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ARIBA NETWORK

USER GUIDE FOR SUPPLIER



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Ariba Network Account Configuration

- Account Administrator
- Role & User Creation
- Customer Relationship Setting
- Electronic Order/Invoice Routing Setting



Supported Browsers And Plugins

SAP Business Network ▾

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

[Supported browsers and plugins](#)

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BROWSER/PLUG-IN SUPPORT

Supported Browsers

- Microsoft Edge 32-bit
- Chrome 54+ 64-bit
- Mozilla Firefox 49+ 64-bit
- Safari 9+ 64-bit
- Mozilla Firefox 17+
- Safari 5
- Mobile Safari on iPad (iOS 6 or above)
- Microsoft Edge Chromium 79+ 32-bit and 64-bit

Deprecation Schedule

- Microsoft Internet Explorer 11 and older (effective January 1, 2022)

OK

Click on The 'Supported browsers and plugins' to refer Supported browsers.



Ariba Account Administrator

Please contact your Ariba Administrator for ALL the account setting changes

Note:

If your company Ariba Account Administrator are no longer available, please log a service ticket to SAP Ariba Support Team to perform 'account administrator reassignment'.

- [Guide To Log Service Ticket To SAP Ariba Support Team.](#)
- [Guide to reassign Ariba Account Administrator to other sub user.](#)



Administrators and Users



Administrator

- ❖ Automatically linked to the username and login entered during registration
- ❖ Responsible for account configuration and management
- ❖ Primary point of contact for users with questions or problems.
- ❖ Creates roles for the account

User

- ❖ Can have different roles, which correspond to the user's actual job responsibilities
- ❖ Responsible for updating personal user information





⚠️ Unsupported browser (IE11) detected. [Learn More](#)

Administrator

- Please ensure the administrator role is properly transferred
- Should the administrator no longer with the company, please contact Ariba helpdesk for account reassignment
- <https://support.ariba.com/item/view/196355>

Daniel Chen

DanielGentingUAT1@gmail.com

My Account

Link User IDs

Contact Administrator

Supplier Enablement
Test 1-TESTANID:
Standard account

Company Profile

Settings >

0
Orders to invoice
Last 31 days4
Invoices
Last 31 days

Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.

Account Administrator Information

Name: Daniel Chen
Email Address: GentingUAT1@gmail.com
Office Phone:
Fax:

Done



Account Administrator Reassignment Guide

- ❖ If the account administrator is still with your company, they can reassign the administrator account to another user or change their user information to a different person.
- ❖ If the account administrator is no longer with your company, but you have access to the registered email:
 - Use the **Password** link on the Supplier Login page to request a password reset.
 - After accessing the account, you can transfer the account administration role or reassign the administrator account to yourself.
- ❖ If the account administrator is no longer with your company and there is no access to the email address on file, contact SAP Ariba Customer Support via the Support Center to change the administrator. You will be required to provide the ANID number of the account, the listed administrator name, and email address.

Additional Information

Account Reassignment requests go to a specific team within SAP Ariba Customer Support who will verify information and work with other users on the account if necessary. You will then be contacted with further instructions.



1.) Log In to supplier.ariba.com with your Ariba account credentials

SAP Business Network ▾

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

[Supported browsers and plugins](#)

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BROWSER/PLUG-IN SUPPORT

Supported Browsers

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- Mozilla Firefox 49+ 64-bit
- Safari 9+ 64-bit
- Mozilla Firefox 17+
- Safari 5
- Mobile Safari on iPad (iOS 6 or above)
- Microsoft Edge Chromium 79+ 32-bit and 64-bit

Deprecation Schedule

- Microsoft Internet Explorer 11 and older (effective January 1, 2022)

OK



2.) Kindly ensure that you change to Ariba Proposals and Questionnaires. Click “Help” symbol “?” then click “Support”.

SAP Ariba Proposals and Questionnaires Standard Account Upgrade

GENTING MALAYSIA BERHAD

Genting Malaysia Berhad Requested Profile

All required customer requested fields have been completed.
View customer requested fields >

Public Profile Completeness

39%

Enter a short description to reach 45% >

There are no matched postings.

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

GENTING MALAYSIA

Events

Title	ID	End Time ↓	Event Type	Participated
▶ Status: Completed (15)				
▶ Status: Open (1)				
▶ Status: Pending Selection (79)				

Tasks

Name	Status	Due Date	Completion Date	Alert
No items				

Search...

