



# SUPPLY CHAIN ARIBA NETWORK STANDARD ACCOUNT USER GUIDE





# AngloAmerican

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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?

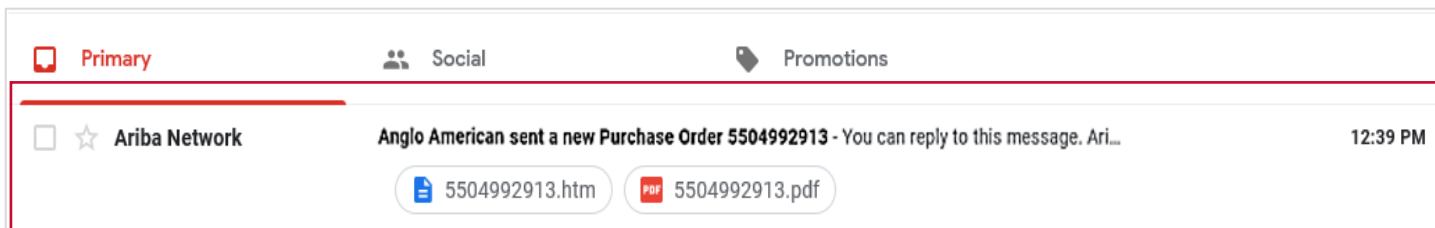
We have made all the technical changes in our environment to make it possible for you to transact digitally with us. You will now need to establish an electronic trading relationship with Anglo American and/or De Beers Group and if applicable, create a new Ariba Network account.

## 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**



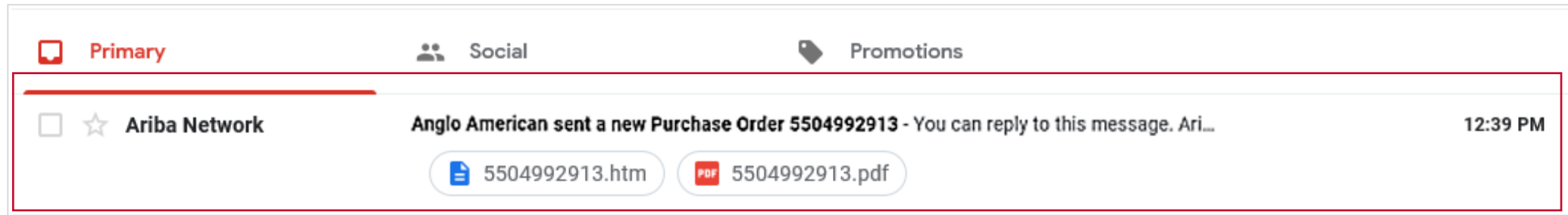
## IMPORTANT TIP!

- If you can't locate the interactive email please search for the domain '@ansmtp.ariba.com' across your folders, including spam & junk folders
- **Ask** your IT department to whitelist the domain '@ansmtp.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?

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**




**TIP!**


### IMPORTANT TIP!


- If you can't locate the interactive email please search for the domain '@ansmtp.ariba.com' across your folders, including spam & junk folders
- **Ask** your IT department to whitelist the domain '@ansmtp.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

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.

# HOW TO GET STARTED

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

The screenshot shows the SAP Ariba Network interface. The main page is titled 'Join your customer on Ariba Network!' and has buttons for 'Sign up', 'Search your company', and 'Log in'. A pop-up window (1) titled 'Potential existing accounts' is displayed, with a 'Review accounts' button (2). Below this, the 'Review duplicate Account' page is shown, featuring a list of search results (3) with columns for Supplier Name, Country, State, DUNS, Supplier ANID, and Count of Relationships.

**1** 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.

**2** Review accounts

**3** Go back to previous page

**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, 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 1		Gauteng	-	AN ID	2	...
Company name 2		Northern Province	-	AN ID	1	...
Company name 3		Gauteng	-	AN ID	1	...

- 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.

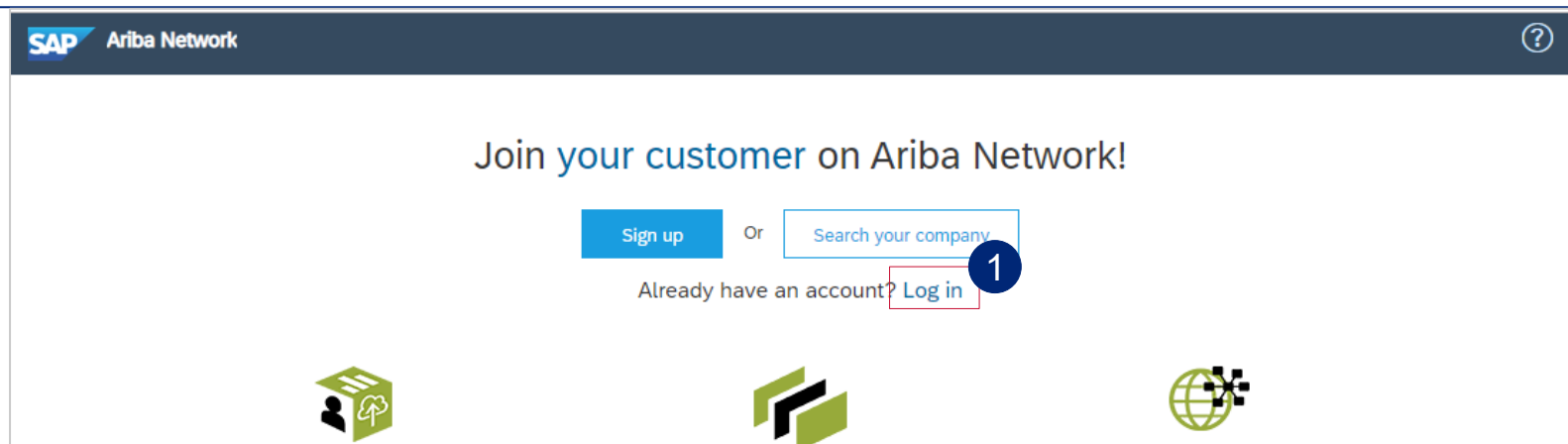
The screenshot shows the SAP Ariba Network sign-up page. At the top left is the SAP Ariba Network logo. At the top right is a question mark icon in a circle, labeled with a blue '4'. The main heading is 'Join your customer on Ariba Network!'. Below this are three options: 'Sign up' (labeled with a blue '2'), 'Or Search your company' (labeled with a blue '5'), and 'Already have an account? Log in' (labeled with a blue '1'). Below these are three benefit sections: 'Strengthen relationships' (collaborate with your customer on the same secure network), 'Connect faster' (exchange documents electronically and streamline communications), and 'Reach more customers worldwide' (sign up with Ariba Discovery and increase sales leads). At the bottom, it says 'Ariba Network standard account is Free' with a 'Learn more' button (labeled with a blue '3'). At the bottom left are links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'. At the bottom right is the 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

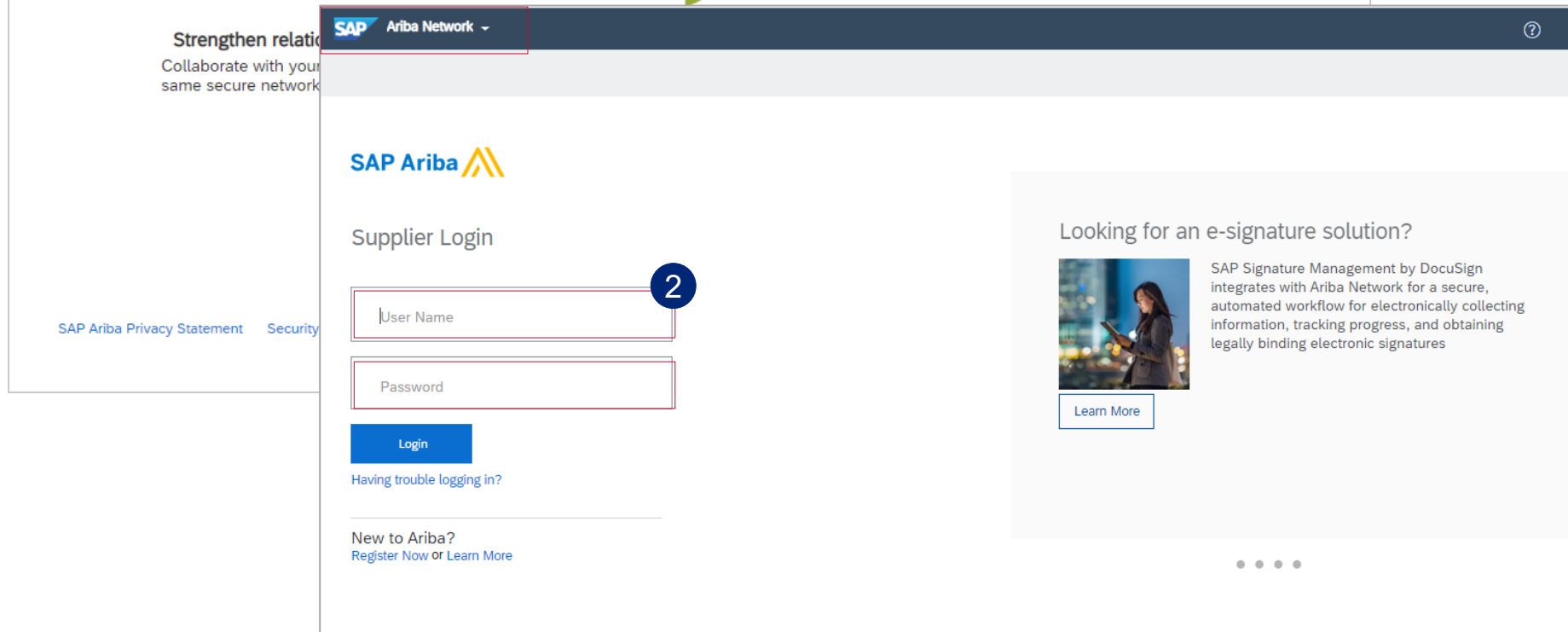


# HOW TO LOG IN USING AN EXISTING ARIBA NETWORK ACCOUNT



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

**1** Register

Company information

\* Indicates a required field

Company Name:\*

Country: South Africa [ZAF]

Address:\*

Line 2

Line 3

City: JOHANNESBURG

Postal Code: 2107

Province: Gauteng [ZA-GT]

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.

**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.

**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**.

**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.

User account information

Name:\*

Email:\*

Use my email as my username

Username:\*

Password:\*

Language: English

Email orders to:\*

\* Indicates a required field

[SAP Ariba Privacy Statement](#)

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

Must contain a minimum 8 characters including letters and numbers.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

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

# 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

\* Indicates a required field

1

Company Name: \*

Country: \* South Africa [ZAF]

Address: \*

Line 2

Line 3

City: \* JOHANNESBURG

Postal Code: \* 2107

Provincia: \* Gauteng [ZA-GT]

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:\*  3

Password:\*  4

Language:  5

Email orders to:\*

\* Indicates a required field

[SAP Ariba Privacy Statement](#)

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

Must contain a minimum 8 characters including letters and numbers. ⓘ

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

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.

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!

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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.

**TIP!**

# 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** ▶

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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](#) 1

I have read and agree to the [SAP Ariba Privacy Statement](#) 2

Register Cancel 3

- 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:\*  Must be in email format (e.g. john@newco.com) ⓘ

Password:\*  Must contain a minimum 8 characters including letters and numbers. ⓘ

Language:  ⓘ

Email orders to:\*  Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Tell us more about your business ▶

Ariba will make your company profile, which includes the basic company information, available so anytime by editing the profile visibility settings on the Company Profile page after you click the Register button, you expressly acknowledge and give consent to Ariba for your other jurisdiction where you are located to Ariba and the computer systems on which the Ariba 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

ⓘ 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](#)

