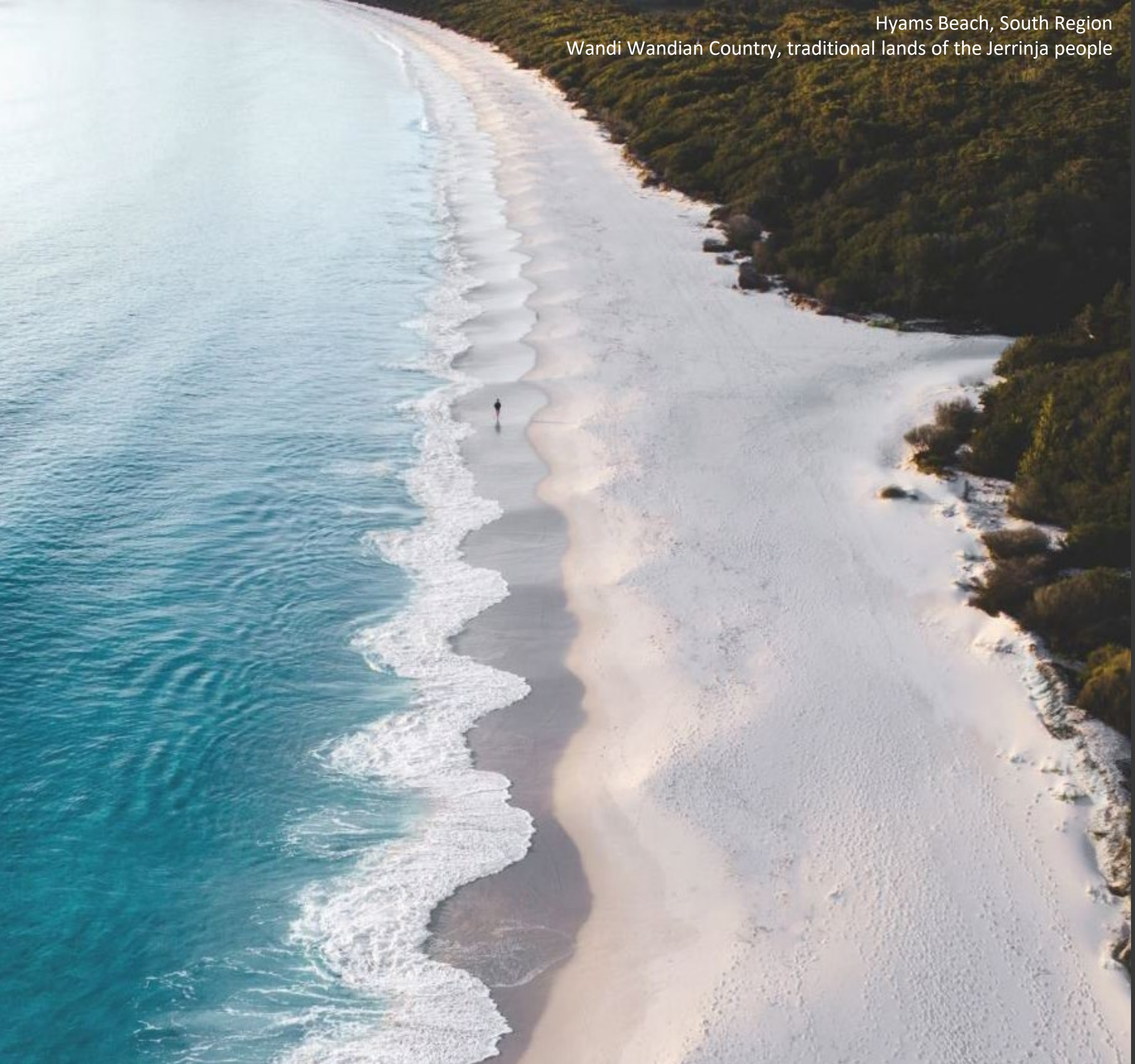
TAFE NSW SAP Busines Network (formerly Ariba Network) Supplier Training

