

Supplier Portal Guide – Invoicing

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About invoicing with SAP Ariba

- This guide relates to CSIRO purchase orders you have received via the CSIRO Supplier Portal, hosted by SAP Ariba (purchase order numbers starting with 4600xxxxxx).
- You must create and submit your invoice details via the CSIRO Supplier Portal only. There is no requirement to upload an attachment. We are not able to receive invoices via email or post due to impacts on goods receipting and invoice reconciliation.
- This guide covers the following steps:
 - you will log on to the portal via your purchase order.
 - you will create and submit your invoice details.
 - and then you can check your invoice and payment status.

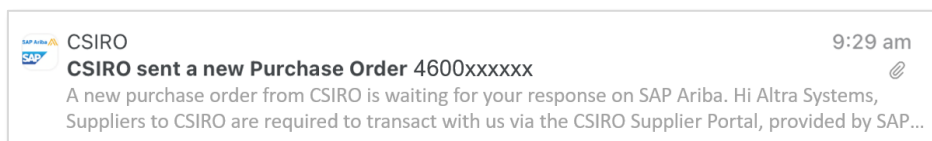
Let’s begin.

A. Log on via your purchase order.

Step	Action
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1 Find your purchase order email notification

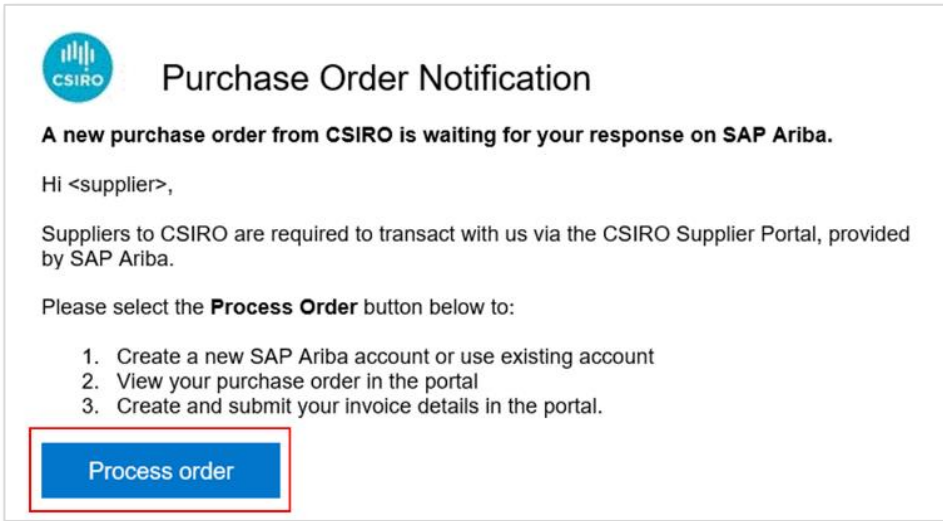
You may need to check your spam mail folders. The email will look similar to this in your inbox:



It will have the email address: orderssender-prod@ansmtp.ariba.com or csiro-orderssender-prod@ansmtp.ariba.com

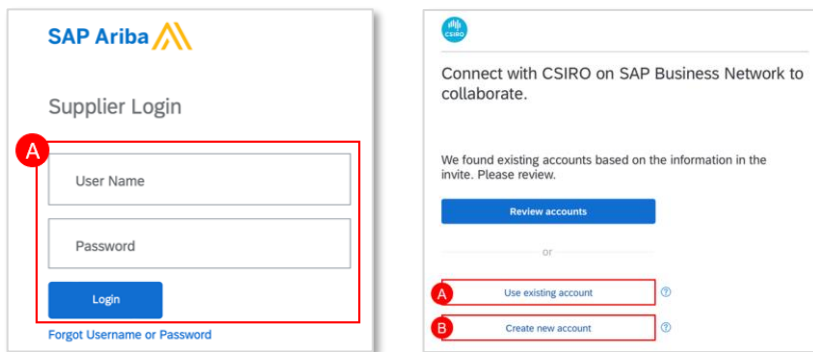
Step	Action
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2 Select the **Process Order** button in the email



3 You will be presented with one of the following screens

- Login / Use existing account** using the same username and password from when you previously created your account for CSIRO (via a previous purchase order or completing a CSIRO registration)
- OR **Create new account** if you do not already have one for CSIRO