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

**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	...

# 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.

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

Purchase Order: 5505371552 Done <sup>1</sup>

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

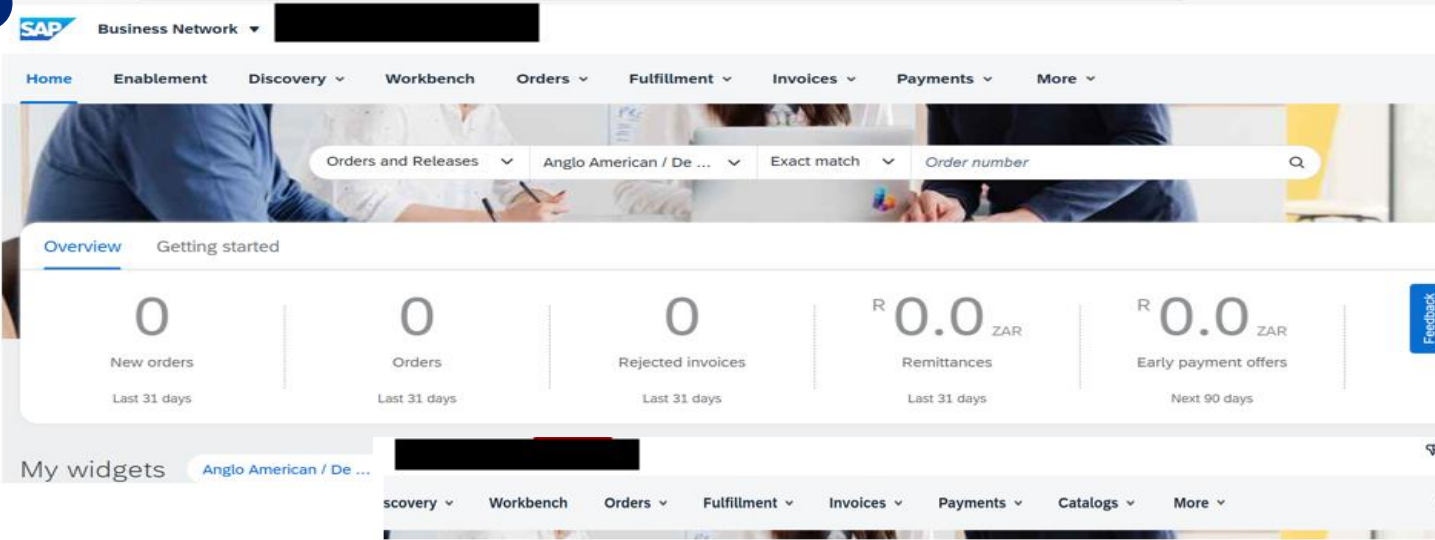
**1** To do this, click on **Done**

19

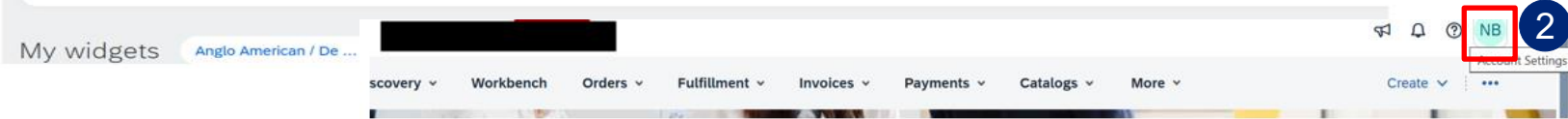
EXTERNAL

# HOW TO SETUP NOTIFICATIONS IN YOUR Ariba Network Standard Account

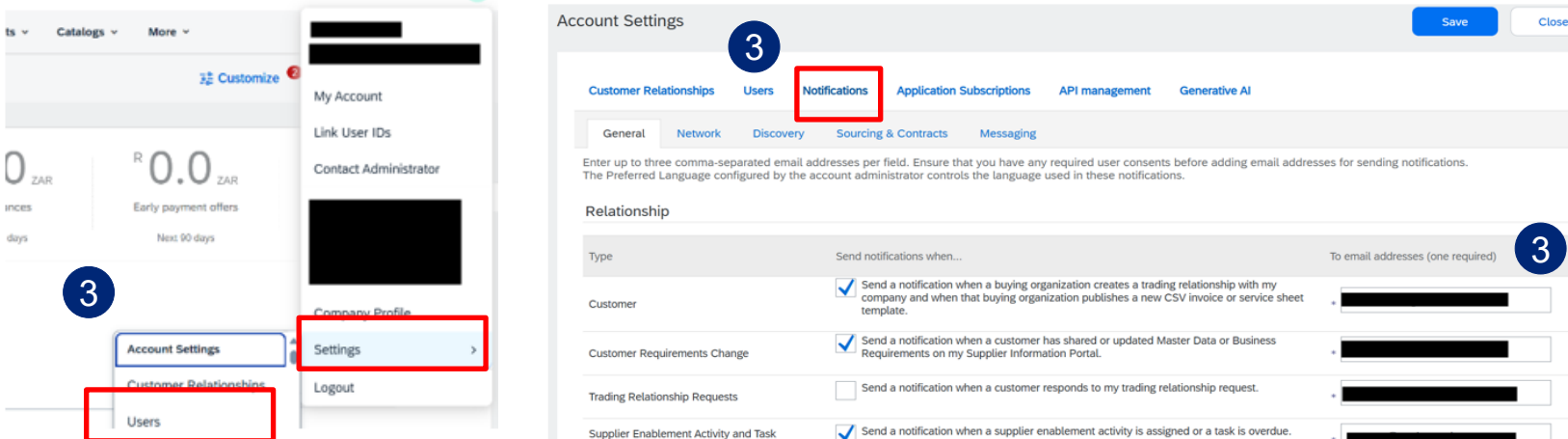
1



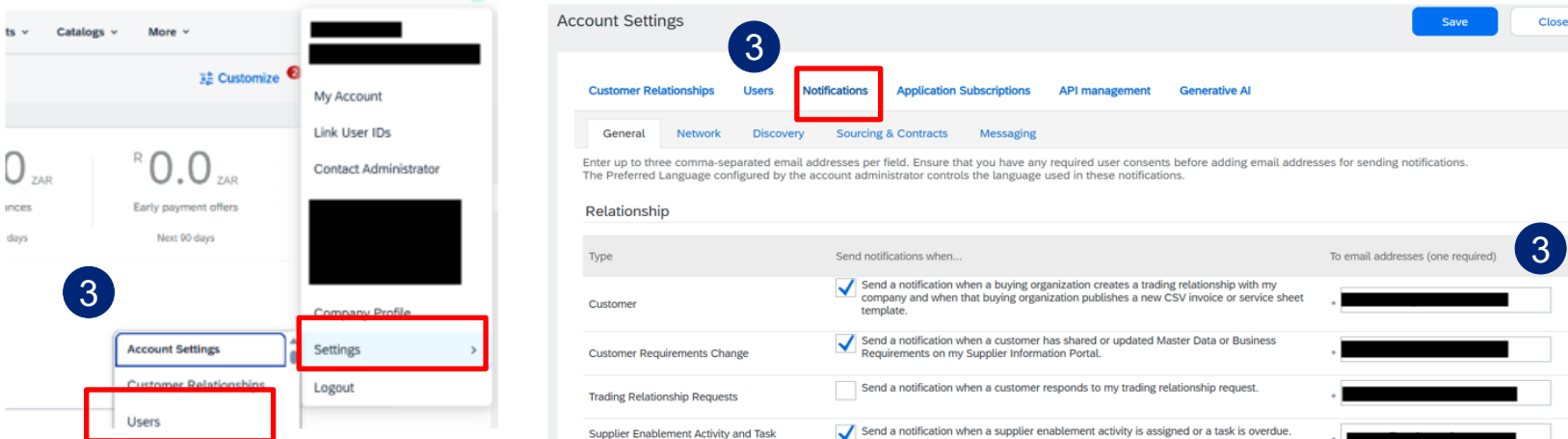
2



3



3



1 You will be redirected to the homepage/Dashboard.

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

3 Click on Settings and then USERS

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

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

The screenshot shows the 'Account Settings' page for a Standard Account. The 'Network' tab is selected and highlighted with a red box and a callout '1'. Below the tabs, there is a section for 'Electronic Order Routing' with a table of notification types and checkboxes. A red box and callout '2' highlight the checkboxes for 'Order' notifications. To the right of the table is a field for 'To email addresses (one required)' with a red box and callout '3' highlighting the field containing the email address 'testuser@angloamerican.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.Soap@email.com,Ann.Other@email.com

# HOW TO SETUP NOTIFICATIONS IN YOUR Ariba Network Standard Account

## Electronic Invoice Routing

Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	* [Redacted]
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	* [Redacted]
Invoice Created Automatically from Receipts	<input checked="" type="checkbox"/> Send a notification when an invoice is automatically created from a goods receipt.	* [Redacted]
Invoice Created Automatically from Service Sheets	<input type="checkbox"/> Send a notification when an invoice is automatically created from a service sheet.	* [Redacted]
Invoice conversion (Supported formats: .pdf, .png, .jpg)	<input type="checkbox"/> Send a notification when the invoice conversion fails.	* [Redacted]
	<input type="checkbox"/> Send a notification when the status of the template changes.	* [Redacted]
	<input type="checkbox"/> Send a notification when an invoice is set for manual submission after conversion.	* [Redacted]

1

## 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.	* [Redacted]
Ship Notice Declined	<input type="checkbox"/> Send notification when a Declined Document status update request is received.	* [Redacted]
Ship Notice Accepted with Changes	<input type="checkbox"/> Send notification when an Accepted with Changes Document status update request is received.	* [Redacted]

2

## Receipt

Type	Send notifications when...	To email addresses (one required)
Receipt	<input type="checkbox"/> Send a notification when a new receipt is received.	* [Redacted]

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

Some notifications will already be pre-selected.

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

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

# HOW TO SETUP NOTIFICATIONS IN YOUR Ariba Network Standard Account

Account Settings

Customer Relationships Users Notifications Application Subscriptions API management Generative AI

General Network Discovery Sourcing & Contracts 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.	+ [Redacted]
	<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.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	

- 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

The image shows two screenshots from the SAP Ariba website. The top screenshot is the homepage, featuring a navigation bar with 'SAP Ariba' logo, 'Solutions', 'Ariba Network', 'Resources', 'Support', and 'About'. A 'Login' button is highlighted with a red box, and a dropdown menu is open, with 'Supplier' selected and highlighted. The main content area has the headline 'Strengthening business resiliency, together' and a 'Find out more' button. The bottom screenshot shows the 'Supplier Login' page, with the 'SAP Ariba Network' dropdown highlighted in red. The page includes the SAP Ariba logo, the title 'Supplier Login', and a message: 'Your company STATIONERY HOUSE LTD-TEST is already registered. If you don't have a user account, request one now.' Below this are input fields for 'User Name' and 'Password', and a 'Login' button. There is also a link for 'Having trouble logging in?' and a search function for 'Is your company registered?'. A sidebar on the right features a news article titled 'DENIOS AG Won 79 New Customers with Ariba Network' with a 'Learn More' button.

- 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

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

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

**Contact Information**  
Supplier Address

**Other Information**  
CONDITIONS OF SALE  
1., This purchase order is subject to the terms and conditions of the supplier's reference and...

**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
2	PALM TREE SMALL	Material		8.0 (EA)	16 May 2020	R 350.00 ZAR	R 2,800.00 ZAR	R 420.00 ZAR

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.

**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

**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



## 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:

To view and confirm your PO's once your standard account is set up, simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com), select Supplier login and enter your username and password. On your homepage, select WORKBENCH and a the list of PO's will be displayed.



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

- Permitted to deliver any services or goods to any of our operations / sit
- To create an electronic eInvoice 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

Purchase Order: 5505371552

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



**SAP Ariba Network**

**SAP Ariba**

## Supplier Login

Your company STATIONERY HOUSE LTD-TEST is already registered.  
If you don't have a user account, request one now.

User Name

Password

Login

Having trouble logging in?

Is your company registered?  
Search

**DENIOS AG Won 79 New Customers with Ariba Network**

Together with SAP Ariba and the Ariba Network, DENIOS was able to win 79 new customers, up-sell and cross-sell products through catalogs and lower operational costs by reducing consumption of resources by 40%.

Learn More

**1** Login to your **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 Items

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	<b>3</b> Details
2	PALM TREE SMALL	Material		8.0 (EA)	16 May 2020	R 350.00 ZAR	R 2,800.00 ZAR	R 420.00 ZAR	Details

Order submitted on: Wednesday 6 May 2020 12:00 PM GMT+02:00  
 Received by Ariba Network on: Wednesday 6 May 2020 11:13 AM GMT+02:00  
 This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

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

**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:

- Type reflects as **Material** for **Goods POs**
- Quantity & Unit (Unit of Measure)
- Delivery date
- Unit price
- TAX / VAT Rate (if applicable)

Do this for each line item.

- ✓ 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	BOLTS & FLANGES	Material	300.0 (EA) ⓘ	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR

**Summary** 1

**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

---

**Create Order Confirmation** | 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)**  
5504992913  
Amount: R46,300.00 ZAR  
Version: 1

---

Payment Terms (i)  
60 Days from month end Routing Status: Sent

Contact Information  
Supplier Address Buyer

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 Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header \* Indicates required field

Confirmation #:  **1**

Associated Purchase Order #: 5504992913

Customer: Anglo American - TEST ▲ 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.