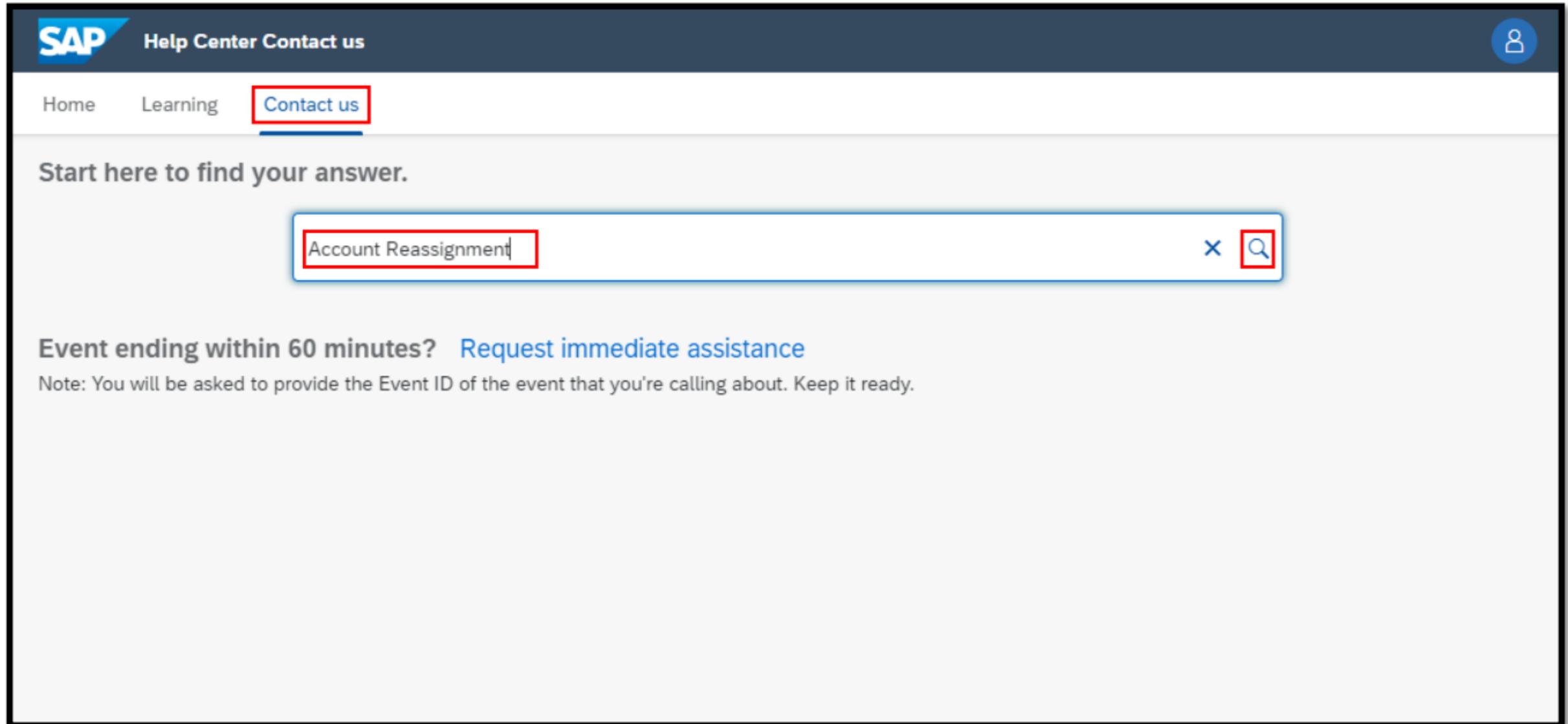
- How do I complete my Customer Requested Profile?
- Why can't I find an event?
- Can't find what you are looking for? Try these search tips.
- How do I navigate through the checklist to submit my response?
- Why can't I see my task on the Proposals tab?
- Participating in events (4:53)
- I need help accessing a sourcing event
- I need help connecting with a customer
- Error: "User already exists. Please enter a different username." while registering
- How do I register on SAP Ariba Sourcing?
- How do I access and change the former administrator's account?
- Can my company have multiple accounts?
- Supplier Basics (4:33)
- How to pay a new Transaction Service invoice

View more >

Documentation Support



3.) Click on 'Contact Us' and type 'Account Reassignment'.



