AngloAmerican

Supply chain SAP ARIBA NETWORK user guide – Enterprise account

Contents

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

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,

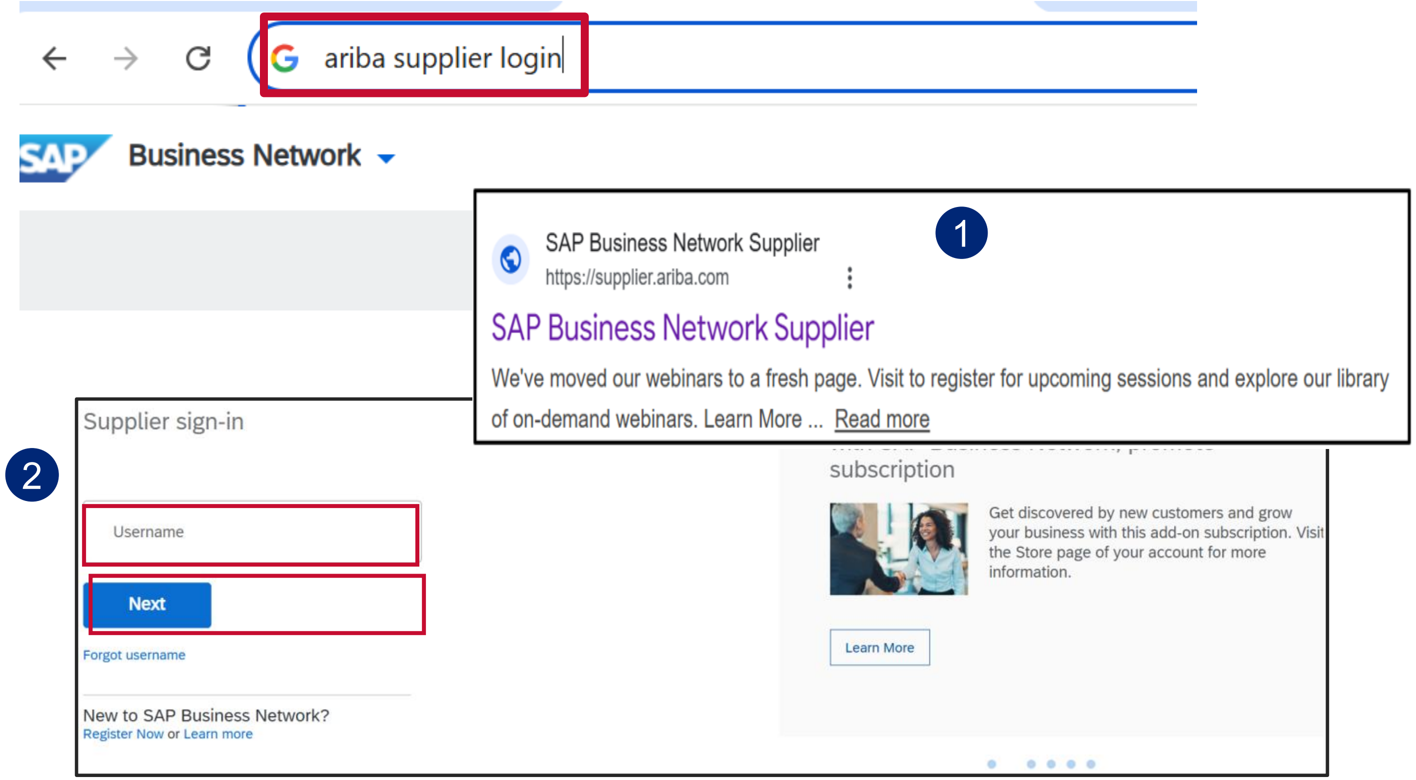
Supply Chain
Anglo American and/or De Beers Group

HOW TO LOG INTO YOUR ARIBA NETWORK ENTERPRISE ACCOUNT

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

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

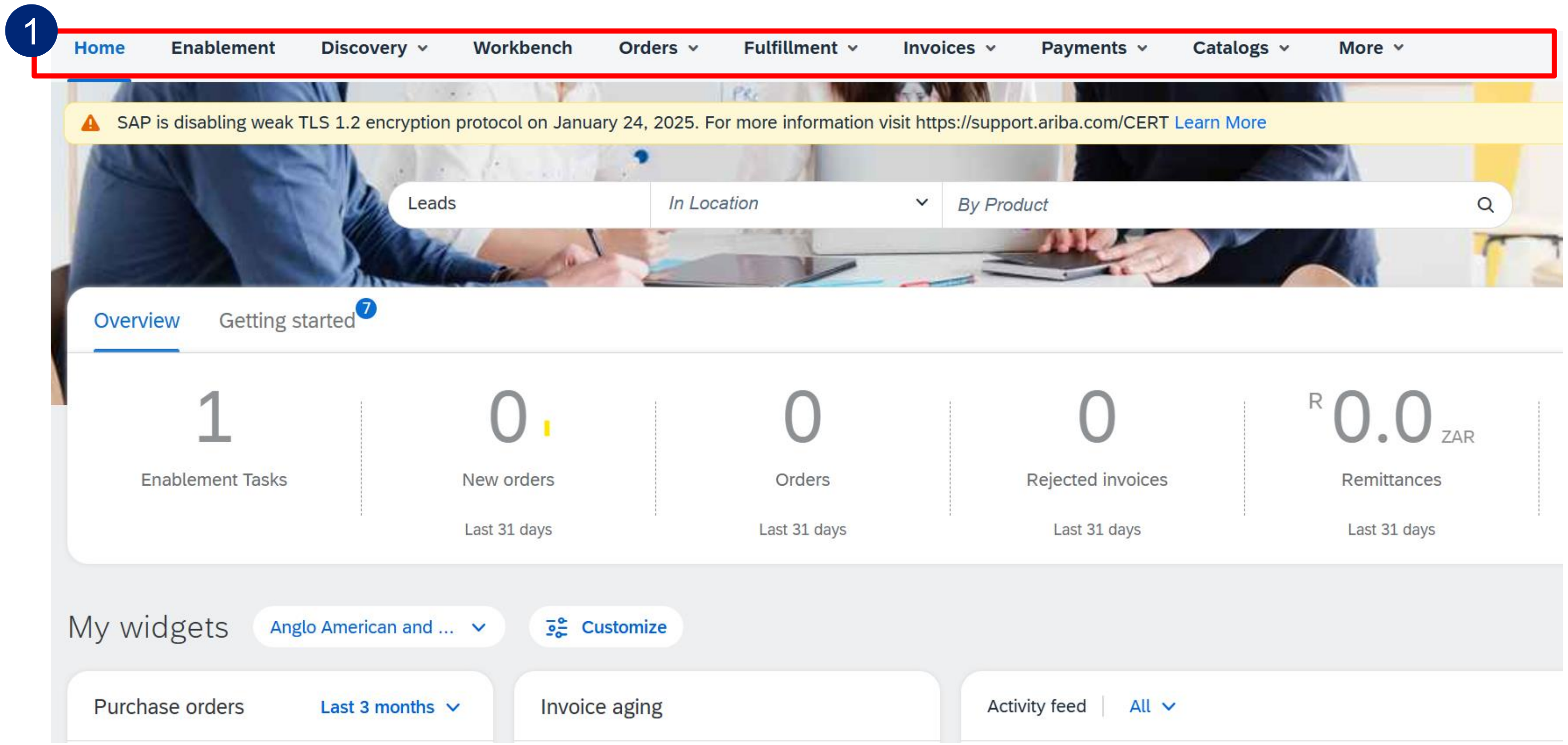


- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com or type in ariba supplier login in the search engine you use.

1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.
2. Enter your **user name** and **password** to be taken to your **Home** page

EXTERNAL

HOW TO LOG INTO YOUR ARIBA NETWORK ENTERPRISE ACCOUNT



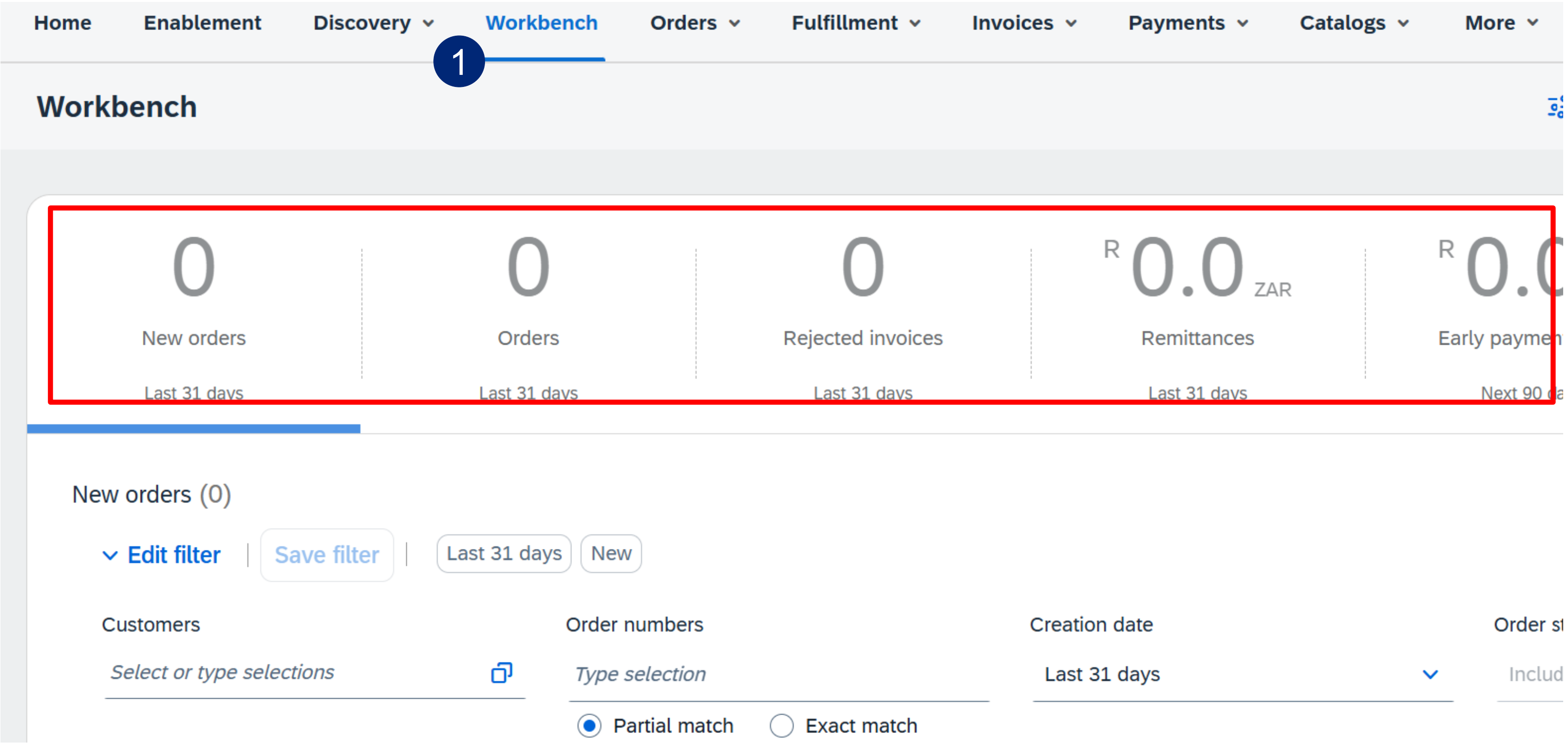
HOME PAGE

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

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



WORKBENCH PAGE

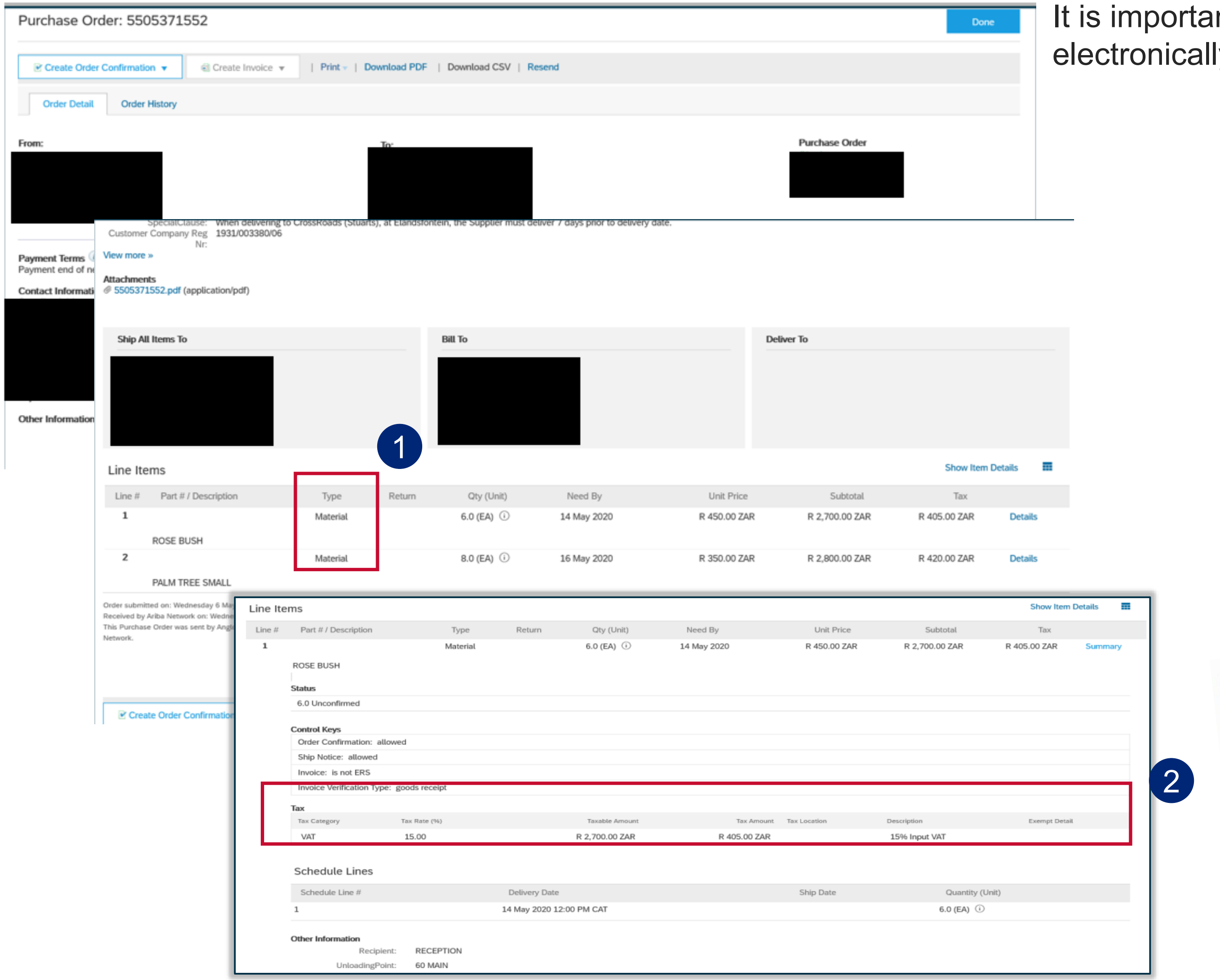
1. Your Workbench tab provides a quick overview of:

   Orders, invoices, payment status and remittance advices

EXTERNAL

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.

EXTERNAL

HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR GOODS

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

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

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. SUPPLIER — LOG INTO ARIBA NETWORK
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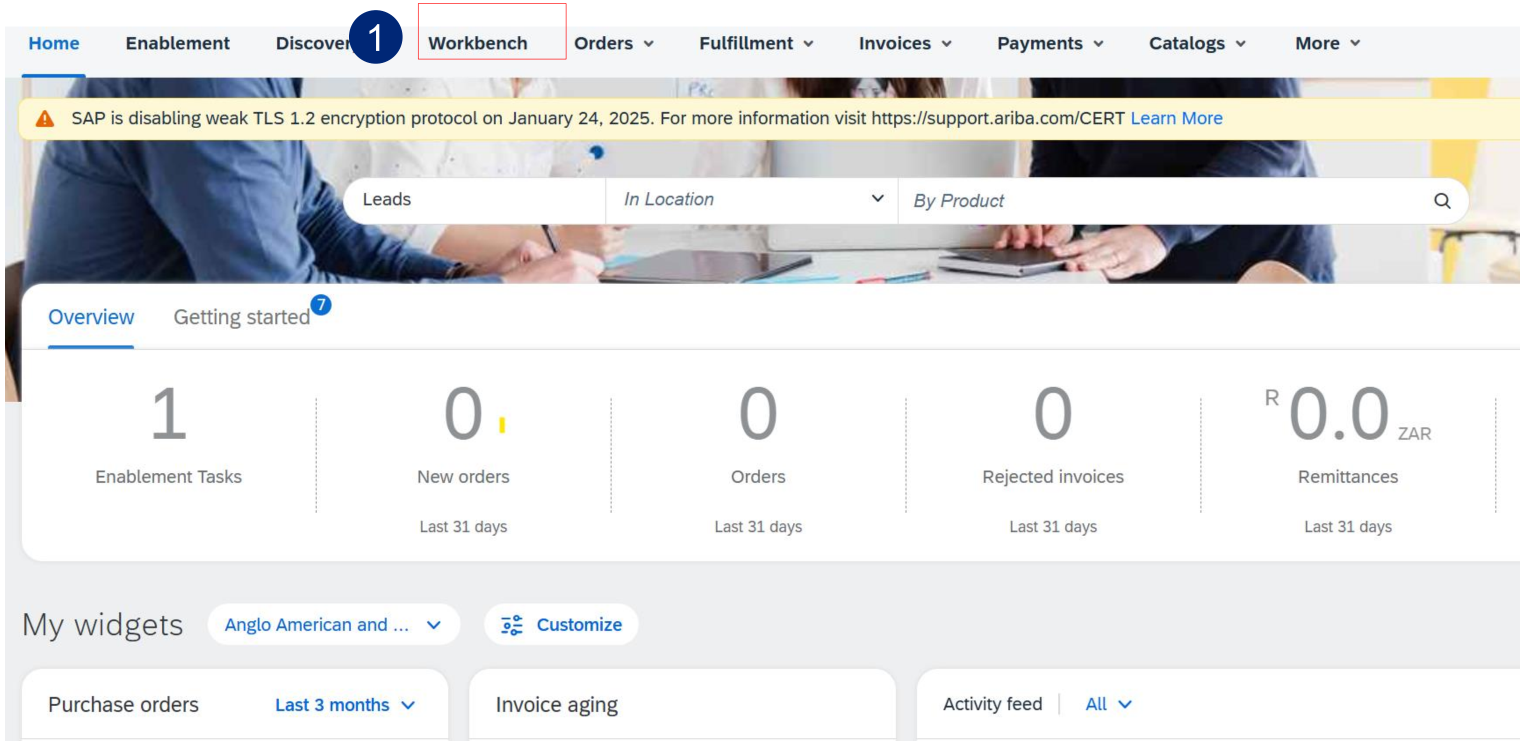

1. To view PO's to confirm and invoice, click on your **Workbench tab**.

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
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CHECKS & CONFIRMS PO

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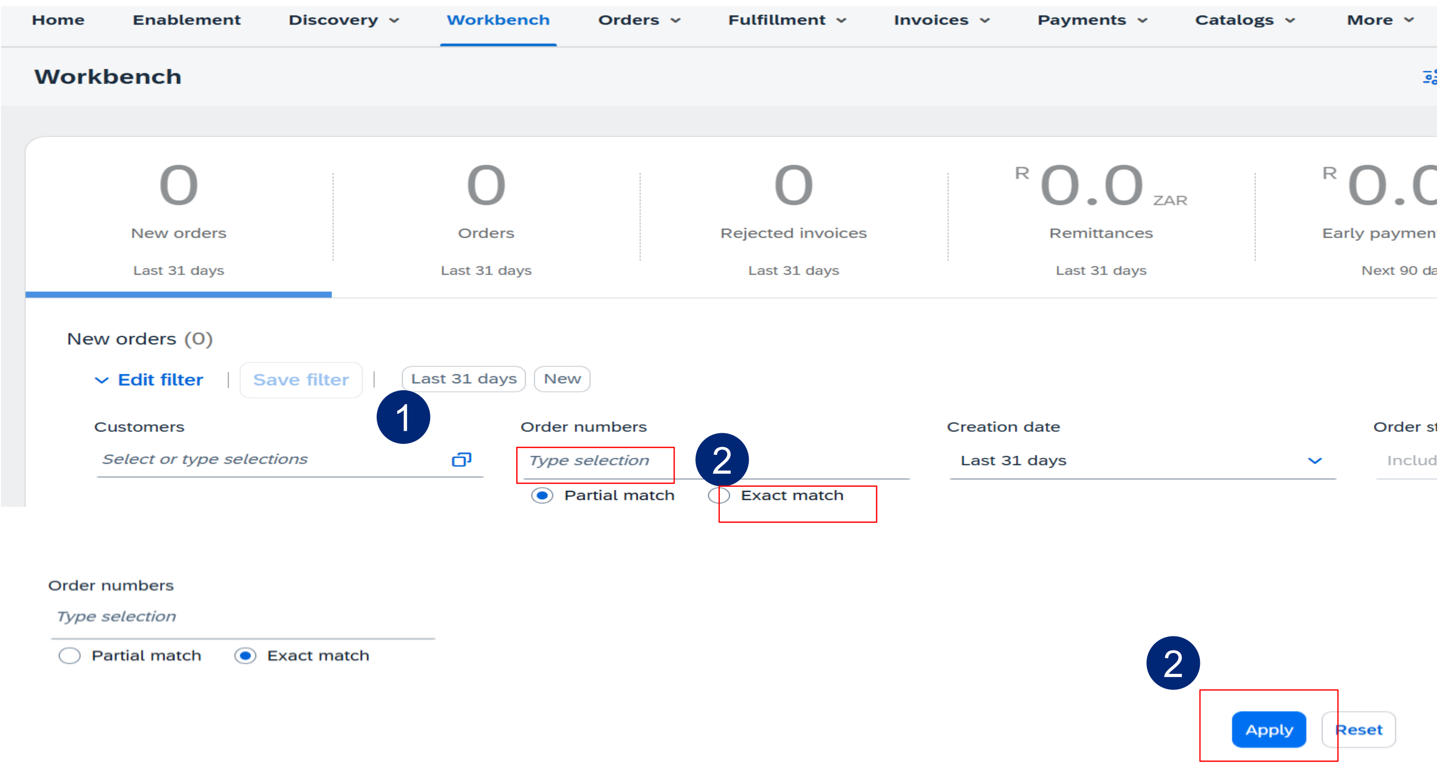

1 Enter the PO number you need to confirm

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

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

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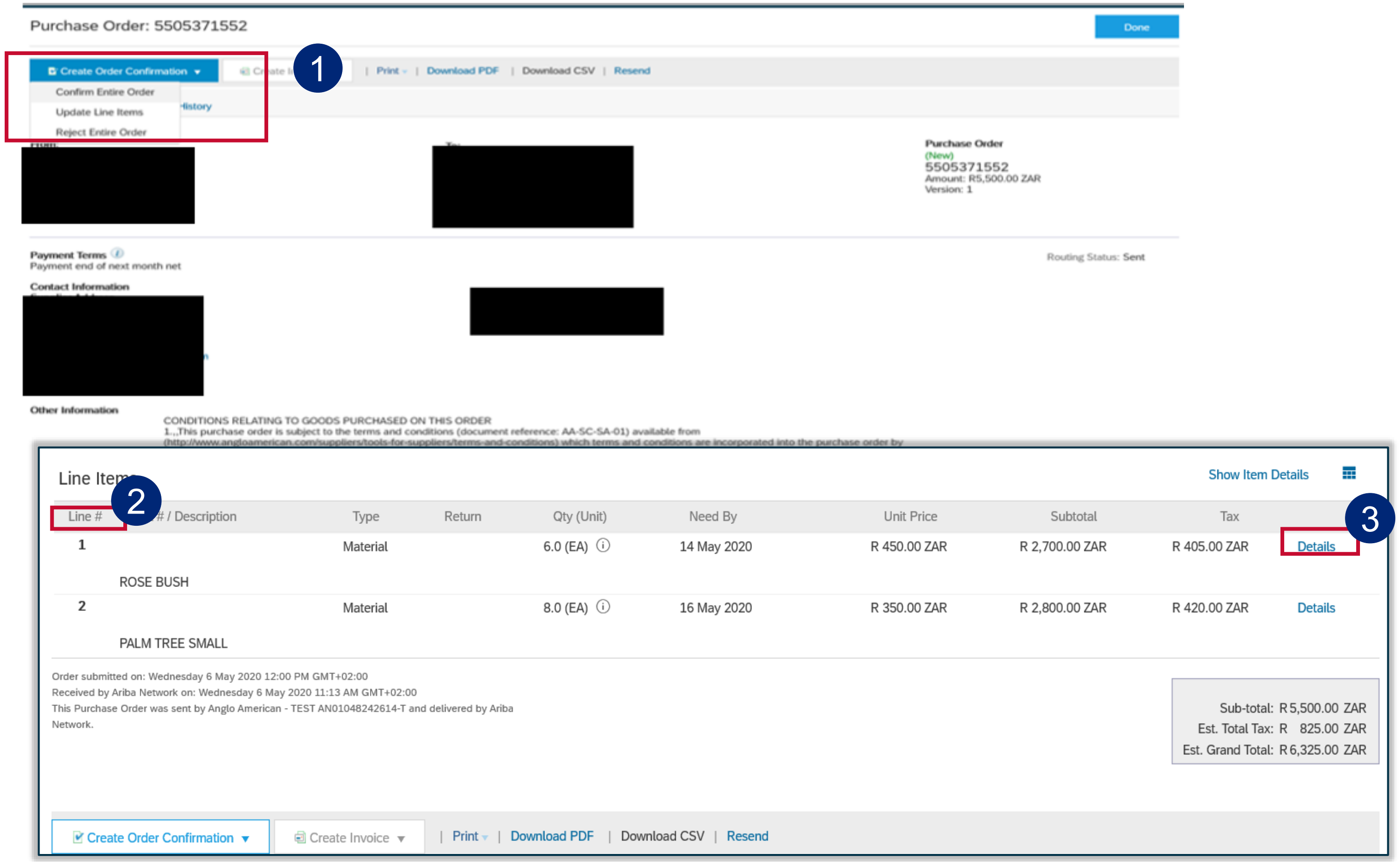

1. Your **Purchase Order (PO)** document will open. You need to scroll down to see all the detail. Terms and conditions, payment terms etc

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

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Line Items

Show Item Details

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

BOLTS & FLANGES

Status

300.0 Unconfirmed

Control Keys

Order Confirmation: allowed

Ship Notice: allowed

Invoice: is not ERS

Invoice Verification Type: goods receipt

Tax

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

Schedule Lines

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

Other Information

Recipient: LEBO

Once you have opened the line item details, 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

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BOLTS & FLANGES

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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

EXTERNAL

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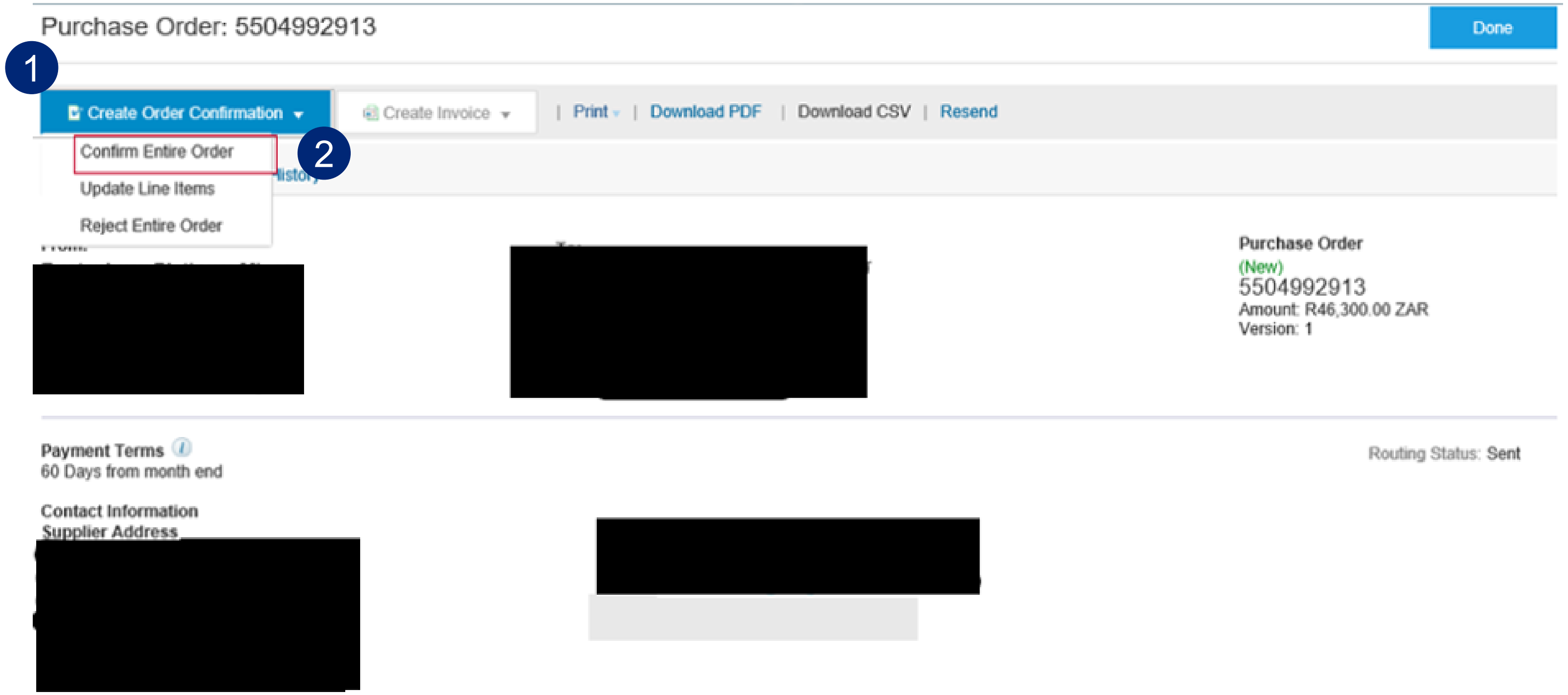

Once you have checked the accuracy of all the line items in your PO, you need to confirm it in the system

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

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

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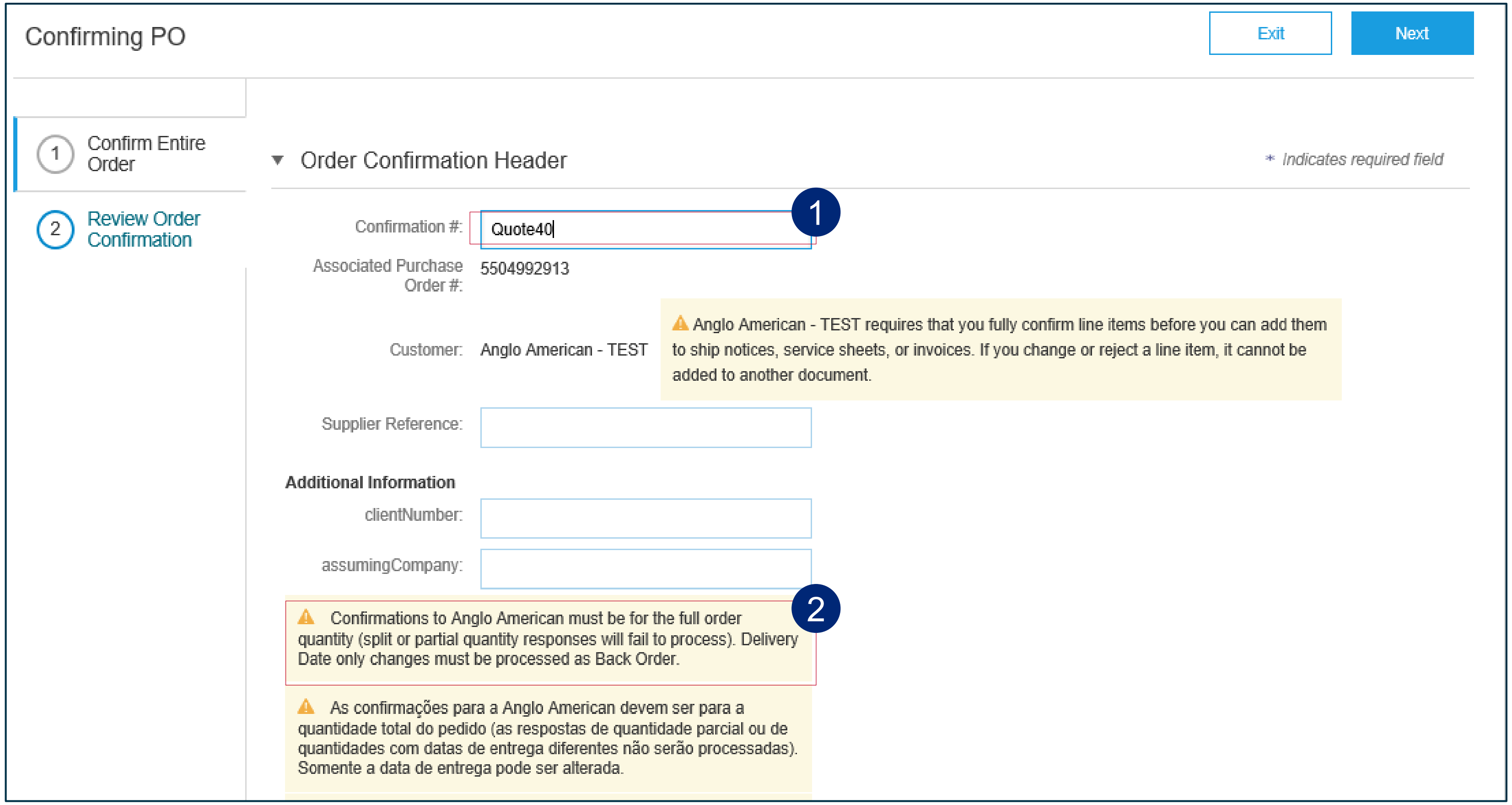

Once you have clicked on **Confirm Entire Order,** the following page will open.

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

EXTERNAL

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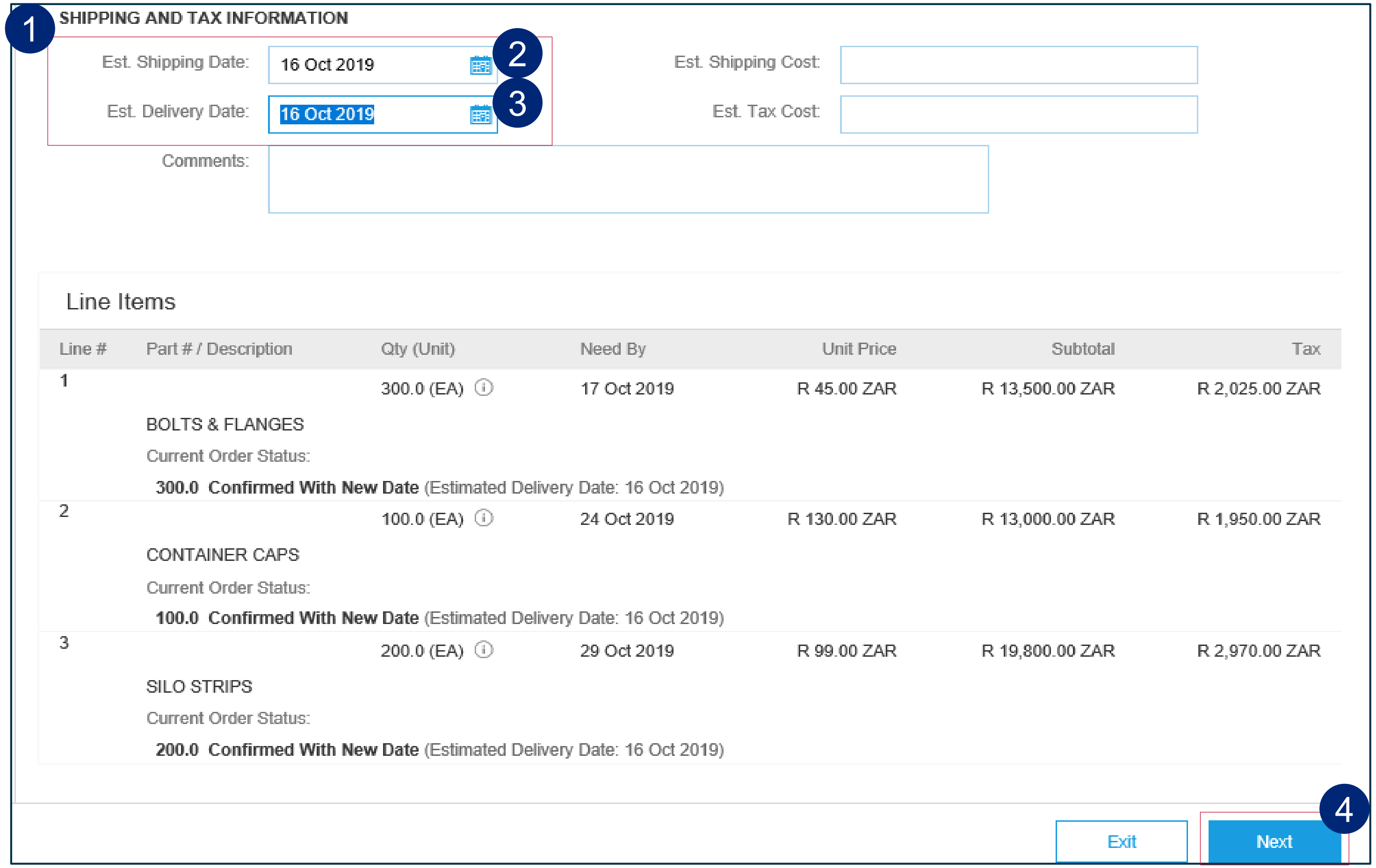
1 SHIPPING AND TAX INFORMATION

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 Current Order Status: 300.0 Confirmed With New Date (Estimated Delivery Date: 16 Oct 2019)	300.0 (EA)	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR
2	CONTAINER CAPS Current Order Status: 100.0 Confirmed With New Date (Estimated Delivery Date: 16 Oct 2019)	100.0 (EA)	24 Oct 2019	R 130.00 ZAR	R 13,000.00 ZAR	R 1,950.00 ZAR
3	SILO STRIPS Current Order Status: 200.0 Confirmed With New Date (Estimated Delivery Date: 16 Oct 2019)	200.0 (EA)	29 Oct 2019	R 99.00 ZAR	R 19,800.00 ZAR	R 2,970.00 ZAR

Exit | Next (4)

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

This section is **mandatory**

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

2. Est Shipping date
3. Est Delivery date

These can be the same date.

4. Then click on **Next**

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

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Confirming PO

Previous | Submit | Exit

1

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		300.0 (EA)	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR
	BOLTS & FLANGES					
	Current Order Status:					
	300.0 **Confirmed With New Date** (Estimated Delivery Date: 16 Oct 2019)					
2		100.0 (EA)	24 Oct 2019	R 130.00 ZAR	R 13,000.00 ZAR	R 1,950.00 ZAR

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

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

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

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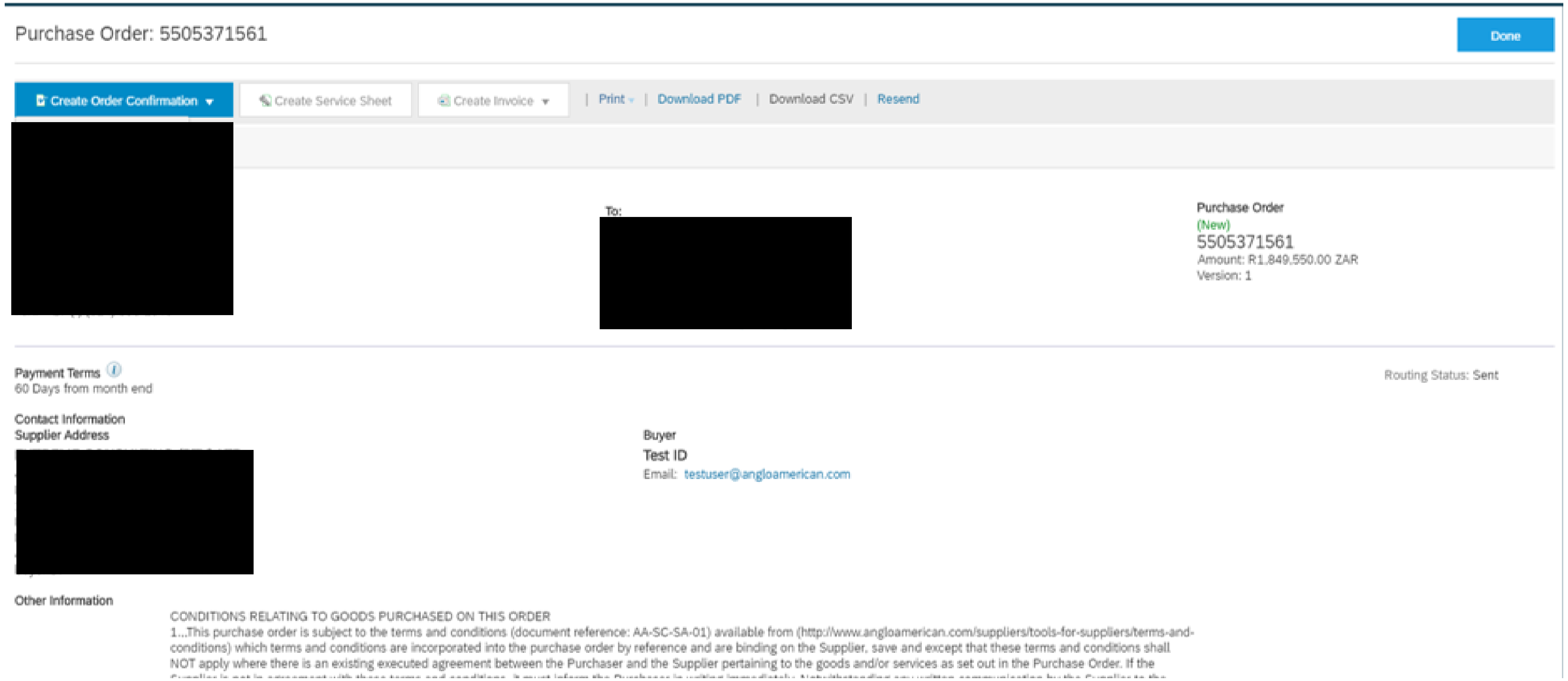

Once you have confirmed your entire Purchase Order you will be redirected to this page.

EXTERNAL

HOW TO ELECTRONICALLY REJECT YOUR PO FOR GOODS

HOW TO ELECTRONICALLY REJECT YOUR PO FOR GOODS

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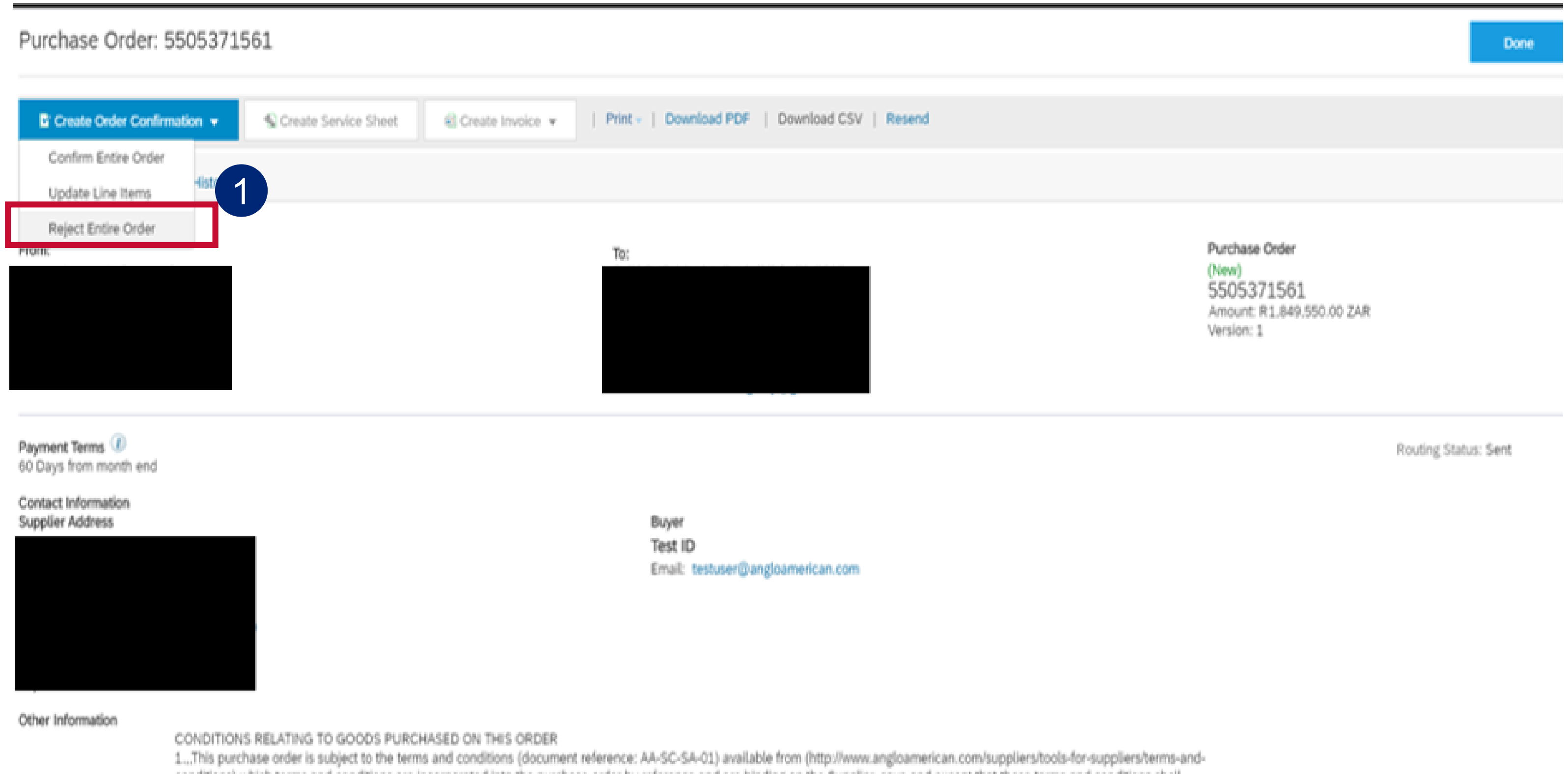


If any of the details in the PO are incorrect please reject the PO in the system, providing a reason for your rejection. <u>This does not mean you are rejecting doing business with us.</u>

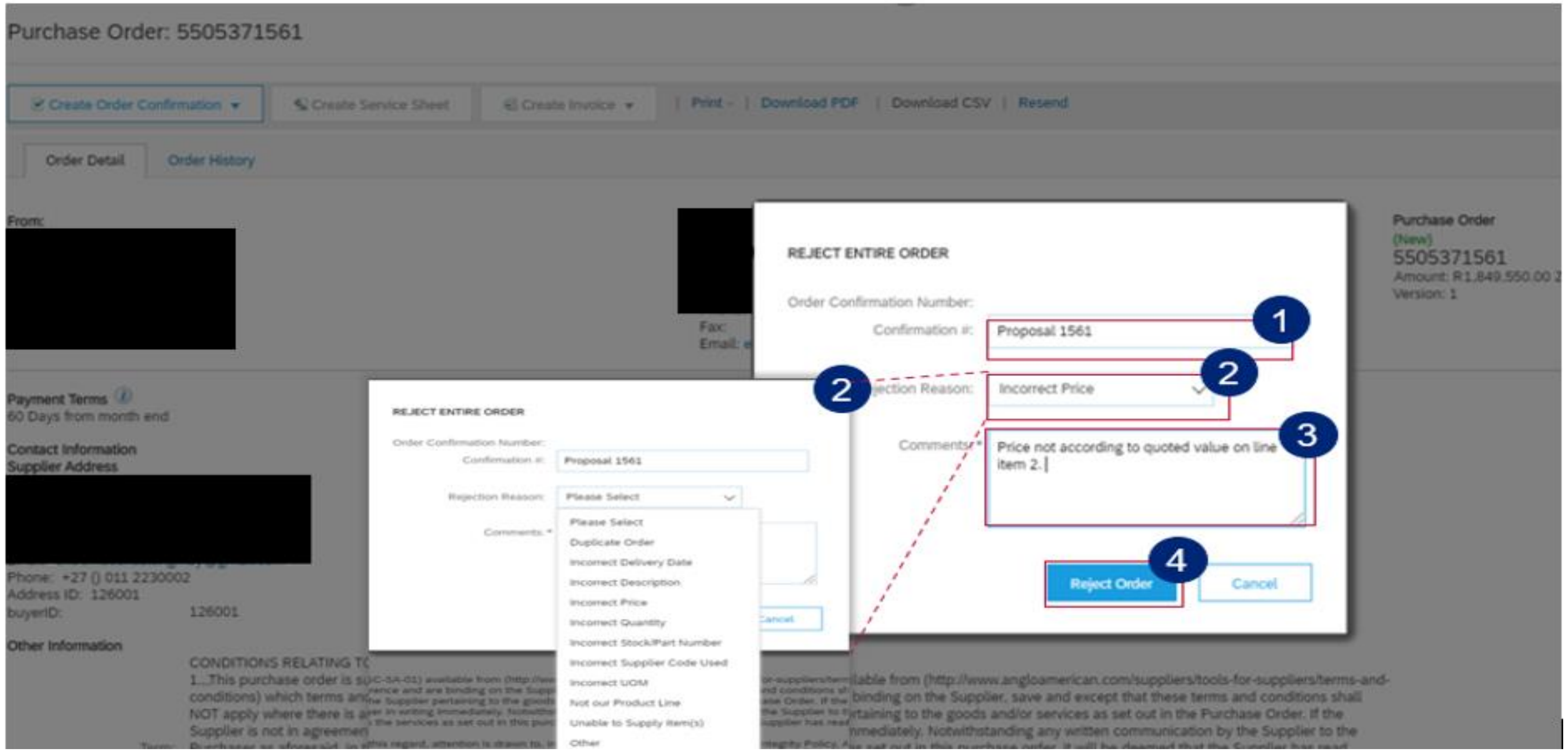
The rejected PO will workflow back to the buyer in the system & prompt them to send a corrected PO.

