



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

How to submit electronic invoices against a TAFE NSW contract

June 2025

Hyams Beach, South Region
Wandi Wandian Country, traditional lands of the Jerrinja people



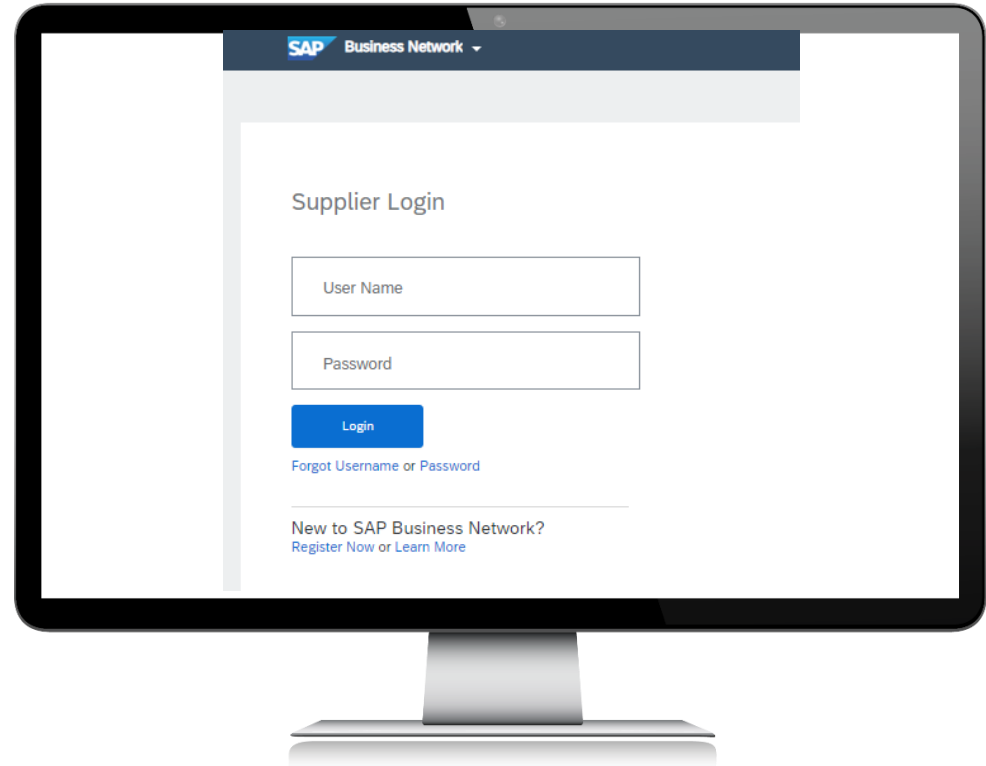
TAFE NSW acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of the Land, Rivers and Sea. We acknowledge and pay our respects to Elders; past, present and emerging of all Nations.

Topic Audience Background

Topic	This Quick Reference Guide (QRG) addresses how to submit an invoice via the SAP Business Network against a TAFE NSW contract.
Audience	TAFE NSW Suppliers
Background	TAFE NSW uses the SAP Business Network as its preferred eProcurement Solution. Suppliers are required to receive Purchase Orders (POs) and Contracts via their SAP Business Network Account and submit their invoices electronically through the Network. When a supplier is ready submit an invoice against a contract, the process steps are: 1) Log in to the supplier's SAP Business Network Account 2) Find the relevant TAFE NSW contract in the Account 3) Select the relevant line items in the contract to invoice against 4) Complete all the relevant fields in the invoice 5) Submit the invoice via the SAP Business Network. The invoice will be routed for approval within TAFE NSW, and standard payment terms apply.

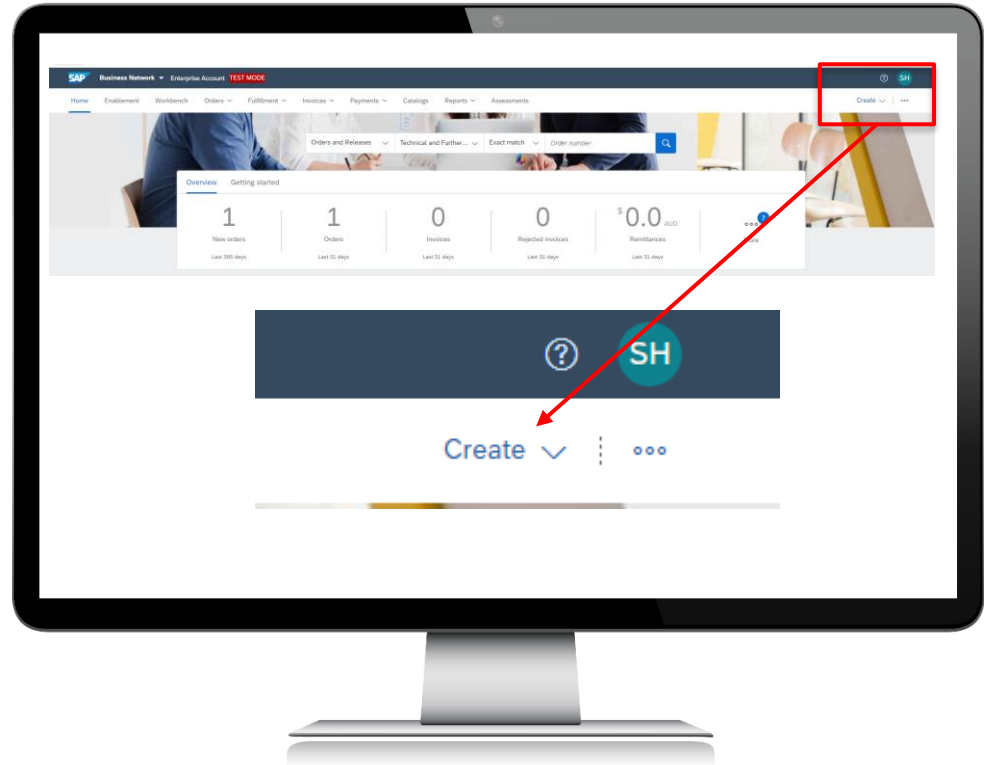
The TAFE NSW Business Contract Manager will advise you when your contract with TAFE NSW has been set up in the SAP Business Network. Once that has been done, navigate to supplier.ariba.com and enter in your **Username** and **Password**.

