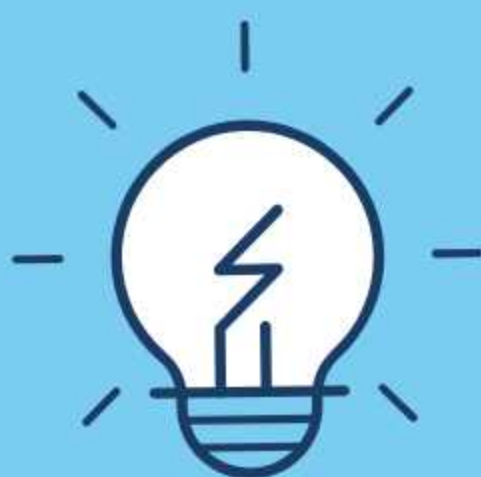


# BENEFITS OF JOINING Ariba

Metro Trains way of transacting with you

## QUICKER TO TRANSACT

Quicker transactions are made in Ariba as the system is more efficient , faster and automatically matches your invoice with the purchase order.



## MORE TRANSPARENT

Ariba holds all your purchase order and invoice documentation for you. Simplifying your document management and making documents easier to process.

## BETTER COMMUNICATION

Have clearer and better communications with the people in Metro Trains who place the purchase orders .The Ariba portal keeps all your communications in the one space which reduces time.



## FASTER PAYMENT

Uploading your invoices to Ariba will ensure faster payment as you can match your invoice to the purchase order, creating an effortless way of transacting.

QUICKER , TRANSPARENT , EASY AND FASTER  
PAYMENT

BY METRO TRAINS MELBOURNE



SAP Ariba 



# Transact with Metro Trains Melbourne

**Dear Supplier ,**

Metro Trains is evolving to a faster way of transacting with its suppliers by using a system called Ariba.

This package is to assist you with registering, receiving purchase orders and invoicing to Metro Trains in Ariba.

## WHAT'S INSIDE THIS PACKAGE?

Trading Relationship Email

Got an existing account? -  
How to guide on how to  
connect and transact with  
Metro Trains

Need an account? - How to  
guide to register in Ariba ,  
connect and transact with  
Metro Trains

How to submit your Goods  
and Service Purchase  
Order Invoices

Help



# Trading Relationship Email

## What to do when receiving this email

SAP Ariba



To Acme Supplier,

Metro Trains Melbourne have adopted the Ariba Network platform for electronic transaction processing with all suppliers domestically and internationally. In preparation, please follow the instructions below to set up your trading relationship through the Ariba Network and ensure you are able to transact with Metro Trains in the future for purchase orders, and invoicing.

Please note, you won't incur any transaction fees when transacting with Metro Trains via the Ariba Network, therefore please disregard the sentence below regarding transaction fees.

### ACTION REQUIRED

Your customer, **Metro Trains Melbourne Pty Ltd**, is changing the way they do business with their valued suppliers. The goal is to make the process by which your company receives purchase orders and/or gets paid as efficient as possible.

To enable your company to process orders or invoices with Metro Trains Melbourne Pty Ltd, click the link below to get started.

→ [Accept your customer's trading relationship request](#)

(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

### WHAT IS THE ARIBA NETWORK?

Ariba, an SAP company, offers solutions and services that enable you to easily share information and business processes with your customers through the Ariba Network, such as:

- Accelerate the sales cycle and lower the cost of sales
- Find new customers who are actively looking for what you sell
- Drive more business with current customers

### ARE THERE FEES ASSOCIATED WITH THIS SERVICE?

There are no fees to register. However, depending on how much you use your Ariba Network account to do business with your customers, fees may apply. [Learn more about fees.](#)

### WHAT TO EXPECT NEXT

Once you register on the Ariba Network, you might receive further instructions from your customer on how to confirm that your account is properly set up. Alternatively, after registering, log in to your Ariba Network account and click the Enablement tab, where you might see further tasks to complete.

### HAVE ANY MORE QUESTIONS?

- For general questions about the Ariba Network, visit [Ariba Answers](#).
- For instructions and online demonstrations provided by your customer, visit the [Supplier Information Portal](#).
- To submit questions to your customer related to this Ariba Network trading relationship request or to request that the customer stop contacting you, [click here](#).

