



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

How to submit electronic invoices against a TAFE NSW purchase order

Oct 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.

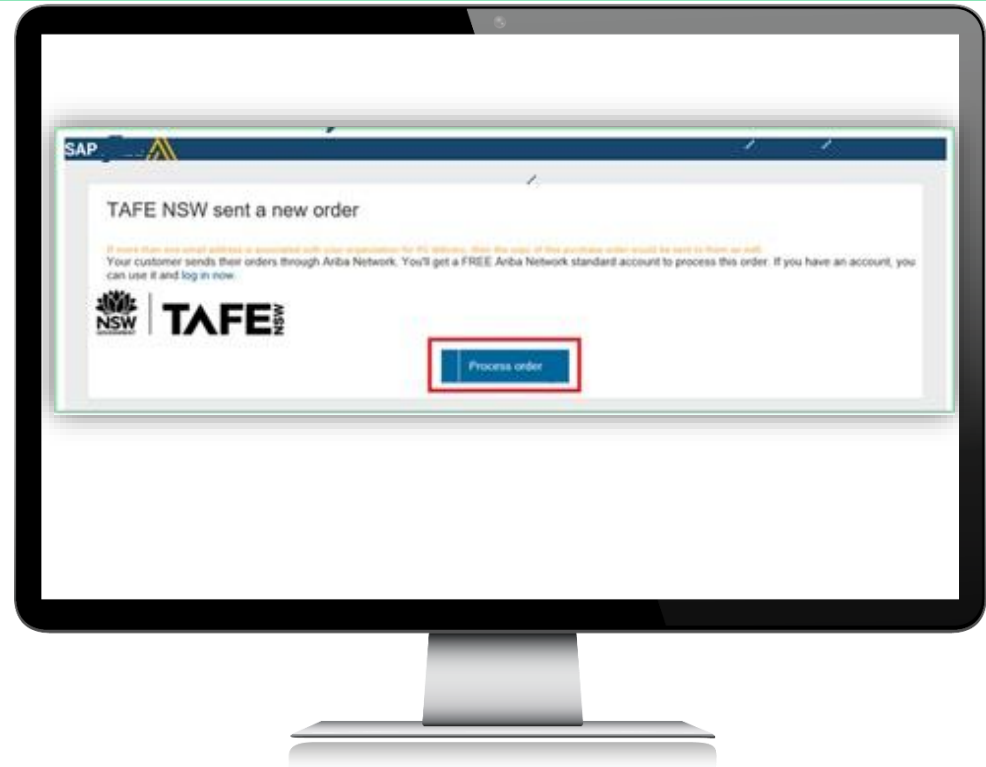
Topic Audience Background

Topic	This Quick Reference Guide (QRG) addresses how to submit an invoice in the SAP Business Network against a TAFE NSW Purchase Order (PO).
Audience	TAFE NSW Suppliers
Background	TAFE NSW Purchase Orders (POs) are sent to suppliers via the SAP Business Network. Once the order has been fulfilled, suppliers are required to submit their invoices electronically through the Business Network. You may receive a: • Standard PO – Qty and value as per quote or catalogue • Contract PO – Qty and value as per Contract Terms • Value-Based PO (VBPO) - Qty is the value of the PO. Used for partial invoicing. (Blanket Order for a set period). When a PO has been sent to a supplier, the supplier will receive a PO email notification requiring them to log in to their SAP Business Network account (if already registered) or create a Business Network account (if no account) to view the PO. The PO can be converted directly into an invoice for submission to TAFE NSW. Note: Standard payment terms apply. <u>Click Here</u> for Terms and Conditions.

