Quick reference guide for suppliers

Submitting invoices

When goods/services specified on the PO have been delivered, submit the invoice for payment.

All invoices related to legacy POs (i.e., starts with M* or 5000*) are not available on the network. For legacy POs, send your invoices to <u>businessconnect@sydneywater.com.au</u> indicating the PO number. Purchases made with a purchasing card must be sent directly to the cardholder/person who requested the goods/services for expense reconciliation.

Prior to invoicing, refer to **Processing purchase orders and getting paid** for fulfilment documents that may be required.

As your organisation's authorised user for accessing POs, follow this guide for instructions on how to submit invoices.
This guide assumes prior knowledge of basic navigation and workbench configuration.
Related Sydney Water guide:
Navigating our POs
Related SAP video tutorials:
Disclaimer: Please be aware that not all features demonstrated in the video may be enabled or available for Sydney Water.
The workbench (3:23 Mins)
Standard Invoice (4:20 Mins)
Service Invoice (3:39 Mins)
Credit Memos (2:04 Mins)

Minimum requirements

You must be set up as a user of the Ariba account linked with Sydney Water for transactions (i.e., the network) with permission **Inbox and Order Access**.

- a. Email <u>businessconnect@sydneywater.com.au</u> if you need to confirm the Ariba Network ID (ANID) your organisation has linked with us.
- b. <u>Contact your Ariba account administrator</u> to understand the roles and permissions that have been assigned to you.

Refer to SAP documentation <u>Permissions you can assign to users</u> for the full list of Ariba permissions. Creating users and allocating permissions on your Ariba account is the responsibility of your administrator, not Sydney Water.

Sydney

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Standard

Enter the **invoice** number **as it appears on your invoice**, i.e., if your invoice number does not have an INV- prefix, do not put an INV- prefix.

1. Select PO

You can:

1.1 Create invoice via Order Detail screen

In the Order Detail screen:

- 1. Click Create Invoice.
- 2. Click Standard Invoice.

Purchase Order: 0480001503	
Create Order Confirmation The Create Ship Notice Create Service Sheet	1 Create Invoice ⊽
Order Detail Order History	Standard Invoice
	Line-Item Debit Memo

Proceed to 2. Enter invoice header details.

1.2 Create invoice via workbench

1.2.1 Using Orders tile

1. Select Orders tile.

2. Click **Edit filter** if existing filters need to be changed.

3. Identify the PO that requires an invoice to be created for. Click the ^{ooo} button. If you find that **Standard invoice** is greyed out, refer to <u>Processing purchase orders and getting paid</u> for instructions on how to submit fulfilment documents that may be required prior to invoicing.

4. Identify another PO that requires an invoice to be created for. Click the ••• button. Click **Standard invoice**.

Important information:

The **Standard invoice** option may be available even if the PO is not fully confirmed which will result in error "**There must be at least one item**" during invoice processing. If you encounter this error, stop, and review the PO via the **Order Detail** screen ensuring you have submitted the required fulfilment documents by following the instructions provided in <u>Processing purchase orders and getting paid</u>.

Home Enablement Work	<mark>bench</mark> Orders ~ Fulfillm	nent ~ Invoices ~ Payment	s ~ Catalogs Reports ~ N	lessages		с	Greate 🧹 🕴 👓
Workbench	•					Confirm entire order	Customize
67	0	2	4	0	2	Update line items	
Orders	New orders	Service sheets	Changed orders	Items to confirm	Confirm entire order	Reject entire order	Orders
Save filter	Last 31 days	Rejected SES Last 365days	Last 31 days	Last 31 days	Update line items	Create ship notice	La
Orders (67) Edit filter Save filter	Last 365 days New All or	Applied filters			Reject entire order Create ship notice	Create service sneet Standard invoice Create credit memo	
					Create service sheet	Create line-item credit memo) 696
Order Number	Order Status	Ship To Address	Customer	Amount	Create credit memo	Create line-item debit memo	Actions
047 - 49	New	POTTS HILL MAIN, Potts Hill, NSW, Australia	Sydney Water Corporation Ltd - UAT	\$20.00 AUD	Create line-item credit	Hide	
047 24	New	SYDNEY WATER CORPORATION, Potts Hill, NSW, Australia	Sydney Water Corporation Ltd - UAT	\$132.00 AUD	Create line-item debit memo	Supply PO	•••
048 48	New	Bombo WRP ST0022, Bombo, NSW, Australia	Sydney Water Corporation Ltd - UAT	\$150.00 AUD	Hide	SW Gen Purc. Order	

Proceed to 2. Enter invoice header details.