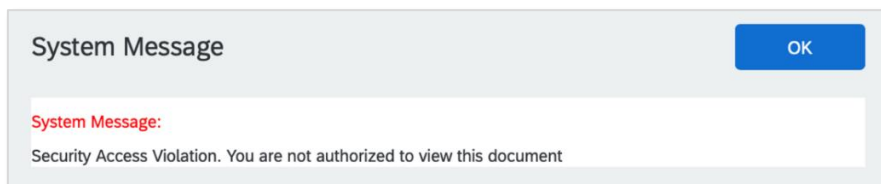


It is important you do not create a new account if you already have one for CSIRO, as the linkage to the purchase order and your history will be affected

If you do create a new account, ensure you complete all mandatory fields marked with an asterisk *

If you have forgotten your password select **Forgot Username or Password**. Password reset links are sent to your nominated email address by SAP Ariba. We cannot assist with password resets.

You may see the following error if you log in with the incorrect login details. Select the **OK** button and log out. Try again by selecting the **Process order** button in your email and using correct login details for CSIRO.



Tip: Whilst it is important to log in via your purchase order the very first time you receive your PO from us, in future you can log on via <https://supplier.ariba.com> and find your purchase order in the portal dashboard 'Workbench'. You may even wish to bookmark the website address to make it easier to come back to the very next time you need to transact with us. Some suppliers also elect to download the SAP Ariba



B. Create and submit your invoice details (full) - Single or Multiple Line item

Step Action

- 1 You will be presented with your **Purchase Order**
Select **Create Invoice** > **Standard invoice**

Purchase Order: 4600xxxxxx

From: CSIRO Payment Support Centre
Private Bag 10
Clayton VIC 3168
Australia
Email: procuretopay@csiro.au

To: Altra Systems
25 Satchel Grove
Fernree Gully Victoria 3156
Australia
Phone:
Fax:
Email: Sam@altra.com.au

Purchase Order (New)
4600xxxxxx
Amount: \$1.00 AUD
Version: 1
Track Order

Payment Terms: NET 14
Routing Status: Sent

Comments
Comment Type: General
Comment Body:
Attention: Supplier - CSIRO has recently introduced SAP Ariba and every invoice must have a corresponding purchase order to enable reconciliation and payment within our CSIRO Supplier Portal hence why you ... [View more](#)

Other Information
Requester Phone No: +61 26276XXXX
Company Code: 1000
Invoicing Terms and Conditions of Purchase: Please send any enquiries to CSIRO Payment Support Centre: procuretopay@csiro.au

Ship All Items To
CSIRO, Finance
Gate 3, Normanby Road
Clayton VIC 3168
Australia
Ship To Code: 6040-000208747
Email: REQUESTERFIRST_LAST@CSIRO.AU

Bill To
CSIRO Payment Support Centre
Private Bag 10
Clayton VIC 3168
Australia
Email: procuretopay@csiro.au

Deliver To
Requester Name
CSIRO, Finance

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1		Not Available	Material Amount-Based Line		1 (EA)	9 Jun 2023	\$1.00 AUD	\$1.00 AUD	\$0.10 AUD	Details

The new Create Invoice screen is populated with content from the CSIRO purchase order and opens into an editable invoice template.

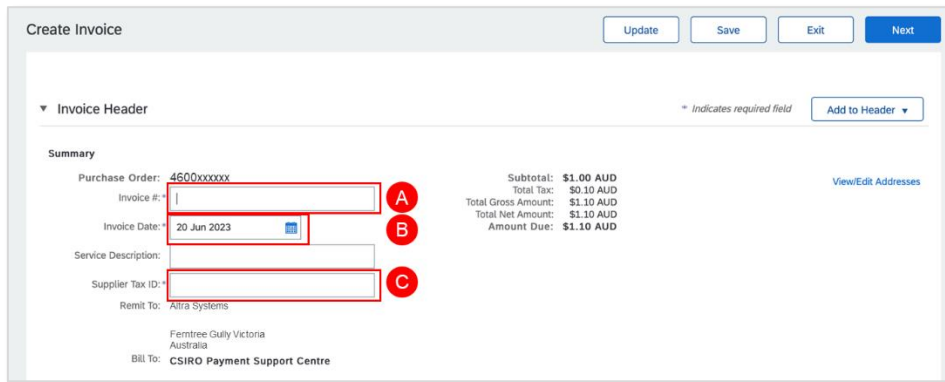
- 2 You will be presented with the **Create Invoice** screen