Step 1

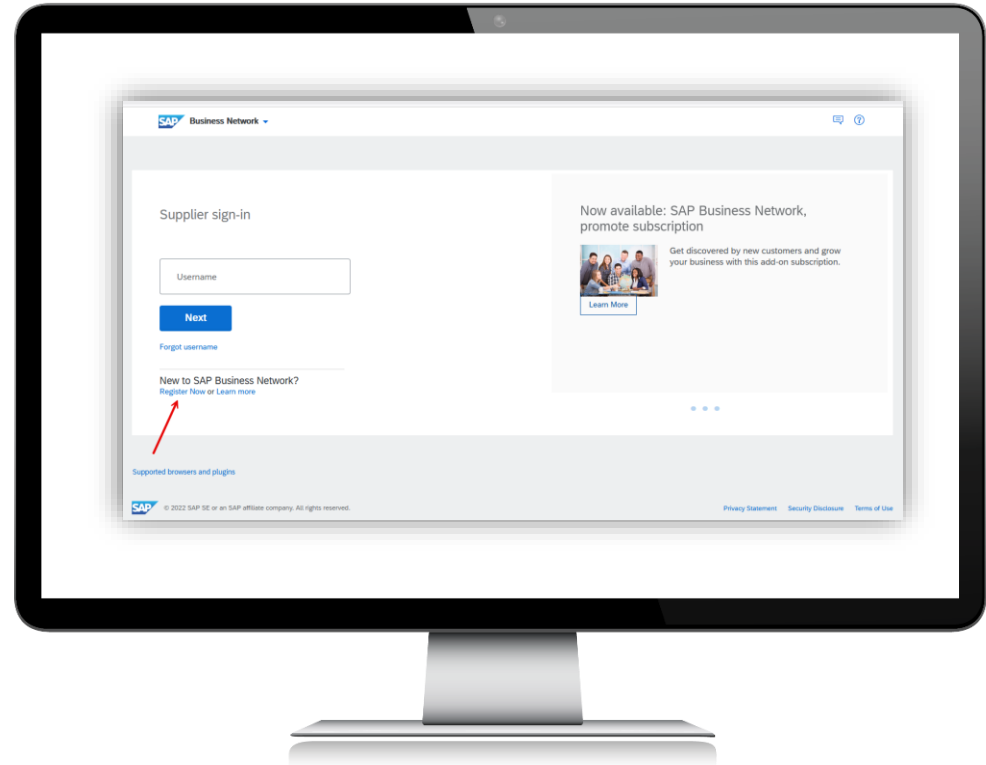
TAFE NSW PO Notification is sent via email to the main supplier email address TAFE NSW has for your organisation. TAFE NSW uses the same email address for all correspondence, including orders, remittance notices, etc. If you need to change any of your organisation's details, please email suppliers@tafensw.edu.au.

In the PO notification email, click on '**Process Order**'



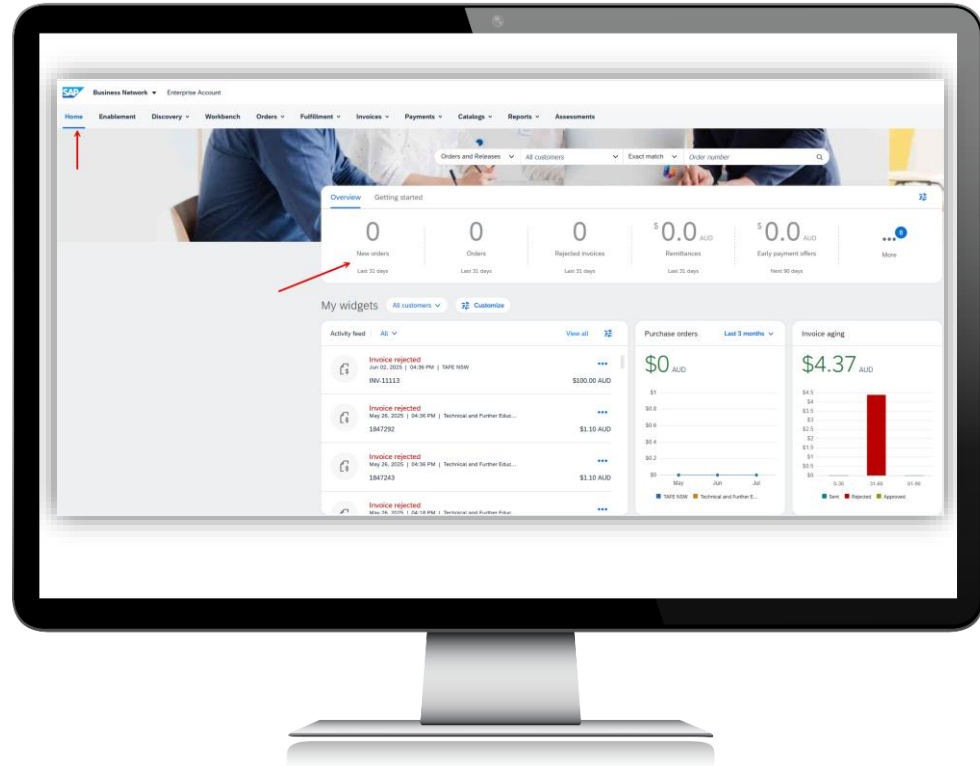
Log in to your Business Network account using your existing account details. If you are not registered, select 'Register Now'.

Step 2



From the 'Home' Tab, click on '**New orders**' to see Purchase Orders sent to you within the past 31 days.

