AngloAmerican

Supply chain SAP ARIBA NETWORK user guide – Standard account

AngloAmerican

SUPPLY CHAIN SAP ARIBA NETWORK USER GUIDE – STANDARD ACCOUNT

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6. Supplier Support

Please be advised that SAP Ariba may update their User Interface (UI) from time to time. Some of the screens captured here may differ slightly from what you are able to see, but please note that the functionality will remain the same.

Your sincerely,

Supply Chain
Anglo American and/or De Beers Group

EXTERNAL

HOW TO GET STARTED

Dear Valued Anglo American and / or De Beers Group supplier, congratulations you have been enabled to transact with us digitally via the Ariba Network using an Ariba Network Standard Account!

WHAT DOES THIS MEAN?

We have made all the technical changes in our environment to make it possible for you to transact digitally with us. You will now need to establish an electronic trading relationship with Anglo American and/or De Beers Group and if applicable, create a new Ariba Network account.

HOW DO I DO THIS?

You will only be able to establish an electronic trading relationship with Anglo American and/or De Beers Group once you receive your first electronic Purchase Order (PO) from us via email. Please note that the first PO might not be immediate. It may take a few weeks or longer to receive your first PO as it depends on how regularly you will trade with us.

To establish the trading relationship with us, you will either receive an interactive email from email : **ORDERSENDER-PROD @ANSMTP.COM or a Standard account TRR (trading relationship request). Please click on the video link below depending on how you received the notification from Anglo American for a step by step guide on how to register your ariba network account.**

SAP Video - Connect with your Customer (Standard TRR Invite)

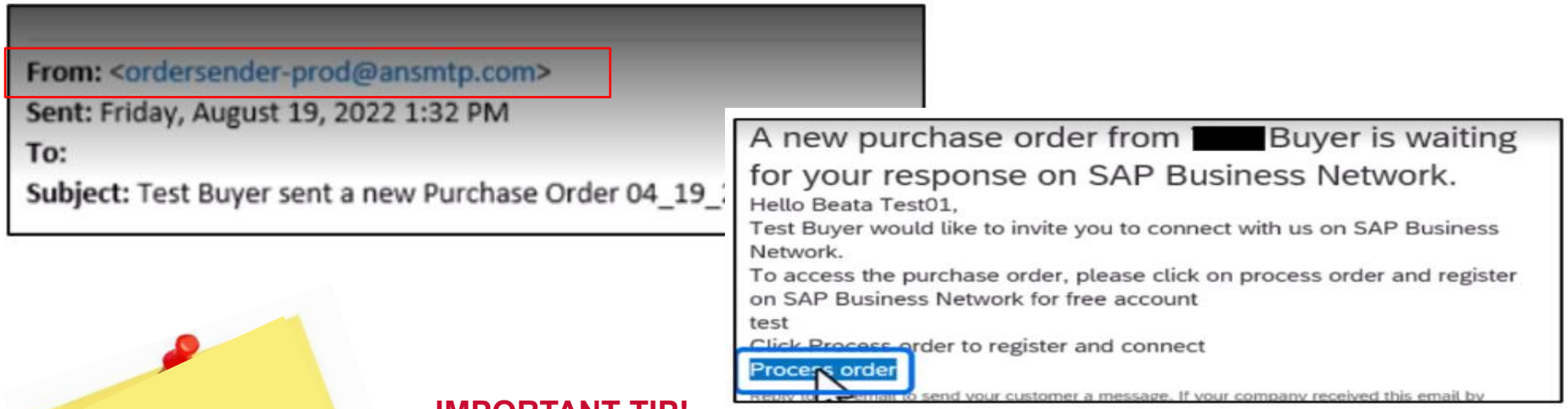
SAP Video - Connect With Your Customer (PO Invite)

EXTERNAL

HOW TO GET STARTED – REGISTER VIA INTERACTIVE EMAIL INVITATION

HOW WILL I KNOW WHEN I GET MY FIRST ELECTRONIC PO?

You will receive an interactive, system generated email from **Ariba Network (from email address : ORDERSENDER-PROD @ANSMTP.COM)** containing your **new PO** (see example below). **You must open the email and follow the steps to establish the relationship and where applicable, create a new Ariba Network account**



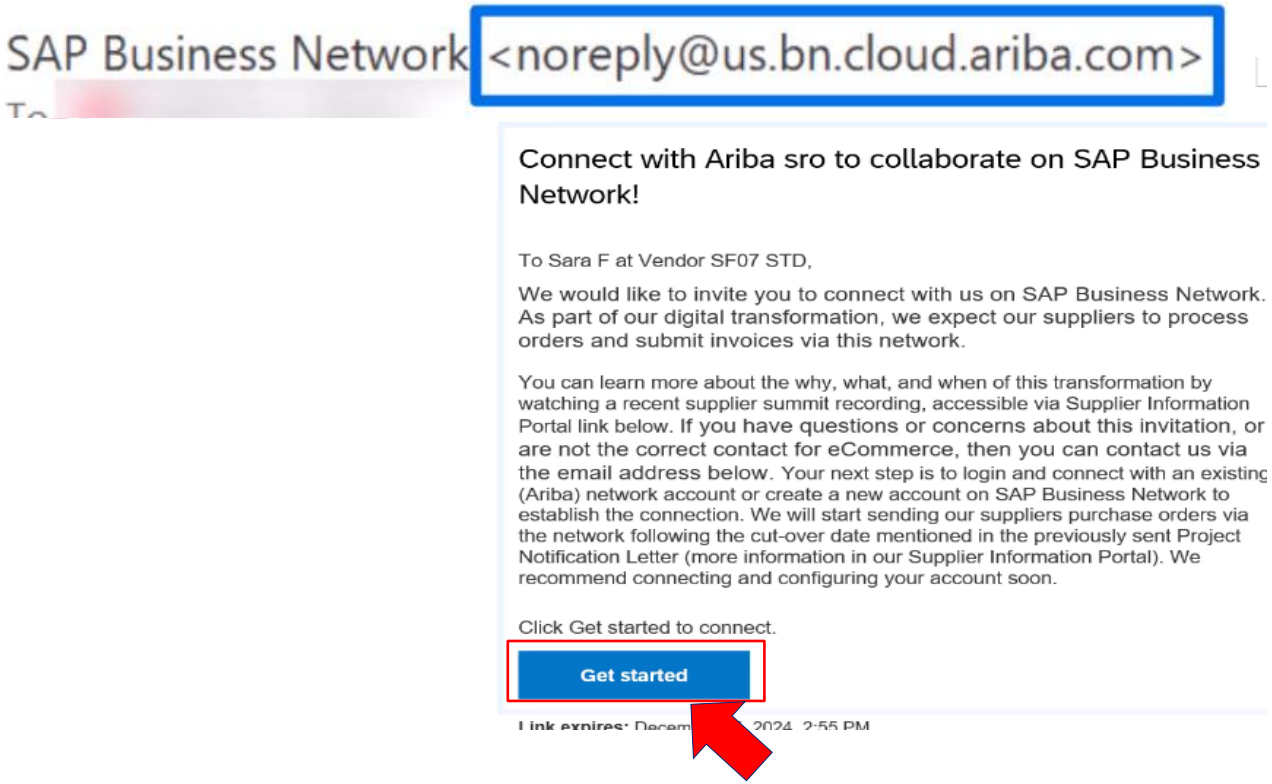
IMPORTANT TIP!

- If you can't locate the interactive email please search for the domain '**@ansmtp.com'** across your folders, including spam & junk folders
- **Ask** your IT department to whitelist the domain **'@ansmtp.com'** to ensure that you receive all SAP Ariba system generated messages and future notification.
- **Check** your mailbox for messages from your IT (Information Technology) department highlighting 'on hold' messages from the SAP Ariba business network domain name.

EXTERNAL

HOW TO GET STARTED – REGISTER VIA TRR (TRADING RELATIONSHIP REQUEST) EMAIL INVITATION

IF YOU ARE INVITED TO REGISTER VIA A TRR (You will receive an interactive, system generated email from SAP business Network **(from email address : noreply@us.bn.cloud.ariba.com). You must open the email and follow the steps to establish the relationship and where applicable to create your Ariba Network account**



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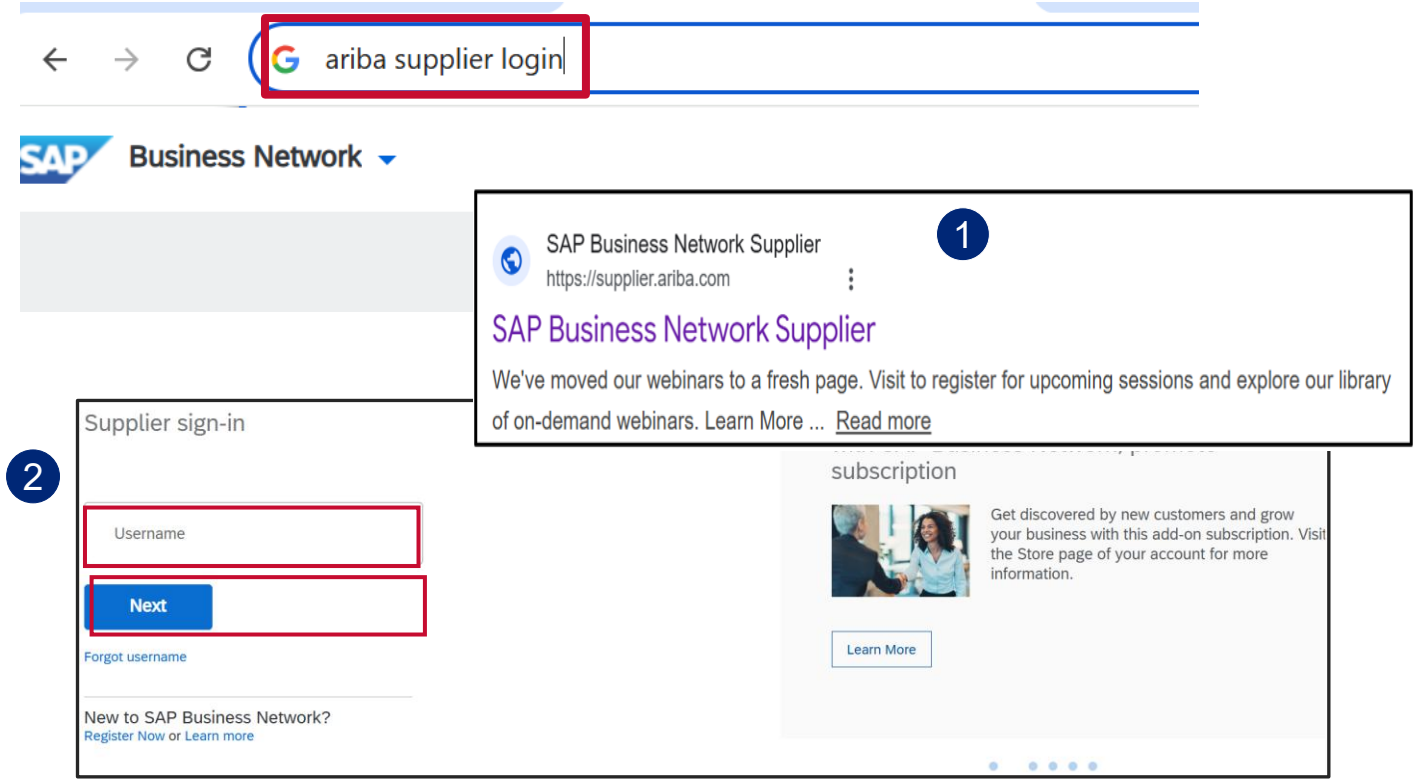
HOW TO LOG IN USING YOUR EXISTING ARIBA NETWORK ACCOUNT

HOW TO LOG IN USING YOUR EXISTING ARIBA NETWOR ACCOUNT

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com or type in ariba supplier login in the search engine you use.

1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.

2. Enter your **user name** and **password** to be taken to your **Home** page

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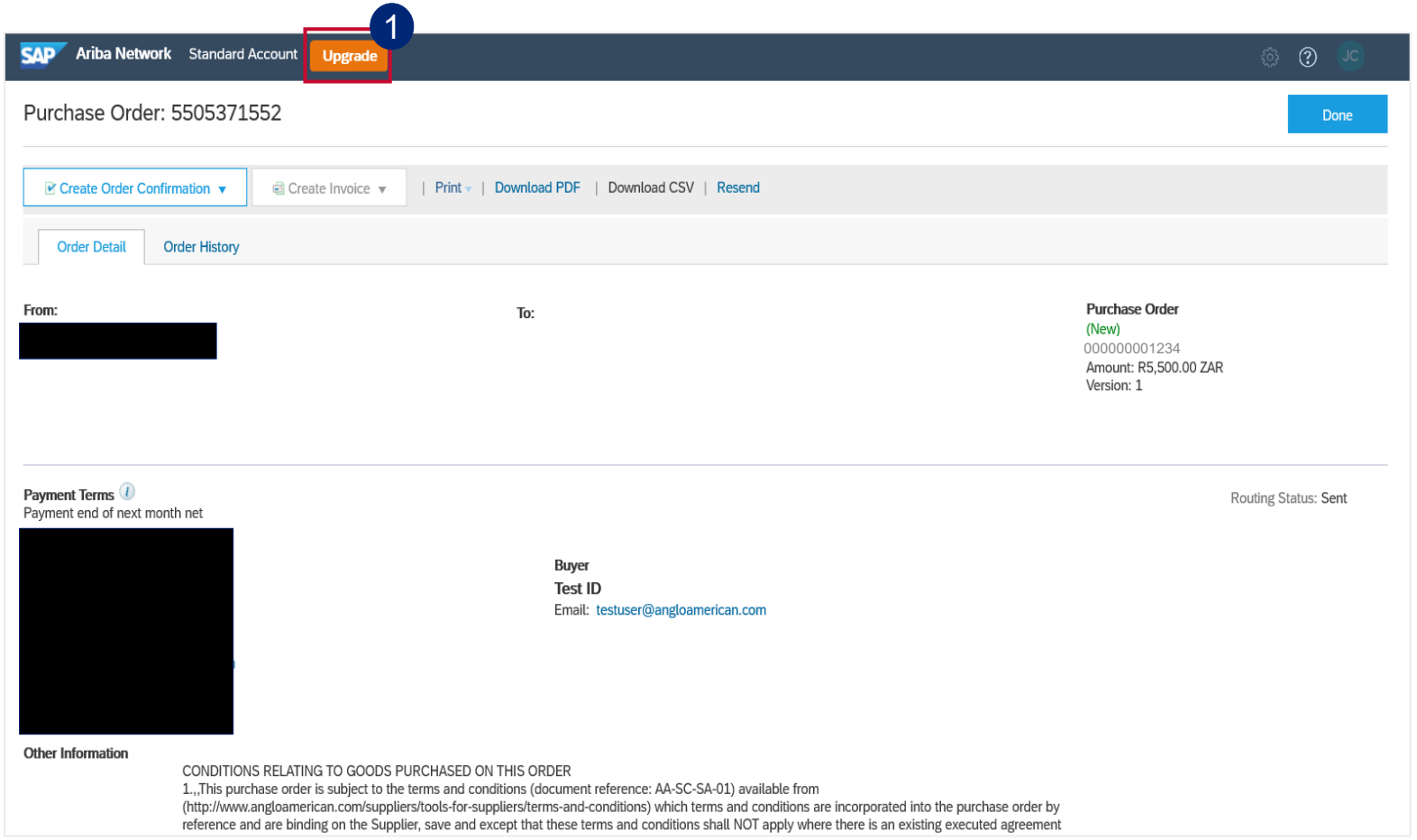
OVERVIEW OF AN ELECTRONIC PURCHASE ORDER

AN OVERVIEW OF YOUR FIRST ELECTRONIC PURCHASE ORDER

The screen shot below is a view of an electronic purchase order.



IMPORTANT INFORMATION!

1 **Please DO NOT click on the Upgrade button unless you want to upgrade your account.**

This initiates the process to upgrade your Ariba Network account from a Standard to an Enterprise Account **which will incur fees.**

Please note that an Ariba Network Standard Account provides you with all the functionality you will need to transact successfully with us.

However if you feel that your organisation could benefit from upgrading your account, please contact SAP Ariba before clicking the Upgrade button to discuss the costs you will incur

If you think that you have accidentally upgraded your account yourself, please contact us immediately – queryinvoice@angloamerican.com

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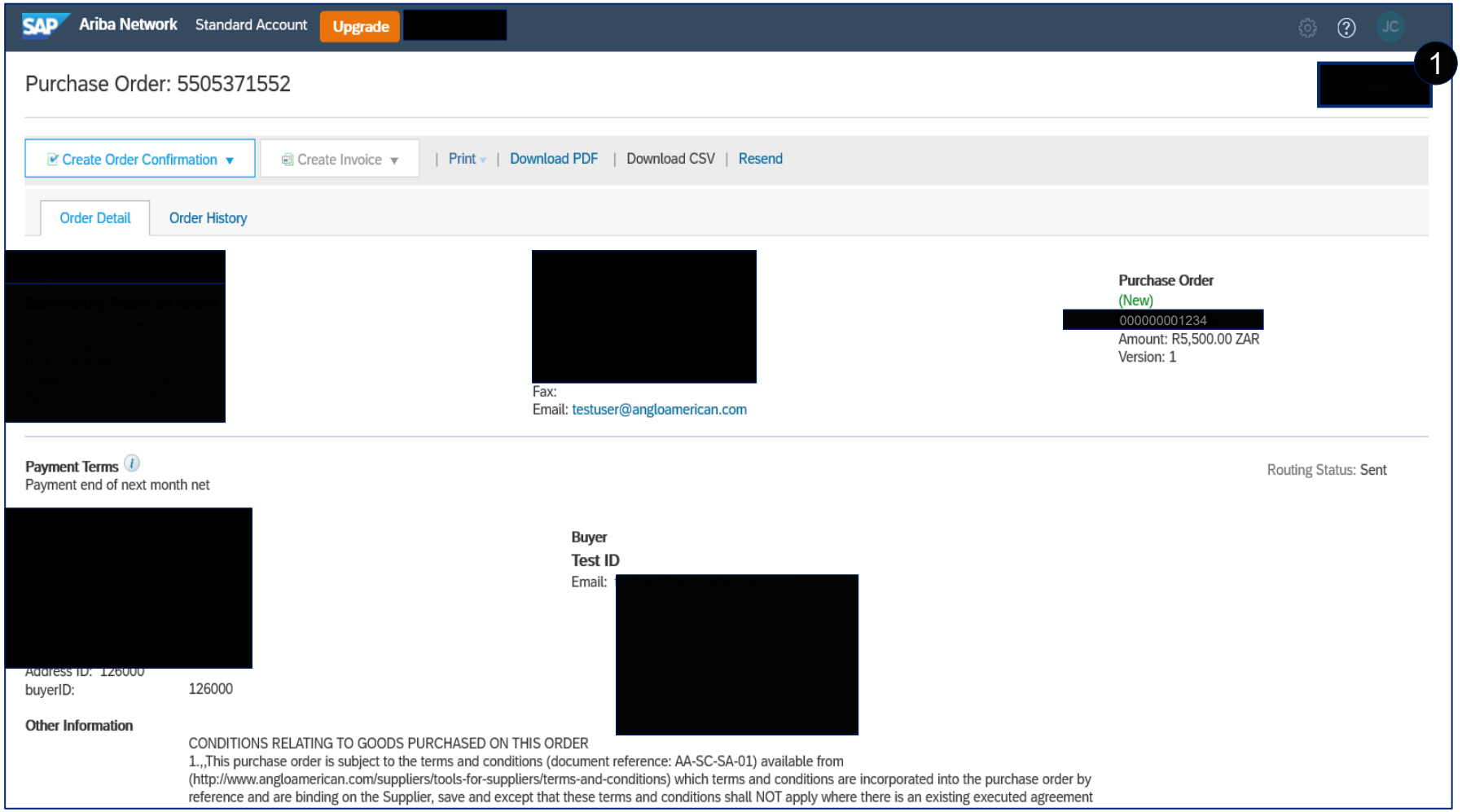
HOW TO SET UP NOTIFICATIONS IN YOUR ARIBA NETWORK STANDARD ACCOUNT

HOW TO SETUP NOTIFICATIONS IN YOUR NEW ARIBA NETWORK STANDARD ACCOUNT



IMPORTANT!

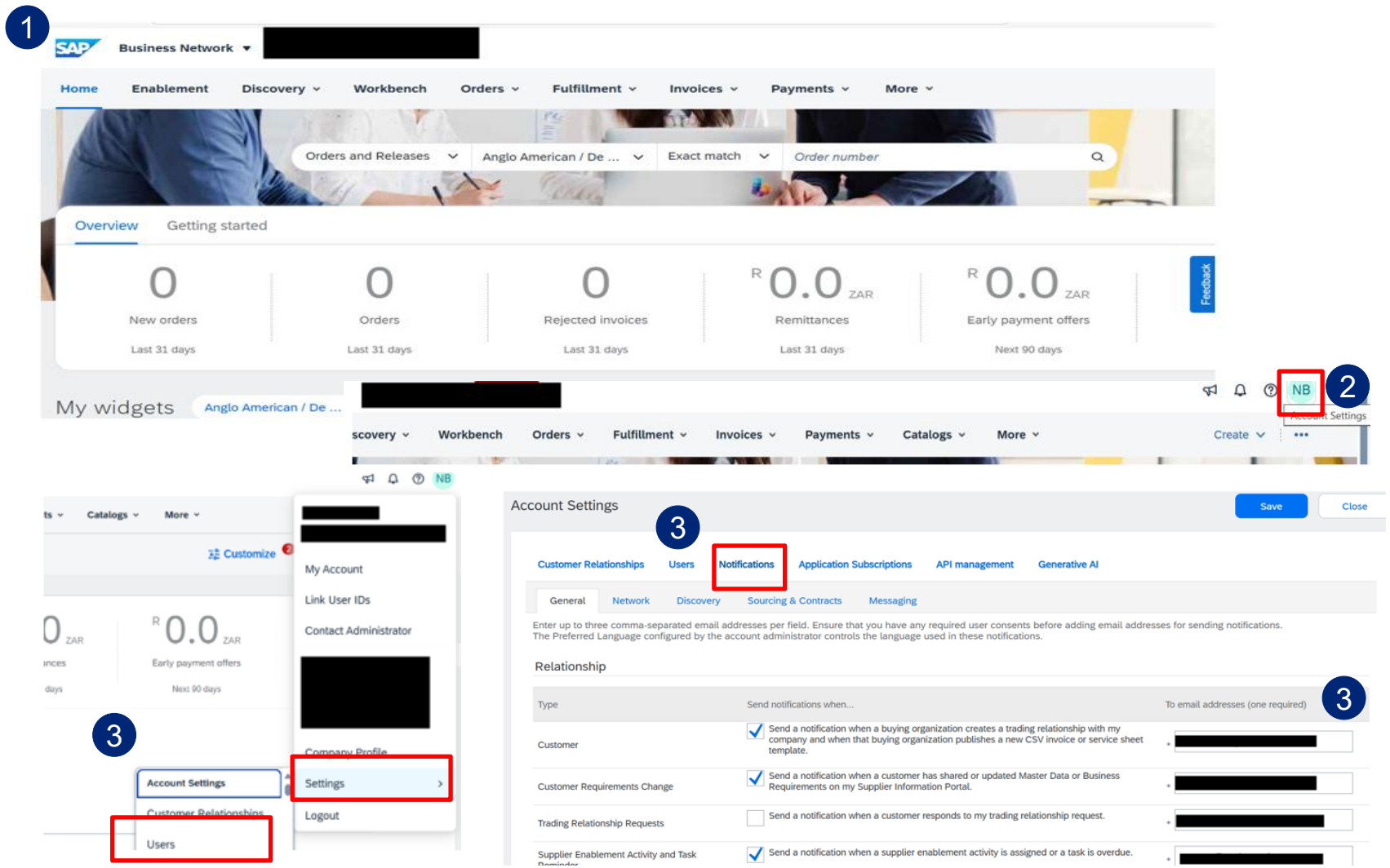
Before you confirm your first PO, it is highly recommend that you set up your Notification for your new Ariba Network Standard Account.

This will ensure that you receive all the relevant system generated notifications related to your various PO's

1 To do this, click on **Done**

EXTERNAL

HOW TO SET UP NOTICATIONS IN YOUR ARIBA NETWORK STANDARD ACCOUNT



1. You will be redirected to the homepage/Dashboard.

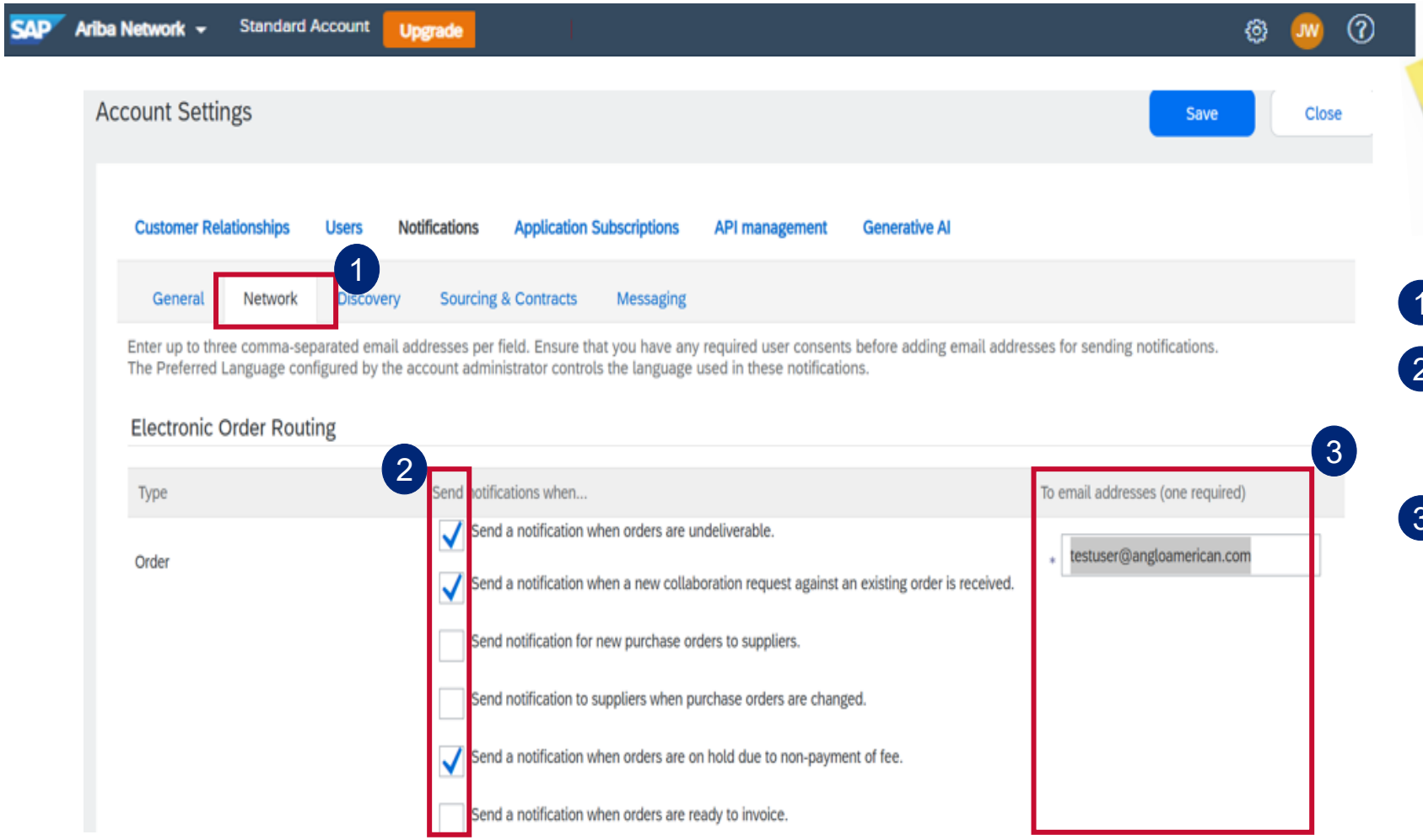
2. To update your notifications, click on the initials icon on the top right corner and a drop down menu will open.

3. Click on Settings and then USERS

   Click on the NOTIFICATIONS TAB and update the email address on all fields

EXTERNAL

HOW TO SET UP NOTICATIONS IN YOUR ARIBA NETWORK STANDARD ACCOUNT



Under the **Network** tab
You can choose to receive notifications for the following types: Order, Purchase Order Inquiry, Electronic Invoice routing and receipt. Please tick these fields if you which to receive notifications.

1. Click on the **Network** tab
2. Some notifications will already be pre-selected. You can choose to leave these as they are, select more or deselect those you do not want to receive.
3. If you would like to change or add additional recipients for each notification you can do this here.

   You can enter up to 3 email addresses in total per notification and each email address must to be separated by a comma with no spaces between the comma and the next email address. E.g. Joe.Soap@email.com,Ann.Other@email.com

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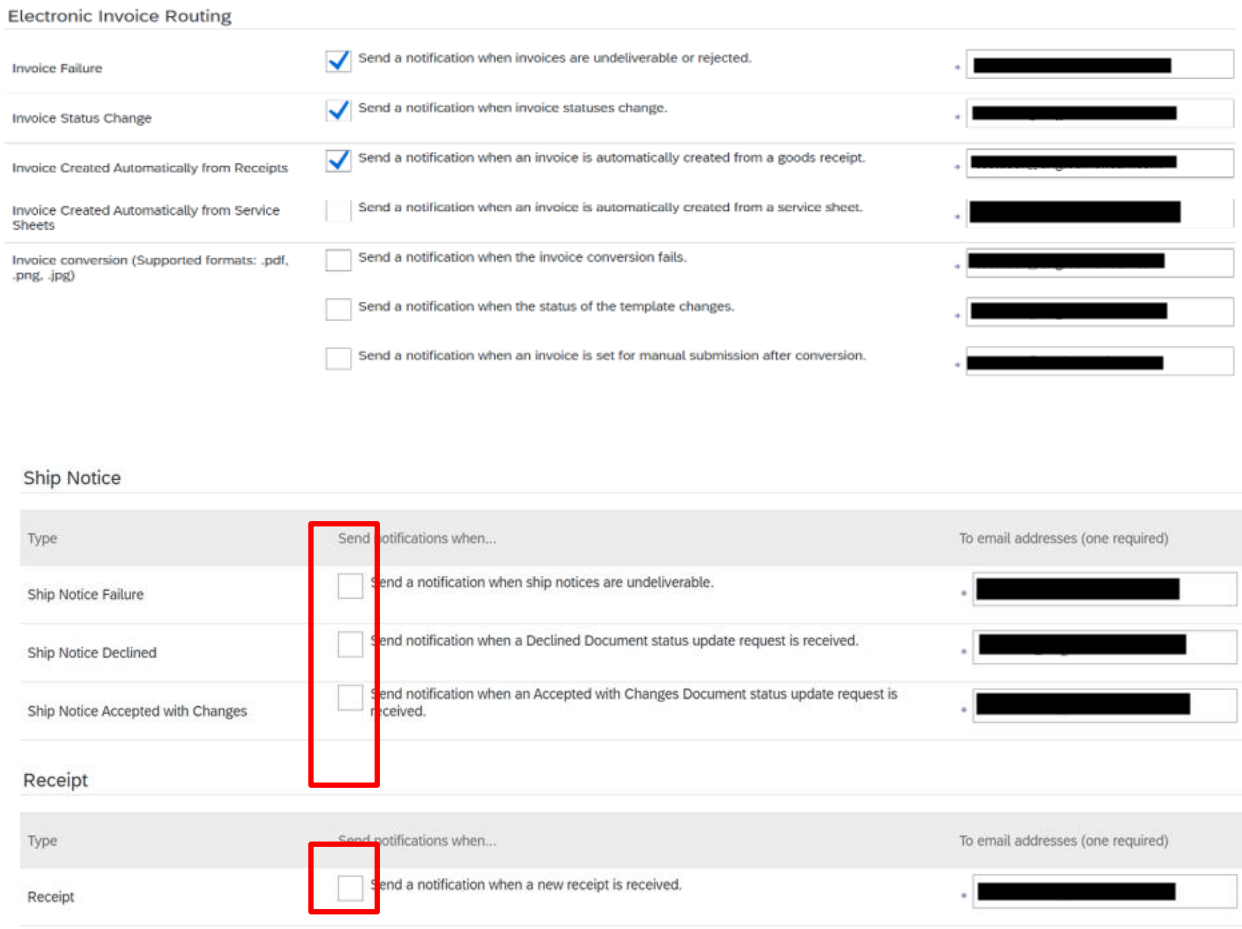
HOW TO SET UP NOTICATIONS IN YOUR ARIBA NETWORK STANDARD ACCOUNT



Scroll down on the **Network** tab until you get to **Electronic Invoice Routing**

Some notifications will already be pre-selected.

1. If you have material/goods orders then you will tick the boxes in the Ship Notice notification blocks and enter the email address to
2. receive these notifications

If you would also like to receive a system generated notification when the Goods you have delivered have been GRV'ed, go to the **Receipt** section, tick the box called **Send a notification when a new receipt is received and enter the email address.**

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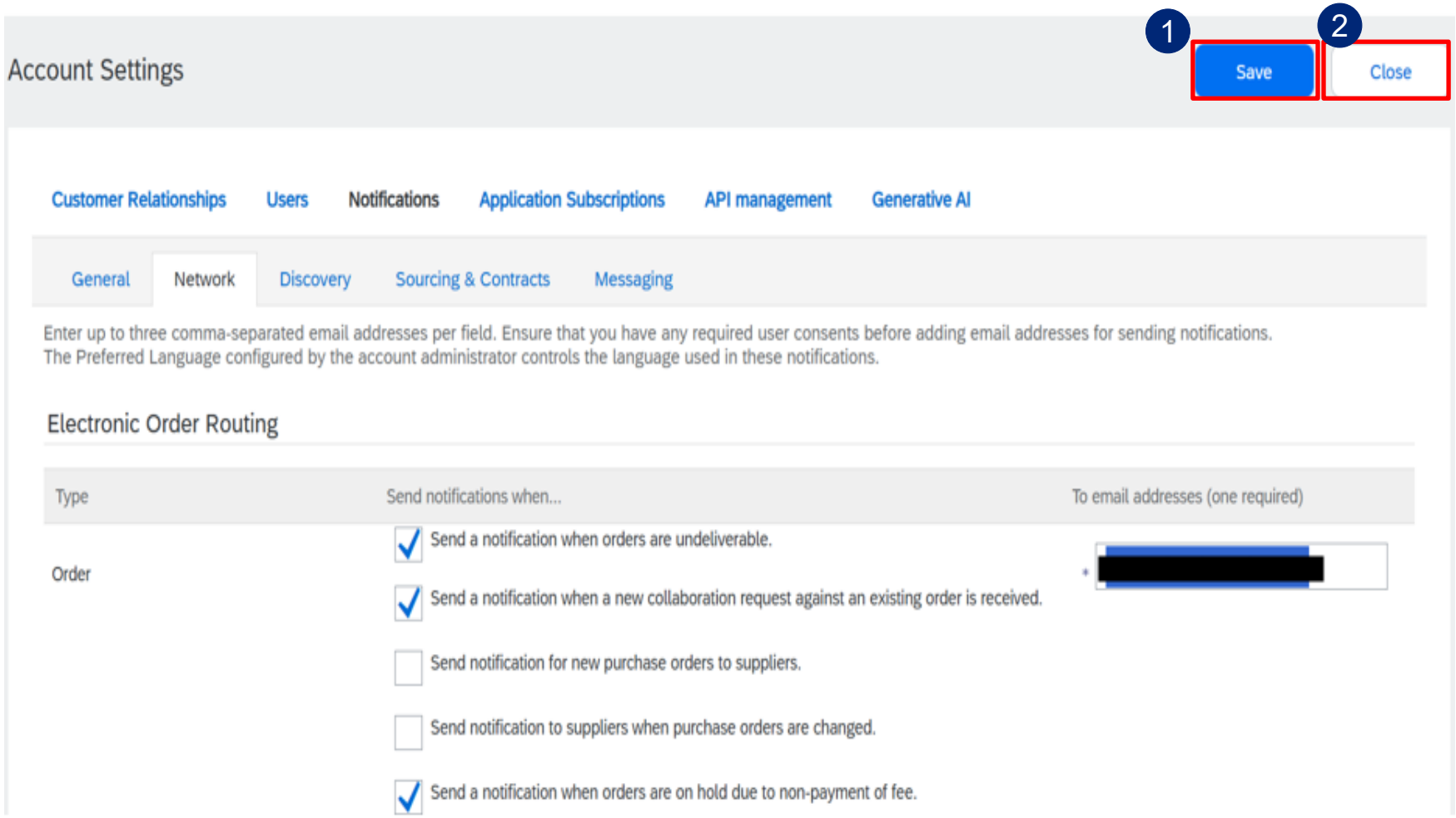
HOW TO SET UP NOTICATIONS IN YOUR ARIBA NETWORK STANDARD ACCOUNT



1. When you are finished scroll up to the top of the page and click on the **Save** button to save your changes

2. Then click on **Close.** You will be taken back to your dashboard

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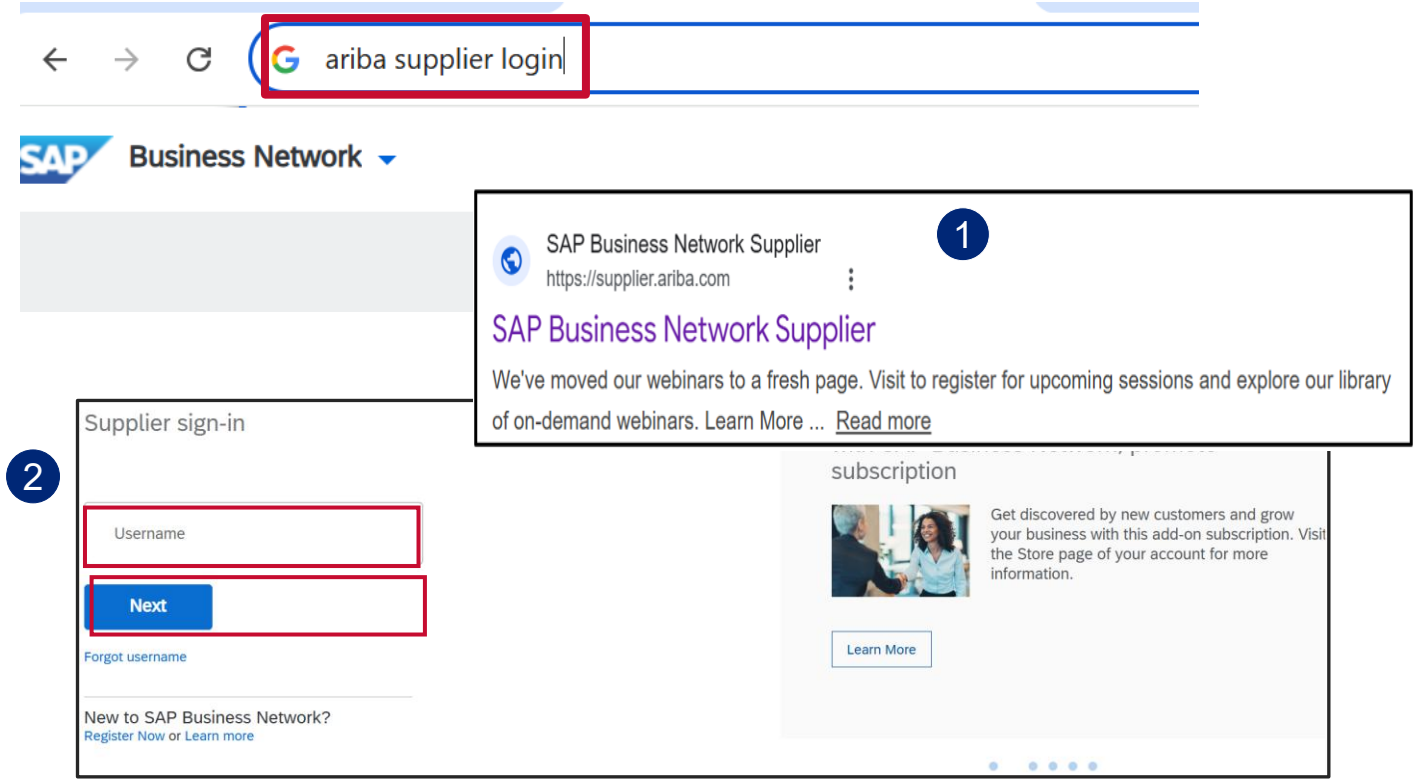
HOW TO LOG INTO YOUR ARIBA NETWORK STANDARD ACCOUNT GOING FORWARD

HOW TO LOG INTO YOUR ARIBA NETWORK STANDARD ACCOUNT GOING FORWARD

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com or type in ariba supplier login in the search engine you use.

1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.

2. Enter your **user name** and **password** to be taken to your **Home** page

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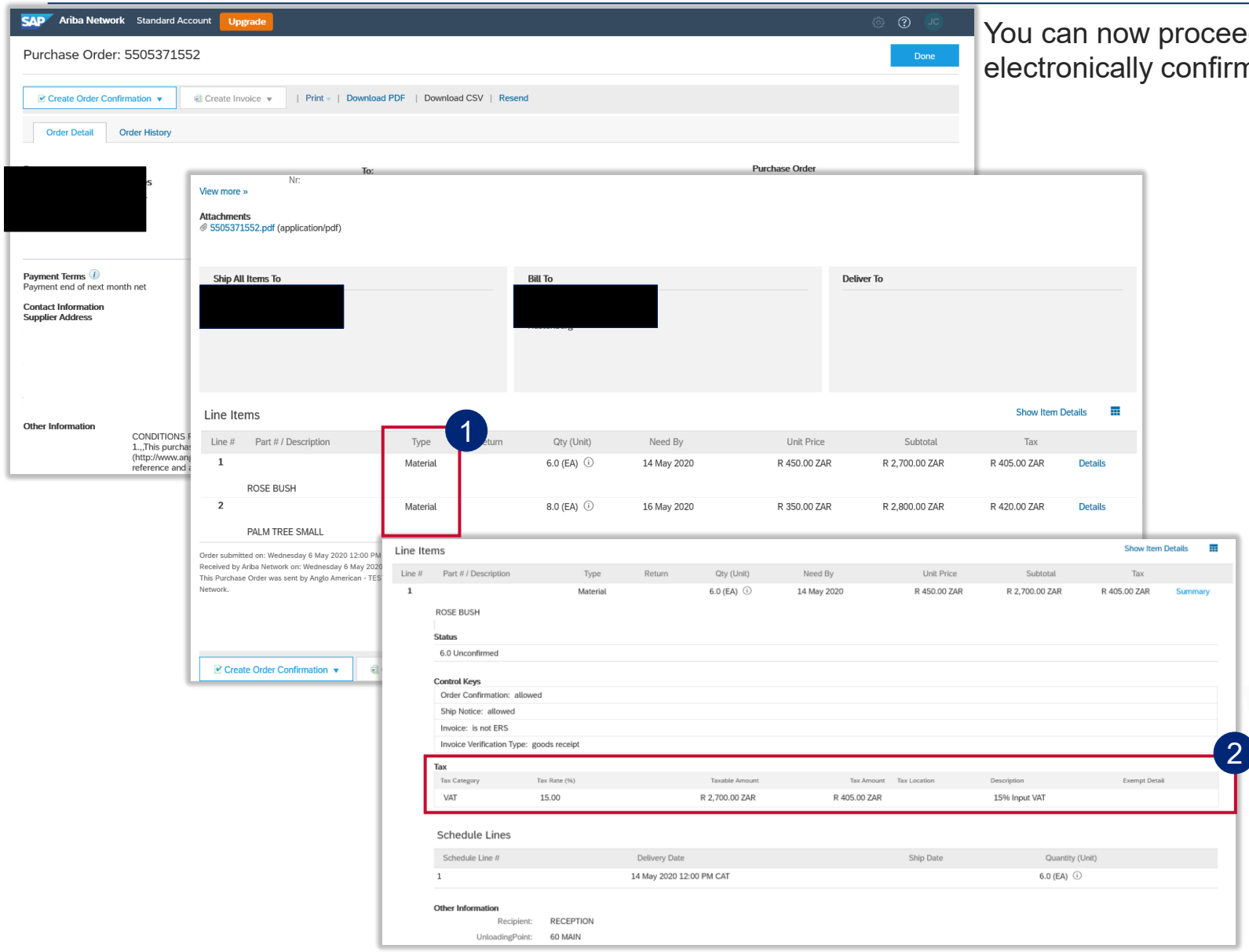
BEFORE CONFIRMING YOUR PURCHASE ORDER

BEFORE CONFIRMING YOUR PUCHASE ORDER



You can now proceed to check the accuracy of content of your PO and electronically confirm it.

The process of confirming your POs via SAP Ariba differs slightly for:

- Goods/Material Orders
- Service Orders
- Hybrid (Material & Services combined)

1. You can see what type of PO it is by viewing the Type column on the PO

2. Check if Vat is correct i.e. if you are not vat registered the vat amount on PO should be 0%, you will then reject the PO.

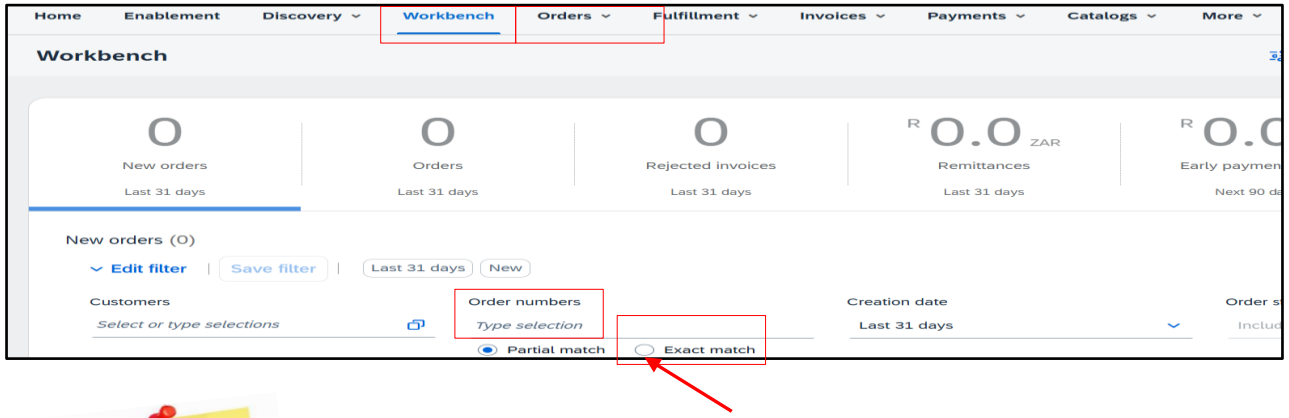
IMPORTANT!
You must confirm your PO electronically. If you not do this you will not be able to invoice, which could result in payment delays.

EXTERNAL

CONFIRMING YOUR PURCHASE ORDER – IMPORTANT INFORMATION

Confirming PO's from us:

To view and confirm your PO's once your standard account is set up, simply go to the official SAP Ariba website at www.ariba.com, select Supplier login and enter your username and password. On your homepage, select WORKBENCH and a the list of PO's will be displayed, alternatively you can click on the ORDERS tab and search for a particular PO number.



If you do not electronically confirm your PO's, you will not be able to:

- **Deliver any services or goods** to any of our operations / site
- **Create an electronic eInvoice** in the system against this order, potentially resulting in payment delays

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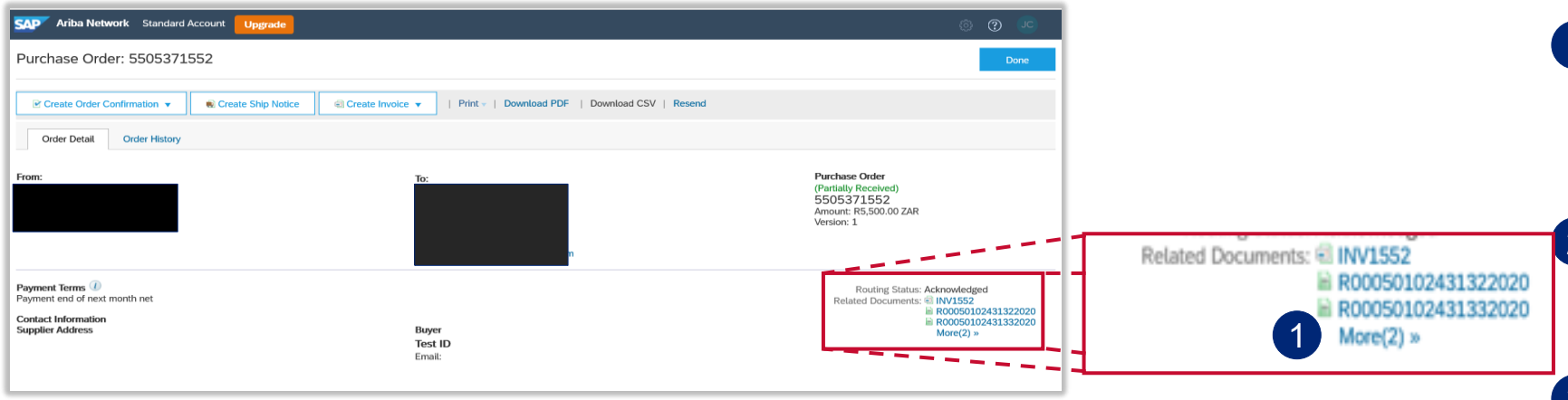
HOW TO VIEW ALL DOCUMENTS RELATED TO A PURCHASE ORDER

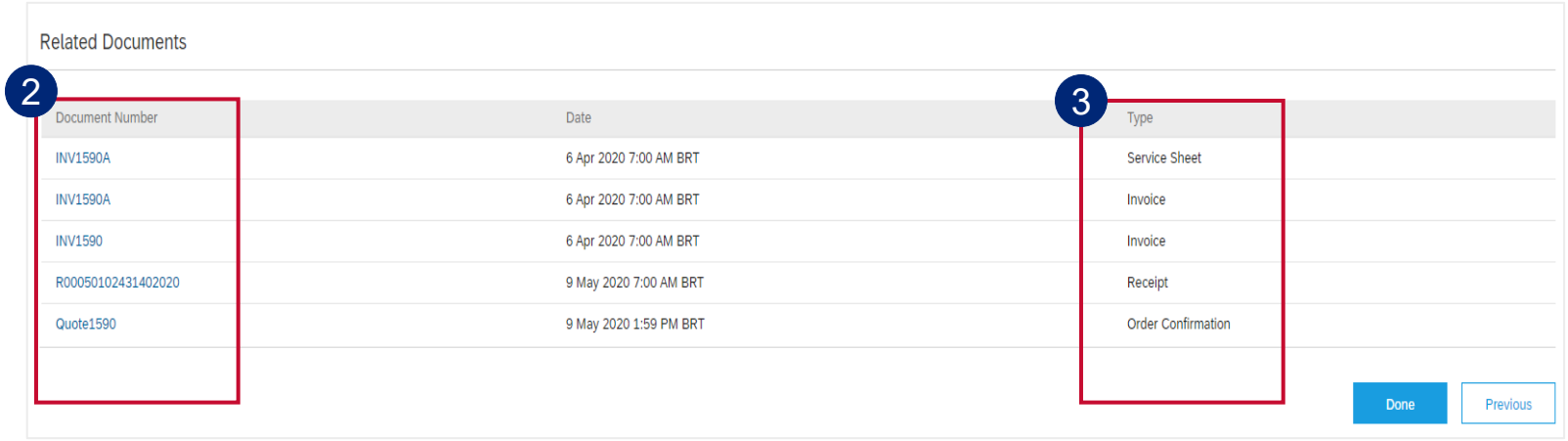
HOW TO VIEW ALL DOCUMENTS RELATED TO A PURCHASE ORDER



1. Click on More under **Related documents** to open all documents related to the Purchase Order

2. Click on **Document Number** to view the details related to that document.

3. Use the **Type** value to assist with identifying the document



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HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR GOODS

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

This section will show you how to confirm and invoice against a Purchase Order for Goods.

SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7	8	9
RECEIVES INTERACTIVE EMAIL WITH ELECTRONIC PO	OPENS EMAIL & CLICKS ON PROCESS ORDER BUTTON	LOGS INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

PROCESS FOR CONFIRMING & INVOICING AGAINST PURCHASE ORDERS FOR GOODS

- Each step in this electronic processes is dependent on the one before it
- If one is not actioned, the system will not allow the next step to be completed
- **For example** – if you do not confirm your **PO in Step 4,** our stores are unable to create a Goods Receipt Verification (GRV) as indicated in **Step 6**, which in turn will not allow you to invoice against the PO in **Step 7.**

  This may result in payment delays
- It is **VITAL** that you electronically confirm your Purchase Orders in the system as soon as you have confirmed that the PO details are correct.

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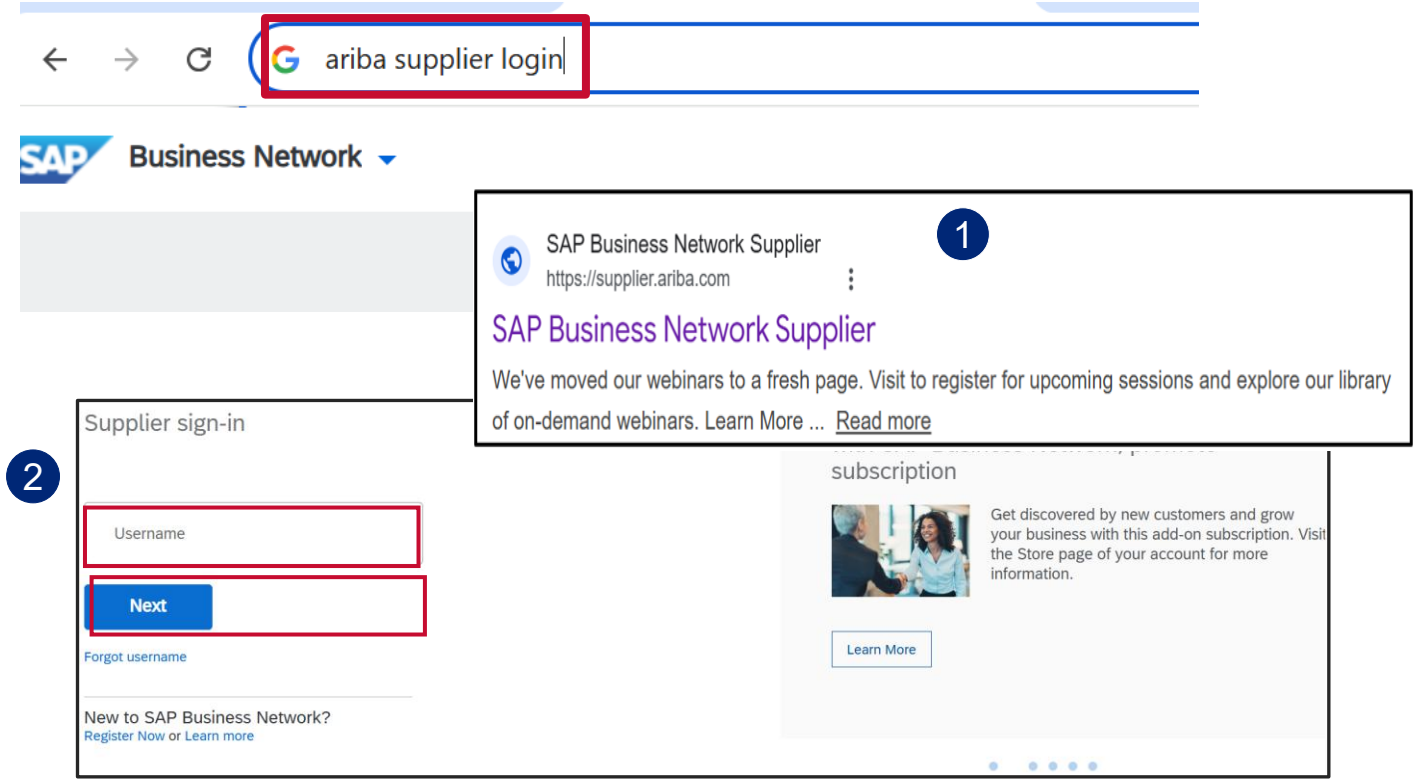
HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

1	2	3	4	5	6	7
SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



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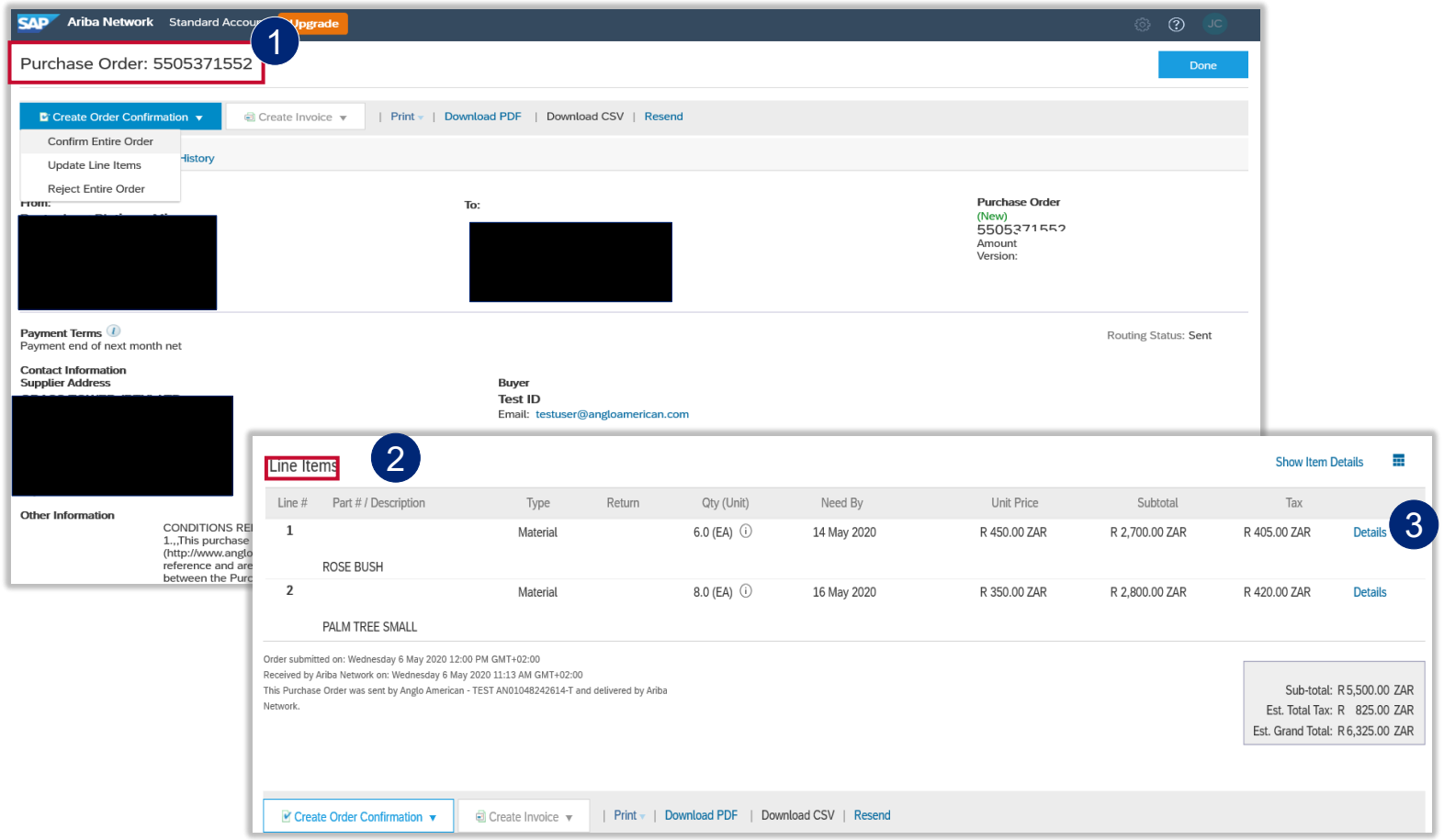
1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.