For any additional questions or further assistance, please contact [Ariba Customer Support](#).

Sincerely,  
The Ariba Network Team  
<http://www.ariba.com>

When receiving this email, it means that Metro Trains is requesting to form a Trading Relationship with you via Ariba.

Ariba is the system that Metro Trains Melbourne use to transact with suppliers. Receiving purchase orders and submitting your invoices are the two main things that Ariba does between Metro Trains and the supplier.

Read the email in depth to understand what Ariba is, the price of Ariba, what to expect next and help guides to assist you with your set up.

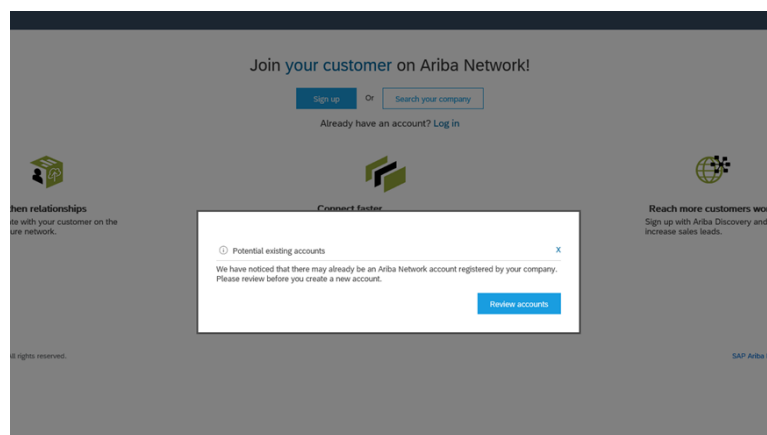
To form the relationship and get started, you need to click on the **ACCEPT YOUR CUSTOMERS TRADING RELATIONSHIP REQUEST**.

Use the guides on the next pages to set up your account and upload invoices.

# Suppliers with an Existing Account

## Already have an Ariba Account

If you have an existing account with Ariba but not formed a trading relationship with Metro Trains , you would have received a 'ACCEPT TRADING RELATIONSHIP' Email. Refer to 'Trading Relationship Email Page.



ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Accelerated Payments

Remittances

Network Notifications


Audit Logs

**Your Account Information**

Company name	MTM NEW TEST SUPPLIER JC-TEST
Administrator email	<a href="mailto:janina.corsi@metrotrains.com.au">janina.corsi@metrotrains.com.au</a>
Ariba Network ID	AN01515979961-T
Username	<a href="#">janina.corsi-1@metrotrains.com.au</a>

## Steps

1. Click the link in the email that states **ACCEPT YOUR CUSTOMER'S TRADING RELATIONSHIP REQUEST**
2. The invitation link then will take you to a page that allows you to use your Existing Account by clicking **Log in**. If a pop up comes up in regards to 'Potential Existing Accounts' please click the X button and login with your companies details.
3. Once logged in, click the  icon in the upper-right corner of the application.
4. Select **Customer Relationships**
5. Select **Pending**
6. Click on the **Metro Trains Box** next to the name  **Metro Trains Melbourne Pty Ltd**
7. Click **Approve**
8. After you have done the above steps, email [procurement@metrotrains.com.au](mailto:procurement@metrotrains.com.au) requesting a **RESEND OF EXISTING PURCHASE ORDERS** as you have now established your trading relationship with Metro Trains , include your ANID in the email as well.
9. End of Process - You have now an established trading relationship with Metro Trains and will receive your purchase orders shortly in your account.