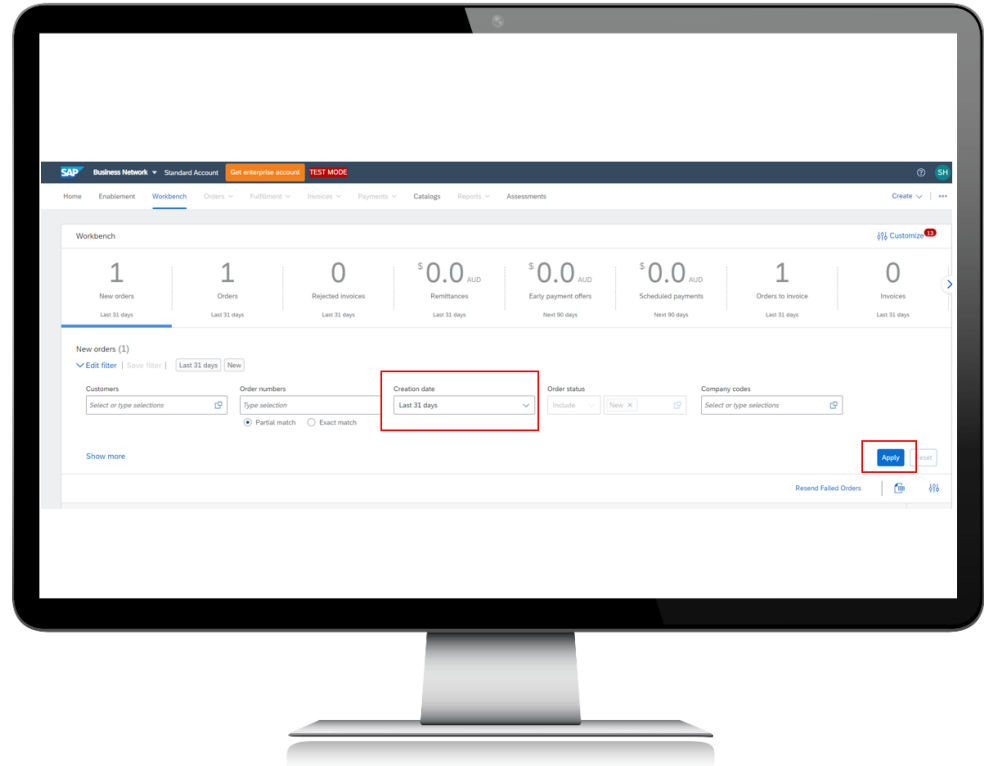
Step 3



Step 4

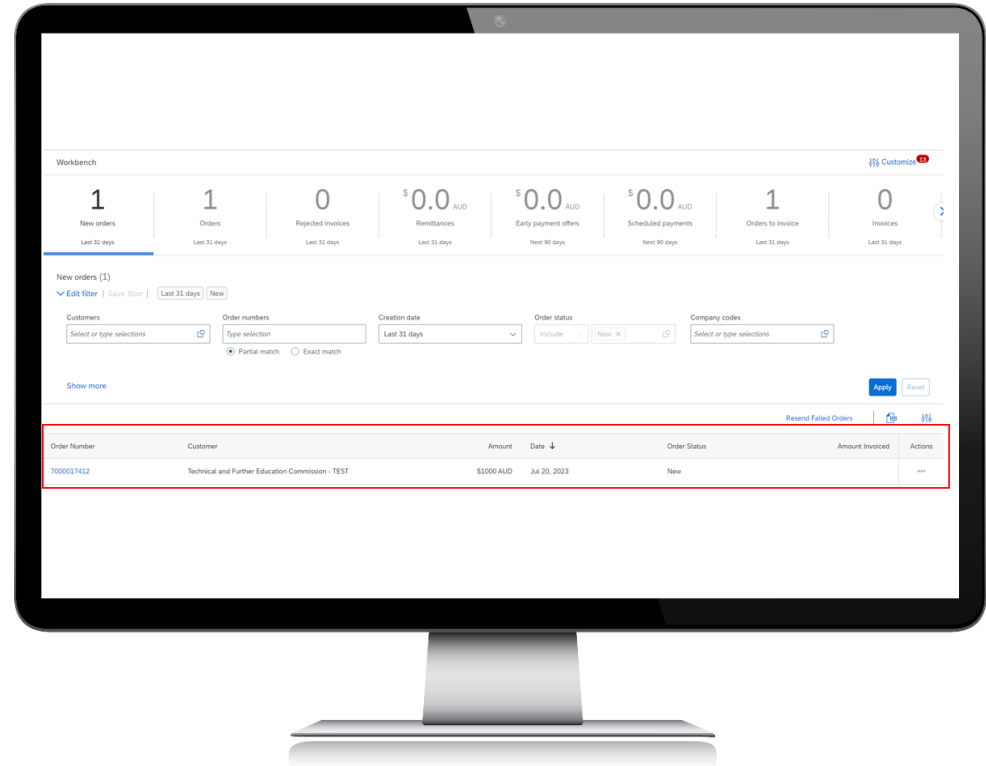
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You can change the date filter in the '**Creation date**' field if you need to see orders prior to 31 days before. Click '**Apply**' once you have changed the filter.