Supplier Reference:

**Additional Information**

clientNumber:

assumingCompany:

**2** ▲ 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

Est. Shipping Date: 16 Oct 2019 **2**

Est. Shipping Cost:

Est. Delivery Date: 16 Oct 2019 **3**

Est. Tax Cost:

Comments:

**Line Items**

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

**4**

- 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 Previous **Submit** Exit

**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) ①	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR
Current Order Status: <b>300.0 Confirmed With New Date</b> (Estimated Delivery Date: 16 Oct 2019)						
2		100.0 (EA) ①	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

Routing Status: Acknowledged  
 Related Documents: [Quote40](#)

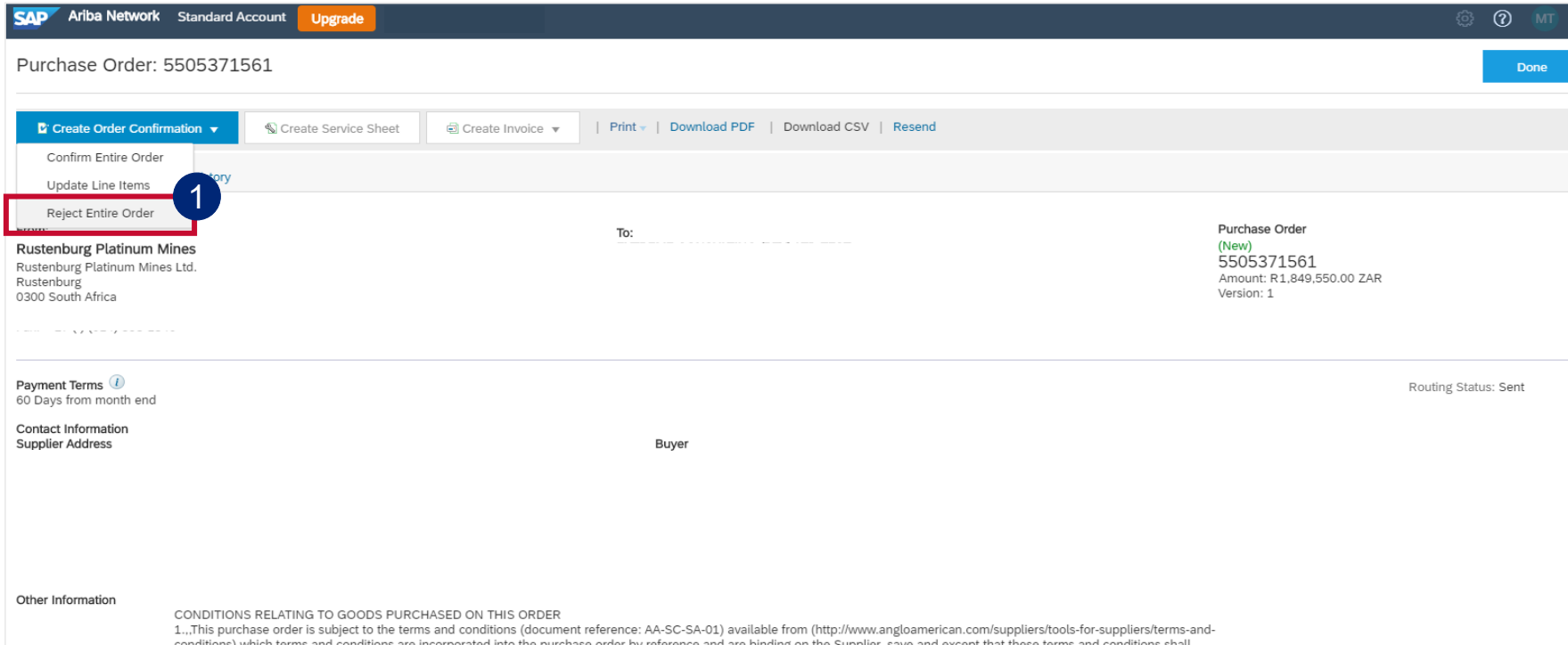
Once you have confirmed your entire Purchase Order you will be redirected to this page.

- 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



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** **1**

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:

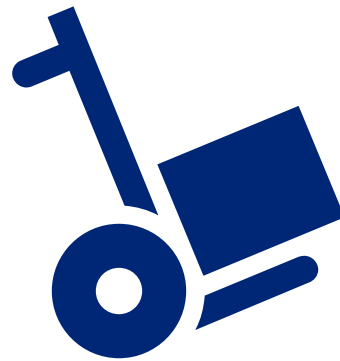
Routing Status: Acknowledged  
Related Documents: [Proposal 1561](#)

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

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





# HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)



Purchase Order: 4502509397 Done

Order Detail | Order History

From: Rustenburg Platinum Mines Limited  
1931/003380/06  
Johannesburg  
2196 South Africa  
Phone: + () 0113736111

To: [REDACTED]

Purchase Order (Confirmed)  
4502509397  
Amount: R4,900.00 ZAR  
Version: 1

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address [REDACTED]

Sales [REDACTED]

Routing Status: Acknowledged  
External Document Type: Standard PO (NB)  
Related Documents: 4502509397

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

Click on 'Create Ship Notice' button to start this process.





# HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)



SAP Business Network -

Create Ship Notice

Save Exit Next

\* Indicates required field

SHIP FROM [Redacted] Update Address

DELIVER TO Mototolo Main Store Borwa shaft Update Address  
Steelport  
MPSouth Africa

Ship Notice Header

2 SHIPPING Packing Slip ID: 123456

TRACKING Carrier Name: [Dropdown]  
Service Level: [Text]

Invoice No.: [Text]

Requested Delivery Date: --

3 Ship Notice Type: Select

Shipping Date: 18 May 2023

Delivery Date: 19 May 2023

Gross Volume: [Text] Unit: [Text]

- 2 • Complete the relevant information as outlined:
- Populate your delivery note number in the Packing Slip ID field, under the SHIPPING section
- 3 • Add your Shipping and Delivery Date. **Please Note:** both date fields are mandatory.



# HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)



▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

4

Shipping Payment Method:

Shipping Contract Number:

Shipping Instructions:

4

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

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add Transport Term							

▼ Additional Fields

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:

Order Items



# HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)



5

Order Items Hide Item Details

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax													
4502509398	10	QUADRANT;FIRE;DIGITAL IN;IOC3:342424		25.0	EA	19 May 2023		R 4,900.00 ZAR	R 122,500.00 ZAR	R 18,375.00 ZAR													
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 25 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 25.0 EA    Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>25.0</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>												Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	1	25.0		- Select Country -		
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																		
1	25.0		- Select Country -																				
4502509398	20	QUADRANT;FIRE;DIGITAL IN;IOC3:342424		50.0	EA	19 May 2023		R 2,300.00 ZAR	R 115,000.00 ZAR	R 17,250.00 ZAR													
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 50 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 50.0 EA    Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>50.0</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>												Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	1	50.0		- Select Country -		
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																		
1	50.0		- Select Country -																				
<p>Add Order Line Item</p>																							

Save    Exit    **Next**

6

- 5 Scroll down to the Order Items section. The line item details are displayed and corresponds with what was confirmed as part of the Order Confirmation step.
- 6 To create the FULL Advance Shipping Notification, meaning inclusive of all lines and ship quantities, click on Next



# HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)



Order Items Hide Item Details

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4502509398	10	QUADRANT;FIRE;DIGITAL IN;IOC3;342424		25.0	EA	19 May 2023		R 4,900.00 ZAR	R 122,500.00 ZAR	R 18,375.00 ZAR
<p>SHIPMENT STATUS</p> <p>▼ 1. Ship Qty: 25.0 EA</p> <p>No detail information provided.</p> <p>Additional Information</p> <p>buyerID: articleNumber:</p>										
4502509398	20	QUADRANT;FIRE;DIGITAL IN;IOC3;342424		50.0	EA	19 May 2023		R 2,300.00 ZAR	R 115,000.00 ZAR	R 17,250.00 ZAR
<p>SHIPMENT STATUS</p> <p>▼ 1. Ship Qty: 50.0 EA</p> <p>No detail information provided.</p> <p>Additional Information</p> <p>buyerID: articleNumber:</p>										

7

Previous Save **Submit** Exit

7 If you are ready to proceed, click on **Submit**



# HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)



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

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

Click on Done to exit this view.




# HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)



Purchase Order: 4502509397 Done


Order Detail | Order History

**From:**  
 Rustenburg Platinum Mines Limited  
 1931/003380/06  
 Johannesburg  
 2196 South Africa  
 Phone: + ( ) 0113736111

**To:**  


**Purchase Order (Confirmed)**  
 4502509397  
 Amount: R4,900.00 ZAR  
 Version: 1

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

**Contact Information**  
 Supplier Address  


Routing Status: Acknowledged  
 External Document Type: Standard PO (NB)  
 Related Documents: 4502509397

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

Click on 'Create Ship Notice' button to start this process.



# HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)



SAP Business Network -

## Create Ship Notice

Save Exit Next

\* Indicates required field

SHIP FROM [Redacted] Update Address

DELIVER TO Mototolo Main Store Borwa shaft Update Address  
Steelport MPSouth Africa

Ship Notice Header

2 SHIPPING Packing Slip ID: 123456

Invoice No.: [Empty]

Requested Delivery Date: --

3 Ship Notice Type: Select

Shipping Date: 18 May 2023

Delivery Date: 19 May 2023

Gross Volume: [Empty] Unit: [Empty]

TRACKING Carrier Name: [Empty] Service Level: [Empty]

- 2 • Complete the relevant information as outlined:
- Populate your delivery note number in the Packing Slip ID field, under the SHIPPING section
- 3 • Add your Shipping and Delivery Date. **Please Note:** both date fields are mandatory.



# HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)



▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

4

Shipping Payment Method:

Shipping Contract Number:

Shipping Instructions:

4

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

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Transport Term"/>							

▼ Additional Fields

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:

Order Items





# HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)



Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax															
4502509401	10	QUADRANT:FIRE;DIGITAL IN;IOC3:342424		10.0	EA	25 May 2023		R 4,900.00 ZAR	R 49,000.00 ZAR		R 7,350.00 ZAR	<b>5</b> Remove													
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 2.0 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 10.0 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2.0</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> <td>Add Details</td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>												Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	2.0		- Select Country -			Add Details
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																				
1	2.0		- Select Country -			Add Details																			
4502509401	20	QUADRANT:FIRE;DIGITAL IN;IOC3:342424		10.0	EA	25 May 2023		R 2,300.00 ZAR	R 23,000.00 ZAR		R 3,450.00 ZAR	Remove													
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 4.0 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 10.0 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4.0</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> <td>Add Details</td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>												Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	4.0		- Select Country -			Add Details
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																				
1	4.0		- Select Country -			Add Details																			
<p>Add Order Line Item</p>																									
										Save	Exit	Next													

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

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

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

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



# HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)



Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4502509401	10	QUADRANT;FIRE;DIGITAL IN;IOC3;342424		10.0	EA	25 May 2023		R 4,900.00 ZAR	R 49,000.00 ZAR	R 7,350.00 ZAR

Remove

Shipment Status

Total Item Due Quantity: 2.0 EA

Confirmation Status

Total Confirmed Quantity: 10.0 EA Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	2.0		- Select Country -		

Add Details

Add Ship Notice Line

Add Order Line Item

Save Exit Next

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

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

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



# HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)



Purchase Order: 4502509400

From:  
Rustenburg Platinum Mines Limited  
1931/003380/06  
Johannesburg  
2196 South Africa  
Phone: +() 0113736111

To:

8 Purchase Order (Partially Shipped)  
4502509400  
Amount: R141,000.00 ZAR  
Version: 1

Track Order

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

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

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



# HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)



Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4502509401	10	QUADRANT;FIRE;DIGITAL IN;IOC3;342424		10.0	EA	25 May 2023		R 4,900.00 ZAR	R 49,000.00 ZAR	R 7,350.00 ZAR

Remove

Shipment Status

Total Item Due Quantity: 2.0 EA

Confirmation Status

Total Confirmed Quantity: 10.0 EA    Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	2.0		- Select Country -		

Add Details

Add Ship Notice Line

10 Add Order Line Item

Save    Exit    Next

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

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



# HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)



SAP Business Network Enterprise Account TEST MODE

Select Items to Add to Ship Notice

Ship To:  
Anglo American, De Beers Group and Thungela Resources Group Mototolo Main Store Borwa shaft, Steelpoort, MP, South Africa

▼ Search Filters

Order Number:  Partial number  Exact number  Search only stock transport orders

12

Part No.:  Look Up

Show Advanced Filters

Number of Results: 500

Items to be Shipped (1)

	Need By	Part # / Description	Order Number	Item	Schedule Line No.	Commitment Level	Ordering Address	Requested Qty	Due Qty
14	<input checked="" type="checkbox"/>	25 May 2023	QUADRANT;FIRE;DIGITAL IN;IOC3;342424	4502509401	20	1		10 (EA) ⓘ	4 (EA) ⓘ

15

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

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

# HOW TO INVOICE AGAINST YOUR PO FOR GOODS





# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



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

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

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

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



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5505371561

Done

Create Order Confirmation | Create Service Sheet | **Create Invoice** | Hide | 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  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

To: [REDACTED]

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 [REDACTED]