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

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

HOW TO ELECTRONICALLY REJECT YOUR PO FOR GOODS

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



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

EXTERNAL

HOW TO ELECTRONICALLY REJECT YOUR PO FOR GOODS

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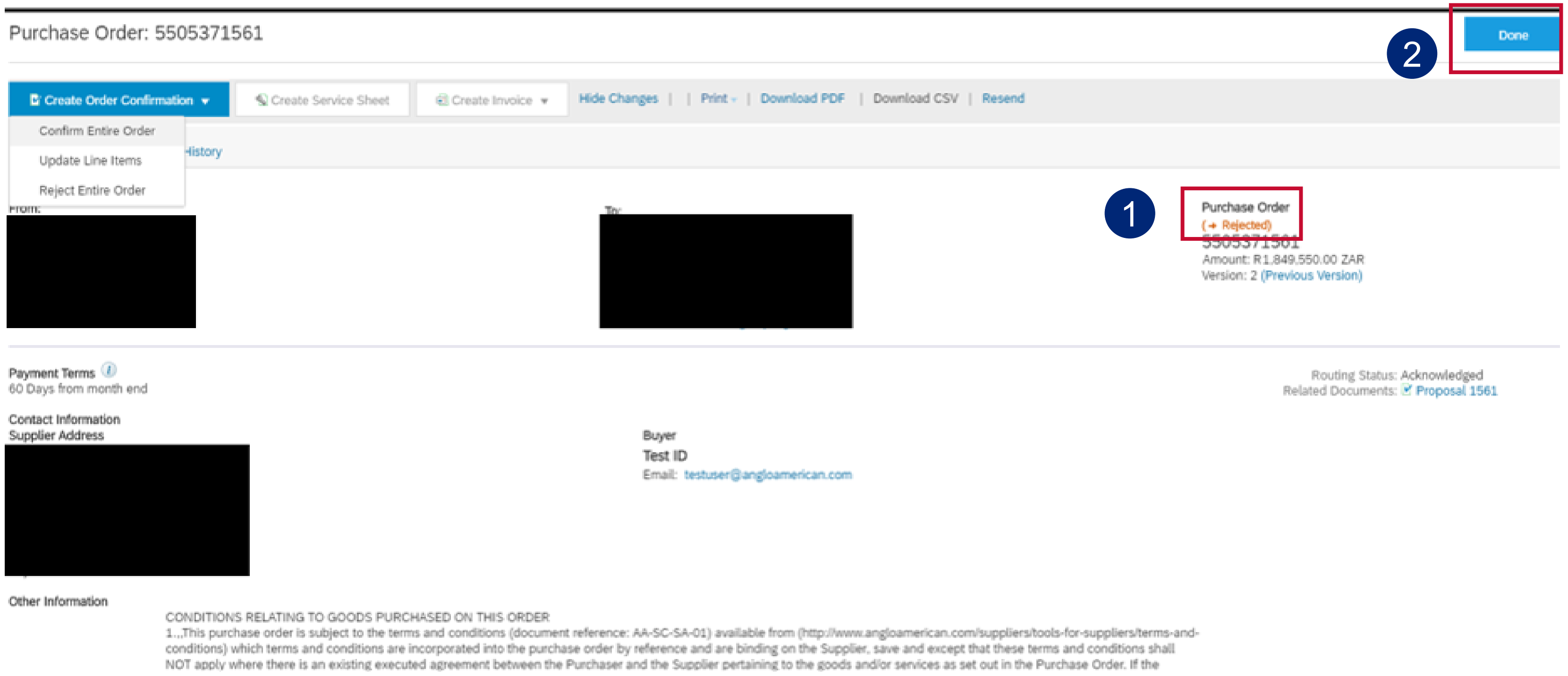


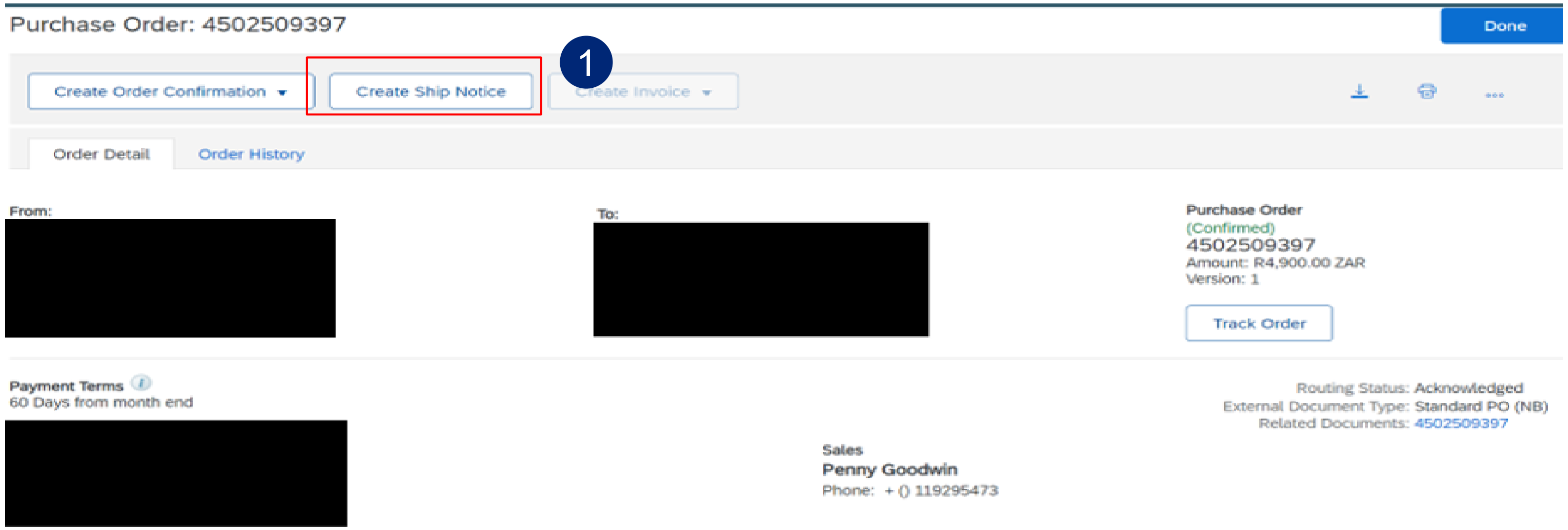
1. The status of your PO will now show **REJECTED**, a message will be sent to the buyer to verify the rejection and amend the PO accordingly.

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

EXTERNAL

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

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



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

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

EXTERNAL

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

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

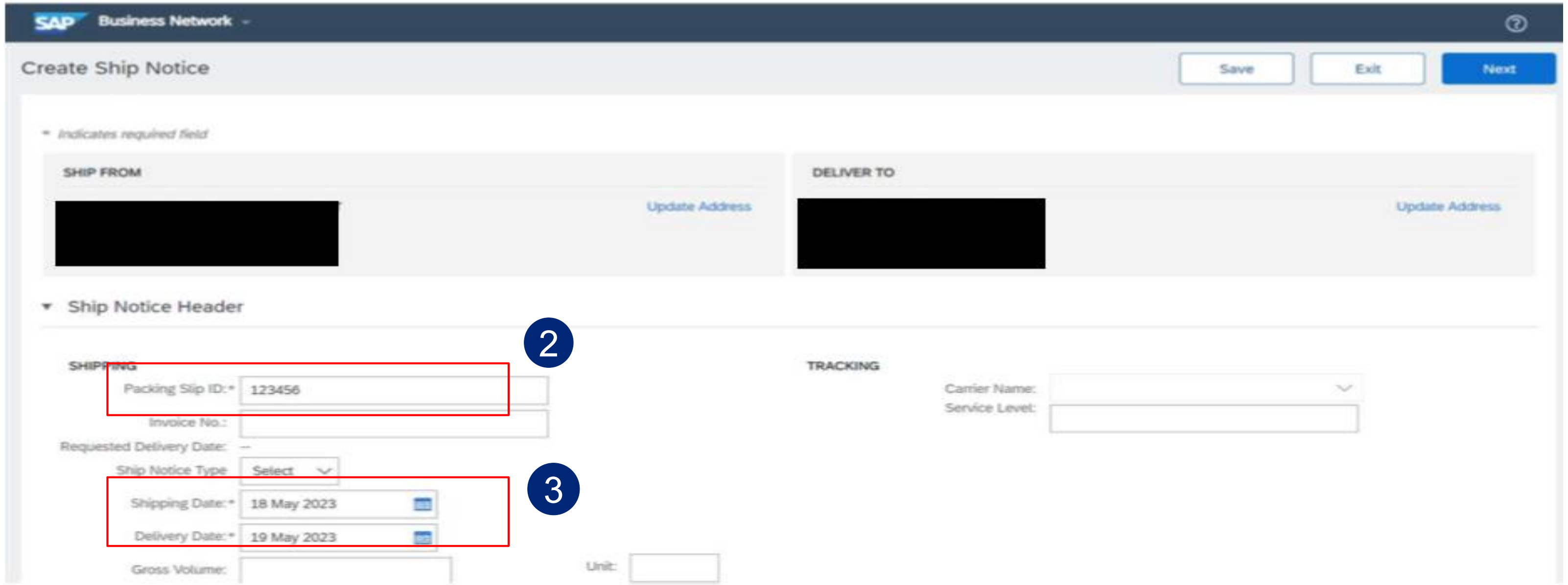
SUPPLIER
4
CREATE SHIP NOTICE IN SAP ARIBA

ANGLO AMERICAN / DE BEERS GROUP
5
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
6
CREATE INVOICE IN SAP ARIBA

SUPPLIER
7
REMITTANCE ADVICE RECEIVED

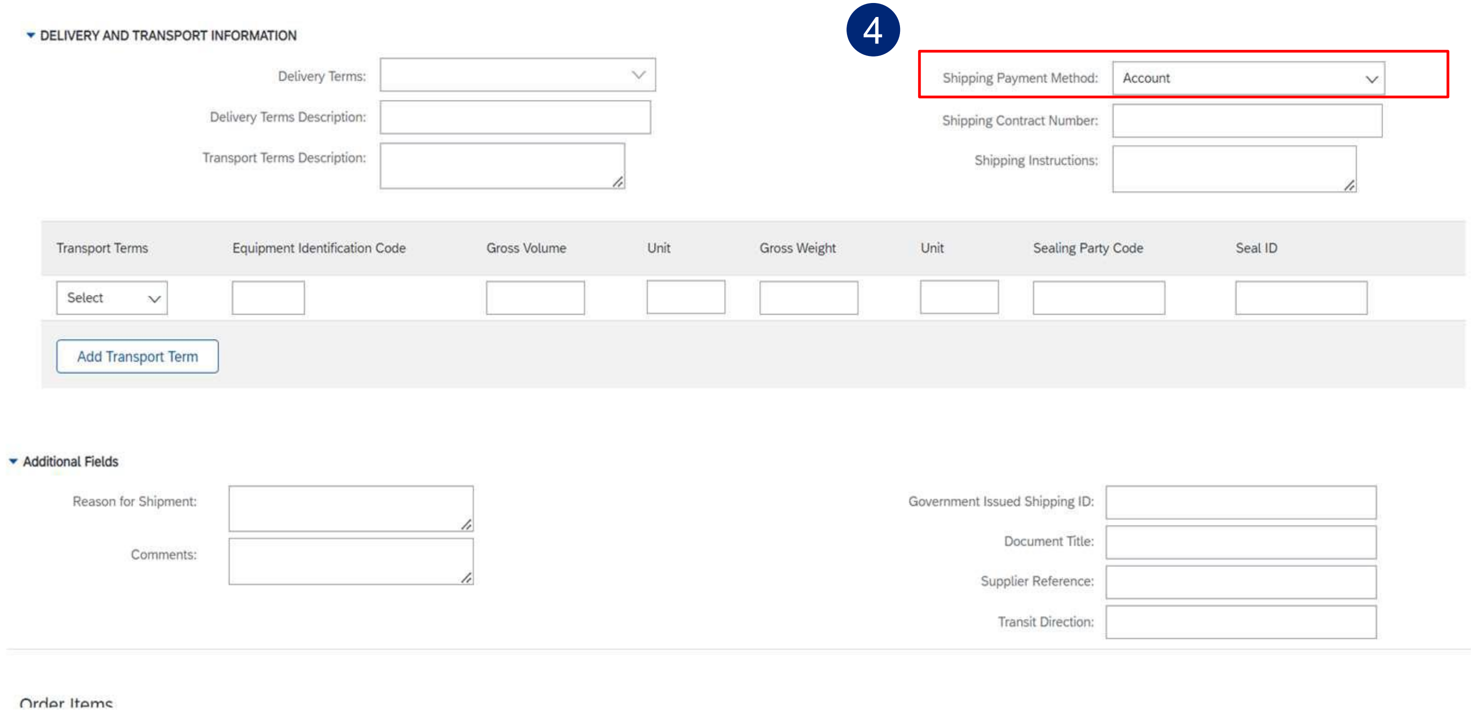
ANGLO AMERICAN / DE BEERS GROUP
8
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



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

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

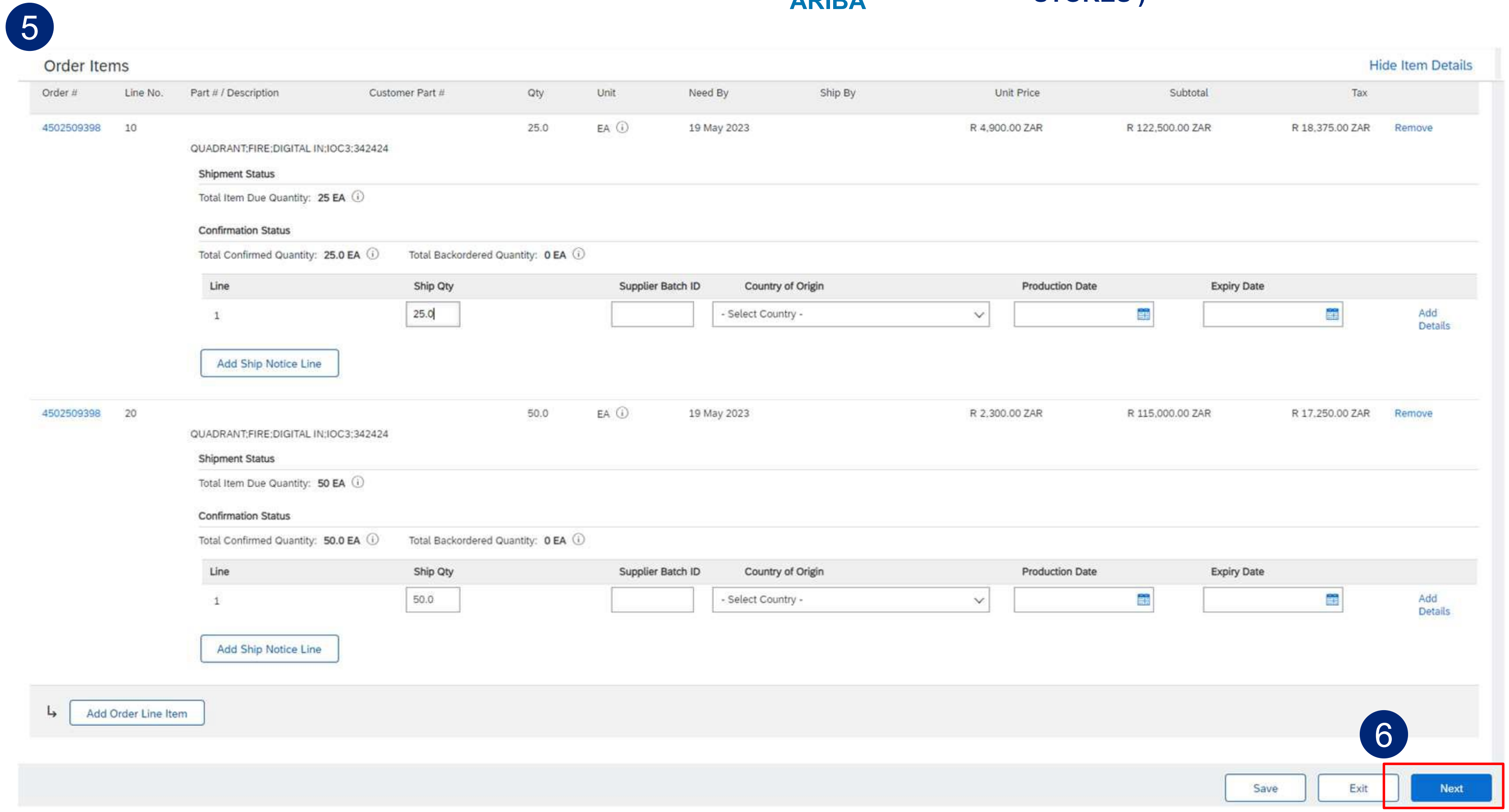
HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE – GOODS ORDERS)



4

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

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

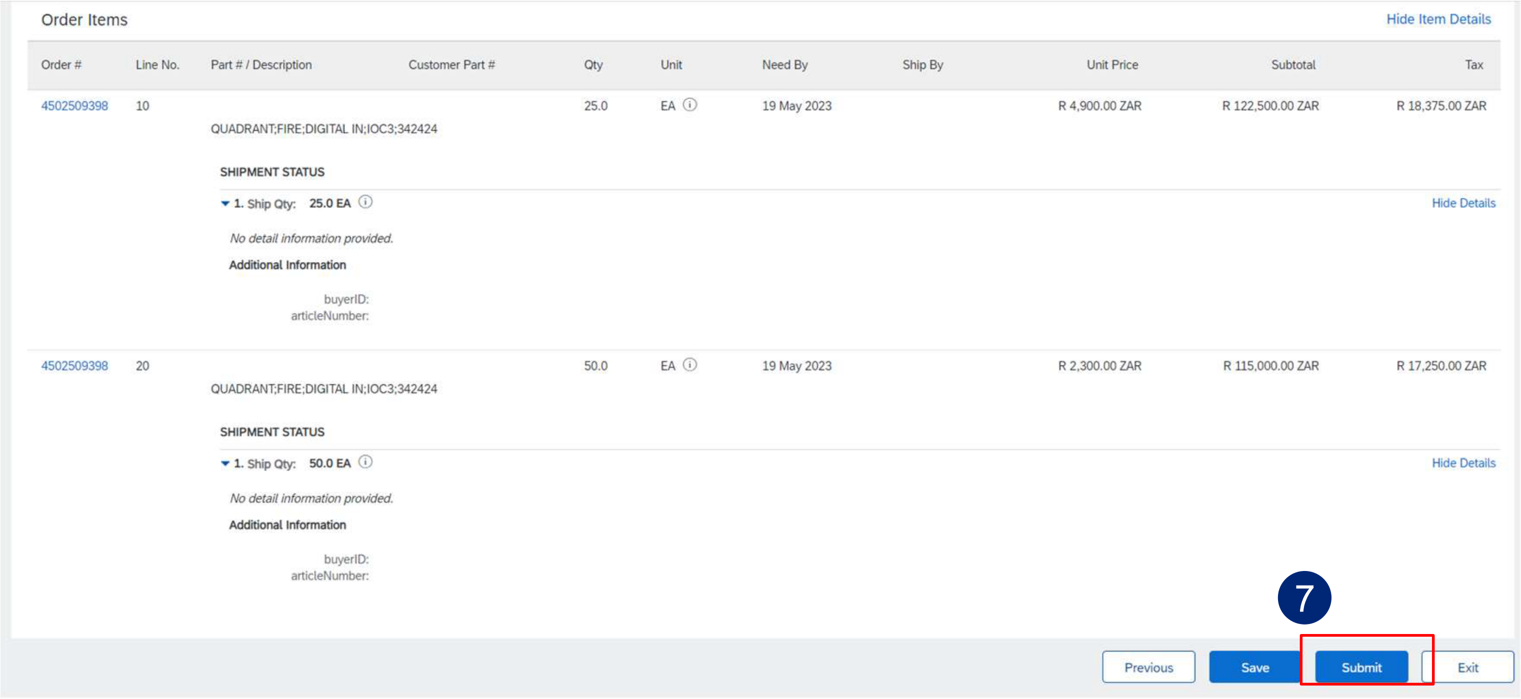


5 Scroll down to the Order Items section.
The line item details are displayed and corresponds with what was confirmed as part of the Order Confirmation step.

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)

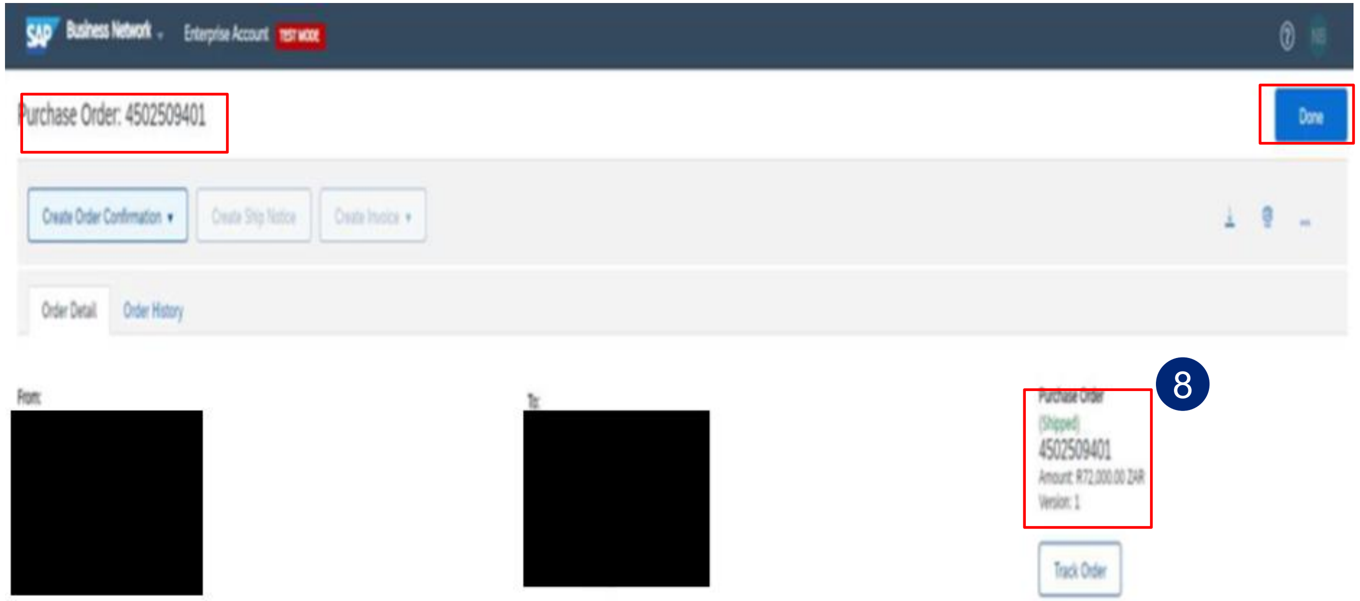
SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7	8
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	CREATE SHIP NOTICE IN SAP ARIBA	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN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



7 If you are ready to proceed, click on Submit

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

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



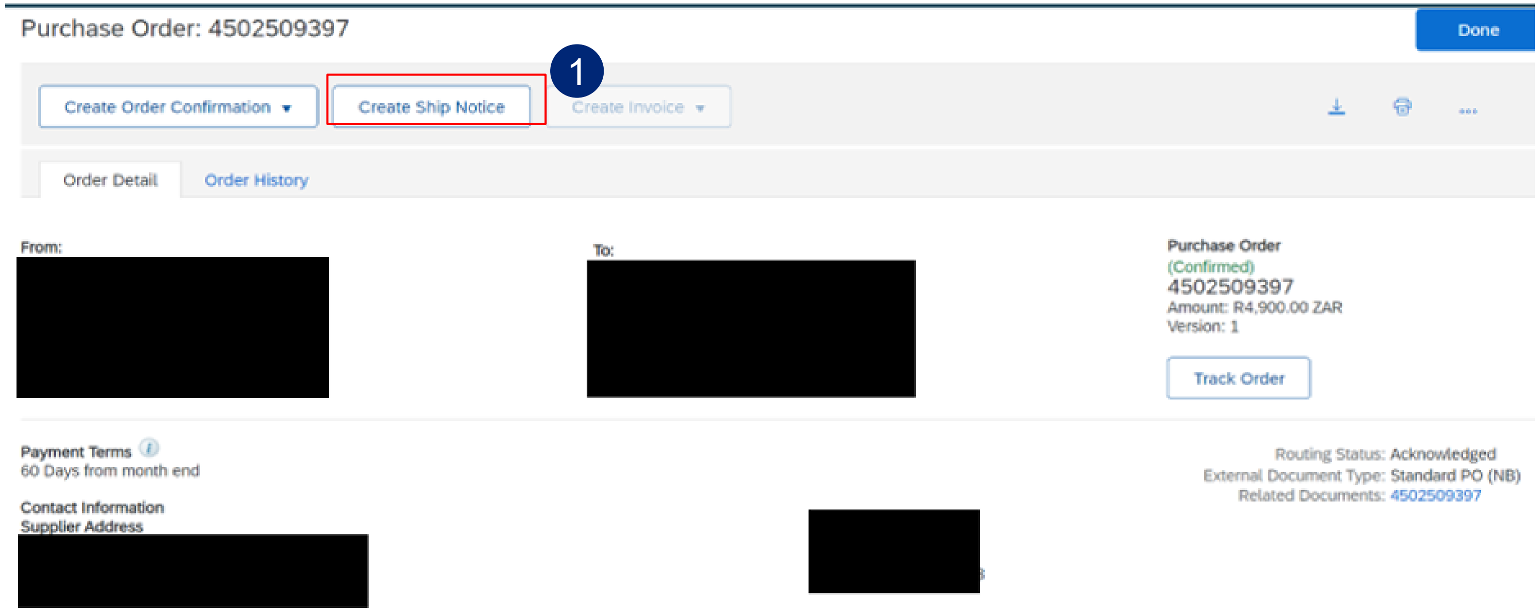
Once submitted the screen will return to the purchase order view.

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)



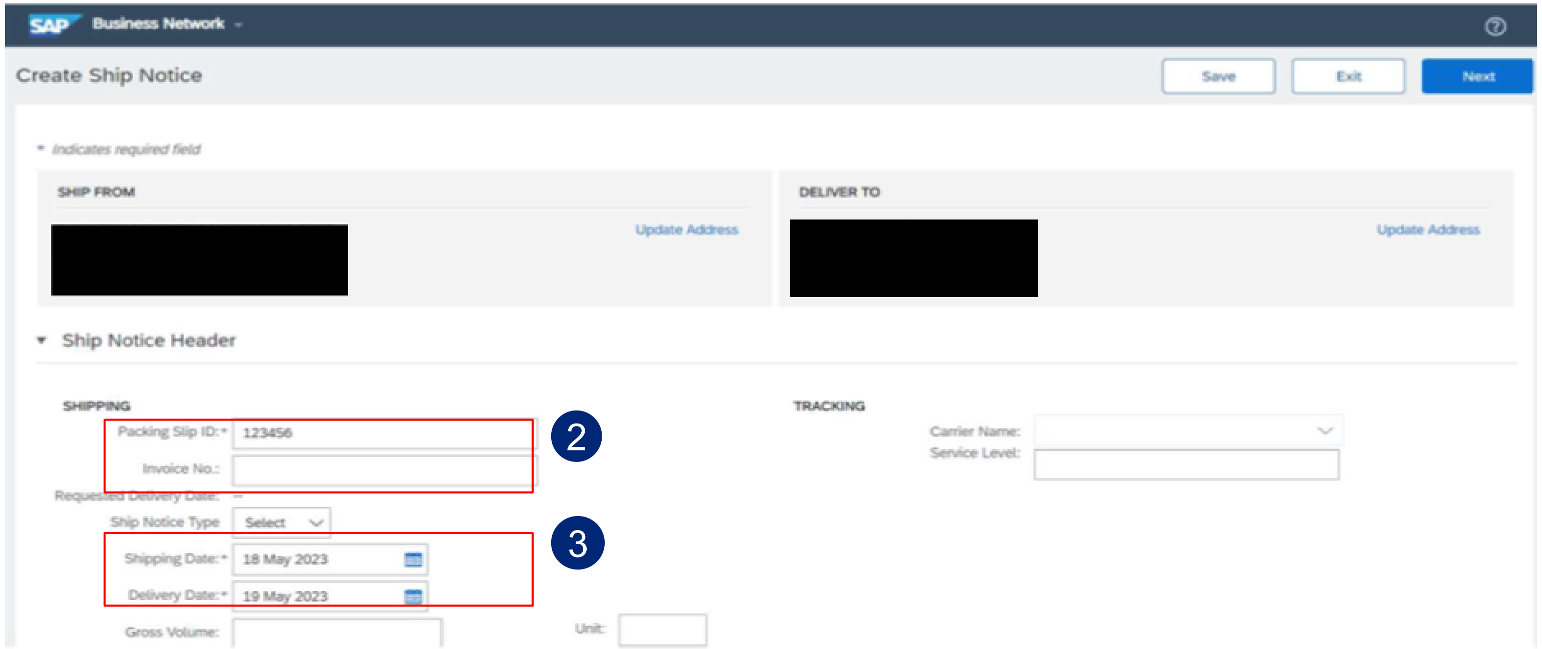
1. Once you have confirmed your entire Purchase Order the 'Create Ship Notice' button will become available for you to access.

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

EXTERNAL

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

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

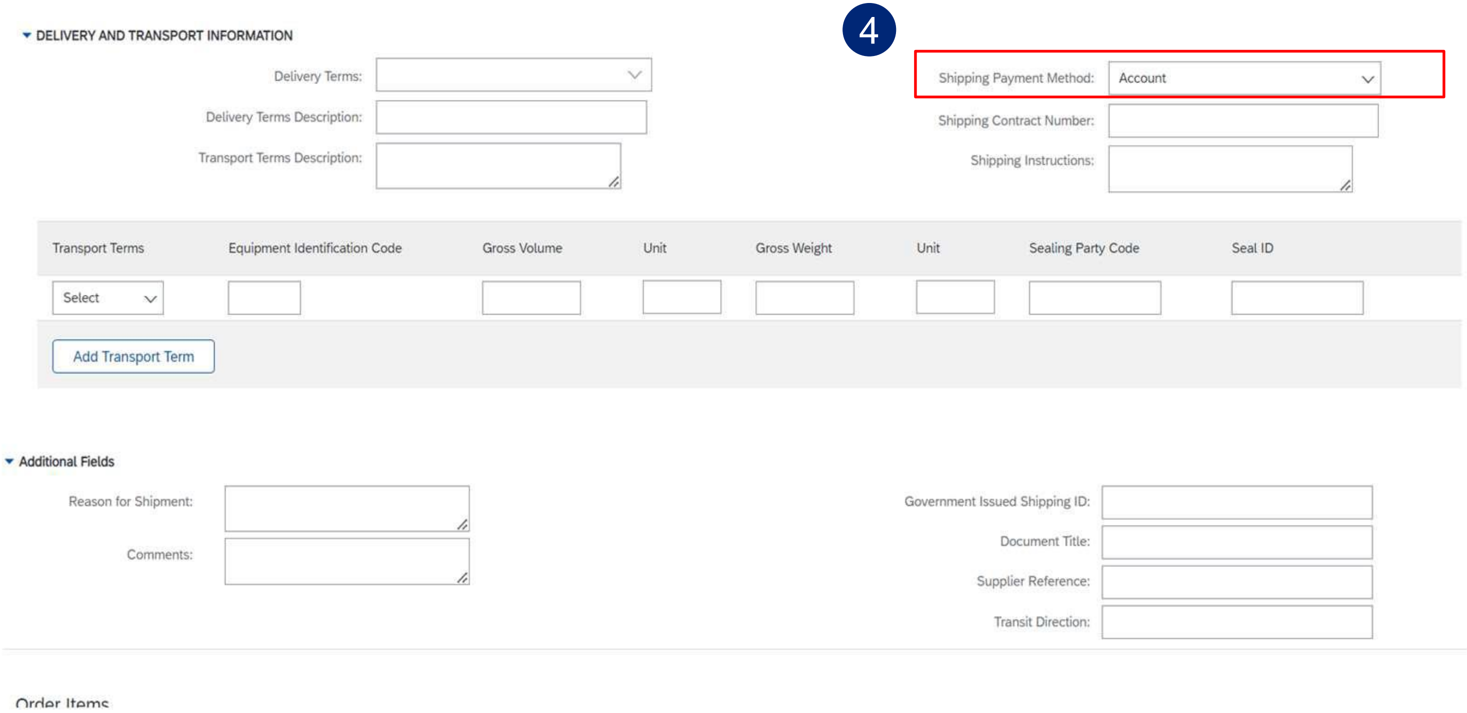


2
- Complete the relevant
- information as outlined:
- Populate your delivery note number in the Packing Slip ID field, under the SHIPPING section

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

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

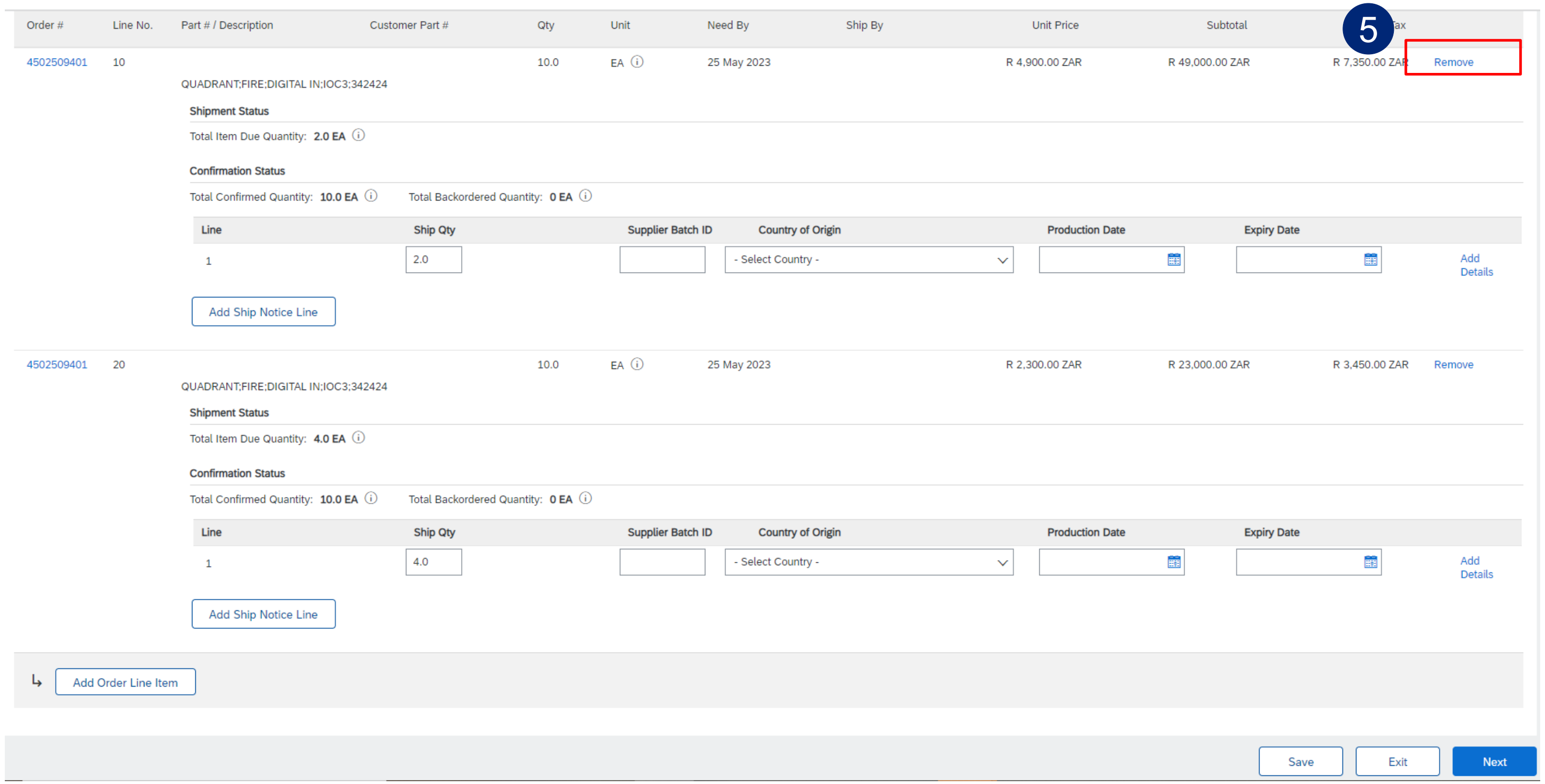
SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7	8
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	CREATE SHIP NOTICE IN SAP ARIBA	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN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



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

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

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



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)

1. SUPPLIER – LOG INTO ARIBA NETWORK
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4. SUPPLIER – CREATE SHIP NOTICE IN SAP ARIBA
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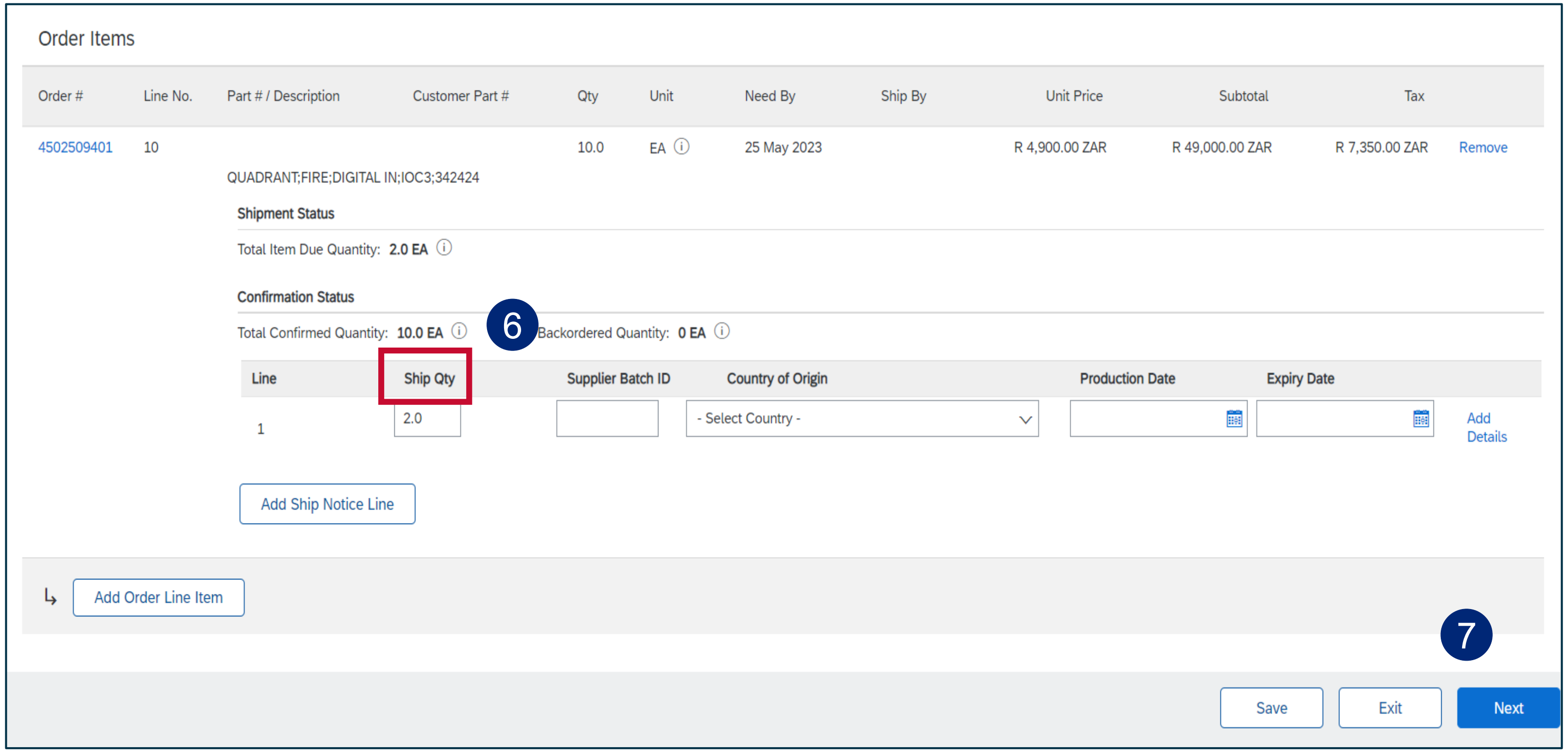
7. SUPPLIER – REMITTANCE ADVICE RECEIVED
8. ANGLO AMERICAN / DE BEERS GROUP – *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



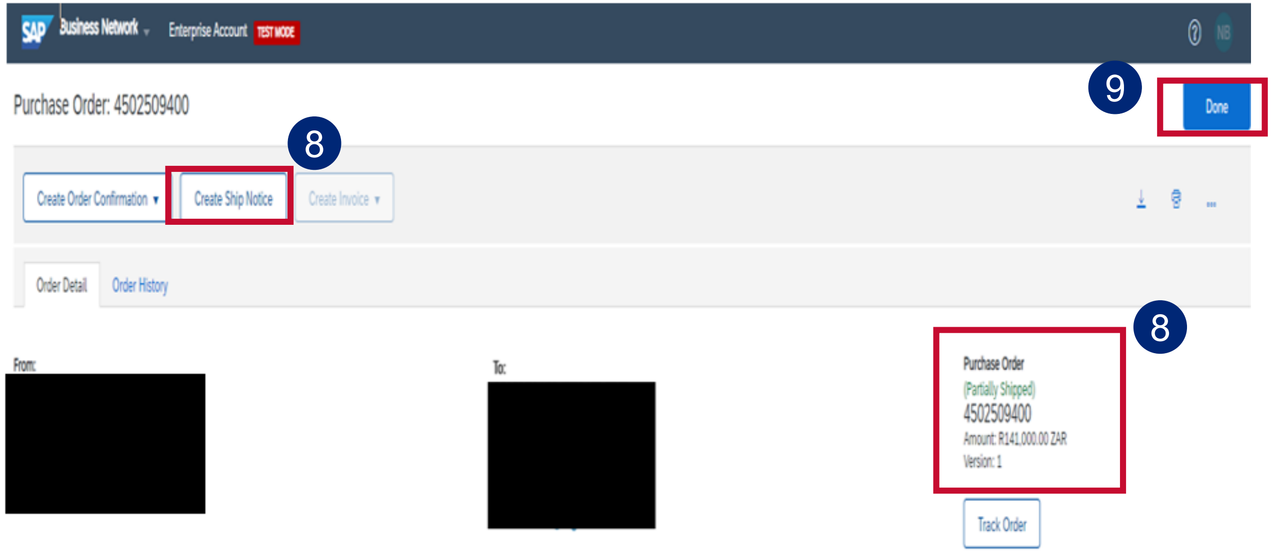
The updated view is displayed with only the remaining line items.

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

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

EXTERNAL

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



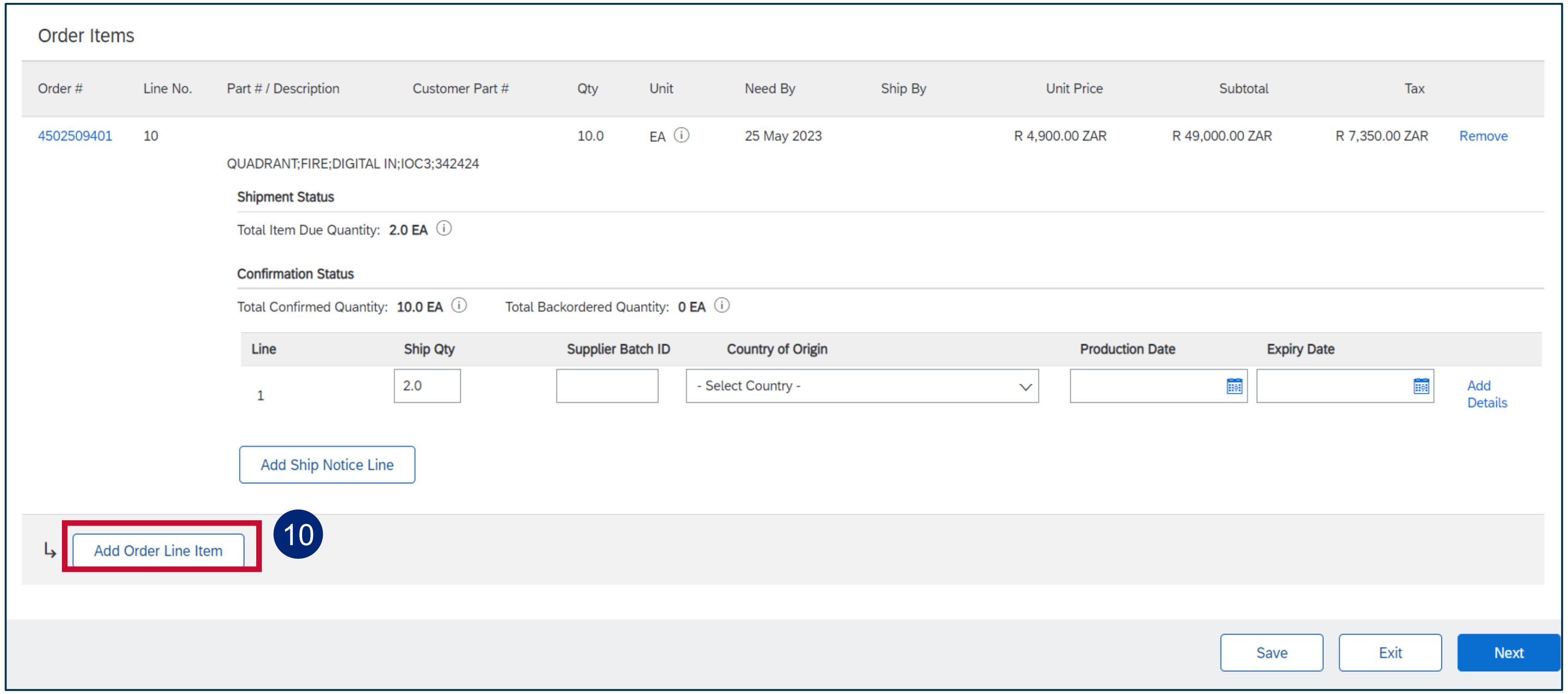
Once submitted the screen will return to the purchase order view.

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)

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



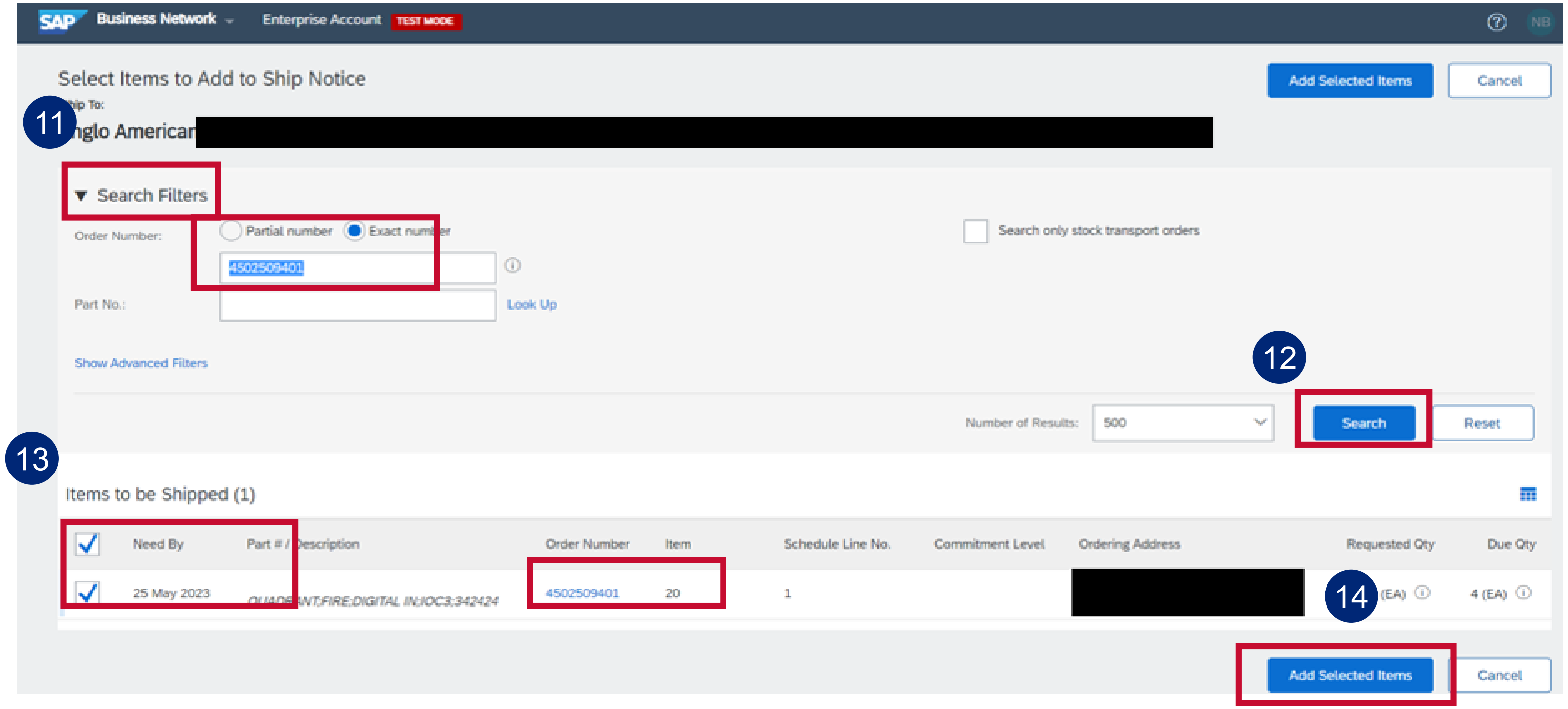
In the event that a line item is accidentally removed, the following steps can be used to replace the line item.