The screenshot shows the SAP Help Center 'Contact us' page. The top navigation bar includes the SAP logo, the text 'Help Center Contact us', and a user profile icon. Below the navigation bar, there are three menu items: 'Home', 'Learning', and 'Contact us', with 'Contact us' being the active and highlighted item. The main content area features the heading 'Start here to find your answer.' followed by a search input field containing the text 'Account Reassignment'. To the right of the search field are a close button (X) and a search button (magnifying glass). Below the search field, there is a section titled 'Event ending within 60 minutes?' with a link to 'Request immediate assistance'. A note below this link states: 'Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.'



Choose from the options below to continue.

Do you need to reassign the account administrator?

Yes No Don't know

Is your current administrator still with your company?

Yes No Don't know

Do you have access to retrieve emails sent to the listed administrator's email?

Yes No Don't know the email

Contact support to have the administrator information changed. You will be required to provide the following:

- ANID (Ariba Network Identification) number of your supplier account
- Previous administrator's full name
- Previous administrator's email address
- Name and email of a sub-user (if the account has sub-users)

4.) Scroll the page down until you see “**Choose from the option below to continue**”, please answer the questions and click “**Contact Us**”

Event ending within 60 minutes? [Request immediate assistance](#)

Note: You will be asked to provide the Event ID of the event that you're calling about. Keep it ready.



5.) Please select “**Administration**” for “**Issue Type**” field and select “**Change Administrator**” for “**Issue Area**”
Fill in the other required details and proceed to hit the “**One last step**” button.

The screenshot shows the SAP Help Center 'Contact us' page. The form is titled '1. Tell us what you need help with.' and contains the following fields:

- Subject:** Account Reassignment
- Full description:** Affected items, expected results, etc. (A red box highlights this field with the text 'Refer to side notes for the details to be entered in this field')
- Attachment:** (Empty field with an upload icon)
- Issue type:** Administration
- Issue area:** Change administrator
- Document or Event Number:** (Empty field)
- Company that invited you:** (Empty field)

Section 2: '2. How does this impact your normal business processes?' contains a **Business Impact:** dropdown menu with a red box highlighting it and the text 'Kindly select the business impact'.

Section 3: '3. Please review your contact information for correctness:' contains the following fields:

- First name:** (Empty field)
- Last name:** (Empty field)
- Username:** (Empty field)
- Company:** (Empty field)
- Email:** vendormgmt@rwgenting.com
- Phone:** (Empty field with a copy icon)
- Extension:** (Empty field)
- Confirm phone:** (Empty field)
- My phone number is correct.
- Ariba Network ID:** AN01010219390

On the right side, there is a 'Recommendations*' section with a search bar and a list of articles. A red arrow points from the 'Full description' field to the search bar. At the bottom right, a blue button labeled 'One last step' is highlighted with a red box.

NOTES: For the account reassignment process to start, you will need to provide all requested information. Please complete the following information in order to help SAP Ariba Customer Support reassign your company's SAP Ariba account:

- **Company Name :**
- **Reason for Reassignment:**
- **ANID of the account:**
- **Previous Administrator's Email Address:**
- **If the account has any, provide a name & email address of one sub-user (other than yourself):**
- **Are you supposed to become the new account administrator?**
- **Do you have access to the previous Administrator's email address?**
- **Is your internal IT able to retrieve messages from the previous Administrator's email address?**



Choose this contact method for the fastest resolution of your issue:

 **Recommended**

Phone

A support engineer will respond to your Service Request by phone.

Estimated wait time in minutes: 9

Do not record my phone call.

6.) Choose your preferred contact method with Ariba support and click **“Submit”**

Other methods you may choose:



Live chat: **open**

You will chat with the same product expert that would normally work your Service Request, soon after you click Submit.

Note: Pop-ups need to be enabled in your browser.



Email

A support engineer will respond to your Service Request by email.



Guide to reassign Ariba Account Administrator to other sub user.