Buyer  
Test ID  
Email: testuser@angloamerican.com

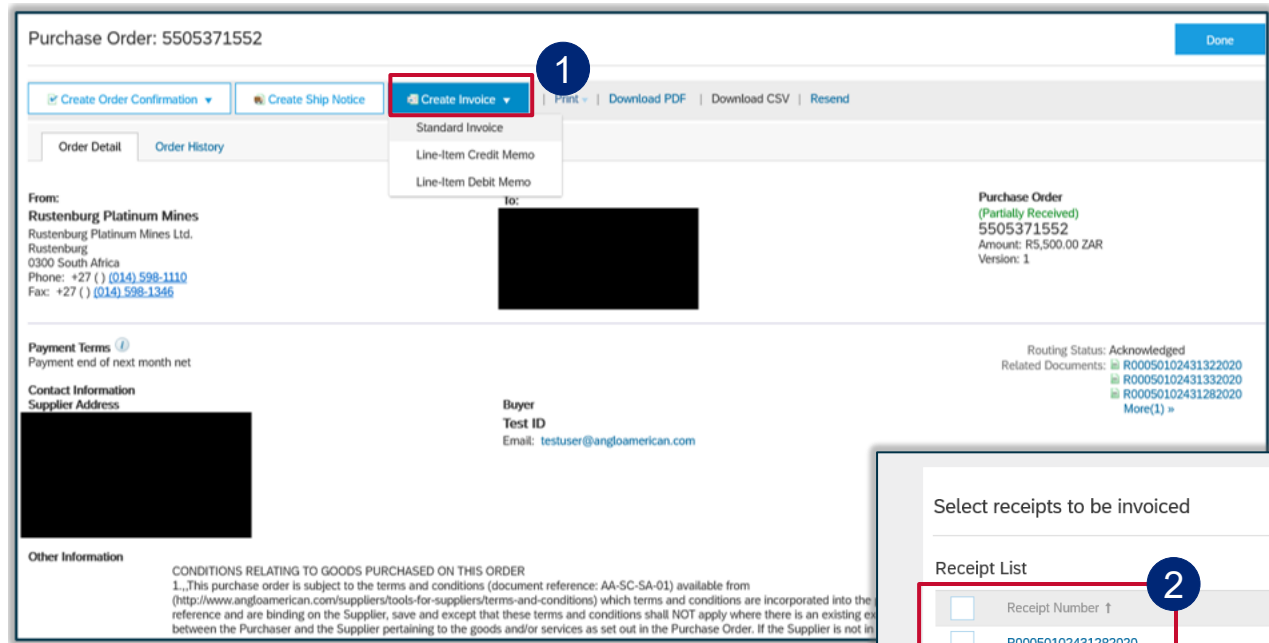
Routing Status: Acknowledged  
Related Documents: Proposal 1561

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** Your **Purchase Order (PO)** document will open.  
If you have delivered your goods you will receive a system generated notification via Ariba that your delivery has been GRV'ed (if you have set this up in your notifications).
- 2** If a **GRV** has not been created, you will not be able to invoice against your Purchase order. The **Create Invoice** button will be greyed out. You will need to contact the stores you delivered the goods to to create the GRV.



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

Purchase Order: 5505371552

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

To: [Redacted]

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

Payment Terms: Payment end of next month net

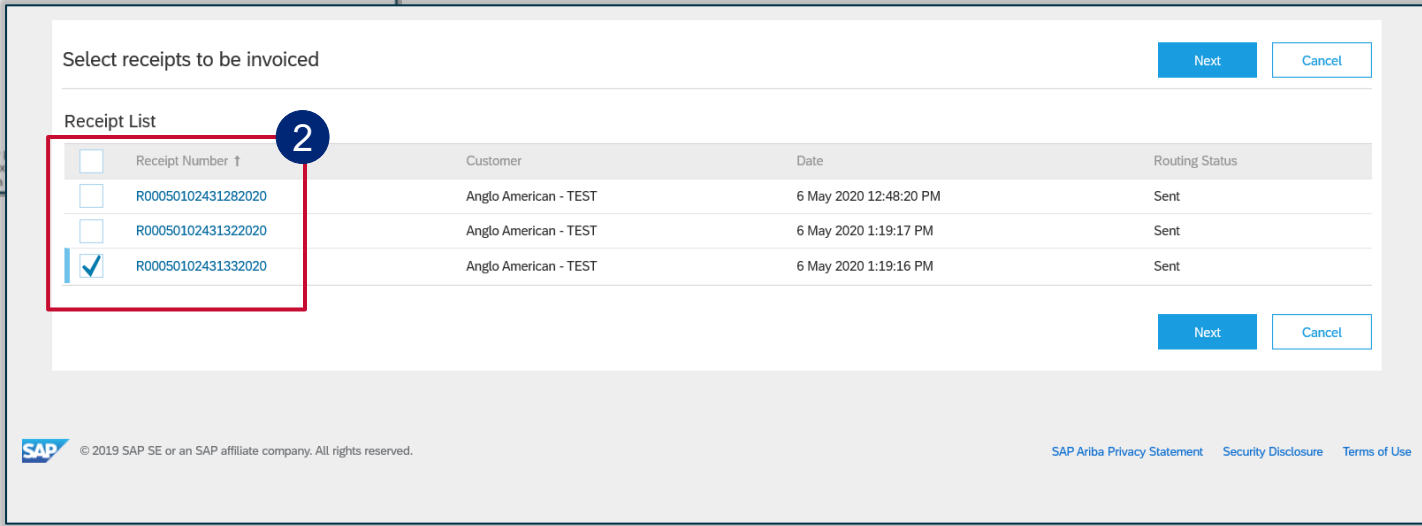
Contact Information: Supplier Address [Redacted]

Buyer: Test ID  
Email: testuser@angloamerican.com

Routing Status: Acknowledged  
Related Documents: R00050102431322020, R00050102431332020, R00050102431282020

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 reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing contract 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

- 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.



Select receipts to be invoiced

Receipt List	Customer	Date	Routing Status
<input type="checkbox"/> Receipt Number ↑			
<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

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# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



Receipt: R00050102431282020 Done Previous

Print | Export cXML

Detail History

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

To: [REDACTED]

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



Create Invoice

Update Save Exit **Next** 5

! Please correct the following errors and resubmit

Invoice Header

Summary

Purchase Order: 5505321552

Invoice #: INV1552 1

Invoice Date: 18 Mar 2022

Subtotal: R 1,050.00 ZAR 4

Total Tax: R 157.50 ZAR

Amount Due: R 1,207.50 ZAR

Service Description:

Remit To:

Bill To:

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

Supplier VAT

Supplier VAT ID: 2

Supplier Commercial Identifier:

Customer VAT

Customer VAT ID: 4310113863

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Special Handling Discount Add to Included Lines

Quantity	Unit	Unit Price	Subtotal
3.0	EA	R 350.00 ZAR	R 1,050.00 ZAR

Receipt #: R00050102431332020

Receipt Line #: 1

Unit Conversion: 1 Price Unit: EA Price Unit Quantity: 1.0 Description:

Category: VAT Taxable Amount: R 1,050.00 ZAR

Location: 15% Input VAT Rate(%): 15.00

Regime: Tax Amount: R 157.50 ZAR

Law Reference: Triangular Transaction: NO

Update Save Exit **Next** 3

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.

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



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: INV1552	Subtotal: R 1,050.00 ZAR
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00	Total Tax: R 157.50 ZAR
Original Purchase Order: 5505371552	Amount Due: R 1,207.50 ZAR
Receipt: R00050102431332020	

**REMIT TO:**

**BILL TO:**  
Rustenburg Platinum Mines  
Postal Address (Rustenburg Platinum Mines Limited):  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa  
Address ID: R000  
Phone : +27 ( ) (014) 598-1110  
Fax : +27 ( ) (014) 598-1346

**SUPPLIER:**

**BILL FROM:**

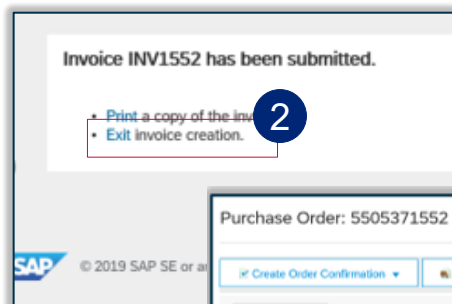
**CUSTOMER:**  
Rustenburg Platinum Mines  
Postal Address:  
Rustenburg Platinum Mines Ltd.

Buttons: Previous, Save, **Submit**, Exit

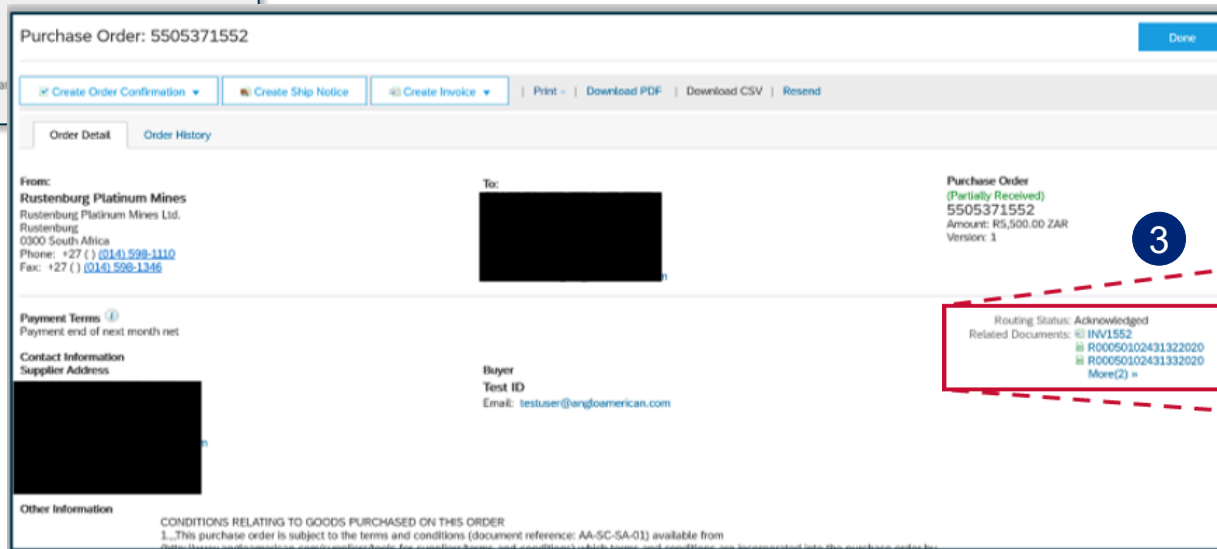
The summary page allow suppliers to verify that all the information is correct.

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

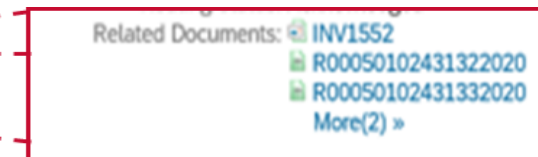
# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



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



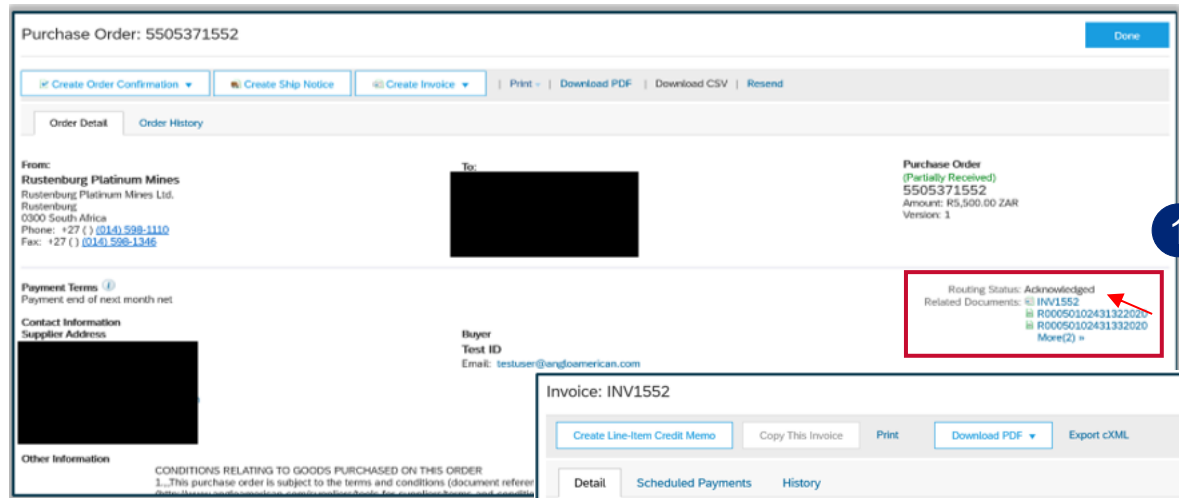
**3** Suppliers can view all documents related to the specific PO under **Related documents**. Suppliers can hover over each document to see what type of document it is, e.g. PO confirmation or Receipt



