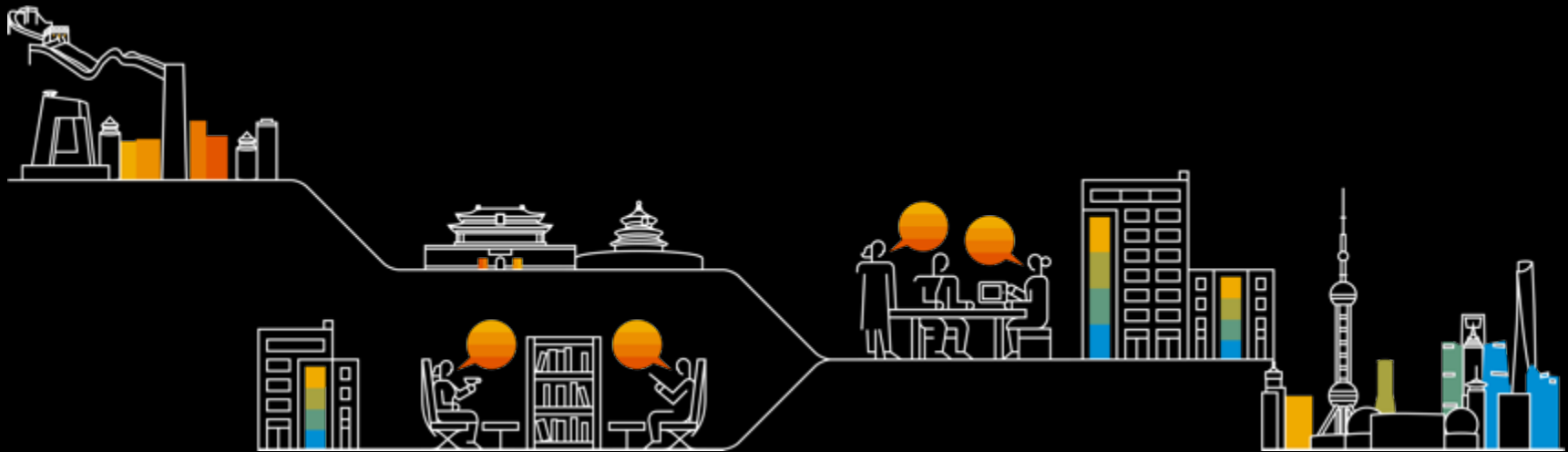


Ariba® Network Supplier Guide



Get Started



Introduction to Ariba Network, Standard Account

Your customer is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP Ariba**® and implementing **Ariba Network, Standard account via interactive email**, this initiative indicates a shift to paperless and automated business transactions. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes, and we are excited to provide you with this opportunity.

➤ **What is Standard account?**

Standard account on Ariba Network gives you a fast, FREE way to do business with your customer via interactive emails.

➤ **What does this mean for you?**

Transacting on Ariba Network via a FREE Standard account will allow you to meet your customer's requirements to join them on Ariba Network with the option to avoid fees.

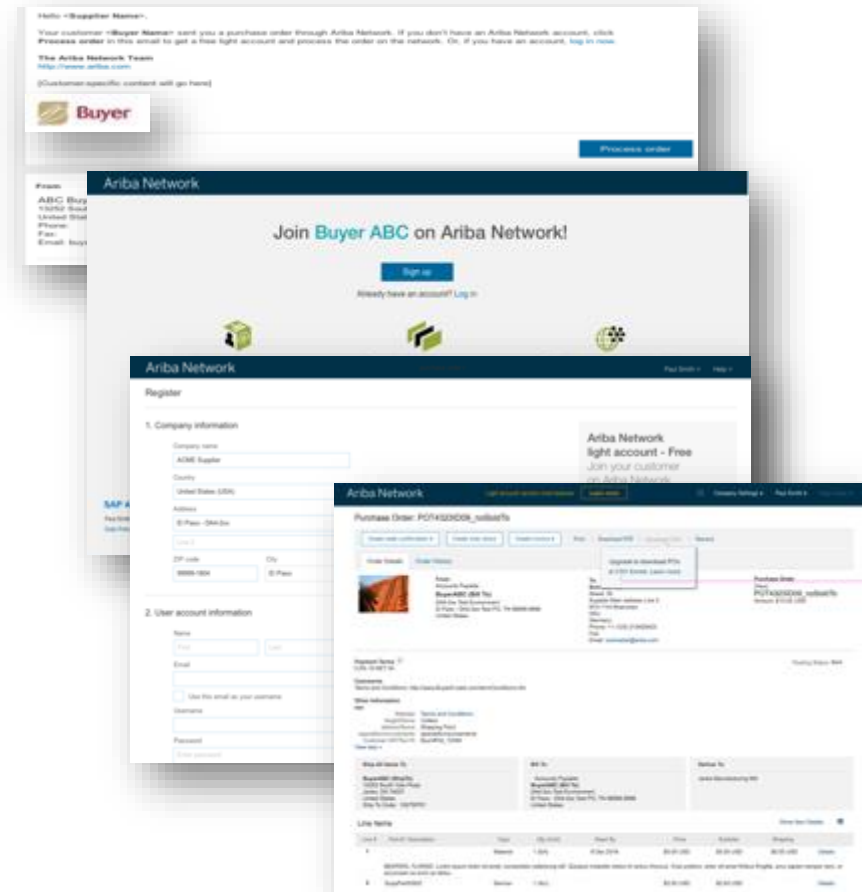
➤ **What are the benefits?**

Standard account provides access to quickly transact with SAP Ariba customers for FREE, improve customer retention, and get paid faster.



Standard Account Benefits

- FREE for all basic transactions
- Create validated, electronic invoices and other business documents within seconds
- Improve invoice accuracy and get paid faster
- Receive real-time invoice status notifications
- Increase business with existing and future customers using Ariba Discovery
- Promote your company to other customers on Ariba Network
- Email notification and online download provide access to invoices for your local archiving
- Enjoy a single, unified user experience using one account for order fulfillment, selling, and mobile access



Creating your account on the Ariba Network

SAP Ariba 



Select One...

First Time User

Existing User

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

[Register Now](#)

[I have further questions for my requesting customer](#)

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

[Confirm](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Register as New User

1. Click **Register Now**.

2. Enter Company Information fields marked required with an asterisk (*) including:

- **Company Name**
- **Country**
- **Address**

3. Enter User Account information marked required with an asterisk (*) including:

- **Name**
- **Email Address**
- **Username (if not the same as email address)**
- **Password**

4. Accept the **Terms of Use** by checking the box.

5. Click **Register** to proceed to your home screen.

The screenshot shows the 'New User' registration page. A callout box labeled '1' points to the 'Register Now' button. A callout labeled '2' points to the 'Company information' section, which includes fields for Company Name, Country (set to United States [USA]), Address (Line 1, 2, 3), City, State (Alabama), and Zip. A callout labeled '3' points to the 'User account information' section, which includes fields for Name (First Name, Last Name), Email (with a checked box for 'Use my email as my username'), Username, Password (with a 'Repeat Password' field), and Language (English). A callout labeled '4' points to the checkbox for 'I have read and agree to the Terms of Use and the Ariba Privacy Statement'. A callout labeled '5' points to the 'Register' button at the bottom right. The page also includes a 'New User' header with a welcome message and a 'Register' button at the top right.

Accept Relationship as Existing User

- ➔ **Log in** using your current Ariba username and password in order to accept the relationship with your customer.

Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password: [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

Complete Your Profile

1. Select **Company Profile** from the Account Setting dropdown menu.
2. **Complete** all suggested fields within the tabs to best represent your company.
3. Fill the **Public Profile Completeness** meter as much as possible
4. **Note:** The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

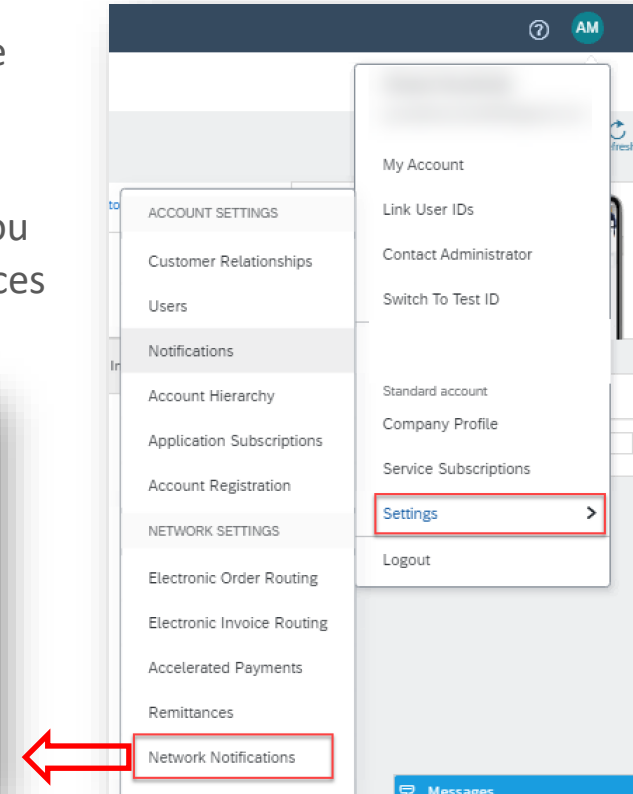
Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. Under **Account Settings** click on Settings then Notifications.
2. You can enter up to 5 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

The screenshot shows the 'Account Settings' page with the 'Network' tab selected. Under the 'Electronic Order Routing' section, there is a table for configuring notifications:

| Type | Send notifications when... | To email addresses (one required) |
|------------------------|---|-----------------------------------|
| Order | <input checked="" type="checkbox"/> Send a notification when orders are undeliverable. | <input type="text"/> |
| | <input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. | <input type="text"/> |
| Purchase Order Inquiry | <input type="checkbox"/> Send notification for new purchase orders to suppliers. | <input type="text"/> |
| | <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received. | <input type="text"/> |
| | <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable. | <input type="text"/> |



Review Your Relationships

Current and Potential

1. **Click** on the **Customer Relationships** link in the **Settings** menu found under your account initials.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Update 2