1.2.2 Using Service sheets tile

Service POs, i.e., POs with <u>at least one service line</u>, require an **approved** service sheet, sometimes called Service Entry Sheet ('SES'), prior to invoicing.

1.2.2.1 Submitting an invoice for SES created by YOU

When the <u>SES you have submitted</u> has been approved by the PO requestor, proceed with the following steps to submit an invoice:

- 1. Select Service sheets tile.
- 2. Click Edit filter if existing filters need to be changed.
- 3. Identify the SES that requires an invoice to be created for. Click the °°° button.
- 4. Click Create invoice, or
- 5. Click the SES document, then

Home Enablement	Workbench Orders ~ Fulfillment	Invoices ~	Payments ~ Catalogs	Reports ~ Messages				Cre	ate 🧹 🕴 👓
Workbench								¢۴¢	Customize
Orders	36 9		O Pinned documents	O Itams to confirm	Sen	4	32 Service sheets	4 Service s	heets
ays I	Last 31 days Last 365 da	iys		Last 365 days	Rejecte	d SES 365 days	Last 365 days	Last 31	lays
Service Sheet Number	Customer	Order Number	Date	Amount	Status 1	Routing Status	Supplier Reference	Work Order Number	· 수위상 Actions
10000-0103	Sydney Water Corporation Ltd - UAT	0480001471	Jun 13, 2022	\$500.00 AUD	Approved	Acknowledged	View s	ervice sheet	
								1972	
140003470	Sydney Water Corporation Ltd - UAT	0480001470	Jun 13, 2022	\$100.00 AUD	Approved	Acknowledged	Create	invoice	
SES48	Sydney Water Corporation Ltd - UAT Sydney Water Corporation Ltd - UAT	0480001470 0480020148	Jun 13, 2022 Nov 9, 2022	\$100.00 AUD \$50.00 AUD	Approved Approved	Acknowledged Acknowledged	Create Edit se	invoice	

6. From the SES Detail screen, click Create invoice.

Service Sheet: SES48						
6 Create Invoice Copy SES	<u>+</u>	6				
Detail History						
Service Sheet Subtotal: \$50.00 AUD (Approved) SES48						

Proceed to 2. Enter invoice header details.

1.2.2.2 Submitting an invoice for SES created by SYDNEY WATER ON YOUR BEHALF

If you have agreed with your Sydney Water contact that they will create SES on your behalf, monitor your Ariba account for any approved SES for invoicing. The SES will be in the format **1000xxxxxx** and must be in status **Approved** for you to be able to submit an invoice. If the status is either **Sent** or **Rejected**, this may mean that there is an error in the SES. Your Sydney Water contact will re-issue a new SES for you to use for invoicing.

Proceed with the following steps to submit an invoice for **SES created by Sydney Water on your behalf**:

- 1. Select Service sheets tile.
- 2. Click Edit filter if existing filters need to be changed.

3. In this example, an additional filter will be applied to only show SES with a status of **Approved**. Click **Show more**.

- 4. In field **Status**, click the *dropdown* icon to show all options.
- 5. Click Approved.
- 6. Click Apply.

7. If you have agreed with your Sydney Water contact that they will enter a reference number (e.g., your proforma invoice number), you will be able to identify this in field **Supplier Reference**.