# HOW TO VIEW YOUR INVOICE STATUS & DUE DATE



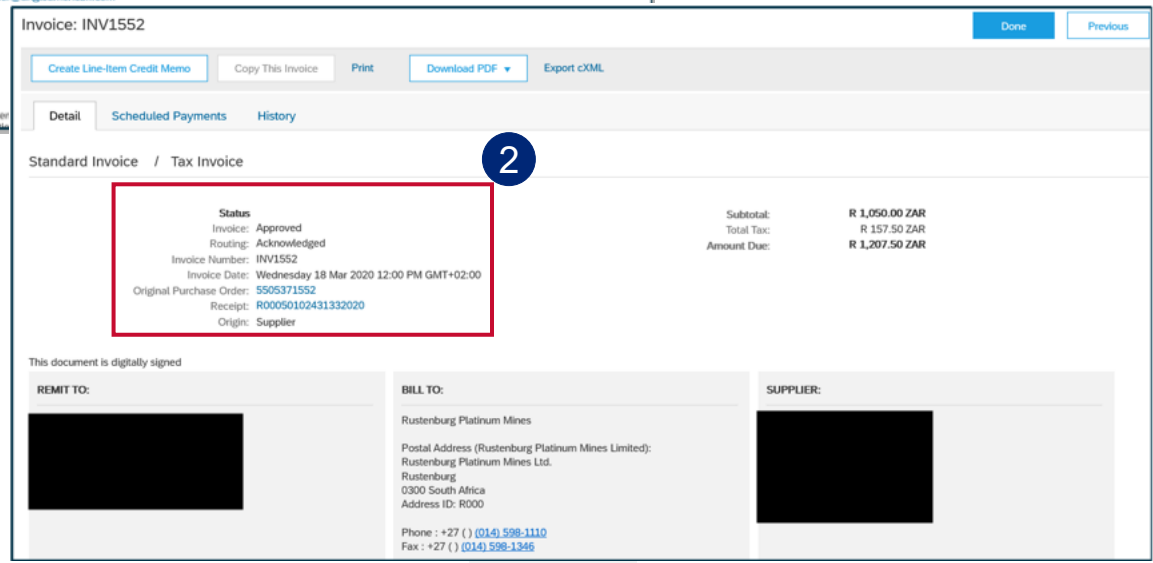
# HOW TO SEE YOU INVOICE STATUS AND DUE DATE

Purchase Order: 5505371552

From: Rustenburg Platinum Mines  
 To: [Redacted]  
 Purchase Order (Partially Received) 5505371552  
 Amount: R5,500.00 ZAR  
 Version: 1

Routing Status: Acknowledged  
 Related Documents: INV1552, R00050102431332020, R00050102431332020 More(2) +



Invoice: INV1552

Status: 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

- 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



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
**3** 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

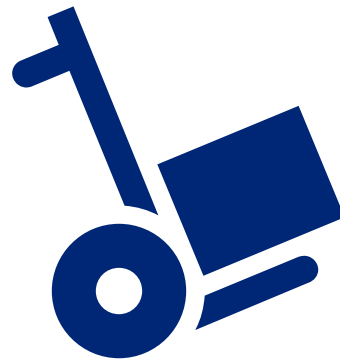
History

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
<b>4</b> Acknowledged		Supplier	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	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 FOR GOODS





# 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.	Type	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  
 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

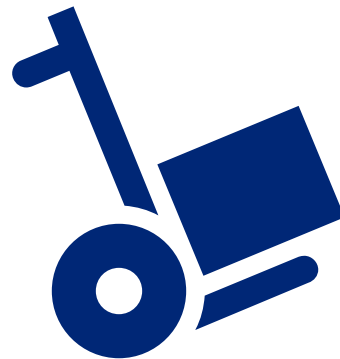
**Payment Detail**  
 Payment Method: **Wire**  
 Reference Number: 1500000049  
 Related Payment: R00015000000492020  
 Identified Differences: **None**  
 Routing Status: **Sent**  
 Transaction Date: **6 May 2020**

**ADDITIONAL INFORMATION**  
 originalInvoiceNo: TSTINV2M buyerInvoiceID: 5200000031 fiscalYear: 2020 Company Code: R000

Line Items (1)	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





# HOW TO CREATE A CREDIT NOTE



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  
 Phone: +27 ( ) (014) 598-1110  
 Fax: +27 ( ) (014) 598-1346

To: [REDACTED]

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

Routing Status: Acknowledged  
 Related Documents:
 

- INV1552
- R00050102431322020
- R00050102431332020
- More(2) »

Payment Terms ⓘ  
 Payment end of next month net

Contact Information  
 Supplier Address [REDACTED]

Buyer  
 Test ID  
 Email: testuser@angloamerican.com



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

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



# HOW TO CREATE A CREDIT NOTE



Invoice: INV1552

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

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

3 **Create Line-Item Credit Memo** Update Save Exit **Next**

Credit Memo Type  
 Quantity Adjustment  Price Adjustment

▼ Invoice Header

Summary 3

Credit Memo #: CN1552

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To: [REDACTED]

Bill To: [REDACTED]

Comment 4

Reason for Credit Memo: INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID: [REDACTED]

batchNo: [REDACTED]

articleNumber: [REDACTED]

transactionCategoryOrType: [REDACTED]

Add to Header

- 2 Click on **Create Line-Item Credit Memo**.
- 3 Populate the **Credit Memo** number
- 4 scroll down to **Reason for Credit Memo** and populate the **reason for the credit memo**
- 5 Click **Next** and submit

# HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR SERVICES





# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



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

**VERY IMPORTANT**

- 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 SERVICES



SAP Ariba Solutions Ariba Network Resources Support About

Achieve digital transformation from source to pay

Buyer  
Supplier  
Support  
Discovery  
Partner Portal

SAP Ariba Network

Supplier Login

Your company STATIONERY HOUSE LTD-TEST is already registered. If you don't have a user account, request one now.

User Name

Password

Login

Having trouble logging in?

Is your company registered?  
Search

DENIOS AG Won 79 New Customers with Ariba Network

Together with SAP Ariba and the Ariba Network, DENIOS was able to win 79 new customers, up-sell and cross-sell products through catalogs and lower operational costs by reducing consumption of resources by 40%.

Learn More

- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com)
- Hover over the person icon and select **Supplier** from 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 **Home** page



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



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

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



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561 **1** 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  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

To: [REDACTED]

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

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address [REDACTED]

Buyer  
Test ID  
Email: testuser@angloamerican.com

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-CA-013) available from

- 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



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					R 16,897.00 ZAR	
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 Arriba Network on: Friday 14 Aug 2020 10:10 AM GMT+02:00  
 This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Arriba Network.

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



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	
1.1	998153241		Service		450,000.0 (EA) ⓘ		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR
1.2	998155351		Service		500,000.0 (EA) ⓘ		R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR
▼ 2	Consulting - IT reviews		Service			10 Jun 2020		R 899,550.00 ZAR	
2.1	993910101		Service		223,900.0 (EA) ⓘ		R 1.00 ZAR	R 223,900.00 ZAR	R 33,585.00 ZAR
2.2	993915001		Service		675,650.0 (EA) ⓘ		R 1.00 ZAR	R 675,650.00 ZAR	R 101,347.50 ZAR

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 swapped 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



Line #	Change	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	
1.1		CEO CONSULTING FEES	998153241	Service		450,000.0 (EA)		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR

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

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

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

**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.



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561 Done

**1** Create Order Confirmation

Confirm Entire Order

Update Line Items

Reject Entire Order

FROM: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

To: [REDACTED]

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

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address [REDACTED]

Buyer  
Test ID  
Email: testuser@angloamerican.com

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

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

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

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



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



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



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 | **2** Reject Entire Order

**Rustenburg Platinum Mines**  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

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

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address

Buyer  
Test ID  
Email: testuser@angloamerican.com

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 simply notifying us that the PO is incorrect.



# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

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

6

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



# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561

**2** 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  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

To: **1** 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: testuser@angloamerican.com

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

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** 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 INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES





# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



The screenshot illustrates the initial steps of logging into the Ariba Network. Step 1 shows the user navigating to the 'Supplier' option in the top navigation menu. Step 2 shows the 'Supplier Login' page where the user enters their credentials.

- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com)
- Hover over the person icon and select **Supplier** from 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 **Home** page



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



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

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



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561 Done

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

**2**

- Standard Invoice
- Line-Item Credit Memo
- Line-Item Debit Memo

**Order Detail** | Order History

**From:**  
 Rustenburg Platinum Mines  
 Rustenburg Platinum Mines Ltd.  
 Rustenburg  
 0300 South Africa  
 Phone: +27 ( ) (014) 598-1110  
 Fax: +27 ( ) (014) 598-1346

**To:**  
 Purchase Order  
 (+ Confirmed)  
 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: testuser@angloamerican.com

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

**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  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
900 South Africa  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1348

To: [Redacted]

Purchase Order  
Confirmed  
5505371561  
Amount: R1 343 550.00 ZAR

1 **WARNING!**  
This customer requires service sheets for service orders. When you create an invoice without first creating a service sheet, Ariba creates a service sheet for you. The invoice is sent after the customer approves the service sheet.

2  Don't show me this message again

3  Don't show me this message again

4  Don't show me this message again

5  Don't show me this message again

6  Don't show me this message again

7  Don't show me this message again

Payment Terms  
1 Days from month end

Contact Information  
Supplier Address  
[Redacted]

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 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.  
Business Extension Rule: 14111001001001

- 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



Select Item to Create Invoice with Auto-Generated Service Sheet

Next Exit

Line Items

Line #	Part ID / Description
1	Consulting - Financial Reports
<b>2</b>	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



Create Invoice

Please correct the following errors and resubmit

Invoice Header

Summary

Purchase Order: 5505371561

Invoice #: \* INV1561A **1**

Invoice Date: \* 9 Apr 2020 **2**

Service Description:

Remit To:

Bill To:

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

Subtotal: R 899,550.00 ZAR  
Total Tax: R 134,932.50 ZAR  
Amount Due: R 1,034,482.50 ZAR

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



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Step 1: Service Start Date and Service End date selection.

Service Start Date: 4 May 2020

Service End Date: 4 May 2020

Step 3: Add to Header dropdown menu.

- 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

TEST SES ATTACHMENT INV.pdf

Delete

receiverID:

batchNo:

articleNumber:

transactionCategoryOrType: Service PO

Add to Header

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



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Attachments

The total size of all attachments cannot exceed 10MB Remove

Choose File | No file chosen Add Attachment

Name	Size (bytes)	Content Type
TEST SES ATTACHMENT INV.pdf	193582	application/pdf

**1** Delete **2**

Add to Header ▾

- 1** Your attachment will appear in this section if successfully attached.
- 2** If you have attached the incorrect document, please select the attachment and delete, then reattach the correct invoice.

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

# 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.

The screenshot displays the 'Line Items' section of a software interface. At the top, there is a 'Line Items' header with a '1' callout. Below it, there is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first row (No. 2.1) is highlighted with a red box and a '1' callout. The 'Quantity' field for this row is highlighted with a red box and a '2' callout. The second row (No. 2.2) is highlighted with a red box and a '3' callout. The 'Quantity' field for this row is highlighted with a red box and a '4' callout. At the bottom right, there is a 'Next' button highlighted with a red box and a '5' callout. The interface also shows a 'Service Period' section with 'Service Start Date' and 'Service End Date' fields, and a 'Tax' section with 'Category' and 'Rate' fields. A yellow warning message at the bottom states: 'If you are adding unplanned service lines to the invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.'

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	Price	Subtotal
2				Consulting - IT reviews					
2.1	<input checked="" type="checkbox"/>	SERVICE			999910101	1400	EA	R 1.00 ZAR	R 223,900.00 ZAR
Service Period		Service Start Date:		Service End Date:					
Tax		Category: VAT		Taxable Amount: R 899,550.00 ZAR		Rate(%): 15.00		Tax Amount: R 33,585.00 ZAR	
		Location: Description: 15% Input VAT		Regime:					
Law Reference:		No. Include Type Part # Description		Customer Part #		Quantity Unit		Unit Price Subtotal	
2.2	<input checked="" type="checkbox"/>	SERVICE		INFRASTRUCTURE MODELS	999915001	3258	EA	R 1.00 ZAR	R 675,650.00 ZAR
Service Period		Service Start Date:		Service End Date:					
Tax		Category: VAT		Taxable Amount: R 899,550.00 ZAR		Rate(%): 15.00		Tax Amount: R 101,347.50 ZAR	
		Location: Description: 15% Input VAT		Regime:					
Law Reference:		No. Include Type Part # Description		Customer Part #		Quantity Unit		Unit Price Subtotal	
2				Consulting - IT reviews					

2

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.

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

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



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

## PARTIAL INVOICING



Line Items

Insert Line Item Options

Tax Category:   Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2				Consulting - IT reviews					
2.1	<input checked="" type="checkbox"/>	SERVICE			993910101	14,0	EA	R 1.00 ZAR	R 14,000.00 ZAR
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:							
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2.2	<input type="checkbox"/>	SERVICE		INFRASTRUCTURE MODELS	993915001	0	EA	R 1.00 ZAR	R 0 ZAR
Excluded line items cannot be modified.									
2				Consulting - IT reviews					

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.

- 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



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

**1** 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

**1**

REMIT TO:

BILL TO:  
Rustenburg Platinum Mines  
Postal Address (Rustenburg Platinum Mines Limited):  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa  
Address ID: R000  
Phone : +27 ( ) (014) 598-1110  
Fax : +27 ( ) (014) 598-1346

SUPPLIER:

Previous Save **Submit** Exit

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

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



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  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

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

Buyer  
Test ID  
Email: testuser@angloamerican.com

Routing Status: Acknowledged **1**

Related Documents: IN1561A **1**

IN1561A **1**

Proposal 1561 **2**

More(1) » **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://w...)

