

# **SUPPLY CHAIN**

## **ARIBA NETWORK STANDARD ACCOUNT**

### **USER GUIDE**





Please click on a topic below to be taken to that section in the training guide

1. [Ariba Network Standard Accounts - Basic Information](#)
  - i. [How to get started](#)
  - ii. [How to log in using an existing Ariba Network Account](#)
  - iii. [How to create a new Ariba Network Standard Account](#)
  - iv. [Overview of an electronic Purchase Order](#)
  - v. [How to setup notifications in your Ariba Network Standard Account](#)
  - vi. [How to resend an interactive email](#)
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  - viii. [Before you confirm your Purchase Order](#)
  - ix. [How to view all documents related to a Purchase Order](#)
2. [How to manage your Purchase Order for Goods](#)
  - i. [How to confirm your PO for Goods](#)
  - ii. [How to Reject your Purchase Order for Goods](#)
  - iii. [How to invoice against your Purchase Order for Goods](#)
  - iv. [How to see your Invoice status and Due date for Goods](#)
  - v. [How to find your Remittance Advice for Goods](#)
  - vi. [How to create a Credit Note for Goods](#)
3. [How to manage your Purchase Order for Services](#)
  - i. [How to confirm your PO for Services](#)
  - ii. [How to Reject your Purchase Order for Services](#)
  - iii. [How to invoice against your Purchase Order for Services](#)
  - iv. [How to see your Invoice status and Due date for Services](#)
  - v. [How to find your Remittance Advice for Services](#)
  - vi. [How to create a Credit Note for Services](#)
4. [How to manage your Purchase Order for Goods & Services \(Hybrids\)](#)
  - i. [How to confirm your PO for Good & Services \(Hybrids\)](#)
  - ii. [How to Reject your Purchase Order for Goods & Services \(Hybrids\)](#)
  - iii. [How to invoice against your Purchase Order for Goods & Services \(Hybrids\)](#)
  - iv. [How to see your Invoice status and Due date for Good & Services](#)
  - v. [How to find your Remittance Advice for Hybrid POs](#)
  - vi. [How to create a Credit Note for Goods & Services \(Hybrids\)](#)
5. [How to manage your Ad hoc / Unplanned Purchase Order](#)
  - i. [How to confirm your ad hoc / unplanned POs](#)
  - ii. [How to invoice against an Ad Hoc / Unplanned PO](#)
  - iii. [How to resubmit an invoice for Ad Hoc / Unplanned POs](#)
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



# 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?

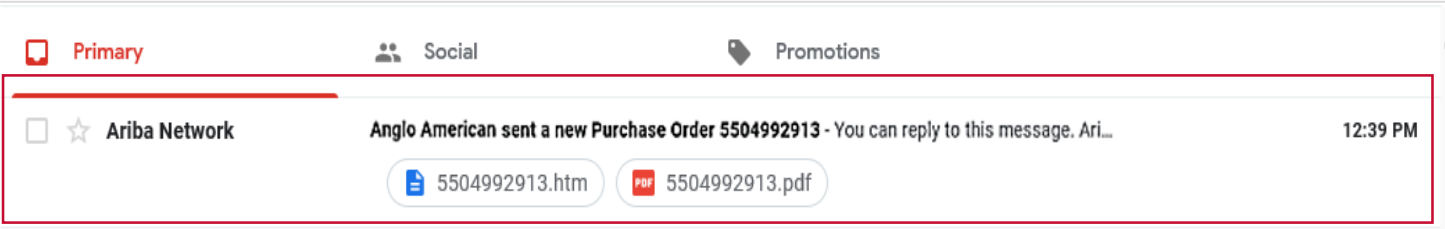
You will only be able to establish an electronic trading relationship with Anglo American and/or De Beers Group once you receive your first electronic Purchase Order (PO) from us via email. Please note that the first PO might not be immediate. It may take a few weeks or longer to receive your first PO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

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

You will receive an interactive, system generated email from **Ariba Network** 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 '**@eusmtp.ariba.com**' across your folders, including spam & junk folders
- **Ask** your IT department to whitelist the domain '**@eusmtp.ariba.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 domain name.

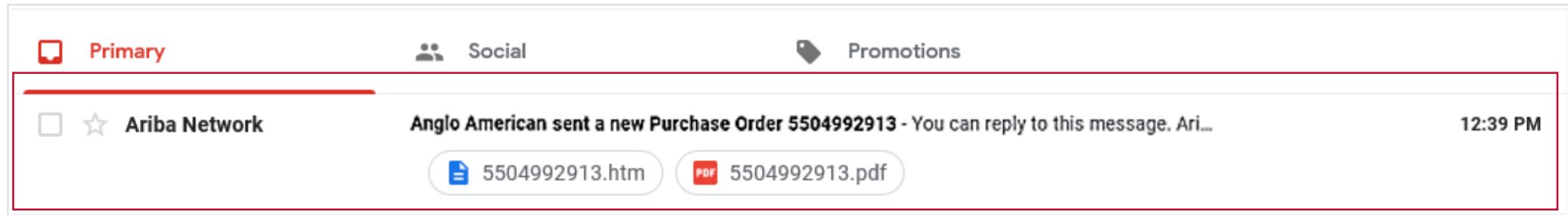




# HOW TO GET STARTED

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

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**TIP!**


### IMPORTANT TIP!


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- **Check** your mailbox for messages from your IT (Information Technology) department highlighting 'on hold' messages from the SAP Ariba domain name.





# HOW TO GET STARTED

Anglo American - TEST sent a new Purchase Order 5505371552

 Ariba Network <ordersender-prod@ansmtp.ariba.com>  
To ○ Test User Support

 If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 5505371552.htm  
42 KB

 5505371552.pdf  
60 KB

**Message from your customer Anglo American - TEST**

Dear Supplier,<br/><br/> Anglo American have issued you your first purchase order through the Ariba Network. <br/> You will first be required to register as an Ariba Light Account supplier on the Ariba Network. <br/> There are no charges when you use this interactive email to confirm the order or create one or more invoices. You need to save this email because in future you will use the same email and "Process Order" button to create an Invoice.<br/> Please confirm all orders and submit all future Invoices via the Ariba Network by clicking on the "Process order" button to register a FREE Ariba Network light account. Please take care not to accidentally register a Full (Paid) Ariba Network account. <br/> If you have an existing Ariba Network account, you can link your existing account number (AN ID) to receive PO's from Anglo American by also clicking on the "Process Order" button.<br/><br/> After clicking on the Process Order button you will see the Sign up button which you can click if you want to open a new Ariba Light account. If you already have an Ariba Network account (AN ID) you can click on Log in below the Sign up button.<br/><br/><br/> Ariba Light Account Training: <br/> If you couldn't attend training or would like to refresh your memory we have made a recording of a live training session that you can access by clicking this link: Link to Recorded Anglo American Ariba Light Account Training Session. <br/><br/><br/> Logging a support call with Ariba Network for assistance: <br/> The Help Center will provide assistance while using your Light Account: <br/> Click the Help Center link at the bottom of your interactive email <br/><br/> When logged into your Light Account, click the Help Center link in the upper right corner to expand the panel and gain access to relevant help topics <br/><br/><br/> If you need more information about Ariba Light you can visit Ariba Light Marketing website: <br/> <http://www.ariba.com/go/ariba-network-light-account> <br/><br/><br/> For Anglo American assistance on business related matters only: <br/> Contact the Anglo American Ariba Network team at [aribasupport@angloamerican.com](mailto:aribasupport@angloamerican.com)

**Process order**

Once you've opened the email with your new electronic PO, you will notice there is a lot of important information contained in the body of the email.

Please familiarise yourself with this content. This is what all your electronic POs will look like.

When you are ready to establish the electronic relationship with Anglo American or De Beers Group, and where applicable, create your new account, please click on the **Process order** button.

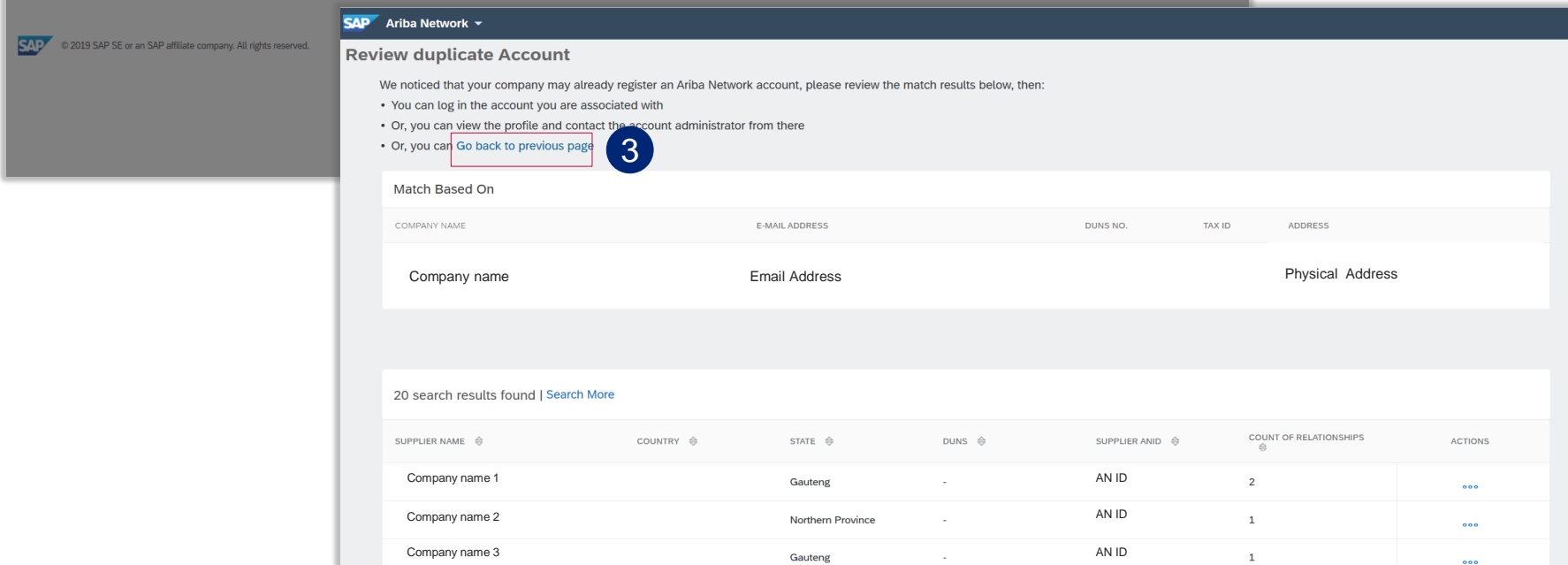


## IMPORTANT TIP!

- Please do not delete these system generated emails you receive from us.
- You will need to use them to access the PO again to create your electronic invoice against this PO.



Once you have clicked on the Process Order button, you will be redirected to the following page:



- 1 The **Potential existing account** pop up may appear to notify you that an Ariba Network account for your organisation may already exist.
- 2 Review the potential duplicate account by clicking on Review accounts button.
- 3 If this is not your account then click on **Go back to previous page**. Click on the 'X' (close window icon) to get to sign up page and continue with new account setup



# HOW TO GET STARTED

You will be redirected to the following page where you can either create a new Ariba Network Standard Account or log into the Ariba Network using an existing Ariba Network account your organisation may have.

The screenshot shows the SAP Ariba Network homepage. At the top left is the SAP Ariba Network logo. At the top right is a question mark icon in a circle, labeled with a blue circle containing the number 4. The main heading is "Join your customer on Ariba Network!". Below this are three options: "Sign up" (labeled with a blue circle containing the number 2), "Or" (with a small "5" above it), and "Search your company" (labeled with a blue circle containing the number 5). Below these is the text "Already have an account?" followed by a "Log in" link (labeled with a blue circle containing the number 1). Below the login options are three icons with descriptions: 1. A person and a tree icon with the text "Strengthen relationships" and "Collaborate with your customer on the same secure network." 2. A green geometric icon with the text "Connect faster" and "Exchange documents electronically and streamline communications." 3. A globe with a puzzle piece icon with the text "Reach more customers worldwide" and "Sign up with Ariba Discovery and increase sales leads." At the bottom, it says "Ariba Network standard account is Free" followed by a "Learn more" link (labeled with a blue circle containing the number 3). The footer contains links for "SAP Ariba Privacy Statement", "Security Disclosure", and "Terms of Use", and a copyright notice "© 1996–2019 Ariba, Inc. All rights reserved."

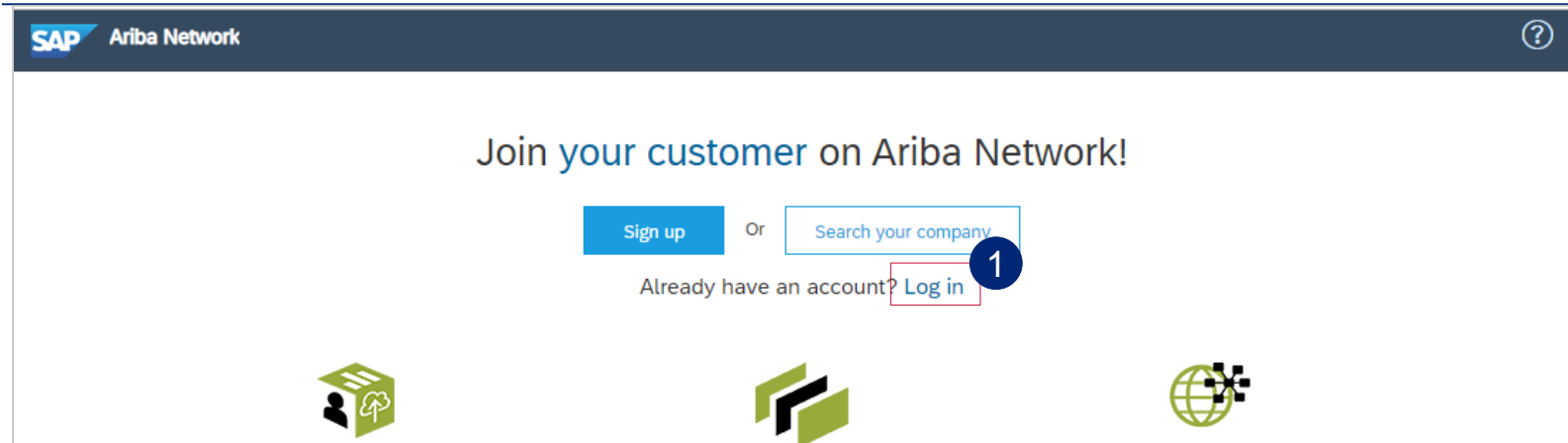
- 1 If you if you already have an existing Ariba Network account that you would like to use to trade with us, click on **Log in**
- 2 To start creating your new Ariba Network Standard Account, click on the **Sign Up**
- 3 To find out more about Ariba Network's Standard Account offering, click on **Learn More**
- 4 To access the Help Centre, click on the **question mark icon**
- 5 To search if your organisation already has an existing Ariba Network account that you could use, click on **Search your company**



# **HOW TO LOG IN USING YOUR EXISTING Ariba NETWORK ACCOUNT**

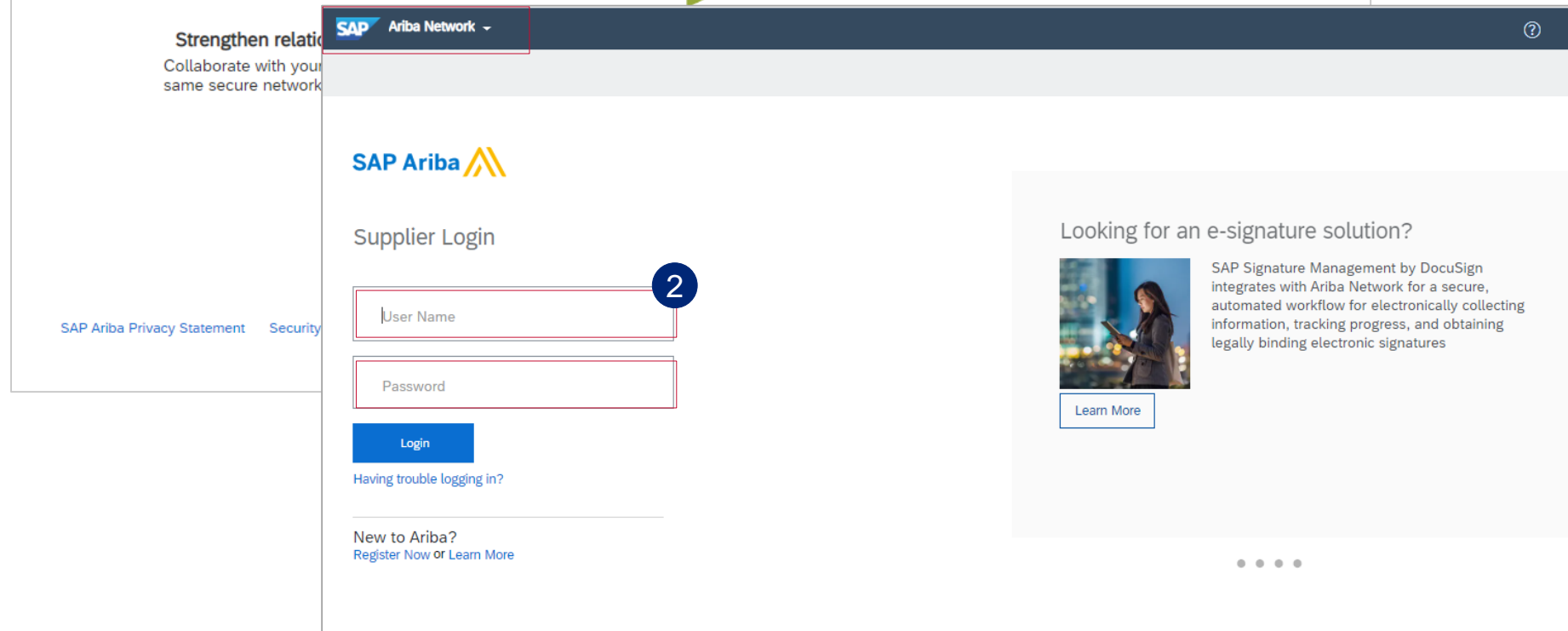


# HOW TO LOG IN USING AN EXISTING ARIBA NETWORK ACCOUNT



1 If you if you already have an existing Ariba Network account click on **Log in**

2 You will be redirected to the Ariba Network login page. Log in using your Ariba Network account **User name** and **password**





# **HOW TO CREATE A NEW ARIBA NETWORK STANDARD ACCOUNT**



# HOW TO CREATE YOUR Ariba NETWORK STANDARD ACCOUNT

The screenshot shows the 'Register' page for an Ariba Network standard account. A red box labeled '1' highlights the 'Register' button at the top left. A red box labeled '2' highlights a question mark icon at the top right. The form is titled 'Company information' and includes fields for Company Name, Country (South Africa [ZAF]), Address (Line 1, Line 2, Line 3), City (JOHANNESBURG), Postal Code (2107), and Province (Gauteng [ZA-GT]). A sidebar on the right contains the text 'Ariba Network standard account is Free', a 'Login' link, and two sections: 'Strengthen relationships' and 'Connect faster'.

- 1 Once you have clicked on **Sign up**, you will be redirected to the electronic Registration form that you need to **complete and create your new Ariba Network Standard Account**.

The screenshot shows the 'User account information' section of the registration form. It includes fields for Name, Email, Username, Password, Language (English), and Email orders to. A sidebar on the right contains the text 'Reach more customers worldwide', a 'Learn more' link, and a section titled 'After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.' At the bottom, there are two checkboxes: 'I have read and agree to the Terms of Use' and 'I have read and agree to the SAP Ariba Privacy Statement'. A 'Register' button is at the bottom right.

- 2 If at anytime you need more information or assistance with creating your Ariba Network Standard account, please click on the **Question Mark icon** at the top right hand side of the screen to open the **Help Centre** window.



# HOW TO CREATE YOUR ARIBA NETWORK STANDARD ACCOUNT

- 1 Start by entering the name and full address of your company in the **Company Information** section. An Asterix (\*) indicates a mandatory field. Once complete scroll down to the next section in the form.

SAP Ariba Network

Register

Register Cancel

Company information

1

Company Name:\*

Country:\*

South Africa [ZAF]

Address:\*

Line 2

Line 3

City:\*

JOHANNESBURG

Postal Code:\*

2107

Provincia:\*

Gauteng [ZA-GT]

\* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Ariba Network standard account is Free

Already have an account?

Login

Strengthen relationships

Collaborate with your customer on the same secure network.

Connect faster

Exchange documents electronically and streamline communications.



# HOW TO CREATE YOUR NEW Ariba NETWORK STANDARD ACCOUNT

Next you are required to complete the **User account information** section of your form.

User account information

Name:\*

1

Email:\*

2

☒ Use my email as my username

3

Username:\*

Info@acme.com

Must be in email format(e.g john@newco.com) ⓘ

Password:\*

\*\*\*\*\*

4

Language:

English

▼

5

Email orders to:\*

SAP Ariba Privacy Statement

\* Indicates a required field

streamline communications.

Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

Learn more

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

5 The **Email orders to** field will automatically be prepopulated. This email address is where all your future interactive email Purchase orders (POs) will be sent to.

Should this need to change **we highly recommend that you do not change it here**. Rather update this as part of your ongoing account maintenance later.

1 Enter your first name and surname

2 Enter your email address

3 **Please note:** The **Use my email as username** box will automatically be checked and it will make your email address your default user name.  
If you want to change this, you can uncheck the box and enter a different username but it must be in the format of an email address. It can be a completely fictitious email address. You will not receive any notifications to that email address, it will simply serve as your User Name for your Ariba Network account.

4 Enter your password (It must be a minimum of eight characters long and contain at least one number.  
**Remember these passwords are case sensitive.**

Please keep these credentials safe!

EXTERNAL

13



# HOW TO CREATE YOUR NEW Ariba NETWORK STANDARD ACCOUNT

The last section you need to complete is the **Tell us more about your business**.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

☒

I have read and agree to the [Terms of Use](#)

☒

I have read and agree to the [SAP Ariba Privacy Statement](#)

Register

Cancel

- 1 Please read and accept of the **Terms of Use** by ticking the checkbox next to them
- 2 Please read and accept the **SAP Ariba Privacy Statement** by ticking the checkbox next to them
- 3 Review your entire form and then click on the **Register** button to create your new Standard Account.



# HOW TO CREATE YOUR NEW Ariba NETWORK STANDARD ACCOUNT

☐ Use my email as my username

Username:\* 2testuser@angloamerican.com

Password:\*

Language: English

Email orders to:\* testuser@angloamerican.com

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available to you at any time by editing the profile visibility settings on the Company Profile page after you have registered. By clicking the Register button, you expressly acknowledge and give consent to Ariba for your use of the Ariba Network, and for the other jurisdictions where you are located to Ariba and the computer systems on which the Ariba Network operates, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

☒ I have read and agree to the Terms of Use

☒ I have read and agree to the SAP Ariba Privacy Statement

ⓘ Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#)

**Review duplicate Account**

We noticed that your company may already register an Ariba Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and [contact the account administrator](#) from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

COMPANY NAME	E-MAIL ADDRESS	DUNS NO.	TAX ID	ADDRESS
Company name	Email Address			Physical Address

20 search results found | [Search More](#)

SUPPLIER NAME	COUNTRY	STATE	DUNS	SUPPLIER ANID	COUNT OF RELATIONSHIPS	ACTIONS
Company name 2		Gauteng	-	AN ID	2	...
Company name 3		Northern Province	-	AN ID	1	...

1 The **Potential existing accounts** warning comes up again, click on **Review accounts**.

2 Click on **Continue Account Creation**.

**Congratulations!** Your Ariba Network Standard Account has now been created!

You will now automatically be redirected to a view of your first electronic PO



# 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.

SAP

Ariba Network

Standard Account

Upgrade

1

Settings

Help

JC

Purchase Order: 5505371552

Done

Create Order Confirmation

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

From:

Rustenburg Platinum Mines

To:

Purchase Order

(New)

000000001234

Amount: R5,500.00 ZAR

Version: 1

Payment Terms

Payment end of next month net

Routing Status: Sent

Contact Information

Supplier Address

Buyer

Test ID

Email:

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement



## 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](mailto:queryinvoice@angloamerican.com)**



# **HOW TO SET UP NOTIFICATIONS IN YOUR ARIBA NETWORK STANDARD ACCOUNT**



# HOW TO SETUP NOTIFICATIONS IN YOUR NEW Ariba Network Standard Account

SAP

Ariba Network

Standard Account

Upgrade

?

JC

Purchase Order: 5505371552

Done

Create Order Confirmation

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

From:

Rustenburg Platinum Mines

To:

Purchase Order

(New)

000000001234

Amount: R5,500.00 ZAR

Version: 1

Payment Terms

Payment end of next month net

Routing Status: Sent

Contact Information

Supplier Address

Buyer

Test ID

Email: 1

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement



**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**




# HOW TO SETUP NOTIFICATIONS IN YOUR Ariba Network Standard Account


Below is a view of your Ariba Network Standard Account Dashboard

SAP Ariba Network Standard Account Upgrade

1



2



JC

Help Center

Home

Inbox

Outbox

Catalogs

Enablement Tasks

Reports

Documents

Create

Orders, Invoices and Payments

All Customers

Last 14 days

1 New Purchase Orders

0 Orders that Need Attention

0 Invoices Rejected

0 Payments Received


0 Pinned Documents

More...