8. For the approved SES that requires an invoice to be created for, click the °°° button.

9. Click Create invoice, or

10. Click the SES document, then,

me Enablement Workber	nch Orders ~	Fulfillment ~	Invoices ~ Payments	s ~ Catalogs Reports ~ M	lessages Assessments					Create 🗸 👘
Workbench				•						နံ့ရန် Customize
9 Orders Last 31 days	Orders to i	nvoice	8 Orders with service line Last 31 days	6 Invoices Lest 31 days	9 Service sheets Last 31 days					
Service sheets (9)	Ap	plied filters								
Customers	Last 31 days	Service sheet nu	mber	Order number	Creation date		Service locations		Invoice number	
Select or type selections	Ċ	Type selection Partial mate	h 🔿 Exact match	Type selection Partial match Exact match	Last 31 days	~	Type selection		Type selection Partial match Exact mate	:h
Show more										
Credit/Debit memo number		Work order num	per	Equipment number	Supplier reference		Status		Routing status	
Partial match Exa	ict match	Partial mate	h 🔿 Exact match	Partial match Exact match	Partial match	 Exact match 	All		6	pply Reset
Show less							Approved	5		itk 🖻
ervice Sheet Number	Customer		Order Numb	er Date	Amount	Status	Routing Status	Supplier Reference 个	Work Order Number	Actions
	Customer: Sydne	y Water Corporat	on Ltd - UAT Routing Status:	Acknowledged Status: Approved Ord	ler Number: 0480020394 Work C	rder Number:				_
A	Sydney Water Co	rporation Ltd - UA	0480020394	Aug 21, 2023	\$1485 AUD	Approved	Acknowledged		View service sheet Create invoice 9	
	Customer: Sydne	y Water Corporat	on Ltd - UAT Routing Status:	Acknowledged Status: Invoiced Orde	r Number: 0480020394 Work On	der Number:			Edit service sheet	
000229041 10	Sydney Water Co	rporation Ltd - UA	0480020394	Aug 24, 2023	\$1350 AUD	Approved	Acknowledged	S4_SCM_R2P_TC005	Copy service sheet	
	Customer: Sydne	y Water Corporat	on Ltd - UAT Routing Status:	Acknowledged Status: Invoiced Orde	r Number: 0480020468 Work On	der Number:			_	

11. From the SES Detail screen, click Create invoice.

Service Sheet: 1000228714		Done
Create Invoice Copy SES	<u>+</u>	æ
Detail History		
Service Sheet Subtotal: \$156.42 AUD (Approved) L000228714 Date: 5 Jun 2023 Final Service Sheet: No Purchase Order: 0480020289 Subtotal: \$156.42 AUD		

Proceed to 2. Enter invoice header details.

2. Enter invoice header details

1. Based on the <u>Standard</u>, enter the **Invoice #** as it appears on your invoice. This is your unique number for invoice identification.

2. Enter the **Invoice Date**. This cannot be backdated for more than two days.

To attach a copy of your original invoice,

- 3. Click Add to Header.
- 4. Click Attachment.

Create Invoice			Update Save Exit Next
▼ Invoice Header Summary Purchase Order: Invoice #:* Invoice Date ** Supplier Tax ID: Remit To:	0470009447 0123 5 Jan 2023	Subtotal: \$24.00 AUD Total Tax: \$2.40 AUD Total Gross Amount: \$25.40 AUD Total Net Amount: \$25.40 AUD Amount Due: \$26.40 AUD	* Indicates required field Add to Header
Bill To:	Australia SYDNEY WATER CORPORATION Parramatta New South Wales Australia		
Tax (i)			
Header leve	t tax ①		
Shipping			
Header leve	l shipping (i) 🛛 Line level shipping (i)		
Ship From:	Australia	Ship To: POTTS HILL MAIN Potts Hill New South Wales Australia Deliver To:	View/Edit Addresses

5. Scroll down to the Attachments section. Click Choose File. Add document from your local drive.

6. Click Add Attachment.

7. The added document will appear in Attachments table.

8. If you have the right to receive progress payments in accordance with the SOPA Act, the field **Claim Date** becomes visible and required to complete. Enter the date when you submitted the claim to your Sydney Water contact.