Complete these mandatory fields:

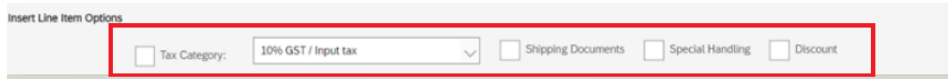
- A. **Invoice #** – your invoice number (from your own accounting system)
- B. **Invoice Date** – invoice date (today or a future date)
- C. **Supplier Tax ID** – your ABN (for suppliers outside Australia who do not have an ABN, provide your VAT/GST number or other business registration number issued by your country's tax authority).

Tip: If you would like your tax information to appear each time by default, please update your company profile via the top right hand side Profile button with your initials. Select Company Profile, then business and scroll down to Tax information. Enter your details there and click save

Step Action



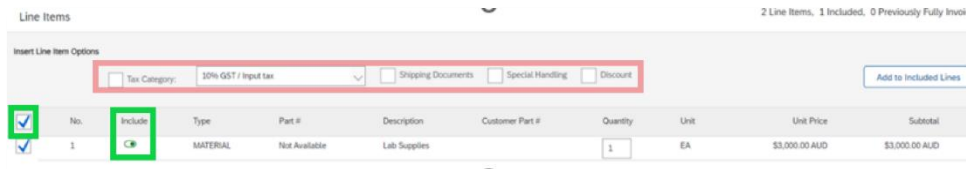
- 3 Optional: Complete or edit any other details on the **Create Invoice** screen including **View/Edit Addresses** (not mandatory)
- 4 Do not make any changes or select any of the checkboxes as seen below as it will not match our CSIRO purchase order and your invoice will be rejected.



Scroll down to the **Line Items** grey section and select the purchase order level item box (this will tick **all** the line items in your purchase order).

Toggle the 'Include' button to either:

- include – button will appear green as below
- or not include – button will appeared greyed out.



No.	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	MATERIAL	Not Available	Lab Supplies		1	EA	\$3,000.00 AUD	\$3,000.00 AUD

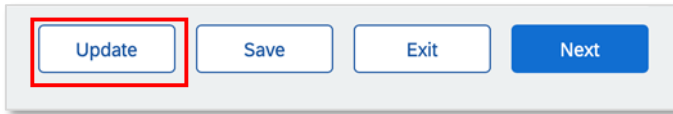
C. Create and submit your invoice details (partial) – Single or Multiple line item.

- 5 Make any adjustments for a partial invoice:
 - Untick any line items you are **not** invoicing us for at this time and click 'remove' on the right hand side
 - And / or Toggle the 'Include' button as seen in (4) above to either:
 - include – button will appear green
 - or not include – button will appeared greyed out.
 - Reduce the quantity of any ticked line items. This feature is dependent on how the CSIRO requestor established the purchase order. It is sometimes used for contract hours requiring partial invoicing on a pre-determined basis. Please contact the requestor if you are unable to edit the quantity for a partial invoice.
 - Invoicing can only occur in units of 'one' or \$1.00 multiples. Ariba does not enable invoicing for fractions e.g., 1.25 hours.

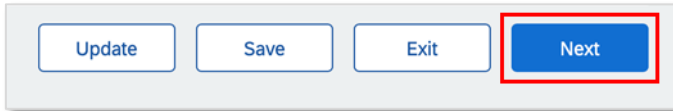
Important: You will not be able to add additional line items, add freight or adjust the line item value (other than reducing quantity in some instances). Please contact your CSIRO requestor to complete a purchase order varion for any agreed changes. You will then need to wait for an updated purchase order version via an email notification. An updated purchase order will also appear in your portal dashboard. Please ensure you select the most recent purchase order version when completing the 'create invoice' steps.



6 Select the **Update** button to update calculated fields if you made any adjustments (you will see the value of your invoice reduce)



7 Select the **Next** button and review your invoice details before submitting



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 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.