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

EXTERNAL

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

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



11 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

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

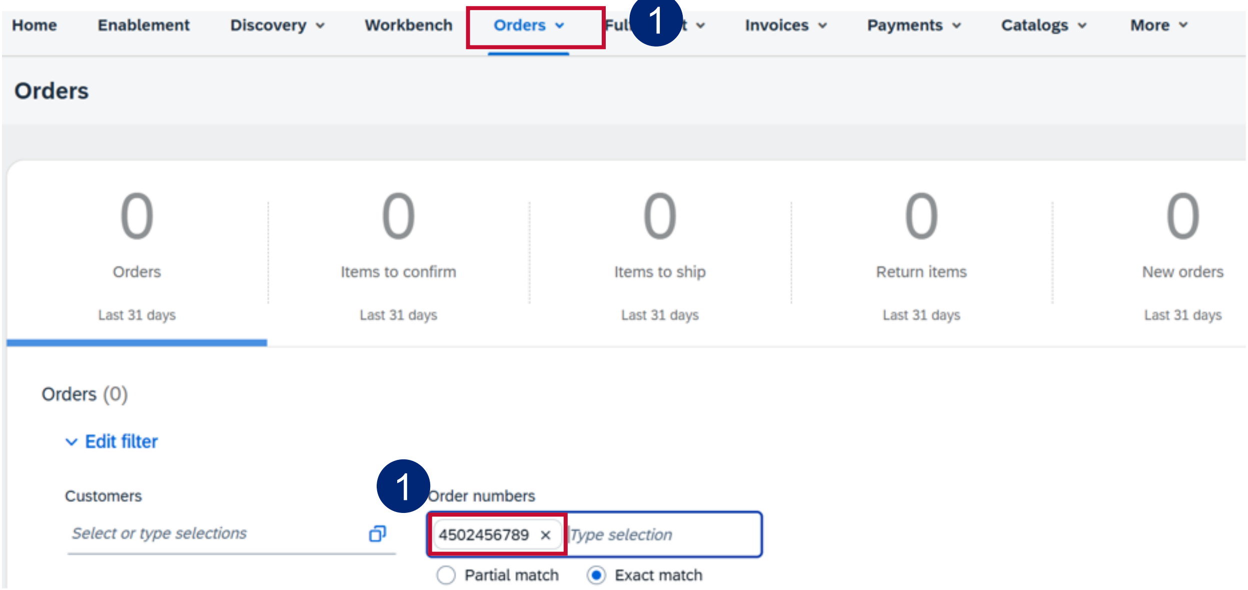
SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

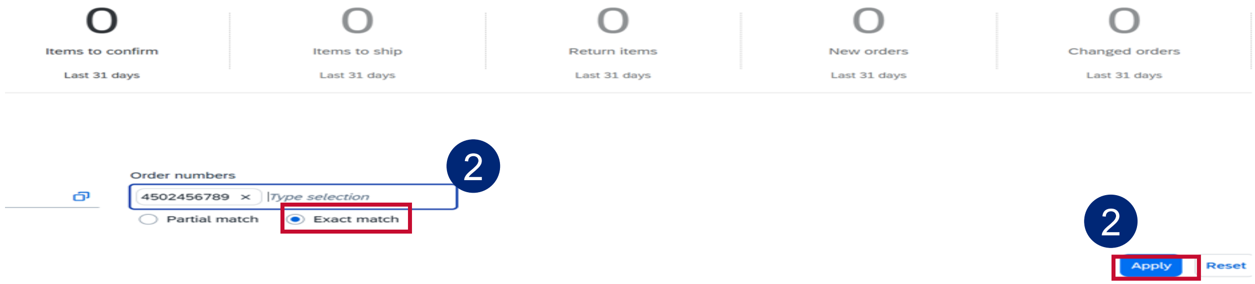
ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS





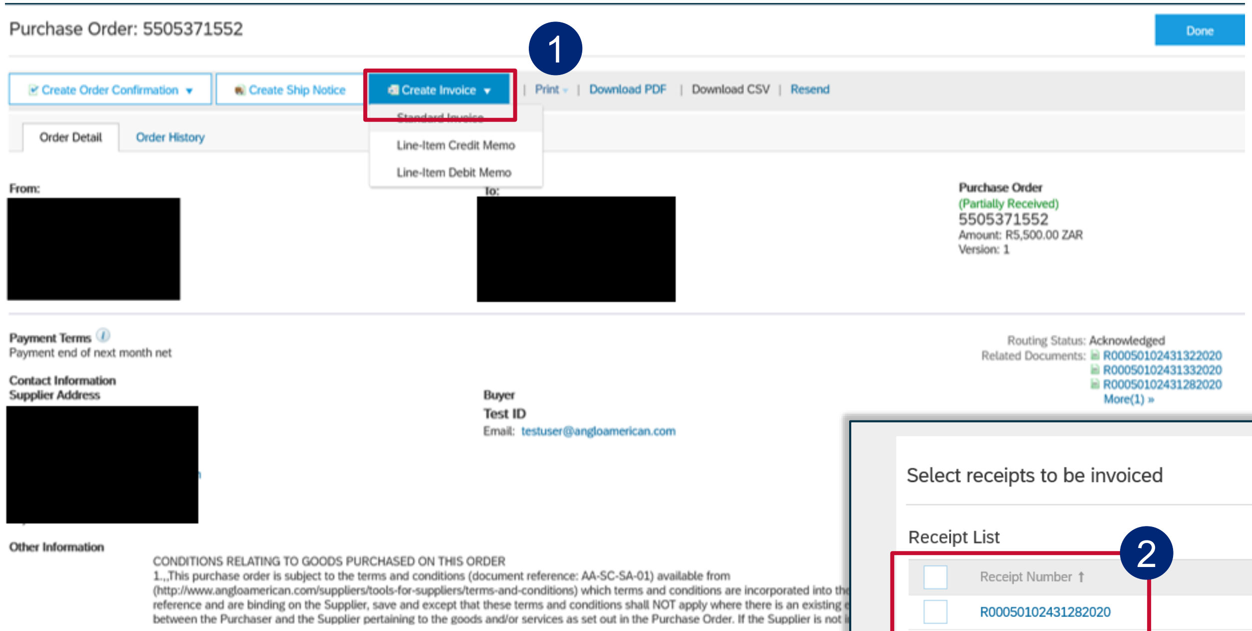
The **Orders and Releases** page appears and displays the most recent purchase order. You can either select a specific purchase order from the list or alternatively:

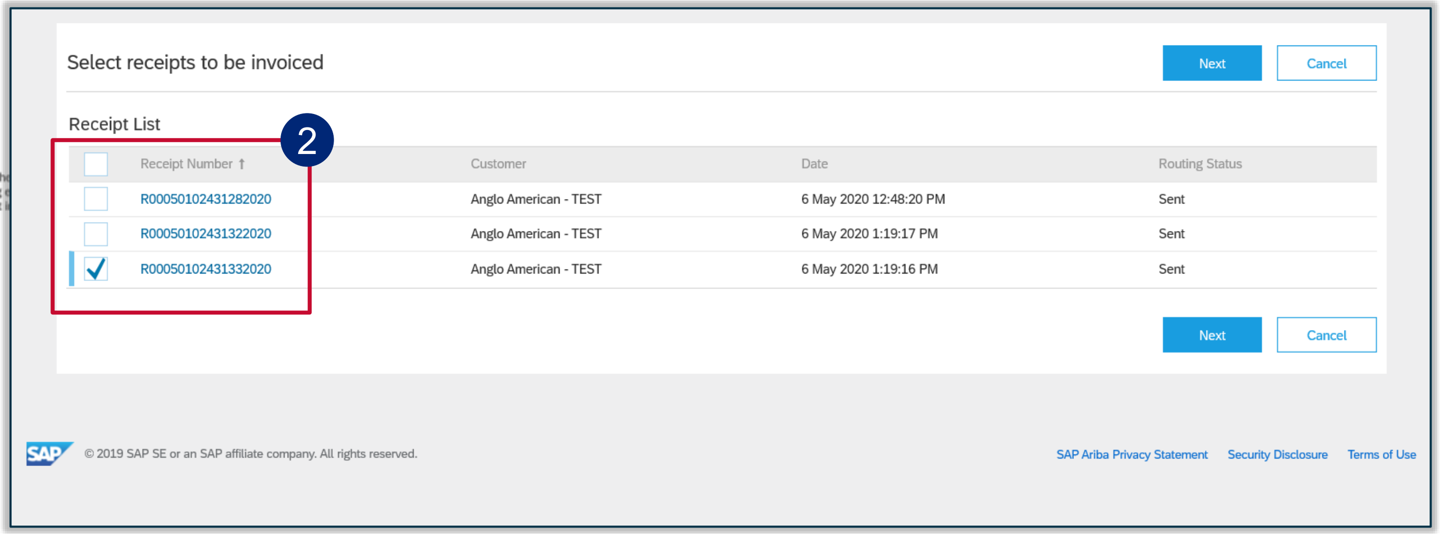
1 Click on the **Orders** option, enter the PO number you need to invoice

2 Click on **Exact number and select APPLY** to locate a specific PO.

HOW TO INVOICE AGAINST YOUR PO FOR GOODS

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



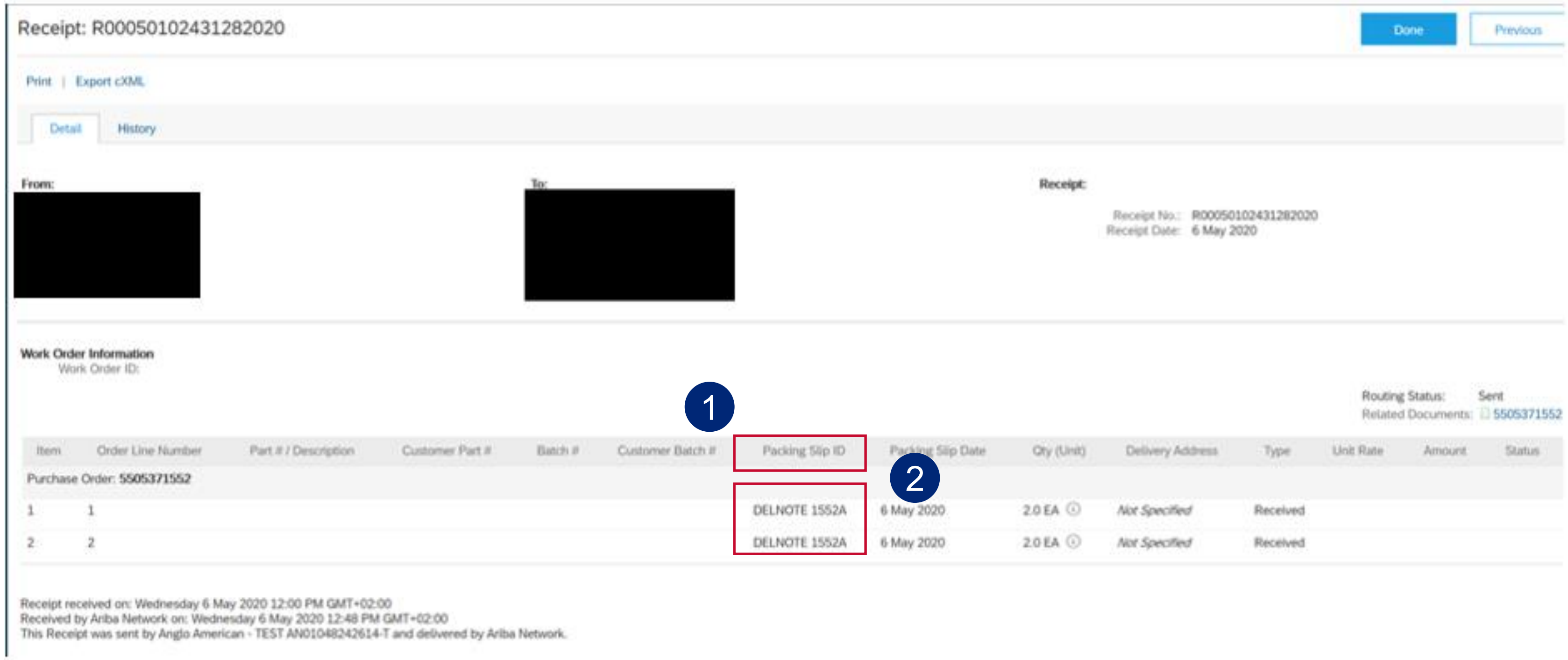


1. When a GRV has been done by site, the Create Invoice button is no longer 'greyed out' and you can select Standard Invoice under the dropdown

2. If there are multiple GRV's posted against this PO, because there were multiple deliveries, this screen will pop up first. Please select the appropriate GRV to invoice on, 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.

HOW TO INVOICE AGAINST YOUR PO FOR GOODS

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

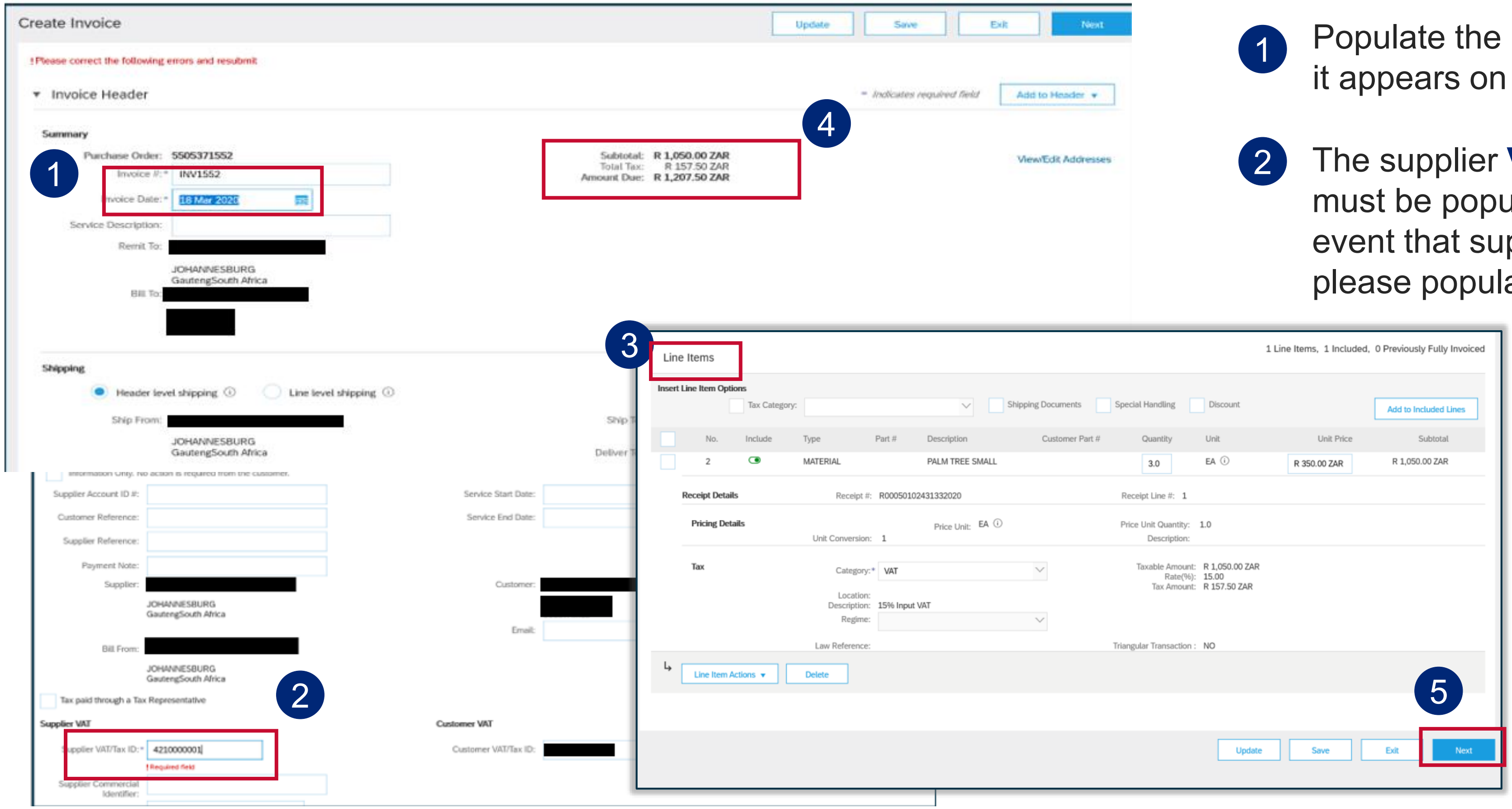


1. Check column **Packing Slip ID** to view which Delivery note / Invoice nr was linked against this GRV/Receipt

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



1. 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

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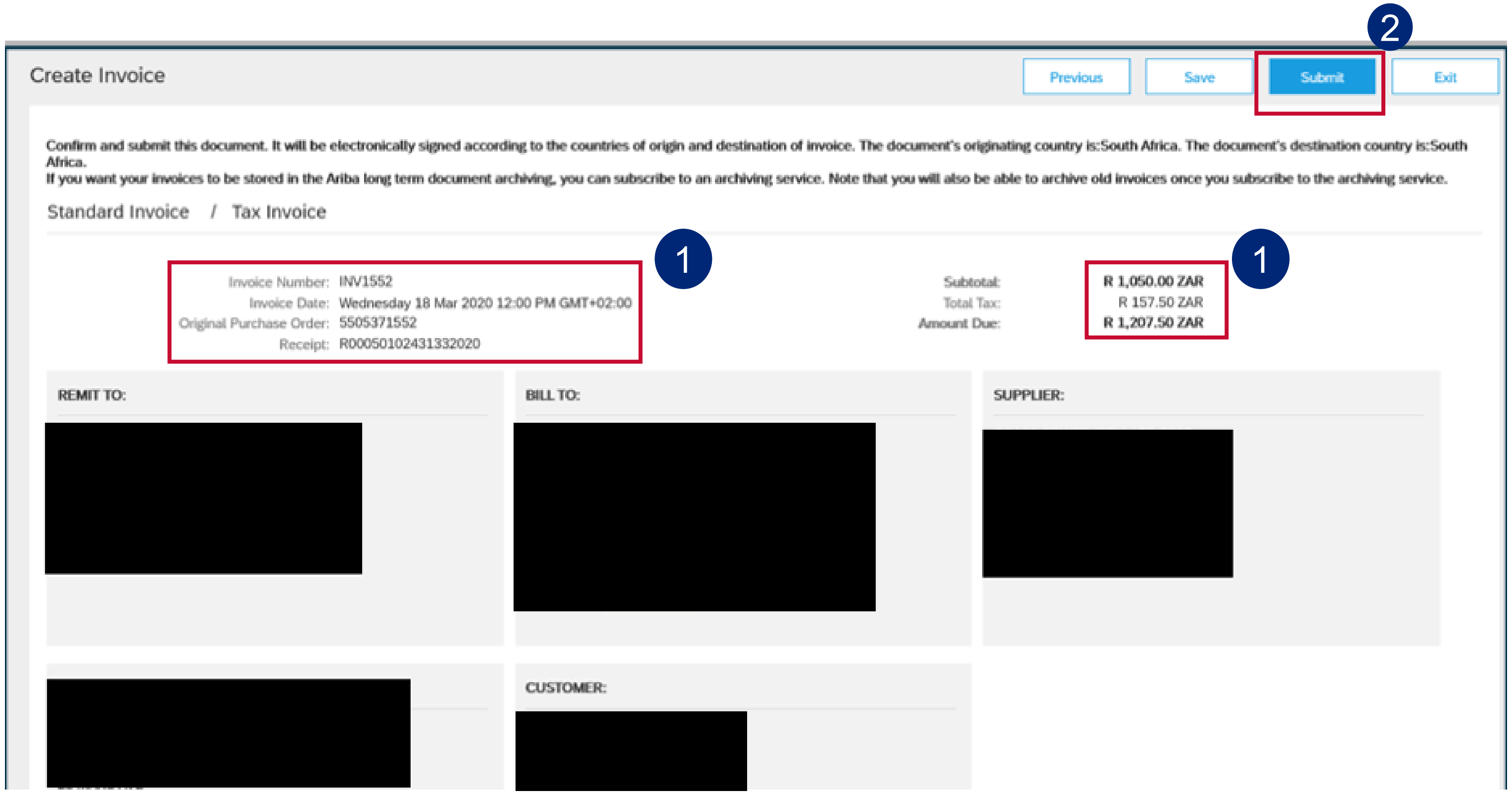
7. **ANGLO AMERICAN / DE BEERS GROUP** – *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



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

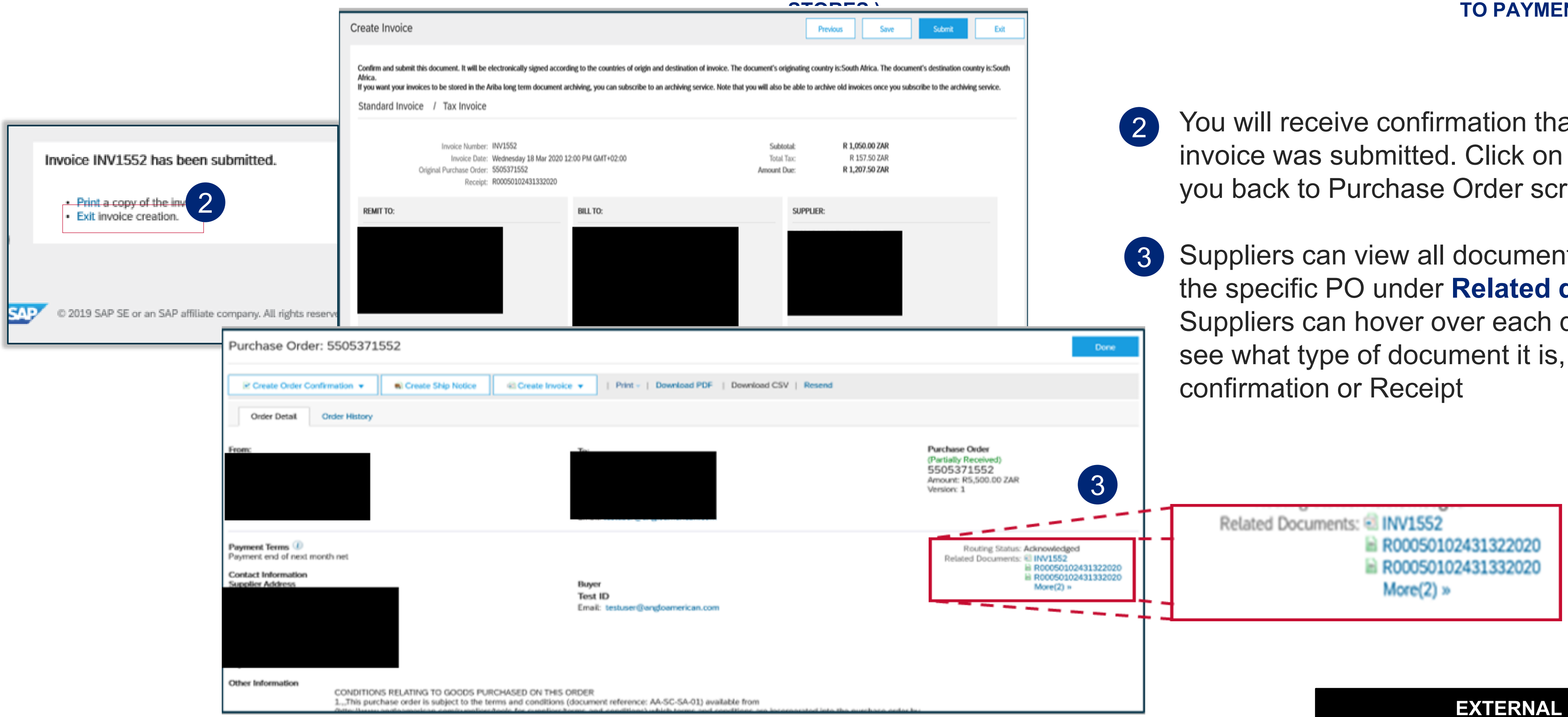
1 **This page is critical to ensure all information entered on the invoice is correct, please check:**

- 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

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



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

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

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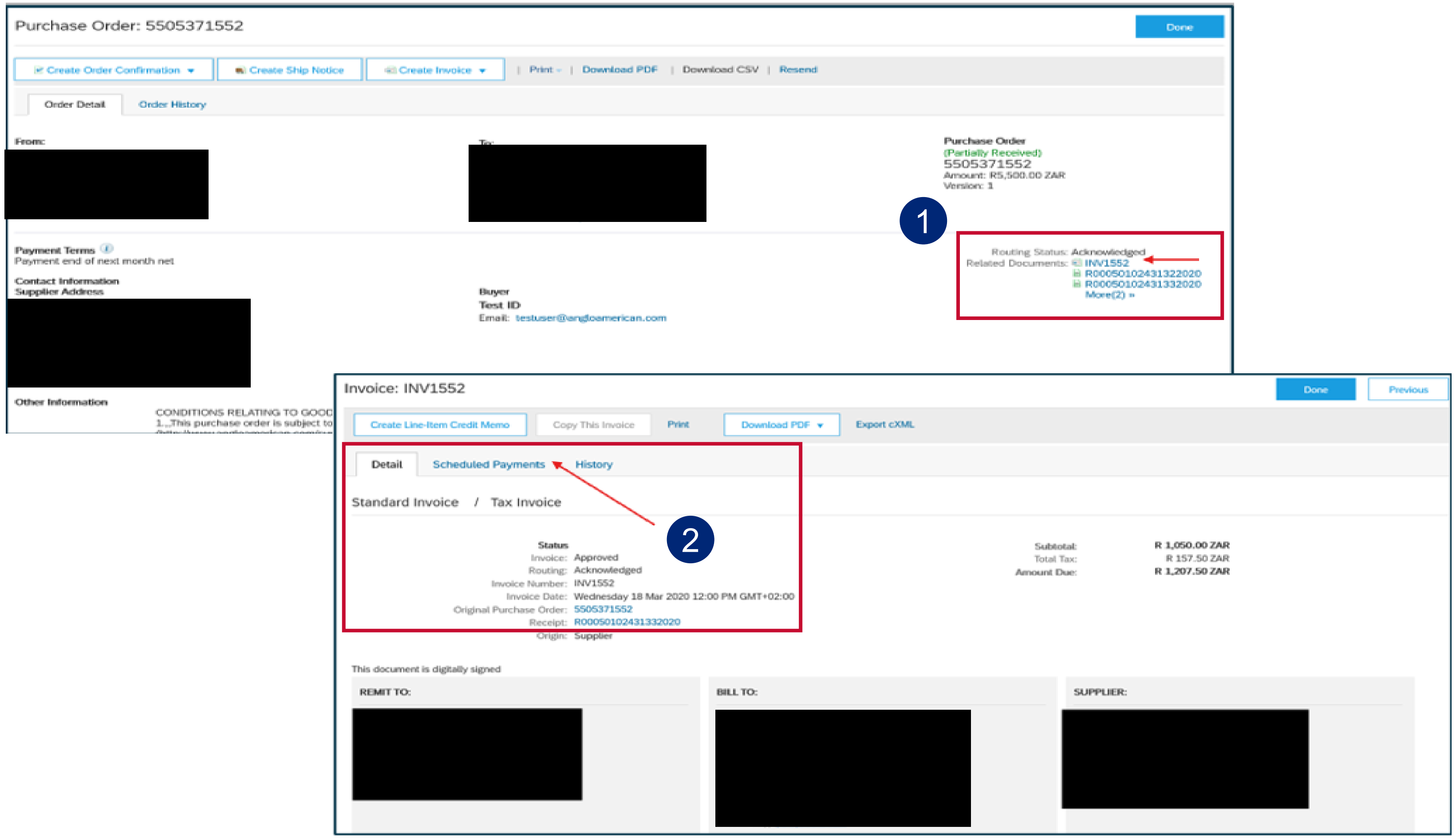
HOW TO VIEW YOUR INVOICE STATUS & SCHEDULED PROPOSED PAYMENT DUE DATE

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

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

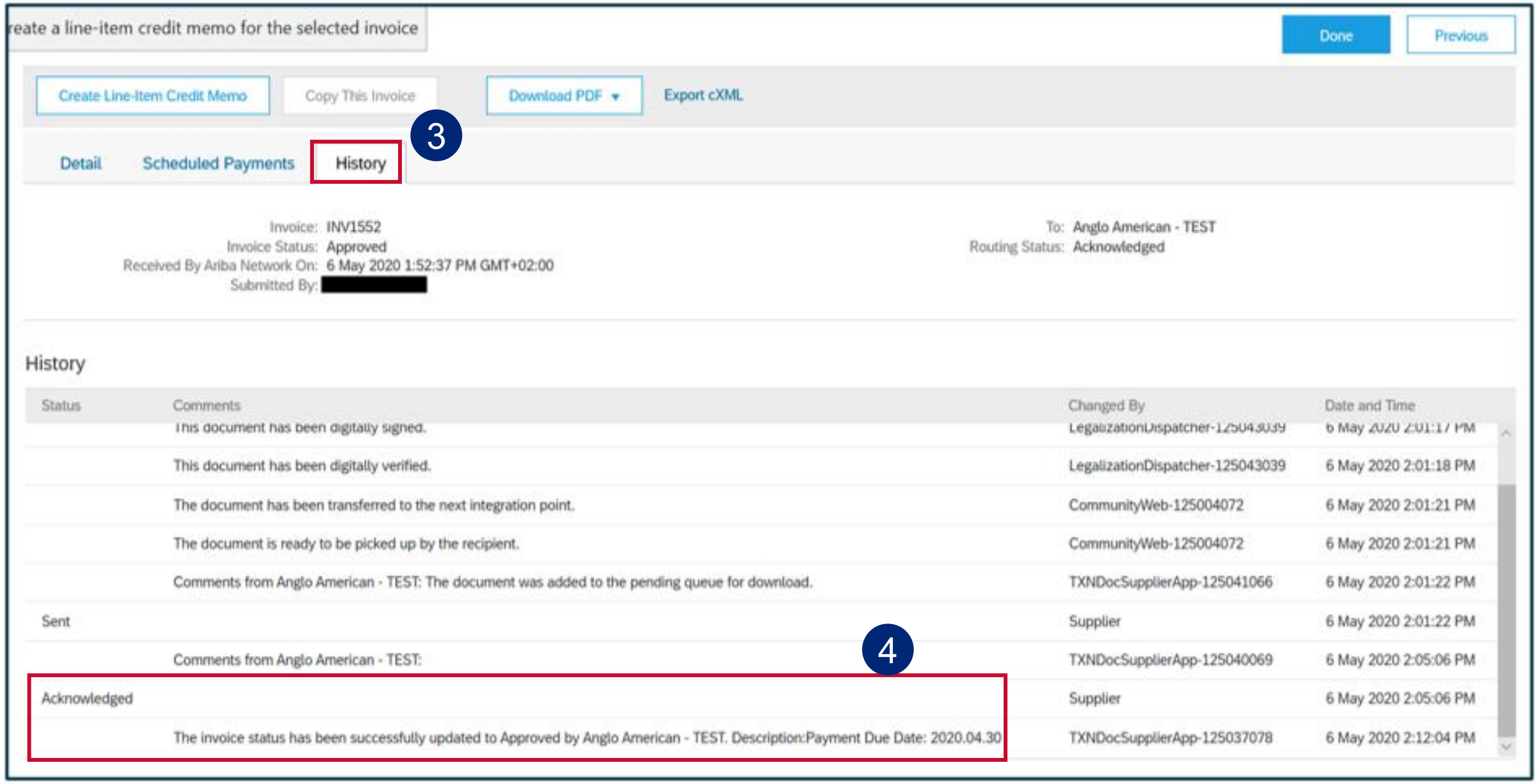


1. Click on the invoice created under **Related documents** to open the invoice.
2. Once the invoice is approved the system will allocate a scheduled payment due date based on the date you enter on the invoice directly under invoice number and will calculate the proposed due date using your invoice date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

EXTERNAL

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

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



3 Click on the **History** tab

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

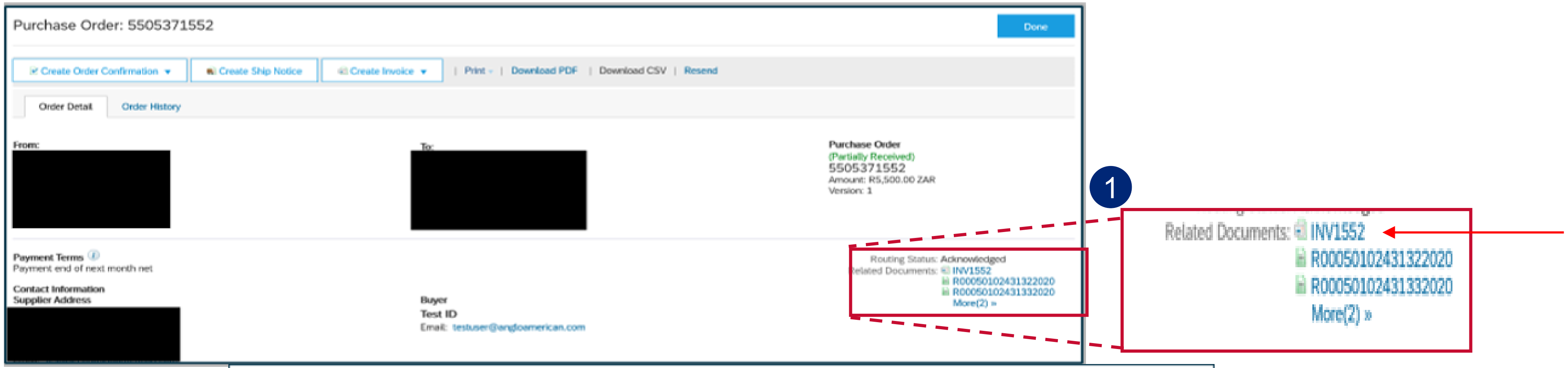
EXTERNAL

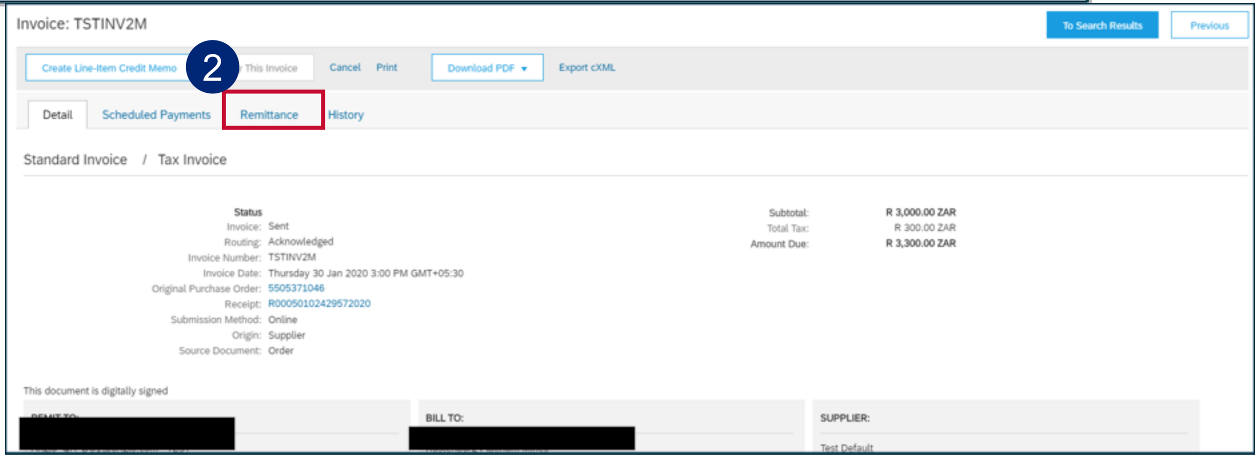
AngloAmerican

HOW TO FIND YOUR REMITTANCE ADVICE FOR GOODS ORDERS

HOW TO FIND YOUR REMITTANCE ADVICE FOR GOODS ORDERS

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





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

EXTERNAL

HOW TO FIND YOUR REMITTANCE ADVICE FOR GOODS ORDERS

1. SUPPLIER — LOG INTO ARIBA NETWORK
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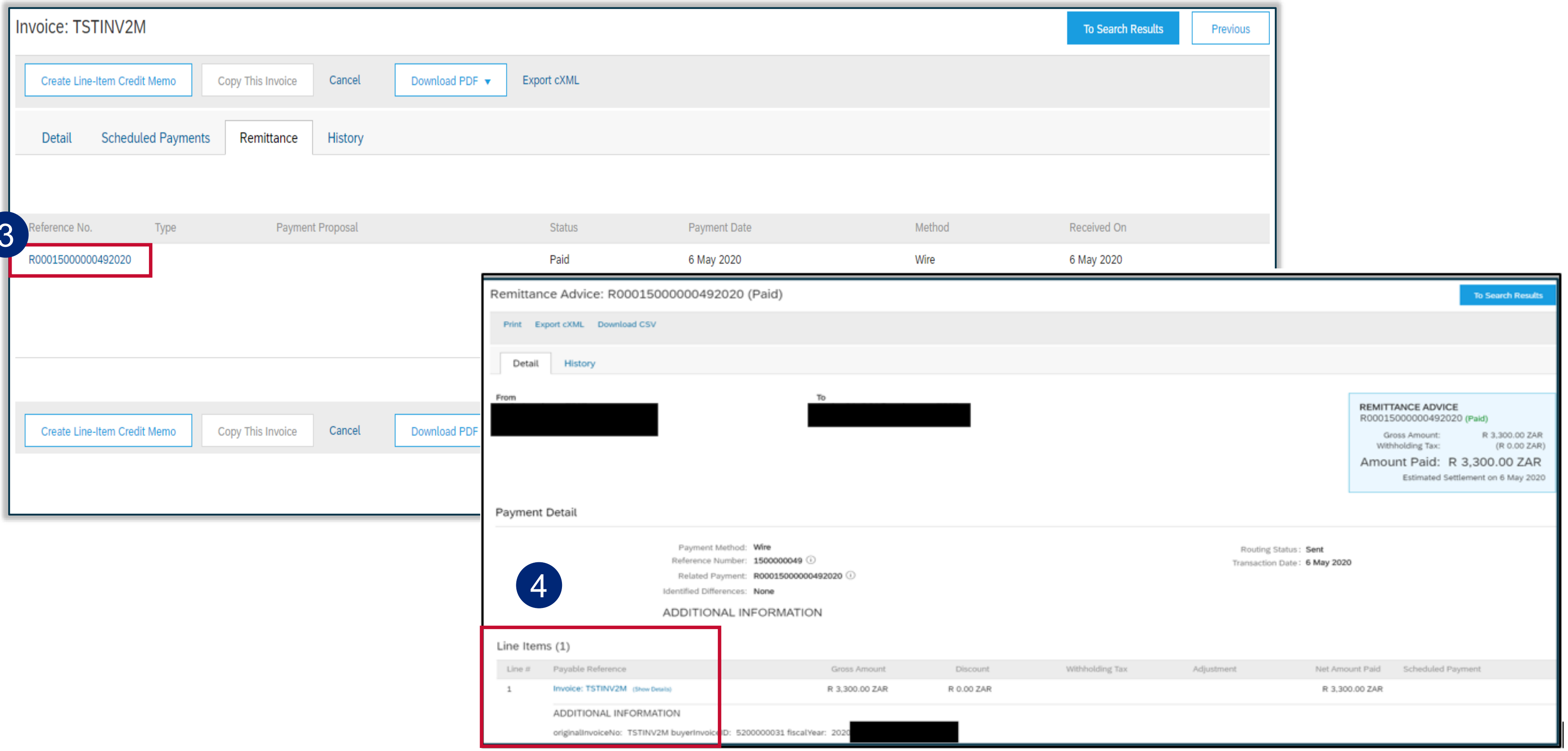


3 Click on the **Remittance number** to open the details.

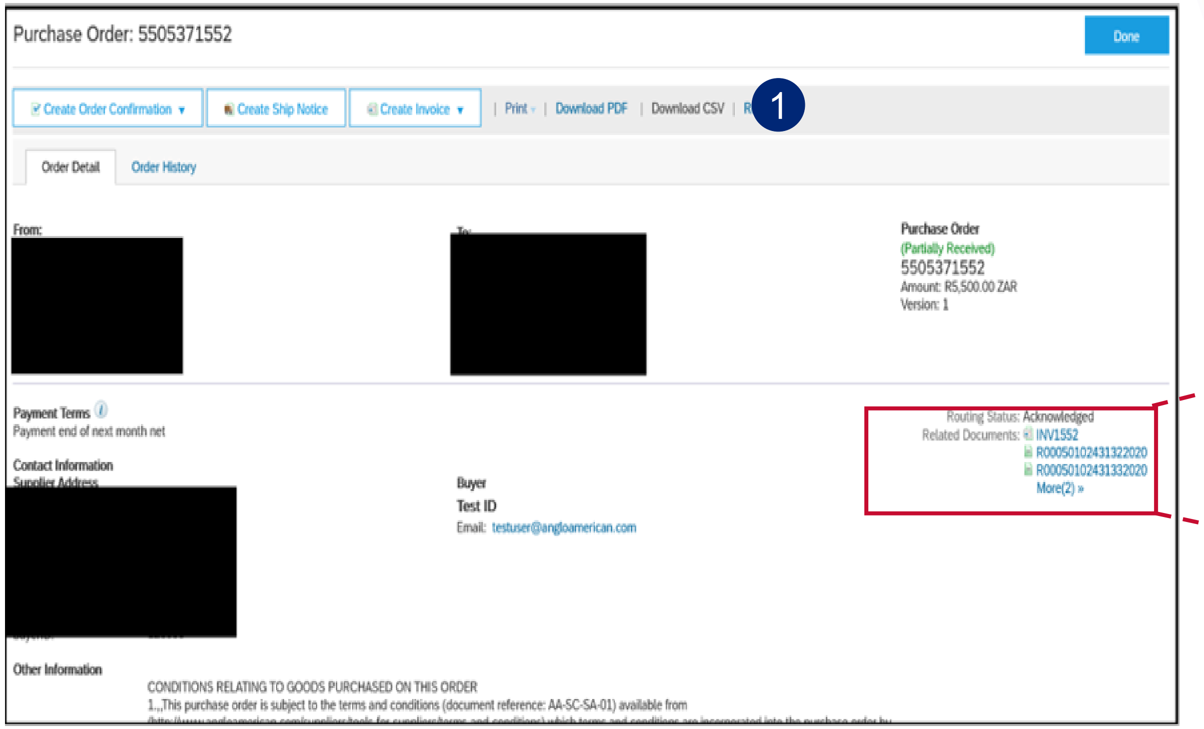
4 The remittance document will reflect **all relevant invoices paid.**

EXTERNAL

HOW TO CREATE A CREDIT NOTE AGAINST A GOODS INVOICE

HOW TO CREATE A CREDIT NOTE AGAINST A GOODS INVOICE

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



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

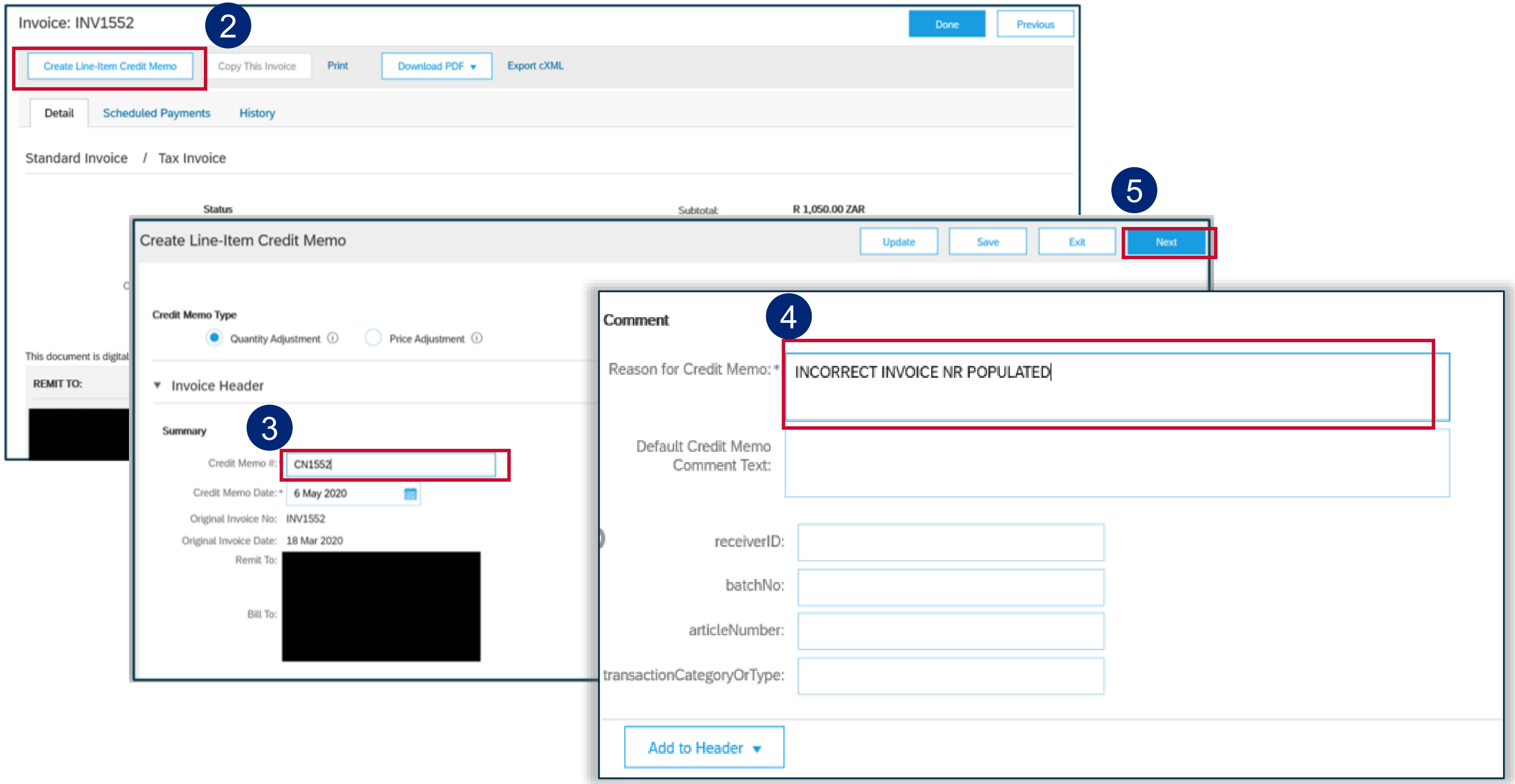
THE INVOICE MUST BE IN APPROVED STATUS BEFORE YOU CAN CREDIT IT ON ARIBA

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

EXTERNAL

HOW TO CREATE A CREDIT NOTE AGAINST A GOODS INVOICE

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



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

3 Populate the **Credit Memo** number 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.

AngloAmerican

HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR SERVICES

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

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

PROCESS FOR CONFIRMING & INVOICING AGAINST PURCHASE ORDERS FOR SERVICES

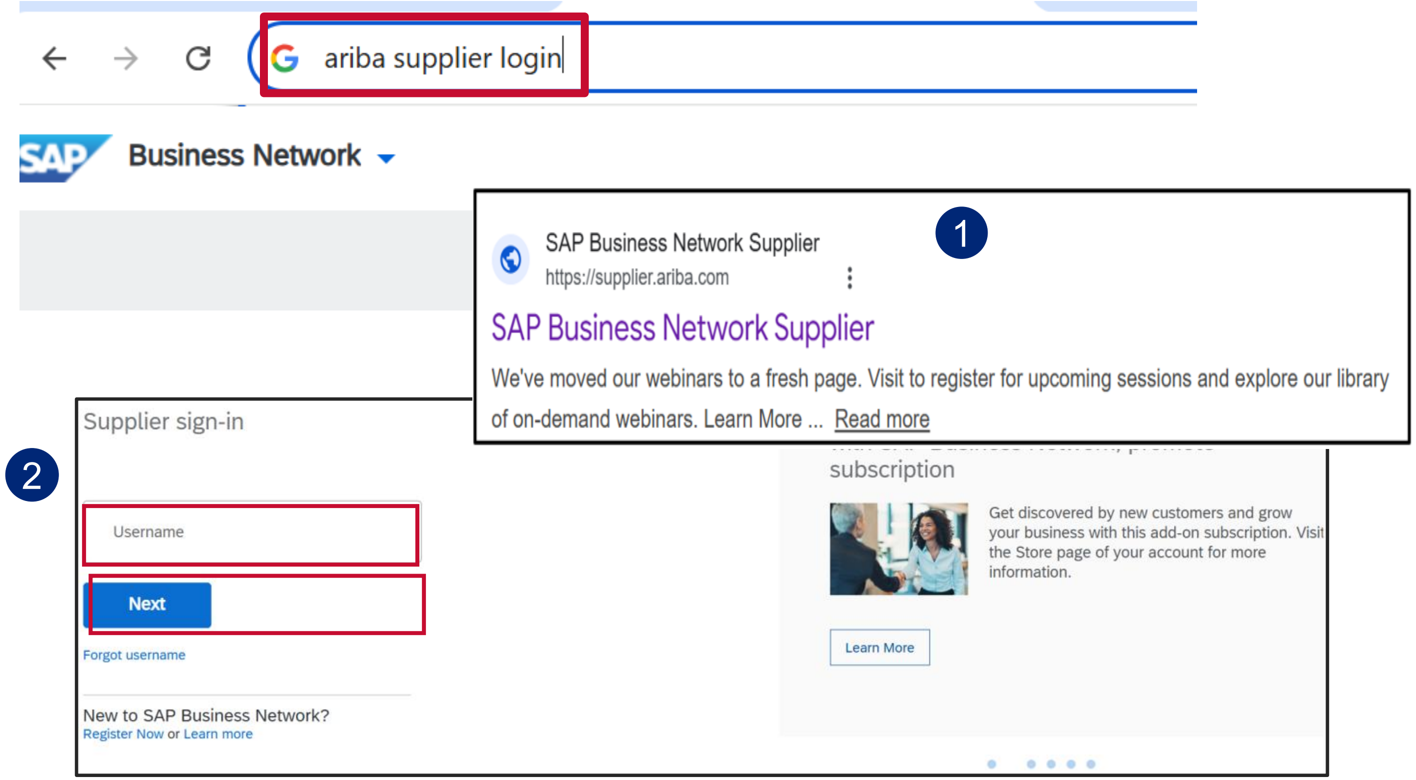
- Each step in this electronic processes is dependent on the one before it
- If one is not actioned, the system will not allow the next step to be completed
- **For example** – if you do not confirm your **PO in Step 4,** our stores are unable to create a Goods Receipt Verification (GRV) as indicated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

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

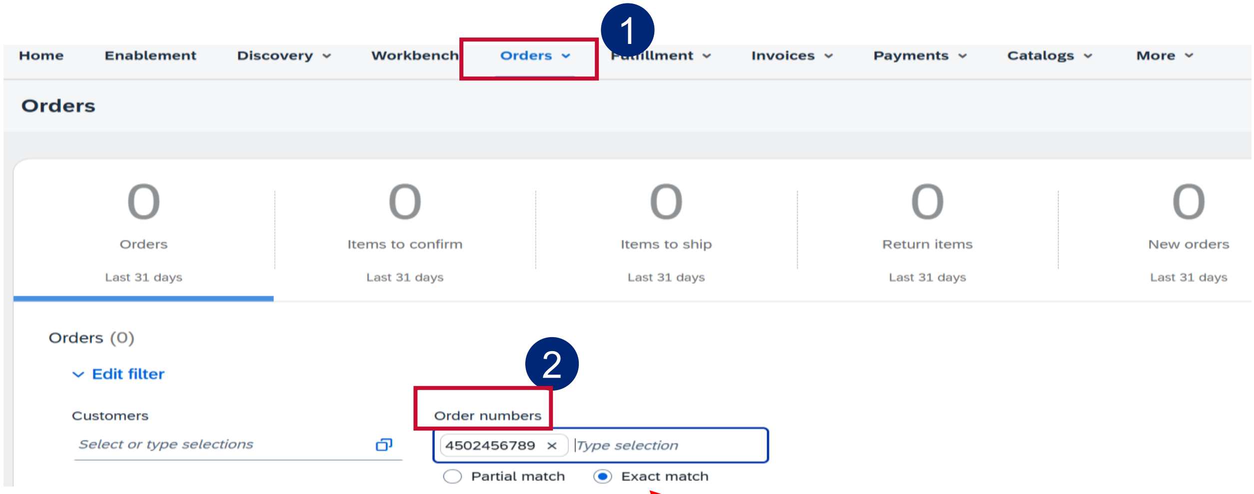


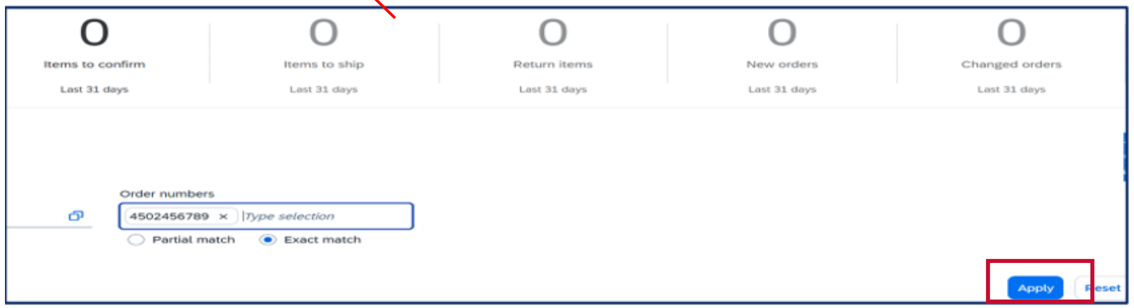
- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com or type in ariba supplier login in the search engine you use.

