



# Supply chain SAP Ariba NETWORK user guide – Enterprise account



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## Contents

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

1. Ariba Network Enterprise Accounts - Basic Information
  - i. [How to log in using an existing Ariba Network Enterprise Account](#)
  - ii. [Before you confirm your Purchase Order](#)
2. [How to manage your Purchase Order for Goods](#)
  - i. [How to confirm your PO for Goods](#)
  - ii. [How to Reject your Purchase Order for Goods](#)
  - iii. [How to create a ship notice \(partial and full\)](#)
  - iv. [How to invoice against your Purchase Order for Goods](#)
  - v. [How to see your Invoice status and Due date for Goods](#)
  - vi. [How to find your Remittance Advice for Goods](#)
  - vii. [How to create a Credit Note for Goods](#)
3. [How to manage your Purchase Order for Services](#)
  - i. [How to confirm your PO for Services](#)
  - ii. [How to Reject your Purchase Order for Services](#)
  - iii. [How to invoice against your Purchase Order for Services](#)
  - iv. [How to see your Invoice status and Due date for Services](#)
  - v. [How to find your Remittance Advice for Services](#)
  - vi. [How to create a Credit Note for Services](#)
4. [How to manage your Purchase Order for Goods & Services \(Hybrids\)](#)
  - i. [How to confirm your PO for Good & Services \(Hybrids\)](#)
  - ii. [How to Reject your Purchase Order for Goods & Services \(Hybrids\)](#)
  - iii. [How to invoice against your Purchase Order for Goods & Services \(Hybrids\)](#)
  - iv. [How to see your Invoice status and Due date for Good & Services](#)
  - v. [How to find your Remittance Advice for Hybrid POs](#)
  - vi. [How to create a Credit Note for Goods & Services \(Hybrids\)](#)
5. [How to manage your Ad hoc / Unplanned Purchase Order](#)
  - i. [How to confirm your ad hoc / unplanned POs](#)
  - ii. [How to invoice against an Ad Hoc / Unplanned PO](#)
  - iii. [How to resubmit an invoice for Ad Hoc / Unplanned POs](#)
5. [Supplier Support](#)

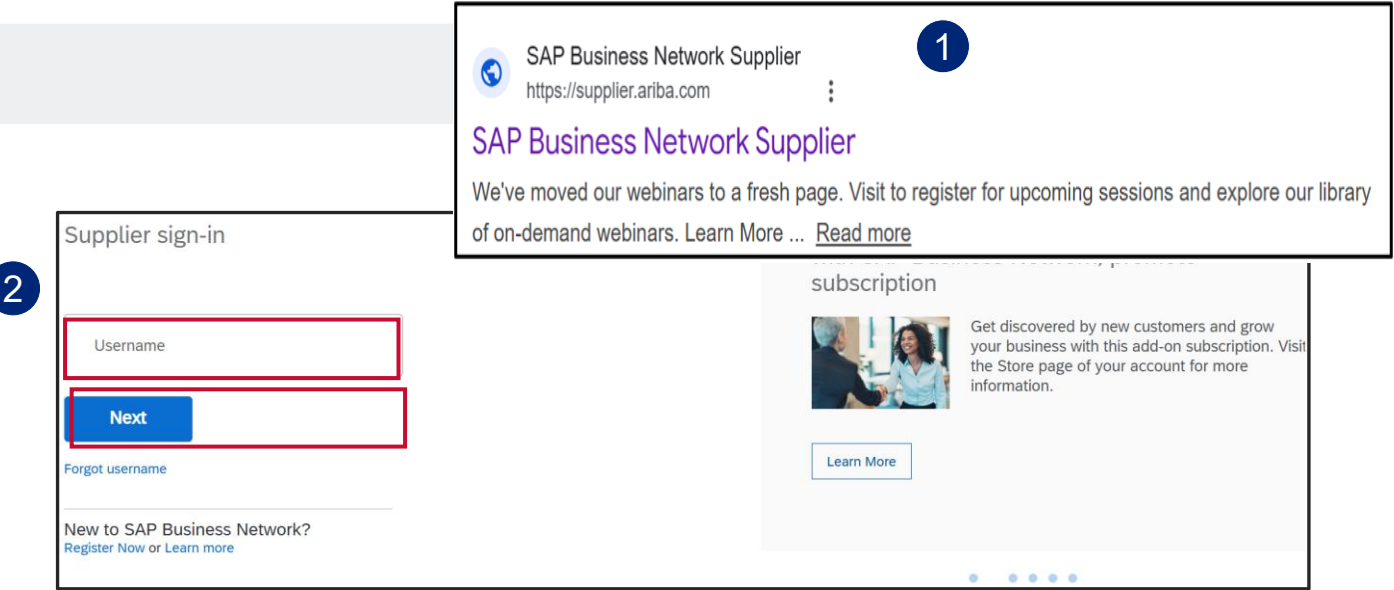
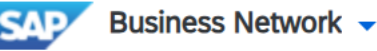
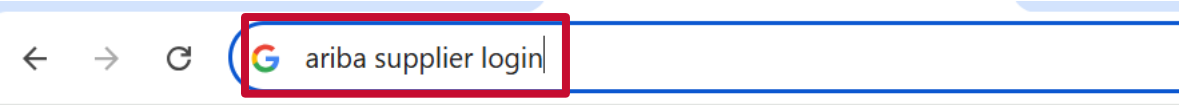
Please be advised that SAP Ariba may update their User Interface (UI) from time to time. Some of the screens captured here may differ slightly from what you are able to see, but please note that the functionality will remain the same.

Your sincerely,

Supply Chain  
Anglo American and/or De Beers Group

# **HOW TO LOG INTO YOUR Ariba NETWORK ENTERPRISE ACCOUNT**

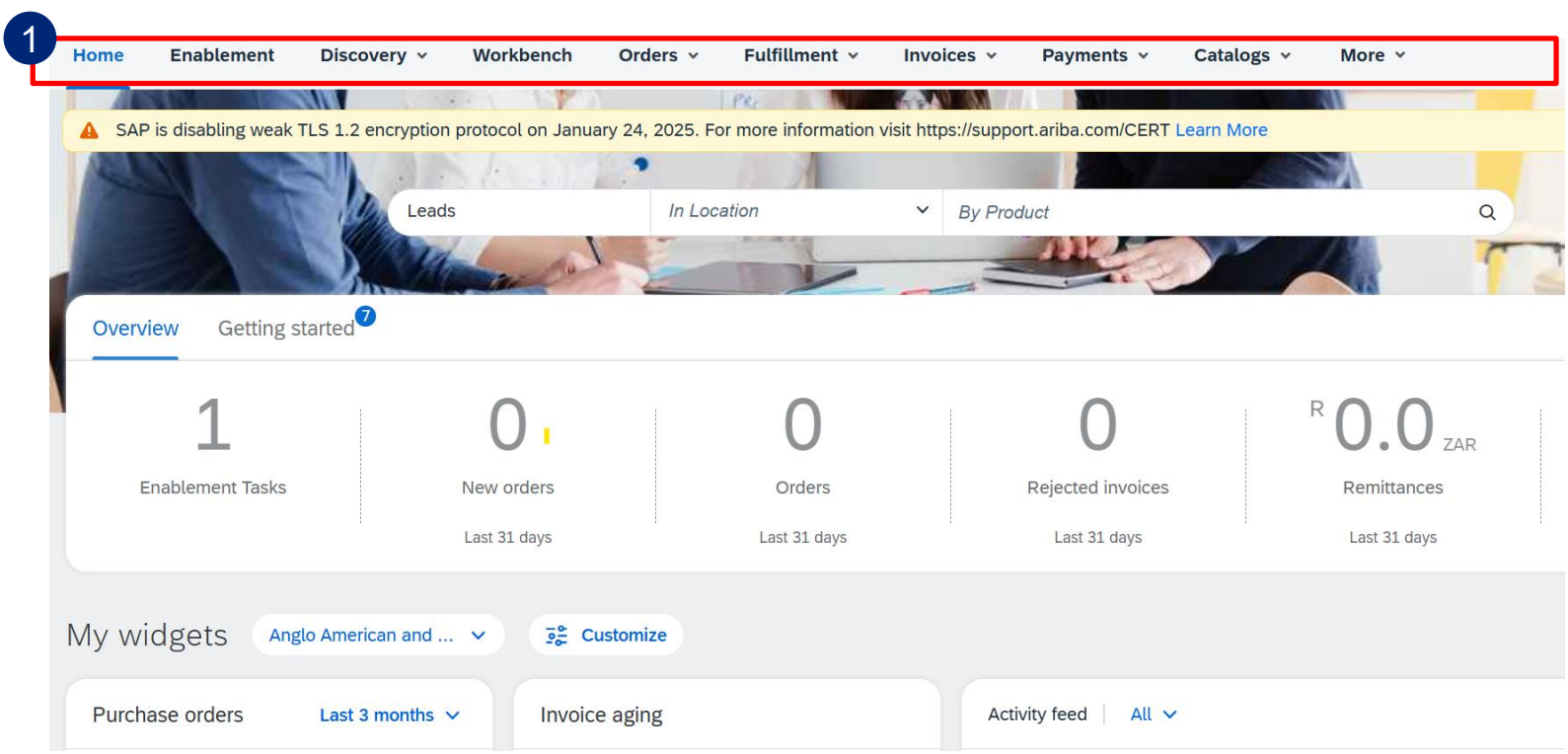
# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com) or type in ariba supplier login in the search engine you use.
- 1 Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.
- 2 Enter your **user name** and **password** to be taken to your **Home** page



# HOW TO LOG INTO YOUR Ariba Network Enterprise Account

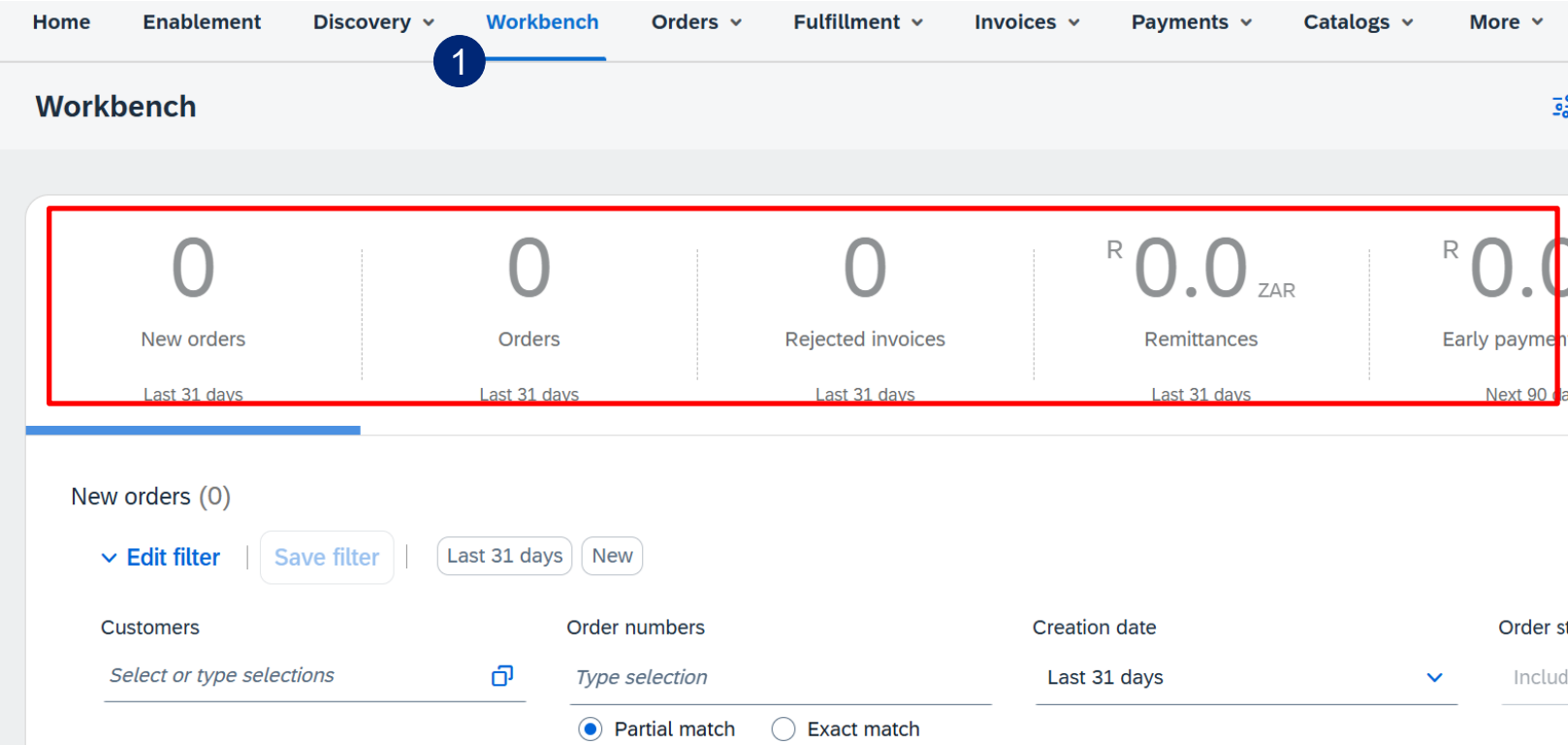


## HOME PAGE

1 Your **home** page provides a quick overview of:

Your account and menu to view pending enablement tasks, orders, payments and Catalogs

# HOW TO LOG INTO YOUR Ariba Network Enterprise Account



## WORKBENCH PAGE

- 1 Your Workbench tab provides a quick overview of:  
  
Orders, invoices, payment status and remittance advices

**BEFORE CONFIRMING YOUR  
PURCHASE ORDER**

# BEFORE CONFIRMING YOUR PURCHASE ORDER

It is important to check your PO content for accuracy and then electronically confirm it if all is in order.

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 the PO should be 0%, you will then reject the PO.



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

Purchase Order: 5505371552

Create Order Confirmation

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

From:

To:

Purchase Order

Special clause: When delivering to Crossroads (Stuarts), at Elandstonstein, the supplier must deliver 7 days prior to delivery date.

Customer Company Reg Nr: 1931/003380/06

Payment Terms: View more »

Payment end of month

Attachments: 5505371552.pdf (application/pdf)

Contact Information

Other Information

Ship All Items To

Bill To

Deliver To

Line Items

Show Item Details

| 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 | 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 CAT

Received by Ariba Network on: Wednesday 6 May 2020 12:00 PM CAT

This Purchase Order was sent by Ariba Network.

