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Introduction

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

Guide Key





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 - Finalising a Partial Service Invoice
 - Support

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Inbox – Orders and Releases

The **Orders and Releases** category displays a summary of all the purchase orders sent from buyers.

Note (N): The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading.

Ariba	Suppl	y Chain Colla	aboratio	n					Compan	y Settings ▼
HOME	INBOX	OUTBOX CATAL	ogs ena	BLEMENT TASKS REF	PORTS MESSAGES			CSV Docum	ients 🔻	Create 🗸
Orders and	d Releases	Extended Collaboration	Time & Ex	pense Sheets Early Pay	ments Scheduled Paym	ients Rec	eipts More			
Orders	and Rele	eases								
Orde	ers and Releas	es Items to Confirm	Items to Sh	ip Return Items						
► Set	arch Filters	The Ver . Is the order. 1 = changed	he version the origina order and	number of al order, 2 = so on	The Amount is total value of total value of t	s the the ler	The A is th inv	mount Invoid to total amour voiced to date	ced nt	
Order	rs and Rele	eases (18)	\sim					\vee		
N)-	Туре	Order Number	Ver	Customer	Amount	Date	Order Status ↑ An	nount Invoiced	Revision	Actions
	Order	4500901117 @	1	Anglo American - TEST	\$4,000.00 AUD	17 May 2019	Confirmed	\$0.00 AUD	Original	Actions -
	Order	4500901121 🖉	1	Anglo American - TEST	\$4,000.00 AUD	17 May 2019	Confirmed	\$0.00 AUD	Original	Actions -
	Order	4500900730 🖉	1	Anglo American - TEST	\$10,000.00 AUD	2 May 2019	Invoiced \$	10,000.00 AUD	Original	Actions -
	Order	4500900800 🖉	1	Anglo American - TEST	\$3,000.00 AUD	7 May 2019	Invoiced	\$3,000.00 AUD	Original	Actions -
	Order	4500900916 🖉	1	Anglo American - TEST	\$3,000.00 AUD	13 May 2019	Invoiced	\$3,000.00 AUD	Original	Actions -
	Order	4500900801 🖉	2	Anglo American - TEST	\$3,000.00 AUD	7 May 2019	Invoiced	\$3,000.00 AUD	Changed	Actions -
	Order	450/ 0801 @	1	Anglo American - TEST	\$3,000.00 AUD	7 May 2019	Obs d	\$3,000.00 AUD	Original	A s -
	Order		1	Anglo American - TEST	\$10,000.00 AUD	7 May 2 <u>019</u>	Obsi ed	\$500.00 AUD	Original	A ST
	Orde	The Order	1	Anglo American - TEST	\$10,000.00 AUD	23 Apr 2	The Order Status is	\$200.00 AUD	Original	The Actions
	Orde hur	umber is the	1	Anglo American - TEST	\$15,000.00 AUD	23 Apr 2 t	he current status of	1,500.00 AUD	Original	dropdown allows
	O abro	order Number	1	Anglo American - TFST	\$2.000.00 AUD	2 May 2	he order, e.g. New,	\$500.00 AUD	Original	creation without
		Ø					Johnninea, invoicea			opening the order

Using Search Preferences

	Use Search Preferences to
/	make identifying information
	required for you specific user
	requirements

- Only one order number or prefix can be entered and set at a time
- Log onto your Ariba Network
- 1. Click on your User Name
- 2. Select My Account
- 3. Scroll Down to **Preferences**
- 4. Select Allow me to Save Filter Preferences in the Inbox/Outbox
- 5. Click on **Save**

Note: A green ribbon indicates that any changes have been saved

- 6. Click on Close
- Screen returns to the screen you were previously on

Ariba Network	IPar
	Logout
	My Account
	My Community Profile
	Switch To
Account	
Settings	
* Indicates a required field	
Preferences	andra gardenna a
Preferred Language: English v	
Preferred Timezone:* AET V	
Default Currency: * Australian Dollar Select Currency	
Contact Information	



General Information-Order Fulfillment Status Levels

- > The Inbox (Orders and Releases) displays all Purchase Orders sent from Anglo American. Status levels indicate where in the process a Purchase Order is in.
- > Only Anglo American can adjust a Purchase Order, contact the requestor where there are required changes
- > Partial status remains until all items on the Purchase Order have been confirmed
- > Partial Order Confirmations are not accepted
- > The status of a Purchase Order changes as suppliers work through the entire fulfillment process based on the information contained within the Original Purchase Order
- > Ensure you use the same Unit of Measure that appears on the Purchase Order

Routing Status

The routing status identifies the journey of documents (order confirmation & invoices) through the Ariba Network between Anglo American and the Supplier.

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer or from the catalog tester
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order
Acknowledged	Ariba received a positive functional acknowledgment from you
Failed	Ariba could not route the purchase order and it lists the reason for the failure. The supplier needs to resend the purchase order after correcting the issue. Contact Help Centre for further assistance

Order Status Descriptions

Status Level	Definition
New	Initial state. This is a new purchase order
Changed	Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order
Confirmed	All sub-quantities are confirmed
Failed	Ariba experienced a problem routing the order to the supplier. Suppliers can resend failed orders
Shipped	Final state. All sub quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again
Invoiced	All ordered quantities have been invoiced
Partially Confirmed	Some of the ordered quantities have been confirmed
Partially Shipped	Some of the ordered quantities have been shipped
Partially Invoiced	Some of the ordered quantities have been invoiced
Partially Rejected	Some or the ordered quantities have been rejected
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order

Service Orders - General Information

The Orders and Releases page displays a summary of all purchase orders

Service Orders do not have a specific prefix that identifies it, as a Service or Material Purchase Order.

A Service Order can only be identified after opening a purchase order and the Create Service Sheet button is displayed but is greyed out.

An Order Confirmation is mandatory for all Service Purchase Orders.