Payment Term			
Discount or F	Penalty Term(days): 21 Percentage(%): 0.0	000	
SN Not Not 23 Days			
1-2-2-	La Zaz	z	
Comment			
Comments:			Remove
		li	
Default Invoice Comment Text:	test ref#		
		1.	
The total size of all attachm Choose File No file chose	ents cannot exceed 10MB		Remove
Name	Size (bytes)	Content Type	
dummy.pdf	16102	application/pdf	
L, Delete			
Claim Date: *	8 IRequired field		

9. If you have provided multiple bank accounts during the onboarding process, use field Supplier Account ID # to enter your preferred bank account number for the specific invoice being submitted. Do not enter banking information that have <u>not</u> been previously provided in the Onboarding Questionnaire.

Additional Fields		Bank account number	
Supplier Account ID #:		Service Start Date:	
Customer Reference:		Service End Date:	
Supplier Reference:			
Payment Note:			
Supplier:	AQUADEX PTY LTD - DRH1	Customer:	SYDNEY WATER CORPORATION
	ROUND CORNER New South Wales Australia	Email	Parramatta NSW Australia
D ¹ U E		Email.	
Bill From:	AQUADEX PTY LID - DRH1		
	ROUND CORNER New South Wales Australia		

Important information:

While shipping cost can be added manually, this is not recommended. Any discrepancy between the PO and what is going to be invoiced should be managed via the order confirmation process. Refer to guide <u>Submitting order confirmations</u> for guidance on how to manage PO discrepancies.

3. Enter invoice item details

3.1 Invoicing in full

- 1. Review Line Items included for invoicing.
- 2. Click Next.

nsert Lir	ne Item Options							
	Re	tail Details Tax Cate	gory: 10% GST					Add to Included Lines
	Sh	ipping Documents Special H	landling Discount Informational Pricing					
	No. Include	Type Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	10 💿	MATERIAL	FLANGE.	000000001 0	2	ea (i)	\$12.00 AUD	\$24.00 AUD
	Pricing Details	Unit Conversion: 1	Price Unit: EA (i)	Price Unit Quantity: 1 Description:	1			
	Тах	Category:* GST	\sim	Taxable Amount:	\$24.00 AUD			Remo
		Location:		Tax Rate Type:				
		Description:		Rate(%):	10			
		Regime:	~	Tax Amount:	\$2.40 AUD			
•	Line Item Actions 🔻	Delete Reset Tax from	n PO					
						Undate	Save	Exit Ne

Important information:

If you are submitting an invoice for a service PO, check if 3.3.1 Missing tax on service lines applies.

Proceed to <u>4.1 Submit invoice</u>.

3.2 Invoicing partially

- 1. When invoicing a portion of the line item, change the quantity of the line item.
- For example, the item below was ordered for 11. To partially invoice a quantity of 2, change the quantity to 2.
- If the quantity is 1 and the quantity to be invoiced represents percentage completion, note that we can
 only accept up to three decimal places. If doing so will result in invoice matching issues, contact the
 buyer indicated under the Order Detail screen to get this addressed. Normally, the PO will be updated
 such that the price is \$1.00, and quantity is equal to the value of the line.
- 2. To exclude a whole line, toggle the **Include** switch to the left.
- 3. Click Update.
- 4. Click Next.

Line	e Items							1 Line Items, 1 Included	d, 0 Previously Fully Invoiced
Insert	Line Item Options	Retail Details	Tax Category:	10% GST					Add to Included Lines
	No.	Include Typ	e Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	10	2 MA	TERIAL	PUMP	0000000010 0	± 2	ea (i)	\$12.00 AUD	\$132.00 AUD
	Pricing Details	Unit	t Conversion: 1	Price Unit: EA 🛈	Price Unit Quantity: Description:	1			
	Tax		Category:* GST	\sim	Taxable Amount:	\$132.00 AUD			Remove
			Location:		Tax Rate Type:]	
			Description:		Rate(%):	10			
			Regime:	Ĭ	Tax Amount:	\$13.20 AUD			
Ļ	Line Item Action	ns 🔻 Delete	Reset Tax from PO						
							3		4
							Update	Save	Exit Next



3.3 Special scenarios in service POs

3.3.1 Missing tax on service lines

If you are invoicing a planned service line (i.e., an item with a parent-child structure) on a service PO <u>and</u> Tax Code is missing, you need to add Tax Code to the relevant lines as shown below:

- 1. Review Line Items included for invoicing.
- 2. You may select all or select individual lines based on their applicable tax rates.
- 3. Click Line Item Actions.