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
Metro Trains Melbourne Pty Ltd - TEST	AN01053177433-T	Trading	30 Apr 2020		Default	<b>Actions</b> ▼

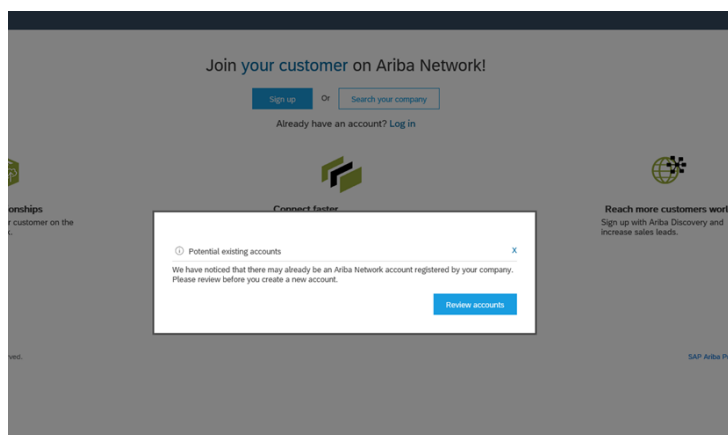
## Steps

1. Click the link in the email that says :  
ACCEPT YOUR CUSTOMER'S TRADING  
RELATIONSHIP REQUEST
2. The invitation link then will take you to  
the home page , click **SIGN UP**. If a  
pop up comes up in regards to  
'Potential Existing Accounts' please  
click the X button and login with your  
companies details.
3. Once you have clicked SIGN UP , Ariba  
will take you to a registration page  
where it requires you to enter  
information in:
  - a. Company Information
  - b. User Account information
  - c. Tell us more about your business
4. Tick the two boxes in the section  
below at the bottom of the page - This  
means you are accepting SAP's T&Cs.
  - a. Note : if you do not select and tick  
the boxes for the T&Cs , then your  
account will not form a trading  
relationship with Metro Trains.
5. Click Register.
6. You will then receive an email of your  
account details , which contains an  
ANID no. Forward this email onto  
[procurement@metrotrains.com.au](mailto:procurement@metrotrains.com.au)  
with the subject title being : ANID  
ACCOUNT INFO FOR NEW ACCOUNT
7. Metro Trains will then update our  
system with your account details and  
send through your purchase orders.
8. End of process - You have  
successfully registered your  
companies account with Ariba.

# Create a New Ariba Account

## Suppliers who do NOT have an Ariba Account

In order to transact with Metro Trains , an Ariba account is required to be set up by the supplier , if they do NOT have one already. To sign up you will receive an email to 'ACCEPT A TRADING RELATIONSHIP'. Click on it and proceed with the steps. Refer to Trading Relationship Email Page.

☐

I have read and agree to the [Terms of Use](#)

☐

I have read and agree to the [SAP Ariba Privacy Statement](#)

### Your Account Information

Company name	MTM NEW TEST SUPPLIER JC-TEST
Administrator email	<a href="mailto:janina.corsi@metrotrains.com.au">janina.corsi@metrotrains.com.au</a>
Ariba Network ID	AN01515979961-T
Username	<a href="mailto:janina.corsi-1@metrotrains.com.au">janina.corsi-1@metrotrains.com.au</a>



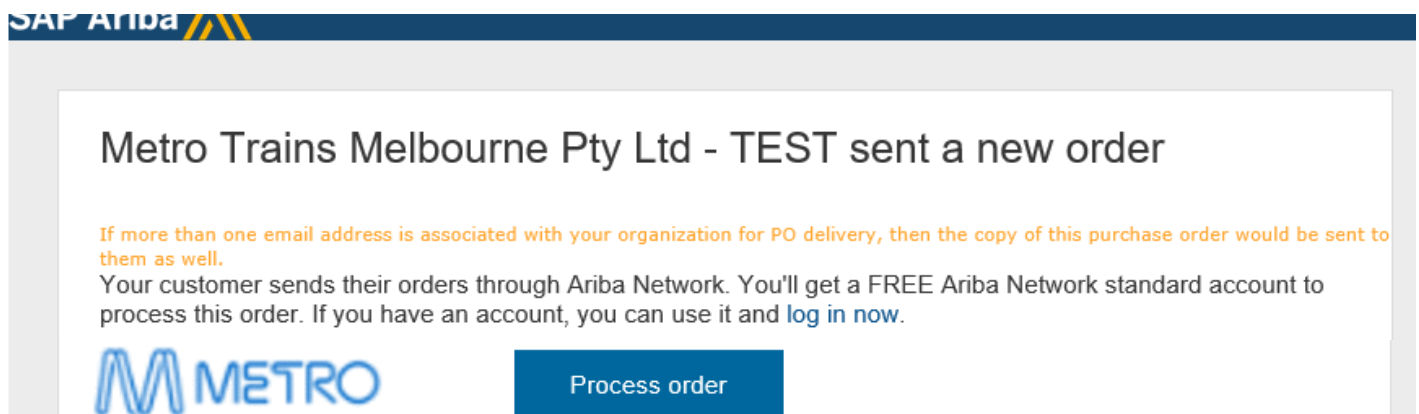
# Submitting your invoice - Goods and Services