Purchase Ord	er: 4500901	121		
Create Order C	Confirmation 🔻	S Create Service Sheet	Create Invoice 🔻	Hide
Order Detail	Order History			

Ariba	Supply	Chain Collab	oratio	n							Company Sett	ings v
HOME	INBOX	OUTBOX CATALOGS	S ENAB	BLEMENT TASKS	REPORTS	MESSAGES	;		CS	V Documer	its 🗸	Create 🗸
Orders and	Releases	Extended Collaboration	Time & Exp	ense Sheets	Early Payments	Scheduled Paym	ients Receipts	More				
Orders	and Relea	ases										
Order	s and Release	s Items to Confirm	Items to Shi	ip Return Ite	ems							
► Sea	rch Filters											
Orders	and Relea	ases (18)										==
	Туре	Order Number	Ver	Customer		Amount	Date	Order Status 1	Amount Invoid	ced	Revision	Actions
	Order	4500901117 @	1	Anglo America	n - TEST	\$4,000.00 AUD	17 May 2019	Confirmed	\$0.00	AUD	Original	Actions -
	Order	4500901121 @	1	Anglo America	n - TEST	\$4,000.00 AUD	17 May 2019	Confirmed	\$0.00	AUD	Original	Actions -
	Order	4500900730 🖉	1	Anglo America	n - TEST \$	10,000.00 AUD	2 May 2019	Invoiced	\$10,000.00	AUD	Original	Actions -
\bigcirc	Order	4500900801 🖉	2	Anglo America	n - TEST	\$3,000.00 AUD	7 May 2019	Invoiced	\$3,000.00	AUD	Changed	Actions -
	Order	4500900801 @	1	Anglo America	n - TEST	\$3,000.00 AUD	7 May 2019	Obsoleted	\$3,000.00	AUD	Original	Actions -
	Order	4500869405 @	1	Anglo America	n - TEST \$	10,000.00 AUD	23 Apr 2019	Partially Invoiced	\$200.00	AUD	Original	Actions -

Locating a Service Purchase Order using Search Filters

- From the Dashboard or Homepage
- 1. Click on **Inbox**
- Screen displays Orders and Releases
- 2. Click on Search Filters
- Screen displays the search filter options
- 3. Click on Select Search only service purchase orders
- 4. Choose the **Number of Results** from the drop down list
- 5. Click on **Search**
- **a**
- Screen displays the results in Orders and Releases
- 6. Click on the required Purchase Order

iba Suppl	ly Chain Col	laborati	on								
		ALOGS EN	ABLEMENT TASKS	REPORTS	MESSAGES				CSV Documen	ts 🗸	Create -
ers and Releases	Extended Collaboration	n Time &	Expense Sheets	Early Payments	Scheduled Pay	ments Receip	ots Mo	re•			
ders and Rel	eases										
Orders and Relea	ises Items to Confirm	n Items to	Ship Return Item	s							
Search Filter	rs 👂										
Custor	mer: All customers		\sim			Min	. Amount:	Minimum			
Order Num	iber:		(j)			Max	. Amount:	Maximum			
	Partial number	er 🕜 Exact nu	mber			Ord	er Status:	All	1		
Buyer Location C	ode:		í				View:	All except hidden orders	×		
Invoice Num	nber:		(i)					Search only blanket	purchase orders		
Show orders	s by: Oreation Date	e 🗌 Inquiry Da	ate					Search only schedul	ing agreement relea	ses or scheduling	agreements
Date Ra	nge: Last 31 days 🔨	·						View all active			
	21 Apr 2019 - 21	May 2019				(3	Search only service	purchase orders		
							Numbe	er of Results: 100	\sim	Search	Rese
orders and Re	leases (19)								4	B	
Туре	Order Number	Ver	Customer		Amount	Date	Or	der Status † Amour	nt Invoiced	Revision	Actions
Order	4500901117 🖉		Anglo American -	TEST \$	4,000.00 AUD	17 May 2019	Co	nfirmed	\$0.00 AUD	Original	Actions -
Order	4500901121 @	6	Anglo American -	TEST \$	4,000.00 AUD	17 May 2019	Co	nfirmed	\$0.00 AUD	Original	Actions -
Order	4500900730 🖉	1	Anglo American -	TEST \$1	0,000.00 AUD	2 May 2019	Inv	voiced \$10,0	000.00 AUD	Original	Actions -
Order	4500900800 @	1	Anglo American -	TEST \$	3,000.00 AUD	7 May 2019	Inv	voiced \$3,0	000.00 AUD	Original	Actions -
Order	4500900916 🖉	1	Anglo American -	TEST \$	3,000.00 AUD	13 May 2019	Inv	voiced \$3,0	00.00 AUD	Original	Actions -



Service Order

- The Description field is a mandatory field by Anglo American as they need this information, do not enter more than 40 characters otherwise this will be rejected
- The Part number and Customer Part number are not mandatory fields and has a character limit of 19 characters
- · Service Orders are further classified into Planned or Unplanned
- · Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- For Planned Service Items, prices are locked and cannot be changed on the Invoice screen. Contact the requestor where there are required changes.
- Quantity Balance Tracking is in place for Planned Service Items
- · Price Balance Tracking is in place for Unplanned Service Items
- Claims can be made against Unplanned Service lines if the price is sent through as 0. The system will balance track the invoices up to a limit set by Anglo American
- Supply Or Service Order Types
 - Planned Service
 - Unplanned Service

View Service Order Details – Header Level

The Purchase Order Header displays the:	Purchase Order: 450086938	9 1				Done
1) Purchase Order Number	Create Order Confirmation V	Create Service Sheet	Create Invoice 🔻	Hide Print + Download PDF	Export cXML Resend	
2) Order History	Order Detail Order History	27				
	From: Anglo Coal (Capcoal Management)		To:		Purchase Order (New)	7
3) Purchase Order Status (Status will change as the order is	Pty Limited Brisbane QLD 4001 Australia				4500869389 Amount: \$31,000.00 AUI Version: 1	D
actioned. E.g. Once an invoice is created the Order Status will say Invoiced).	Payment Terms Within 30 days from St. Ant Date					Routing Status: Sent
4) Payment Terms						
5) Contact Information including Supplier Address	Australia Email: Address ID: W97685 buyerID: W97685					
6) Other Information	Other Information Customer VAT/Tax 2. 73010037564 SupplierVatTaxID: 29616786648					
7) Attachments	Terms and Conc View more »	ditions:				
8) Transport Terms Information	Attachments # 4500869389.p			9		
9) Ship All Items To, Bill To and Deliver To details	Transport Terms Information Delivery Terms: 78 Transport Terms: 7CA transac	rt Condition ctionCategoryOrType: Service	e PO			
10) Done , to return to selection screen	Ship All Items To		Bill To	nagement)	Deliver To	and a surface of

Planned Service Order – Line Item Level

- Planned Child Lines Item Type 'SERVICE'
- A Planned Service Item is generally a continued service where Anglo American knows the details and value of the service carried out and will provide line details.
- The numbering of Planned service lines are sequential 10.10, 10.20, 10.30 etc.
- Planned Service orders consist of Parent and Child lines
- For Unplanned Service orders ensure that only one line item is applied when generating invoices for Anglo American