Pending

| Customer | Requested Date ↓ |
|----------|------------------|
| No items | |

Approve Reject 3

Current

| Customer | Approved Date |
|--|---------------|
| <input type="checkbox"/> jUnitOrg - 5wQzy9VD565589b21009590920 | 25 Nov 2015 |

Reject

Rejected

| Customer | Rejected Date ↓ |
|----------|-----------------|
| No items | |

Standard Account Purchase Order

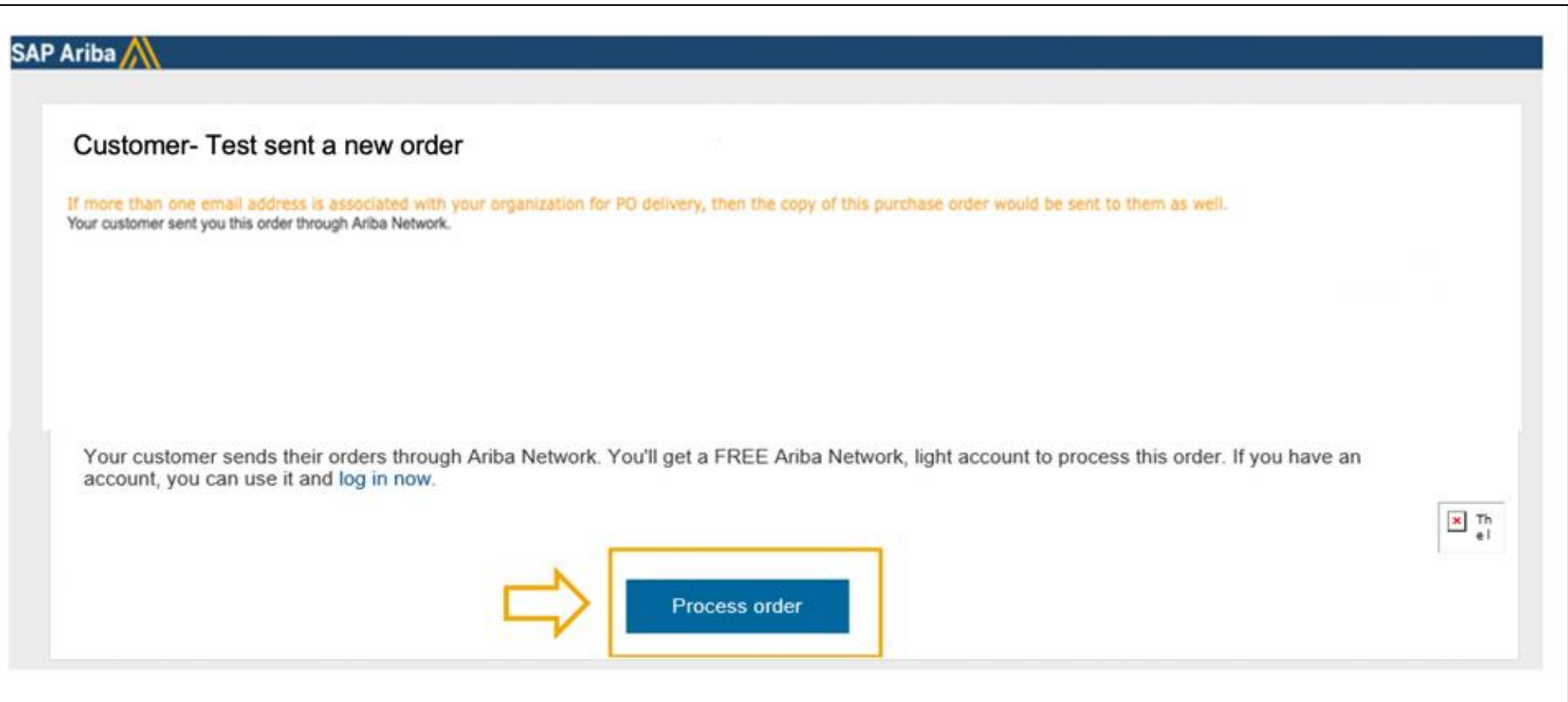
SAP Ariba 



When you receive your first PO from IsDB

- Open the PO in your email inbox
- Click on the **Process Order** Button to proceed

Purchase Orders will be sent to your email



When you receive your first PO from IsDB

Join **your customer** on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

Exchange documents electronically and streamline communications.



Existing Users



Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**

[Learn more](#)

Transact with IsDB using Standard Account

- Click on Create Order Confirmation, Create Ship Notice, or Create Invoice to get started
- If you need assistance, please refer to the articles in the Help Center (right-hand side)

Purchase Order: 5800011024

⚠️ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

1

Search... 2

How do I update/edit/change a purchase order (PO)?

How do I find the remaining balance of a purchase order?

If I have already invoiced my purchase order once, how do I invoice for the remaining amount?

Why isn't the Create Invoice option available on my purchase order?

How do I create a credit memo?

From:
Islamic Development Bank
8111 King Khalid St. A1 Nuzlah A1 Yamani
Jeddah 22332
Saudi Arabia
Phone: + () +9662 6361400
Fax: + () +9662 6366871

To:
Test Supplier 34
B1-101
India
Phone: +1 45466
Fax:

Purchase Order (New)
5800011024
Amount: 414.00 SA
Version: 1
Supplier Order Nu

- As a Standard account supplier you do not have access to Inbox/Outbox functionality but you can see the overview of the last **200 documents** in the **dashboard view**. You can use the **Select option** to resend documents to your mailbox.
- You must process all POs by going back to your email and clicking the **Process Order** button. **You can't process POs by logging in directly to your supplier account**

Manage POs

Purchase Order Detail

1. **View** the details of your order. The order header includes the order date and information about the buying organization and supplier.

Purchase Order: 5800011024 Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Order Detail Order History

Line Items Show Item Details

| Line # | Deliveries | Part # / Description | Type | Return | Qty (Unit) | Need By | Unit Price | Subtotal | |
|--------|------------|--|----------|--------|------------|-------------|------------|------------|-------------------------|
| 10 | 1 | 1TB WD SSD Blue - 3D Nand Sata 2.5'7mm | Material | | 4,000 (EA) | 30 Dec 2020 | 103.50 SAR | 414.00 SAR | Details |

Order submitted on: Tuesday 15 Dec 2020 11:00 AM GMT+02:00
 Received by Ariba Network on: Tuesday 15 Dec 2020 11:57 AM GMT+02:00
 This Purchase Order was sent by Islamic Development Bank - TEST AN01560028521-T and delivered by Ariba Network.

Sub-total: 414.00 SAR

Done

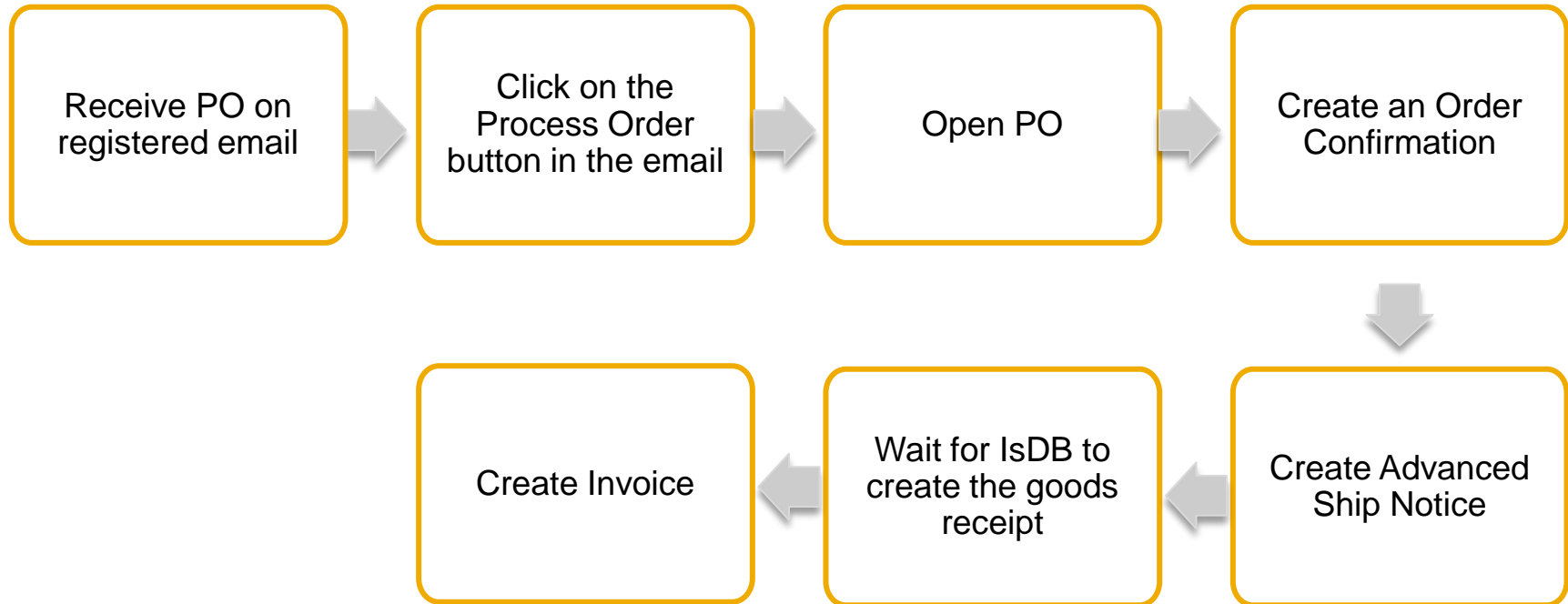
2. **Line Items section** describes the ordered items. Each line describes a quantity of items IsDB wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

Material PO

SAP Ariba 



Material PO Process flow



Material PO – View your PO

Purchase Order: 5800011024 Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾

Order Detail
Order History

From:
Islamic Development Bank
 8111 King Khalid St. A1 Nuzlah A1 Yamani
 Jeddah 22332
 Saudi Arabia
 Phone: + () +9662 6361400
 Fax: + () +9662 6366871