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
5505371552	Anglo American - TEST	New	R 5,500.00 ZAR	6 May 2020	R 0.00 ZAR	Select

Now we're mobile.

Check it out.



Tasks

1 Enablement Tasks are pending

1 requests pending for auto-generated invoices

Update Profile Information 15%

Search...

I need help accessing a sourcing event

Does Ariba offer live webinar training?

Why can't I find an event?

Where do I find my Ariba Network ID (ANID) number, as a supplier?

What is an Ariba Network error (ANERR), and how do I resolve the issue?

How do I submit an invoice from a Standard account?

How do I process an order in my Ariba Network Standard account?


Why does a pending task on my Enablement Tasks tab not go away?

How do I resend an order for my Standard account?

View more

Documentation

Support

- 1 Click on the  icon
- 2 Click on **Notifications**



# HOW TO RESEND AN INTERACTIVE EMAIL

Below is a view of your Ariba Network Standard Account Dashboard

The screenshot shows the SAP Ariba Network Standard Account Dashboard. The interface includes a top navigation bar with the SAP logo, account name, and an 'Upgrade' button. Below this is a secondary navigation bar with tabs like 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', and 'Reports'. The main content area displays 'Orders, Invoices and Payments' with various status counts (e.g., 1 New Purchase Order, 0 Orders that Need Attention). A table lists orders, with one order highlighted. The 'Action' column for this order shows a 'Select' dropdown menu. A red box highlights the 'Select' dropdown, and another red box highlights the 'Send me a copy to take action' option in the dropdown menu. A third red box highlights the 'Tasks' section of the dropdown menu. A yellow sticky note with the word 'TIP!' is placed over the right side of the dashboard.

1 Log into your Ariba Network account. All your new POs will be listed under the **Home** tab

2 Go to the PO you want to resend the email for. Under the **Actions** column, click on **Select**

3 A **Send me a copy to take action** pop up will appear. **Click** on it and a copy of your interactive email will be sent to you

Please keep the interactive emails you receive containing your POs. If you can't find or have accidentally deleted one of your interactive, system generated emails containing a PO, you can resend it to yourself.

- 1 Log into your Ariba Network account. All your new POs will be listed under the **Home** tab
- 2 Go to the PO you want to resend the email for. Under the **Actions** column, click on **Select**
- 3 A **Send me a copy to take action** pop up will appear. **Click** on it and a copy of your interactive email will be sent to you



# HOW TO SETUP NOTIFICATIONS IN YOUR NEW Ariba Network Standard Account

SAP Ariba Network Standard Account Upgrade

Account Settings

CustomerUsersNotificationsApplicationRelationshipsSubscriptions

GeneralNetworkDiscoveryMessaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	janemain87@gmail.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	janemain87@gmail.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	janemain87@gmail.com
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	janemain87@gmail.com



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.Soop@email.com,Ann.Other@email.com



# HOW TO SETUP NOTIFICATIONS IN YOUR Ariba Network Standard Account

Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	<input type="text" value="Email Address"/>
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	<input type="text" value="Email Address"/>
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	<input type="text" value="Email Address"/>

Ship Notice

Type	Send notifications when...	To email addresses (one required)
Ship Notice Failure	<input type="checkbox"/> Send a notification when ship notices are undeliverable.	<input type="text" value="Email Address"/>
Ship Notice Declined	<input type="checkbox"/> Send notification when a Declined Document status update request is received.	<input type="text" value="Email Address"/>
Ship Notice Accepted with Changes	<input type="checkbox"/> Send notification when an Accepted with Changes Document status update request is received.	<input type="text" value="Email Address"/>

Receipt

Type	Send notifications when...	To email addresses (one required)
Receipt	<input checked="" type="checkbox"/> Send a notification when a new receipt is received.	<input type="text" value="Email Address"/>

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

Some notifications will already be pre-selected.

- 1
- 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.
- 2
- Tick the box called **Send a notification when a new receipt is received.**



Anglo American do not currently make use of Ship Notices. **Please do not click that box.**



# HOW TO SETUP NOTIFICATIONS IN YOUR Ariba NETWORK STANDARD ACCOUNT

SAP

Ariba Network

Standard Account

Upgrade

⚙️

JW

?

Account Settings

Customer

Users

Notifications

Application

Relationships

Subscriptions

General

Network

Discovery

Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.

### Electronic Order Routing

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	• <input type="text" value="Email Address"/>
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	• <input type="text" value="Email Address"/>
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	• <input type="text" value="Email Address"/>
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	• <input type="text" value="Email Address"/>

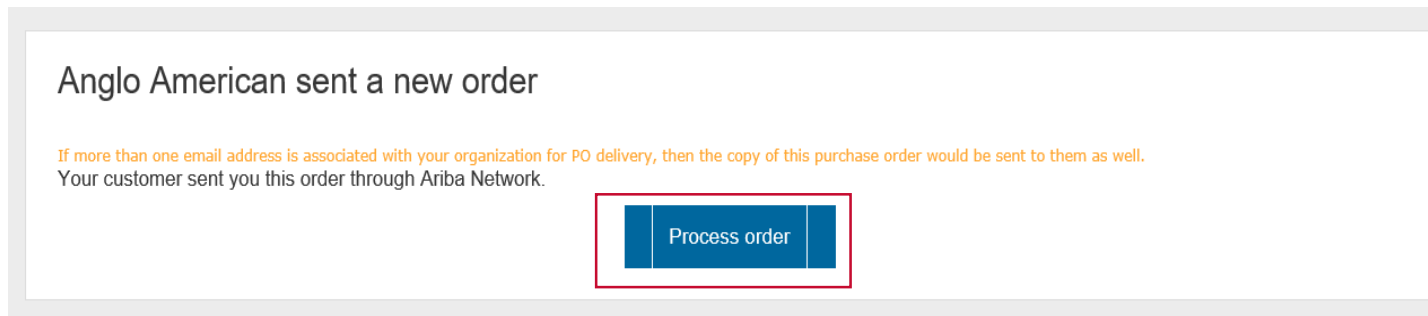
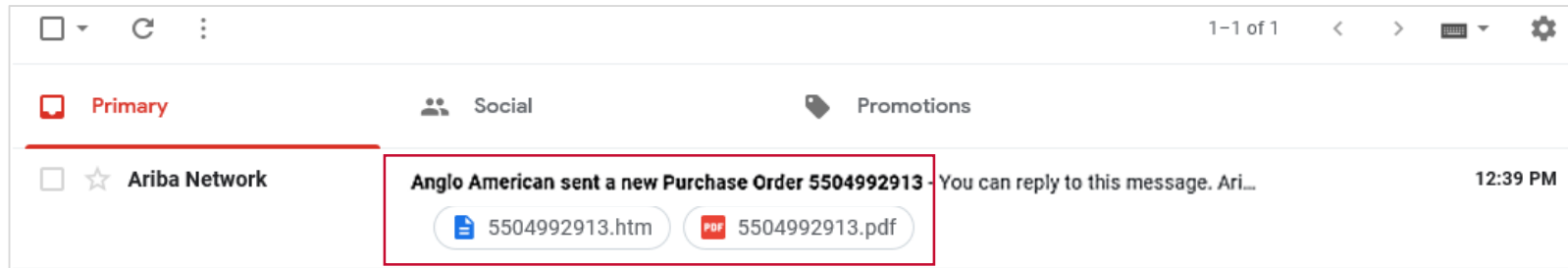
- 1 When you are finished scroll up to the top of the page and click on the **Save** button to save your changes
- 2 Then click on **Close**. You will be taken back to your dashboard



# **HOW TO LOG INTO YOUR Ariba NETWORK STANDARD ACCOUNT GOING FORWARD**



# HOW TO LOG INTO YOUR Ariba NETWORK ACCOUNT GOING FORWARD



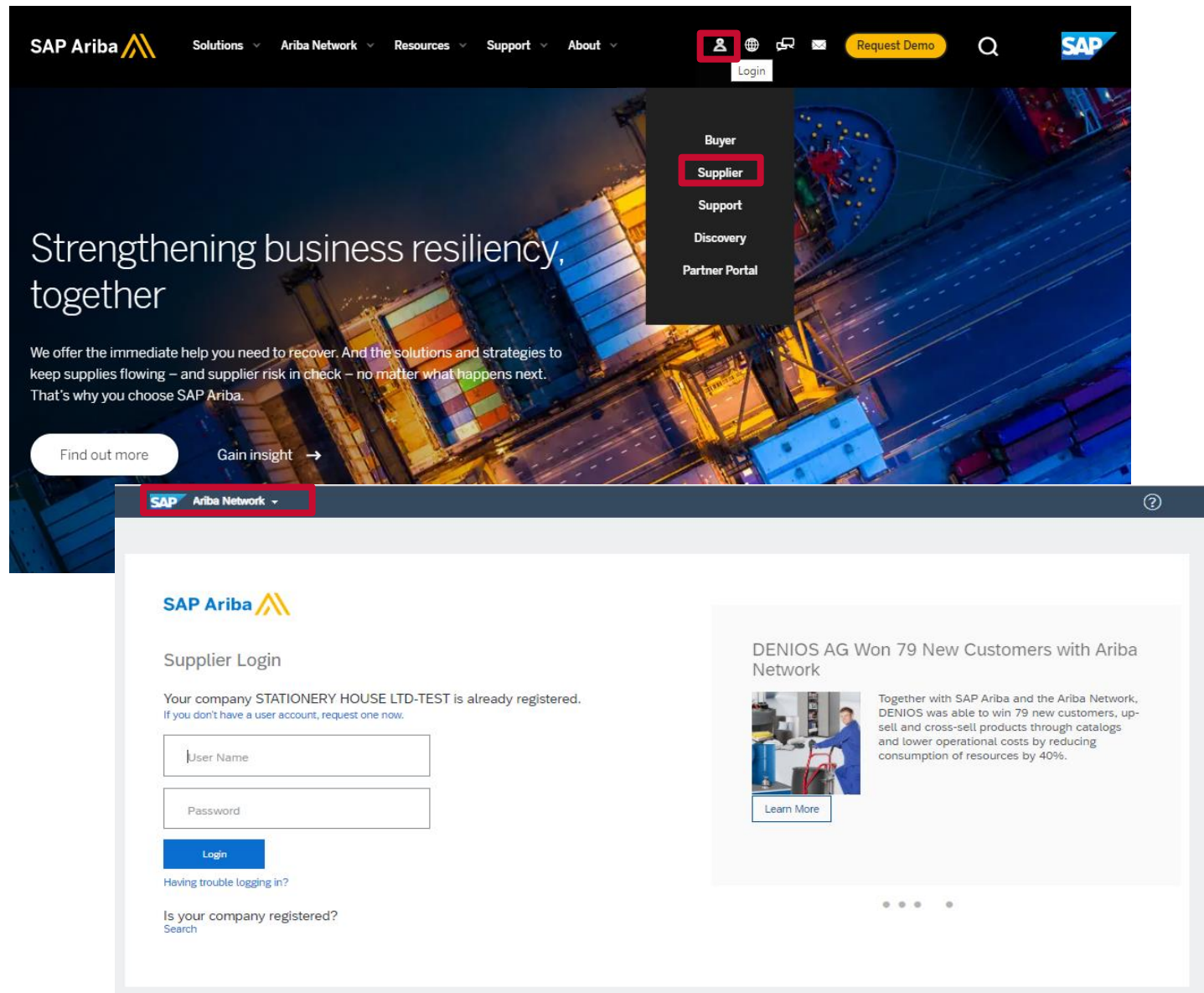
There are two ways to log into your standard account:

## OPTION 1

- The easiest way to process your electronic documents, is to **open your interactive system generated email** containing your PO
- Click on the **Process Order** button.
- You will be redirected to the Ariba Network log in page.
- Enter your **user name** and **password** to be taken straight into to your **Purchase Order**



# HOW TO LOG INTO YOUR Ariba NETWORK ACCOUNT GOING FORWARD

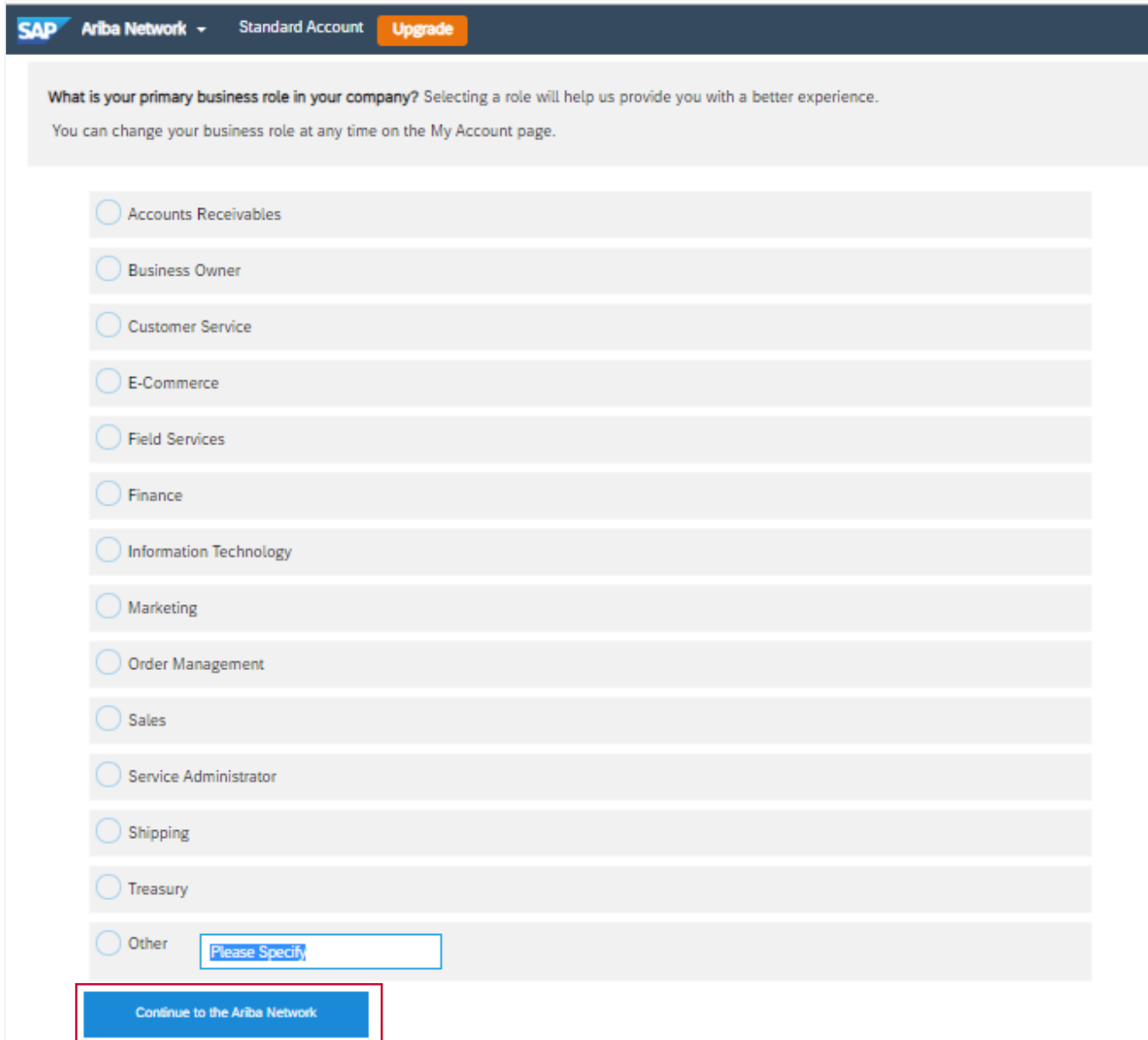


## OPTION 2

- To view your Ariba Network Standard Account dashboard and general settings, simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com)
- Click on the Supplier icon button and click on **Supplier** in the drop down menu
- You will be directed to the Ariba Network login page.
- Enter your **user name** and **password** to be taken to your **dashboard**



# HOW TO LOG INTO YOUR Ariba Network ACCOUNT GOING FORWARD



SAP Ariba Network Standard Account Upgrade

What is your primary business role in your company? Selecting a role will help us provide you with a better experience.  
You can change your business role at any time on the My Account page.

- ☐ Accounts Receivables
- ☐ Business Owner
- ☐ Customer Service
- ☐ E-Commerce
- ☐ Field Services
- ☐ Finance
- ☐ Information Technology
- ☐ Marketing
- ☐ Order Management
- ☐ Sales
- ☐ Service Administrator
- ☐ Shipping
- ☐ Treasury
- ☐ Other

Continue to the Ariba Network

The next time you log into your Ariba Network account e.g. to create your invoice, this window may pop up.

Simply select the option that best describes what your primary role in your company is and click on the **Continue to the Ariba Network** button

**You should only have to do this once.**



# **BEFORE CONFIRMING YOUR PURCHASE ORDER**



# BEFORE CONFIRMING YOUR PURCHASE ORDER

**SAP Ariba Network** Standard Account Upgrade

Purchase Order: 5505371552 Done

[Create Order Confirmation](#) [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

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

**From:**  
Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**To:**  
Purchase Order

**Attachments**  
5505371552.pdf (application/pdf)

**Ship All Items To**  
RPM (AS) - Central Logistics  
Thabazimbi Road

**Bill To**  
Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg

**Deliver To**

**Line Items**

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1	ROSE BUSH	Material		6.0 (EA)	14 May 2020	R 450.00 ZAR	R 2,700.00 ZAR	R 405.00 ZAR	<a href="#">Details</a>
2	PALM TREE SMALL	Material		8.0 (EA)	16 May 2020	R 350.00 ZAR	R 2,800.00 ZAR	R 420.00 ZAR	<a href="#">Details</a>

Order submitted on: Wednesday 6 May 2020 12:00 PM  
Received by Ariba Network on: Wednesday 6 May 2020  
This Purchase Order was sent by Anglo American - TES Network.

**Line Items**

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1	ROSE BUSH	Material		6.0 (EA)	14 May 2020	R 450.00 ZAR	R 2,700.00 ZAR	R 405.00 ZAR	<a href="#">Summary</a>

**Status**  
6.0 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 2,700.00 ZAR	R 405.00 ZAR		15% Input VAT	

**Schedule Lines**

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	14 May 2020 12:00 PM CAT		6.0 (EA)

**Other Information**  
Recipient: RECEPTION  
UnloadingPoint: 60 MAIN

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.



# CONFIRMING YOUR PURCHASE ORDER - IMPORTANT INFORMATION

## Confirming your first PO from us:

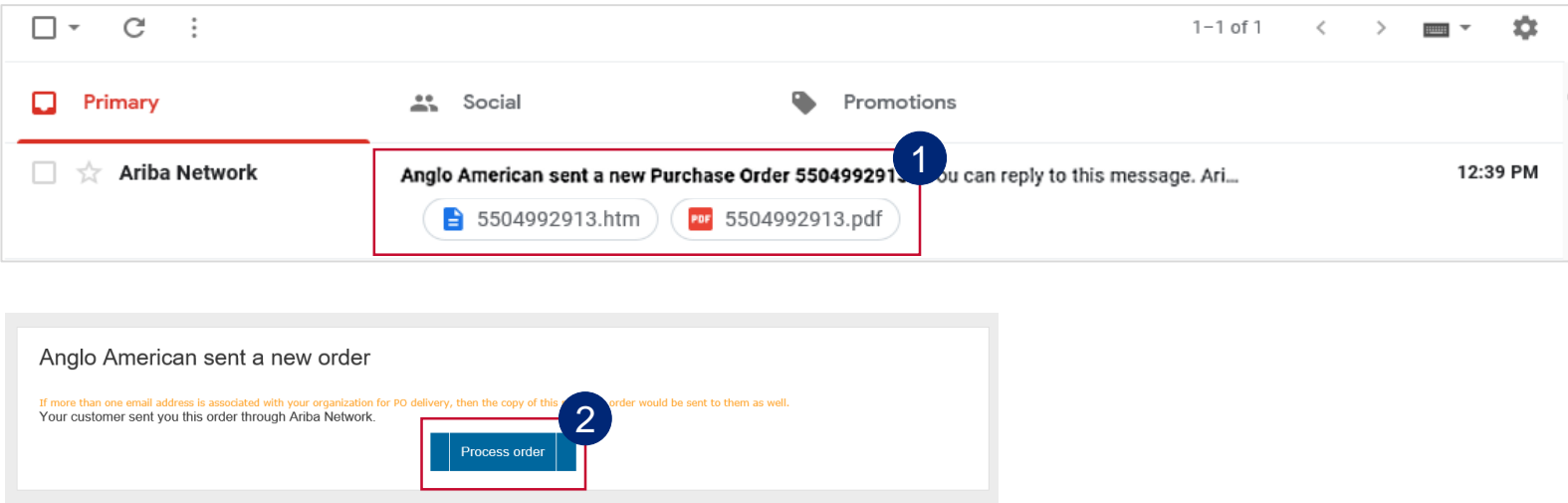
Once you have created your new Ariba Network Standard Account from your first system generated interactive email, you will automatically be redirected to your new Purchase Order (PO) so you can confirm it electronically.

## Confirming all subsequent PO's from us:

You will receive a system generated interactive email for every PO you receive from. You need to access each email to confirm your purchase order.

### Please take note that:

- 1 although the system generated PO email reflects the PO number and/or contains the PO attachment
- 2 you **must still open the email and click** on the **Process Order** button to electronically confirm ALL your electronic Purchase Orders that you receive from us.



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

- Permitted to deliver any services or goods to any of our operations / sites
- able to create an electronic invoice in the system against this order, potentially resulting in payment delays



# **HOW TO VIEW ALL DOCUMENTS RELATED TO A PURCHASE ORDER**



# HOW TO VIEW ALL DOCUMENTS RELATED TO A PURCHASE ORDER

SAP

Ariba Network

Standard Account

Upgrade

Purchase Order: 5505371552

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

From:  
Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg

To:

Purchase Order  
(Partially Received)  
5505371552  
Amount: R5,500.00 ZAR  
Version: 1

Payment Terms  
Payment end of next month net

Contact Information  
Supplier Address

Buyer  
Test ID  
Email:

Routing Status: Acknowledged  
Related Documents:  
INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

- 1 Click on More (x) 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

Related Documents

Document Number	Date	Type
INV1590A	6 Apr 2020 7:00 AM BRT	Service Sheet
INV1590A	6 Apr 2020 7:00 AM BRT	Invoice
INV1590	6 Apr 2020 7:00 AM BRT	Invoice
R00050102431402020	9 May 2020 7:00 AM BRT	Receipt
Quote1590	9 May 2020 1:59 PM BRT	Order Confirmation

Done

Previous



# 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**.



## 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.

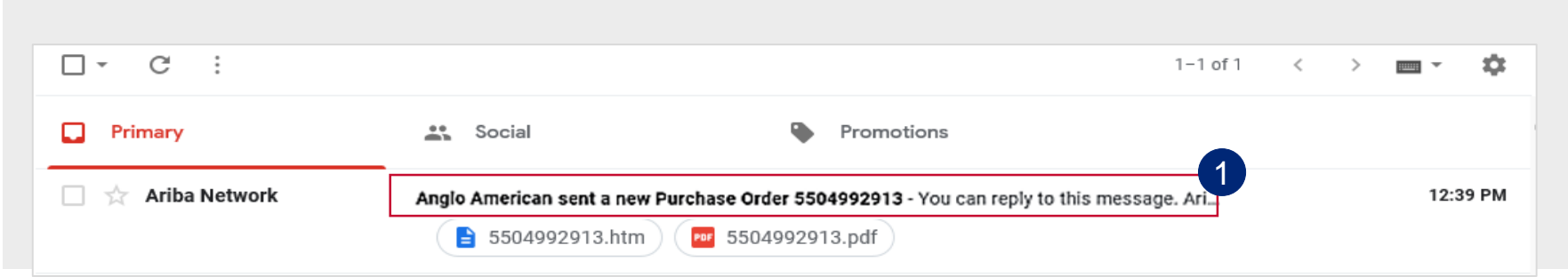




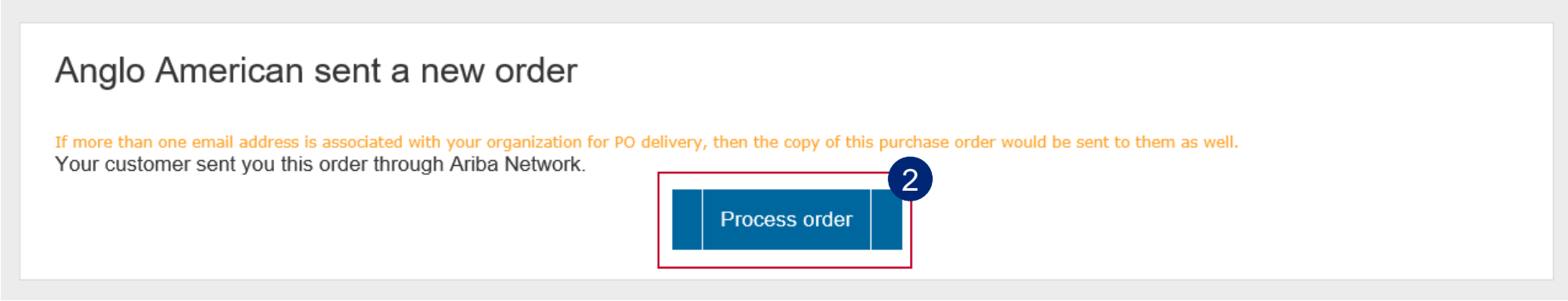
# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



**1** Go to your mailbox and **open the system generated interactive email** containing the PO you have received from us.