2. Enter your **user name** and **password** to be taken to your **Home** page

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

1	2	3	4	5	6	7	8	9
SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
RECEIVES INTERACTIVE EMAIL WITH ELECTRONIC PO	OPENS EMAIL & CLICKS ON PROCESS ORDER BUTTON	LOGS INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	PAYMENT *EXECUTED ACCORDING TO PAYMENT TERMS



1. Your **Purchase Order (PO)** document will open. You need to scroll down to see all the detail. Terms and conditions, payment terms etc

2. **Please Note:** You must check the accuracy of each PO you receive from us **at a line item level.** To do this scroll down to the **Line Items Section**

3. To see all the detail of the line item, click on **Details.** You can view line description, vat, unloading points, other comments etc. as shown in the next slide

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

1	2	3	4	5	6	7	8	9
SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
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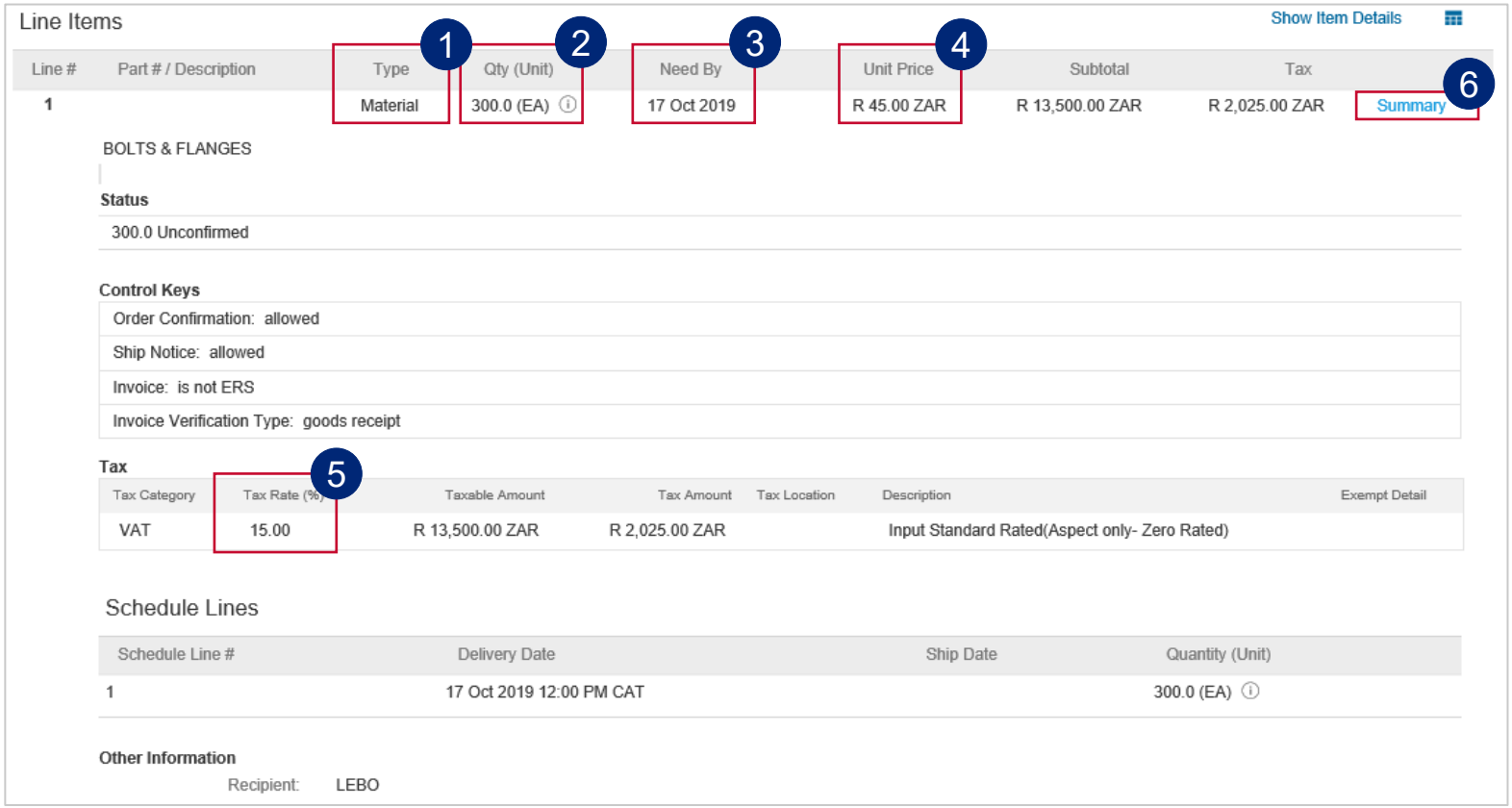

Line Items

Show Item Details

Line #	Part # / Description	Type (1)	Qty (Unit) (2)	Need By (3)	Unit Price (4)	Subtotal	Tax	(6)
1		Material	300.0 (EA)	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR	Summary

BOLTS & FLANGES

Status

300.0 Unconfirmed

Control Keys

Order Confirmation: allowed

Ship Notice: allowed

Invoice: is not ERS

Invoice Verification Type: goods receipt

Tax

Tax Category	Tax Rate (%) (5)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
VAT	15.00	R 13,500.00 ZAR	R 2,025.00 ZAR		Input Standard Rated(Aspect only- Zero Rated)	

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	17 Oct 2019 12:00 PM CAT		300.0 (EA)

Other Information

Recipient: LEBO

Once you have opened the line item details, p**lease check that the following is correct:**

1. Type reflects as **Material** for **Goods POs**
2. Quantity & Unit (Unit of Measure)
3. Delivery date
4. Unit price
5. TAX / VAT Rate (if applicable)

Do this for each line item.

6. ✓ If everything is correct, please click on **Summary** and go back to the summary view of your PO

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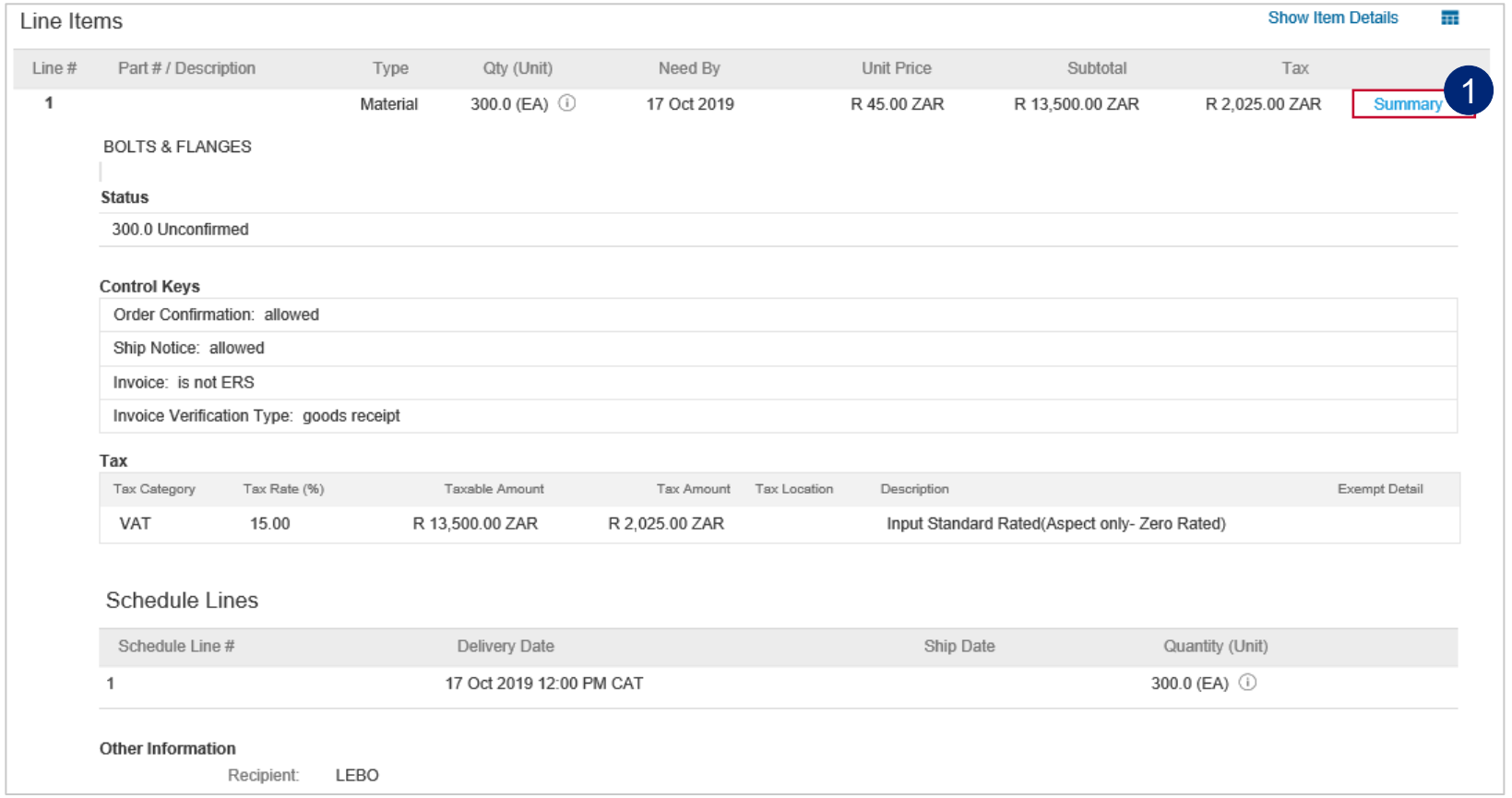
HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

1. SUPPLIER — RECEIVES INTERACTIVE EMAIL WITH ELECTRONIC PO
2. SUPPLIER — OPENS EMAIL & CLICKS ON PROCESS ORDER BUTTON
3. SUPPLIER — LOGS INTO ARIBA NETWORK
4. SUPPLIER — CHECKS & CONFIRMS PO
5. SUPPLIER — FULFILS ORDER & DELIVERS GOODS
6. ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES — GOODS RECEIPT CREATED
7. SUPPLIER — CREATE INVOICE IN SAP ARIBA
8. SUPPLIER — REMITTANCE ADVICE RECEIVED
9. ANGLO AMERICAN / DE BEERS GROUP — PAYMENT *EXECUTED ACCORDING TO PAYMENT TERMS



Line Items — Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1		Material	300.0 (EA)	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR	Summary

BOLTS & FLANGES

Status

300.0 Unconfirmed

Control Keys

Order Confirmation: allowed
Ship Notice: allowed
Invoice: is not ERS
Invoice Verification Type: goods receipt

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
VAT	15.00	R 13,500.00 ZAR	R 2,025.00 ZAR		Input Standard Rated(Aspect only- Zero Rated)	

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	17 Oct 2019 12:00 PM CAT		300.0 (EA)

Other Information

Recipient: LEBO

If any of the details in the line item are incorrect **please reject the PO in the system,** providing a reason for your rejection (Go to How to Reject a PO section for more information)

Please Note: Electronically rejecting your PO for being incorrect does not mean you are rejecting doing business with us.

The rejected PO will workflow back to the buyer in the system & prompt them to send a corrected PO.

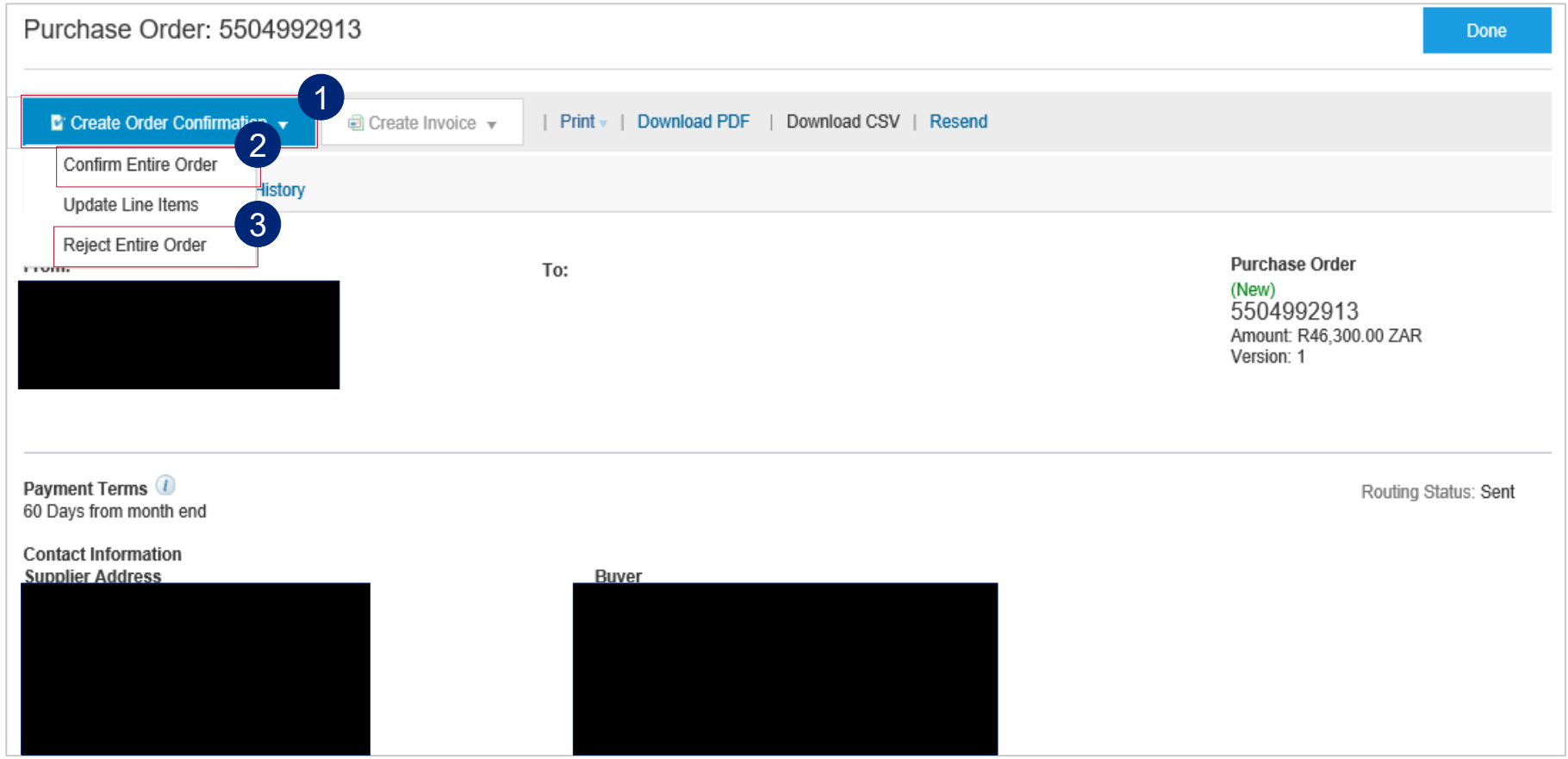
You will then receive another email with the **changed** PO which you must confirm.

1. Click on **Summary** and go back to the summary view of your PO

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7	8	9
RECEIVES INTERACTIVE EMAIL WITH ELECTRONIC PO	OPENS EMAIL & CLICKS ON PROCESS ORDER BUTTON	LOGS INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	PAYMENT *EXECUTED ACCORDING TO PAYMENT TERMS



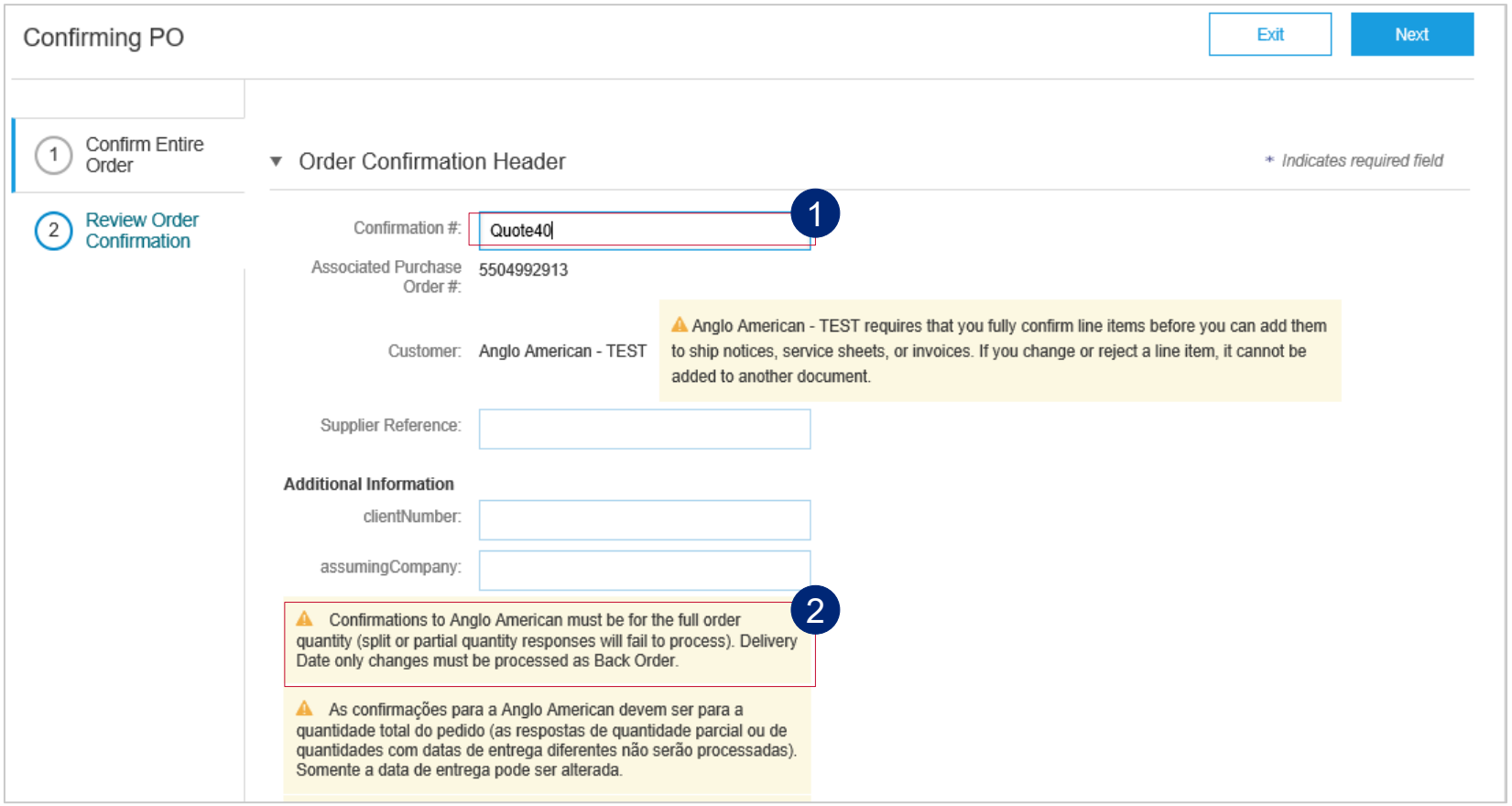
Once you have checked the accuracy of all the line items in your PO, you need to confirm it in the system

1. Scroll up to the top of your PO and click on the **Create Order Confirmation** button
2. A drop down menu will appear. Click on **Confirm Entire Order to confirm your PO**
3. Click on **Reject Entire Order to reject your PO** (this process is shared a little later in this document)

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

1	2	3	4	5	6	7	8	9
SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
RECEIVES INTERACTIVE EMAIL WITH ELECTRONIC PO	OPENS EMAIL & CLICKS ON PROCESS ORDER BUTTON	LOGS INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	PAYMENT *EXECUTED ACCORDING TO PAYMENT TERMS



Once you have clicked on **Confirm Entire Order,** the following page will open.

1. First enter your **Confirmation number.**

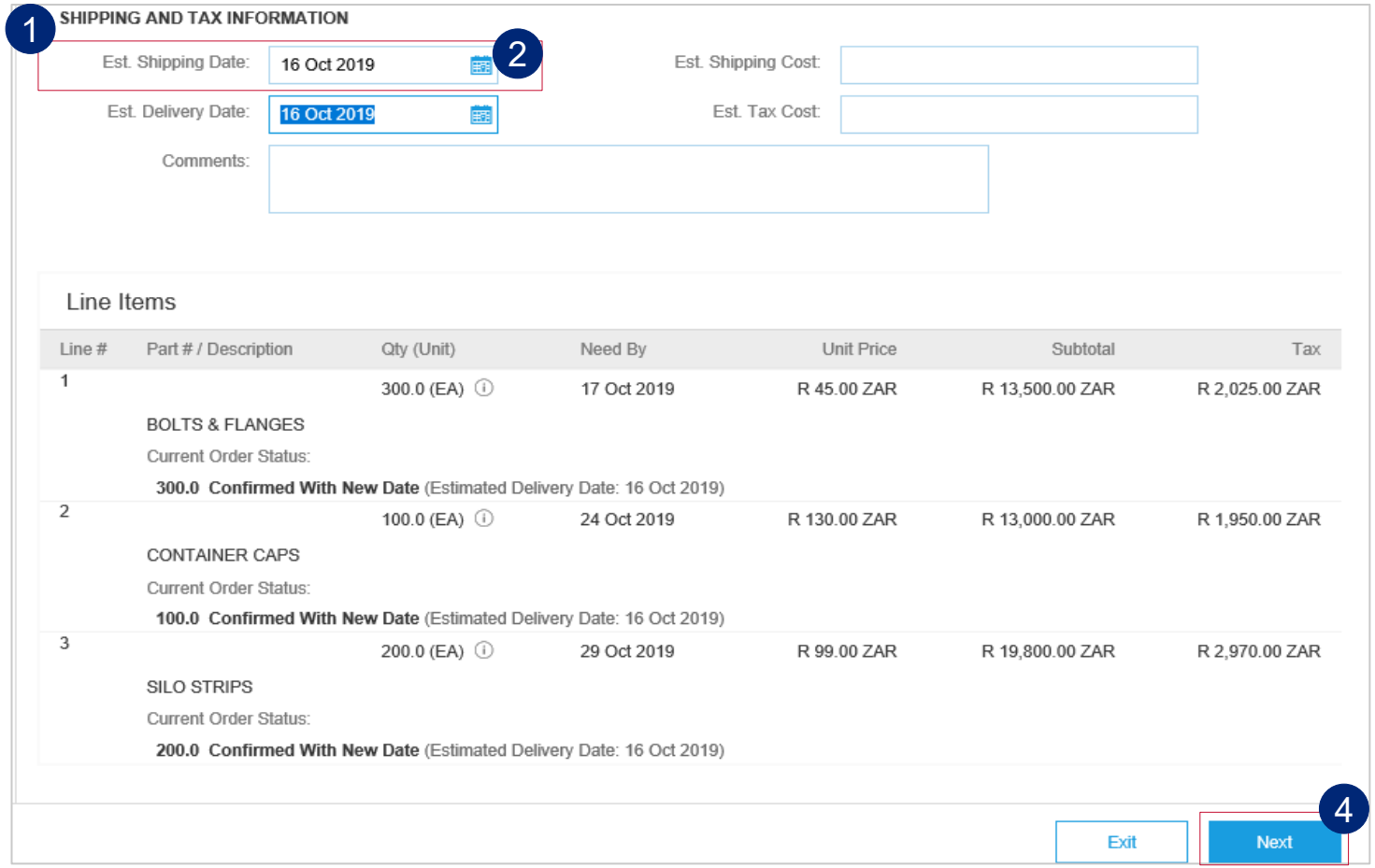
   The **Confirmation Number** is YOUR reference and you can enter any reference that is meaningful to you and your organisation e.g. your quote number. **Please note that the confirmation number must not exceed 16 characters.**

2. Please pay attention to these notifications as they contain important information.

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

1	2	3	4	5	6	7	8	9
SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
RECEIVES INTERACTIVE EMAIL WITH ELECTRONIC PO	OPENS EMAIL & CLICKS ON PROCESS ORDER BUTTON	LOGS INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	PAYMENT *EXECUTED ACCORDING TO PAYMENT TERMS



1. After entering your **Confirmation number**, scroll down so you can complete the **Shipping and Tax Information** section.

   This section is **mandatory**

   Please **select** the following using the **calendar icons** :

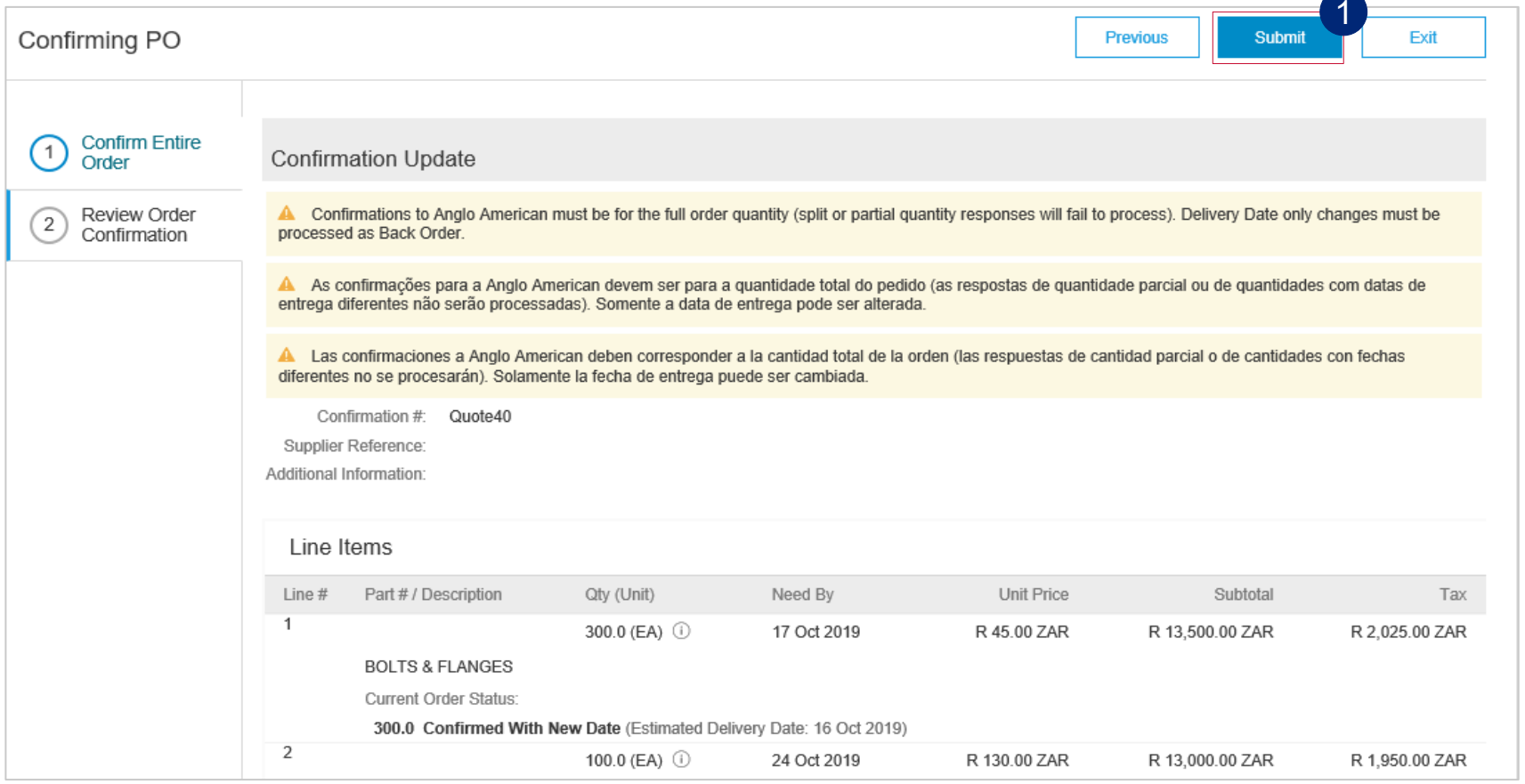
2. Est Shipping date

3. Then click on **Next**

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

1	2	3	4	5	6	7	8	9
SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
RECEIVES INTERACTIVE EMAIL WITH ELECTRONIC PO	OPENS EMAIL & CLICKS ON PROCESS ORDER BUTTON	LOGS INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	PAYMENT *EXECUTED ACCORDING TO PAYMENT TERMS



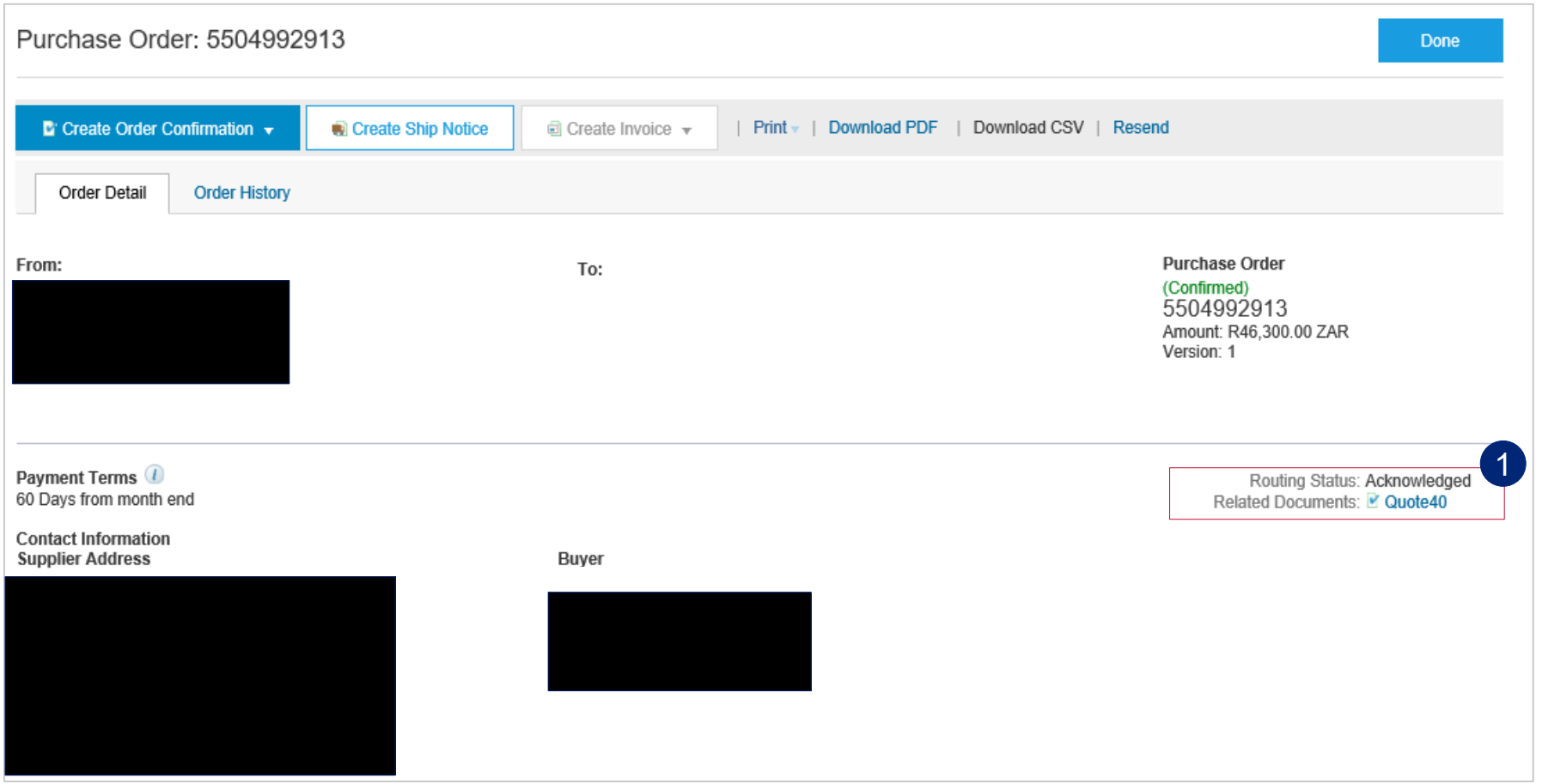
You will be taken to the **Review Order Confirmation** page.

1 Click the **Submit button** to finalise the confirmation of your PO

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

1	2	3	4	5	6	7	8	9
SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
RECEIVES INTERACTIVE EMAIL WITH ELECTRONIC PO	OPENS EMAIL & CLICKS ON PROCESS ORDER BUTTON	LOGS INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	PAYMENT *EXECUTED ACCORDING TO PAYMENT TERMS



Once you have confirmed your entire Purchase Order you will be redirected to this page.

1. All the documents related to your specific PO can be viewed under **Related Documents.** Hovering over **Related Documents** shows what type of document is part of the PO e.g. PO Confirmation, Invoice, etc.

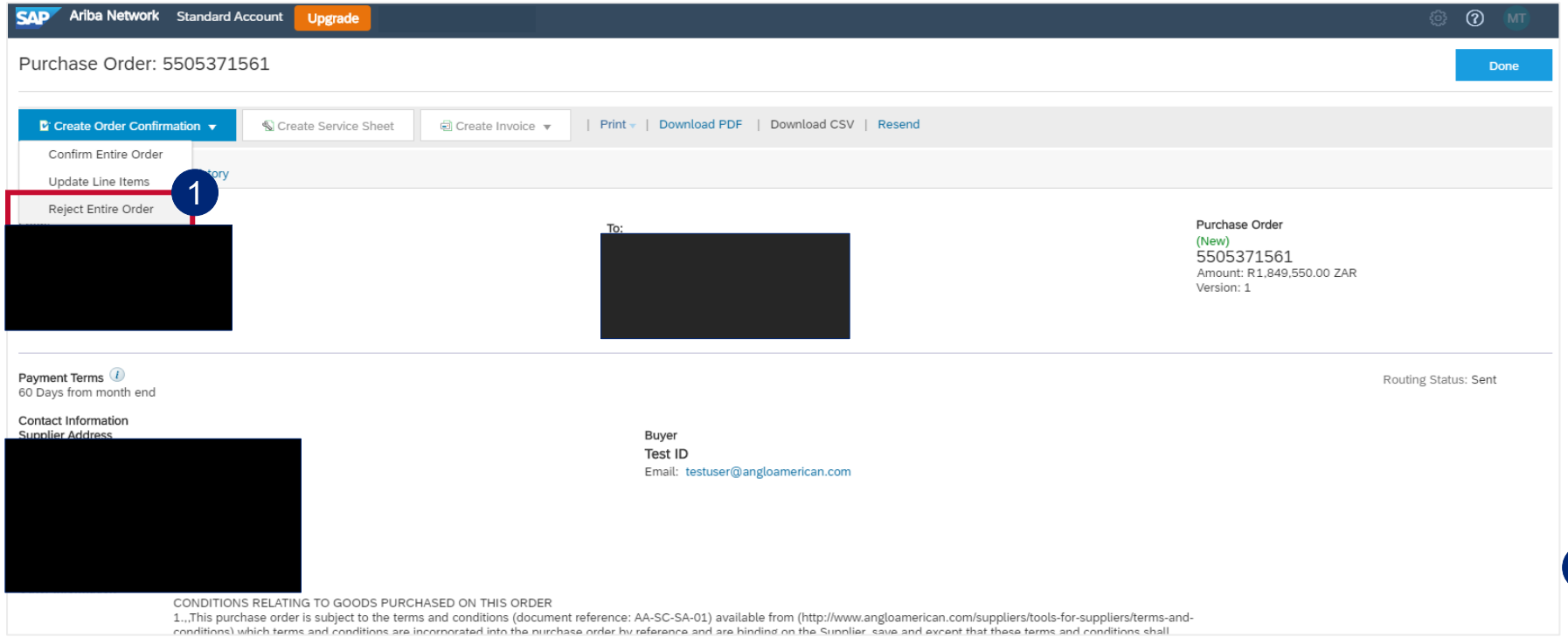
EXTERNAL

AngloAmerican

HOW TO ELECTRONICALLY REJECT YOUR PURCHASE ORDER FOR GOODS

REJECTING A PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7	8	9
RECEIVES INTERACTIVE EMAIL WITH ELECTRONIC PO	OPENS EMAIL & CLICKS ON PROCESS ORDER BUTTON	LOGS INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	PAYMENT *EXECUTED ACCORDING TO PAYMENT TERMS



If any of the details in the PO are incorrect please reject the PO in the system, providing a reason for your rejection. <u>This does not mean you are rejecting doing business with us.</u>

The rejected PO will workflow back to the buyer in the system & prompt them to send a corrected PO.

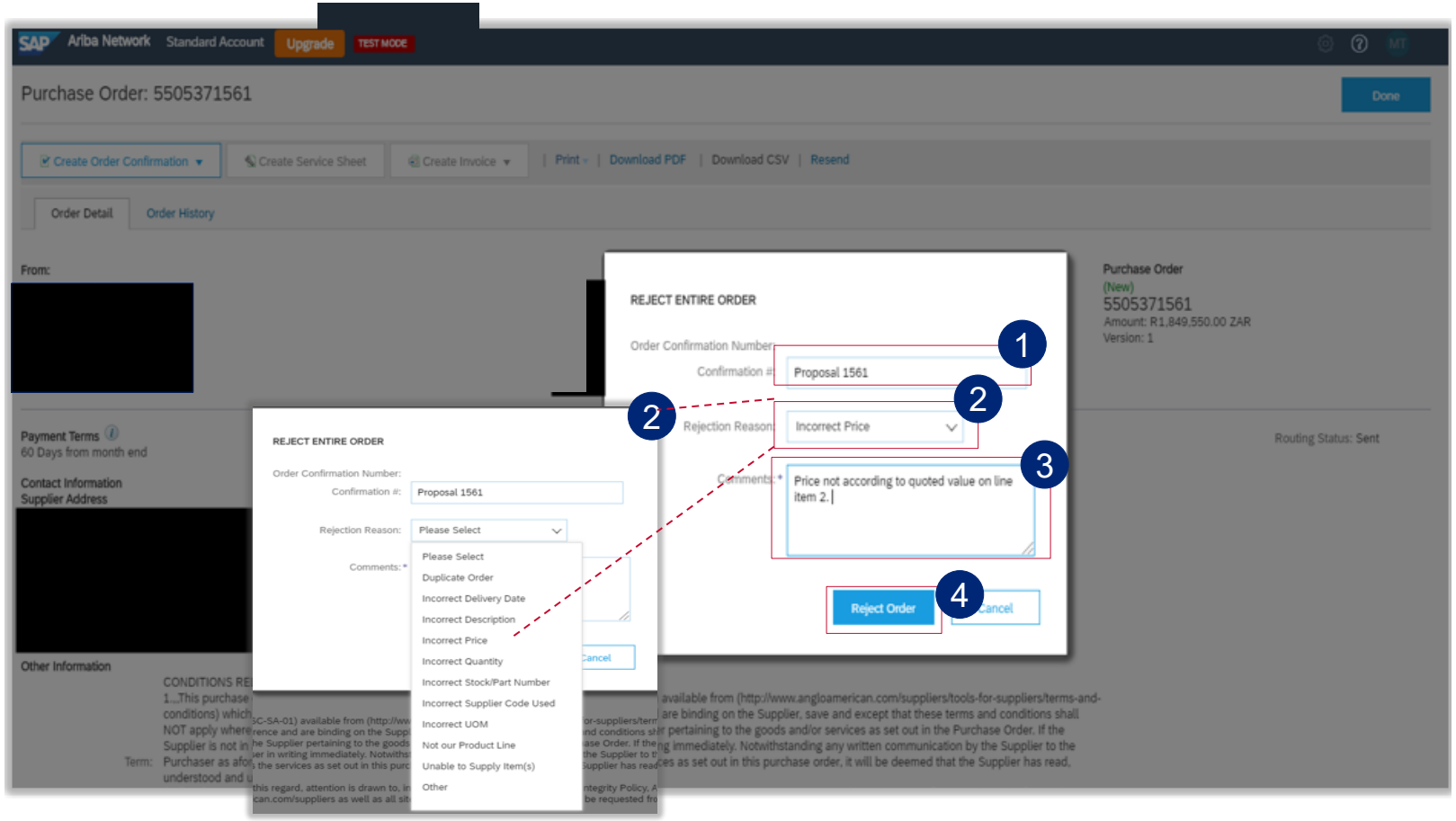
You will then receive another email with the **changed** PO which you can then confirm.

1. Click on **Reject Entire Order** to reject your PO

EXTERNAL

REJECTING A PURCHASE ORDER

1	2	3	4	5	6	7	8	9
SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
RECEIVES INTERACTIVE EMAIL WITH ELECTRONIC PO	OPENS EMAIL & CLICKS ON PROCESS ORDER BUTTON	LOGS INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	PAYMENT *EXECUTED ACCORDING TO PAYMENT TERMS

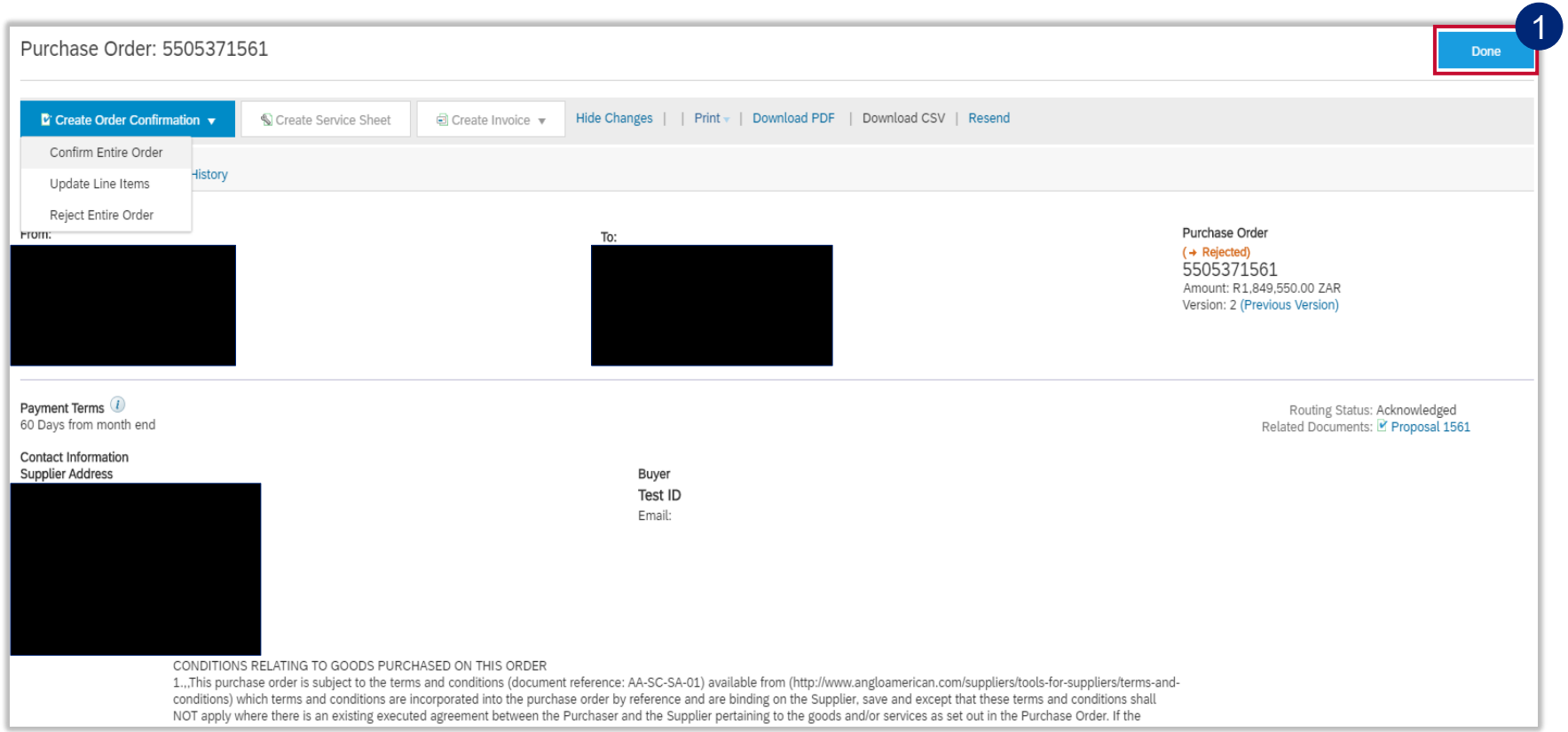


1. Enter your **confirmation reference**
2. Select the **Rejection Reason** from the drop down menu
3. Please add detail of rejection reason under the **Comments** section. This reason is sent to your Buyer in the rejection notification they receive so they know exactly what to amend.
4. Click on **Reject Order**

EXTERNAL

REJECTING A PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP RECEIVING / STORES	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7	8	9
RECEIVES INTERACTIVE EMAIL WITH ELECTRONIC PO	OPENS EMAIL & CLICKS ON PROCESS ORDER BUTTON	LOGS INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	PAYMENT *EXECUTED ACCORDING TO PAYMENT TERMS



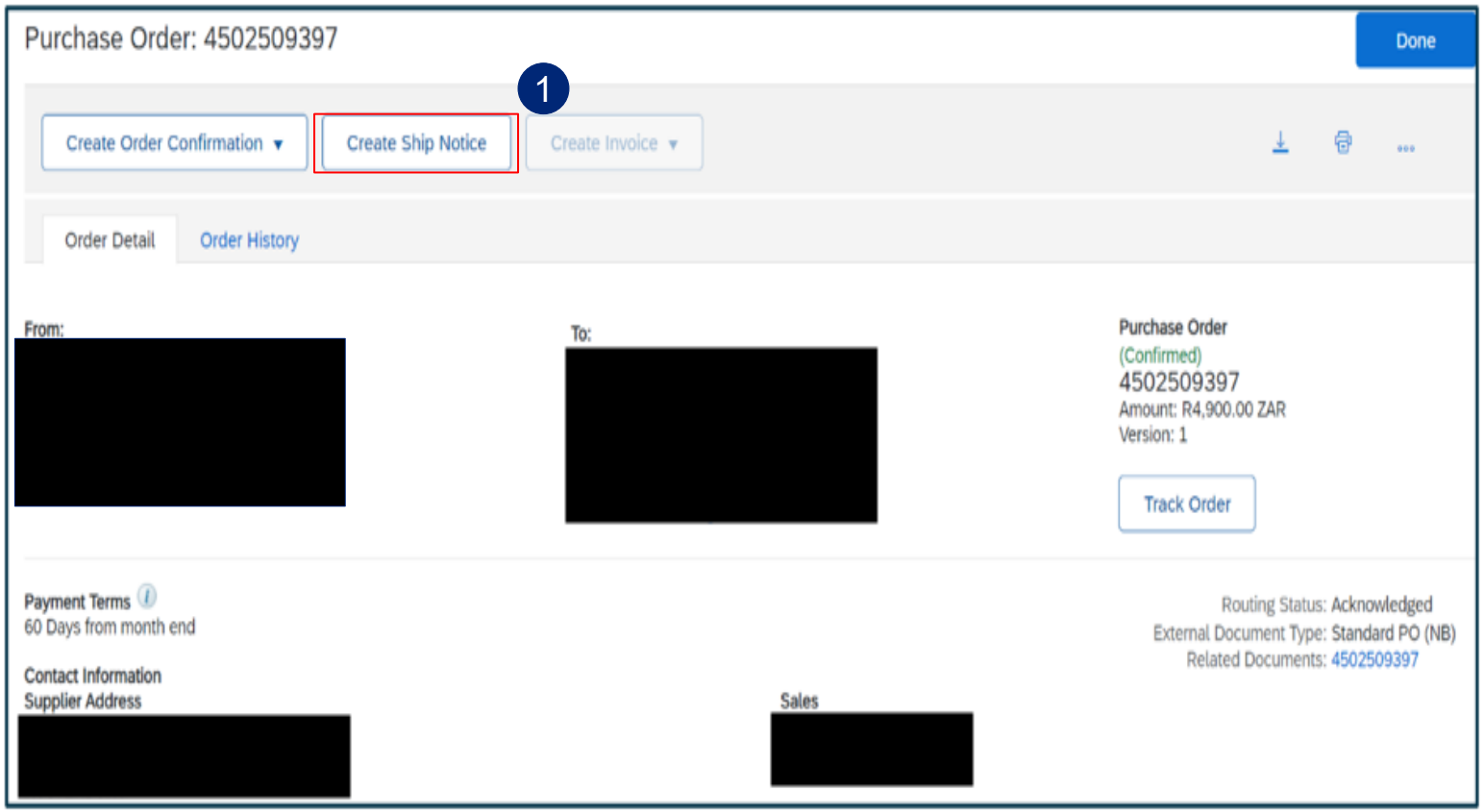
1 Click on **Done** and log out of the browser. You will receive a system notification on receipt of the change order, based on the setup of your notifications

EXTERNAL

AngloAmerican

HOW TO CREATE A FULL/PARTIAL ASN (ADVANCED SHIP NOTICE)

HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS



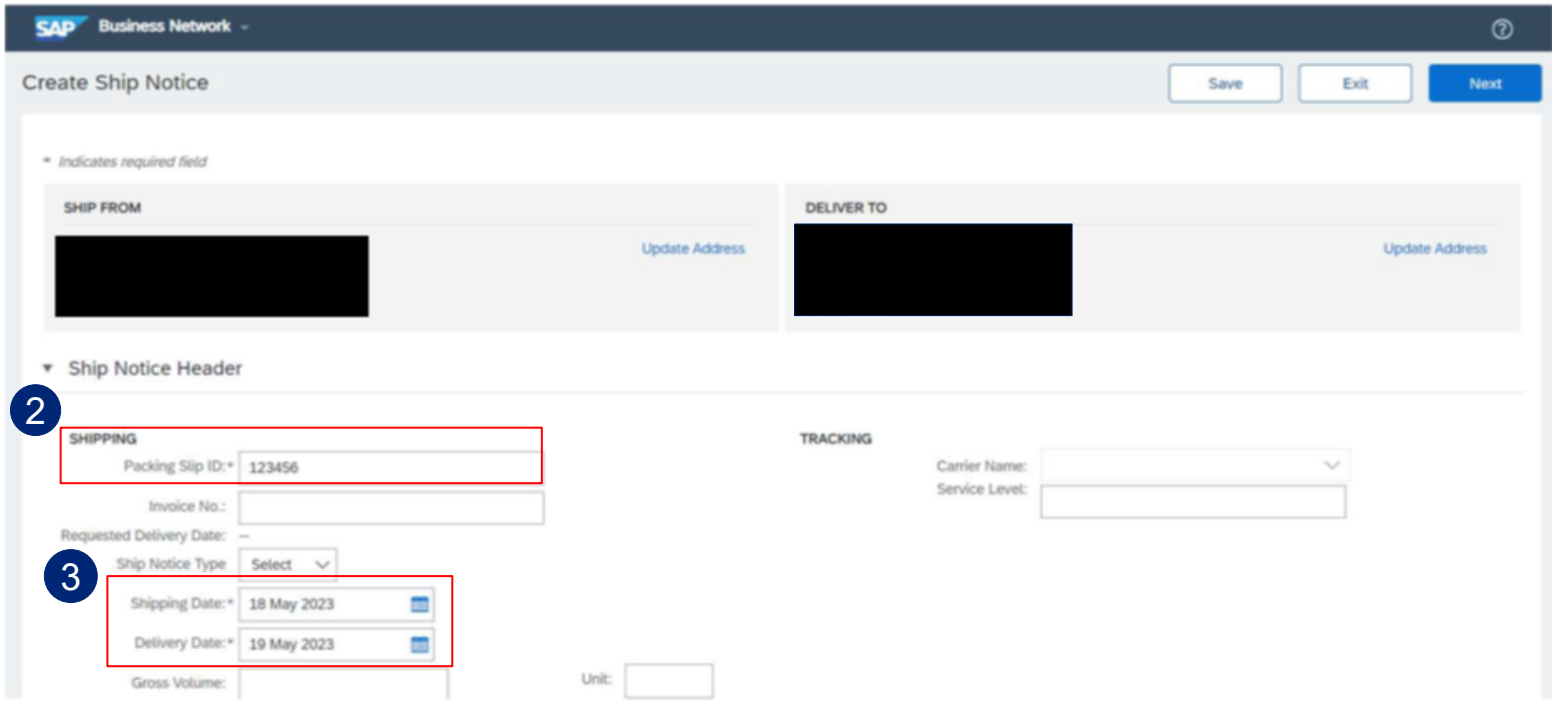
1 Once you have confirmed your entire Purchase Order the ‘Create Ship Notice’ button will become available for you to access.

Click on ‘Create Ship Notice’ button to start this process.

EXTERNAL

HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS

1. SUPPLIER — LOG INTO ARIBA NETWORK
2. SUPPLIER — CHECKS & CONFIRMS PO
3. SUPPLIER — FULFILS ORDER & DELIVERS GOODS
4. SUPPLIER — CREATE SHIP NOTICE IN SAP ARIBA
5. ANGLO AMERICAN / DE BEERS GROUP — GOODS RECEIPT CREATED (RECEIVING / STORES)
6. SUPPLIER — CREATE INVOICE IN SAP ARIBA
7. SUPPLIER — REMITTANCE ADVICE RECEIVED
8. ANGLO AMERICAN / DE BEERS GROUP — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

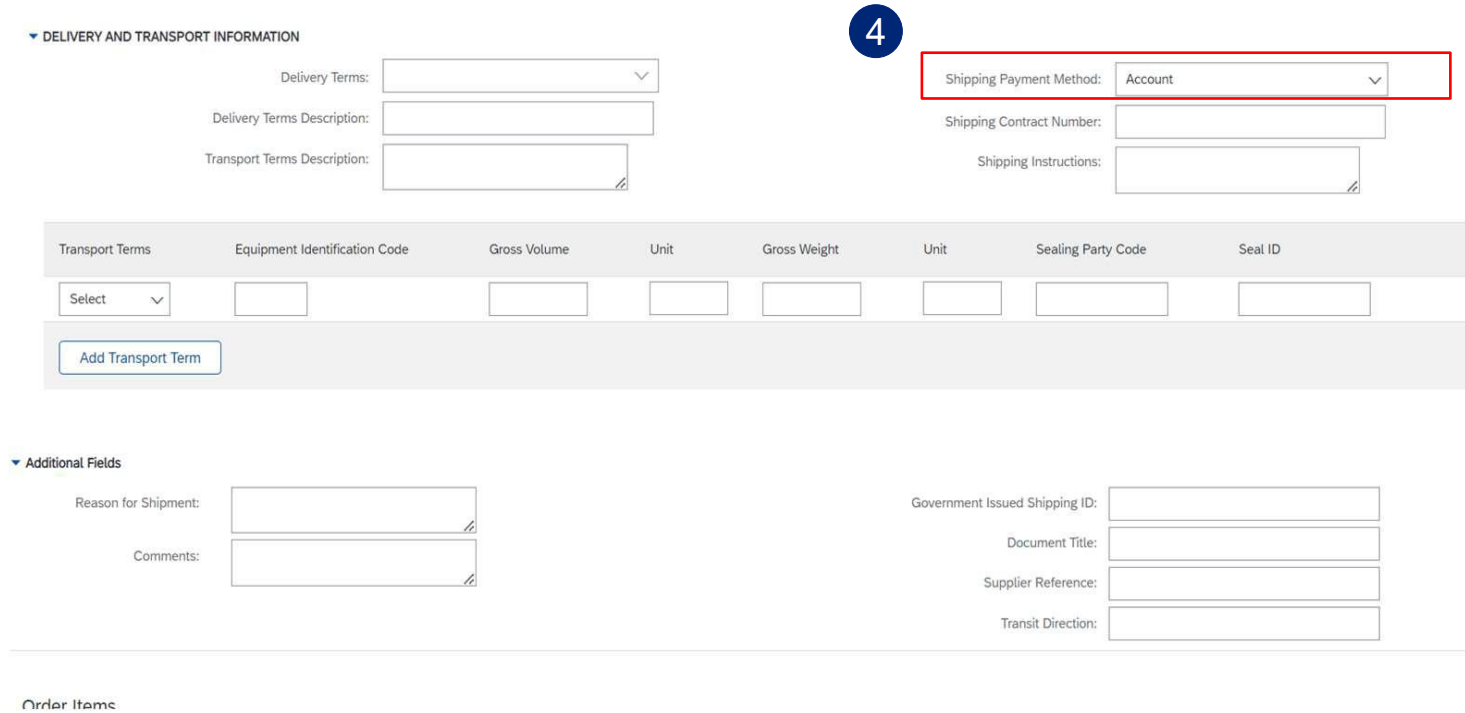


2
- Complete the relevant information as outlined:
- Populate your delivery note number in the Packing Slip ID field, under the SHIPPING section

3
- Add your Shipping and
- Delivery Date. Please Note: both date fields are mandatory.

EXTERNAL

HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS

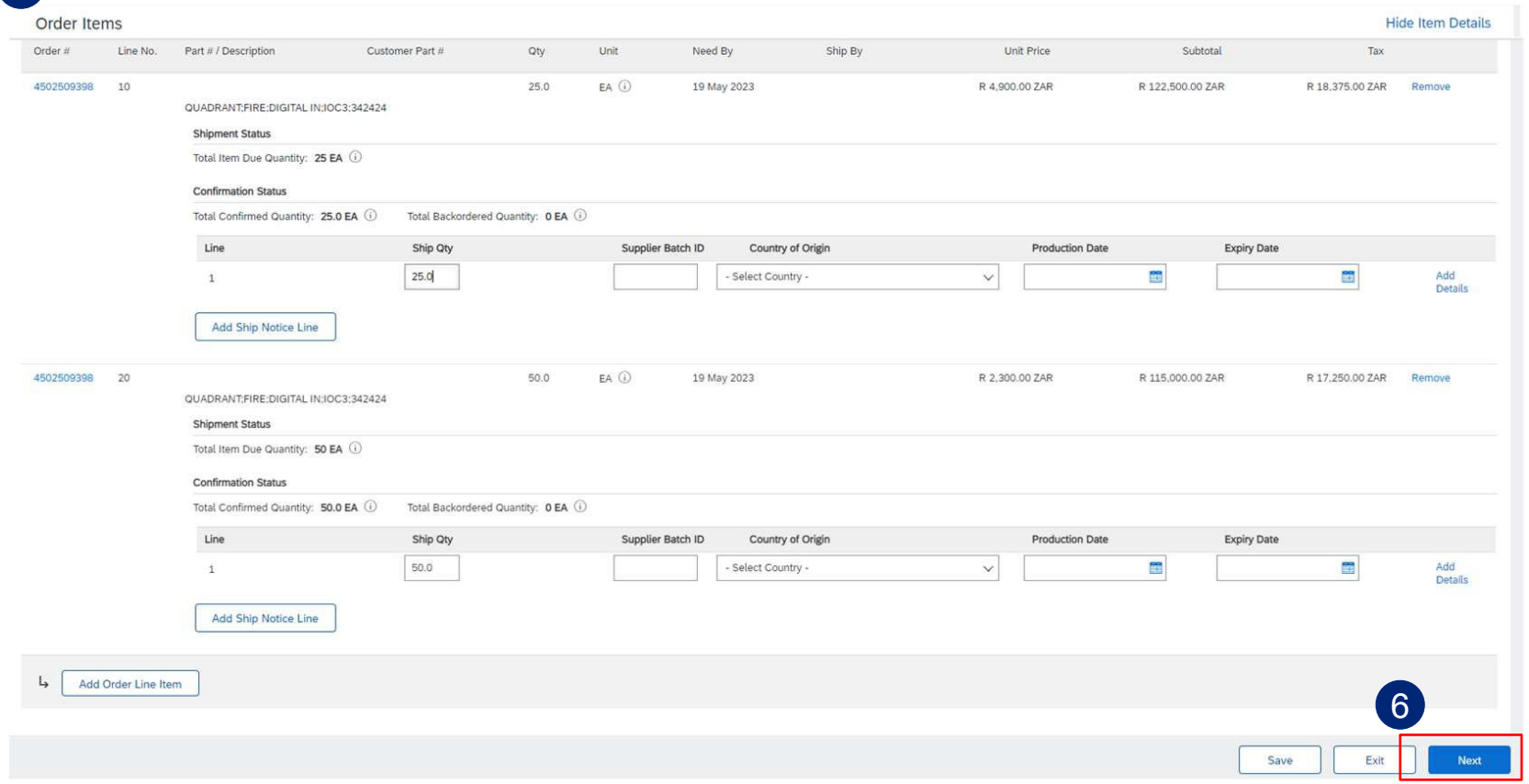


4 Ensure that the Shipping Payment Method field always has the Account option selected

EXTERNAL

HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS

5

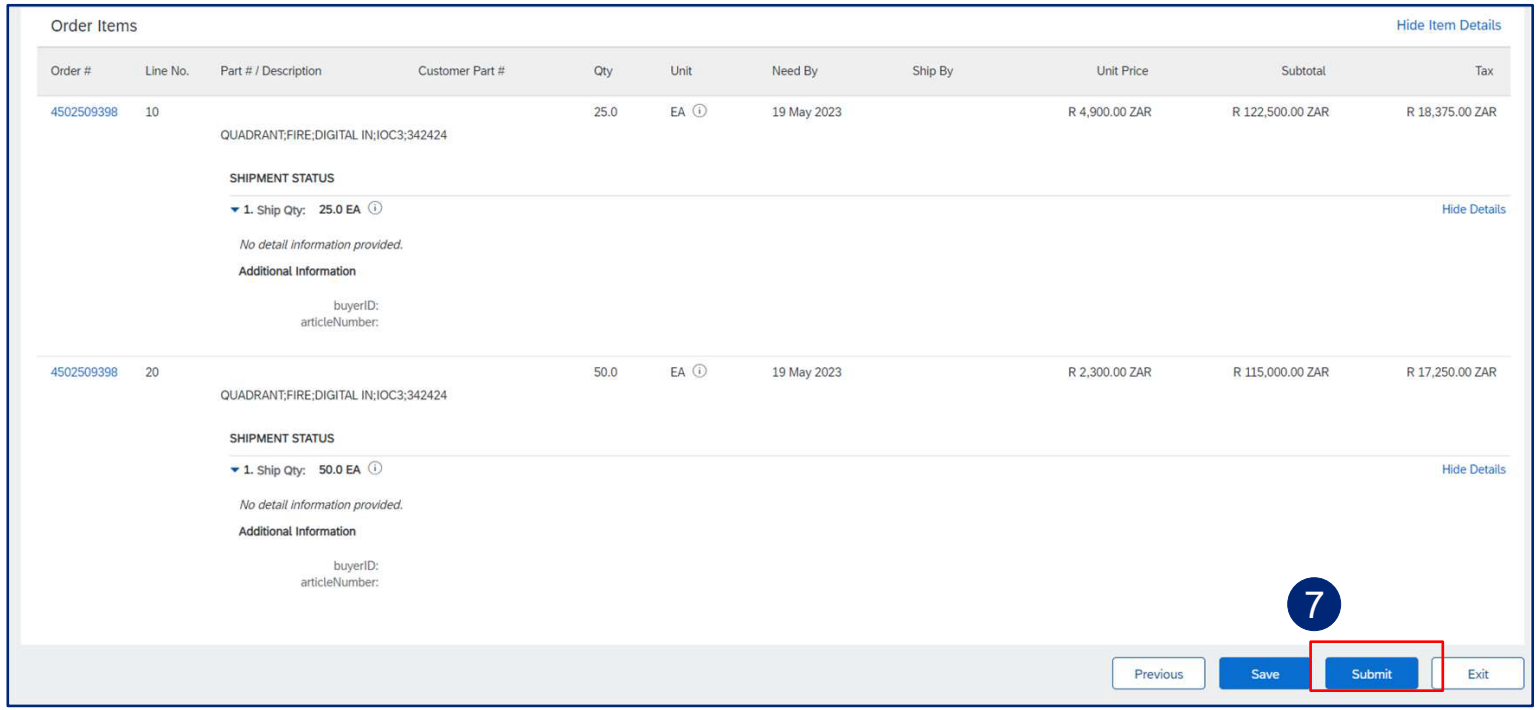


5 Scroll down to the Order Items section.
The line item details are displayed and corresponds with what was confirmed as part of the Order Confirmation step.