Submitting invoices

ine Items									3 Line Items, 1 Ir	ncluded, 0 Previously	Fully Invoi
ert Line Item Opt	ions Re	etail Details	Tax Category:	10% GST	~					Add to Inclue	ded Lines
	Di	scount	Informational I	Pricing							
]	Include	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
	00010			Service Line							
/	Include	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<u>1</u>	۲	SERVICE		Service Specification 1			0.11	EA 🛈	\$1,000.00 AUD	\$110.00 AUD	
Service Sh	eet Details	Ş	Service Sheet #:	1000228571		Service Line	e No.: 10				
	Include	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
]	۲	SERVICE		Service Specification 1			0	EA 🛈	\$1,000.00 AUD	\$0 AUD	
xcluded line iter	ms cannot be mo	dified.									
	Include	Туре	Part #	Description		Customer Part #	Quantity	Unit	Unit Price	Subtotal	
]	۲	SERVICE		Service Specification 1			0	EA (i)	\$1,000.00 AUD	\$0 AUD	
xcluded line iter	ms cannot be mo	dified.									
Line Item	Actions 👻	Delete	Reset Tax fro	om PO							
Ŭ											
								ĺ	Lindate Save	Evit	

4. Select Tax.

5. Click Next.

	Service Sheet Details	:	Service Sheet #:	1000228571		Service Line No.: 10				
	Include	Туре	Part #	Description	Customer F	art # Quantit	y Unit	Unit Price	Subtotal	
	۲	SERVICE		Service Specification 1		0	EA 🛈	\$1,000.00 AUD	\$0 AUD	
Exc	Edit	ified.								
	Add Retail Details	Туре	Part #	Description	Customer F	art # Quantit	y Unit	Unit Price	Subtotal	
	Tax	SERVICE		Service Specification 1		0	EA 🛈	\$1,000.00 AUD	\$0 AUD	
Exc	Shipping Documents	ified.								
	Special Handling									
4	Informational Pricing	Delete	Reset Tax f	from PO						
	Pricing Details									
	Discount									5
	Comments									
	Attachment							Update Sa	ave Exit	Next

Proceed to <u>4.1 Submit invoice</u>.

3.3.2 Consolidating invoices for multiple SES

For the same PO, multiple approved SES with only one service child line, can be consolidated into one invoice. By default, all approved SES are included for invoice processing. For this process, exclude any SES with multiple service child lines.

1. If lines need to be invoiced separately, toggle the **Include** switch to the left to exclude any line-items.

- 2. Click Update.
- 3. Click Next.

Submitting invoices

	•						
Line	Items						
Insert L	ine Item Options	Dis	scount			Add to Include	d Lines
	0,0031					Add to include	
	Include Type Part #	Description	Customer Part # Quantity	Unit	Unit Price	Subtotal	
•	00010	Service parent line					
	SERVICE	Consultant	1	HUR (i)	\$100.00 AUD	\$100.00 AUD	
	Service Sheet Details Service Sheet #:	UAT45678911132 Service sheet number included on the invoice	Service Line No.: 1				
	Pricing Details Unit Conversio	Price Unit: HUR (i) n: 1	Price Unit Quantity: Description:	1.000			
	Service Period Service Start Dat	e: 11 Jul 2022	Service End Date:	18 Jul 2022			
	Include Type Part #	Description	Customer Part # Quantity	Unit	Unit Price	Subtotal	
		Sr. Consultant	0.5	HUR (i)	\$200.00 AUD	\$100.00 AUD	
	Service Sheet Details Service Sheet #:	UAT4567891113B Service sheet number included on the invoice	Service Line No.: 1				
	Pricing Details Unit Conversio	Price Unit: HUR (i)	Price Unit Quantity: Description:	1.000			
	Comments Updated quantity		Å				Remove
۴ (Line Item Actions 🔻 Delete	Reset Tax from PO					
			2	Update	Save	Exit	Next

Proceed to 4.1 Submit invoice.