**2** Once in the email, please click on the **Process order** button





# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



- 1 You will be redirected to the **Ariba Network Supplier Login** page.
- 2 Enter your Ariba Network Account **User Name** and **password** and click on the **Login** button



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



**1** Purchase Order: 5505371552

**2** Line Item # / Description

Line #	Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	ROSE BUSH	Material		6.0 (EA)	14 May 2020	R 450.00 ZAR	R 2,700.00 ZAR	R 405.00 ZAR
2	PALM TREE SMALL	Material		8.0 (EA)	16 May 2020	R 350.00 ZAR	R 2,800.00 ZAR	R 420.00 ZAR

**3** Details

Sub-total: R 5,500.00 ZAR  
Est. Total Tax: R 825.00 ZAR  
Est. Grand Total: R 6,325.00 ZAR

- 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



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Line Items

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

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

Once you have opened the line item details, please 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



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



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
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



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5504992913 Done

1

2

3

Create Order Confirmation

Confirm Entire Order

Update Line Items

Reject Entire Order

Create Invoice

Print

Download PDF

Download CSV

Resend

From

Rustenburg Platinum Mines

Rustenburg Platinum Mines Ltd.

Rustenburg

0300 South Africa

To:

Purchase Order

(New)

5504992913

Amount: R46,300.00 ZAR

Version: 1

Payment Terms

60 Days from month end

Contact Information

Supplier Address

Buyer

Routing Status: Sent

- 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)



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 5504992913

Customer: Anglo American - TEST

Supplier Reference:

Additional Information

clientNumber:

assumingCompany:

\* Indicates required field

Anglo American - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Confirmations to Anglo American must be for the full order quantity (split or partial quantity responses will fail to process). Delivery Date only changes must be processed as Back Order.

As confirmações para a Anglo American devem ser para a quantidade total do pedido (as respostas de quantidade parcial ou de quantidades com datas de entrega diferentes não serão processadas). Somente a data de entrega pode ser alterada.

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



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



1

SHIPPING AND TAX INFORMATION

2

16 Oct 2019

Est. Shipping Date:

3

16 Oct 2019

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	BOLTS & FLANGES	300.0 (EA) ⓘ	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR
Current Order Status: 300.0 Confirmed With New Date (Estimated Delivery Date: 16 Oct 2019)						
2	CONTAINER CAPS	100.0 (EA) ⓘ	24 Oct 2019	R 130.00 ZAR	R 13,000.00 ZAR	R 1,950.00 ZAR
Current Order Status: 100.0 Confirmed With New Date (Estimated Delivery Date: 16 Oct 2019)						
3	SILO STRIPS	200.0 (EA) ⓘ	29 Oct 2019	R 99.00 ZAR	R 19,800.00 ZAR	R 2,970.00 ZAR
Current Order Status: 200.0 Confirmed With New Date (Estimated Delivery Date: 16 Oct 2019)						

Exit

4

Next

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 Est Delivery date
- These can be the same date.

4 Then click on **Next**



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Confirming PO

PreviousSubmitExit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

⚠ Confirmations to Anglo American must be for the full order quantity (split or partial quantity responses will fail to process). Delivery Date only changes must be processed as Back Order.

⚠ As confirmações para a Anglo American devem ser para a quantidade total do pedido (as respostas de quantidade parcial ou de quantidades com datas de entrega diferentes não serão processadas). Somente a data de entrega pode ser alterada.

⚠ Las confirmaciones a Anglo American deben corresponder a la cantidad total de la orden (las respuestas de cantidad parcial o de cantidades con fechas diferentes no se procesarán). Solamente la fecha de entrega puede ser cambiada.

Confirmation #: Quote40

Supplier Reference:

Additional Information:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	BOLTS & FLANGES	300.0 (EA) ⓘ	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR
Current Order Status:						
300.0 Confirmed With New Date (Estimated Delivery Date: 16 Oct 2019)						
2		100.0 (EA) ⓘ	24 Oct 2019	R 130.00 ZAR	R 13,000.00 ZAR	R 1,950.00 ZAR

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

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



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5504992913

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

From:

Rustenburg Platinum Mines

Rustenburg Platinum Mines Ltd.

Rustenburg

0300 South Africa

To:

Purchase Order

(Confirmed)

5504992913

Amount: R46,300.00 ZAR

Version: 1

Payment Terms ⓘ

60 Days from month end

Contact Information

Supplier Address

Buyer

--

1

Routing Status: Acknowledged

Related Documents: Quote40

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.



# HOW TO ELECTRONICALLY REJECT YOUR PO FOR GOODS





# REJECTING A PURCHASE ORDER



Purchase Order: 5505371561

Done

Create Order Confirmation | Create Service Sheet | Create Invoice | Print | Download PDF | Download CSV | Resend

Confirm Entire Order

Update Line Items

**Reject Entire Order**

To: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

Purchase Order (New)  
5505371561  
Amount: R1,849,550.00 ZAR  
Version: 1

Payment Terms: 60 Days from month end

Contact Information: Supplier Address

Other Information: CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

If any of the details in the PO are incorrect **please reject the PO in the system**, providing a reason for your rejection. This 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 can then confirm.

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



# REJECTING A PURCHASE ORDER



- 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**



# REJECTING A PURCHASE ORDER



Purchase Order: 5505371561

**Done**

**Create Order Confirmation** **Create Service Sheet** **Create Invoice** **Hide Changes** **Print** **Download PDF** **Download CSV** **Resend**

**Confirm Entire Order** **Update Line Items** **Reject Entire Order** **History**

**FROM:** **Rustenburg Platinum Mines**  
Rustenburg Platinum Mines Ltd.  
Rustenburg

**To:**

**Purchase Order**  
**(+ Rejected)**  
**5505371561**  
Amount: R1,849,550.00 ZAR  
Version: 2 (Previous Version)

**Payment Terms** **60 Days from month end**

**Contact Information**  
**Supplier Address**

**Buyer**  
**Test ID**  
**Email:**

**Other Information**

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1...This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement between the Purchaser and the Supplier pertaining to the goods and/or services as set out in the Purchase Order. If the

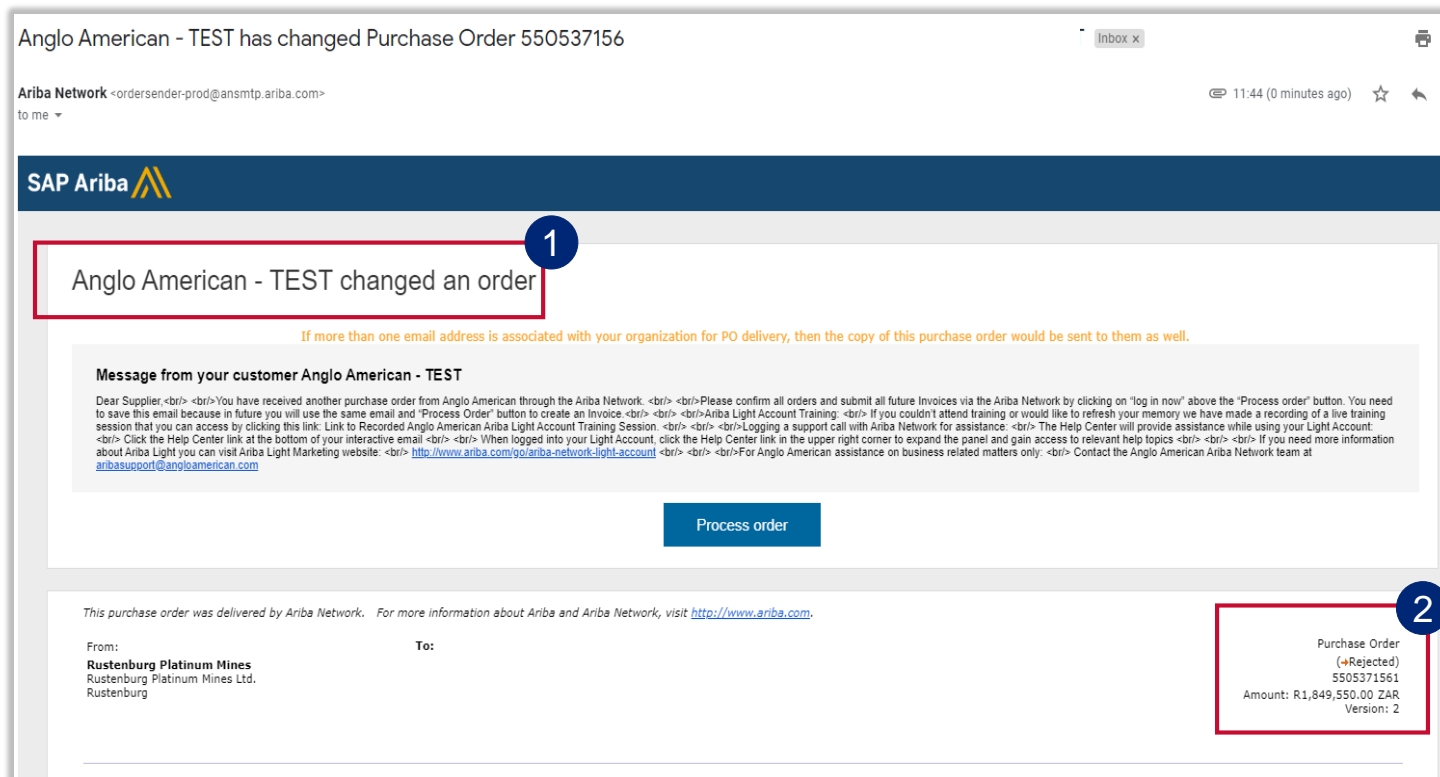
**1** Click on **Done** and log out of the browser. You will receive a system notification on receipt of the change order, based on the setup of your notifications



# REJECTING A PURCHASE ORDER



- 1 You will be sent a Change Order / new version of the Purchase Order. You must confirm this electronically otherwise the status of the PO will reflect as **Rejected** and then **Obsoleted**. The interactive email containing the Change Order will be the interactive email that you must process all documents against.



The different statuses an order can be in:

- **New:** a new Purchase order
- **Rejected:** you have rejected the purchase order
- **Changed:** you have cancelled or replaced line items in the original/changed purchase order
- **Confirmed:** you have electronically confirmed the PO & agreed to ship all line items on the purchase order
- **Obsolete:** original order has now been changed and there is a change order
- **Partially Received:** only partial deliveries were made against this order

- 2 Always ensure you are working with the latest version, which will reflect here

50

EXTERNAL



# HOW TO INVOICE AGAINST YOUR PO FOR GOODS

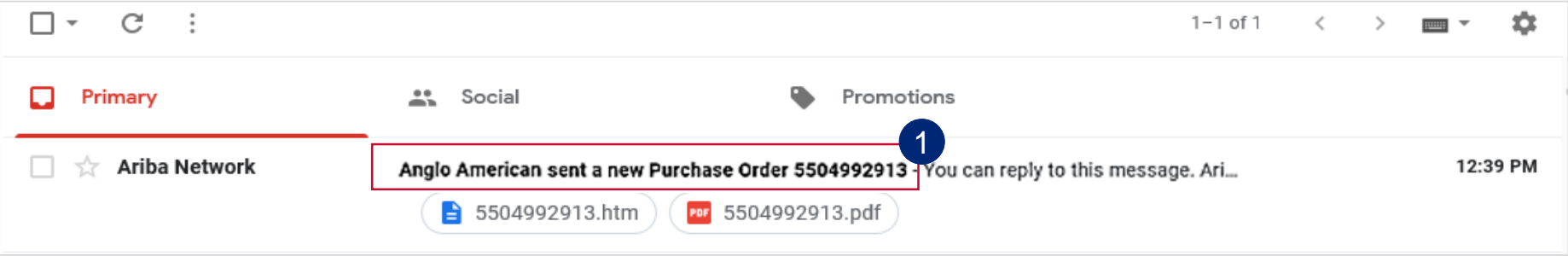




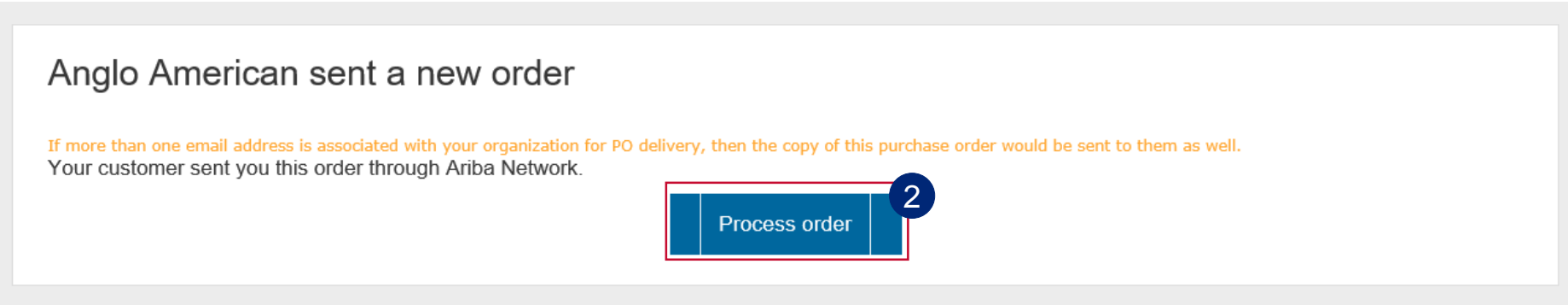
# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



The only way to invoice against your Purchase Order is to go to and open the **Ariba Network system generated email you received** .



**1** Open the email



**2** Click on the **Process Order** button to open the Purchase Order.



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



- 1 You will be redirected to the **Ariba Network Supplier Login** page.
- 2 Enter your Ariba Network Account **User Name** and **password** and click on the **Login** button



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



**Ariba Network** Upgrade from standard account Learn More Company Settings Jane Main

Purchase Order: 5504992913 Done

Create Order Confirmation Create Ship Notice Create Invoice Print Download PDF Download CSV Resend

Order Detail Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To:

Purchase Order (Confirmed)  
5504992913  
Amount: R46,300.00 ZAR  
Version: 1

Payment Terms 60 Days from month end

Contact Information Supplier Address Buyer

Routing Status: Acknowledged  
Related Documents: Quote40

- 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.



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5504992989

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, **Create Invoice** (highlighted with a red box and a blue circle with '1'), Print, Download PDF, Download CSV, Resend.

Dropdown menu for 'Create Invoice': Standard Invoice, Line-Item Credit Memo, Line-Item Debit Memo.

From: Rustenburg Platinum Mines, Rustenburg Platinum Mines Ltd., Rustenburg, 0300 South Africa.

Purchase Order (Partially Received) 5504992989, Amount: , Version: 1.

Payment Terms: 5.000% 0, Payment end of next month, 5.0% discount.

Contact Information: Supplier Address.

Other Information: CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER. 1...This purchase order is subject to the terms and conditions (document reference: AA-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement between the Purchaser and the Supplier pertaining to the goods and/or services as set out in the Purchase Order. If the Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately. Notwithstanding any written communication by the Supplier to the Purchaser as aforesaid, in the event that the Supplier delivers the goods and/or supplies the services as set out in this purchase order, it will be deemed that the Supplier has read, understood and unconditionally accepted the terms and conditions. 2...The Supplier is required to adhere to the Purchaser's policies and procedures and in this regard, attention is drawn to, inter alia, the Anglo American Business Integrity Policy, Anglo American Fatal Risk Standards and other policies that can be found on www.angloamerican.com/suppliers as well as all site specific safety requirements that can be requested from the Safety Officer on-site. 3...Should you not be able to access the documents reference above these will be provided to you on request. SpecialClause: When delivering to CrossRoads (Stuarts), at Elandsfontein, the Supplier must deliver 7 days prior to delivery date. Customer Company Reg Nr: 1931/003380/06.

Routing Status: Acknowledged. Related Documents: R00050095682502019, Conf2999 (highlighted with a red box and a blue circle with '2').

- 1 If a GRV has been created you will be able to access the drop down under **Create Invoice**. You will need to follow a check of your receipt as described below, prior to invoicing
- 2 All the documents related to your specific PO can be viewed under **Related Documents**. Supplier will see their Goods Receipts listed here. Click on the receipt to open it.  
Open the receipt to check which delivery note was linked to the GRV. This document will begin with an **R**, followed by a string of numbers



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



**SAP Ariba Network** Standard Account **Upgrade**

Receipt: R00050102431282020 Done Previous

[Print](#) | [Export cXML](#)

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

**From:**  
Anglo American - TEST  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**To:**

**Receipt:**  
Receipt No.: R00050102431282020  
Receipt Date: 6 May 2020

**Work Order Information**  
Work Order ID:

Routing Status: Sent  
Related Documents: [5505371552](#)

Item	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 5505371552													
1	1					DELNOTE 1552A	6 May 2020	2.0 EA ⓘ	Not Specified	Received			
2	2					DELNOTE 1552A	6 May 2020	2.0 EA ⓘ	Not Specified	Received			

Receipt received on: Wednesday 6 May 2020 12:00 PM GMT+02:00  
Received by Ariba Network on: Wednesday 6 May 2020 12:48 PM GMT+02:00  
This Receipt was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

- 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



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



SAP Ariba Network Standard Account Upgrade

Purchase Order: 5505371552

Create Order Confirmation Create Ship Notice **Create Invoice** Print Download PDF Download CSV Resend

Order Detail Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

Payment Terms: Payment end of next month net

Contact Information: Supplier Address Buyer

Other Information: CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

1. Create Invoice button highlighted in red.

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.

SAP Ariba Network Standard Account Upgrade

Select receipts to be invoiced

Next Cancel

Receipt List

	Receipt Number ↑	Customer	Date	Routing Status
<input type="checkbox"/>	R00050102431282020	Anglo American - TEST	6 May 2020 12:48:20 PM	Sent
<input type="checkbox"/>	R00050102431322020	Anglo American - TEST	6 May 2020 1:19:17 PM	Sent
<input checked="" type="checkbox"/>	R00050102431332020	Anglo American - TEST	6 May 2020 1:19:16 PM	Sent

Next Cancel

2. Receipt List table highlighted in red.



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



**SAP Ariba Network Standard Account Upgrade**

Create Invoice Update Save Exit Next

!Please correct the following errors and resubmit

▼ Invoice Header \* Indicates required field Add to Header ▼

**Summary**

Purchase Order: 5505371552

Invoice #: INV1552

Invoice Date: 18 Mar 2020

Service Description:

Remit To: GRASS TOWER (PTY) LTD-TEST

JOHANNESBURG  
GautengSouth Africa

Bill To: Rustenburg Platinum Mines

Rustenburg  
South Africa

Subtotal: R 1,050.00 ZAR

Total Tax: R 157.50 ZAR

Amount Due: R 1,207.50 ZAR

View/Edit Addresses

**Payment Term**

Net Term(days):  Discount or Penalty Term(days):  Percentage(%):  Add Discount/Penalty Term

Payment end of next month net

**Additional Fields**

☐ Information Only: No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Customer: Rustenburg Platinum Mines

Rustenburg  
South Africa

Email:

Bill From:

☐ Tax paid through a Tax Representative

**Supplier VAT**

Supplier VAT/Tax ID:

Supplier Commercial Identifier:

**Customer VAT**

Customer VAT/Tax ID: 4310113883

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.

**Payment Term**

Net Term(days):  Discount or Penalty Term(days):  Percentage(%):  Add Discount/Penalty Term

Payment end of next month net

**Additional Fields**

☐ Information Only: No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Customer: Rustenburg Platinum Mines

Rustenburg  
South Africa

Email:

Bill From:

☐ Tax paid through a Tax Representative

**Supplier VAT**

Supplier VAT/Tax ID:

Supplier Commercial Identifier:

**Customer VAT**

Customer VAT/Tax ID: 4310113883

**Line Items** 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category:  ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL		PALM TREE SMALL		3.0	EA	R 350.00 ZAR	R 1,050.00 ZAR

**Receipt Details** Receipt #: R0005010243132020 Receipt Line #: 1

**Pricing Details** Unit Conversion: 1 Price Unit: EA Price Unit Quantity: 1.0 Description:

**Tax** Category: VAT Location: 15% Input VAT Regime: Taxable Amount: Tax Amount:

Law Reference: Triangular Transaction: NO

Line Item Actions Delete

Update Save Exit Next



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



**SAP** Ariba Network Standard Account Upgrade

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:South Africa. The document's destination country is:South Africa.  
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number: INV1552 Subtotal:  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00 Total Tax:  
Original Purchase Order: 5505371552 Amount Due:  
Receipt: R00050102431332020

**REMIT TO:**

**BILL TO:**  
Rustenburg Platinum Mines  
Postal Address (Rustenburg Platinum Mines Limited):  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**SUPPLIER:**

**BILL FROM:**

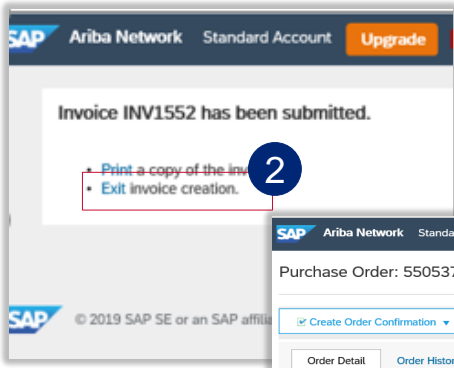
**CUSTOMER:**  
Rustenburg Platinum Mines  
Postal Address:  
Rustenburg Platinum Mines Ltd.

The summary page allow suppliers to verify that all the information is correct.

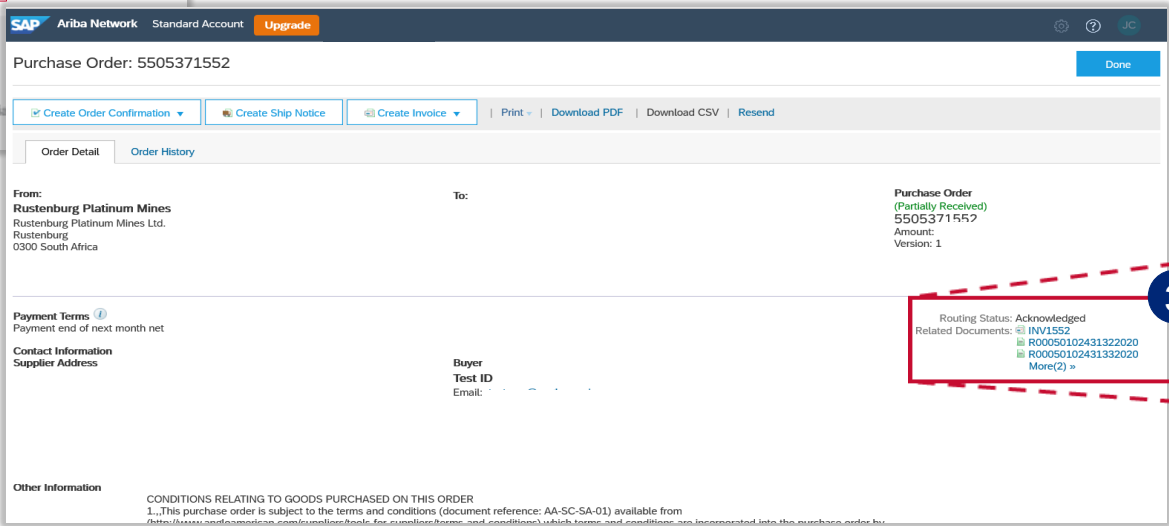
- 1 Once confirmed that all information is correct, click on **Submit**.



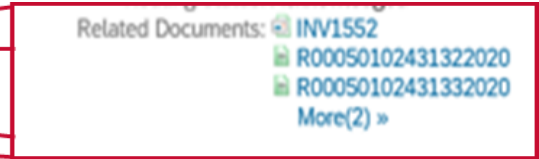
# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



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 or Receipt





# HOW TO VIEW YOUR INVOICE STATUS & DUE DATE





# HOW TO SEE YOU INVOICE STATUS AND DUE DATE



**SAP Ariba Network** Standard Account Upgrade

Purchase Order: 5505371552

Create Order Confirmation Create Ship Notice Create Invoice Print Download PDF Download CSV Resend

Order Detail Order History

**From:** Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**To:**

**Purchase Order (Partially Received)**  
5505371552  
Amount  
Version: 1

**Payment Terms**  
Payment end of next month net

**Contact Information**  
Supplier Address

**Buyer**  
Test ID  
Email

buyerID: 126000

**Other Information**  
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1. This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from <http://www.angloamerican.com/supplier/aa-sc-sa-01> which terms and conditions are incorporated into the purchase order by reference.