Create Order Confirmation

Line Items

Show Item Details

| 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 | Summary |

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

Unloading Point: 60 MAIN

# **HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR GOODS**



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

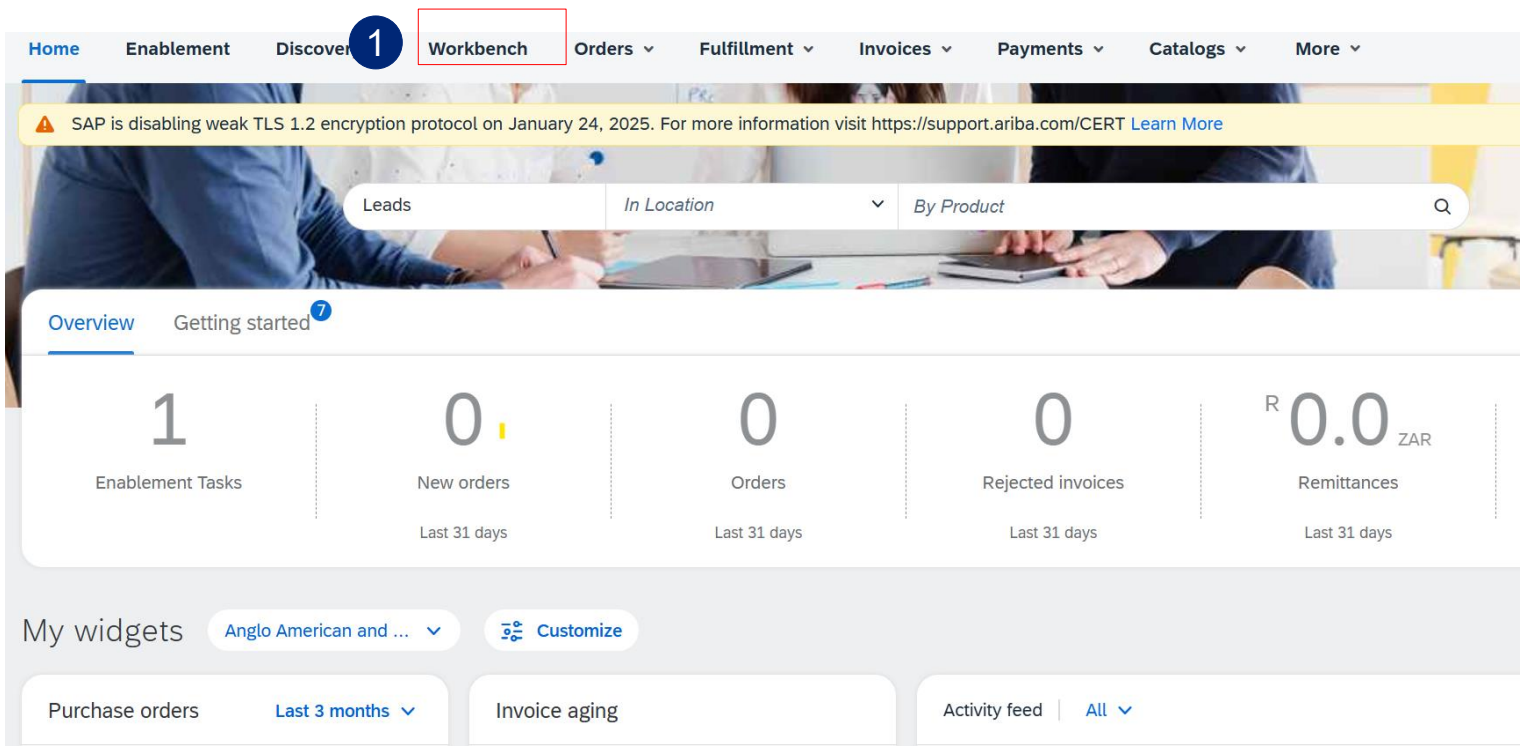


## PROCESS FOR CONFIRMING & INVOICING AGAINST PURCHASE ORDERS FOR GOODS



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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



1 To view PO's to confirm and invoice, click on your **Workbench** tab.

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Workbench

0 New orders Last 31 days

0 Orders Last 31 days

0 Rejected invoices Last 31 days

R 0.0 ZAR Remittances Last 31 days

R 0.0 Early payment Next 90 days

New orders (0)

▼ Edit filter Save filter Last 31 days New

Customers Select or type selections

Order numbers Type selection

Creation date Last 31 days

Order status Include

Partial match Exact match

Apply Reset

1 Enter the PO number you need to confirm

2 Click on **EXACT MATCH** and click **APPLY**

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5505371552

Done

Create Order Confirmation

Confirm Entire Order

Update Line Items

Reject Entire Order

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

Payment Terms: Payment end of next month net

Contact Information

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

| Line # | Description     | Type     | Return | Qty (Unit) | Need By     | Unit Price   | Subtotal       | Tax          | Details |
|--------|-----------------|----------|--------|------------|-------------|--------------|----------------|--------------|---------|
| 1      | ROSE BUSH       | Material |        | 6.0 (EA)   | 14 May 2020 | R 450.00 ZAR | R 2,700.00 ZAR | R 405.00 ZAR | 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

Create Order Confirmation

Create Invoice

Print

Download PDF

Download CSV

Resend

- 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 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 |

Status  
300.0 Unconfirmed

Control Keys

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

Tax

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

Schedule Lines

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

Other Information  
Recipient: LEBO

Once you have opened the line item details, please check that the following is correct:

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

Do this for each line item.

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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



| Line Items                               |                          |                 |                 |              |                                               |                 |                | Show Item Details |
|------------------------------------------|--------------------------|-----------------|-----------------|--------------|-----------------------------------------------|-----------------|----------------|-------------------|
| Line #                                   | Part # / Description     | Type            | Qty (Unit)      | Need By      | Unit Price                                    | Subtotal        | Tax            |                   |
| 1                                        |                          | Material        | 300.0 (EA) ⓘ    | 17 Oct 2019  | R 45.00 ZAR                                   | R 13,500.00 ZAR | R 2,025.00 ZAR | Summary 1         |
| BOLTS & FLANGES                          |                          |                 |                 |              |                                               |                 |                |                   |
| Status                                   |                          |                 |                 |              |                                               |                 |                |                   |
| 300.0 Unconfirmed                        |                          |                 |                 |              |                                               |                 |                |                   |
| Control Keys                             |                          |                 |                 |              |                                               |                 |                |                   |
| Order Confirmation: allowed              |                          |                 |                 |              |                                               |                 |                |                   |
| Ship Notice: allowed                     |                          |                 |                 |              |                                               |                 |                |                   |
| Invoice: is not ERS                      |                          |                 |                 |              |                                               |                 |                |                   |
| Invoice Verification Type: goods receipt |                          |                 |                 |              |                                               |                 |                |                   |
| Tax                                      |                          |                 |                 |              |                                               |                 |                |                   |
| Tax Category                             | Tax Rate (%)             | Taxable Amount  | Tax Amount      | Tax Location | Description                                   | Exempt Detail   |                |                   |
| VAT                                      | 15.00                    | R 13,500.00 ZAR | R 2,025.00 ZAR  |              | Input Standard Rated(Aspect only- Zero Rated) |                 |                |                   |
| Schedule Lines                           |                          |                 |                 |              |                                               |                 |                |                   |
| Schedule Line #                          | Delivery Date            | Ship Date       | Quantity (Unit) |              |                                               |                 |                |                   |
| 1                                        | 17 Oct 2019 12:00 PM CAT |                 | 300.0 (EA) ⓘ    |              |                                               |                 |                |                   |
| Other Information                        |                          |                 |                 |              |                                               |                 |                |                   |
| Recipient: LEBO                          |                          |                 |                 |              |                                               |                 |                |                   |

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

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

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

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

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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5504992913

Done

1

Create Order Confirmation

2

Confirm Entire Order

Update Line Items

Reject Entire Order

Purchase Order (New) 5504992913

Amount: R46,300.00 ZAR

Version: 1

Payment Terms 60 Days from month end

Contact Information Supplier Address

Routing Status: Sent

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

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

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



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 5504992913

Customer: Anglo American - TEST

Supplier Reference:

Additional Information

clientNumber:

assumingCompany:

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.

Exit

Next

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

Est. Shipping Cost:   
Est. Tax Cost:

Comments:

**Line Items**

| Line # | Part # / Description                                                                                             | Qty (Unit)   | Need By     | Unit Price   | Subtotal        | Tax            |
|--------|------------------------------------------------------------------------------------------------------------------|--------------|-------------|--------------|-----------------|----------------|
| 1      | BOLTS & FLANGES<br>Current Order Status:<br>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<br>Current Order Status:<br>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<br>Current Order Status:<br>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** Exit Next

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

This section is **mandatory**

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

- 2** Est Shipping date  
**3** Est Delivery date  
These can be the same date.
- 4** Then click on **Next**

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Confirming PO

PreviousSubmitExit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

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

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

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

Confirmation #: Quote40

Supplier Reference:

Additional Information:

Line Items

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

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

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

EXTERNAL

19

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5505371561 Done

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

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

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address

Other Information

Buyer  
Test ID  
Email: testuser@angloamerican.com

Routing Status: Sent

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 after the Supplier receives the Purchase Order.

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

# **HOW TO ELECTRONICALLY REJECT YOUR PO FOR GOODS**

# HOW TO ELECTRONICALLY REJECT YOUR PO FOR GOODS



Purchase Order: 5505371561 Done

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

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

From: [Redacted] 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-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions)

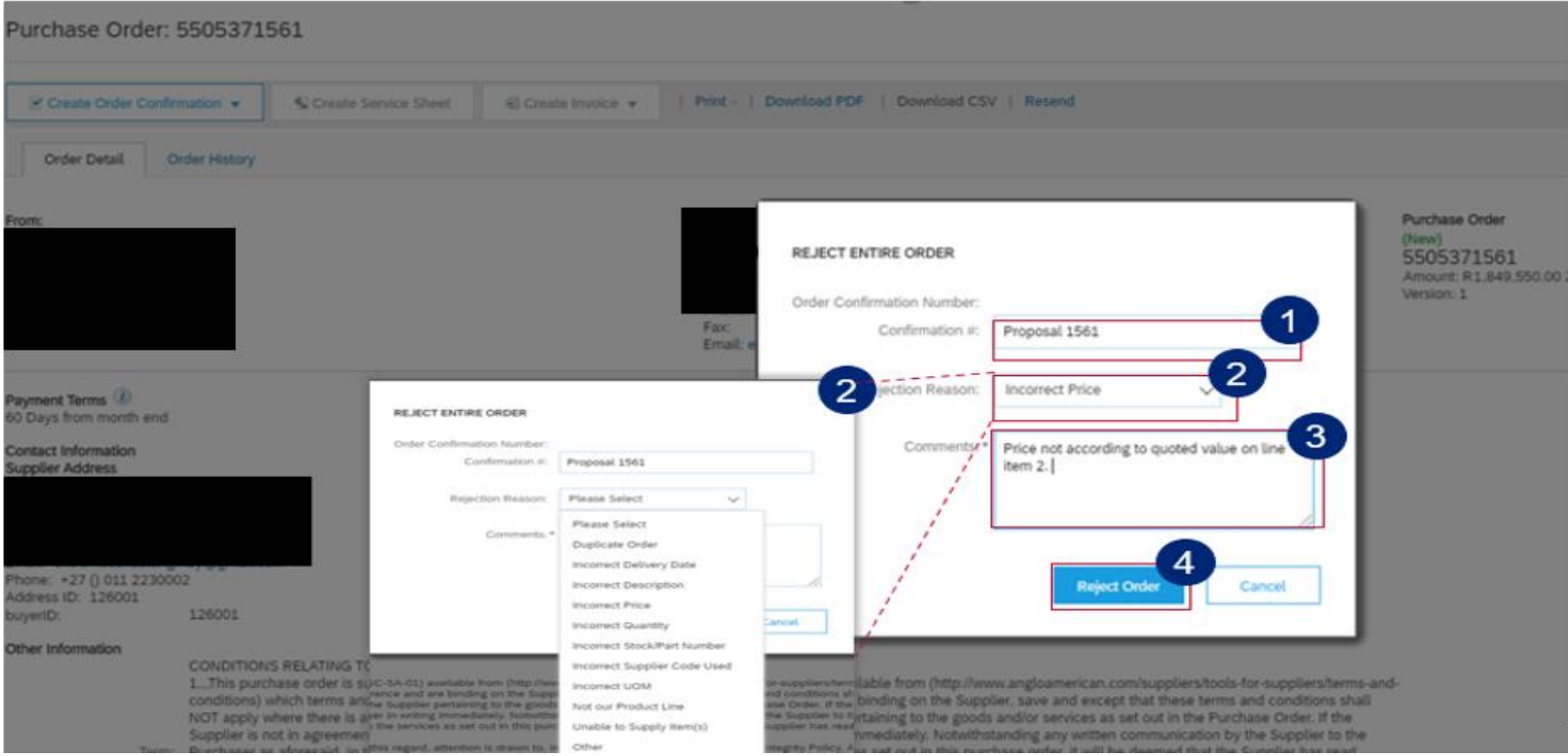
If any of the details in the PO are incorrect **please reject the PO in the system**, providing a reason for your rejection. This does not mean you are rejecting doing business with us.

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

# HOW TO ELECTRONICALLY REJECT YOUR PO FOR GOODS



- 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**

# HOW TO ELECTRONICALLY REJECT YOUR PO FOR GOODS



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

FROM:

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 The status of your PO will now show **REJECTED**, a message will be sent to the buyer to verify the rejection and amend the PO accordingly.
- 2 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 ASN  
(ADVANCED SHIP NOTICE – GOODS  
ORDERS ONLY)**

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



Purchase Order: 4502509397 Done

Create Order Confirmation 1 Create Ship Notice Create Invoice

Order Detail Order History

From: [Redacted] To: [Redacted]

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

Payment Terms 60 Days from month end [Redacted]

Sales Penny Goodwin Phone: + (0) 119295473

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 – GOODS ORDERS)



The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The form includes fields for 'SHIP FROM' and 'DELIVER TO' addresses, a 'Ship Notice Header' section, and a 'SHIPPING' section. The 'SHIPPING' section contains the following fields:

- Packing Slip ID: 123456 (highlighted with a red box and a blue circle with the number 2)
- Invoice No.:
- Requested Delivery Date:
- Ship Notice Type: Select (dropdown menu)
- Shipping Date: 18 May 2023 (highlighted with a red box and a blue circle with the number 3)
- Delivery Date: 19 May 2023 (highlighted with a red box)
- Gross Volume:
- Unit:

The 'TRACKING' section includes fields for 'Carrier Name' and 'Service Level'.