To:
Test Supplier 34
 B1-101
 [Redacted]
 Phone:
 Fax:
 Email:

Purchase Order
 (New)
5800011024
 Amount: 414.00 SAR
 Version: 1
Supplier Order Number: Doc:32765361

Payment Terms ⓘ
 Payable immediately Due net

Contact Information
Supplier Address
Test Supplier 34
 B1-101
 Pune
 411014
 India
 Email: f
 Phone:
 Fax:
 Address ID: 0000207524
 Buyer ID: 0000207524

Routing Status: Sent
 External Document Type: Proc. thru Aprv Cont (ZAPC)
 Effective Date: 13 Dec 2020
 Expiration Date: 31 Dec 9999

1. View the order information- Order status, order detail, payment terms etc.

Ship All Items To

Islamic Development Bank
 8111 King Khalid St.
 Jeddah 22332-2444
 Saudi Arabia
 Ship To Code: 1000
 Location Code: 1000
 storageLocationID: 1010

Bill To

Islamic Development Bank
 8111 King Khalid St. A1 Nuzlah A1 Yamani
 Jeddah 22332
 Saudi Arabia
 Phone: + () +9662 6361400
 Fax: + () +9662 6366871
 Buyer ID: 1000

Deliver To

[Show Item Details](#)

| Line # | Deliveries | Part # / Description | Type | Return | Qty (Unit) | Need By | Unit Price | Subtotal | |
|--------|------------|---------------------------------------|----------|--------|------------|-------------|------------|------------|-------------------------|
| 10 | 1 | 1TB WD SSD Blue - 3D Nand Sata 2.57mm | Material | | 4.000 (EA) | 30 Dec 2020 | 103.50 SAR | 414.00 SAR | Details |

Order submitted on: Tuesday 15 Dec 2020 11:00 AM GMT+02:00
 Received by Ariba Network on: Tuesday 15 Dec 2020 11:57 AM GMT+02:00
 This Purchase Order was sent by Islamic Development Bank - TEST AN0150002823-T and delivered by Ariba Network.

Sub-total: 414.00 SAR

Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾

Done

- Scroll down to view line item details

Create Order Confirmation

Purchase Order: 5800011024 Done

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation ▼ Create Ship Notice Create Invoice Download Print More

- Confirm Entire Order
- Update Line Items [History](#)
- Reject Entire Order

From:
Islamic Development Bank
8111 King Khalid St. A1 Nuzlah A1 Yamani
Jeddah 22332
Saudi Arabia
Phone: + () +9662 6361400
Fax: + () +9662 6366871

To:
Test Supplier 34
B1-101
Pune

Fax:
Email:

Purchase Order
(New)
5800011024
Amount: 414.00 SAR
Version: 1
Supplier Order Number: Doc32765361

1. To confirm the entire order → Click on Create order confirmation → Confirm Entire order
2. You may either confirm entire order or Reject Entire Order by selecting Reject Entire Order (more information on next slide)

Create Order Confirmation

Confirm Entire Order

This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which starts with OC_XXXXX*.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **Click Next** when finished.

Confirming PO

Order Confirmation Header

Confirmation #: OC_11024

Associated Purchase Order #: 5800011024

Customer: Islamic Development Bank - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Exit Next

* Indicates required field

***Note:** XXXXX means last five digits of the purchase order number.

Review your confirmation

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: OC_11024

Supplier Reference:

Attachments:

Line Items

| Line # | Part # / Description | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|---------------------------------------|------------|-------------|------------|------------|
| 10 | 1TB WD SSD Blue - 3D Nand Sata 2.57mm | 4.000 (EA) | 30 Dec 2020 | 103.50 SAR | 414.00 SAR |

Current Order Status:
4.000 Confirmed As Is

Previous Submit Exit

1. **Review** the order confirmation and click Submit.
2. **Your order confirmation is sent to IsDB.**

Order Confirmation completed

Purchase Order: 5800011012 Done

SAP Arriba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Download](#) [Print](#) [More](#)

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

| | | |
|---|--|--|
| From: Islamic Development Bank 8111 King Khalid St. A1 Nuzlah A1 Yamani Jeddah 22332 Saudi Arabia Phone: + () +9662 6361400 Fax: + () +9662 6366871 | To: Test Supplier 34 B1-101 India Phone: Fax: Email: | Purchase Order (Confirmed) 5800011012 Amount: 414.00 SAR Version: 1 Supplier Order Number: Doc32765361 |
|---|--|--|

Payment Terms ⓘ
Payable immediately Due net

Contact Information
Supplier Address
Test Supplier 34
B1-101

Routing Status: Acknowledged
External Document Type: Proc. thru Aprv Cont (ZAPC)
Effective Date: 13 Dec 2020
Expiration Date: 31 Dec 9999
Related Documents: 34551

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed.

Create Order Confirmation

Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reason for rejecting** the order in case your buyer requires.

Please inform your buyer before rejecting the order

Purchase Order: 5800011012

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliab

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order
Update Line Items History
Reject Entire Order **1**

From:
Islamic Development Bank
8111 King Khalid St. A1 Nuzlah A1 Yamani
Jeddah 22332
Saudi Arabia
Phone: + () +9662 6361400
Fax: + () +9662 6366871

REJECT ENTIRE ORDER **2**

Order Confirmation Number:
Confirmation #:

Comments:

Create Ship Notice- Material PO

- 1. Create Ship Notice** using your Ariba account once items were shipped. Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
- 2. Fill out** the requested information on the Shipping PO form. The Packing Slip ID should start with ASN_XXXXX*.
- 3. Enter Ship Notice type-** Actual or estimated
- 4. Enter Dates – Shipping and Delivery**

Any field with an asterisk is required.

Purchase Order: 5800011012 Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Order Detail | Order History

From:
 Islamic Development Bank
 8111 King Khalid St. A1 Nuzlah A1 Yamani
 Jeddah 22332
 Saudi Arabia
 Phone: + () +9662 6361400
 Fax: + () +9662 6366871

To:
 Test Supplier 34
 B1-101
 Phone:
 Fax:
 Email:

Purchase Order
 (Confirmed)
 5800011012
 Amount: 414.00 SAR
 Version: 1
Supplier Order Number: Doc32765361

Payment Terms ⓘ
 Payable immediately Due net

Contact Information
 Supplier Address
 Test Supplier 34
 B1-101

Routing Status: Acknowledged
 External Document Type: Proc. thru Aprv Cont (ZAPC)
 Effective Date: 13 Dec 2020
 Expiration Date: 31 Dec 9999
 Related Documents: 34551

▼ Ship Notice Header

SHIPPING

Pack No.*: ASN_11012 2

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date: 18 Dec 2020 3

Delivery Date: 19 Dec 2020

Gross Volume:

Gross Weight:

TRACKING

Carrier Name:

Service Level:

Unit:

Unit:

***Note:** XXXXX means last five digits of the purchase order number.

Create Ship Notice

Details

3. **Scroll down** to add attachment for your ASN document.
4. **Select** Shipping Payment Method = Account.
5. **Scroll down** to view line item information and update the quantity shipped for each line item incase of partial shipment .
6. **Click Next** to proceed to review your Ship Notice.

ATTACHMENTS

| Name | Size (bytes) | Content Type |
|----------|--------------|--------------|
| No items | | |

3

Browse... No file selected. Add Attachment

The total size of all attachments cannot exceed 100MB

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Transport Condition

Shipping Payment Method: **4** Account

Shipping Contract Number:

Shipping Instructions:

Order Items

| Order # | Item | Part # / Description | Customer Part # | Qty | Unit | Need By | Ship By | Unit Price | Subtotal |
|------------|------|---------------------------------------|-----------------|-------|------|-------------|---------|------------|------------|
| 5800011012 | 10 | 1TB WD SSD Blue - 3D Nand Sata 2.57mm | | 4.000 | EA | 30 Dec 2020 | | 103.50 SAR | 414.00 SAR |

Shipment Status
Total Item Due Quantity: 4 EA

Confirmation Status **5**
Total Confirmed Quantity: 4.000 EA Total Backordered Quantity: 0 EA

| Line | Ship Qty | Supplier Batch ID | Production Date | Expiry Date |
|------|----------|-------------------|-----------------|-------------|
| 1 | 4 | | | |

6

Add Ship Notice Line

Add Order Line Item

Save Exit Next

Submit Ship Notice

7. **After reviewing** your Ship Notice, click Submit to send Ship Notice to IsDB. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
8. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.

7

Create Ship Notice

Confirm and submit this document.

SHIP FROM
Test Supplier 34
B1-101

DELIVER TO
Islamic Development Bank
8111 King Khalid St.
Jeddah 22332-2444
Saudi Arabia

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

8

Order Detail | Order History

From:
Islamic Development Bank
8111 King Khalid St. A1 Nuzlah A1 Yamani
Jeddah 22332
Saudi Arabia
Phone: + () +9662 6361400
Fax: + () +9662 6366871

To:
Test Supplier 34
B1-101
Phone:
Fax:
Email:

Purchase Order (Shipped)
5800011012
Amount: 414,00 SAR
Version: 1
Supplier Order Number: Doc32765361

Payment Terms
Payable immediately Due net

Contact Information
Supplier Address
Test Supplier 34
B1-101

Routing Status: Acknowledged
External Document Type: Proc. thru Aprv Cont (ZAPC)
Effective Date: 13 Dec 2020
Expiration Date: 31 Dec 9999
Related Documents: ASN_11012 34551

Wait for GR to be created by IsDB

Purchase Order: 5800011029 Done

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) ↓ ☰ ⋮

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

| | | |
|---|---|--|
| From: Islamic Development Bank 8111 King Khalid St. A1 Nuzlah A1 Yamani Jeddah 22332 Saudi Arabia Phone: + (0) +9662 6361400 Fax: + (0) +9662 6366871 | To: Test Supplier 34 B1-101 [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] | Purchase Order (Received) 5800011029 Amount: 414.00 SAR Version: 1 Supplier Order Number: Doc32765361 |
|---|---|--|

Payment Terms ⓘ
Payable immediately Due net

Contact Information
Supplier Address
Test Supplier 34
B1-101

Routing Status: Acknowledged
External Document Type: Proc. thru Aprv Cont (ZAPC)
Effective Date: 13 Dec 2020
Expiration Date: 31 Dec 9999
Related Documents: [5000083157](#)
[ASN_11029](#)
[OC_11029](#)

Once the Goods Receipt is created by IsDB, you will be able to see the change in status of the PO to **Received** and see the receipt under **Related documents** as highlighted above (document with number 5000...). You may now proceed with Invoice creation.