5 Items								Show Ite	em Details	π
Line # Part # Customer Part #		Туре	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax		
▼ 10 ← Parent Line	Ł	Service			21 Jun 2019		\$50,125.33 AUD	\$0.00 AUD	Details	
Description: Services										
10.10 Child Line		Service		1.0 (EA) i		\$125.33 AUD	\$125.33 AUD	\$12.53 AUD	Details	
Description: Service										
ubmitted on: Wednesday 29 May 2019 8:00 PM GMT+10:00							🐁 Service Sheet Require	d.		
Inchase Order was sent by Anglo American - TEST AN01048242614	T and delivered by	Ariba Network.						Sub-tota	al: \$50,125.33	AU
								Total Service	d: \$ 125.33	
										3 AU
								Total Invoice	d: \$ 125.33	3 AU 3 AU
								Total Invoice Est. Total Ta	d: \$ 125.33 x: \$ 12.53	3 AU 3 AU 4 AU

Unplanned Service Order – Line Item Level

- Unplanned Item Type 'SERVICE'
- An Unplanned Service Item is where Anglo American places a limit value on a Service Order line which allows the supplier to draw down on the order up to the value of the limit set by Anglo American
- For Unplanned Service orders ensure that only one line item is applied when generating invoices for Anglo American

Line # Part #	Customer Part #		Туре	Return	Qty (Unit)	Need By	Price	e Subtotal	Tax	
10 Pare Description: Re	ent Line	Ł	Service		1.0 (AU) i	29 May 2019	\$540,632.22 AUE	\$540,632.22 AUD	\$0.00 AUD	Details
eived by Ariba Network	on: Wednesday 29 May 2019) 11:33 AM GMT+10	:00							
Purchase Order was se	ent by Anglo American - TES	T AN01048242614-T	and delivered by	Ariba Network.					Sub-total: \$ Total Serviced: \$ Total Invoiced: \$ Est. Total Tax: \$ Est. Grand Total: \$	540,632.22 / 8,892.00 / 8,892.00 / 5 0.00 / 5540,632.22 /

View Service Order Details – Line Item Level Show Item Details



When reviewing a Purchase Order use Show Item Details to identify any comments or further information from Anglo American

 To see all Line Items details click on

Show Item Details

> To hide all line item details click on

Hide Item Details

 To see specific line item details click on

Details

> To hide specific line item details click on

Summary

 Anything is blue can be clicked on to provide further information

Line It	ems								Hide Item	n Details	Ħ
Line #	Part # Customer Pa	rt #	Туре	Return	Qty (Unit)	Need By	Price	Subtotal	Tax		
10		*	Service		1.0 (AU) 🛈	16 Apr 2019	\$31,000.00 AUD	\$31,000.00 AUD	\$0.00 AUD	Summary	
Des	cription: Demo Service PO										
	Status										
	1.0 Unconfirmed										
	Control Keys										
	Order Confirmation: allowed										
	Ship Notice: not allowed										
	Invoice: is not ERS										
	Invoice Verification Type: go	ods receipt									
	Tax										
	Tax Category T	ax Rate (%)		Taxable Amount	Tax Amount	Tax Location	Description		Exempt Deta	ail	
	GST	10.00		\$31,000.00 AUD	\$3,100.00 AUD		AP GST Taxable Supplies 10%				
	Schedule Lines										
	Schedule Line #		Deli	very Date			Ship Date	Quantity (Unit)			
	1		16 <i>A</i>	Apr 2019 12:00 PM AEST				1.0 (AU) i			
	Generic Service										
	Other Information OutlineAgreement:	00000									
	Requisitioner:	Test									
	External Line Number:	10									
	Classification Domain:	not available									
	Classification Code:	SERV, MAINTENAN	ICE								
Order subn Received b This Purcha Network.	iitted on: Tuesday 16 Apr 2019 8:00 P y Ariba Network on: Wednesday 17 Aj ise Order was sent by Anglo America	M GMT+10:00 or 2019 12:55 AM GMT+10: n - TEST AN01048242614-T	00 F and delivered b	ıy Ariba			·	Service Sheet Required	l. Sub-tota Est. Total Tax	l: \$31,000.0 c: \$0.0	00 AU
									Est. Grand Tota	I: \$31,000.0	0 AU



Changed Purchase Orders

A changed purchase order may be sent when:

- A price change has been accepted
- The order was rejected because the wrong information was sent
- The purchase had too many errors for the Supplier to effectively correct

Note: Any field with an * is a mandatory field and a value is required to be entered

Inbox – Change Orders General Information

- A change order is triggered, when a Supplier contacts the Buyer to indicate that there are some changes to a Purchase Order.
- Only the Buyer can change a purchase order. Contact the requestor where there are required changes.
- Invoicing for an amount different to that shown on the Purchase Order may result in the invoice being rejected and this may delay the process.

Ariba	Supply	Chain Colla	aboratio	n							Company S	ettings 🔻
HOME	INBOX	OUTBOX CATAL	.ogs enae	BLEMENT TASKS	REPORTS	UPLOAD/DOWNL	.oad Mi	ESSAGES		CSV Docum	ents 🗸	Create 🗸
Orders an	d Releases	Extended Collaboration	Time & Exp	pense Sheets E	arly Payments	Scheduled Paymer	nts Rem	nittances	More			
Orders	s and Rele	ases										
Ord	ers and Release	Items to Confirm	Items to Sh	ip Return Item	IS							
► Se	► Search Filters											
Orde	ers and Rele	ases (100 The V	/ersion num	iber				The (Order Status		Page	1 v »
	Туре	Order Numl incre	ases by one	for _{ner}		Amount	Date 1	Obsole	ted & Changed	mount Invoiced	Revision	Actions
0	Order	450086938 5 ~		American	- TEST	\$31,000.00 AUD	17 Apr 2013	9		\$0.00 AUD	Original	Actions -
	Order	4500869393 🖉	\bigvee	Anglo American	- TEST	\$100.00 AUD	17 Apr 2019	9	Partally Invoiced	\$50.00 AUD	Original	Actions -
ance where	Order	4500869390 🖉	2	Anglo American	- TEST	\$31,000.00 AUD	17 Apr 2019	9	Obsoleted	\$0.00 AUD	Changed	Actions -
purchase	\square	4500869390 🖉	4	Anglo American	- TEST	\$31,000.00 AUD	17 Apr 2019	9	Obsoleted	\$0.00 AUD	Changed	Actions -
ame on a	Order	4500869390 🖉	5	Anglo American	- TEST	\$31,000.00 AUD	17 Apr 2019	9	Changed	\$0.00 AUD	Changed	Actions -
hase Order	Order	4500900413 🖉	1	Anglo American	- TEST	\$5,000.00 AUD	18 Apr 2019	9	Partially Invoiced	\$500.00 AUD	Original	Actions -

