** (for the entire PO) or at **Line Level** (only associated with one line item in the PO)
3. You can add **Attachments** to your invoice. Please add the PDF of your invoice

Raising Invoices (against a Purchase Order)



Invoice Creation Process – **Standard Invoice** update at **Line Level**.

i There is no need to enter any Withholding tax rate as Sourceline will automatically determine based on the tax table.

The screenshot shows two stages of the invoice creation process. The top stage, 'Line Items', shows the 'Insert Line Item Options' form with 'Tax Category' set to '10% GST / GST'. A dropdown menu for 'Taxes' is open, showing '10% GST / GST', '0% GST / GST', and '0% VAT / VAT'. A red box labeled '1' highlights the '10% GST / GST' option. The 'Add to Included Lines' button is also highlighted. The bottom stage shows the 'Line Items' table with one item: 'Support Services' (Quantity: 10, Unit: HUR, Unit Price: \$678.00 AUD, Subtotal: \$6,780.00 AUD). Below the table, the 'Tax' details are shown, with a red box labeled '2' highlighting the '10% GST / Tax Inclusive' category, 'Taxable Amount: \$6,780.00 AUD', 'Rate(%): 10', 'Tax Amount: \$678.00 AUD', and 'Exempt Detail: (no value)'. A red box labeled '3' highlights the 'Next' button at the bottom right.

Update Items at the Item Level

1. Select **Insert Line Item**; you can add **Tax Line Level**
2. Select the correct tax rate
3. Select **Next** for the next step



IMPORTANT

- For international suppliers **supplying to Australia**; please select GST (ideally the **0% GST**). If you are required to add indirect tax to your prices, such as VAT or GST which is applicable to and payable by you in your country, *please advise us as soon as possible*.
- For **international suppliers supplying to Australia with Australian GST charged** from international locations: If your Ariba Account address is not in Australia, and you charge Australian GST on your invoices, NAB requests you to change the “Ship From” address in the invoice header to an Australian location

Raising Invoices (against a Purchase Order)



Invoice Creation Process – **Standard Invoice** update **Multiple Line Items Invoicing**

Line Items 3 Line Items, 2 Included, 1 Previously Fully Invoiced

Insert Line Item Options

Tax Category: GST Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Item Partno1	Item Description Line 1		1	EA	\$1,500.00 AUD	\$1,500.00 AUD
Classification		Domain: unspsc Code: 48102102 Remove							
2	<input type="checkbox"/>	MATERIAL	Item Partno2	Item Description Line 2		0	EA	\$0.00 AUD	\$0 AUD
Excluded line items cannot be modified.									
3	<input checked="" type="checkbox"/>	MATERIAL	Item Partno3	Item Description Line 3		2	EA	\$2,000.00 AUD	\$4,000.00 AUD
Classification		Domain: unspsc Code: 48102102 Remove							

Line Item Actions Delete

Update Save Exit Next

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input type="checkbox"/>	MATERIAL	Not Available	catering for conferences		0			\$0 AUD
Excluded line items cannot be modified.									

Update Multiple Line Items

1. Exclude Line items from the **Purchase Order** that you do not want to invoice against in this invoice (from green to grey).
2. Confirm or enter the **Quantity or Subtotal** for each item to be invoiced, repeat for all items on the invoice.
3. Only change the tax rate for a Line item where the tax rate is different to the one applied then select **Next** to finalise the invoice.



Raising Invoices (against a Purchase Order)

Invoice Creation Process – Finalise **Standard Invoice**

Create Invoice

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: **1** 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.

Standard Invoice / Tax Invoice

Invoice Number: 7764-1A	Subtotal:	\$6,780.00 AUD
Invoice Date: Thursday 8 Aug 2019 1:41 PM GMT+10:00	Total Tax:	\$678.00 AUD
Original Purchase Order: 4900006338	Total Shipping:	\$7.98 AUD
	Total Gross Amount:	\$7,465.98 AUD
	Total Net Amount:	\$7,465.98 AUD
	Amount Due:	\$7,465.98 AUD

Finalise the Standard Invoice

1. Review the Invoice and select **Submit**
2. Select **Exit** and the screen will return to the Purchase Order where the order status will be displayed as either Invoiced or Partially Invoiced.
3. Select **Done** and the screen displays the Orders and Releases.

Invoice 7764-1A has been submitted.

Exit invoice creation. **2**

Purchase Order: 4900006338

Done **3**

Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

nab

From: National Australia Bank
500 Bourke Street
Commercial
Melbourne VIC 3000

To: Supplier Details

Purchase Order (Invoiced)
4900006338
Amount: \$6,780.00 AUD
Version: 1

Purchase Order
(Invoiced)
4900006338
Amount: \$6,780.00 AUD
Version: 1

Purchase Order
(Partially Invoiced)
4900006264
Amount: \$500.00 AUD
Version: 1

Purchase Order Status



The **order status** identifies the journey of the documents (order confirmation & invoices) through the SAP Ariba Network between NAB and the supplier.

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed (includes cancelled orders)	Your customer cancelled or replaced the order by sending a subsequent (changed) order.
Confirmed	You agreed to ship all line items.
Confirmed with New Date	The order confirmation has a different Start Date or End Date than the order, but no other change(s).
Confirmed with Changes	The order confirmation has a different Expected Value than the order, and also has a different Start Date or End Date , or both.
Partially Confirmed Partially Shipped Partially Serviced Partially Invoiced Partially Rejected	<p>The order is in progress.</p> <p>If you update part of the purchase order, SAP Business Network reports the partial status for the entire order. For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines.</p> <p>For service orders, you can continue to create service sheets for unplanned service lines up to their hidden maximum amounts (which might be larger than their subtotals) or planned service lines up to their subtotals. The service order status is set to Partially Serviced until all of the service lines are serviced.</p>
Serviced	The order is fully serviced. You cannot create any more service sheets for any more service lines in the order.
Shipped	Final state. You shipped the entire order.
Invoiced	The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, SAP Business Network displays Yes to indicating that you have submitted invoices.
Received Partially Received Returned	Statuses for receipts that are sent by the Buyer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line item-detail section displays the quantity of goods received or returned for that line item, based on the information in the receipts.
Failed	SAP Business Network experienced a problem routing the order to your account. You can resend failed orders.



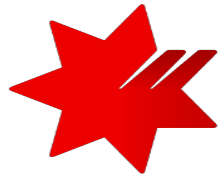
Routing Status

The **routing status** identifies the journey of the documents (order confirmation & invoices) through the SAP Ariba Network between NAB and you, the supplier.

Routing Status indicates whether a purchase order or service order is queued, sent, acknowledged, or if routing failed. **SAP Business Network displays the following routing statuses for orders.**

Routing Status	Definition
Queued	Initial state. SAP Business Network received the purchase order but no further action was taken.
Sent	SAP Business Network sent the purchase order to your account.
Acknowledged	You received the order.
Failed	SAP Business Network experienced a problem routing the order to your preferred purchase order routing method. For example, your back end order fulfilment system could have experienced a problem that prevented SAP Business Network from successfully routing the order. You can resend orders that have a Failed routing status.
Approved	NAB has reviewed the invoice and it has been approved for payment.
Paid	The invoice has been paid

NAB SAP (Ariba) Business Network



For further Support

**Refer to
Supplieronboardingandsupport@nab.com.au**

National Australia Bank Limited

v2.0 – June 2024