1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.
2. Enter your **user name** and **password** to be taken to your **Home** page

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

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





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

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

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

1. **SUPPLIER** – LOG INTO ARIBA NETWORK
2. **SUPPLIER** – CHECKS & CONFIRMS PO
3. **SUPPLIER** – FULFILS ORDER & DELIVERS GOODS
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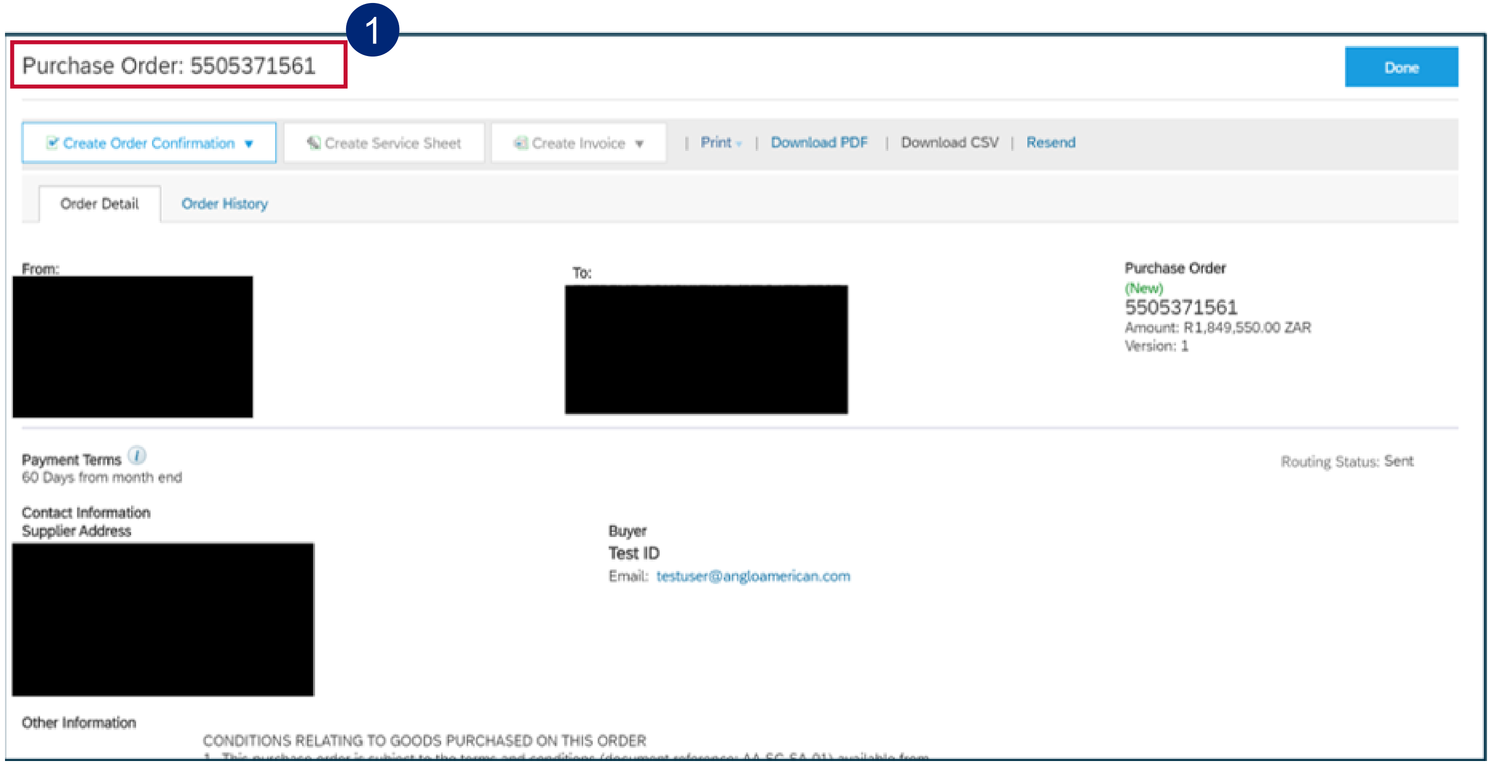
7. **ANGLO AMERICAN / DE BEERS GROUP** – *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

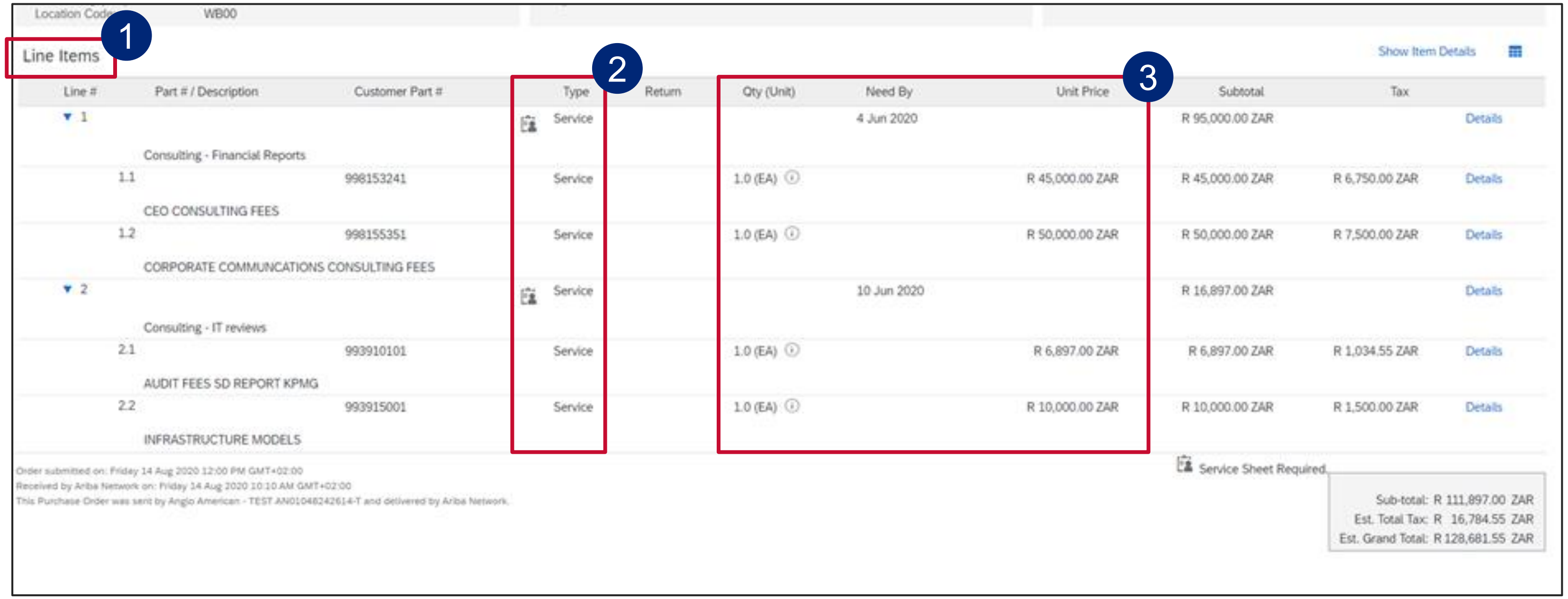


1. Your **Purchase Order (PO)** document will open. You need to scroll down to see all the detail, Terms and conditions, payment terms etc

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

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES – FULL INVOICING

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



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

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

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

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

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES – PARTIAL INVOICING

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

Line Items

Show Item Details

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

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

Service Sheet Required.

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

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

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

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

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

1. SUPPLIER — LOG INTO ARIBA NETWORK
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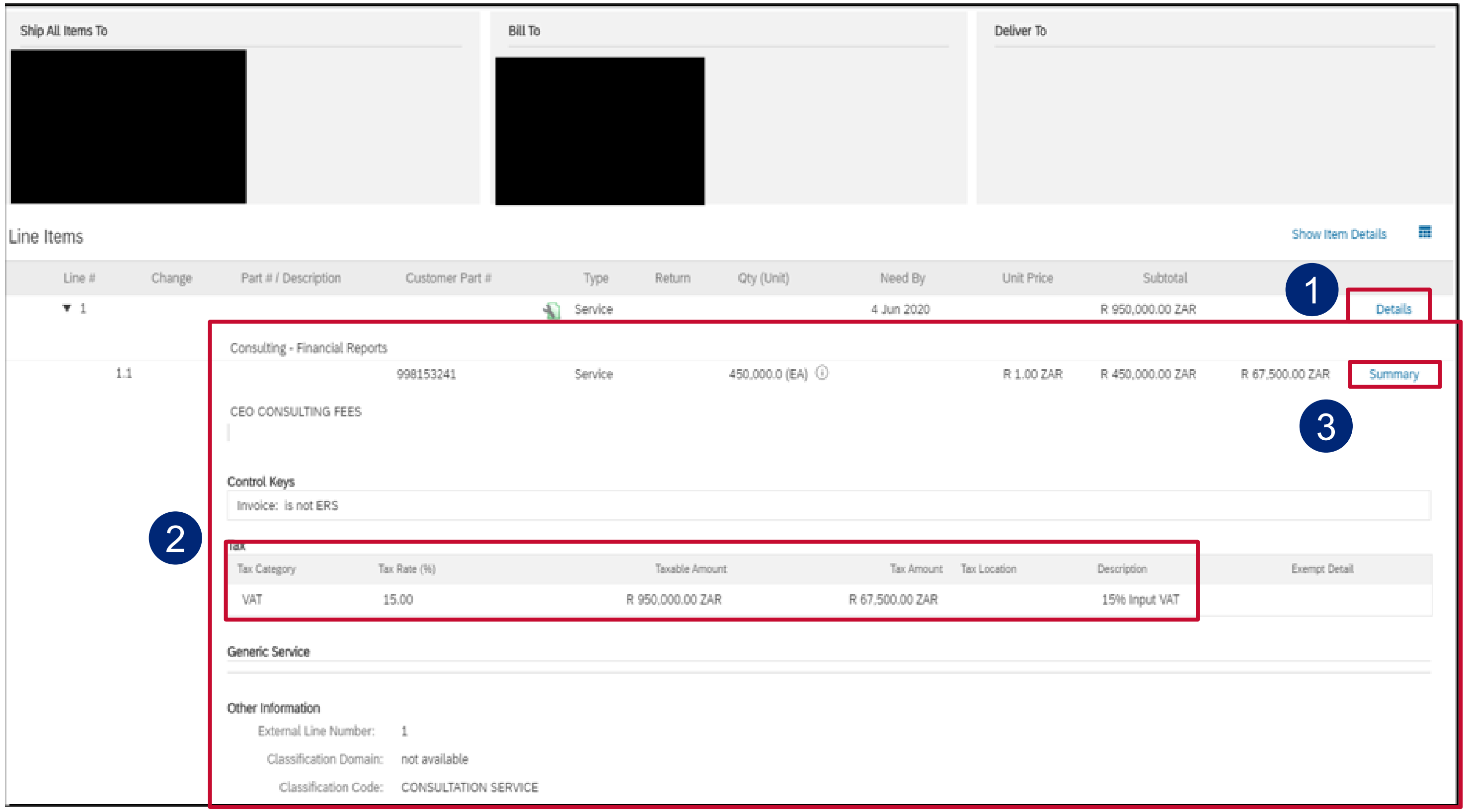

1. To view the detail of each line item, click on **Details.**

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

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

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

EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

1. SUPPLIER – LOG INTO ARIBA NETWORK
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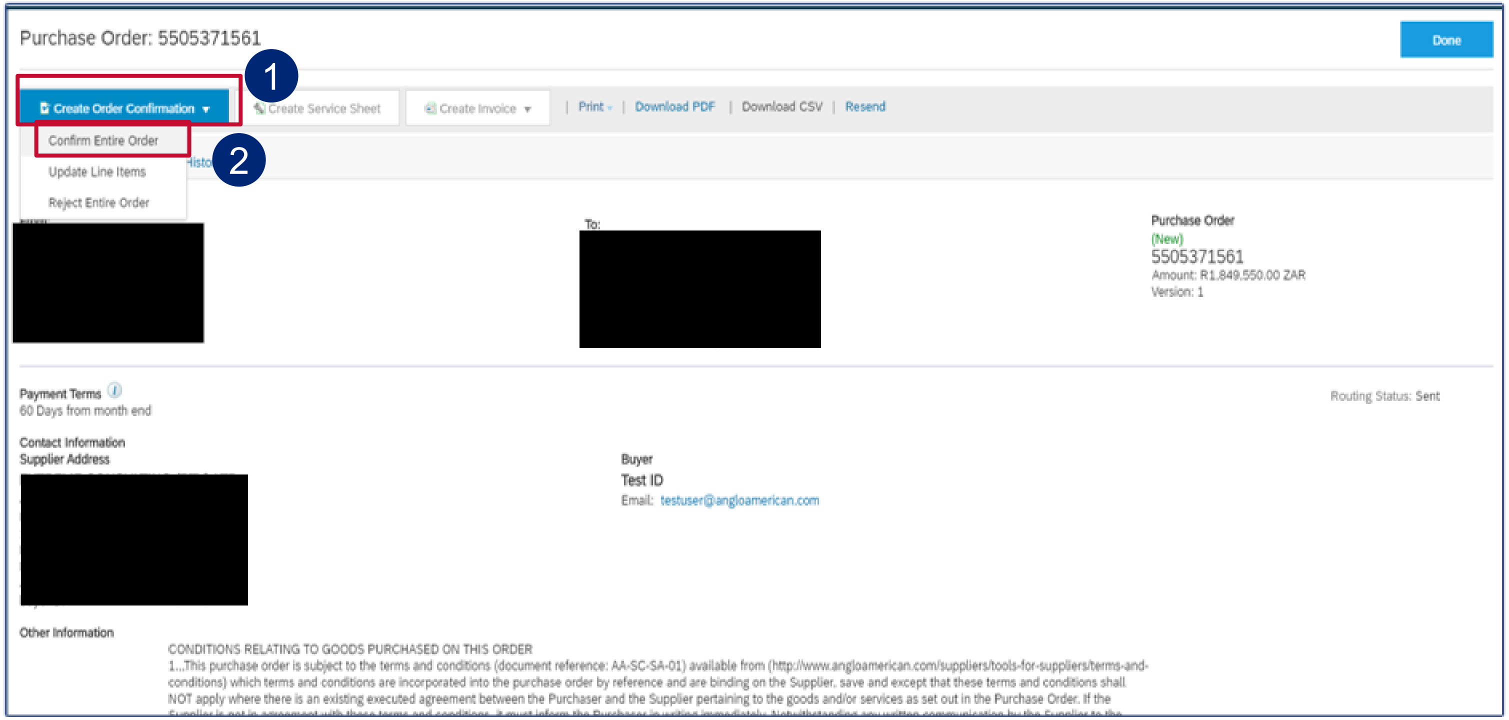

1. Scroll up to the top of your PO and click on the **Create Order Confirmation** button.

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

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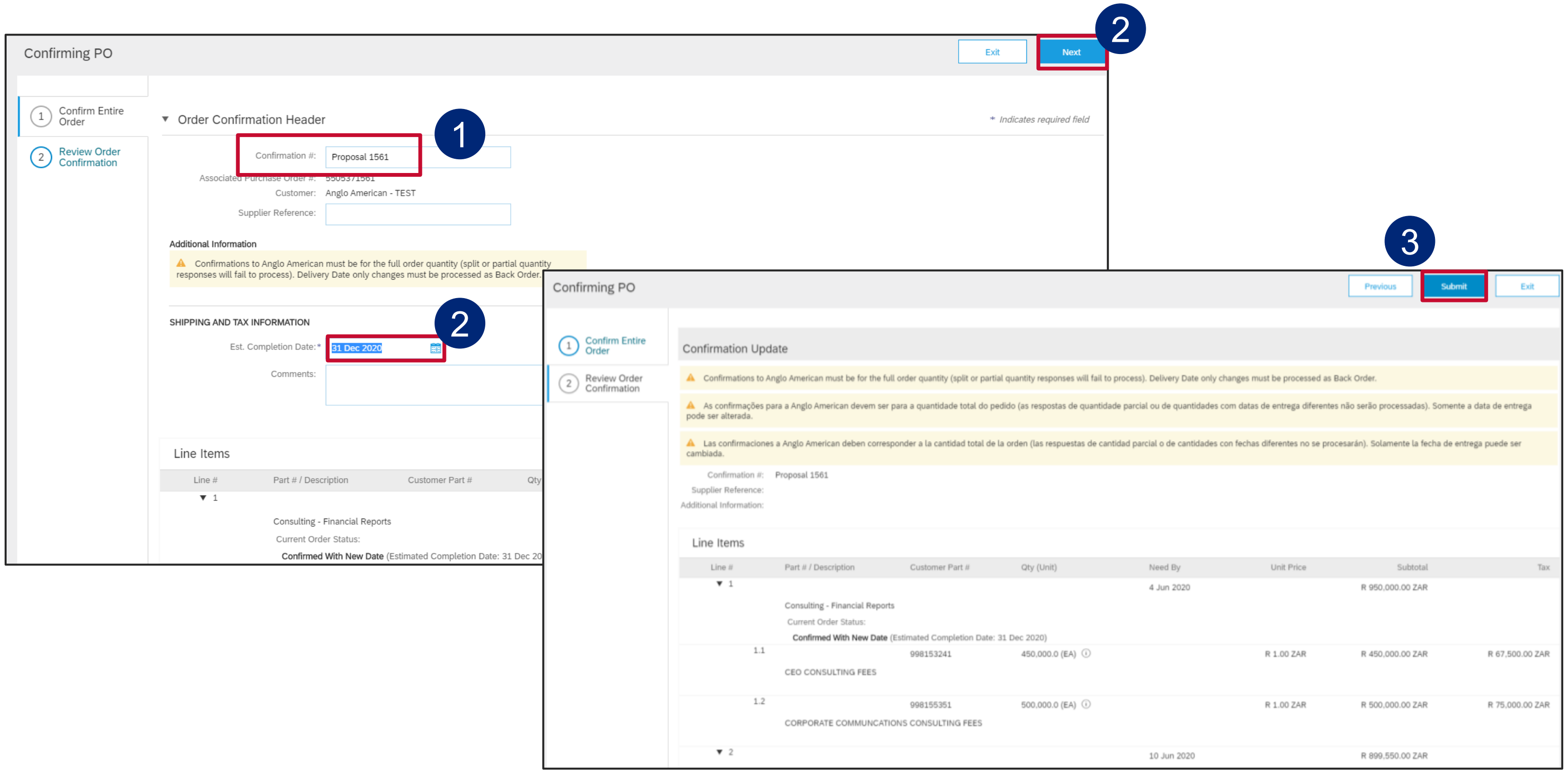


1. Enter your confirmation number, either a quote/delivery/job card or PO number.
2. Populate your **Est. Completion Date** of service you are going to render.
3. Click on **Next.**

The **Review Order Confirmation** page will open. Once you are sure that everything is correct, click on **Submit**.

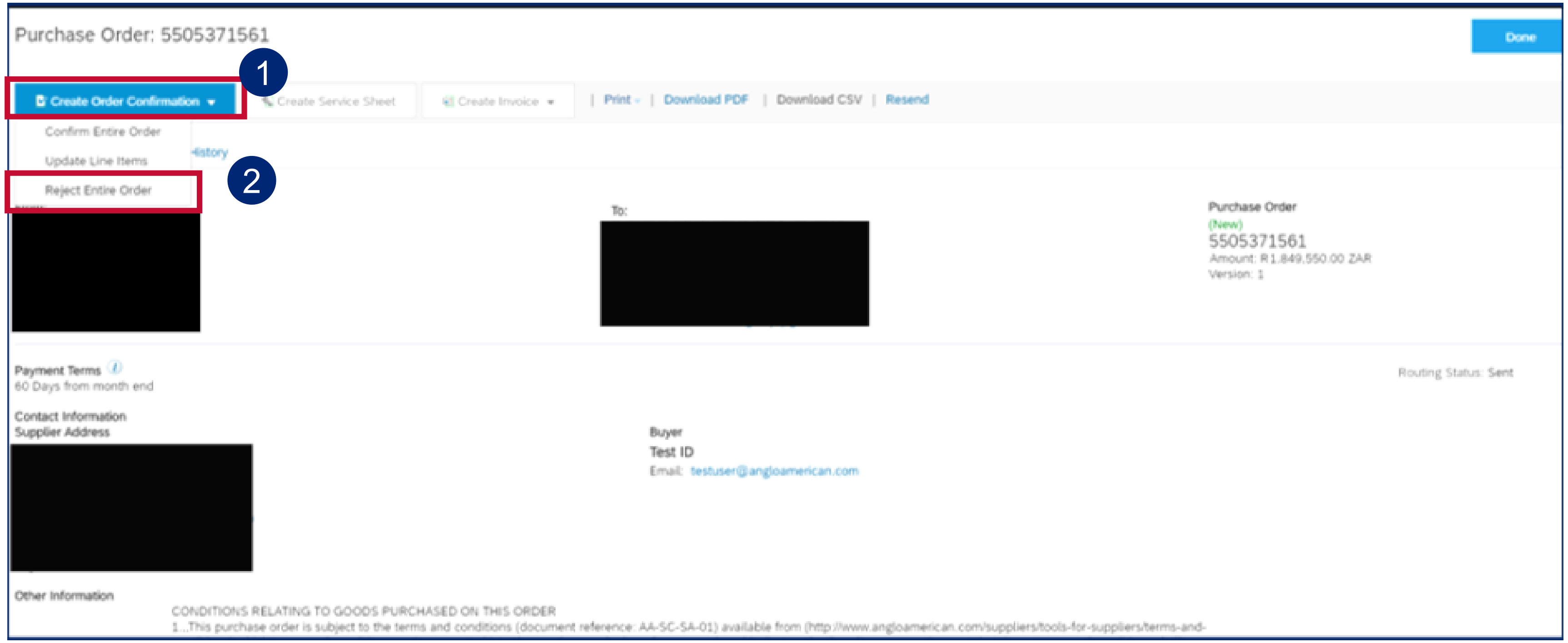
This will take you back to PO page.

EXTERNAL

HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

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

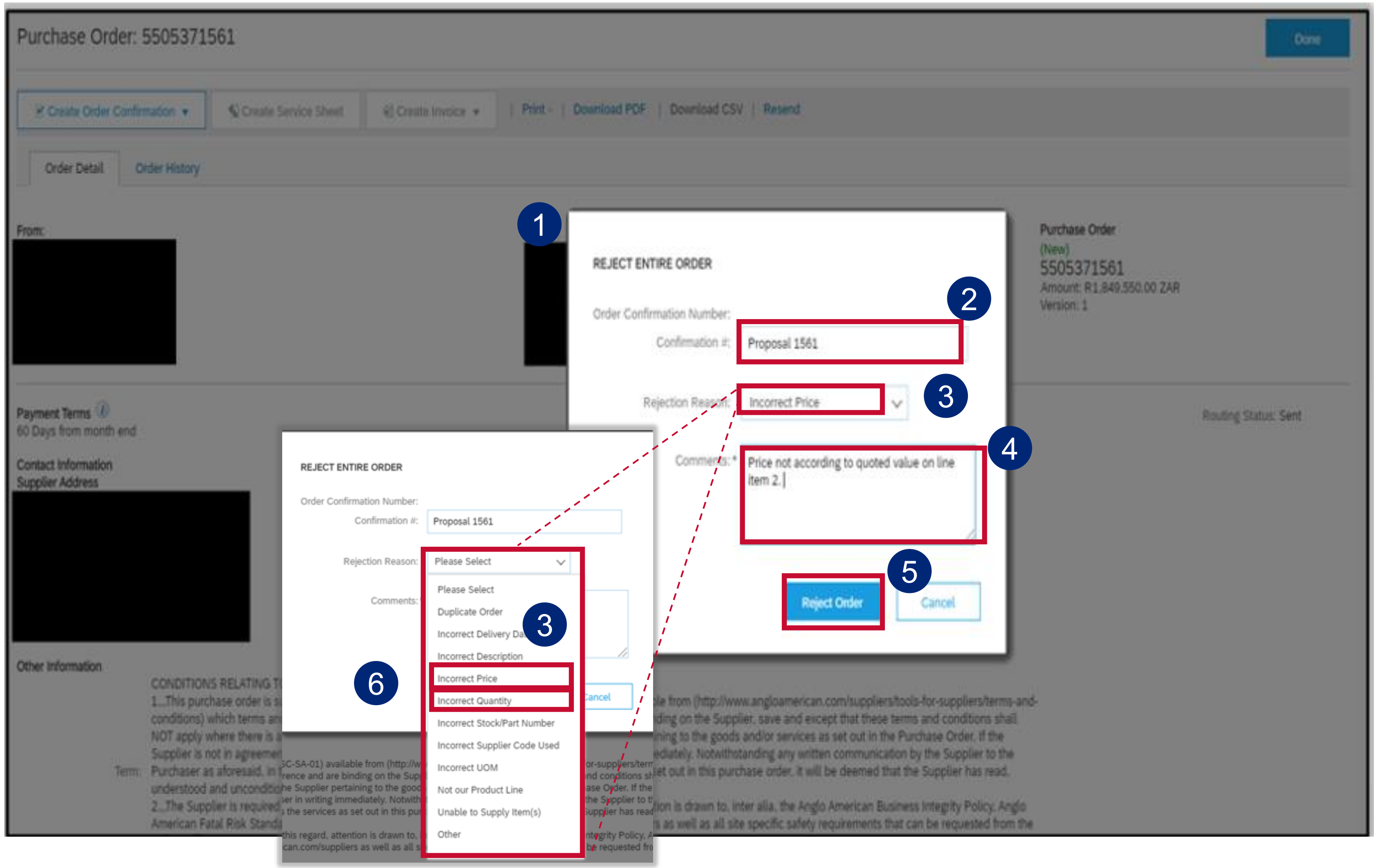


1. To reject your PO click on **Create Order Confirmation**

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 simplifying notifying us that the PO is incorrect.

HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES



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

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

HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

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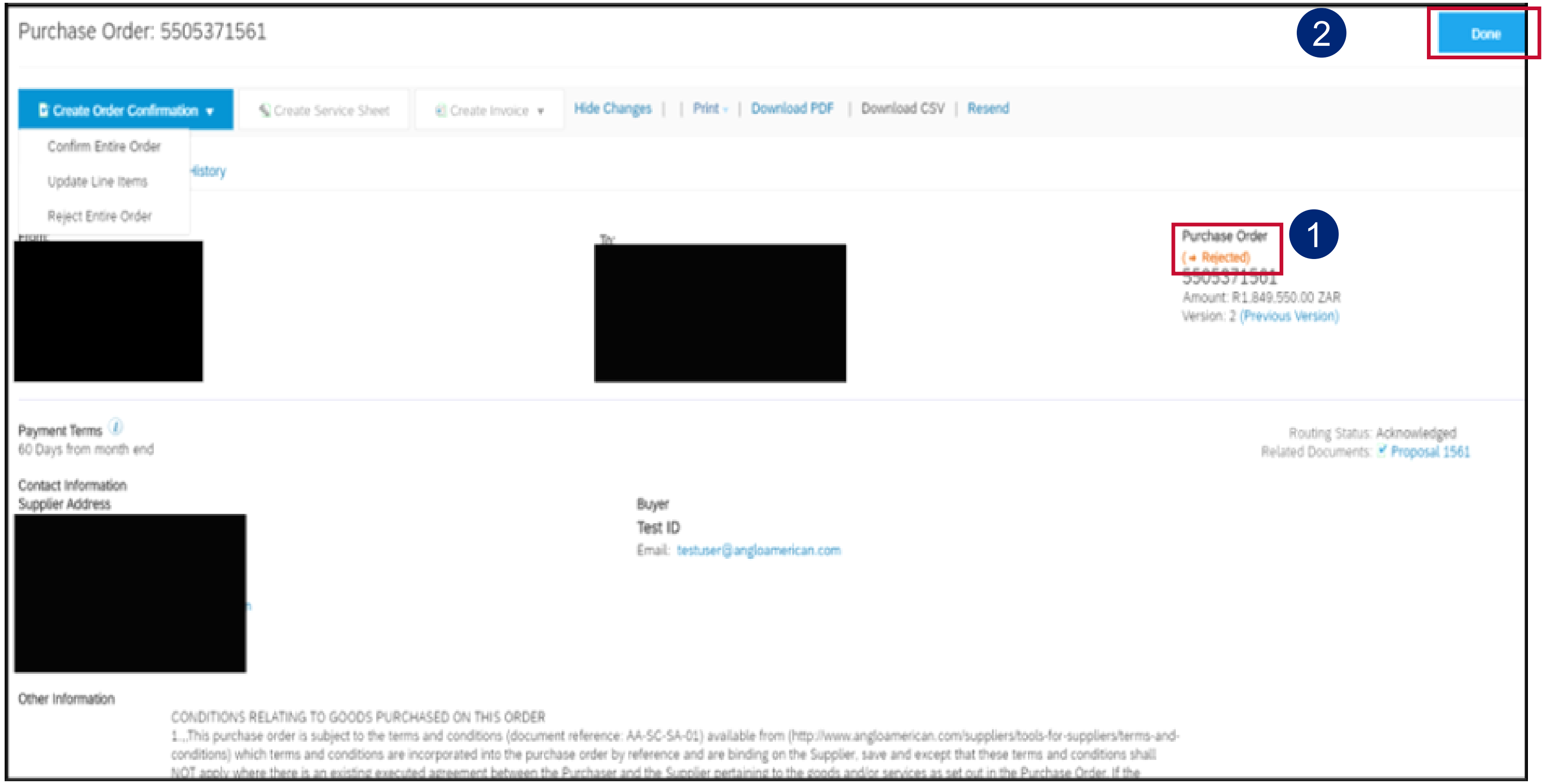

1. Your PO will now reflect as **Rejected**
2. Click on **Done** and log out of your account.

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

1. **SUPPLIER** – LOG INTO ARIBA NETWORK
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4. **ANGLO AMERICAN / DE BEERS GROUP** – GOODS RECEIPT CREATED (RECEIVING / STORES)
5. **SUPPLIER** – CREATE INVOICE IN SAP ARIBA
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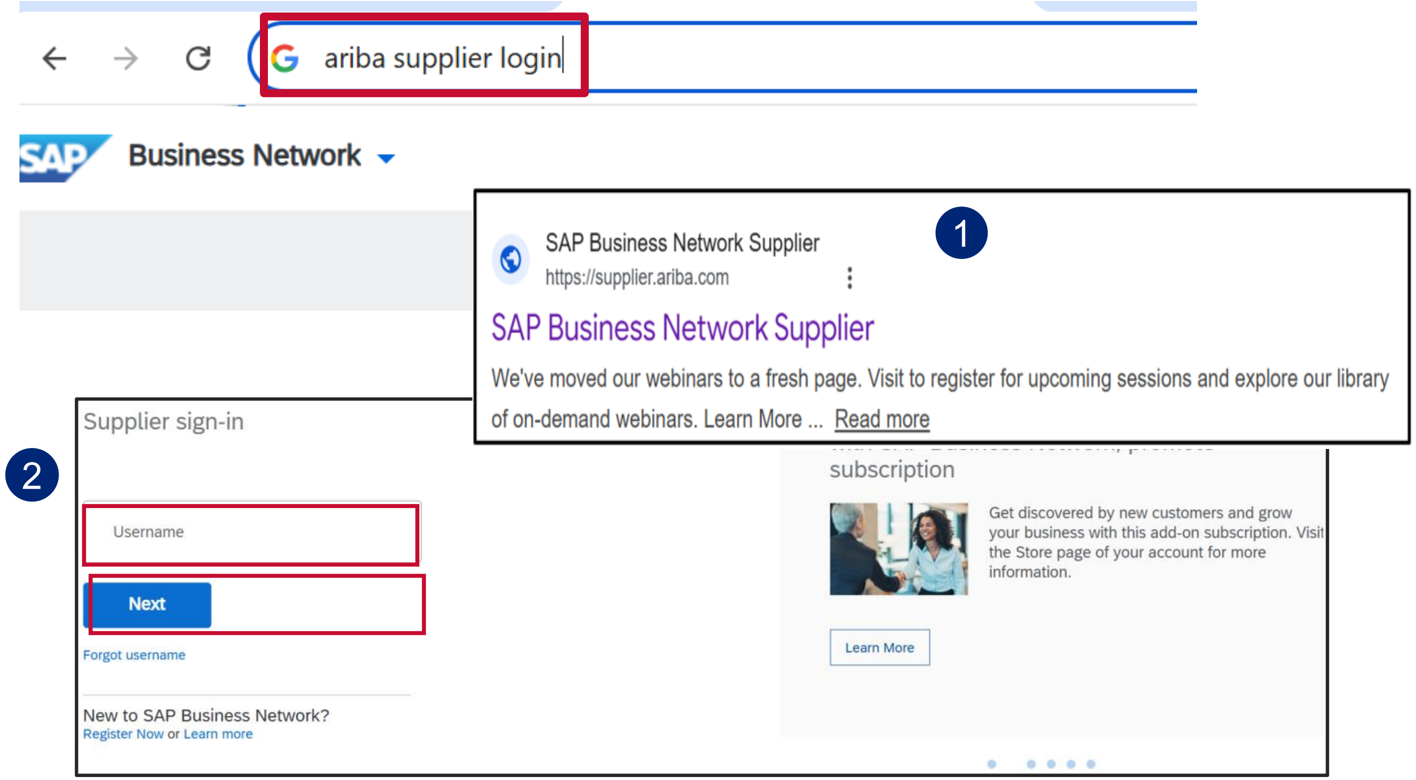

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HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

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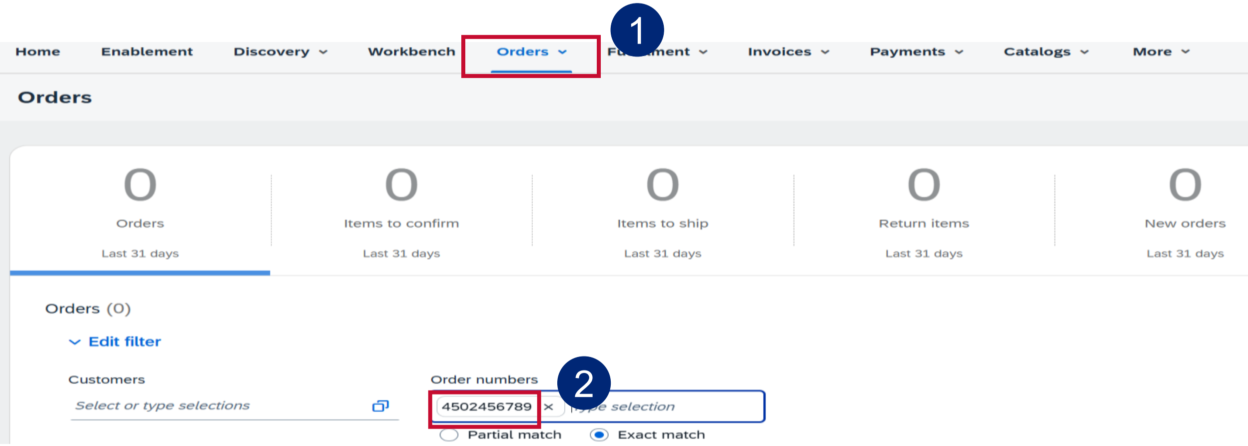

1 On the homepage, click on the **Orders** tab, this will display the most recent purchase orders. You can either select a specific purchase order from the list or alternatively:

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

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
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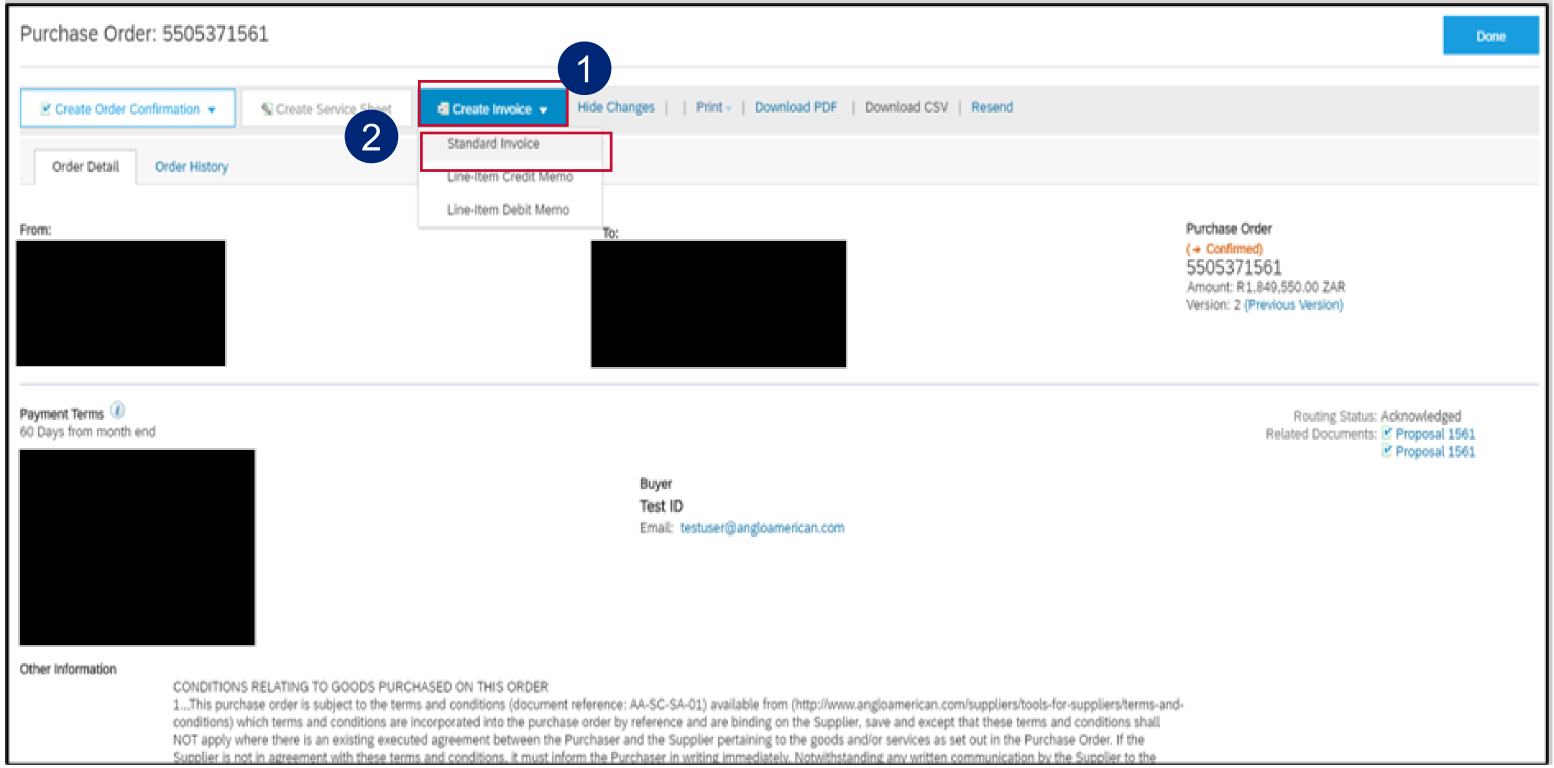

1. Click on **Create Invoice**
2. Select **Standard Invoice**

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

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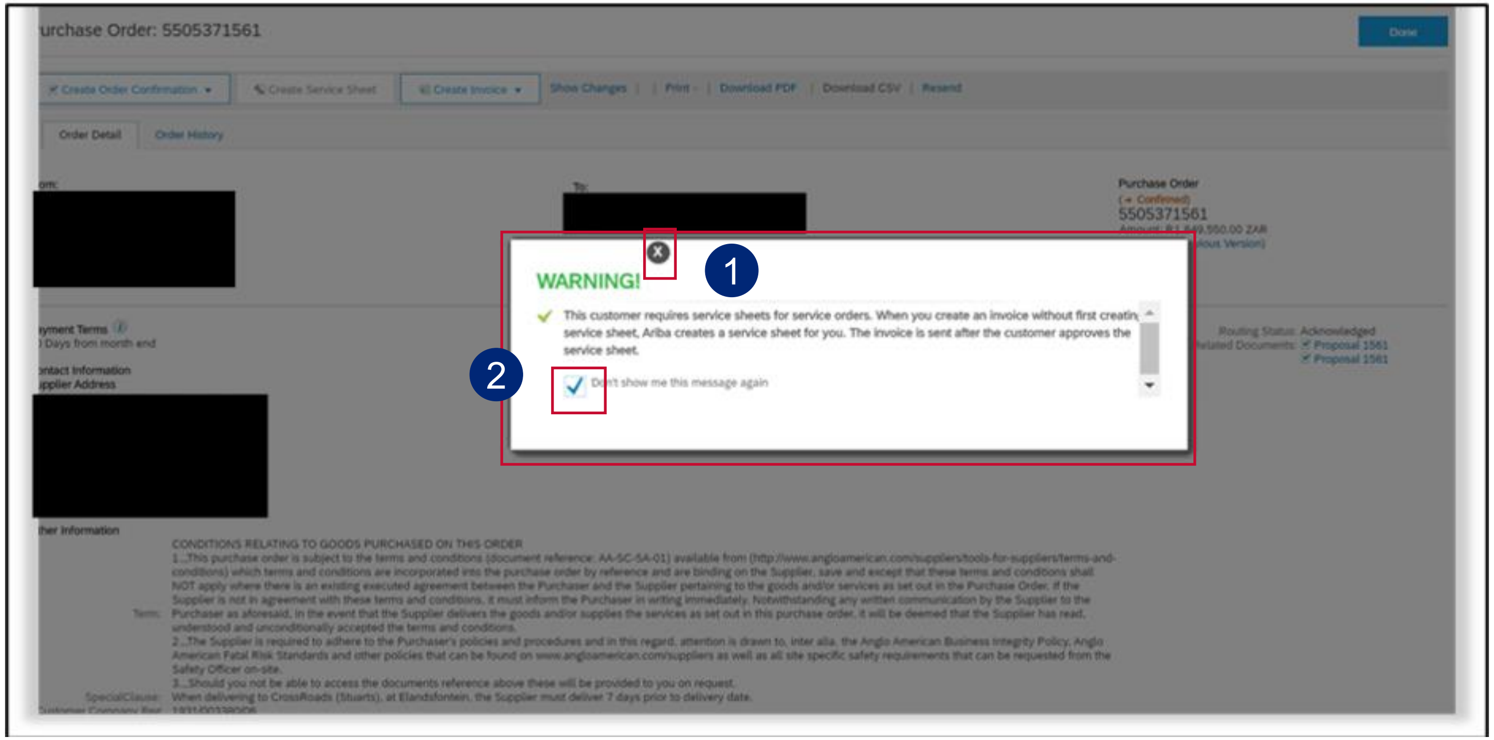
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



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

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
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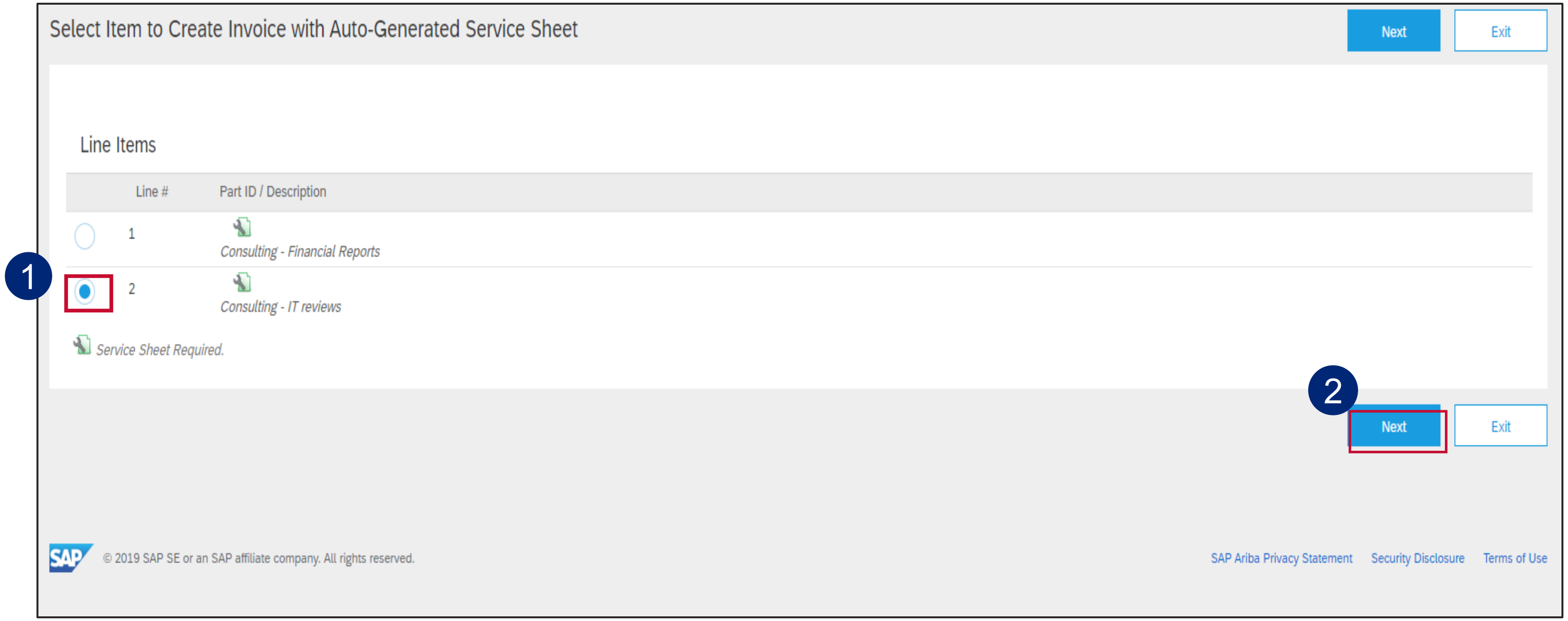

1. Select the line item you want to invoice against. Please note that if the PO is created with multiple line items, each line must be invoiced separately, you cannot consolidate several lines on one invoice.

   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.

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
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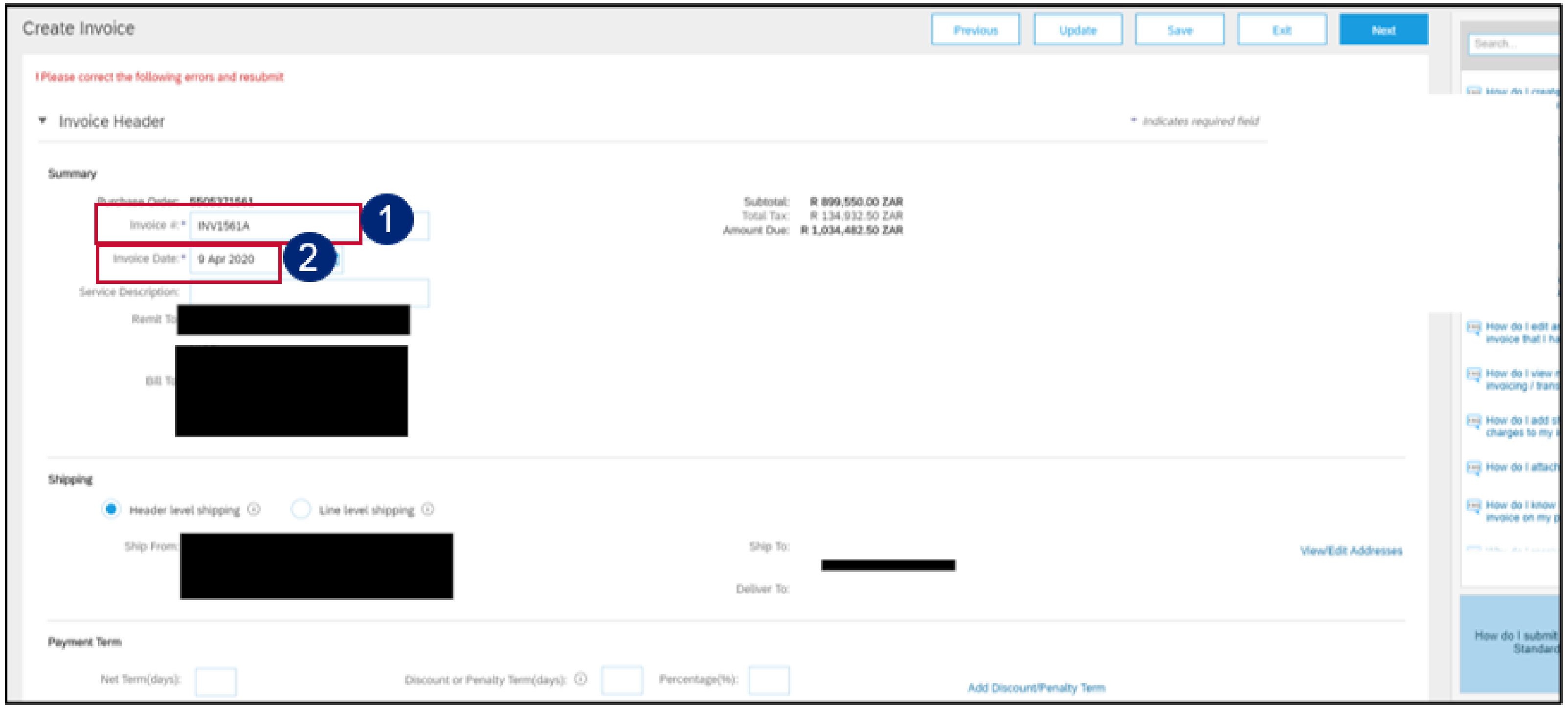

1. Enter your company's physical Invoice number in the **Invoice #** field
2. Populate your company's physical Inv date in the **Invoice Date*** field. Please ensure that the date you enter here, matches with the date on your physical invoice as payment terms get calculated from this date.