Identifying the changes on a Change Order - Header Level

- The Change Purchase Order is displayed
- All changes are shown in a brownie coloured writing.
 This remains throughout all processes for the life of the Purchase Order including Confirmed and Invoiced
- Examples of changes include but not confined to:
 - > Supplier Addresses
 - > Ship All Items To
- All Order Status's will be shown in brown for all change purchase orders
- All previous versions can be access by selecting Previous version

Purchase Order: 45008693	317				Done
Create Order Confirmation 🔻	S Create Service Sheet	Create Invoice •	Hide Changes Hide Print + Download CSV Resend		
Order Detail Order History					
From: Anglo Coal (Capcoal Management Pty Limited Brisbane QLD 4001 Australia Phone: + () 61 7 38341333	t)	To:		Purchase Order (→ Changed) 4500869317 Amount: \$31,000.00 AUD Version: 2 (Previous Version)	
Payment Terms 🕡 Within 30 days from Statement				Routing Statu	s: Sent

Identifying the changes on a Change Order – Line Level

- Line Items with an Edited or Deleted indicates a change has occurred
- Changed items will have a line through the original information
- The new Amount is displayed
- Sub-total reflects the new amount

Line Items									Show It	em Details	
Line #	Change	Part #	Customer Part #	Туре	Qty (Unit)	Need By	Unit Price	Subtotal	Tax		
▼ 10	→ Edited			Service		25 May 2019		\$220.00 AUD	\$0.00 AUD	Details	
Description:	Testing Service FILTER,AIR,PR	PO Text Me I,393MM H,	etcoal 161MM FIN DIA,133								
10 .1	0 + Edited			Service	1.0 (EA) 🛈		\$100.00 AUD	\$100.00 AUD	\$10.00 AUD	Details	
Description:	Testing PO text Testing SES1	for Service	PO Metcoal								
10 .2	0 + Edited			Service	1.0 (EA) 🛈		\$120.00 AUD	\$120.00 AUD	\$12.00 AUD	Details	
Description:	Testing PO text Testing SES	for Service	PO Metcoal								
▼ 20	→ New			Service		25 May 2019		\$150.00 AUD	\$0.00 AUD	Details	
Description:	Testing Service	PO Text									
20.1	0 → New			Service	1.0 (EA) 🛈		\$150.00 AUD	\$150.00 AUD	\$15.00 AUD	Details	
Description:	Testing SES1										
Order submitted on: Tuesday Received by Ariba Network or	21 May 2019 8:00 PI n: Tuesday 21 May 20	M GMT+10:00 019 5:49 PM				🐿 Service S	bheet Required.				
GMT+10:00 This Purchase Order was sen	t by Anglo American	- TEST					Sub-total:	-\$ 3,220.00 -AUD	Sub tot	al. © 2 270 00	
AN01048242614-T and delive	ered by Ariba Network	ς.					Est. Total Tax:	-\$ 322.00 -AUD	Est. Total Ta	ax: \$ 337.00	AUD
							Est. Grand Total:	-\$ 3,542.00 -AUD	Est. Grand Tot	tal: \$3,707.00	AUD



Service Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:
 - 1) Confirm Entire Order: used to confirm all line item details of the order.
 - 2) Update Line Item: *do not* use this option for Service Orders, any change to the date or price is deemed a change in scope, contact the requester at Anglo American to provide a Changed Purchase Order
 - 3) Reject Entire Order: used to reject the order if it cannot be fulfilled

Order Confirmation – Locate Service Orders

- From the Dashboard or Homepage
- 1. Click **Inbox** tab on the Dashboard.
- Screen displays Orders and Releases
- 2. Click on Search Filters
- 3. Click Search only service purchase orders
- 4. Click on **Search**
- The screen displays a list of the Services Orders
- 5. Click on the required **Service Purchase Order**

riba Supp <u>ly C</u>	Chain Collab	oration							Company Settin	gs 🔻 Jen Wil	liams
		ENABLEMEN	NT TASKS RE	EPORTS UPLOAD/DOWNLOAD	MESSAGES		С	SV Documents	•	Create 🗸	
ders and Releases Ex	tended Collaboration	Time & Expense S	heets Early F	Payments Scheduled Payments	Remittances More	,					
rders and Release	es										
Orders and Releases	Items to Confirm	Items to Ship	Return Items								
▼ Search Filters	2										
Customer:	All Customers	\sim			Min. Amount:	Minimum					
Order Number:			(i)		Max. Amount:	Maximum					
	Partial number	Exact number			Order Status:	All 🗸					
Buyer Location Code:			(j		View	All except hidden orders					
Invoice Number:			(i)			Search only blanket purcha	ase orders				
Show orders by:	Creation Date	nquiry Date				Search only scheduling ag	reement releases o	or scheduling ag	reements		
Date Range:	Last 31 days 🗸					View all active					
	22 Apr 2019 - 22 May 20	19			3	Search only service purcha	ise orders				
					Number of Re	sults: 200	✓ Search	<u> </u>	eferences	Reset	
Orders and Release	es (22)								Page 1	✓ ≫	l
Type Or	der Number	Ver Custo	omer	Amou	nt Date †	Order Status	Amount Inv	piced	Revision	Actions	
Order 45	500853746 🖉 💋	1 Anglo	o American - TEST	\$8,000.00 AU	D 29 Mar 2019	New	\$0.00	AUD	Original	Actions -	
Order 45	00853162 🖉	Anglo	o American - TEST	\$17,500.00 AU	D 14 Mar 2019	Partially Invoiced	\$1,500.00) AUD	Original	Actions -	
Order 45	00852909 @	1 Anglo	o American - TEST	\$300,000.00 AU	D 2 May 2019	New	\$0.00	AUD	Original	Actions -	

Order Confirmation – Confirm Entire Order

- > The Purchase Order is displayed
- 1. Click Create Order Confirmation
- 2. Select Confirm Entire Order
- > Refer to **Slide 24**, Reject Entire Order

