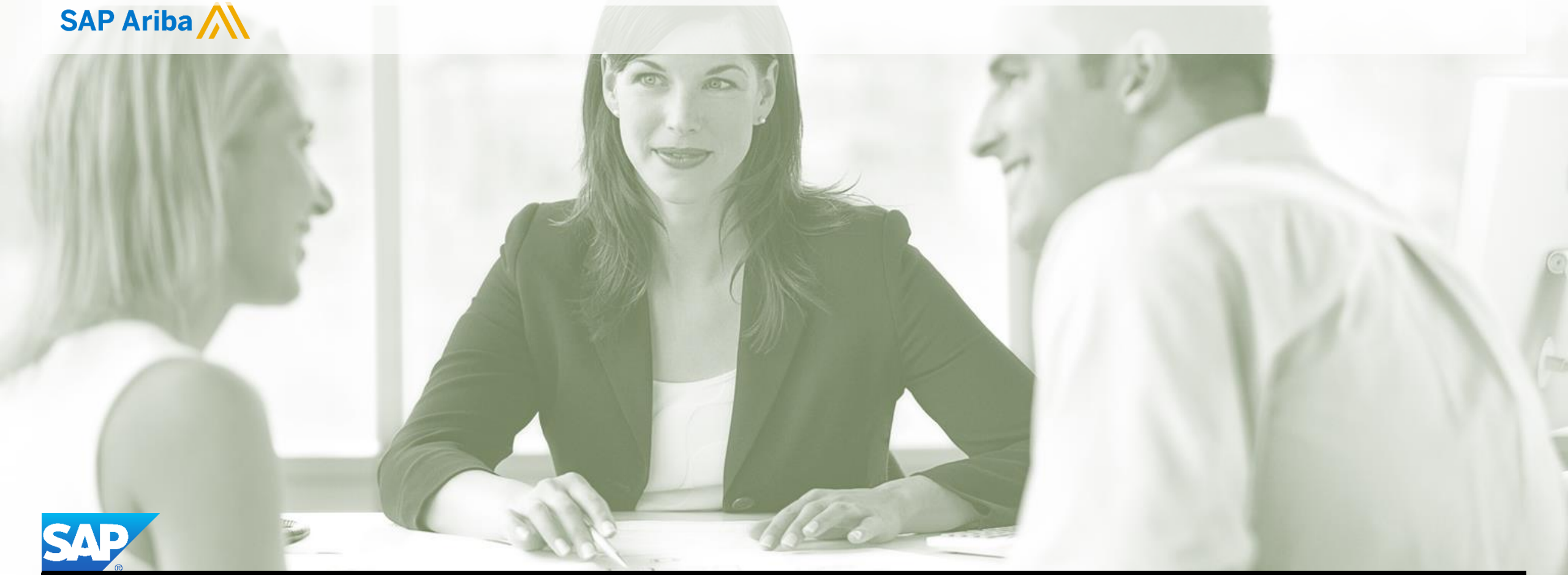
Ariba Network Contracts Guide



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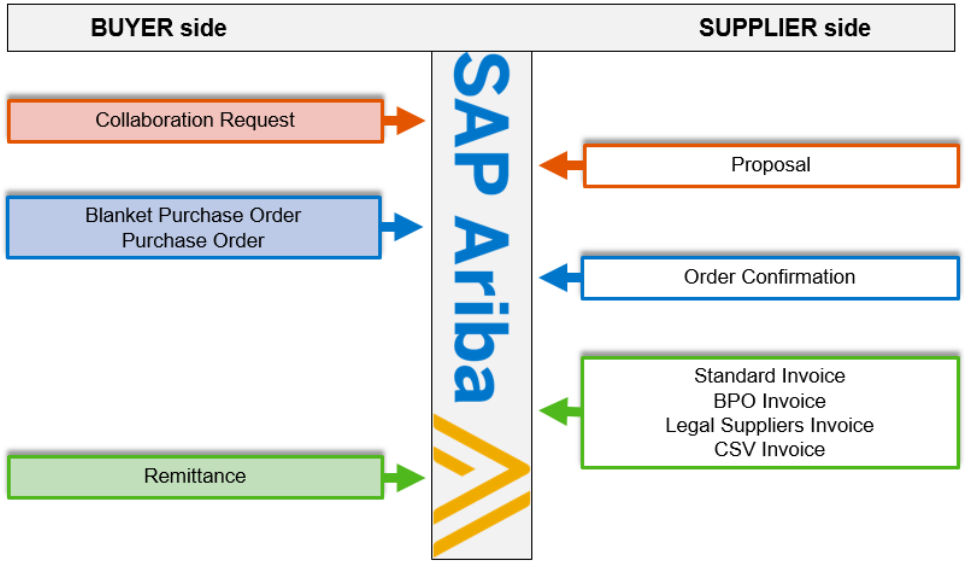
v1.0

Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with ANZ via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between ANZ and supplier.

ANZ Workflow:

Colour	Meaning
Red	Collaboration
Blue	Order Management
Orange	Logistics
Green	Payment



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Select by clicking on the links:

- Contracts
  - Locating and Reviewing a Contract
  - View Contract Details
- Contract Invoice

Contracts

- A Contract Order manages the expenditure and payments of contracted services between ANZ and the supplier
- Contracted services are typically where the supplier is performing recurring tasks as defined in a contract (i.e. Master Services Agreement), where agreed pricing (i.e. Schedule of Rates) & payment terms exist and invoices are submitted at regular intervals (i.e. monthly)
- When a Contract Order is published the supplier is advised by ANZ what the Contract Order number is which will look like C12345

Locating and Reviewing a Contract

1. Click the **Inbox** tab on the Dashboard.
2. Click on **More…**

➢ Drop down box displays available categories

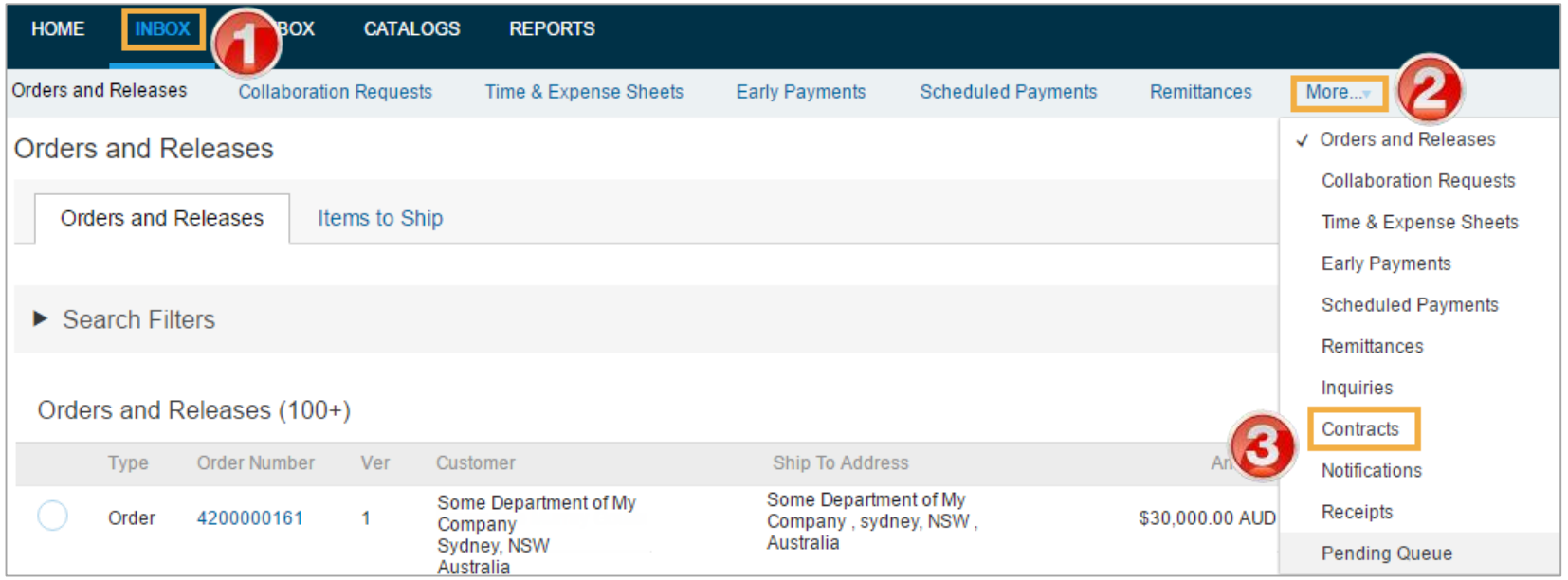
3. Select **Contracts.**

➢ Screen displays: View and Create Invoice for Contracts

4. Select **View contracts.**

➢ Screen displays: View Contracts: Select Customer

ℹ You can also create invoices for a Contract Order and also view previous invoices submitted



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Locating and Reviewing a Contract

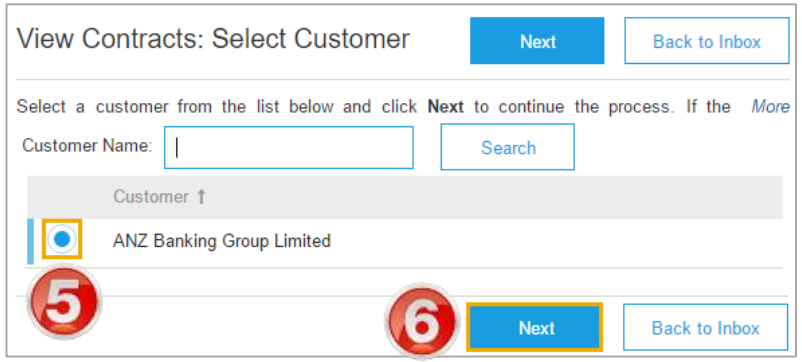
5. Select **ANZ.**
6. Click **Next.**

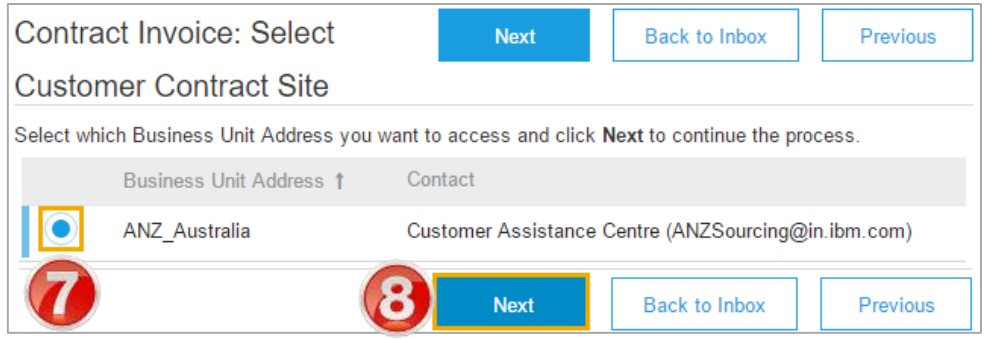
➢ Screen displays: Contract Invoice: Select Customer Contract Site