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

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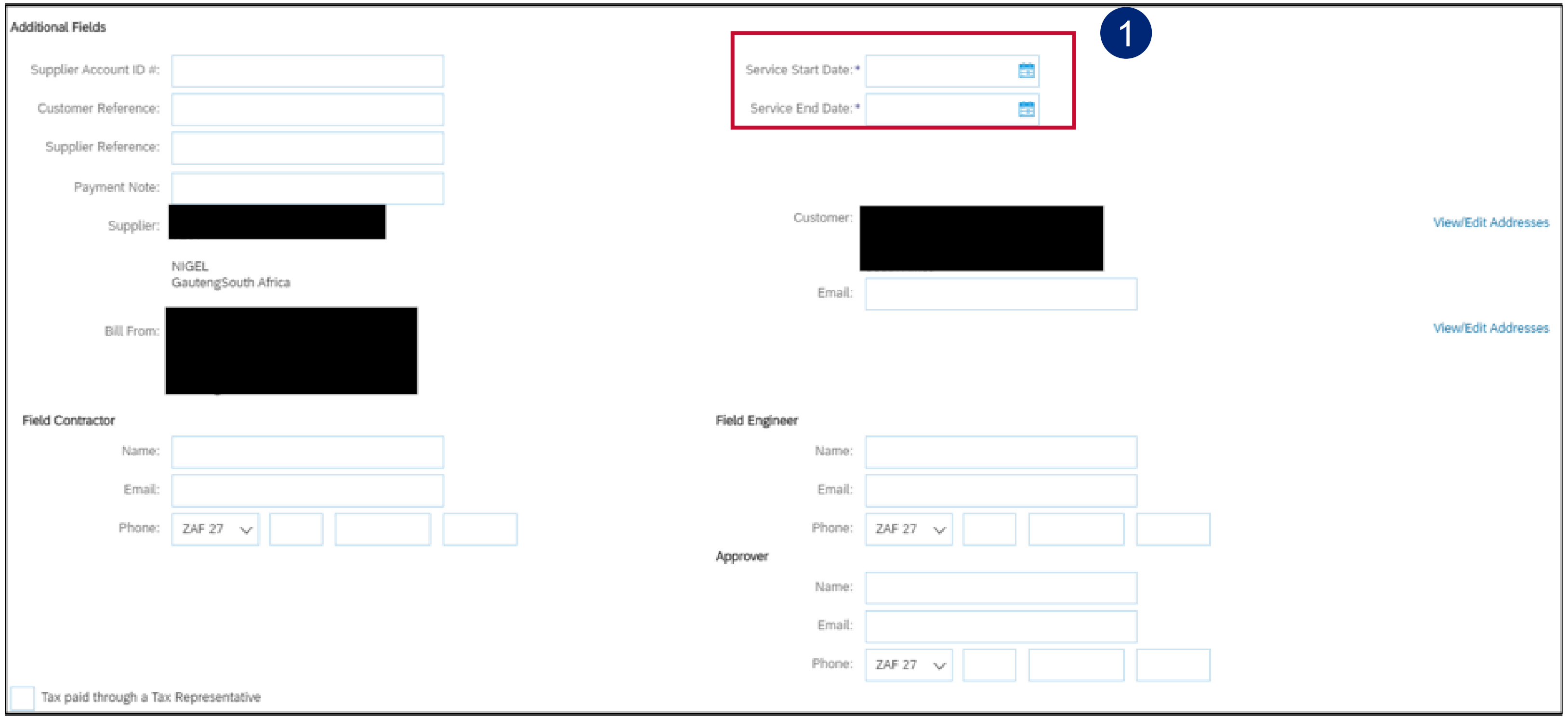
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



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

EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

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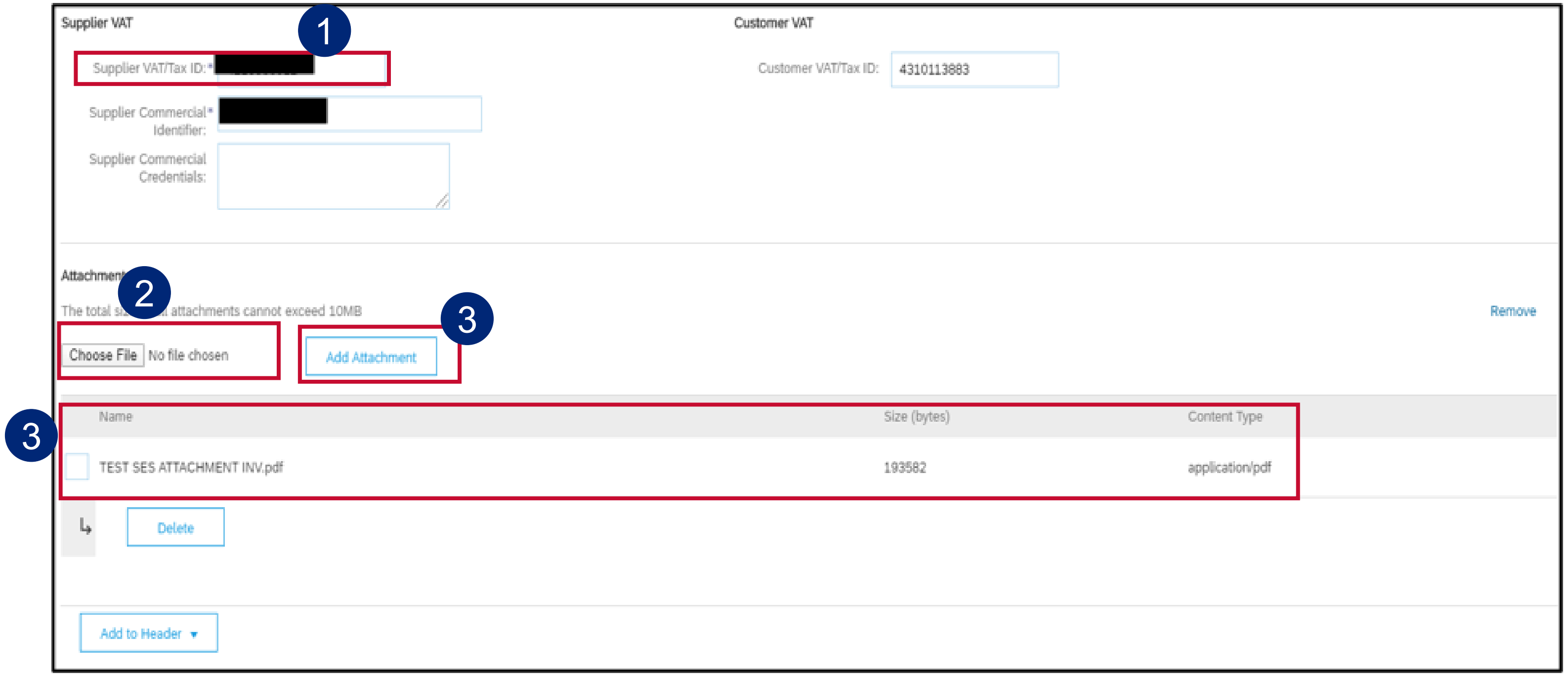
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



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.**

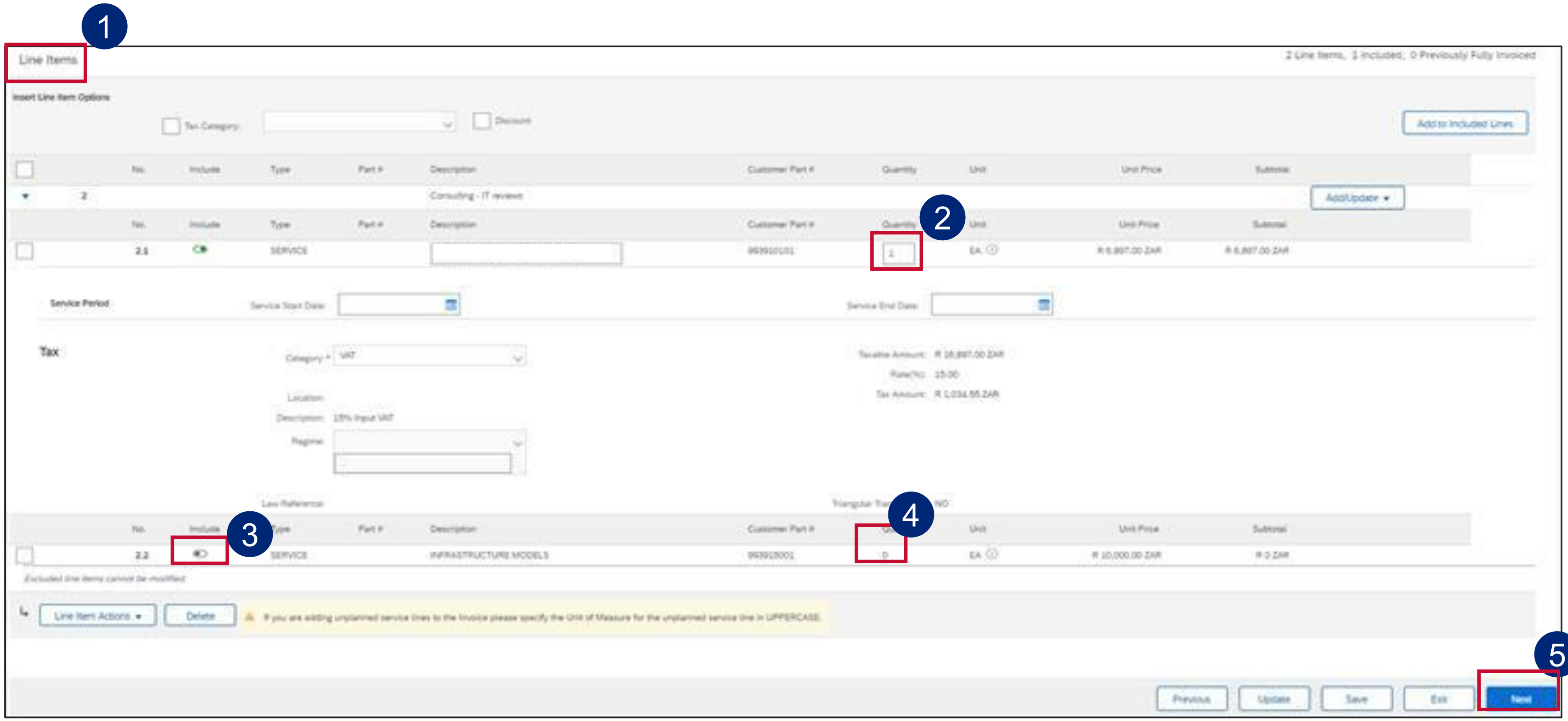
Your attachment will appear in this section if successfully attached.

EXTERNAL

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.



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

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

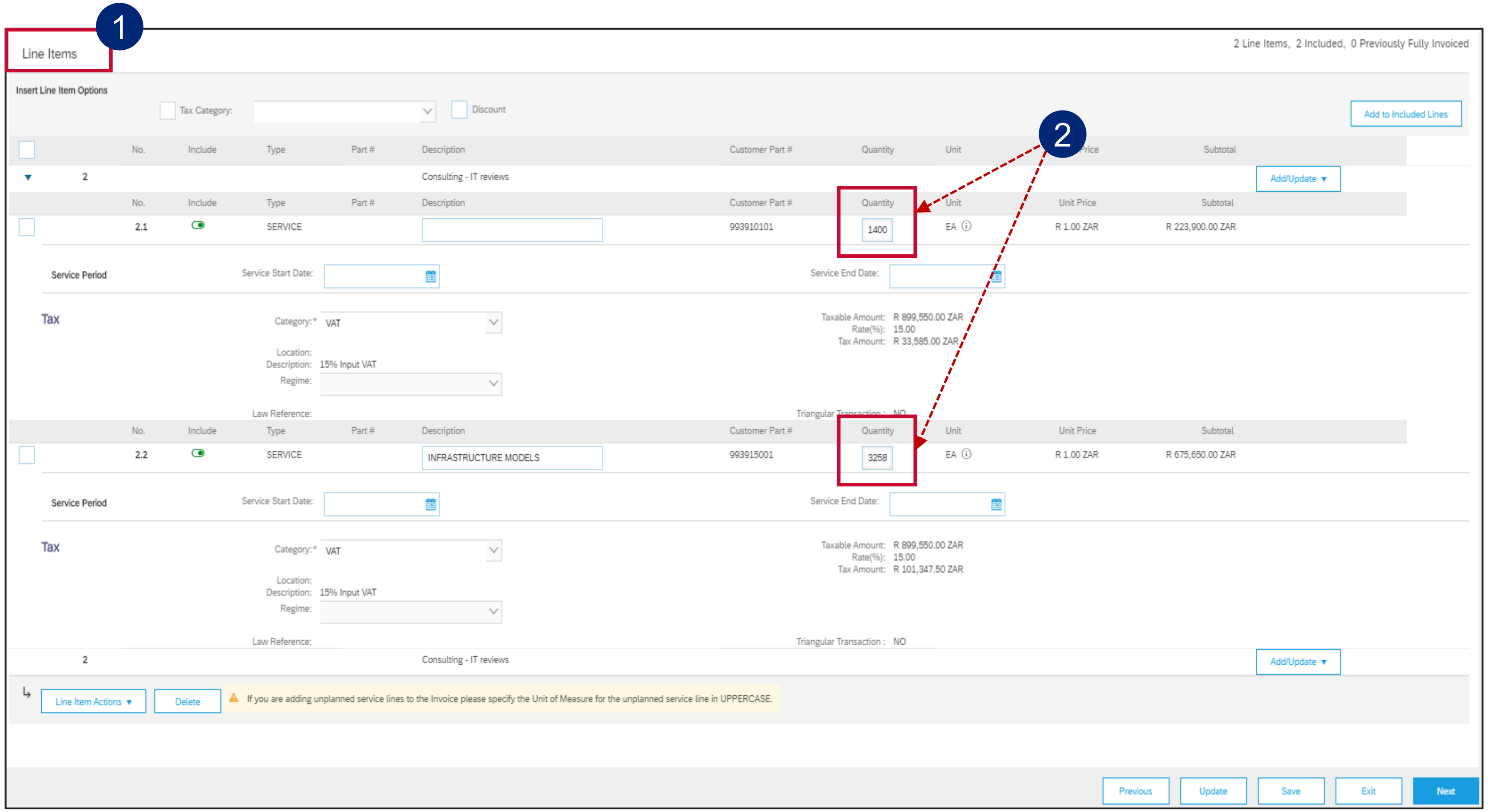
SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



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

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

HOW TO PARTIALLY INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

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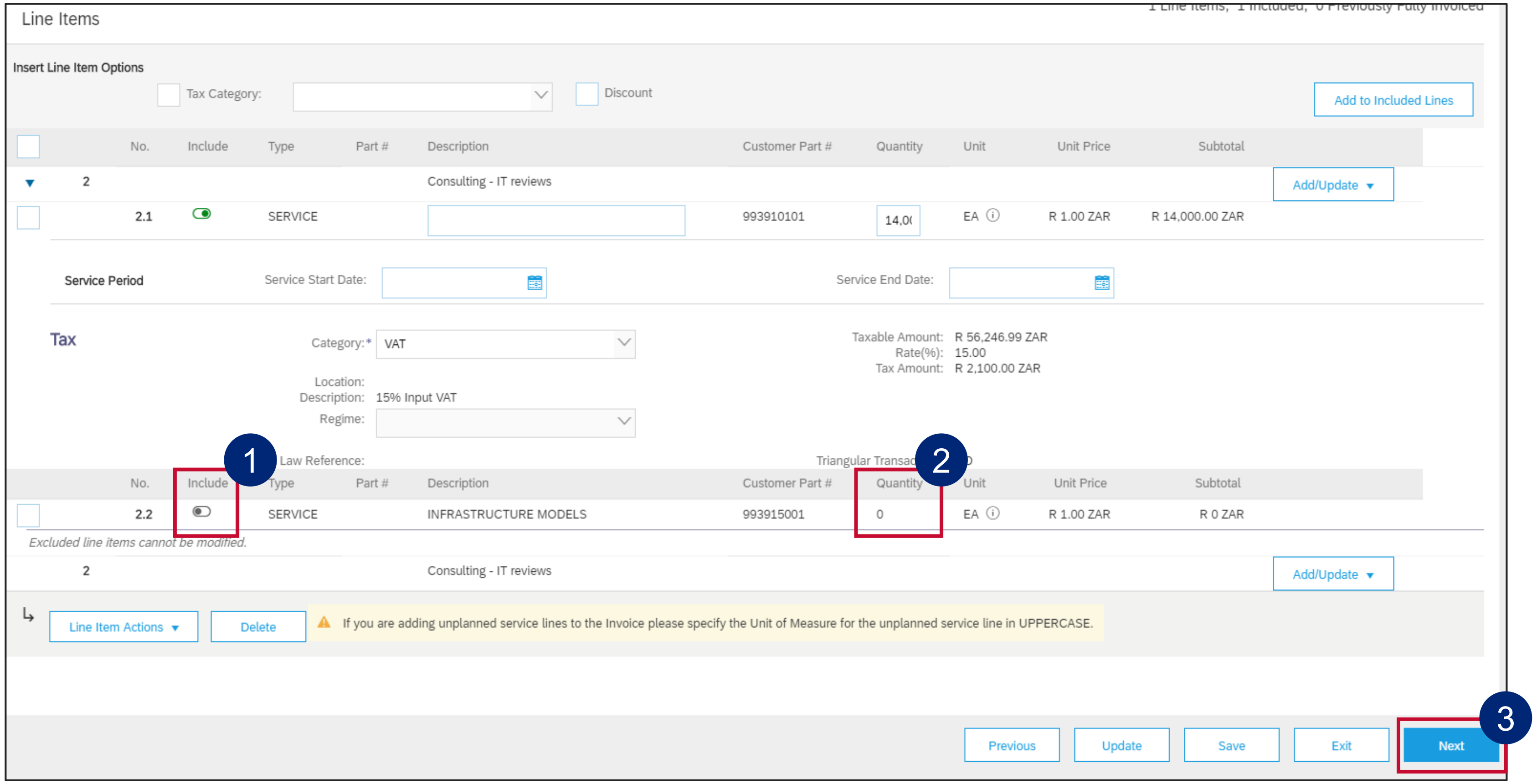
2. **SUPPLIER** — CHECKS & CONFIRMS PO
3. **SUPPLIER** — FULFILS ORDER & DELIVERS GOODS
4. **ANGLO AMERICAN / DE BEERS GROUP** — GOODS RECEIPT CREATED (RECEIVING / STORES)
5. **SUPPLIER** — CREATE INVOICE IN SAP ARIBA
6. **SUPPLIER** — REMITTANCE ADVICE RECEIVED
7. **ANGLO AMERICAN / DE BEERS GROUP**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

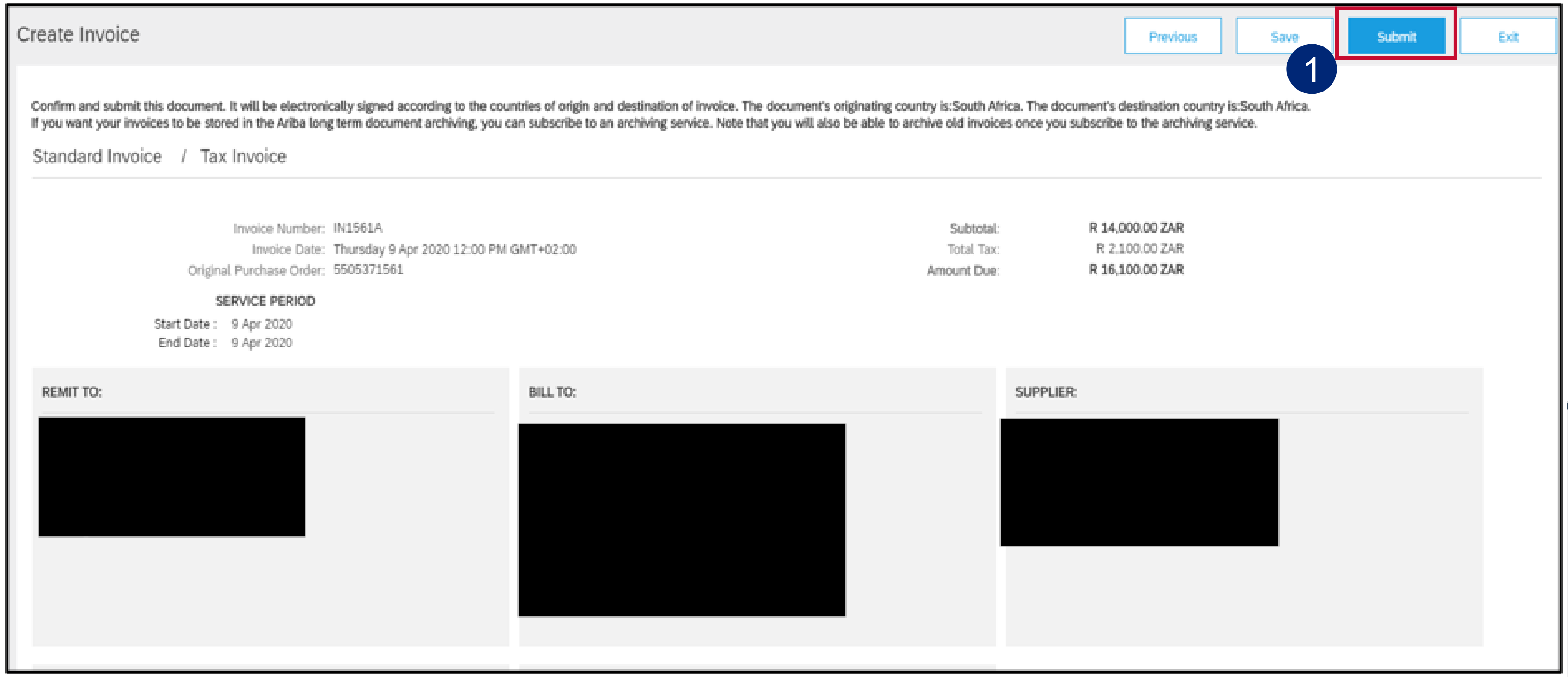


1. To exclude a line item from an invoice, slide the button under **Include** to the left. Sliding the green dot to the left will turn the dot grey and exclude that service line from the invoice.

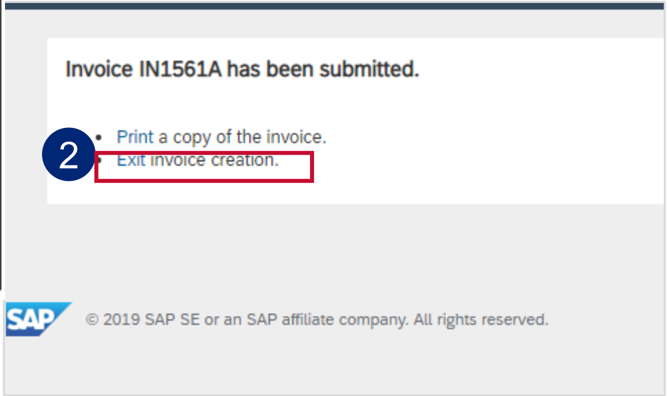
   You should follow this step if the service has not been rendered yet and it will not form part of your invoice. You can generate another invoice at a later stage to invoice against the excluded service line.
2. The **Quantity** should be 0 once excluded from the invoice.
3. Click **Next**.

HOW TO PARTIALLY INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

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



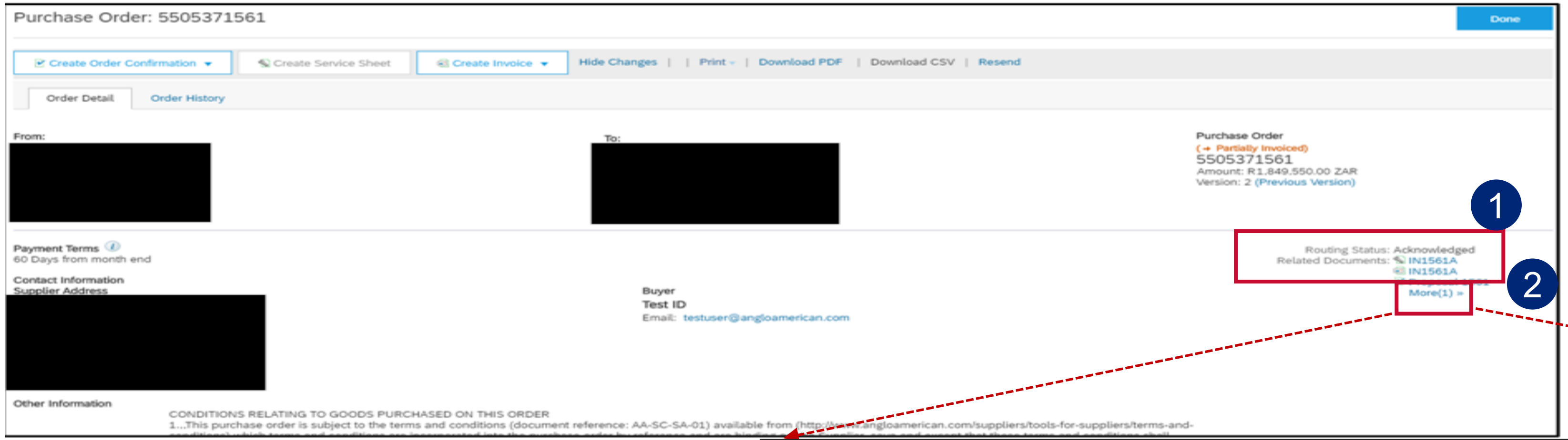
1. Once you have checked that all the information you needed to include is correct, click on **Submit**
2. You will receive a message confirming that your invoice has been submitted. Click on **Exit.**

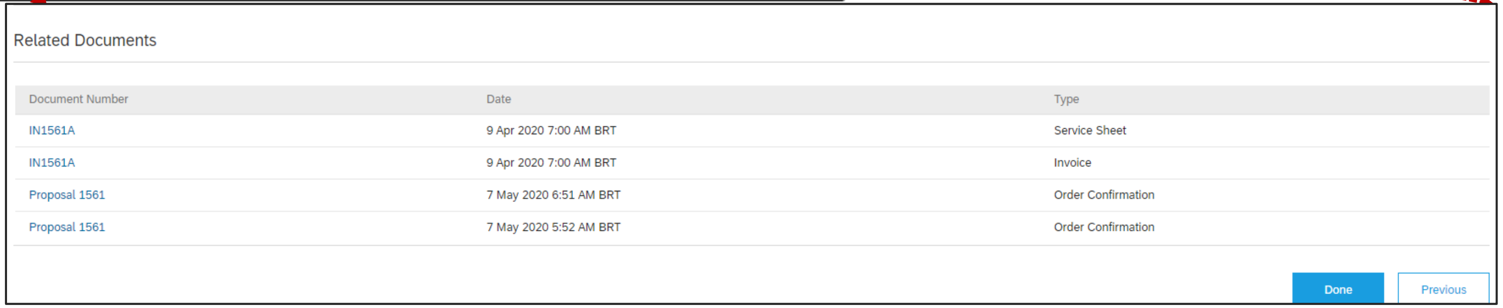


EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

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





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

EXTERNAL

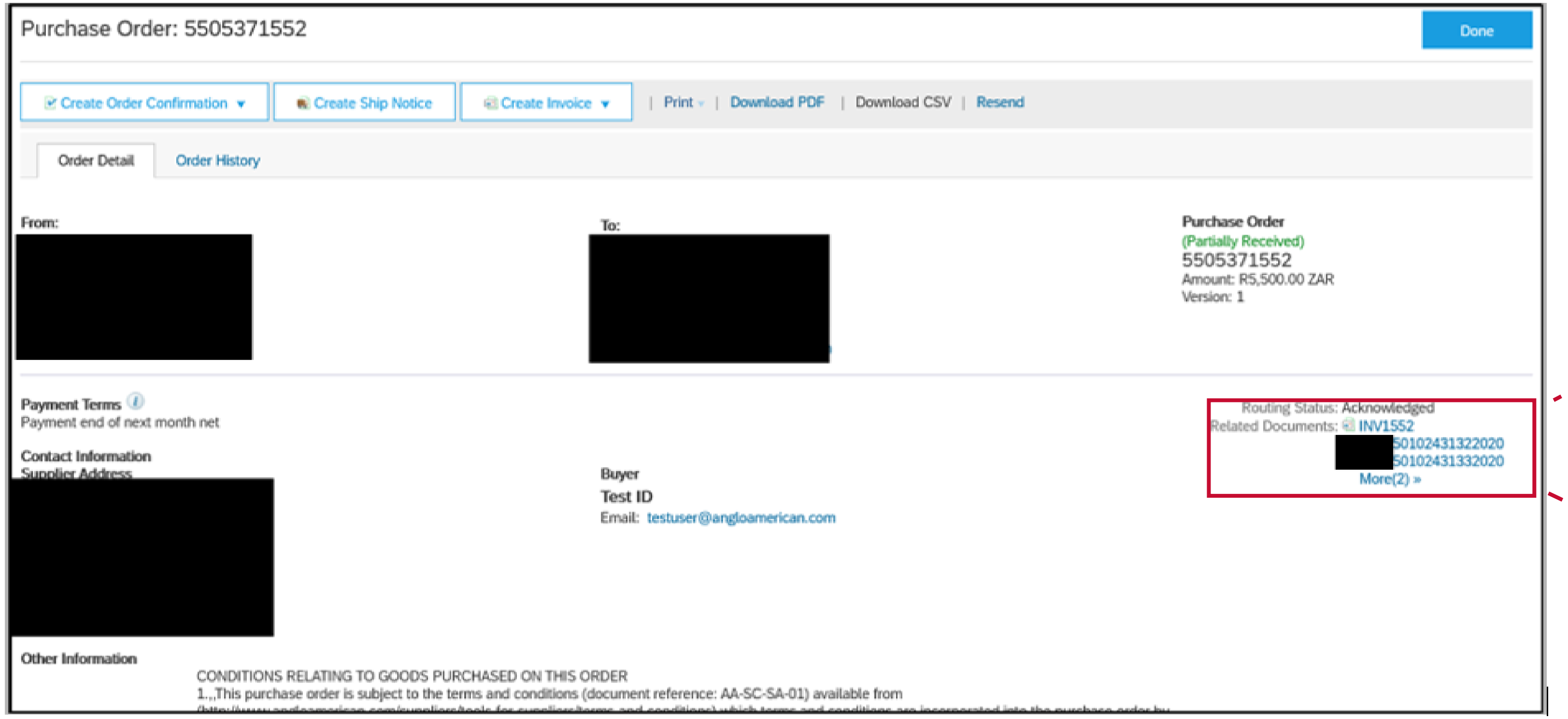
AngloAmerican

HOW TO VIEW YOUR INVOICE STATUS & DUE DATE

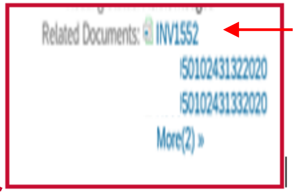
EXTERNAL

HOW TO VIEW YOUR INVOICE STATUS & DUE DATE

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



1



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

EXTERNAL

HOW TO VIEW YOUR INVOICE STATUS & DUE DATE

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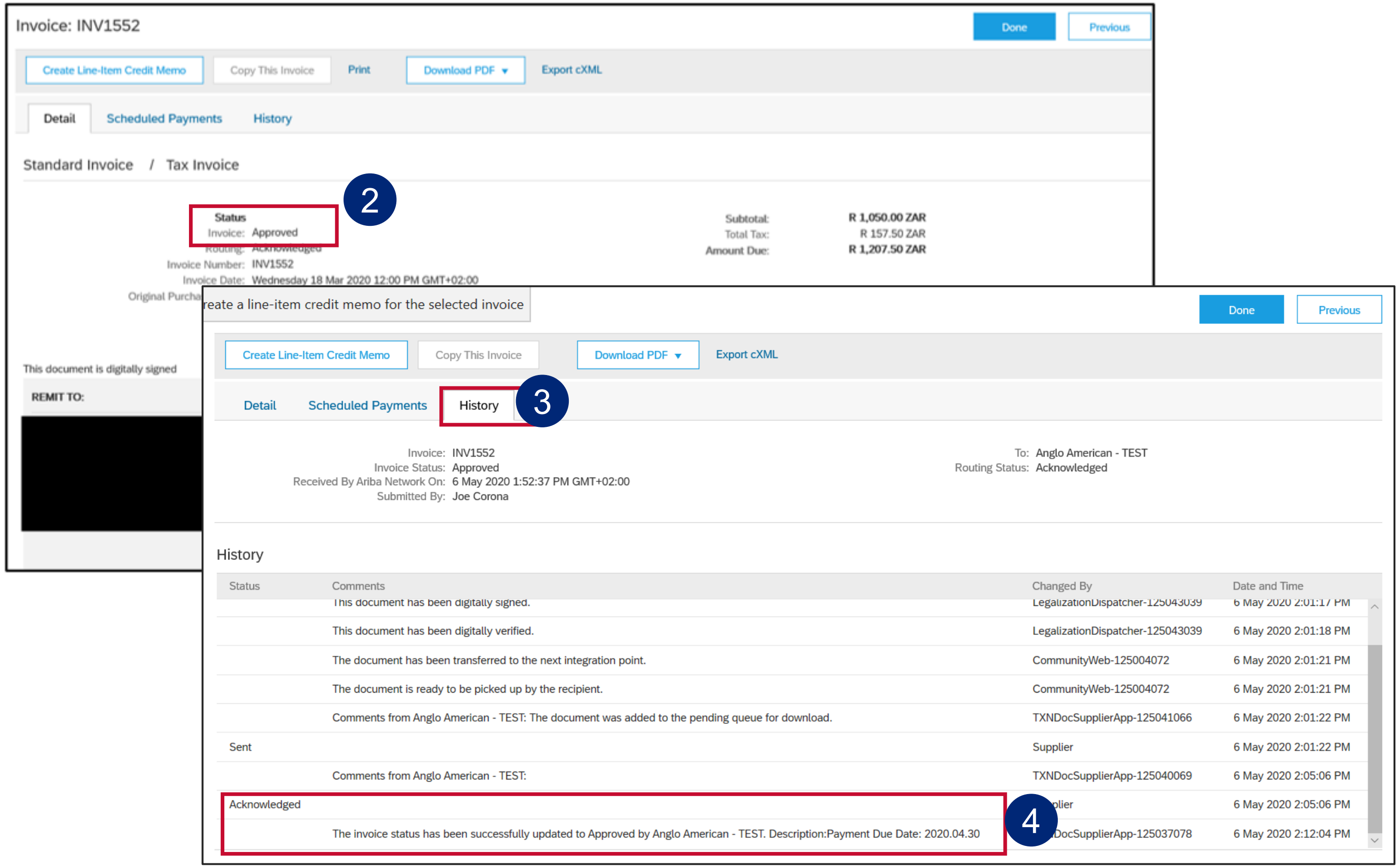
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



2 You can find the status of your invoice here

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

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

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

EXTERNAL

HOW TO FIND YOUR REMITTANCE ADVICE

HOW TO FIND YOUR REMITTANCE ADVICE

1. **SUPPLIER** — LOG INTO ARIBA NETWORK
2. **SUPPLIER** — CHECKS & CONFIRMS PO
3. **SUPPLIER** — FULFILS ORDER & DELIVERS GOODS
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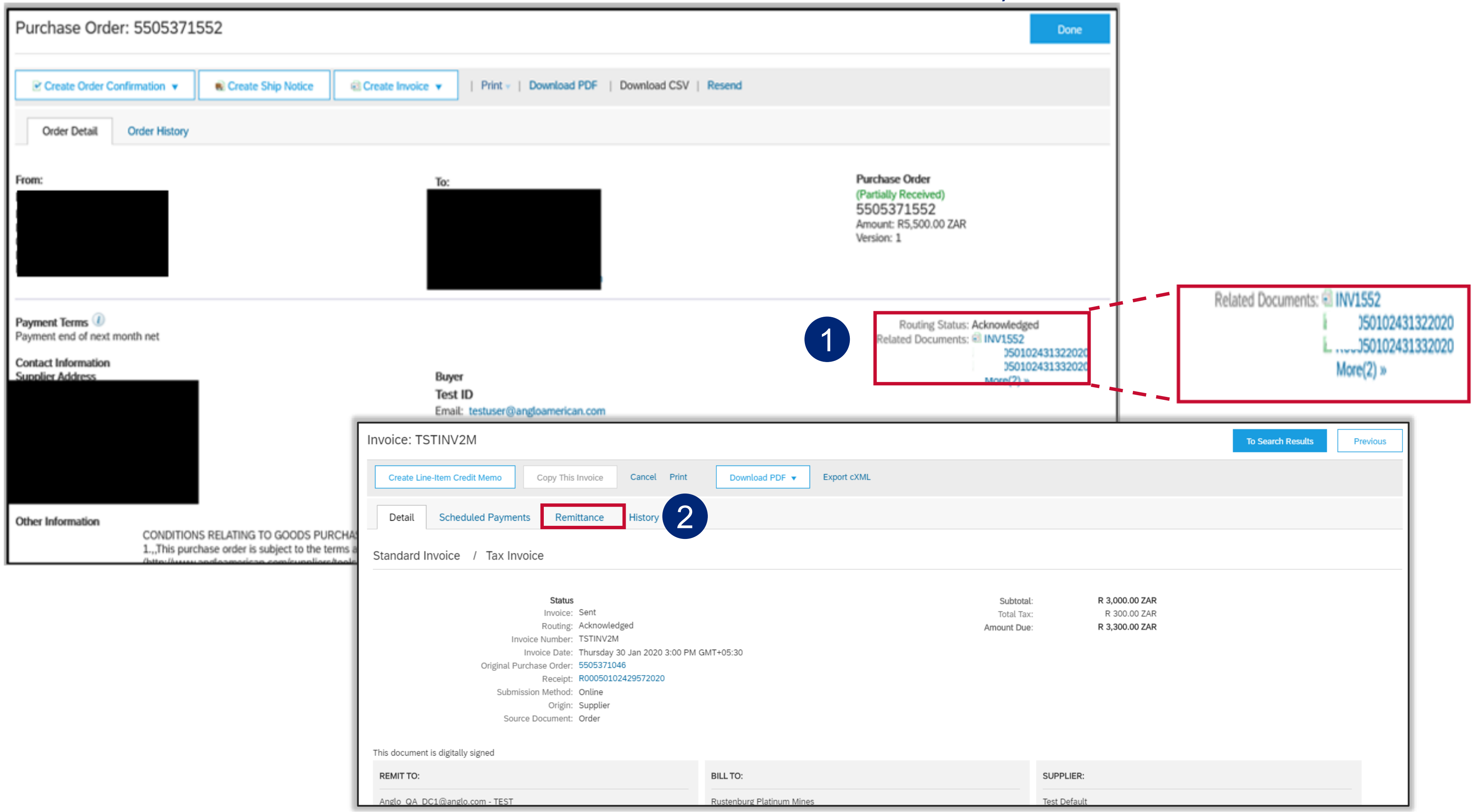

1. Click and open the invoice you want to see the Remittance advice for under **Related documents**
2. Once open, click on the **Remittance** tab

EXTERNAL

HOW TO FIND YOUR REMITTANCE ADVICE

1. SUPPLIER — LOG INTO ARIBA NETWORK
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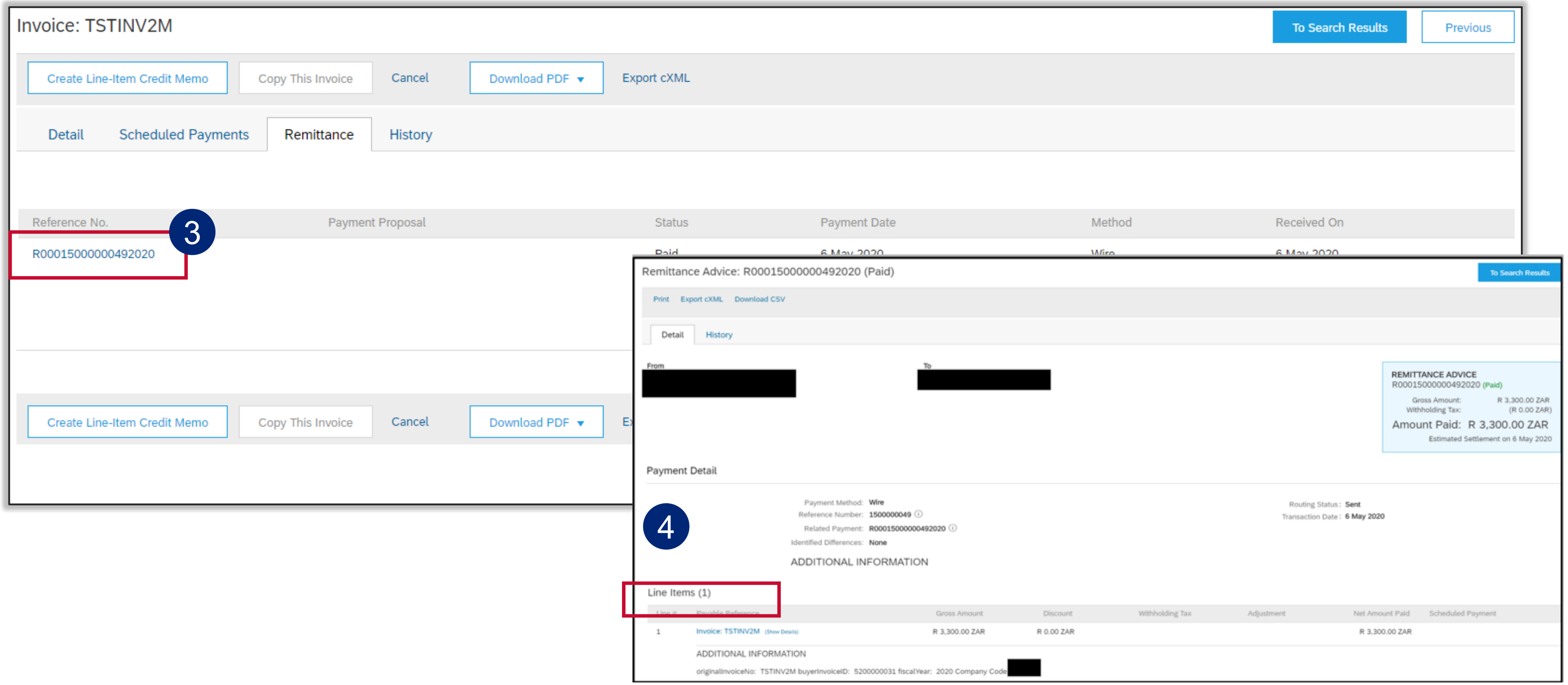


3 Click on the **Remittance number** to open the details

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

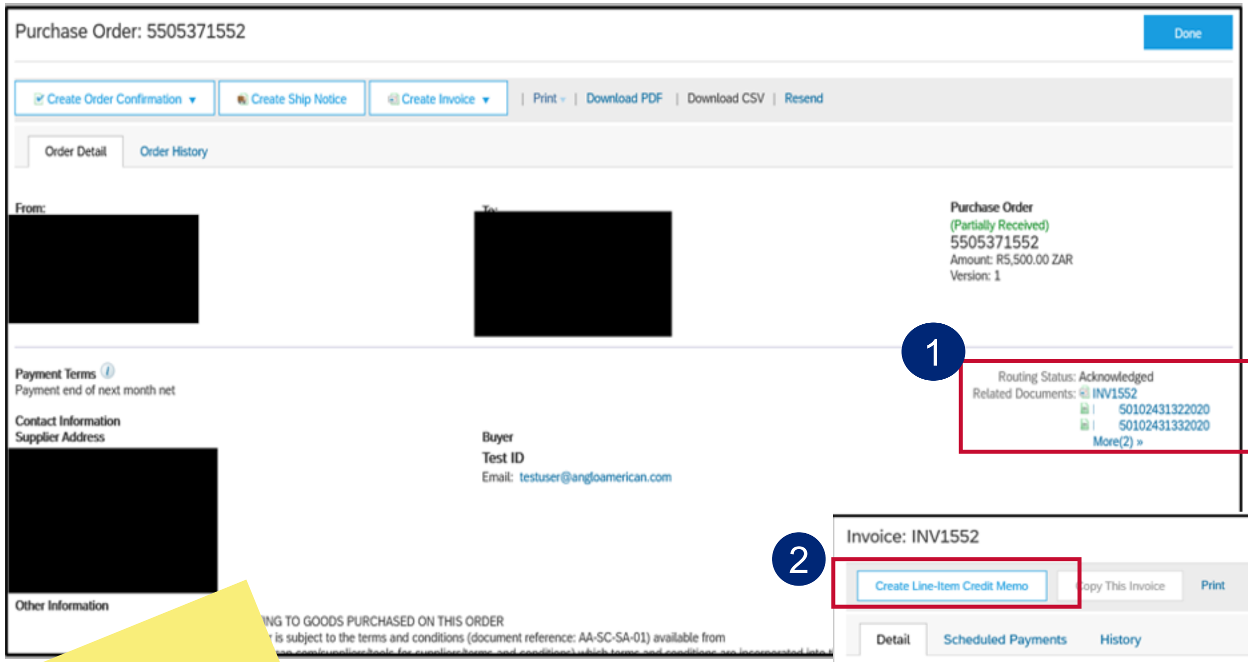
HOW TO CREATE A CREDIT NOTE AGAINST A SERVICE INVOICE

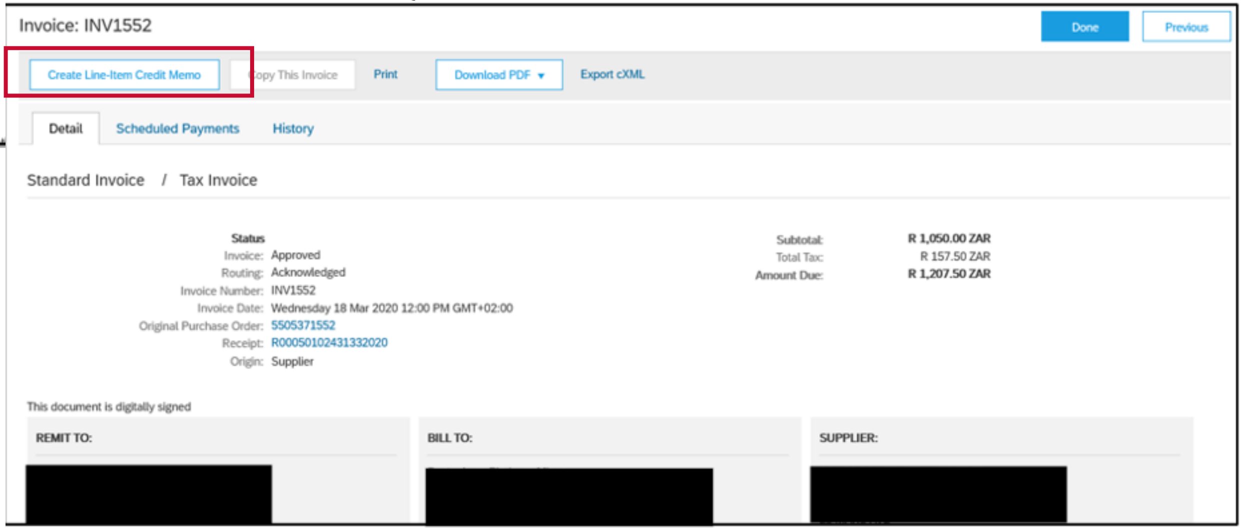
HOW TO CREATE A CREDIT NOTE AGAINST A SERVICE INVOICE

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**

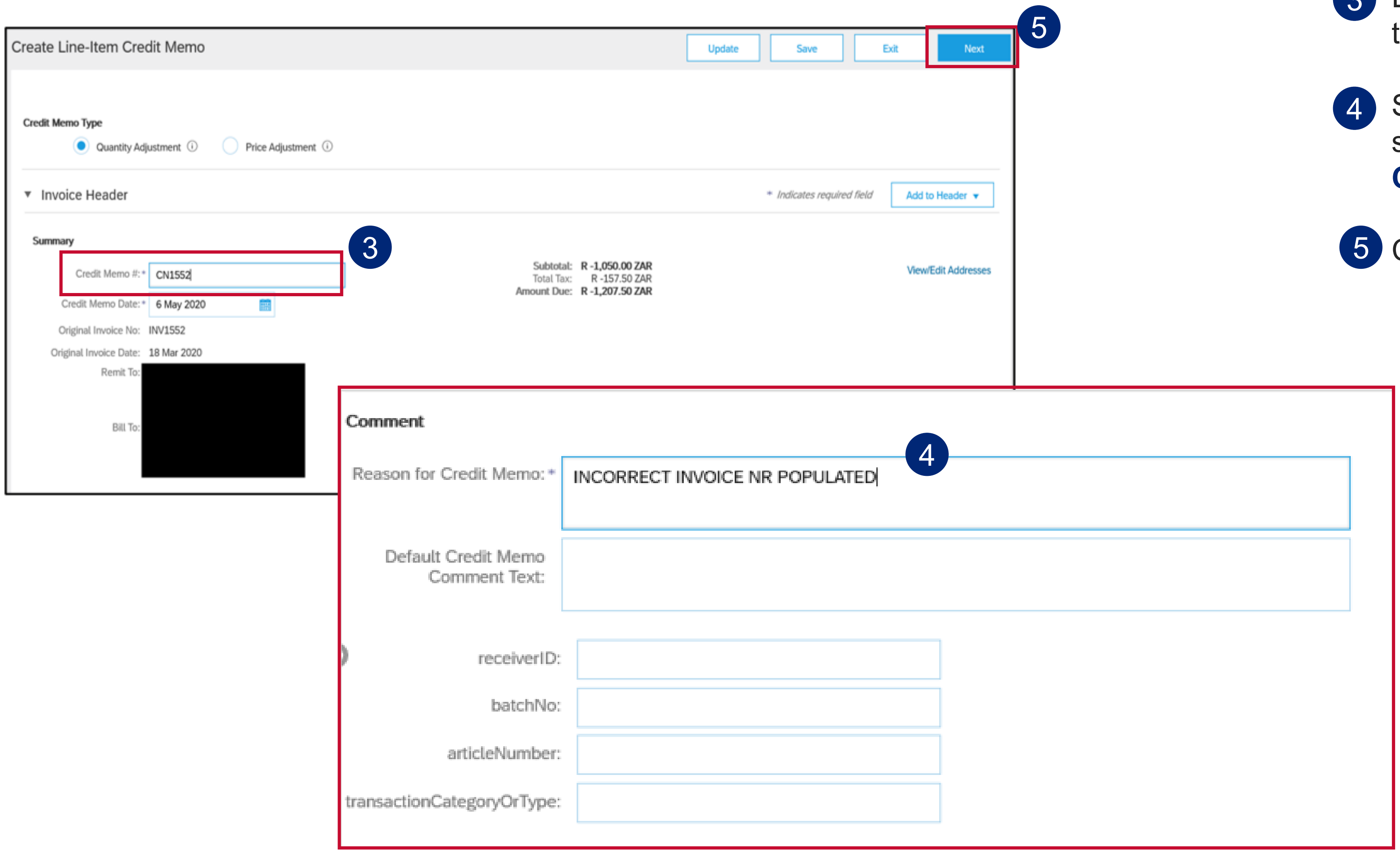
2. Once you are in the invoice, click on **Create Line-Item Credit Memo**