How to create and download a report on the status of all your invoices for TAFE NSW

June 2025



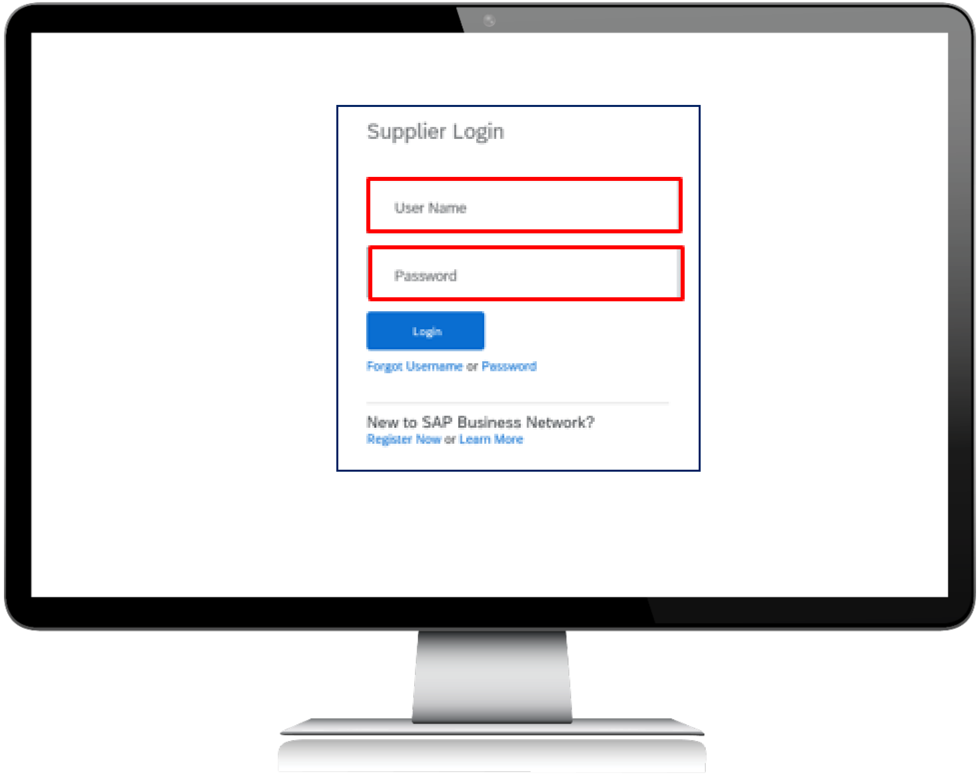
TAFE NSW acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to Elders; past, present and emerging of all Nations.

Topic
Audience
Background

Topic	This Quick Reference Guide (QRG) will show you how to create and download a report to see the different statuses for your TAFE NSW invoices.
Audience	Suppliers transacting with TAFE NSW over the SAP Business Network
Background	TAFE NSW uses the SAP Business Network as its preferred eProcurement Solution. Suppliers can configure their SAP Business Network accounts in different ways and create and export various reports. This QRG explains how to create and export a report on invoice statuses.