Tax Invoice

Invoice Number: 1000	Subtotal: \$1.00 AUD
Invoice Date: Thursday 22 Jun 2023 4:36 PM GMT+10:00	Total Tax: \$0.10 AUD
Original Purchase Order: 4600xxxxxxx	Total Gross Amount: \$1.10 AUD
	Total Net Amount: \$1.10 AUD
	Amount Due: \$1.10 AUD

REMIT TO: Altra Systems Postal Address: 25 Satchel Grove Fernree Gully VIC 3156 Australia Tax ID of Supplier: 650000000000	BILL TO: CSIRO Payment Support Centre Postal Address (Default): Private Bag 10 Clayton VIC 3168 Australia Address ID: BILL Email: procuretopay@csiro.au	SUPPLIER: Altra Systems Postal Address: 25 Satchel Grove Fernree Gully VIC 3156 Australia
BILL FROM: Altra Systems Postal Address: 25 Satchel Grove Fernree Gully VIC 3156 Australia	CUSTOMER: CSIRO Postal Address: Building 101 Clunies Ross St BLACK MOUNTAIN ACT 2601 Australia	

8 Select the **Previous** button to make any adjustments, otherwise select the **Submit** button
You have now submitted your invoice to us.

Invoice Summary

Subtotal: \$1.00 AUD
Total Tax: \$0.10 AUD
Total Gross Amount: \$1.10 AUD
Total Net Amount: \$1.10 AUD
Amount Due: \$1.10 AUD

Previous Save **Submit** Exit

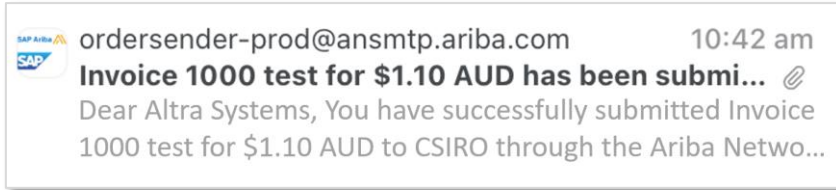
9 You will be presented with the following screen
You can select **Print** to print a copy of your invoice or to save as a PDF
You can select **Exit** to go back to your purchase order, and then select the **Done** button, and you will be taken to your SAP Ariba dashboard

SAP Business Network Standard Account **Get enterprise account**

Invoice 1000 test has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

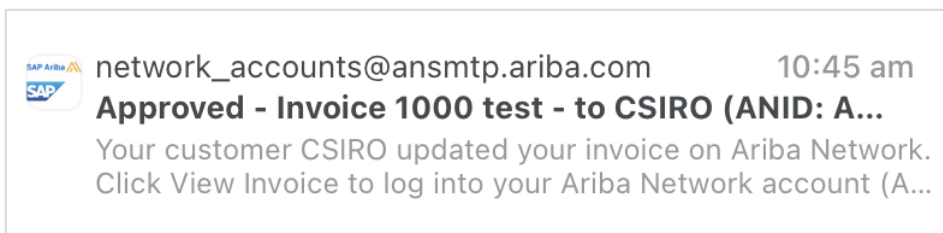
You will also receive an email notification confirming your invoice has been submitted
You can view and print your invoice from this email



D. Check your invoice and payment status.

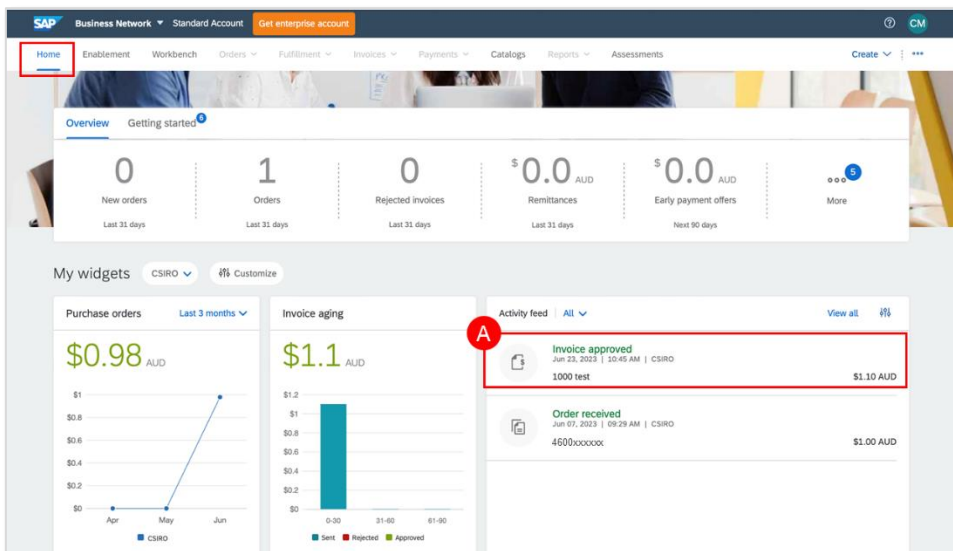
Step	Action
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- 1 You will receive an email notification when your invoice has been approved from network_accounts@ansmtp.ariba.com