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



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

EXTERNAL

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

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

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

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

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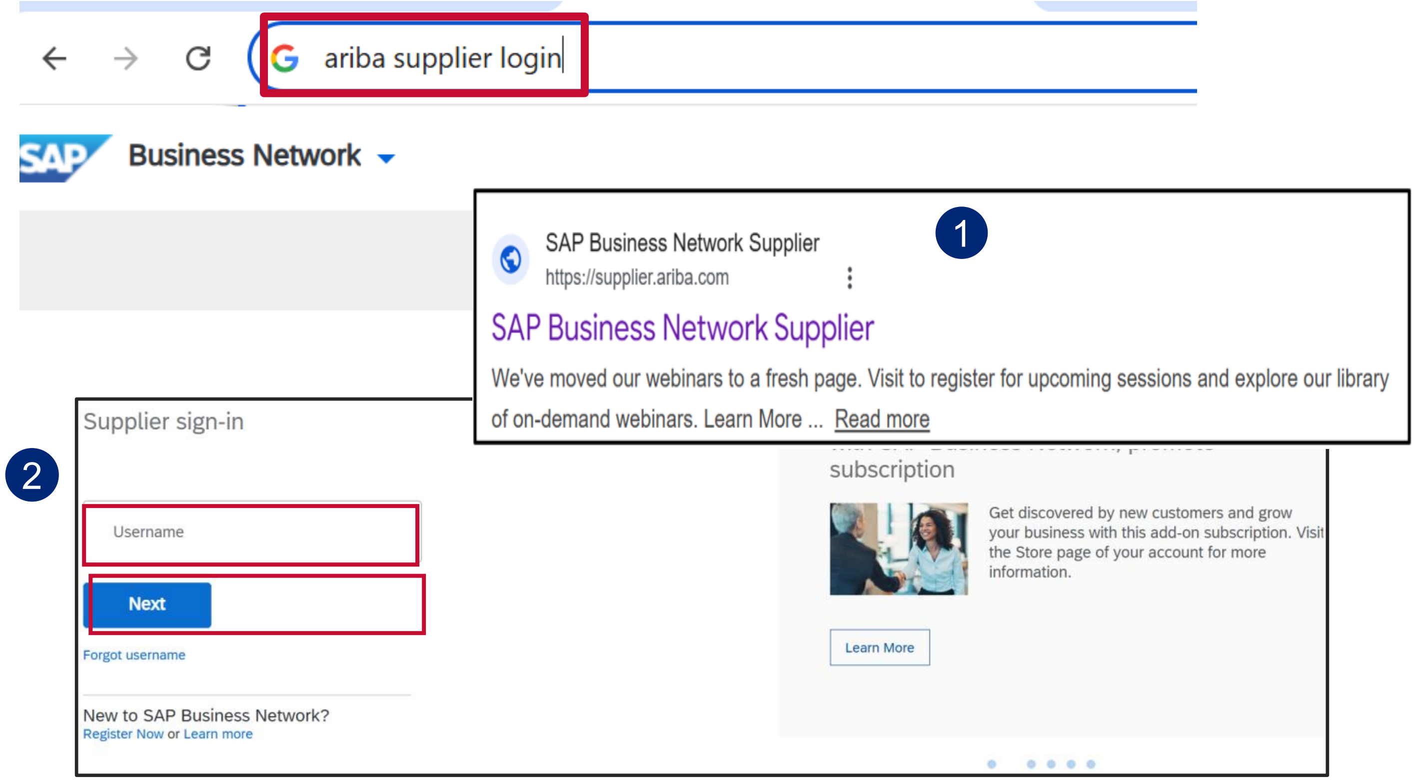
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



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

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

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

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

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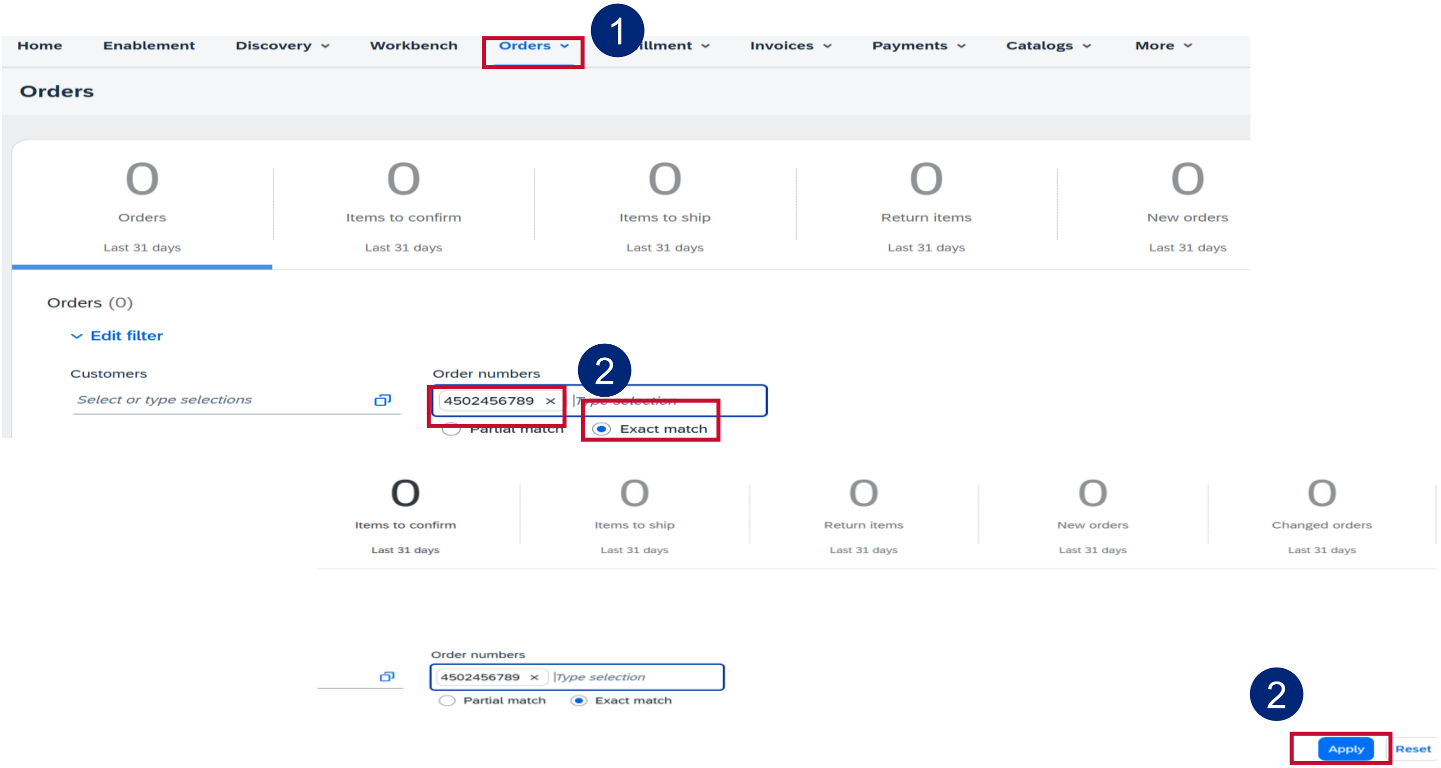
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS



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

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

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
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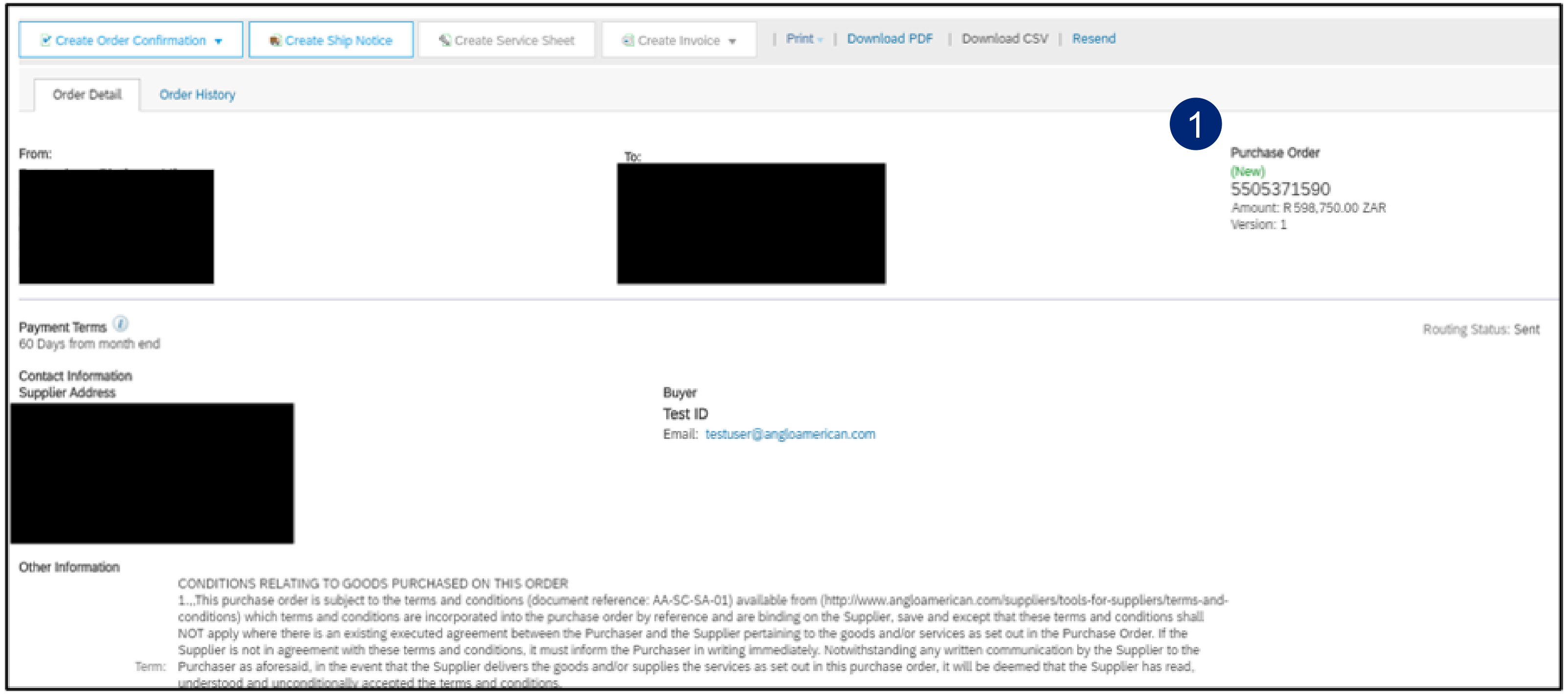

1 Your **Purchase Order (PO)** document will open.

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

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

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
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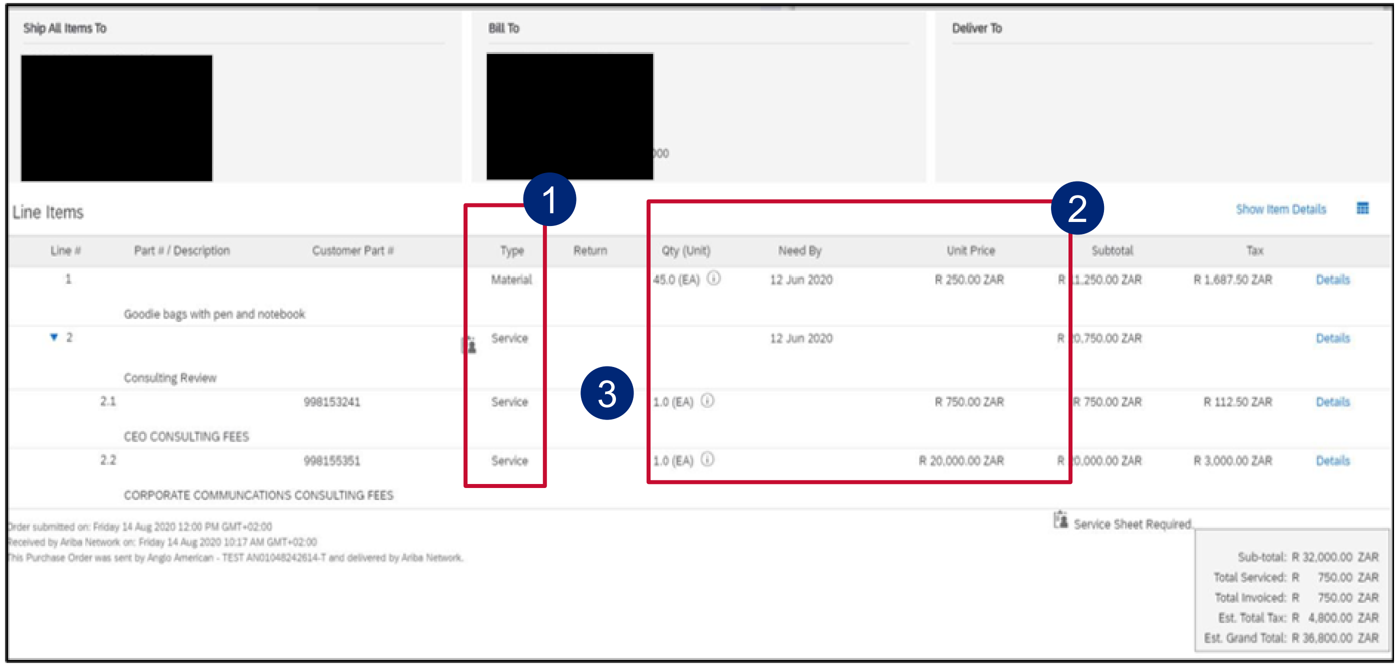

1. The **Type** column will identify what type of PO this is, namely a Goods/Material & Service (Hybrid) PO.
2. **Please Note**: When confirming your line items for Services you must consider how you will be invoicing against them. You need to determine upfront if you will do full invoicing or partial 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 **Unit Price** 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.

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

1. **SUPPLIER** – LOG INTO ARIBA NETWORK
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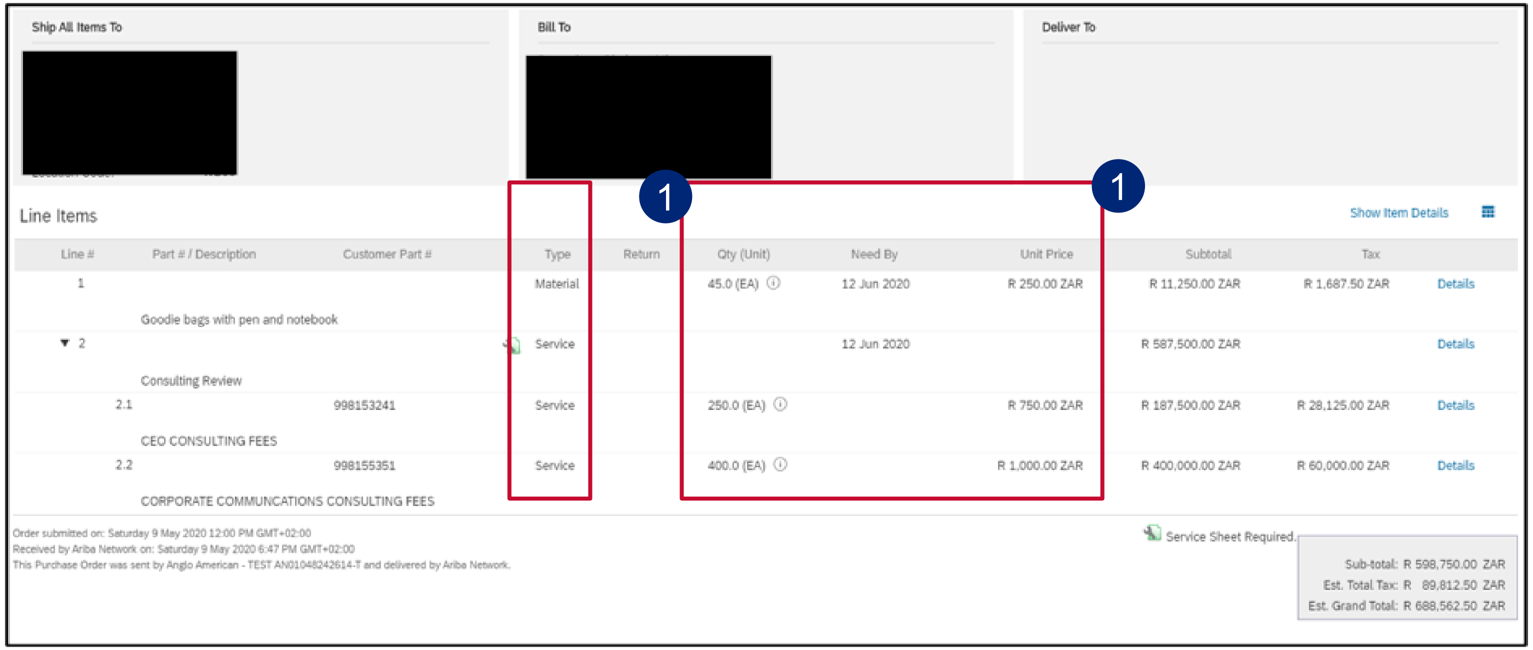

Ship All Items To

[redacted]

Bill To

[redacted]

Deliver To

Line Items

Show Item Details

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 COMMUNCATIONS 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

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

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

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

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
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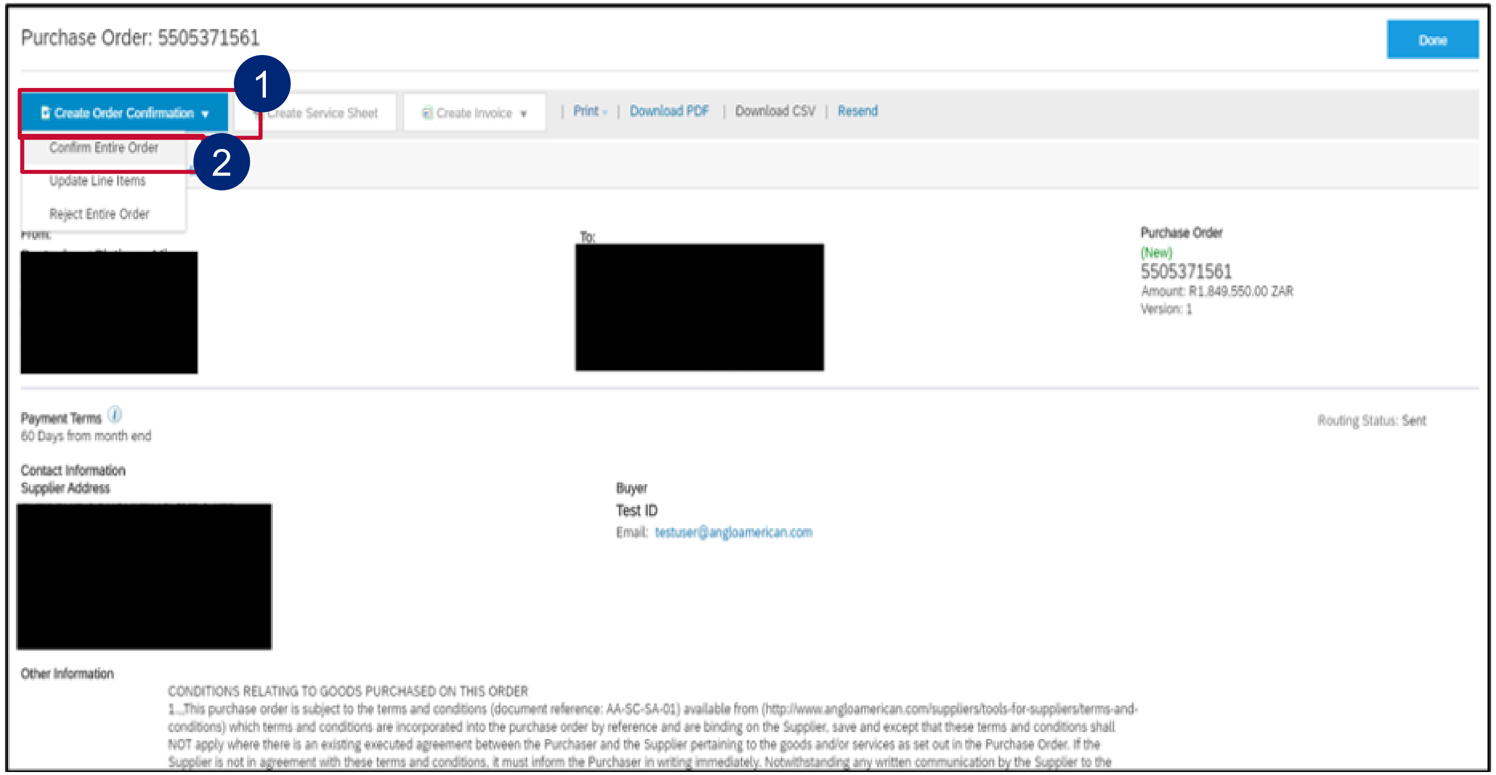
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

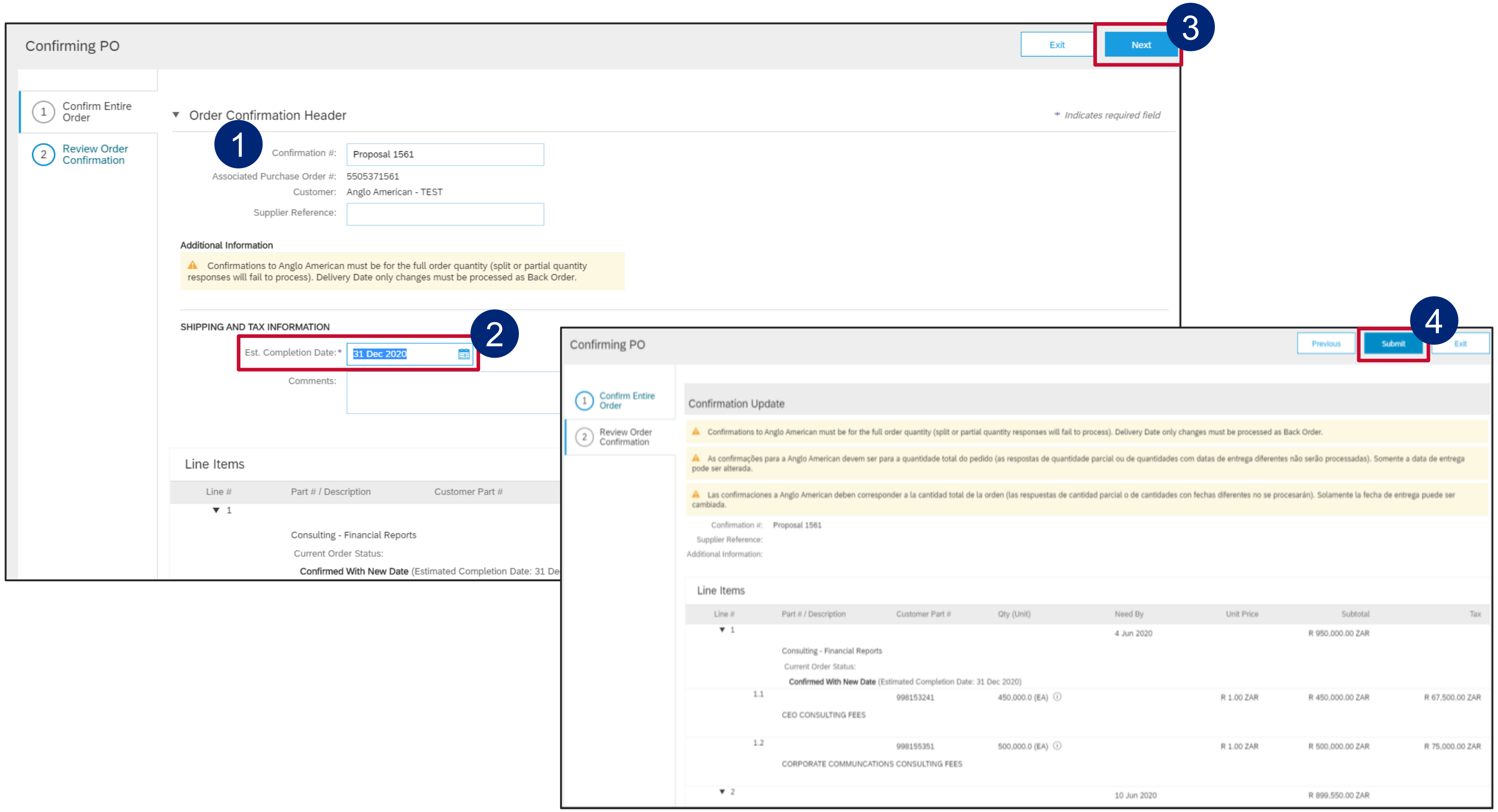


1. Scroll up to the top of your PO and click on the **Create Order Confirmation** button
2. A drop down menu will appear. Click on **Confirm Entire Order** to confirm your PO

EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDER

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



1. Enter your confirmation number (this is YOUR reference field. you can enter any reference that is meaningful to you and your organisation e.g. your quote number).

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

3. Click on **Next**

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

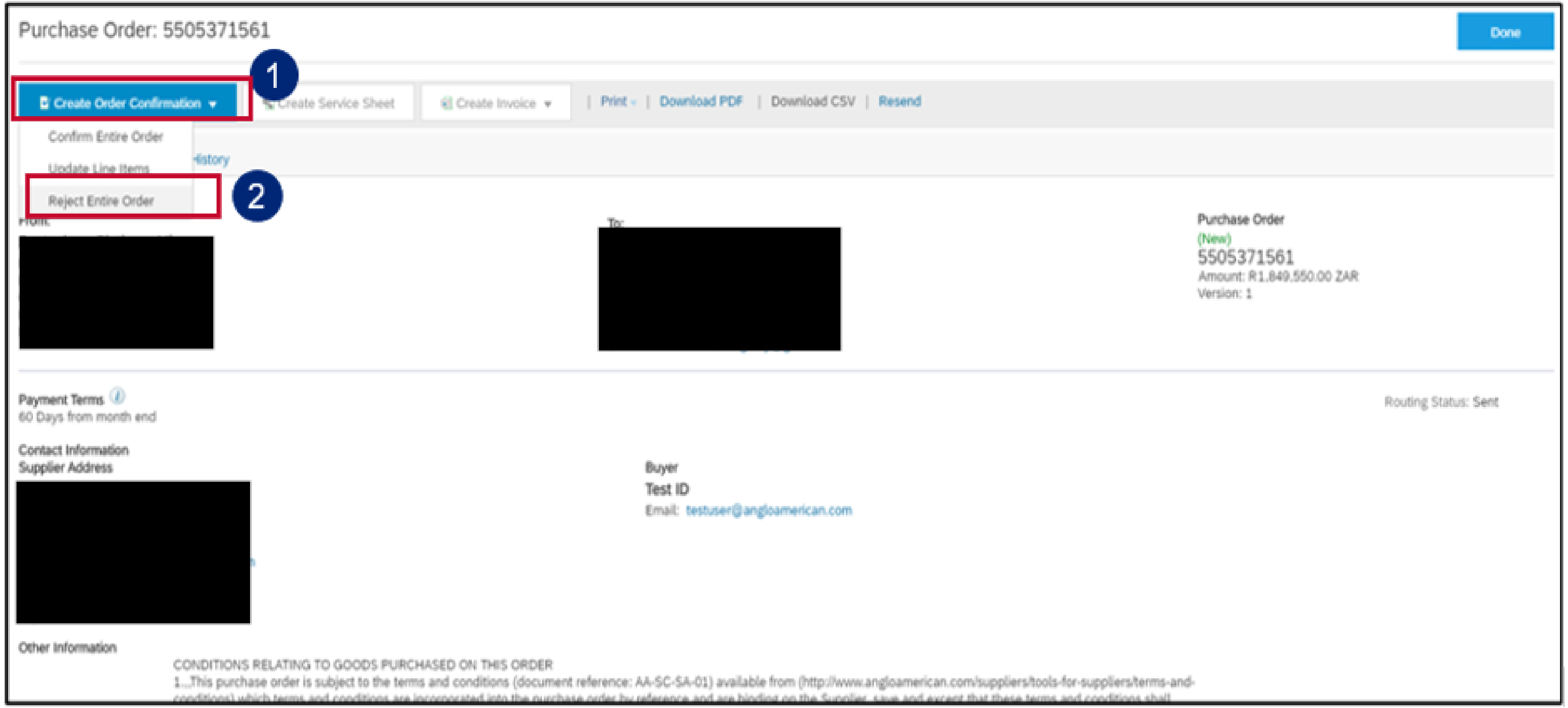
This will take you back to your PO.

AngloAmerican

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

HOW TO REJECT YOUR HYBRID PURCHASE ORDER

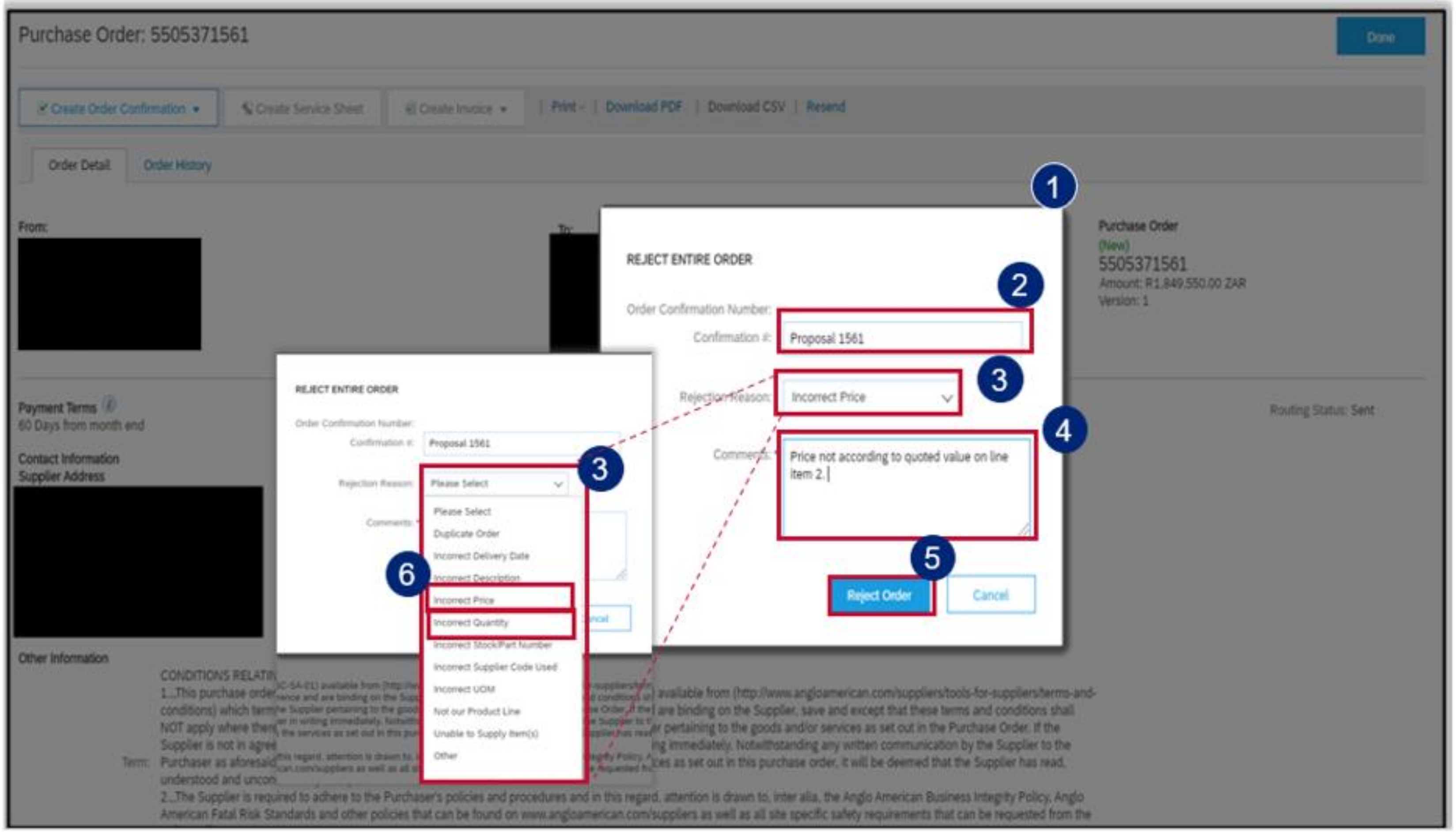
SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT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



1. To your PO click on **Create Order Confirmation**
2. Click on **Reject Entire Order** to reject your PO

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

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

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
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CHECKS & CONFIRMS PO

SUPPLIER
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FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
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GOODS RECEIPT CREATED (RECEIVING / STORES)

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SUPPLIER
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REMITTANCE ADVICE RECEIVED

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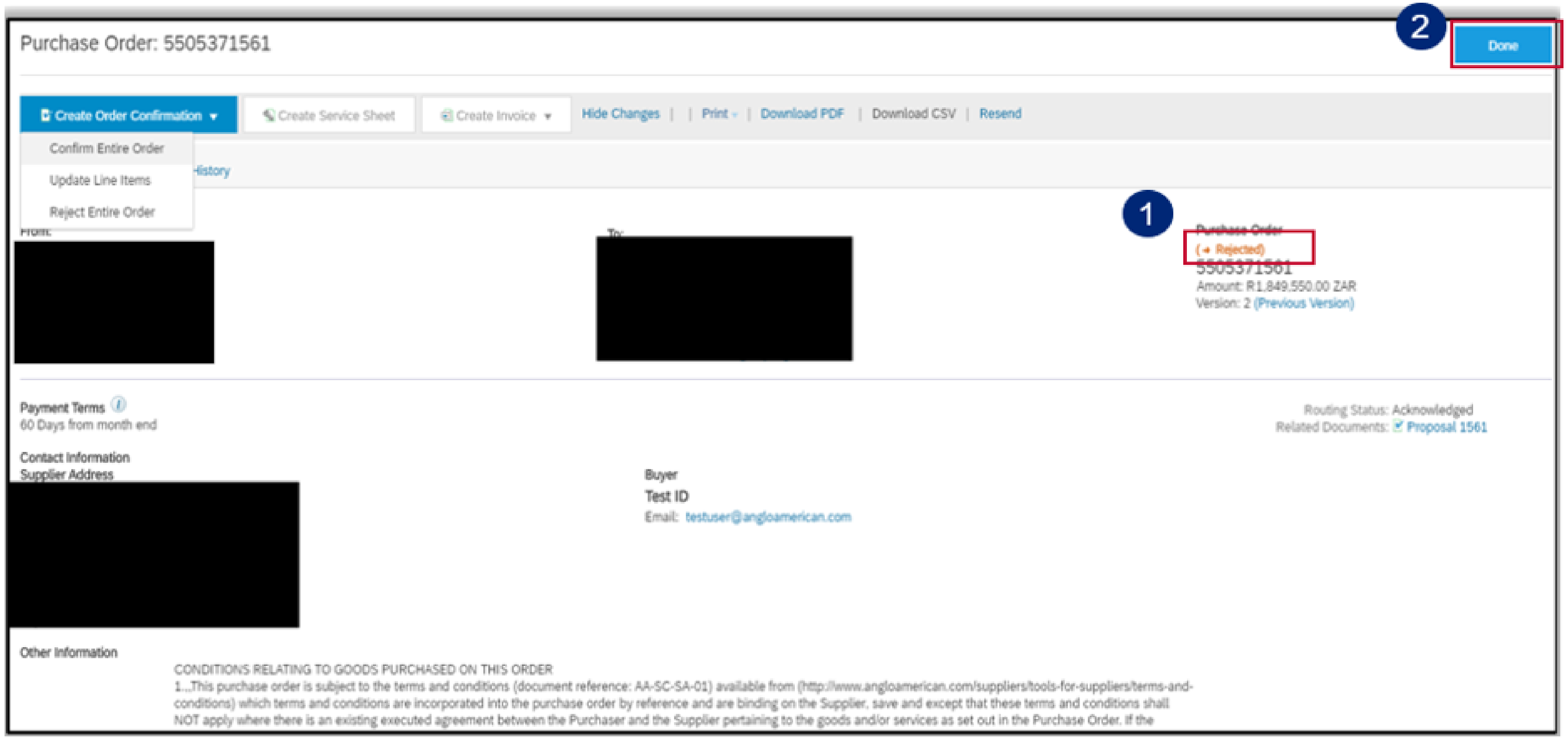

1. Your PO will now reflect as **Rejected**
2. Click on **Done** and log out of your account.

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

EXTERNAL

AngloAmerican

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

HOW TO INVOICE AGAINST YOUR HYBRID PURCHASE ORDER

1. **SUPPLIER** – LOG INTO ARIBA NETWORK
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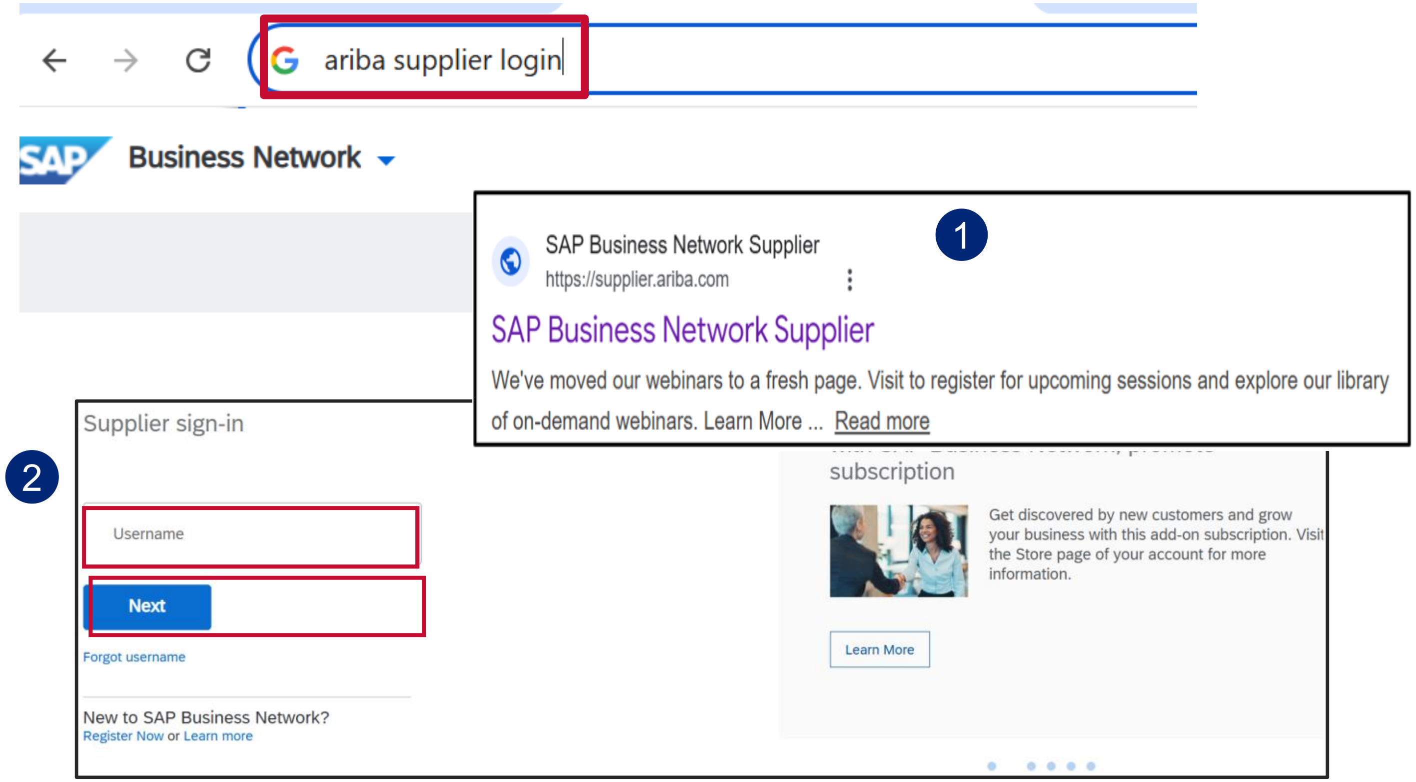

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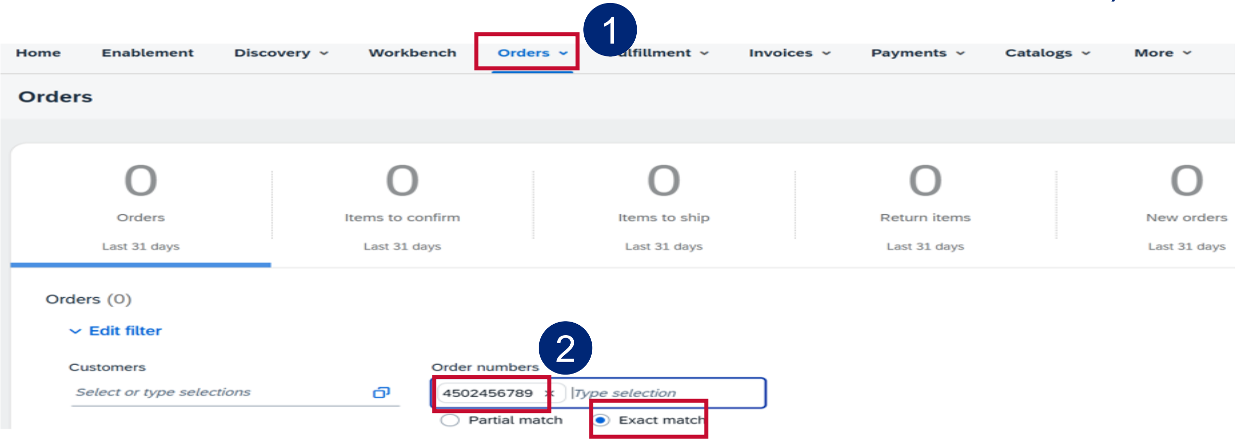
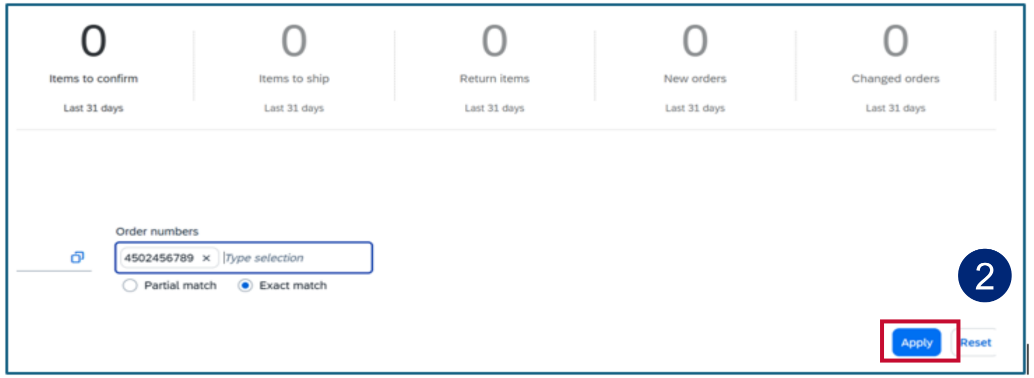
1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.

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

HOW TO INVOICE AGAINST YOUR HYBRID PURCHASE ORDER

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



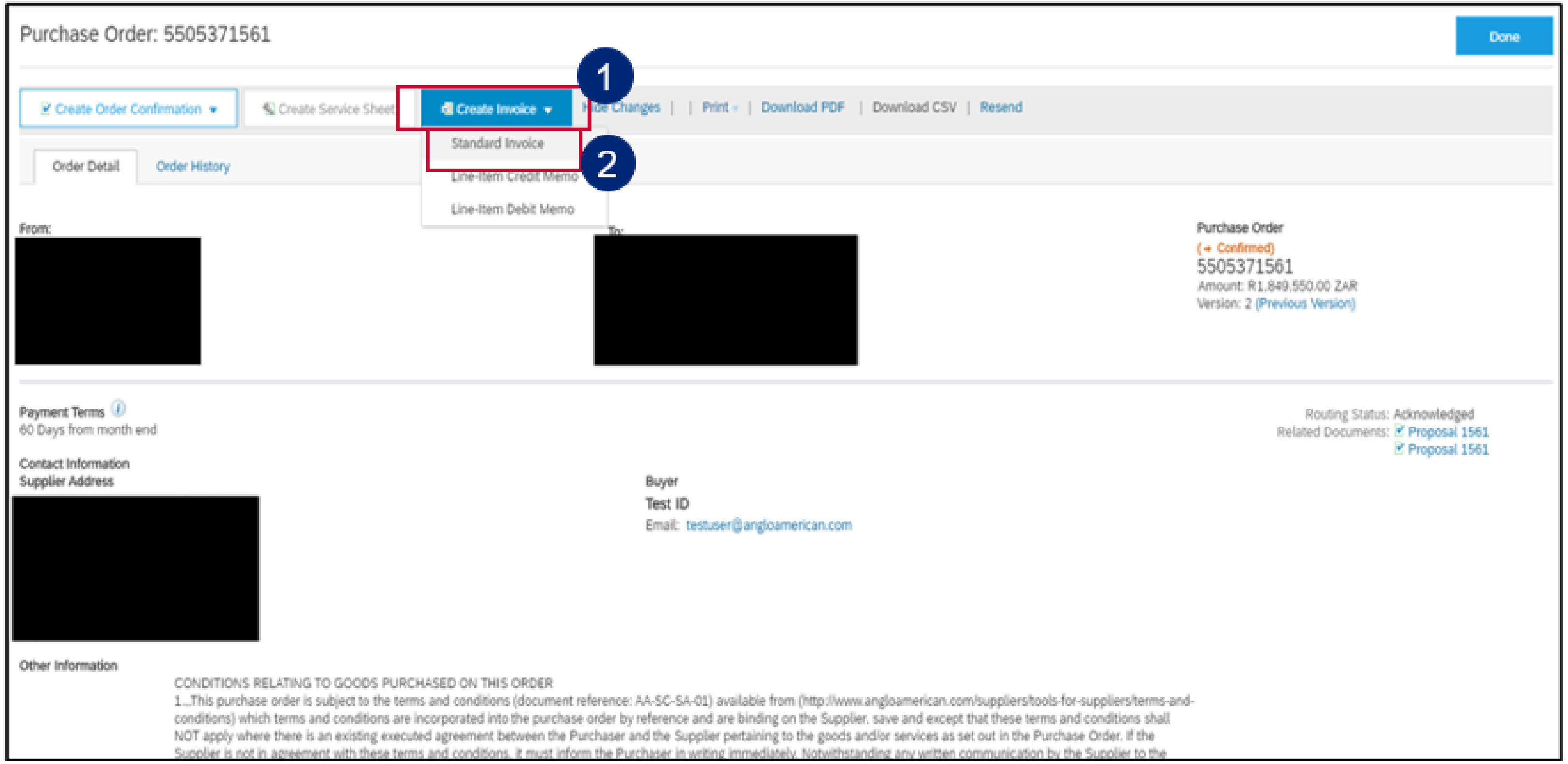


1. On the homepage, click on the **Orders** tab, this will display the most recent purchase orders. You can either select a specific purchase order from the list or alternatively:

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

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



IMPORTANT!