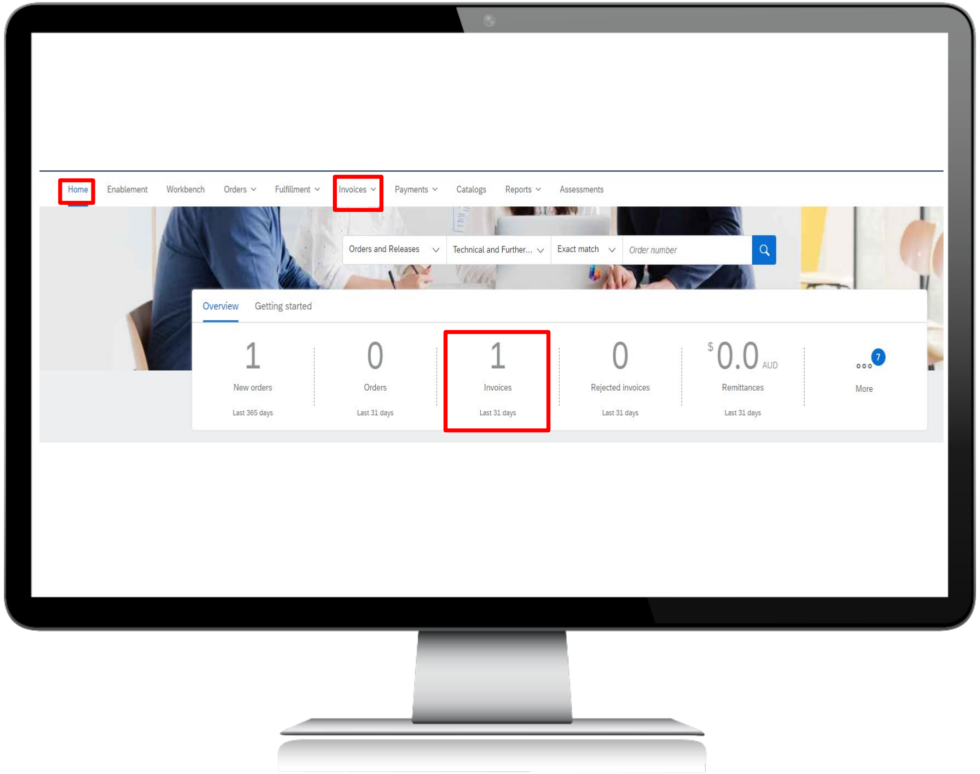
Step 1

Navigate to **supplier.ariba.com** and log in to your SAP Business Network Account using your ‘***User Name’*** and ‘***Password***.’



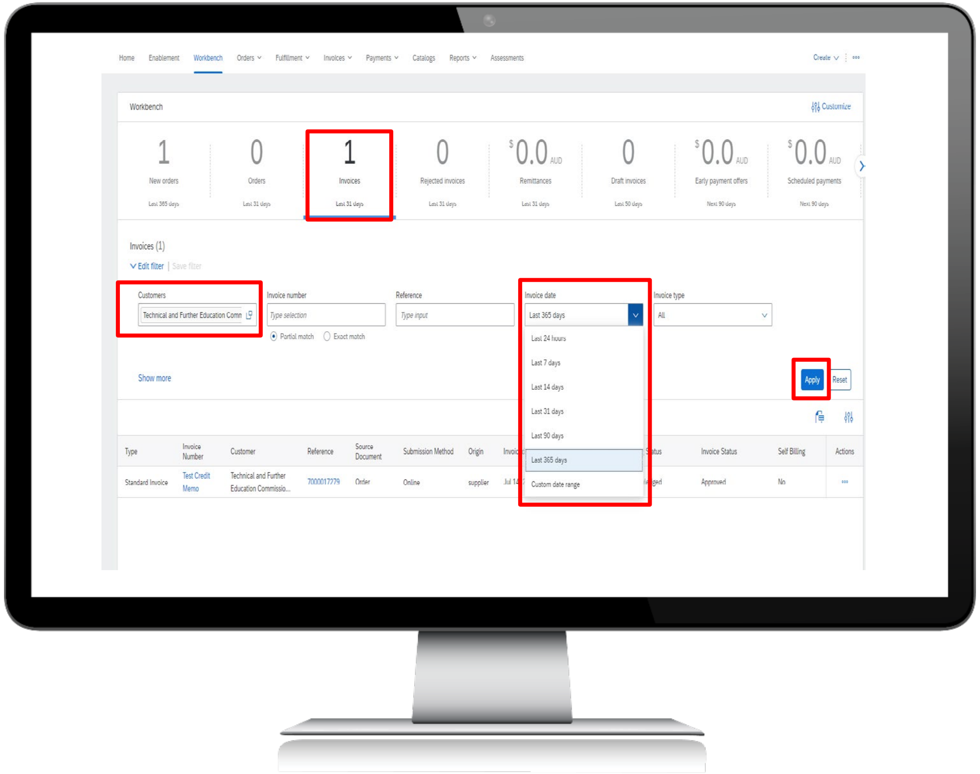
Step 2

From the '***Home***' page, click on the '***Invoices***' widget or tab.