**Routing Status:** Acknowledged  
**Related Documents:** INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

**Status**  
Invoice: Approved  
Routing: Acknowledged  
Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020  
Origin: Supplier

Subtotal: R 1,050.00 ZAR  
Total Tax: R 157.50 ZAR  
Amount Due: R 1,207.50 ZAR

This document is digitally signed

**REMIT TO:**

**BILL TO:**  
Rustenburg Platinum Mines  
Postal Address (Rustenburg Platinum Mines Limited):  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa  
Address ID: R000

**SUPPLIER:**

- 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**.



# HOW TO SEE YOU INVOICE STATUS AND DUE DATE



SAP Ariba Network Standard Account Upgrade

reate a line-item credit memo for the selected invoice

Done Previous

Create Line-Item Credit Memo Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments History

Invoice: INV1552  
Invoice Status: Approved  
Received By Ariba Network On: 6 May 2020 1:52:37 PM GMT+02:00  
Submitted By: Joe Corona  
To: Anglo American - TEST  
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	This document has been digitally signed.	LegalizationDispatcher-125043039	6 May 2020 2:01:17 PM
	This document has been digitally verified.	LegalizationDispatcher-125043039	6 May 2020 2:01:18 PM
	The document has been transferred to the next integration point.	CommunityWeb-125004072	6 May 2020 2:01:21 PM
	The document is ready to be picked up by the recipient.	CommunityWeb-125004072	6 May 2020 2:01:21 PM
	Comments from Anglo American - TEST: The document was added to the pending queue for download.	TXNDocSupplierApp-125041066	6 May 2020 2:01:22 PM
Sent		Supplier	6 May 2020 2:01:22 PM
	Comments from Anglo American - TEST:	TXNDocSupplierApp-125040069	6 May 2020 2:05:06 PM
	The invoice status has been successfully updated to Approved by Anglo American - TEST. Description:Payment Due Date: 2020.04.30	Supplier	6 May 2020 2:05:06 PM
		TXNDocSupplierApp-125037078	6 May 2020 2:12:04 PM

- 3 Click on the **History** tab
- 4 The **Acknowledged** section will reflect the Payment Due date details

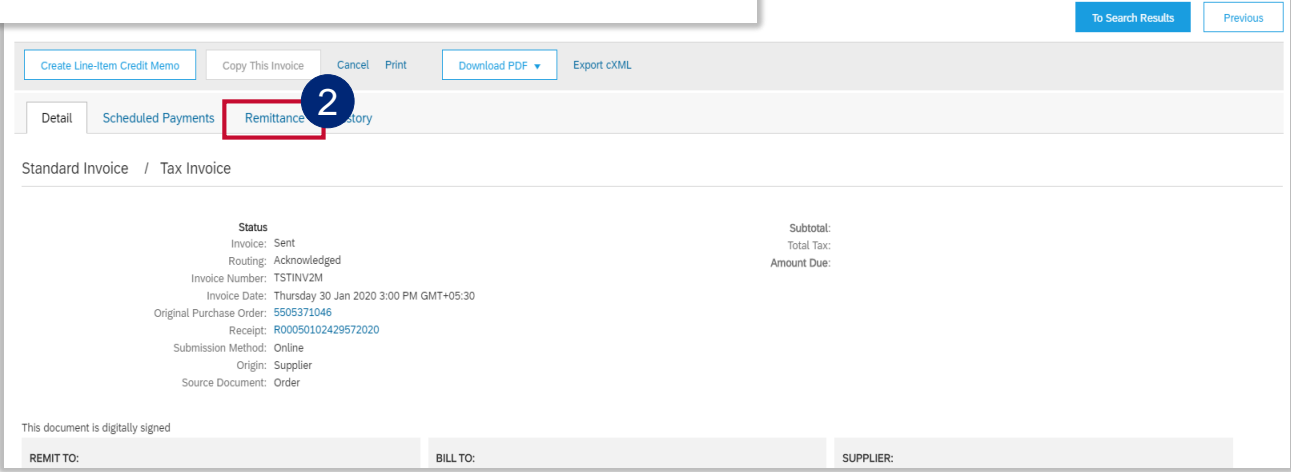
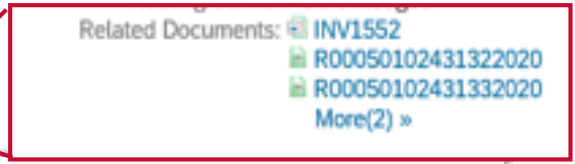
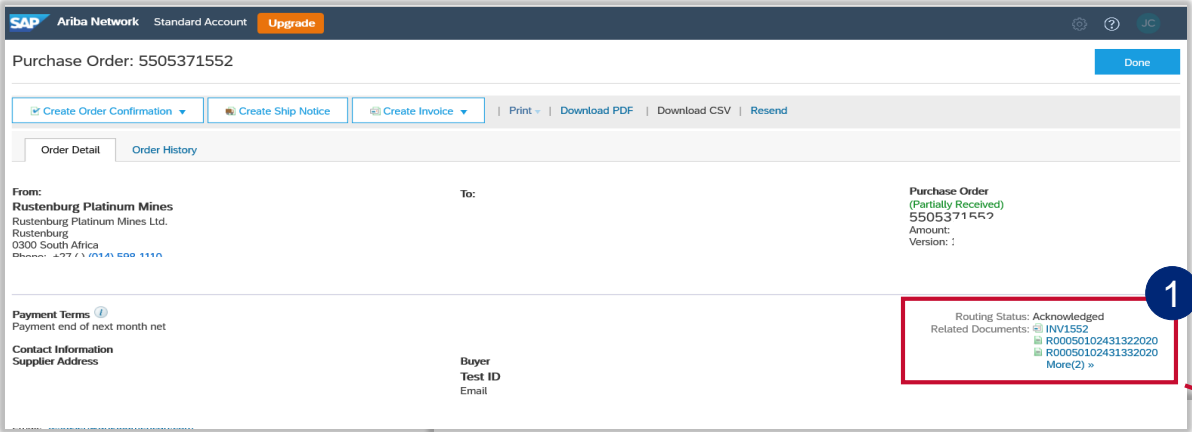


# HOW TO FIND YOUR REMITTANCE ADVICE





# HOW TO FIND YOUR REMITTANCE ADVICE



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

2 Click on the **Remittance** tab



# HOW TO FIND YOUR REMITTANCE ADVICE



Invoice: TSTINV2M

[To Search Results](#) [Previous](#)

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Cancel](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [Remittance](#) [History](#)

Reference No.	Payment Proposal	Status	Payment Date	Method	Received On
R00015000000492020					

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Cancel](#) [Download PDF](#) [Export cXML](#)

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

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

Remittance Advice: R00015000000492020 (Paid)

[To Search Results](#)

[Print](#) [Export cXML](#) [Download CSV](#)

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

From: Anglo American - TEST  
PAYEE: Rustenburg Platinum Mines (Show Payer Details)

To: (Show Payee Details)

**REMITTANCE ADVICE**  
R00015000000492020 (Paid)  
Gross Amount: R 3,300.00 ZAR  
Withholding Tax: (R 0.00 ZAR)  
Amount Paid: R 3,300.00 ZAR  
Estimated Settlement on 6 May 2020

Payment Detail

Payment Method: Wire  
Reference Number: 1500000049  
Related Payment: R00015000000492020  
Identified Differences: None

Routing Status: Sent  
Transaction Date: 6 May 2020

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: TSTINV2M (Show Details)	R 3,300.00 ZAR	R 0.00 ZAR			R 3,300.00 ZAR	

ADDITIONAL INFORMATION

originalInvoiceNo: TSTINV2M buyerInvoiceID: 5200000031 fiscalYear: 2020 Company Code: R000



# HOW TO CREATE A CREDIT NOTE





# HOW TO CREATE A CREDIT NOTE



**SAP Ariba Network** Standard Account Upgrade

Purchase Order: 5505371552 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

**Order Detail** **Order History**

**From:**  
Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**To:**

**Purchase Order**  
(Partially Received)  
5505371552  
Amount:  
Version: 1

**Payment Terms** ⓘ  
Payment end of next month net

**Contact Information**  
Supplier Address

**Buyer**  
Test ID  
Email:

Routing Status: Acknowledged  
Related Documents: [INV1552](#)  
[R00050102431322020](#)  
[R00050102431332020](#)  
[More\(2\) »](#)

1

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

2

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

**Related Documents:** [INV1552](#)  
[R00050102431322020](#)  
[R00050102431332020](#)  
[More\(2\) »](#)

**SAP Ariba Network** Standard Account Upgrade

Invoice: INV1552 Done Previous

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

**Detail** **Scheduled Payments** **History**

**Standard Invoice / Tax Invoice**

**Status**  
Invoice: Approved  
Routing: Acknowledged  
Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020  
Origin: Supplier

**Subtotal:**  
**Total Tax:**  
**Amount Due:**

This document is digitally signed

**REMIT TO:**

**BILL TO:**  
Rustenburg Platinum Mines  
Postal Address (Rustenburg Platinum Mines Limited):  
Rustenburg Platinum Mines Ltd.

**SUPPLIER:**



# HOW TO CREATE A CREDIT NOTE



SAP Ariba Network Standard Account Upgrade

Create Line-Item Credit Memo

Update Save Exit **Next** 5

Credit Memo Type

☒ Quantity Adjustment ⓘ ☐ Price Adjustment ⓘ

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

Credit Memo #: CN1552 3

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To:

JOHANNESBURG  
GautengSouth Africa  
Bill To: Rustenburg Platinum Mines  
Rustenburg  
South Africa

Subtotal:  
Total Tax:  
Amount Due:

View/Edit Addresses

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

Comment

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED 4

Default Credit Memo  
Comment Text:

receiverID:

batchNo:

articleNumber:

transactionCategoryOrType:

Add to Header ▼



# HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR SERVICES





# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



The next steps will show you how to confirm a Purchase Order for **Services**.



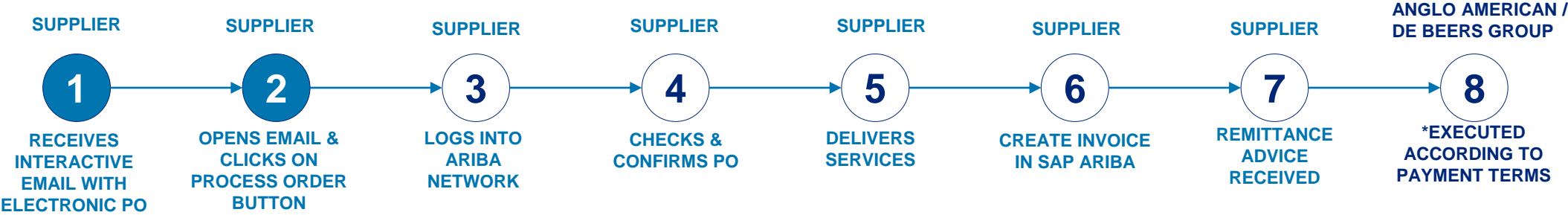
## PROCESS FOR CONFIRMING & INVOICING AGAINST PURCHASE ORDERS FOR SERVICES



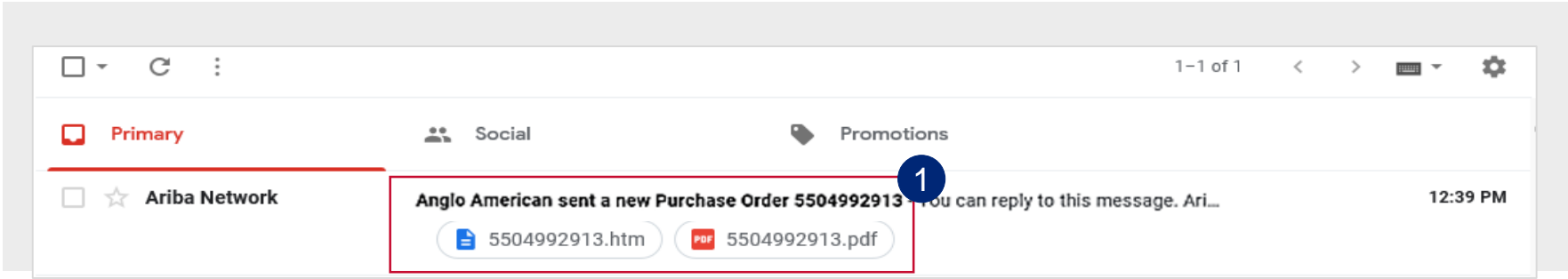
- Each step in this electronic processes is dependent on the one before it
- If one is not actioned, the system will not allow the **next step to be completed**
- **For example** – if you do not confirm your **PO in Step 4**, our stores are unable to create a Services Receipt Verification (GRV) as indicated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



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



1 Go to your mailbox and **open the system generated interactive email** containing the PO you have received from us.

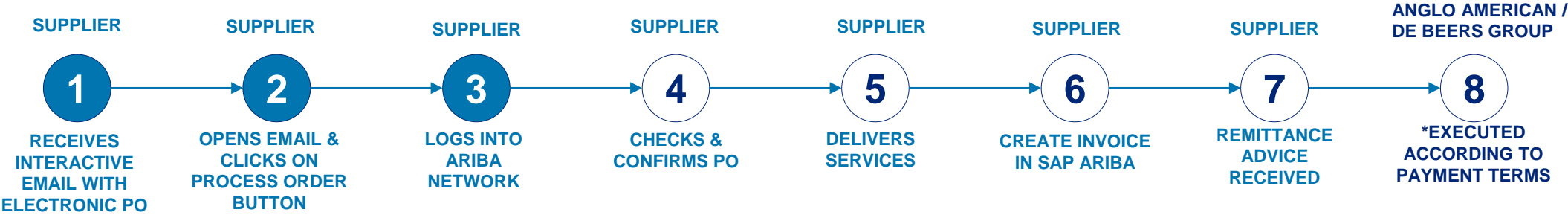


2 Once in the email, please click on the **Process order** button





# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



- 1 You will be redirected to the **Ariba Network Supplier Login** page.
- 2 Enter your Ariba Network Account **User Name** and **password** and click on the **Login** button



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



SAP Ariba Network Standard Account Upgrade

Purchase Order: 5505371561 Done

Create Order Confirmation Create Service Sheet Create Invoice Print Download PDF Download CSV Resend

Order Detail Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To: Purchase Order (New)  
5505371561  
Amount:  
Version: 1

Email:

Payment Terms 60 Days from month end Routing Status: Sent

Contact Information Supplier Address

Buyer Test ID  
Email: testuser@angloamerican.com

buyerID: 126001

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

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

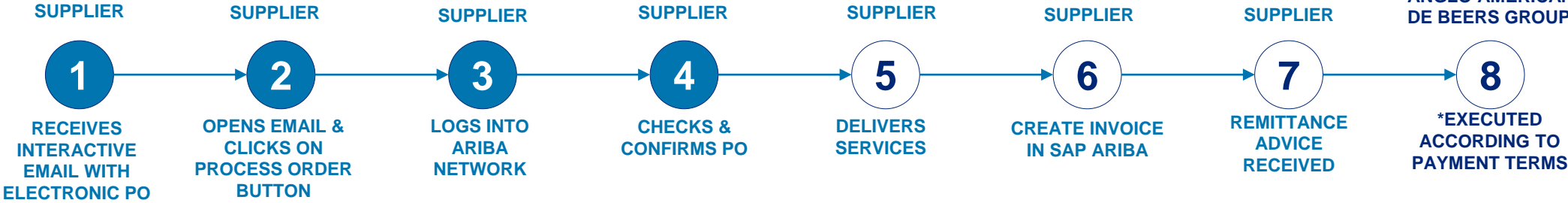
**Please Note:** You must check the accuracy of each PO you receive from us **at a line item level**. To do this scroll down to the **Line Items Section**



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES – FULL INVOICING



ANGLO AMERICAN /  
DE BEERS GROUP



Location Code: WB00

Line Items									
Line #	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Consulting - Financial Reports	998153241	Service		1.0 (EA)	4 Jun 2020	R 45,000.00 ZAR	R 45,000.00 ZAR	R 6,750.00 ZAR
1.1	CEO CONSULTING FEES	998155351	Service		1.0 (EA)		R 50,000.00 ZAR	R 50,000.00 ZAR	R 7,500.00 ZAR
1.2	CORPORATE COMMUNICATIONS CONSULTING FEES		Service						
2	Consulting - IT reviews	993910101	Service		1.0 (EA)	10 Jun 2020	R 6,897.00 ZAR	R 6,897.00 ZAR	R 1,034.55 ZAR
2.1	AUDIT FEES SD REPORT KPMG	993915001	Service		1.0 (EA)		R 10,000.00 ZAR	R 10,000.00 ZAR	R 1,500.00 ZAR
2.2	INFRASTRUCTURE MODELS		Service						

Order submitted on: Friday 14 Aug 2020 12:00 PM GMT+02:00  
Received by Ariba Network on: Friday 14 Aug 2020 10:10 AM GMT+02:00  
This Purchase Order was sent by Anglo American - TEST AND1048242614-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: R 111,897.00 ZAR  
Est. Total Tax: R 16,784.55 ZAR  
Est. Grand Total: R 128,681.55 ZAR

- 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.

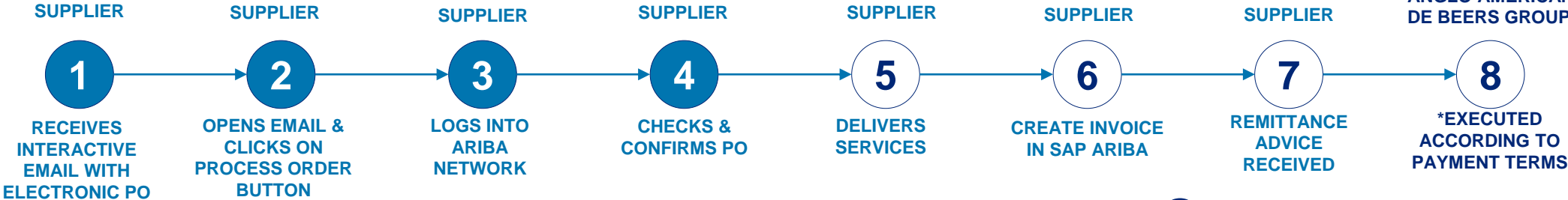
**FULL INVOICING:** If you intend to invoice us once for the full PO amount, please check that the PO you receive from us reflects the Qty (Unit) field as 1, with the Rand value displayed in the Price field. If the PO you have received from us does not reflect the values in the appropriate fields based 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.



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES – PARTIAL INVOICING



ANGLO AMERICAN /  
DE BEERS GROUP



Line Items									
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	<a href="#">Details</a>
1.1	998153241		Service		450,000.0 (EA) ⓘ		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR <a href="#">Details</a>
1.2	998155351		Service		500,000.0 (EA) ⓘ		R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR <a href="#">Details</a>
▼ 2	Consulting - IT reviews		Service			10 Jun 2020		R 899,550.00 ZAR	<a href="#">Details</a>
2.1	993910101		Service		223,900.0 (EA) ⓘ		R 1.00 ZAR	R 223,900.00 ZAR	R 33,585.00 ZAR <a href="#">Details</a>
2.2	993915001		Service		675,650.0 (EA) ⓘ		R 1.00 ZAR	R 675,650.00 ZAR	R 101,347.50 ZAR <a href="#">Details</a>
INFRASTRUCTURE MODELS									
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.



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



Ship All Items To

RPM (AS) - Central Logistics  
Thabazimbi Road  
Amandelbult

Location Code: W500

Bill To

Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

Deliver To

Line Items

Line #	Change	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax														
▼ 1		Service					4 Jun 2020		R 950,000.00 ZAR															
1.1		Consulting - Financial Reports	998153241	Service		450,000.0 (EA)		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR														
<p>CEO CONSULTING FEES</p> <p>Control Keys</p> <p>Invoice: is not ERS</p> <p>Tax</p> <table> <thead> <tr> <th>Tax Category</th> <th>Tax Rate (%)</th> <th>Taxable Amount</th> <th>Tax Amount</th> <th>Tax Location</th> <th>Description</th> <th>Exempt Detail</th> </tr> </thead> <tbody> <tr> <td>VAT</td> <td>15.00</td> <td>R 950,000.00 ZAR</td> <td>R 67,500.00 ZAR</td> <td></td> <td>15% Input VAT</td> <td></td> </tr> </tbody> </table> <p>Generic Service</p> <p>Other Information</p> <p>External Line Number: 1</p> <p>Classification Domain: not available</p> <p>Classification Code: CONSULTATION SERVICE</p>											Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail	VAT	15.00	R 950,000.00 ZAR	R 67,500.00 ZAR		15% Input VAT	
Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail																		
VAT	15.00	R 950,000.00 ZAR	R 67,500.00 ZAR		15% Input VAT																			

**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





# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



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

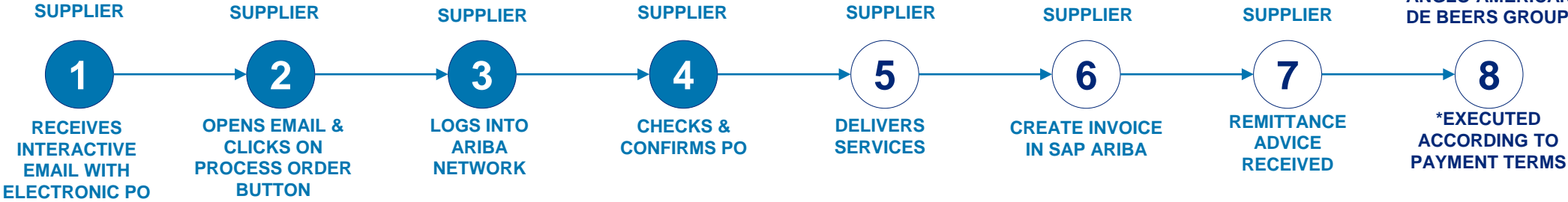
2 A drop down menu will appear. Click on **Confirm Entire Order** to confirm your PO



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



ANGLO AMERICAN /  
DE BEERS GROUP



**Confirming PO**

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: Proposal 1561

Associated Purchase Order #: 5505371561

Customer: Anglo American - TEST

Supplier Reference:

Additional Information

Confirmations to Anglo American must be for the full order quantity (split or partial quantity responses will fail to process). Delivery Date only changes must be processed as Back Order.

SHIPPING AND TAX INFORMATION

Est. Completion Date: 31 Dec 2020

Comments:

Line Items

Line #	Part # / Description	Customer Part #	Qty
1	Consulting - Financial Reports		
Current Order Status: Confirmed With New Date (Estimated Completion Date: 31 Dec 2020)			

**Confirming PO**

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmations to Anglo American must be for the full order quantity (split or partial quantity responses will fail to process). Delivery Date only changes must be processed as Back Order.

As confirmações para a Anglo American devem ser para a quantidade total do pedido (as respostas de quantidade parcial ou de quantidades com datas de entrega diferentes não serão processadas). Somente a data de entrega pode ser alterada.

Las confirmaciones a Anglo American deben corresponder a la cantidad total de la orden (las respuestas de cantidad parcial o de cantidades con fechas diferentes no se procesarán). Solamente la fecha de entrega puede ser cambiada.

Confirmation #: Proposal 1561

Supplier Reference:

Additional Information:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Consulting - Financial Reports			4 Jun 2020		R 950,000.00 ZAR	
Current Order Status: Confirmed With New Date (Estimated Completion Date: 31 Dec 2020)							
1.1	CEO CONSULTING FEES	998153241	450,000.0 (EA)		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR
1.2	CORPORATE COMMUNICATIONS CONSULTING FEES	998155351	500,000.0 (EA)		R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR
2				10 Jun 2020		R 899,550.00 ZAR	

- 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.



# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES





# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES



SAP Ariba Network Standard Account Upgrade

Purchase Order: 5505371561 Done

Create Order Confirmation 1

Create Service Sheet Create Invoice Print Download PDF Download CSV Resend

Confirm Entire Order

Update Line Items

Reject Entire Order 2

To:

Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

Purchase Order (New)  
5505371561  
Amount:  
Version:

Payment Terms 60 Days from month end

Contact Information  
Supplier Address

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall

Routing Status: Sent

Buyer  
Test ID  
Email:

- 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 simply notifying us that the PO is incorrect.



# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

Payment Terms: 60 Days from month end

Contact Information  
Supplier Address

Other Information

CONDITIONS RELATING TO THIS PURCHASE ORDER (PO) are available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions shall be binding on the Supplier, save and except that these terms and conditions shall not apply where there is a written communication by the Supplier to the Purchaser as aforesaid, in which case the Supplier's terms and conditions shall apply. The Supplier is required to adhere to the Purchaser's policies and procedures and in this regard, attention is drawn to, inter alia, the Anglo American Business Integrity Policy, Anglo American Fatal Risk Standards and other policies that can be found on www.angloamerican.com/suppliers as well as all site specific safety requirements that can be requested from the Supplier.