6 To create the FULL Advance Shipping Notification, meaning inclusive of all lines and ship quantities, click on Next

EXTERNAL

HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS



7 If you are ready to proceed, click on Submit

EXTERNAL

HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS

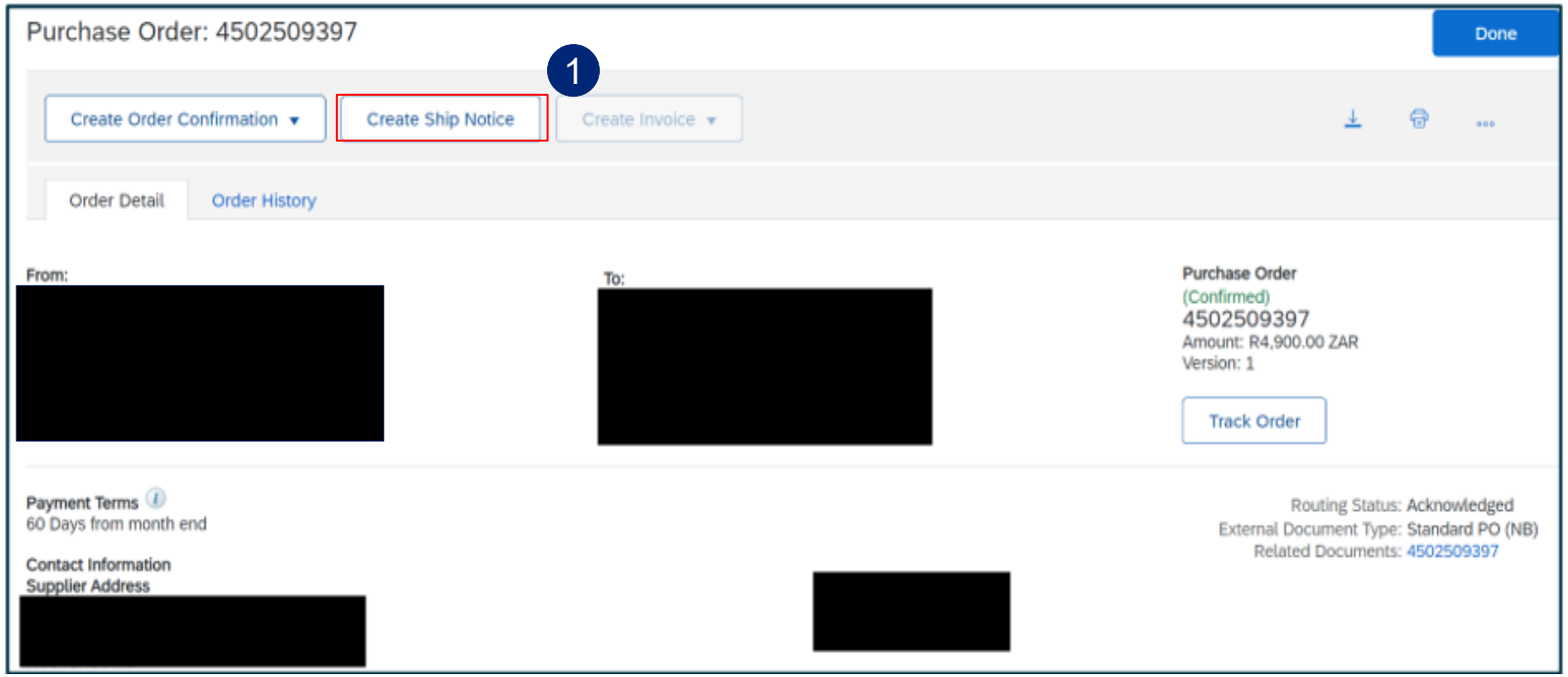
Once submitted the screen will return to the purchase order view.

8 Note that the Confirmed status changed to Shipped. The Create Ship Notice button is greyed out (not available) as you've completed this step.

Click on Done to exit this view.

EXTERNAL

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS

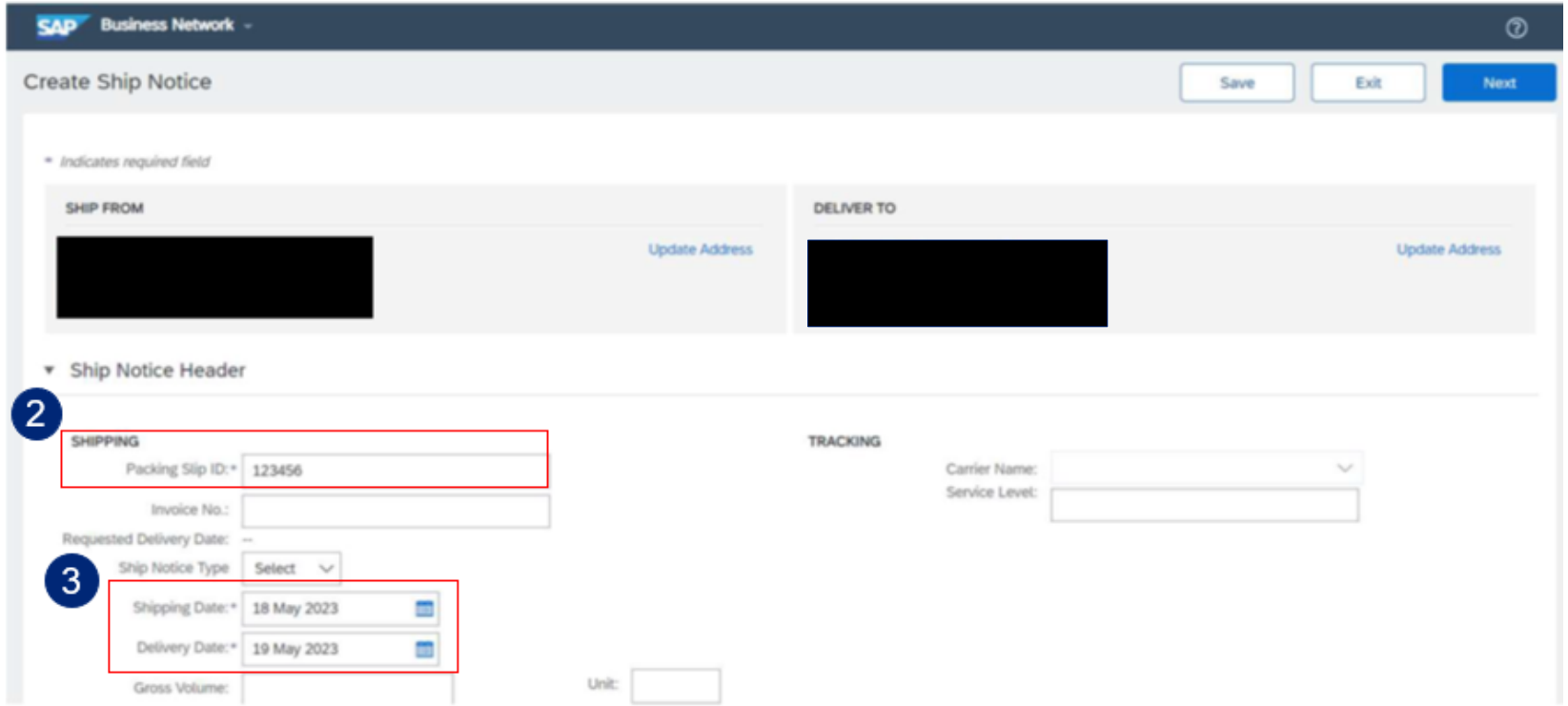


1 Once you have confirmed your entire Purchase Order the ‘Create Ship Notice’ button will become available for you to access.

Click on ‘Create Ship Notice’ button to start this process.

EXTERNAL

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS

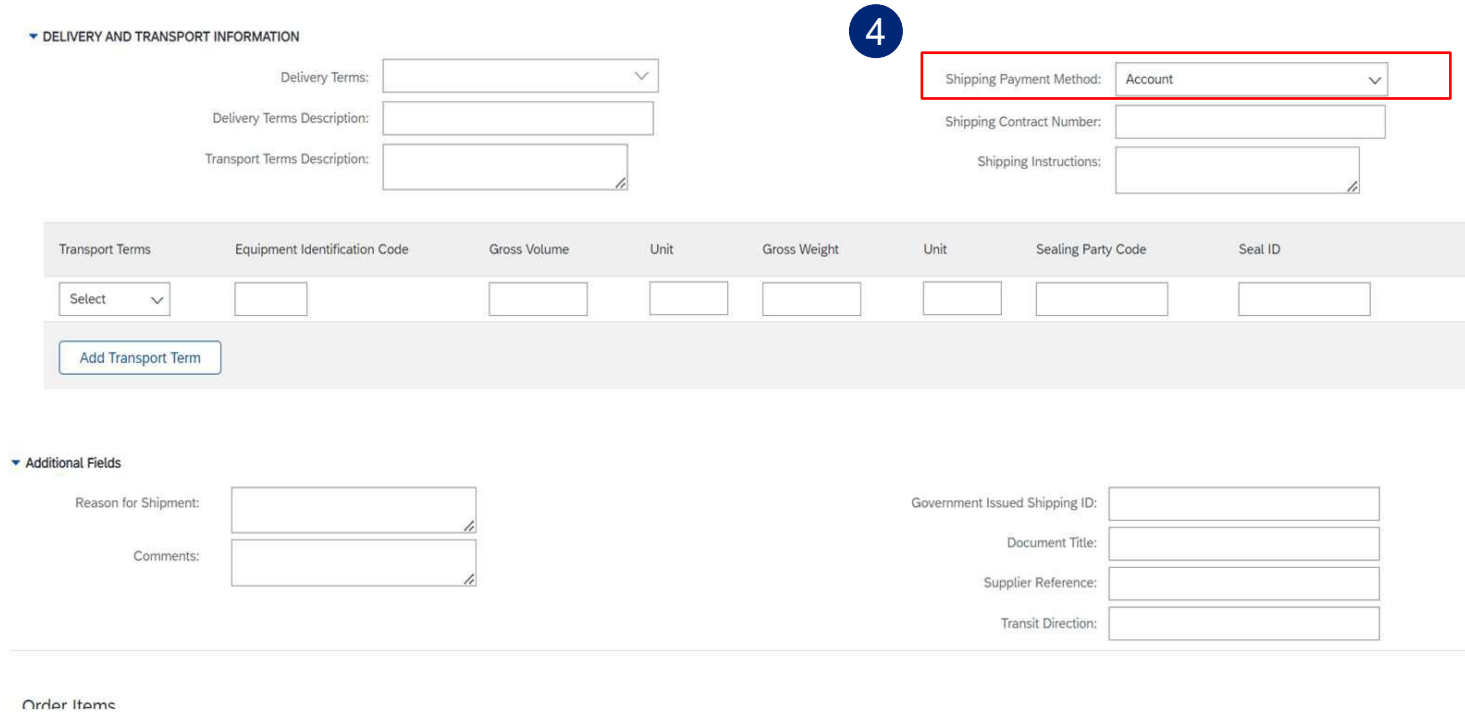


2
- Complete the relevant
- information as outlined:
- Populate your delivery note number in the Packing Slip ID field, under the SHIPPING section

3
- Add your Shipping and
- Delivery Date. Please Note: both date fields are mandatory.

EXTERNAL

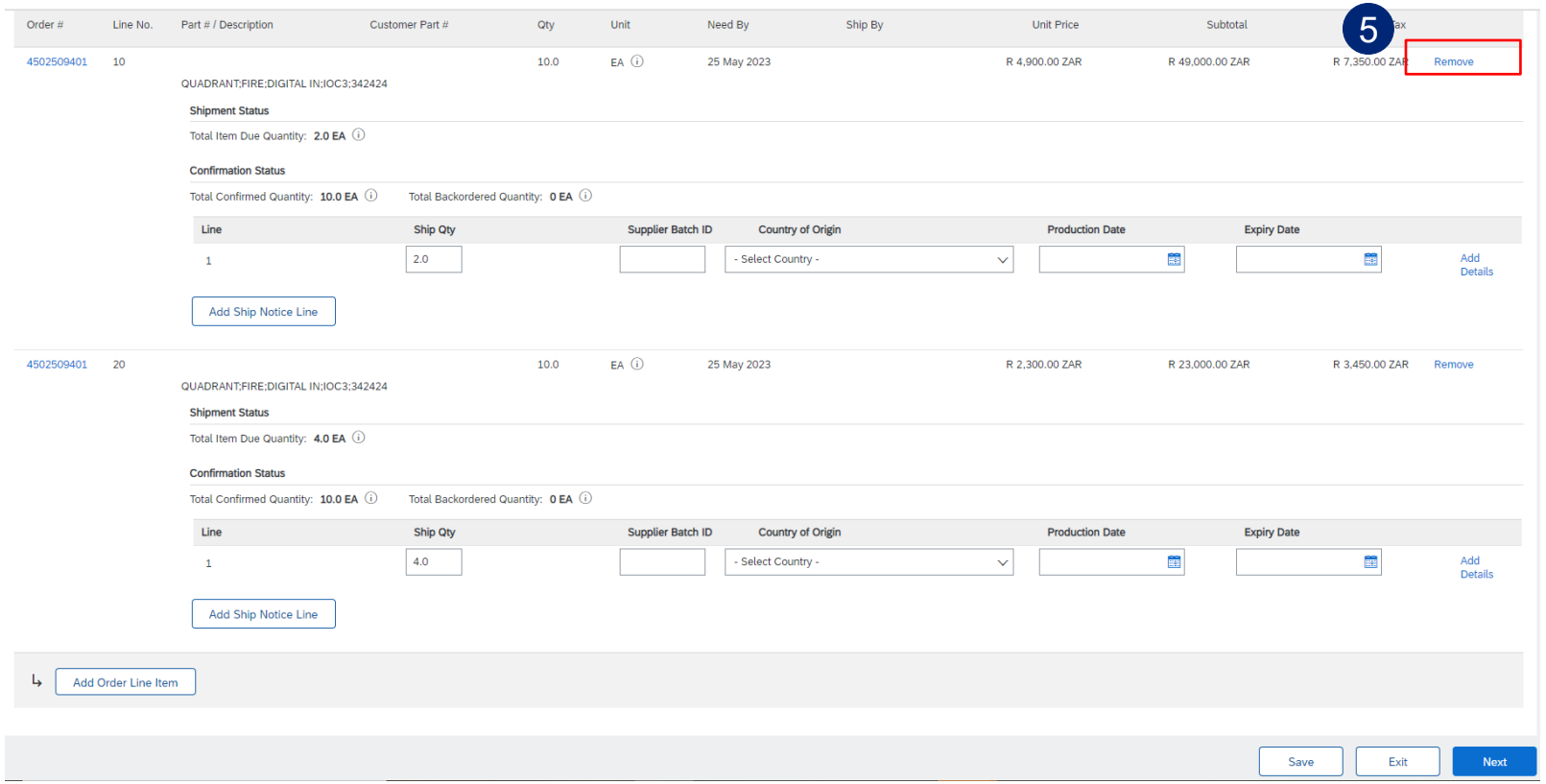
HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS



4 Ensure that the Shipping Payment Method field always has the Account option selected

EXTERNAL

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS



5 Scroll down to the **Order Items** section.

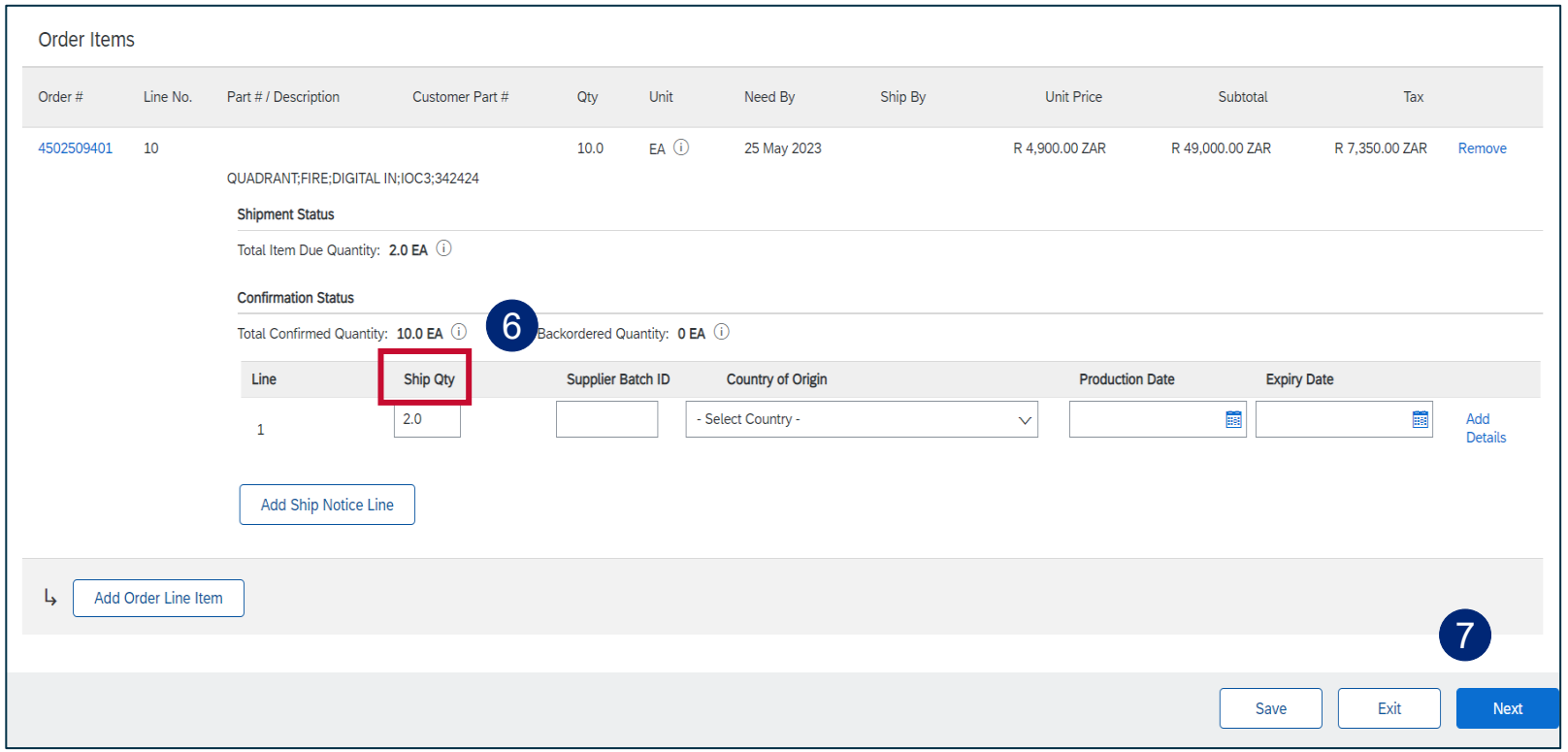
The line item details are displayed and corresponds to what was confirmed as part of the Order Confirmation step.

PARTIAL Advance Shipping Notification can be created by removing line items, and / or reducing the ship quantities to align with your pending deliveries.

To create a PARTIAL Advance Shipping Notification by removing a line item, click on **Remove**

EXTERNAL

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS



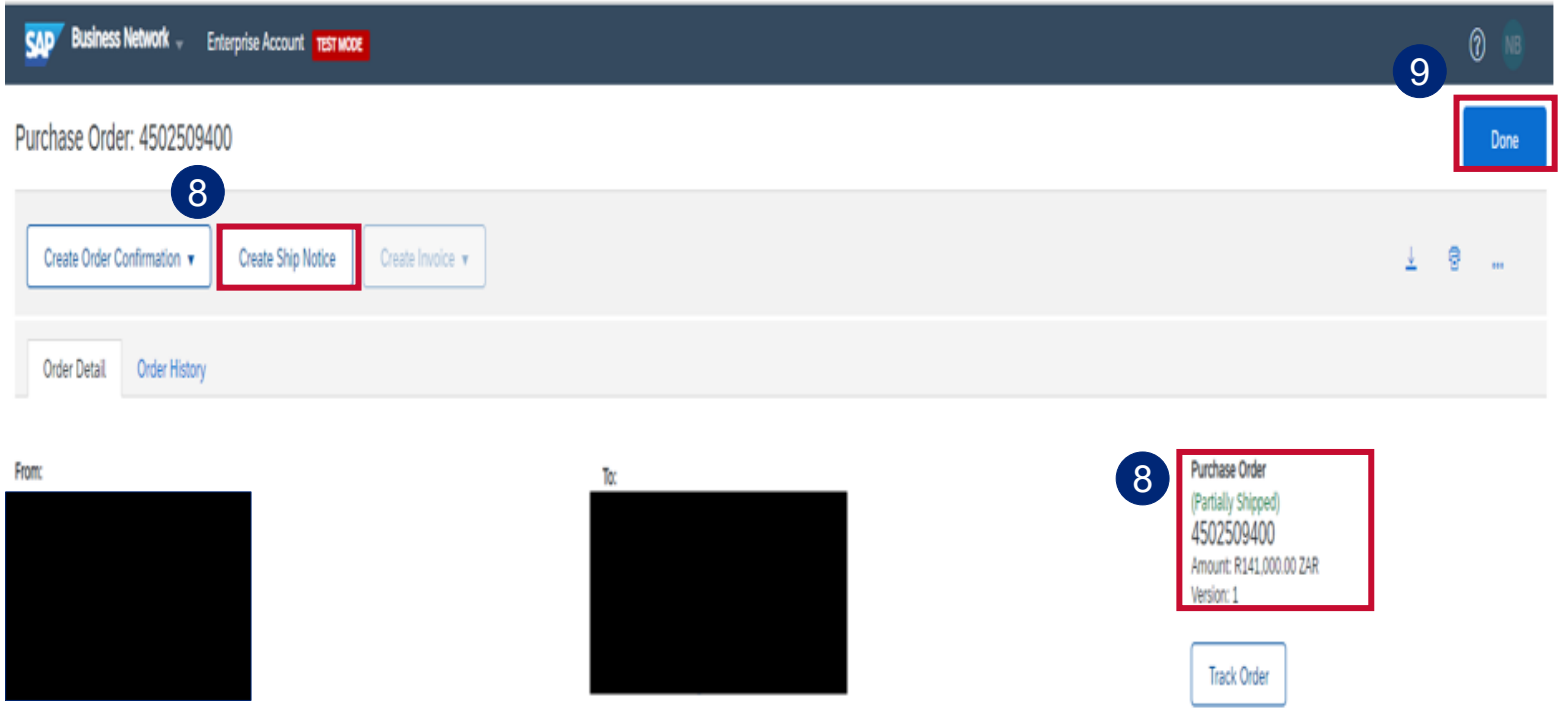
The updated view is displayed with only the remaining line items.

6 To illustrate the PARTIAL Advance Shipping Notification by reducing the ship quantity we will click in **Ship Qty** and change the value to reflect your quantity pending delivery.

7 Clicking on **Next** will allow you to **Submit** your PARTIAL Advance Shipping Notice.

EXTERNAL

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS



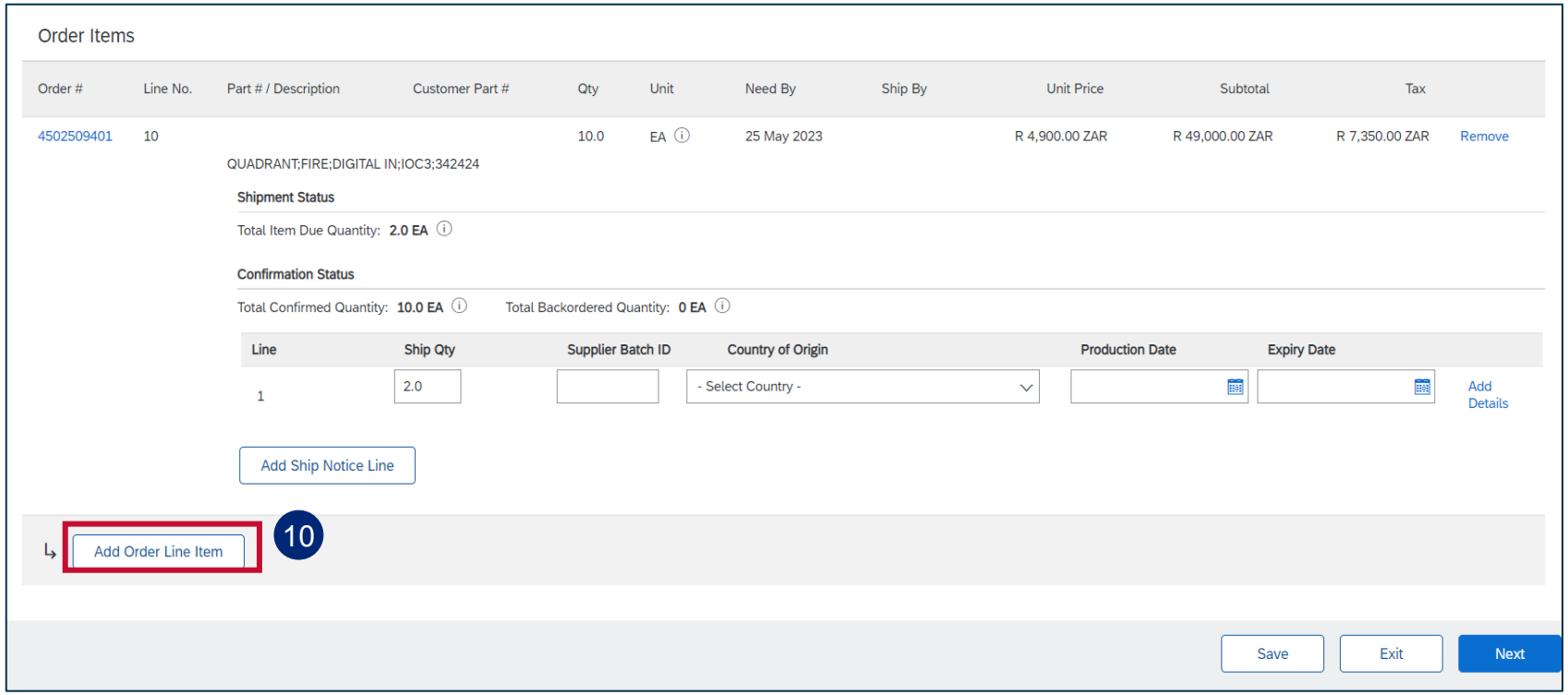
Once submitted the screen will return to the purchase order view.

8 Note that the **Confirmed** status changed to Partially **Shipped**. The **Create Ship Notice** button is still available to create the Advance Shipping Notices for the remaining lines or quantities.

9 Click on **Done** to exit this view.

EXTERNAL

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS



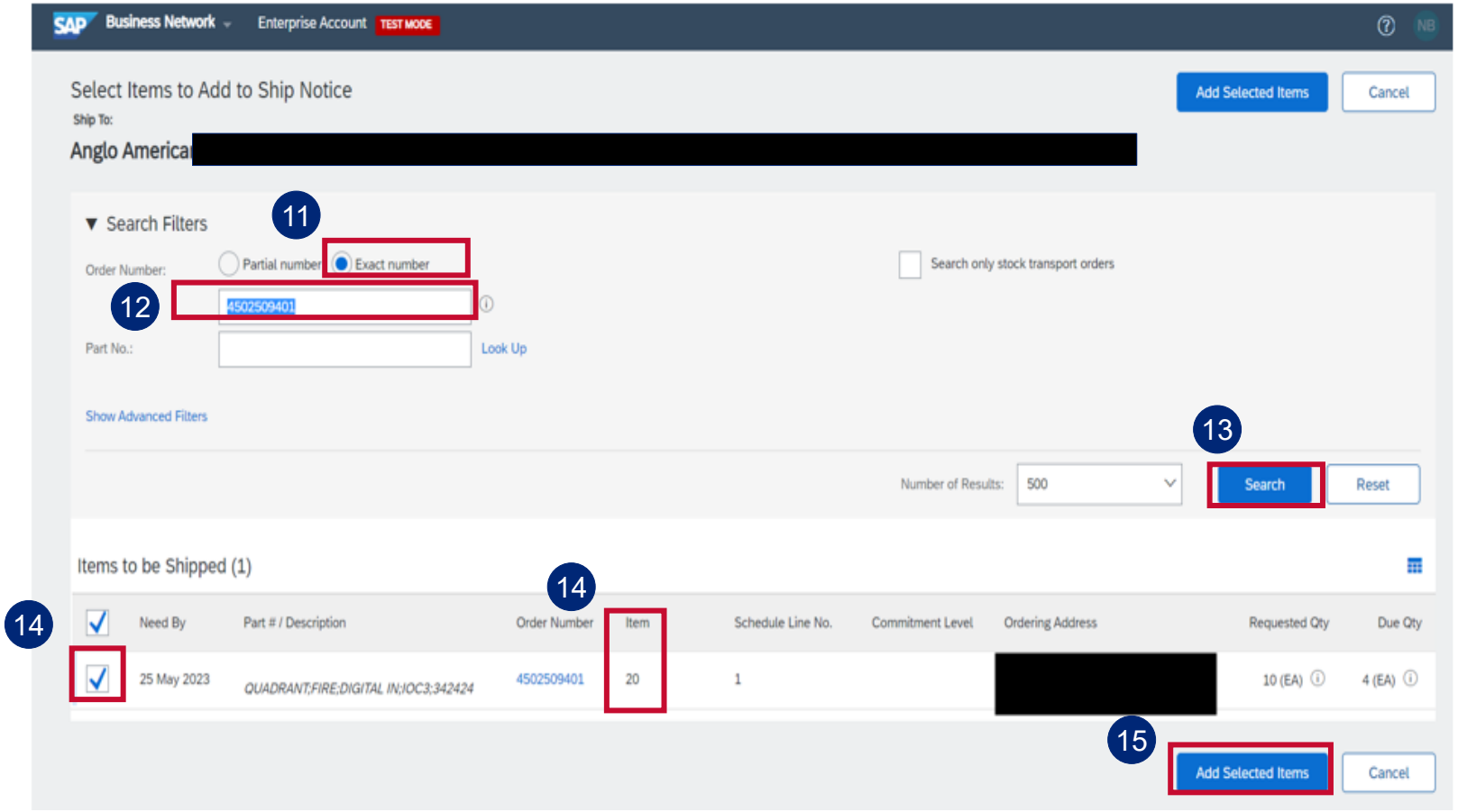
In the event that a line item is accidentally removed, the following steps can be used to replace the line item.

10 Continuing with the example where line No. 20 was removed, click on **Add Order Line Item**.

EXTERNAL

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE) GOODS ORDERS

1. SUPPLIER — LOG INTO ARIBA NETWORK
2. SUPPLIER — CHECKS & CONFIRMS PO
3. SUPPLIER — FULFILS ORDER & DELIVERS GOODS
4. SUPPLIER — CREATE SHIP NOTICE IN SAP ARIBA
5. ANGLO AMERICAN / DE BEERS GROUP — GOODS RECEIPT CREATED (RECEIVING / STORES)
6. SUPPLIER — CREATE INVOICE IN SAP ARIBA
7. SUPPLIER — REMITTANCE ADVICE RECEIVED
8. ANGLO AMERICAN / DE BEERS GROUP — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



11. Under the **Search Filters** select the **Exact Match** option.
12. Add the specific purchase order number in question.
13. Click on **Search**
14. Select the previously excluded line item, 20 in this example, and tick the box to include the item
15. Click on **Add Selected Items** to exit this view.

The usual Advance Shipping Notice process steps will again apply to the replaced items.

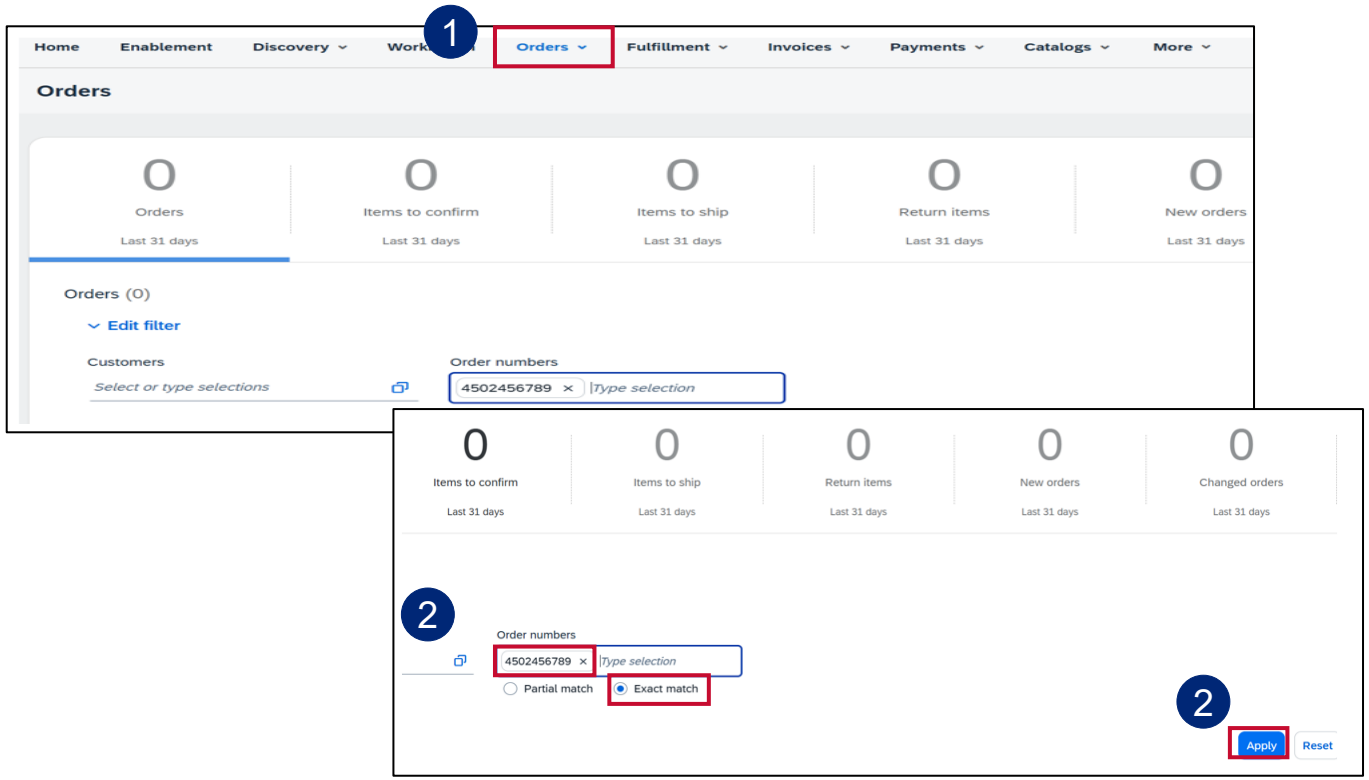
EXTERNAL

AngloAmerican

HOW TO INVOICE AGAINST YOUR PO FOR GOODS

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



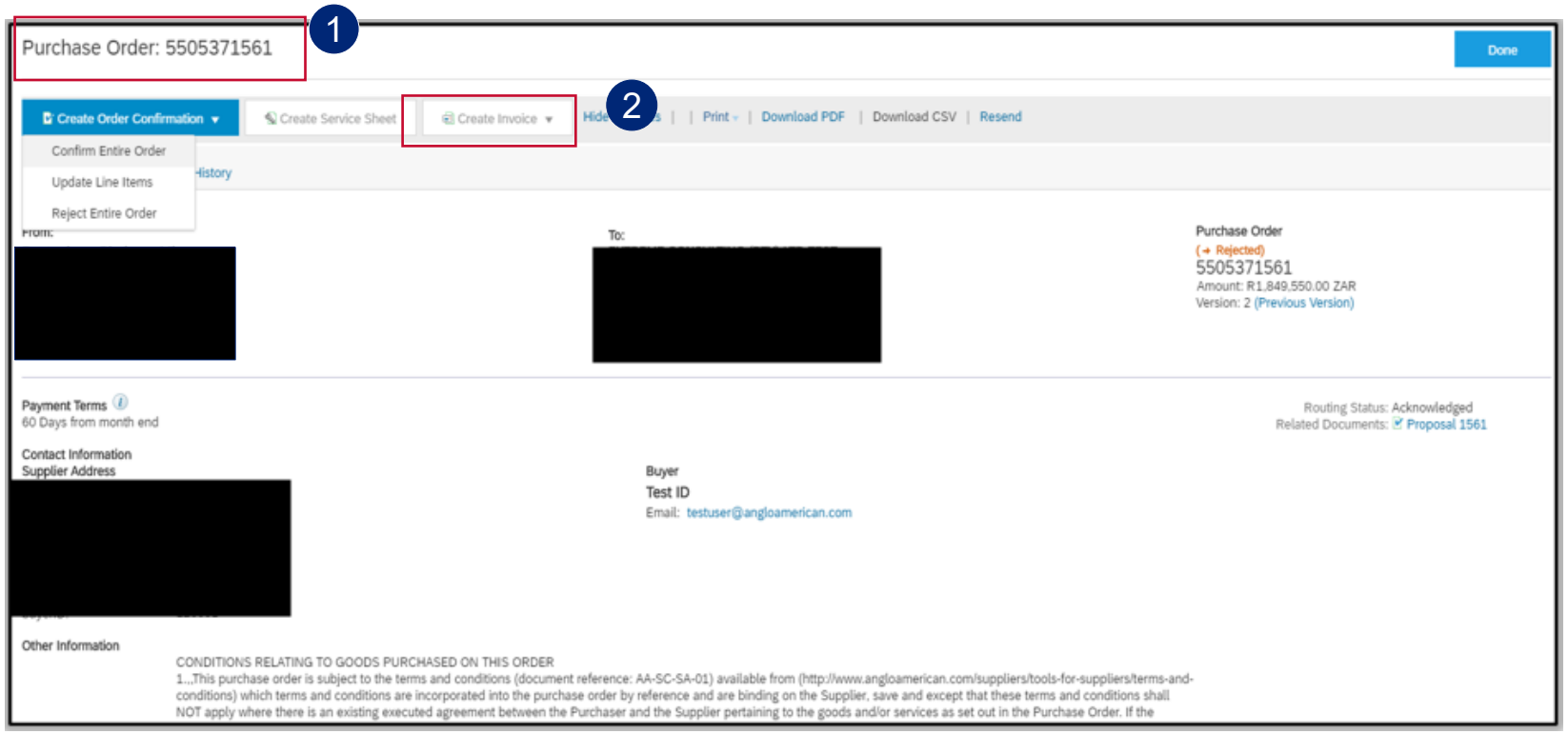
1. On the homepage, click on the **Orders** tab, this will display the most recent purchase orders. You can either select a specific purchase order from the list or alternatively:

2. In the Order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**.

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1. Your **Purchase Order (PO)** document will open.

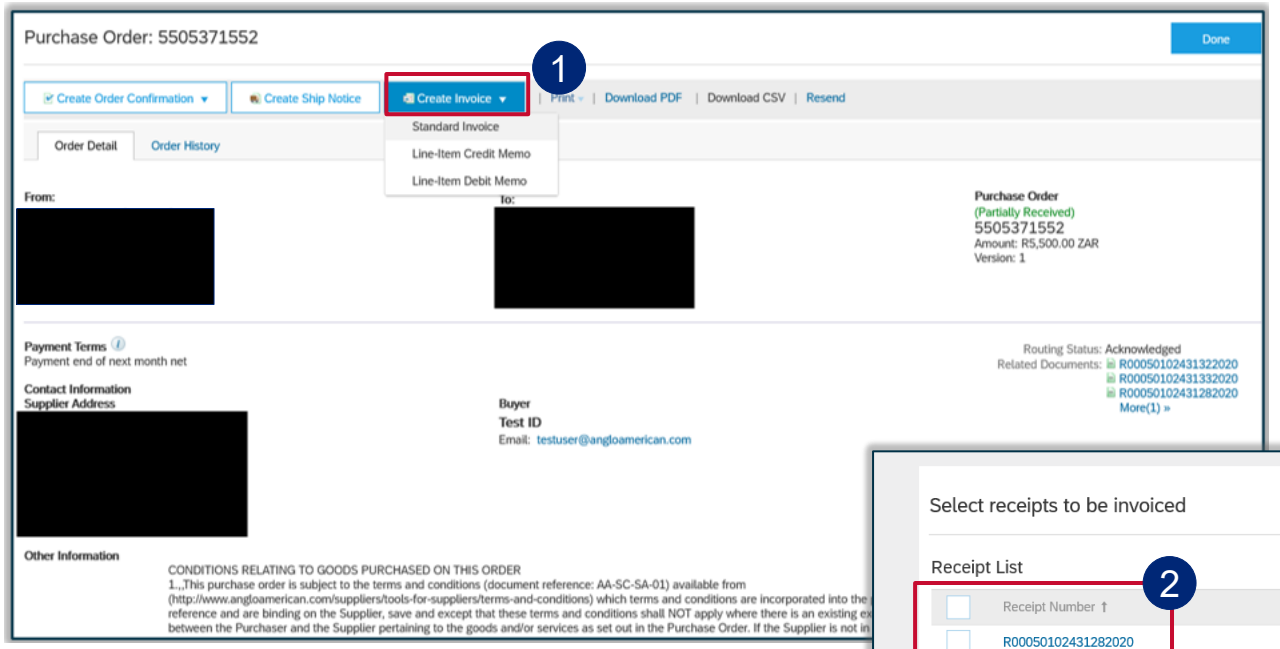
   If you have delivered your goods you will receive a system generated notification via Ariba that your delivery has been GRV'ed (if you have set this up in your notifications).

2. If a **GRV** has not been created, you will not be able to invoice against your Purchase order. The **Create Invoice** button will be greyed out. You will need to contact the stores you delivered the goods to, to create the GRV.

EXTERNAL

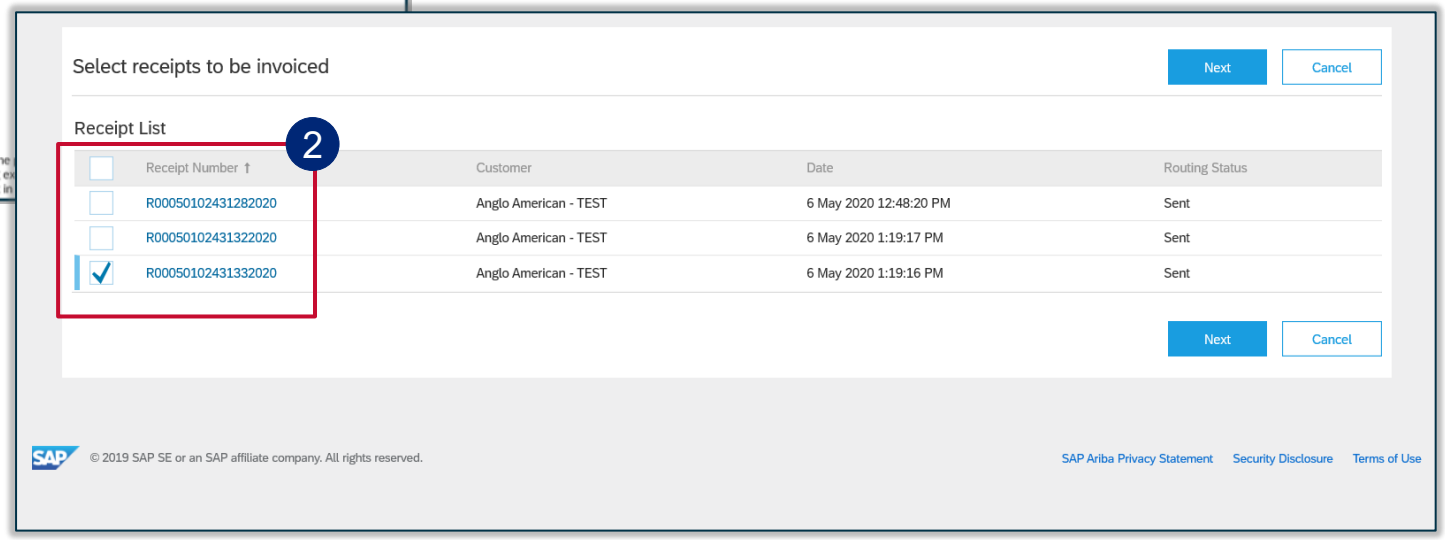
HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



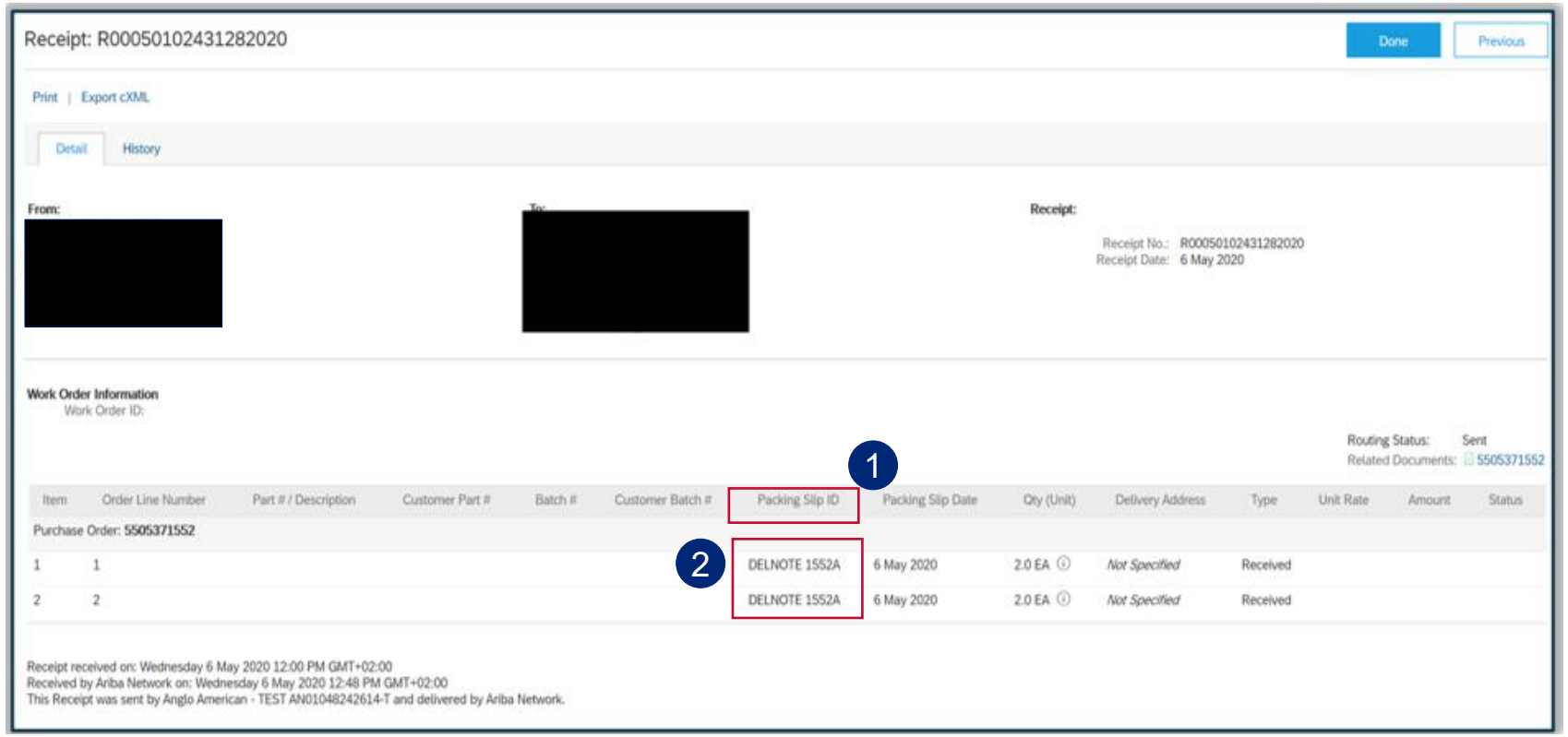
1. When a GRV has been done by site, the Create Invoice button is no longer 'greyed out' and you can select Standard Invoice under the dropdown

2. If there are multiple GRV's posted against this PO, because there were multiple deliveries, this screen will pop up first. Please select the appropriate GRV to invoice on. **The stores you delivered the goods to must confirm the correct GRV to invoice against. Each GRV must be invoiced separately.**



HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



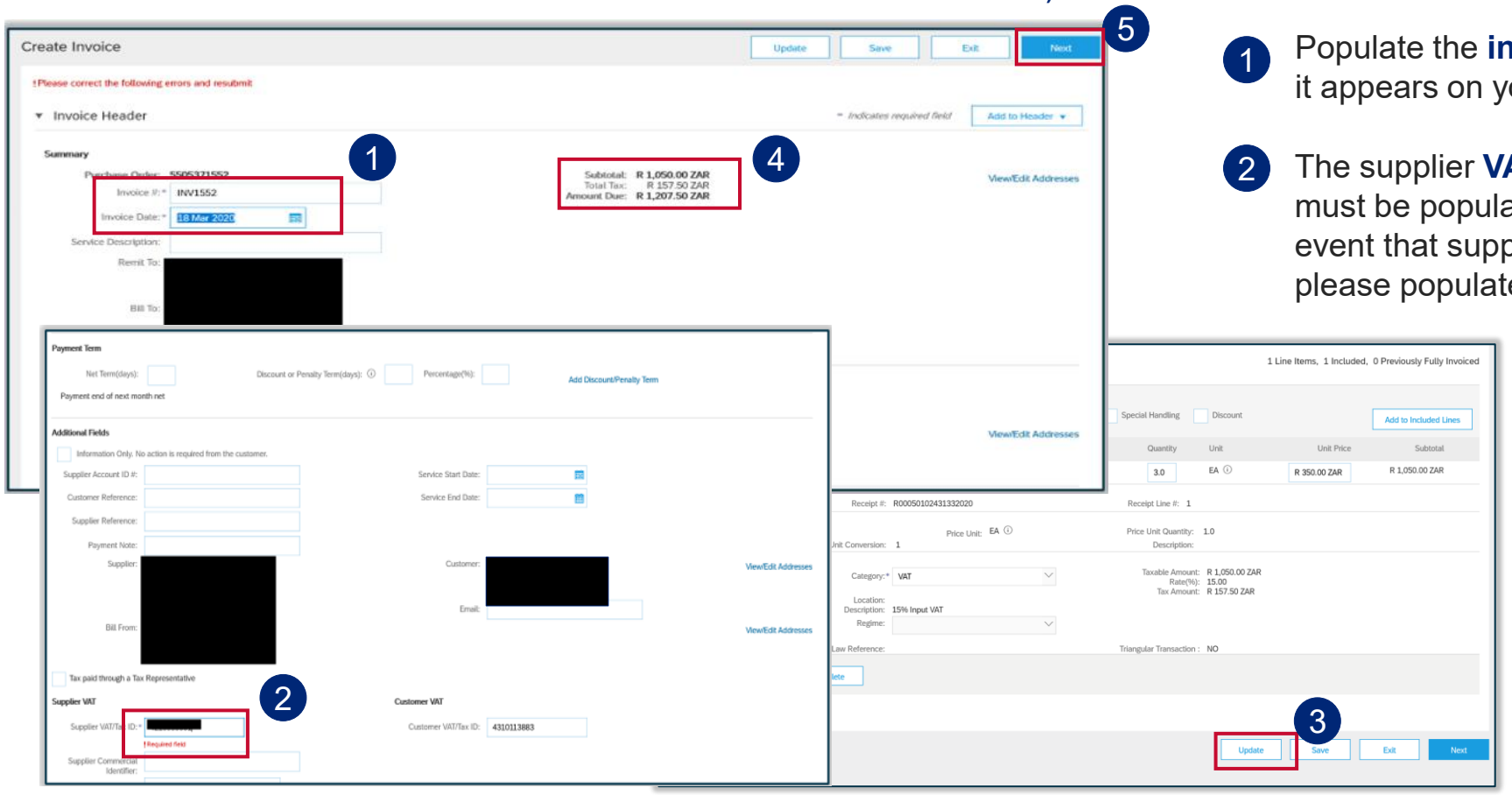
1. Check column **Packing Slip ID** to view which Delivery note / Invoice nr was linked against this GRV/Receipt

2. The **Delivery Note** / **Invoice** will appear as referenced by the Goods Receipt clerk when creating the **GRV**, following delivery of goods. Note the number as you will use this in the invoice generation process

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

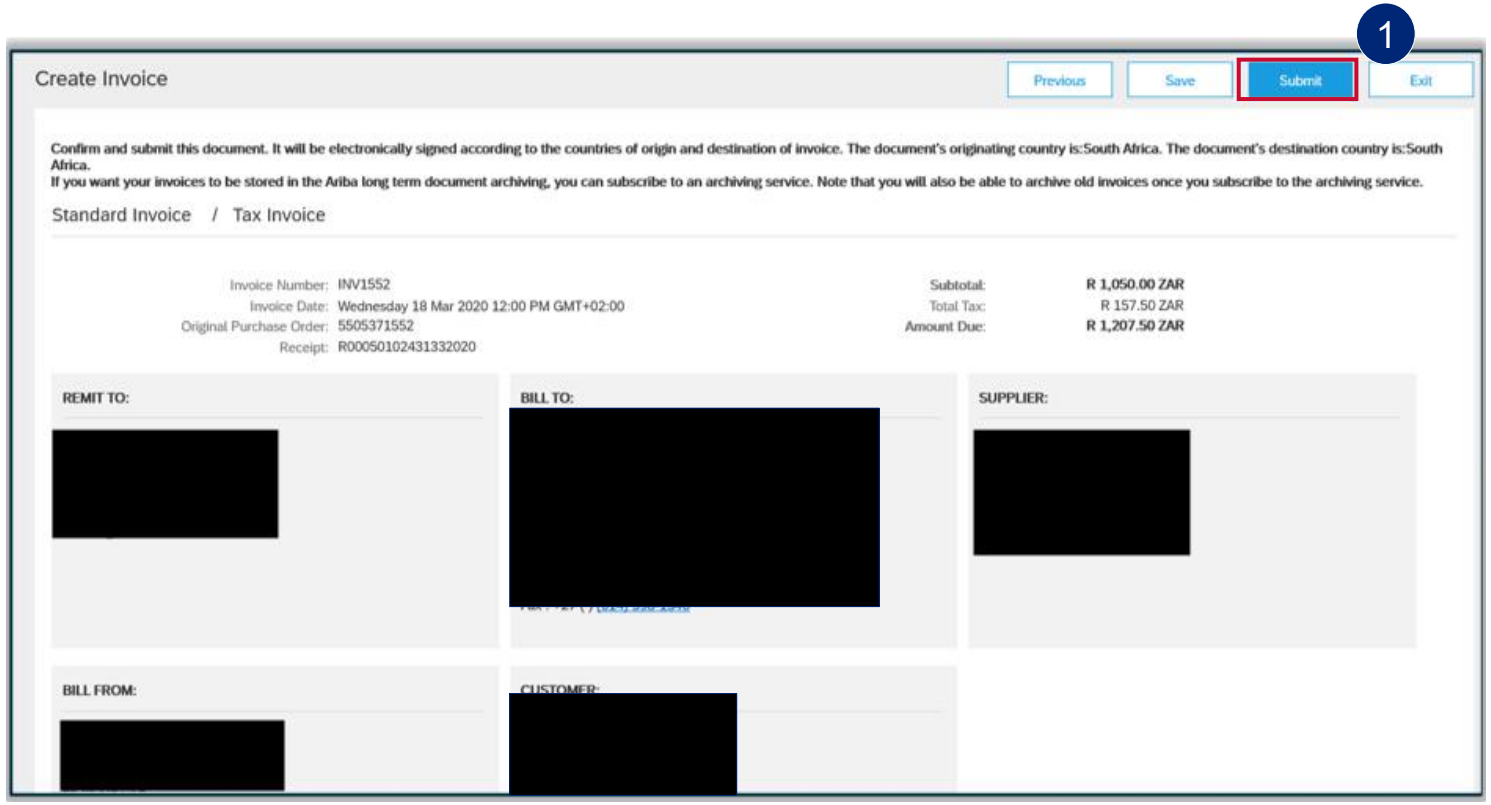


1. Populate the **invoice number** and **invoice date** as it appears on your company's physical invoice.
2. The supplier **VAT/Tax ID is a mandatory field** and must be populated with your VAT ID number. In the event that suppliers are not registered for tax please populate the field with 'Not Registered'.
3. Please verify that the line item information is correct and then click on **update.**
4. Please ensure you match the subtotal, total tax and amount due to those on your company's physical invoice.
5. Click on **Next.** This will take you to a summary page.

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1 The summary page is **critical** to ensure that the invoice information uploaded is correct and allow suppliers to verify that before submitting the invoice for approval/payment.

Once confirmed that all information is correct, click on **Submit or click on previous if there is something that is not correct, the system will take you back to the invoice to make the relevant corrections.**

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
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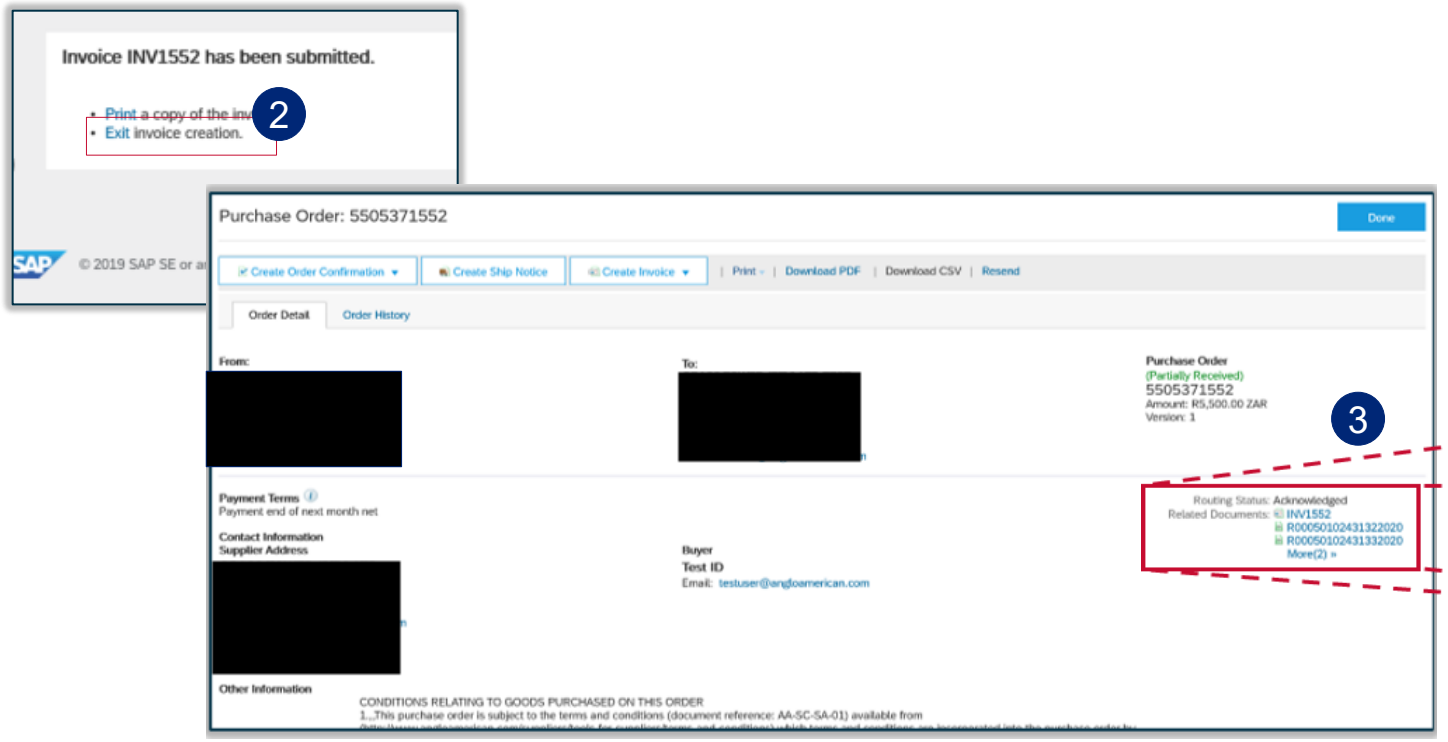
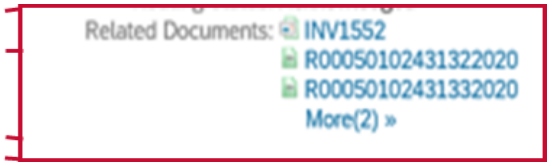
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS





2 You will receive confirmation that your invoice was submitted. Click on **Exit** to take you back to Purchase Order screen.