Create Invoice for Material PO

Purchase Order: 5800011029 Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Order Detail | Order History

From: **Islamic Development Bank**
 8111 King Khalid St. A1 Nuziah A1 Yamani
 Jeddah 22332
 Saudi Arabia
 Phone: + (0) +9662 6361400
 Fax: + (0) +9662 6366871

☞ Create an invoice against the purchase order

Purchase Order (Received)
 5800011029
 Amount: 414.00 SAR
 Version: 1
Supplier Order Number: Doc32765361

Click on **Create invoice** → **Standard Invoice**, to start creating the invoice

Invoice Header * Indicates required field

Summary

Purchase Order: 5800011029

Subtotal: **414.00 SAR**
 Total Tax: 0.00 SAR
 Total Gross Amount: 414.00 SAR
 Total Net Amount: 414.00 SAR
Amount Due: 414.00 SAR

Remit To: Test Supplier 34
 Pune
 Maharashtra
 India
 Bill To: **Islamic Development Bank**
 Jeddah
 Saudi Arabia

Enter invoice number which starts with INV_XXXXX*.

All fields marked with an * are mandatory

***Note:** XXXXX means last five digits of the purchase order number.

Create Invoice for Material PO

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category: * ▼

Location:

Description:

Regime: ▼

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Make sure to enter the relevant VAT percentage applied to your invoice

Create Invoice for Material PO

Scroll down to add attachment –actual copy of invoice) → click on **Add to Header** → **Attachment**

Choose file from your desktop and click on **Add Attachment**

| Name | Size (bytes) | Content Type |
|------------------------------------|--------------|---|
| <input type="checkbox"/> test.docx | 11691 | application/vnd.openxmlformats-officedocument.wordprocessingml.document |

Buttons:

Attachment is added

Create Invoice for Material PO

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

| <input type="checkbox"/> | No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-----|-------------------------------------|----------|--------|---------------------------------------|-----------------|--------------------------------|------|------------|------------|
| <input type="checkbox"/> | 10 | <input checked="" type="checkbox"/> | MATERIAL | | 1TB WD SSD Blue - 3D Nand Sata 2.57mm | | <input type="text" value="4"/> | EA | 103.50 SAR | 414.00 SAR |

Pricing Details

Price Unit:* Price Unit Quantity:*

Unit Conversion:* Description:

Classification

Domain: Code: [Remove](#)

[Line Item Actions](#) [Delete](#)

[Turn on Error Dump](#) [Hide/Show XML](#)

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

Scroll down to Line Items details then click on **Next**

Create Invoice for Material 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:India. The document's destination country is:Saudi Arabia.
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

| | |
|---|--------------------------------|
| Invoice Number: INV_11029 | Subtotal: 414.00 SAR |
| Invoice Date: Thursday 17 Dec 2020 10:30 AM GMT+02:00 | Total Tax: 62.00 SAR |
| Original Purchase Order: 5800011029 | Total Gross Amount: 476.00 SAR |
| | Total Net Amount: 414.00 SAR |
| | Amount Due: 476.00 SAR |

| | | |
|---------------------------|---|------------------|
| REMIT TO: | BILL TO: | SUPPLIER: |
| Test Supplier 34 | Islamic Development Bank | Test Supplier 34 |
| Postal Address: B1-101 | Postal Address: 8111 King Khalid St. A1 Nuzlah A1 Yamani Jeddah 22332 Saudi Arabia Address ID: 1000 | Postal Address: |

Review your invoice and then click on **Submit**

Create Invoice for Material PO

Invoice INV_11029 has been submitted.

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

You may print a copy of the digital invoice for record or else click on Exit

Purchase Order: 5800011029 Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾

Order Detail
Order History

| | | |
|--|---|--|
| <p>From: Islamic Development Bank 8111 King Khalid St. A1 Nuzlah A1 Yamani Jeddah 22332 Saudi Arabia Phone: + () +9662 6361400 Fax: + () +9662 6366871</p> | <p>To: Test Supplier 34 B1-101 Phone: Fax: Email: </p> | <div style="border: 2px solid #FFD700; padding: 5px; margin-bottom: 5px;"> <p>Purchase Order (Invoiced) 5800011029</p> </div> <p>Amount: 414.00 SAR Version: 1 Supplier Order Number: Doc32765361</p> |
| <p>Payment Terms ⓘ Payable immediately Due net</p> <p>Contact Information Supplier Address Test Supplier 34 B1-101 Puno</p> | <p>Routing Status: Acknowledged External Document Type: Proc. thru Aprv Cont (ZAPC) Effective Date: 13 Dec 2020 Expiration Date: 31 Dec 9999</p> <div style="border: 2px solid #FFD700; padding: 5px; margin-top: 5px;"> <p>Related Documents: INV_11029 5000083157 ASN_11029 More(1) ></p> </div> | |

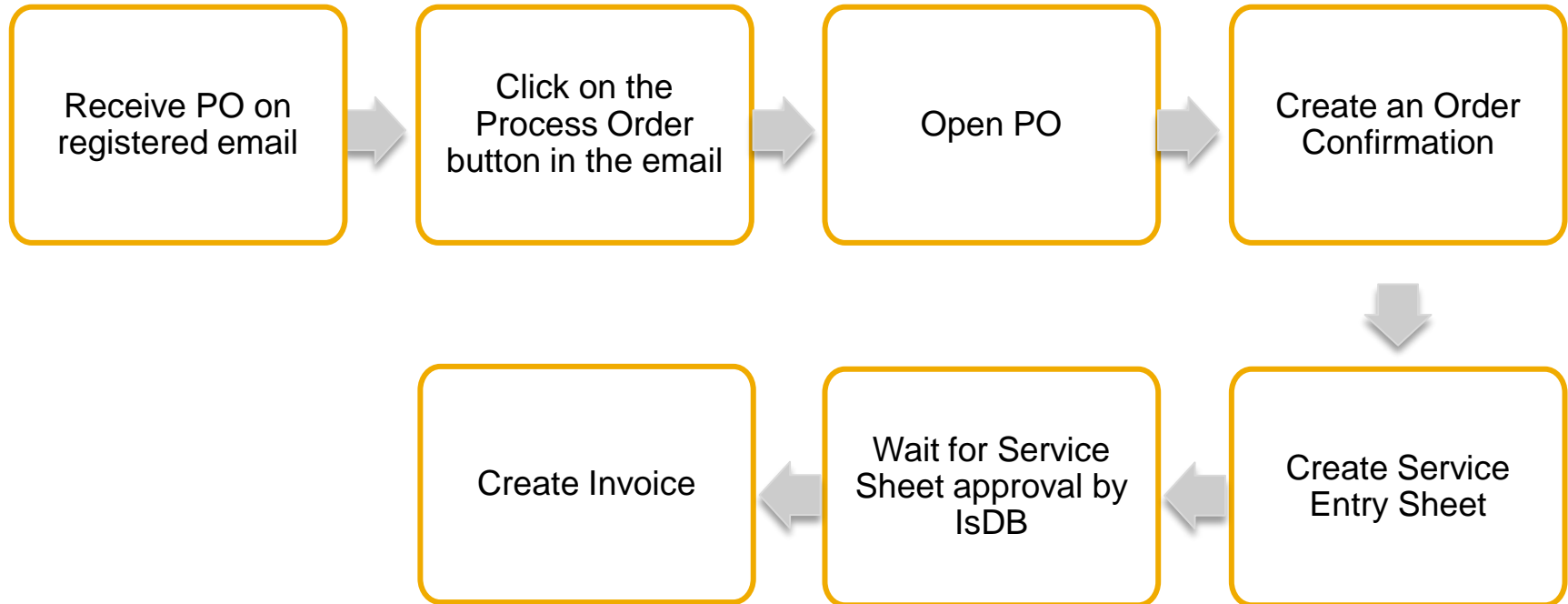
ISDB Your Invoice is submitted, the PO status is now invoiced and the invoice can be found under related documents
 بنك التنمية الإسلامي
 Islamic Development Bank