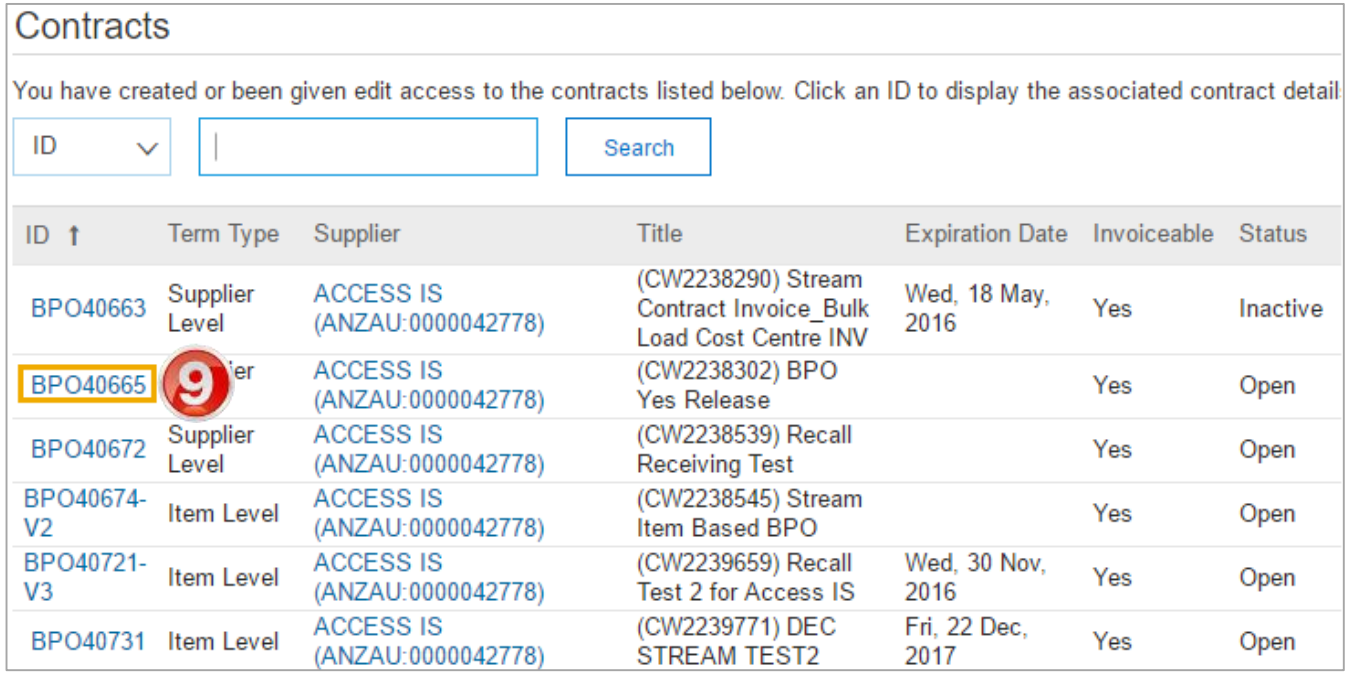
7. Select **Customer Contract Site.**
8. Click **Next.**

➢ Screen displays: Contracts

9. Select Contract by clicking on the **Contract ID.**







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View Contract Details

View the details of the Contract:

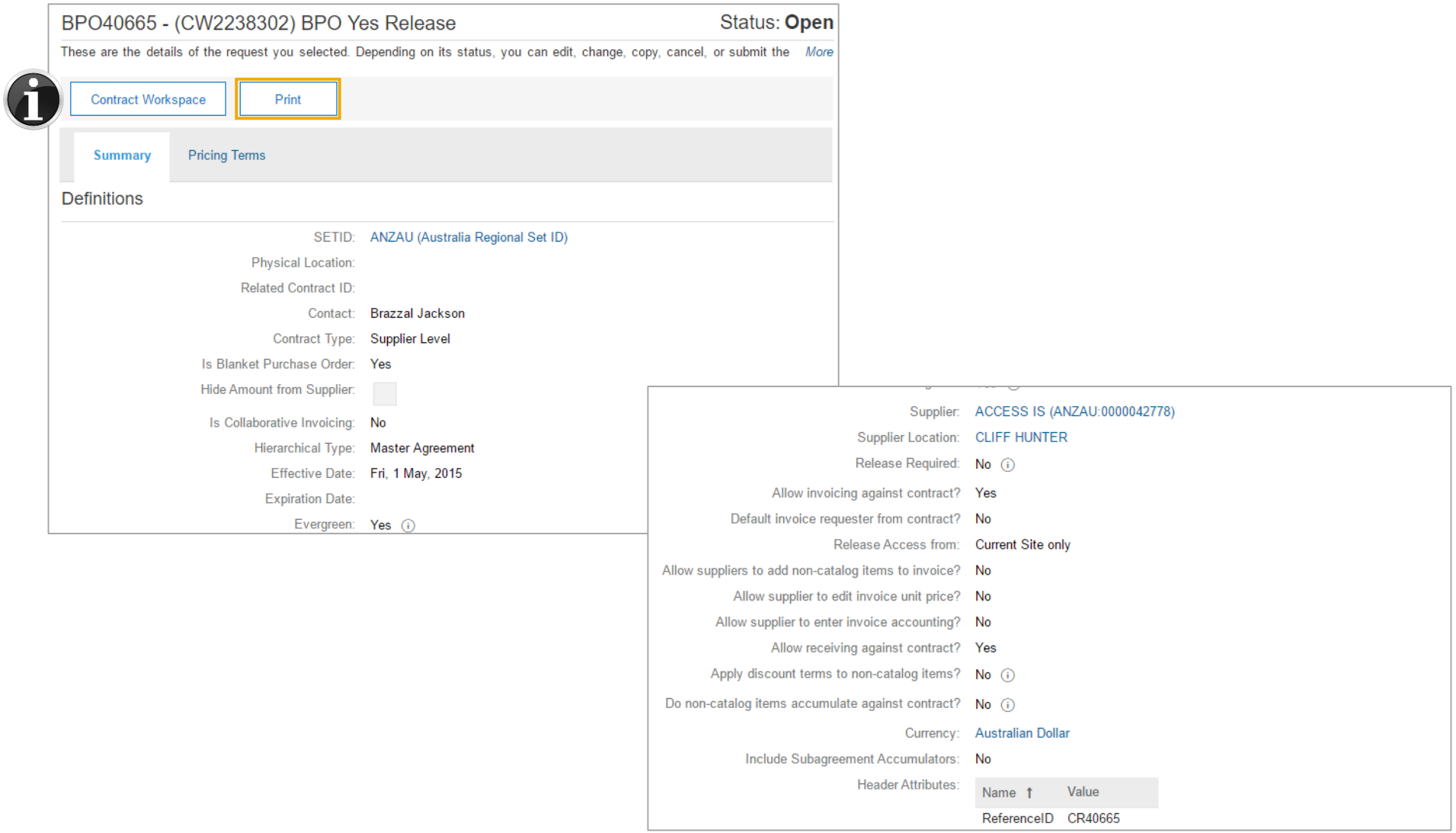
Print
- Click **Print** to print the Contract Summary and Pricing Terms

Summary
- Contains all general information regarding the contract

The Contract Number
- Is be listed in the **Related Contract ID** field

Pricing Terms
- Lists all items on the contract and the pricing details

Selecting Contract Workspace will require access to clients Ariba realm - will not be available.



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Contract Invoice

- Contract Invoices are created in the Ariba Network against Contract Orders
- Contracted services are typically where the supplier is performing recurring tasks as defined in a master agreement, where agreed pricing terms and rates exist and invoices are submitted at regular intervals (i.e. monthly).
- When a Contract Order is published the supplier will be advised by ANZ what the Contract Order number is which will look like C12345.
- Please also note the following when creating invoices:
    - The Tax rate and category must be selected for each invoice
    - Taxes can be added at the header level or at line level
    - Partial invoicing is allowed