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

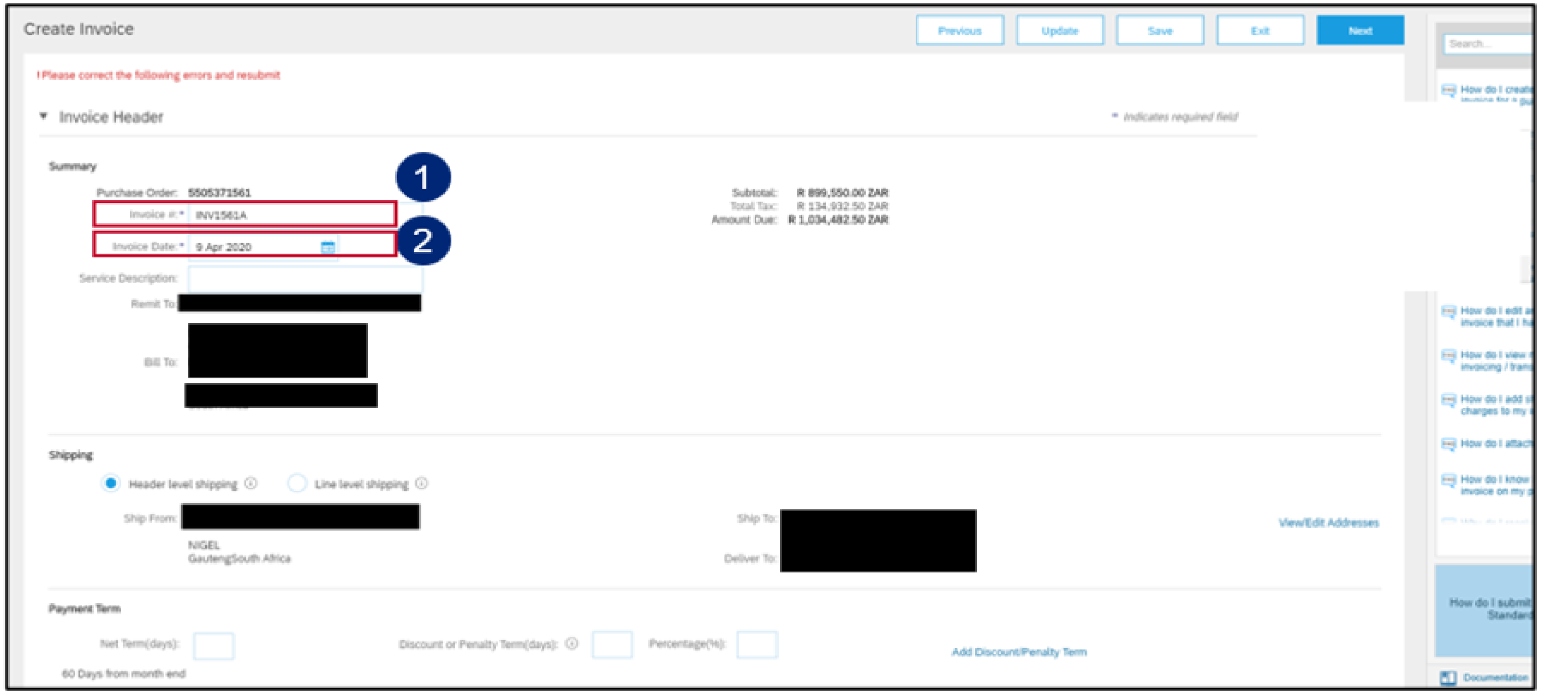
The following section will explain the process of separately invoicing Goods / Material line items and Service line items.

1 Click on **Create Invoice**

2 Select **Standard Invoice**

HOW TO INVOICE AGAINST YOUR HYBRID PURCHASE ORDER

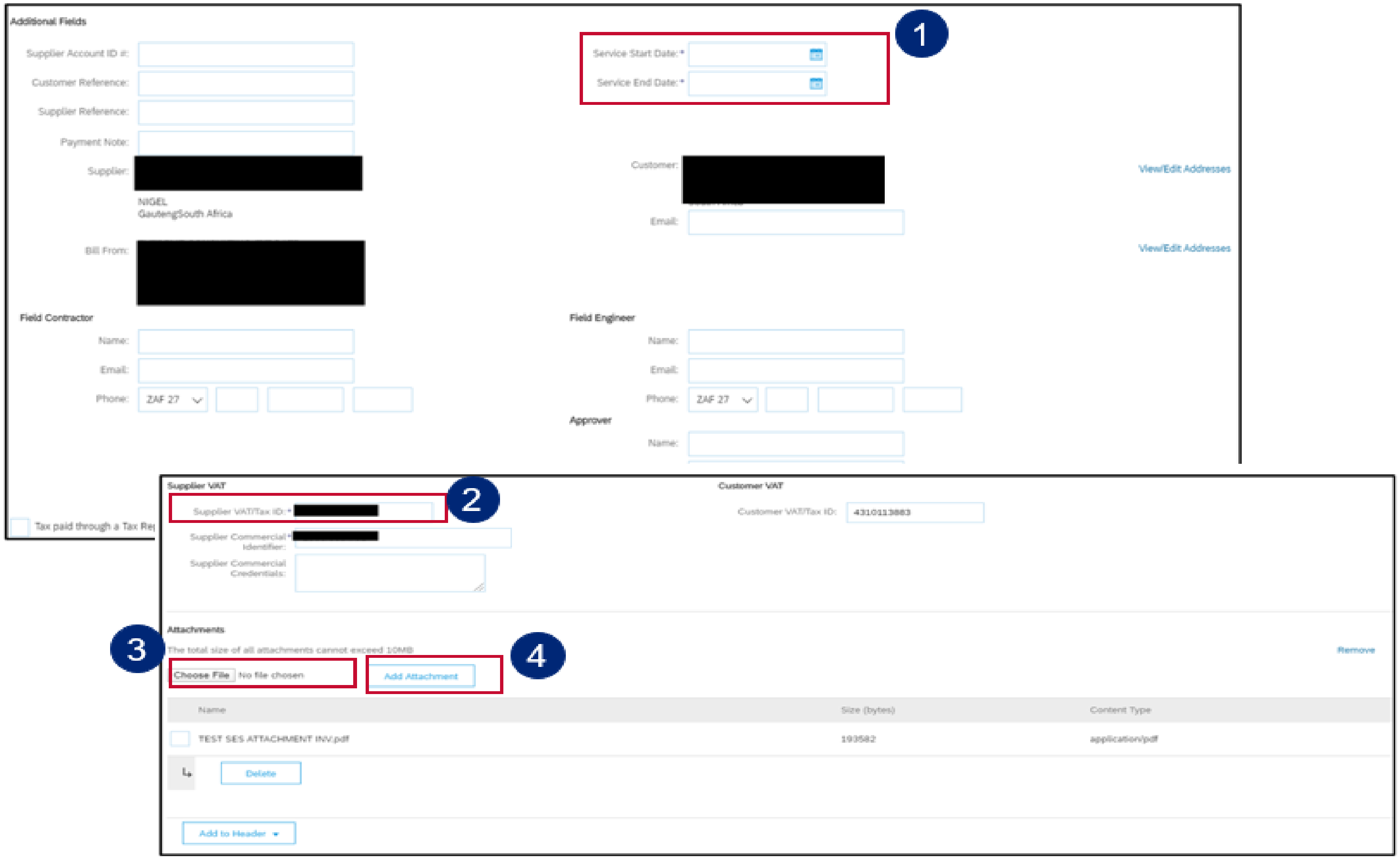
1. SUPPLIER — LOG INTO ARIBA NETWORK
2. SUPPLIER — CHECKS & CONFIRMS PO
3. SUPPLIER — FULFILS ORDER & DELIVERS GOODS
4. ANGLO AMERICAN / DE BEERS GROUP — GOODS RECEIPT CREATED (RECEIVING / STORES)
5. SUPPLIER — CREATE INVOICE IN SAP ARIBA
6. SUPPLIER — REMITTANCE ADVICE RECEIVED
7. ANGLO AMERICAN / DE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



1. 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



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

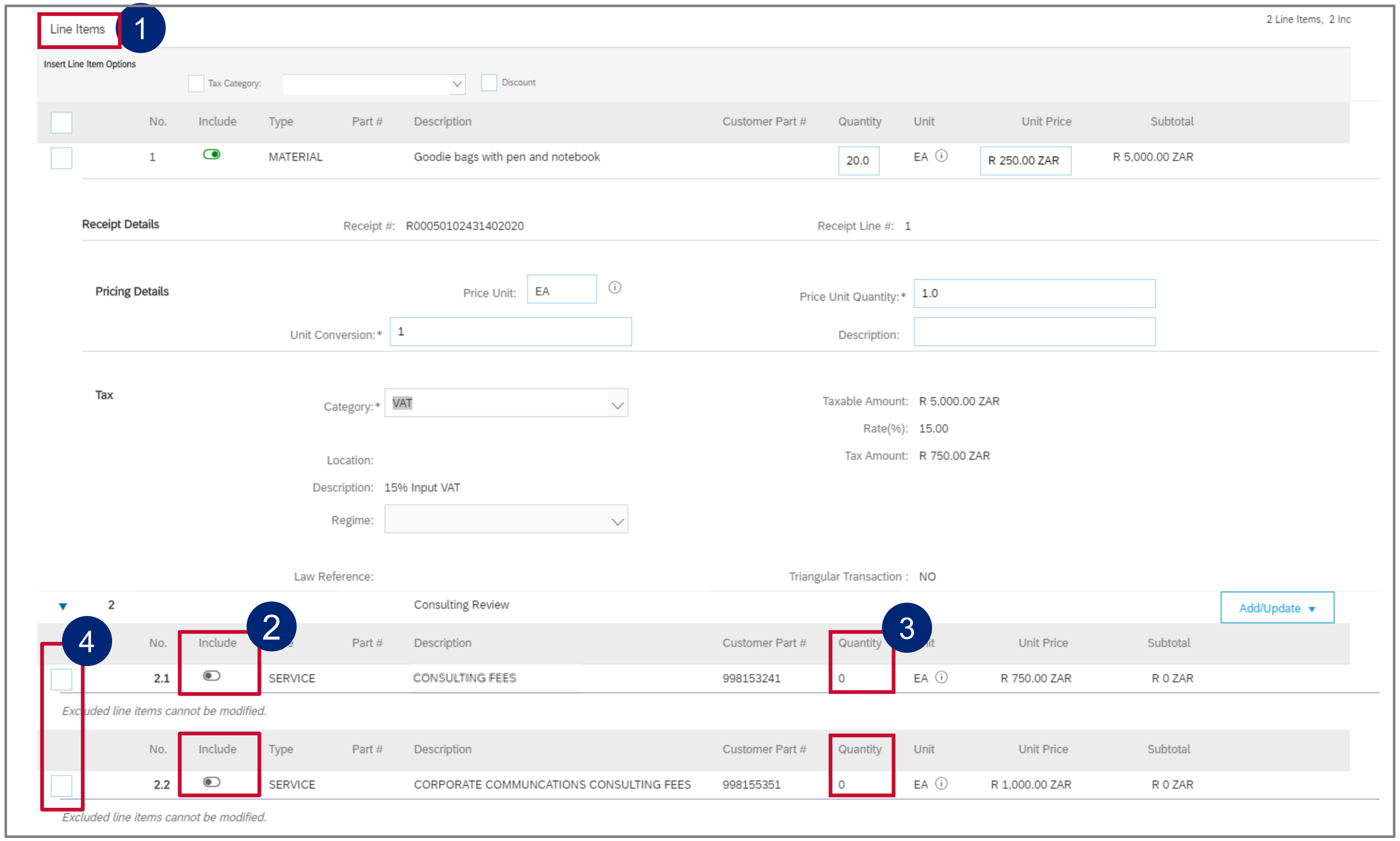
2. Enter your VAT or Tax number in the mandatory **Supplier VAT/Tax ID** field. If you are not VAT registered then enter the words **Not Registered**. If you captured your VAT information in the your company settings, this will automatically populate

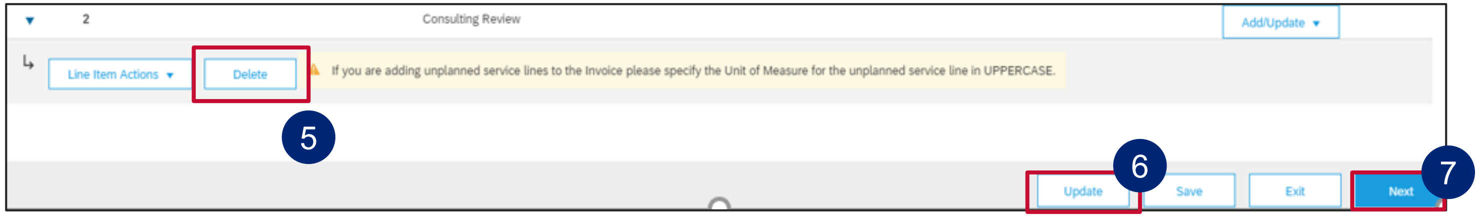
3. Click on **Choose File** to browse for the invoice you want to attach. **Please ensure** your invoice is in PDF format

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)





IMPORTANT!

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

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

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

Then click here to find out how to submit your invoice

EXTERNAL

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

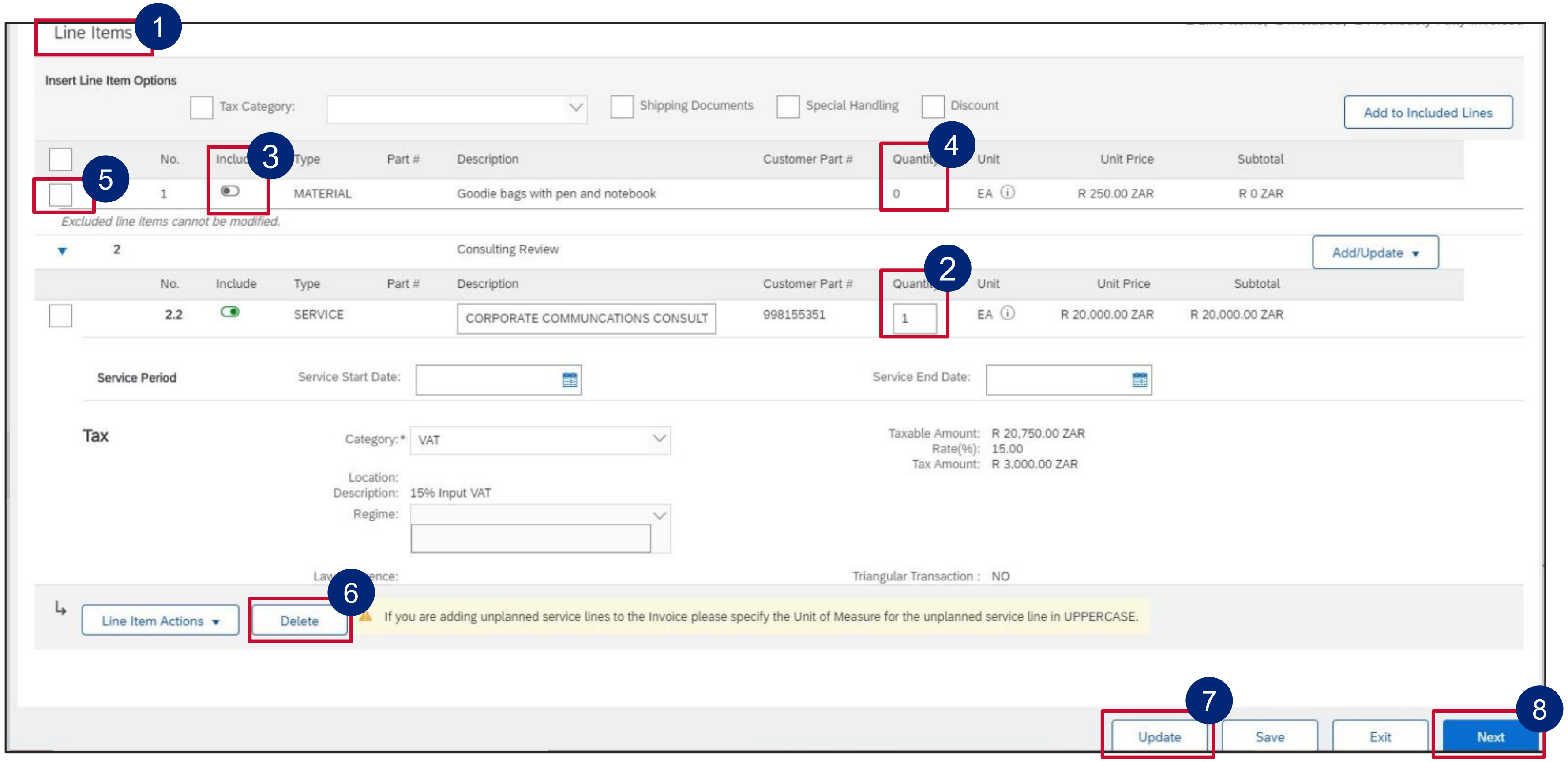
EXTERNAL

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



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**

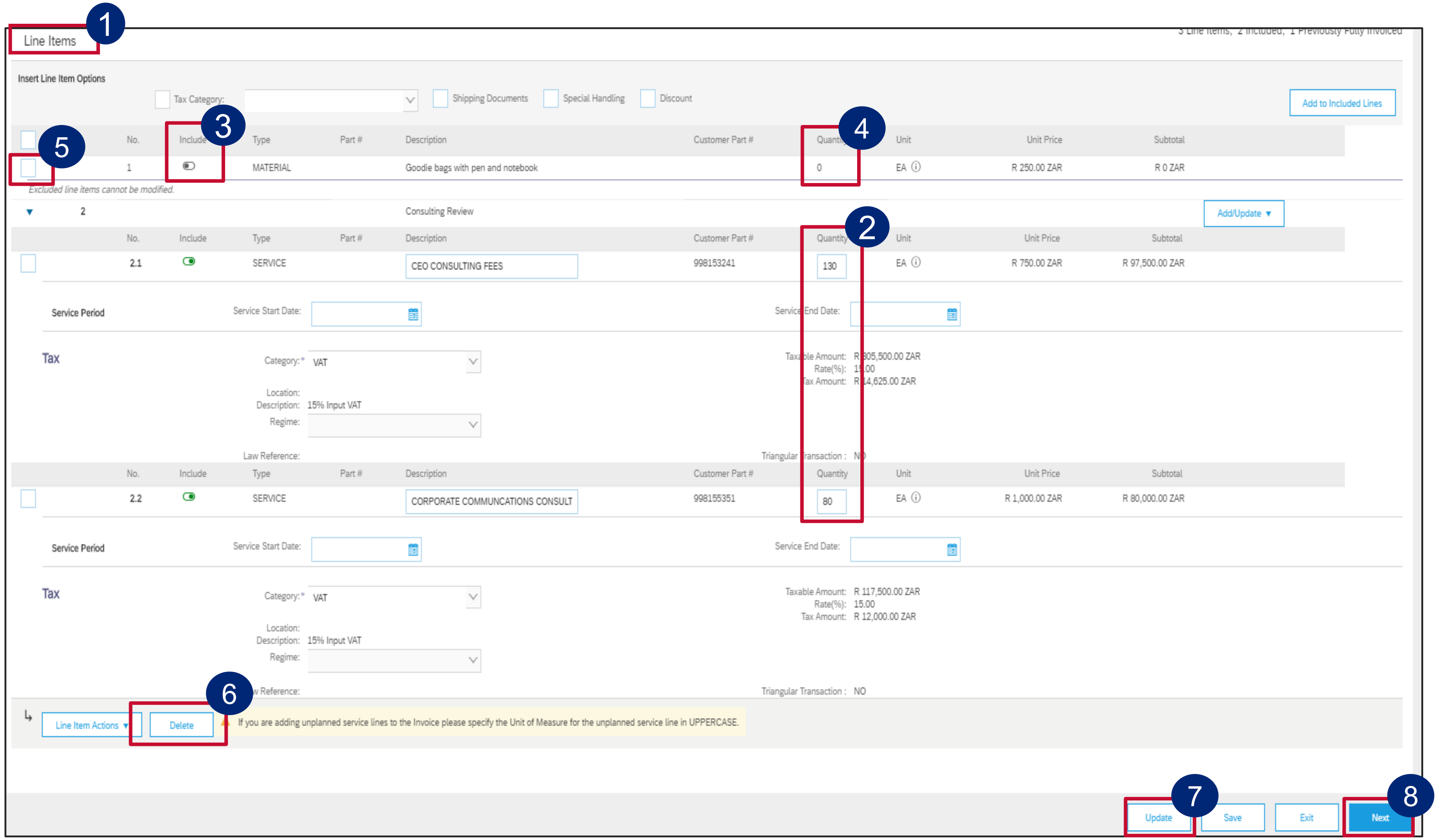
Then click here to find out how to submit your invoice

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



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**

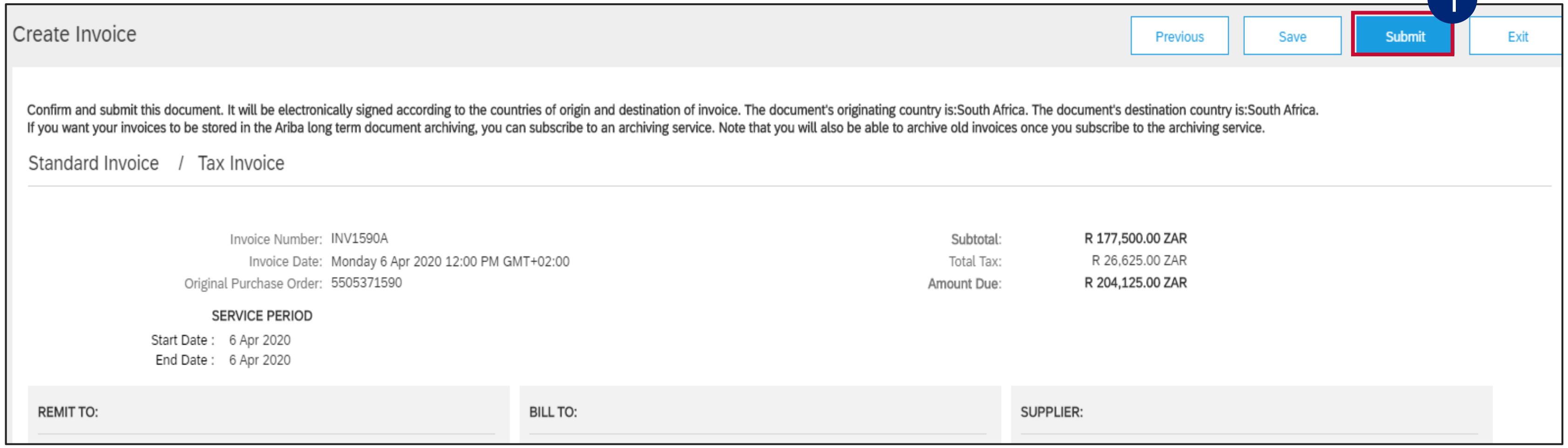
7 Click on **Update**

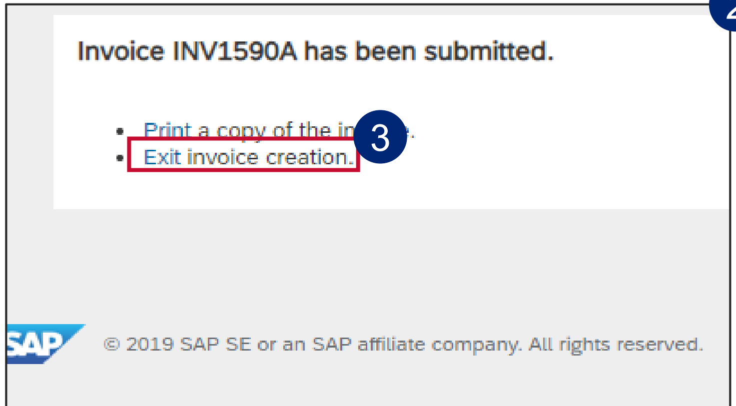
8 Click on **Next**

Then click here to find out how to submit your invoice

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

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





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

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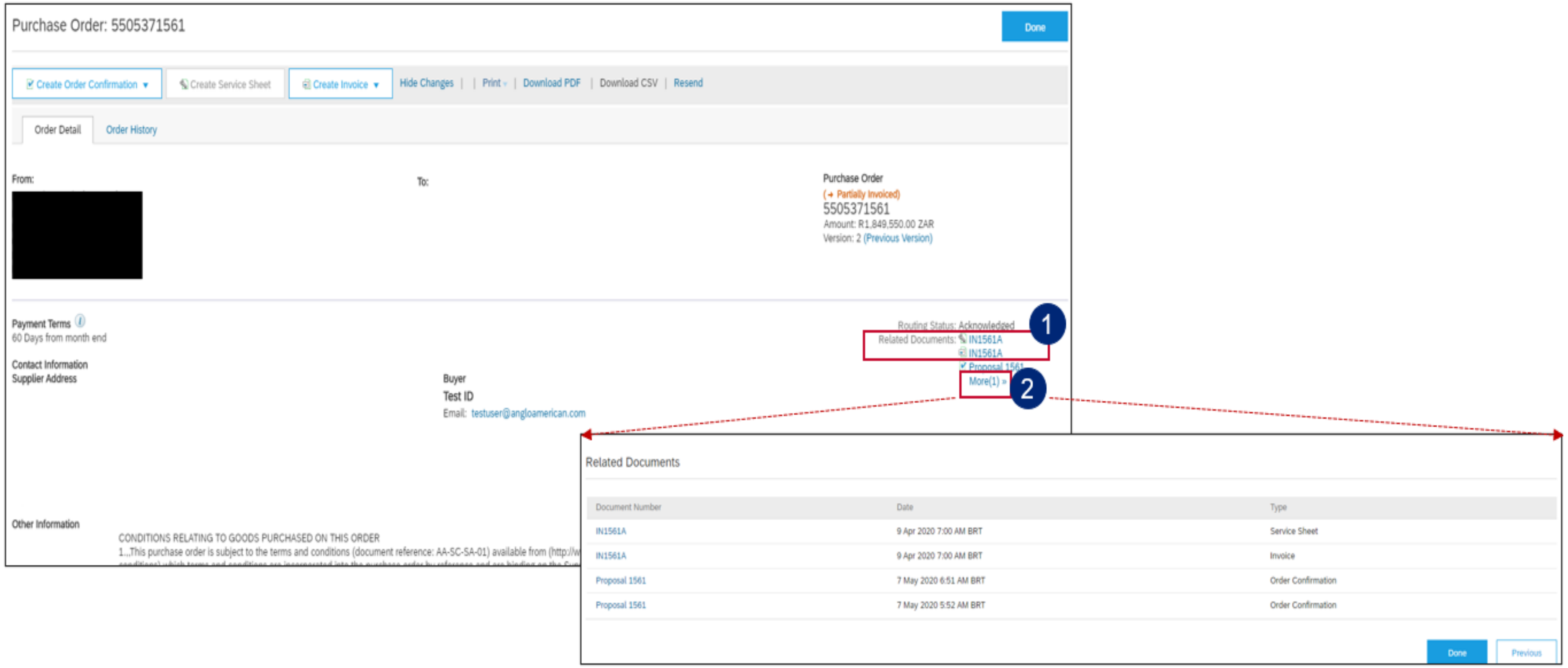
HOW TO PARTIALLY INVOICE AGAINST YOUR DIGITAL PO FOR GOODS & SERVICES (HYBRID PO)

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

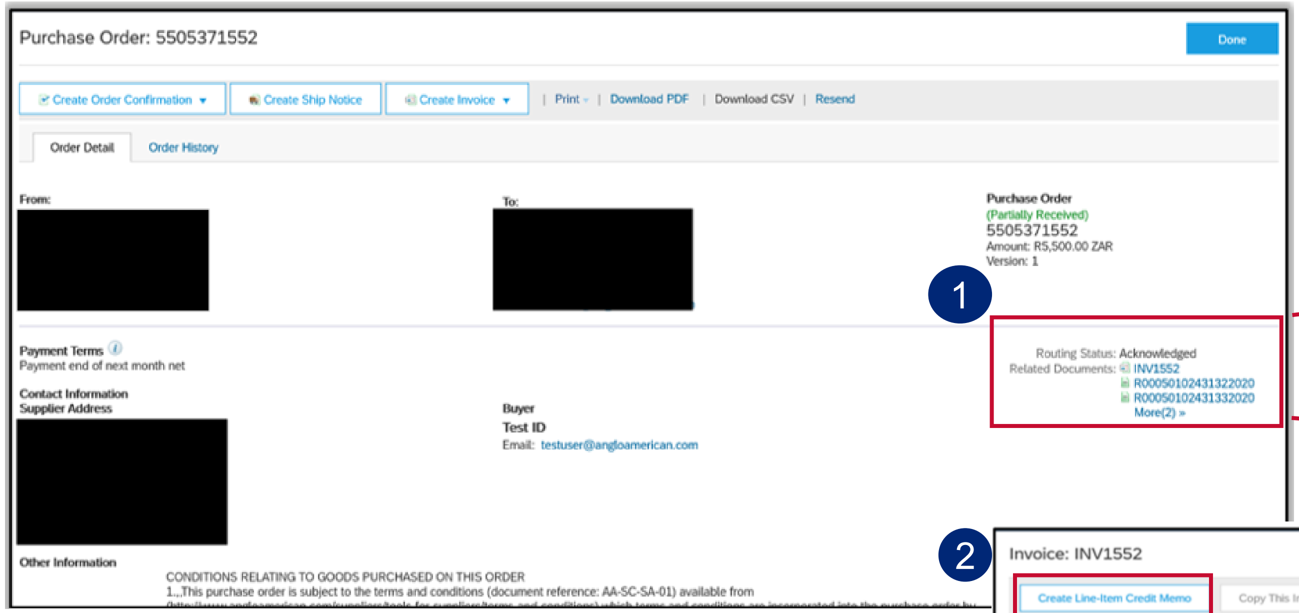


1. Your newly created invoice will reflect under **Related Documents**.
2. Click on **More,** to view all the documents.

EXTERNAL

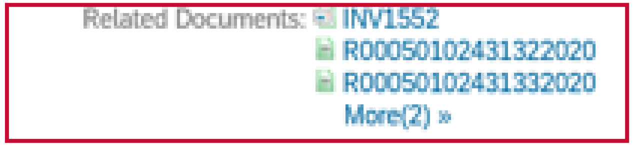
HOW TO CREATE A CREDIT NOTE FOR A GOODS & SERVICE INVOICE (HYBRID PO)

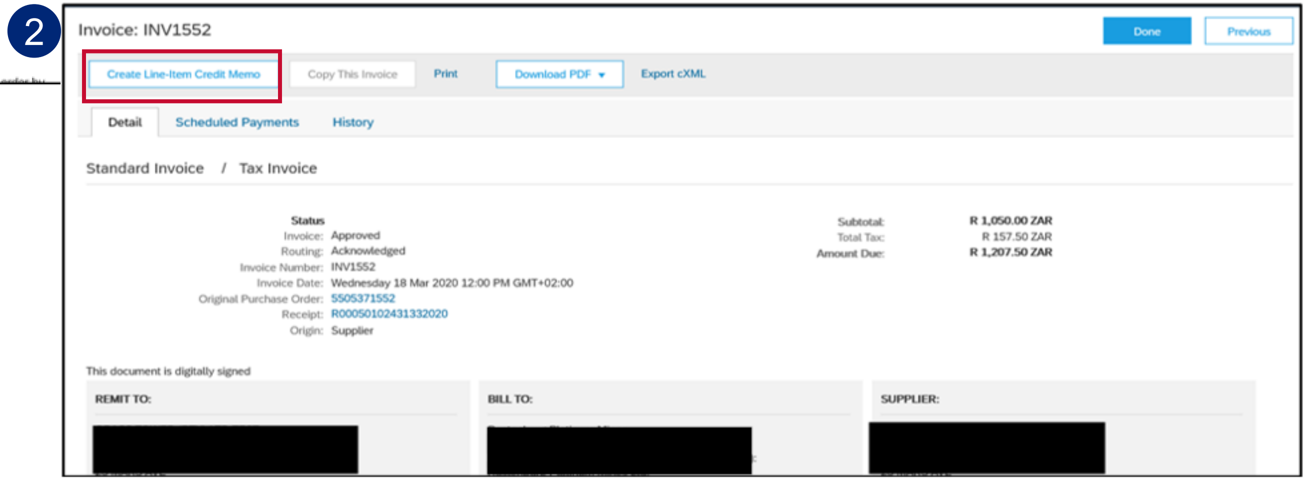
HOW TO CREATE A CREDIT NOTE FOR A GOODS & SERVICE INVOICE (HYBRID PO)



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.**

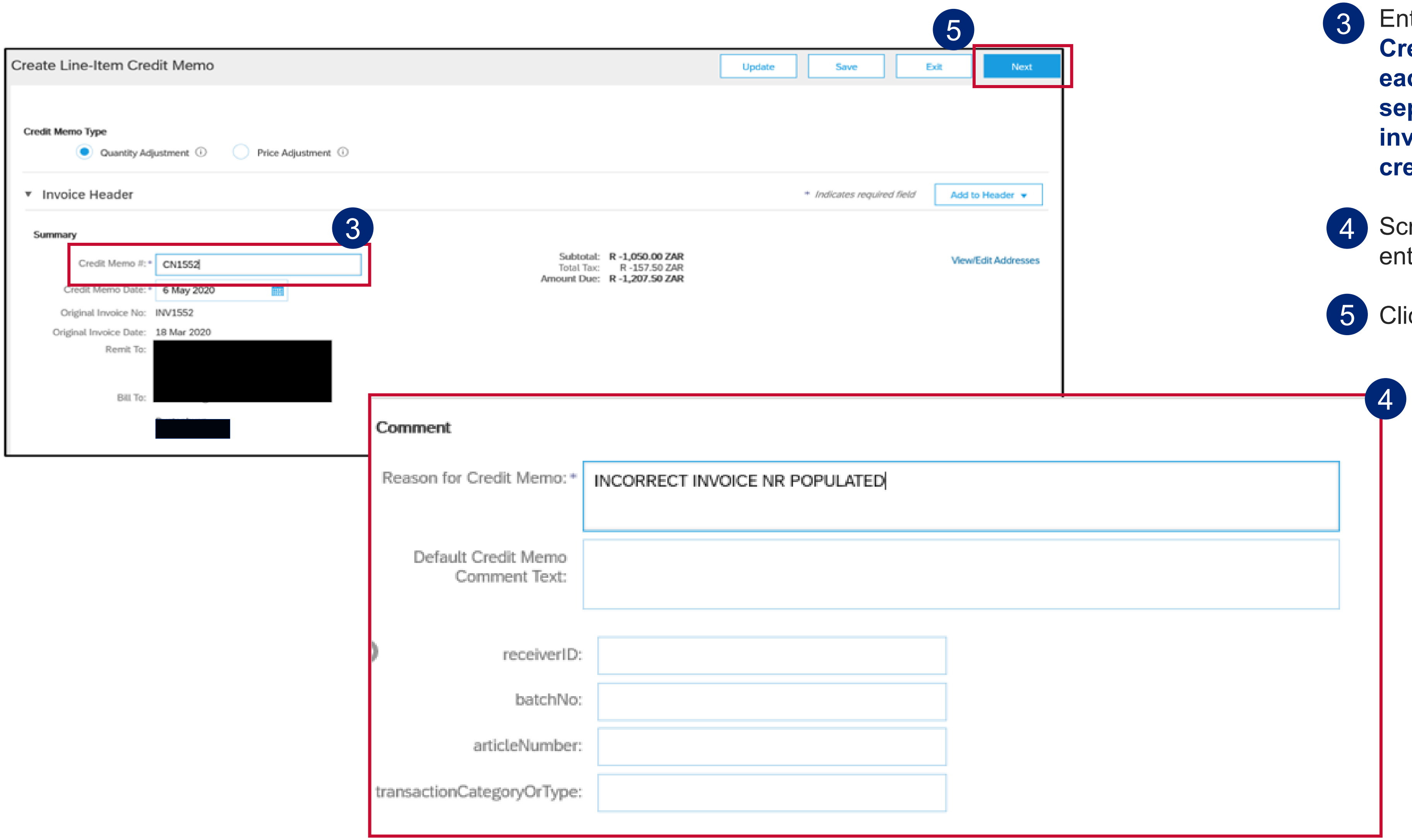




PLEASE NOTE THE ARIBA NETWORK DOES NOT SUPPORT PARTIAL CREDITS. ONLY THE FULL APPROVED INVOICE VALUE CAN BE CREDITED OUT

EXTERNAL

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



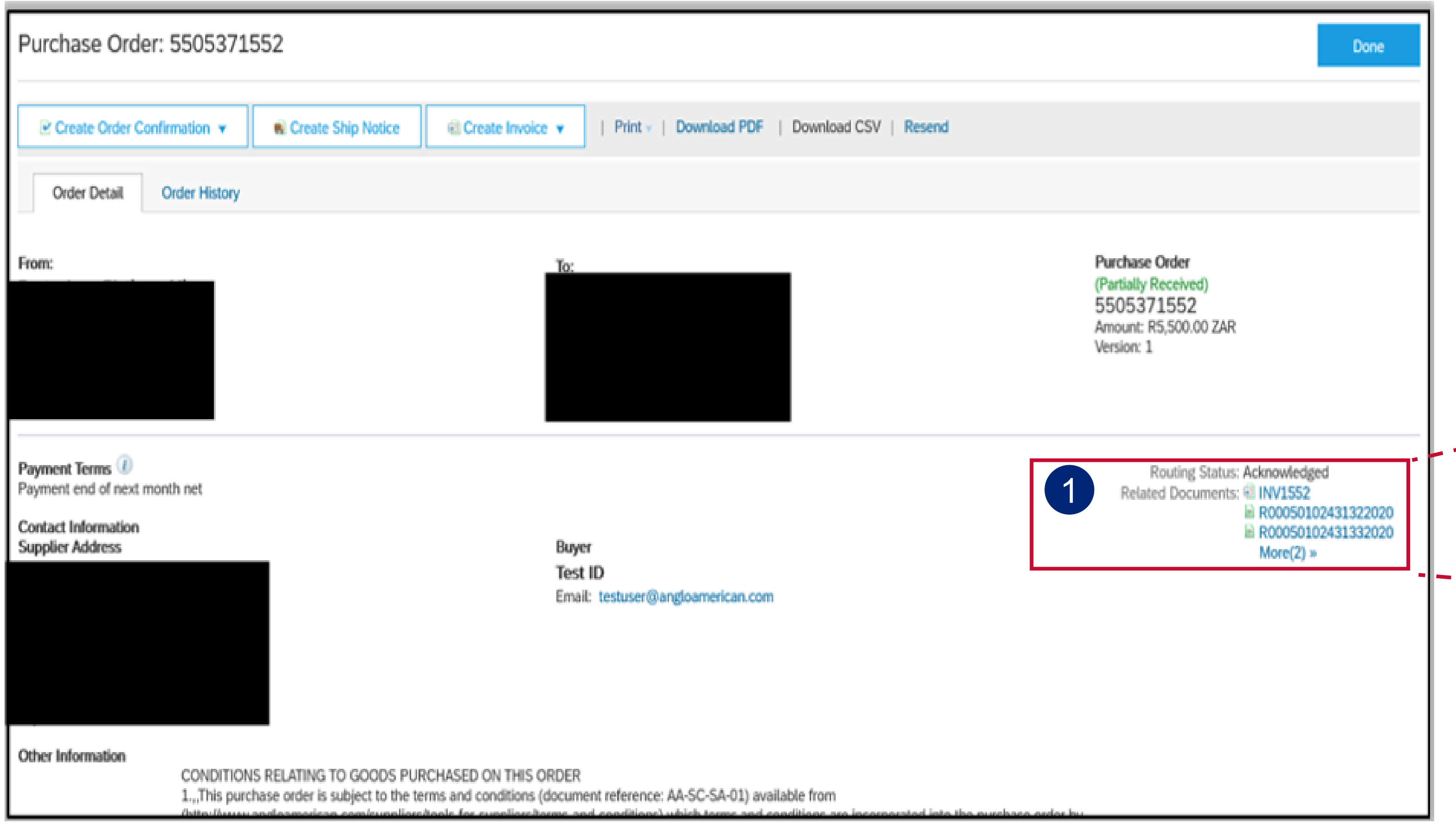
3. Enter your Credit Memo number in the **Credit Memo field. Please note that each invoice must be credited out separately (a credit for the material invoice must be submitted and a credit memo for the service invoice)**
4. Scroll down to the Comment section and enter your **Reason for Credit Memo**
5. Click **Next** and then **Submit**

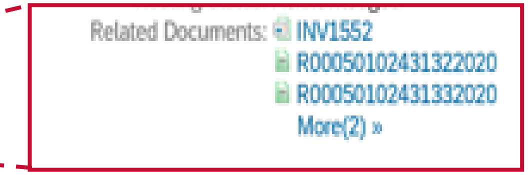
EXTERNAL

HOW TO VIEW YOUR INVOICE STATUS & PAYMENT DUE DATE

HOW TO CHECK YOUR INVOICE STATUS & PAYMENT DUE DATE

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

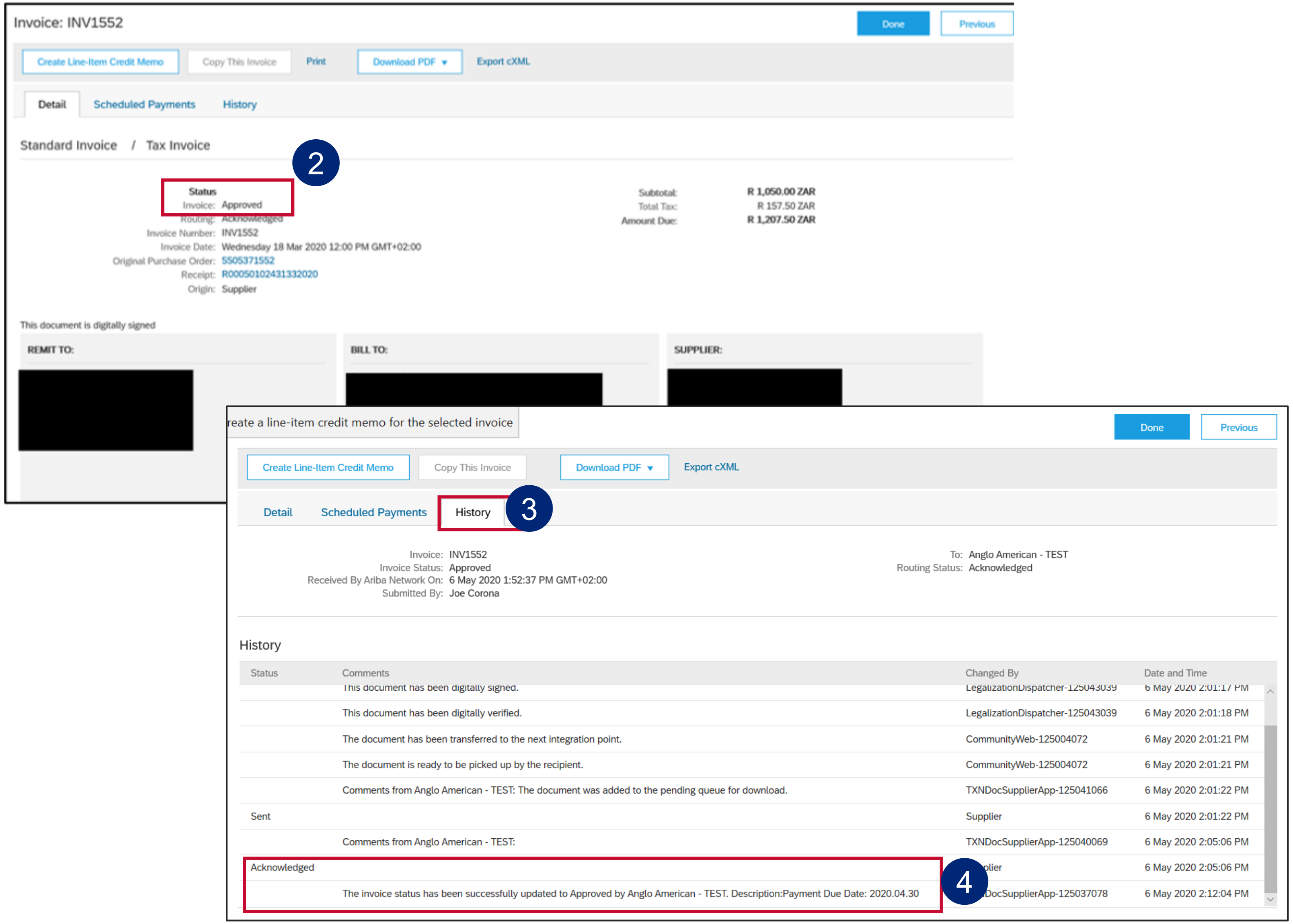




Log onto your ariba supplier account and search for the PO you want to check.