REJECT ENTIRE ORDER

Order Confirmation Number: Proposal 1561

Rejection Reason: Please Select

Comments: Price not according to quoted value on line item 2.

Reject Order Cancel

- 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.

82

EXTERNAL

6

**IMPORTANT!** If you are rejecting the PO because the values were incorrect or it 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



# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561

[Done](#)

Create Order Confirmation | Create Service Sheet | Create Invoice | Hide Changes | Print | Download PDF | Download CSV | Resend

Confirm Entire Order | Update Line Items | Reject Entire Order | history

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To:

Purchase Order  
(+ Rejected)  
5505371561  
Amount:  
Version: 2 (Previous Version)

Payment Terms  
60 Days from month end

Contact Information  
Supplier Address

Buyer  
Test ID  
Email:

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement between the Purchaser and the Supplier pertaining to the goods and/or services as set out in the Purchase Order. If the

Routing Status: Acknowledged  
Related Documents: Proposal 1561

- 1 Your PO will now reflect as **Rejected**
- 2 Click on **Done** and log out of your account.

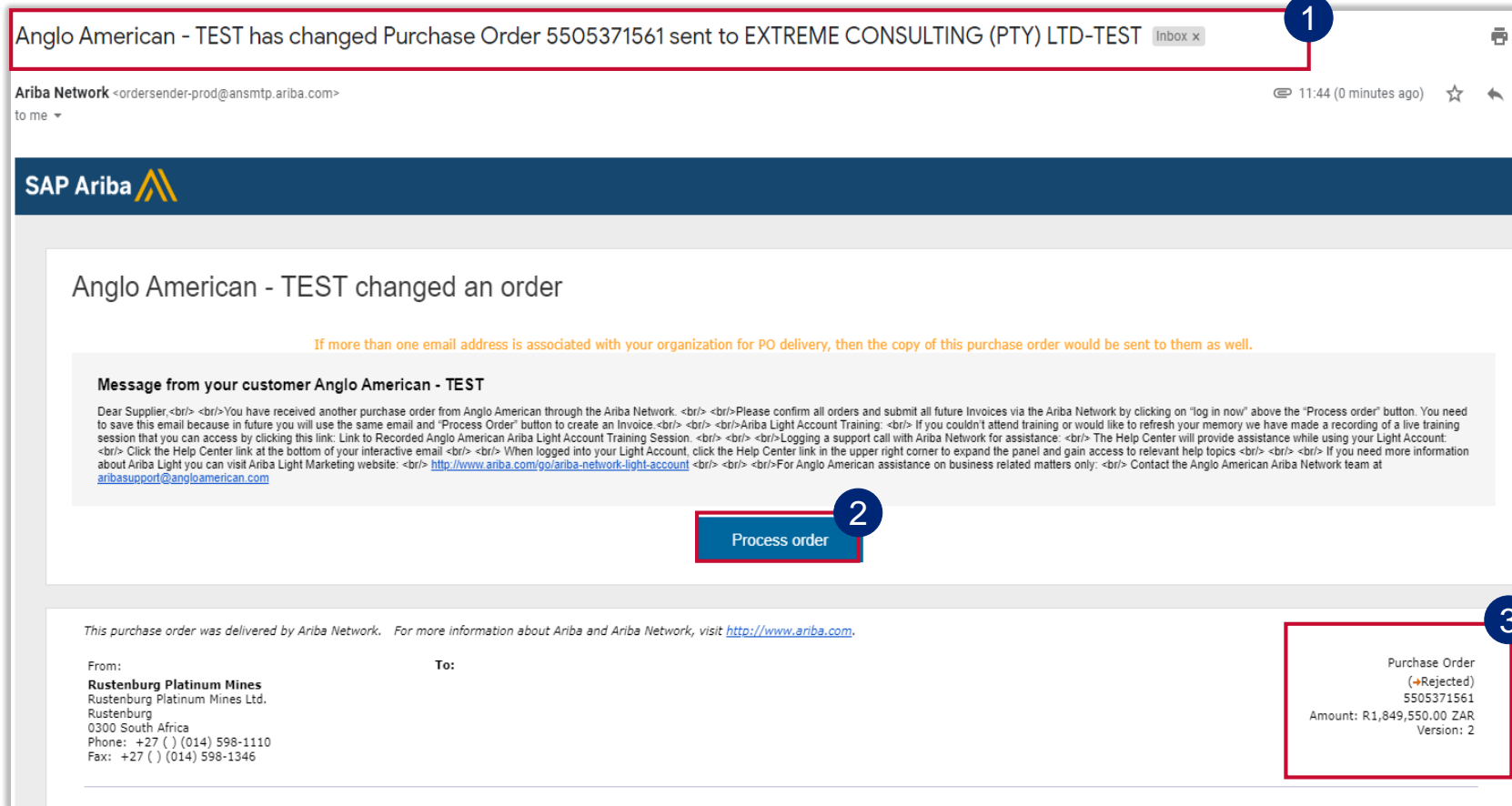
This rejection will now workflow electronically and notify your buyer to send a Change Order.





# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

1 Once the buyer has amended the PO you will receive a Change Order. (your new PO)



2 You must electronically confirm this new PO. Click on **Process order**. If you do not, do so, the status of the PO will reflect as Rejected and then Obsolete.

The different statuses an order can be in:

- **New:** a new Purchase order
- **Rejected:** you have rejected the purchase order
- **Changed:** you have cancelled or replaced line items in the original/changed purchase order
- **Confirmed:** you have electronically confirmed the PO & agreed to ship all line items on the purchase order
- **Obsolete:** original order has now been changed and there is a change order
- **Partially Received:** only partial deliveries were made against this order

3 **Please Note:** The previous version of the PO you received is now Obsolete and you need to use this new interactive email containing the Change Order to invoice against the new PO. **Always ensure you are working with the latest version, which will reflect here**



# **HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES**

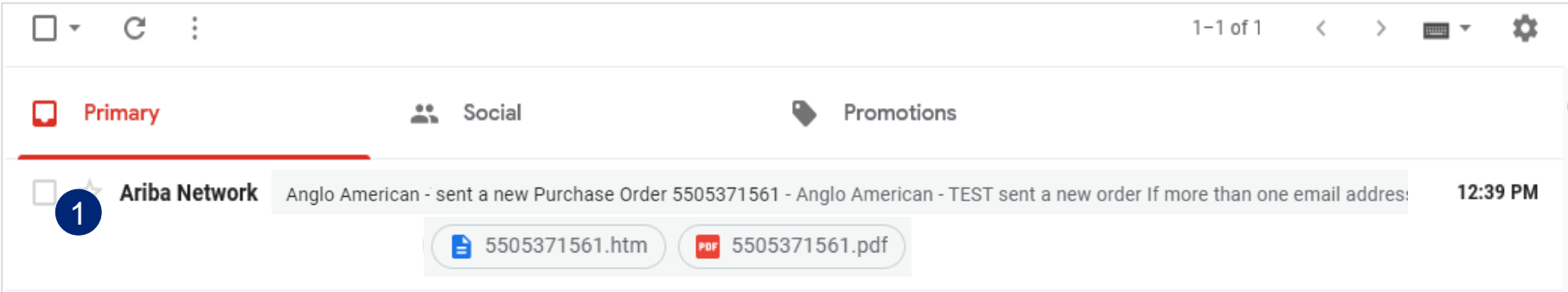




# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



The only way to invoice against your Purchase Order is to go to and open the **Ariba Network system generated email you received** .



**1** Open the email



**2** Click on the **Process Order** button to open the Purchase Order.



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



1

SAP Ariba Network

SAP Ariba

Supplier Login

2

User Name

Password

Login

Having trouble logging in?

Buyers are looking for new suppliers

Use code SAPARIBA2020

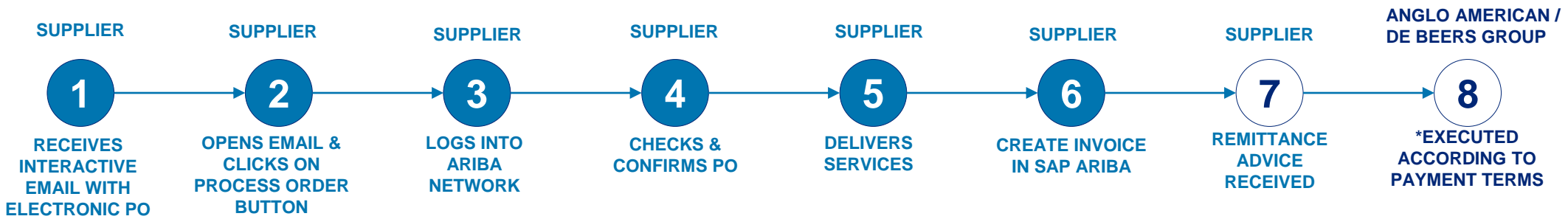
Learn More

To help the world's businesses continue to run at their best, we're waiving the fee for suppliers to respond to SAP Ariba Discovery posts. Use code SAPARIBA2020 to respond to your matched leads today.

- 1 You will be redirected to the **Ariba Network Supplier Login** page.
- 2 Enter your Ariba Network Account **User Name** and **password** and click on the **Login** button



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



SAP Ariba Network Standard Account Upgrade

Purchase Order: 5505371561 Done

Create Order Confirmation

Create Service Sheet

1

Create Invoice

Hide Changes | Print | Download PDF | Download CSV | Resend

Order Detail

Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To:

Purchase Order  
(+ Confirmed)  
5505371561  
Amount:  
Version: 2 (Previous Version)

Payment Terms ⓘ  
60 Days from month end

Routing Status: Acknowledged  
Related Documents: ☒ Proposal 1561  
☒ Proposal 1561

Contact Information  
Supplier Address

Buyer  
Test ID  
Email:

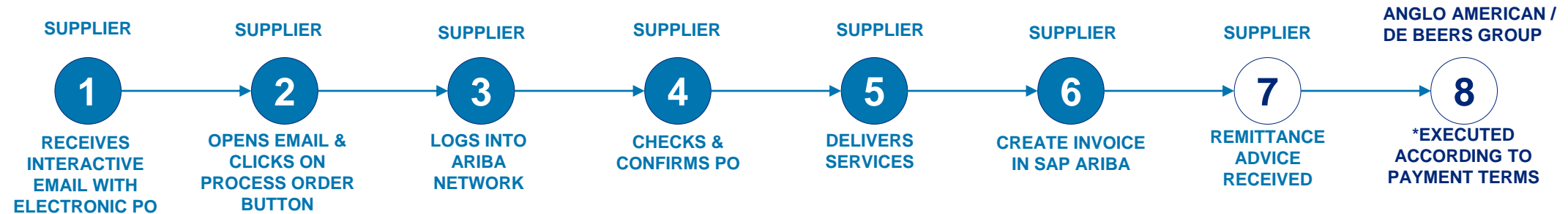
Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement between the Purchaser and the Supplier pertaining to the goods and/or services as set out in the Purchase Order. If the Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately. Notwithstanding any written communication by the Supplier to the

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



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561

Create Order Confirmation | Create Service Sheet | Create Invoice | Show Changes | Print | Download PDF | Download CSV | Resend

Order Detail | Order History

From: Rustenburg Platinum Mines  
To: Rustenburg Platinum Mines Ltd.  
Rustenburg  
100 South Africa

Purchase Order (Confirmed) 5505371561  
Amount: 5505371561 (Previous Version)

Routing Status: Acknowledged  
Related Documents: Proposal 1561, Proposal 1561

Payment Terms: 10 Days from month end  
Contact Information  
Supplier Address

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

1...This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (<http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions>) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement between the Purchaser and the Supplier pertaining to the goods and/or services as set out in the Purchase Order. If the Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately. Notwithstanding any written communication by the Supplier to the Purchaser as aforesaid, in the event that the Supplier delivers the goods and/or supplies the services as set out in this purchase order, it will be deemed that the Supplier has read, understood and unconditionally accepted the terms and conditions.

2...The Supplier is required to adhere to the Purchaser's policies and procedures and in this regard, attention is drawn to, inter alia, the Anglo American Business Integrity Policy, Anglo American Fatal Risk Standards and other policies that can be found on [www.angloamerican.com/suppliers](http://www.angloamerican.com/suppliers) as well as all site specific safety requirements that can be requested from the Safety Officer on-site.

3...Should you not be able to access the documents reference above these will be provided to you on request.

SpecialClause: When delivering to CrossRoads (Stuarts), at Elandsfontein, the Supplier must deliver 7 days prior to delivery date.

Customer Comments Ref: 19211003380105

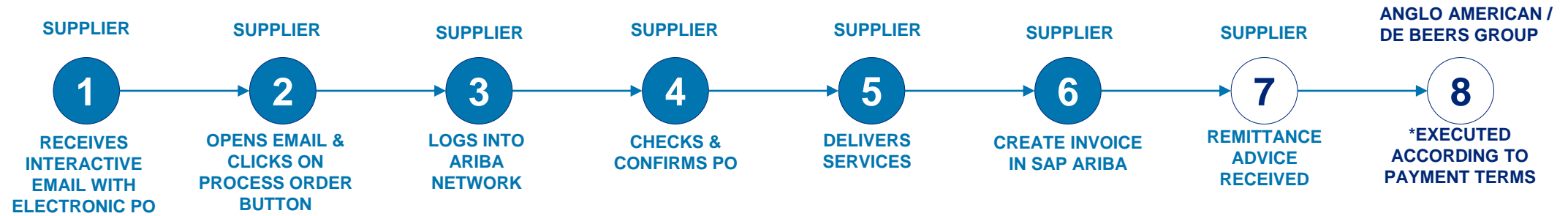
1 A **WARNING!** will pop up just to inform you that Service Sheets will **automatically be created** once you have submitted your invoice.

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



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



SAP Ariba Network

Select Item to Create Invoice with Auto-Generated Service Sheet

Line Items

Line #	Part ID / Description
1	Consulting - Financial Reports
2	Consulting - IT reviews

Service Sheet Required.

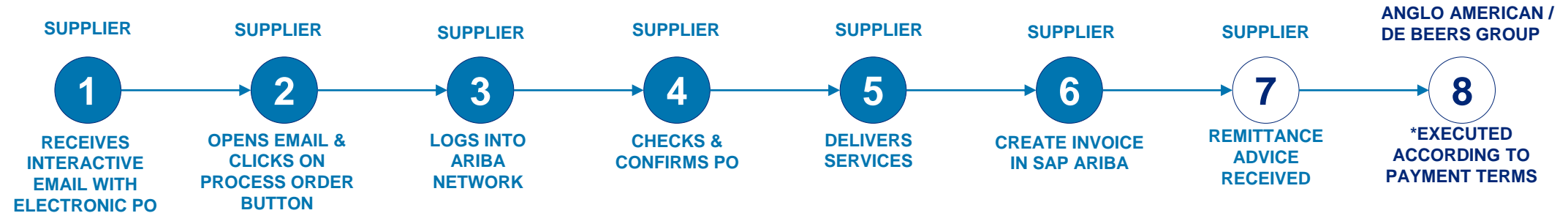
Next Exit

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- 1 Select the line item you want to invoice against
- 2 Click next.



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



SAP Ariba Network Standard Account Upgrade

Create Invoice

Previous Update Save Exit Next

▼ Invoice Header

Summary

Purchase Order: 5505371561

Invoice #: INV1561A

Invoice Date: 9 Apr 2020

Service Description:

Remit To:

NIGEL  
GautengSouth Africa

Bill To: Rustenburg Platinum Mines

Rustenburg  
South Africa

Subtotal:  
Total Tax:  
Amount Due:

\* Indicates required field

Add to Header

- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: NIGEL  
GautengSouth Africa

Ship To: RPM (AS) - Central Logistics  
Amandelbult  
LPSouth Africa

Deliver To:

Payment Term

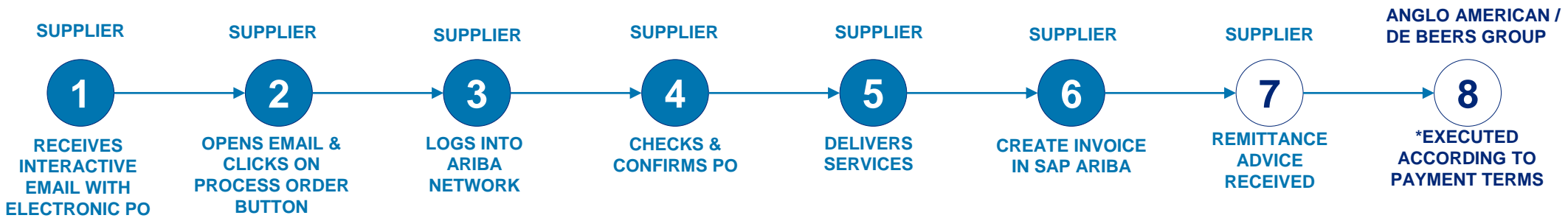
Net Term(days): Discount or Penalty Term(days): Percentage(%)

Add Discount/Penalty Term

- 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. Payment terms get calculated from this date.
- 3 Click on the **Add to header** button and select **Attachment** from the drop down menu. This will then open a section further down in the invoice document.



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

NIGEL  
GautengSouth Africa

Bill From:

NIGEL  
GautengSouth Africa

Field Contractor

Name:

Email:

Phone: ZAF 27

Field Engineer

Name:

Email:

Phone: ZAF 27

Approver

Name:

Email:

Phone: ZAF 27

Customer: Rustenburg Platinum Mines

Rustenburg  
South Africa

Email:

Service Start Date:\*

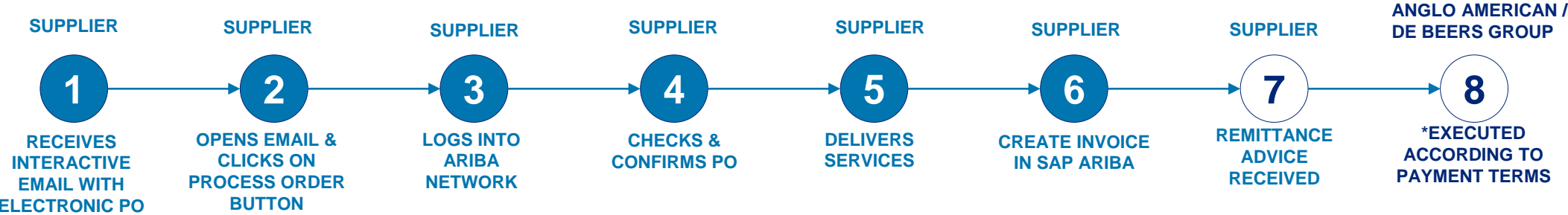
Service End Date:\*

Tax paid through a Tax Representative

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



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Supplier VAT

Supplier VAT/Tax ID:\*  1

Supplier Commercial\* Identifier: 1900/0004/01

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:

Attachments

The total size of all attachments must not exceed 10MB

No file chosen 2  3

Name	Size (bytes)	Content Type
<input type="checkbox"/> TEST SES ATTACHMENT INV.pdf	193582	application/pdf

- 1 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
- 2 Click on **Choose File** to browse for the invoice you want to attach. **Please ensure** your invoice is in PDF format. and then
- 3 Once you have selected your invoice, click on **Add Attachment**.

Your attachment will appear in this section if successfully attached



# HOW TO **FULLY** INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES





# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

## FULL INVOICING



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

Line Items

Insert Line Item Options

Tax Category:  Discount: ☐ Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2.1	<input checked="" type="checkbox"/>	SERVICE		Consulting - IT review	993910001	1	EA	R 6,897.00 ZAR	R 6,897.00 ZAR
Service Period: Service Start Date: <input type="text"/> Service End Date: <input type="text"/>									
Tax: Category: VMT Taxable Amount: R 6,897.00 ZAR Rate/No: 15.00 Tax Amount: R 1,034.55 ZAR									
Location: Description: 15% Input VAT Region: <input type="text"/>									
Line References: Triangular Transactions: NO									
2.2	<input type="button" value="0"/>	SERVICE		INFRASTRUCTURE MODELS	993910001	0	EA	R 10,000.00 ZAR	R 0 ZAR

Excluded line items cannot be modified

Line Item Actions:  If you are adding unplanned service lines to the invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

Previous Update Save Exit Next

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**.



# HOW TO **PARTIALLY** INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES





HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

PARTIAL INVOICING



1

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category:

☐ Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2				Consulting - IT reviews					
2.1	<input checked="" type="checkbox"/>	SERVICE			993910101	1400	EA	R 1.00 ZAR	R 223,900.00 ZAR
Service Period									
Service Start Date: <div></div> Service End Date: <div></div>									
Tax									
Category: VAT									
Location: 15% Input VAT									
Regime: <div></div>									
Taxable Amount: R 899,550.00 ZAR									
Rate(%): 15.00									
Tax Amount: R 33,585.00 ZAR									
Law Reference:									
Triangular Transaction: NO									
2.2	<input checked="" type="checkbox"/>	SERVICE		INFRASTRUCTURE MODELS	993915001	3258	EA	R 1.00 ZAR	R 675,650.00 ZAR
Service Period									
Service Start Date: <div></div> Service End Date: <div></div>									
Tax									
Category: VAT									
Location: 15% Input VAT									
Regime: <div></div>									
Taxable Amount: R 899,550.00 ZAR									
Rate(%): 15.00									
Tax Amount: R 101,347.50 ZAR									
Law Reference:									
Triangular Transaction: NO									
2				Consulting - IT reviews					

Line Item Actions

Delete

If you are adding unplanned service lines to the Invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

Previous

Update

Save

Exit

Next

- 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.



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

## PARTIAL INVOICING



Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category:  ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2				Consulting - IT reviews					
<input type="checkbox"/>	2.1	<input checked="" type="checkbox"/>	SERVICE			993910101	14,00	EA	R 1.00 ZAR	R 14,000.00 ZAR
<a href="#">Add/Update</a>										
Service Period										
Service Start Date: <input type="text"/> Service End Date: <input type="text"/>										
Tax										
Category: * VAT Taxable Amount: R 56,246.99 ZAR										
Rate(%): 15.00										
Tax Amount: R 2,100.00 ZAR										
Location: 15% Input VAT										
Regime: <input type="text"/>										
Law Reference: Triangular Transaction										
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2.2	<input type="checkbox"/>	SERVICE		INFRASTRUCTURE MODELS	993915001	0	EA	R 1.00 ZAR	R 0 ZAR
<a href="#">Add/Update</a>										
Excluded line items cannot be modified.										
2 Consulting - IT reviews										
<a href="#">Add/Update</a>										
Line Item Actions <a href="#">Delete</a> <a href="#">If you are adding unplanned service lines to the Invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.</a>										
<a href="#">Previous</a> <a href="#">Update</a> <a href="#">Save</a> <a href="#">Exit</a> <a href="#">Next</a>										

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.

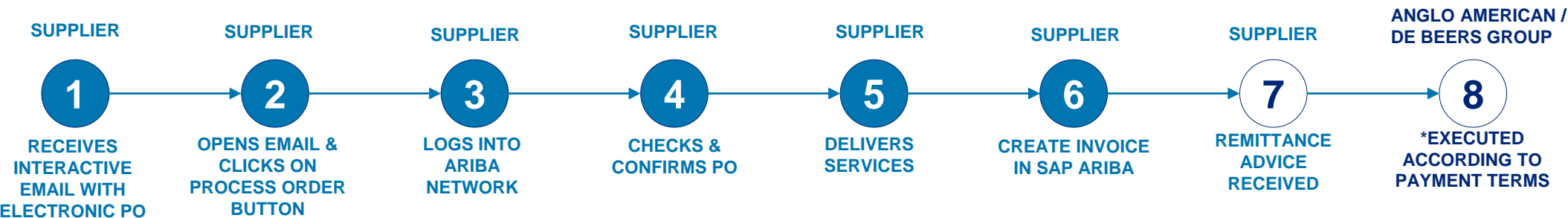
You should follow this step if the service has not been rendered yet and it will not form part of your invoice. You can generate another invoice at a later stage to invoice against the excluded service line.

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

3 Click **Next**.



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



SAP Ariba Network Standard Account Upgrade

Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:South Africa. The document's destination country is:South Africa. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number: IN1561A  
Invoice Date: Thursday 9 Apr 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371561

SERVICE PERIOD  
Start Date : 9 Apr 2020  
End Date : 9 Apr 2020

Subtotal: R 14,000.00 ZAR  
Total Tax: R 2,100.00 ZAR  
Amount Due: R 16,100.00 ZAR

REMIT TO:

BILL TO:  
Rustenburg Platinum Mines  
Postal Address (Rustenburg Platinum Mines Limited):  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

SUPPLIER:

Previous Save **Submit** Exit

- 1 Once you have checked that all the information you needed to include is correct, click on **Submit**
- 2 You will receive a message confirming that your invoice has been submitted. Click on **Exit**.

Invoice IN1561A has been submitted.

2

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

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# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



SAP Ariba Network Standard Account Upgrade

Purchase Order: 5505371561 Done

Create Order Confirmation Create Service Sheet Create Invoice Hide Changes Print Download PDF Download CSV Resend

Order Detail Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To: Purchase Order  
(+ Partially Invoiced)  
5505371561  
Amount: R1,849,550.00 ZAR  
Version: 2 (Previous Version)

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address

Other Information  
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://w  
conditions), which terms and conditions are incorporated into the purchase order by reference and are binding on the Fin

Buyer  
Test ID  
Email:

Routing Status: Acknowledged

Related Documents: IN1561A  
IN1561A  
Proposal 1561  
More(1) »

- 1 Your newly created invoice will reflect under **Related Documents**.
- 2 Click on **More**, to view all the documents.