Step 1



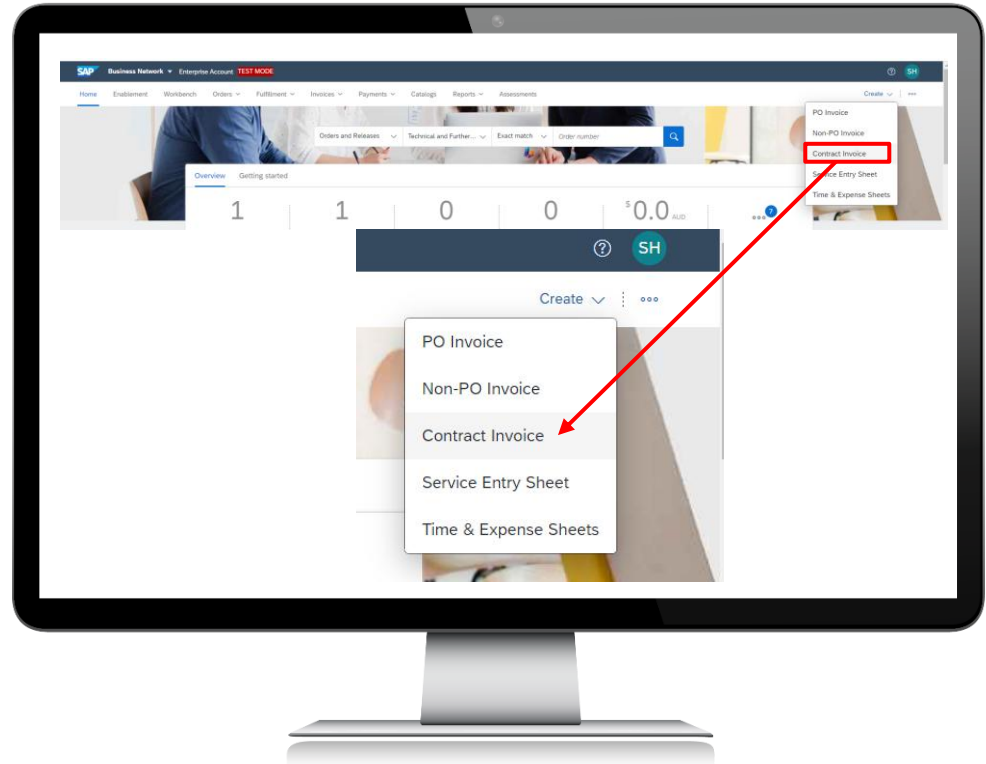
From the 'Home' page of your SAP Business Network Account, click on the 'Create' dropdown in the top right-hand corner of the screen.

Step 2



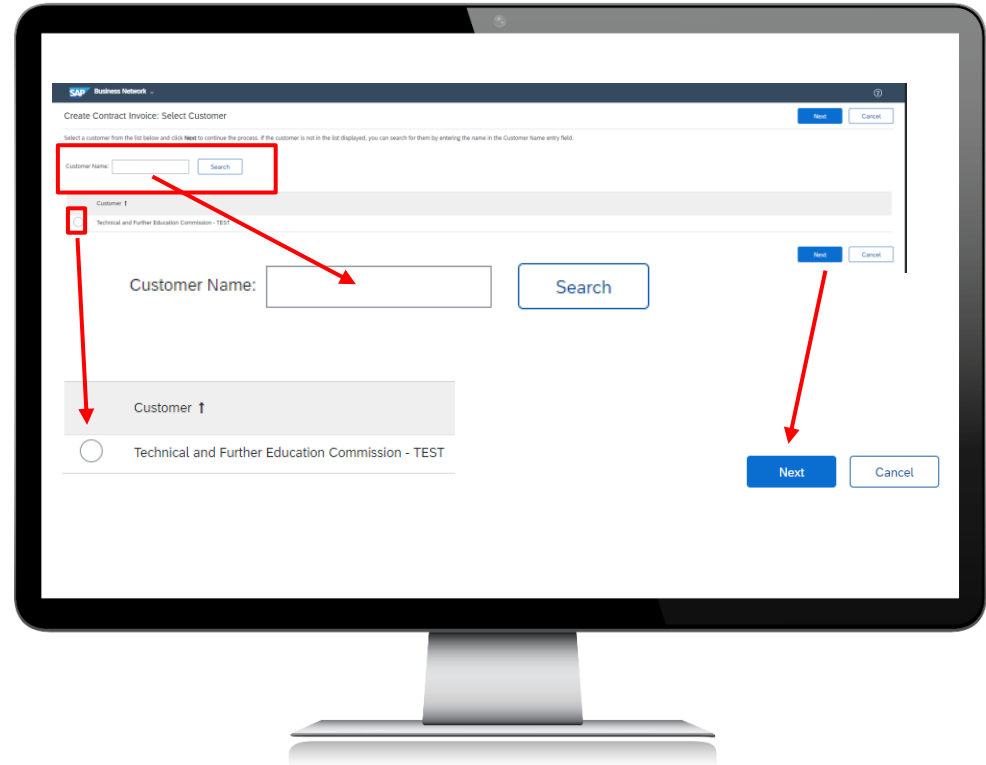
Select '**Contract invoice**' from the dropdown list.

Step 3



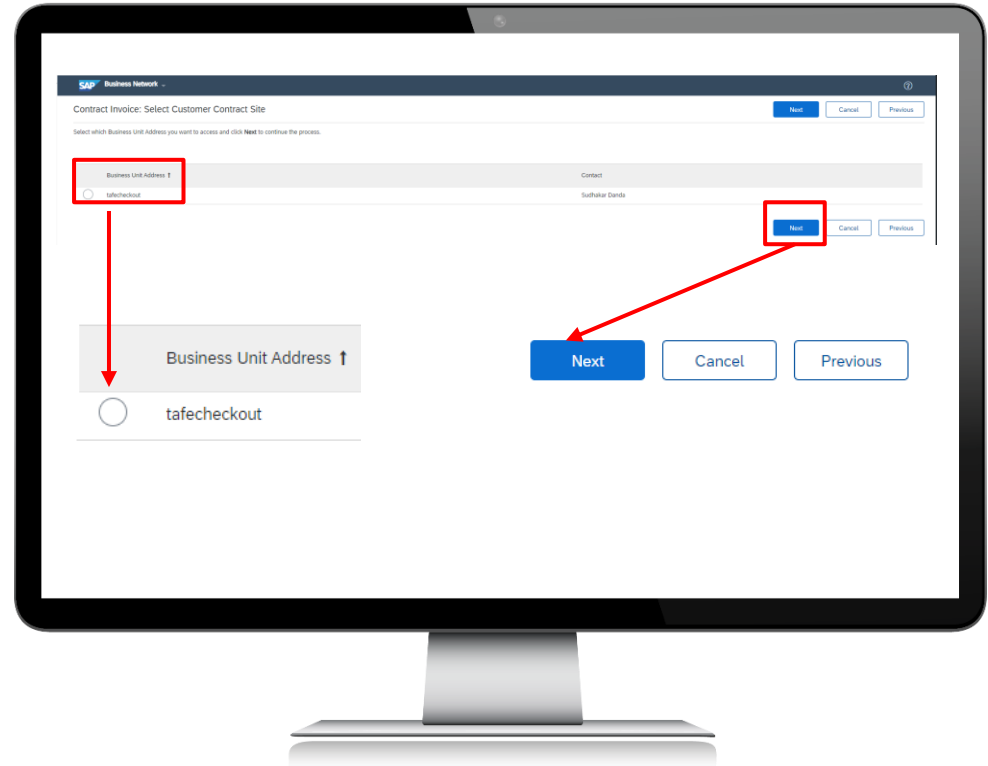
The following screen will appear. If you have multiple customers in the SAP Business Network, you can search for the customer's name. Otherwise, use the radio button to select '**Technical and Further Education Commission**' from the list and click on '**Next**.'