Note: Do not use Update Line Items for Service Order Items, contact the requester at Anglo American

- \succ Review the information
- 3. Click on **Next**

Purchase Order: 4500	852934						Do	ne		
Create Order Confirmation Confirm Entire Order Update Line Items	e Service She	eet 🗐 Create Invoice 🔻	Hide Print - ∣ Downk	oad PDF Export cX	ML					
Reject Entire Order	Confirming PO								Exit	Next
	1 Confirm Entire Order	 Order Confirmation H 	eader						* Indicat	
	2 Review Order Confirmation	Confirmation #: Associated Purchase Order #: Customer: Supplier Reference: Confirmations to Anglo At process). Delivery Date only c	4500852934 Anglo American - TEST merican must be for the fu hanges must be processe	Anglo American - reject a line item, it o ll order quantity (split or d as Back Order.	TEST requires that you ful annot be added to another partial quantity responses	ly confirm line items document. will fail to	before you can add them t	o ship notices, servic	e sheets, or invoices. If yo	w change or
		Est. Completion Date:								
		Line Items								
		Line # Par	rt # Cust	tomer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
		▼ 10 PN Description: item text	-12345-1 hedule Lines rrent Order Status: onfirmed As Is (Estimate	d Completion Date: 28 f	-eb 2019 - defaulted from F	Requested Delivery I	28 Feb 2019 Date in the order)			\$0.00 AUD
		10.10	AS0	013746		2.0 (EA) i	,	\$200.00 AUD	\$400.00 AUD	\$40.00 AUD
		Description: ADVERTIS	SING							

Finalise Order Confirmation

- Review Order Confirmation is displayed
- 4. Click on **Submit**
- Screen displays the Purchase
 Order with a Confirmed Status
- 5. Click on **Done** to return to the Inbox, Orders and Releases Screen

Confirming PO							Previous	Submit	Exit
1 Confirm Entire Order	Confirmatio	on Update						4	
2 Review Order Confirmation	A Confirma	tions to Anglo American must be fo	r the full order quantity (split or p	partial quantity responses wil	I fail to process). Deliver	/ Date only changes must	be processed as Back Order.		
	As confirm pode ser alter	mações para a Anglo American dev ada.	em ser para a quantidade total o	do pedido (as respostas de o	quantidade parcial ou de	quantidades com datas de	entrega diferentes não serão proc	cessadas). Somente a da	ata de entrega
	A Las confi cambiada.	rmaciones a Anglo American deber	n corresponder a la cantidad tota	I de la orden (las respuesta:	s de cantidad parcial o de	e cantidades con fechas di	ferentes no se procesarán). Solam	ente la fecha de entrega	puede ser
	Confirma Supplier Refe	ation #: Untitled 05/22/2019 erence:							
	Line Iten	ns							
	Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
	▼ 10	PN-12345-1				28 Feb 2019			\$0.00 AUD
	Descri	iption: item text							
		Schedule Lines							
		Current Order Statu	s:						
		Confirmed As Is (10.10	Estimated Completion Date: 28	Feb 2019 - defaulted from R	equested Delivery Date	in the order)	2000 00 AUD		640.00 AUD
	Descri	iption: ADVERTISING	AS0013746		2.0 (EA) ①		\$200.00 AUD	\$400.00 AUD	\$40.00 AUD
Purchase Order (Confirmed)	-	Purchase Order: 4500852	934					Done	
3000962416 Amount: \$130.00 Version: 1) AUD	Create Order Confirmation Crder Detail Order History	Screate Service Sheet €	Create Invoice V Hide Pr	int - Download PDF E	xport cXML Resend		5	
		From: Anglo Coal (Capcoal Managemer Pty Limited Brisbane QLD 4001 Australia S1 7 383	nt)	To:	particular and the second s	مى ئىسىر	Purchase Order (Confirmed) 4500852934 Amount: \$400.00 AUD Version: 1	تعمير	

Order Confirmation – Reject Entire Order

- After selecting the required
 Purchase Order
- 1. Click on Create Order Confirmation
- 2. Select Reject Entire Order
- 3. Select a **Rejection Reason** from the drop down box.
- 4. Enter **Comments** for the rejection that provides further details to support the rejection
- 5. Click Reject Order.
- Screen returns Purchase Order.
 Order Status has changed to
 Rejected
- \succ Use the Reject if;
 - You can no longer fulfil the order
 - Details of the order need to be changed
 - The order was not intended for your company
 - Include detailed notes
 advising reason for rejection



Purchase Order (Rejected) 3023205992 Amount: \$100.00 AUD Version: 1

Locating Sent Order Confirmations

- From the Dashboard or Homepage
- 1. Click on **Outbox**
- > Screen displays **Invoices**
- 2. Select Order Confirmation
- Screen displays the list of sent Order Confirmations to Anglo American

Ariba	Supply Chain Collabo	oration			
HOME		ENABLEMENT TASKS	UPLOAD/DOWNLOAD	MESSAGES	Create -
Invoices	Order Confirmations	Service Sheets Extended	Collaboration Archive	d Invoices More	
Order C	Confirmations				
► Sea	arch Filters				
Order	Confirmations (500+)				Page 1 🗸 🕨 🖬
	Confirmation ID	Customer	Order #	Date	Status
	Untitled 06/03/2019	Anglo American - TEST	4500901392	3 Jun 2019 3:15:38 PM	Acknowledged
	Untitled 06/03/2019	Anglo American - TEST	4500900883	3 Jun 2019 11:46:59 AM	Acknowledged
	4500901388cONFIRM	Anglo American - TEST	4500901388	29 May 2019 8:14:02 AM	Acknowledged
	4500901387Confirm	Anglo American - TEST	4500901387	29 May 2019 7:54:24 AM	Sent
	4500901332CONF	Anglo American - TEST	4500901332	28 May 2019 9:26:34 AM	Acknowledged
	4500901332CONF	Anglo American - TEST	4500901332	27 May 2019 11:12:55 AM	Acknowledged
	4500901331CONF	Anglo American - TEST	4500901331	27 May 2019 11:12:35 AM	Acknowledged
	4500901251REJ	Anglo American - TEST	4500901251	22 May 2019 4:27:00 PM	Acknowledged
	4 012F04	Anglo Americ	03050003	New York	Askanaladapi



Service Entry Sheets

- The Service Entry Sheet is the claim for the service work carried out and required Anglo American approval
- Anglo American creates the Service Entry Sheet on behalf of the Supplier based on the Invoice provided



