

Invoicing via Ariba (for Ventia Kings College)

Create and send invoice in Xero as normal.

From office@greencycle.co.nz open Purchase order email sent from Ariba.

Select Process Order

Ventia sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through SAP Business Network.



Process order

This purchase order was delivered by SAP Business Network. For more information about Ariba and SAP Business Network, visit <https://www.ariba.com>.

From:
Ventia New Zealand Ltd
600-604 Level 2, Building C Gr
Ellerslie, Auckland AKL
1051
New Zealand
Phone: +64 (09) 5239900
Fax: +64 (09) 5239999
Buyer ABN: 122867544

To:
GreenCycle Limited
141 Hugo Johnston Drive
Penrose
Auckland Auckland
1061
New Zealand
Phone:
Fax:
Email: office@greencycle.co.nz

Log in to Ariba

(If you are not directed to Ariba use <https://service.ariba.com/> > Supplier)

Username: office@greencycle.co.nz

Password: 2026@GreenCycle

Purchase order should open on screen

Select Create Invoice > Standard Invoice

Purchase Order: 4701104662

Create Order Confirmation

Create Ship Notice

Create Invoice

Order Detail

Order History

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo



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To:
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141 Hugo Johnston Drive
Penrose
Auckland Auckland
1061
New Zealand
Phone:
Fax:
Email: office@greencycle.co.nz

Purchase Order
(New)
4701104662
Amount: \$609.00 NZD
Version: 1

Track Order

Payment Terms

In Create Invoice

Enter

- Greencycle Invoice number GC-????
- Adjust Date (note you cannot select a date more than 10 days prior to current date)
- Service Description (e.g. Greenwaste Collection, Mulch Supply)

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4701104662

Invoice #: GC-6384

Invoice Date: 31 Mar 2025

Service Description: Greenwaste Collection-Kings

Supplier Tax ID: 122516466

Remit To: GreenCycle Limited

Auckland
Auckland
New Zealand

Bill To: Ventia New Zealand Ltd

Ellerslie, Auckland
AKL
New Zealand

Subtotal: \$609.00 NZD
Total Tax: \$91.35 NZD
Total Gross Amount: \$700.35 NZD
Total Net Amount: \$700.35 NZD
Amount Due: \$700.35 NZD

If you are not invoicing all items on the PO you can choose not to select them. Scroll to the end of the page and check the items that are being invoiced.

Select Next

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 15% GST / 15% GST New Zealand ☐ 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 checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	3 Waste collections at Kings College in March 25 @ \$203 per collection. Total \$609		609	Each	\$1.00 NZD	\$609.00 NZD

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

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

Check invoice is correct and Submit.

If you land in the incorrect PO select done to return to dashboard

SAP Business Network Standard Account [Get enterprise account](#)

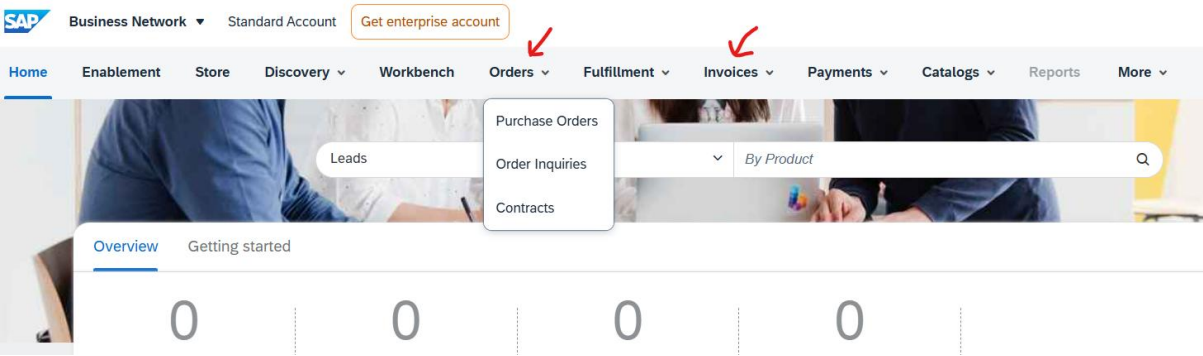
Purchase Order: 4701062296

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

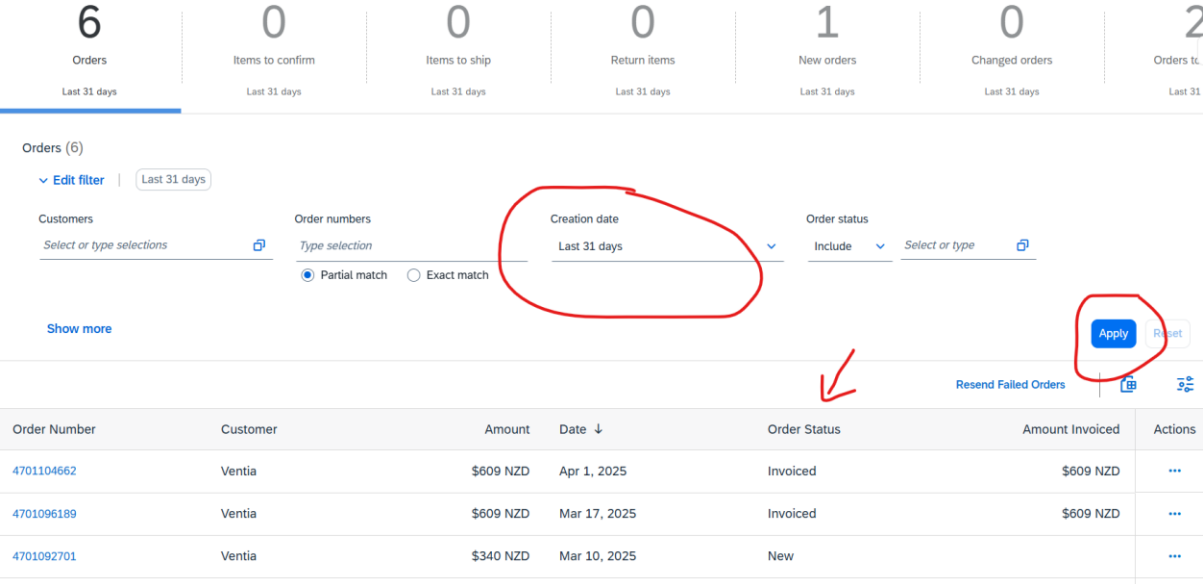
[Order Detail](#) [Order History](#)

[Done](#)

From Dashboard select Orders > Purchase Orders to view all PO.



If you cannot see the PO you are looking for in the list, change the filters above (e.g. creation date) and apply filters. Order status shows PO invoiced, to be invoiced (New) and if partially invoiced.



To view invoices and invoice status select invoice from dashboard. If invoice not showing, apply filters as described above.