Step 4



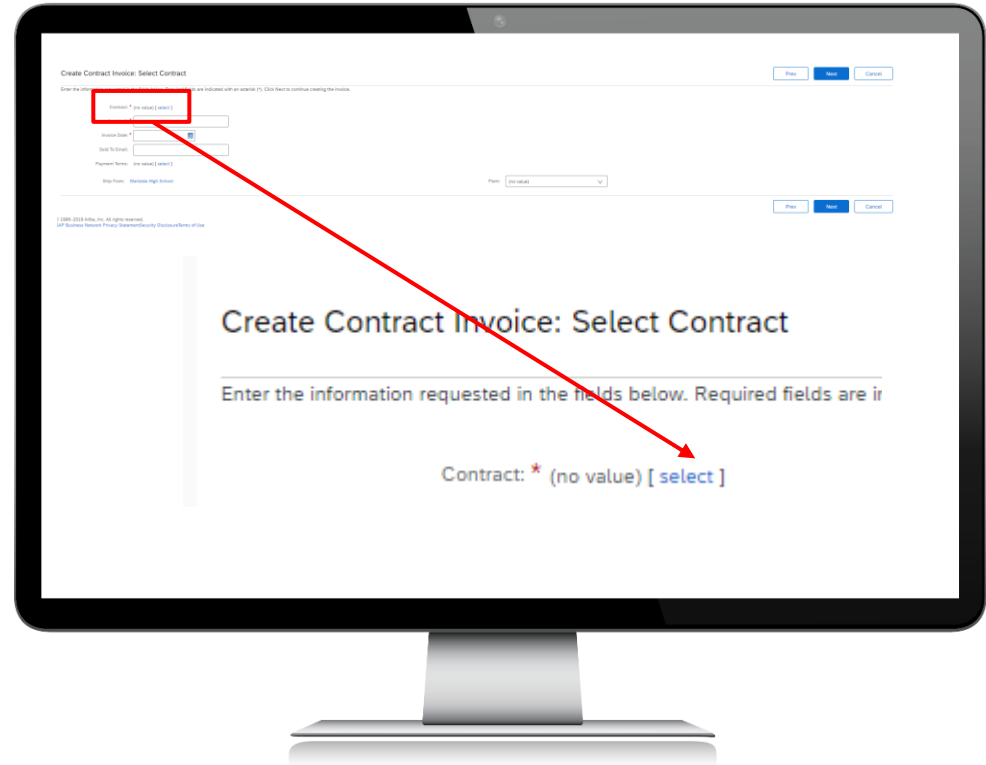
At the next screen, select the radio button for '**tafecheckout**' and then click on '**Next**.'

Step 5



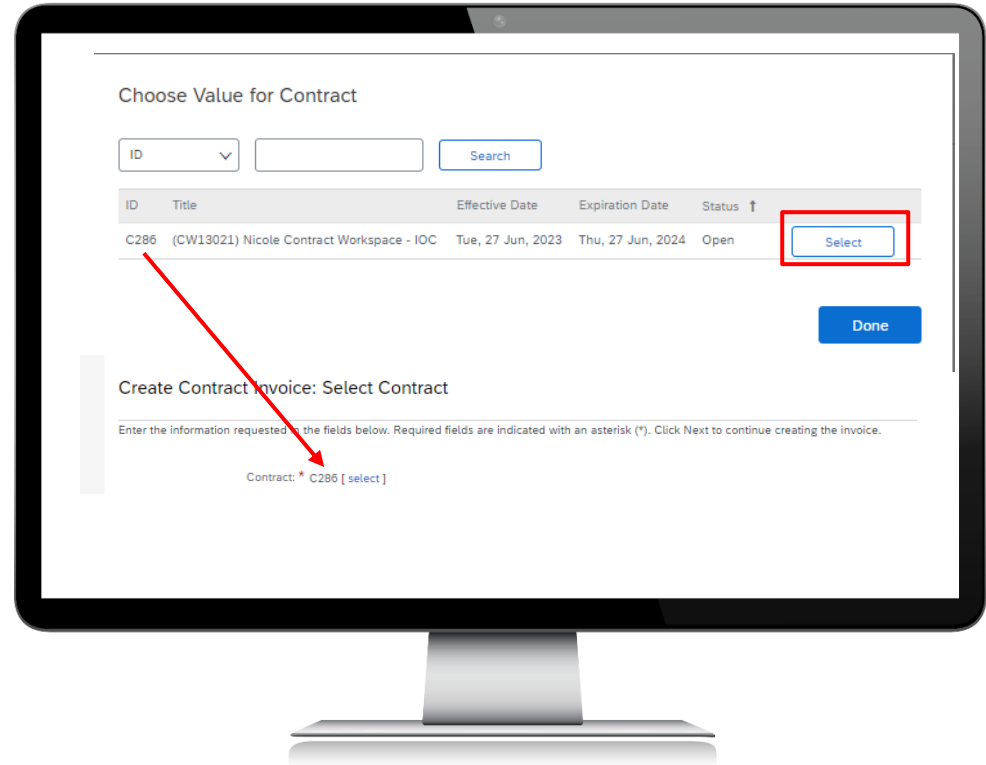
Step 6

The screen below will appear. You may have more than one contract with TAFE NSW, so you will need to search for the correct one. To do that, click on 'select' next to the words '**Contract: * (no value)**'.



The following screen will appear. If you only have one contract with TAFE NSW, select that one. If you have more than one, be sure to select the correct one that you want to invoice against. The contract will then appear in the previous screen.

Step 7



Complete the rest of the fields on this page, and then click on **'Next'**.
Note: The invoice number cannot be more than 16 characters.

Step 8

Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (*). Click Next to continue creating the invoice.

Contract: * C286 [select]

Invoice #: *

Invoice Date: *

Sold To Email: *

Payment Terms: Z041 [select]

Ship From: Warialda High School

Next

The '**Invoice Header**' screen will appear. Complete all the mandatory fields marked with an asterisk*. In the '**Service Description**' field, put '**See attached invoice/s**' or '**See attached spreadsheet**', depending on what sort of a document you attach later in the process.

Step 9

The screenshot shows the 'Create Invoice' screen in SAP. The 'Invoice Header' section is expanded, and the 'Service Description' field is highlighted with a red box. The field contains the text 'See attached invoice'. Other fields in the 'Invoice Header' section include 'Contract Number' (C381), 'Invoice Date' (31 Mar 2025), and 'Payable Amount' (2000). The 'Summary' section shows 'Subtotal: \$0.00 AUD', 'Total Tax: \$0.00 AUD', 'Total Gross Amount: \$0.00 AUD', 'Total Net Amount: \$0.00 AUD', and 'Amount Due: \$0.00 AUD'. The 'Tax' section shows 'Header level tax' selected, 'Category: 10% GST / GST Inclusive', 'Location: GST Inclusive', and 'Regime:'. The 'Supplier Tax ID' field is empty. The 'Remit To' field shows 'Worralda High School TEST' and 'Amidale New South Wales Australia'. The 'Bill To' field shows 'Sudharaka Dandia' and 'Ullinnu New South Wales Australia'. The 'Taxable Amount' is \$0.00 AUD, 'Tax Rate Type' is 10, 'Tax Amount' is \$0.00 AUD, and 'Exempt Detail' is (no value).