*Log In To Ariba Network Account With Account Administrator's Credential, Click On 'Setting' And Click On 'User'.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'SAP Business Network', 'Standard Account', 'Upgrade', 'TEST MODE', and a 'Back to classic view' button. Below this, a menu contains 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A warning banner indicates 'Unsupported browser (IE11) detected. Learn More'. The main content area features a 'Getting started' section with four metrics: 'Remittances' (RM 0.0 MYR), 'Approved invoices pending payment' (0), 'Orders' (0), and 'Orders to invoice' (0), all for the last 31 days. Below this is a 'My widgets' section with 'Genting Malaysia Bhd - T...' and a 'Customize' button. The 'Purchase orders' widget shows 5.94K MYR. A 'Download app' section promotes the mobile app with a Google Play logo. On the right, a user profile for Daniel Chen is visible, with a dropdown menu open. The menu items are: ACCOUNT SETTINGS, Customer Relationships, Users (highlighted with a red box and a '2'), Notifications, Application Subscriptions, Account Registration, NETWORK SETTINGS, Electronic Order Routing (1), Settings (highlighted with a red box and a '1'), Electronic Invoice Routing, Accelerated Payments, Remittances, Data Deletion Criteria Rule, and Data Deletion Criteria. A 'Logout' button is also present. At the bottom right, a progress indicator shows 15%.



Guide to reassign Ariba Account Administrator to other sub user.

SAP Business Network Enterprise Account TEST MODE

Account Settings

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles **3** Manage Users Manage User Authentication Revoked Users More...

3. Go to 'Manage Users', select the sub-user that you would like to assign as NEW account administrator.

<input type="checkbox"/>	Username	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
<input checked="" type="checkbox"/>	sharon.ng@genting.com	sharon.ng@rwgenting.com	sharon	ng	No			All(1)	Yes 4	Actions ▼ Edit Delete Make Administrator
<input type="checkbox"/>										

↳ Add to Contact List Remove from Contact List

4. Click on 'action' and click on 'made administrator'.



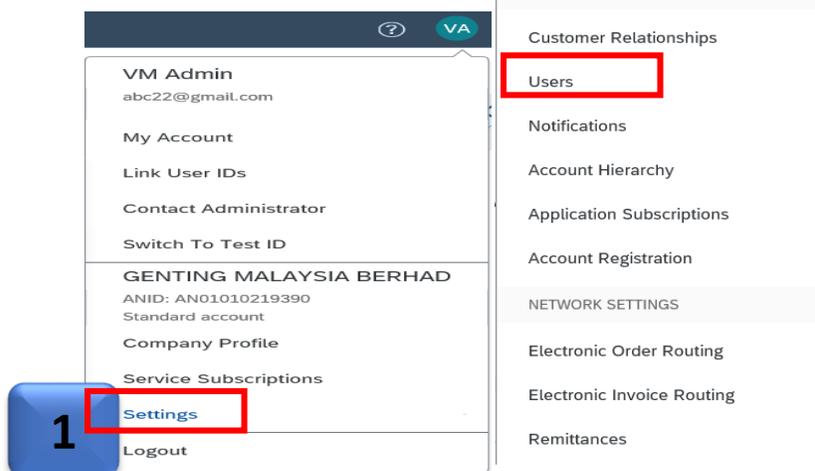
Role & User Creation

Role and User Creation

To create a user:

1. Go to company Setting and choose users.
2. Click **Create User** and add all relevant information about the user including name and email address. Select a **role** for this user in the **Role Assignment** section, depending on the access level.
3. If a role is not already created, go to Users screen and click 'Create Role' to select the required permission.
4. Click Save

***You can add up to 250 users to your Ariba Network account**



A screenshot of the account settings menu. The 'Settings' option is highlighted with a red box and a blue '1' callout. The 'Users' option is also highlighted with a red box. The menu includes options like VM Admin, My Account, Link User IDs, Contact Administrator, Switch To Test ID, GENTING MALAYSIA BERHAD, Company Profile, Service Subscriptions, and Logout.

Account Settings



A blue button with the number '4' is positioned above a red-bordered 'Save' button and a 'Close' button.

Customer Relationships Users Notifications Application Subscriptions Account Registration

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned
--------------------------	------------	---------------	------------	-----------	-------------------------	---------------	---------------------------------	-------------------

No items



A blue button with the number '2' is positioned above a red-bordered 'Create User' button and a 'Export Contact Details' button.

Manage Assignments for Users with Limited Access

Enable assignment of orders to users with limited access to Ariba Network. ⓘ

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role

Name	Actions
Administrator	Details



A red-bordered 'Create Role' button with a left-pointing arrow is highlighted, with a blue '3' callout button next to it.