- 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 – GOODS ORDERS)



## ▼ 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"/> |
| <button>Add Transport Term</button> |                               |                      |                      |                      |                      |                      |                      |

## ▼ 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 – GOODS ORDERS)



5

Order Items

| 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>Total Item Due Quantity: 25.0 EA</p> <p>Confirmation Status</p> <p>Total Confirmed Quantity: 25.0 EA    Total Backordered Quantity: 0.0 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>Shipment Status</p> <p>Total Item Due Quantity: 50.0 EA</p> <p>Confirmation Status</p> <p>Total Confirmed Quantity: 50.0 EA    Total Backordered Quantity: 0.0 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 - |                 |             |             |         |                |                  |                 |      |          |                   |                   |                 |             |   |      |  |                    |  |  |

Add Order Line Item

6

Save Exit Next

- 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 – GOODS ORDERS)



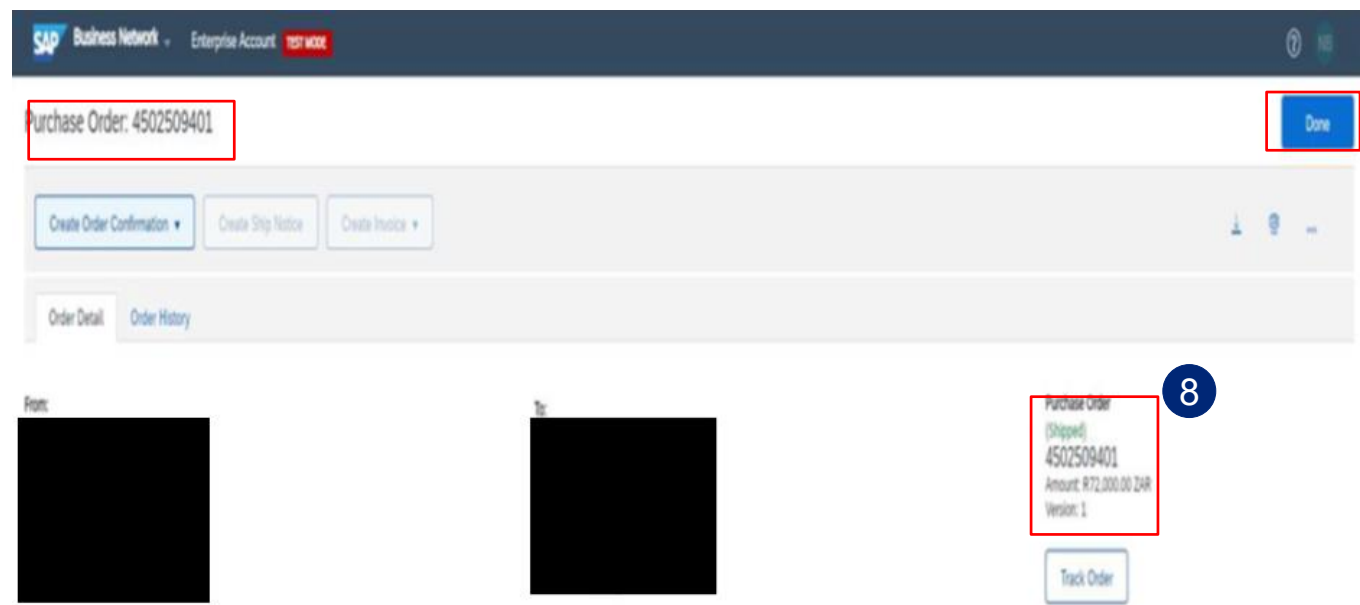
Order Items Hide Item Details

| 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 |
| <b>SHIPMENT STATUS</b>                             |          |                                      |                 |      |      |             |         |                |                  |                 |
| ▼ 1. Ship Qty: 25.0 EA ⓘ <span>Hide Details</span> |          |                                      |                 |      |      |             |         |                |                  |                 |
| No detail information provided.                    |          |                                      |                 |      |      |             |         |                |                  |                 |
| <b>Additional Information</b>                      |          |                                      |                 |      |      |             |         |                |                  |                 |
| buyerID:<br>articleNumber:                         |          |                                      |                 |      |      |             |         |                |                  |                 |
| 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 |
| <b>SHIPMENT STATUS</b>                             |          |                                      |                 |      |      |             |         |                |                  |                 |
| ▼ 1. Ship Qty: 50.0 EA ⓘ <span>Hide Details</span> |          |                                      |                 |      |      |             |         |                |                  |                 |
| No detail information provided.                    |          |                                      |                 |      |      |             |         |                |                  |                 |
| <b>Additional Information</b>                      |          |                                      |                 |      |      |             |         |                |                  |                 |
| buyerID:<br>articleNumber:                         |          |                                      |                 |      |      |             |         |                |                  |                 |

Previous Save Submit Exit

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

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



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

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

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

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



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



Purchase Order: 4502509397 Done

Create Order Confirmation **Create Ship Notice** Create Invoice

Order Detail Order History

From: [Redacted] To: [Redacted]

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

Track Order

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address [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 PARTIAL ASN (ADVANCED SHIP NOTICE – GOODS ORDER)



**SHIP FROM** [Redacted Address] [Update Address](#)

**DELIVER TO** [Redacted Address] [Update Address](#)

**Ship Notice Header**

**SHIPPING**

Packing Slip ID: 123456 **2**

Invoice No.: [Empty]

Requested Delivery Date: [Empty]

Ship Notice Type: Select

Shipping Date: 18 May 2023 **3**

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 – GOODS ORDER)



## ▼ 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 PARTIAL ASN (ADVANCED SHIP NOTICE – GOODS ORDER)



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

**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 – GOODS ORDER)



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

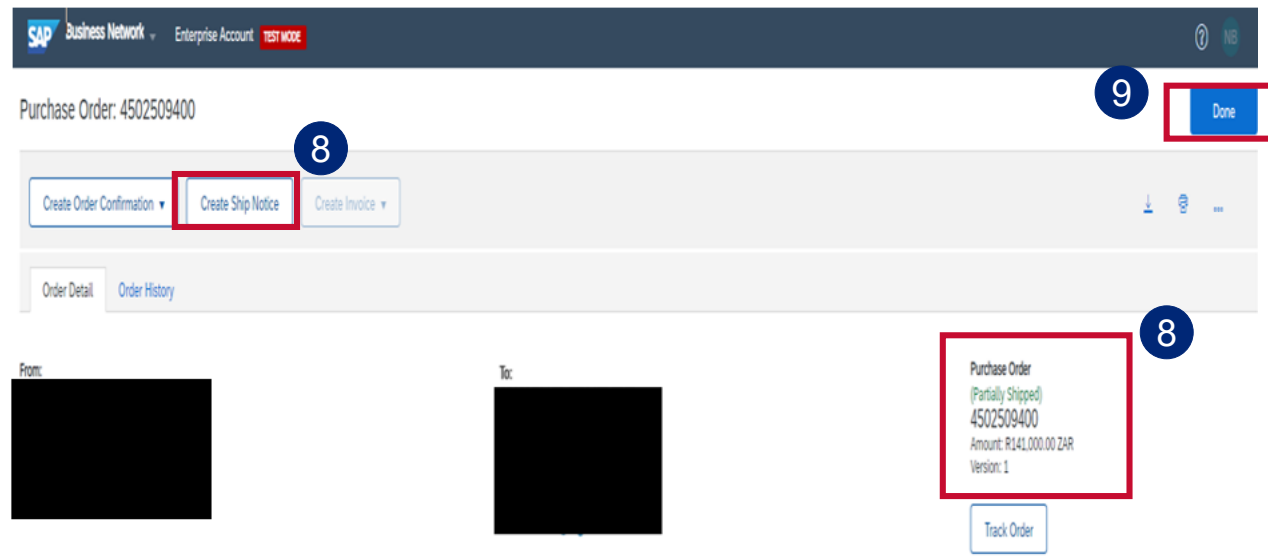
Add Order Line Item

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 – GOODS 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 – GOODS ORDER)



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 | <a href="#">Remove</a> |
| 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 - ▾ |                 |             | <a href="#">Add Details</a> |         |                |                 |                |                        |
| <a href="#">Add Ship Notice Line</a>                                      |          |                                      |                      |                 |             |                             |         |                |                 |                |                        |

L>

Add Order Line Item

10

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 – GOODS ORDER)



11 On the **Search Filters** option, add the specific purchase order number in question and select **Exact Match**.

12 Click on **Search**

13 Select the previously excluded line item, 20 in this example, and tick the box to include the item

14 Click on **Add Selected Items** to exit this view.

- 11 On the **Search Filters** option, add the specific purchase order number in question and select **Exact Match**.
- 12 Click on **Search**
- 13 Select the previously excluded line item, 20 in this example, and tick the box to include the item
- 14 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 PO FOR GOODS



Home Enablement Discovery Workbench **Orders** Fulfillment Invoices Payments Catalogs More

### 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

1

Order numbers

4502456789 × Type selection

☐ Partial match ☒ Exact match

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

2

Order numbers

4502456789 × Type selection

☐ Partial match ☒ Exact match

2

Apply

Reset

The **Orders and Releases** page appears and displays the most recent purchase order. You can either select a specific purchase order from the list or alternatively:

- 1 Click on the **Orders** option, enter the PO number you need to invoice
- 2 Click on **Exact number and select APPLY** to locate a specific PO.

# HOW TO INVOICE AGAINST YOUR PO FOR GOODS



Purchase Order: 5505371552

1

Create Invoice

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

From:

To:

Payment Terms

Payment end of next month net

Contact Information

Supplier Address

Buyer

Test ID

Email: testuser@angloamerican.com

Routing Status: Acknowledged

Related Documents: R00050102431322020, R00050102431332020, R00050102431282020

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

- 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, each GRV will have a reference/delivery note/packing slip number which must be invoiced separately, you cannot consolidate multiple invoice/delivery notes on one invoice.

Select receipts to be invoiced

Next

Cancel

Receipt List

2

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

Next

Cancel

SAP

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Security Disclosure

Terms of Use

# HOW TO INVOICE AGAINST YOUR PO FOR GOODS



Receipt: R00050102431282020

Print | Export cXML

Detail | History

From: [Redacted] 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 PO FOR GOODS



**1** Invoice # INV1552  
Invoice Date: 18 Mar 2022

**2** Supplier VAT ID: 423000000

**3** Line Items

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

**5** Next

- 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/subtotal page.

# HOW TO INVOICE AGAINST YOUR PO 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  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020

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

REMIT TO:

BILL TO:

SUPPLIER:

CUSTOMER:

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

**1 This page is critical to ensure all information entered on the invoice is correct, please check:**

- Invoice date matches the date on your physical invoice
- Service start and end dates are correct
- Your nett, VAT and gross value matches the total on your invoice.

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

# HOW TO INVOICE AGAINST YOUR PO 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: R00050102431322020                            |                            |

REMIT TO: [Redacted] BILL TO: [Redacted] SUPPLIER: [Redacted]

Previous Save Submit Exit

Invoice INV1552 has been submitted.

- Print a copy of the invoice
- Exit invoice creation.

2

Purchase Order: 5505371552

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

Order Detail Order History

From: [Redacted] To: [Redacted]

Payment Terms: Payment end of next month net

Contact Information: Supplier Address: [Redacted]

Buyer: Test ID Email: testuser@angloamerican.com

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

3

Related Documents: INV1552 R00050102431322020 R00050102431332020 More(2) »

- 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

Related Documents: INV1552 R00050102431322020 R00050102431332020 More(2) »

**HOW TO VIEW YOUR INVOICE  
STATUS & SCHEDULED PROPOSED  
PAYMENT DUE DATE**



# HOW TO VIEW YOUR INVOICE STATUS & SCHEDULED PROPOSED PAYMENT DUE DATE



The image displays two screenshots of the Ariba system interface. The top screenshot shows the 'Purchase Order: 5505371552' page. It includes a 'Done' button and a 'Create Invoice' button. A red box highlights the 'Routing Status: Acknowledged' and 'Related Documents' section, which lists 'INV1552' and 'R00050102431332020'. The bottom screenshot shows the 'Invoice: INV1552' page. It includes a 'Done' button and a 'Previous' button. A red box highlights the 'Scheduled Payments' tab, which shows the 'Status: Approved' and 'Routing: Acknowledged' for the invoice. The 'Invoice Number: INV1552' and 'Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00' are also visible. The 'Original Purchase Order: 5505371552' and 'Receipt: R00050102431332020' are listed. The 'Origin: Supplier' is noted. The 'Subtotal: R 1,050.00 ZAR', 'Total Tax: R 157.50 ZAR', and 'Amount Due: R 1,207.50 ZAR' are displayed. The 'REMIT TO:', 'BILL TO:', and 'SUPPLIER:' sections are shown at the bottom.

- 1 Click on the invoice created under **Related documents** to open the invoice.
- 2 Once the invoice is approved the system will allocate a scheduled payment due date based on the date you enter on the invoice directly under invoice number and will calculate the proposed due date using your invoice date and your payment terms OR check the HISTORY TAB for due date.

# HOW TO VIEW YOUR INVOICE STATUS & SCHEDULED PROPOSED PAYMENT 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 **History**

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

To: Anglo American - TEST  
Routing Status: Acknowledged

### History

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

# HOW TO FIND YOUR REMITTANCE ADVICE FOR GOODS ORDERS



Purchase Order: 5505371552

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

Order Detail Order History

From: [Redacted] To: [Redacted]

Payment Terms: Payment end of next month net

Contact Information: Supplier Address [Redacted]

Buyer: Test ID Email: testuser@angloamerican.com

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

Routing Status: Acknowledged

Related Documents: INV1552 R00050102431322020 R00050102431332020 More(2) »

Invoice: TSTINV2M

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

Detail Scheduled Payments Remittance History

Standard Invoice / Tax Invoice

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

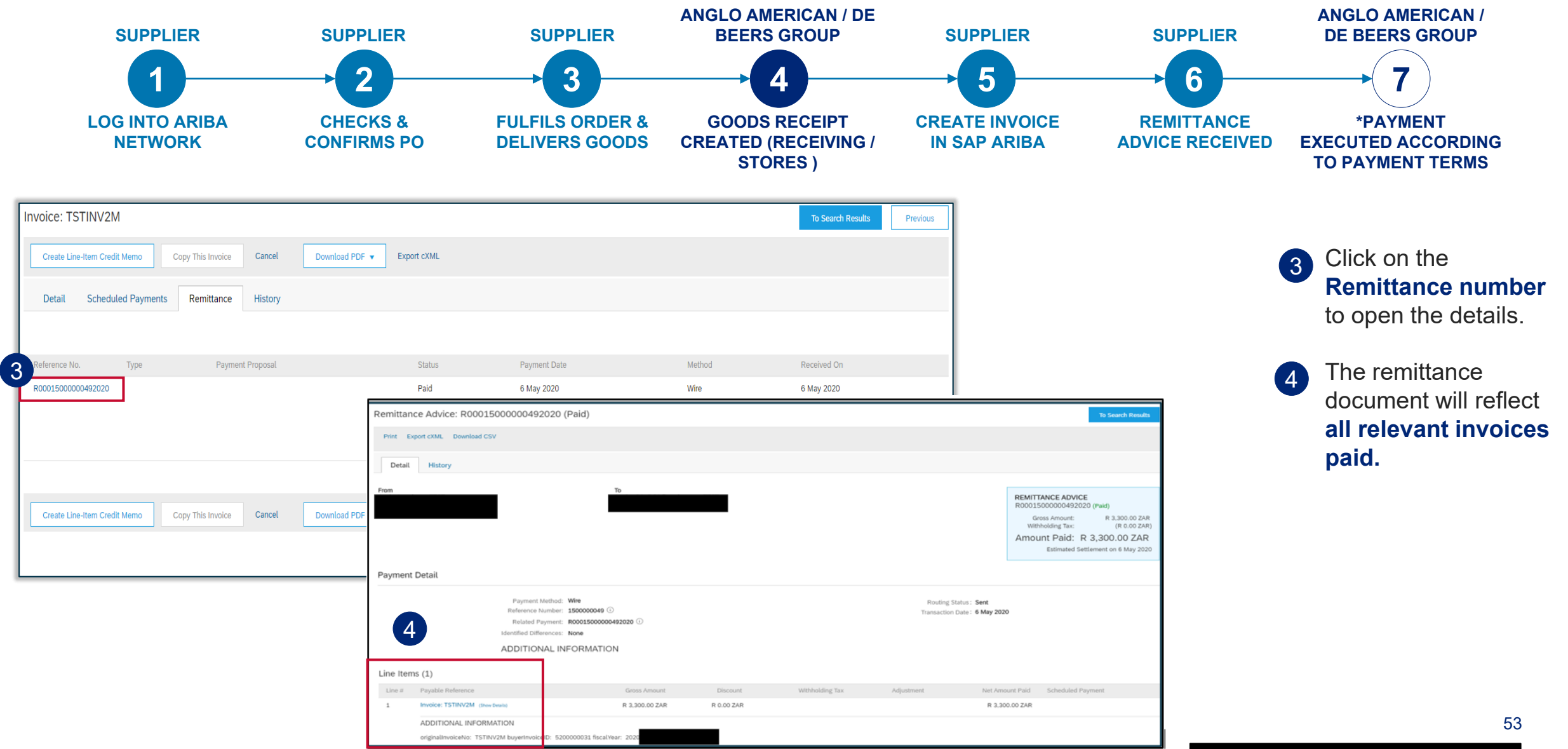
Subtotal: R 3,000.00 ZAR Total Tax: R 300.00 ZAR Amount Due: R 3,300.00 ZAR

This document is digitally signed

BILL TO: [Redacted] SUPPLIER: [Redacted]