Service PO

SAP Ariba 

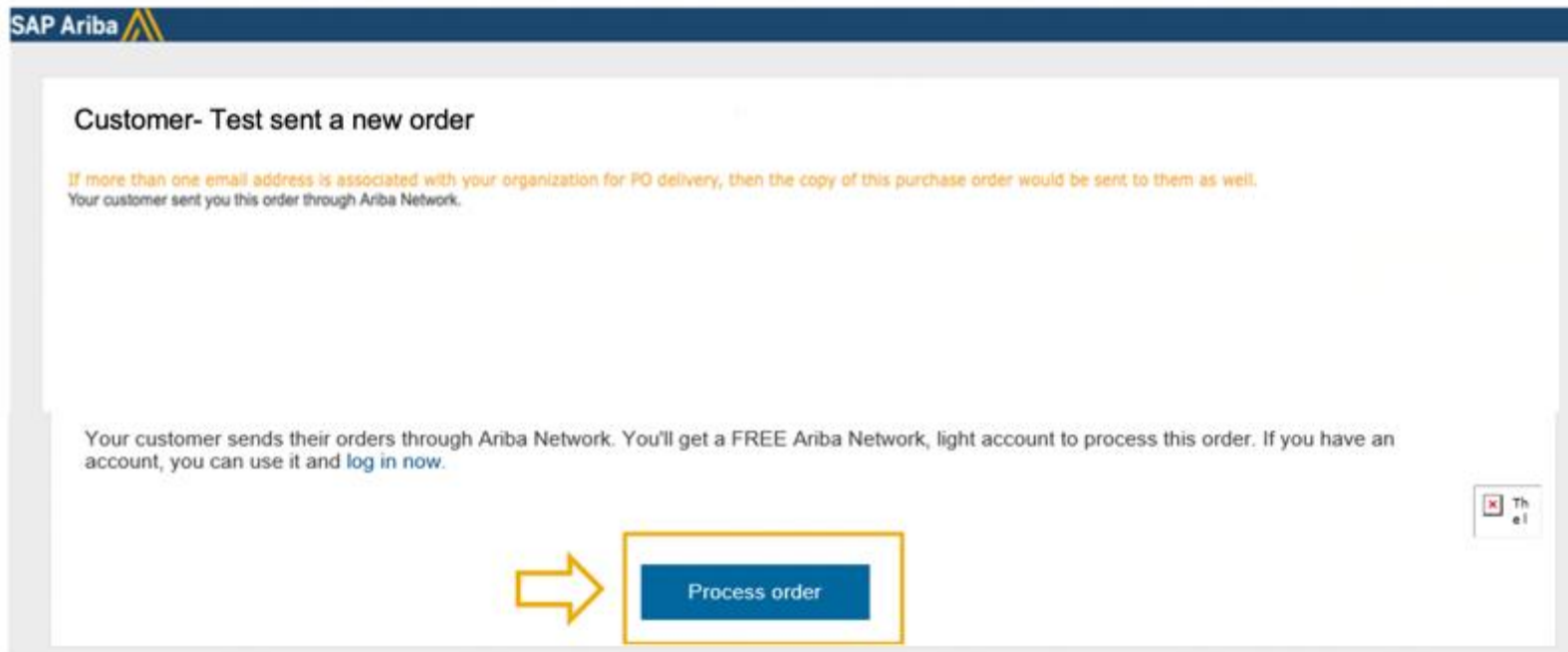


Service PO Process flow



Open the PO from Email

- Open the PO in your email inbox
- Click on the **Process Order** Button to proceed



View your service PO

Purchase Order: 5800011037 Done

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Service Sheet](#) | [Create Invoice](#)

Order Detail | [Order History](#)

From:
Islamic Development Bank
 8111 King Khalid St. A1 Nuzlah A1 Yamani
 Jeddah 22332
 Saudi Arabia
 Phone: + (0) +9662 6361400
 Fax: + (0) +9662 6366871

To:
Test Supplier 34
 R1-101
 Phone:
 Fax:
 Email:

Purchase Order
 (New)
5800011037
 Amount: 67,200.00 SAR
 Version: 1
Supplier Order Number: Doc32766809

Payment Terms ⓘ
 Payable immediately Due net

Contact Information
Supplier Address
Test Supplier 34
 B1-101

Routing Status: Sent
 External Document Type: Proc. thru Aprv Cont (ZAPC)
 Effective Date: 13 Dec 2020
 Expiration Date: 31 Dec 9999

View the order information- Order status, order detail, payment terms etc.

Line Items [Show Item Details](#)

| Line # | Deliveries | Part # / Description | Customer Part # | Type | Return | Qty (Unit) | Need By | Unit Price | Subtotal | |
|--------|------------|----------------------------|-----------------|---------|--------|-------------|-------------|---------------|---------------|-------------------------|
| 10 | 1 | IBM Software renewal (TSM) | | Service | | | 30 Dec 2020 | | 67,200.00 SAR | Details |
| 10.10 | | Completion of Phase 1 | 3000086 | Service | | 1.000 (C62) | | 11,200.00 SAR | 11,200.00 SAR | Details |
| 10.20 | | Completion of Phase 2 | 3000087 | Service | | 5.000 (C62) | | 11,200.00 SAR | 56,000.00 SAR | Details |

Order submitted on: Wednesday 16 Dec: 2020 11:00 AM GMT+02:00
 Received by Ariba Network on: Wednesday 16 Dec: 2020 10:10 AM GMT+02:00
 This Purchase Order was sent by Islamic Development Bank - TEST AN01560028521-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: 67,200.00 SAR

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Service Sheet](#) | [Create Invoice](#)

Done

Scroll down to view line item details

Create order Confirmation

Purchase Order: 5800011037

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation ▼ | Create Ship Notice | Create Service Sheet | Create Invoice ▼

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

From:
Islamic Development Bank
8111 King Khalid St. A1 Nuzlah A1 Yamani
Jeddah 22332
Saudi Arabia
Phone: + () +9662 6361400
Fax: + () +9662 6366871

To:
Test Supplier 34
B1-101
Phone:
Fax:
Email:

To confirm the entire order → Click on Create order confirmation → Confirm Entire order

You may only Confirm entire order or Reject Entire Order by selecting Reject Entire Order (more information on next slide)

Create Order Confirmation

1. **Enter** Confirmation Number which starts with OC_XXXXX.
2. **Enter** Estimated Completion Date.
3. **Click** Next when finished.

***Note:** XXXXX means last five digits of the purchase order number.

Create Order Confirmation

Confirming PO

Previous
Submit
Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: OC_11037

Supplier Reference:

Attachments:

Line Items

| Line # | Part # / Description | Customer Part # | Qty (Unit) | Need By | Unit Price | Subtotal |
|--------|---|-----------------|-------------|-------------|---------------|---------------|
| ▼ 10 | | | | 30 Dec 2020 | | 67,200.00 SAR |
| | IBM Software renewal (TSM) | | | | | |
| | Current Order Status: | | | | | |
| | Confirmed With New Date (Estimated Completion Date: 17 Dec 2020) | | | | | |
| 10.10 | | 3000086 | 1.000 (C62) | | 11,200.00 SAR | 11,200.00 SAR |
| | Completion of Phase 1 | | | | | |
| 10.20 | | 3000087 | 5.000 (C62) | | 11,200.00 SAR | 56,000.00 SAR |
| | Completion of Phase 2 | | | | | |

Review the order confirmation and click Submit.

Your order confirmation is sent to IsDB.

Create Order Confirmation

Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reason for rejecting** the order in case your buyer requires.

Please inform your buyer before rejecting the order

Purchase Order: 5800011037

SAP Ariba has partnered with Uber Freight to provide suppliers with...

Create Order Confirmation Create Ship Notice

- Confirm Entire Order
- Update Line Items
- Reject Entire Order **1**

From:
Islamic Development Bank
8111 King Khalid St. A1 Nuzlah A1 Yamani
Jeddah 22332
Saudi Arabia
Phone: + () +9662 6361400
Fax: + () +9662 6366871

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: OC_11037

Comments:

2

Create Service Entry Sheet

Purchase Order: 5800011037 Done

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#) ↓ ☰ ...

[Order Detail](#) [Order History](#) Create a service sheet for the purchase order

| | | |
|---|---|--|
| From: Islamic Development Bank 8111 King Khalid St. A1 Nuzlah A1 Yamani Jeddah 22332 Saudi Arabia Phone: + () +9662 6361400 Fax: + () +9662 6366871 | To: Test Supplier 34 B1-101 Phone: Fax: Email: j | Purchase Order (Confirmed) 5800011037 Amount: 67,200.00 SAR Version: 1 Supplier Order Number: Doc32766809 |
|---|---|--|

Click on **Create Service Sheet**

Create Service Entry Sheet

Create Service Sheet

Update
Save
Exit
Next

▼ Service Sheet Header * Indicates required field Add to Header ▼

Summary

Purchase Order: **5800011037** 1

Service Sheet #:*

Service Sheet Date:*

Service Description:

Subtotal: **67,200.00 SAR** 2

Service Start Date:

Service End Date:

Attachments

The total size of all attachments cannot exceed 100MB 3

Browse...
No file selected.
Add Attachment

Add Comments

1. **Enter** Service Sheet Number which is any number you use to identify the service entry sheet.
2. **Enter** Service Start and End Date (should be in the past)
3. Scroll down to add proof of service completion by adding attachment

Create Service Entry Sheet

Service Entry Sheet Lines

Line No. Part No. / Description Contract #

▼ 10 IBM Software renewal (TSM) Add ▼

| Include | Part No. / Description | Customer Part # | Type | Item Type | Qty / Unit | Price | Subtotal | |
|--------------------------|--|-----------------|---------|-----------|------------|---------------|---------------|-------------|
| <input type="checkbox"/> | <input type="text" value="Completion of Phase 1"/> | 3000086 | Service | Planned | 1 C62 | 11,200.00 SAR | 11,200.00 SAR | Delete Copy |

SERVICE PERIOD

Start Date: 4 End Date:

PRICING DETAILS

Price Unit: C62 Price Unit Quantity: 1.000

Update Save 5 Next

Create Service Sheet Previous Save 6 Submit Exit

Confirm and submit this document.

Service Sheet SES_11037 Subtotal: 67,200.00 SAR
 Date: 17 Dec 2020
 Final Service Sheet: No
 Purchase Order: 5800011037
 Subtotal: 67,200.00 SAR
 Service Start Date: 13 Dec 2020
 Service End Date: 14 Dec 2020

From
 Test Supplier 34
 Test Supplier 34

To
 Islamic Development Bank
 Islamic Development Bank - TEST
 8111 King Khalid St. A1 Nuzlah A1 Yamani
 Jeddah 22332
 Saudi Arabia
 Address ID: 1000

Service Entry Sheet Lines Show Item Details

| Line # | Type | Service # / Description | Line Type | Contract # | Qty (Unit) | Unit Price | Subtotal | |
|--------|---------|----------------------------------|-----------|------------|------------|---------------|---------------|---------|
| ▼ 10 | | IBM Software renewal (TSM) | | | | | | |
| 1 | Service | 3000086 Completion of Phase 1 | Planned | | 1 (C62) | 11,200.00 SAR | 11,200.00 SAR | Details |

4. Enter Service period Start and End Date (should be in the past) for each line item
5. Click on **Next**
6. Review and **Submit**

Wait for the Service Entry Sheet to be approved

Purchase Order: 5800011037 Done

SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#) [Download](#) [Print](#) [More](#)

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

From:
Islamic Development Bank
8111 King Khalid St. A1 Nuzlah A1 Yamani
Jeddah 22332
Saudi Arabia
Phone: + () +9662 6361400
Fax: + () +9662 6366871

To:
Test Supplier 34
B1-101
[Redacted]
Phone:
Fax:
Email: [Redacted]

Purchase Order (Serviced)
5800011037
Amount: 67,200.00 SAR
Version: 1
Supplier Order Number: Doc32766809

Payment Terms ⓘ
Payable immediately Due net

Contact Information
Supplier Address
Test Supplier 34

Routing Status: Acknowledged
External Document Type: Proc. thru Aprv Cont (ZAPC)
Effective Date: 13 Dec 2020
Expiration Date: 31 Dec 9999
Related Documents: [SES_11037](#)
[OC_11037](#)

- Purchase order status now shows **Serviced**. Click on the service sheet document under related documents and check for the approval

Service Invoice

Purchase Order: 5800011011

⚠️ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption.