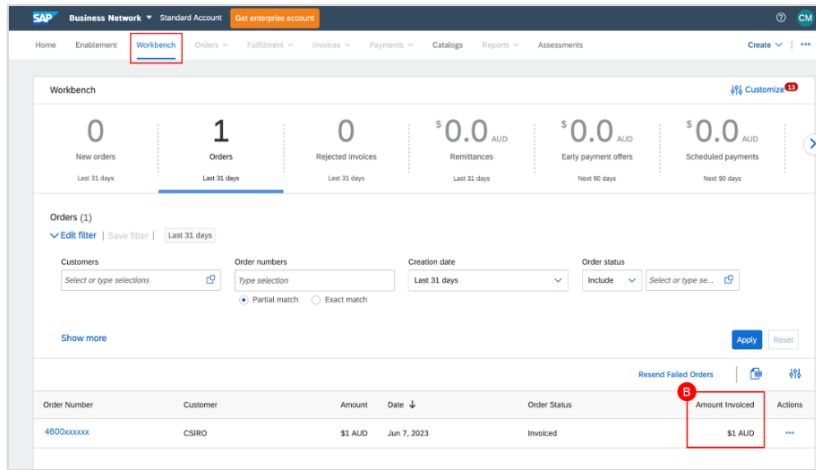


An invoice will be approved once the invoice matches the purchase order and the goods receipt completed by us
This happens automatically by SAP Ariba (sometimes called reconciliation)

- 2 You can also view your invoice status on your SAP Ariba dashboard:
 - A. on the Home screen, or
 - B. on the Workbench screen



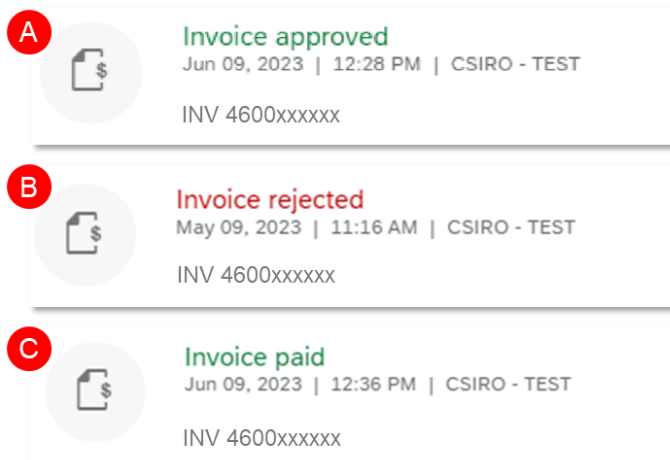
Step Action



The statuses on your Home screen include:

- A. Invoice approved – invoice matches purchase order and goods receipt
- B. Invoice rejected – mismatch with purchase order (such as freight, tax, milestones) or goods receipt
- C. Invoice paid – after invoice approved in line with payment scheduling

Please contact your CSIRO requestor for rejected invoices as they may need to vary the purchase order or adjust the goods receipt. If this occurs an updated purchase order version will be generated. It will be sent to your email and appear in your CSIRO Supplier Portal Dashboard 'workbench'.



Australian domestic payments are scheduled weekly on Tuesday evening AEST
 International payments are scheduled weekly on Wednesday evening AEST

E. Visit the CSIRO Supplier Portal [Frequently asked questions - CSIRO](#)

F. Need help? Contact us

For queries relating to your purchase orders and goods receipts, and whether your invoice has been reconciled or paid please contact the relevant CSIRO business unit and person who created your purchase order (PO) as they can review your PO status in their own CSIRO Guided Buying dashboard.

For help with the supplier portal, registration or payments, please contact our Payment Support Centre via email procuretopay@csiro.au or phone **International**. +61 3 9545 8962 or within Australia **1300 503 418** between 9am – 5pm Melbourne AEDT or access more Supplier Guides and FAQs via [CSIRO Supplier Portal Information - CSIRO](#)