Service Invoice

- · All service invoices require an attachment of supporting documentation (e.g. signed time sheet, invoice, service report)
- Multiple service invoices can be created against the same PO line up to the quantity/value available on that PO line
- The ABN is defaulted from the Anglo American ordering system
- All taxes are be added at line level
- Do not send a hard or soft copy Invoice to Anglo American, all invoices must be created and submitted using the Ariba Network
- There are three types of Service Entry:
 - > Add General Service Use this to add service. Only use EA (each) as the General Service UOM other UOM's entered will cause the invoice to be rejected
 - > Add Labor Service *do not* use this service entry
 - > Add Material *do not* use this service entry

Invoicing Service Orders – General Information

- Where there are multiple parent and child lines you will need to select the required parent line to be invoiced. Only one parent line per claim.
- Always review the unit of measure and the unit price as some Service Purchase Orders will display a zero dollar value on the header, this type of Service Purchase
 Order requires suppliers to add/update details by adding the services that make up the invoice.
- There are two types of Service Order Planned and Unplanned
- Always confirm the correct ABN appears on the Invoice, the ABN displayed is extract from Anglo American's ordering system, where this is incorrect contact the requester at Anglo American. This cannot be changed or updated at supplier level.

Create Invoice	Example Ser	rvice Invoice Header	Update	Save	i Next
 Invoice Header 				* Indicates required field	Add to Header 🔻
Summary Purchase Order: Invoice #.*	3120856492 999688867SESINV	Subtotal: Total Tax: Amount Due: \$0.00 AUD			View/Edit Addresses
Invoice Date: (i) *	30 Nov 2018				

Supplier VAT	Example Supplier VAT inf	ormation Header Cu	ustomer VAT	
			Customer VAT/Tax ID:	73010037564
Supplier VAT/Tax ID:	29616786648			
Supplier Commercial Identifier:	29616786648			
receiverID:				
transactionCategoryOrType:	Service PO			

Locate Service Order – Inbox and/or Search Filters

- From the Dashboard or Homepage
- 1. Click **Inbox**
- Screen displays the Orders and Releases
- 2. Click on Search Filters
- 3. Click on Order Status and select Confirmed
- 4. Click on Search only service purchase orders
- 5. Click on Search
- Only confirmed service orders are displayed
- 6. Click on the required Service Purchase Order
- The Service Order is displayed on the screen

Note: Select the date range if required

Ariba Supp		boration	ENT TASKS	REPORTS	UPLOAD/DOWN	II OAD	MESSAGES	CSV Documents	C	eate -
Orders and Releases	Extended Collaboration	Time & Expense	Sheets E	arly Payments	Scheduled Pay	ments	Remittances	More		
Orders and Rei	eases									
Orders and Relea	ses Items to Confirm	Items to Ship	Return Items							
▼ Search Filter	rs 2									
Customer	All Customers	\checkmark			Min. An	iount:	Minimum			
Order Number	:		(i)		Max. An	iount:	Maximum			
	Partial number B	Exact number			Order S	tatus:	Confirmed	√ 3		
Buyer Location Code	:		(i)			View:	All except hidden ord	lers 🗸		
Invoice Number	:		(i)				Search only blan	ket purchase orders		
Show orders by	: Creation Date	quiry Date					Search only sche	eduling agreement releas	es or scheduling a	greements
Date Range	: Last 31 days 🗸	V					View all active			
	4 May 2019 - 3 Jun 2019					4) 🛯	Search only serv	ice purchase orders		
				Number of	Results: 100		~	Search 5	Preferences	Reset
Orders and Rele	eases (5)									
Туре С	order Number Ver	Customer	Inqu	uiries	Amount	Date †	Order State	Is Amount Invoice	d Revision	Actions
Order 4	500901121 🦉 🧵 🧵	Anglo American - T	EST	\$	4,000.00 AUD	17 May 20)19 Confirmed	\$0.00 AUE	Original	Actions -
Order 4	500901203 🖉 🧯	Anglo American - T	EST	\$1	0,000.00 AUD	21 May 20)19 Confirmed	\$0.00 AUE	Original	Actions -
Order 4	500901392 @ 1	Anglo American - T	EST	\$54	0,632.22 AUD	29 May 20)19 Confirmed	\$0.00 AUE	Original	Actions -

Begin Service Order Invoice – Header Level

- The Service Purchase Order is displayed
- 1. Click on Create Invoice
- 2. Select Standard Invoice
- Screen message displays
- 3. Click on 🗴 to close the screen message
- The Create Invoice screen is displayed
- 4. Enter the **Invoice Number**, this is the number you provide to Anglo American from your ERP or ordering system
- 5. Confirm or enter the **Invoice Date**

Note: The Subtotal, Total Tax and Amount due are displayed as Zero until services have been added for invoicing



Creating a Service Order Invoice – Add Attachment Header Level

 ALL service invoices MUST have proof of service attached 	Create Invoice	Update	Save Exit Next
 Screen displays the Create Invoice 	 Invoice Header 		* Indicates required field Add to Header -
1. Click on Add to Header	Summary		Shipping Documents Discount
2. Select Attachment	Purchase Order: 4500901392	Subtotal: \$0.00 AUD Total Tax: \$0.00 AUD	Additional Reference Documents and Dates
An Attachment section opens, you may need to scroll down to locate it	Invoice Date:* 3 Jun 2019	Amount Date. 40.00 Rob	Attachment
3. Click on Browse	Service Description:	×.	
 Locate the required document and click open 	Attachments	and the second to be and	Constitution of the second
4. Click on Add Attachment	The total size of all attachments cannot exceed 10MB	Browse Add Attachment	Remove
The Attachment is added	Name	3 A Size (bytes)	Content Type
Note: Multiple attachments can be added, however their combined value must not exceed 10MB	PDF FOR PROOF OF DELIVERY.pdf	30358	application/pdf
Scroll down to Line Items Note : Confirm the correct Supplier ABN is displayed. Do not submit an invoice with the incorrect Supplier ABN, contact Anglo American as ABN's are defaulted from the Anglo American ordering system	Supplier VAT/Tax ID: 29616786643 Supplier Commercial Identifier: receiverID: transactionCategoryOrType: Service PO Add to Header v		