- 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 FOR GOODS ORDERS



# **HOW TO CREATE A CREDIT NOTE AGAINST A GOODS INVOICE**

# HOW TO CREATE A CREDIT NOTE AGAINST A GOODS INVOICE



Purchase Order: 5505371552

Create Order Confirmation | Create Ship Notice | Create Invoice | Print | Download PDF | Download CSV | **1**

Order Detail | Order History

From: [Redacted] 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  
<http://www.angloamerican.com/onlinebooks-for-supplierhome-and-conditions> which terms and conditions are incorporated into the purchase order by

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



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

**THE INVOICE MUST BE IN APPROVED STATUS BEFORE YOU CAN CREDIT IT ON Ariba**

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

Related Documents: INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

# HOW TO CREATE A CREDIT NOTE AGAINST A GOODS INVOICE



Invoice: INV1552

**2** Create Line-Item Credit Memo

Subtotal: R 1,050.00 ZAR

**3** Credit Memo #: CN1552

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

**5** Next

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

**3** Populate the **Credit Memo** number use your invoice number and CR/CN as a prefix or suffix (i.e. CR or CN1552)

**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

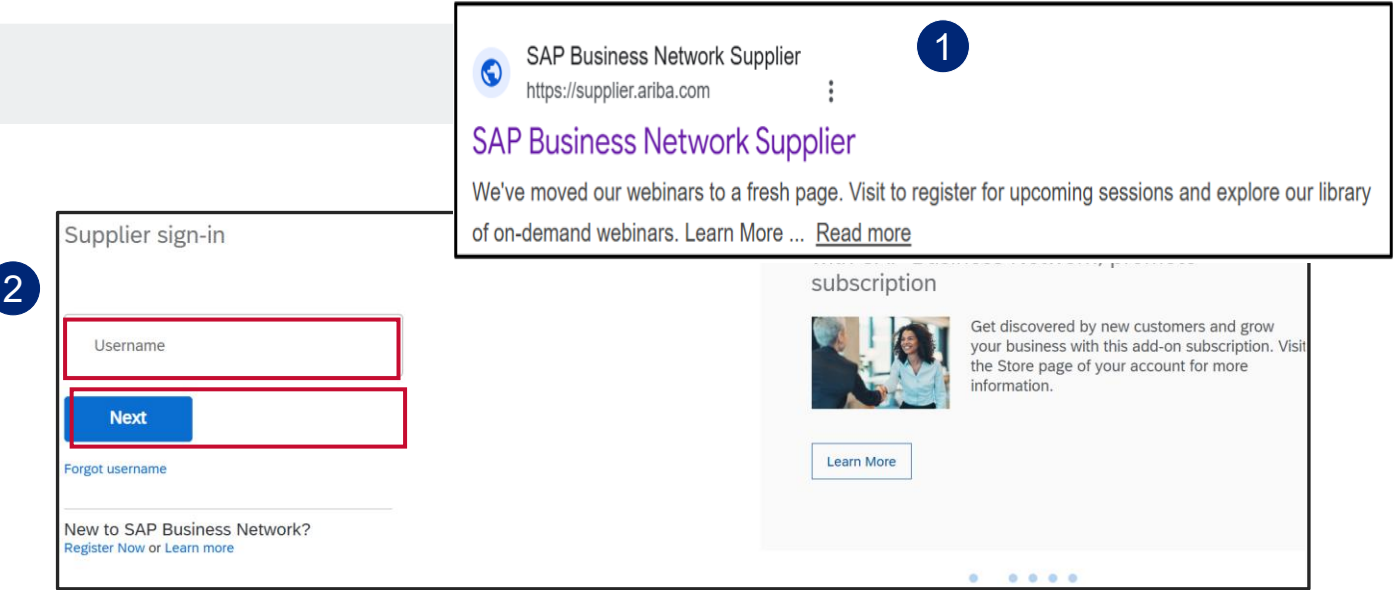
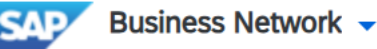


## PROCESS FOR CONFIRMING & INVOICING AGAINST PURCHASE ORDERS FOR SERVICES

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



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com) or type in ariba supplier login in the search engine you use.
- 1 Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.
- 2 Enter your **user name** and **password** to be taken to your **Home** page

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



Home Enablement Discovery Workbench **Orders** Fulfillment Invoices Payments Catalogs More

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

☐ Partial match ☒ Exact match

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. 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 CONFIRM YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561

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

Order Detail | Order History

From: [Redacted] 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 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



Location Code: WB00

Line Items

1

2

3

▼ 1

Consulting - Financial Reports

998153241

Service

1.0 (EA)

4 Jun 2020

R 45,000.00 ZAR

R 95,000.00 ZAR

R 6,750.00 ZAR

Details

1.1

CEO CONSULTING FEES

998155351

Service

1.0 (EA)

R 50,000.00 ZAR

R 45,000.00 ZAR

R 7,500.00 ZAR

Details

1.2

CORPORATE COMMUNICATIONS CONSULTING FEES

Service

1.0 (EA)

R 50,000.00 ZAR

R 50,000.00 ZAR

R 7,500.00 ZAR

Details

▼ 2

Consulting - IT reviews

993910101

Service

1.0 (EA)

10 Jun 2020

R 6,897.00 ZAR

R 16,897.00 ZAR

Details

2.1

AUDIT FEES SD REPORT KPMG

993915001

Service

1.0 (EA)

R 10,000.00 ZAR

R 6,897.00 ZAR

R 1,034.55 ZAR

Details

2.2

INFRASTRUCTURE MODELS

Service

1.0 (EA)

R 10,000.00 ZAR

R 10,000.00 ZAR

R 1,500.00 ZAR

Details

Order submitted on: Friday 14 Aug 2020 12:00 PM GMT+02:00  
Received by Arlba 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 Arlba Network.

Service Sheet Required

Sub-total: R 111,897.00 ZAR

Est. Total Tax: R 16,784.55 ZAR

Est. Grand Total: R 128,681.55 ZAR

- 1 You are required to check the accuracy of each PO you receive from us **at a line item level**. To do this scroll down to the **Line Items** section.
- 2 The **Type** column will identify what type of PO this is
- 3 **Please Note:** You must consider how you will be invoicing us before you confirm your PO for Services. You need to determine upfront if you will be **invoicing** us once for the **full amount** or invoicing us **partially** (e.g. per month) as this has an impact the **Qty (Unit)** and **Price** fields of the PO.

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

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



| Line Items                                                                                            |                                |                 |         |        |                  |             |            |                  |                                          |
|-------------------------------------------------------------------------------------------------------|--------------------------------|-----------------|---------|--------|------------------|-------------|------------|------------------|------------------------------------------|
| Line #                                                                                                | Part # / Description           | Customer Part # | Type    | Return | Qty (Unit)       | Need By     | Unit Price | Subtotal         | Tax                                      |
| ▼ 1                                                                                                   | Consulting - Financial Reports |                 | Service |        |                  | 4 Jun 2020  |            | R 950,000.00 ZAR | <a href="#">Details</a>                  |
| 1.1                                                                                                   | 998153241                      |                 | Service |        | 450,000.0 (EA) ⓘ |             | R 1.00 ZAR | R 450,000.00 ZAR | R 67,500.00 ZAR <a href="#">Details</a>  |
| 1.2                                                                                                   | 998155351                      |                 | Service |        | 500,000.0 (EA) ⓘ |             | R 1.00 ZAR | R 500,000.00 ZAR | R 75,000.00 ZAR <a href="#">Details</a>  |
| ▼ 2                                                                                                   | Consulting - IT reviews        |                 | Service |        |                  | 10 Jun 2020 |            | R 899,550.00 ZAR | <a href="#">Details</a>                  |
| 2.1                                                                                                   | 993910101                      |                 | Service |        | 223,900.0 (EA) ⓘ |             | R 1.00 ZAR | R 223,900.00 ZAR | R 33,585.00 ZAR <a href="#">Details</a>  |
| 2.2                                                                                                   | 993915001                      |                 | Service |        | 675,650.0 (EA) ⓘ |             | R 1.00 ZAR | R 675,650.00 ZAR | R 101,347.50 ZAR <a href="#">Details</a> |
| INFRASTRUCTURE MODELS                                                                                 |                                |                 |         |        |                  |             |            |                  |                                          |
| Order submitted on: Wednesday 6 May 2020 12:00 PM GMT+02:00                                           |                                |                 |         |        |                  |             |            |                  |                                          |
| Received by Ariba Network on: Wednesday 6 May 2020 3:27 PM GMT+02:00                                  |                                |                 |         |        |                  |             |            |                  |                                          |
| This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network. |                                |                 |         |        |                  |             |            |                  |                                          |
| Service Sheet Required.                                                                               |                                |                 |         |        |                  |             |            |                  |                                          |
| Sub-total: R 1,849,550.00 ZAR                                                                         |                                |                 |         |        |                  |             |            |                  |                                          |
| Est. Total Tax: R 277,432.50 ZAR                                                                      |                                |                 |         |        |                  |             |            |                  |                                          |
| Est. Grand Total: R 2,126,982.50 ZAR                                                                  |                                |                 |         |        |                  |             |            |                  |                                          |

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

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

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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



Ship All Items To

Bill To

Deliver To

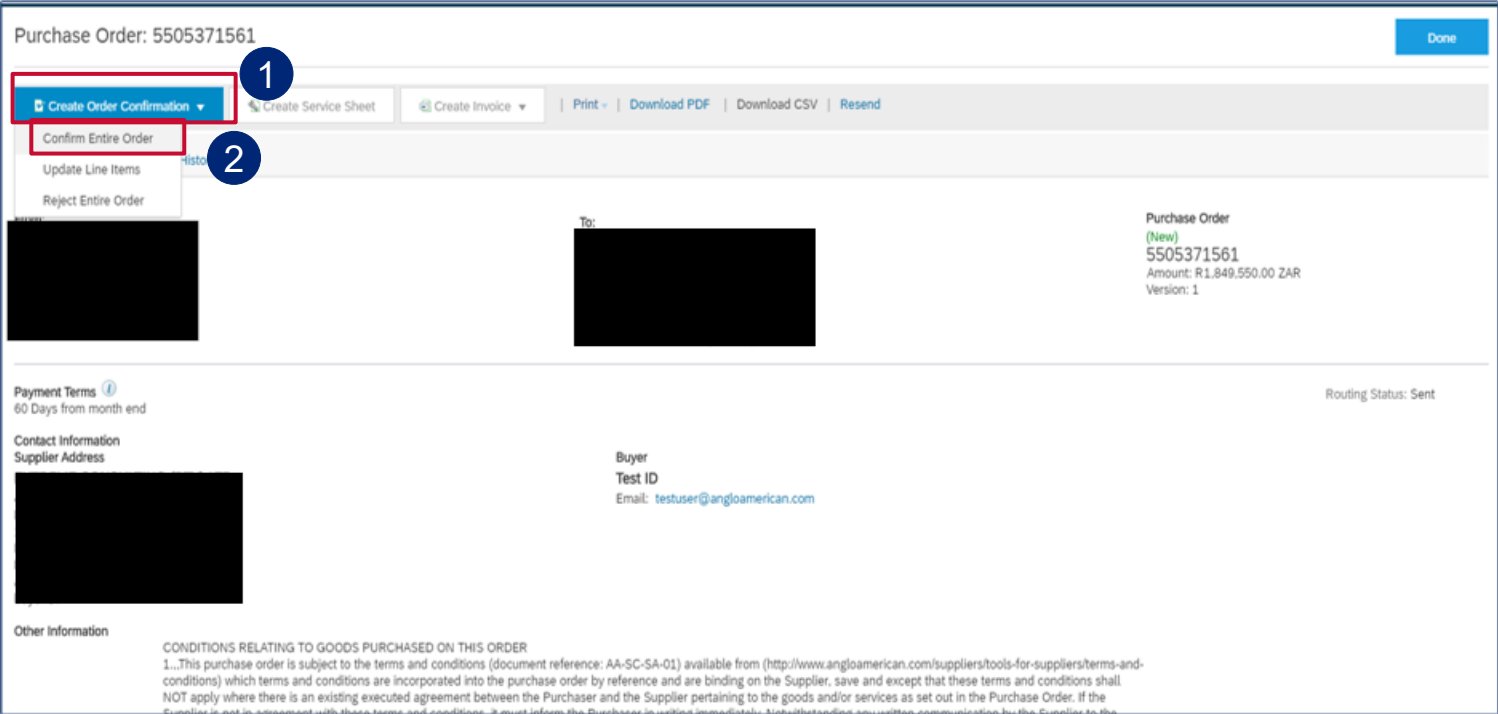
Line Items

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

- 1 To view the detail of each line item, click on **Details**.
- 2 You can view line description, VAT, **Other information** etc.
- Please Note:** If you are NOT vat registered and the PO contains VAT, please reject the PO. The buyer will need to send you a revised PO with the VAT removed.
- 3 If everything is correct, please click on **Summary** and go back to the summary view of your PO



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



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

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

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 #: 9905372961

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) |                                          |                 |                |
| 1.1                                                                                    | CEO CONSULTING FEES                      | 998153241       | 450,000.0 (EA) |
| 1.2                                                                                    | CORPORATE COMMUNICATIONS CONSULTING FEES | 998155351       | 500,000.0 (EA) |

**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 |                 |
| 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 Enter your confirmation number, either a quote/delivery/job card or PO number.
- 2 Populate your **Est. Completion Date** of service you are going to render.
- 3 Click on **Next**.

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

Create Order Confirmation

Create Service Sheet

Create Invoice

Print

Download PDF

Download CSV

Resend

Confirm Entire Order

Update Line Items

Reject Entire Order

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)

1 To reject 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

The screenshot shows the 'REJECT ENTIRE ORDER' window overlaid on a purchase order page. The window contains the following fields and options:

- Order Confirmation Number:** A text field with 'Proposal 1561' entered. (Callout 2)
- Rejection Reason:** A dropdown menu with 'Incorrect Price' selected. (Callout 3)
- Comments:** A text area with 'Price not according to quoted value on line Item 2.' entered. (Callout 4)
- Buttons:** 'Reject Order' (blue) and 'Cancel' (white) buttons. (Callout 5)
- Rejection Reason Dropdown:** A separate view of the dropdown menu showing options: 'Please Select', 'Duplicate Order', 'Incorrect Delivery Date', 'Incorrect Description', 'Incorrect Price' (highlighted), 'Incorrect Quantity' (highlighted), 'Incorrect Stock/Part Number', 'Incorrect Supplier Code Used', 'Incorrect UOM', 'Not our Product Line', 'Unable to Supply Item(s)', and 'Other'. (Callout 6)

Background page details include: Purchase Order: 5505371561, Create Order Confirmation, Create Service Sheet, Create Invoice, Print, Download PDF, Download CSV, Retend, Order Detail, Order History, From: [redacted], Payment Terms: 60 Days from month end, Contact Information, Supplier Address, Other Information, and CONDITIONS RELATING TO THIS PURCHASE ORDER.