From:
Islamic Development Bank
 8111 King Khalid St. A1 Nuzlah A1 Yamani
 Jeddah 22332
 Saudi Arabia
 Phone: + () +9662 6361400
 Fax: + () +9662 6366871

To:
Test Supplier 34
 B1-101
 Phone:
 Fax:
 Email:

Click on **Create invoice** → **Standard Invoice**, to start creating the invoice

▼ Invoice Header

Summary

Purchase Order: **5800011037**

Invoice #:*

Invoice Date:*

Service Description:

Supplier Tax ID:

Remit To: Test Supplier 34

Subtotal: **67,200.00 SAR**
 Total Tax: ~~0.00 SAR~~
 Total Gross Amount: 67,200.00 SAR
 Total Net Amount: 67,200.00 SAR
 Amount Due: **67,200.00 SAR**

Enter invoice number which starts with INV_XXXXX*.

All fields marked with an * are mandatory

***Note:** XXXXX means last five digits of the purchase order number.

Service Invoice

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Add to Header ▾

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

1 Line Items, 1 Included, 0 Pre

Shipping Documents Special Handling Discount **Add**

Scroll down to add attachment –actual copy of invoice) → click on **Add to Header → **Attachment****

***Attachments**

The total size of all attachments cannot exceed 10MB

Choose File test **Add Attachment**

Add to Header ▾

Choose file from your desktop and click on **Add Attachment**

***Attachments**

The total size of all attachments cannot exceed 10MB

Choose File No file chosen **Add Attachment**

| Name | Size (bytes) | Content Type |
|------------------------------------|--------------|---|
| <input type="checkbox"/> test.docx | 11691 | application/vnd.openxmlformats-officedocument.wordprocessingml.document |

Delete

Attachment is added

Service Invoice

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

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

| <input type="checkbox"/> | Include | Type | Part # | Description | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|--------------------------|-------------------------------------|---------|--------|----------------------------|-----------------|----------|------|---------------|---------------|
| ▼ | 10 | | | IBM Software renewal (TSM) | | | | | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | SERVICE | | Completion of Phase 1 | 3000086 | 1 | C62 | 11,200.00 SAR | 11,200.00 SAR |

Service Sheet Details Service Sheet #: SES_11037 Service Line No.: 1

Pricing Details Price Unit: C62 Price Unit Quantity: 1.000
Unit Conversion: 1 Description:

Service Period Service Start Date: 13 Dec 2020 Service End Date: 14 Dec 2020

Classification

Domain: UNSPSC Code: ZM06 [Remove](#)

Domain: ERPCommodityCode Code: ZM06 [Remove](#)

Domain: ERPCommodityCodeDescription Code: General Services [Remove](#)

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

Scroll down to Line Item to check line items details.

Service Invoice

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:India. The document's destination country is:Saudi Arabia.
 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

Invoice Number: INV_11037
 Invoice Date: Thursday 17 Dec 2020 12:18 PM GMT+02:00
 Original Purchase Order: 5800011037

| | |
|---------------------|----------------------|
| Subtotal: | 67,200.00 SAR |
| Total Tax: | 0.00 SAR |
| Total Gross Amount: | 67,200.00 SAR |
| Total Net Amount: | 67,200.00 SAR |
| Amount Due: | 67,200.00 SAR |

REMIT TO:

Test Supplier 34

Postal Address:

BILL TO:

Islamic Development Bank

Postal Address:
 8111 King Khalid St. A1 Nuzlah A1 Yamani
 Jeddah 22332
 Saudi Arabia
 Address ID: 1000

SUPPLIER:

Test Supplier 34

Postal Address:

Review and Submit

Service Invoice

Invoice INV_11037 has been submitted.

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

You may print a copy of the digital invoice for record or else click on Exit

Purchase Order: 5800011037 Done

⚠️ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation ▾
Create Ship Notice
Create Service Sheet
Create Invoice ▾

Order Detail
Order History

| | | |
|--|--|--|
| <p>From: Islamic Development Bank 8111 King Khalid St. A1 Nuzlah A1 Yamani Jeddah 22332 Saudi Arabia Phone: + () +9662 6361400 Fax: + () +9662 6366871</p> | <p>To: Test Supplier 34 B1-101 Phone: Fax: Email:</p> | <div style="border: 2px solid orange; padding: 5px; margin-bottom: 10px;"> <p>Purchase Order (Invoiced) 5800011037 Amount: 67,200.00 SAR Version: 1 Supplier Order Number: Doc32766809</p> </div> <p>Routing Status: Acknowledged External Document Type: Proc. thru Aprv Cont (ZAPC) Effective Date: 13 Dec 2020 Expiration Date: 31 Dec 9999</p> <div style="border: 2px solid orange; padding: 5px; margin-top: 10px;"> <p>Related Documents: INV_11037 5000083170 SES_11037 More(1) »</p> </div> |
|--|--|--|

Payment Terms ⓘ
 Payable immediately Due net

Contact Information
Supplier Address
Test Supplier 34
 B1-101

Credit Memo

SAP Ariba 



Create a Credit Memo

To create a credit memo against an entire invoice:

Open PO from email that needs to be credited

1. **Click on Create Invoice** and choose **Line-Item Credit Memo**.
2. **Complete** information in the form of Credit Memo. Select Quantity or Price adjustment.

Purchase Order: 5800011038 Done

⚠ SAP Ariba has partnered with Uber Freight to provide suppliers with real-time pricing and reliable capacity, especially crucial during times of disruption. [Learn more](#)

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice

Order Detail | Order History

Standard Invoice
 Credit Memo
Line-Item Credit Memo 1
 Line-Item Debit Memo

From:
 Islamic Development Bank
 8111 King Khalid St. A1 Nuzlah A1 Yamani
 Jeddah 22332
 Saudi Arabia
 Phone: + () +9662 6361400
 Fax: + () +9662 6366871

To:
 Test Supplier 34
 B1-101
 Phone:
 Fax:
 Email:

Purchase Order (Invoiced)
 5800011038
 Amount: 67,200.00 SAR
 Version: 1
Supplier Order Number: Doc:32766809

Credit Memo Type

Quantity Adjustment ⓘ
 Price Adjustment ⓘ

Invoice Header 2

Summary

Credit Memo #:*

Credit Memo Date:* 17 Dec 2020

Original Invoice No: INV_11038

Original Invoice Date: 16 Dec 2020

Supplier Tax ID:

Remit To: Test Supplier 34

Pune
Maharashtra
India

Bill To: **Islamic Development Bank**

Jeddah
Saudi Arabia

Subtotal: -67,200.00 SAR
 Total Tax: 0.00 SAR
 Total Gross Amount: -67,200.00 SAR
 Total Net Amount: -67,200.00 SAR
Amount Due: -67,200.00 SAR

Create a Credit Memo

3. Enter Credit Memo reason

Comment

Reason for Credit Memo: **3**

Default Credit Memo Comment Text:

[Add to Header ▾](#)

4. Adjust quantity or price if needed depending on the type of credit memo

| No. | Include | Type | Part # | Description | Customer Part # | Quantity | Unit Price | Subtotal |
|-------|---------|---------|--------|-----------------------|-----------------|-------------|---------------|----------------|
| 10.20 | | SERVICE | | Completion of Phase 2 | 3000087 | -5 4 | 11,200.00 SAR | -56,000.00 SAR |

Service Sheet Details Service Sheet #: SES_11038 Service Line No.: 2

Pricing Details

Price Unit:* Price Unit Quantity:*

Unit Conversion:* Description:

Service Period

Service Start Date: Service End Date:

Classification

Domain: Code: [Remove](#)

Domain: Code: [Remove](#)

Domain: Code: [Remove](#)

[Line Item Actions ▾](#) [Delete](#)

Turn on Error Dump ⓘ
Hide/Show XML

[Update](#) [Save](#) [Exit](#) [Next **5**](#)

5. Click on Next, Review and Submit

Check Invoice Status

Routing Status To Your Customer

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to IsDB via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed IsDB invoicing rules. IsDB will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – IsDB invoicing application has acknowledged the receipt of the invoice

Check Invoice Status

Review Invoice Status With Your Customer

Invoice Status

Reflects the status of IsDB action on the Invoice.