3 Suppliers can view all documents related to the specific PO under **Related documents.** Suppliers can hover over each document to see what type of document it is, e.g. PO confirmation/Receipt or invoice.

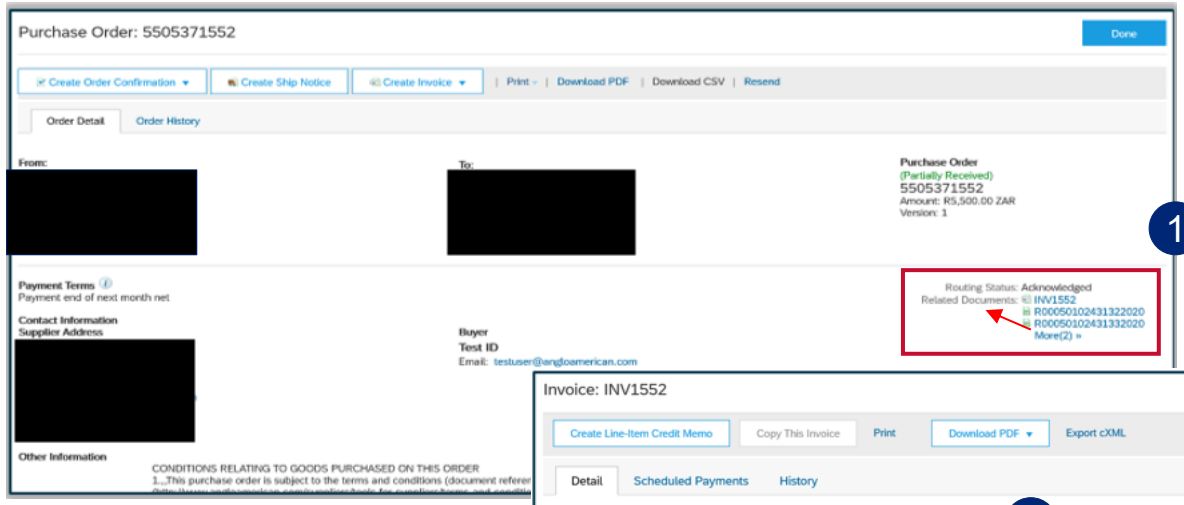
EXTERNAL

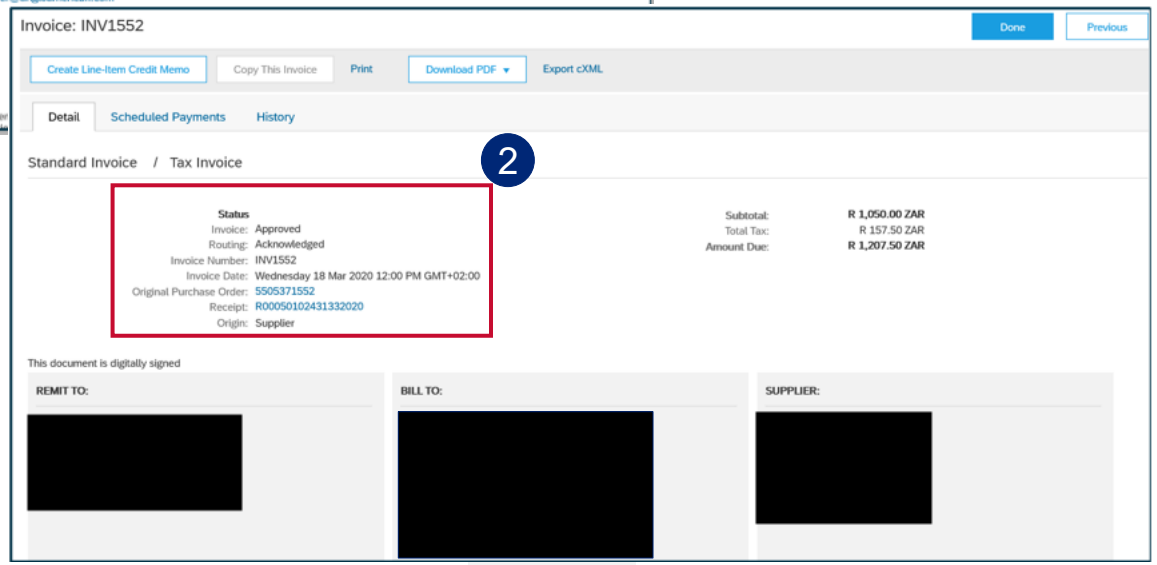
AngloAmerican

HOW TO VIEW YOUR INVOICE STATUS & DUE DATE

HOW TO SEE YOUR INVOICE STATUS AND DUE DATE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS





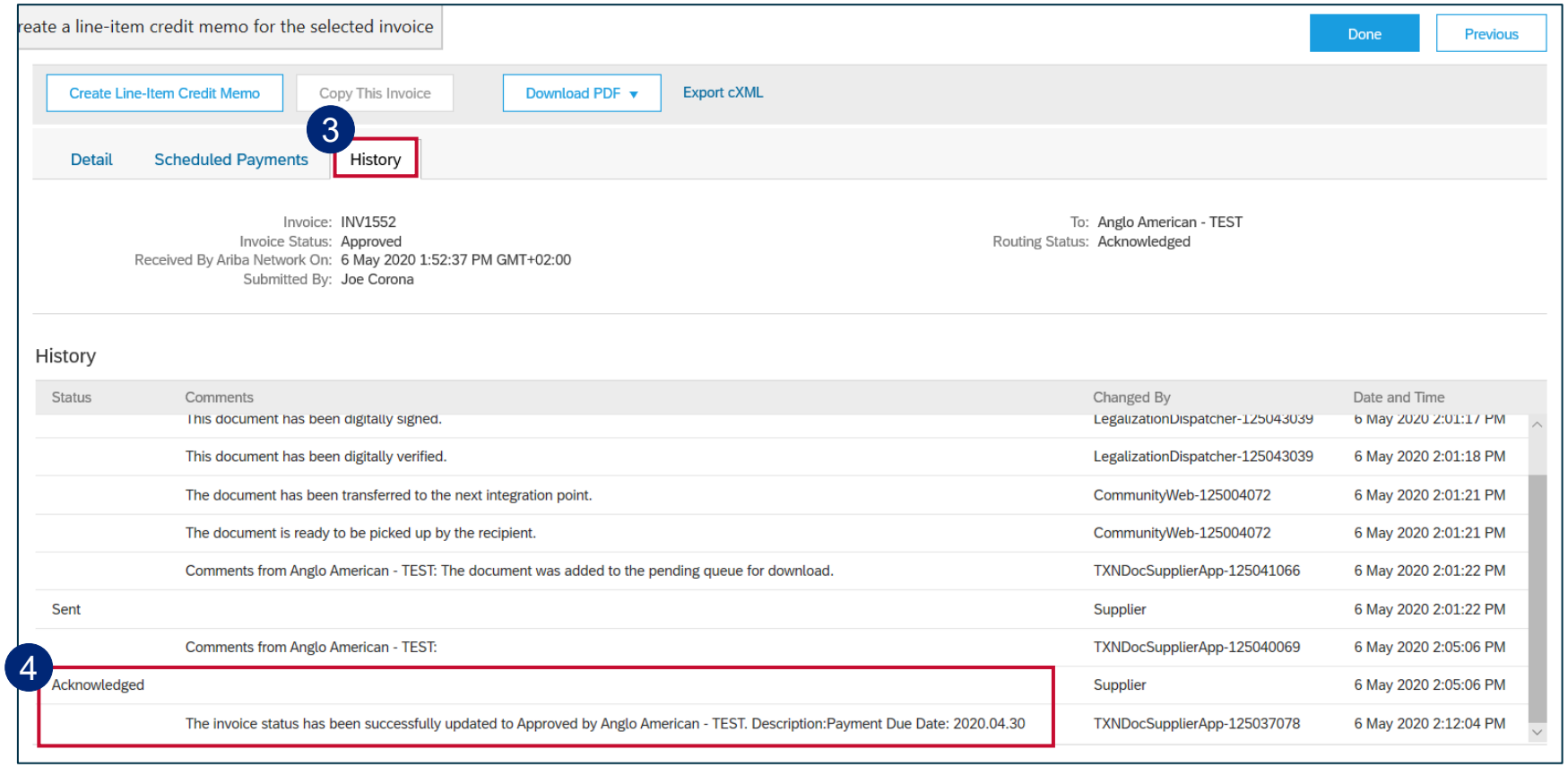
1. Click on the invoice created under **Related documents** to open the invoice.

2. The Payment Due Date will only reflect once the Invoice status is **Approved**.

EXTERNAL

HOW TO SEE YOUR INVOICE STATUS AND DUE DATE

1. SUPPLIER — LOG INTO ARIBA NETWORK
2. SUPPLIER — CHECKS & CONFIRMS PO
3. SUPPLIER — FULFILS ORDER & DELIVERS GOODS
4. ANGLO AMERICAN / DE BEERS GROUP — GOODS RECEIPT CREATED (RECEIVING / STORES)
5. SUPPLIER — CREATE INVOICE IN SAP ARIBA
6. SUPPLIER — REMITTANCE ADVICE RECEIVED
7. ANGLO AMERICAN / DE BEERS GROUP — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



3. Click on the **History** tab

4. The **Acknowledged** section will reflect the Payment Due date details

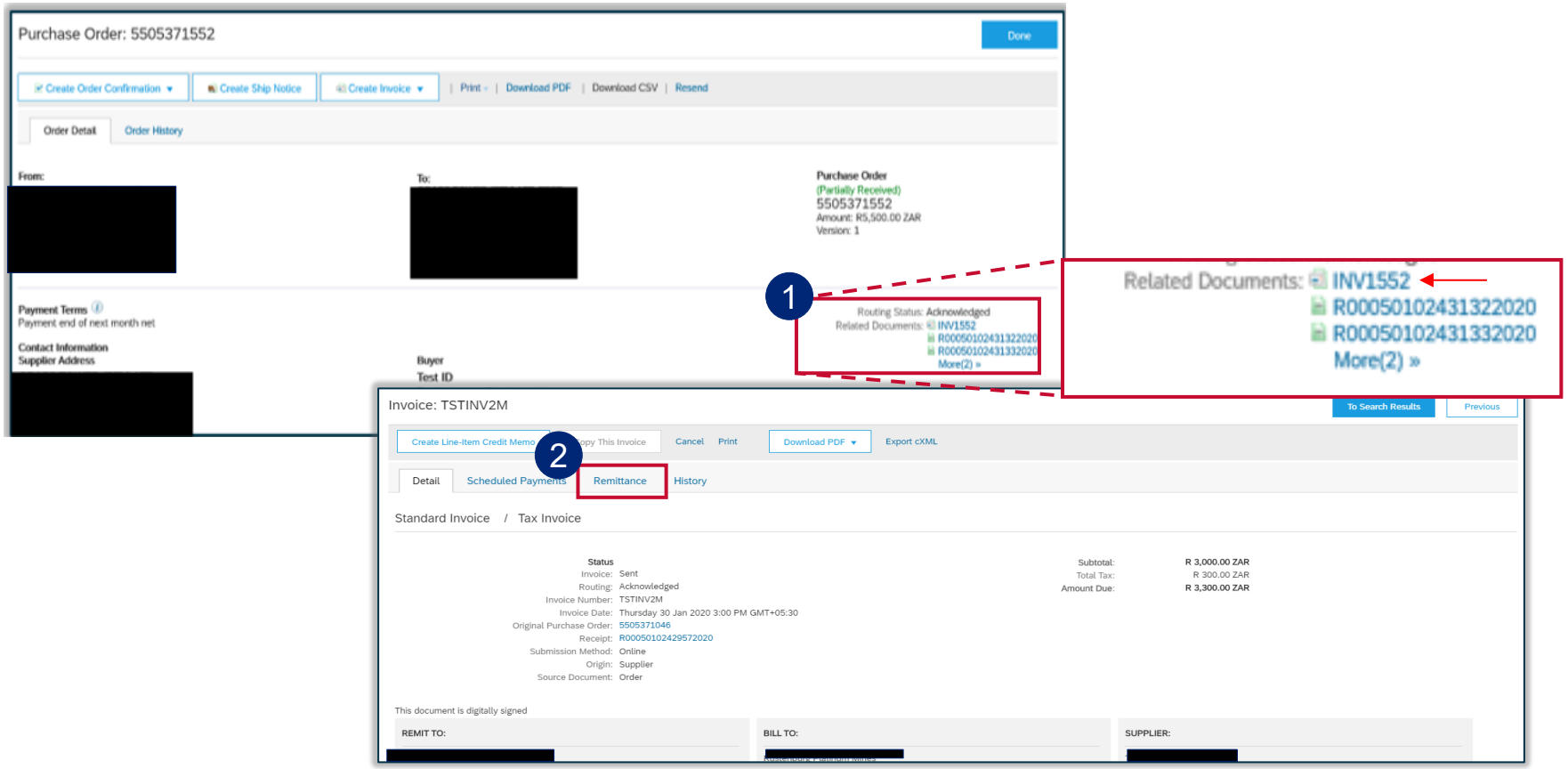
EXTERNAL

AngloAmerican

HOW TO FIND YOUR REMITTANCE ADVICE FOR GOODS

HOW TO FIND YOUR REMITTANCE ADVICE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

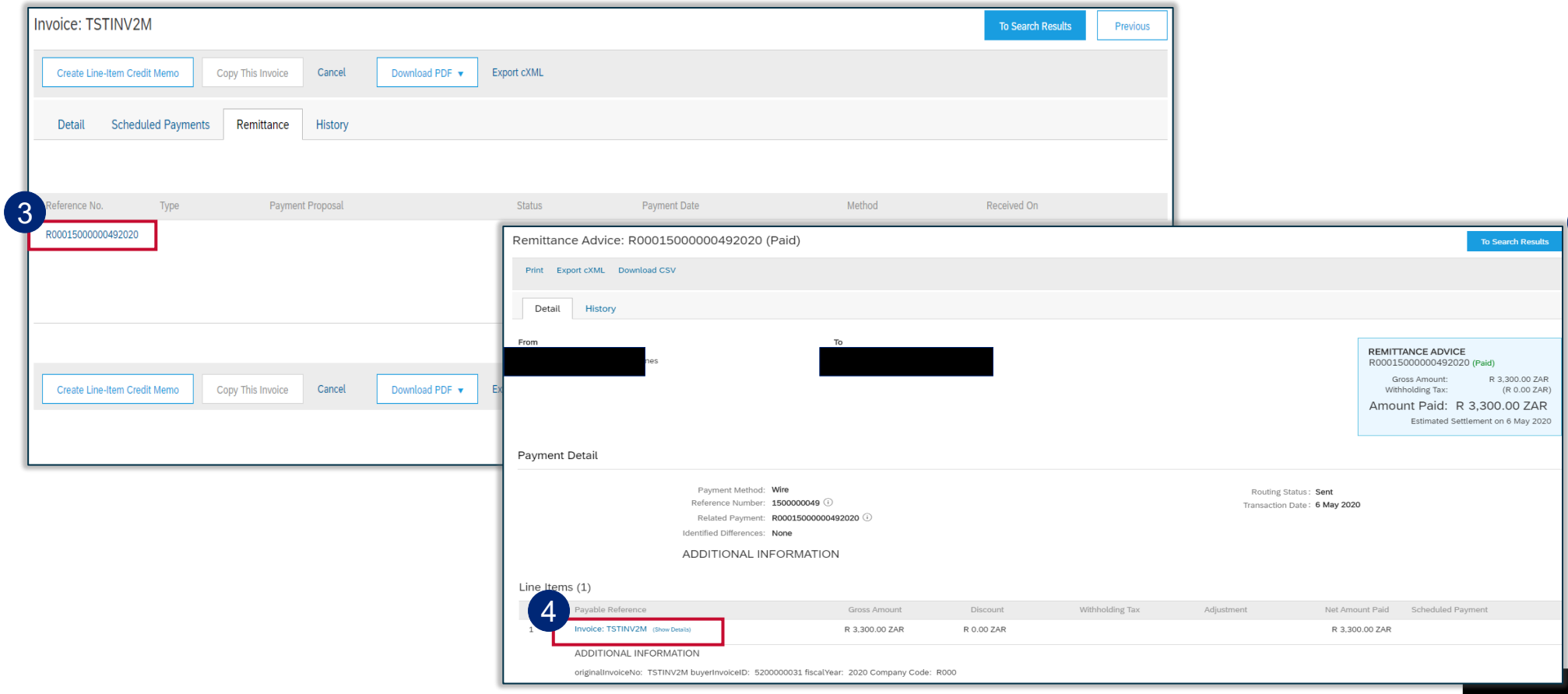


1. Click on the invoice created under **Related documents** to open the invoice.
2. Click on the **Remittance** tab

EXTERNAL

HOW TO FIND YOUR REMITTANCE ADVICE

1. **SUPPLIER** — LOG INTO ARIBA NETWORK
2. **SUPPLIER** — CHECKS & CONFIRMS PO
3. **SUPPLIER** — FULFILS ORDER & DELIVERS GOODS
4. **ANGLO AMERICAN / DE BEERS GROUP** — GOODS RECEIPT CREATED (RECEIVING / STORES)
5. **SUPPLIER** — CREATE INVOICE IN SAP ARIBA
6. **SUPPLIER** — REMITTANCE ADVICE RECEIVED
7. **ANGLO AMERICAN / DE BEERS GROUP** — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



3. Click on the **Remittance number** to open the details.

4. The remittance document will reflect **all relevant invoices paid.**

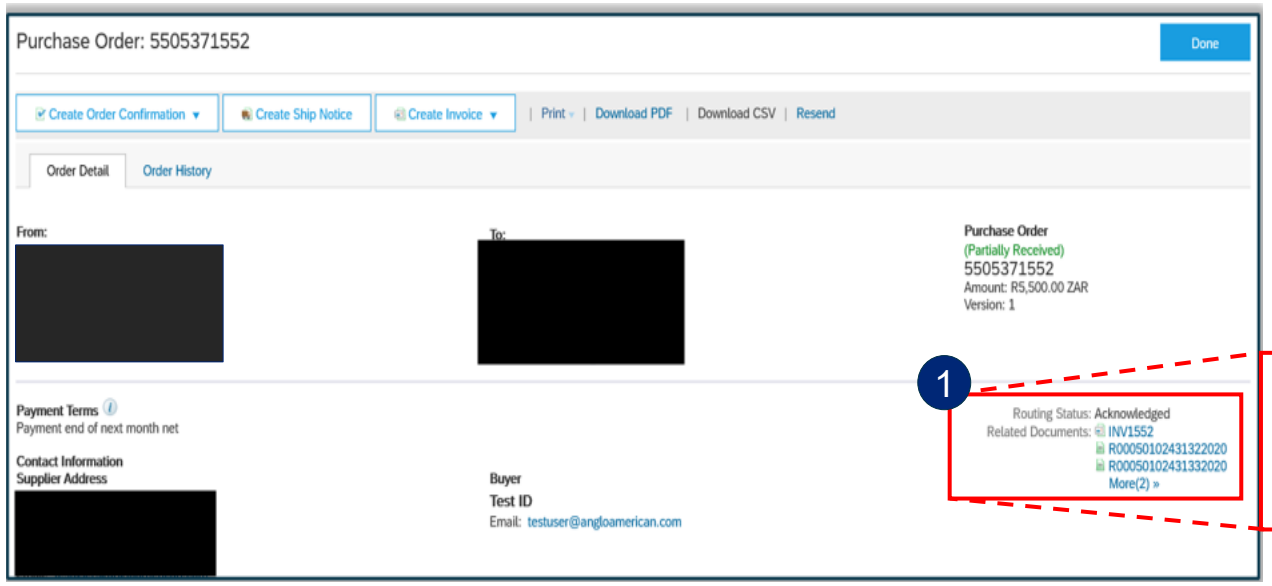
EXTERNAL

AngloAmerican

HOW TO CREATE A CREDIT NOTE FOR GOODS

HOW TO CREATE A CREDIT NOTE FOR GOODS INVOICE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



VERY IMPORTANT

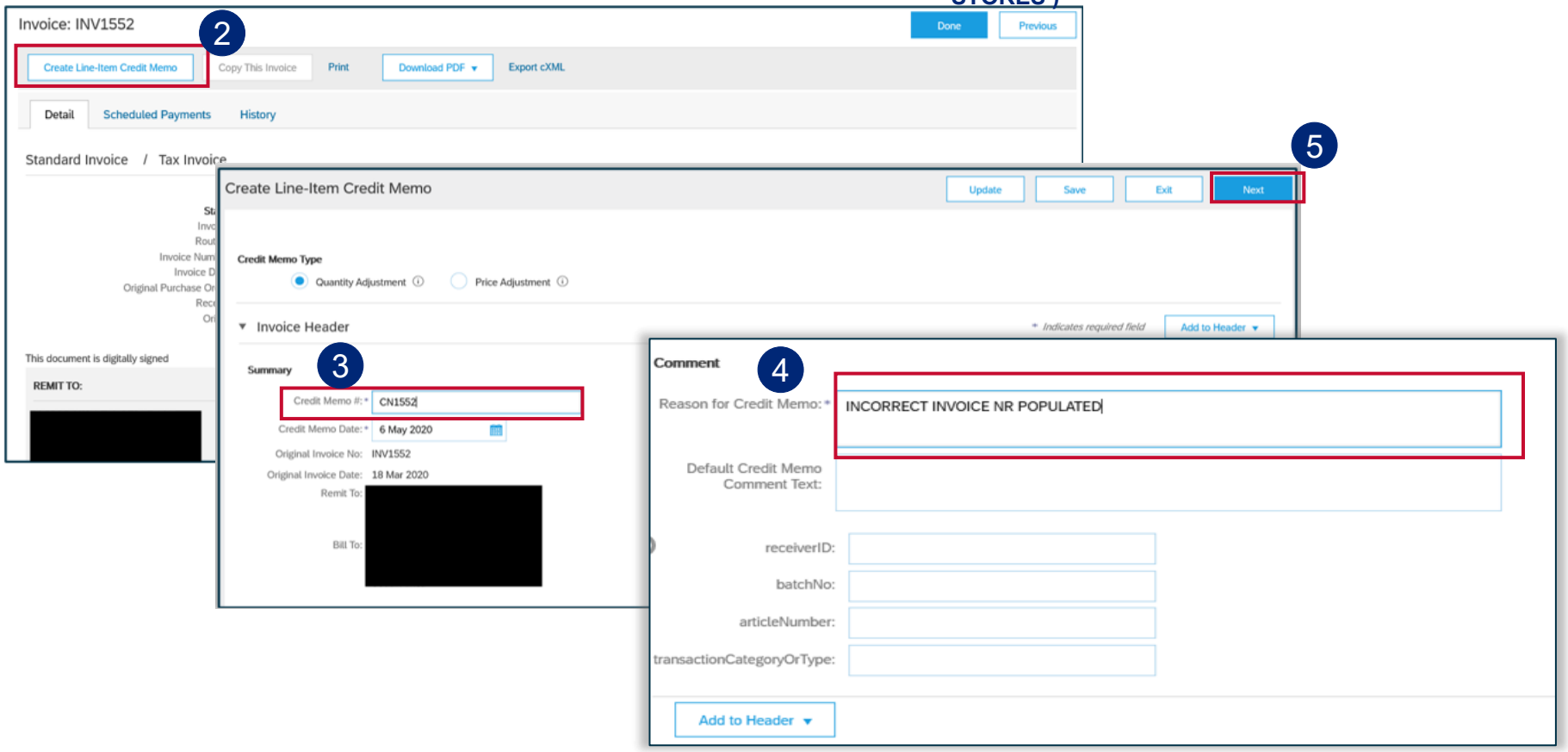
PLEASE NOTE THE ARIBA NETWORK DOES NOT SUPPORT PARTIAL CREDITS. ONLY THE FULL INVOICE VALUE CAN BE CREDITED OUT

1. Login to your ariba account and search for the PO you need to issue the credit against, once in the PO click on the invoice created under **Related documents** to open the invoice.

EXTERNAL

HOW TO CREATE A CREDIT NOTE FOR GOODS INVOICE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



2. Click on **Create Line-Item Credit Memo**.

3. Populate the **Credit Memo** number

4. scroll down to **Reason for Credit Memo** and populate the **reason for the credit memo**

5. Click **Next** and submit

EXTERNAL

AngloAmerican

HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR SERVICES

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

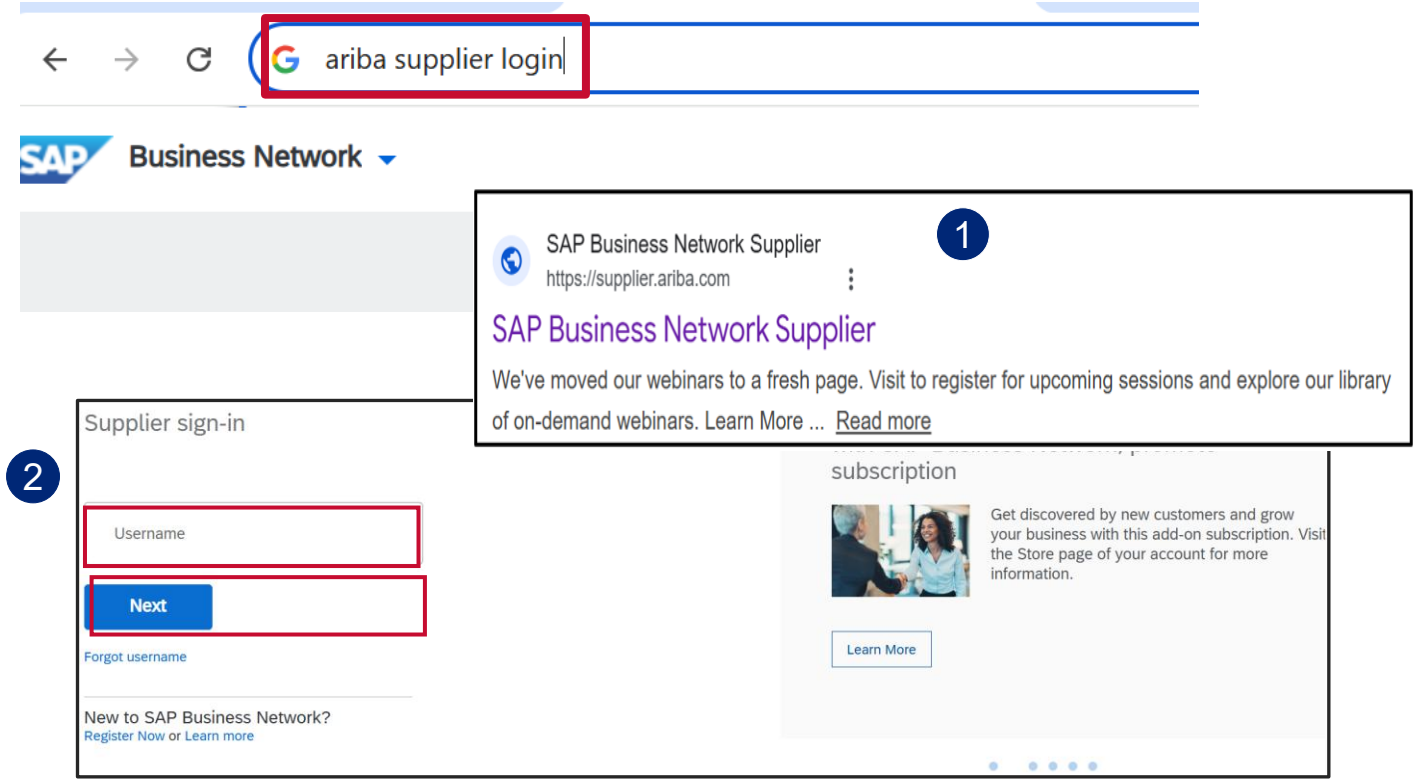
PROCESS FOR CONFIRMING & INVOICING AGAINST PURCHASE ORDERS FOR GOODS

- Each step in this electronic processes is dependent on the one before it
- If one is not actioned, the system will not allow the next step to be completed
- **For example** – if you do not confirm your **PO in Step 4,** our stores are unable to create a Goods Receipt Verification (GRV) as indicated in **Step 6**, which in turn will not allow you to invoice against the PO in **Step 7.**
- This may result in payment delays
- It is **VITAL** that you electronically confirm your Purchase Orders in the system as soon as you have confirmed that the PO details are correct.

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

1	2	3	4	5	6	7
SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com or type in ariba supplier login in the search engine you use.

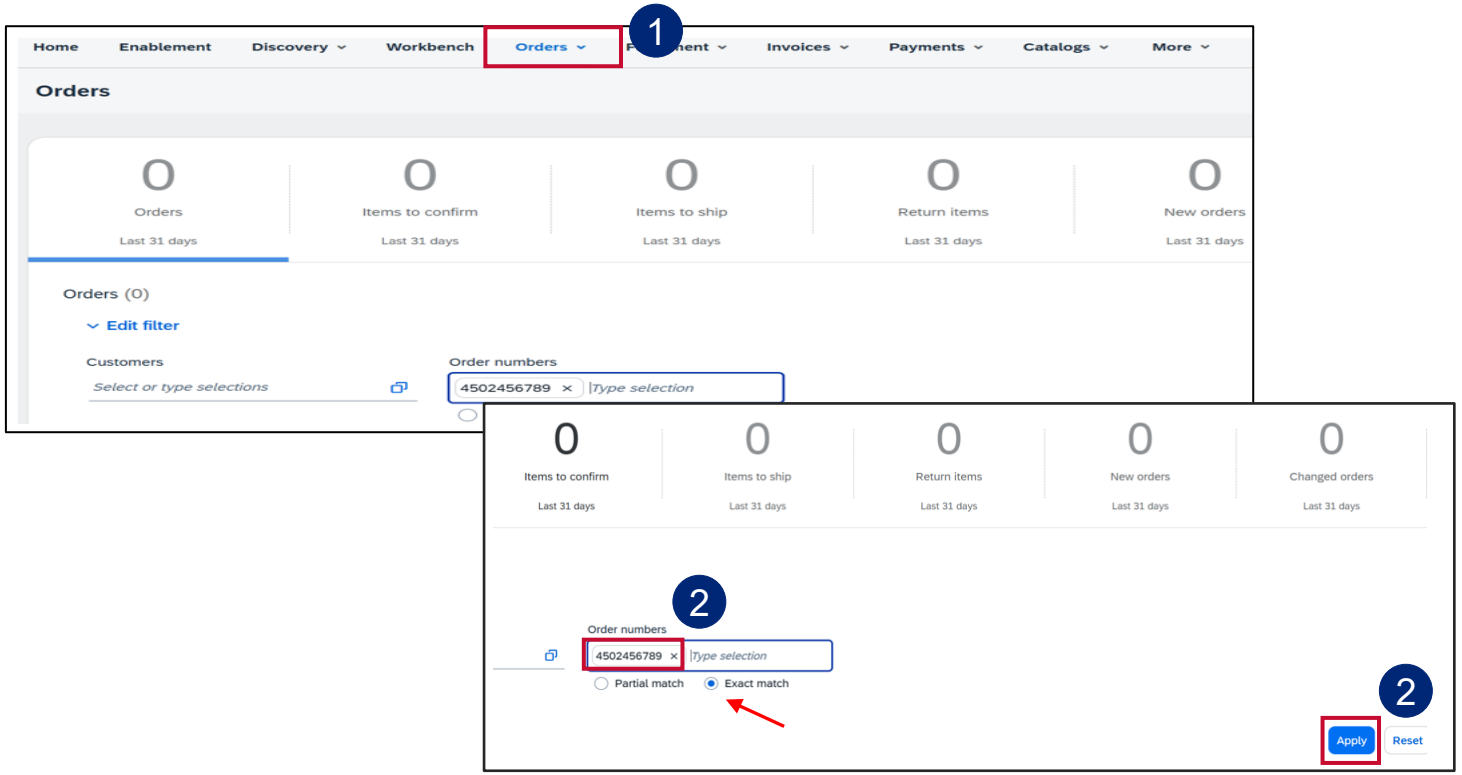
1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.

2. Enter your **user name** and **password** to be taken to your **Home** page

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



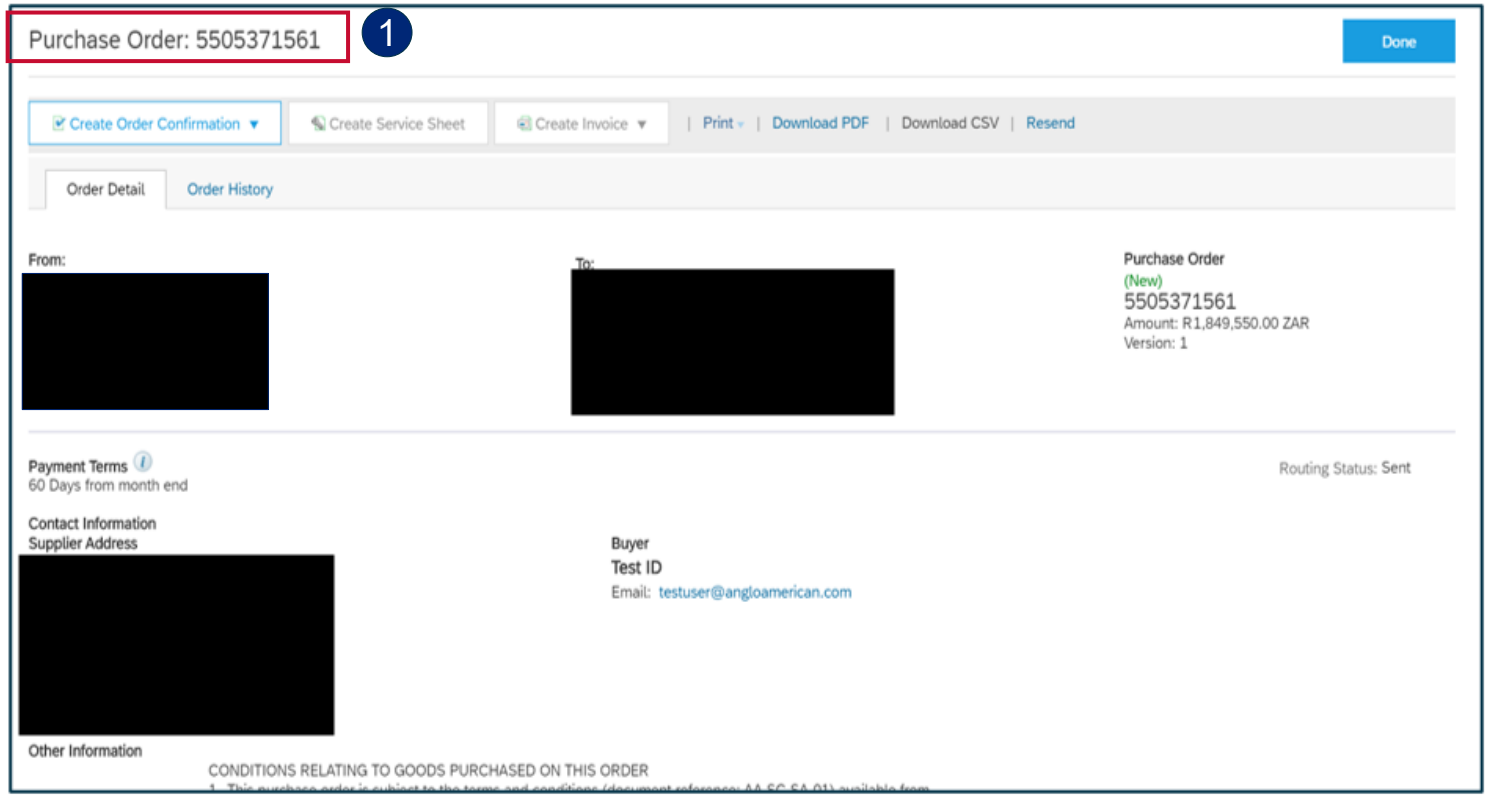
1. On the homepage, click on the ORDERS tab, this will display the most recent purchase orders sent to your profile. You can either select a specific order from the list or alternatively:

2. In the order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



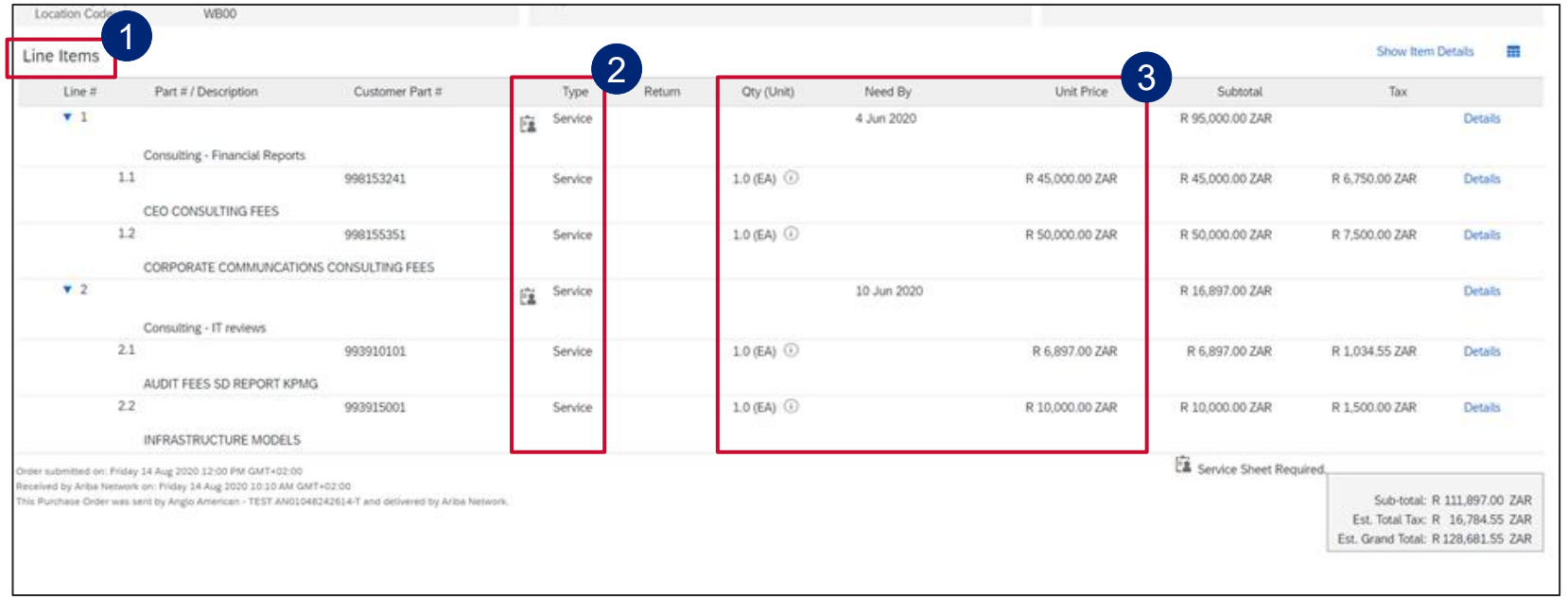
1 Your **Purchase Order (PO)** document will open. You need to scroll down to see all the detail, Terms and conditions, payment terms etc

Please Note: You must check the accuracy of each PO you receive from us **at a line item level.** To do this scroll down to the **Line Items Section**

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES – FULL INVOICING

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1. You are required to check the accuracy of each PO you receive from us **at a line item level.** To do this scroll down to the **Line Items** section.

2. The **Type** column will identify what type of PO this is

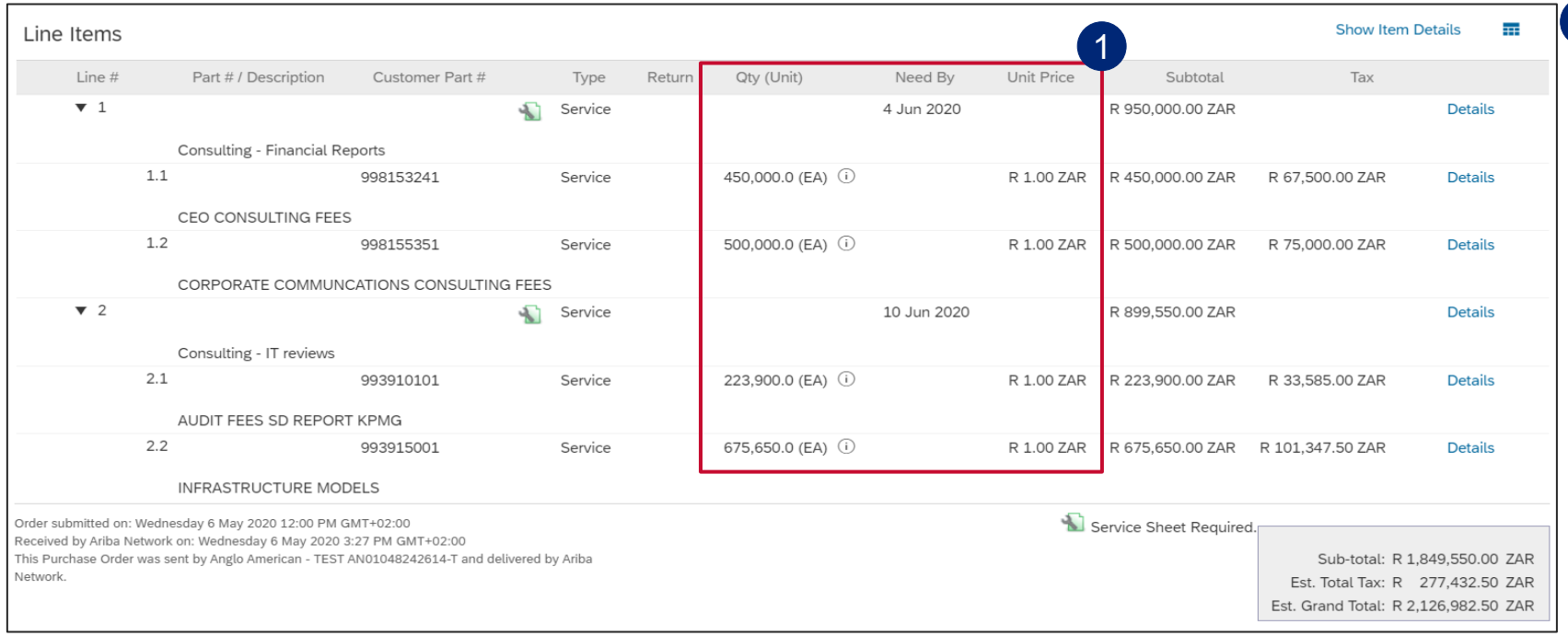
3. **Please Note**: You must consider how you will be invoicing us before you confirm your PO for Services. You need to determine upfront if you will be **invoicing** us once for the **full amount** or invoicing us **partially** (e.g. per month) as this has an impact the **Qty (Unit)** and **Price** fields of the PO.

FULL INVOICING: If you intend to invoice us once for the full PO amount, please check that the PO you receive from us reflects the Qty (Unit) field as 1, with the Rand value displayed in the Price field. If the PO you have received from us does not reflect the values in the appropriate fields based on your invoicing approach, please follow the PO rejection process. This does not mean you are rejecting doing business with us. You are just letting us know that our PO is incorrect and we need to provide you with a correct one.

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES – PARTIAL INVOICING

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



Line Items

Show Item Details

1

Line #	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1	Consulting - Financial Reports		Service			4 Jun 2020		R 950,000.00 ZAR		Details
1.1	CEO CONSULTING FEES	998153241	Service		450,000.0 (EA)		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR	Details
1.2	CORPORATE COMMUNCATIONS CONSULTING FEES	998155351	Service		500,000.0 (EA)		R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR	Details
2	Consulting - IT reviews		Service			10 Jun 2020		R 899,550.00 ZAR		Details
2.1	AUDIT FEES SD REPORT KPMG	993910101	Service		223,900.0 (EA)		R 1.00 ZAR	R 223,900.00 ZAR	R 33,585.00 ZAR	Details
2.2	INFRASTRUCTURE MODELS	993915001	Service		675,650.0 (EA)		R 1.00 ZAR	R 675,650.00 ZAR	R 101,347.50 ZAR	Details

Order submitted on: Wednesday 6 May 2020 12:00 PM GMT+02:00
Received by Ariba Network on: Wednesday 6 May 2020 3:27 PM GMT+02:00
This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: R 1,849,550.00 ZAR
Est. Total Tax: R 277,432.50 ZAR
Est. Grand Total: R 2,126,982.50 ZAR

1 **PARTIAL INVOICING**: if you intend invoice us multiple times for partial amounts, based on the work completed.

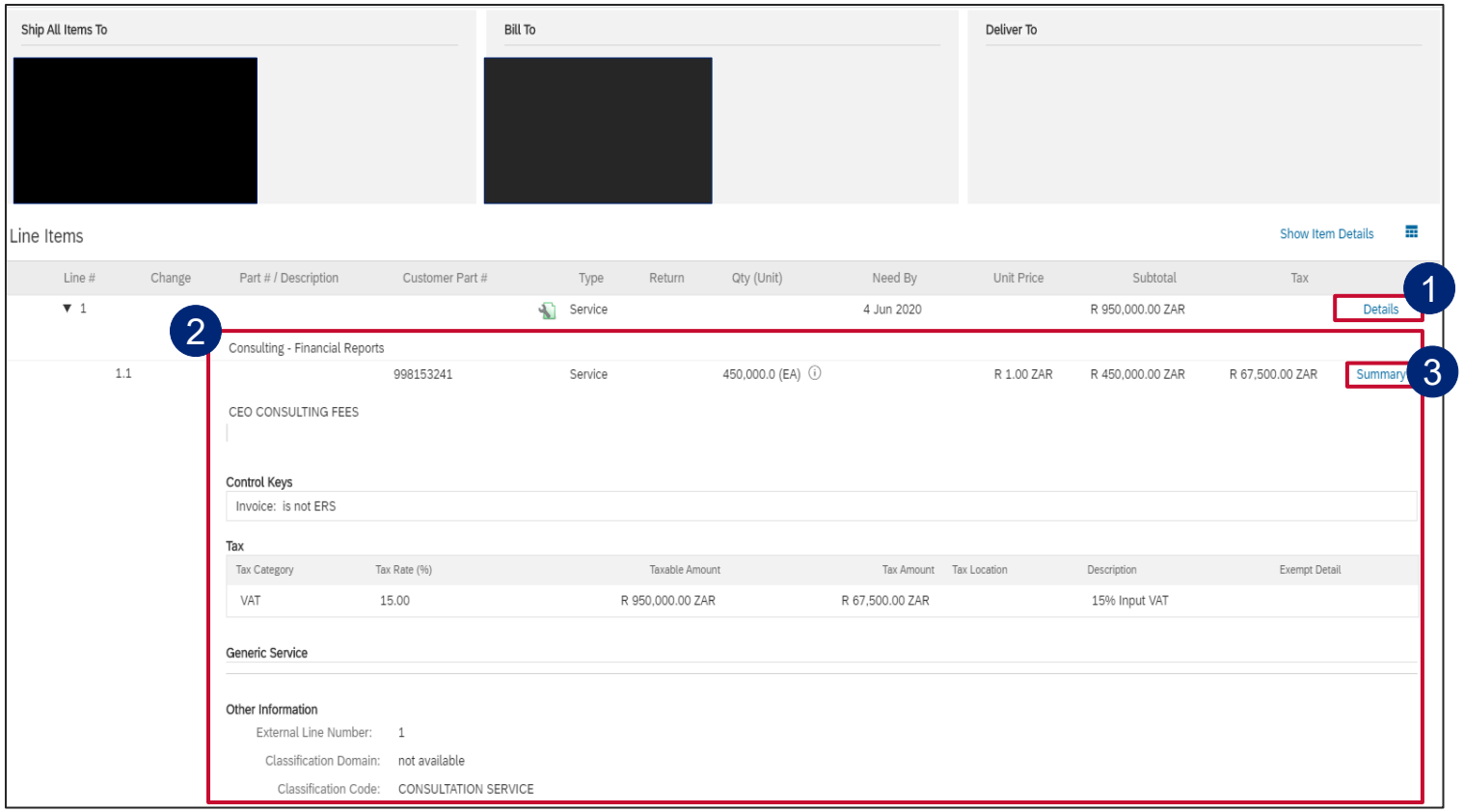
During invoicing the **Price** field is not editable but the **Qty (Unit)** field is. In order to accommodate for this scenario the price, quantity values need to be swopped around. For partial Invoices the **Qty (Unit)** field needs to contain the Rand value of the PO and the **Price** field will contain the value 1, which means R1.00.

If the PO does not reflect the values in the appropriate fields based on the way you intend to invoice us, please reject the PO. This does not mean that you are rejecting doing business with us. You are just rejecting the PO for being incorrect.

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

1	2	3	4	5	6	7
SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1. To view the detail of each line item, click on **Details.**

2. You can view line description, VAT, **Other information** etc.

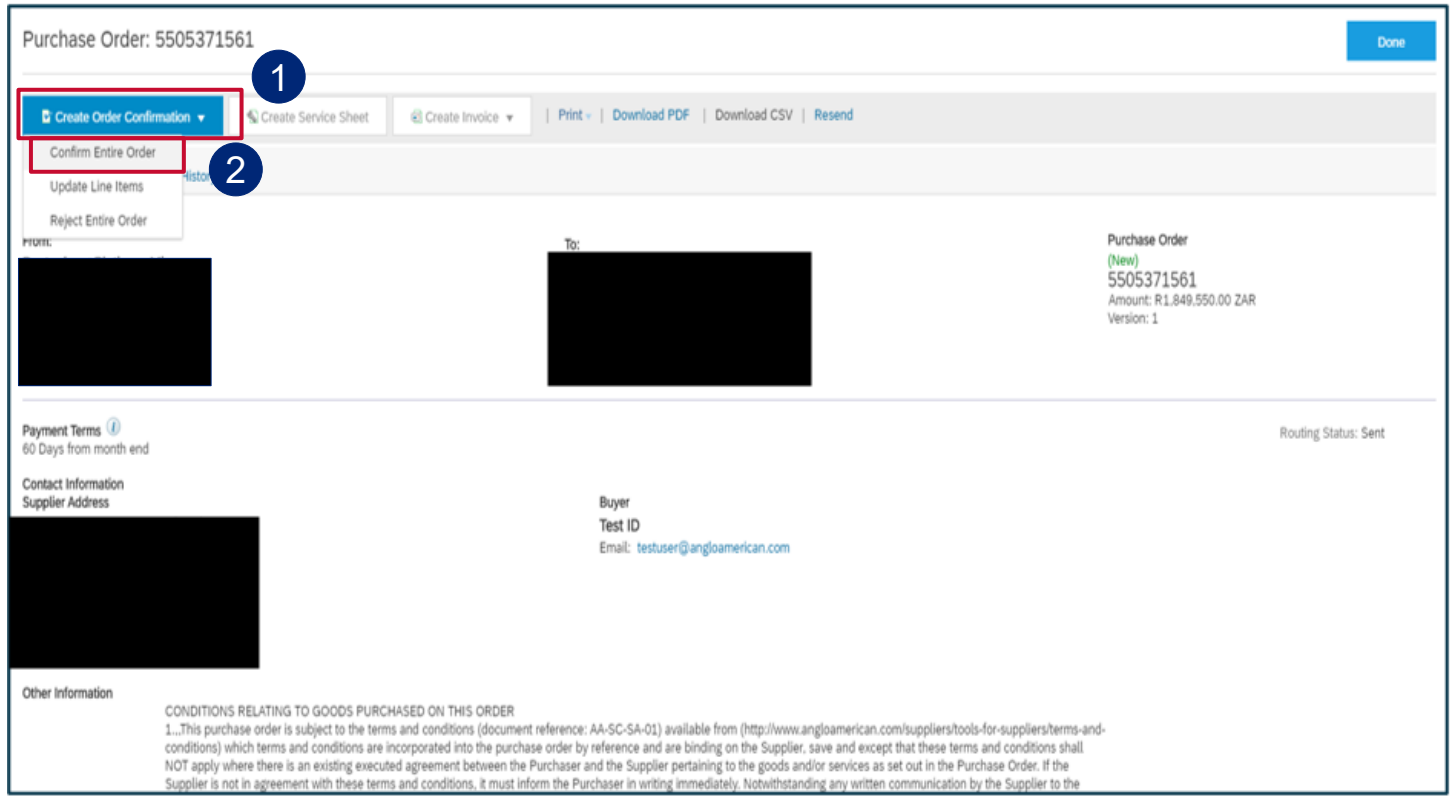
   Please Note: If you are NOT vat registered and the PO contains VAT, please reject the PO. The buyer will need to send you a revised PO with the VAT removed.

3. If everything is correct, please click on **Summary** and go back to the summary view of your PO.

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1. Scroll up to the top of your PO and click on the **Create Order Confirmation** button.

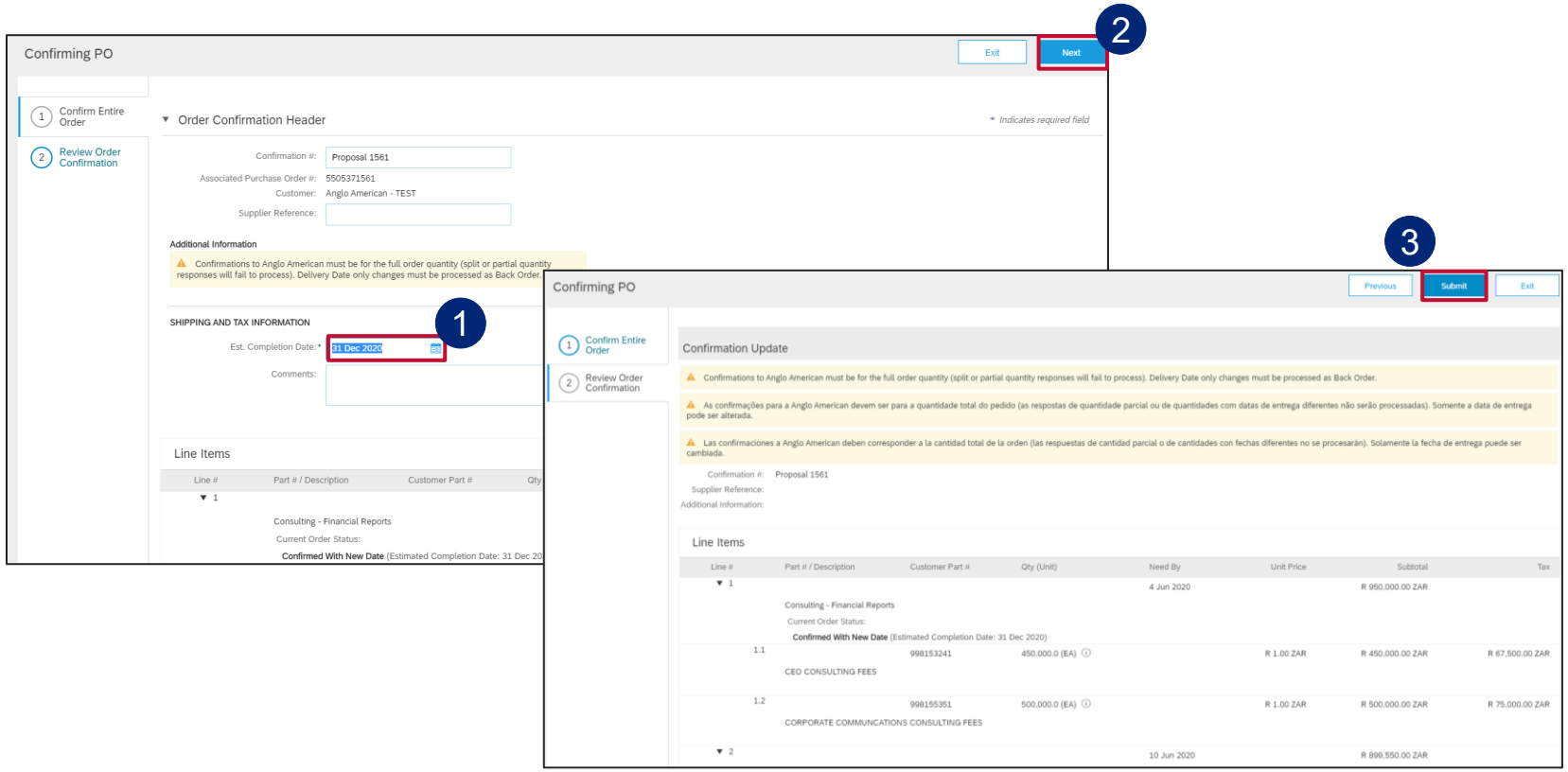
2. A drop down menu will appear. Click on **Confirm Entire Order** to confirm your PO

The **Reject Entire Order** process is discussed in the next section

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1. Populate your **Est. Completion Date** of service you are going to render.
2. Click on **Next.**
3. The **Review Order Confirmation** page will open. Once you are sure that everything is correct, click on **Submit**.

   This will take you back to PO page.