After the '**Summary**' section, the next section is '**Tax.**' TAFE NSW invoice amounts need to be added ex-GST. Tax will be added automatically depending on the type of tax selected in the **Header** or at the **Line Level**. If you are only invoicing against one or two lines in the Contract, and all items are taxable, then tax can be left at the default '**Header level tax.**' If different lines attract different tax, or you are invoicing against multiple lines in the Contract, then you will need to select '**Line level tax.**'

Step 10

The screenshot shows the SAP Tax configuration interface. The 'Tax' section is highlighted with a red box, indicating the selection of 'Header level tax' (selected) and 'Line level tax' (unselected). Below this, the 'Category' is set to '10% GST / GST Inclusive'. The 'Location' field is empty. The 'Description' is set to 'GST Inclusive'. The 'Regime' field is empty. On the right side, the 'Taxable Amount' is \$1,000.00 AUD, the 'Tax Rate Type' is 10, and the 'Tax Amount' is \$100.00 AUD. The 'Exempt Detail' is set to '(no value)'.

The next section is called '**Additional Fields.**' This section is optional and can be used to provide more information about your invoice if you wish.

Step 11

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Sarbu Interiors-TEST**
SYDNEY New South Wales
Australia

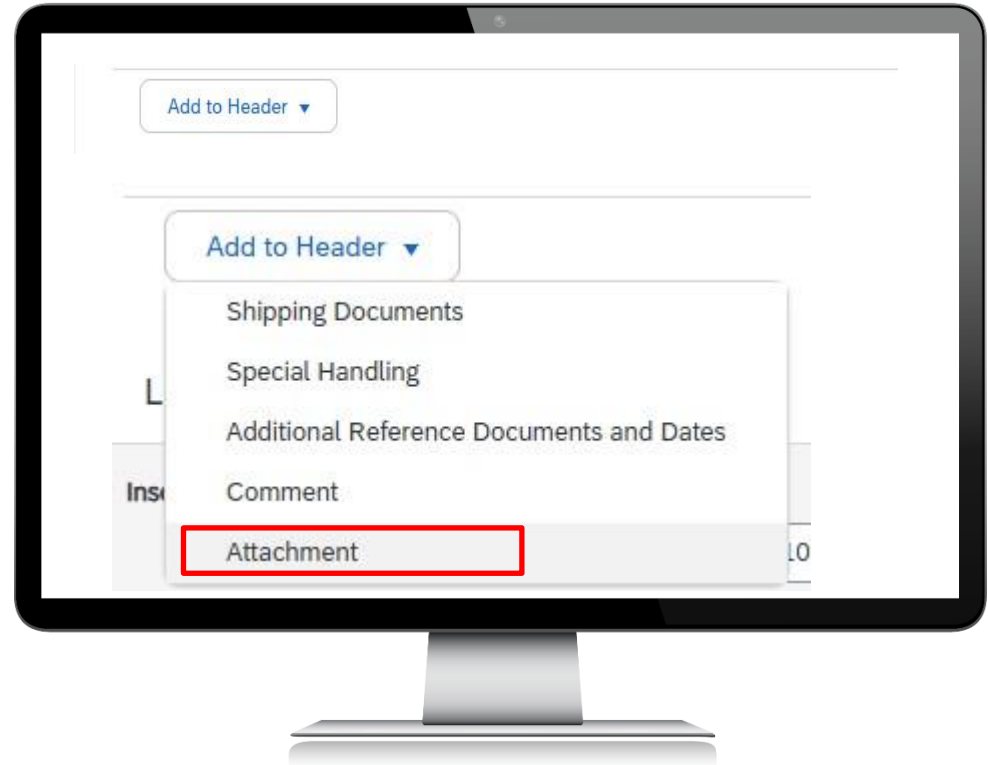
Customer: **Technical and Further Education Commission - TEST**
Ultimo New South Wales
Australia

Bill From: **Sarbu Interiors-TEST**
SYDNEY New South Wales
Australia

Email:

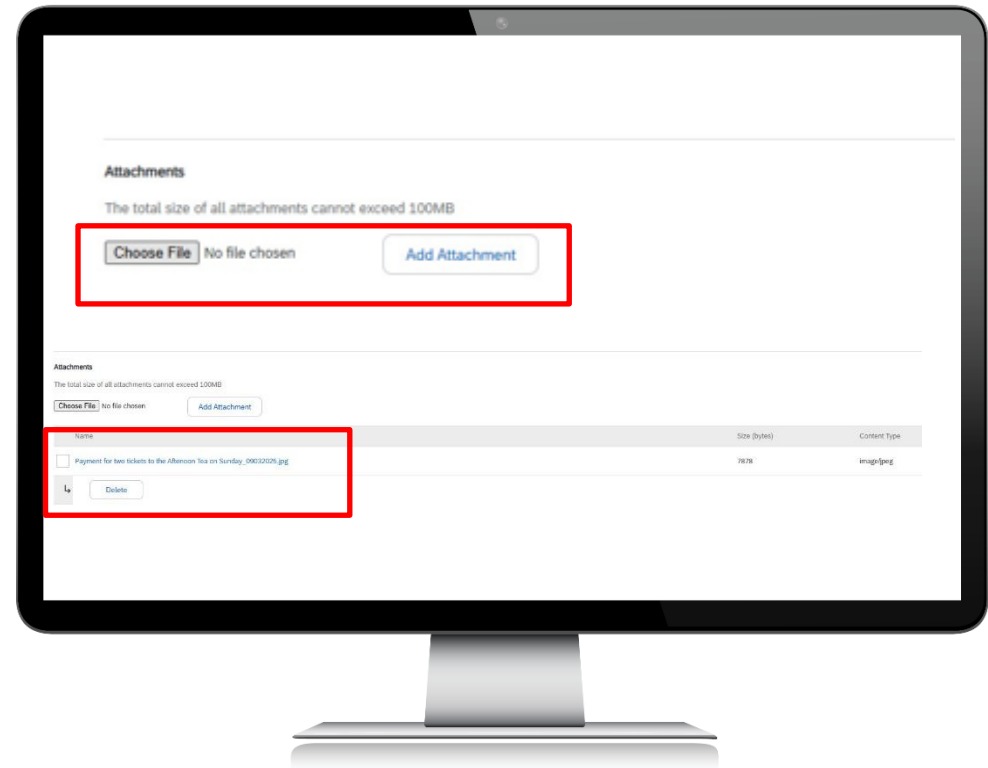
The next section is called '**Add to Header.**' Click on the dropdown arrow and scroll down to '**Attachment.**'