Related Documents		
Document Number	Date	Type
IN1561A	9 Apr 2020 7:00 AM BRT	Service Sheet
IN1561A	9 Apr 2020 7:00 AM BRT	Invoice
Proposal 1561	7 May 2020 6:51 AM BRT	Order Confirmation
Proposal 1561	7 May 2020 5:52 AM BRT	Order Confirmation

Done Previous

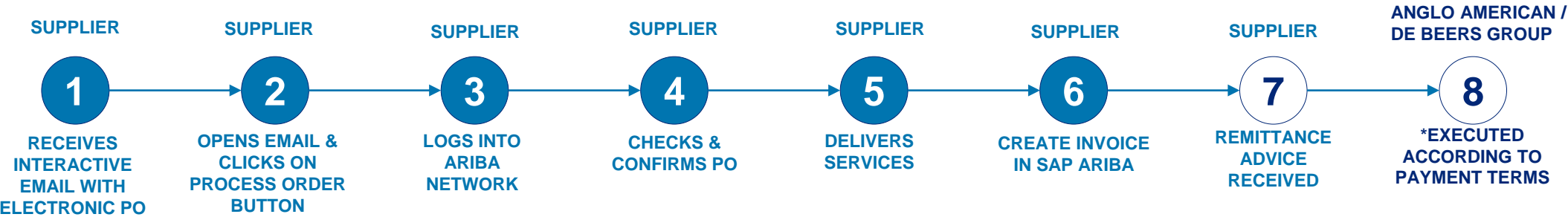


# HOW TO VIEW YOUR INVOICE STATUS & DUE DATE





# HOW TO SEE YOUR INVOICE STATUS AND DUE DATE



**SAP Ariba Network** Standard Account **Upgrade**

Purchase Order: 5505371552 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

**Order Detail** **Order History**

**From:**  
Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**To:**

**Purchase Order**  
(Partially Received)  
5505371552  
Amount:  
Version: :

**Payment Terms** ⓘ  
Payment end of next month net

**Contact Information**  
Supplier Address

**Buyer**  
Test ID  
Email:

**Routing Status:** Acknowledged

**Related Documents:** INV1552  
R00050102431322020  
R00050102431332020  
[More\(2\) »](#)

**Other Information**

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from  
(<http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions>) which terms and conditions are incorporated into the purchase order by

- 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**

**Related Documents:** INV1552  
R00050102431322020  
R00050102431332020  
[More\(2\) »](#)



# HOW TO SEE YOUR INVOICE STATUS AND DUE DATE



**SAP Ariba Network** Standard Account **Upgrade**

Invoice: INV1552

Done Previous

Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

**Status**  
Invoice: Approved  
Routing: Acknowledged

Subtotal:  
Total Tax:  
Amount Due:

Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020  
Origin: Supplier

This document is digitally signed

REMIT TO:

Create a line-item credit memo for the selected invoice

Done Previous

Create Line-Item Credit Memo Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments History

Invoice: INV1552  
Invoice Status: Approved  
Received By Ariba Network On: 6 May 2020 1:52:37 PM GMT+02:00  
Submitted By:

To: Anglo American - TEST  
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	This document has been digitally signed.	LegalizationDispatcher-125043039	6 May 2020 2:01:17 PM
	This document has been digitally verified.	LegalizationDispatcher-125043039	6 May 2020 2:01:18 PM
	The document has been transferred to the next integration point.	CommunityWeb-125004072	6 May 2020 2:01:21 PM
	The document is ready to be picked up by the recipient.	CommunityWeb-125004072	6 May 2020 2:01:21 PM
	Comments from Anglo American - TEST: The document was added to the pending queue for download.	TXNDocSupplierApp-125041066	6 May 2020 2:01:22 PM
Sent		Supplier	6 May 2020 2:01:22 PM
	Comments from Anglo American - TEST:	TXNDocSupplierApp-125040069	6 May 2020 2:05:06 PM
Acknowledged	The invoice status has been successfully updated to Approved by Anglo American - TEST. Description: Payment Due Date: 2020.04.30	Supplier	6 May 2020 2:05:06 PM
		TXNDocSupplierApp-125037078	6 May 2020 2:12:04 PM

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

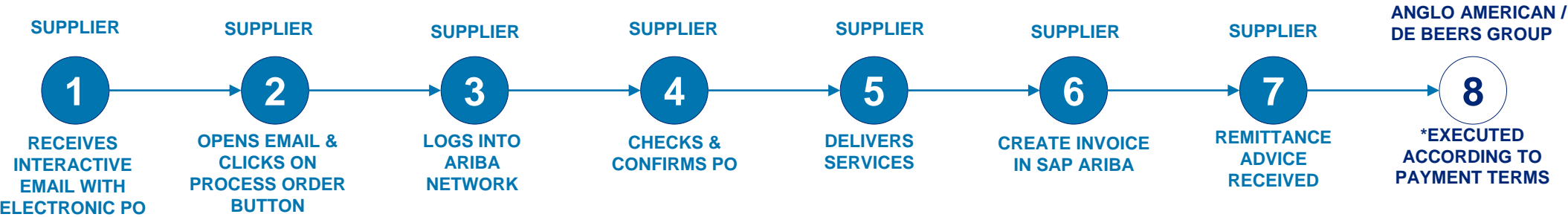


# HOW TO FIND YOUR REMITTANCE ADVICE





# HOW TO FIND YOUR REMITTANCE ADVICE



**SAP Ariba Network** Standard Account Upgrade

Purchase Order: 5505371552

Create Order Confirmation Create Ship Notice Create Invoice Print Download PDF Download CSV Resend

Order Detail Order History

**From:** Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**To:** Purchase Order (Partially Received)  
5505371552  
Amount:  
Version:

**Payment Terms** Payment end of next month net

**Contact Information** Supplier Address

**Other Information** CONDITIONS RELATING TO GOODS: 1., This purchase order is subject to: (https://www.angloamerican.com/cus)

**Buyer**

Invoice: TSTINV2M

Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments Remittance History

Standard Invoice / Tax Invoice

Status  
Invoice: Sent  
Routing: Acknowledged  
Invoice Number: TSTINV2M  
Invoice Date: Thursday 30 Jan 2020 3:00 PM GMT+05:30  
Original Purchase Order: 5505371046  
Receipt: R00050102429572020  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

Subtotal:  
Total Tax:  
Amount Due:

This document is digitally signed

REMIT TO: BILL TO: SUPPLIER:

- 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

Related Documents: INV1552  
R00050102431322020  
R00050102431332020  
More(2) »



# HOW TO FIND YOUR REMITTANCE ADVICE



Invoice: TSTINV2M To Search Results Previous

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Cancel](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [Remittance](#) [History](#)

Reference No.	Payment Proposal	Status	Payment Date	Method	Received On
R00015000000492020		Paid	6 May 2020	Wire	6 May 2020

Gross:  
Discount:  
Adjustment:  
Net:

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Cancel](#) [Download PDF](#) [Export cXML](#)

To Search Results Previous

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

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

Remittance Advice: R00015000000492020 (Paid) To Search Results

[Print](#) [Export cXML](#) [Download CSV](#)

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

From  
Anglo American - TEST  
PAYER: Rustenburg Platinum Mines  
(Show Payer Details)

To

REMITTANCE ADVICE  
R00015000000492020 (Paid)  
Gross Amount: R 3,300.00 ZAR  
Withholding Tax: (R 0.00 ZAR)  
Amount Paid: R 3,300.00 ZAR  
Estimated Settlement on 6 May 2020

Payment Detail

Payment Method: Wire  
Reference Number: 1500000049  
Related Payment: R00015000000492020  
Identified Differences: None

Routing Status: Sent  
Transaction Date: 6 May 2020

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: TSTINV2M (Show Details)	R 3,300.00 ZAR	R 0.00 ZAR			R 3,300.00 ZAR	

ADDITIONAL INFORMATION

originalInvoiceNo: TSTINV2M buyerInvoiceID: 5200000031 fiscalYear: 2020 Company Code: R000



# HOW TO CREATE A CREDIT NOTE FOR SERVICES





# HOW TO CREATE A CREDIT NOTE FOR SERVICES



SAP Ariba Network Standard Account Upgrade

Purchase Order: 5505371552 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

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

**From:**  
Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**To:**

**Purchase Order**  
(Partially Received)  
5505371552  
Amount:  
Version:

**Payment Terms**  
Payment end of next month net

**Contact Information**  
Supplier Address

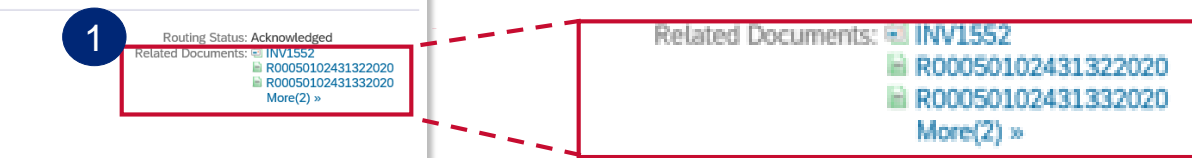
**Buyer**  
Test ID  
Email:

**Other Information**  
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from  
(http://www.apo.com/procurement/suppliertools-for-supplier/terms-and-conditions) which terms and conditions are incorporated into the purchase order.

1 Go to the email with the PO & Invoice you want to create a Credit Note for. Click on the **Process Order** button and log into your Ariba Network Standard Account

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

3 Once open, click on **Create Line-Item Credit Memo**



SAP Ariba Network Standard Account Upgrade TEST MODE

Invoice: INV1552 Done Previous

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice / Tax Invoice

**Status**  
Invoice: Approved  
Routing: Acknowledged  
Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020  
Origin: Supplier

**Subtotal:**  
**Total Tax:**  
**Amount Due:**

This document is digitally signed

**REMIT TO:**

**BILL TO:**  
Rustenburg Platinum Mines  
Postal Address (Rustenburg Platinum Mines Limited):  
Rustenburg Platinum Mines Ltd.

**SUPPLIER:**



# HOW TO CREATE A CREDIT NOTE FOR SERVICES



SAP Ariba Network Standard Account Upgrade

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

☒ Quantity Adjustment ☐ Price Adjustment

▼ Invoice Header

Summary

Credit Memo #: CN1552

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To:

Bill To:

Subtotal: |  
Total Tax: |  
Amount Due: |

View/Edit Addresses

Comment

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID:

batchNo:

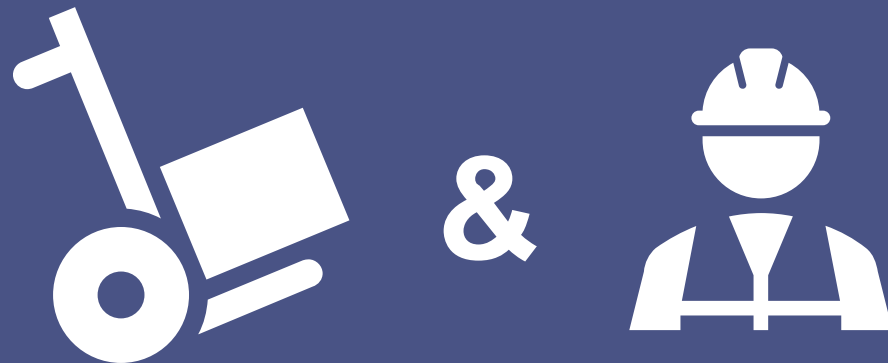
articleNumber:

transactionCategoryOrType:

- 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**



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

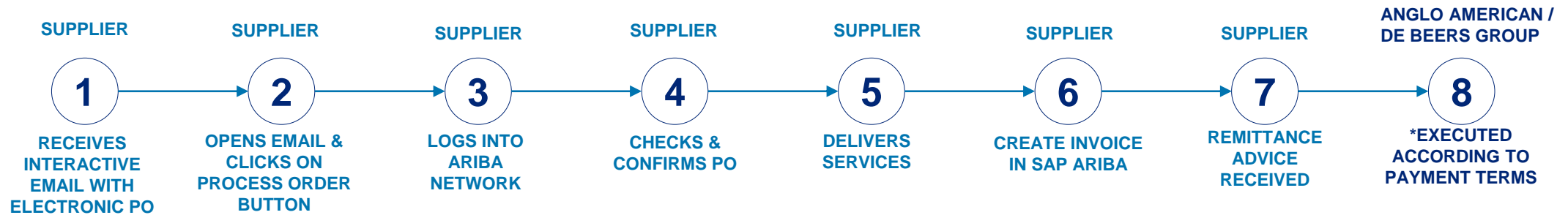




# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



This section will show you how to confirm a Purchase Order for **Hybrids**.



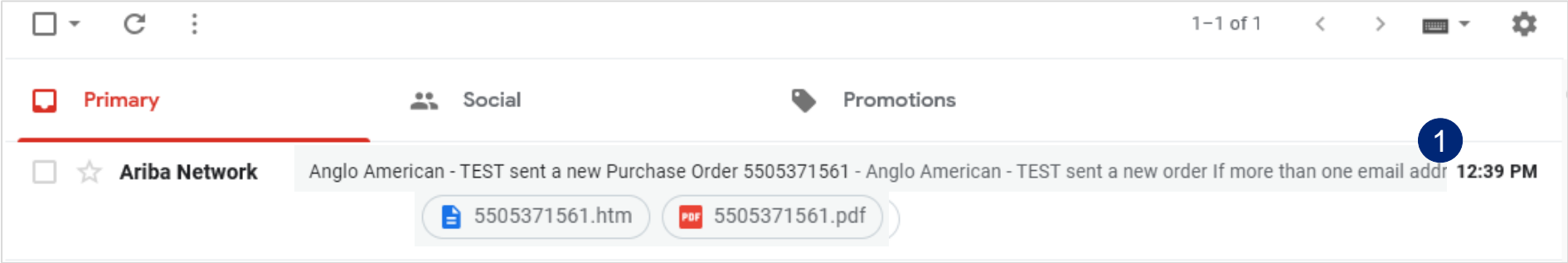
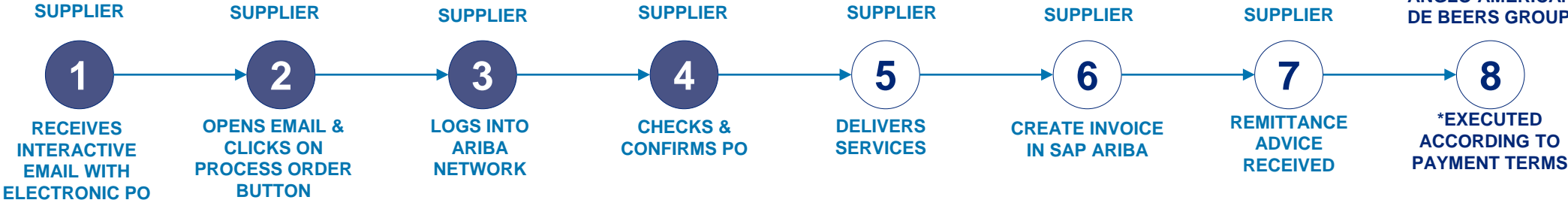
- Each step in this electronic processes is dependent on the one before it.
  - If one is not actioned, the system will not allow the **next step to be completed**.
  - **For example** – if you do not confirm your PO in Step 4, the solution will not allow you to invoice against the PO in Step 6.
  - This may result in payment delays.
- It is **VITAL** that you confirm your electronic Purchase Orders in the system as soon as you have established that the PO details are correct.
- **Please note** that full invoicing or partial invoicing is a key considerations that will impact the Services and Hybrid PO confirmation step



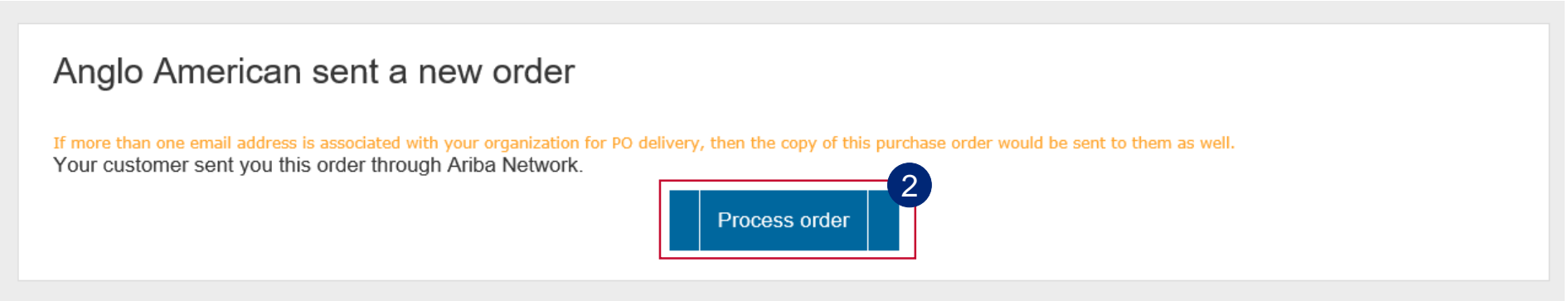
# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



ANGLO AMERICAN /  
DE BEERS GROUP



- 1 Go to your mailbox and **open the system generated interactive email** containing the PO you have received from us.



- 2 Once the email is open, please click on the **Process order** button



# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



1. The 'SAP Ariba Network' header is highlighted with a red box and a circled '1'.

2. The 'User Name' input field is highlighted with a red box and a circled '2'.

3. The 'Login' button is highlighted with a red box and a circled '3'.

- 1 You will be redirected to the **Ariba Network Supplier Login** page.
- 2 Enter your Ariba Network Account **User Name** and **password**
- 3 Click on the **Login** button



# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



1

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice | Print | Download PDF | Download CSV | Resend

Order Detail | Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To:

Purchase Order  
(New)  
5505371590  
Amount:  
Version: :

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address

Buyer  
Test ID  
Email:

Routing Status: Sent

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement between the Purchaser and the Supplier pertaining to the goods and/or services as set out in the Purchase Order. If the Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately. Notwithstanding any written communication by the Supplier to the Purchaser as aforesaid, in the event that the Supplier delivers the goods and/or supplies the services as set out in this purchase order, it will be deemed that the Supplier has read, understood and unconditionally accepted the terms and conditions.

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.



# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



Ship All Items To		Bill To	Deliver To
RPM (AS) - Central Logistics Thabazimbi Road Amandelbult		Rustenburg Platinum Mines Rustenburg Platinum Mines Ltd. Rustenburg 0300 South Africa	

Line #	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Details
1	Goodie bags with pen and notebook		Material		45.0 (EA)	12 Jun 2020	R 250.00 ZAR	R 11,250.00 ZAR	R 1,687.50 ZAR	
2	Consulting Review		Service			12 Jun 2020		R 20,750.00 ZAR		
2.1	CEO CONSULTING FEES	998153241	Service		1.0 (EA)		R 750.00 ZAR	R 750.00 ZAR	R 112.50 ZAR	
2.2	CORPORATE COMMUNICATIONS CONSULTING FEES	998155351	Service		1.0 (EA)		R 20,000.00 ZAR	R 20,000.00 ZAR	R 3,000.00 ZAR	

Order submitted on: Friday 14 Aug 2020 12:00 PM GMT+02:00  
 Received by Ariba Network on: Friday 14 Aug 2020 10:17 AM GMT+02:00  
 This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

Service Sheet Req

Sub-total: R 32,000.00 ZAR  
 Total Serviced: R 750.00 ZAR  
 Total Invoiced: R 750.00 ZAR  
 Est. Total Tax: R 4,800.00 ZAR  
 Est. Grand Total: R 36,800.00 ZAR

- 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.

**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.



# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



Ship All Items To

RPM (AS) - Central Logistics  
Thabazimbi Road  
Amandelbult  
LP0362 South Africa  
Ship To Code: WB00

Bill To

Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa  
Phone: +27 (0) 18 500 4110

Deliver To

Line Items

Line #	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1	Goodie bags with pen and notebook		Material		45.0 (EA) ①	12 Jun 2020	R 250.00 ZAR	R 11,250.00 ZAR	R 1,687.50 ZAR	<a href="#">Details</a>
▼ 2	Consulting Review		Service			12 Jun 2020		R 587,500.00 ZAR		<a href="#">Details</a>
2.1	CEO CONSULTING FEES	998153241	Service		250.0 (EA) ①		R 750.00 ZAR	R 187,500.00 ZAR	R 28,125.00 ZAR	<a href="#">Details</a>
2.2	CORPORATE COMMUNICATIONS CONSULTING FEES	998155351	Service		400.0 (EA) ①		R 1,000.00 ZAR	R 400,000.00 ZAR	R 60,000.00 ZAR	<a href="#">Details</a>

Order submitted on: Saturday 9 May 2020 12:00 PM GMT+02:00  
Received by Ariba Network on: Saturday 9 May 2020 6:47 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 598,750.00 ZAR  
Est. Total Tax: R 89,812.50 ZAR  
Est. Grand Total: R 688,562.50 ZAR

**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 swapped 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.



# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



SAP Ariba Network Standard Account Upgrade

Purchase Order: 5505371561 Done

1 Create Order Confirmation 2 Confirm Entire Order

Create Service Sheet Create Invoice Print Download PDF Download CSV Resend

Confirm Entire Order Update Line Items Reject Entire Order

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To: Purchase Order (New)  
5505371561  
Amount:  
Version:

Payment Terms 60 Days from month end Routing Status: Sent

Contact Information Supplier Address Buyer Test ID Email:

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1...This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement between the Purchaser and the Supplier pertaining to the goods and/or services as set out in the Purchase Order. If the Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately. Notwithstanding any written communication by the Supplier to the

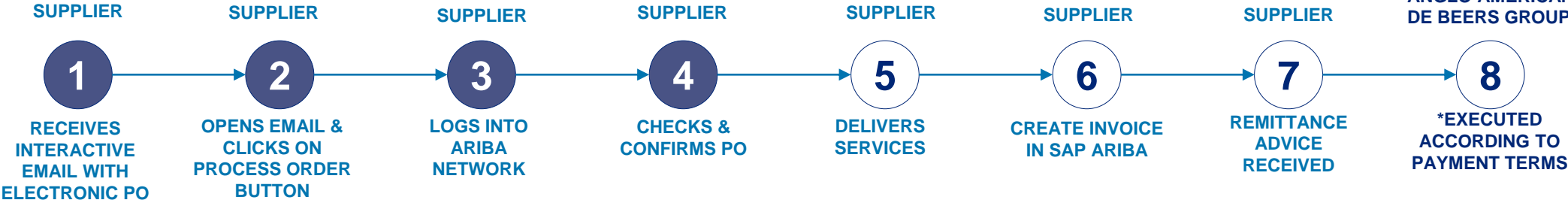
- 1 Scroll up to the top of your PO and click on the **Create Order Confirmation** button
- 2 A drop down menu will appear. Click on **Confirm Entire Order** to confirm your PO



# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



ANGLO AMERICAN /  
DE BEERS GROUP



**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.



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

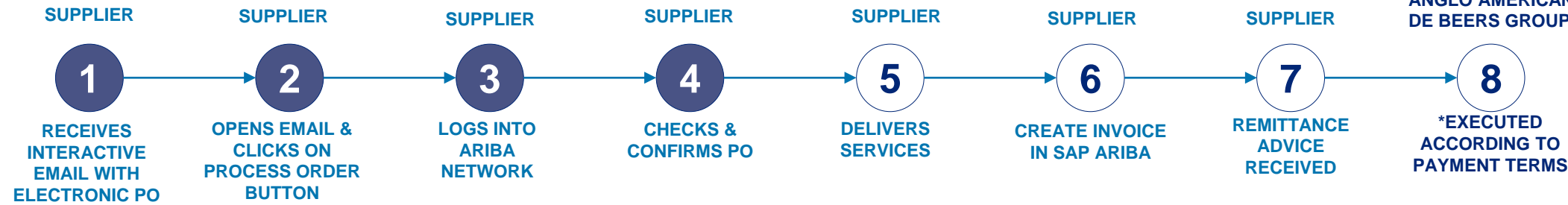




# HOW TO REJECT YOUR HYBRID PURCHASE ORDERS



ANGLO AMERICAN /  
DE BEERS GROUP



SAP Ariba Network Standard Account Upgrade

Settings Help MT

Purchase Order: 5505371561 Done

Create Order Confirmation

Confirm Entire Order

Update Line Items

Reject Entire Order

Create Service Sheet

Create Invoice

Print

Download PDF

Download CSV

Resend

To:

Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

Purchase Order

(New)

5505371561

Amount:

Version: :

Payment Terms

60 Days from month end

Contact Information

Supplier Address

Buyer

Test ID

Email:

Routing Status: Sent

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall

- 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.