- **Sent** – The invoice is sent to the IsDB but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – IsDB approved the invoice cancellation
- **Paid** – IsDB paid the invoice / in the process of issuing payment. Only if IsDB uses invoices to trigger payment.
- **Approved** – IsDB has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – IsDB has rejected the invoice or the invoice failed validation by Ariba Network. If IsDB accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

Review Invoice History

Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV_11038

[Create Line-Item Credit Memo](#)
[Create Line-Item Debit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Print](#)

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

Standard Invoice

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

Invoice: INV_11038
 Invoice Status: Sent
 Received By Ariba Network On: 16 Dec 2020 11:38:09 AM GMT+02:00
 Submitted By: Test Supplier 34

To: Islamic Development Bank - TEST
 Routing Status: Acknowledged

History

| Status | Comments | Changed By | Date and Time | Stack Trace |
|--------------|--|--------------------------------|-------------------------|-------------|
| | The invoice was successfully received. | Test Supplier 34 | 16 Dec 2020 11:38:29 AM | |
| Acknowledged | | Supplier | 16 Dec 2020 11:38:39 AM | |
| | Comments from Islamic Development Bank - TEST: Success | PropogationProcessor-125033027 | 16 Dec 2020 11:38:40 AM | |
| | Comments from Islamic Development Bank - TEST: Document Parked | PropogationProcessor-125008040 | 17 Dec 2020 10:12:10 AM | |
| | Comments from Islamic Development Bank - TEST: | PropogationProcessor-125008040 | 17 Dec 2020 10:12:10 AM | |
| | The invoice status has been successfully updated to Processing by Islamic Development Bank - TEST. | PropogationProcessor-125008040 | 17 Dec 2020 10:12:10 AM | |

[Done](#)
[Previous](#)

Additional Account Set up

SAP Ariba 



Set Up User Accounts

Roles and Permission Details

Administrator

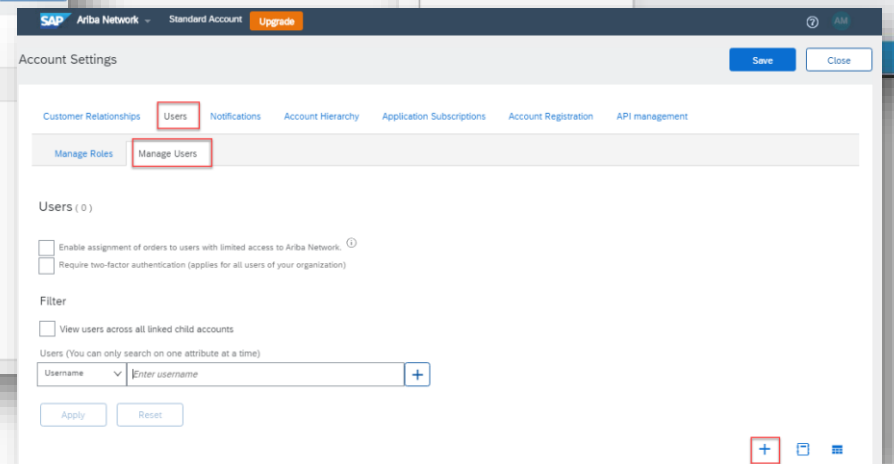
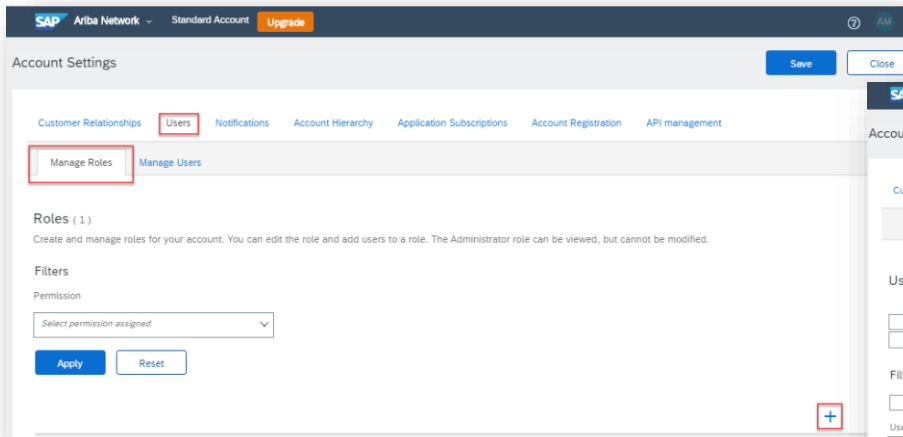
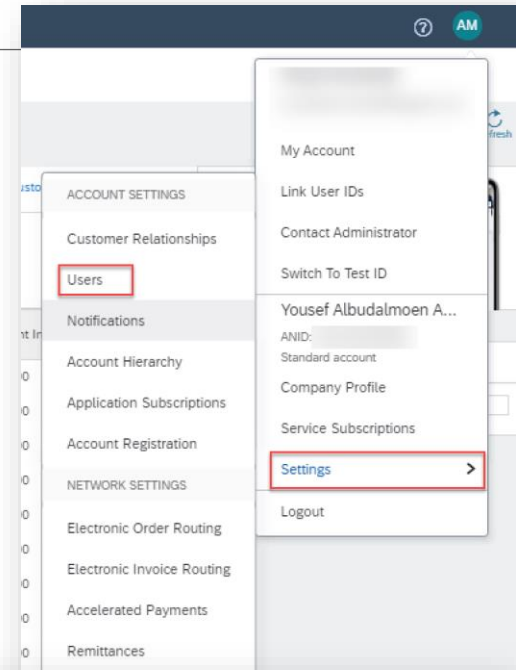
- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Create Users and Roles

1. **Click** on the Users tab under the Settings option under **Account Setting**.
The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account



Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
 - Quickly access your personal user account information and settings
 - Link your multiple user accounts
 - Switch to your test account

Note: After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.
4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The screenshot shows the user account interface. At the top right, a user profile icon (1) is highlighted. A dropdown menu (2) is open, showing options: My Account, Link User IDs, Contact Administrator, Switch To Test ID, and Logout. Below this, the 'My Account' page is shown with sections for 'Account Settings' and 'Account Information'. The 'Account Information' section contains fields for Username, Email Address, First Name, Middle Name, Last Name, and Business Role. The 'Change Password' link (3) is also visible. The 'Security' section includes a Secret Question, Secret Answer, and Confirm Secret Answer fields (4). Asterisks indicate required fields.

Link Accounts Via an Account Hierarchy

Linkage between individual accounts for account management purposes (only if applicable)

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

What is Account Hierarchy?

You can create a parent-child account hierarchy in SAP Ariba, which is one parent account linked to any number of child accounts. This allows the parent account in the hierarchy to manage information not only for that account, but also for the child accounts in the hierarchy. This will involve one login to the parent account and then switching to the other account with the same sign in.

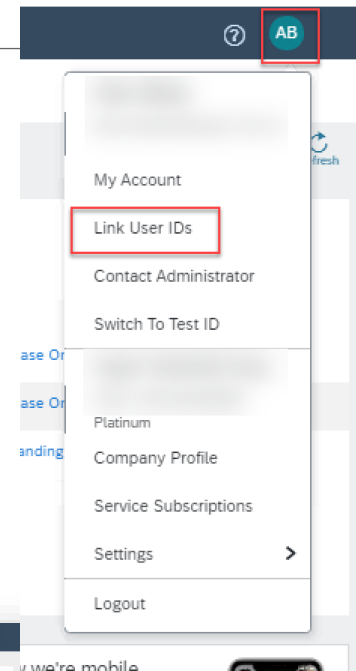
The following terms apply to account hierarchies:

- 1- The parent account is the topmost account in the hierarchy and has one or more child accounts.
- 2- A child account , or subsidiary account, has one parent account.
- 3- An independent account has no parent or child accounts.

Steps

To create an Account Hierarchy:

1. Login to your Ariba account that you wish to have as a Parent account
2. In the upper right corner of your home screen, click on “Account Settings” then choose “Link User IDs”
3. If you are the administrator for the account you wish to link with, use the login boxes on the right “No Approval Needed” to connect to that ANID then click “Link Accounts”
4. If you are not the administrator for the account you want to connect with, click the link Request link with other accounts on the left “Approval Needed”

A screenshot of the 'Link User IDs' form in the Ariba Network interface. The form is titled 'Link User IDs' and includes a sub-header 'Standard Account' and an 'Upgrade' button. Below the title, there is a section for 'APPROVAL NEEDED' with a 'Send link request' button. To the right, there is a section for 'NO APPROVAL NEEDED' with fields for 'Username' (containing 'i326655_admin@ariba.com') and 'Password', and a 'Link accounts' button. A 'Cancel' button is located at the bottom right of the form. The background shows a blurred view of the account settings page.



SAP Ariba 

Supplier Information Portal

PUBLIC

THE BEST RUN 

Supplier Information Portal

In the Supplier Information Portal you will find all documents that will help you transact with your customers along with detailed guides on how to process documents from your customer and how to navigate your Ariba account. In addition, you will be able to find all the support channels that you can connect with from the customer side and SAP Ariba Side.

To locate the reference document your customer uploaded to the Supplier Information Portal:

1. Log in to your Ariba Account
2. Click the icon in the upper right corner of the application.
3. Select Customer Relationships.
4. In the Current section, click Supplier Information Portal next to your customer's name.

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

[Update](#)

Current (1) | Pending (0) | Rejected (0)

Current Customers

Filter

Customers

[+](#)

[Apply](#) [Reset](#)

| <input type="checkbox"/> | Customer | Network ID | Relationship Type | Approved Date | Supplier Information Portal | Routing Type | Actions |
|--------------------------|---------------|------------|-------------------|---------------|-----------------------------|--------------|-------------------------|
| <input type="checkbox"/> | Your Customer | 1402516569 | Trading | 13 Oct 2019 | [Icon] | Default | Actions |

[Reject](#)

ACCOUNT SETTINGS

- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- Application Subscriptions
- Account Registration

NETWORK SETTINGS

- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments

My Account

- Link User IDs
- Contact Administrator
- Switch To Test ID
- Standard account
- Company Profile
- Service Subscriptions
- Settings
- Logout

Supplier Information Portal

5. The Supplier Information Portal will take you to below page where you can find all the guides/support channels you need to transact with your customers.

[IsDB Supplier Information Portal link](#)



Welcome to Islamic Development
Bank (IsDB) Supplier Information
Portal



Welcome to the Supplier Information Portal that provides information for all suppliers conducting business with Islamic Development Bank (IsDB). For your organization, this means the traditional way of transacting with us is changing fundamentally. On this site you will find information regarding the transformation, as well as, a number of tools to help answer any of the questions you may have.