Step 11



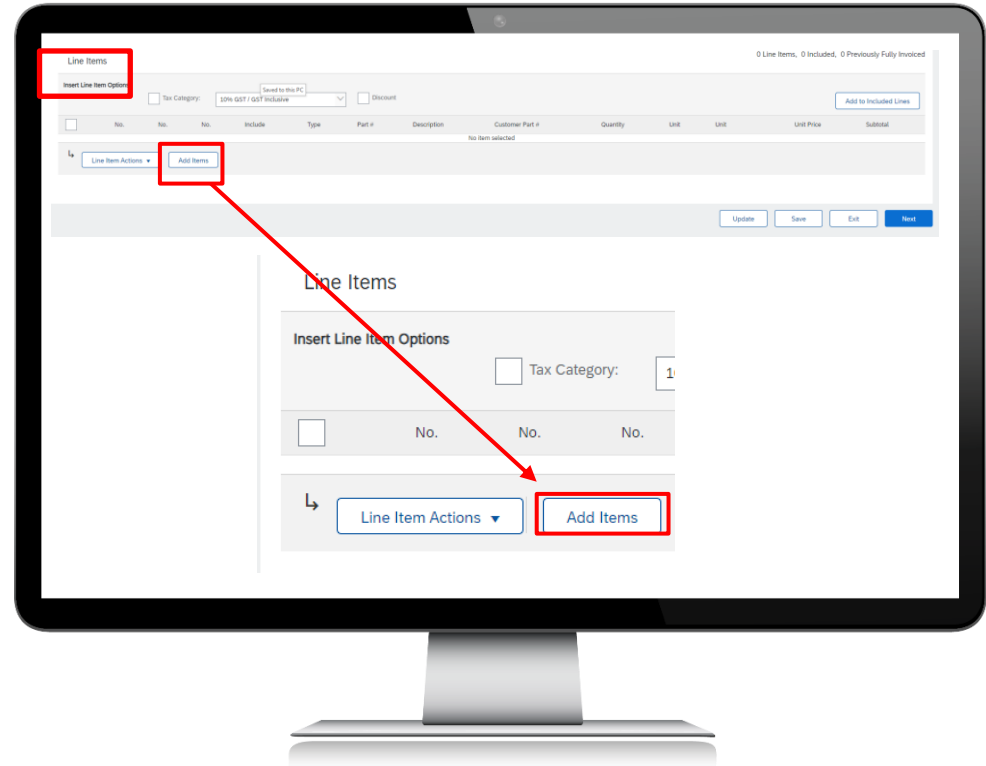
Step 12

There are two steps to adding an attachment. First select '**Choose File**' to select the invoice/s from your ERP/Accounting System to attach. Alternatively, you can attach a summary spreadsheet, or any required document that you need to attach for evidence. Your TAFE NSW Contract Manager may require certain documents to be attached here. Once you have chosen the relevant files, you will need to select '**Add Attachment**' to attach them to the SAP Business Network invoice. When the file/s have been successfully attached, you will see them as a blue-text hyperlink on the screen.



The next Section is the **Line Item** section. This is where you will add the lines to invoice against from the Contract. Select '**Add items.**'

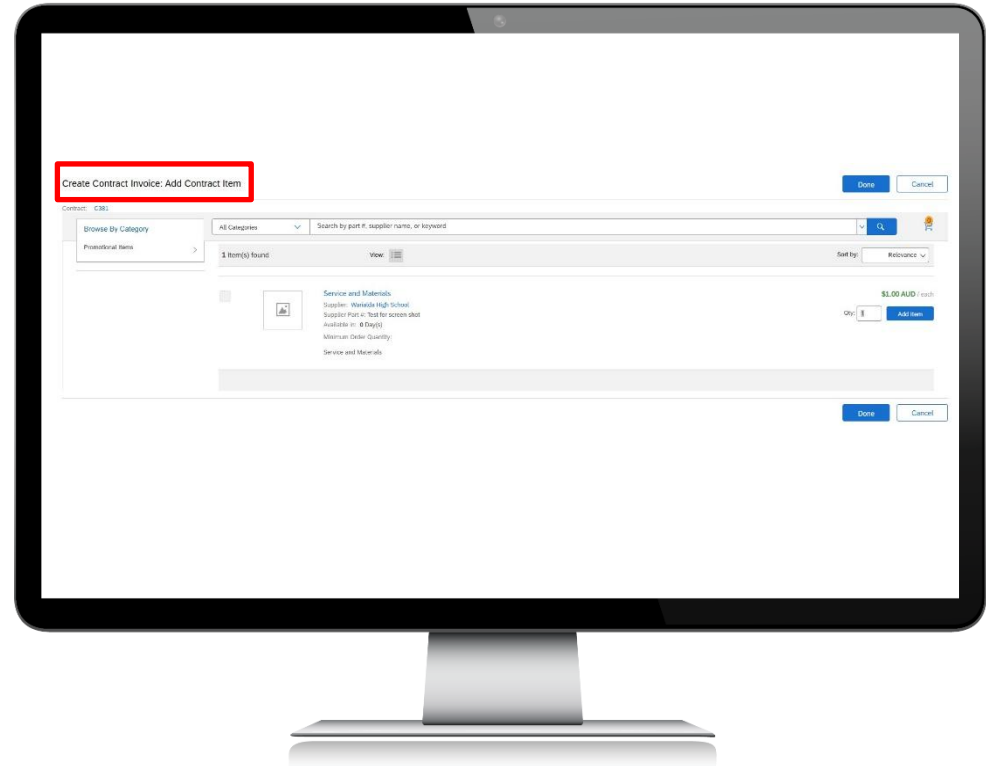
Step 13



Step 14

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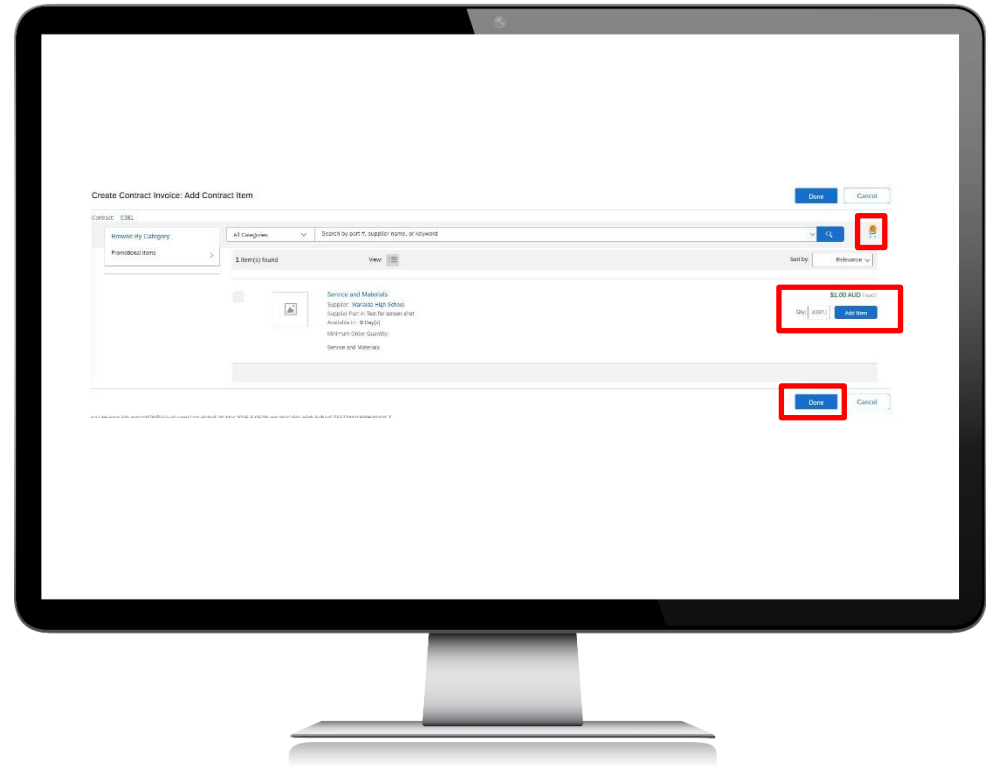
You will come to the **'Create Contract Invoice: Add Contract Items'** screen. Here you will see one or more lines that you are able to invoice against. You will need to look at all the lines and decide which you are going to invoice against.