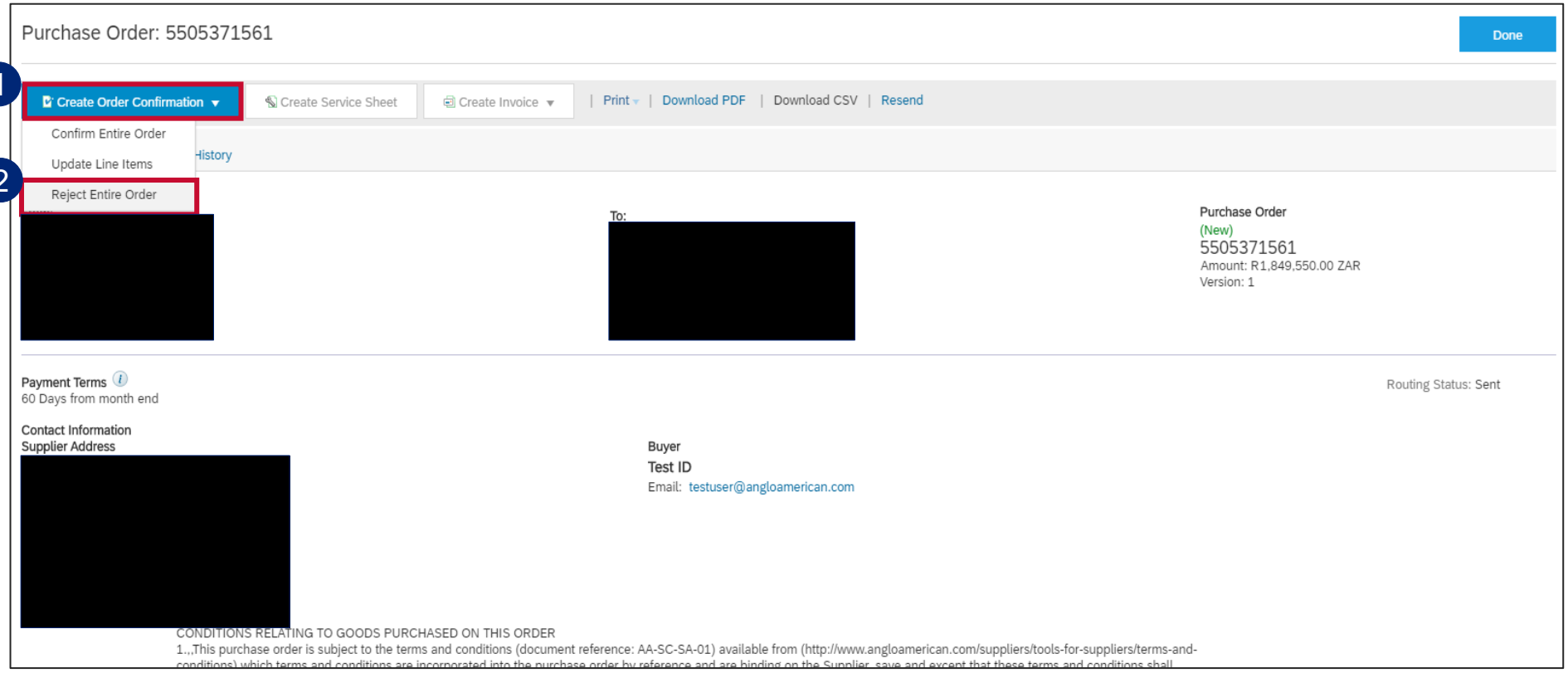
EXTERNAL

AngloAmerican

HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



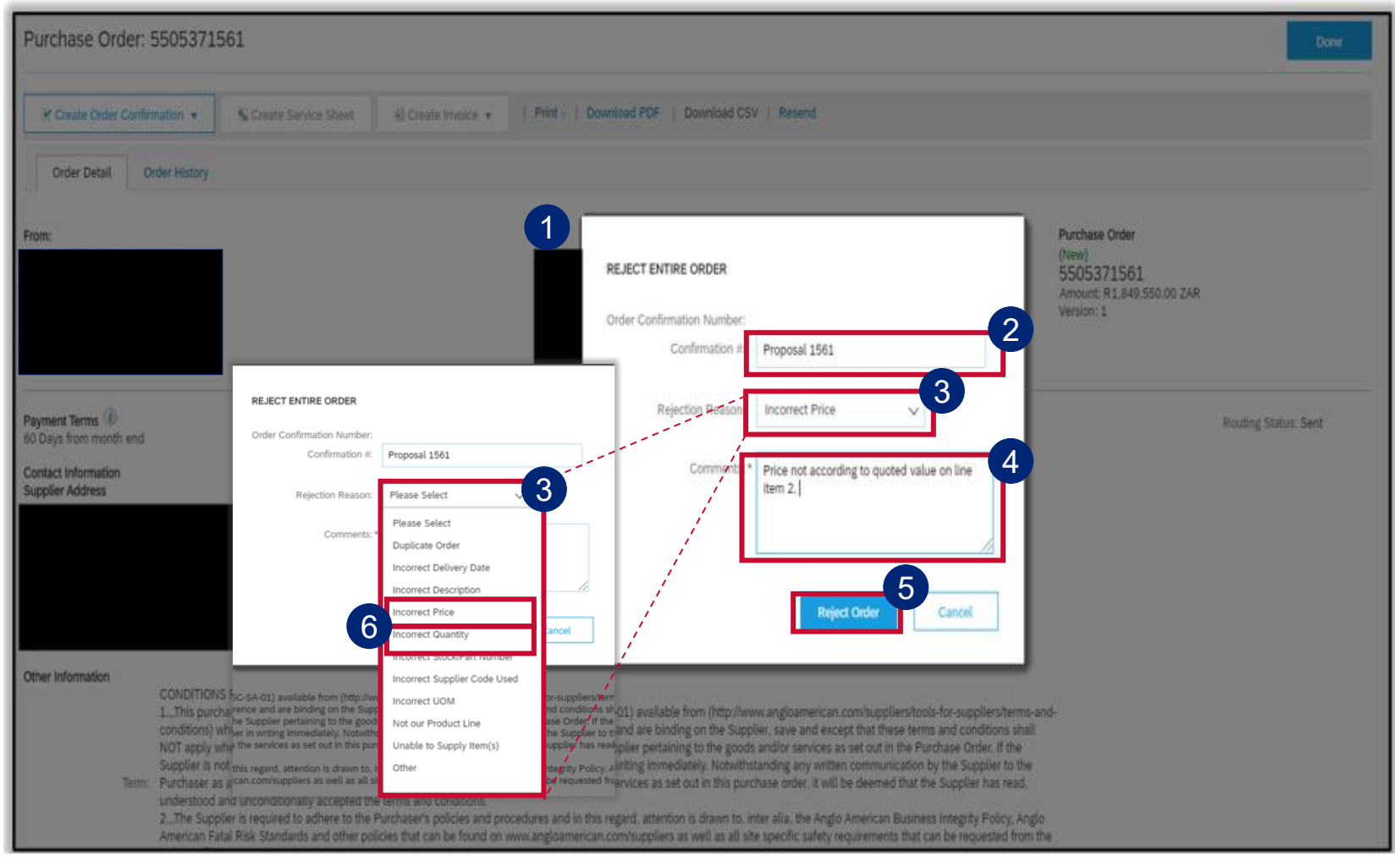
1. To your PO click on **Create Order Confirmation**

2. Click on **Reject Entire Order** to reject your PO

Please note by rejecting a PO it does not mean you are rejecting doing business with us. You are simplifying notifying us that the PO is incorrect.

EXTERNAL

HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES



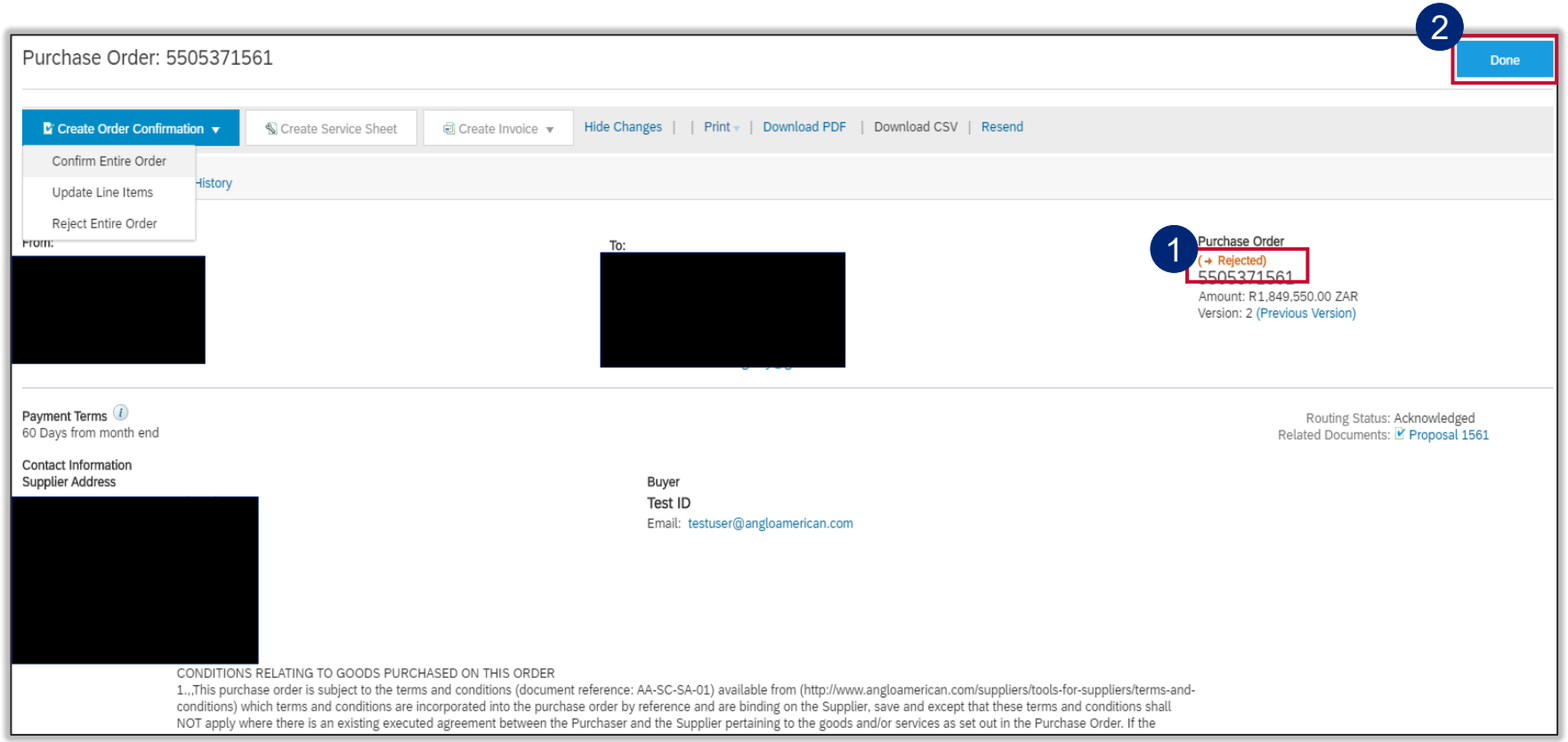
1. The **Rejecting Order** window will open
2. Enter your **Order Confirmation Number (Confirmation #)** - this is YOUR reference field and you can enter any reference that is meaningful to you and your organisation e.g. your quote number
3. Select your **Rejection Reason** from the drop down menu
4. It is **mandatory** to provide more detail about your rejection reason in the **Comments** field. This additional information is sent to your buyer and help them to send you a correct PO.
5. Once you have completed all the necessary fields click on **Reject Order.** You should receive a Change Order (new electronic version of the PO) soon.

6. **IMPORTANT!** If you are rejecting the PO because the values were incorrect and wouldn't allow you to do Partial Invoicing please select **Incorrect Price** or **Incorrect Quantity** from the drop down menu and add the detail in the **Comments** field

EXTERNAL

HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1. Your PO will now reflect as **Rejected**

2. Click on **Done** and log out of your account.

This rejection will now workflow electronically and notify your buyer to send a Change Order.

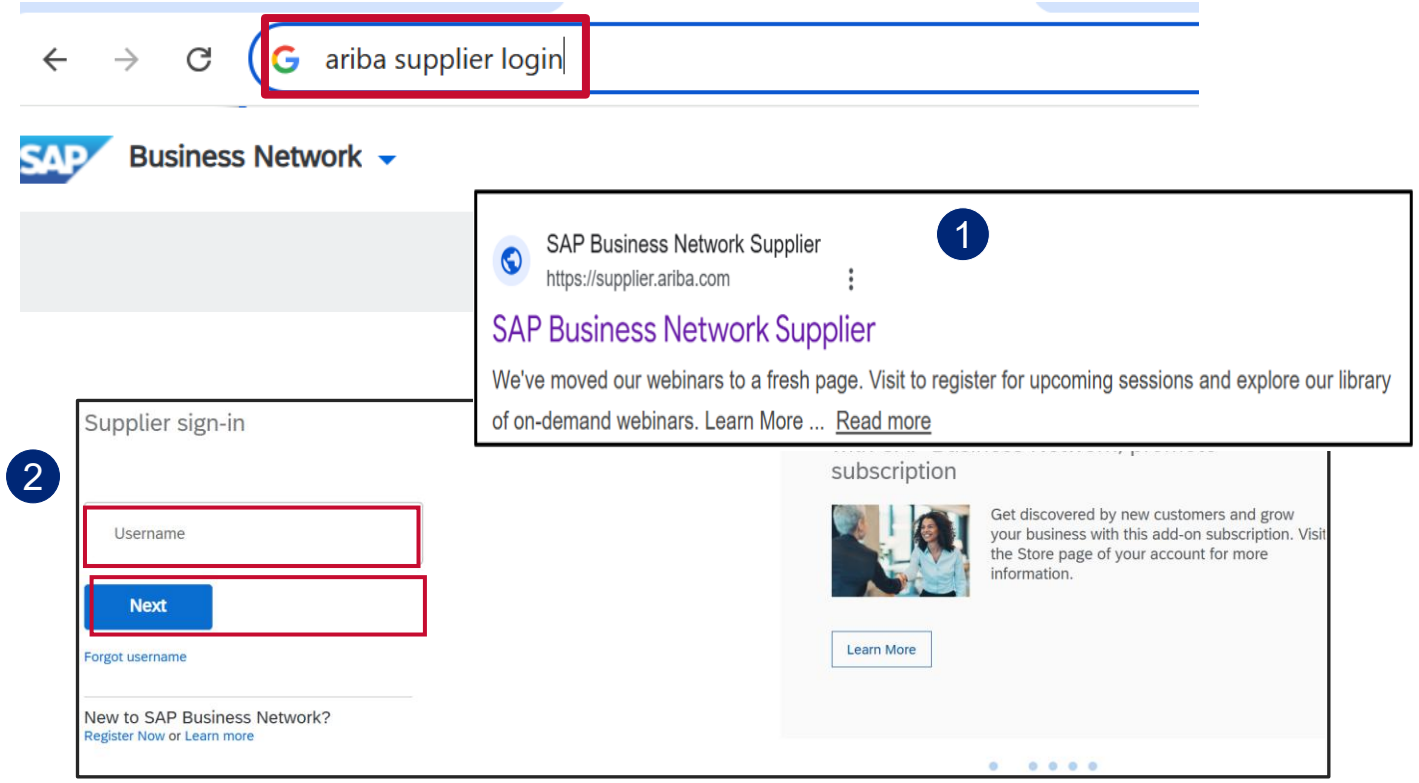
EXTERNAL

AngloAmerican

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com or type in ariba supplier login in the search engine you use.

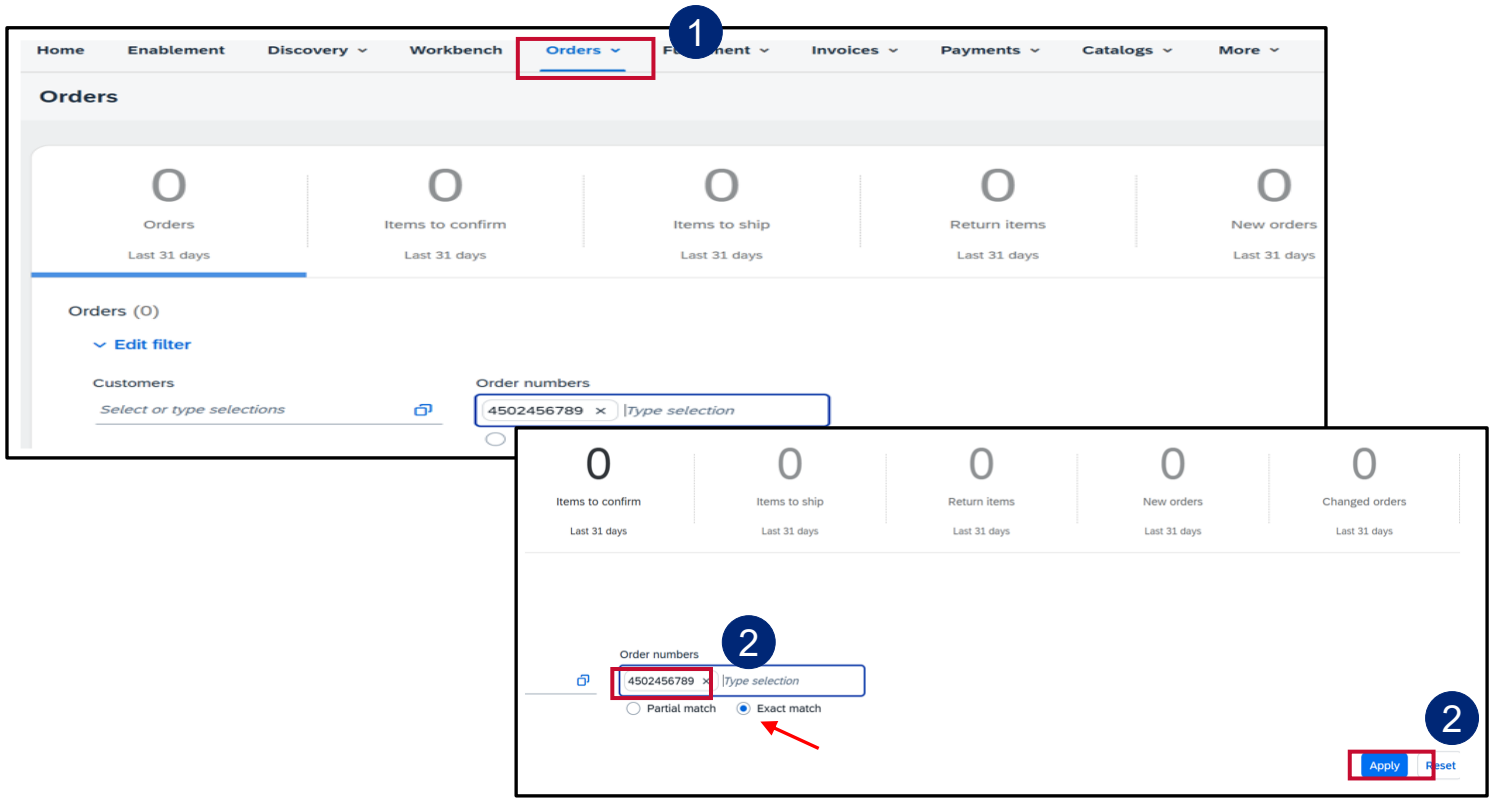
1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.

2. Enter your **user name** and **password** to be taken to your **Home** page

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



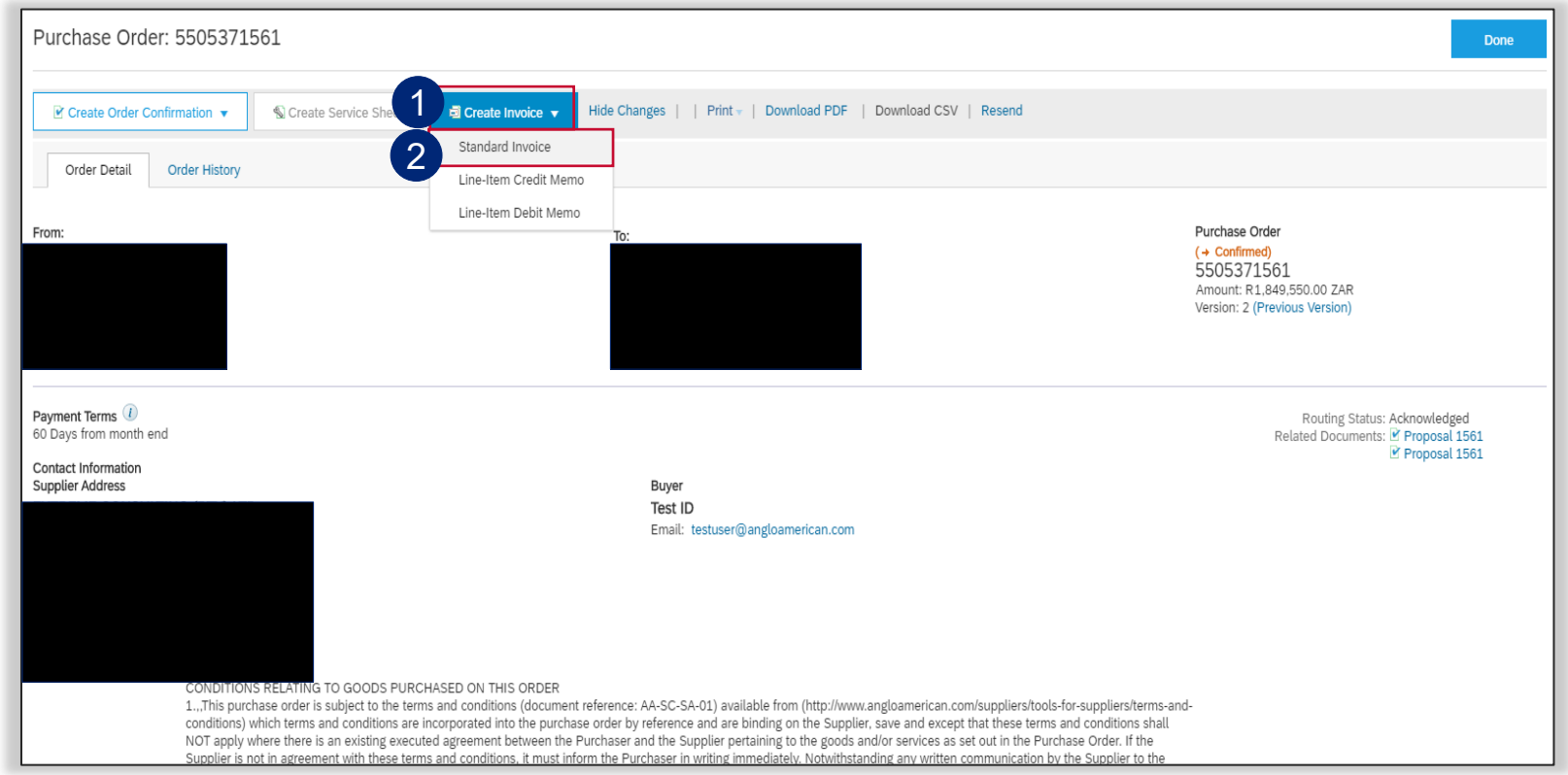
1. On the homepage, click on the ORDERS tab, this will display the most recent purchase orders sent to your profile. You can either select a specific order from the list or alternatively:

2. In the order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

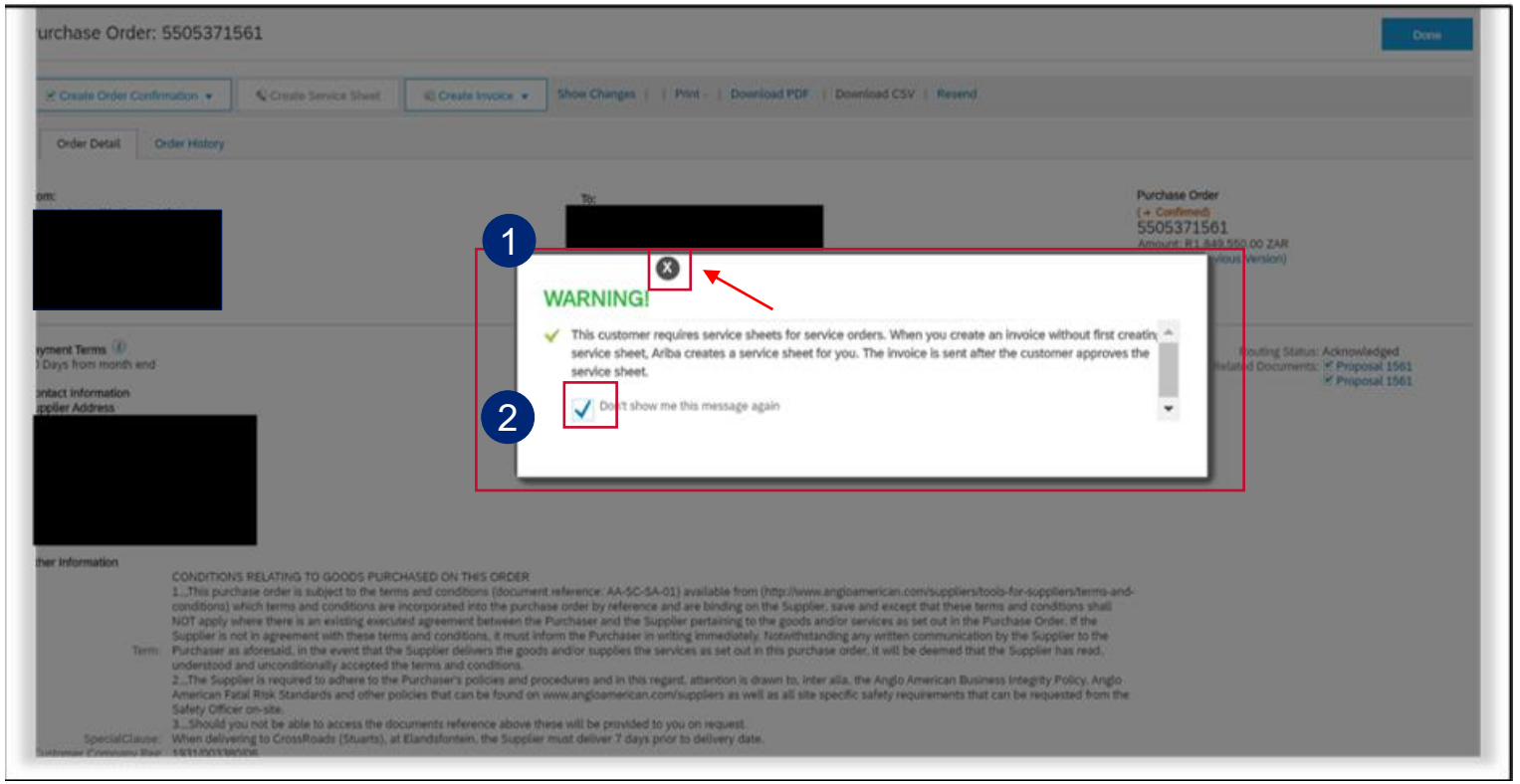


1. Click on **Create Invoice**
2. Select **Standard Invoice**

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1. A **WARNING!** will pop up just to inform you that Service Sheets will **automatically be created** once you have submitted your invoice.

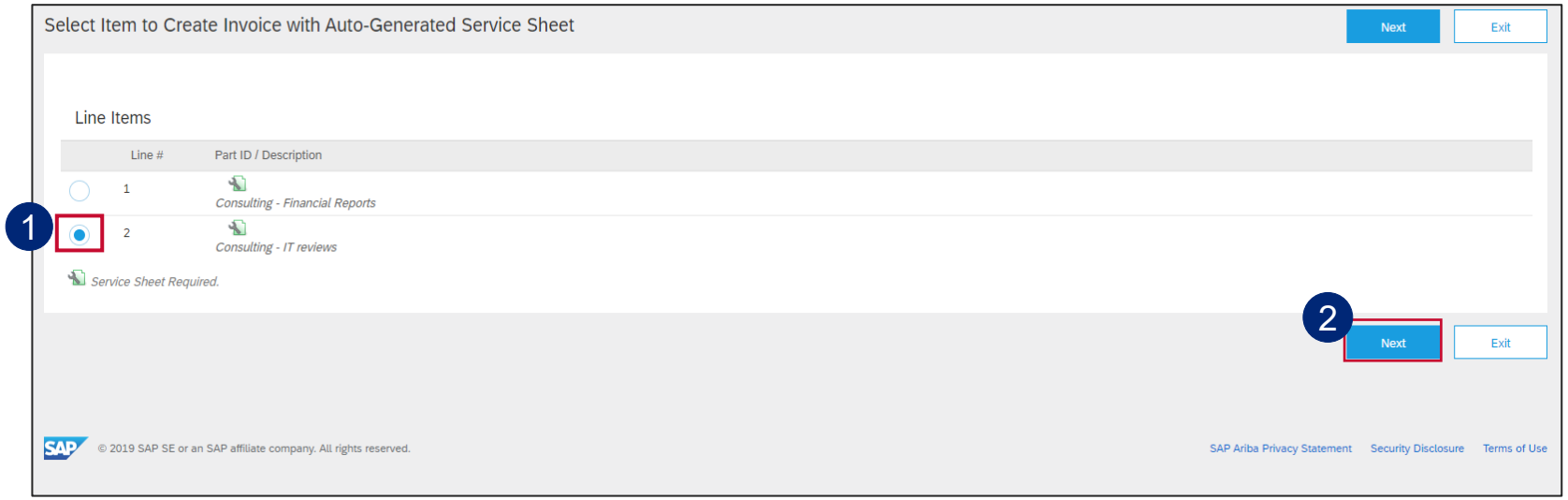
2. You can tick next to **Don't show me this message again** so this message doesn't appear again.

Then click on the **X** to close the message, you will only receive this warning the first time you invoice a service order on the ariba network.

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



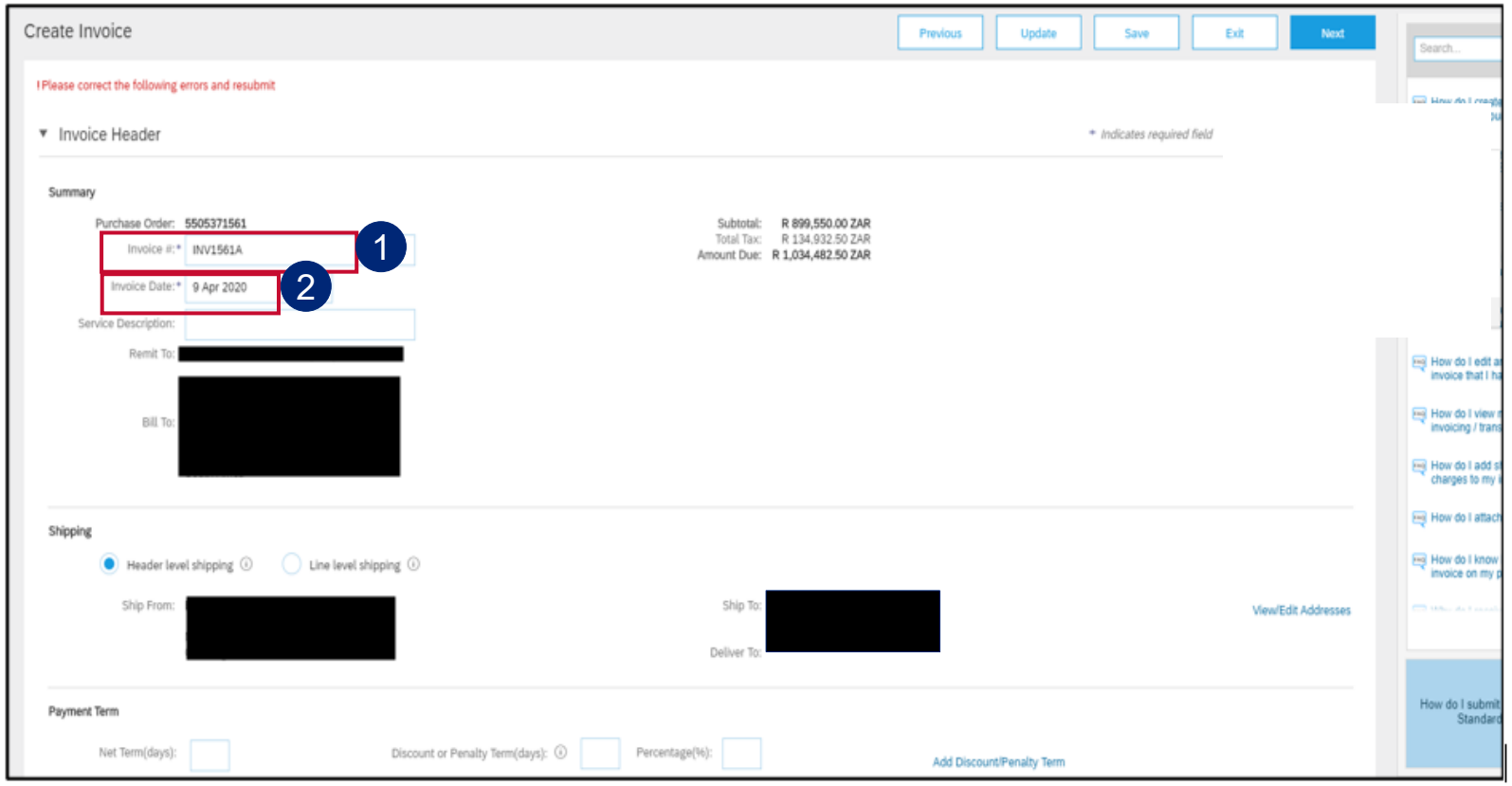
1. Select the line item you want to invoice against. Please note that you can only invoice 1(one) line item at a time, you cannot consolidate multiple lines on one invoice. If the invoice you are uploading is for all of the line items, you will have to load each line separately, enter your invoice number on the first invoice upload i.e. Inv123 and submit, then create the next invoice and use i.e. Inv123A and so forth. You will attach the same invoice to each submission.

2. Click next.

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



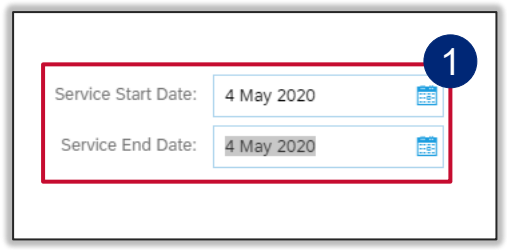
1. Enter your company's physical Invoice number in the **Invoice #** field

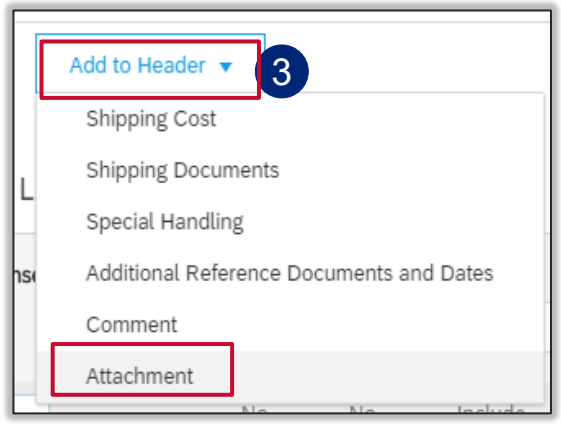
2. Populate your company's physical Inv date in the **Invoice Date*** field. **NB: Payment terms get calculated from this date.**

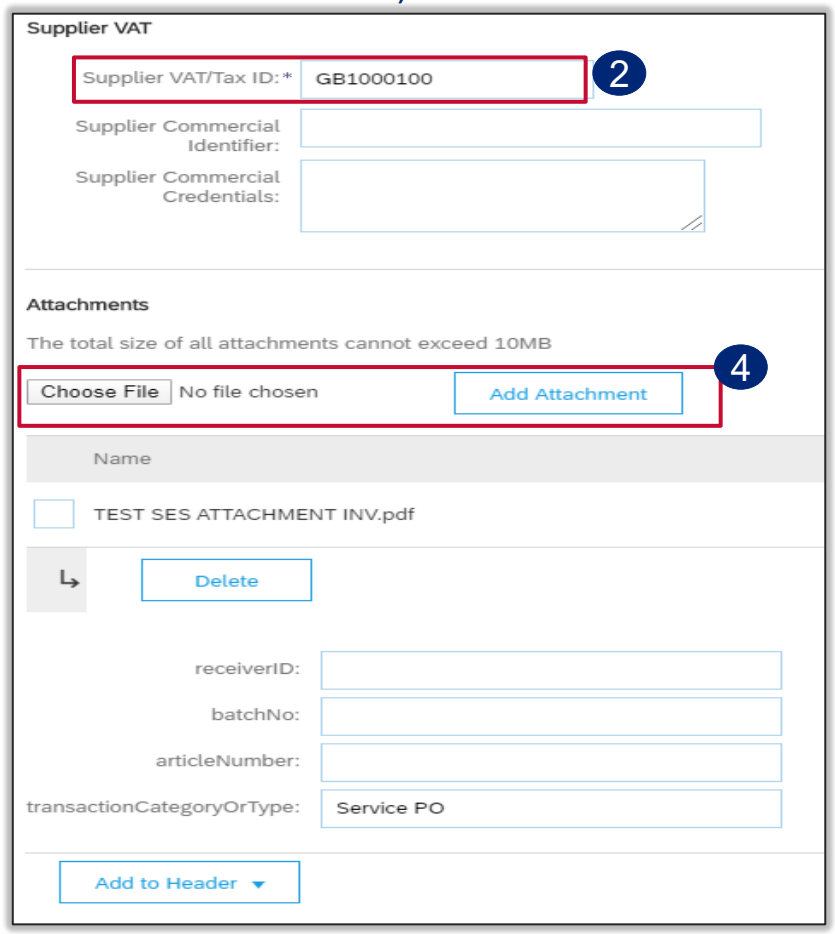
EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS







1. Enter **Service Start Date** and **Service End date.**

2. **Supplier VAT/Tax ID** is a mandatory field and must be populated with VAT/TAX ID nr.
If supplier is not VAT registered they need to populate the field with Not Registered. This information can be prepopulated in the supplier's company settings, and then they don't need to populate it every time they create an invoice.

3. Click on **Add to header** button drill down and select **Attachment**, this will then open a section further down in the invoice document.

4. Click on choose file / browse to fetch your Invoice from your saved documents (must be in PDF format) and then click on **Add Attachment**

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1. Your attachment will appear in this section if successfully attached.

2. If you have attached the incorrect document, please select the attachment and delete, then reattach the correct invoice.

The next section will describe how to fully or partially invoice your purchase order for services.

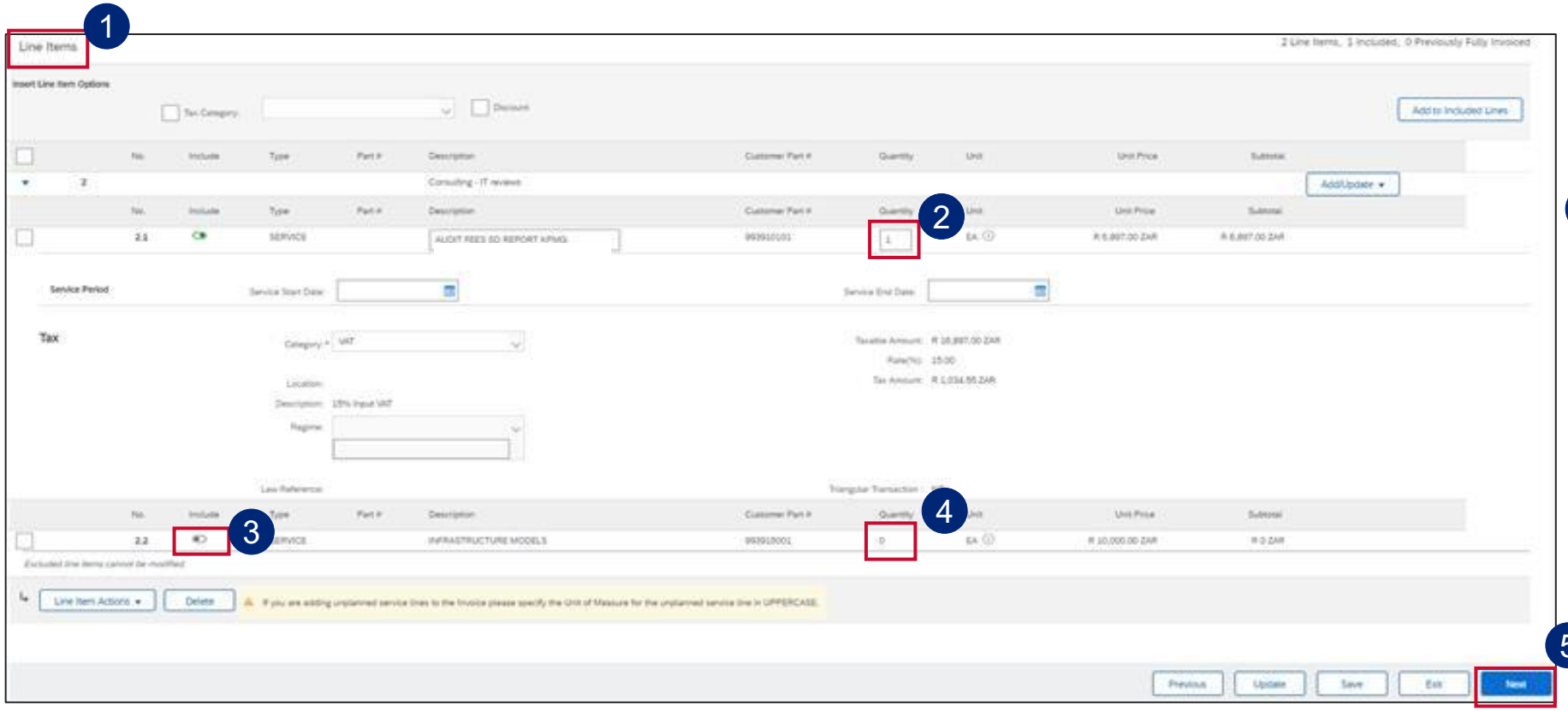
EXTERNAL

AngloAmerican

HOW TO FULLY INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR FOR SERVICES – FULL INVOICING

1. Scroll down to the **Line Items** section. This section highlights the line items from the Purchase Order.



2. If you are invoicing for the full amount (full invoicing) you do not need to change the **Quantity** value. It must stay as **1**.

3. Slide the **button** under **Include** to the right to include that service line.

   PLEASE NOTE: If you slide the green dot to the left it will become greyed out and exclude that service line from the invoice. You should do this if that particular service has not been rendered yet and it will not form part of your invoice. You can generate another invoice at a later stage to invoice against the excluded service line.

4. The **Quantity** should be 0 once excluded from the invoice.

5. Click **Next**.

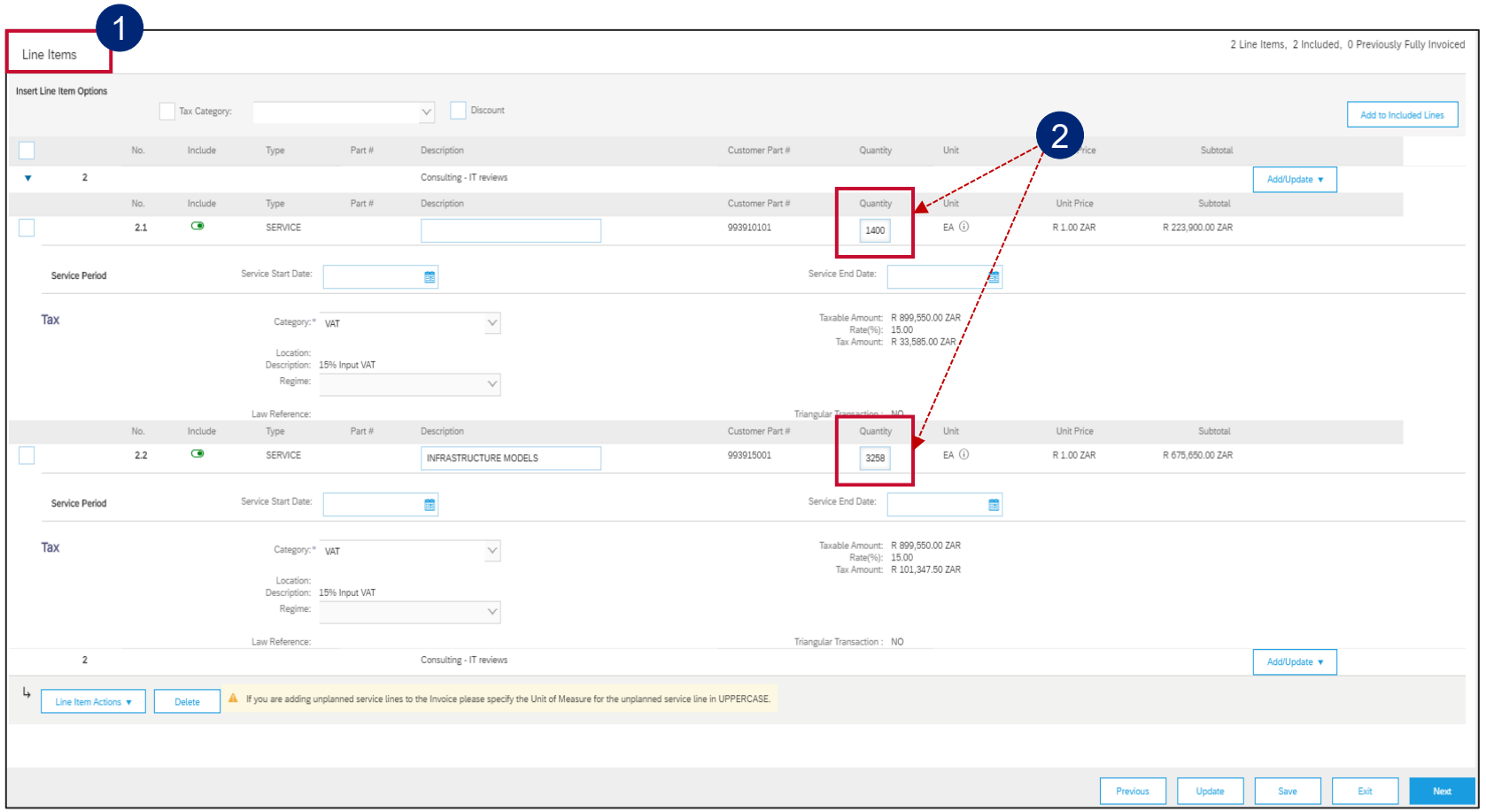
EXTERNAL

AngloAmerican

HOW TO PARTIALLY INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR FOR SERVICES – PARTIAL INVOICING

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



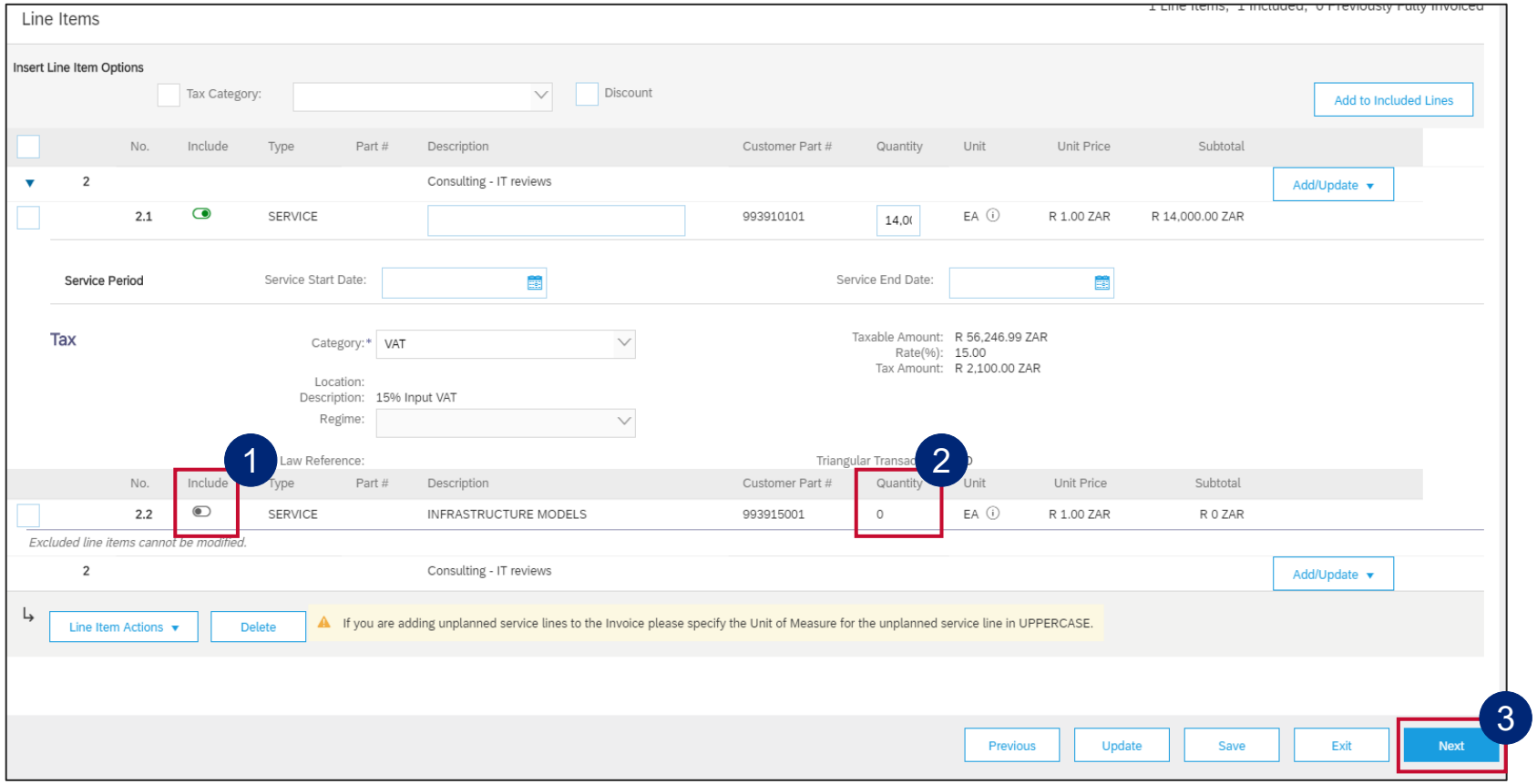
1. Scroll down to the **Line Items** section. This section highlights the line items from the Purchase Order.

2. **IMPORTANT!** For **Partial Invoicing** you need to use the **Quantity** field to capture the value as the **Price** field is greyed out. Update the **Quantity** field value of each line you are invoicing to the value of your company's physical invoice, excluding VAT. **If this field is not editable then exit invoice creation at the top of the page, delete the invoice and contact your buyer to amend the PO for partial invoicing. You will receive a new version on your profile to create the partial invoice.**

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR FOR SERVICES – PARTIAL INVOICING

1. SUPPLIER — LOG INTO ARIBA NETWORK
2. SUPPLIER — CHECKS & CONFIRMS PO
3. SUPPLIER — FULFILS ORDER & DELIVERS GOODS
4. ANGLO AMERICAN / DE BEERS GROUP — GOODS RECEIPT CREATED (RECEIVING / STORES)
5. SUPPLIER — CREATE INVOICE IN SAP ARIBA
6. SUPPLIER — REMITTANCE ADVICE RECEIVED
7. ANGLO AMERICAN / DE BEERS GROUP — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



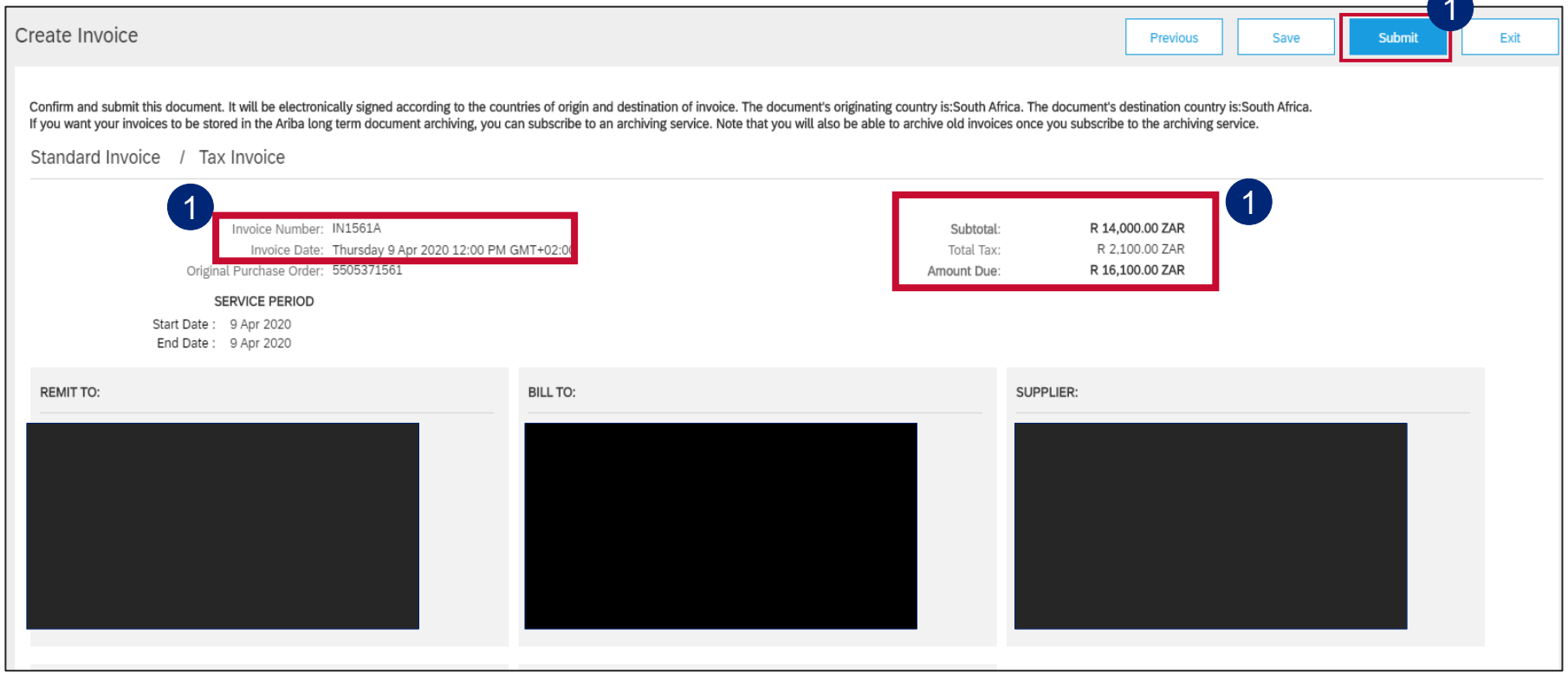
1. To exclude a line item from an invoice, slide the button under **Include** to the left. Sliding the green dot to the left will turn the dot grey and exclude that service line from the invoice.

   You should follow this step if the service has not been rendered yet and it will not form part of your invoice. You can generate another invoice at a later stage to invoice against the excluded service line.
2. The **Quantity** should be 0 once excluded from the invoice.
3. Click **Next**.

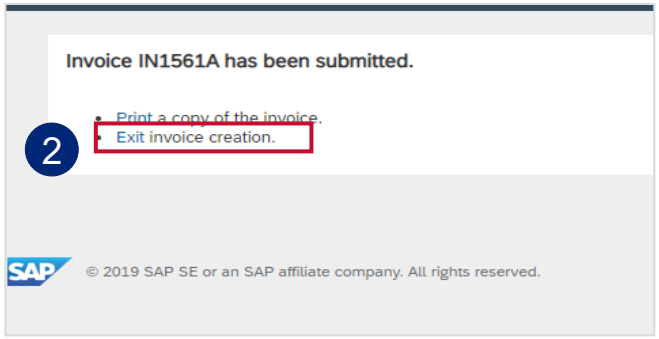
EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



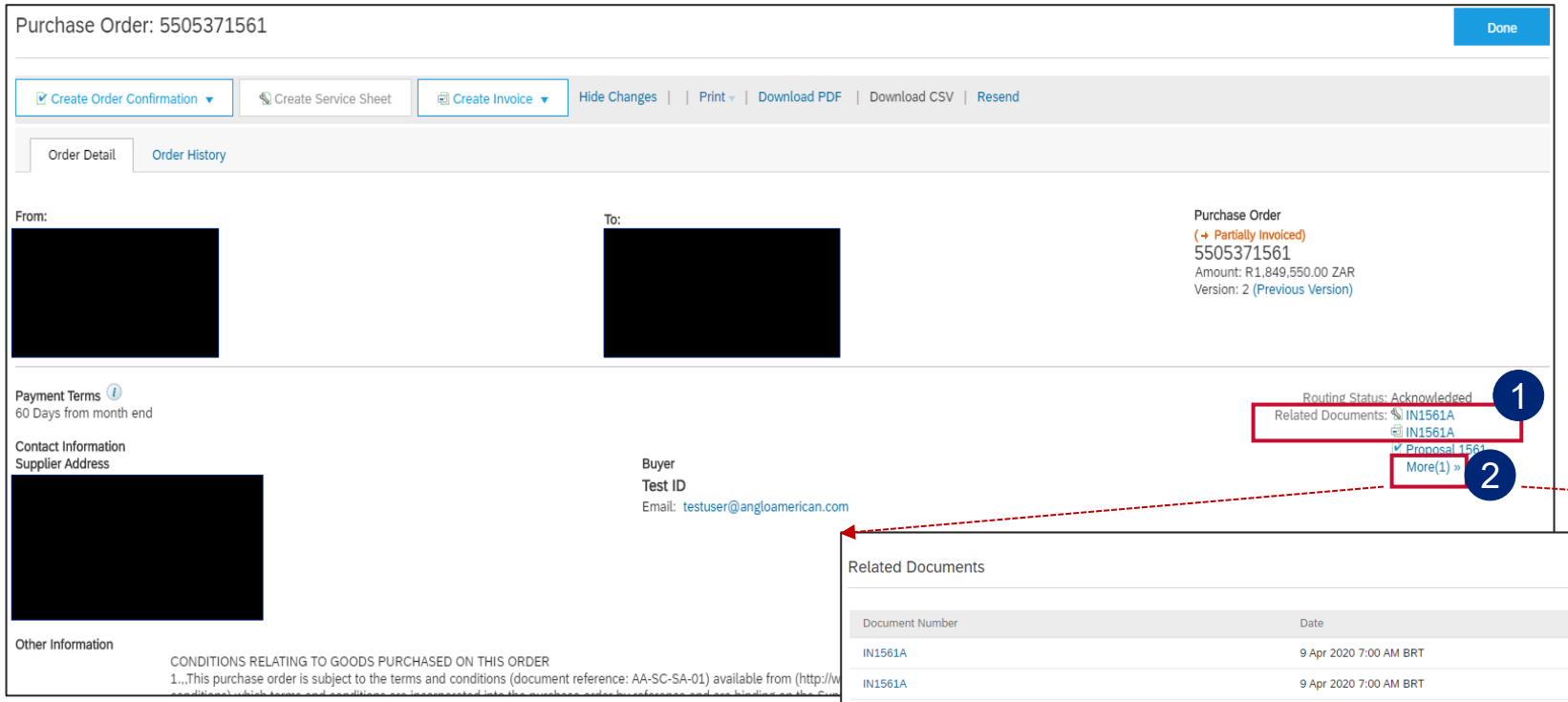
1. Once you have checked that all the information you needed to include is correct. **Very important:** make sure the invoice number/date and value are correct. Then click on **Submit**
2. You will receive a message confirming that your invoice has been submitted. Click on **Exit invoice creation.**

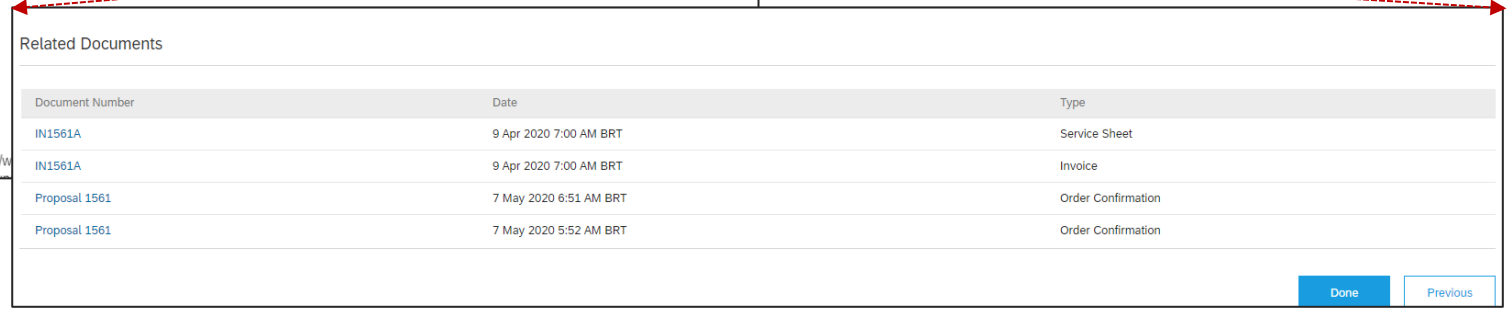


EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS





1. Your newly created invoice will reflect under **Related Documents**.

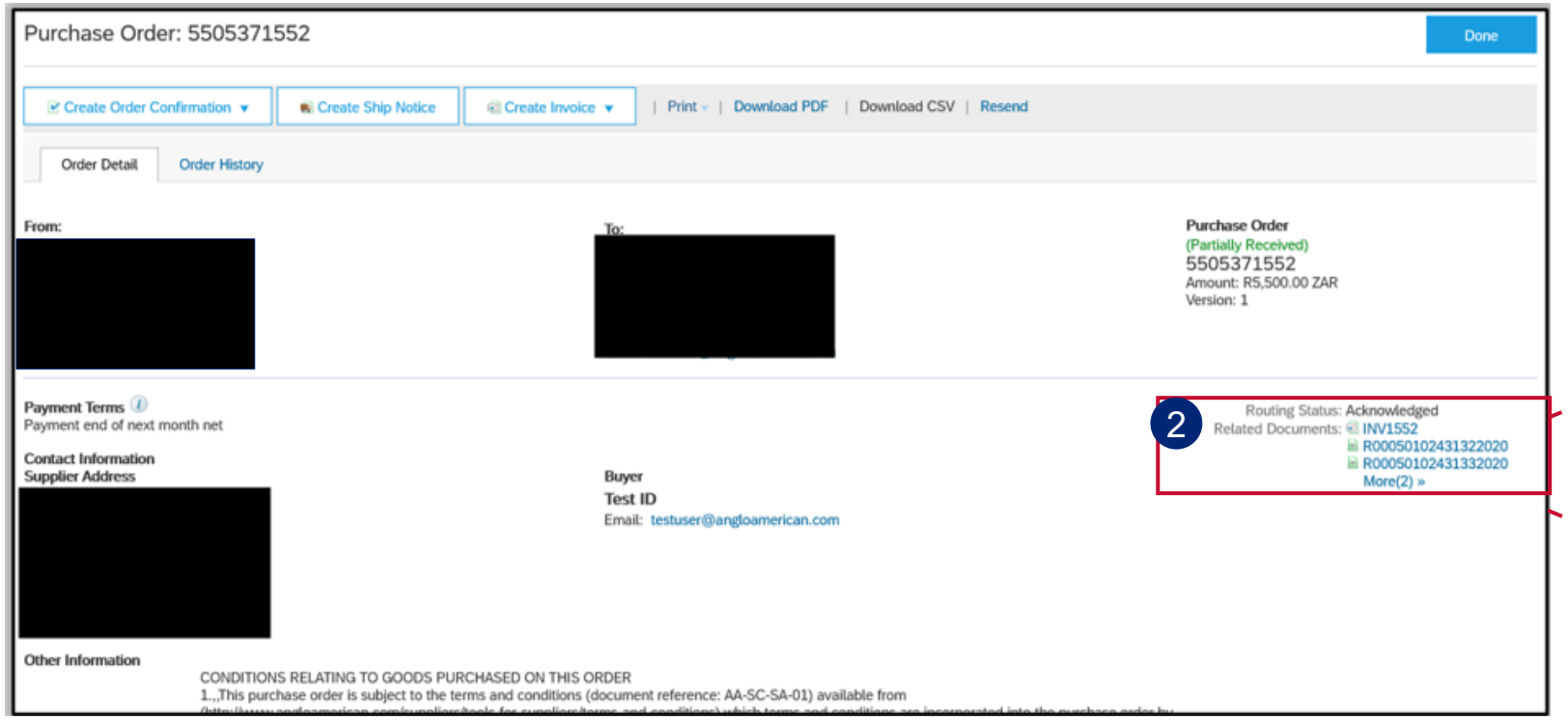
2. Click on **More,** to view all the documents.