Click on the Order Number you wish to create an invoice for.

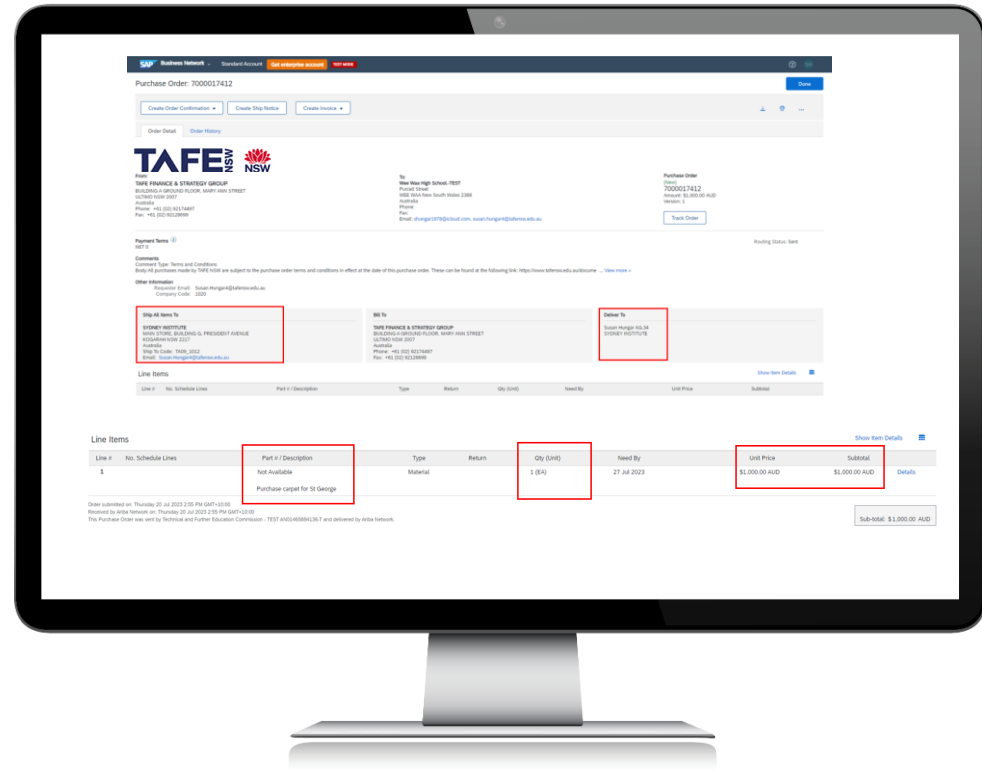
Step 5



Once you can see the Purchase Order, review the '**Quantity**,' '**Price**,' '**Total Amount**,' '**Ship All Items To**' and '**Deliver to**' fields.