## Guide on how to submit your invoices for Goods and Service Purchase Orders via Ariba

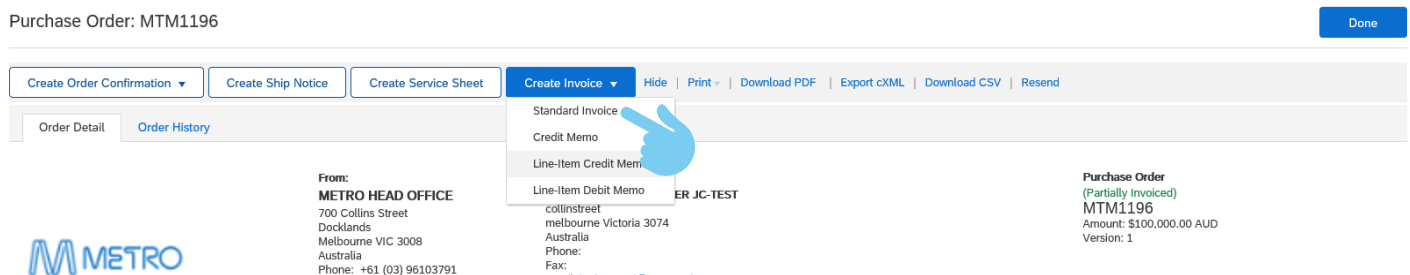
### STANDARD BEGINNING PROCESS FOR ALL GOODS AND SERVICE PO INVOICES

1. You will receive emails when a purchase order is placed from Metro Trains. Open the purchase order email up and click the button 'PROCESS ORDER' - The title of the email will always be : Metro Trains Melbourne Pty Ltd - sent a Purchase Order MTMXXX
2. Once you have clicked 'PROCESS ORDER' the Purchase Order will appear on another page. (It may require you to login to your account that you made to view the PO first)
3. Click 'CREATE INVOICE'
4. Click 'STANDARD INVOICE'
5. The create invoice page will now appear

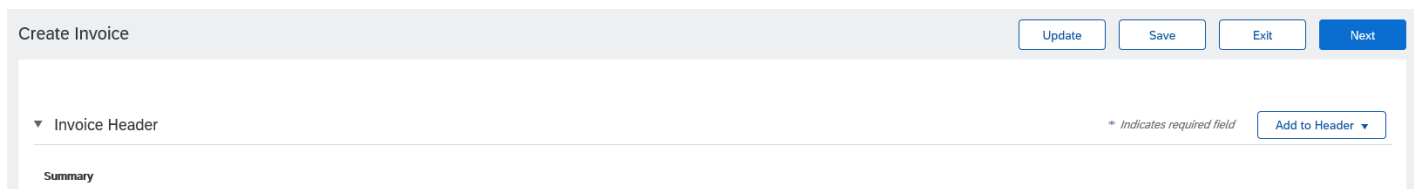
Example of the purchase order email from Ariba , to access the purchase order , click Process Order



Example of the page that will appear once you select Process Order , Click Create Invoice then Standard Invoice



Example of the page that will appear once you select Standard Invoice , Refer to below pages to start invoicing process



## SUBMITTING GOODS PURCHASE ORDER INVOICES

1. Once you have done the above instructions, fill in the following areas :

**a. SUMMARY**

- i. The Invoice no#
- ii. The Invoice Date
- iii. Supplier Tax ID = Australian Business Number





**b. TAX**

- i. Select Header Level Tax - By selecting this will apply to the whole invoice (Selecting Line Level tax will mean you have to insert individual Tax into the line items of the order)
- ii. Category : 10% GST / STANDARD GST