Contract Invoice

1. Click on the **Create** link on the Home screen.
2. Select **Contract Invoice.**

➢ Screen displays: Create Contract Invoice: Select Customer

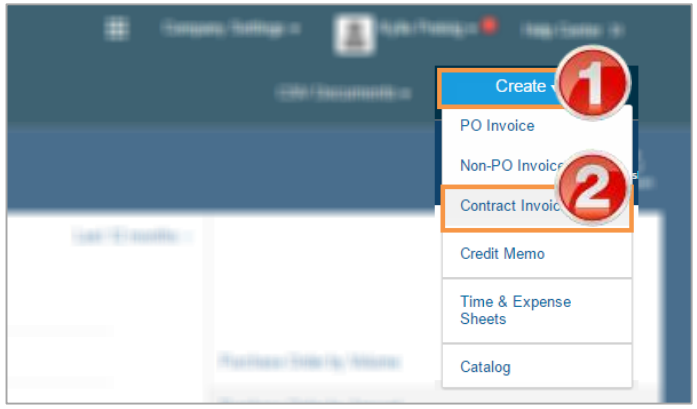
3. Select **Customer** – ANZ.
4. Click **Next.**

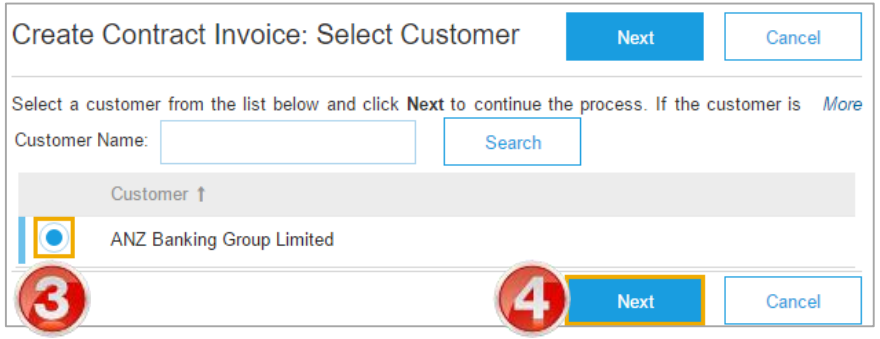
➢ Screen displays: Create Contract Invoice: Select Customer Contract Site

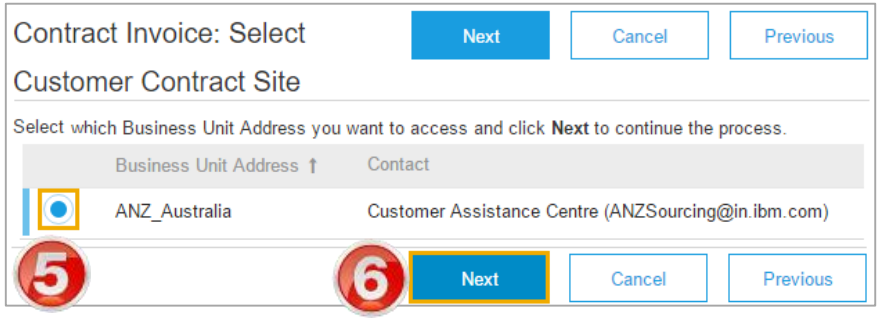
5. Select **Customer** – ANZ.
6. Click **Next.**