**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



- 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**

Purchase Order: 5505371552 Done

|  |  |  |

Order Detail | Order History

**From:** Rustenburg Platinum Mines  
 Rustenburg Platinum Mines Ltd.  
 Rustenburg  
 0300 South Africa  
 Phone: +27 ( ) (014) 598-1110  
 Fax: +27 ( ) (014) 598-1346

**To:** [Redacted]

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

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

**Contact Information**  
 Supplier Address: [Redacted]

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

**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/supplier-tools-for-suppliers/terms-and-conditions> which terms and conditions are incorporated into the purchase order by

Related Documents: INV1552

- R00050102431322020
- R00050102431332020
- More(2) »



# HOW TO SEE YOUR INVOICE STATUS AND DUE DATE



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

**2** Status  
Invoice: Approved  
Routing: Acknowledged

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

Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00

Original Purchase 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** **3**

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
		Supplier	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	DocSupplierApp-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



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  
 Phone: +27 ( ) (014) 598-1110  
 Fax: +27 ( ) (014) 598-1346

**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**

Routing Status: Acknowledged  
 Related Documents: [INV1552](#)  
[R00050102431322020](#)  
[R00050102431332020](#)

- 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\(2\) »](#)

Invoice: TSTINV2M To Search Results Previous

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

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

Standard Invoice / Tax Invoice

<b>Status</b>	Invoice: Sent	Subtotal:	R 3,000.00 ZAR
	Routing: Acknowledged	Total Tax:	R 300.00 ZAR
	Invoice Number: TSTINV2M	Amount Due:	R 3,300.00 ZAR
	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		

This document is digitally signed

REMIT TO:	BILL TO:	SUPPLIER:
Anglo_QA_DC1@anglo.com - TEST	Rustenburg Platinum Mines	Test Default



# 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. **3** Payment Proposal

R0001500000492020

Create Line-Item Credit Memo Copy This Invoice Cancel

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) <b>4</b>	R 3,300.00 ZAR	R 0.00 ZAR			R 3,300.00 ZAR	

ADDITIONAL INFORMATION

originalInvoiceNo: TSTINV2M buyerInvoiceID: 5200000021 fiscalYear: 2020 Company Code: R000

- Click on the **Remittance number** to open the details
- The **Line Items** will reflect all invoices paid on this specific Remittance.

# HOW TO CREATE A CREDIT NOTE FOR SERVICES





# HOW TO CREATE A CREDIT NOTE FOR SERVICES

- 1 Login to your ariba profile and search for the PO you need to issue the credit against.
- 2 Click on and open the invoice you want to credit under **Related documents**
- 3 Once open, click on **Create Line-Item Credit Memo**

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  
 Phone: +27 ( ) (014) 598-1110  
 Fax: +27 ( ) (014) 598-1346

**To:** [Redacted]

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

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

**Contact Information**  
 Supplier Address: [Redacted]

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

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

Related Documents:

- INV1552
- R00050102431322020
- R00050102431332020
- More(2) »

Invoice: INV1552 Done Previous

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

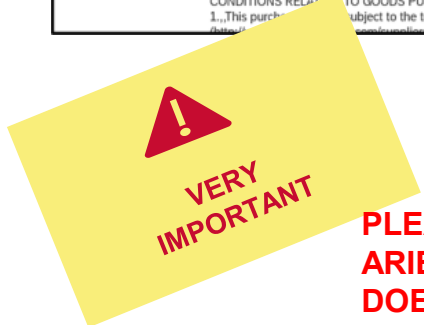
Detail | Scheduled Payments | History

Standard Invoice / Tax Invoice

<b>Status</b> 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

<b>REMIT TO:</b> [Redacted]	<b>BILL TO:</b> Rustenburg Platinum Mines Postal Address (Rustenburg Platinum Mines Limited): Rustenburg Platinum Mines Ltd.	<b>SUPPLIER:</b> [Redacted]
--------------------------------	---	--------------------------------



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



# HOW TO CREATE A CREDIT NOTE FOR SERVICES

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 3

Credit Memo #: \* CN1552

Credit Memo Date: \* 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To: [REDACTED]

Bill To: [REDACTED]

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

View/Edit Addresses

Comment 4

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID: [REDACTED]

batchNo: [REDACTED]

articleNumber: [REDACTED]

transactionCategoryOrType: [REDACTED]

- 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



## PROCESS FOR CONFIRMING & INVOICING AGAINST HYBRID PURCHASE ORDERS

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



# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



SAP Ariba

Solutions - Ariba Network - Resources - Support - About

Achieve digital transformation from source to pay

Buyer  
Supplier  
Support  
Discovery  
Partner Portal

SAP Ariba Network

Supplier Login

Your company STATIONERY HOUSE LTD-TEST is already registered. If you don't have a user account, request one now.

User Name

Password

Login

Having trouble logging in?

Is your company registered?  
Search

DENIOS AG Won 79 New Customers with Ariba Network

Together with SAP Ariba and the Ariba Network, DENIOS was able to win 79 new customers, up-sell and cross-sell products through catalogs and lower operational costs by reducing consumption of resources by 40%.

Learn More

- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com)
- Hover over the person icon and select **Supplier** from 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 **Home** page





# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



Home Enablement Discovery Workbench **Orders** 1

Orders

0 Orders Last 31 days

0 Items to confirm Last 31 days

0 Items to ship Last 31 days

0 Return items Last 31 days

0 New orders Last 31 days

Orders (0)

▼ Edit filter

Customers

Select or type selections

Order numbers

4502456789 × |Type selection

0 Items to confirm Last 31 days

0 Items to ship Last 31 days

0 Return items Last 31 days

0 New orders Last 31 days

0 Changed orders Last 31 days

Order numbers

4502456789 × |Type selection

Partial match  Exact match

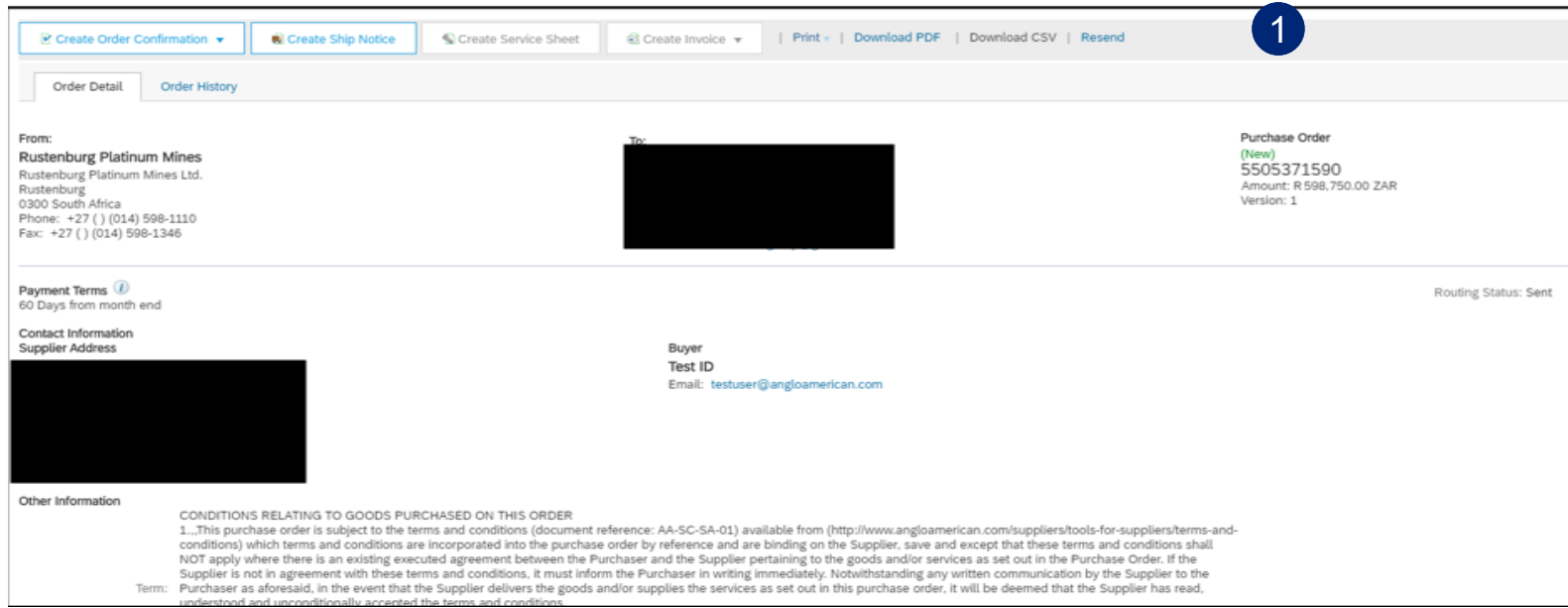
Apply Reset

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

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



# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



**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



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	Details
2	Consulting Review		Service			12 Jun 2020		R 20,750.00 ZAR		Details
2.1	CEO CONSULTING FEES	998153241	Service		1.0 (EA)		R 750.00 ZAR	R 750.00 ZAR	R 112.50 ZAR	Details
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	Details

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.

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



<b>Ship All Items To</b> RPM (AS) - Central Logistics Thabazimbi Road Amandelbult LP0362 South Africa Ship To Code: WB00 Phone: +27 ( ) (014) 784 1733 Fax: +27 ( ) (014) 784 1769 Location Code: WB00		<b>Bill To</b> Rustenburg Platinum Mines Rustenburg Platinum Mines Ltd. Rustenburg 0300 South Africa Phone: +27 ( ) (014) 598-1110 Fax: +27 ( ) (014) 598-1346 buyerID: R000		<b>Deliver To</b>	
--	--	---	--	-------------------	--

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)	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 587,500.00 ZAR	
2.1	CEO CONSULTING FEES	998153241	Service		250.0 (EA)		R 750.00 ZAR	R 187,500.00 ZAR	R 28,125.00 ZAR
2.2	CORPORATE COMMUNICATIONS CONSULTING FEES	998155351	Service		400.0 (EA)		R 1,000.00 ZAR	R 400,000.00 ZAR	R 60,000.00 ZAR

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



- 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



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 (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

Confirmed With New Date (Estimated Completion Date: 31 Dec 2020)

Confirming PO

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	
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

Confirmed With New Date (Estimated Completion Date: 31 Dec 2020)

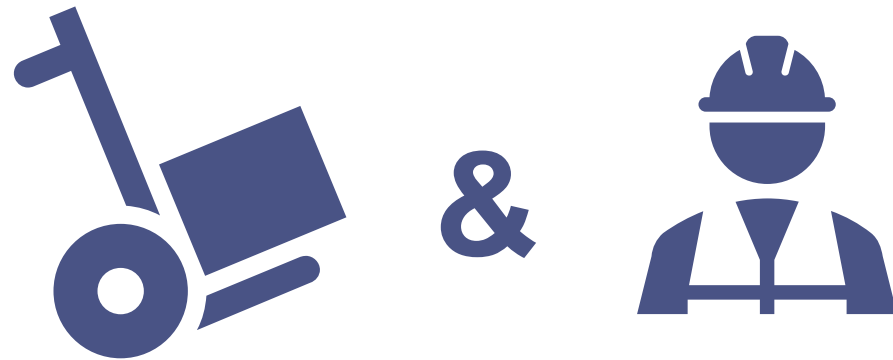
2 Enter your estimated completion date of the service you are going to render in the **Est. Completion date** field

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



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

---

**Rustenburg Platinum Mines**  
 Rustenburg Platinum Mines Ltd.  
 Rustenburg  
 0300 South Africa  
 Phone: +27 ( ) (014) 598-1110  
 Fax: +27 ( ) (014) 598-1346

To:

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

---

**Payment Terms** ⓘ  
 60 Days from month end Routing Status: Sent

---

**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/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 simply notifying us that the PO is incorrect.





# HOW TO REJECT YOUR HYBRID PURCHASE ORDERS

Purchase Order: 5505371561

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

To: [Redacted]

REJECT ENTIRE ORDER

Order Confirmation Number: [Redacted]

Confirmation #: Proposal 1561

Rejection Reason: Incorrect Price

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

Reject Order Cancel

REJECT ENTIRE ORDER

Order Confirmation Number: [Redacted]

Confirmation #: Proposal 1561

Rejection Reason: Please Select

Comments: Please Select

Reject Order Cancel

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

- 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.