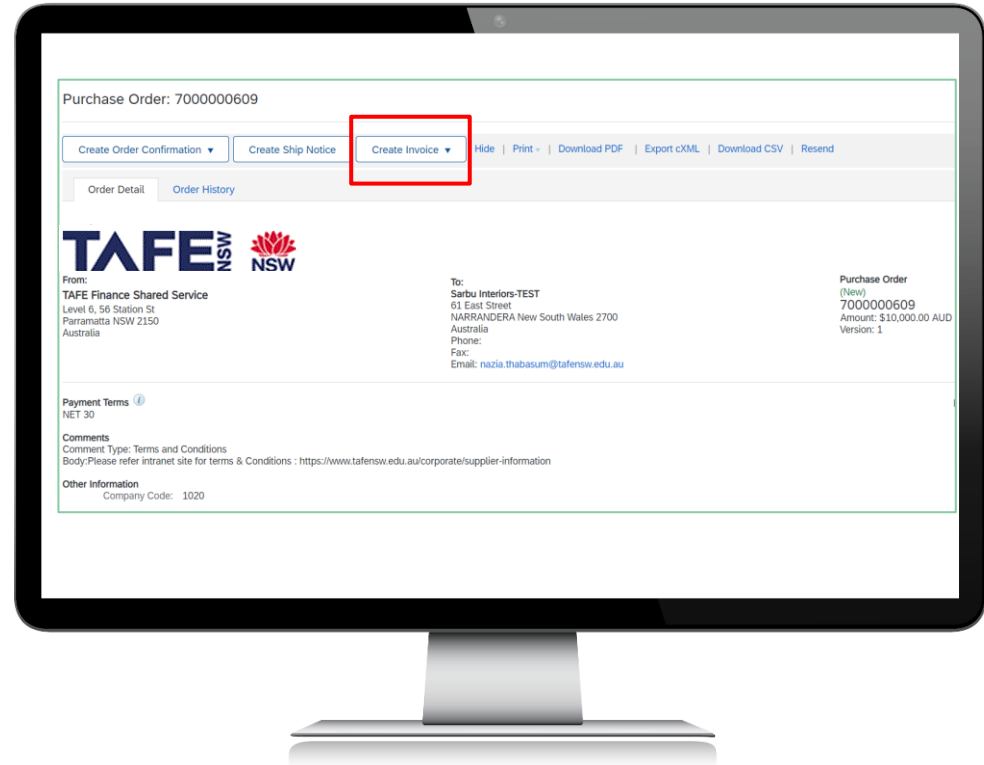
Note: For VBPO's, the quantity will be the value of the PO.

Step 6



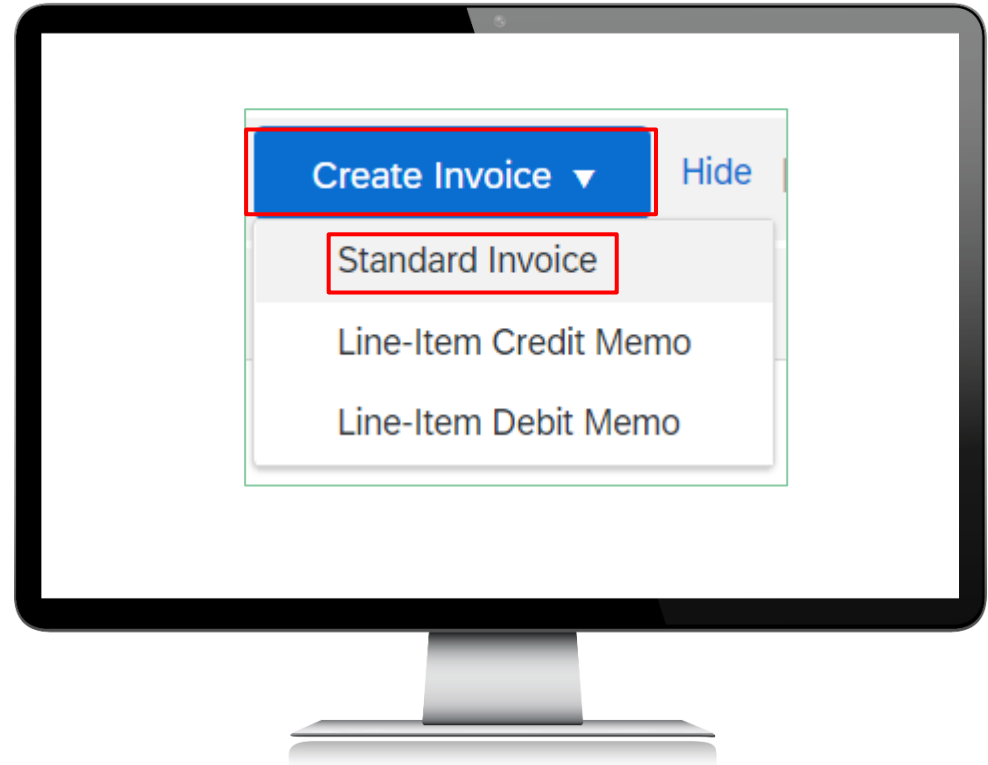
Once you have fulfilled the order, you are ready to invoice against the Purchase Order. Click on the '**Create Invoice**' dropdown menu.

Step 7



From the '**Create Invoice**' dropdown, select '**Standard Invoice**.'

Step 8



This will begin the standard invoicing process. Start with the '**Invoice Header**' and '**Summary**' section. The mandatory fields are '**Invoice #**' and '**Invoice date**'.

Note: The 'Invoice #' cannot be more than 16 characters.