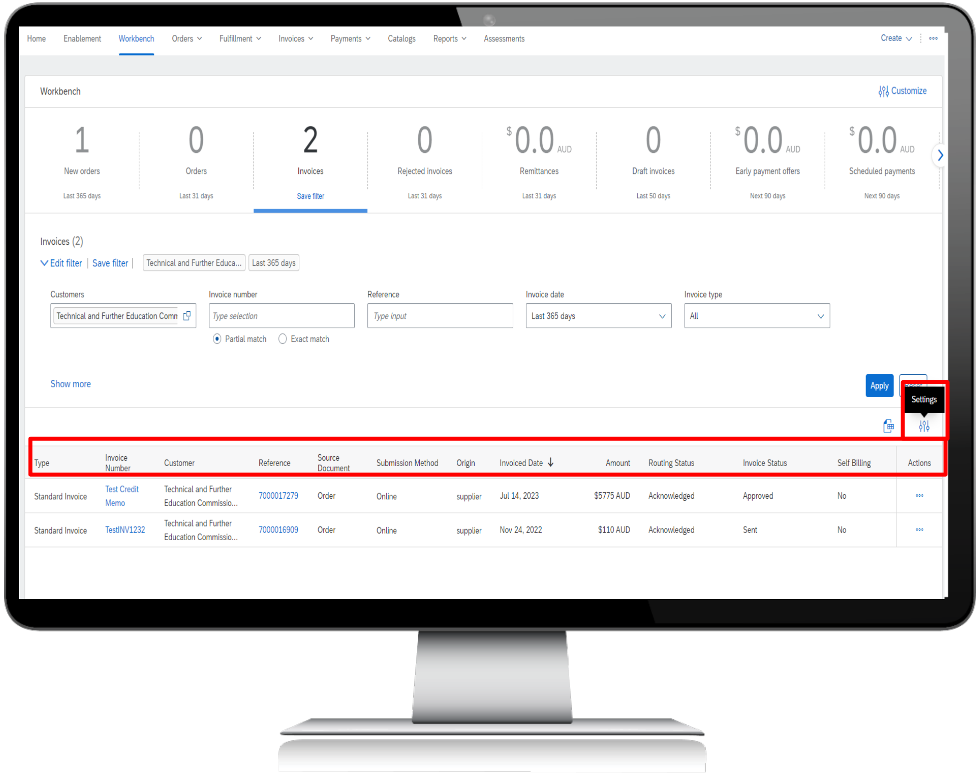
Step 3

In order to see all your available TAFE NSW invoices, make sure you have selected ‘***Technical and Further Education Commission***’ as your customer, and also changed the date filter from the last 31 days to 365 days.
Click ‘***Apply***’ when you have changed the filter.