Creating a Service Order Invoice – Add General Service

Line Item are displayed	Line Items				0 Line Items, 0 Included, 0 Pr	reviously Fully Invoiced
1. Click on Add/Update	Insert Line Item Options Tax Catego	ry:	✓ Discount		A	Add to Included Lines
2. Select Add General Service	No. No.	Include Type F	Part # Description	n Customer Part # Quantity Unit U	nit Unit	Subtotal
A line item is added	10	F	Renovate Admin Building		Add/Update 🗸	
 Enter the Description of the Service 	Line Item Actions	Delete			Add General Service Add Labor Service Add Material	
4. Enter the Unit Price				Upd	ate Save Exit	Next
Only one item per invoice is accepted by Anglo American for unplanned items	No. Include Typ	RVICE Service Start Date:	Description Plasterer	Customer Part # Qu	antity Unit Unit EA \$4,590.00	Price Subtotal AUC \$4,590.00 AUC
Note: <i>Do not</i> use Add Labor Service or Add Materials as this	Tax	Category:*	GST	Taxable Amount:	\$4,590.00 AUD	Remove
will cause the invoice to be rejected and may delay the		Location:		Tax Rate Type:	10.00	
process		Description: Regime:	AP GST Taxable Supplies 10%	Tax Amount:	\$459.00 AUD	
				Exempt Detail:	(no value) 🗸	
	Additional Fields	If you are adding unpla ervice line in UPPERCASE	nned service lines to the Invoice please specify the Un E.	nit of Measure for the unplanned		

Creating a Service Order Invoice – Add General Service cont.

- 5. Click on **Update**
- > Confirm the Subtotal is correct
- Confirm the correct tax rate has been applied, contact Anglo American if the incorrect rate is shown. This will result in a change purchase order
- Confirm or Add supporting Attachments at Header Level, Refer to Slide31, Creating a Serve Order Invoice –Add Attachment Header Level
- 6. When finished, click on **Next**
- The Confirm Invoice screen is displayed

ert Line Ite	em Options	Terr	Catagona				Discount							
		TBX	Category:			~	Discount						Ado	d to Included
	No.	Include	Туре	Part #			Description	Customer Part #		Quantity	Unit	Unit Price	Subtotal	
10)						Renovate Admin Building							Add/Upd
	No.	Include	Туре	Part #			Description	Customer Part #		Quantity	Unit	Unit Price	Subtotal	
]	1	۲	SERVICE	5564553			Plasterer			84	HUR	\$187.00 AUD	\$15,708.00 AU	
Serv	vice Period		Servi	ice Start Date:				Se	ervice End Date:					
Тах				Category:*	GST		\checkmark		Taxable Amount:	\$15,708.0) AUD			F
				Location:					Tax Rate Type:					
				Description:	AP GST Taxable	Supplies 10%	6		Rate(%):	10.00				
				Regime:			\sim		Tax Amount:	\$1,570.80	AUD			
Line	e Item Actions	• De	elete											
												Indate Sav	e Evit	

Finalising a Service Invoice

≻	Finalise Invoice is	Create Invoice	Previous	Save Submit	Exit
	displayed on the screen	Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Australia. The document's destination country is: Australia if you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.	stralia.		
	Poviow the Invoice	Standard Invoice / Tax Invoice			
	Review the involce	Invoice Number: 22332-1a Invoice Date: Monday 3 Jun 2019 4:51 PM GMT+10:00 Original Purchase Order: 4500901392	Subtotal: Total Tax: Amount Due:	\$8,892.00 AUD \$889.20 AUD \$9,781.20 AU/	
1.	Click on Submit	REMIT TO: BILL TO: SUPPLIER:		I	
\triangleright	Screen message displays	ASSTER CONTRACTOR OF STREET, A AND AND A AND AND AND AND AND AND AND	and the second		1. J. J.
2.	Click on Exit, do not send a	Invoice 22332-1a has been submitted.			
	hard or soft copy invoice to				
	Anglo American	Exit invoice creation.			
No t Pur	te: Screen displays the chase Order with the	Purchase Order: 4500901392		Done	
upc Or	lated status, either Invoiced Partially Invoiced	Create Order Confirmation Subscription Subscription Hide Print Download PDF Resend		3	
		Order Detail Order History			
3.	Click on Done				
> S a	Screen displays the Orders and Releases screen	From: To: Purce Anglo Coal (Capcoal Management) (Part Pty Limited 4500 Brisbane QLD 4001 Amo Australia Vers	hase Order ially Invoiced))0901392 unt: \$540,632.22 AUE ion: 1)	
		Purchase OrderPurchase OrderInvoiced(Partially Invoiced)30009623823120856436Amount: \$25,833,600.00 AUDAmount: \$50,000.00 AUDVersion: 2Version: 1			



Service Orders Partially Invoiced

- Invoices will display as Partially Invoiced until all items on the original Purchase Order have been Invoiced
- Partial invoicing on Partial invoices is allowed as the Ariba Network tracks the balance of all invoices against the total of the Purchase Order
- · Note that a Purchase Order displays Partially Invoiced until the entire value of the Purchase Order has been reached
- The total value of the Invoices cannot exceed the value of the Purchase Order
- Order Status:
 - <u>Sent</u>: sent to the buyer
 - <u>Approved</u>: can be invoiced
 - has been Invoiced
 - Failed: has been rejected

Locating and Opening a Partial Invoice using Inbox or Search

1. From the **Inbox**

- 2. Select the applicable Purchase Order with a **Partially Invoiced** status
- Screen displays the Invoice

Note: Use Order Status to sort invoices by Partially Invoiced Status

Using Search:

- 1) Click on **Search Filters**
- 2) Click on Order status and select **Partially Invoiced**
- 3) Select Search only service purchase orders
- 4) Click on **Search**, the results are displayed
- The Invoice screen is displayed