AngloAmerican

HOW TO VIEW YOUR INVOICE STATUS & DUE DATE

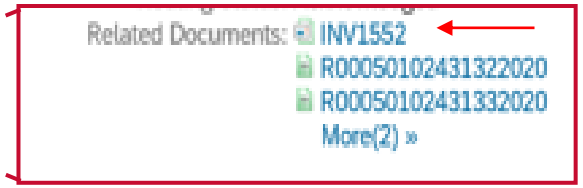
HOW TO SEE YOUR INVOICE STATUS AND PAYMENT DUE DATE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1. Go to the email with the PO want to your invoice status for. Click on the **Process Order** button and log into your Ariba Network Standard Account

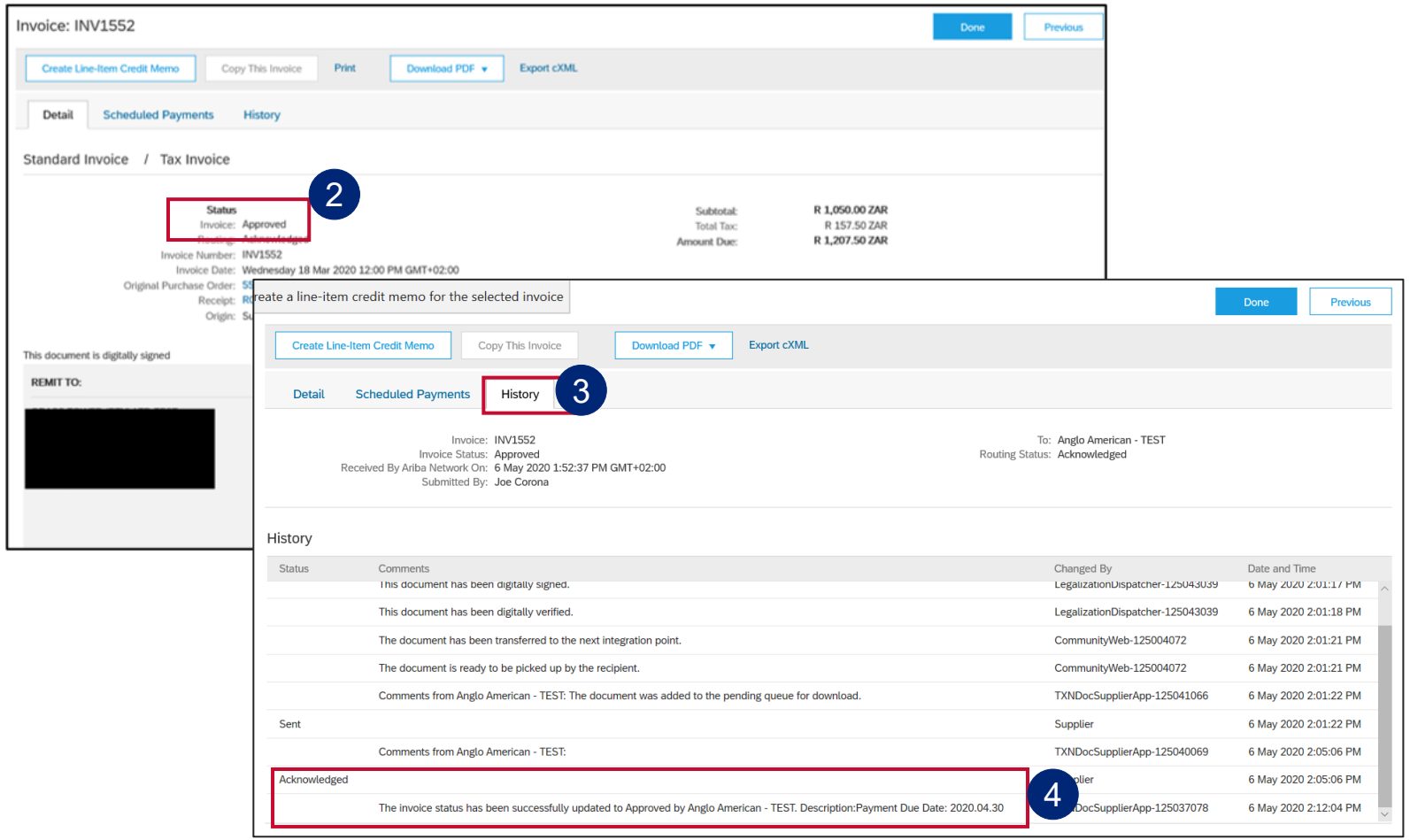
2. Click on and open the invoice you want under **Related documents**



EXTERNAL

HOW TO SEE YOUR INVOICE STATUS AND PAYMENT DUE DATE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



2 You can find the status of your invoice here

Please Note: Your invoice's payment due date will only reflect once the invoice status reflects as **Approved**

3 If your invoice is in Approved status, click on the **History** tab

4 The Payment Due date is reflected under the **Acknowledged** section

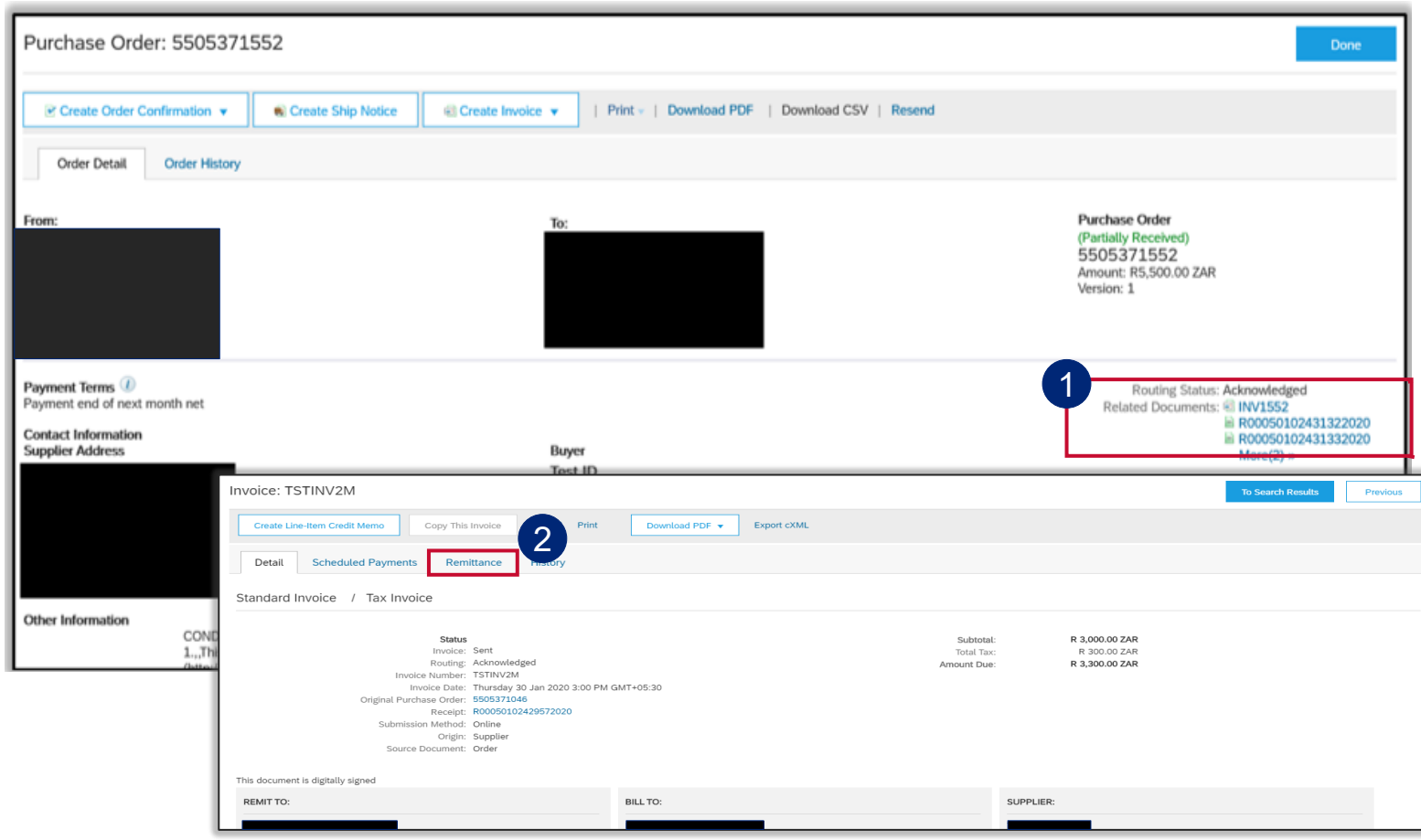
EXTERNAL

AngloAmerican

HOW TO FIND YOUR REMITTANCE ADVICE

HOW TO FIND YOUR REMITTANCE ADVICE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



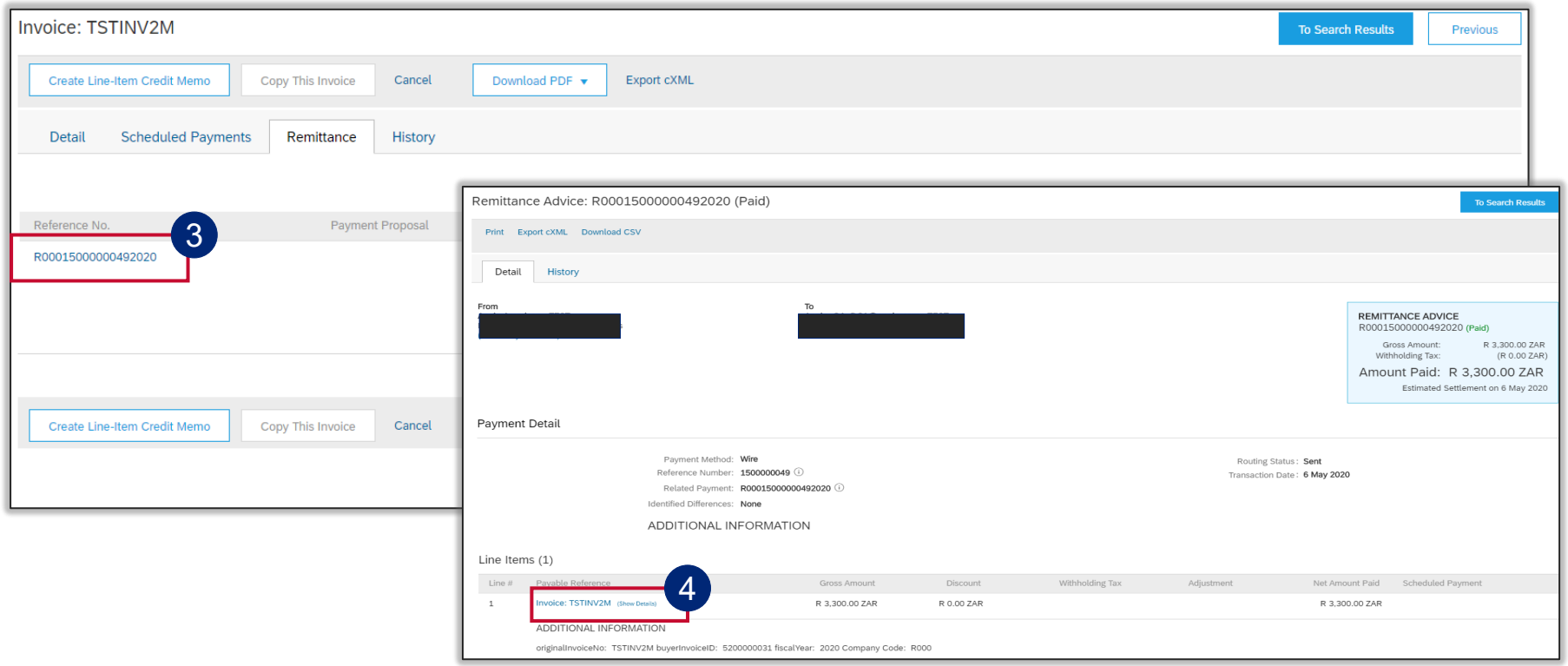
1. Click and open the invoice you want to see the Remittance advice for under **Related documents**

2. Once open, click on the **Remittance** tab

EXTERNAL

HOW TO FIND YOUR REMITTANCE ADVICE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



3. Click on the **Remittance number** to open the details

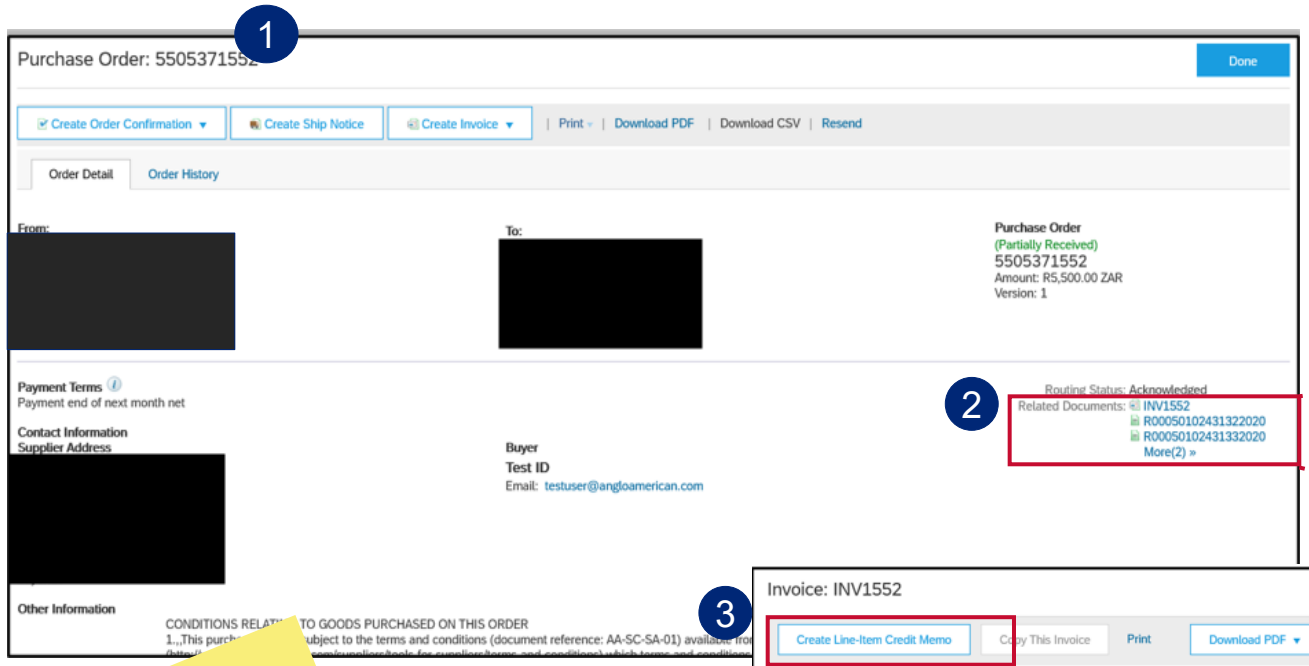
4. The **Line Items** will reflect all invoices paid on this specific Remittance.

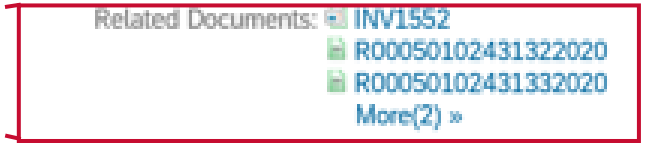
EXTERNAL

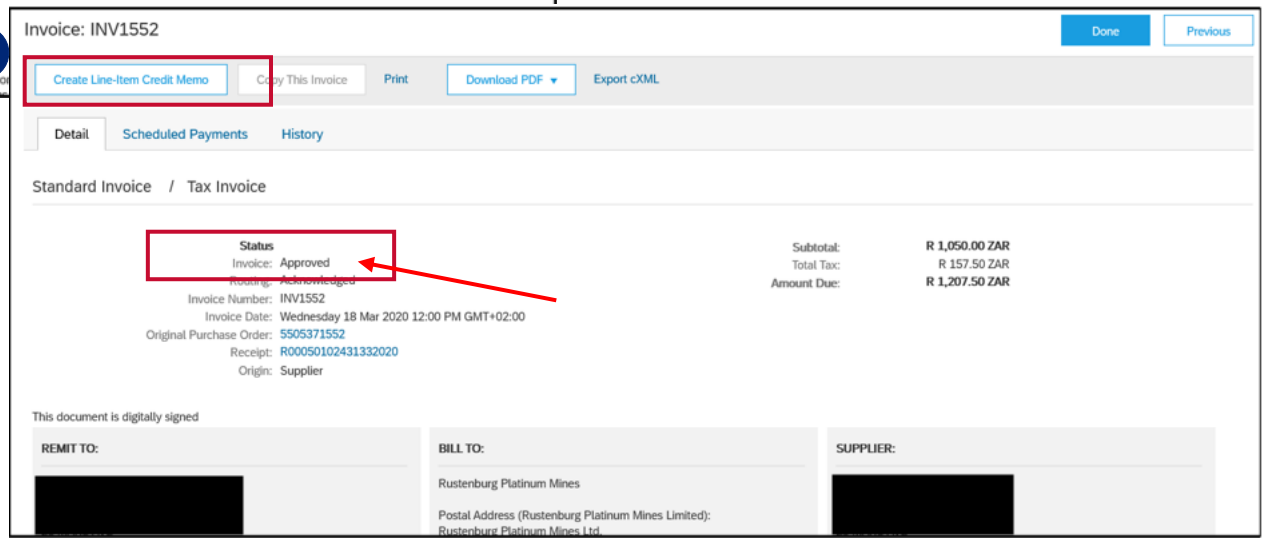
AngloAmerican

HOW TO CREATE A CREDIT NOTE FOR SERVICES

HOW TO CREATE A CREDIT NOTE FOR SERVICES







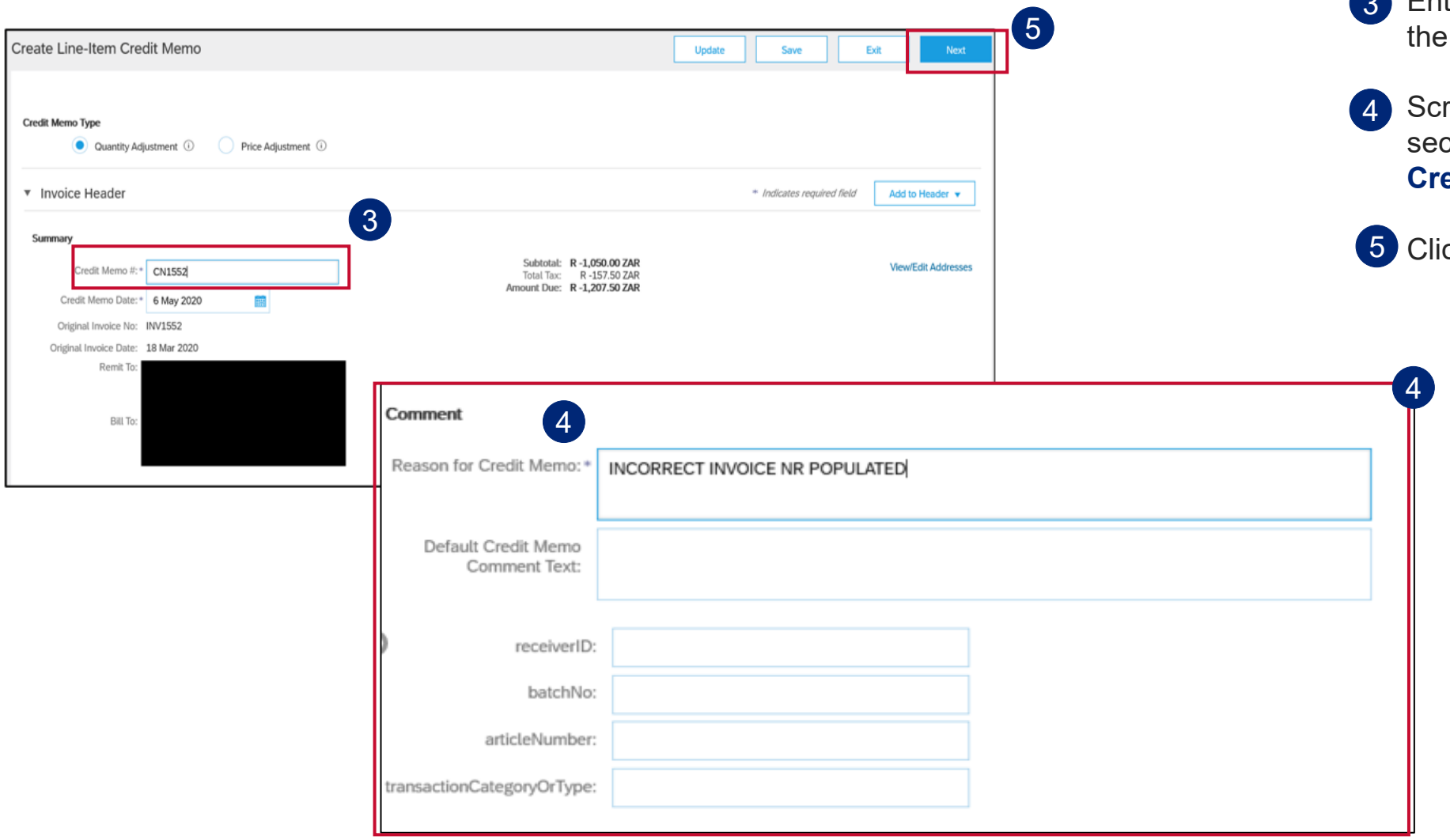
VERY IMPORTANT

PLEASE NOTE THE ARIBA NETWORK DOES NOT SUPPORT PARTIAL CREDITS. ONLY THE FULL INVOICE VALUE CAN BE CREDITED OUT

1. Login to your ariba profile and search for the PO you need to issue the credit against. **Please note that you can only credit out an in invoice in full and if the invoice is in approved status.**
2. Click on and open the invoice you want to credit under **Related documents**
3. Once open, click on **Create Line-Item Credit Memo**

EXTERNAL

HOW TO CREATE A CREDIT NOTE FOR SERVICES



3. Enter your Credit Memo number in the **Credit Memo field**

4. Scroll down to the Comment section and enter your **Reason for Credit Memo**

5. Click **Next** and then **Submit**

EXTERNAL

AngloAmerican

HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR GOODS & SERVICES (HYBRIDS)

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

PROCESS FOR CONFIRMING & INVOICING AGAINST HYBRID PURCHASE ORDERS

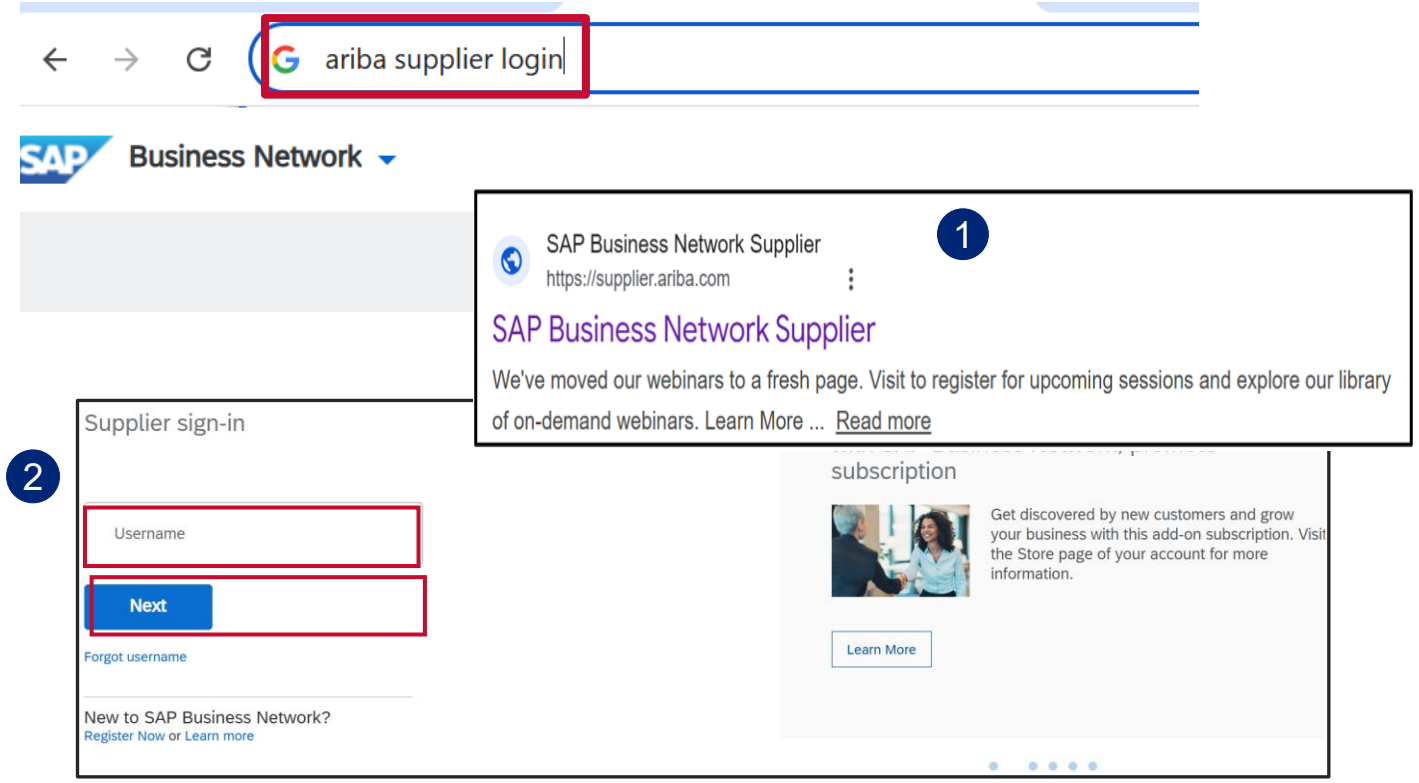
- Each step in this electronic processes is dependent on the one before it
- If one is not actioned, the system will not allow the next step to be completed
- **For example** – if you do not confirm your **PO in Step 4,** our stores are unable to create a Goods Receipt Verification (GRV) as indicated in **Step 6**, which in turn will not allow you to invoice against the PO in **Step 7.**

  This may result in payment delays
- It is **VITAL** that you electronically confirm your Purchase Orders in the system as soon as you have confirmed that the PO details are correct.

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

1	2	3	4	5	6	7
SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com or type in ariba supplier login in the search engine you use.

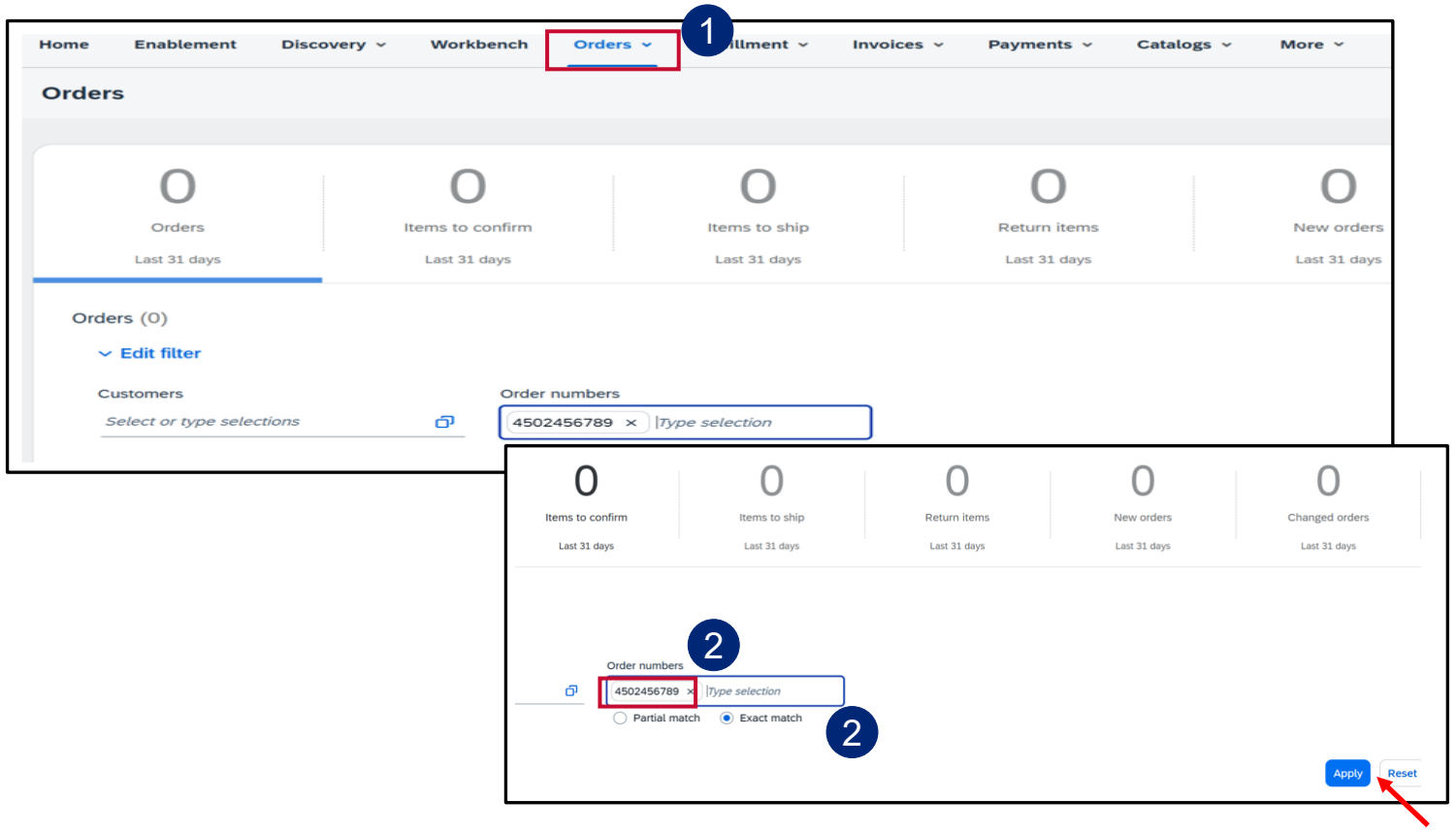
1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.

2. Enter your **user name** and **password** to be taken to your **Home** page

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

1	2	3	4	5	6	7
SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1. On the homepage, click on the ORDERS tab, this will display the most recent purchase orders sent to your profile. You can either select a specific order from the list or alternatively:

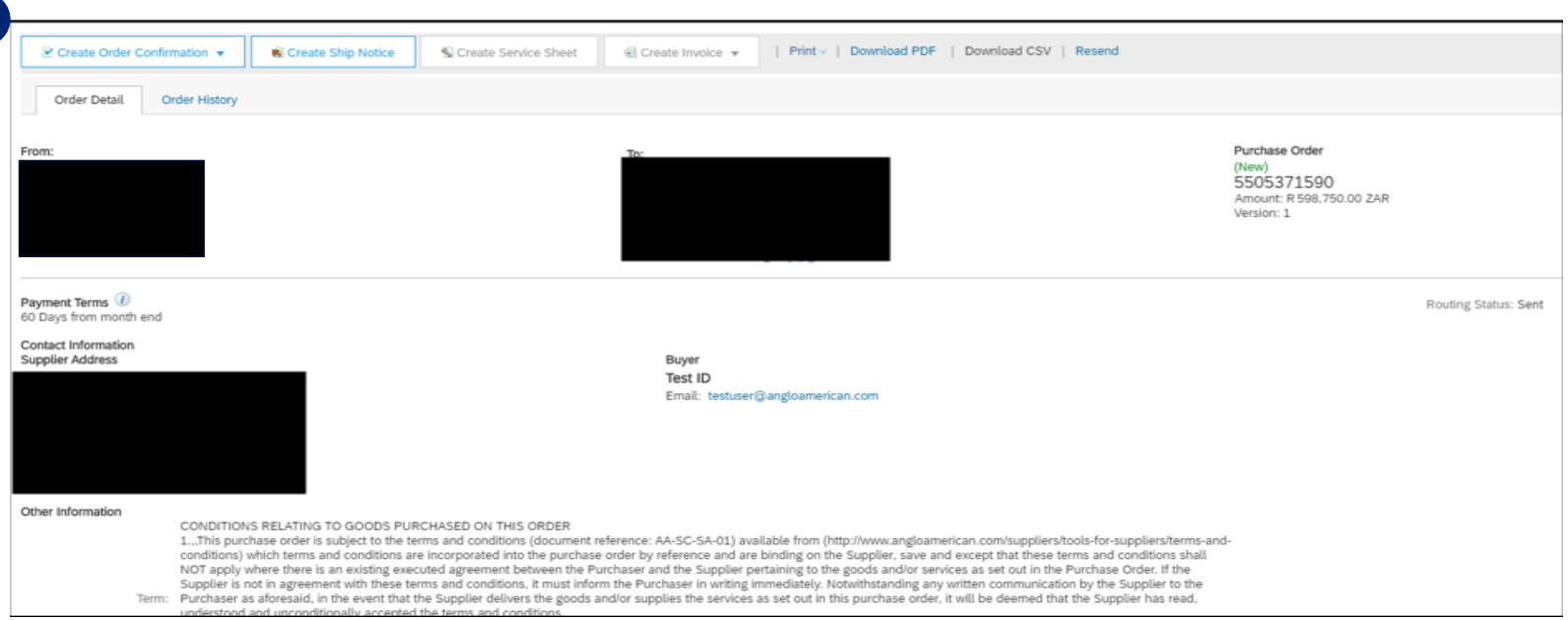
2. In the order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1



1 Your **Purchase Order (PO)** document will open.

You are required to check the accuracy of each PO you receive from us **at a line item level.** To do this scroll down to the **Line Items** section.

Please scroll down to the **Line items** section to see the details.

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
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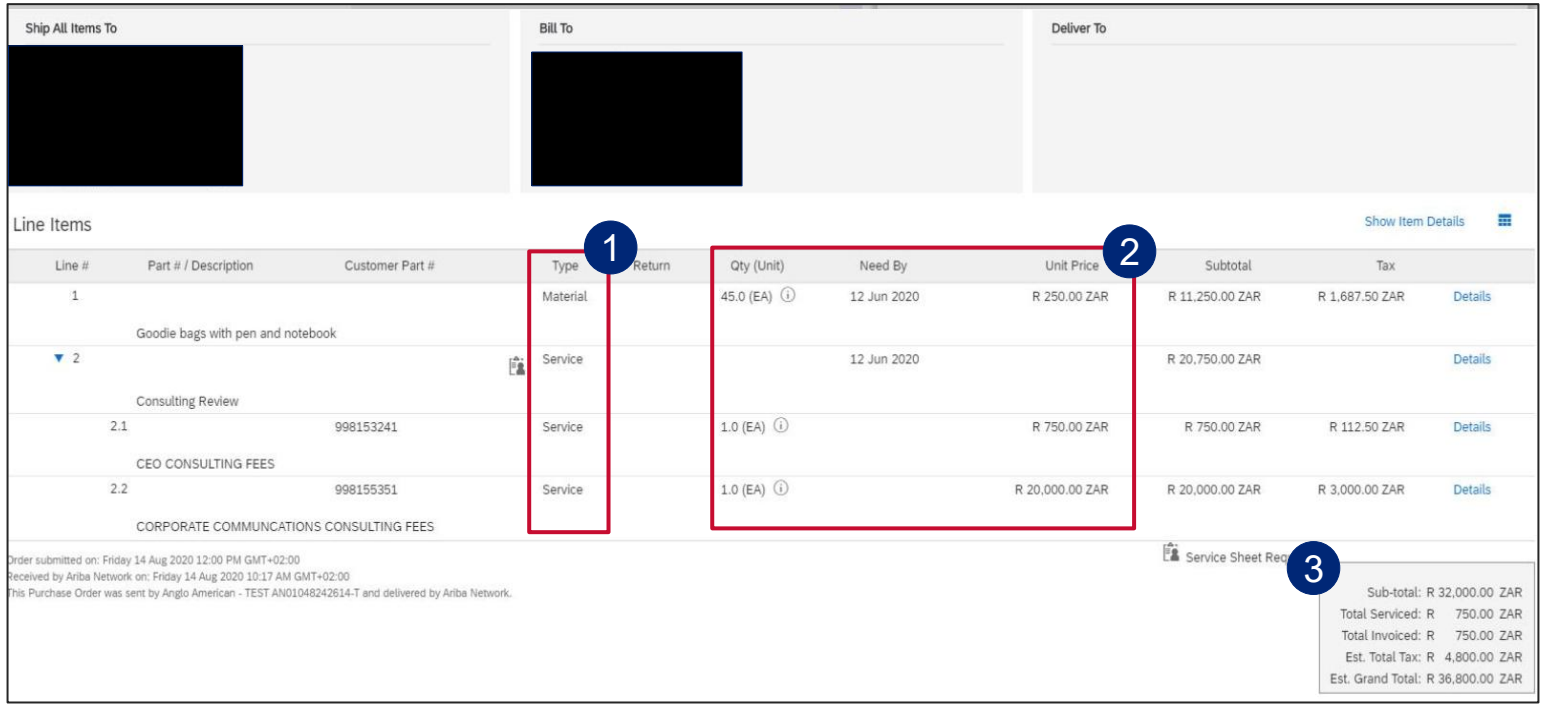
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



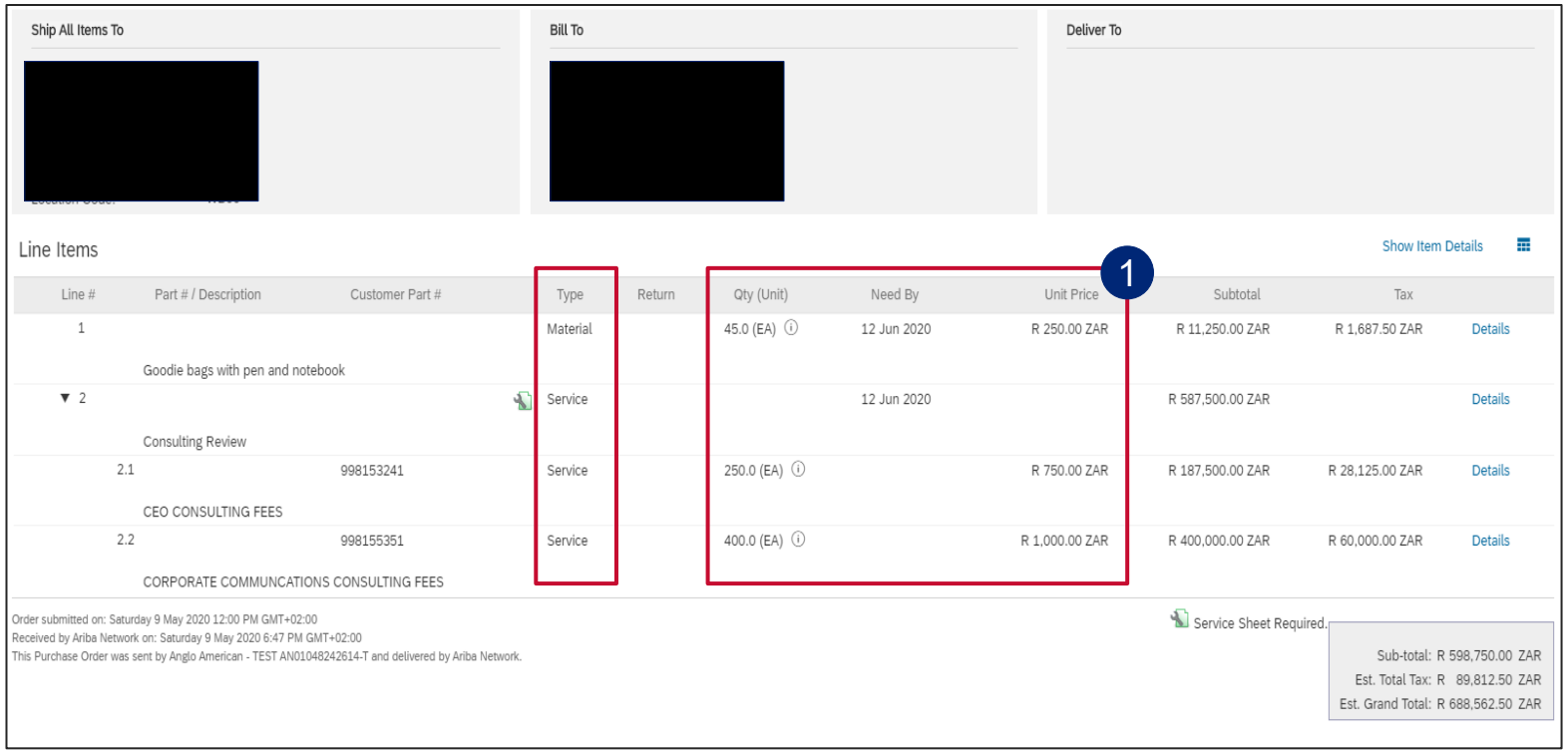
Please Note: If the Service lines in your PO do not reflect the values in the appropriate fields based on your invoicing approach, please reject the PO. Important! Goods/Material line(s) are not impacted.

1. The **Type** column will identify what type of PO this is, namely a Goods/Material & Service (Hybrid) PO.
2. **Please Note**: When confirming your line items for Services you must consider how you will be invoicing against them. You need to determine upfront if you will do full invoicing or partial invoicing because it will impact the **Qty (Unit)** and **Price** fields linked with those with the Service lines.
3. **Full invoicing**: You will be invoicing once for the full PO amount. The PO should reflect the **Qty (Unit)** field as 1, with the currency value displayed in the **Unit Price** field, as with other types of PO's.

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1 **Partial invoicing**: You will generate multiple invoices for partial amounts, based on the work completed.

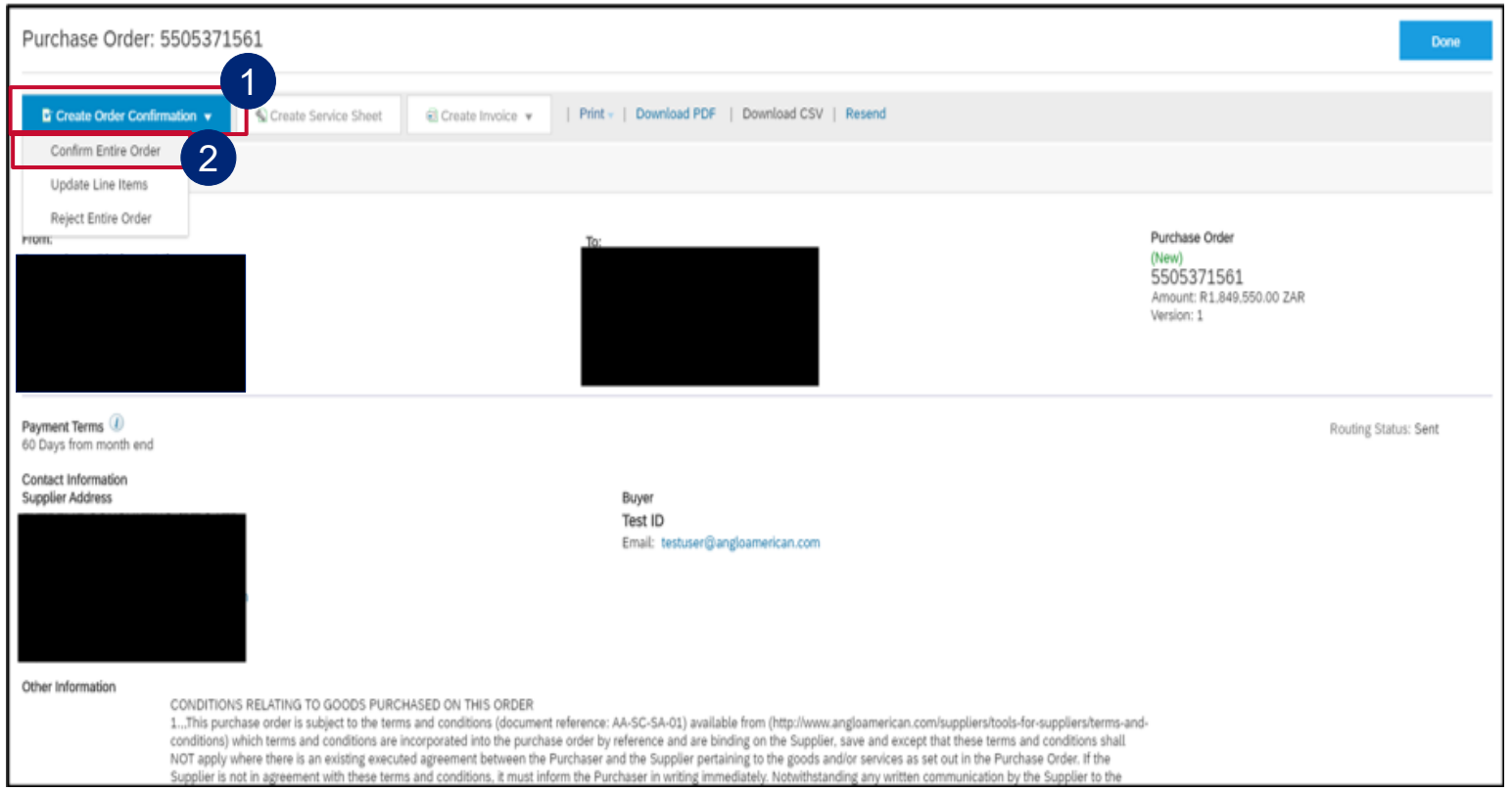
During invoicing the **Price** field is not editable but the **Qty (Unit)** field is. In order to accommodate for this scenario the price, quantity values need to be swopped around. For partial Invoices the **Qty (Unit)** field needs to contain the currency value of the PO and the **Price** field will contain the value 1.

Please Note: If the Service lines in your PO do not reflect the values in the appropriate fields based on your invoicing approach, please reject the PO. Important! Goods/Material line(s) are not impacted.

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



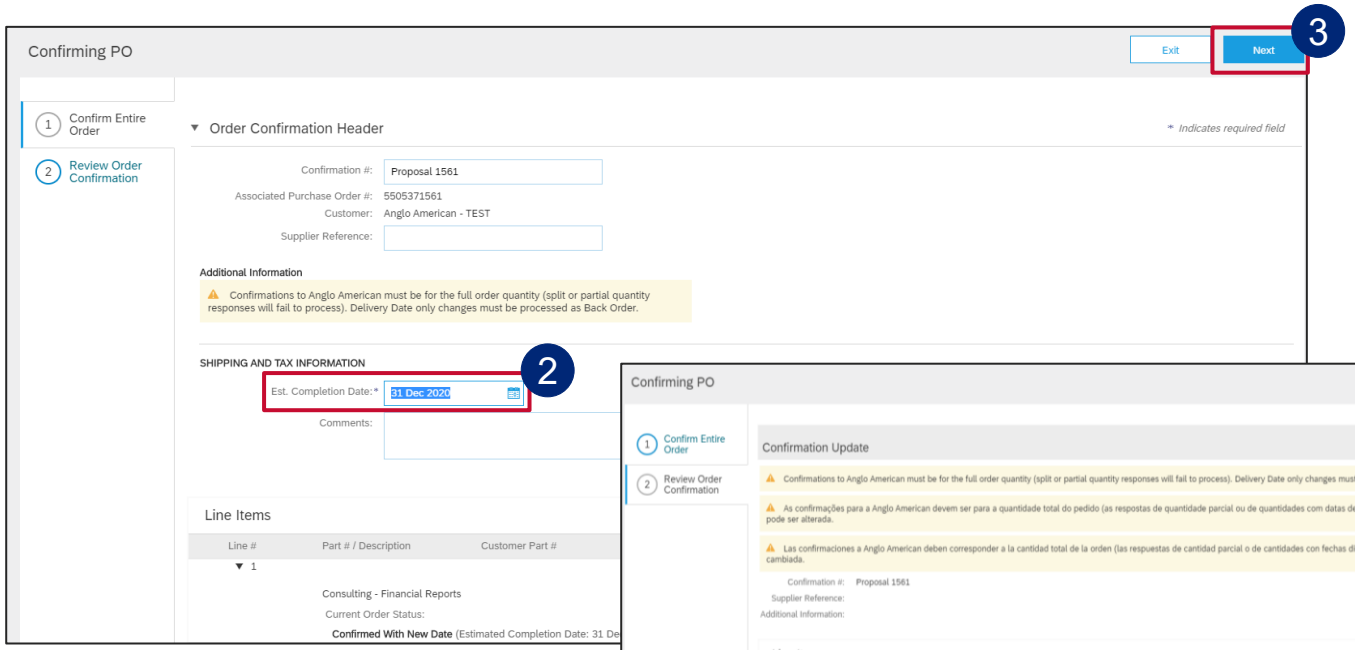
1. Scroll up to the top of your PO and click on the **Create Order Confirmation** button

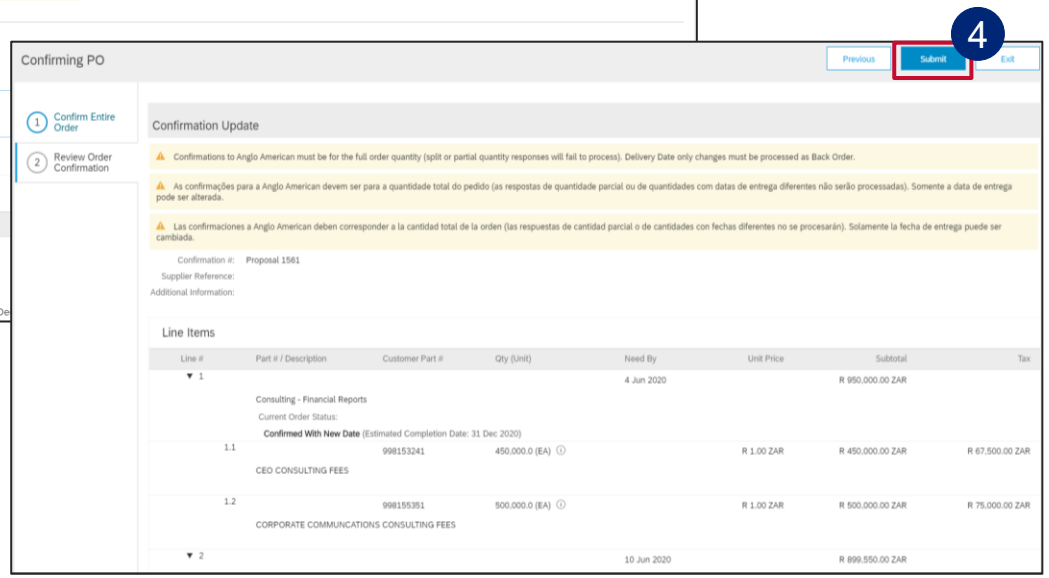
2. A drop down menu will appear. Click on **Confirm Entire Order** to confirm your PO

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

1	2	3	4	5	6	7
SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS





2 Enter your estimated completion date of the service you are going to render in the **Est. Completion date** field

3 Click on **Next**

4 The **Review Order Confirmation** page open. Click on **Submit** if you have confirmed that all the details are correct

This will take you back to your PO.

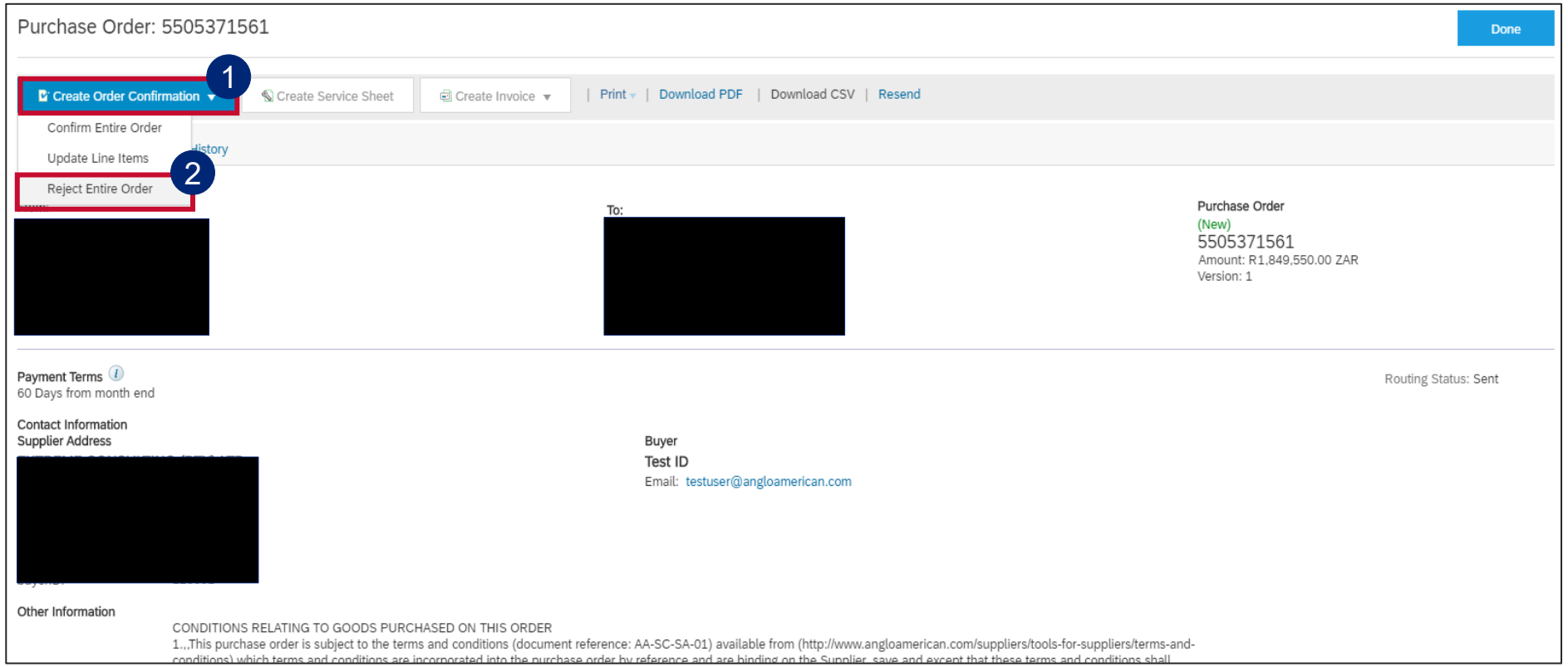
EXTERNAL

AngloAmerican

HOW TO REJECT YOUR DIGITAL PURCHASE ORDERS FOR GOODS & SERVICES (HYBRIDS)

HOW TO REJECT YOUR HYBRID PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



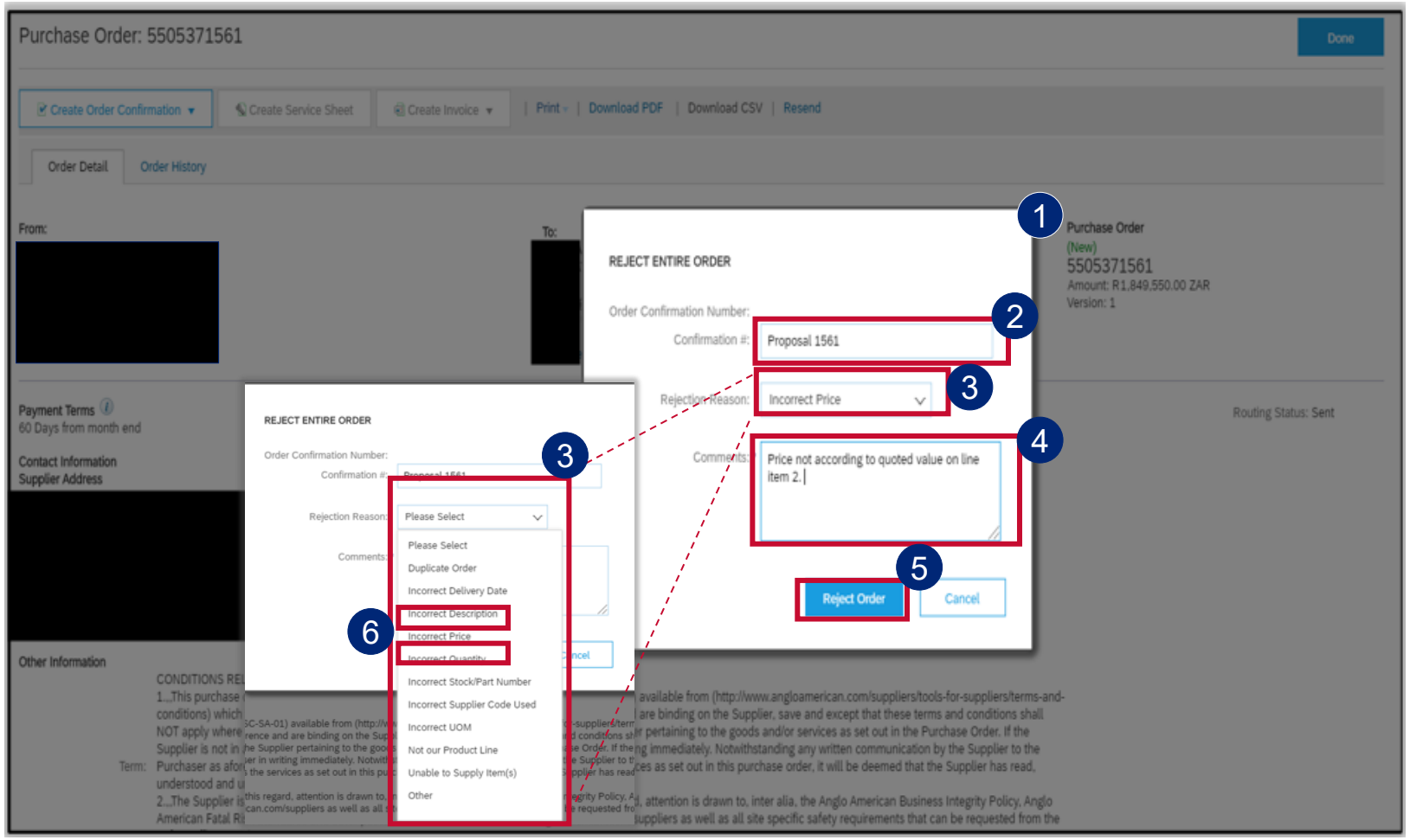
1. To your PO click on **Create Order Confirmation**

2. Click on **Reject Entire Order** to reject your PO

Please note by rejecting a PO it does not mean you are rejecting doing business with us. You are simplifying notifying us that the PO is incorrect.