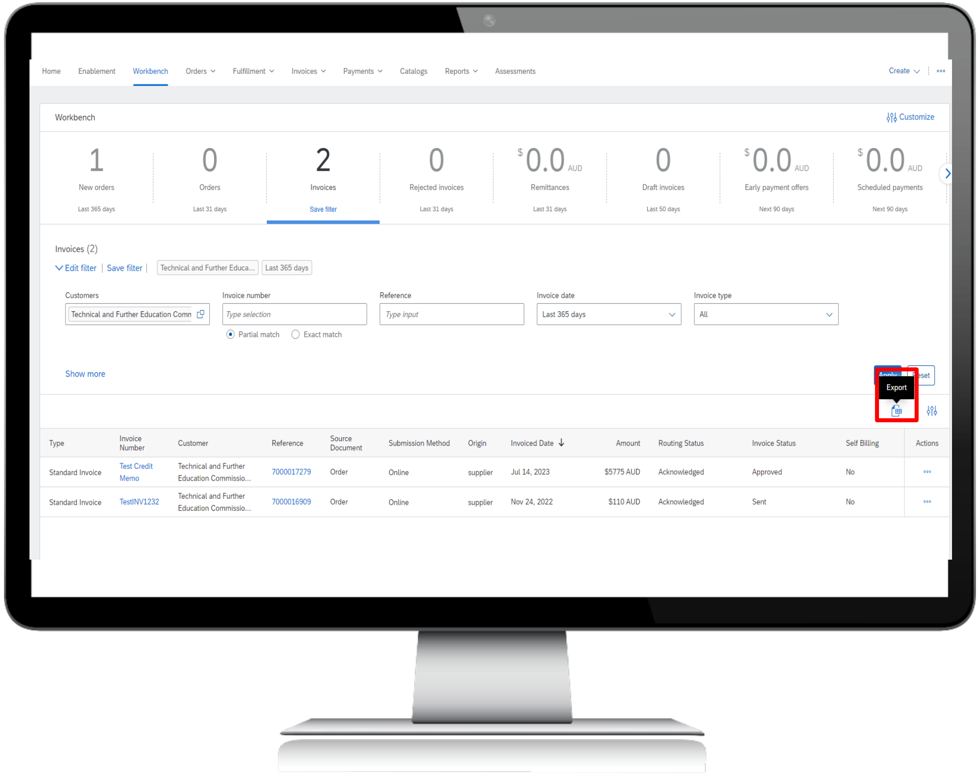
Step 4

The ***'Settings'*** icon allows you to change the order that the columns appear in.