iba Supply	Chain Colla	aboration								Help Cente
		OGS ENABLEN	ENT TASKS	REPORTS UP	LOAD/DOWNLOAD	MESSAGES		CSV Documents	-	Create 🗸
ers and Releases	Extended Collaboration	Time & Expense	Sheets E	arly Payments So	cheduled Payments	Remittances Mo	Drev			
ders and Releas	ses									
Orders and Releases	Items to Confirm	Items to Ship	Return Items							
Search Filters	1									
Customer:	All Customers	~	<pre></pre>			Min. Amount:	Minimum			
Order Number:			(i)			Max. Amount:	Maximum			
	Partial number	Exact number				Order Status:	Partially Invoiced V	7		
Buyer Location Code:			(i)			View:	All except hidden orders			
Invoice Number:			(i)				Search only blanket purchase of	orders		
Show orders by:	Creation Date	Inquiry Date					Search only scheduling agreem	ent releases or scheduling	agreements	
Date Range:	Last 31 days 🗸						View all active			
	4 May 2019 - 3 Jun 2	019				37	Search only service purchase o	rders		
						Number of Results:	100 ~	Search 4	Preferences	Res
rders and Release	es (10)									
Type Ord	er Number 🛛 🕔	/er Customer		Inquiries	Amo	ount Date †	Order Status	Amount Invoiced	Revision	Actions
Order 450	0900797 @	Anglo Ame	rican - TEST		\$10,000.00 A	UD 7 May 2019	Partially Invoiced	\$500.00 AUD	Original	Actions
Order 450	0900799 🖉 <table-cell></table-cell>	Anglo Ame	rican - TEST		\$10,000.00 A	UD 7 May 2019	Partially Invoiced	\$500.00 AUD	Original	Actions
Order 450	0900803 @ 2	Anglo Ame	rican - TEST		\$10,000.00 A	UD 7 May 2019	Partially Invoiced	\$1,500.00 AUD	Changed	Actions
	0									A

Invoicing a Partial Invoice – Header Level



Invoicing a Partial Invoice – Header Level cont.

Note : Confirm the correct Supplier ABN is displayed. Do not submit an invoice with the incorrect Supplier ABN, contact Anglo American as ABN's are defaulted from the Anglo American ordering system

- 5. To add an Attachment:
 - 1) Click on Add to Header
 - 2) Select Attachment, and Attachments section will open
 - 3) Click on **Browse**, select the file from your computer, click on Open
 - 4) Click on Add Attachment, the attachment is displayed
- 6. Scroll down to Line Items

Sun					Customor VAT					
Jup					Customer VAT	(Tex ID: 79040)	027584			
	Supplier VAT/Tax ID:	29616786648		_	Ousiomer vA	/18X1D. 73010	037504			
	Supplier Commercial	29616786648								
	Identilier.									
	Add to Header 👻	1								
	Shipping Cost									
L	Shipping Tax							1	Line Items, 1 Included,	0 Previously Fully Invoiced
	Shipping Documents									
Ins	Amount Details		T							
	Special Handling		Tax Category:	10% GST / GST	\sim					Add to Included Lines
	Additional Reference D	ocuments and Dates	Informational Pricing							
	Attachment	7	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
-	10			Constant Fees Nov 18						Add/Update 🔻
	10.10	SERV	ICE	Consulting Fees Nov 18		0.2826	SRV	\$50,000.00 AUD	\$14,133.00 AUD	
Attachn The tota	I size of all comments c	annot exceed 10MB		E	Browse	nt				Remove
N	lame	Size (bytes)	Content 7	Гуре						
	oc9.docx	2506513	applicatio	on/vnd.openxmlformats-office	edocument.wordprocessingml	document				
Ļ	Delete									
A	Add to Header 🔻									
Line	Items 6							1 Lir	ne Items, 1 Included,	0 Previously Fully Invoiced
Insert L	in Item Options	And a state of the		and the second	and some some the same		A Mary	and a seal	and the second second	and the second

Invoicing a Partial Invoice – Line items

Line Items is displayed:	Line Items			
 Click on Add/Update Select Add General Service 	Insert Line Item Options Tax Category:	Discount	[Add to Included Lines
	No. No. Include Type	Part # Description	Unit Unit Pric	ce Subtotal
Note: Do not use Add Labour Service or Add Material as this	10	Altas Service Limits - QS8	Add/Update 🔻	
will result in the invoice being rejected	Line Item Actions Delete		Add General Service Add Labor Service	8
3. Once all services have been entered click on Next			Add Material	
			Update Save	Exit Next
				3

Finalising a Partial Service Invoice

- Finalise Invoice is displayed on the screen
- > Review the Invoice
- 1. Click on **Submit**
- Screen message displays
- 2. Click on **Exit**, there is no requirement to send a hard or soft copy invoice to Anglo American

Note: Screen displays the Purchase Order with the updated status, either Invoiced Or Partially Invoiced, The Ariba Network balance tracks all invoice, the Orders and Releases screen displays the Total and the Amount Invoiced for all invoices

- 3. Click on **Done**
- Screen displays the Orders and Releases screen

Create Invoice					Previous	Save Submit	
Confirm and submit this document. It will not be ele fyou want your invoices to be stored in the Ariba I Standard Invoice / Tax Invoice	ectronically signed according to the countries long term document archiving, you can subscr	of origin and destination of invoi ibe to an archiving service. Note	ice. The document's originating country is:Austra that you will also be able to archive old invoices	iia. The document's destination co once you subscribe to the archivin	untry is:Australia. g service.		
	Invoice Number: 22332-1a Invoice Date: Monday 3 Jun 2019 Original Purchase Order: 4500901392	9 4:51 PM GMT+10:00			Subtota Total Tax Amount Due	II: \$8,892.00 AUD x: \$889.20 AUD e: \$9,781.20 AU	-7
REMIT TO:		BILL TO:		s	UPPLIER:	1	
AS STEP	And a survey of the second strength on the second strength of the second strength of the second strength of the		and the second second second	قراف محسبين		and the second second	
 LAL INVOICE CREATION. 							
Purchase Order: 450090	1392 © Create Service Sheet	■ Create Invoice ▼	Hide Print - Download PDF	- Resend		Done	
Purchase Order: 450090 Create Order Confirmation Order Detail Order History	1392	e Create Invoice ▼	Hide Print - Download PDF	- Resend		Done	
Purchase Order: 450090 Create Order Confirmation Corder Detail Order History From: Anglo Coal (Capcoal Manageme Pty Limited Brisbane QLD 4001 Australia	1392 © Create Service Sheet ent)	Create Invoice ▼ To:	Hide Print - Download PDf	- Resend	Purchase Order (Partially Invoiced) 4500901392 Amount: \$540,632 Version: 1	Done 3	



Support

Support Type	Description
Help Centre For all your support needs Note: Support Centre Options are based on your account type and all options may not be available	 Types of Support available: 1. User Community 2. Ask questions or view documentation 3. Live Chat 4. Request a call back
Supplier Information Portal (Location of Training Guide/s and Video/s)	 On the Home screen Click on Company Settings Click on Customer Relationships Click on Supplier Information Portal
Ariba Network Training Request	E: <u>an.sellertraining.aus@sap.com</u>