4. Submit invoice

Follow the steps below to submit an invoice or resubmit a rejected invoice.

4.1 Submit Invoice

1. The invoice details entered are summarised. Review invoice header information, e.g., Invoice Number and Invoice Date.

2. Review line item and quantity to be invoiced.

3. Verify the invoice details are complete. Ensure the values **including tax** are matching with your invoice, then click **Submit**.

Alternatively, click **Exit** to leave the page without saving any changes. Click **Previous** to return to **Create Invoice** page.

Create Invoid										and the second se	
	ce					L	Previous	Save	Subr	mit	Exit
Confirm and subr If you want your i	mit this document. It will i invoices to be stored in th	not be electronically sign ne Ariba long term docum	ed according to the countries of or ent archiving, you can subscribe to	rigin and destinati o an archiving ser	on of invoice. The docume vice. Note that you will also	nt's originating o be able to a	g country is:Aus rchive old invoi	tralia. The docur ces once you su	ment's destination bscribe to the an	n country is:A chiving service	Australia. .e.
Tax Invoice											
	Invoice Numb	ber: 0123				Subtotal:		\$20.00 AUD	1		
	Invoice Da	ate: Thursday 5 Jan 202	3 5:33 PM GMT+11:00		Total Course	Total Tax:		\$2.00 AUD			
	Original Purchase Orc	ter, ourganismus			Total Net	Amount:		\$22.00 AUD			
					Amo	ount Due:		\$22.00 AUD			
REMIT TO:			BILL TO:			SUPP	LIER:				
ACCOUNTS FOR	10-044		SYDNEY WATER CORPO	ORATION		Activ	000 077 120-	CHARGE STREET			
PO BOIL HOL			1 Smith Street			2012	SCRUTTERY.				
Australia	Ething CE MI		Parramatta NSW 2150 Australia			Austra	est NER 2010				
Place and			Address ID: 1000			Pharate					
BILL FROM:			CUSTOMER:								
Accession Pro-	CHI- MAG		SYDNEY WATER CORPO	ORATION							
	Los Interna		STORET MATER CORT	Charlon							
Print Internet			Postal Address: 1 Smith Street								
Underst NUM 2	2010		Parramatta NSW 2150								
Australia			Address ID: 1000								
	CODUCTION										
SHIPPING INI	FORMATION:										
SHIP FROM:					SHIP TO:						
standport to g	20-0946				POTTS HILL MAIN						
Permittense					Postal Address (Default):						
PERCENT.					Nelson Short St						
Australia	A 16100 (1210)				Potts Hill NSW 2143 Australia						
					Address ID: 1000						
PAYMENT TERMS:	2										
	Titue / Review	(WOW)									
No for the United											
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Original Rurchase (Order: 0/7/ - 9										
Original Purchase (Order: 047 9	Part No.	Customer Part No.		Oty / Unit		Unit Price		Sub Tot	al	
Original Purchase (Line No. Lin	Order: 047 9 he Ref No. Type	Part No.	Customer Part No.		Qty / Unit		Unit Price	D	Sub Tota	al	
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4. If the creation of the invoice cannot be completed, click Save to save your progress and continue later.

Note: if resubmitting an invoice, the Save option is no longer available.

5. Click Exit.

Create Invoice	Update	Save	Exit	Next
Invoice "0123" is saved. The saved invoice will be kept until 24 Feb 2023.		-	-	

6. Click **Save** to continue saving the invoice. The saved invoice will be stored in the system for 60 days under **Fulfillment > Drafts, Invoices > Drafts** or under **Order Detail > Related Documents**.



7. The PO status shows a status of **Invoiced** if fully invoiced. Otherwise, the PO status will show as **Partially Invoiced**.