Step 9

The screenshot shows a 'Create Invoice' web application. The form is divided into two main sections: 'Invoice Header' and 'Summary'. The 'Invoice Header' section contains fields for 'Purchase Order' (7000000609), 'Invoice #' (highlighted with a red box), 'Invoice Date' (22 May 2020, highlighted with a red box), 'Service Description', 'Supplier Tax ID' (123456789), 'Remit To' (Test), and 'Bill To' (Sydney New South Wales, Australia). The 'Summary' section contains fields for '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). A sidebar on the right lists additional options: Tax, Shipping Cost, Shipping Documents, Special Handling, Additional Reference Documents and Dates, Comment, and Attachment. The 'Add to Header' button is visible in the top right corner of the form.

Step 10

^{OFFICIAL}
'Service Description' can be used to provide a title for the invoice, and/or for additional information about what you are invoicing.
You can add attachments such as the invoice created by your ERP or accounting system by selecting **'Add to Header -> Attachment.'**

The screenshot displays the 'Create Invoice' interface. At the top, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Invoice Header' section is expanded, showing a 'Summary' of invoice details. The 'Service Description' field is highlighted with a red box. To the right, a dropdown menu is open, showing a list of items that can be added to the header, with 'Attachment' highlighted. The list includes 'Tax', 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Add to Header' button is also visible.

Create Invoice [Update] [Save] [Exit] [Next]

▼ **Invoice Header**

Summary

Purchase Order: 7000000609

Invoice #: [Field]

Invoice Date: 22 May 2020 [Calendar Icon]

Service Description: [Field]

Supplier Tax ID: 123456789

Remit To: Test [Dropdown]

Sydney New South Wales
Australia

Bill To: **TAFE Finance Shared Service**

Parramatta NSW
Australia

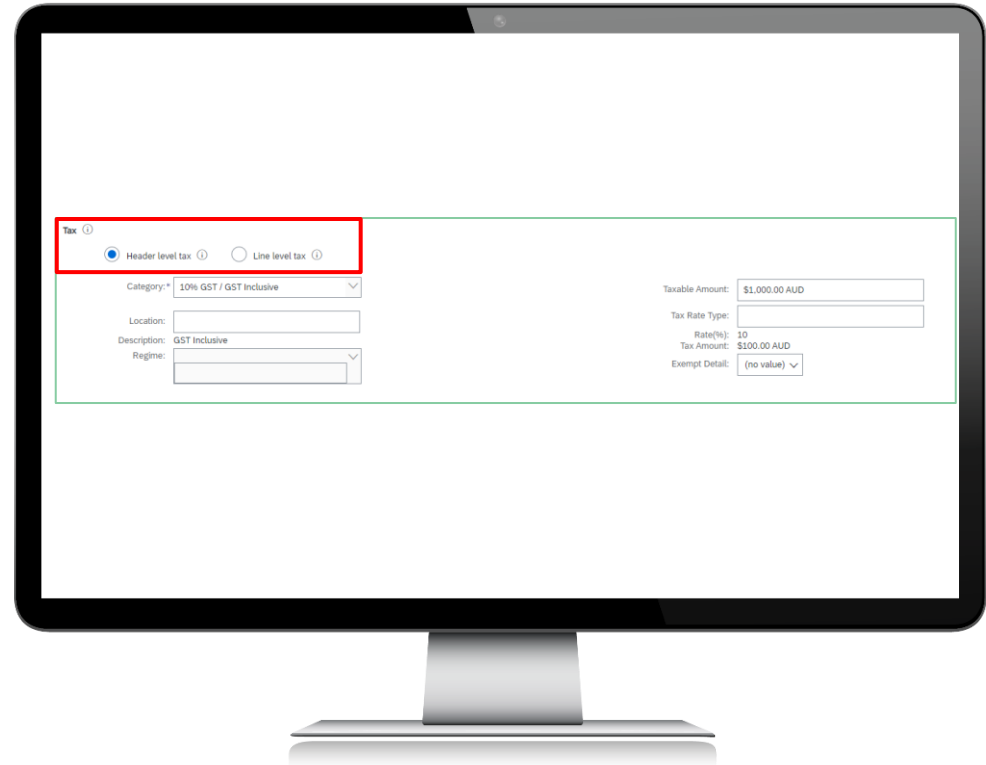
Subtotal: \$0.00 AUD
Total Tax: \$0.00 AUD
Total Gross Amount: \$0.00 AUD
Total Net Amount: \$0.00 AUD
Amount Due: \$0.00 AUD

Indicates required field [Add to Header ▼]

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment**

In the '**Tax**' section, 10% GST is added by default. If invoicing against a single PO line, keep the default '**Header level tax**' and choose 10% or 0% from the 'Category' dropdown. For multiple PO lines, select '**Line level tax**' and apply 10% or 0% based on GST applicability.

