

Invoicing ALDI Through Ariba Network

PO Flip Guide



PO Flip Invoice



To create a PO-Flip Invoice

1. From the home screen, click the Create dropdown menu, then select PO Invoice.
2. Locate and open the PO you want to invoice
3. Click on the Create Invoice button and then choose Standard Invoice

Orders (7)
> Edit filter | Last 31 days

Order Number	Customer
5200000326	ALDI SOUTH GROUP - TEST
5200000307	ALDI SOUTH GROUP - TEST
5200000306	ALDI SOUTH GROUP - TEST

5

Orders to invoice | Orders with service line

SAP Business Network Enterprise Account TEST MODE

Purchase Order: 5200000326

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History

Standard Invoice
Credit Memo
Line-Item Credit Memo

From:
Minchinbury DC
1 Sargents Rd
Minchinbury 2770
Australia

To:
Aldi Australia Test Account - TEST
1 Sargents Rd
Minchinbury New South Wales 2770
Australia
Phone:

PO Flip Invoice - Header



Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. Enter an Invoice # which is your unique number for invoice identification.
2. The Invoice Date* will auto-populate.
3. Select Remit-To address from the drop down box if you have entered more than one.
4. You can also add some additional information to the Header of the invoice such as: • Comment • Attachment**
5. Add your ABN/ Tax ID and ALDI ABN/TaxID
6. Then Scroll down to the Line items section to select the line items being invoiced.

▼ Invoice Header

Summary

Purchase Order: 5200000326

Invoice #: * Test_Invoice_010 **1**

Invoice Date: * 8 Sep 2022 **2**

Service Description:

Remit To: Aldi Australia Test Account - TEST **3**
Minchinbury New South Wales
Australia

Bill To: Minchinbury DC
Minchinbury
Australia

Subtotal: **\$169.85 AUD**
Total Tax: \$0.00 AUD
Total Gross Amount: \$169.85 AUD
Total Net Amount: \$169.85 AUD
Amount Due: **\$169.85 AUD**

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: * 90196565019 **5**

For Austria, use: <email> For Germany, use: <email>

vendorIDNo:

icates required field

Add to Header ▼

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling **4**

Special Handling Tax

Additional Reference Documents and Dates

Comment

Attachment

Customer VAT

Customer VAT/Tax ID: * 90196565019

PO Flip Invoice – Line Items



Line Items section shows the line items from the Purchase Order.

1. Review or update Quantity for each line item you are invoicing .
2. To exclude a line from the invoice, click the line item's green slider, OR delete the line by selecting the line item and clicking Delete. You can generate another invoice to bill for that item later.
3. Select the line item to which tax to be added. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the Configure Tax Menu option.
5. Check Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% GST / GST Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	CR1514-1639644968-AribalInternal	CLID item testing 3		2	EA	\$45.00 AUD	\$90.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	111001.900	LED Slim Batten Surface Mount - supplied complete with non-dimmable electronic LED driver. System Power 30W. 4000Lm. 4000K, CRI 80+		1	EA	\$79.85 AUD	\$79.85 AUD

Line Item Actions

Insert Line Item Options

Tax Category: 10% GST / GST Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	CR1514-1639644968-AribalInternal	CLID		2	EA	\$45.00 AUD	\$90.00 AUD
2	<input checked="" type="checkbox"/>	MATERIAL	111001.900	LED		1	EA	\$79.85 AUD	\$79.85 AUD

Line Item Actions

Taxes

10% GST / GST

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax

PO Flip Invoice – Additional Tax Options



To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. To apply different tax rates to each line item select the Line Item.
2. Click Line Item Actions > Add > Tax. Upon refresh, the Tax fields will display for each selected line item.
3. Within each line item, select Category, then either populate the Rate(%) or Tax Amount. Click Update

The screenshot shows a software interface for configuring taxes on a line item. At the top, there is a 'Tax Category' dropdown set to '10% GST / GST'. Below this is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first row shows line item 1 with a quantity of 2 and a unit price of \$45.00 AUD, resulting in a subtotal of \$90.00 AUD. Below the table, there is a 'Tax' section with a 'Category' dropdown set to '10% GST / GST'. A 'Configure Tax' dialog box is open, showing a table with columns: Tax Category, Rate, and Tax Description. The table has two rows: one for 'GST' with a rate of 10% and another for 'GST' with a rate of 0%. A 'Configure Tax Menu' button is highlighted with an orange box. To the right of the table, there are fields for 'Taxable Amount: \$90.00 AUD', 'Rate(%)' (set to 10), 'Tax Amount: \$9.00 AUD', and 'Exempt Detail: (no value)'. A 'Remove' button is located to the right of the 'Tax Amount' field, and an orange arrow points from it to a callout box that says 'To remove line tax item, click Remove.'

PO Flip Invoice – Detail Line Items



Additional information can be viewed at the Line Item level by editing a Line Item.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Sub
2	<input checked="" type="checkbox"/>	MATERIAL	111001.900	LED Slim Batten Surface Mount - supplied complete with non-dimmable electronic LED driver, System Power 30W, 4000Lm, 4000K, CRI 80+		1	EA	\$79.85 AUD	\$79.85

Tax

Category: 10% GST / GST
Location:
Description: GST
Regime:

Taxable Amount: \$79.85 AUD
Rate(%): 10
Tax Amount: \$7.99 AUD
Exempt Detail: (no value)

Line Item Actions

Invoice Item * Indicates required field

Quantity:
Unit: EA
Unit Price: \$79.85 AUD
Subtotal: \$79.85 AUD

Part #: 111001.900

Description LED Slim Batten Surface Mount - supplied complete with non-dimmable electronic LED driver, System Power 30W, 4000Lm, 4000K, CRI 80+

Inspection Date:

Tax [Remove](#)

Category: 10% GST / GST
Location:
Description: GST
Regime:

Taxable Amount: \$79.85 AUD
Rate(%): 10
Tax Amount: \$7.99 AUD
Exempt Detail: (no value)

Accounting Reference

Reference ID: Description:

PO Flip Invoice – Additional Line Item information



Additional information can be added or edited at the Line Item Level.

1. To view/edit elements of a particular line item, select the relevant line, then click Line Item Actions> Edit. When complete, click Done to return to Invoice.
2. To add comments at the individual line item level, select the relevant line, then click Line Item Actions > Comments
3. To add attachments at the individual line item level, select the relevant line, then click Line Item Actions > Attachment

The screenshot displays two overlapping panels for a line item (ID: 20, MATERIAL, Test-1179, test item). The top panel shows the 'Comments' section with a text input area. The bottom panel shows the 'Attachments' section with a file selection area and an 'Add Attachment' button. A dropdown menu is open on the left, listing actions like Edit, Add, Tax, Shipping Documents, Special Handling, Discount, Comments, and Attachment.

PO Flip Invoice – Review & Submit



1. Once you are done editing, click on Next.

If there are any errors, there will be a notification in red where information must be corrected. You must resolve the errors before you can proceed.



2. On the Review page, review your invoice for accuracy. Scroll down the page to view all line item details and invoice totals.

If changes are needed, click Previous to return to previous screens. If no changes are needed, click Submit to send the invoice to your Buyer.



Alternatively, you can save your invoice at any time during invoice creation to work on it later. You may resume working on a saved invoice by selecting it from Invoices > Drafts.