Modify Users

1. Click **Edit** for the selected user.
2. Click the **Reset Password** button to reset the password of the user.
3. Other available options are:
 - **Delete**
 - **Add to Contact List**
 - **Remove from Contact List**
 - **Make Administrator**
 - **Create User**

Users						
<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	supplieremail@supplier.com	supplieremail@supplier.com	Supplier	Ariba	No	All Access
↳	Edit	Delete	Add to Contact List	Remove from Contact List	Make Administrator	Create User



Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends a

Selected User Information

Username: supplieremail@supplier.com
Email Address: supplieremail@supplier.com
First Name: Supplier
Last Name: Ariba
Office Phone:

This user is the Ariba Discovery Contact





Customer Relationship Setting



Customer Relationship Setting



Business Network ▾ Standard Account

Upgrade

TEST MODE

← Back to classic view

1



DC

Home Workbench Orders ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs Reports ▾

⚠ Unsupported browser (IE11) detected. [Learn More](#)

Overview Getting started

3

RM 0.0 MYR

Remittances

Last 31 days

0

Approved invoices pending payment

Last 31 days

0

Orders

Last 31 days

0

Orders to invoice

Last 31 days

My widgets

Genting Malaysia Bhd - T... ▾

🔗 Customize

Invoice aging

12.7K MYR

14K

42K

Purchase orders

Last 3 months ▾

5.94K MYR

6K

Download app

We are now mobile.



ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

2

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria Rule

Data Deletion Criteria

Daniel Chen

DanielGentingUAT1@gmail.com

My Account

Link User IDs

Contact Administrator

Supplier Enablement
Test 1-TEST

ANID:
Standard account

Company Profile

Settings >

Logout





Customer Relationship Setting

Account Settings

Close

Customer Relationships Users Notifications Account Hierarchy Application Subscriptions Account Registration

Current Relationships

Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests

Manually review all relationship requests

Update

Current (1)

Pending (0)

Rejected (0)

Current Customers

Filter

Customers



Apply

Reset



<input type="checkbox"/>	Customer	Network ID	Relationship Type	Approved Date	Supplier Information Portal	Routing Type	Actions
<input type="checkbox"/>	Genting Malaysia Bhd - TEST	AN01000816803-T	Trading	25 Mar 2021		Default	Actions
	Reject						

Customer Relationship

4

- We highly encourage you to keep the setting as **“Automatically accept all relationship requests”**
- If you have set it under “Manual Review”, please go to the **“pending”** request to manually approve Genting Malaysia Berhad
- You have to make sure **Genting Malaysia is one of your active customer in order for us to transact**



Electronic Order / Invoice Routing Method



Please check your Ariba Network Setting under Electronic Order / Invoice Routing Method to add/change the users.

You can enter up to **5** email addresses(Electronic Order) and **3** email addresses(Invoice Routing) per notification type. You must separate each address with a comma.

VM Admin
abc22@gmail.com

My Account

Link User IDs

Contact Administrator

Switch To Test ID

GENTING MALAYSIA
ANID: AN01010219390
Standard account

Company Profile

Service Subscriptions

Settings

Logout

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Account Hierarchy

Application Subscriptions

Account Registration

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Remittances

Customer Relationships Manage Users Notifications Application Subscriptions Account Registration

General Network Discovery Sourcing & Contracts Messaging

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

Electronic Order Routing

Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.
Time Sheet	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Pending Queue	<input checked="" type="checkbox"/> Send a notification when time sheets are undeliverable.
Order Confirmation Failure	<input checked="" type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.
	<input checked="" type="checkbox"/> Send a notification when order confirmations are undeliverable.

Ship Notice

Type	Send notifications when...
Ship Notice Failure	<input checked="" type="checkbox"/> Send a notification when ship notices are undeliverable.
Ship Notice Declined	<input checked="" type="checkbox"/> Send notification when a Declined Document status update request is received.
Ship Notice Accepted with Changes	<input checked="" type="checkbox"/> Send notification when an Accepted with Changes Document status update request is received.

Receipt

Type	Send notifications when...
Receipt	<input checked="" type="checkbox"/> Send a notification when a new receipt is received.



Please check your Ariba Network Setting under Electronic Order / Invoice Routing Method to add/change the users.