Step 15

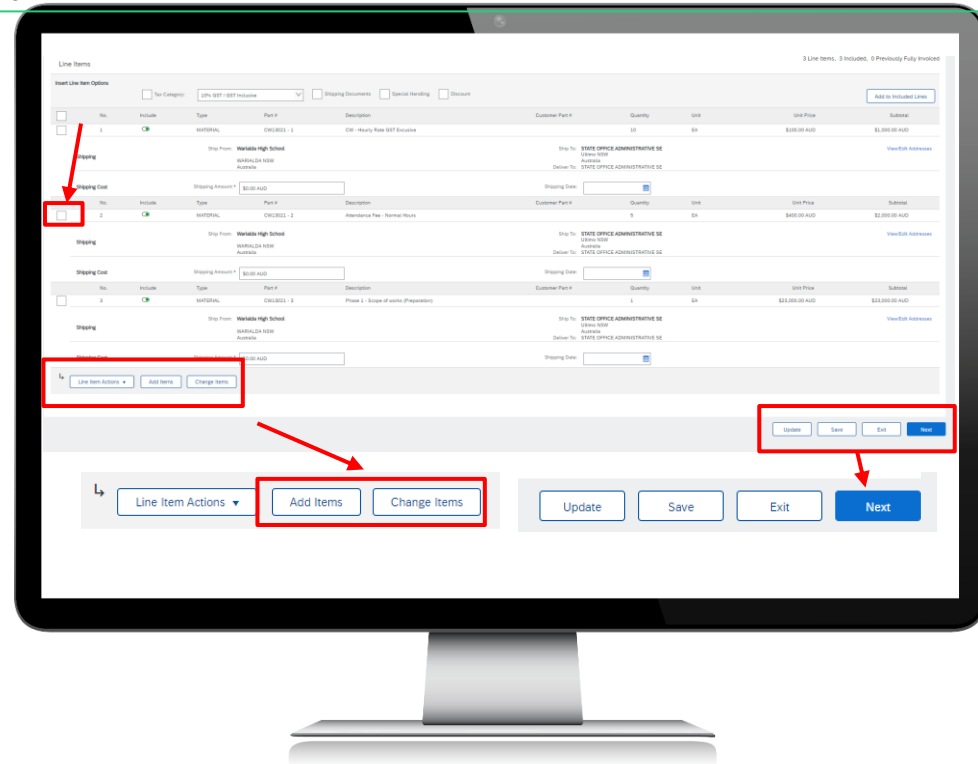
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Once you have identified the correct line item, put the **ex-GST** value from your ERP/Accounting system invoice into the '**Quantity**' field for that line. Then click '**Add Item.**' You will notice that an item has been added to the shopping cart on the right-hand side of the screen. If you need to invoice against additional line items, follow the same process until you have added all required lines. When you are finished, click '**Done.**'



Step 16

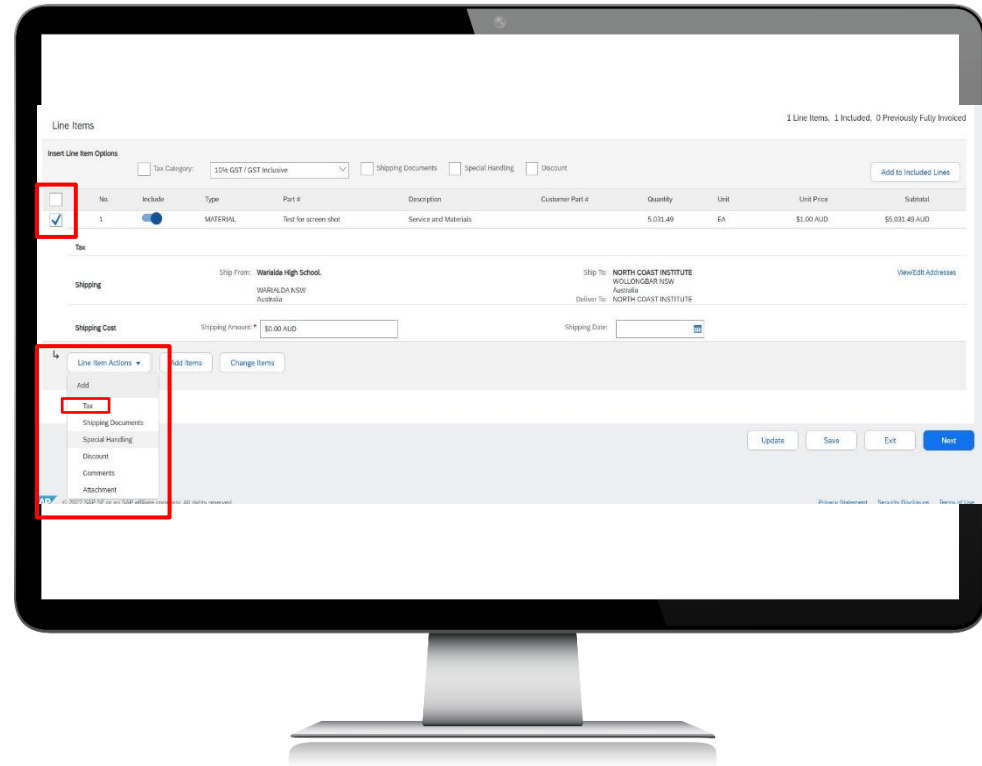
Now you will be back in the invoice screen. Check that you have added all the lines you needed to add, and the ex-GST value is correct. If you have made a mistake, or have forgot to add an item, you can select '**Add Items**' again or select '**Change Items.**' You will need to tick the box next to the line you want to change to identify which line you want to change. This will bring up a new screen where you can change the '**Quantity**' value or delete the item altogether. When you are sure everything is correct, select '**Next.**'



Step 17

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If you have multiple lines to invoice against, you will need to have selected '**Line level tax**' back at **Step 10**. Now you will need to add the correct tax against each line level. To do that, tick the box next to the line you are going to add tax to. Select the '**Line-Item Actions**' dropdown arrow and then select '**Tax**' at the top of the list.