Step 11



Tax ⓘ

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Category: 10% GST / GST Inclusive ▼

Location:

Description: GST Inclusive

Regime:

Taxable Amount:

Tax Rate Type:

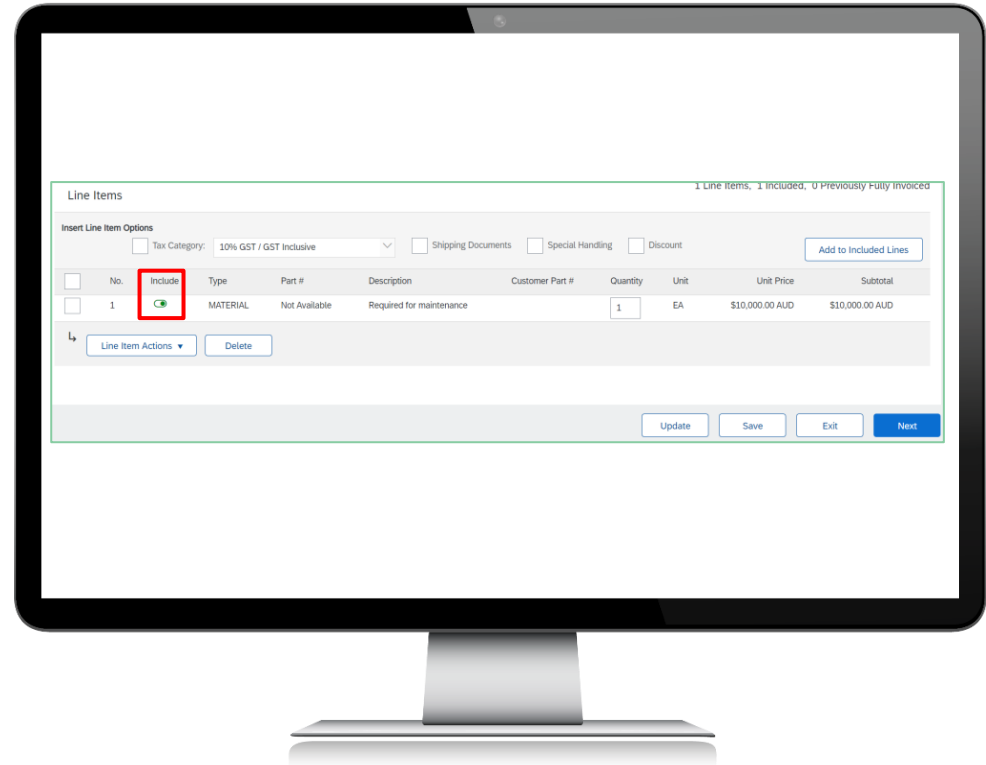
Rate(%): 10

Tax Amount:

Exempt Detail:

In the 'Line Items' section, each line has a default 'Include' toggle. Green means the line will be invoiced; if required, switch it to grey to exclude it from the invoice.

Step 12



To invoice the full amount, click 'Next' or 'Save' to come back.

To invoice a partial amount, adjust the 'Quantity' field (e.g., enter 0.5 for half). For VBPO's the invoice value must be entered in the 'Quantity' field.

For questions, contact the person listed in the PO header.

Step 13

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](#)

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	☒	MATERIAL	Not Available	Required for maintenance		1	EA	\$10,000.00 AUD	\$10,000.00 AUD

[Line Item Actions](#) [Delete](#)

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

Purchase Order: 7000017412 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

Order Detail [Order History](#)

TAFE NSW
 From: TAFE FINANCE & STRATEGY GROUP
 BUILDING 4 GROUND FLOOR, 188/189 AVON STREET
 ULTRAD NSW 2007
 Australia
 Phone: +61 (02) 92174487
 Fax: +61 (02) 92138859