EXTERNAL

HOW TO REJECT YOUR HYBRID PURCHASE ORDER



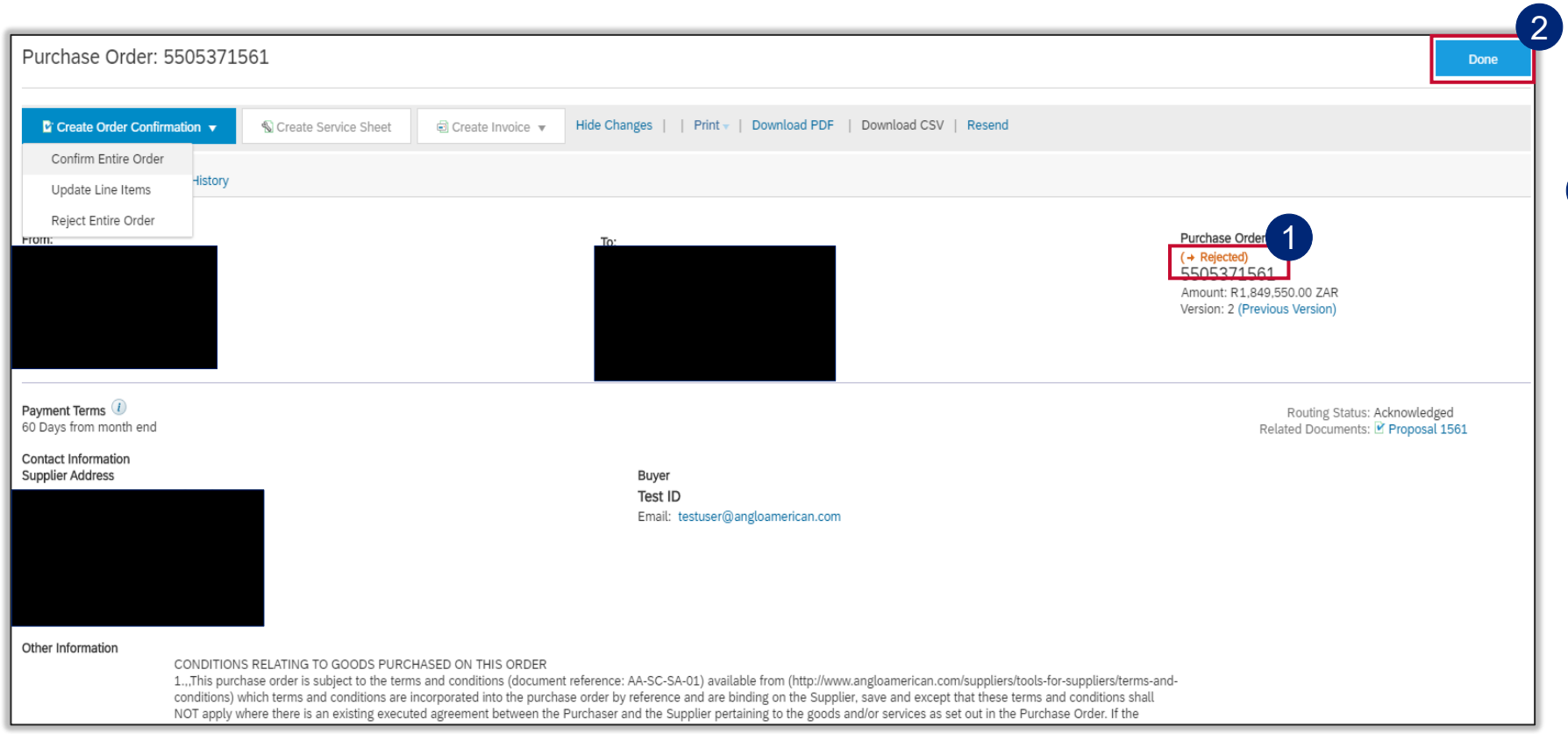
1. The **Rejecting Order** window will open
2. Enter your **Order Confirmation Number (Confirmation #)** - this is YOUR reference field and you can enter any reference that is meaningful to you and your organisation e.g. your quote number
3. Select your **Rejection Reason** from the drop down menu
4. It is **mandatory** to provide more detail about your rejection reason in the **Comments** field. This additional information is sent to your buyer and help them to send you a correct PO.
5. Once you have completed all the necessary fields click on **Reject Order.** You should receive a Change Order (new electronic version of the PO) soon.

6. **IMPORTANT!** If you are rejecting the PO because the values were incorrect and wouldn't allow you to do Partial Invoicing please select **Incorrect Price** or **Incorrect Quantity** from the drop down menu and add the detail in the **Comments** field

EXTERNAL

HOW TO REJECT YOUR HYBRID PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1. Your PO will now reflect as **Rejected**

2. Click on **Done** and log out of your account.

This rejection will now workflow electronically and notify your buyer to send a Change Order.

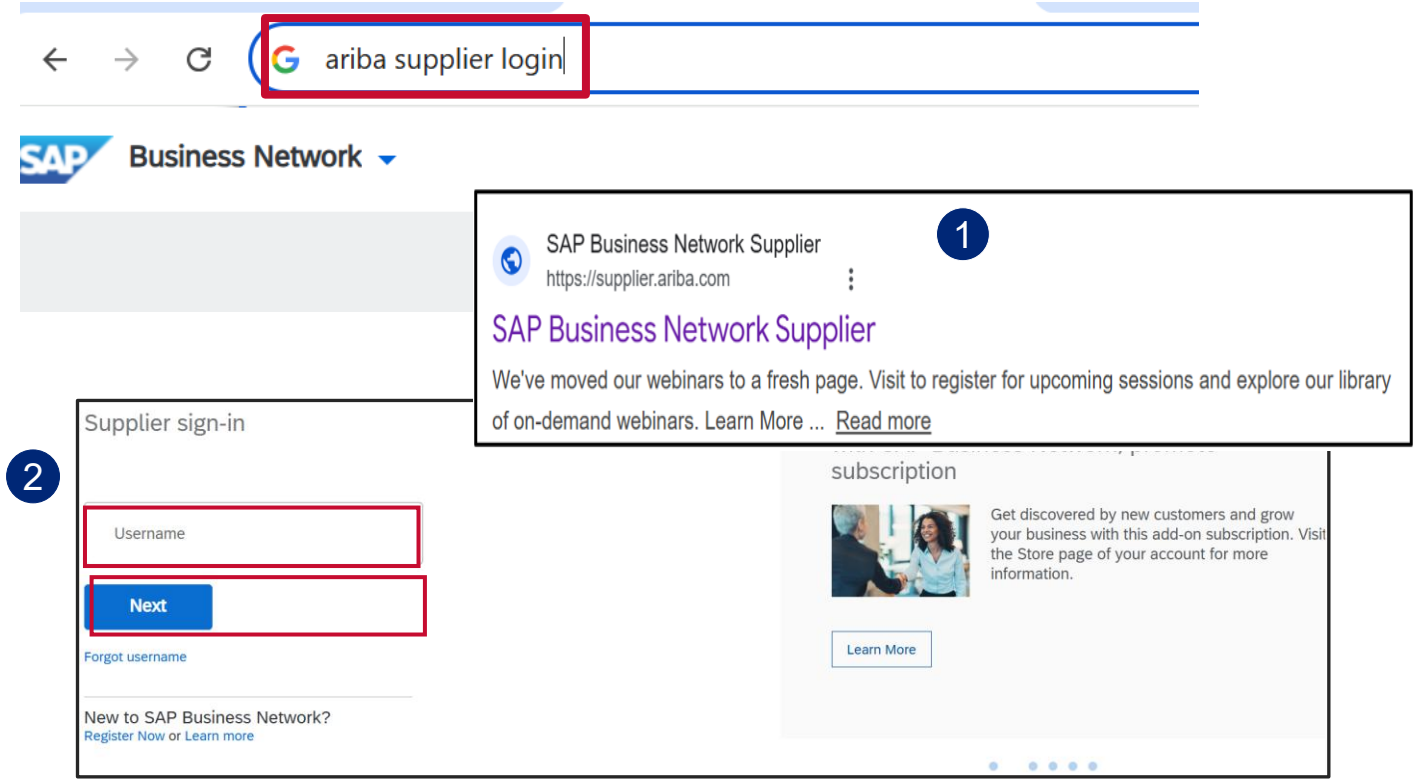
EXTERNAL

AngloAmerican

HOW TO INVOICE AGAINST YOUR DIGITAL PURCHASE ORDERS FOR GOODS & SERVICES (HYBRIDS)

HOW TO INVOICE AGAINST YOUR DIGITAL HYBRID PURCHASE ORDER (GOODS & SERVICES)

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com or type in ariba supplier login in the search engine you use.

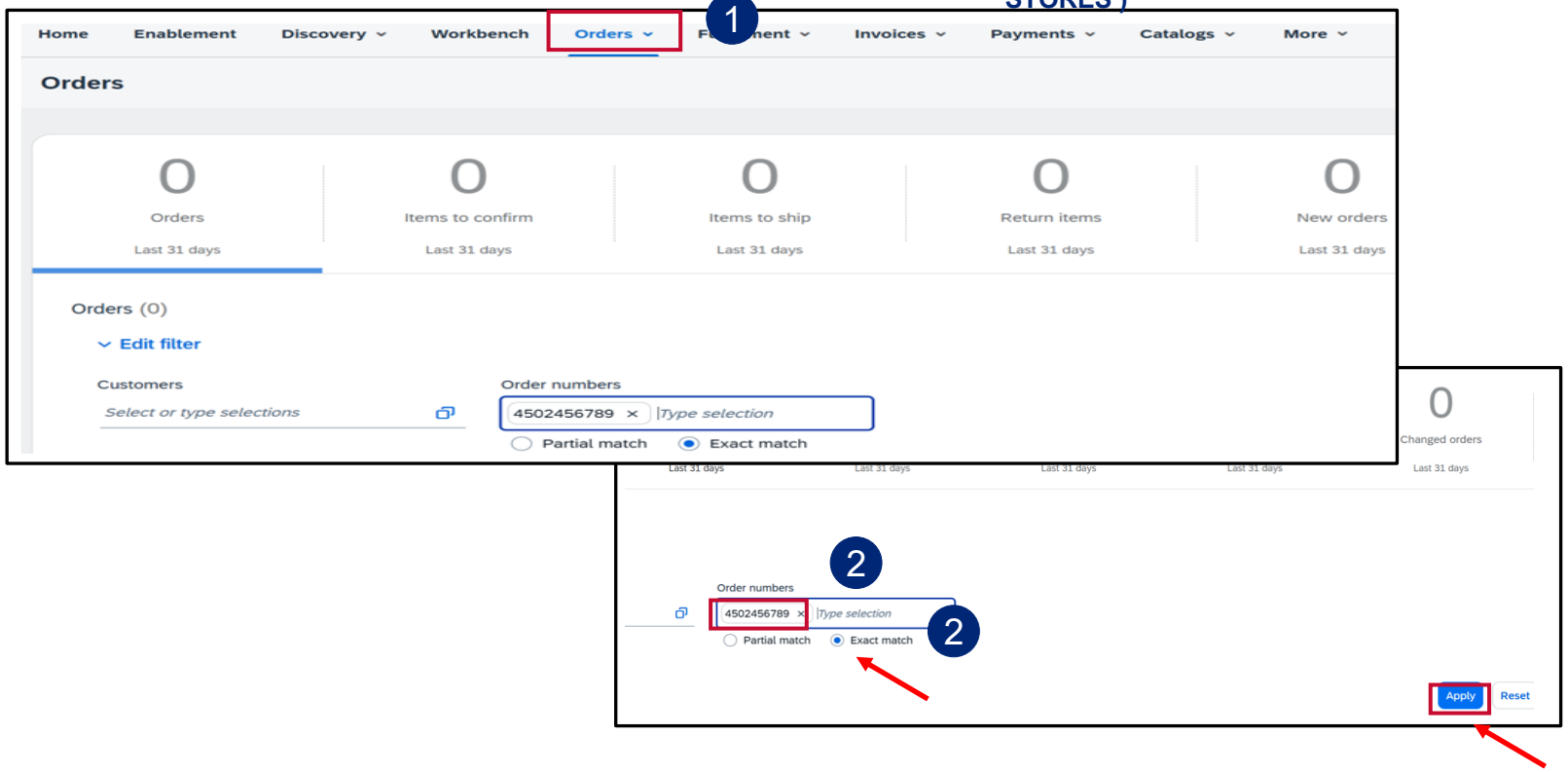
1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.

2. Enter your **user name** and **password** to be taken to your **Home** page

EXTERNAL

HOW TO INVOICE AGAINST YOUR DIGITAL HYBRID PURCHASE ORDER (GOODS & SERVICES)

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



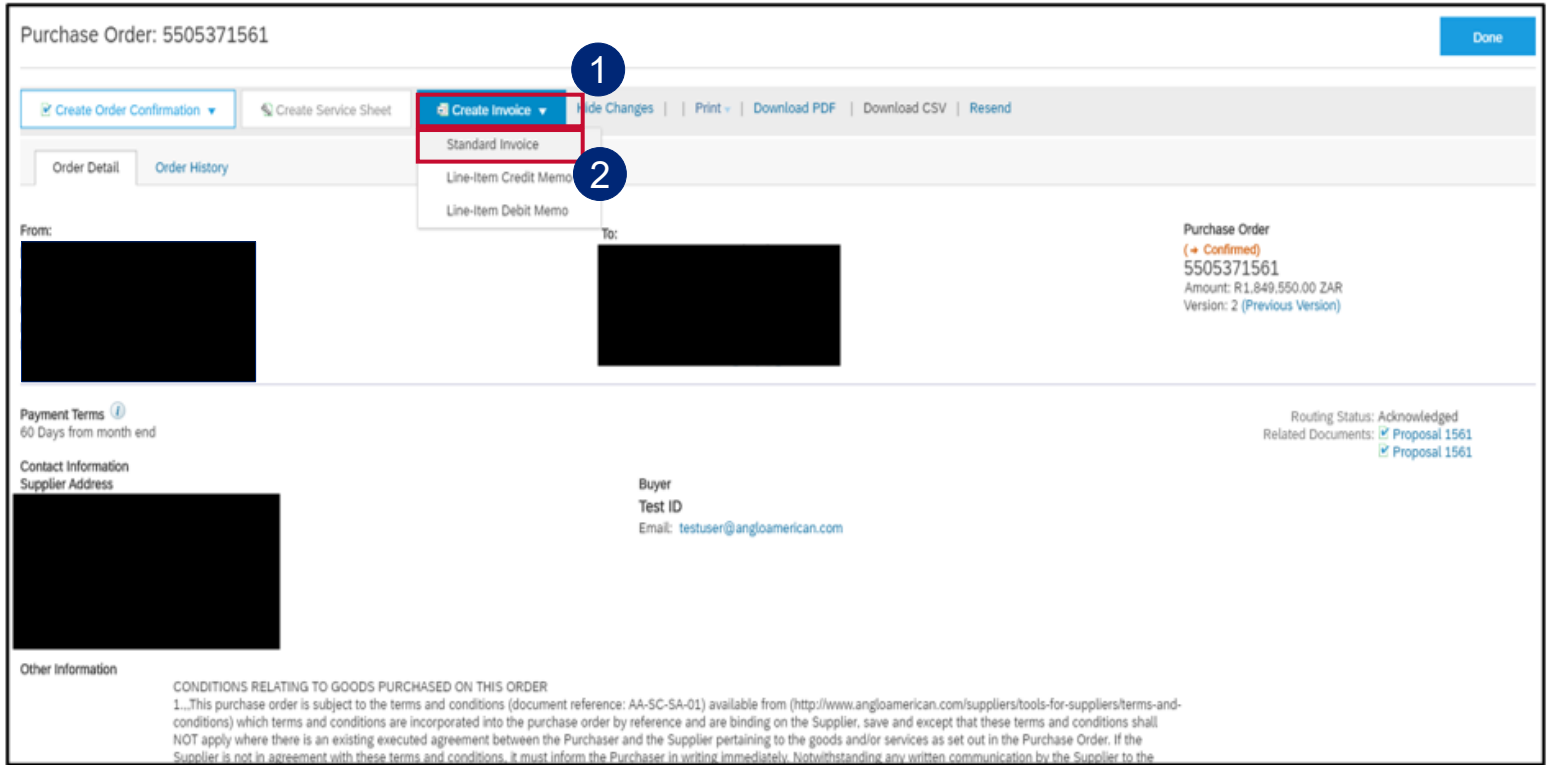
1. On the homepage, click on the ORDERS tab, this will display the most recent purchase orders sent to your profile. You can either select a specific order from the list or alternatively:

2. In the order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**

EXTERNAL

HOW TO INVOICE AGAINST YOUR DIGITAL HYBRID PURCHASE ORDER (GOODS & SERVICES)

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



IMPORTANT!

When invoicing against Hybrid purchase orders you can't invoice material and service lines on the same invoice.

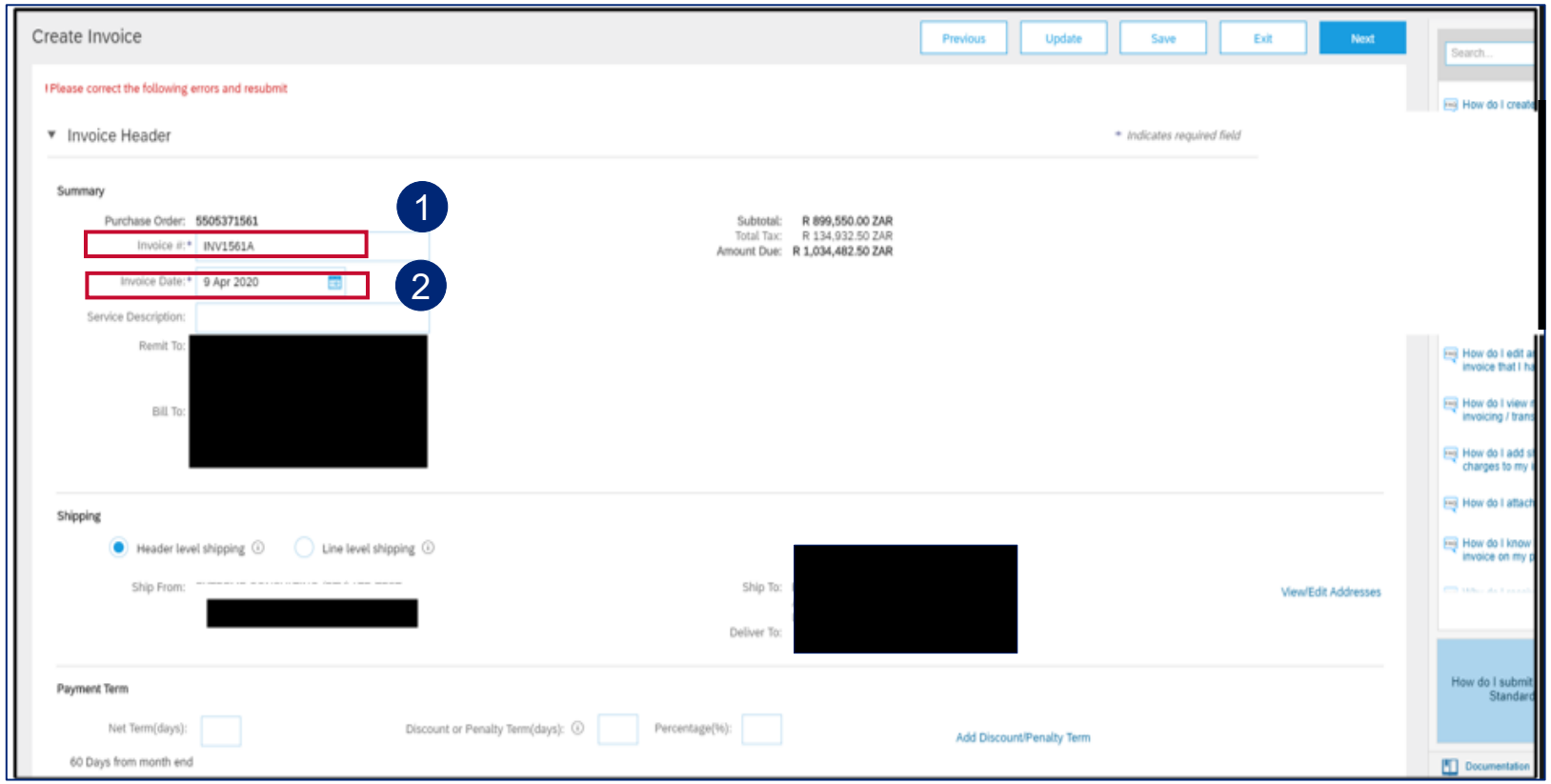
The following section will explain the process of separately invoicing Goods / Material line items and Service line items.

1. Click on **Create Invoice**
2. Select **Standard Invoice**

EXTERNAL

HOW TO INVOICE AGAINST YOUR DIGITAL HYBRID PURCHASE ORDER (GOODS & SERVICES)

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

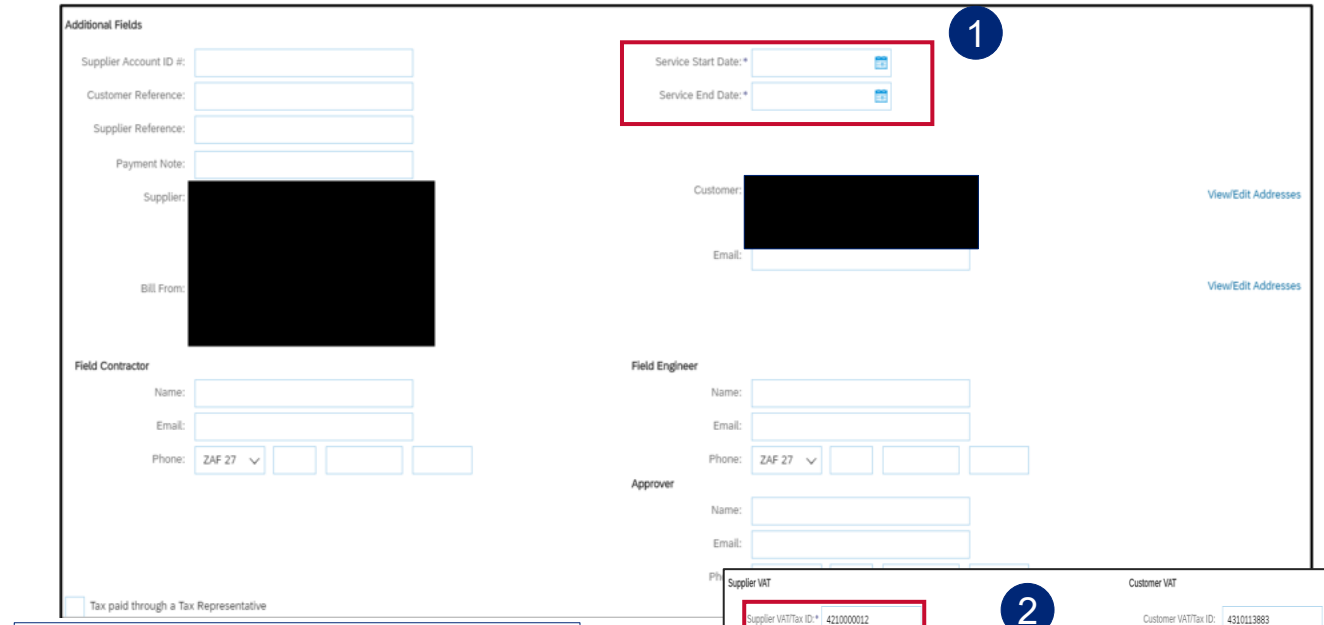


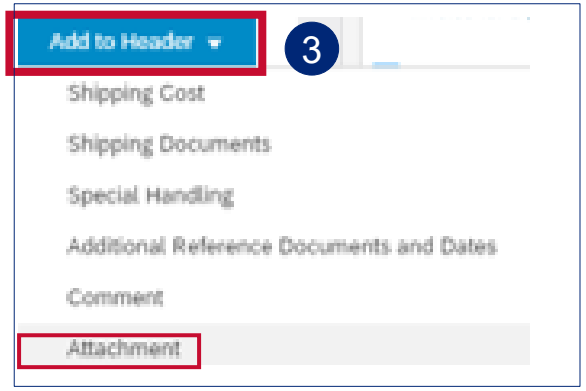
1. Enter your company's physical Invoice Number in the **Invoice #** field

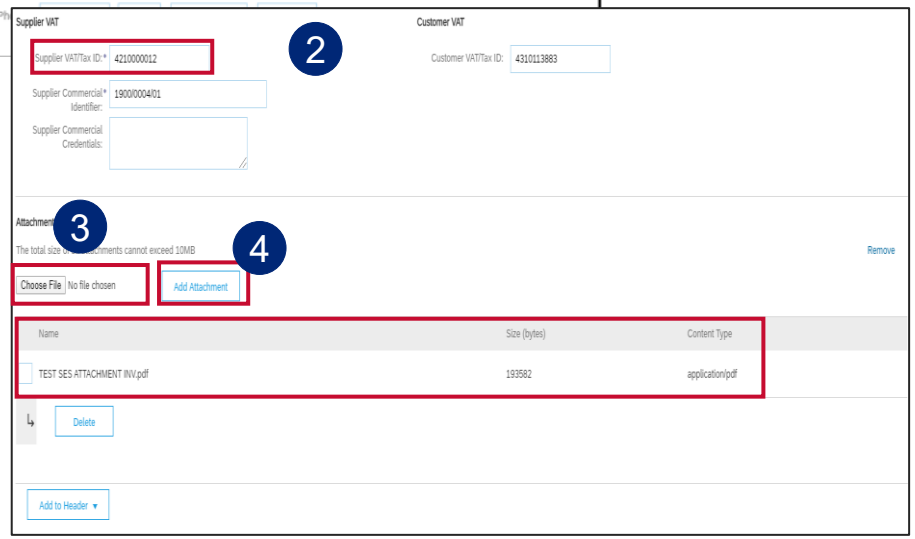
2. Enter your company's physical Invoice Date in the **Invoice Date** field. **Please Note:** The payment terms are calculated from this date.

EXTERNAL

HOW TO INVOICE AGAINST YOUR DIGITAL HYBRID PURCHASE ORDER (GOODS & SERVICES)







1. Enter your **Service Start Date** and **Service End date.**

2. Enter your VAT or Tax number in the mandatory **Supplier VAT/Tax ID** field. If you are not VAT registered then enter the words **Not Registered**. If you captured your VAT information in the your company settings, this will automatically populate

3. Click on ADD TO HEADER, select ATTACHMENT then click **Choose File** to browse for the invoice you want to attach. **Please ensure** your invoice is in PDF format

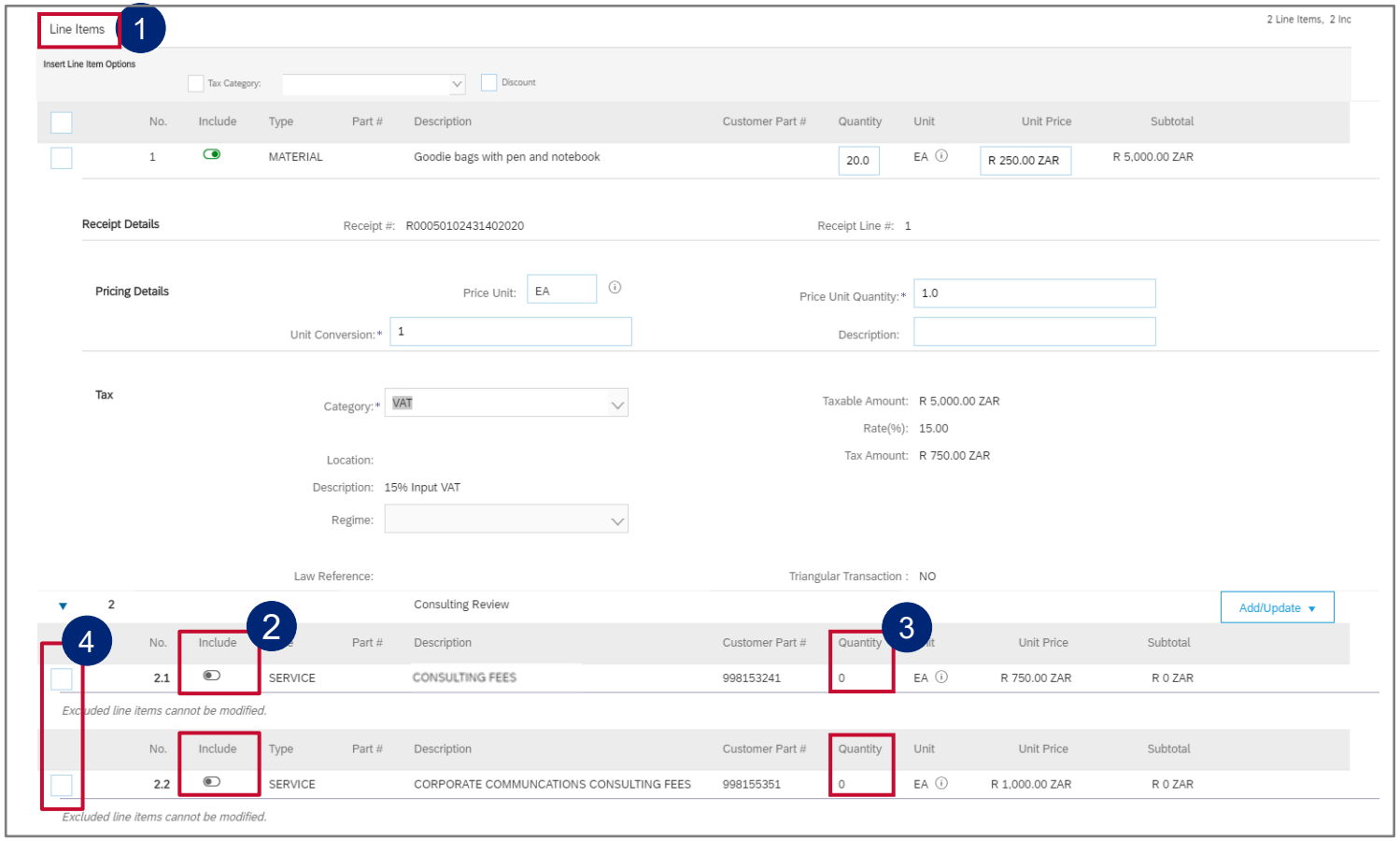
4. Once you have selected your invoice, click on **Add Attachment.** Your attachment will appear in this section.

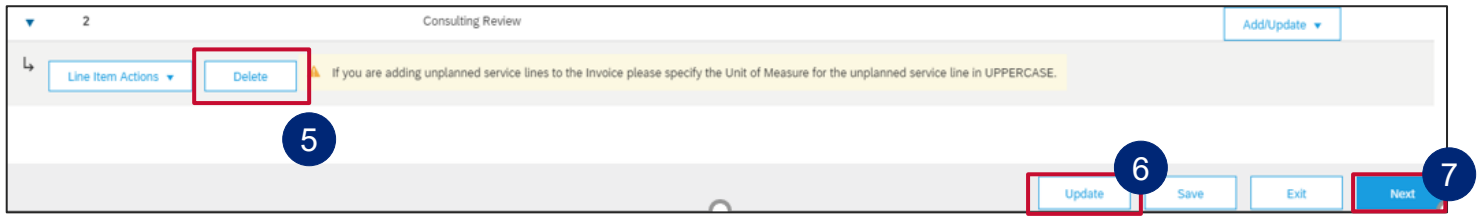
EXTERNAL

AngloAmerican

HOW TO INVOICE A MATERIAL LINE FOR GOODS & SERVICES (HYBRIDS)

HOW TO INVOICE A MATERIAL LINE FOR A HYBRID PURCHASE ORDER





IMPORTANT!
When invoicing against Hybrid purchase orders you can't invoice material and service lines on the same invoice.

This invoice will be for the Goods/ Material line item only and the service lines need to be excluded.

1. Scroll down to the **Line Items** section. This displays the PO's line items
2. To exclude the Services Line Item slide the button under **Include** to the left. This will grey out the dot and exclude that line item from your Invoice
3. The **Quantity** should be 0 once the line item is excluded from the invoice.
4. Tick the check boxes of the lines you want to exclude.
5. Click on **Delete**
6. Click on **Update**
7. Click on **Next**

EXTERNAL

AngloAmerican

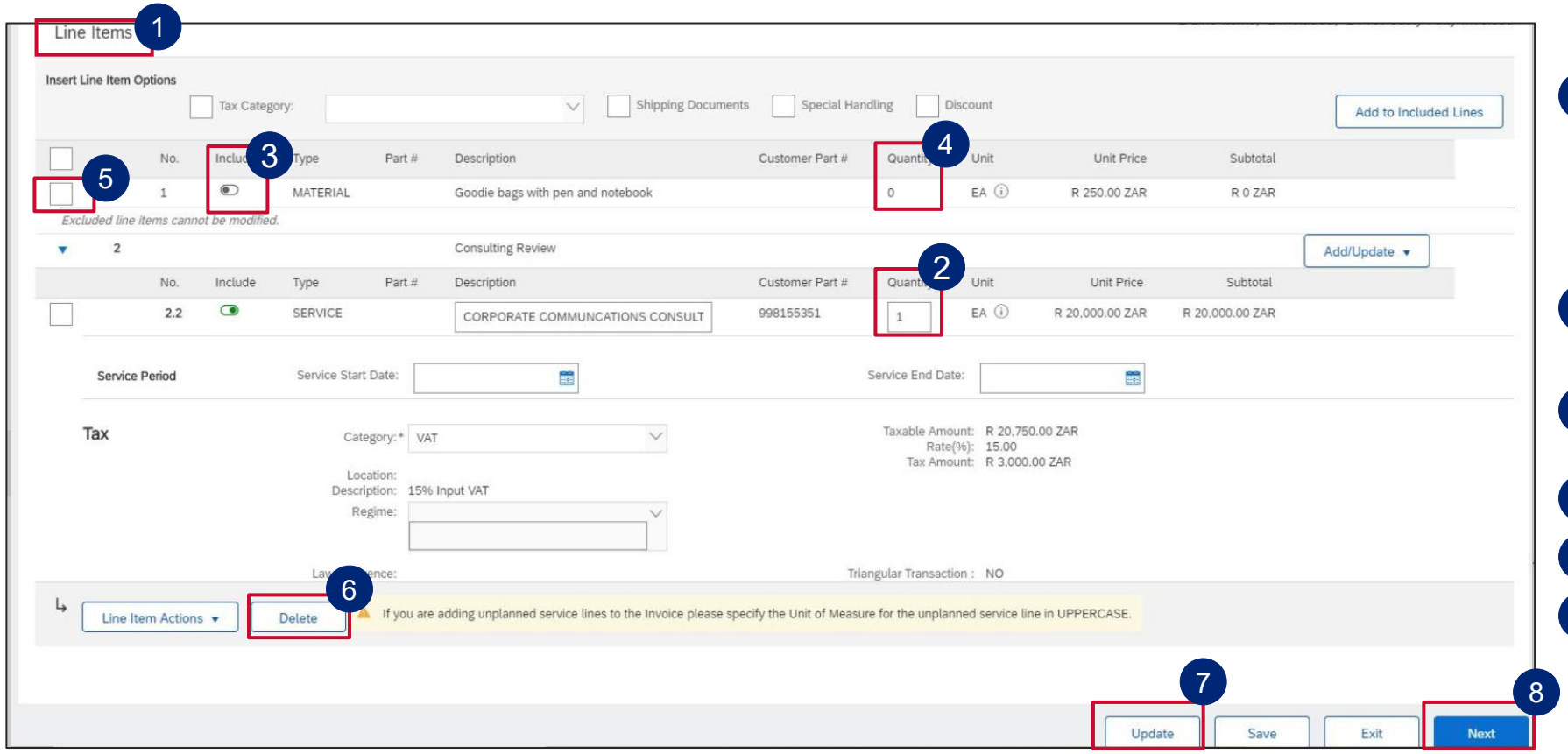
HOW TO FULLY INVOICE AGAINST YOUR DIGITAL PO FOR GOODS & SERVICES (HYBRIDS)

HOW TO FULLY INVOICE A SERVICE LINE FOR A HYBRID PURCHASE ORDER

IMPORTANT!

When invoicing against Hybrid purchase orders you can't invoice material and service lines on the same invoice.

1. Scroll down to the **Line Items** section. This displays the PO's line items



This invoice will be to fully invoice for a Service line only and the material line(s) need to be excluded

2. **REMEMBER!** For full invoicing no change is required for the Quantity value as you will invoice the entire value of the PO. It will remain as 1.
3. To exclude the Material Line Items, slide the button under **Include** to the left. This will grey out the dot and exclude that line item from your Invoice
4. The **Quantity** should be 0 once the line item is excluded from the invoice
5. Tick the check boxes next to the line items you want to exclude.
6. Click on **Delete**
7. Click **Update**
8. Click **Next**

EXTERNAL

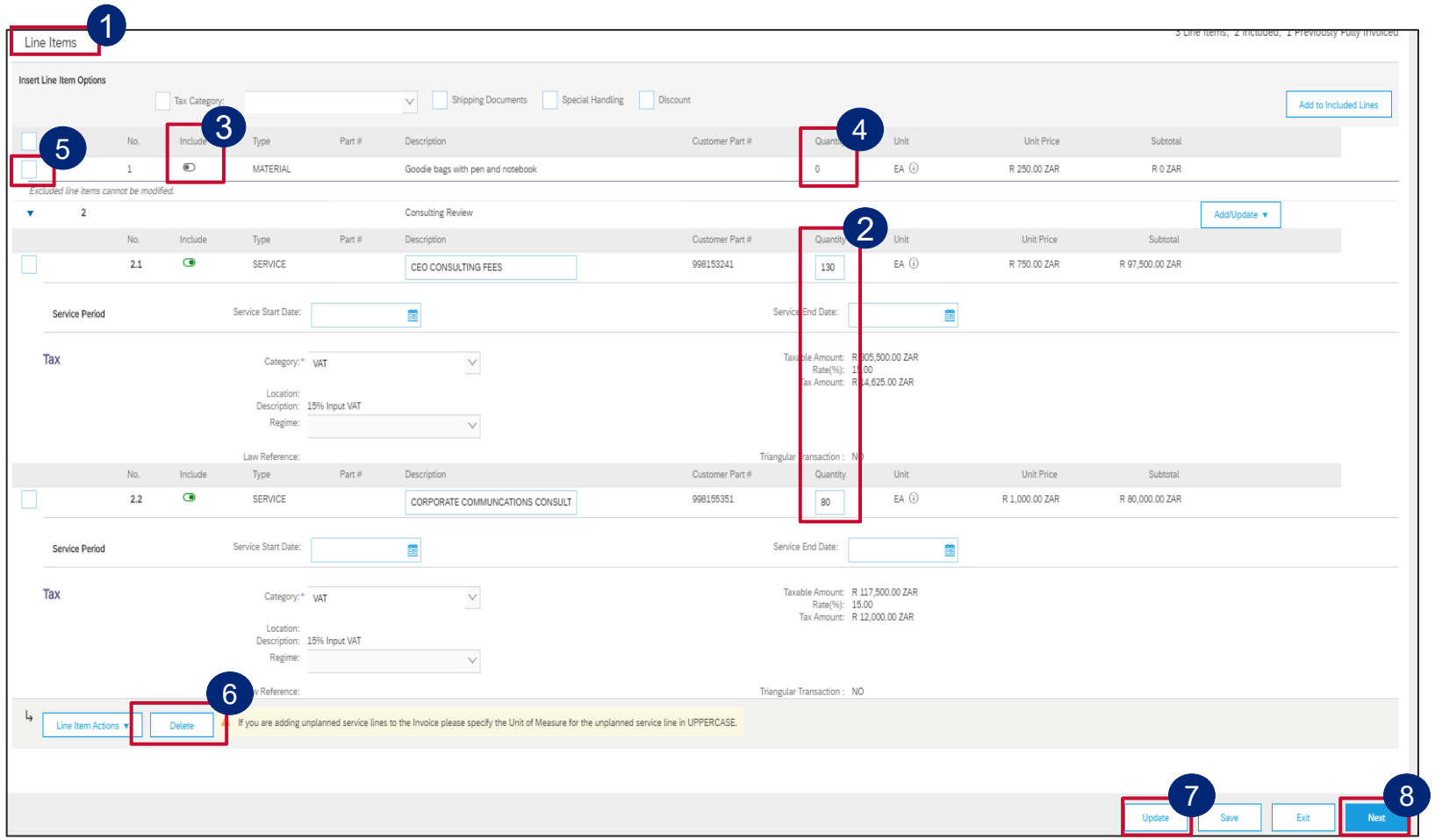
AngloAmerican

HOW TO PARTIALLY INVOICE AGAINST YOUR DIGITAL PO FOR GOODS & SERVICES (HYBRIDS)

HOW TO PARTIALLY INVOICE A SERVICE LINE FOR A HYBRID PURCHASE ORDER

IMPORTANT! When invoicing against Hybrid purchase orders you can't invoice material and service lines on the same invoice.

1. Scroll down to the **Line Items** section. This displays the PO's line items

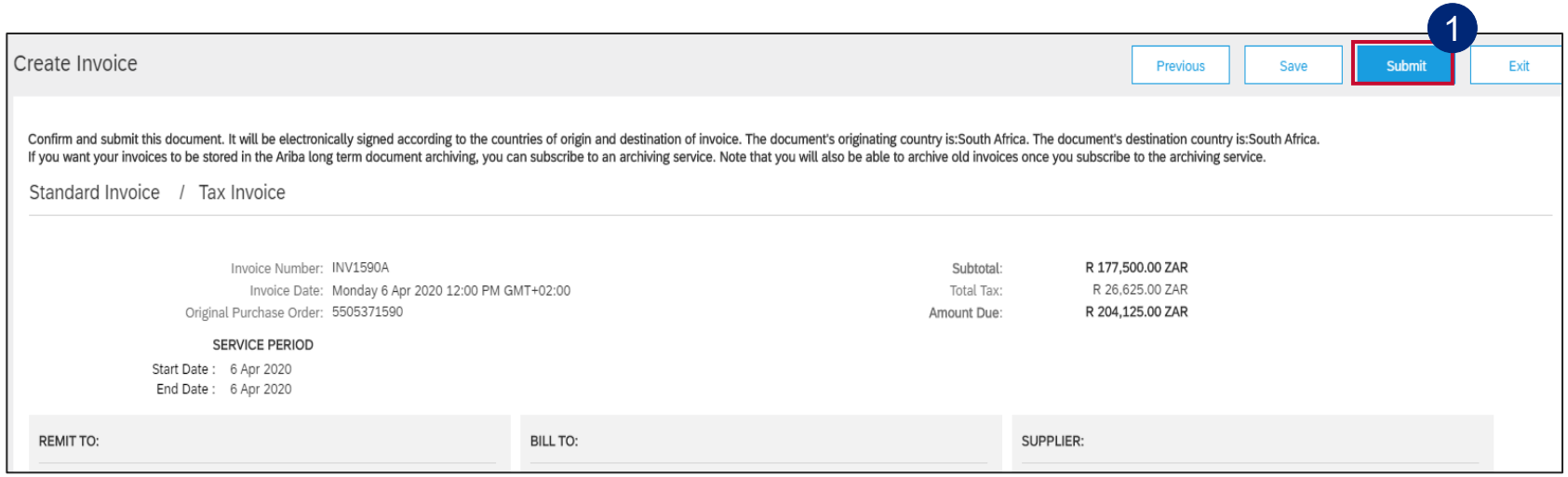


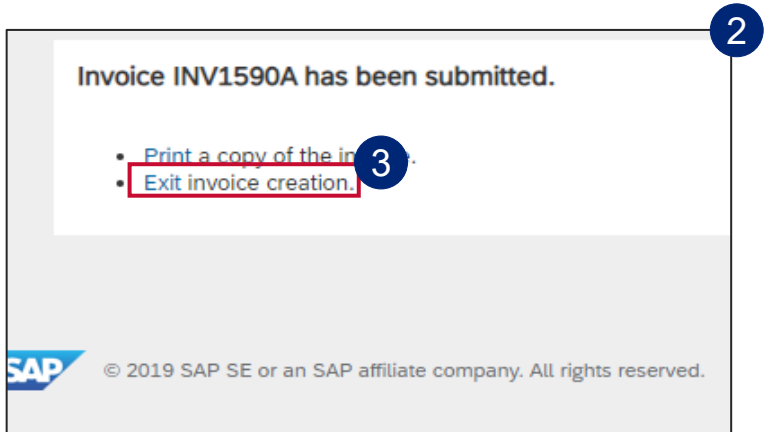
This invoice is to partially invoice against a Service line item only and the material line item(s) must be excluded.

2. **REMEMBER! For Partial Invoices** the **Qty (Unit)** field needs to contain the monetary value of the PO and the **Price** field will contain the value 1
3. To exclude the Materials Line Item, slide the button under **Include** to the left. This will grey out the dot and exclude that line item from your Invoice
4. The **Quantity** should be 0 once the line item is excluded from the invoice.
5. Tick the check boxes of the lines you want to exclude
6. Click on **Delete**
7. Click on **Update**
8. Click on **Next**

EXTERNAL

HOW TO PARTIALLY INVOICE A SERVICE LINE FOR A HYBRID PURCHASE ORDER



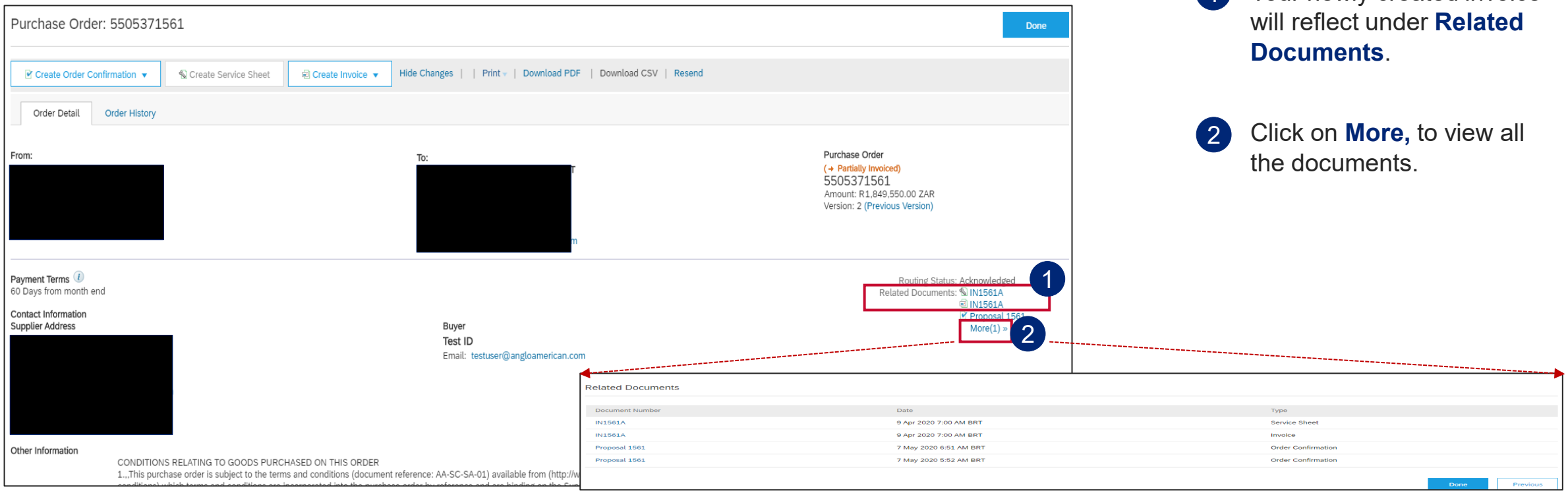


1. Once you have checked that all the information you needed to include is correct, click on **Submit.** **Please note it is critical to check the subtotal page before submitted to ensure that your invoice does not get rejected.**
2. You will receive a message confirming that your invoice has been submitted.
3. Click on **Exit.**

EXTERNAL

HOW TO PARTIALLY INVOICE A SERVICE LINE FOR A HYBRID PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



1. Your newly created invoice will reflect under **Related Documents**.

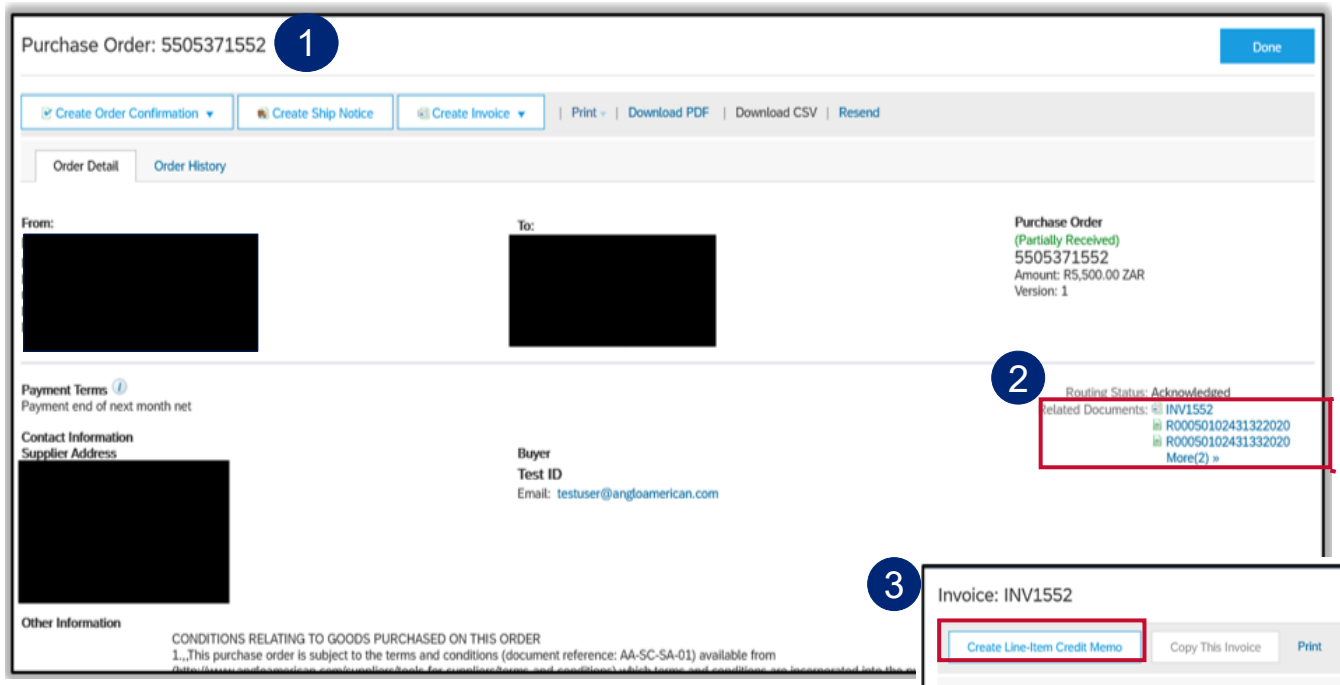
2. Click on **More,** to view all the documents.

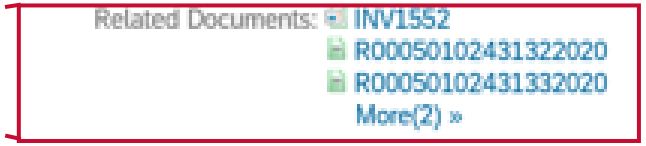
EXTERNAL

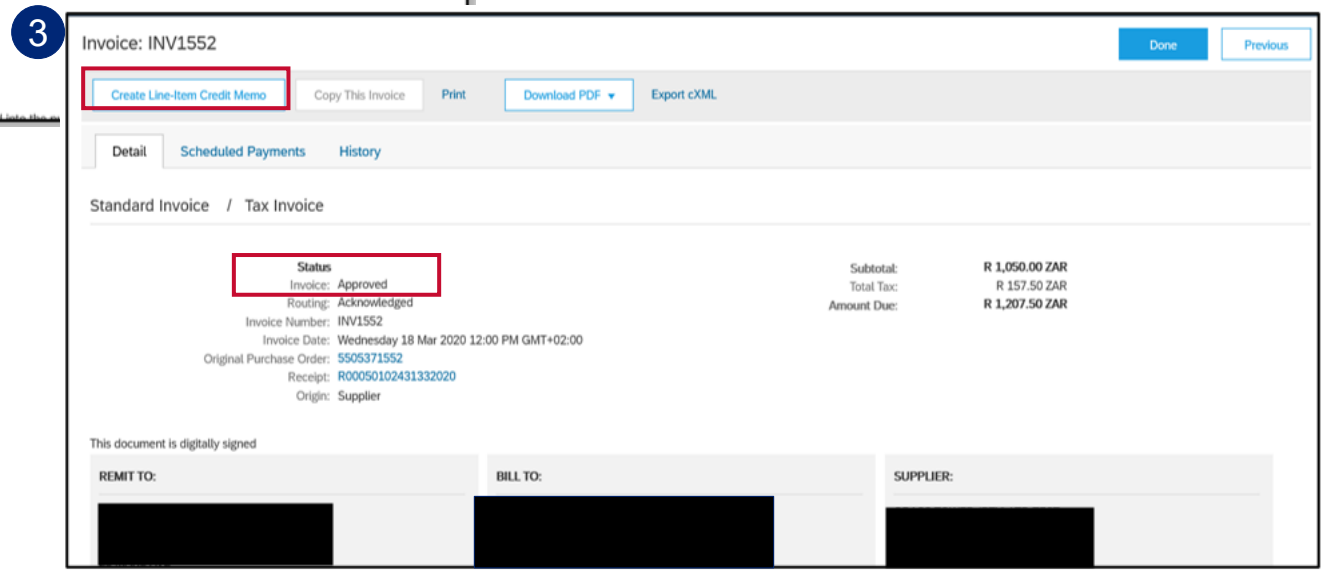
AngloAmerican

HOW TO CREATE A CREDIT NOTE FOR GOODS & SERVICES (HYBRID PO)

HOW TO CREATE A CREDIT MEMO FOR HYBRID INVOICES





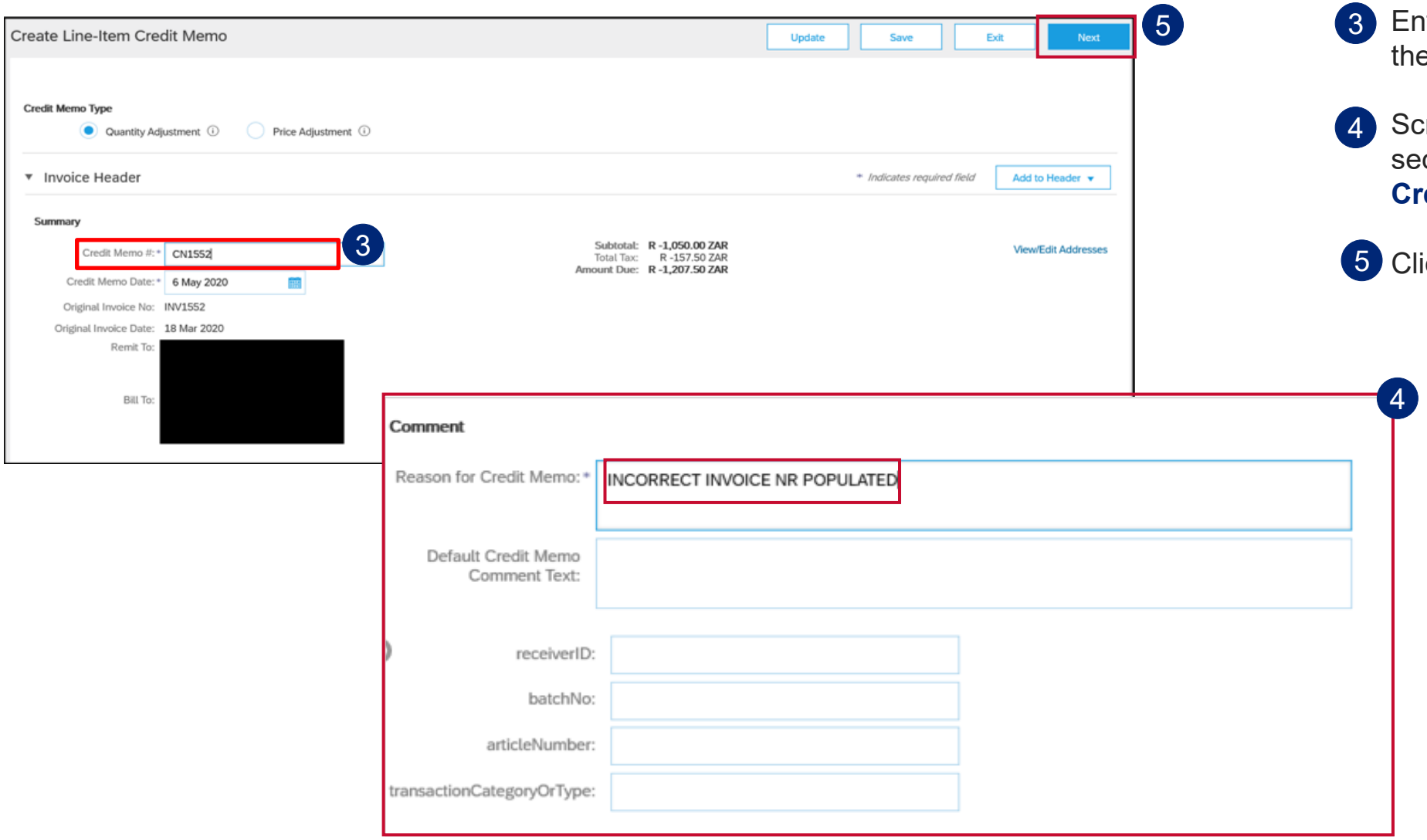


PLEASE NOTE THE ARIBA NETWORK DOES NOT SUPPORT PARTIAL CREDITS. ONLY THE FULL INVOICE VALUE CAN BE CREDITED OUT

1. Log into your ariba account and search for the PO you need to issue the credit against. Please note that you can only credit an **APPROVED** invoice on ariba. Each invoice (goods and service must be credited separately).
2. Once in the PO, click on and open the invoice you want to credit under **Related documents**
3. Once open, click on **Create Line-Item Credit Memo**

EXTERNAL

HOW TO CREATE A CREDIT MEMO FOR HYBRID INVOICES



3. Enter your Credit Memo number in the **Credit Memo field**

4. Scroll down to the Comment section and enter your **Reason for Credit Memo**

5. Click **Next** and then **Submit**

EXTERNAL

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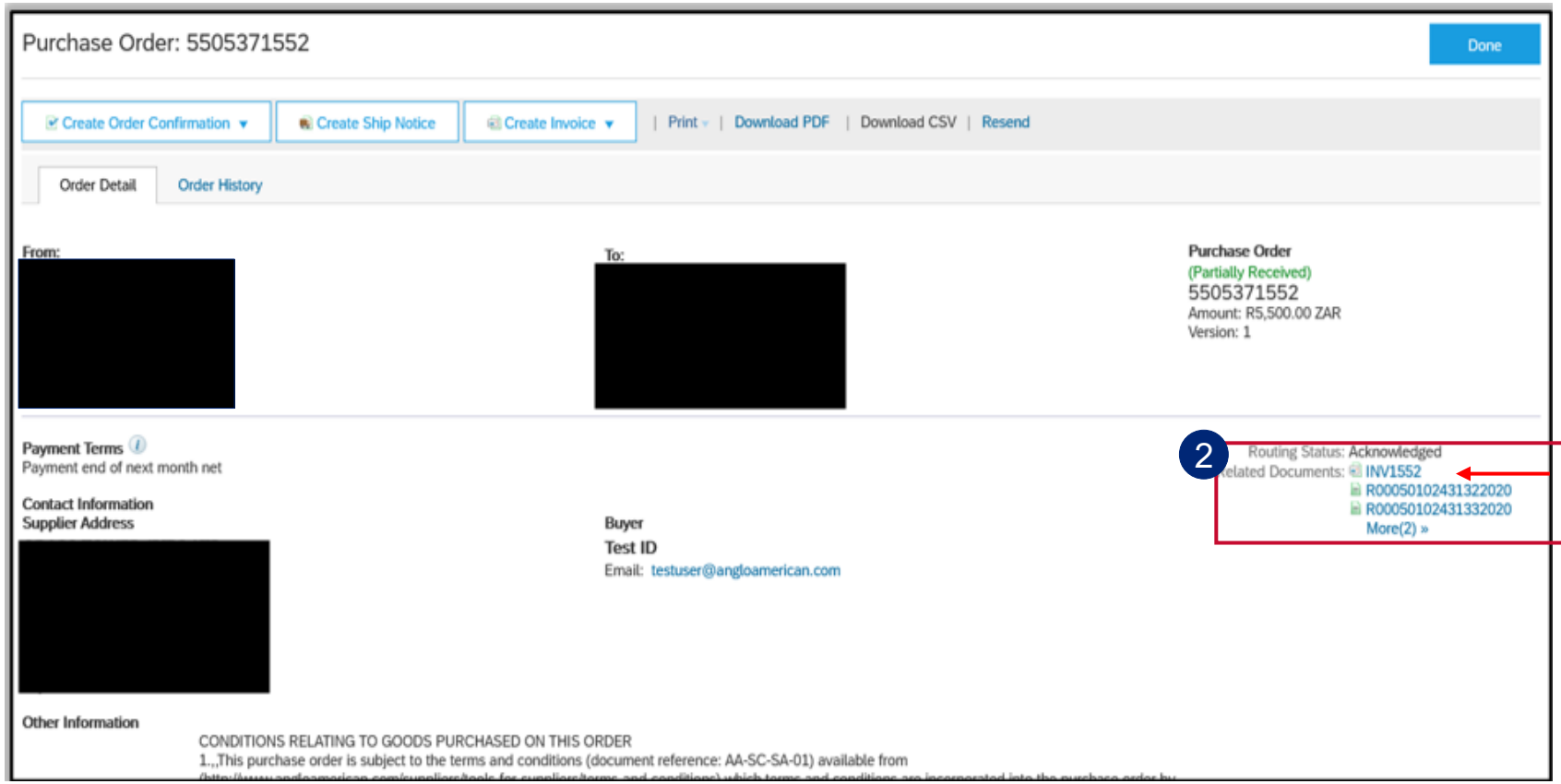
HOW TO VIEW YOUR INVOICE STATUS & DUE DATE

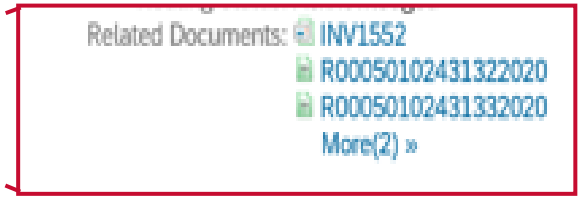
HOW TO VIEW YOUR INVOICE STATUS AND PAYMENT DUE DATE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



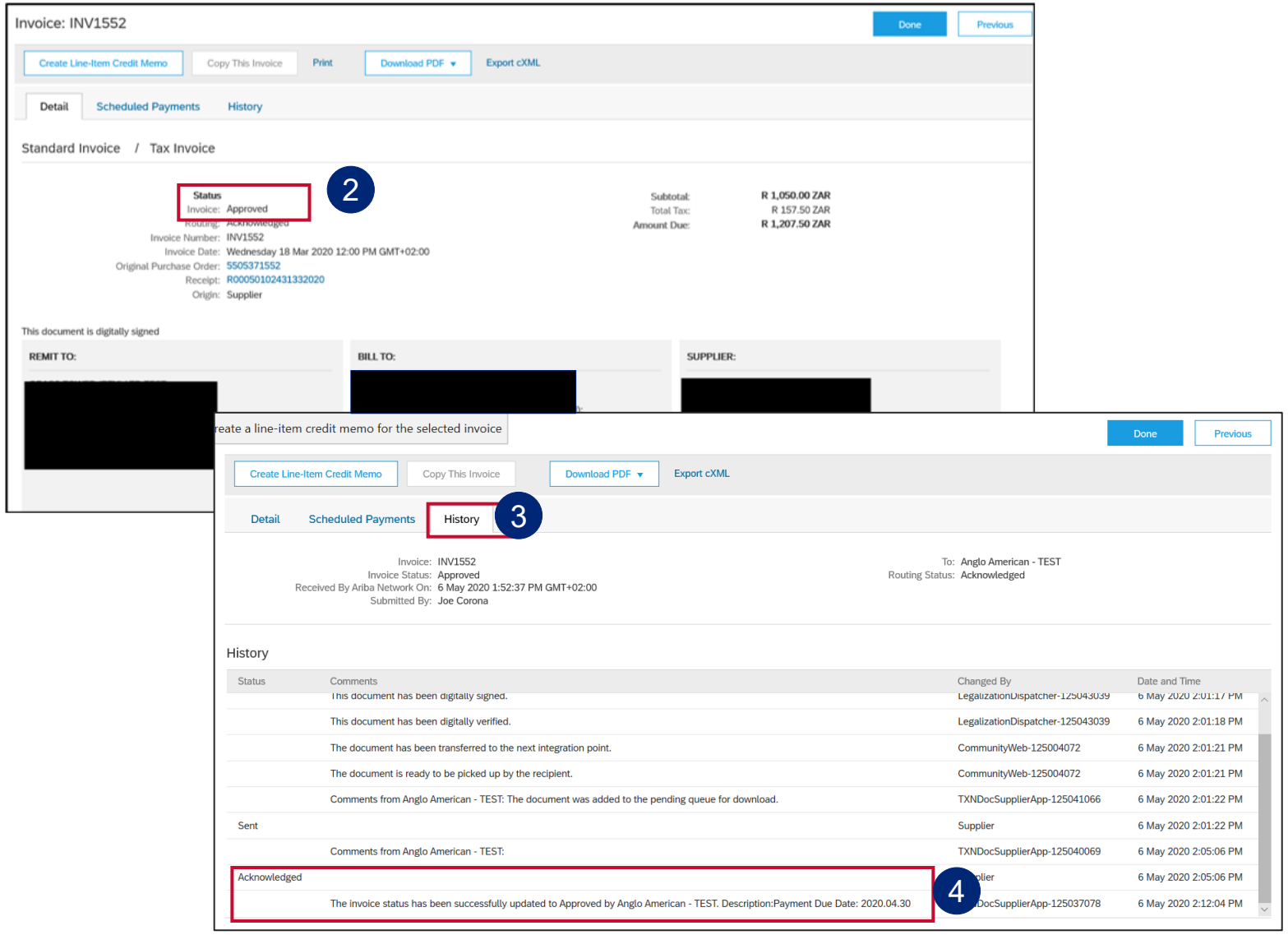
1. Log into your ariba profile and search for the PO number you would like to check the remittance for.