# HOW TO REJECT YOUR HYBRID PURCHASE ORDERS



SAP Ariba Network Standard Account Upgrade

Purchase Order: 5505371561

Create Order Confirmation Create Service Sheet Create Invoice Print Download PDF Download CSV Resend

Order Detail Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To: [Redacted]

Payment Terms: 60 Days from month end

Contact Information  
Supplier Address

Other Information

CONDITIONS RELATING TO THIS PURCHASE ORDER (PO) are available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions shall be binding on the Supplier, save and except that these terms and conditions shall not apply where there is a written communication by the Supplier to the Purchaser as aforesaid, in which case the Supplier's terms and conditions shall apply. The Supplier is required to adhere to the Purchaser's policies and procedures and in this regard, attention is drawn to, inter alia, the Anglo American Business Integrity Policy, Anglo American Fatal Risk Standards and other policies that can be found on www.angloamerican.com/suppliers as well as all site specific safety requirements that can be requested from the Purchaser.

REJECT ENTIRE ORDER

Order Confirmation Number: Proposal 1561

Rejection Reason: Please Select

Comments: Price not according to quoted value on line item 2.

Reject Order Cancel

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.

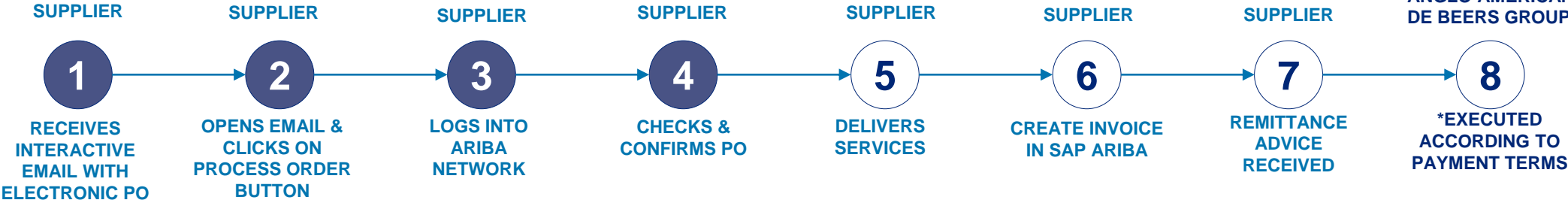
- 6 **IMPORTANT!** If you are rejecting the PO because the values were incorrect and wouldn't allow you to do Partial Invoicing please select **Incorrect Price** or **Incorrect Quantity** from the drop down menu and add the detail in the **Comments** field



# HOW TO REJECT YOUR HYBRID PURCHASE ORDERS



ANGLO AMERICAN /  
DE BEERS GROUP



Purchase Order: 5505371561

[Done](#)

Create Order Confirmation Create Service Sheet Create Invoice Hide Changes Print Download PDF Download CSV Resend

Confirm Entire Order Update Line Items Reject Entire Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To:

Purchase Order  
(→ Rejected)  
5505371561  
Amount: R1,846,556.00 ZAR  
Version: 2 (Previous Version)

Payment Terms 60 Days from month end

Contact Information  
Supplier Address

Buyer  
Test ID  
Email:

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1...This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement between the Purchaser and the Supplier pertaining to the goods and/or services as set out in the Purchase Order. If the

Routing Status: Acknowledged  
Related Documents: [Proposal 1561](#)

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

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

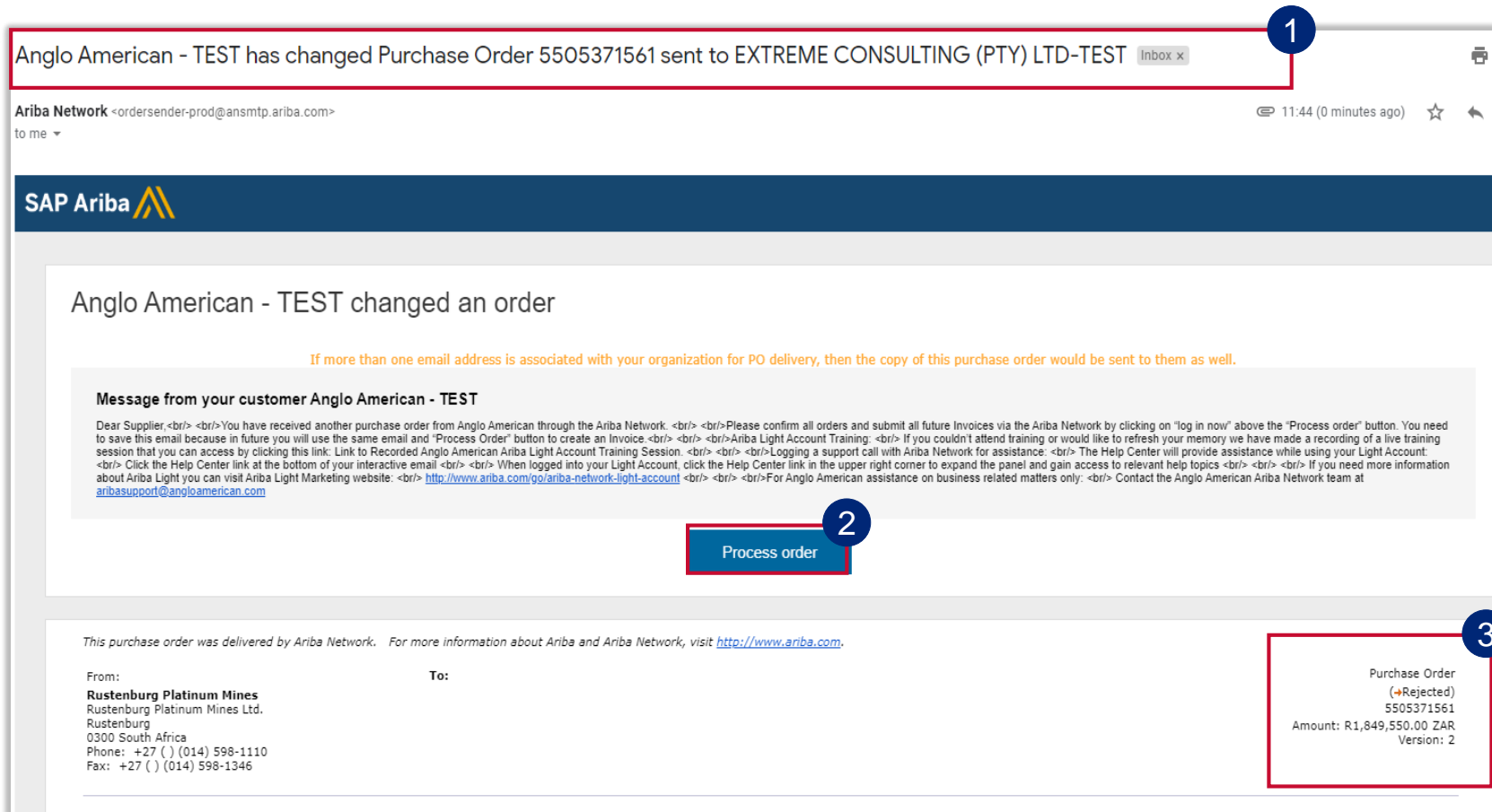
This rejection will now workflow electronically and notify your buyer to send a Change Order.



# HOW TO REJECT YOUR HYBRID PURCHASE ORDERS



1 Once the buyer has amended the PO you will receive a Change Order. (your new PO)



3 **Please Note:** The previous version of the PO you received is now Obsolete and you need to use this new interactive email containing the Change Order to invoice against the new PO. **Always ensure you are working with the latest version, which will reflect here**

2 You must electronically confirm this new PO. Click on **Process order**. If you do not, do so, the status of the PO will reflect as Rejected and then Obsolete.

The different statuses an order can be in:

- **New:** a new Purchase order
- **Rejected:** you have rejected the purchase order
- **Changed:** you have cancelled or replaced line items in the original/changed purchase order
- **Confirmed:** you have electronically confirmed the PO & agreed to ship all line items on the purchase order
- **Obsolete:** original order has now been changed and there is a change order
- **Partially Received:** only partial deliveries were made against this order

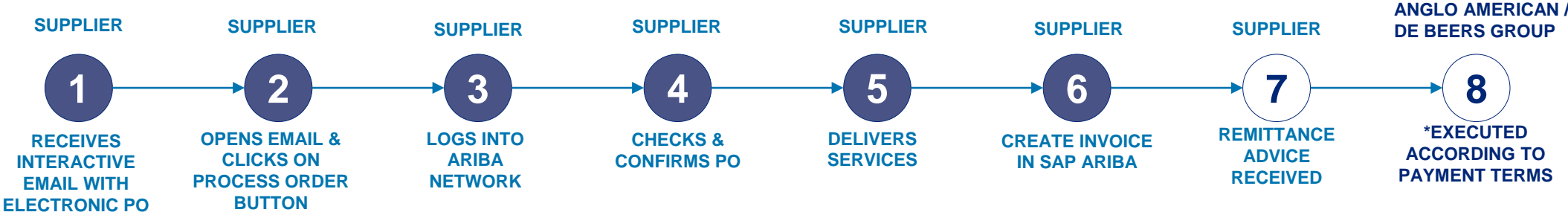


# **HOW TO INVOICE AGAINST YOUR DIGITAL PURCHASE ORDERS FOR GOODS & SERVICES (HYBRIDS)**

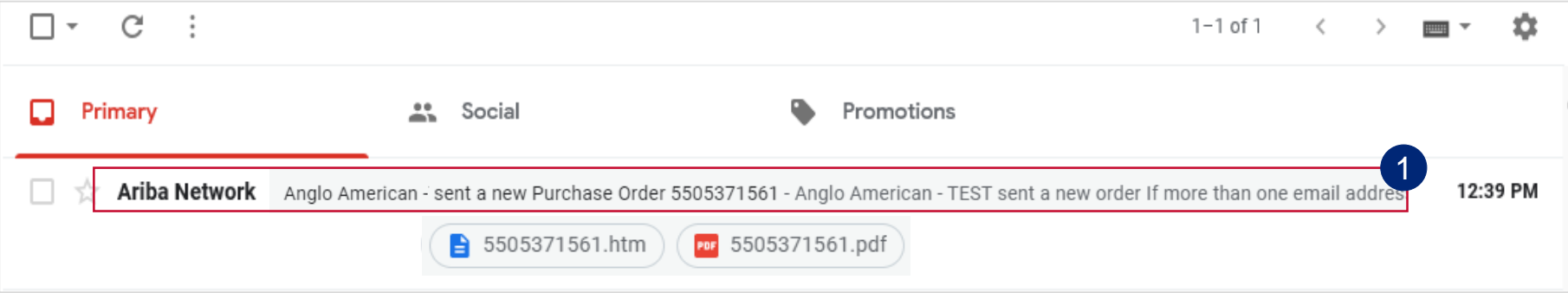




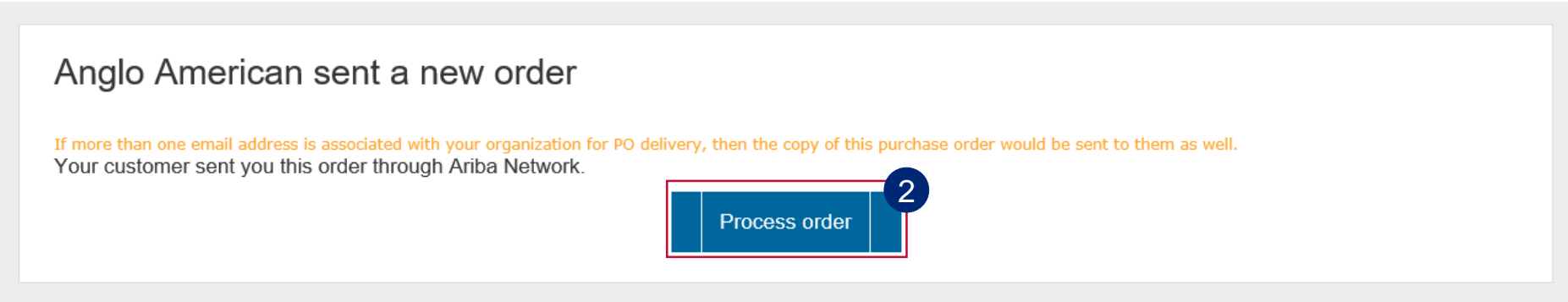
# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



The only way to invoice against your Purchase Order is to go to and open the **Ariba Network system generated email you received**.



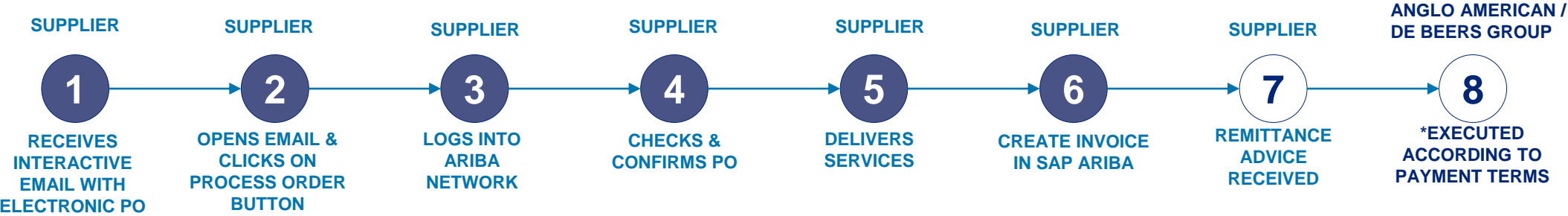
**1** Open the email



**2** Click on the **Process Order** button to open the Purchase Order.



# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



- 1 You will be redirected to the **Ariba Network Supplier Login** page.
- 2 Enter your Ariba Network Account **User Name** and **password** and click on the **Login** button



# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



SAP Ariba Network Standard Account Upgrade

Purchase Order: 5505371561

Done

Create Order Confirmation Create Service Sheet **Create Invoice** Hide Changes | Print | Download PDF | Download CSV | Resend

Order Detail Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To:

Purchase Order  
(Confirmed)  
5505371561  
Amount  
Version: 2 (Previous Version)

Payment Terms 60 Days from month end

Contact Information  
Supplier Address

Buyer  
Test ID  
Email:

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement between the Purchaser and the Supplier pertaining to the goods and/or services as set out in the Purchase Order. If the Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately. Notwithstanding any written communication by the Supplier to the

## 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**



# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



SAP Ariba Network Standard Account Upgrade

Create Invoice

Please correct the following errors and resubmit

Invoice Header

Summary

Purchase Order: 5505371561

Invoice #: \* INV1561A

Invoice Date: \* 9 Apr 2020

Service Description:

Remit To: EXTREME CONSULTING (PTY) LTD-TEST

NIGEL  
GautengSouth Africa

Bill To: Rustenburg Platinum Mines

Rustenburg  
South Africa

Shipping

Header level shipping ☒ Line level shipping ☐

Ship From:

Ship To: RPM (AS) - Central Logistics  
Amandelbult  
LPSouth Africa

Deliver To:

Payment Term

Net Term(days): 60 Days from month end

Discount or Penalty Term(days): Percentage(%):

Add Discount/Penalty Term

Add to Header

Shipping Cost

Shipping Documents

Special Handling

Additional Reference Documents and Dates

Comment

Attachment

- 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.
- 3 Click on **Add to header**
- 4 Select **Attachment** from the drop down menu to open a section further down in the invoice document



# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: NIGEL GautengSouth Africa

Bill From: NIGEL GautengSouth Africa

**Field Contractor**

Name:

Email:

Phone: ZAF 27

**Field Engineer**

Name:

Email:

Phone: ZAF 27

**Approver**

Name:

**Customer: Rustenburg Platinum Mines** [View/Edit Addresses](#)

Rustenburg South Africa

Email:  [View/Edit Addresses](#)

**Supplier VAT**

Supplier VAT/Tax ID:  **2**

Supplier Commercial Identifier: 1900/0004/01

Supplier Commercial Credentials:

☐ Tax paid through a Tax Representative

**Customer VAT**

Customer VAT/Tax ID: 4310113883

**Attachments**

The total size of all attachments cannot exceed 10MB

**3** **4**

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> TEST SES ATTACHMENT INV.pdf	193582	application/pdf

- 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 **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.

- To Invoice against a Material Line, [click here](#)
- To Fully Invoice against a Services Line, [click here](#)
- To Partially Invoice against a Service Line, [click here](#)



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





# HOW TO INVOICE A MATERIAL LINE FOR A HYBRID PO



Line Items 1 2 Line Items, 2 Inc

Insert Line Item Options

☐ Tax Category: ☐ Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		Goodie bags with pen and notebook		20.0	EA ①	R 250.00 ZAR	R 5,000.00 ZAR

Receipt Details Receipt #: R00050102431402020 Receipt Line #: 1

Pricing Details Price Unit: EA ① Price Unit Quantity: \* 1.0 Unit Conversion: \* 1 Description:

Tax Category: \* VAT Taxable Amount: R 5,000.00 ZAR Rate(%): 15.00 Tax Amount: R 750.00 ZAR Location: Description: 15% Input VAT Regime:

Law Reference: Triangular Transaction : NO

2 Consulting Review Add/Update ▾

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2.1	<input checked="" type="checkbox"/>	SERVICE		CONSULTING FEES	998153241	0	EA ①	R 750.00 ZAR	R 0 ZAR
Excluded line items cannot be modified.										
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2.2	<input checked="" type="checkbox"/>	SERVICE		CORPORATE COMMUNICATIONS CONSULTING FEES	998155351	0	EA ①	R 1,000.00 ZAR	R 0 ZAR
Excluded line items cannot be modified.										

2 Consulting Review Add/Update ▾

Line Item Actions ▾ Delete If you are adding unplanned service lines to the invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

5 Update 6 Save Exit Next 7

## 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**

Then [click here](#) to find out how to submit your invoice

EXTERNAL



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





# HOW TO FULLY INVOICE A SERVICE LINE FOR A HYBRID PO



## 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

The screenshot shows the 'Line Items' section of an invoice system. It includes a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. There are two line items: a material item (No. 1, Type MATERIAL, Description 'Goodie bags with pen and notebook') and a service item (No. 2.2, Type SERVICE, Description 'CORPORATE COMMUNICATIONS CONSULT'). The material item's quantity is 0, and the service item's quantity is 1. The interface also features a 'Line Item Actions' dropdown menu with 'Delete' and 'Update' options, and a 'Next' button at the bottom right. Red boxes and numbers 1 through 8 highlight the steps for excluding the material line item.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input type="checkbox"/>	MATERIAL		Goodie bags with pen and notebook		0	EA	R 250.00 ZAR	R 0 ZAR
2.2	<input checked="" type="checkbox"/>	SERVICE		CORPORATE COMMUNICATIONS CONSULT	998155351	1	EA	R 20,000.00 ZAR	R 20,000.00 ZAR

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**

Then [click here](#) to find out how to submit your invoice

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EXTERNAL



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





# HOW TO **PARTIALLY** INVOICE A SERVICE LINE FOR HYBRID PO



**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**

Then [click here](#) to find out how to submit your invoice



# HOW TO **PARTIALLY** INVOICE A SERVICE LINE FOR A HYBRID PO



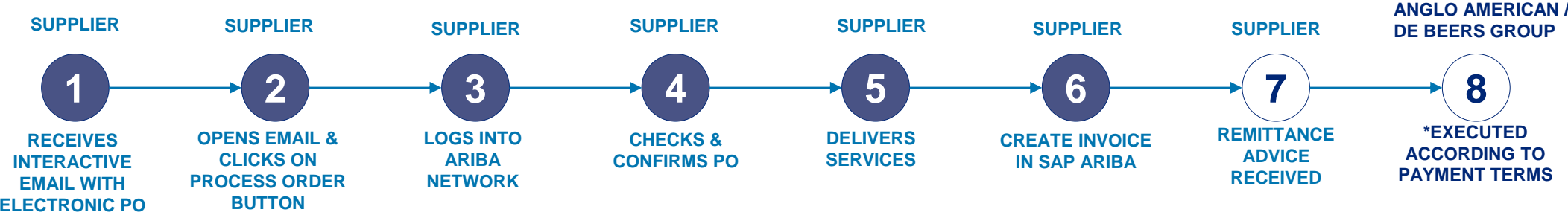
The screenshot shows the 'Create Invoice' screen in SAP. At the top right, there are buttons for 'Previous', 'Save', 'Submit' (highlighted with a red box and a blue circle with the number 1), and 'Exit'. Below the buttons, there is a confirmation message: 'Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: South Africa. The document's destination country is: South Africa. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.' Below this, there are tabs for 'Standard Invoice' and 'Tax Invoice'. The main content area displays invoice details: Invoice Number: INV1590A, Invoice Date: Monday 6 Apr 2020 12:00 PM GMT+02:00, Original Purchase Order: 5505371590, Subtotal:, Total Tax:, and Amount Due:. Below this, there is a 'SERVICE PERIOD' section with Start Date: 6 Apr 2020 and End Date: 6 Apr 2020. At the bottom, there are fields for 'REMIT TO:', 'BILL TO:', and 'SUPPLIER:'.

- 1 Once you have checked that all the information you needed to include is correct, click on **Submit**
- 2 You will receive a message confirming that your invoice has been submitted.
- 3 Click on **Exit**.

The screenshot shows a confirmation message: 'Invoice INV1590A has been submitted.' Below this message, there are two links: 'Print a copy of the invoice' and 'Exit invoice creation.' (highlighted with a red box and a blue circle with the number 3). At the bottom, there is a SAP logo and the text: '© 2019 SAP SE or an SAP affiliate company. All rights reserved.'



# HOW TO **PARTIALLY** INVOICE A SERVICE LINE FOR HYBRID PO



SAP Ariba Network Standard Account Upgrade

Purchase Order: 5505371561

Done

Create Order Confirmation Create Service Sheet Create Invoice Hide Changes Print Download PDF Download CSV Resend

Order Detail Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To: Purchase Order  
(+ Partially Invoiced)  
5505371561  
Amount:  
Version: 2 (Previous Version)

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address

Other Information  
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1...This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://w...)

Buyer  
Test ID  
Email: testuser@angloamerican.com

Routing Status: Acknowledged  
Related Documents: IN1561A  
IN1561A  
Proposal 1561  
More(1) >

- 1 Your newly created invoice will reflect under **Related Documents**.
- 2 Click on **More**, to view all the documents.

Related Documents

Document Number	Date	Type
IN1561A	9 Apr 2020 7:00 AM BRT	Service Sheet
IN1561A	9 Apr 2020 7:00 AM BRT	Invoice
Proposal 1561	7 May 2020 6:51 AM BRT	Order Confirmation
Proposal 1561	7 May 2020 5:52 AM BRT	Order Confirmation

Done Previous



# HOW TO CREATE A CREDIT NOTE FOR GOODS & SERVICES (HYBRIDS)





# HOW TO CREATE A CREDIT NOTE FOR SERVICES



**SAP Ariba Network** Standard Account Upgrade

Purchase Order: 5505371552 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

**Order Detail** **Order History**

**From:**  
Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**To:**

**Purchase Order**  
(Partially Received)  
5505371552  
Amount: |  
Version: 1

**Payment Terms** ⓘ  
Payment end of next month net

**Contact Information**  
Supplier Address

**Buyer**  
Test ID  
Email: testuser@angloamerican.com

**Other Information**  
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from  
(http://www.angloamerican.com/suppliertools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order.