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

69

6

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

EXTERNAL

# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES



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

**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

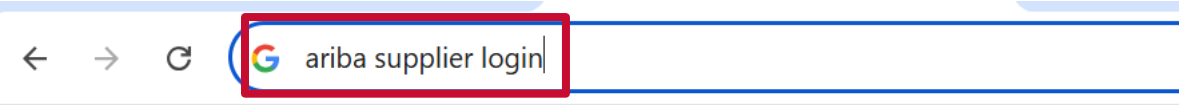
Buyer: Test ID  
Email: testuser@angloamerican.com

Other Information: CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

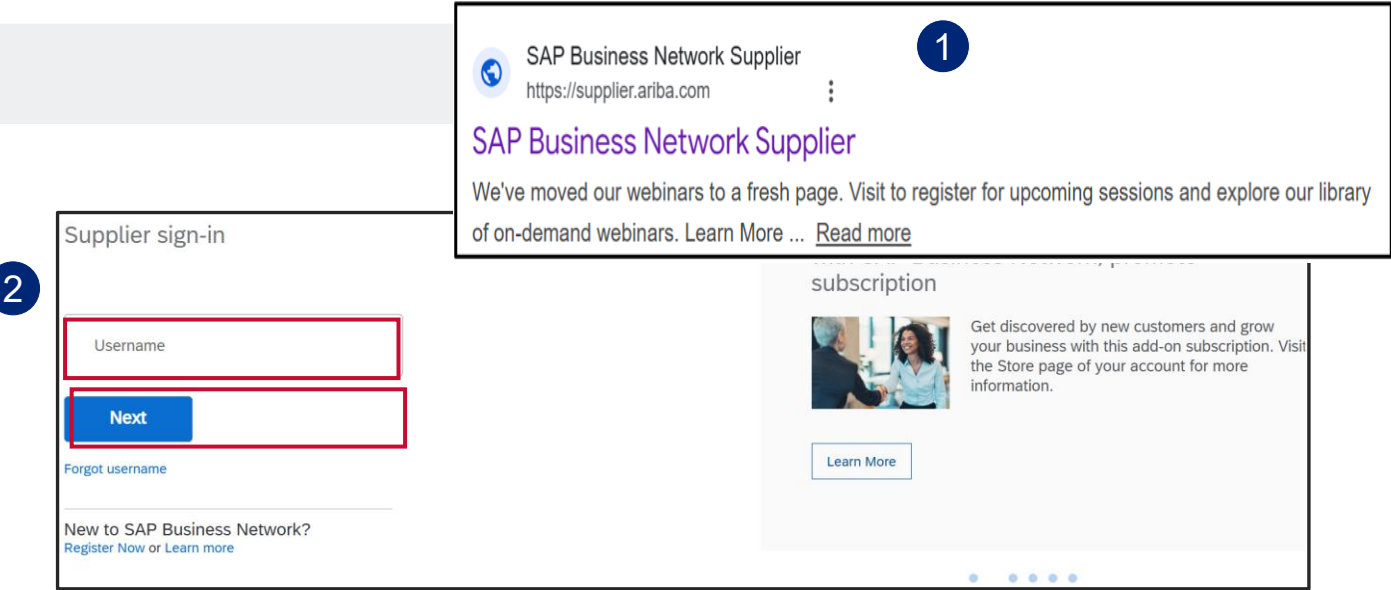
- 1** Your PO will now reflect as **Rejected**
  - 2** Click on **Done** and log out of your account.
- This rejection will now workflow electronically and notify your buyer to send a Change Order.

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

# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER



SAP Business Network



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com) or type in ariba supplier login in the search engine you use.
- 1 Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.
- 2 Enter your **user name** and **password** to be taken to your **Home** page



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Home Enablement Discovery Workbench **Orders** Payments Invoices Catalogs More

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]

☐ Partial match ☒ Exact match

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. 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 SERVICES



Purchase Order: 5505371561

Done

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

Order Detail Order History

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

Payment Terms 60 Days from month end

Buyer Test ID Email: testuser@angloamerican.com

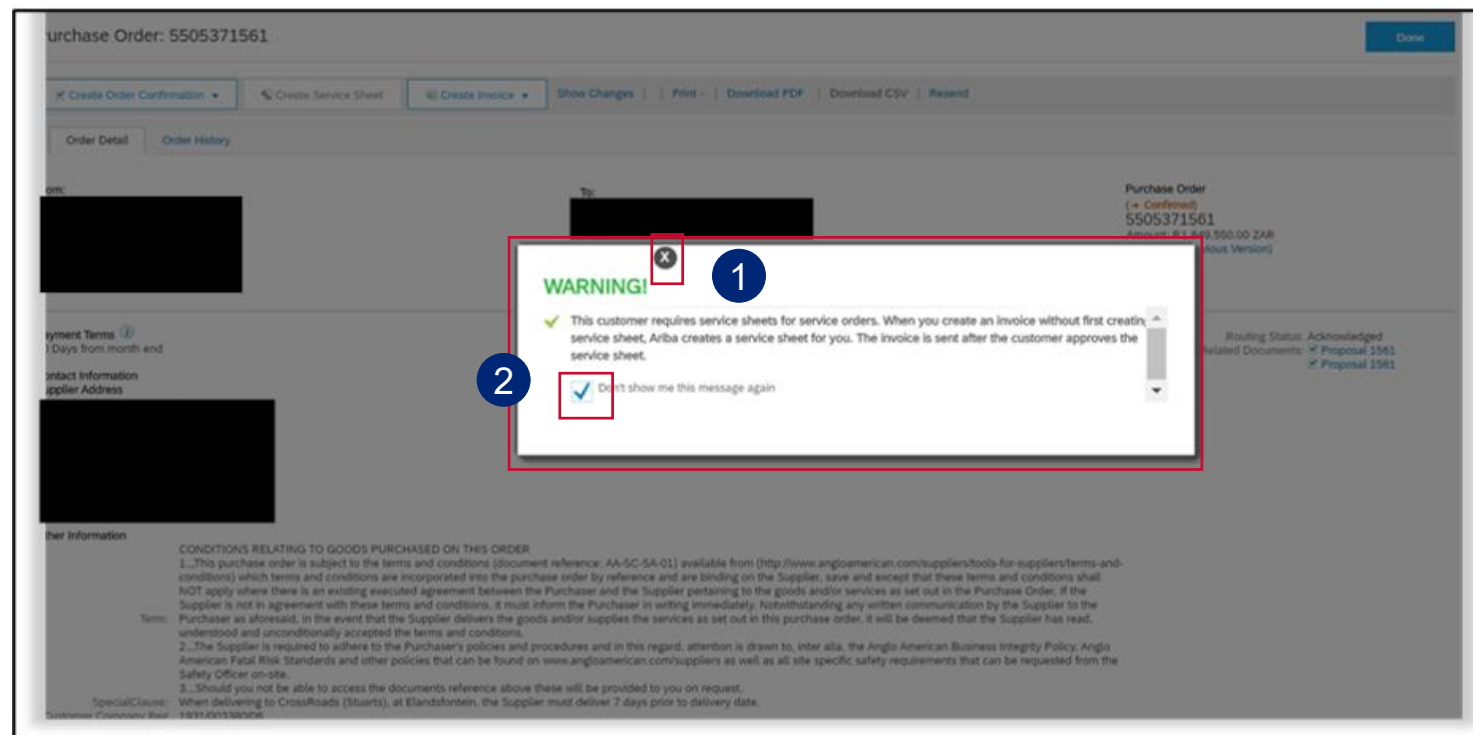
Other Information

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

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

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



- 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 |
| 2      | Consulting - IT reviews        |

Service Sheet Required.

Next Exit

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1 Select the line item you want to invoice against. **Please note that if the PO is created with multiple line items, each line must be invoiced separately, you cannot consolidate several lines on one invoice.**

For the first line invoice, you will use your invoice number i.e. INV123 and submit, for the second line invoice, you will use INV123A etc. Once you have submitted the first invoice, when you create the second invoice, the system will state that you have already used the invoice number that is why you need to add a prefix of suffix to the invoice number.

2 Click next.

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Create Invoice

Please correct the following errors and resubmit

Invoice Header

Summary

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

Invoice #: INV1561A (1)

Invoice Date: 9 Apr 2020 (2)

Service Description:

Remit To:

Bill To:

Shipping

Header level shipping (selected) Line level shipping

Ship From:

Ship To:

Deliver To:

Payment Term

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

- 1 Enter your company's physical Invoice number in the **Invoice #** field
- 2 Populate your company's physical Inv date in the **Invoice Date\*** field. Please ensure that the date you enter here, matches with the date on your physical invoice as payment terms get calculated from this date.

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

NIGEL  
GautengSouth Africa

Bill From:

Field Contractor

Name:

Email:

Phone: ZAF 27

Service Start Date: \*

Service End Date: \*

Customer:

Email:

Field Engineer

Name:

Email:

Phone: ZAF 27

Approver

Name:

Email:

Phone: ZAF 27

☐ Tax paid through a Tax Representative

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

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Supplier VAT

Supplier VAT/Tax ID:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:

Attachments

The total size of attachments cannot exceed 10MB

No file chosen

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

- 1 Enter your VAT or Tax number in the mandatory **Supplier VAT/Tax ID** field. If you are not VAT registered, then enter the words **Not Registered**. If you captured your VAT information in your company settings, the number will automatically populate in this field.
- 2 Click on **Choose File** to browse for the invoice you want to attach. **Please ensure** your invoice is in PDF format. Please verify with your end user what, if any, approval signatures are required on the invoice before you attach the invoice.
- 3 Once you have selected your invoice, click on **Add Attachment**.

Your attachment will appear in this section if successfully attached.

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



# HOW TO FULLY INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

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

Line Items

2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category:  ☐ Discount

| No.                                                                                                                                   | Include                             | Type    | Part # | Description            | Customer Part # | Quantity | Unit | Unit Price      | Subtotal       |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------|--------|------------------------|-----------------|----------|------|-----------------|----------------|
| 2                                                                                                                                     |                                     |         |        | Consulting - IT review |                 |          |      |                 |                |
| 2.1                                                                                                                                   | <input checked="" type="checkbox"/> | SERVICE |        |                        | 993910101       | 1        | EA   | R 6,897.00 ZAR  | R 6,897.00 ZAR |
| Service Period: Service Start Date: Service End Date:                                                                                 |                                     |         |        |                        |                 |          |      |                 |                |
| Tax: Category: VMT Taxable Amount: R 6,897.00 ZAR Rate: 15.00 Tax Amount: R 1,034.55 ZAR Location: Description: 15% Input VAT Regime: |                                     |         |        |                        |                 |          |      |                 |                |
| Line References: Invoiced To: NO                                                                                                      |                                     |         |        |                        |                 |          |      |                 |                |
| 2.2                                                                                                                                   | <input type="checkbox"/>            | SERVICE |        | INFRASTRUCTURE MODELS  | 993912001       | 0        | EA   | R 10,000.00 ZAR | R 0 ZAR        |

Excluded line items cannot be modified

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

Previous Update Save Exit **Next**

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

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

**PLEASE NOTE:** If you slide the 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 PARTIALLY INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



**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 |        |                         | 993910101       | 1400     | EA   | R 1.00 ZAR | R 223,900.00 ZAR |
| Service Period: Service Start Date: <input type="text"/> Service End Date: <input type="text"/> |                                     |         |        |                         |                 |          |      |            |                  |
| Tax: Category: VAT Location: 15% Input VAT Regime: <input type="text"/>                         |                                     |         |        |                         |                 |          |      |            |                  |
| Taxable Amount: R 899,550.00 ZAR Rate(%): 15.00 Tax Amount: R 33,585.00 ZAR                     |                                     |         |        |                         |                 |          |      |            |                  |
| 2.2                                                                                             | <input checked="" type="checkbox"/> | SERVICE |        | INFRASTRUCTURE MODELS   | 993915001       | 3258     | EA   | R 1.00 ZAR | R 675,650.00 ZAR |
| Service Period: Service Start Date: <input type="text"/> Service End Date: <input type="text"/> |                                     |         |        |                         |                 |          |      |            |                  |
| Tax: Category: VAT Location: 15% Input VAT Regime: <input type="text"/>                         |                                     |         |        |                         |                 |          |      |            |                  |
| Taxable Amount: R 899,550.00 ZAR Rate(%): 15.00 Tax Amount: R 101,347.50 ZAR                    |                                     |         |        |                         |                 |          |      |            |                  |
| Law Reference: <input type="text"/> Triangular Transaction: NO                                  |                                     |         |        |                         |                 |          |      |            |                  |

☐ Add/Update

☐ Line Item Actions

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

**2** **IMPORTANT!** For **Partial Invoicing** you need to use the **Quantity** field to capture the value as the **Price** field is greyed out. Update the **Quantity** field value of each line you are invoicing to the value of your company's physical invoice, excluding VAT.

# HOW TO PARTIALLY INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Line Items

Insert Line Item Options

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

| No.                                                                                       | Include                             | Type    | Part # | Description             | Customer Part # | Quantity | Unit | Unit Price | Subtotal        |
|-------------------------------------------------------------------------------------------|-------------------------------------|---------|--------|-------------------------|-----------------|----------|------|------------|-----------------|
| 2                                                                                         |                                     |         |        | Consulting - IT reviews |                 |          |      |            |                 |
| 2.1                                                                                       | <input checked="" type="checkbox"/> | SERVICE |        |                         | 993910101       | 14,00    | 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: <input type="text"/> Triangular Transaction: <input type="text"/>          |                                     |         |        |                         |                 |          |      |            |                 |
| 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 [Delete](#) [If you are adding unplanned service lines to the Invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.](#)

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

- 1 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 PARTIALLY INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Create Invoice

Previous Save **Submit** Exit

1

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

Standard Invoice / Tax Invoice

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

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

SERVICE PERIOD  
Start Date : 9 Apr 2020  
End Date : 9 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. Click on **Exit**.

Invoice IN1561A has been submitted.

2

- Print a copy of the invoice.
- Exit invoice creation.**

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# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



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: [Redacted] To: [Redacted]

Payment Terms 60 Days from month end

Contact Information Supplier Address [Redacted]

Buyer Test ID Email: testuser@angloamerican.com

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

Routing Status: Acknowledged Related Documents: IN1561A IN1561A More(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/)

- 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 VIEW YOUR INVOICE STATUS & 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: [Redacted] 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  
[http://www.safecore.com/conditionbook-for-supplier/terms-and-conditions](#) which terms and conditions are incorporated into the purchase order by

**1** Go into the PO, under related documents click on the invoice number to go into the invoice.

**1**

Related Documents: [INV1552](#) [50102431322020](#) [50102431332020](#) [More\(2\)](#)



# HOW TO VIEW YOUR INVOICE STATUS & DUE DATE



Invoice: INV1552

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

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

**Status** Invoice: Approved  
Routing: Acknowledged  
Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00

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

Original Purchase

create a line-item credit memo for the selected invoice

This document is digitally signed

REMIT TO:

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

To: Anglo American - TEST  
Routing Status: Acknowledged

History

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

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

Order Detail | Order History

From: [Redacted] 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 1. This purchase order is subject to the terms of the contract.