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

HOW TO CHECK YOUR INVOICE STATUS & PAYMENT DUE DATE



2 You can find the status of your invoice here

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

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

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

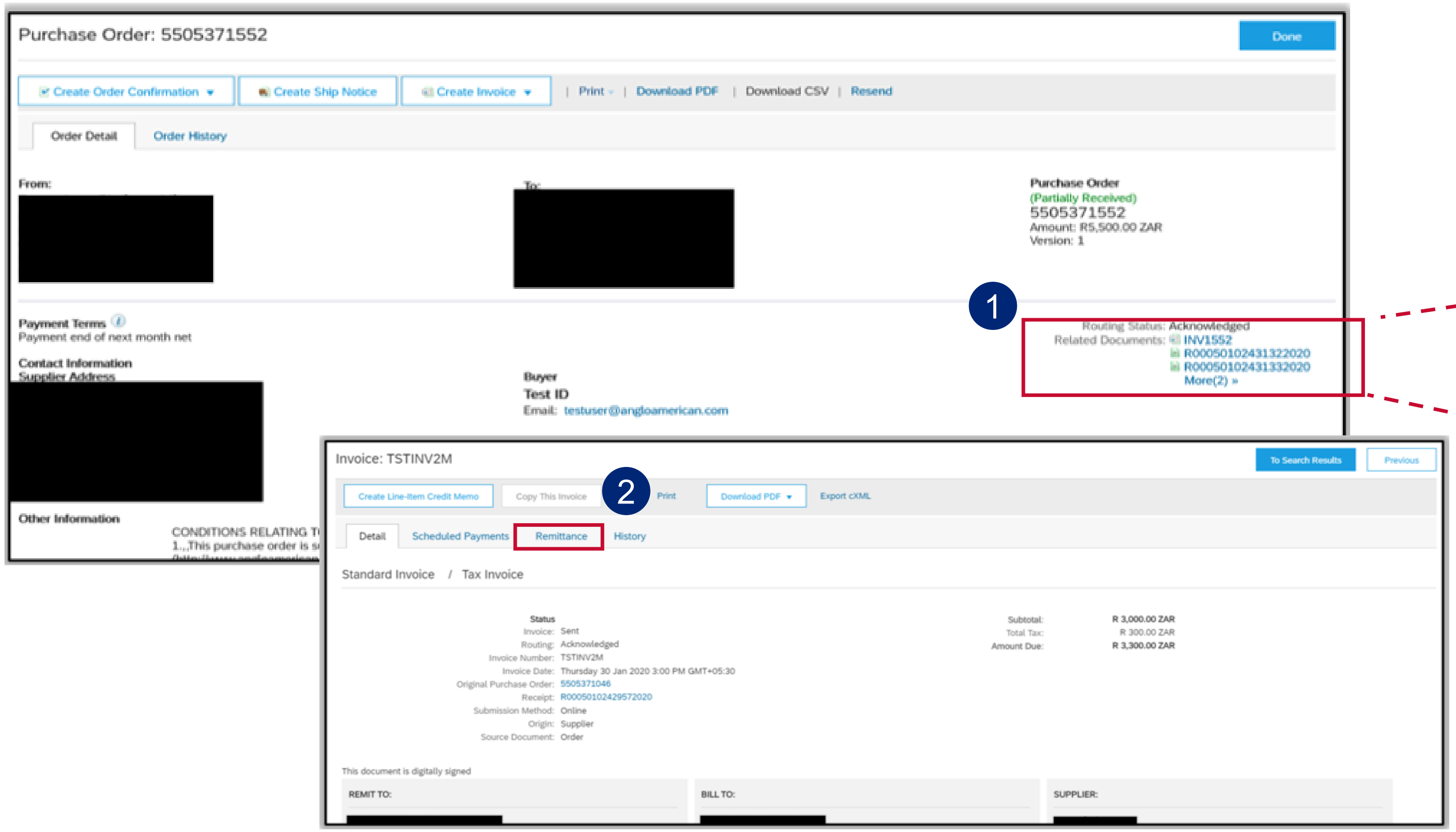
AngloAmerican

HOW TO FIND YOUR REMITTANCE ADVICE

EXTERNAL

HOW TO FIND YOUR REMITTANCE ADVICE

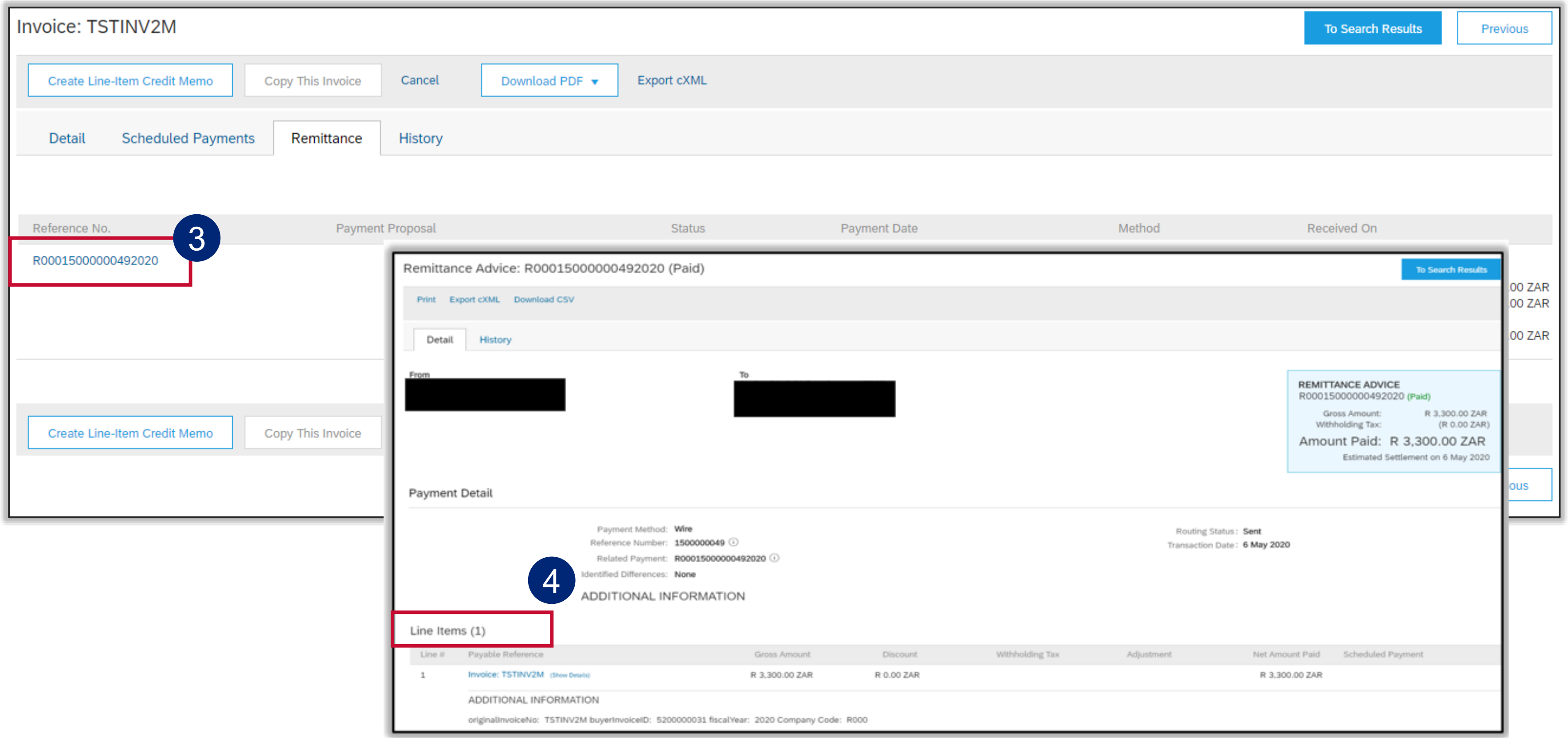
1. **SUPPLIER** – LOG INTO ARIBA NETWORK
2. **SUPPLIER** – CHECKS & CONFIRMS PO
3. **SUPPLIER** – FULFILS ORDER & DELIVERS GOODS
4. **ANGLO AMERICAN / DE BEERS GROUP** – GOODS RECEIPT CREATED (RECEIVING / STORES)
5. **SUPPLIER** – CREATE INVOICE IN SAP ARIBA
6. **SUPPLIER** – REMITTANCE ADVICE RECEIVED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



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

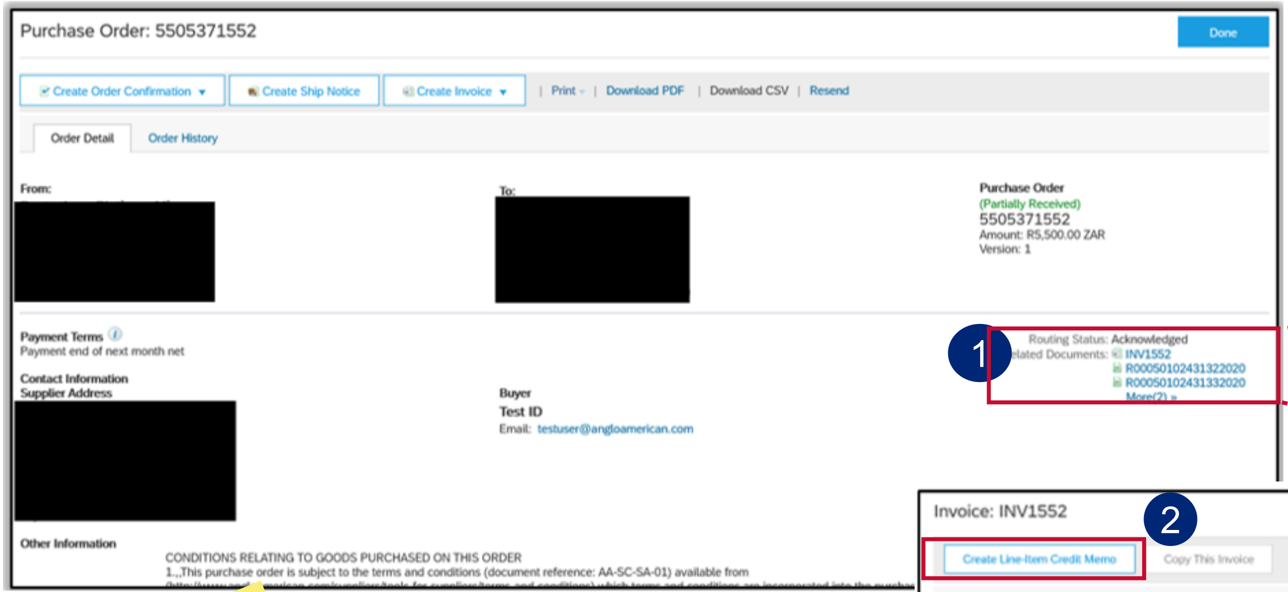
1. **SUPPLIER** – LOG INTO ARIBA NETWORK
2. **SUPPLIER** – CHECKS & CONFIRMS PO
3. **SUPPLIER** – FULFILS ORDER & DELIVERS GOODS
4. **ANGLO AMERICAN / DE BEERS GROUP** – GOODS RECEIPT CREATED (RECEIVING / STORES)
5. **SUPPLIER** – CREATE INVOICE IN SAP ARIBA
6. **SUPPLIER** – REMITTANCE ADVICE RECEIVED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



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

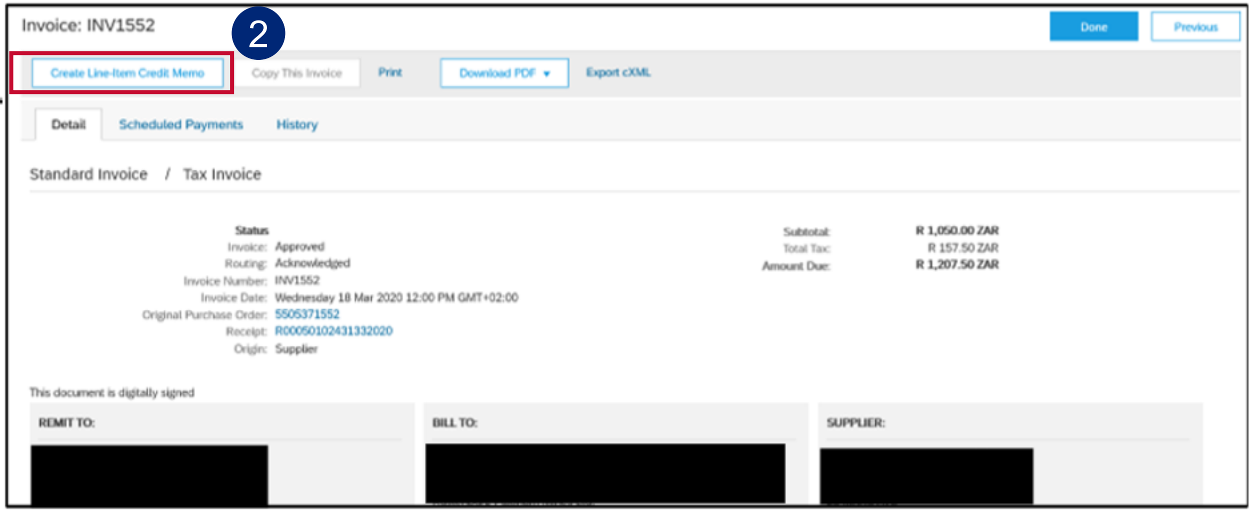
HOW TO CREATE A CREDIT NOTE FOR GOODS & SERVICES (HYBRID PO)

HOW TO CREATE A CREDIT NOTE FOR HYBRID INVOICE



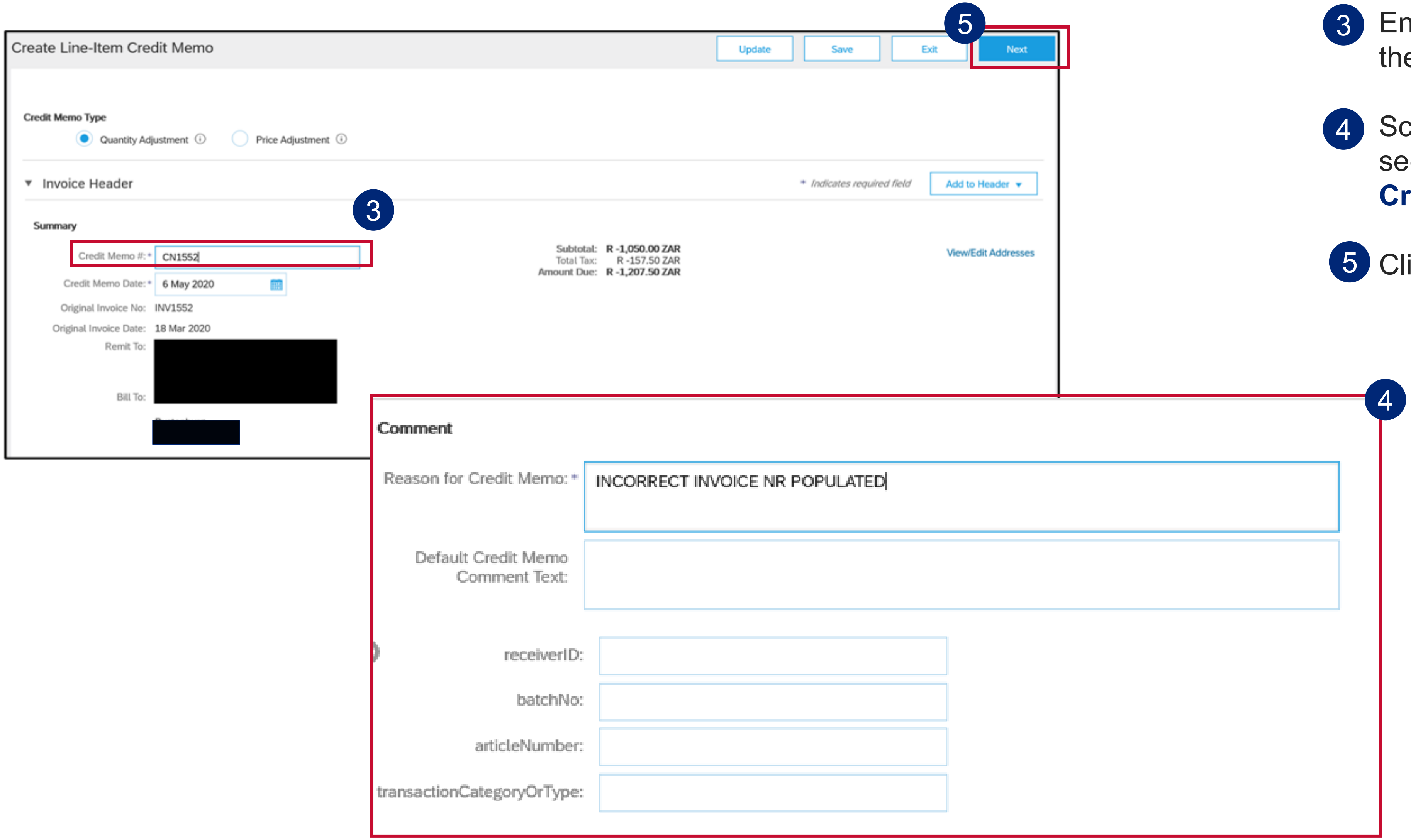
1 Logon to your ariba supplier account and search for the PO you need to credit. Click on and open the invoice you want to credit under **Related documents**, **please review important note below, partial credits are not supported on ariba network.**

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



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



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

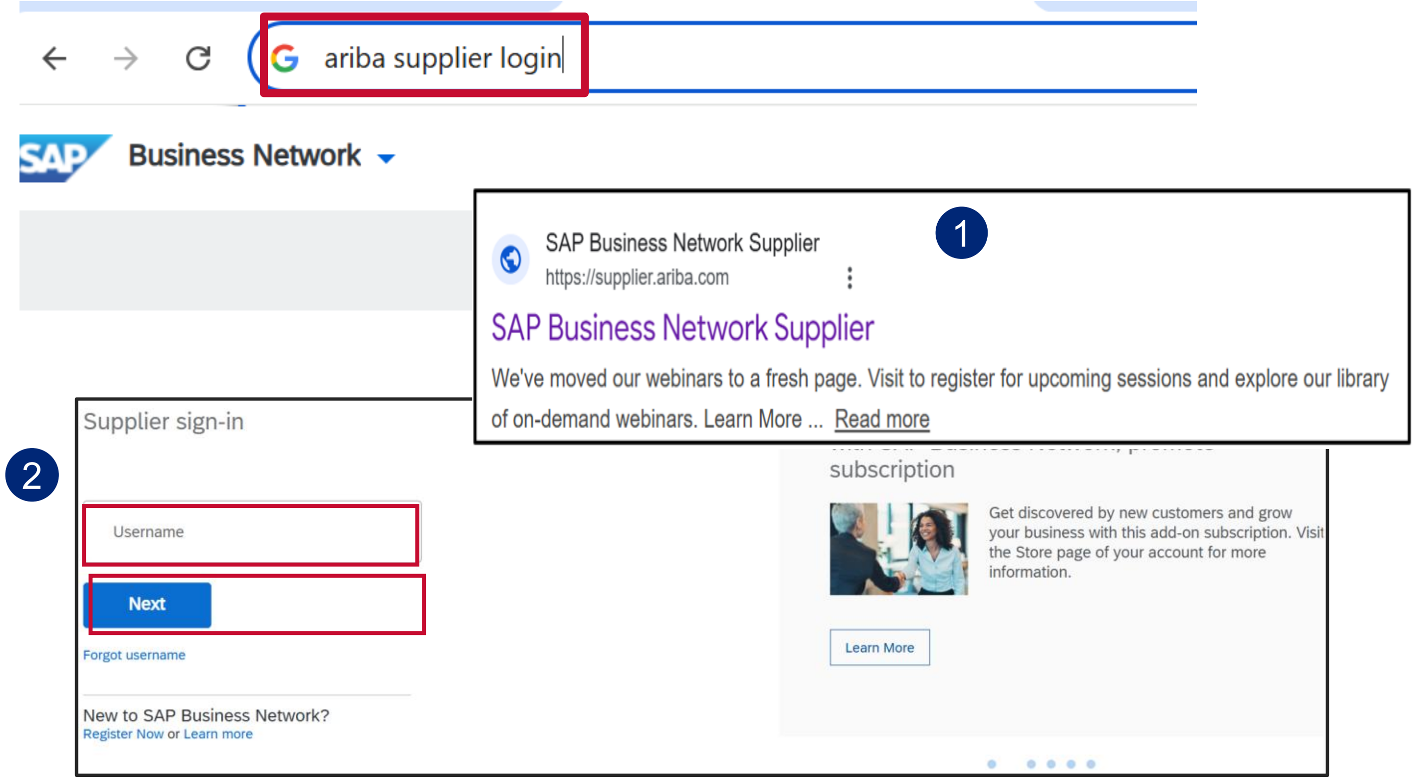
4 Scroll down to the Comment section and enter your **Reason for Credit Memo**

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

HOW TO MANAGE ADHOC / UNPLANNED PURCHASE ORDERS

HOW TO CONFIRM YOUR UNPLANNED/ADHOC PO

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

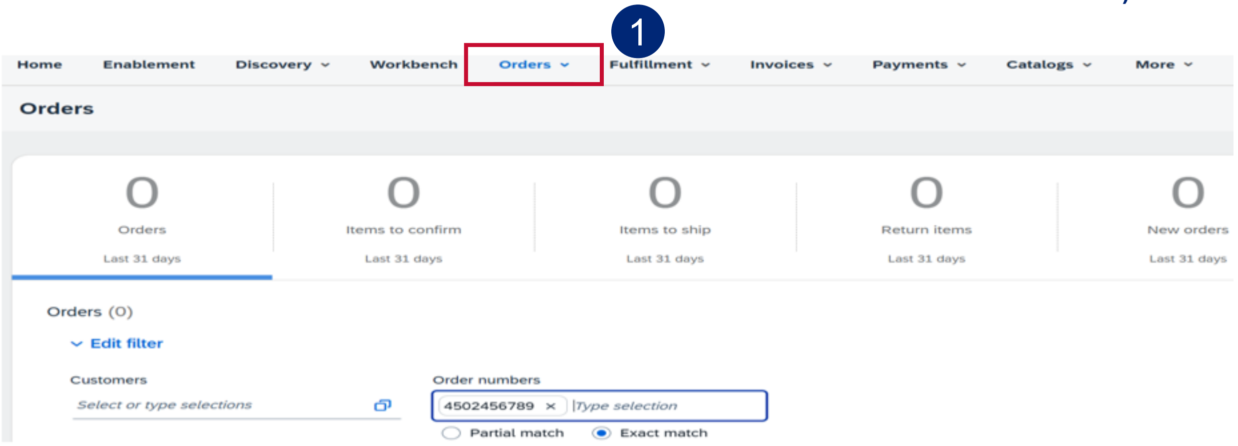


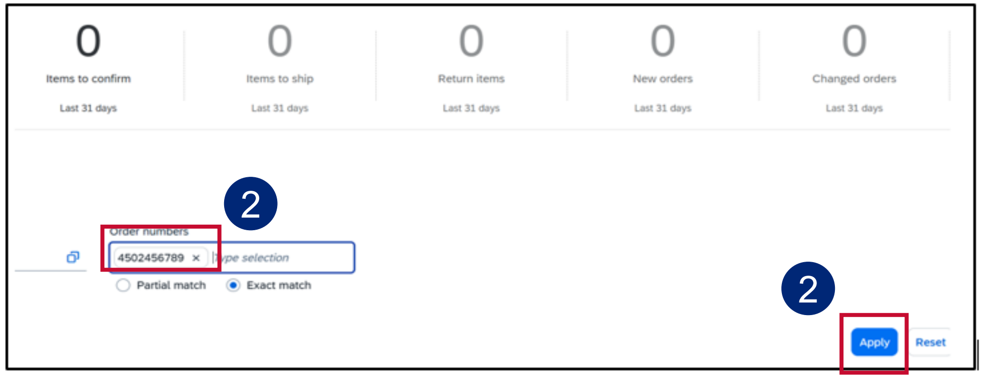
- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com or type in ariba supplier login in the search engine you use.

1. Select SAP Business Network Supplier Network login page and you will be directed to the sign-in page.
2. Enter your **user name** and **password** to be taken to your **Home** page

HOW TO CONFIRM YOUR UNPLANNED/ADHOC PO

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

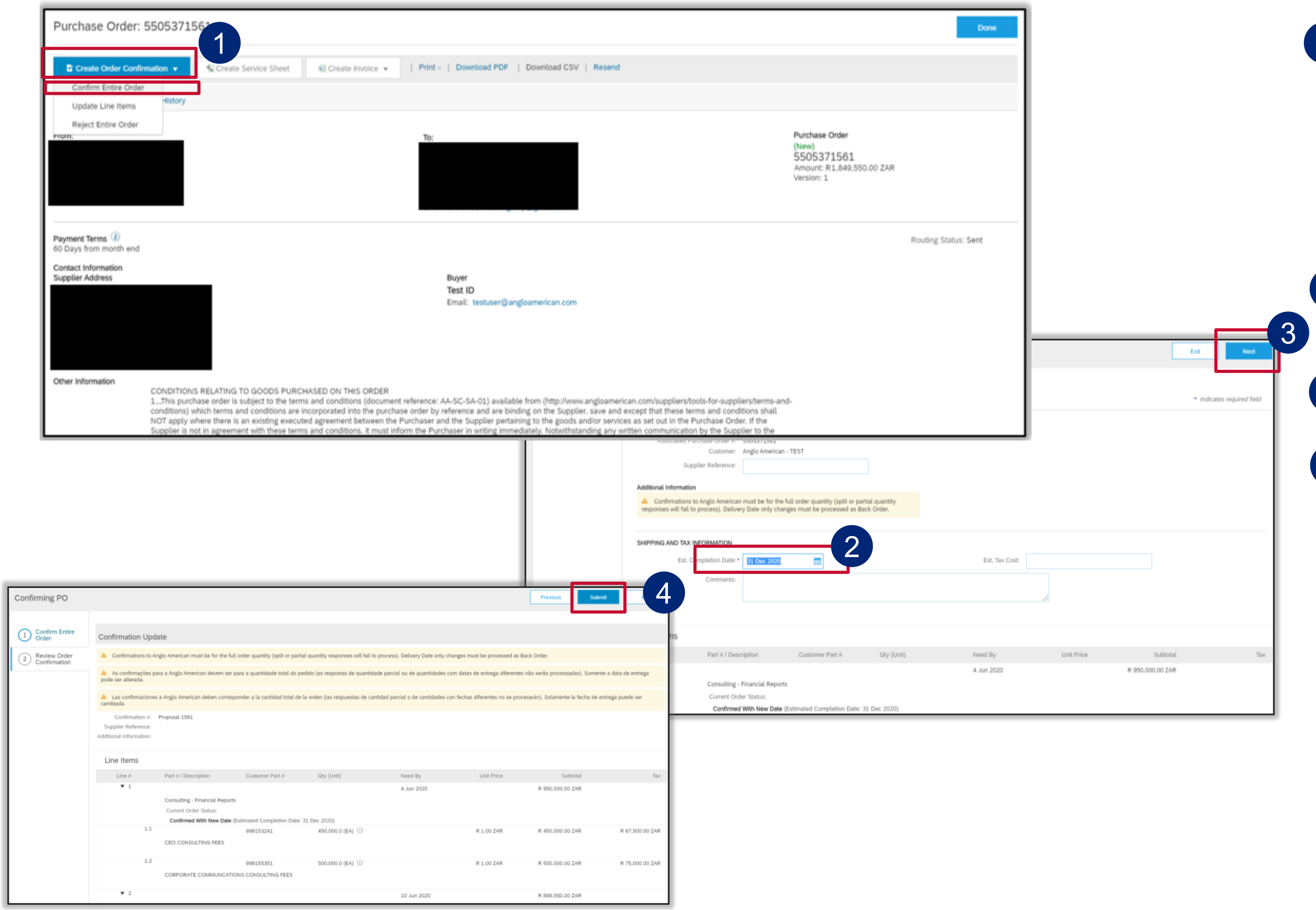




1. On the homepage, click on the **Orders** tab, this will display the most recent purchase orders. You can either select a specific purchase order from the list or alternatively:

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

HOW TO CONFIRM YOUR UNPLANNED/ADHOC PO

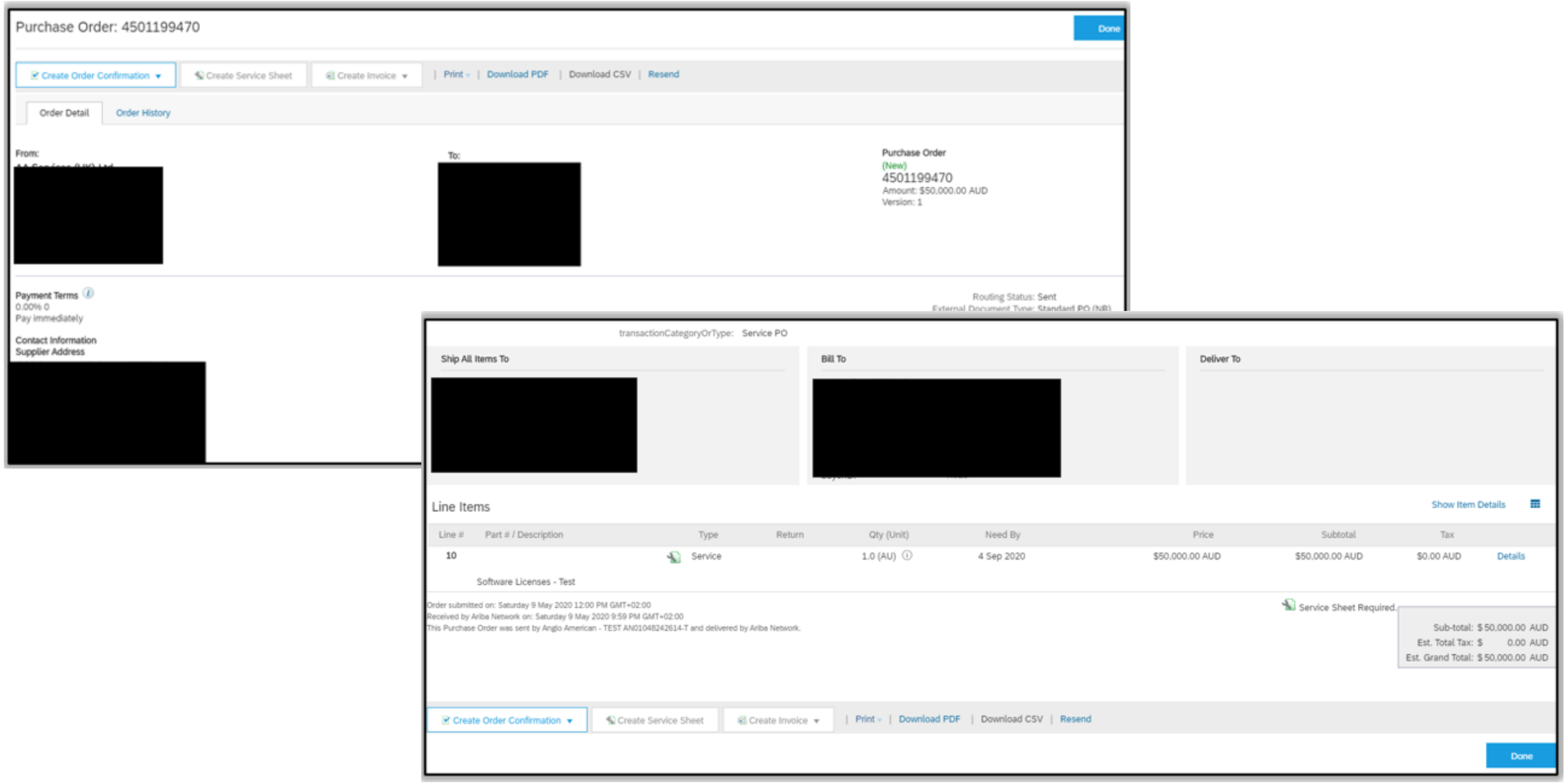


1. Scroll up to the top of your PO and click on the **Create Order Confirmation** button.
   A drop down menu will appear.
   Click on **Confirm Entire Order** to confirm your PO
2. Populate **est. completion date** of service you are going to render.
3. Click on **Next.**
4. **Review Order Confirmation** 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

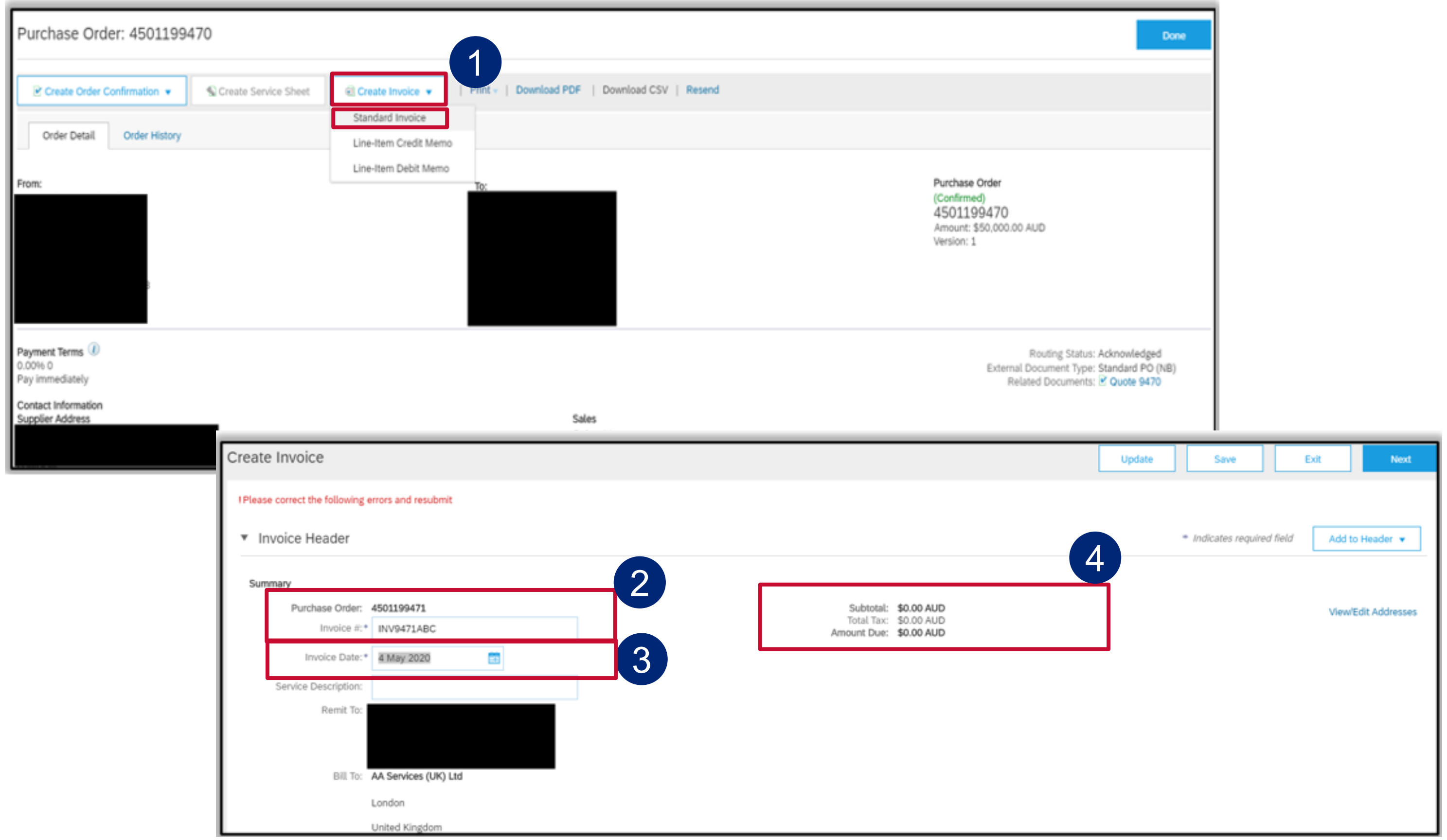
1. SUPPLIER – LOG INTO ARIBA NETWORK
2. SUPPLIER – CHECKS & CONFIRMS PO
3. SUPPLIER – FULFILS ORDER & DELIVERS GOODS
4. ANGLO AMERICAN / DE BEERS GROUP – GOODS RECEIPT CREATED (RECEIVING / STORES)
5. SUPPLIER – CREATE INVOICE IN SAP ARIBA
6. SUPPLIER – REMITTANCE ADVICE RECEIVED
7. ANGLO AMERICAN / DE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



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

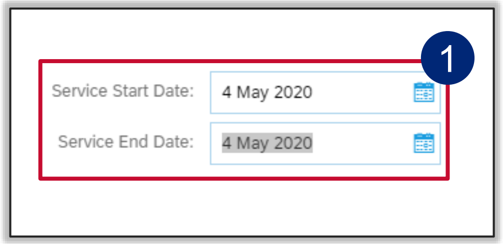
SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	2	3	4	5	6	7
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT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

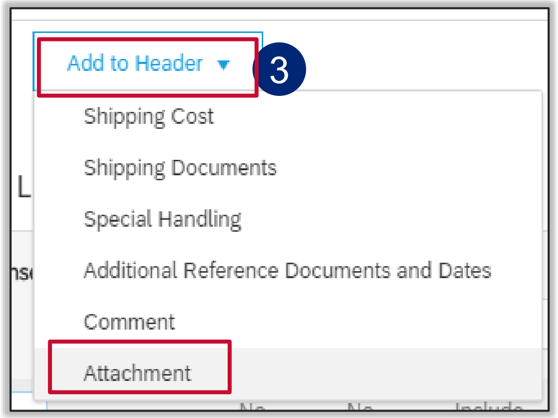


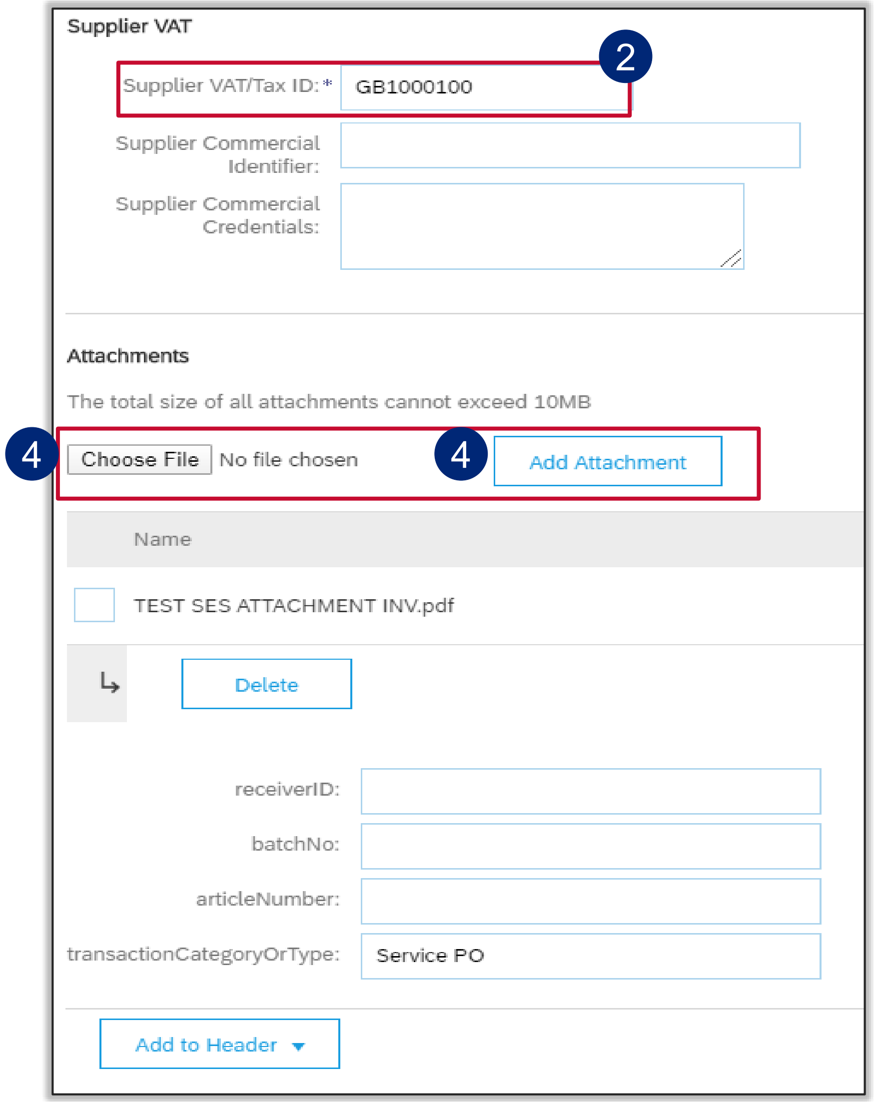
1. Click on **Create Invoice** and select **Standard Invoice**
2. Populate your company's physical Inv nr in the **Invoice #*** field.
3. Populate your company's physical Inv date in the **Invoice Date*** field. **Your payment will be calculated using this date using your payment terms.**
4. **Please 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.**

EXTERNAL

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







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

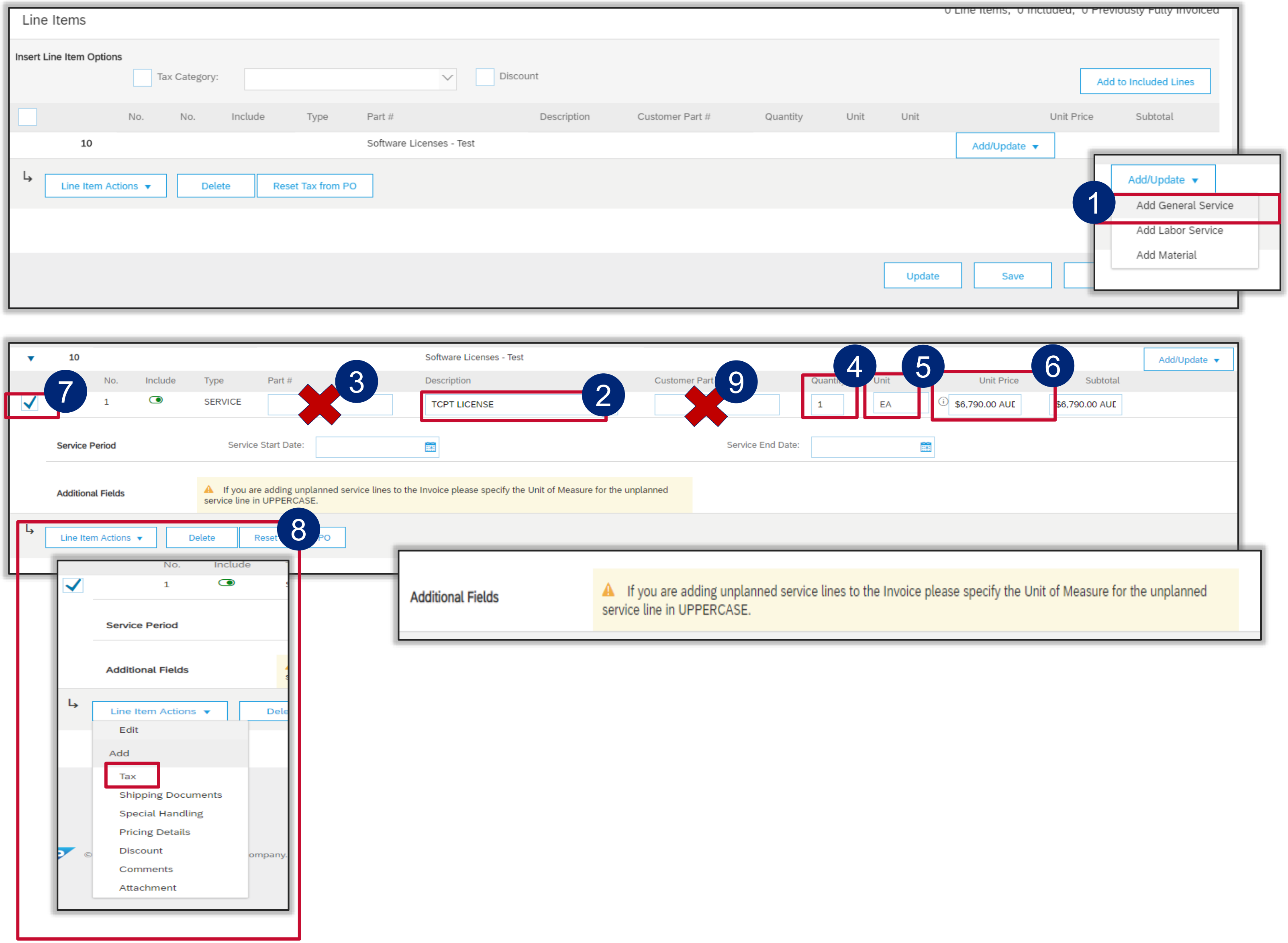
2. **Supplier VAT/Tax ID** is a mandatory field and must be populated with VAT/TAX ID nr.
If supplier is not VAT registered they need to populate the field with Not Registered. This information can be prepopulated in the supplier's company settings, and then they don't need to populate it every time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

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

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

EXTERNAL

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



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.

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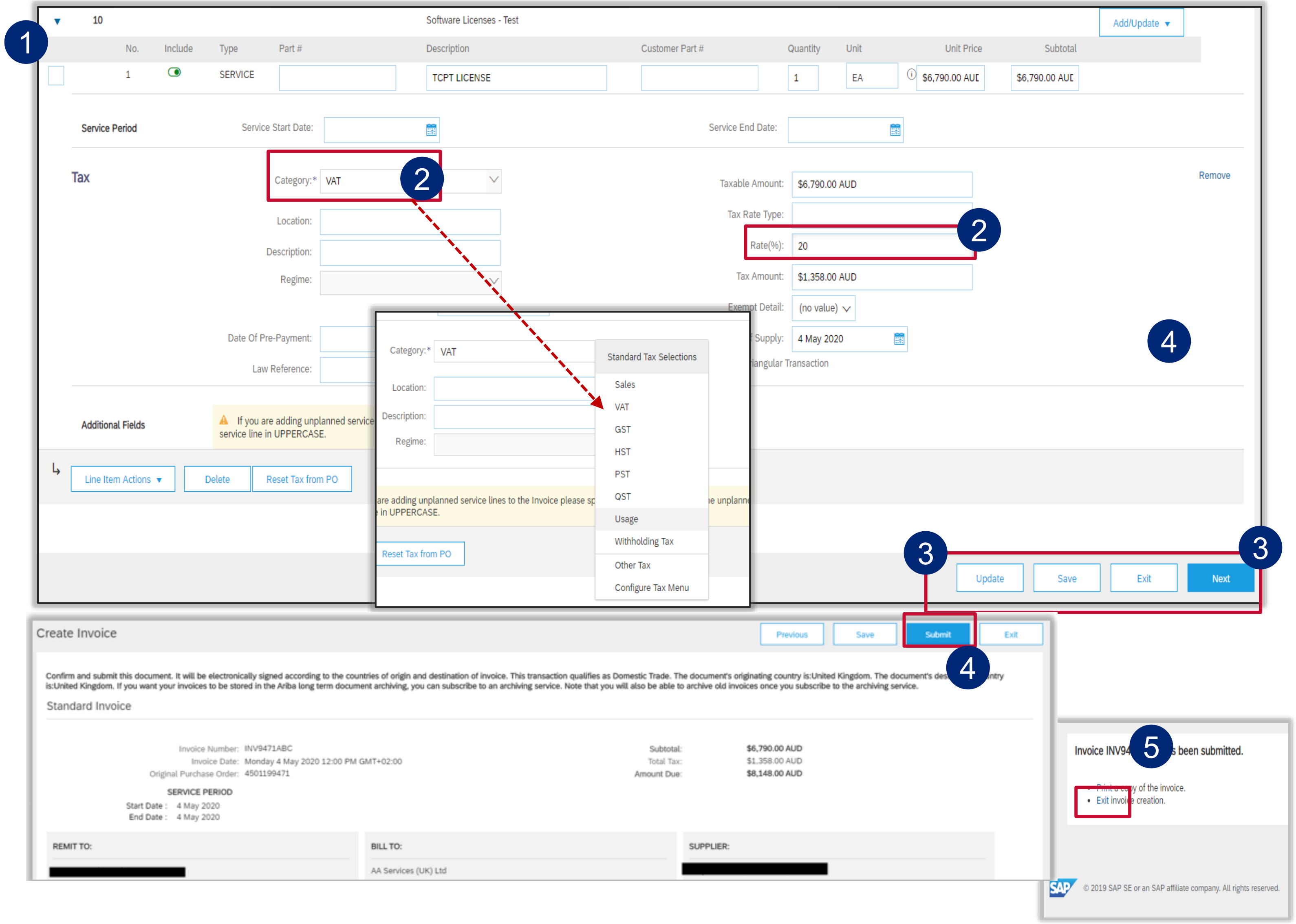


1. **Please note ONLY 1(one) GENERAL SERVICE LINE must be added for the total of the invoice value, if your invoice has multiple lines, the approver of the invoice will open the invoice to check the breakdown.**

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.**

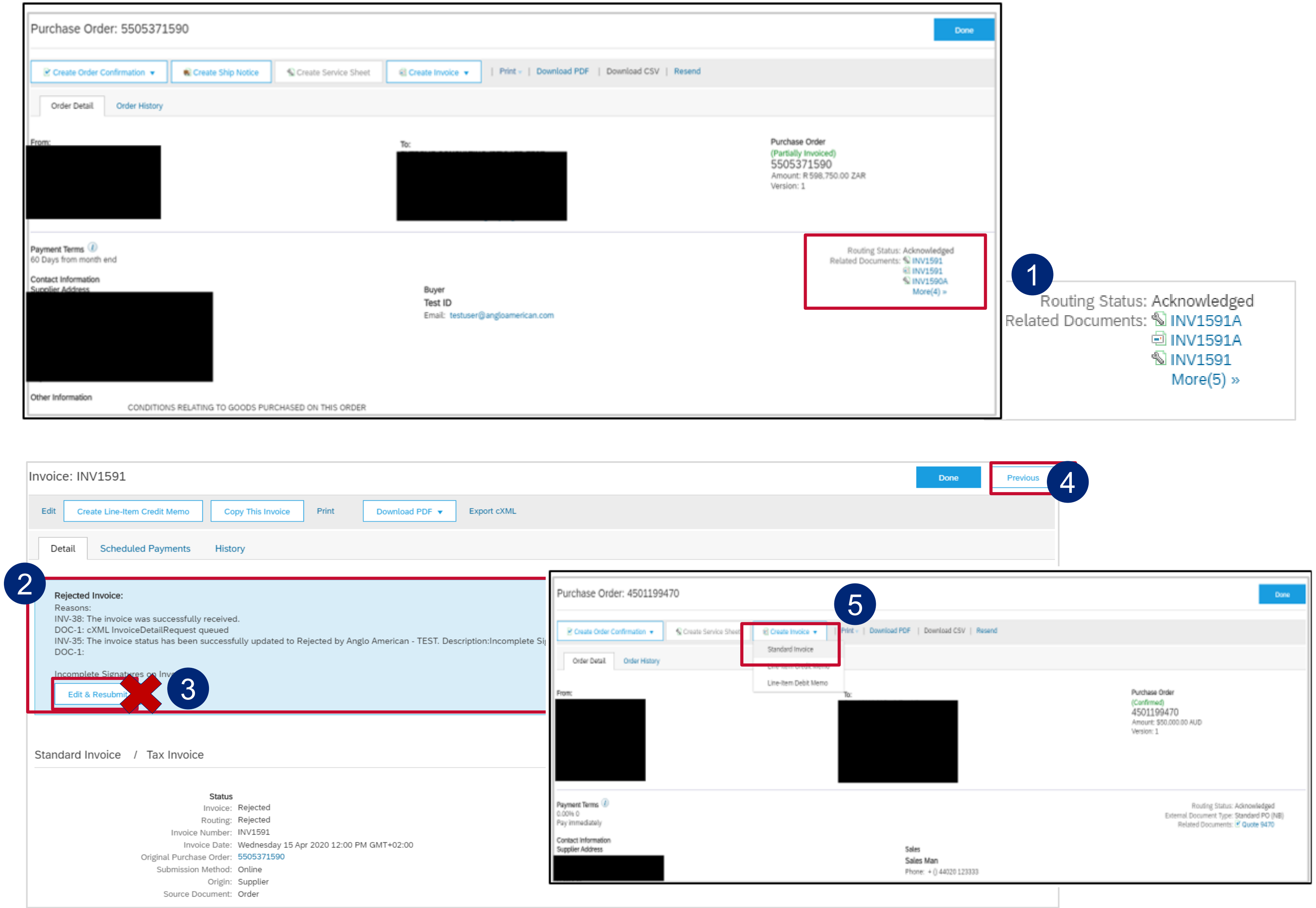
4. Please ensure that the invoice details are all correct then click on **Submit**.

5. Click on Exit

EXTERNAL

HOW TO RESUBMIT INVOICE FOR UNPLANNED/ADHOC PURCHASE ORDERS

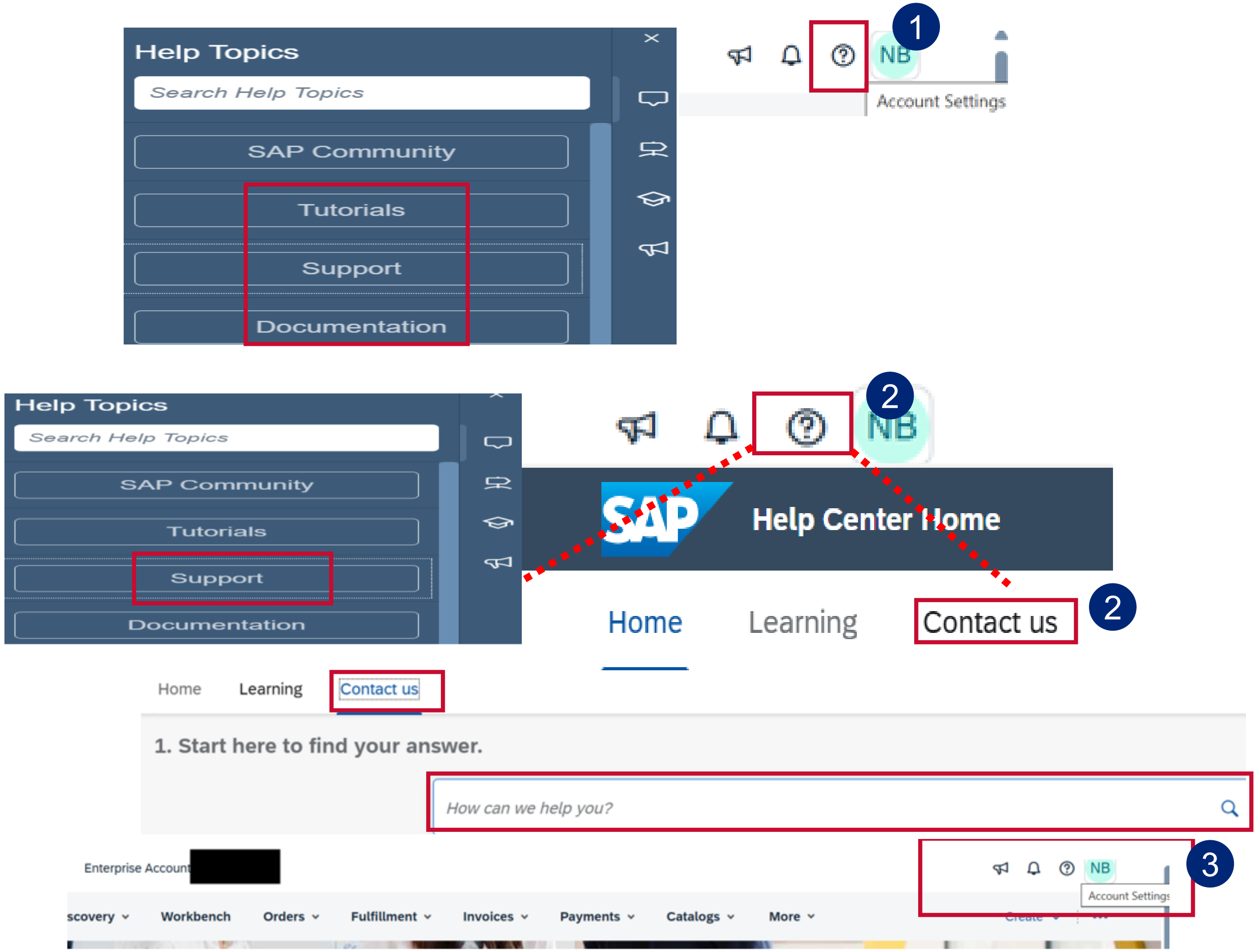
HOW TO RESUBMIT INVOICE FOR UNPLANNED/ADHOC PO



1. Click on rejected invoice under **Related Documents**, to open it.
2. The reason that your invoice was rejected is in the blue section. Your invoice can be rejected for a number of reasons e.g. The incorrect price, insufficient support documentation etc. **You 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



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

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