**c. SHIPPING**

- i. Header Level Shipping (Applies to the whole order that you are sending it out from the one place)
- ii. Line Level Shipping (Individual Line items are being sent out from different addresses)

**d. ADD TO HEADER BUTTON - TO ATTACH YOUR COPY OF YOUR INVOICE, OR ANY OTHER SUPPORTING DOCUMENTATION**

- i. Click on the button 
- ii. Select Attachments 
- iii. Browse 
- iv. Select your file
- v. Click Add Attachment 

2. The line items below of a goods purchase order order will have the lines populated already, which will only allow you change the Quantity of the items.

3. Once you have filled in the required areas and attached your documentation, click NEXT.

4. A summary page of the overall invoice will appear for a final check, once checked click SUBMIT.

5. After you have clicked SUBMIT, the process is finished and the invoice that you have submitted has gone to Metro Trains for payment.


Example of the Invoice Header area, Tax and Shipping subjects that are on the Invoice page

▼ Invoice Header

Summary

Purchase Order: **MTM1195**

Invoice #:

Invoice Date: \* 18 May 2020 

Service Description:

Supplier Tax ID: \*

Remit To: MTM NEW TEST SUPPLIER JC-TEST

melbourne Victoria  
Australia

Bill To: METRO HEAD OFFICE

Melbourne VIC  
Australia

Subtotal: **\$1,740.00 AUD**

Total Tax: **\$174.00 AUD**

Total Amount without Tax: **\$1,740.00 AUD**


Tax: **\$174.00 AUD**

Amount Due: **\$1,914.00 AUD**

Tax ⓘ


☒ Header level tax ⓘ

☐ Line level tax ⓘ

Category: \* 10% GST / Standard GST 

Location:

Description: Standard GST

Regime: 

Shipping


☒ Header level shipping ⓘ

☐ Line level shipping ⓘ

Ship From: MTM NEW TEST SUPPLIER JC-TEST

melbourne Victoria  
Australia


Example of the pre populated lines from the Purchase Order, the quantity is the only thing that can be changed when invoicing

Add to Header 

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options


☐ Tax Category: 10% GST / Standard GST 


☐ Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1		MATERIAL	Not Available	test requisition for mtm full supplier		20	EA ⓘ	\$87.00 AUD	\$1,740.00 AUD

Line Item Actions 

Delete

## SUBMITTING SERVICE PURCHASE ORDER INVOICES

1. Once you have done the above instructions, fill in the following areas :

**a. SUMMARY**

- The Invoice no#
- The Invoice Date
- Supplier Tax ID = Australian Business Number

**b. TAX**

- Select Header Level Tax - By selecting this will apply to the whole invoice (Selecting Line Level tax will mean you have to insert individual Tax into the line items of the order)
- Category : 10% GST / STANDARD GST

**c. ADD TO HEADER BUTTON - TO ATTACH YOUR COPY OF YOUR INVOICE, OR ANY OTHER SUPPORTING DOCUMENTATION**

- Click on the button [Add to Header](#)
- Select Attachments [Attachment](#)
- Browse [Browse...](#)
- Select your file
- Click Add Attachment [Add Attachment](#)

**d. LINE ITEMS**

- For service purchase order invoices, line items need to be added into the invoice.
  - Click the button ADD/UPDATE [Add/Update](#)
  - Select GENERAL SERVICE [Add General Service](#) OR MATERIAL [Add Material](#)
  - Input the information for the service line item : Part no#, Description of the work, Quantity, Unit of measure and Unit price.
  - Input the service start and end date
  - Repeat this process if you wish to add multiple line items
- e. Once you have filled in the required areas, added your lines and attached your documentation, click NEXT.
2. A summary page of the overall invoice will appear for a final check, once checked click SUBMIT.
3. After you have clicked SUBMIT, the process is finished and the invoice that you have submitted has gone to Metro Trains for approval and payment.