- 1 Go to the email with the PO & Invoice you want to create a Credit Note for. Click on the **Process Order** button and log into your Ariba Network Standard Account
- 2 Click on and open the invoice you want to credit under **Related documents**
- 3 Once open, click on **Create Line-Item Credit Memo**

1 Routing Status: Acknowledged

Related Documents: INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

Related Documents: INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

**SAP Ariba Network** Standard Account Upgrade **TEST MODE**

Invoice: INV1552 Done Previous

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

**Detail** **Scheduled Payments** **History**

Standard Invoice / Tax Invoice

**Status**  
Invoice: Approved  
Routing: Acknowledged  
Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020  
Origin: Supplier

**Subtotal:**  
**Total Tax:**  
**Amount Due:**

This document is digitally signed

**REMIT TO:** **BILL TO:** **SUPPLIER:**



# HOW TO CREATE A CREDIT NOTE FOR SERVICES



SAP Ariba Network Standard Account Upgrade

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

☒ Quantity Adjustment ☐ Price Adjustment

Invoice Header

Summary

Credit Memo #: CN1552

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To:

Bill To:

Rustenburg  
South Africa

Subtotal:  
Total Tax:  
Amount Due:

View/Edit Addresses

Comment

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID:

batchNo:

articleNumber:

transactionCategoryOrType:

- 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**

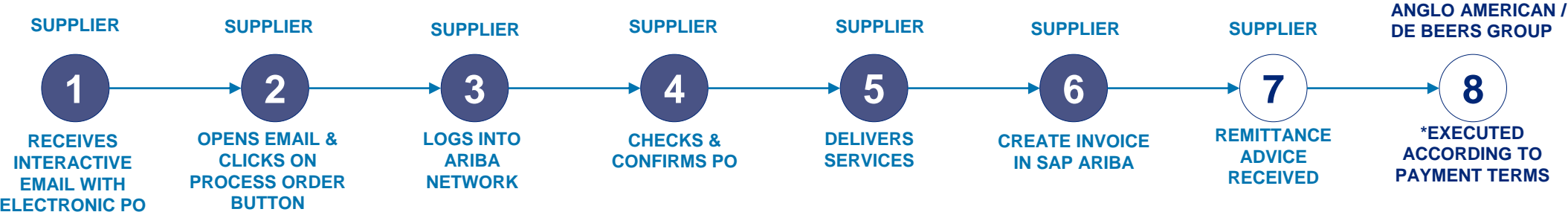


# HOW TO VIEW YOUR INVOICE STATUS & DUE DATE





# HOW TO SEE YOUR INVOICE STATUS AND DUE DATE



**SAP Ariba Network** Standard Account **Upgrade**

Purchase Order: 5505371552 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

**Order Detail** **Order History**

**From:**  
Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**To:**

**Purchase Order**  
(Partially Received)  
5505371552  
Amount:  
Version:

**Payment Terms** ⓘ  
Payment end of next month net

**Contact Information**  
Supplier Address

**Buyer**  
Test ID  
Email:

**Routing Status:** Acknowledged  
**Related Documents:** INV1552  
R00050102431322020  
R00050102431332020  
[More\(2\) »](#)

**Other Information**  
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from  
(<http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions>) which terms and conditions are incorporated into the purchase order by

- 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**

**Related Documents:** INV1552  
R00050102431322020  
R00050102431332020  
[More\(2\) »](#)



# HOW TO SEE YOUR INVOICE STATUS AND DUE DATE



**SAP Ariba Network** Standard Account **Upgrade**

Invoice: INV1552 Done Previous

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

**Detail** [Scheduled Payments](#) [History](#)

Standard Invoice / Tax Invoice

**Status**  
Invoice: Approved  
Routing: Acknowledged

**2**

Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020  
Origin: Supplier

Subtotal:  
Total Tax:  
Amount Due:

This document is digitally signed

**REMIT TO:**

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

**Detail** [Scheduled Payments](#) **History** **3**

Invoice: INV1552  
Invoice Status: Approved  
Received By Ariba Network On: 6 May 2020 1:52:37 PM GMT+02:00  
Submitted By: .

To: Anglo American - TEST  
Routing Status: Acknowledged

**History**

Status	Comments	Changed By	Date and Time
	This document has been digitally signed.	LegalizationDispatcher-125043039	6 May 2020 2:01:17 PM
	This document has been digitally verified.	LegalizationDispatcher-125043039	6 May 2020 2:01:18 PM
	The document has been transferred to the next integration point.	CommunityWeb-125004072	6 May 2020 2:01:21 PM
	The document is ready to be picked up by the recipient.	CommunityWeb-125004072	6 May 2020 2:01:21 PM
	Comments from Anglo American - TEST: The document was added to the pending queue for download.	TXNDocSupplierApp-125041066	6 May 2020 2:01:22 PM
Sent		Supplier	6 May 2020 2:01:22 PM
	Comments from Anglo American - TEST:	TXNDocSupplierApp-125040069	6 May 2020 2:05:06 PM
Acknowledged	The invoice status has been successfully updated to Approved by Anglo American - TEST. Description:Payment Due Date: 2020.04.30	Supplier	6 May 2020 2:05:06 PM
		TXNDocSupplierApp-125037078	6 May 2020 2:12:04 PM

**4**

**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



# HOW TO FIND YOUR REMITTANCE ADVICE





# HOW TO FIND YOUR REMITTANCE ADVICE



**SAP Ariba Network** Standard Account **Upgrade**

Purchase Order: 5505371552 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

**Order Detail** | **Order History**

**From:** Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**To:**

**Purchase Order (Partially Received)**  
5505371552  
Amount:  
Version:

**Payment Terms** ⓘ  
Payment end of next month net

**Contact Information**  
Supplier Address

**Other Information**  
CONDITIONS RELATING TO GOODS  
1. This purchase order is subject to  
/https://www.angloamerican.com/cus

**Buyer**

**Invoice: TSTINV2M** To Search Results Previous

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

**Detail** | **Scheduled Payments** | **Remittance** | **History**

**Standard Invoice / Tax Invoice**

**Status**  
Invoice: Sent  
Routing: Acknowledged  
Invoice Number: TSTINV2M  
Invoice Date: Thursday 30 Jan 2020 3:00 PM GMT+05:30  
Original Purchase Order: 5505371046  
Receipt: R00050102429572020  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

**Subtotal:**  
**Total Tax:**  
**Amount Due:**

This document is digitally signed

**REMIT TO:** **BILL TO:** **SUPPLIER:**

- 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

**Related Documents:**

- INV1552
- R00050102431322020
- R00050102431332020
- [More\(2\) »](#)



# HOW TO FIND YOUR REMITTANCE ADVICE



Invoice: TSTINV2M To Search Results Previous

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Cancel](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) **Remittance** [History](#)

Reference No.	Payment Proposal	Status	Payment Date	Method	Received On
R00015000000492020		Paid	6 May 2020	Wire	6 May 2020

Gross: :  
Discount: :  
Adjustment: :  
Net: :

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Cancel](#) [Download PDF](#) [Export cXML](#)

To Search Results Previous

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

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

Remittance Advice: R00015000000492020 (Paid) To Search Results

[Print](#) [Export cXML](#) [Download CSV](#)

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

From  
Anglo American - TEST  
PAYER: Rustenburg Platinum Mines  
(Show Payer Details)

To  
Anglo\_QA\_DC1@anglo.com - TEST  
(Show Payee Details)

**REMITTANCE ADVICE**  
R00015000000492020 (Paid)  
Gross Amount: R 3,300.00 ZAR  
Withholding Tax: (R 0.00 ZAR)  
Amount Paid: R 3,300.00 ZAR  
Estimated Settlement on 6 May 2020

Payment Detail

Payment Method: Wire  
Reference Number: 1500000049 ⓘ  
Related Payment: R00015000000492020 ⓘ  
Identified Differences: None

Routing Status: Sent  
Transaction Date: 6 May 2020

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: TSTINV2M (Show Details)	R 3,300.00 ZAR	R 0.00 ZAR			R 3,300.00 ZAR	

ADDITIONAL INFORMATION

originalInvoiceNo: TSTINV2M buyerInvoiceID: 5200000031 fiscalYear: 2020 Company Code: R000



# HOW TO CREATE A CREDIT NOTE FOR GOODS & SERVICES (HYBRIDS)





# HOW TO CREATE A CREDIT NOTE FOR SERVICES

**SAP Ariba Network** Standard Account Upgrade

Purchase Order: 5505371552 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

**Order Detail** | **Order History**

**From:**  
Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

**To:**

**Purchase Order**  
(Partially Received)  
5505371552  
Amount: R5,500.00 ZAR  
Version: 1

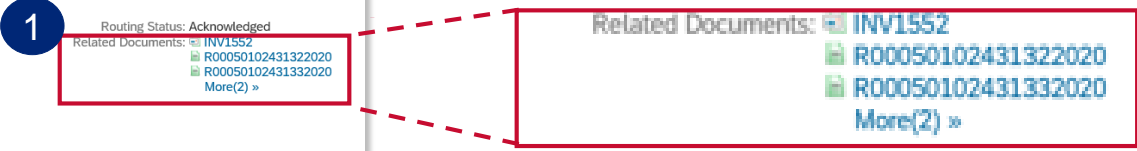
**Payment Terms** ⓘ  
Payment end of next month net

**Contact Information**  
Supplier Address

**Buyer**  
Test ID  
Email:

**Other Information**  
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from  
(http://www.apo.com/medias/suppliertools-for-supplier/terms-and-conditions) which terms and conditions are incorporated into the purchase order.

- 1 Go to the email with the PO & Invoice you want to create a Credit Note for. Click on the **Process Order** button and log into your Ariba Network Standard Account
- 2 Click on and open the invoice you want to credit under **Related documents**
- 3 Once open, click on **Create Line-Item Credit Memo**



**SAP Ariba Network** Standard Account Upgrade **TEST MODE**

Invoice: INV1552 Done Previous

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

**Detail** | **Scheduled Payments** | **History**

Standard Invoice / Tax Invoice

**Status**  
Invoice: Approved  
Routing: Acknowledged  
Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020  
Origin: Supplier

**Subtotal:**  
Total Tax:  
Amount Due:

This document is digitally signed

**REMIT TO:** **BILL TO:** **SUPPLIER:**



# HOW TO CREATE A CREDIT NOTE FOR SERVICES

SAP

Ariba Network

Standard Account

Upgrade

Settings

Help

JC

Create Line-Item Credit Memo

UpdateSaveExitNext

Credit Memo Type

☒ Quantity Adjustment ⓘ☐ Price Adjustment ⓘ

▼ Invoice Header

\* Indicates required fieldAdd to Header ▼

Summary

Credit Memo #: CN1552

Credit Memo Date: \* 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To: GRASS TOWER (PTY) LTD-TEST

JOHANNESBURG  
GautengSouth Africa

Bill To: Rustenburg Platinum Mines

Rustenburg  
South Africa

Subtotal: R -1,050.00 ZAR

Total Tax: R -157.50 ZAR

Amount Due: R -1,207.50 ZAR

View/Edit Addresses

Comment

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID:

batchNo:

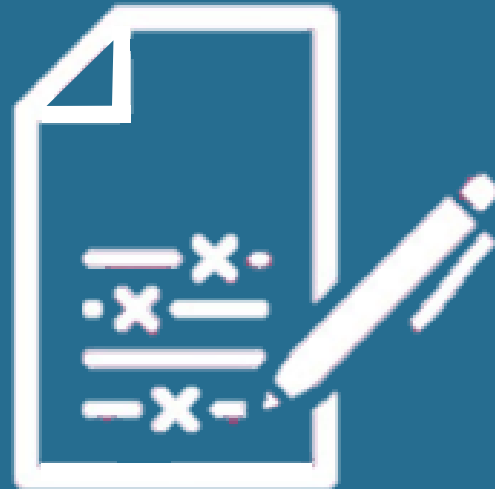
articleNumber:

transactionCategoryOrType:

- 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**



# HOW TO MANAGE AD HOC / UNPLANNED PURCHASE ORDERS





# HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO



The screenshot shows the SAP Ariba Network Supplier Login page. At the top, there is a dark blue header with the SAP logo and 'Ariba Network' text, marked with a red box and a blue circle containing the number 1. Below the header, the page has a light gray background. On the left, the 'SAP Ariba' logo is followed by 'Supplier Login'. Below this, there are two input fields: 'User Name' and 'Password', both outlined in red and marked with a blue circle containing the number 2. Below the password field is a blue 'Login' button, marked with a blue circle containing the number 3. To the right of the login fields, there is a section titled 'COVID-19 Customer Confidence Pulse' with a small image of a person and a 'Learn More' button. At the bottom of the page, there is a footer with the SAP logo, copyright information, and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

- 1 You will be redirected to the **Ariba Network Supplier Login** page.
- 2 Enter your Ariba Network Account **User Name** and **password** and
- 3 Click on the **Login** button



# HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO



Purchase Order: 5505371561 Done

**1** Create Order Confirmation Create Service Sheet Create Invoice Print Download PDF Download CSV Resend

Confirm Entire Order Update Line Items Reject Entire Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To: Purchase Order (New)  
5505371561  
Amount:  
Version:

Payment Terms 60 Days from month end

Contact Information  
Supplier Address

Buyer  
Test ID  
Email: testuser@an

buyerID: 126001

Other Information  
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
1..This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available conditions) which terms and conditions are incorporated into the purchase order by reference and are bin NOT apply where there is an existing executed agreement between the Purchaser and the Supplier per the Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing imme

**2** Est. Completion Date: 31 Dec 2020 Est. Tax Cost:

**3** Next

**4** Submit

Confirming PO

**1** Confirm Entire Order  
**2** Review Order Confirmation

Order Confirmation Header

Confirmation #: Proposal 1561  
Associated Purchase Order #: 5505371561  
Customer: Anglo American - TEST  
Supplier Reference:

Additional Information  
Confirmations to Anglo American must be for the full order quantity (split or partial quantity responses will fail to process). Delivery Date only changes must be processed as Back Order.

SHIPPING AND TAX INFORMATION

Comments:

Part # / Description Customer Part # Qty (Unit) Need By Unit Price Subtotal Tax

Consulting - Financial Reports  
Current Order Status:  
Confirmed With New Date (Estimated Completion Date: 31 Dec 2020)

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Consulting - Financial Reports			4 Jun 2020		R 950,000.00 ZAR	
1.1	CEO CONSULTING FEES	998153241	450,000.0 (EA)		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR
1.2	CORPORATE COMMUNICATIONS CONSULTING FEES	998155351	500,000.0 (EA)		R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR
2				10 Jun 2020		R 899,550.00 ZAR	

- 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.



# HOW TO INVOICE AGAINST YOUR UNPLANNED / AD HOC PURCHASE ORDERS





# HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



Purchase Order: 4501199470

Done

Create Order Confirmation

Create Service Sheet

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

From:

AA Services (UK) Ltd  
20 Carlton House Terrace  
London  
  
SW1Y 5AN  
United Kingdom

To:

Purchase Order  
(New)  
4501199470  
Amount:  
Version: :

Payment Terms ⓘ  
0.00% 0  
Pay immediately

Contact Information  
Supplier Address

Sales  
Sales Man  
Phone: + ( ) 44020 123333

Routing Status: Sent  
External Document Type: Standard PO (NB)

transactionCategoryOrType: Service PO

Ship All Items To

AA SERVICES UK  
20 Carlton House Terrace  
London

Bill To

AA Services (UK) Ltd  
20 Carlton House Terrace  
London

Deliver To

Line Items

Show Item Details

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	Tax	
10		Service		1.0 (AU)	4 Sep 2020	\$50,000.00 AUD	\$50,000.00 AUD	\$0.00 AUD	Details
	Software Licenses - Test								

Order submitted on: Saturday 9 May 2020 12:00 PM GMT+02:00  
Received by Ariba Network on: Saturday 9 May 2020 9:59 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: \$50,000.00 AUD  
Est. Total Tax: \$ 0.00 AUD  
Est. Grand Total: \$50,000.00 AUD

Create Order Confirmation

Create Service Sheet

Create Invoice

Print

Download PDF

Download CSV

Resend

Done

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



# HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



Purchase Order: 4501199470 Done

☒ Create Order Confirmation ☐ Create Service Sheet ☒ Create Invoice Print Download PDF Download CSV Resend

Order Detail Order History

**From:**  
AA Services (UK) Ltd  
20 Carlton House Terrace  
London

**To:**

**Create Invoice** (circled in red with a '1' in a blue circle)  
Standard Invoice  
Line-Item Credit Memo  
Line-Item Debit Memo

**Purchase Order (Confirmed)**  
4501199470  
Amount:  
Version: :

**Payment Terms** ⓘ  
0.00% 0  
Pay immediately

**Contact Information**  
Supplier Address

**Sales**  
Sales Man  
Phone:

**Routing Status:** Acknowledged  
**External Document Type:** Standard PO (NB)  
**Related Documents:** [Quote 9470](#)

- 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.

Create Invoice Update Save Exit Next

!Please correct the following errors and resubmit

▼ Invoice Header \*\* Indicates required field Add to Header ▼

**Summary**

**Purchase Order:** 4501199471

**Invoice #:** \* INV9471ABC (circled in red with a '2' in a blue circle)

**Invoice Date:** \* 4 May 2020 (circled in red with a '3' in a blue circle)

**Subtotal:**  
**Total Tax:**  
**Amount Due:**

[View/Edit Addresses](#)

**Service Description:**

**Remit To:**

**Bill To:**



# HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



Service Start Date: 4 May 2020

Service End Date: 4 May 2020

Add to Header ▾

- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment

Supplier VAT

Supplier VAT/Tax ID: \* GB1000100

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen Add Attachment

Name
<input type="checkbox"/> TEST SES ATTACHMENT INV.pdf

↳ Delete

receiverID:

batchNo:

articleNumber:

transactionCategoryOrType: Service PO

Add to Header ▾

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

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

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# HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category:  ☐ Discount

	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
10				Software Licenses - Test								

10

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE		TCPT LICENSE		1	EA	\$6,790.00 AUD	\$6,790.00 AUD

Service Period

Service Start Date:  Service End Date:

Additional Fields

If you are adding unplanned service lines to the Invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

Additional Fields

If you are adding unplanned service lines to the Invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

- 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.



# HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



The screenshot displays the SAP invoice creation process. The top section shows the 'Tax' details for a 'TCPT LICENSE' service. The 'Category' is set to 'VAT' and the 'Rate(%)' is '20'. The 'Taxable Amount' is \$6,790.00 AUD, and the 'Tax Amount' is \$1,358.00 AUD. The 'Update' button is highlighted with a red box and a red arrow pointing to the 'VAT' selection in the dropdown menu. The bottom section shows the 'Create Invoice' summary screen with the 'Submit' button highlighted. A confirmation message states: 'Invoice INV9471ABC has been submitted.' The summary screen also displays the invoice details: Invoice Number: INV9471ABC, Invoice Date: Monday 4 May 2020 12:00 PM GMT+02:00, Original Purchase Order: 4501199471, Service Period: Start Date: 4 May 2020, End Date: 4 May 2020, Subtotal: \$6,790.00 AUD, Total Tax: \$1,358.00 AUD, Amount Due: \$8,148.00 AUD. The 'REMIT TO' field is 'Corp UK Multi Bank Test V2', the 'BILL TO' field is 'AA Services (UK) Ltd', and the 'SUPPLIER' field is 'Corp UK Multi Bank Test V2'.

- 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



# HOW TO RESUBMIT INVOICE FOR UNPLANNED/AD HOC PURCHASE ORDERS





# HOW TO RESUBMIT A REJECTED INVOICE FOR AN UNPLANNED PO



Purchase Order: 5505371590

Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice Print Download PDF Download CSV Resend

Order Detail Order History

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To:

Purchase Order (Partially Invoiced)  
55053  
Amount:  
Version:

Payment Terms 60 Days from month end

Contact Information  
Supplier Address

Buyer  
Test ID  
Email:

Routing Status: Acknowledged  
Related Documents: INV1591  
INV1591  
INV1590A  
More(4) »

Other Information  
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

- 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.
- 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**

Invoice: INV1591

Done Previous

Edit Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Rejected Invoice:  
Reasons:  
INV-38: The invoice was successfully received.  
DOC-1: cXML InvoiceDetailRequest queued  
INV-35: The invoice status has been successfully updated to Rejected by Anglo American - TEST. Description:Incomplete Signat  
DOC-1:  
Incomplete Signatures on Invoice  
Edit & Resubmit

Standard Invoice / Tax Invoice

Status  
Invoice: Rejected  
Routing: Rejected  
Invoice Number: INV1591  
Invoice Date: Wednesday 15 Apr 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371590  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

Purchase Order: 4501199470

Done

Create Order Confirmation Create Service Sheet Create Invoice Standard Invoice Line-Item Credit Memo Line-Item Debit Memo

Order Detail Order History

From: AA Services (UK) Ltd  
20 Carlton House Terrace  
London

To:

Purchase Order (Confirmed)  
4501199470  
Amount:  
Version:

Payment Terms 0.00% 0  
Pay Immediately

Contact Information  
Supplier Address

Sales  
Sales Man  
Phone:

Routing Status: Acknowledged  
External Document Type: Standard PO (NB)  
Related Documents: Quote 9470

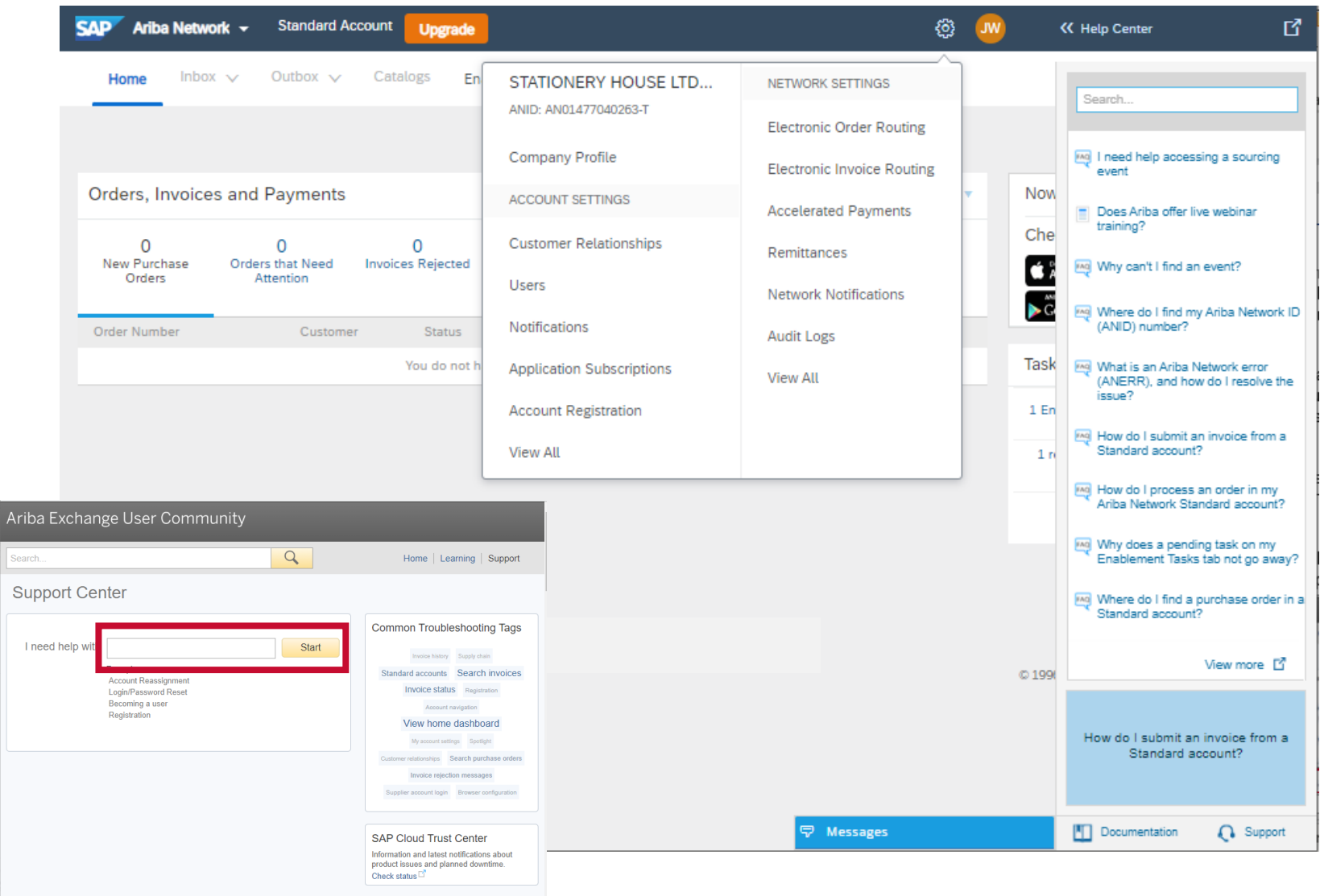


# SUPPORT








# HOW TO GET TECHNICAL SUPPORT




There are multiple channels available to assist you with technical support

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

The  icon opens the Company setting menu where you can update your profile, set up your notifications and administer your Ariba Network Account. Under **Customer Relationships** you will find Anglo American, and next to that the **Supplier Information Portal**, where you will find training material.

The  **Documentation** icon opens a library of support documentation, FAQs and video tutorials

The  **Support** icon opens a chat feature where you can get real time support for your Discovery queries



# SUPPLIER SUPPORT



<b>Ariba Network Training Guide</b>	<a href="#">SIPSA-AngloAmerican</a>
<b>Frequently Asked Questions</b>	<a href="https://www.angloamerican.com/suppliers/tools-for-suppliers/procure-to-pay">https://www.angloamerican.com/suppliers/tools-for-suppliers/procure-to-pay</a>
<b>Additional Ariba Network Training Material</b>	<a href="https://connect.ariba.com/KAAcontent/1,,173443,00.html">https://connect.ariba.com/KAAcontent/1,,173443,00.html</a>
<b>Procurement Process Queries</b>	Your Supply Chain Buyer
<b>Ariba Network Queries: Purchase orders, Invoicing, Payments, Issues transacting with the Ariba Network</b>	<p><b>Anglo American</b> 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 <b>E:</b> <a href="mailto:queryinvoice@angloamerican.com">queryinvoice@angloamerican.com</a> (ZA &amp; UK) <b>T:</b> 0860 289 987 (0860 BUZZUS) - ZA Only <b>T:</b> +44 (0) 203 450 7627- UK Only</p> <p><b>De Beers Group</b> <a href="mailto:SMM-Ariba@debeersgroup.com">SMM-Ariba@debeersgroup.com</a></p>
<b>Ariba Network Technical Queries</b>	<a href="https://connectsupport.ariba.com/sites/Company?ANID=AN01048242614AFR&amp;h=Rk6BWmlXu8swx913cAzQ#Enablement-Inquiry">https://connectsupport.ariba.com/sites/Company?ANID=AN01048242614AFR&amp;h=Rk6BWmlXu8swx913cAzQ#Enablement-Inquiry</a>