Invoice: TSTINV2M

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

Detail | Scheduled Payments | Remittance | History

Standard Invoice / Tax Invoice

|        |                                                      |             |                |
|--------|------------------------------------------------------|-------------|----------------|
| Status | 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 |

- 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

# HOW TO FIND YOUR REMITTANCE ADVICE



Invoice: TSTINV2M

Create Line-Item Credit Memo

Copy This Invoice

Cancel

Download PDF

Export cXML

Detail

Scheduled Payments

Remittance

History

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

Create Line-Item Credit Memo

Copy This Invoice

Cancel

Download PDF

Export cXML

Remittance Advice: R00015000000492020 (Paid)

Print

Export cXML

Download CSV

Detail

History

From

To

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

Payment Detail

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

Routing Status: Sent  
Transaction Date: 6 May 2020

ADDITIONAL INFORMATION

Line Items (1)

|   | Invoice                          | 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

originalInvoiceId: TSTINV2M buyerInvoiceId: 5200000031 fiscalYear: 2020 Company Code:

- 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 AGAINST A SERVICE INVOICE**

# HOW TO CREATE A CREDIT NOTE AGAINST A SERVICE INVOICE

Purchase Order: 5505371552

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

Order Detail Order History

From: [Redacted] To: [Redacted]

Payment Terms Payment end of next month net

Contact Information Supplier Address [Redacted]

Buyer Test ID Email: testuser@angloamerican.com

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

1

Routing Status: Acknowledged  
Related Documents: INV1552  
50102431322020  
50102431332020  
More(2) »

Log into ariba and search for the PO you need to issue a credit against.  
**PLEASE NOTE THAT PARTIAL CREDITS CANNOT BE PROCESSED ON ARIBA AND MUST BE SENT TO OUR EMEA PAYINVOICE EMAIL FOR PROCESSING.**

- 1 Once in the PO, click on and open the invoice you want to credit under **Related documents**
- 2 Once you are in the invoice, click on **Create Line-Item Credit Memo**

Related Documents: INV1552  
50102431322020  
50102431332020  
More(2) »

2

Invoice: INV1552

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

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

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

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

This document is digitally signed

REMIT TO: [Redacted] BILL TO: [Redacted] SUPPLIER: [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 AGAINST A SERVICE INVOICE

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

Subtotal: R -1,050.00 ZAR

Total Tax: R -157.50 ZAR

Amount Due: R -1,207.50 ZAR

View/Edit Addresses

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To: [REDACTED]

Bill To: [REDACTED]

Comment

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID:

batchNo:

articleNumber:

transactionCategoryOrType:

- 3 Enter your Credit Memo number in the **Credit Memo field**
- 4 Scroll down to the Comment section and enter your **Reason for Credit Memo**
- 5 Click **Next** and then **Submit**

# **HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR GOODS & SERVICES (HYBRID ORDER)**



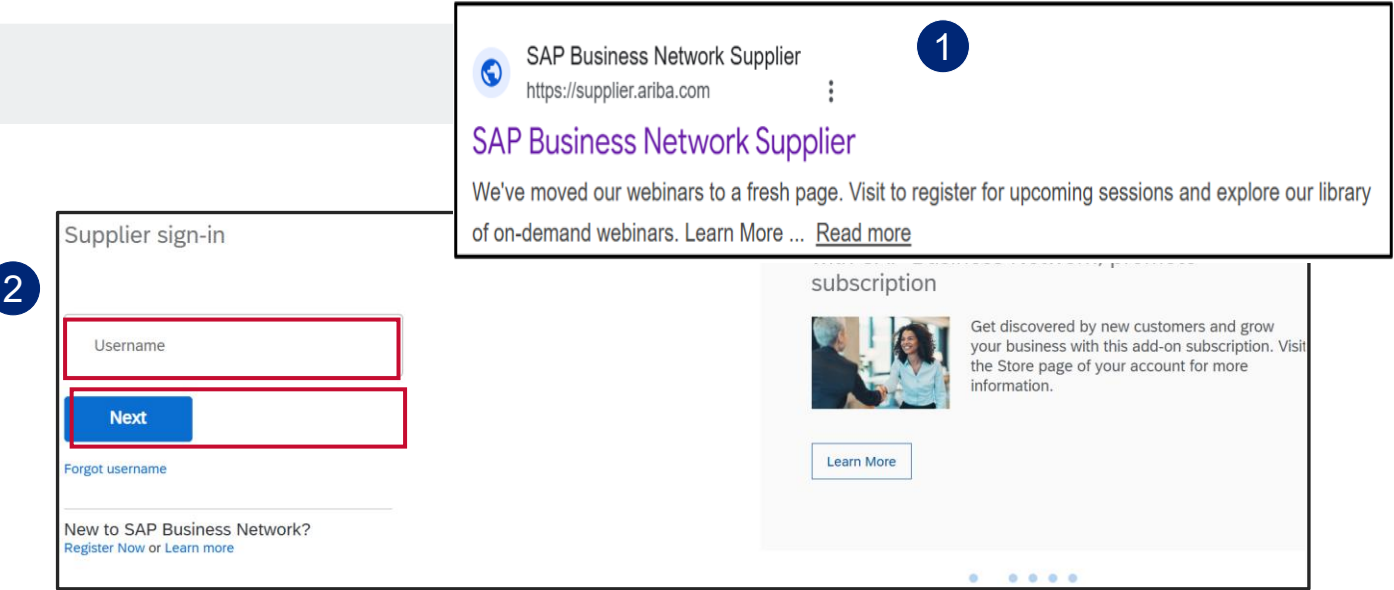
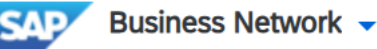
# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER



## PROCESS FOR CONFIRMING & INVOICING AGAINST HYBRID PURCHASE ORDERS

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

# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com) or type in ariba supplier login in the search engine you use.
- 1 Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.
- 2 Enter your **user name** and **password** to be taken to your **Home** page

# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER



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

☐ Partial match ☒ Exact match

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

2

Apply Reset

- 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 CONFIRM YOUR HYBRID PURCHASE ORDER



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 ORDER



Ship All Items To

Bill To

Deliver To

Line Items

1

2

3

| Line # | Part # / Description                     | Customer Part # | Type     | Return | Qty (Unit)  | Need By     | Unit Price      | Subtotal        | Tax            |                         |
|--------|------------------------------------------|-----------------|----------|--------|-------------|-------------|-----------------|-----------------|----------------|-------------------------|
| 1      |                                          |                 | Material |        | 45.0 (EA) ⓘ | 12 Jun 2020 | R 250.00 ZAR    | R 11,250.00 ZAR | R 1,687.50 ZAR | <a href="#">Details</a> |
|        | Goodie bags with pen and notebook        |                 |          |        |             |             |                 |                 |                |                         |
| 2      |                                          |                 | Service  |        |             | 12 Jun 2020 |                 | R 0,750.00 ZAR  |                | <a href="#">Details</a> |
|        | Consulting Review                        |                 |          |        |             |             |                 |                 |                |                         |
| 2.1    |                                          | 998153241       | Service  |        | 1.0 (EA) ⓘ  |             | R 750.00 ZAR    | R 750.00 ZAR    | R 112.50 ZAR   | <a href="#">Details</a> |
|        | CEO CONSULTING FEES                      |                 |          |        |             |             |                 |                 |                |                         |
| 2.2    |                                          | 998155351       | Service  |        | 1.0 (EA) ⓘ  |             | R 20,000.00 ZAR | R 20,000.00 ZAR | R 3,000.00 ZAR | <a href="#">Details</a> |
|        | CORPORATE COMMUNICATIONS CONSULTING FEES |                 |          |        |             |             |                 |                 |                |                         |

Order submitted on: Friday 14 Aug 2020 12:00 PM GMT+02:00

Received by Ariba Network on: Friday 14 Aug 2020 10:17 AM GMT+02:00

This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

Service Sheet Required

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 ORDER



**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.

Ship All Items To

Bill To

Deliver To

Line Items

1

1

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

Details

▼ 2

Consulting Review

Service

12 Jun 2020

R 587,500.00 ZAR

Details

2.1

CEO CONSULTING FEES

998153241

Service

250.0 (EA) ⓘ

R 750.00 ZAR

R 187,500.00 ZAR

R 28,125.00 ZAR

Details

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

Details

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

**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 ORDER



- 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

Purchase Order: 5505371561

Create Order Confirmation ▼

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

FROM: [Redacted]

TO: [Redacted]

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

Payment Terms ⓘ  
60 Days from month end

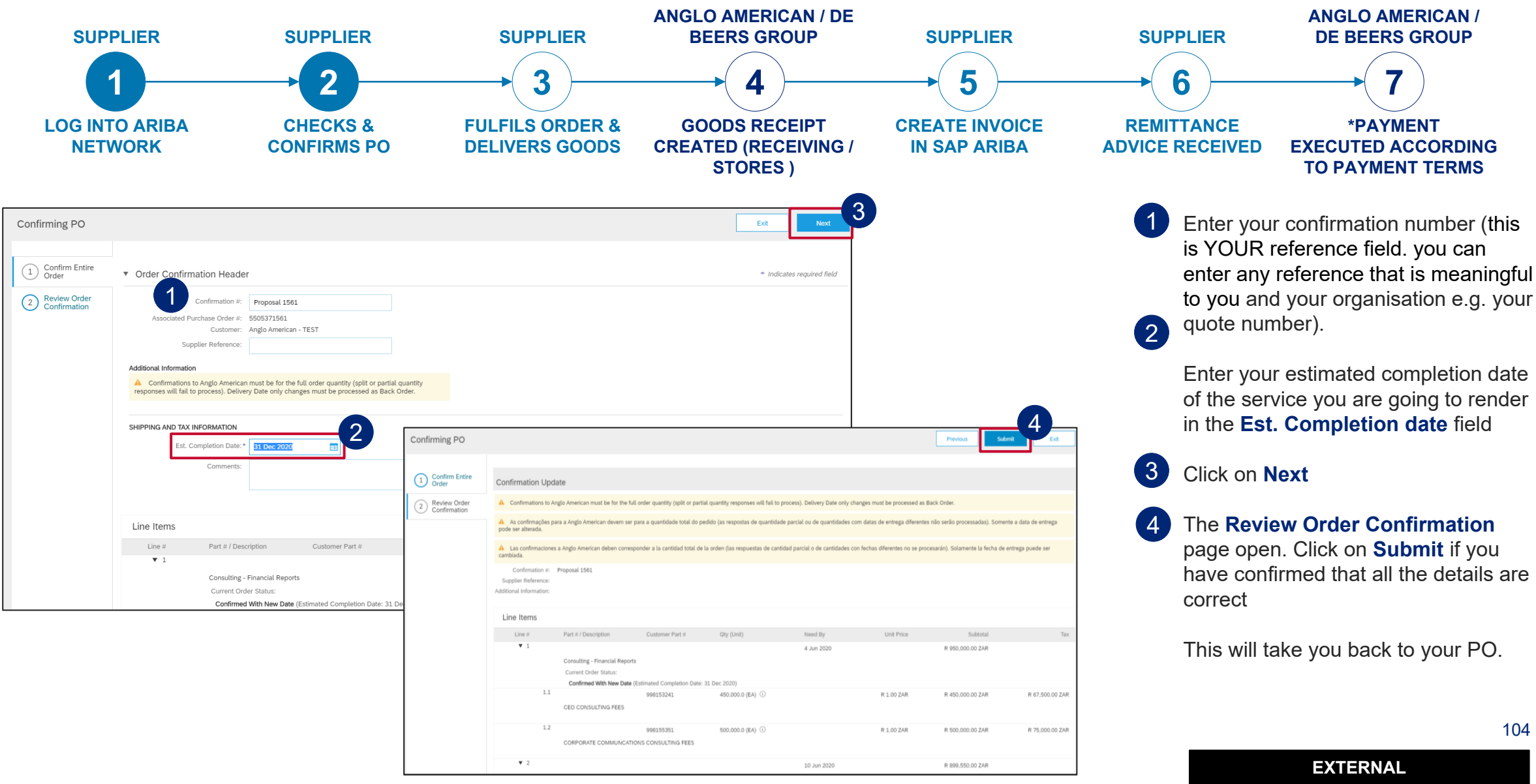
Contact Information  
Supplier Address: [Redacted]

Buyer  
Test ID  
Email: testuser@angloamerican.com

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

# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER





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

# HOW TO REJECT YOUR HYBRID PURCHASE ORDER



Purchase Order: 5505371561

1 Create Order Confirmation 2 Create Service Sheet 3 Create Invoice 4 Print 5 Download PDF 6 Download CSV 7 Resend

Confirm Entire Order

Update Line Items

Reject Entire Order

From: [Redacted]

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

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 information is incorrect.

# HOW TO REJECT YOUR HYBRID PURCHASE ORDER

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

107

EXTERNAL

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

# HOW TO REJECT YOUR HYBRID PURCHASE ORDER



Purchase Order: 5505371561

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 ORDER FOR GOODS & SERVICES  
(HYBRID ORDERS)**



# HOW TO INVOICE AGAINST YOUR HYBRID PURCHASE ORDER



**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 HYBRID PURCHASE ORDER



Purchase Order: 5505371561

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

Order Detail Order History

From: [Redacted] 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

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

## 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 INVOICE AGAINST YOUR HYBRID PURCHASE ORDER



Create Invoice

Please correct the following errors and resubmit

Invoice Header

Summary

Purchase Order: 5505372561

Invoice #: INV1563A

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

Service Description:

Remit To:

Bill To:

Shipping

Header level shipping

Line level shipping

Ship From: NIGEL, Gauteng/South Africa

Ship To:

Deliver To:

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 date of this invoice is calculated from this date, please ensure that the date matches that of the physical invoice you will be attaching to the digital invoice.

# HOW TO INVOICE AGAINST YOUR HYBRID PURCHASE ORDER

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

NIQEL  
GautengSouth Africa

Bill From:

Field Contractor

Name:

Email:

Phone: ZAF 27

Service Start Date: \*

Service End Date: \*

Customer:

Email:

Field Engineer

Name:

Email:

Phone: ZAF 27

Approver

Name:

View/Edit Addresses

View/Edit Addresses

Tax paid through a Tax Reg

Supplier VAT

Supplier VAT/Tax ID: \*

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: 4310113883

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 SES ATTACHMENT INV.pdf | 193582       | application/pdf |
| <div><div></div><div>Delete</div></div>              |              |                 |
| <div>Add to Header</div>                             |              |                 |

- 1

Enter your **Service Start Date** and **Service End date**.
- 2

Enter your VAT or Tax number in the mandatory **Supplier VAT/Tax ID** field. If you are not VAT registered then enter the words **Not Registered**. If you captured your VAT information in the your company settings, this will automatically populate
- 3

Click on **Choose File** to browse for the invoice you want to attach. **Please ensure** your invoice is in PDF format
- 4

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

# **HOW TO INVOICE A MATERIAL LINE FOR GOODS & SERVICE (HYBRID PO)**

# HOW TO INVOICE A MATERIAL LINE FOR GOODS & SERVICE (HYBRID PO)

Line Items1

2 Line Items, 2 Inc

Insert Line Item Options

☐ Tax Category:

☐ Discount

| <input type="checkbox"/> | No. | Include                             | Type     | Part # | Description                       | Customer Part # | Quantity | Unit | Unit Price   | Subtotal       |
|--------------------------|-----|-------------------------------------|----------|--------|-----------------------------------|-----------------|----------|------|--------------|----------------|
| <input type="checkbox"/> | 1   | <input checked="" type="checkbox"/> | MATERIAL |        | Goodie bags with pen and notebook |                 | 20.0     | EA   | 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:

Description: 15% Input VAT

Regime:

Law Reference:

Triangular Transaction: NO

2

Consulting Review

Add/Update

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

2

Consulting Review

Add/Update

Line Item Actions

Delete

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

5

Update

Save

Exit

Next

7

## IMPORTANT!

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

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

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

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

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

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

## IMPORTANT!

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

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

The screenshot shows the 'Line Items' section of an invoice system. It includes a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. There are two line items: a material item (No. 1, Type MATERIAL) and a service item (No. 2.2, Type SERVICE). The interface also features sections for 'Insert Line Item Options', 'Service Period', 'Tax', and 'Line Item Actions'. Numbered callouts indicate the following steps: 1. Click 'Line Items' (top left). 2. Set 'Quantity' to 0 for the material item. 3. Click the 'Include' button for the material item. 4. Set 'Quantity' to 1 for the service item. 5. Click the 'Include' button for the service item. 6. Click 'Delete' in the 'Line Item Actions' dropdown. 7. Click 'Update' at the bottom. 8. Click 'Next' at the bottom.