### Summary

Purchase Order: **MTM1195**

Invoice #:

Invoice Date: **18 May 2020** [Calendar](#)

Service Description:

Supplier Tax ID:

Remit To: **MTM NEW TEST SUPPLIER JC-TEST**

melbourne Victoria  
Australia

Subtotal: **\$0.00 AUD**  
Total Tax: **\$0.00 AUD**  
Total Gross Amount: **\$0.00 AUD**  
Total Amount without Tax: **\$0.00 AUD**  
Total Net Amount: **\$0.00 AUD**  
Amount Due: **\$0.00 AUD**

NOTE: The service invoice subtotal area will be \$0.00. This is because line items will need to be created in your invoice page, once they are created the subtotal will be updated to the invoice amount.

Example of the Line items section where lines are required to be created. Click Add/Update then General Service or Material. Then fill out the required information for the line item to be created.

### Line Items

#### Insert Line Item Options

☐ Tax Category: **0% GST / GST Exempt** [v](#) ☐ Discount

[Add to](#)

	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price
	1			Not Available		catering for e-gate					

[Add/Update](#) [v](#)



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

[Delete](#)

[Add General Service](#)

#### Line Items

#### Insert Line Item Options

☐ Tax Category: **0% GST / GST Exempt** [v](#) ☐ Discount

[Add to Included Li](#)

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	1			Not Available	gardening					
	1	<input checked="" type="checkbox"/>	SERVICE	Pruning	Hedge Shaping		0.5	Hrs	\$76.98 AUD	\$500.37 AUD



# Where can I find help?

Guides on uploading your invoices for Goods Orders or Service Orders (Sheets), instructions and online demonstrations provided by Metro Trains, visit the Supplier Information Portal :

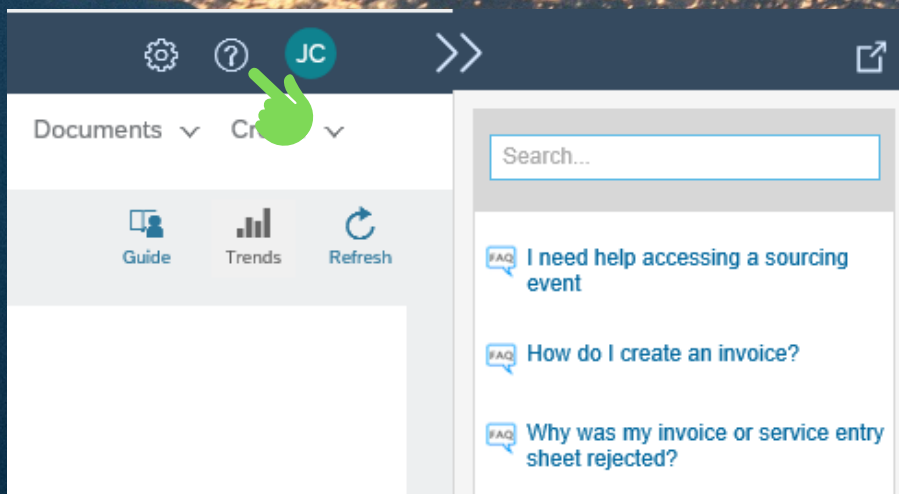
<https://support.ariba.com/item/view/181010>

## HAVE ANY MORE QUESTIONS?

For more information and answers about Invoicing and receiving Purchase Order on Ariba, visit the Ariba Help Center which can be located on the side of your Ariba Account.

For any additional questions or further assistance, please contact [MetroAribaSuppliers@metrotrains.com.au](mailto:MetroAribaSuppliers@metrotrains.com.au) or Ariba Customer Support.

For Training and guidance email : [an.sellertraining.aus@sap.com](mailto:an.sellertraining.aus@sap.com)



**I need help with invoicing**

edited Nov 18 2018

31155 33 1

Below you can find the most common issues with creating invoices. Please click the link to view the answer.

1. [How do I submit an invoice?](#)
2. [Why isn't the Create Invoice option available on my purchase order?](#)
3. [How do I edit and resubmit an invoice?](#)
4. [If I have already invoiced my purchase order once, how do I invoice for the remaining amount?](#)
5. [What should I do if my invoice has been rejected?](#)
6. [When will my invoice will be paid?](#)

Looking for more? Type your question into the search bar at the top of the screen.

*For best results, we recommend using key words to describe your question, like "upload catalog" or "add customer".*