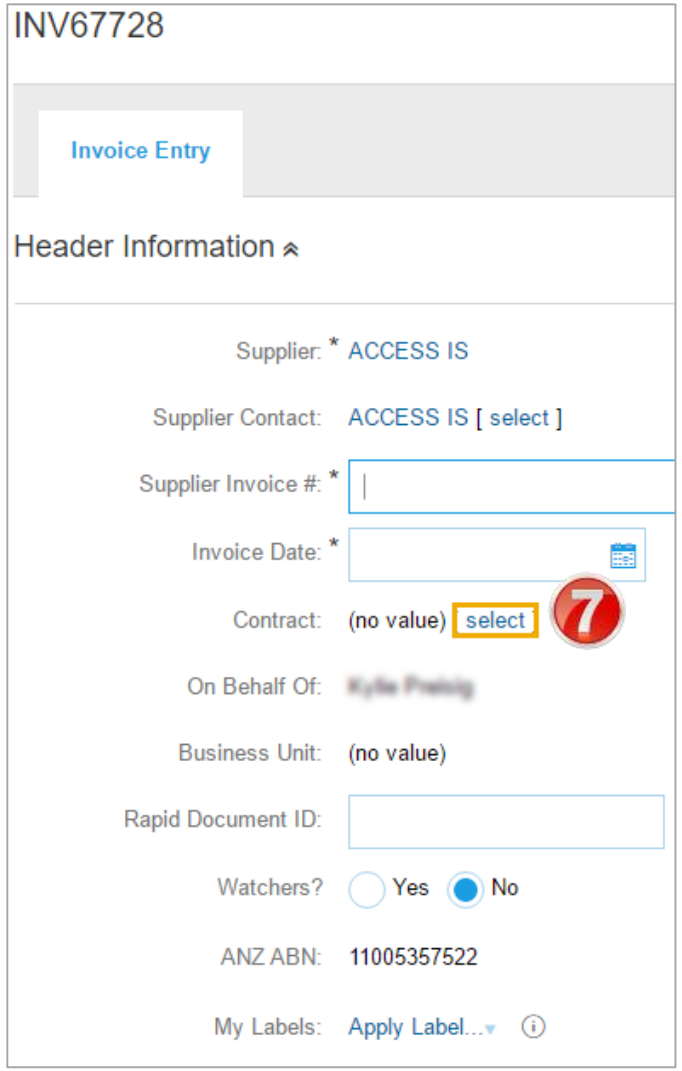
➢ Screen displays: Create Contract Invoice: Select Contract

7. Select the Contract by clicking **select.**









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Contract Invoice cont...

- Screen displays: Choose Value for Contract

8. Click **Select** on the required contract.

- Screen returns – Create Contract Invoice: Select Contract

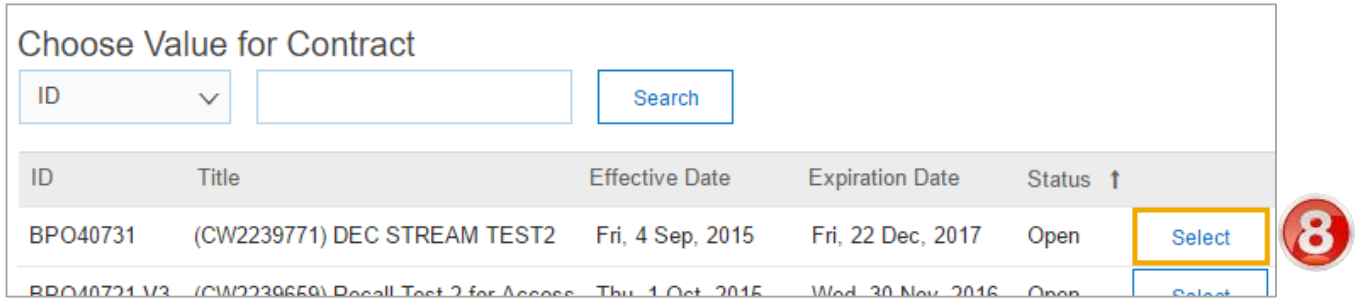
9. Enter the **Invoice Number.**

10. Enter **Sold To Email.**

11. Click **Next.**

- Screen displays: Create Invoice

12. Finalise Contract Invoice as per the Standard Invoice (see Invoice Guide for further information).



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Support

Support Type	Contact
If you have any Questions or to fill in the Support Request Webform (e.g. Help logging on to your account)	1. Go to http://supplier.ariba.com 2. Click on the **Help – Help Centre – Support** 3. Enter your question/query and click **Start**
Ariba Technical Helpdesk	E: Click Support from within the Help Centre panel T: 1800 766 694
Supplier Information Portal (Location of Training Guide/s and Video/s)	1. On the **Home** screen 2. Click on **Company Settings** 3. Click on **Customer Relationships** 4. Click on **Supplier Information Portal**
Ariba Network Training Request	E: an.sellertraining.aus@sap.com