8. Click the invoice under Related Documents to review.

Purchase Order: 047 9				Done
Create Order Confirmation 🔹	Create Invoice 🔹		Ŧ	æ
Order Detail Order History				
Sydney				
WATER				
From:	To:	Purchase Order		
SYDNEY WATER CORPORATION	AGE/ODXFTY129 - SHK1	047(100 047		
Smith Street	REURIN CONTRACTOR AND ADDRESS OF ADDRES ADDRESS OF ADDRESS OF ADDR	Amount: \$20.00 AUD		
Parramatta New South Wales 2150	Australia	Version: 1		
Australia Phone: + 0.02.9949.6900	Phone:			
Fax:	Fax: end 1 Email:	Track Order		
Payment Terms 🕕		Routin	g Status: Ac	knowledged
upernu pe		External Docume	ent Type: ZS	TK (Supply PO)
percent (percent and percent		Related Doc	uments: p1	23 8
Contact Information			4	Invoice: 0123
Supplier Address	Buyer.Contact			· · · · · · ·

4.2 Resubmit Rejected Invoice

- 1. Select Invoices menu > Invoices.
- 2. Click Rejected Invoices.
- 3. Click Edit filter if existing filters need to be changed.
- 4. Identify the Invoice that needs to be resubmitted. Click the one button.
- 5. Click Edit.

Submitting invoices

Home Enable	ement Discovery ~	Workbench C	rders × Fulfillment ×	Invoices ~ F	Payments ~ Catalo	ogs ~ Reports ~ Messag	es More ~	Crea	ate 🗸 🕴 🚥
Invoices				Invoices					
				Credit Memos					
Need to cust	omize your view of the data?	Create your own tile	s, save filters, and more by na	Debit Memos	e. Go to Workbe	ench			×
			-2	Timestamp Verific	cation				
30	0	4	0	Drafts		1	4	0	
Invoid	ces Re	ejected invoices	Overdue invoices -	Not Overdue	e invoices - Approved	Invoices pending approval	Approved invoices pending	Paid invoice	s
Last 31	days	Last 31 days	Last 31 days		Last 31 days	Last 31 days	Last 31 days	Last 31 days	
Rejected invo	oices (4) ter (Last 365 days) (R	ejected					Create memo Create memo	line-item credit	101
Invoice Number	Customer	Reference	Invoiced Date \downarrow	Amount	Routing Status	Invoice Status	From address		Actions
INV_470020 162	Sydney Water Corpor ation Ltd - UAT	0470020162	Sep 10, 2024	\$16500 AUD	Acknowledged	Rejected	AQUADEX PTY LTD Copy RH1, Sydney, NSW, A ON	Anon, Faranaua	4
INV_480050 312	Sydney Water Corpor	0480050312	Sep 10, 2024	\$9130.64 AUD	Failed	Rejected			

Important information:

Review the invoice header and item details.

If the invoice was rejected due to missing GST, follow 3.3.1 Missing tax on service lines.

6. Click Update.

7. Click Next.

Edit Invoice		e e	Update	Exit Next
▼ Invoice Header		•	Indicates required field	Add to Header 🔻
Summary				
Purchase Order: 0480050312	Subtotal:	\$8,478.68 AUD		View/Edit Addresses
Invoice #:* INV_480050312	Total Tax: Total Gross Amount:	\$651.96 AUD \$9,130.64 AUD		
Invoice Date:* 10 Sep 2024	Total Net Amount: Amount Due:	\$9,130.64 AUD \$9,130.64 AUD		
Service Description:				
Supplier Tax ID:				
Remit To: AQUADEX PTY LTD - DRH1				
DOUND CODNED Now South Walas				

Proceed to <u>4.1 Submit Invoice</u>.

5. Support

Sydney	Did not find what you're looking for? Access all Sydney Water supplier support resources
WATER	here.
Sydney	To get assistance specific to your situation, contact us at
WATER	businessconnect@sydneywater.com.au.
SAP	For SAP product documentation and supplier support, visit the <u>SAP Help Centre</u> .