# HOW TO REJECT YOUR HYBRID PURCHASE ORDERS



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  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

To:

Purchase Order **1**  
(+ 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: testuser@angloamerican.com

Routing Status: Acknowledged  
Related Documents: Proposal 1561

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

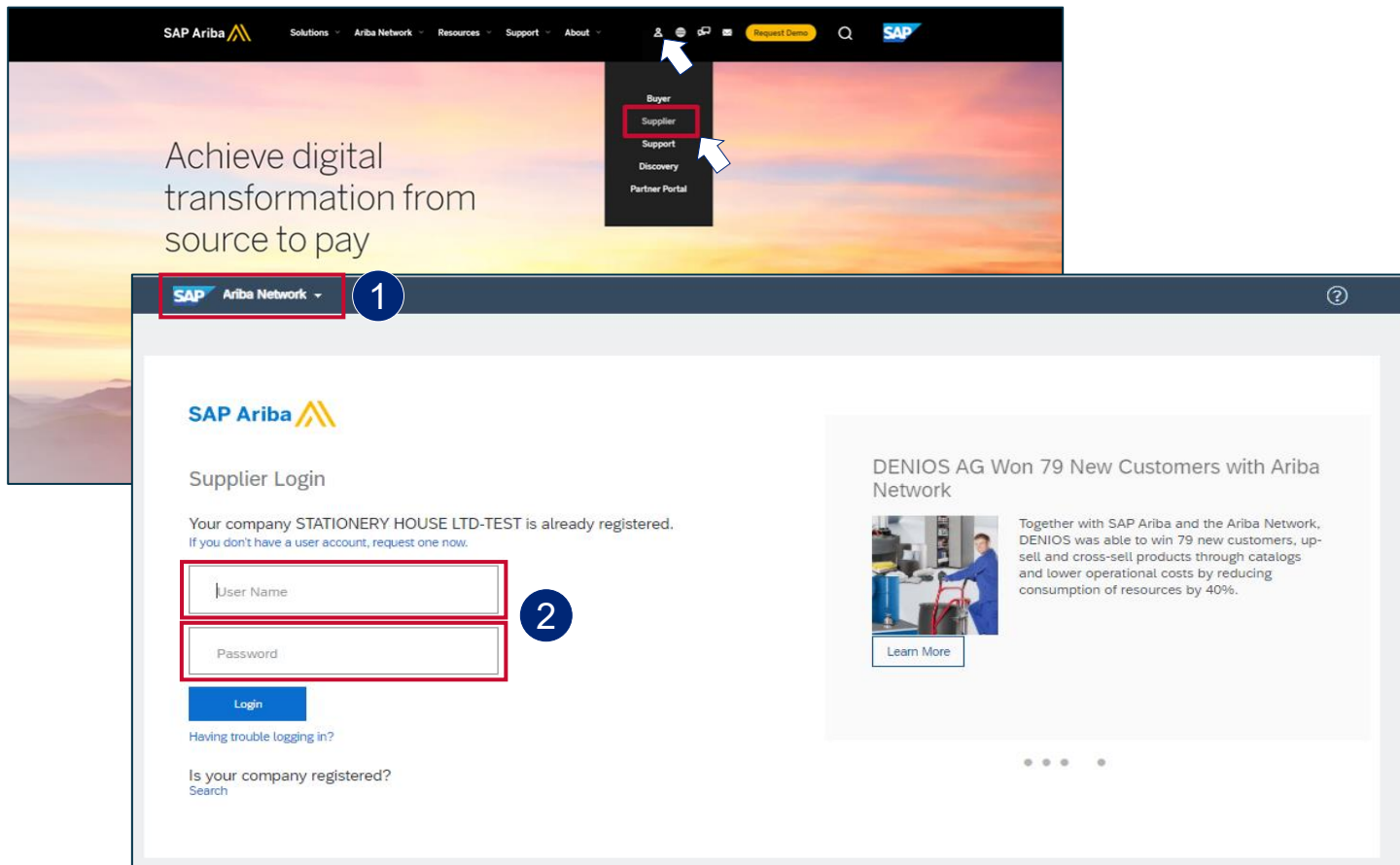
**2** Click on **Done** and log out of your account.

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

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



# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com)
- Hover over the person icon and select **Supplier** from the drop down menu

- 1 You will be directed to the Ariba Network login page.
- 2 Enter your **user name** and **password** to be taken to your **Home** page



# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



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

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



# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



Purchase Order: 5505371561 Done

1 **Create Invoice**
  
2 **Standard Invoice**

From: Rustenburg Platinum Mines  
 Rustenburg Platinum Mines Ltd.  
 Rustenburg  
 0300 South Africa  
 Phone: +27 ( ) (014) 598-1110  
 Fax: +27 ( ) (014) 598-1346

To: [Redacted]

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

Payment Terms ⓘ  
 60 Days from month end

Contact Information  
 Supplier Address [Redacted]

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/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



Create Invoice

Previous Update Save Exit Next

Please correct the following errors and resubmit

Invoice Header

Summary

Purchase Order: 5505371561

Invoice #: INV1561A

Invoice Date: 9 Apr 2020

Subtotal: R 899,550.00 ZAR  
Total Tax: R 134,932.50 ZAR  
Amount Due: R 1,034,482.50 ZAR

Remit To: [Redacted]

Bill To: [Redacted]

Shipping

Header level shipping (selected) Line level shipping

Ship From: [Redacted]

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

Deliver To: [Redacted]

Payment Term

Net Term(days): 60 Days from month end

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

Add Discount/Penalty Term

- 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.



# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS

**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Bill From:

Field Contractor

Name:

Email:

Phone: ZAF 27

Tax paid through a Tax Representative

**1** Service Start Date:  Service End Date:

Customer: **Rustenburg Platinum Mines** View/Edit Addresses

Rustenburg South Africa

Email:  View/Edit Addresses

Field Engineer

Name:

Email:

Phone: ZAF 27

Approver

Name:

Email:

**2** Supplier VAT: Supplier VAT/Tax ID:  Customer VAT: Customer VAT/Tax ID:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

**3** **Add to Header**

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

**3** Attachment: The total size of attachments cannot exceed 10MB

**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 **ADD TO HEADER**, select **ATTACHMENT** then click **Choose File** to browse for the invoice you want to attach. **Please ensure** your invoice is in PDF format
- 4** Once you have selected your invoice, click on **Add Attachment**. Your attachment will appear in this section.



# 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

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

Receipt Details: Receipt #: R00050102431402020 Receipt Line #: 1

Pricing Details: Price Unit: EA 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: 15% Input VAT Regime:

Law Reference: Triangular Transaction: NO

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2.1	<input type="checkbox"/>	SERVICE		CONSULTING FEES	998153241	0	EA	R 750.00 ZAR	R 0 ZAR
2.2	<input type="checkbox"/>	SERVICE		CORPORATE COMMUNICATIONS CONSULTING FEES	998155351	0	EA	R 1,000.00 ZAR	R 0 ZAR

*Excluded line items cannot be modified.*

### 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**

Line Item Actions **5** Add/Update

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

**Update** **6** **Save** **Exit** **Next** **7**

# 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

Line Items 1

Insert Line Item Options

Tax Category:  Shipping Documents  Special Handling  Discount

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
<i>Excluded line items cannot be modified.</i>									
2	<input checked="" type="checkbox"/>	SERVICE		CORPORATE COMMUNICATIONS CONSULT	998155351	1	EA	R 20,000.00 ZAR	R 20,000.00 ZAR

Service Period

Service Start Date:  Service End Date:

Tax

Category: VAT

Location: 15% Input VAT

Regime:

Law:  Triangular Transaction: NO

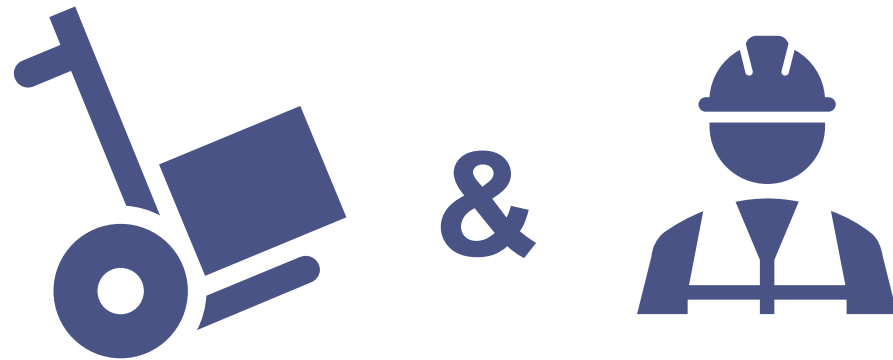
Line Item Actions

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

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**

# 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

Line Items

3 Line Items, 2 Included, 1 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
1	<input type="checkbox"/>	MATERIAL		Goodie bags with pen and notebook		0	EA	R 250.00 ZAR	R 0 ZAR
Excluded line items cannot be modified.									
2	<input checked="" type="checkbox"/>	SERVICE		CEO CONSULTING FEES	998153241	130	EA	R 750.00 ZAR	R 97,500.00 ZAR
Service Period: Service Start Date: Service End Date:									
Tax: Category: VAT Taxable Amount: R 805,500.00 ZAR Rate(%): 15.00 Tax Amount: R 121,825.00 ZAR Location: Description: 15% Input VAT Regime: Law Reference: Triangular Transaction: NO									
2.2	<input checked="" type="checkbox"/>	SERVICE		CORPORATE COMMUNICATIONS CONSULT	998153351	80	EA	R 1,000.00 ZAR	R 80,000.00 ZAR
Service Period: Service Start Date: Service End Date:									
Tax: Category: VAT Taxable Amount: R 117,500.00 ZAR Rate(%): 15.00 Tax Amount: R 17,625.00 ZAR Location: Description: 15% Input VAT Regime: Law Reference: Triangular Transaction: NO									

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.

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

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

- 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
- 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
- The **Quantity** should be 0 once the line item is excluded from the invoice.
- Tick the check boxes of the lines you want to exclude
- Click on **Delete**
- Click on **Update**
- Click on **Next**

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



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: INV1590A	Subtotal: R 177,500.00 ZAR
Invoice Date: Monday 6 Apr 2020 12:00 PM GMT+02:00	Total Tax: R 26,625.00 ZAR
Original Purchase Order: 5505371590	Amount Due: R 204,125.00 ZAR

SERVICE PERIOD  
Start Date : 6 Apr 2020  
End Date : 6 Apr 2020

REMIT TO: BILL TO: 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**.

Invoice INV1590A has been submitted.

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

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# HOW TO PARTIALLY INVOICE A SERVICE LINE FOR HYBRID PO



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  
 Phone: +27 ( ) (014) 598-1110  
 Fax: +27 ( ) (014) 598-1346

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

Buyer  
 Test ID  
 Email: testuser@angloamerican.com

Routing Status: Acknowledged 1  
 Related Documents: IN1561A 2  
 IN1561A  
 Proposal 1561  
 More(1)

**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

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 Supplier.

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



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





# HOW TO CREATE A CREDIT NOTE FOR SERVICES

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  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

**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: 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/~/media/Assets/For\\_Suppliers/Orders\\_and\\_conditions/AA-SC-SA-01.pdf](#)

- 1 Log into your ariba account and search for the PO you need to issue the credit against.
- 2 Once in the PO, click on and open the invoice you want to credit under **Related documents**
- 3 Once open, click on **Create Line-Item Credit Memo**

2

Routine Status: Acknowledged

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

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

3

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

<b>Status</b>		<b>Subtotal:</b>	R 1,050.00 ZAR
Invoice:	Approved	<b>Total Tax:</b>	R 157.50 ZAR
Routing:	Acknowledged	<b>Amount Due:</b>	R 1,207.50 ZAR
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

<b>REMIT TO:</b>	<b>BILL TO:</b>	<b>SUPPLIER:</b>
	Rustenburg Platinum Mines	
	Postal Address (Rustenburg Platinum Mines Limited): Rustenburg Platinum Mines Ltd.	



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



# HOW TO CREATE A CREDIT NOTE FOR SERVICES

Create Line-Item Credit Memo

Update Save Exit **Next**

Credit Memo Type  
 Quantity Adjustment  Price Adjustment

Invoice Header \* Indicates required field Add to Header

Summary

Credit Memo #: **CN1552**

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552  
Original Invoice Date: 18 Mar 2020

Remit To: [Redacted]  
Bill To: [Redacted]

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 VIEW YOUR INVOICE STATUS & DUE DATE





# HOW TO SEE YOUR INVOICE STATUS AND DUE DATE



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  
 Phone: +27 ( ) (014) 598-1110  
 Fax: +27 ( ) (014) 598-1346

**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: 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/supplier/look-for-supplier/terms-and-conditions> which terms and conditions are incorporated into the purchase order by

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

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

**2**

Routing Status: Acknowledged

Related Documents: INV1552

R00050102431322020

R00050102431332020

[More\(2\) »](#)

Related Documents: INV1552

R00050102431322020

R00050102431332020

[More\(2\) »](#)



# HOW TO SEE YOUR INVOICE STATUS AND DUE DATE

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

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

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

This document is digitally signed

REMIT TO: [Redacted] BILL TO: Rustenburg Platinum Mines SUPPLIER: [Redacted]

Postal Address (Rustenburg Platinum Mines Limited): [Redacted]

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: 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
<b>Acknowledged</b>	The invoice status has been successfully updated to Approved by Anglo American - TEST. Description:Payment Due Date: 2020.04.30	DocSupplierApp-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



Purchase Order: 5505371552

From: Rustenburg Platinum Mines  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

To: [Redacted]

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

Payment Terms: Payment end of next month net

Contact Information  
Supplier Address: [Redacted]

Buyer: Test ID

Related Documents: INV1552, R00050102431322020, R00050102431332020

- 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

Invoice: TSTINV2M

Remittance

Status: Invoice Sent, Routed, 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: R 3,000.00 ZAR  
Total Tax: R 300.00 ZAR  
Amount Due: R 3,300.00 ZAR

REMIT TO: Anglo\_QA\_DC1@anglo.com - TEST

BILL TO: Rustenburg Platinum Mines

SUPPLIER: Test Default

Related Documents: INV1552, R00050102431322020, R00050102431332020





# 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
R0001500000492020		Paid	6 May 2020	Wire	6 May 2020

Remittance Advice: R0001500000492020 (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**  
R0001500000492020 (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 Routing Status: Sent  
Reference Number: 1500000049 Transaction Date: 6 May 2020  
Related Payment: R0001500000492020  
Identified Differences: None

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 buyertInvoiceId: 5200000031 fiscalYear: 2020 Company Code: R000

- 3 Click on the **Remittance number** to open the details
- 4 The **Line Items** will reflect all invoices paid on this specific Remittance.