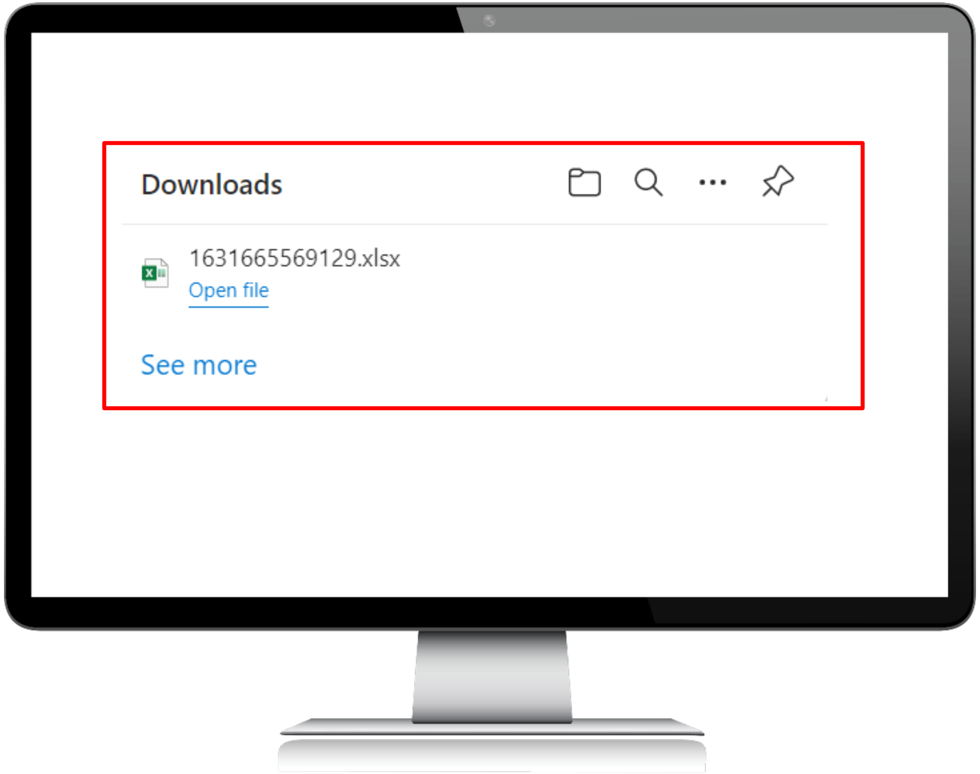
Step 5

When you are happy with the order of the columns, you can export the report by clicking on the '***Export***' icon above the report on the right-hand side.



Step 6

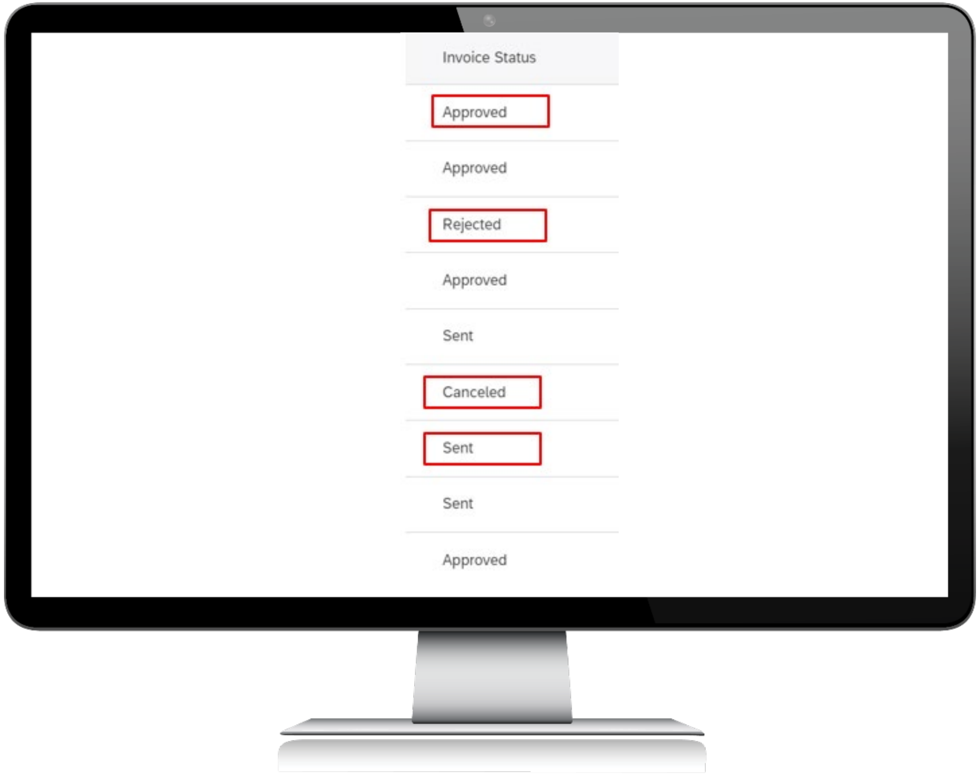
You will then be able to open the Excel file, rename it, and save it to your preferred location.



Step 7

The different invoice statuses include:

- Approved
- Sent
- Rejected
- Canceled



Further assistance

For help with:	Contact
Invoicing TAFE NSW	▪ Call 1300 823 343 ▪ Press Option 2 for ‘Finance’ ▪ Press Option 3 for ‘Accounts Payable and Supplier Accounts – Unpaid Invoices’
Help with the SAP Business Network from TAFE NSW	▪ Call 1300 823 343 ▪ Press Option 2 for ‘Finance’ ▪ Then Press Option 2 for ‘Help with SAP Ariba’
Any other questions about the SAP Business Network and TAFE NSW	▪ Email suppliers@tafensw.edu.au.

Thank you