Upgrading your Account (optional)

Fees will Apply

PUBLIC

Standard Account Vs Enterprise Account

| Standard Account | Enterprise Account | Standard Account | Enterprise Account |
|--|--|--|--|
| Advantages | Advantages | Disadvantages | Disadvantages |
| Free and Unlimited use | Track invoice status online in real time | All PO's and invoice status changes are sent via email | Fees are applicable after a transaction volume and document threshold is met |
| Receive POs via email | All documents in one place (inbox/outbox) | Not able to see all documents in one place (no inbox/outbox) | |
| Submit Order Confirmations and Invoices on Ariba Network | Create and download reports | Management of incoming purchase orders via email can be cumbersome | |
| Access Supplier Information Portal (training material) | Publish catalogs | No reporting capability | |
| Can be registered for sourcing events using same account | Integrate your ERP system to the Ariba Network | No live support (only email) | |
| Connect with new and existing customers | Live support (24X5) | Cannot publish catalogs | |
| | Onboarding training and assistance by dedicated support team | | |

Upgrading your Standard Account to Enterprise Account – Fees will apply

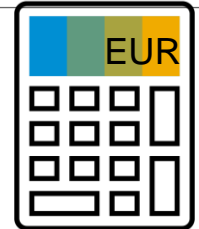
- Login to your Ariba Network Account
- Click on [Learn More](#)
- Click on [Upgrade](#)

The screenshot displays the Ariba Network user interface. At the top, the navigation bar includes 'Ariba Network', 'Upgrade from standard account', and a 'Learn More' button highlighted with a yellow box. Below the navigation bar, the main content area shows 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days'. A 'Pinned Documents' section shows 0 items. An overlay window titled 'Upgrade to realize the full value of Ariba Network' is open, comparing 'LIGHT ACCOUNT' (current) and 'FULL-USE ACCOUNT' (target). The 'FULL-USE ACCOUNT' section has an 'Upgrade' button highlighted with a yellow box. A red arrow points from the 'Learn More' button in the main interface to the 'Upgrade' button in the overlay.

| | LIGHT ACCOUNT Your current account | FULL-USE ACCOUNT |
|-------------------------------|--|--|
| FULFILLMENT | | |
| Orders and invoices | <ul style="list-style-type: none">Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoicesCheck invoice status and create non-PO invoices, if supported by your customer | <ul style="list-style-type: none">Skip the emails. Get and manage orders and invoices all on Ariba Network.Use CSV uploads to manage large documents. |
| Catalogs | | <ul style="list-style-type: none">Publish catalogs that detail your products and services |
| Integration | | <ul style="list-style-type: none">Integrate with your backend systems through CXML, EDI or CSV |
| Legal Archive | | <ul style="list-style-type: none">Access to long-term invoice archiving (regional restrictions apply) |
| Reporting | | <ul style="list-style-type: none">Get reports to track transactions and sales activities |
| Support | Help Center | <ul style="list-style-type: none">Help Center, phone, chat, and web form |
| Fees | Free | Based on usage |
| SELLING | | |
| Ariba Discovery | <ul style="list-style-type: none">Join our business matchmaking service to get high quality sales leads. Fees may apply | |
| Sourcing, Contract Management | <ul style="list-style-type: none">Attract potential customers with your profile and get invited to auctions and other events. | |

Learn more about all the features of Ariba Network.

Supplier Fee Schedule



Transaction fees (billed quarterly)

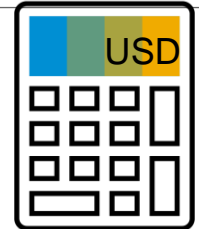
| | |
|--|---|
| Less than 5 documents* OR less than 43 250 EUR | FREE usage |
| More than 5 documents * AND more than 43 250 EUR | 0,155% of transacted volume for relationships without Service Entry Sheets |
| | 0,35% of transacted volume for relationships with Service Entry Sheets |
| | Capped at 17 300 EUR per customer relationship |
| *only POs, invoices, service entry sheets, and service entry sheet responses | |



Subscription fees (billed annually)

| Annual Document Count across <u>all</u> customer relationships | Subscription level | Annual Fee |
|--|--------------------|------------|
| Up to 4 documents | Premium | €0 |
| 5 to 24 documents or < € 216 250 | Bronze | €45 |
| 25 to 99 documents and > € 216 250 | Silver | €670 |
| 100 to 499 documents and > € 216 250 | Gold | €2 000 |
| 500 and more documents and > € 216 250 | Platinum | €4 900 |

Supplier Fee Schedule



Transaction fees (billed quarterly)

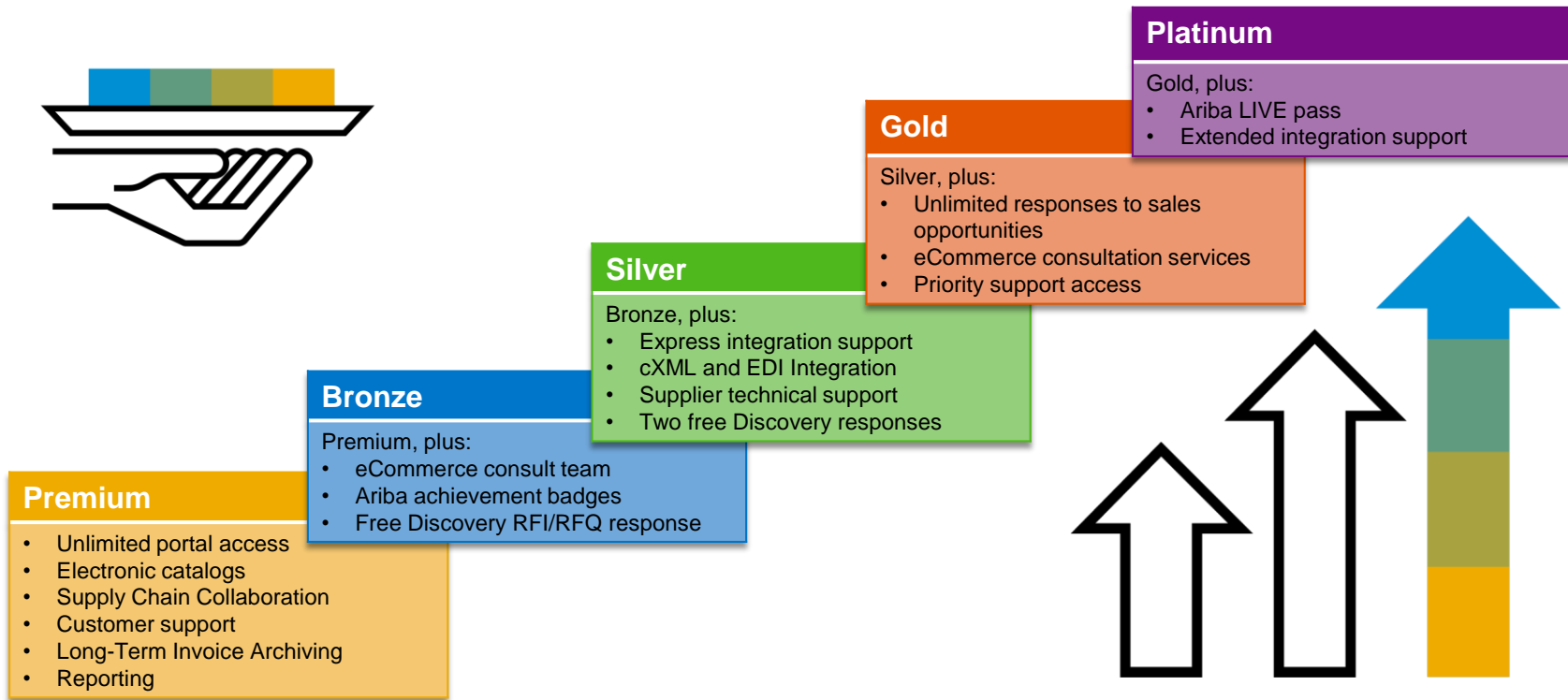
| | |
|--|---|
| Less than 5 documents * OR less than USD 50,000 | FREE usage |
| More than 5 documents * AND more than USD 50,000 | 0.155% of transacted volume for relationships without Service Entry Sheets |
| | 0.35% of transacted volume for relationships with Service Entry Sheets |
| | Capped at USD 20,000 per customer relationship |
| *only POs, invoices, service entry sheets, and service entry sheet responses | |



Subscription fees (billed annually)

| Annual Document Count across <u>all</u> customer relationships | Subscription level | Annual Fee |
|---|---------------------------|-------------------|
| Up to 4 documents | Premium | USD 0 |
| 5 to 24 documents or < USD 250,000 | Bronze | USD 50 |
| 25 to 99 documents and > USD 250,000 | Silver | USD 750 |
| 100 to 499 documents and > USD 250,000 | Gold | USD 2,250 |
| 500 and more documents and > USD 250,000 | Platinum | USD 5,500 |

Subscription Levels



Read more about subscription levels, calculate your fees & check out other currencies on our website
<https://www.ariba.com/ariba-network/ariba-network-for-suppliers>

Ariba Network Help Resources

Customer Support

**Supplier Information
Portal**

Additional Resources

[Ariba.com Links](#)

[Troubleshoot Your Invoices](#)

Customer Support

Supplier Support During Deployment



Ariba Network Registration or Configuration Support

- Registration, Supplier Fees, Account configuration
- [Ariba Support](#)



Enablement Business Process Support

- Business-Related Questions
- **Email:** ISDB_Corporate_Suppliers@isdb.org



Supplier Information Portal

- [IsDB Supplier Information Portal](#)

Supplier Support Post Go-Live



Global Customer Support

Use the Help Center directly from your Ariba Network Account.

Customer Support

Supplier Support During Deployment



Supplier Information Portal

- [How to Find the Supplier Information Portal](#)

Supplier Support Post Go-Live



Global Customer Support

Use the Help Center directly from your Ariba Network Account.

Training & Resources

IsDB Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Pending

Customer

Current

Customer

| | | | | |
|--------------------------|--------------------|---|---|-----------------------------|
| <input type="checkbox"/> | Aniba Inc. | 2 | 3 | Supplier Information Portal |
| <input type="checkbox"/> | Pouliot Industries | | | |

Useful Links

Useful Links

- **Ariba Supplier Pricing page** - <http://www.ariba.com/suppliers/ariba-network-fulfillment/pricing>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Cloud Status** - <https://www.sap.com/about/trust-center/cloud-service-status.html#sap-ariba> (Information about downtime)

Thank you for joining the Ariba Network!