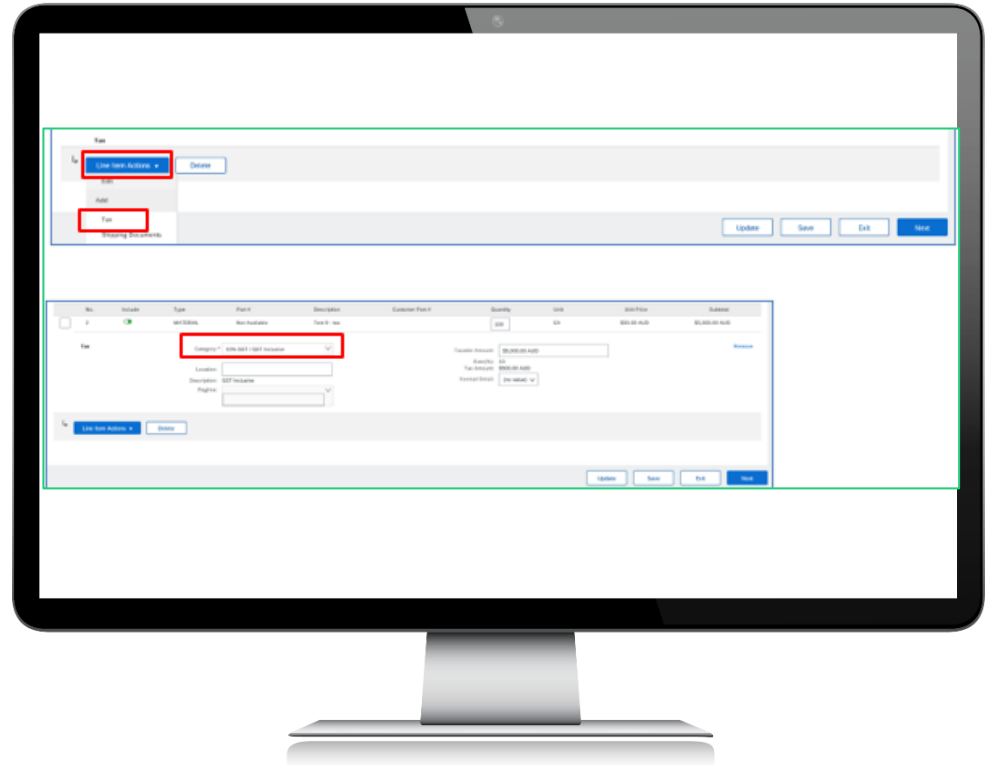
To: [Redacted] TEST
 188/189 AVON STREET
 188/189 AVON STREET
 Australia
 Phone: [Redacted]
 Email: [Redacted] susan.hungler@tafensw.edu.au

Purchase Order
 Order: 7000017412
 Amount: \$1,000.00 AUD
 Version: 1

[Track Order](#)

If there are multiple lines, apply tax at the line level. Tick **'Line level tax'** in the invoice header. For each line, go to **'Line Item Actions → Add Tax'** to open the tax box and select either 10% or 0%. Repeat for all lines as needed—*10% GST is the default*. Click **'Next.'**

Step 14



On the summary page, check the details. Click '**Submit**'

Step 15

The screenshot displays the 'Create Invoice' summary page in the TAFE NSW Supplier Training system. The page includes a header section with fields for 'Invoice', 'Invoice Type', 'Invoice Status', 'Customer Portal', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. Below this is a section for 'Invoice Details' with fields for 'Company', 'Location', 'Description', 'Project', 'Transfer Account', 'Branch', 'Tax Invoice', and 'Invoice Date'. A 'Link from Supplier' button is also present.

At the bottom of the page, there is a 'Create Invoice' section with a summary table and contact information. The summary table includes the following data:

Invoice Number:	12345	Subtotal:	\$10,000.00 AUD
Invoice Date:	Tuesday 19 May 2020 1:40 PM GMT+10:00	Total Tax:	\$1,000.00 AUD
Original Purchase Order:	7000000609	Total Gross Amount:	\$11,000.00 AUD
		Total Net Amount:	\$11,000.00 AUD
		Amount Due:	\$11,000.00 AUD

Below the summary table, there are three columns of contact information:

- REMIT TO:** Sarbu Interiors-TEST, Postal Address: Test, Sydney NSW 2000, Australia, Remit To ID: TAFENSW, Tax ID of Supplier: 123456789
- BILL TO:** TAFE Finance Shared Service, Postal Address (Default): Level 6, 56 Station St, Parramatta NSW 2150, Australia, Address ID: TA99
- SUPPLIER:** Sarbu Interiors-TEST, Postal Address: 61 East Street, SYDNEY NSW 2000, Australia

At the bottom right of the page, there are four buttons: 'Previous', 'Save', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a red box.

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 SAP from TAFE NSW	▪ Call 1300 823 343 ▪ Press Option 2 for 'Finance' ▪ Then Press Option 2 for 'Help with SAP '
Any other assistance with SAP	▪ Email suppliers@tafensw.edu.au
Login into SAP Business Network	▪ Click here to navigate to the step-by-step instructions

Thank you