2. Click on and open the invoice you want under **Related documents**



EXTERNAL

HOW TO VIEW YOUR INVOICE STATUS AND PAYMENT DUE DATE



2 You can find the status of your invoice here

Please Note: Your invoice's payment due date will only reflect once the invoice status reflects as **Approved.**

3 If your invoice is in Approved status, click on the **History** tab.

4 The Payment Due date is reflected under the **Acknowledged** section.

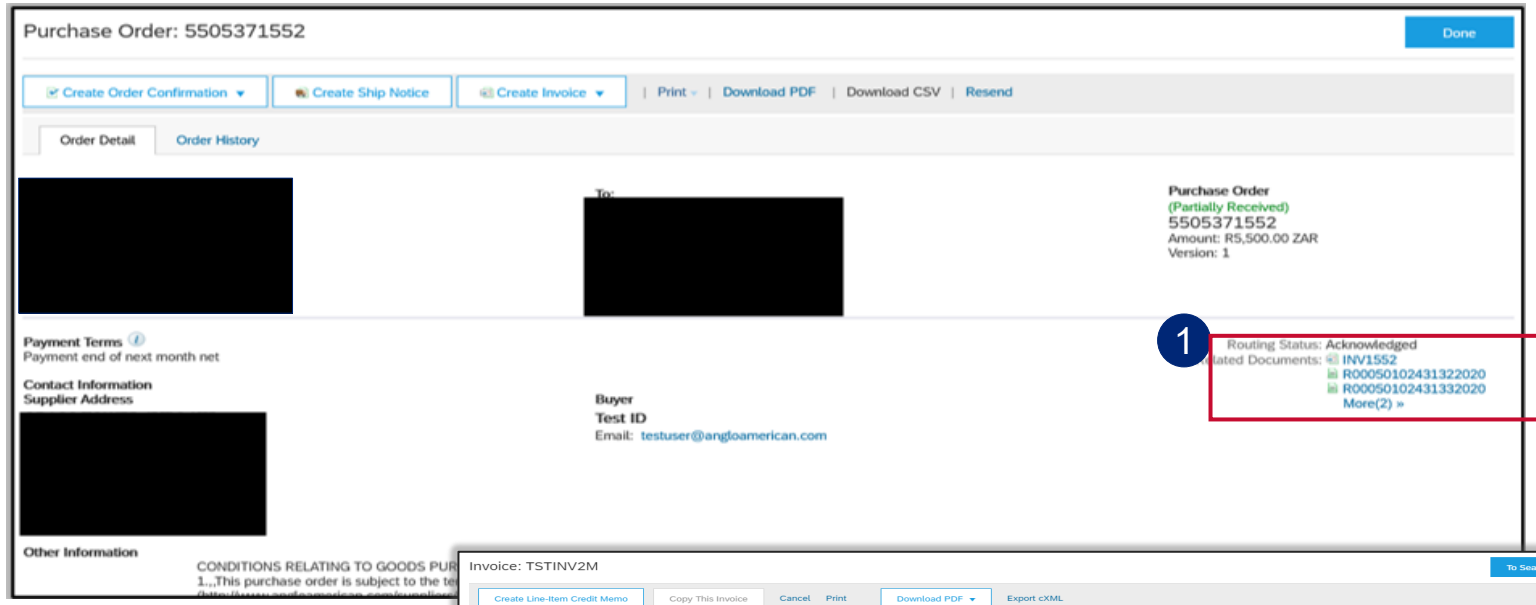
EXTERNAL

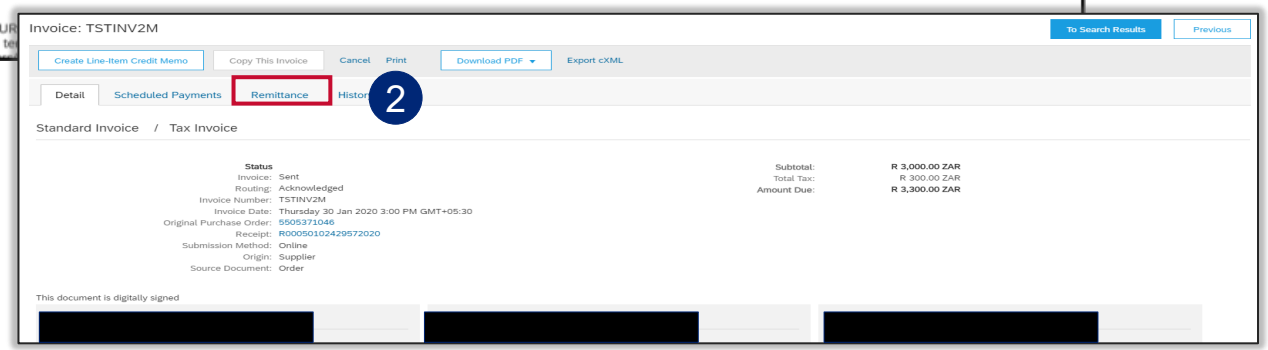
AngloAmerican

HOW TO FIND YOUR REMITTANCE ADVICE

HOW TO FIND YOUR REMITTANCE ADVICE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS





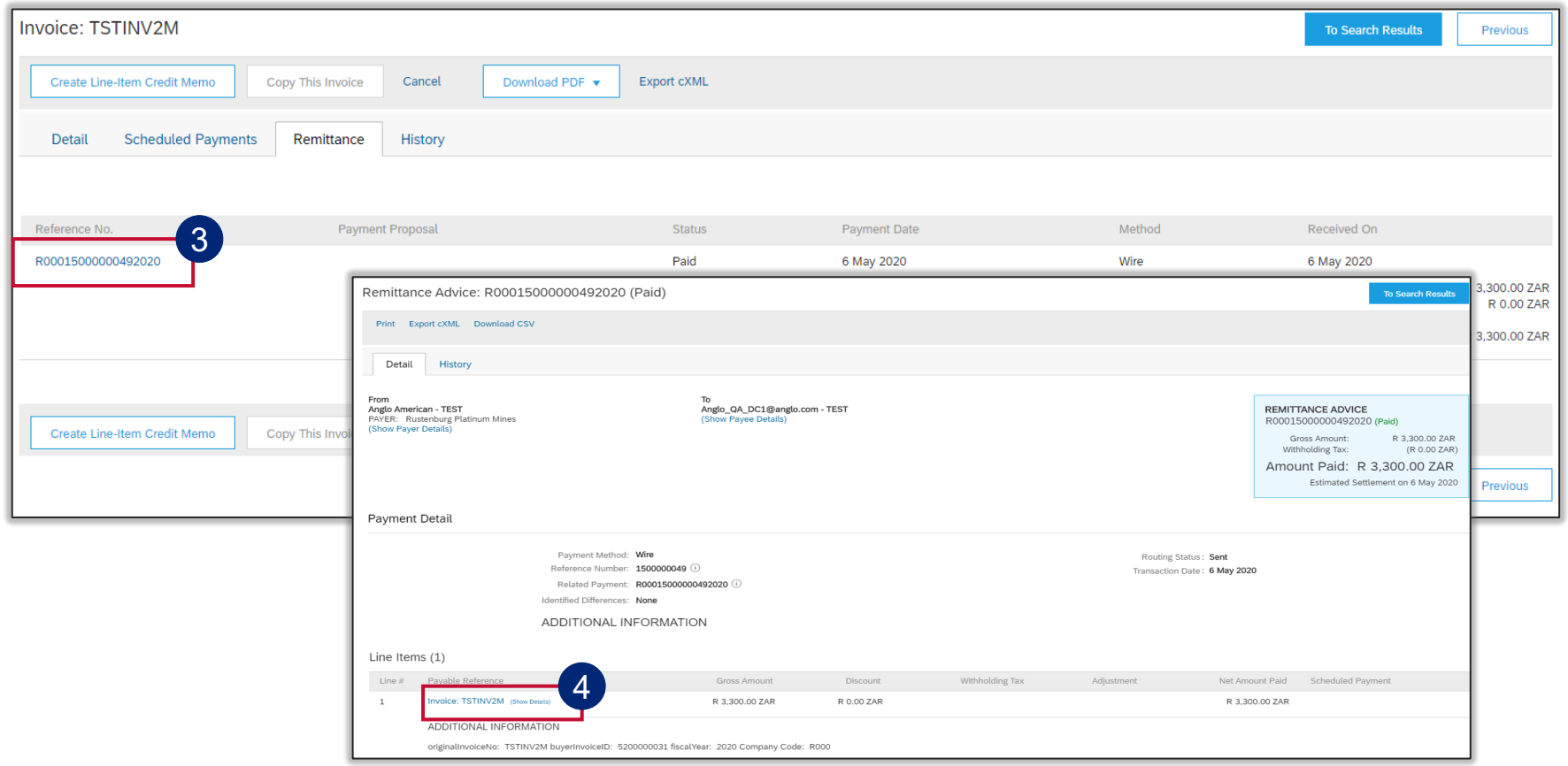
1. Click and open the invoice you want to see the Remittance advice for under **Related documents**

2. Once open, click on the **Remittance** tab

EXTERNAL

HOW TO FIND YOUR REMITTANCE ADVICE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



3 Click on the **Remittance number** to open the details

4 The **Line Items** will reflect all invoices paid on this specific Remittance.

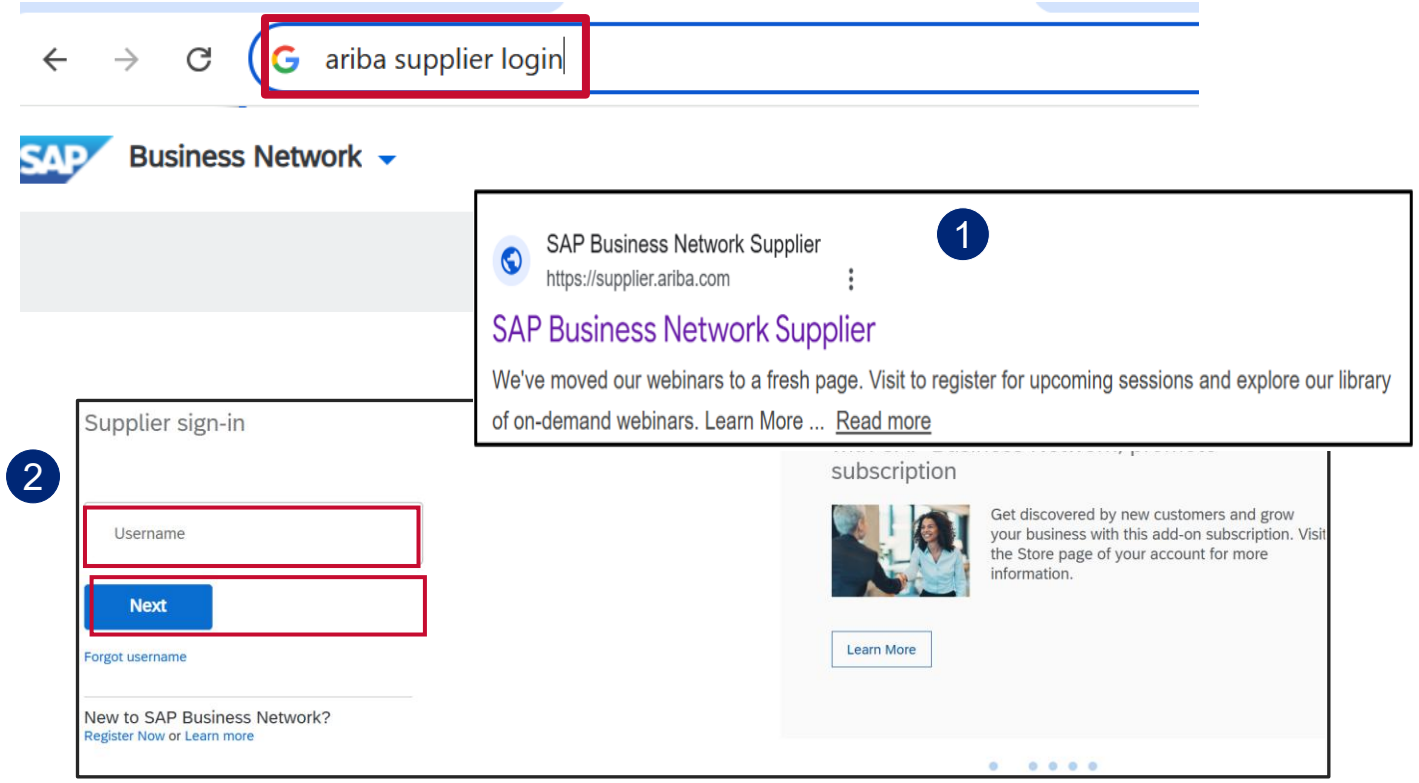
EXTERNAL

AngloAmerican

HOW TO MANAGE ADHOC / UNPLANNED SERVICE PURCHASE ORDERS

HOW TO MANAGE UNPLANNED/ADHOC/LIMIT SERVICE ORDERS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com or type in ariba supplier login in the search engine you use.

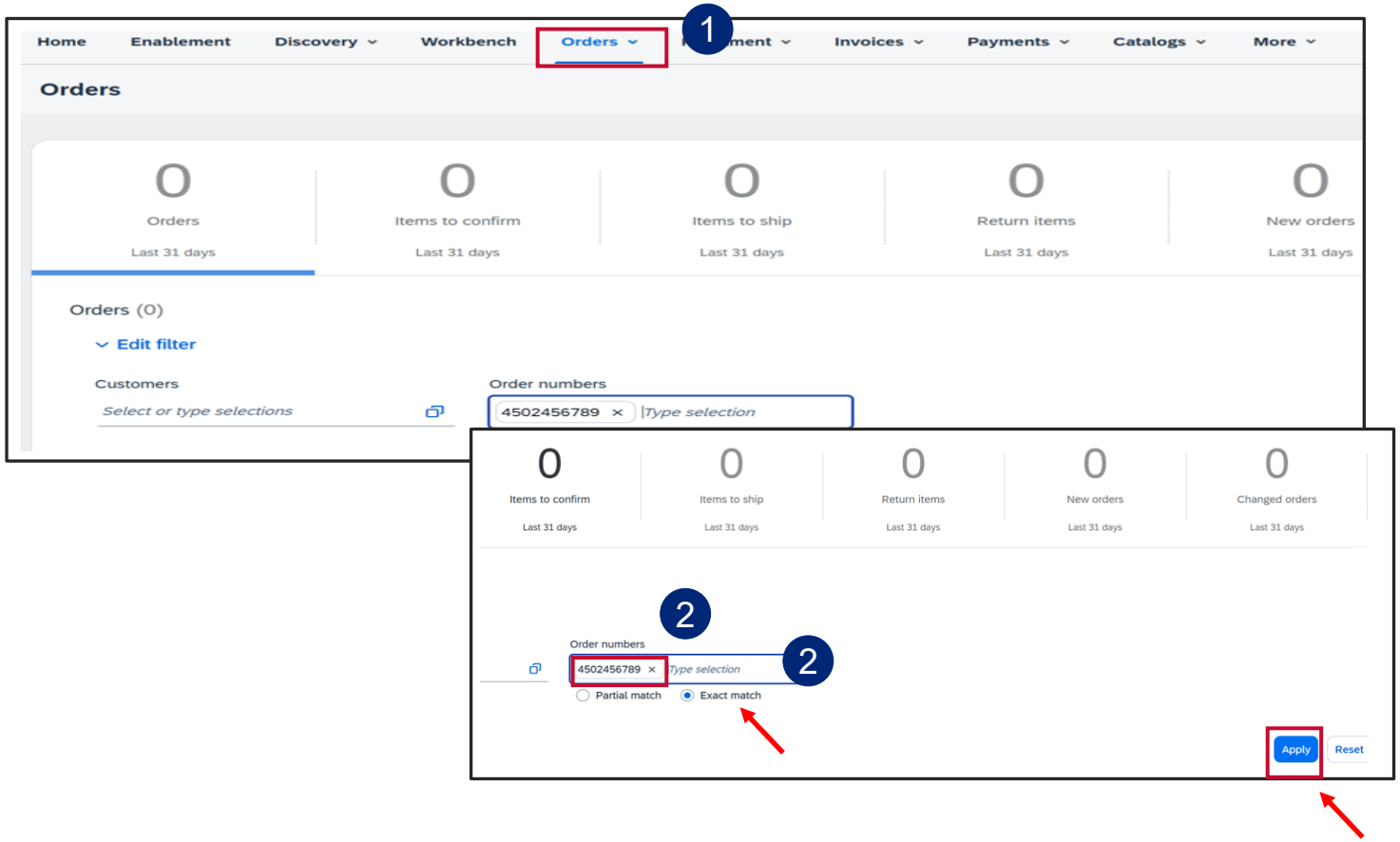
1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.

2. Enter your **user name** and **password** to be taken to your **Home** page

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR UNPLANNED/ADHOC/LIMIT SERVICE ORDERS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

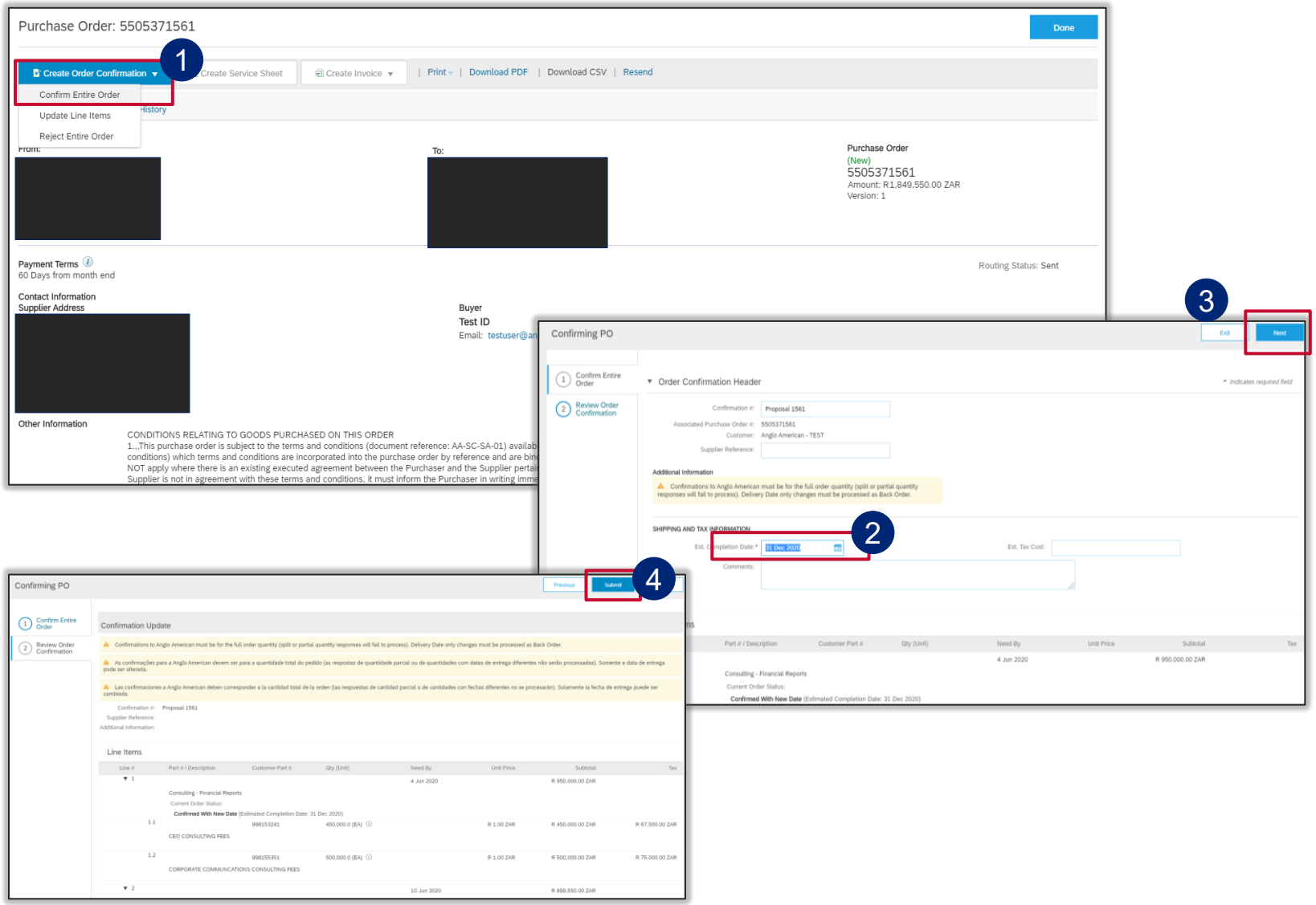


1. On the homepage, click on the ORDERS tab, this will display the most recent purchase orders sent to your profile. You can either select a specific order from the list or alternatively:

2. In the order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR UNPLANNED/ADHOC/LIMIT SERVICE ORDERS



1. Scroll up to the top of your PO and click on the **Create Order Confirmation** button.
   A drop down menu will appear.
   Click on **Confirm Entire Order** to confirm your PO

2. Populate **est. completion date** of service you are going to render.

3. Click on **Next.**

4. **Review Order Confirmation** Page will open for last check, then click on **Submit**. This will take you back to PO page.

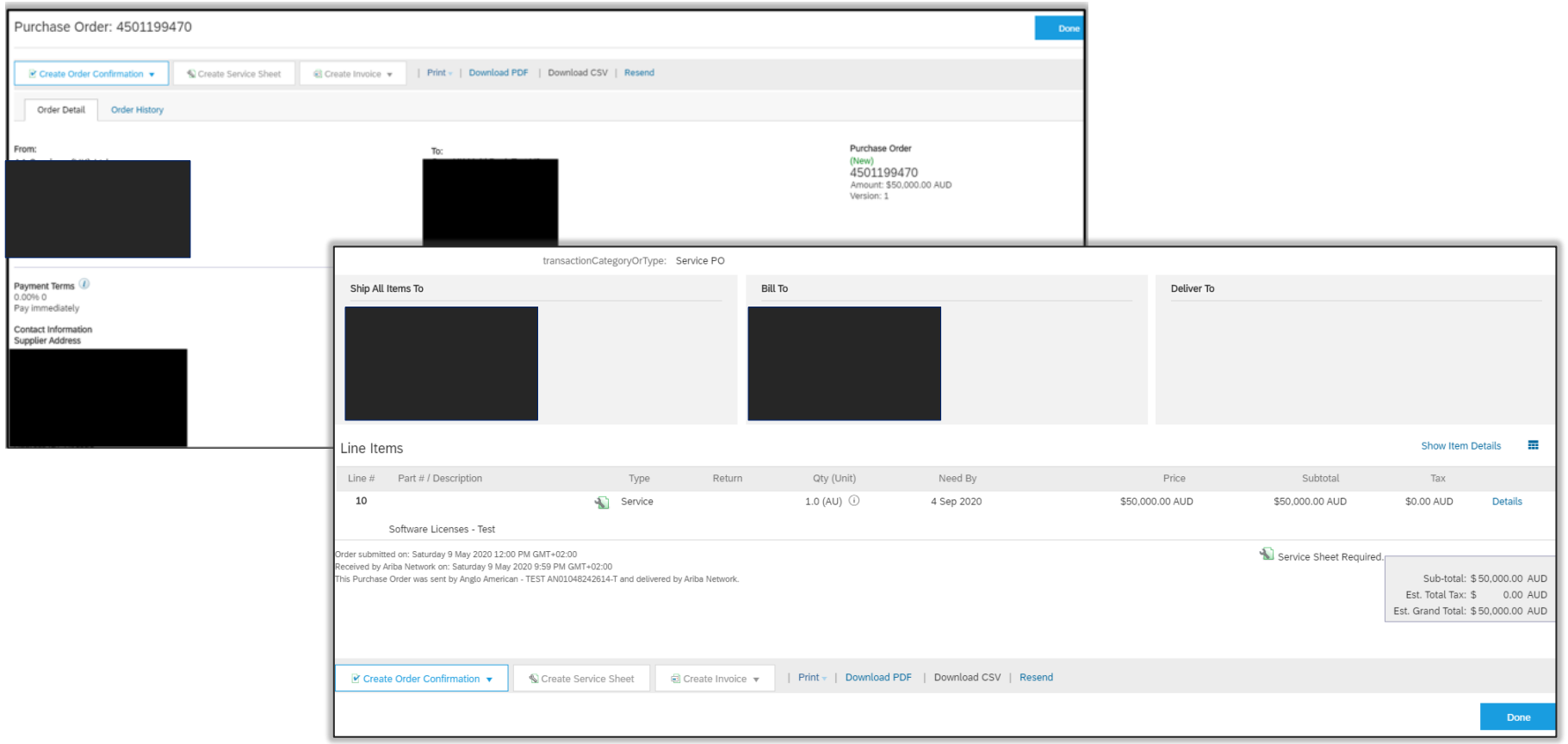
EXTERNAL

AngloAmerican

HOW TO INVOICE AGAINST YOUR UNPLANNED / AD HOC PURCHASE ORDERS

HOW TO CREATE AN INVOICE FOR UNPLANNED/ADHOC/LIMIT SERVICE ORDERS

1	2	3	4	5	6	7
SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

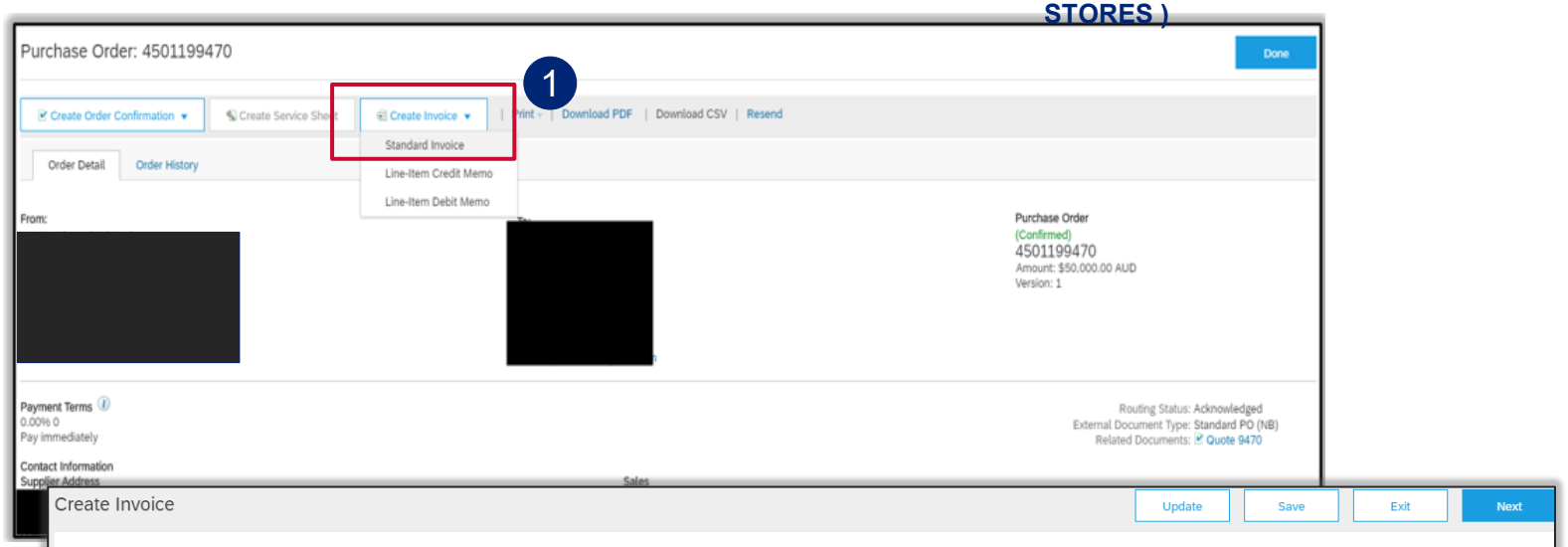


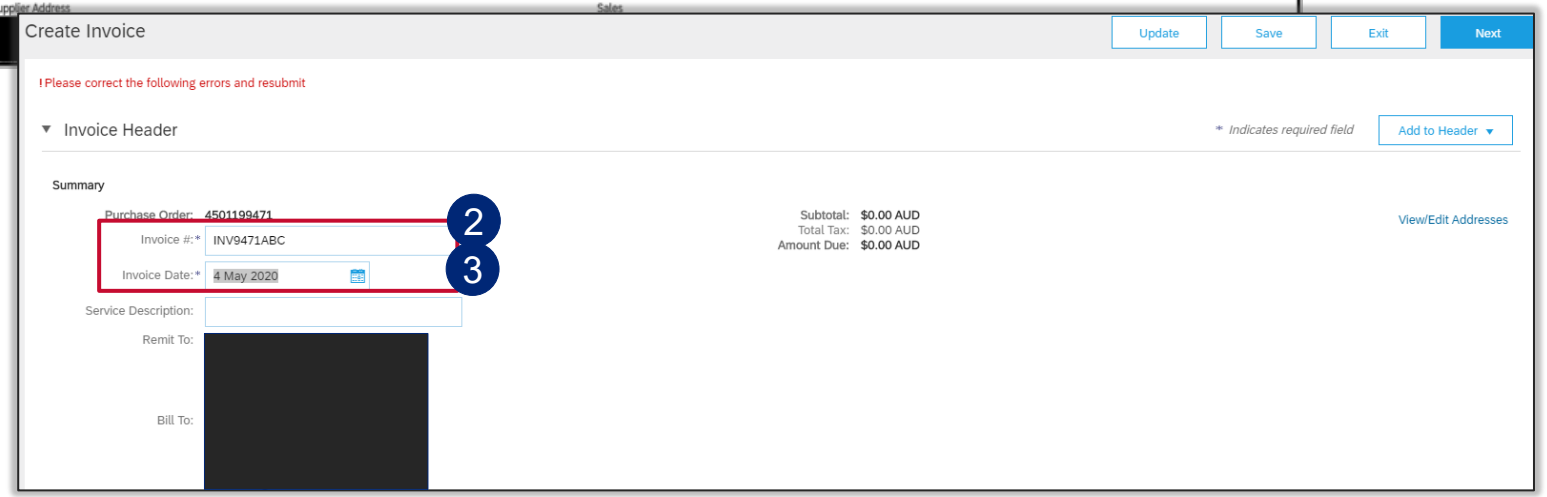
Please Note:
Unplanned / Ad hoc / Limit Service Orders require suppliers to **add their own line on the invoice, populating details of their invoice.**

EXTERNAL

HOW TO CREATE AN INVOICE FOR UNPLANNED/ADHOC/LIMIT SERVICE ORDERS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS





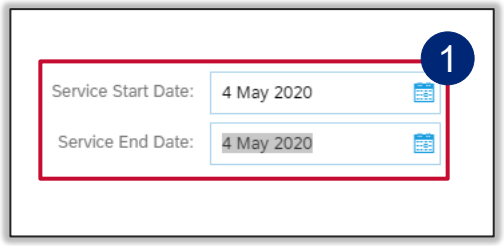
1. Click on **Create Invoice** and select **Standard Invoice**

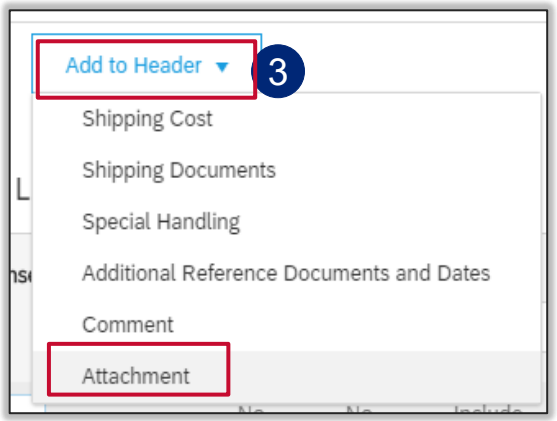
2. Populate your company's physical Inv nr in the **Invoice #*** field.

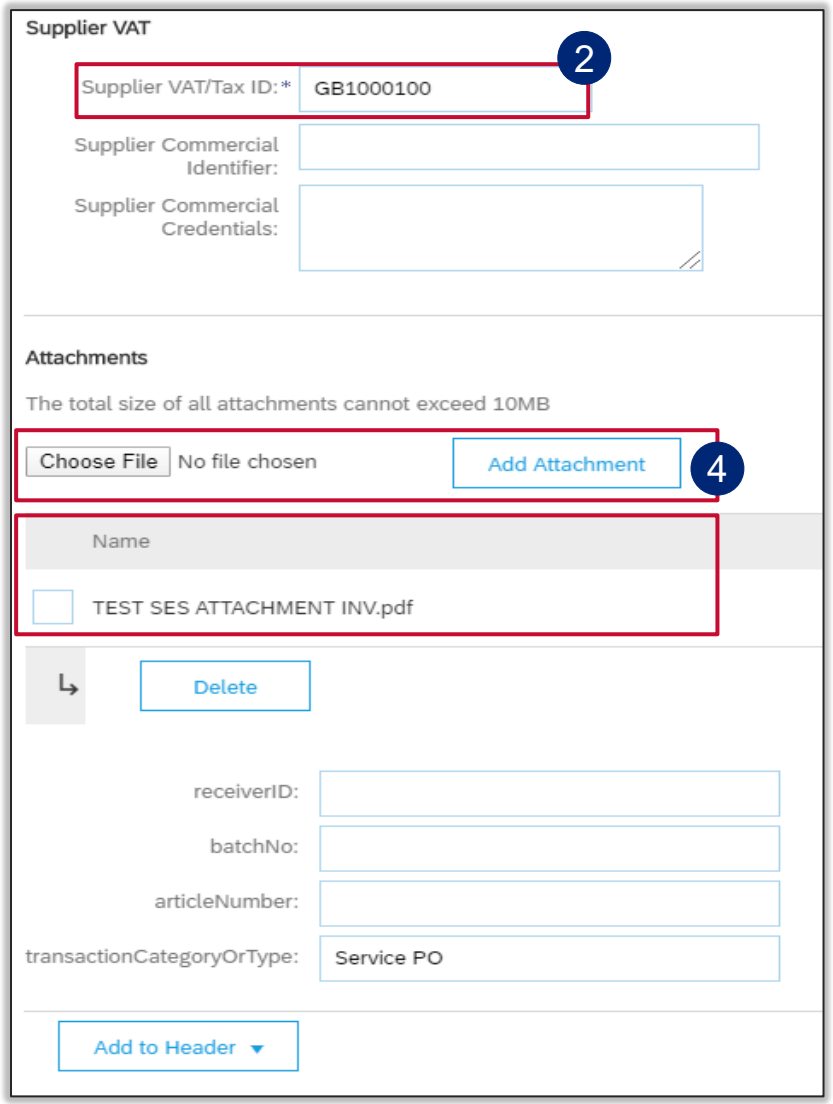
3. Populate your company's physical Inv date in the **Invoice Date*** field. **Payment terms get calculated from this date.**

EXTERNAL

HOW TO CREATE AN INVOICE FOR UNPLANNED/ADHOC/LIMIT SERVICE ORDERS







1. Enter **Service Start Date** and **Service End date.**

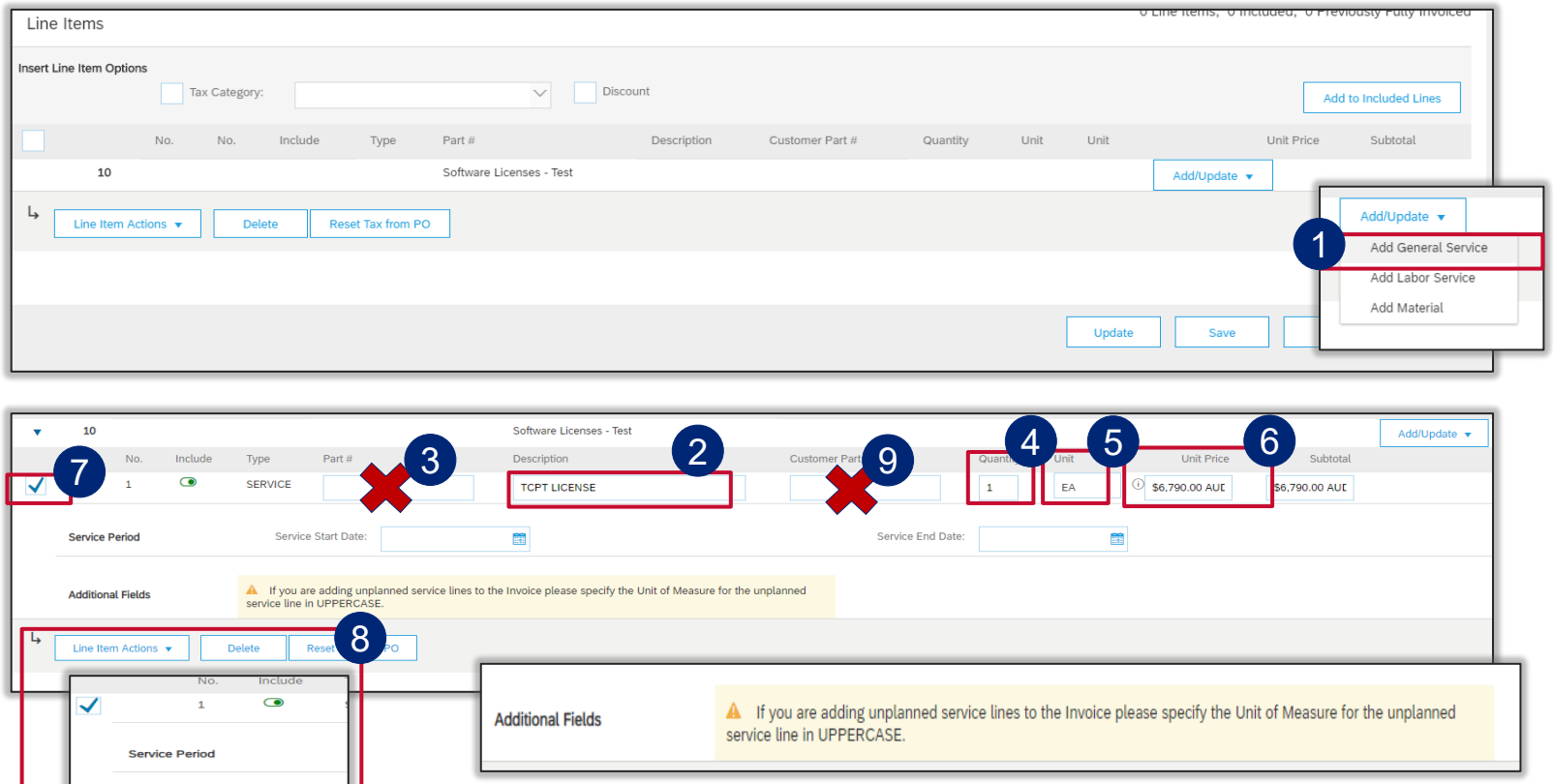
2. **Supplier VAT/Tax ID** is a mandatory field and must be populated with VAT/TAX ID nr.
   If supplier is not VAT registered they need to populate the field with Not Registered. This information can be prepopulated in the supplier's company settings, and then they don't need to populate it every time they create an invoice.

3. Click on **Add to header** button drill down and select **Attachment**, this will then open a section further down in the invoice document.

4. Click on choose file / browse to fetch your Invoice from your saved documents (must be in PDF format) and then click on **Add Attachment.**

EXTERNAL

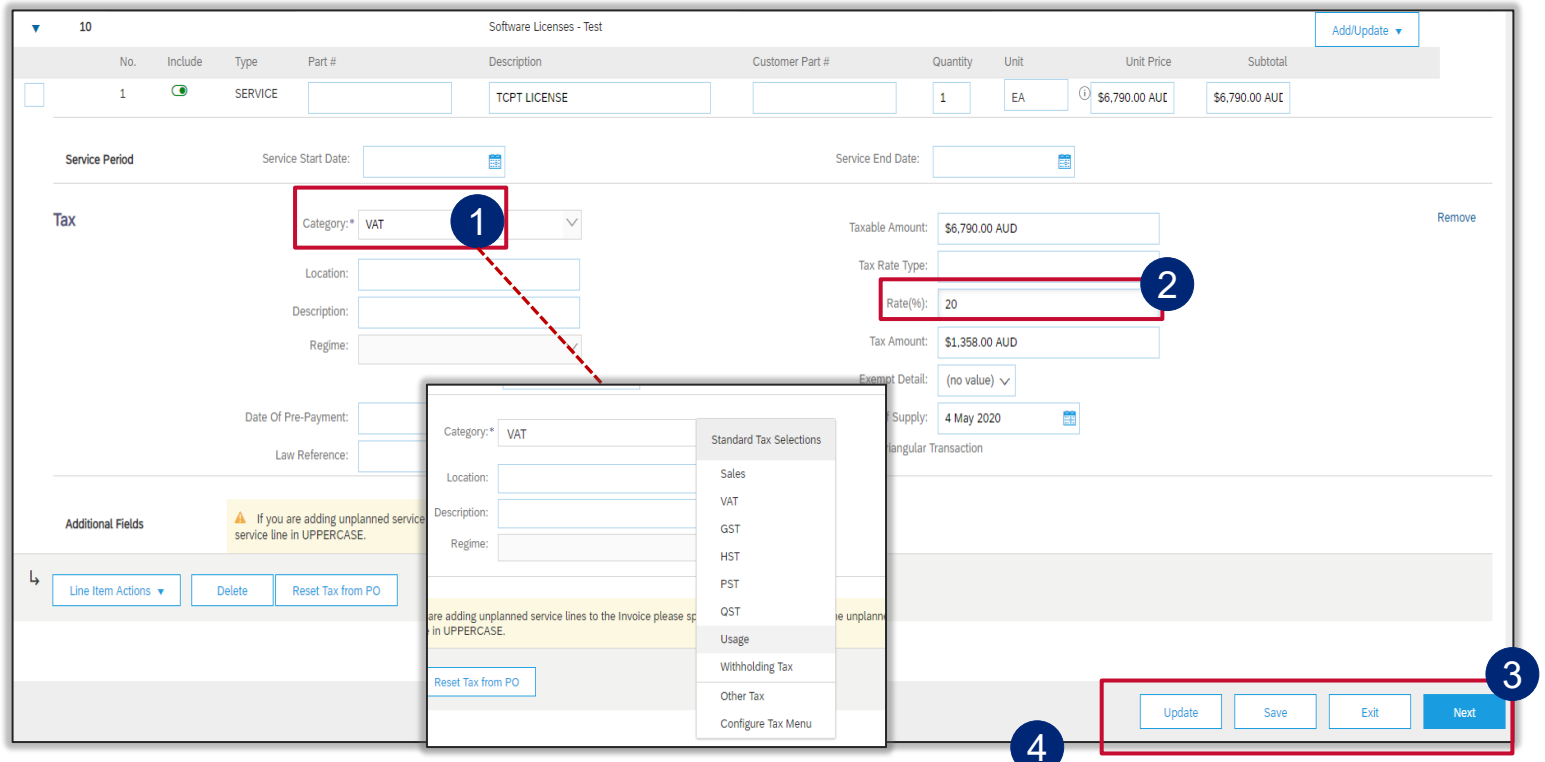
HOW TO CREATE AN INVOICE FOR UNPLANNED/ADHOC/LIMIT SERVICE ORDERS

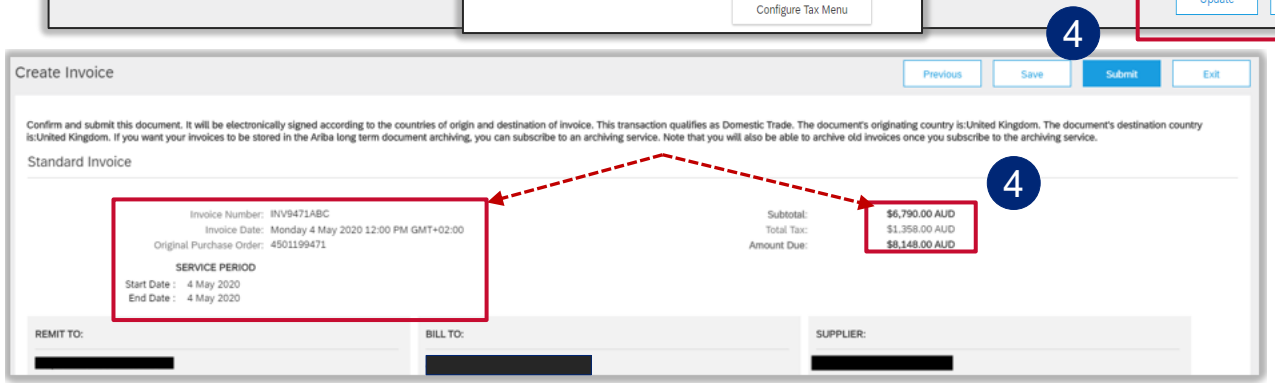


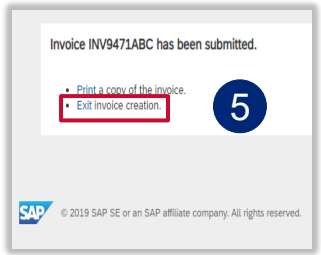
1. Click on **Add/Update** button then select **Add General Service.**
2. **In the Description field** populate description as per description of the service rendered on physical invoice.
3. **DO NOT** populate anything under **Part #** field.
4. Populate 1 in the Quantity field
5. Always populate **Unit** (Unit of Measure) field with EA.
   NB! EA must always be UPPERCASE.
6. Populate **Unit Price** as per amount of your invoice exclusive of VAT/Tax.
7. Tick check box of the line item.
8. Click on **Line Item Actions** and select **Tax** from the drop down.
9. **DO NOT** populate anything under **Customer Part #** field.

EXTERNAL

HOW TO CREATE AN INVOICE FOR UNPLANNED/ADHOC/LIMIT SERVICE ORDERS







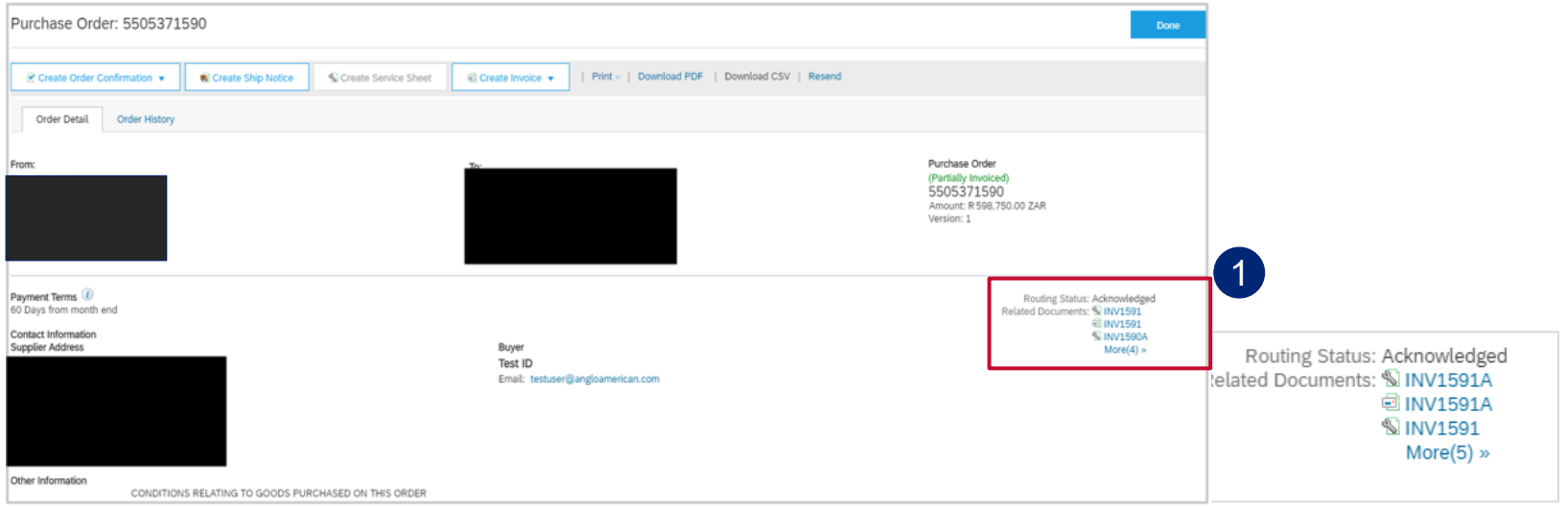
1. Populate **Category*** field with **VAT** selected from the drop down list.
2. Populate **Rate(%)** field with Tax/VAT percentage as per invoice.
3. Click on **Update** and then **Next.**
4. Check invoice detail is all correct then click on **Submit**.
5. Click on Exit

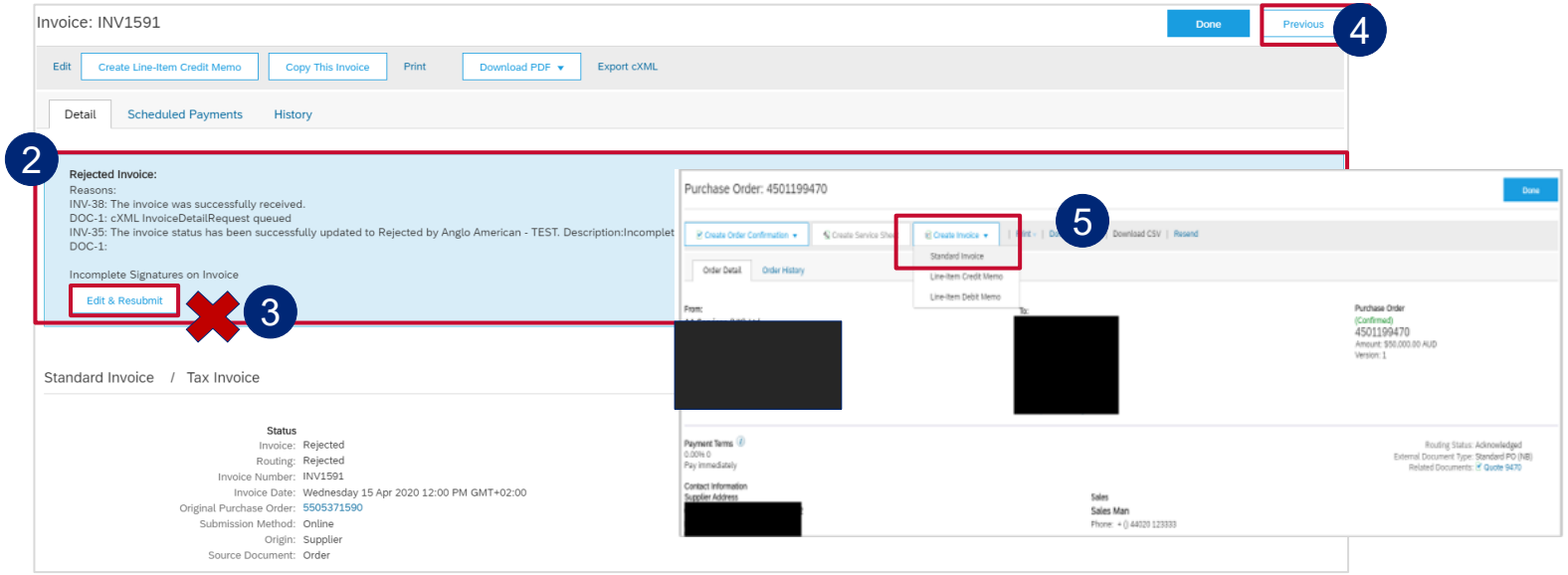
EXTERNAL

AngloAmerican

HOW TO RESUBMIT INVOICE FOR UNPLANNED/AD HOC PURCHASE ORDERS

HOW TO RESUBMIT A REJECTED INVOICE FOR AN UNPLANNED PO





1. Click on rejected invoice under **Related Documents**, to open it.

2. The reason that your invoice was rejected is in the blue section. Your invoice can be rejected for a number of reasons e.g. The incorrect price, insufficient support documentation etc. You will only EDIT AND RESUBMIT and invoice if it was rejected for insufficient supporting documents.

3. **DO NOT** Click on **Edit and Resubmit to rectify mistake**. A new Invoice needs to be created.

4. Click on the **Previous** button to take you back to the PO screen.

5. Click on **Create Invoice** and select **Standard Invoice**

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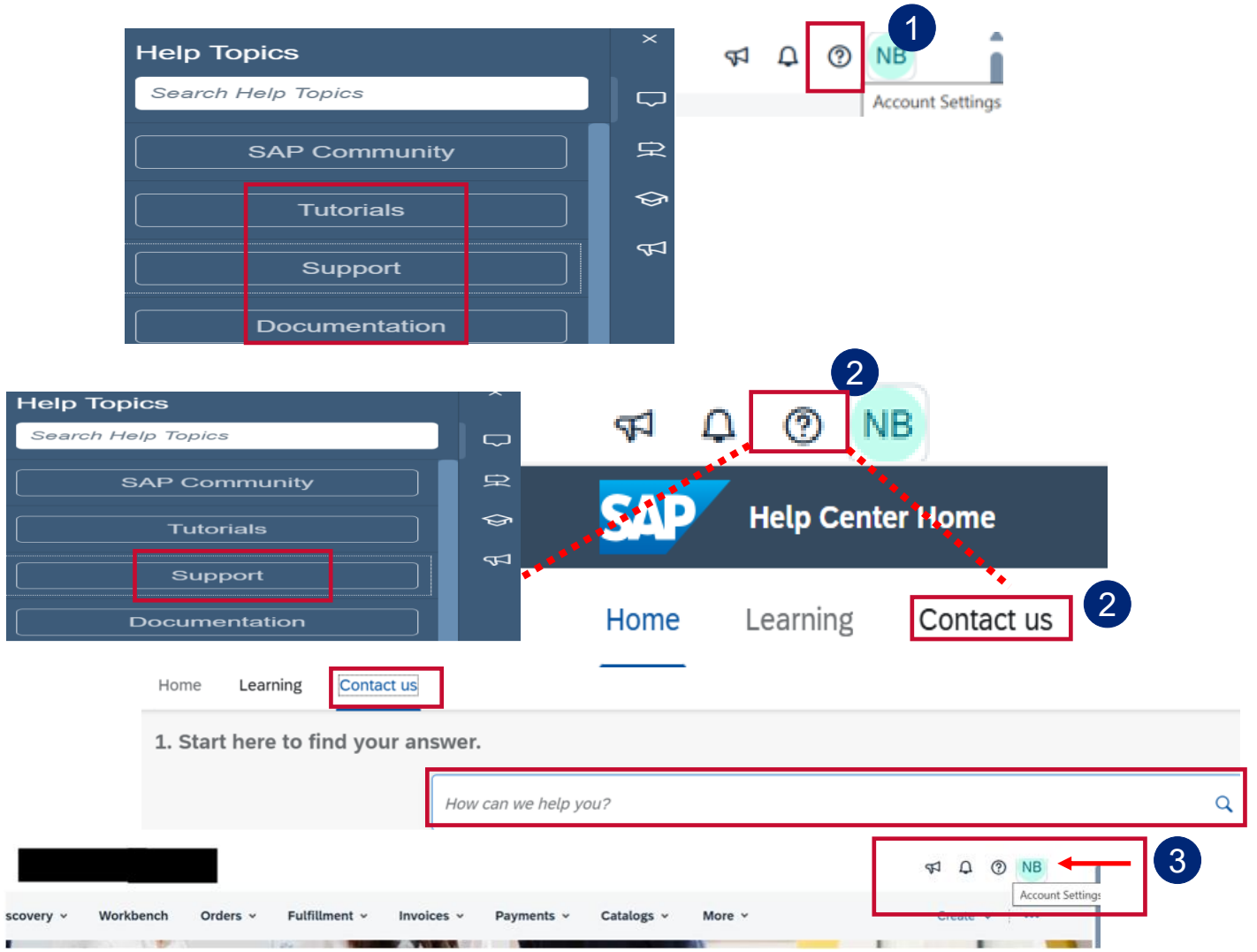
SUPPORT

HOW TO GET TECHNICAL SUPPORT



There are multiple channels available to assist you with technical support

1. The icon in the top right corner of the screen opens the Help Centre which contains helpful tutorials and Documents to assist you.

2. If you require live support, click on the and select SUPPORT, select contact us and type in your question and search icon.

3. For information pertaining to your ariba profile company settings, click on the initials at the top right hand corner this will open up your Company setting menu where you can update your profile, set up your notifications and administer your Ariba Network Account.

Welcome to your SAP Business Network Standard Account

SAP Ariba Help Center

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SUPPLIER SUPPORT

Ariba Network Online Training	SIPSA-AngloAmerican
Ariba Network Training Guide	SIPSA-AngloAmerican
Frequently Asked Questions	https://www.angloamerican.com/suppliers/tools-for-suppliers/procure-to-pay
Additional Ariba Network Training Material	https://connect.ariba.com/KAAcontent/1,,173443,00.html
Procurement Process Queries	Your Supply Chain Buyer
Ariba Network Queries: Purchase orders, Invoicing, Payments, Issues transacting with the Ariba Network	**Anglo American** Any queries regarding Purchase Orders, Invoices and Payments (both manual and electronic) must be logged with our Global Shared Services Contact Centre. These will be routed to the correct resolver groups for resolution **E**: queryinvoice@angloamerican.com (ZA & UK) **T:** 0860 289 987 (0860 BUZZUS) - ZA Only **T**: +44 (0) 203 450 7627- UK Only **De Beers Group** SMM-Ariba@debeersgroup.com
Ariba Network Technical Queries	https://connectsupport.ariba.com/sites/Company?ANID=AN01048242614AFR&h=Rk6BWmIXu8swx913cAzQ#Enablement-Inquiry

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