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



# HOW TO CREATE A CREDIT NOTE FOR SERVICES

- 1 Log into your ariba profile and search for the PO number that you need to create the credit against.
- 2 Click on and open the invoice you want to credit under **Related documents**
- 3 Once open, click on **Create Line-Item Credit Memo**

Purchase Order: 5505371552 1 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  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

To: [REDACTED]

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

Payment Terms ⓘ  
Payment end of next month net

Contact Information  
Supplier Address [REDACTED]

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 [REDACTED]

2

Routing Status: Acknowledged

Related Documents: [INV1552](#)

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

Related Documents: [INV1552](#)

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

Invoice: INV1552 3 Done Previous

[Create Line-Item Credit Memo](#) | [Cancel](#) | [Print](#) | [Download PDF](#) | [Export cXML](#)

Detail | Scheduled Payments | History

Standard Invoice / Tax Invoice

Status: Approved	Subtotal: R 1,050.00 ZAR
Routing: Acknowledged	Total Tax: R 157.50 ZAR
Invoice Number: INV1552	Amount Due: R 1,207.50 ZAR
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: [REDACTED]	BILL TO: Rustenburg Platinum Mines	SUPPLIER: [REDACTED]
	Postal Address (Rustenburg Platinum Mines Limited): Rustenburg Platinum Mines Ltd.	

**VERY IMPORTANT**

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

# HOW TO CREATE A CREDIT NOTE FOR SERVICES

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: [REDACTED]

Bill To: [REDACTED]

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

View/Edit Addresses

**Comment** 4

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID: [REDACTED]

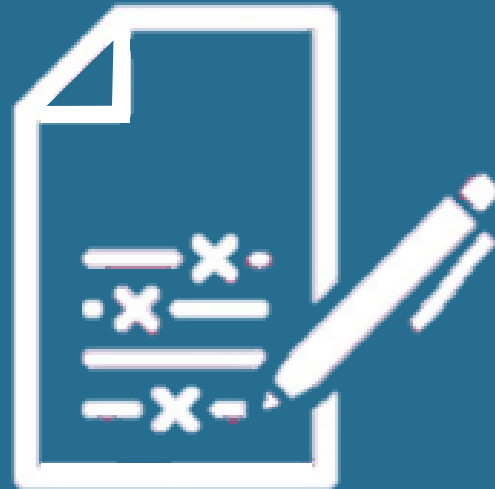
batchNo: [REDACTED]

articleNumber: [REDACTED]

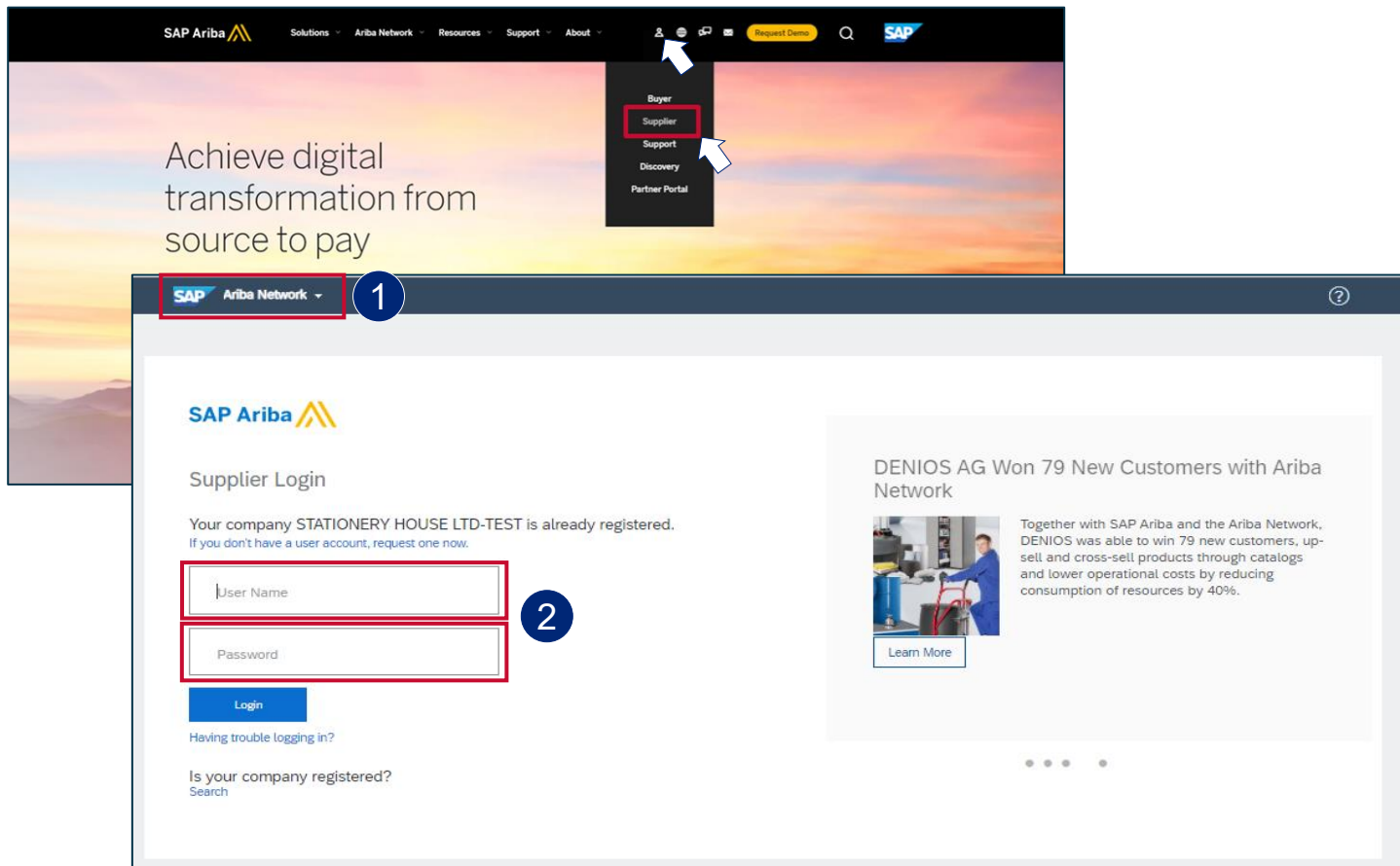
transactionCategoryOrType: [REDACTED]

- 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 ADHOC / UNPLANNED PURCHASE ORDERS



# HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com)
- Hover over the person icon and select **Supplier** from the drop down menu

- 1** You will be directed to the Ariba Network login page.
- 2** Enter your **user name** and **password** to be taken to your **Home** page

# HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO



- 1 On the homepage, click on the ORDERS tab, this will display the most recent purchase orders sent to your profile. You can either select a specific order from the list or alternatively:
- 2 In the order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**

# 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

From: **Rustenburg Platinum Mines**  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa  
Phone: +27 ( ) (014) 598-1110  
Fax: +27 ( ) (014) 598-1346

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

Payment Terms: 60 Days from month end  
Contact Information: Supplier Address  
Buyer: Test ID  
Email: testuser@an

Routing Status: Sent

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 on the supplier's website. These terms and conditions are incorporated into the purchase order by reference and are binding on the Purchaser and the Supplier. These terms and conditions shall apply where there is an existing executed agreement between the Purchaser and the Supplier pertaining to the purchase of goods or services. If there is no such agreement, the Supplier is not in agreement with these terms and conditions. It must inform the Purchaser in writing immediately if it does not agree with these terms and conditions.

**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

Confirming PO Exit **Next** **3**

**2** Confirm Entire Order | 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 **2**  
Est. Tax Cost:

Comments:

**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.

Confirming PO Previous **Submit** **4**

**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 confirmacoes 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). Solo 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	
1.1	Confirmed With New Date (Estimated Completion Date: 31 Dec 2020)	998153241	450,000.0 (EA)		R 1,00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR
1.2	CEO CONSULTING FEES	998153351	500,000.0 (EA)		R 1,00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR
2	CORPORATE COMMUNICATIONS CONSULTING FEES			10 Jun 2020		R 899,550.00 ZAR	



# 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  
 Phone: +44 ( ) 44207968888  
 Fax: +44 ( ) 442079688500

To: [Redacted]

Purchase Order  
 (New)  
 4501199470  
 Amount: \$50,000.00 AUD  
 Version: 1

transactionCategoryOrType: Service PO

Ship All Items To  
 AA SERVICES UK  
 20 Carlton House Terrace  
 London  
 SW1Y 5AN  
 United Kingdom  
 Ship To Code: X023  
 Location Code: X023

Bill To  
 AA Services (UK) Ltd  
 20 Carlton House Terrace  
 London  
 SW1Y 5AN  
 United Kingdom  
 Phone: +44 ( ) 44207968888  
 Fax: +44 ( ) 442079688500  
 buyerID: X023

Deliver To

Payment Terms ⓘ  
 0.00% 0  
 Pay Immediately

Contact Information  
 Supplier Address  
 [Redacted]

Line Items Show Item Details

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	Tax	
10	Software Licenses - Test	Service		1.0 (AU)	4 Sep 2020	\$50,000.00 AUD	\$50,000.00 AUD	\$0.00 AUD	<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 9:59 PM GMT+02:00  
 This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

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



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.

Summary	
Purchase Order: 4501199471	Subtotal: \$0.00 AUD
Invoice #: * INV9471ABC	Total Tax: \$0.00 AUD
Invoice Date: * 4 May 2020	Amount Due: \$0.00 AUD

# 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

TEST SES ATTACHMENT INV.pdf

Delete

receiverID:

batchNo:

articleNumber:

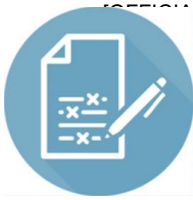
transactionCategoryOrType: Service PO

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

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



Line Items

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								

Line Item Actions:

10 Software Licenses - Test

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

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.

Line Item Actions:

Line Item Actions:

- 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 shows the 'Software Licenses - Test' form in SAP. It includes a table with one line item: 'TCPT LICENSE' with a quantity of 1 and a unit price of \$6,790.00 AUD. Below the table, there are fields for 'Service Period', 'Tax', and 'Additional Fields'. The 'Tax' section is highlighted with a red box and contains a dropdown menu for 'Category\*' set to 'VAT' (annotated with '1'), a 'Tax Rate Type' field, and a 'Rate(%)' field set to '20' (annotated with '2'). A 'Standard Tax Selections' dropdown is also visible, showing options like 'Sales', 'VAT', 'GST', etc. At the bottom right, there are buttons for 'Update', 'Save', 'Exit', and 'Next' (annotated with '3'). A '4' is placed near the 'Update' button.

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

The screenshot shows the 'Create Invoice' form. It displays invoice details: 'Invoice Number: INV9471ABC', 'Invoice Date: Monday 4 May 2020 12:00 PM GMT+02:00', and 'Original Purchase Order: 4501199471'. A 'SERVICE PERIOD' is defined from '4 May 2020' to '4 May 2020'. Summary statistics show: 'Subtotal: \$6,790.00 AUD', 'Total Tax: \$1,358.00 AUD', and 'Amount Due: \$8,148.00 AUD'. A red box highlights the invoice details, with a red dashed arrow pointing from the '1' in the tax form to this box (annotated with '4').

The screenshot shows a confirmation message: 'Invoice INV9471ABC has been submitted.' Below the message, there are two links: 'Print a copy of the invoice.' and 'Exit invoice creation.' (annotated with '5'). The SAP logo and copyright notice are at the bottom.

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



# HOW TO RESUBMIT A REJECTED INVOICE FOR AN UNPLANNED PO



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

2 The reason that your invoice was rejected is in the blue section. Your invoice can be rejected for a number of reasons e.g. The incorrect price, insufficient support documentation etc.

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**



# SUPPORT





# HOW TO GET TECHNICAL SUPPORT

1. Start here to find your answer.

How can we help you?

There are multiple channels available to assist you with technical support

- 1 The icon in the top right corner of the screen opens the Help Centre which contains helpful tutorials and Documents to assist you.
- 2 If you require live support, click on the and select SUPPORT, select contact us and type in your question and search icon.
- 3 For information pertaining to your ariba profile company settings, click on the initials at the top right hand corner this will open up your Company setting menu where you can update your profile, set up your notifications and administer your Ariba Network Account.

Welcome to your SAP Business Network Standard Account

SAP Ariba Help Center



# SUPPLIER SUPPORT

<b>Ariba Network Online Training</b>	<a href="#">SIPSA-AngloAmerican</a>
<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</p> <p><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>