Step 18

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The line-level tax box will appear. 10% GST is the default choice, and if the line item attracts GST, select that option. Do the same for each of the lines in your invoice.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 10% GST / GST Inclusive ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

☐	Qty.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	☒	MATERIAL		Test for screen shot	Service and Materials	5,032.49	EA	\$2.00 AUD	\$5,032.49 AUD

Tax

Category: 10% GST / GST Inclusive Taxes: Taxable Amount: \$5,032.49 AUD

Location: 10% GST / GST Inclusive Rate: 10% Tax Amount: \$503.25 AUD

Description: GST Inclusive 0% GST / GST Exclusive Exempt Detail: (no value)

Region:

Shipping

Ship From: Waratah High School, WOLLONGAH NSW, Australia

Ship To: NORTH COAST INSTITUTE, WOLLONGAH NSW, Australia

Deliver To: NORTH COAST INSTITUTE

Shipping Cost

Shipping Amount: \$0.00 AUD Shipping Date:

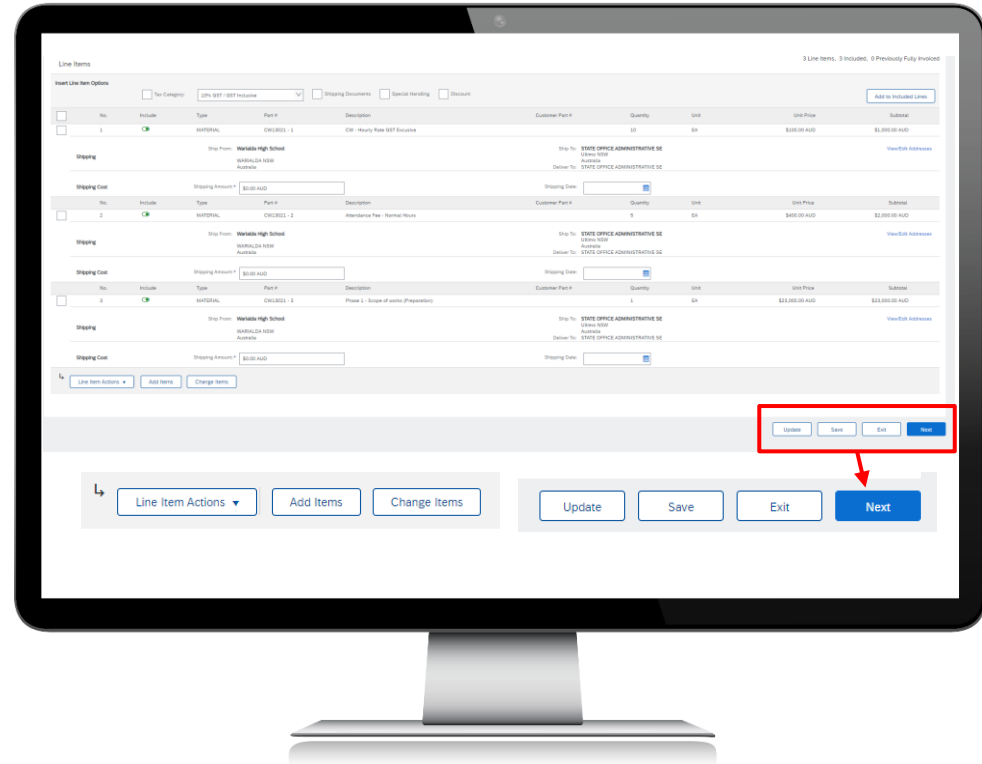
[View/Edit Addresses](#)

Line Item Actions [Add Items](#) [Change Items](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

Once you have checked all the items, and added line-level tax if needed, you are ready to click **'Next.'**

Step 19



Step 20

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You will now see the below summary screen. This is a chance to do one final check before submitting your invoice to TAFE NSW. If you need to correct something, select 'Previous' and make the required change. If you want to save the invoice and come back to it later, click 'Save.' You can also 'Exit' without saving, or, if ready to invoice, click 'Submit.'

SAP Business Network

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 invoice to be stored in the SAP Business Network 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: Test Invoice 01230812	Subtotal: \$20,000.00 AUD
Invoice Date: Tuesday, 12 Sep 2016 3:30 AM GMT+10:00	Total Tax: \$1,000.00 AUD
Contract Number: 12345	Total Shipping: \$500.00 AUD
	Total Gross Amount: \$20,000.00 AUD
	Total Net Amount: \$20,000.00 AUD
	Amount Due: \$20,000.00 AUD

REMIT TO: Winstate High School TEST Postal Address: 18 Pittwater Gardens ARC0016 NSW 2205 Australia	BILL TO: Sutherland Shire Postal Address: TAFE NSW Building A, Harris Street and Mary Ann Street Sutherland NSW 2257 Australia	SUPPLIER: Winstate High School TEST Postal Address: 18 Pittwater Gardens ARC0016 NSW 2205 Australia
BILL FROM: Winstate High School TEST Postal Address: 18 Pittwater Gardens ARC0016 NSW 2205 Australia	CUSTOMER: Technical and Further Education Commission - TEST Postal Address: TAFE NSW Building A, Harris Street and Mary Ann Street Sutherland NSW 2257 Australia Email: technical@tafe.nsw.edu.au	