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

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

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

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

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

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

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

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

The screenshot shows the 'Line Items' section of a software interface. It features a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. There are three line items visible. The first item is a 'MATERIAL' item with a quantity of 0. The second item is a 'SERVICE' item with a quantity of 130. The third item is a 'SERVICE' item with a quantity of 80. The interface also includes a 'Line Item Actions' section at the bottom with buttons for 'Delete', 'Update', 'Save', 'Exit', and 'Next'. Annotations 1 through 8 are placed on the interface to guide the user through the process of partially invoicing.

| No. | Include                             | Type     | Part # | Description                       | Customer Part # | Quantity | Unit | Unit Price     | Subtotal        |
|-----|-------------------------------------|----------|--------|-----------------------------------|-----------------|----------|------|----------------|-----------------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL |        | Goodie bags with pen and notebook |                 | 0        | EA   | R 250.00 ZAR   | R 0 ZAR         |
| 2.1 | <input checked="" type="checkbox"/> | SERVICE  |        | CEO CONSULTING FEES               | 998153241       | 130      | EA   | R 750.00 ZAR   | R 97,500.00 ZAR |
| 2.2 | <input checked="" type="checkbox"/> | SERVICE  |        | CORPORATE COMMUNICATIONS CONSULT  | 998153351       | 80       | EA   | R 1,000.00 ZAR | R 80,000.00 ZAR |

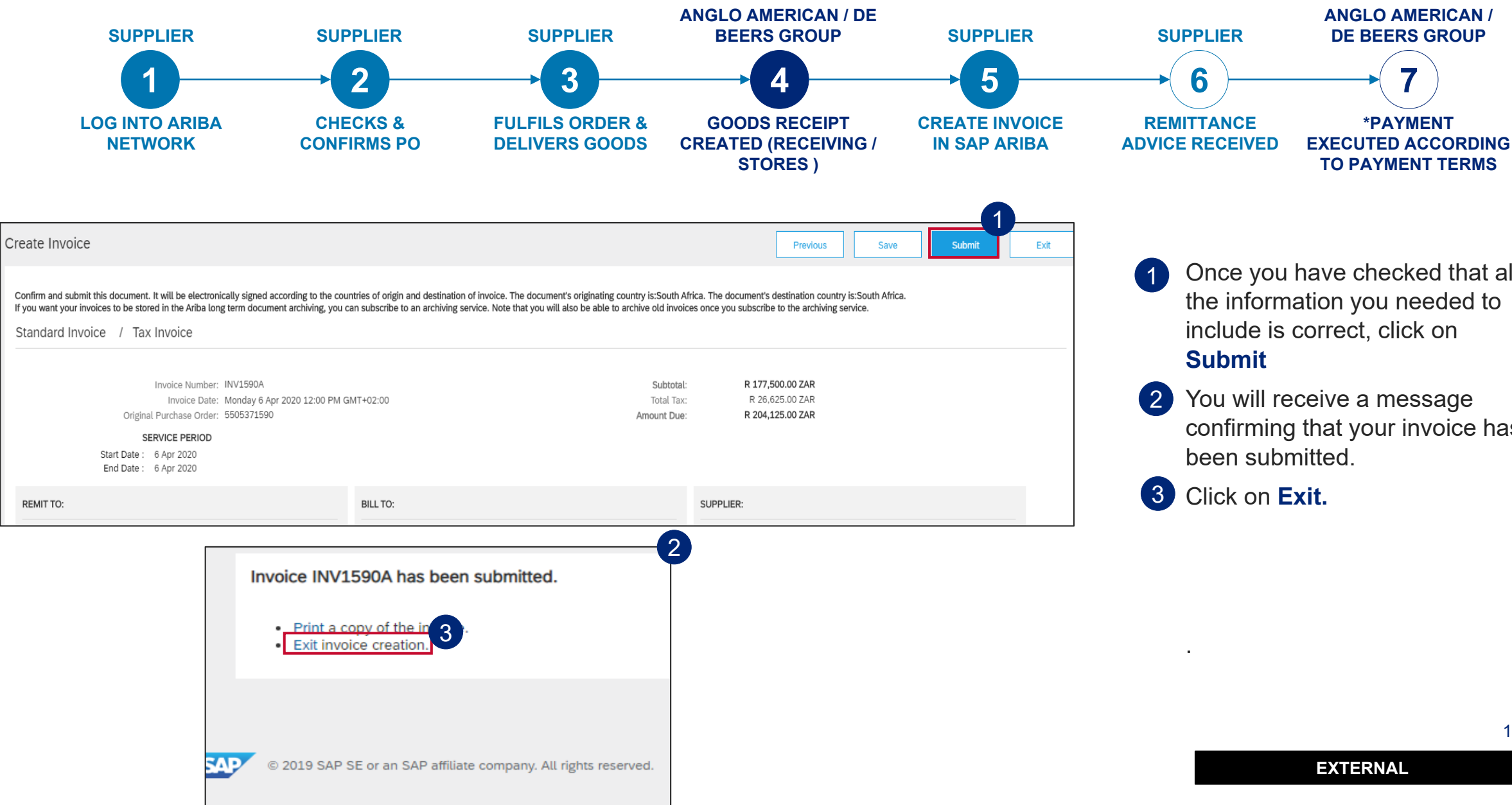
This invoice is to **partially invoice against a Service line item only** and the material line item(s) must be excluded.

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

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



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



# HOW TO PARTIALLY INVOICE AGAINST YOUR DIGITAL PO FOR GOODS & SERVICES (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: [Redacted] 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

Related Documents: % IN1561A ⓘ IN1561A ⓘ Proposal 1561 More(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://w...)

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

- 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 A GOODS & SERVICE INVOICE (HYBRID PO)**

# HOW TO CREATE A CREDIT NOTE FOR A GOODS & SERVICE INVOICE (HYBRID PO)

Purchase Order: 5505371552

Done

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

Order Detail Order History

From: [Redacted] To: [Redacted]

Payment Terms  
Payment end of next month net

Contact Information  
Supplier Address [Redacted]

Buyer  
Test ID  
Email: testuser@angoamerican.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

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

1

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

- 1 Log into your ariba supplier account and search for the PO that you need to credit. Click on and open the invoice you want to credit under **Related documents**
- 2 Once open, click on **Create Line-Item Credit Memo**. Please review very important note below.

Related Documents: INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

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

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

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

This document is digitally signed

REMIT TO: [Redacted] BILL TO: [Redacted] SUPPLIER: [Redacted]



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

# HOW TO CREATE A CREDIT NOTE FOR A GOODS & SERVICE INVOICE (HYBRID PO)

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

Subtotal: R -1,050.00 ZAR

Total Tax: R -157.50 ZAR

Amount Due: R -1,207.50 ZAR

View/Edit Addresses

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To: [REDACTED]

Bill To: [REDACTED]

Comment

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. Please note that each invoice must be credited out separately (a credit for the material invoice must be submitted and a credit memo for the service invoice)
- 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 & PAYMENT DUE DATE**

# HOW TO CHECK YOUR INVOICE STATUS & PAYMENT 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: [Redacted] 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  
[http://www.angloamerican.com/suppliers/aa01\\_for\\_supplier/terms\\_and\\_conditions](http://www.angloamerican.com/suppliers/aa01_for_supplier/terms_and_conditions) which terms and conditions are incorporated into the purchase order by

Log onto your ariba supplier account and search for the PO you want to check.

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

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

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

# HOW TO CHECK YOUR INVOICE STATUS & PAYMENT DUE DATE

Invoice: INV1552

DonePrevious

Create Line-Item Credit MemoCopy This InvoicePrintDownload PDFExport XML

DetailScheduled PaymentsHistory

Standard Invoice / Tax Invoice

Status

Invoice: Approved

Routing: Acknowledged

Invoice Number: INV1552

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

Original Purchase Order: 5505371552

Receipt: R00050102431332020

Origin: Supplier

Subtotal: R 1,050.00 ZAR

Total Tax: R 157.50 ZAR

Amount Due: R 1,207.50 ZAR

This document is digitally signed

REMIT TO:

BILL TO:

SUPPLIER:

Create a line-item credit memo for the selected invoice

DonePrevious

Create Line-Item Credit MemoCopy This InvoiceDownload PDFExport XML

DetailScheduled PaymentsHistory

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

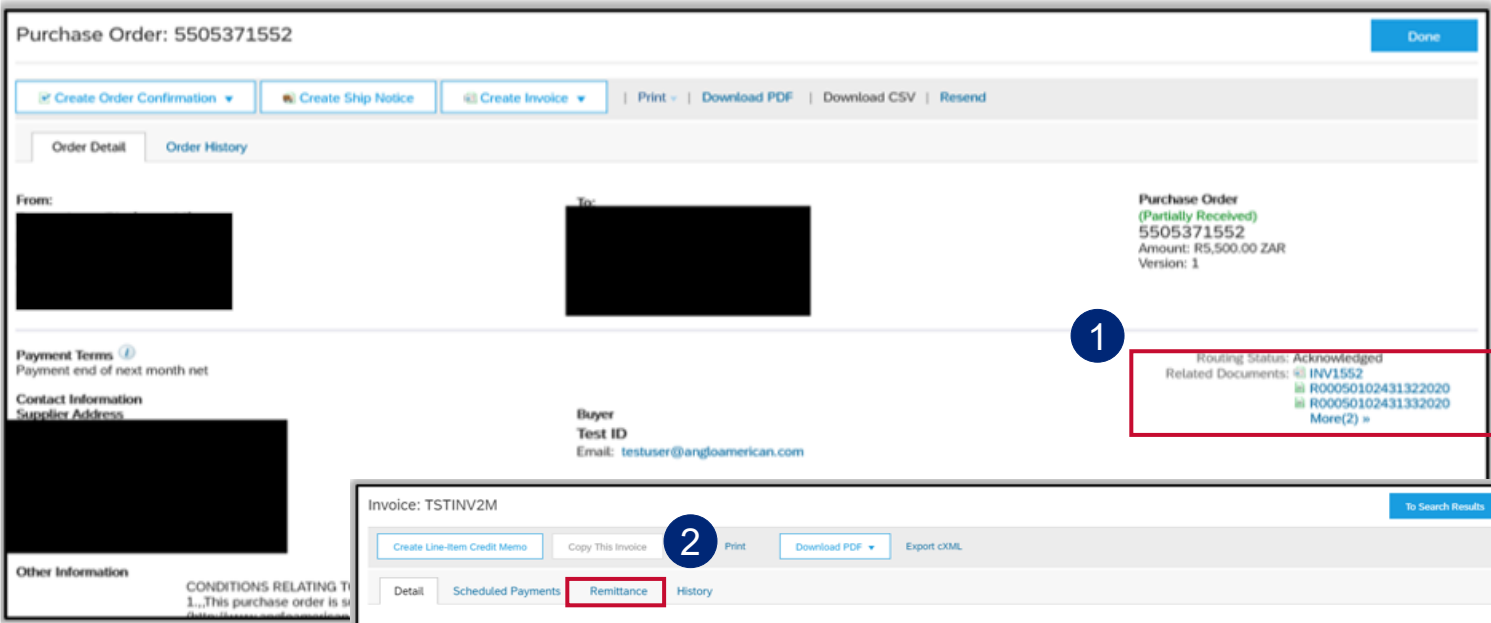
| Status       | Comments                                                                                                                        | Changed By                       | Date and Time         |
|--------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------|
|              | 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 |
| Acknowledged | 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



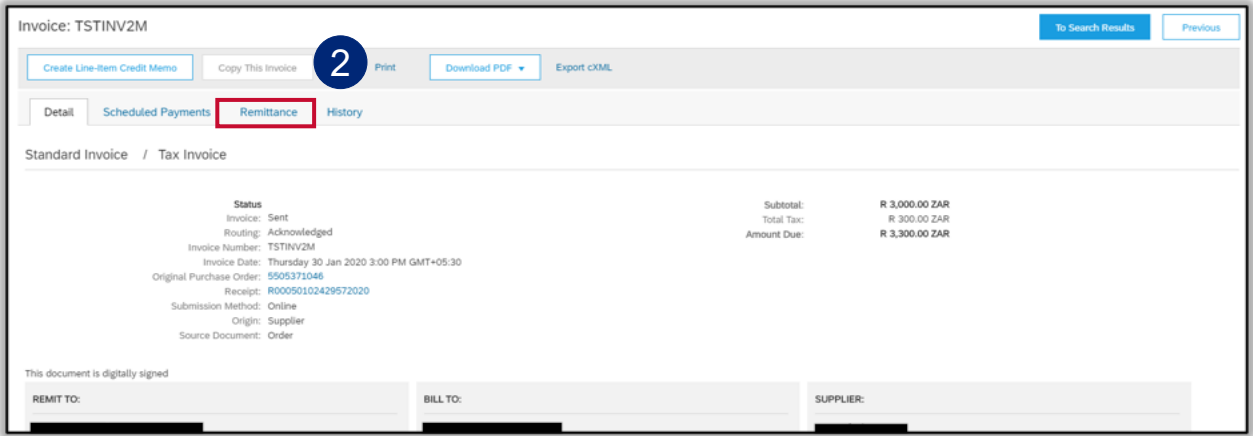
## **HOW TO FIND YOUR REMITTANCE ADVICE**

# HOW TO FIND YOUR REMITTANCE ADVICE



**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



# HOW TO FIND YOUR REMITTANCE ADVICE



Invoice: TSTINV2M

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

Detail Scheduled Payments Remittance History

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

Create Line-Item Credit Memo Copy This Invoice

Remittance Advice: R00015000000492020 (Paid)

Print Export cXML Download CSV

Detail History

From To

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

Payment Detail

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

ROUTING STATUS: Sent  
Transaction Date: 6 May 2020

Line Items (1)

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

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

**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 (HYBRID PO)**

# HOW TO CREATE A CREDIT NOTE FOR HYBRID INVOICE

- 1 Logon to your ariba supplier account and search for the PO you need to credit. Click on and open the invoice you want to credit under **Related documents**, please review important note below, partial credits are not supported on ariba network.
- 2 Once open, click on **Create Line-Item Credit Memo**

Purchase Order: 5505371552

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

Order Detail Order History

From: 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@angoamerican.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

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

Related Documents: INV1552 R00050102431322020 R00050102431332020 More(2)

Invoice: INV1552

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

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

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

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

This document is digitally signed

REMIT TO: BILL TO: SUPPLIER:



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 HYBRID INVOICE

Create Line-Item Credit Memo

UpdateSaveExitNext

Credit Memo Type

☒ Quantity Adjustment ⓘ☐ Price Adjustment ⓘ

▼ Invoice Header

\* Indicates required fieldAdd to Header ▼

Summary

Credit Memo #: CN1552

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To:

Bill To:

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:

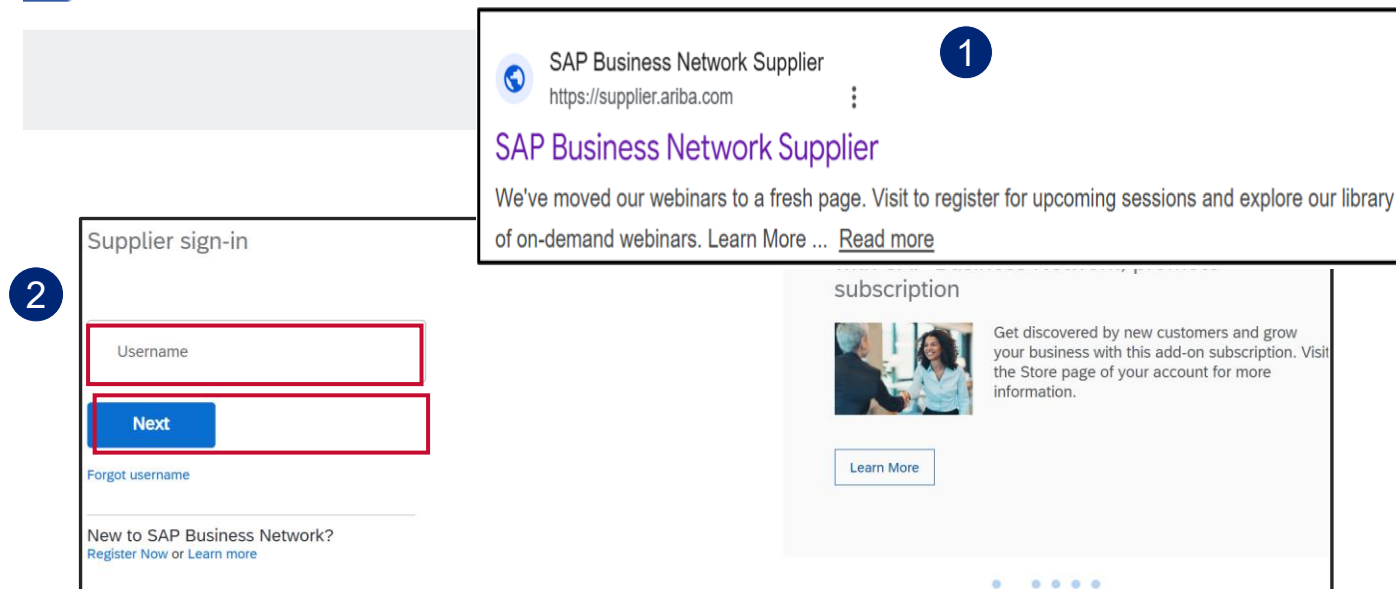
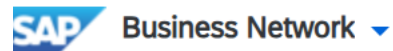
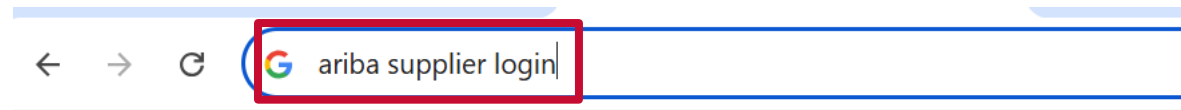
- 3 Enter your Credit Memo number in the **Credit Memo field**
- 4 Scroll down to the Comment section and enter your **Reason for Credit Memo**
- 5 Click **Next** and then **Submit**

134

EXTERNAL

# **HOW TO MANAGE ADHOC / UNPLANNED PURCHASE ORDERS**

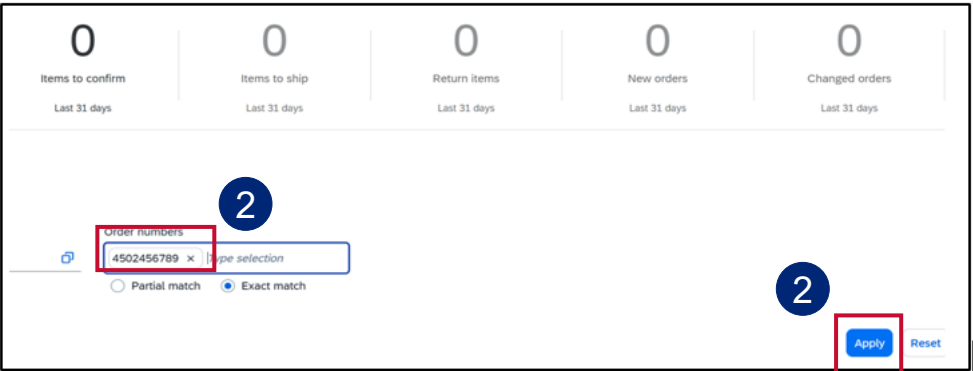
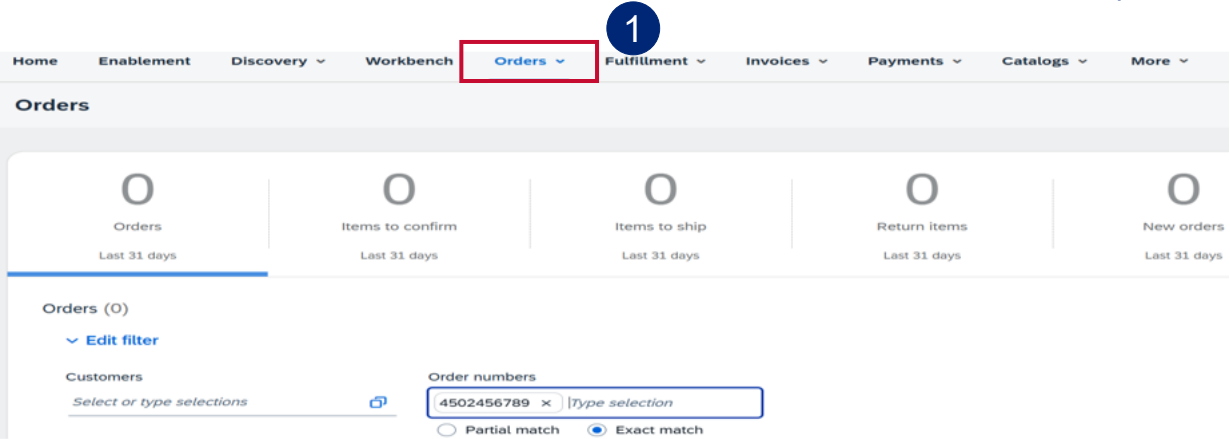
## HOW TO CONFIRM YOUR UNPLANNED/ADHOC PO



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com) or type in ariba supplier login in the search engine you use.
- 1 Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.
  - 2 Enter your **user name** and **password** to be taken to your **Home** page



# HOW TO CONFIRM YOUR UNPLANNED/ADHOC PO



- 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 CONFIRM YOUR UNPLANNED/ADHOC PO

The image shows a two-step process for confirming a Purchase Order (PO) in a web application.

**Step 1: PO Confirmation Page**

At the top, the PO number is 5505371561. A red box highlights the **Create Order Confirmation** button. Below it, a dropdown menu is open, and **Confirm Entire Order** is selected. The page displays PO details: Amount: R1,849,550.00 ZAR, Version: 1, and Buyer: Test ID (Email: testuser@angloamerican.com). A red box highlights the **Next** button at the bottom right.

**Step 2: Review Order Confirmation Page**

This page shows the confirmation details. A red box highlights the **Submit** button. The page includes a table of line items and a summary table.

| 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 | 998153351       | 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 |                 |

**Summary Table:**

| Part # / Description           | Customer Part # | Qty (Unit) | Need By    | Unit Price | Subtotal         | Tax |
|--------------------------------|-----------------|------------|------------|------------|------------------|-----|
| Consulting - Financial Reports |                 |            | 4 Jun 2020 |            | R 950,000.00 ZAR |     |

Current Order Status: **Confirmed With New Date** (Estimated Completion Date: 11 Dec 2020)

- 1 Scroll up to the top of your PO and click on the **Create Order Confirmation** button.  
A drop down menu will appear.  
Click on **Confirm Entire Order** to confirm your PO
- 2 Populate **est. completion date** of service you are going to render.
- 3 Click on **Next**.
- 4 **Review Order Confirmation** Page will open for last check, then click on **Submit**.  
This will take you back to PO page.

# **HOW TO INVOICE AGAINST YOUR UNPLANNED/ADHOC PURCHASE ORDER**

# HOW TO CREATE AN INVOICE FOR UNPLANNED/ADHOC PO'S



Purchase Order: 4501199470

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

Order Detail | Order History

From: [Redacted] To: [Redacted]

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

Payment Terms 0.00% 0 Pay Immediately

Contact Information Supplier Address [Redacted]

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

transactionCategoryOrType: Service PO

Ship All Items To [Redacted] Bill To [Redacted] Deliver To [Redacted]

| 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 |

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.

Sub-total: \$50,000.00 AUD  
Est. Total Tax: \$ 0.00 AUD  
Est. Grand Total: \$50,000.00 AUD

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

**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 AN INVOICE FOR UNPLANNED/ADHOC PO'S



Purchase Order: 4501199470

Create Invoice

Standard Invoice

Invoice Header

Summary

Purchase Order: 4501199471

Invoice #: INV9471ABC

Invoice Date: 4 May 2020

Subtotal: \$0.00 AUD

Total Tax: \$0.00 AUD

Amount Due: \$0.00 AUD

- 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. **Your payment will be calculated using this date using your payment terms.**
- 4 **Please note that the value on the subtotal will show as 0.00 as the information for the invoice value, description etc must be added to the invoice.**

# HOW TO CREATE AN INVOICE FOR UNPLANNED/ADHOC PO'S

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 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 AN INVOICE FOR UNPLANNED/ADHOC PO'S

**Line Items**

Insert Line Item Options

☐ Tax Category:  ☐ Discount Add to Included Lines

| No. | No. | Include | Type | Part # | Description              | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal                  |
|-----|-----|---------|------|--------|--------------------------|-----------------|----------|------|------|------------|---------------------------|
| 10  |     |         |      |        | Software Licenses - Test |                 |          |      |      |            | <span>Add/Update ▼</span> |

↳ Line Item Actions ▼ Delete Reset Tax from PO

Update Save

1 Add General Service  
Add Labor Service  
Add Material

Software Licenses - Test

| No. | Include                             | Type    | Part #  | Description  | Customer Part | Quantity | Unit | Unit Price     | Subtotal       |
|-----|-------------------------------------|---------|---------|--------------|---------------|----------|------|----------------|----------------|
| 1   | <input checked="" type="checkbox"/> | SERVICE | [red X] | TCPT LICENSE | [red X]       | 1        | EA   | \$6,790.00 AUI | \$6,790.00 AUI |

Service Period

Service Start Date: [calendar icon] Service End Date: [calendar icon]

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 [Delete] [Reset]

Service Period

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.

The screenshot shows the 'Additional Fields' section of the 'Service Period' form. A dropdown menu titled 'Line Item Actions' is open, displaying a list of options: 'Edit', 'Add', 'Tax' (highlighted with a red rectangle), 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Comments', and 'Attachment'.

- 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 AN INVOICE FOR UNPLANNED/ADHOC PO'S

The screenshot shows the SAP 'Create Invoice' interface. At the top, a table lists invoice lines. Line 1 is a 'SERVICE' line for 'TCPT LICENSE' with a quantity of 1 and a unit price of \$6,790.00 AUD. Below the table, the 'Tax' section is highlighted with a red box and a '2' callout. It shows 'Category:\*' set to 'VAT' and 'Rate(%)' set to '20'. A red dashed arrow points from the 'VAT' selection in the 'Category:\*' field to a dropdown menu titled 'Standard Tax Selections' which lists various tax types including 'VAT'. At the bottom right, a red box highlights the 'Update', 'Save', 'Exit', and 'Next' buttons, with a '3' callout. Below this, another red box highlights the 'Submit' button with a '4' callout. At the bottom left, a red box highlights the 'Exit' button with a '5' callout. The bottom of the screen shows a summary of the invoice details, including the invoice number 'INV9471ABC', the date 'Monday 4 May 2020 12:00 PM GMT+02:00', and the total amount due of \$8,148.00 AUD.

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

Service Period: Service Start Date: [ ] Service End Date: [ ]

Tax: Category:\* VAT Location: [ ] Description: [ ] Regime: [ ] Taxable Amount: \$6,790.00 AUD Tax Rate Type: [ ] Rate(%): 20 Tax Amount: \$1,358.00 AUD Exempt Detail: (no value) Supply: 4 May 2020

Additional Fields: If you are adding unplanned service line in UPPERCASE. [ ] [ ] [ ] [ ]

Standard Tax Selections: Sales, VAT, GST, HST, PST, QST, Usage, Withholding Tax, Other Tax, Configure Tax Menu

Buttons: Update, Save, Exit, Next, Submit, Exit

Create Invoice: Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is: United Kingdom. The document's destination country is: United Kingdom. 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: INV9471ABC Invoice Date: Monday 4 May 2020 12:00 PM GMT+02:00 Original Purchase Order: 4501199471 SERVICE PERIOD: Start Date: 4 May 2020 End Date: 4 May 2020

REMIT TO: [ ] BILL TO: AA Services (UK) Ltd SUPPLIER: [ ]

Subtotal: \$6,790.00 AUD Total Tax: \$1,358.00 AUD Amount Due: \$8,148.00 AUD

Invoice INV9471ABC has been submitted. [ ] [ ]

- 1 Please note **ONLY 1(one) GENERAL SERVICE LINE** must be added for the total of the invoice value, if your invoice has multiple lines, the approver of the invoice will open the invoice to check the breakdown.
- 2 Populate **Category\*** field with **VAT** selected from the drop down list.  
  
Populate **Rate(%)** field with Tax/VAT percentage as per invoice.
- 3 Click on **Update** so that the system can calculate the VAT and then **Next**.
- 4 Please ensure that the invoice details are all correct then click on **Submit**.
- 5 Click on **Exit**



# **HOW TO RESUBMIT INVOICE FOR UNPLANNED/ADHOC PURCHASE ORDERS**

# HOW TO RESUBMIT INVOICE FOR UNPLANNED/ADHOC PO

Purchase Order: 5505371590

Done

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

Order Detail Order History

From: [Redacted] To: [Redacted]

Purchase Order (Partially Invoiced)  
5505371590  
Amount: R 598,750.00 ZAR  
Version: 1

Payment Terms 60 Days from month end

Contact Information Supplier Address

Buyer Test ID Email: testuser@angloamerican.com

Routing Status: Acknowledged  
Related Documents: INV1591  
INV1591A  
INV1590A  
More(4) »

Other Information CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

1 Routing Status: Acknowledged  
Related Documents: INV1591  
INV1591A  
INV1591  
More(5) »

Invoice: INV1591

Done Previous

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

Detail Scheduled Payments History

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

3

Standard Invoice / Tax Invoice

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

Purchase Order: 4501199470

Done

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

Order Detail Order History

From: [Redacted] To: [Redacted]

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

Payment Terms 0.00% 0  
Pay immediately

Contact Information Supplier Address

Sales Sales Man  
Phone: +61 44020 123333

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

5

- 1 Click on rejected invoice under **Related Documents**, to open it.
- 2 The reason that your invoice was rejected is in the blue section. Your invoice can be rejected for a number of reasons e.g. The incorrect price, insufficient support documentation etc. **You can only EDIT and RESUBMIT IF YOU NEED TO ADD further supporting documents.**
- 3 **DO NOT** Click on **Edit and Resubmit** to rectify **a price or unit error**. 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



The first screenshot shows a 'Help Topics' sidebar with a search bar and buttons for 'SAP Community', 'Tutorials', 'Support', and 'Documentation'. The 'Support' button is highlighted with a red box. A red circle with the number '1' is next to a question mark icon in the top right corner of the screen.

The second screenshot shows the 'SAP Help Center Home' page with tabs for 'Home', 'Learning', and 'Contact us'. The 'Contact us' tab is highlighted with a red box. A red circle with the number '2' is next to the question mark icon in the top right corner.

The third screenshot shows the 'Contact us' page with a search bar and a 'Contact us' button. The search bar is highlighted with a red box. A red circle with the number '3' is next to the question mark icon in the top right corner.

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.

# 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:<br/>Purchase orders, Invoicing,<br/>Payments, Issues transacting with<br/>the Ariba Network</b> | <p><b>Anglo American</b><br/>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<br/> <b>E:</b> <a href="mailto:queryinvoice@angloamerican.com">queryinvoice@angloamerican.com</a> (ZA &amp; UK)<br/> <b>T:</b> 0860 289 987 (0860 BUZZUS) - ZA Only<br/> <b>T:</b> +44 (0) 203 450 7627- UK Only</p> <p><b>De Beers Group</b><br/> <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>                                                                                                                                                                                                                                                                                                                                        |