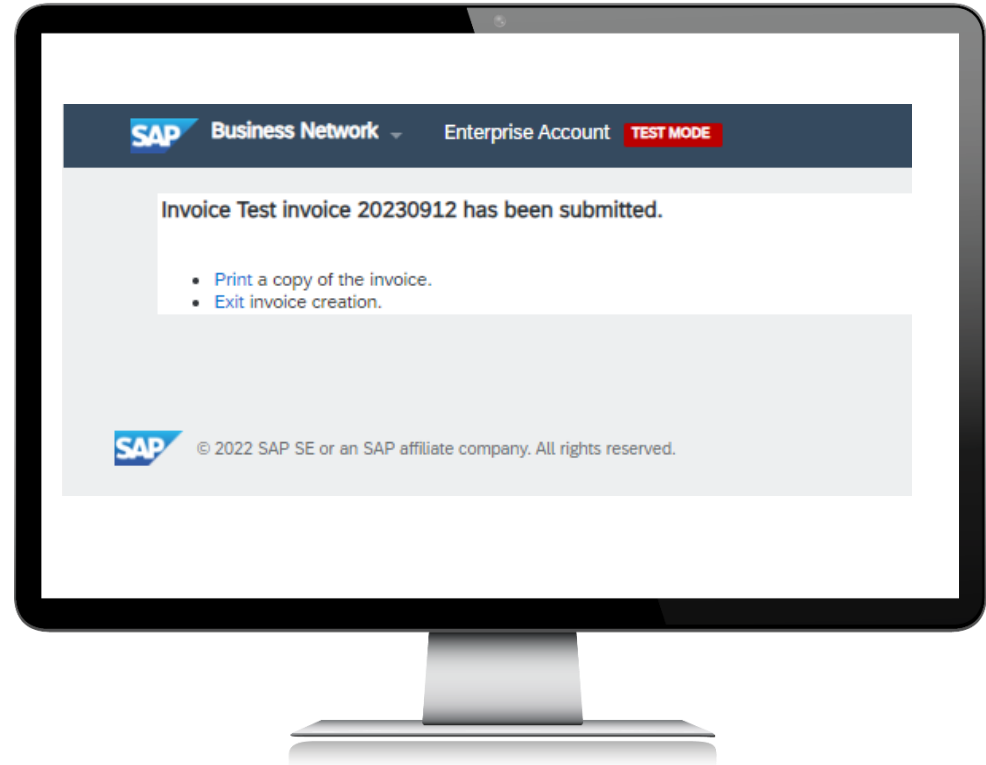
PAYMENT TERMS:
2/41 Net 30 Days

Contract Number: 12345

Buttons: Previous, Save, Submit, Exit

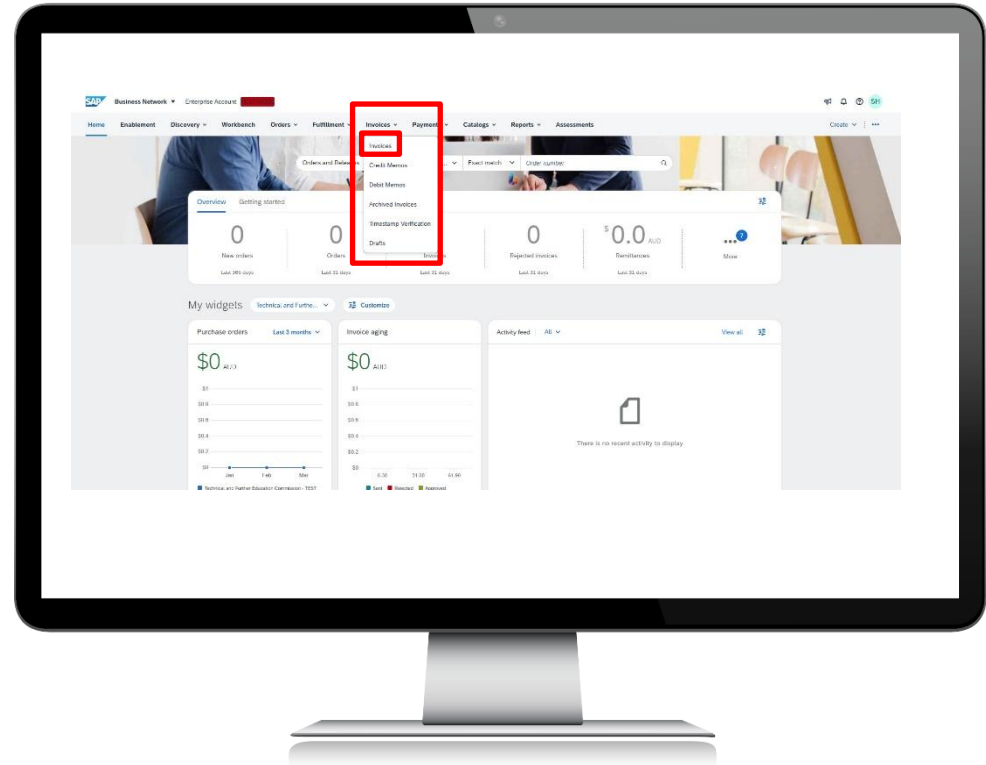
Once you have submitted the invoice, you will be notified that that invoice has been submitted. At this point you can '**Print**' a copy of the invoice or simply '**Exit**' the invoice creation process.

Step 11



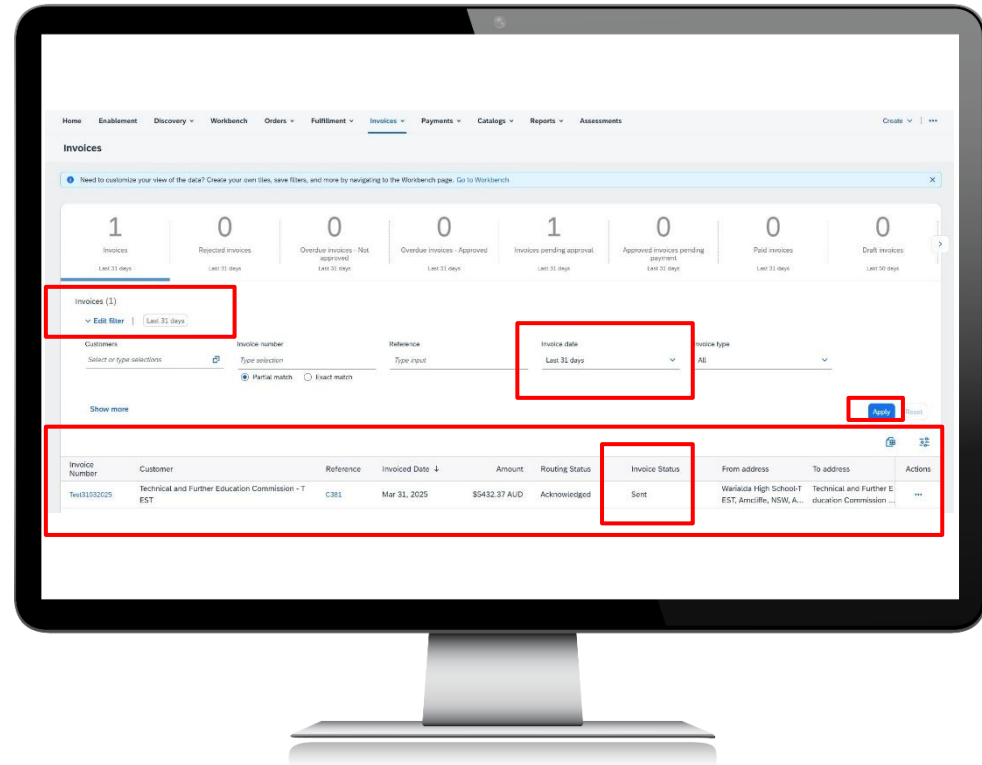
Once you have submitted the invoice, you can check your invoice from your home page in the account. Under the **'Invoice'** tab, select **'Invoice.'**

Step 22



Step 22

You can change the filter to increase the view to 365 days by selecting the dropdown next to **'Invoice date'** and then clicking **'Apply.'** You can then see previous invoices and their status. Invoices that you have just submitted will say **'Sent'** while previous invoices may have other statuses, such as **'Reconciled,' 'Scheduled for payment,'** or **'Paid.'**



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 using SAP Business Network	▪ Email suppliers@tafensw.edu.au
Login into SAP Business Network	▪ Click here to navigate to the step-by-step instructions

Thank you