Email Order Routing:

- You can enter up to **5** email addresses to receive the copy of the PO . You must separate each address with a comma.
- Administrator can add other recipient of the PO as users to process the order
- Include document in the email message** to include a complete copy of the PO in the email.
- It is recommended that you use a non-personalized/distribution list email.

The screenshot shows the 'Ariba Network' interface. Under 'Network Settings', the 'Electronic Order Routing' option is highlighted with a red box and a blue callout '2'. To its right, 'Electronic Invoice Routing' is also visible. A blue callout '1' points to the 'Electronic Order Routing' option in a separate view above.



The settings you select are reflected in the rest of the fields. Ensure that you click the **Save** button, to save the settings.

The screenshot shows the 'New Orders' settings page. A blue callout '3' points to the 'Routing Method' dropdown menu, which is open and shows 'Email' selected and highlighted with a red box. A blue callout '4' points to the 'Options' section for 'Email', which includes checkboxes for 'Attach cXML document in the email message', 'Include document in the email message', 'Leave attachments online and do not include them with email message', and 'Attach PDF document in the email message'. The 'Include document in the email message' checkbox is checked.



Electronic Orders Routing

Network Settings

Save

Close

1

Electronic Order Routing

Electronic Invoice Routing

Settlement

Data Deletion Criteria

* Indicates a required field

External System Integration

Configure cXML (native) integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

New Orders

Document Type

Routing Method

Options

Email address: jed.jin@sap.com

Catalog Orders without Attachments

Email

Check out these 2 boxes. 2

Attach cXML document in the email message

Include document in the email message

Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

Attach PDF document in the email message



Please note that ALL Selected Notification will ONLY send to the email addresses maintained in 'email address ' field.

You can put 1-5 emails in this field separated with comma(,) e.g. abc@yahoo.com,xyz@gmail.com,sky@hotmail.com

*3 Scroll down to bottom.



Notifications

4. Check all or the necessary boxes

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* jed.jin@sap.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input checked="" type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input checked="" type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	* jed.jin@sap.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input checked="" type="checkbox"/> Send a notification when time sheets are undeliverable.	* jed.jin@sap.com

Extended Profile Settings and Information

▶ [Extended Profile Information](#)

5.

Save

Close



Electronic Invoice Routing

Network Settings

4 Click "Save"

Save

Close

Electronic Order Routing **1** Electronic Invoice Routing Settlement Data Deletion Criteria

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online <input type="button" value="v"/>	Return to this site to create invoices
Customer Invoices	Online <input type="button" value="v"/>	Save in my online inbox

2 Make sure they are "Online"

Please note that ALL Selected Notification will ONLY send to the email addresses maintained in 'email address' field.

Notifications

Type	Send notifications when...	To email address (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	+ jed.jin@sap.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	+ jed.jin@sap.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	+ jed.jin@sap.com

3 Check out all 3 boxes

You can put 1-3 emails in this field separated with comma(,)
e.g. abc@yahoo.com,xyz@gmail.com,sky@hotmail.com



Guide to update your profile in Ariba Proposals & Questionnaires

Please refer user guide [Genting Malaysia Berhad Ariba Sourcing Guide](#) for reference.

Company Profile

Basic (4) Business (2) Marketing (3) Contacts Certifications **Customer Requested** Additional Documents

* Indicates a required field

Sourcing Customer List

Customer

Customer Requested Profile Information

Genting Malaysia Berhad - T

Incomplete

Kindly follow the steps below:

1. Login with your existing credentials at <https://rwb.supplier.ariba.com/>
2. Ensure you select **Ariba Proposals & Questionnaires**
3. Click on View **customer requested field**
4. Select **Genting Malaysia Berhad**
5. Please update the questionnaire
6. Click the **“Submit”** to submit your profile

5.2 Purchase Order Receiver Contact Details

Note: Supplier Account Administrator is MANDATORY to perform the acceptance of "Term of Use" of the Ariba Network upon receiving the 01st Purchase Order from GENM

5.2.1 Name*

5.2.2 Designation*

5.2.3 Department*

5.2.4 Contact Number*

5.2.5 Fax Number

5.2.6 PO Receive Email Address*



Guide to update your Banking Information in Ariba Proposals & Questionnaires

1.) Bank account number/ information MUST be the same as banking statement attached in Q7.17

2.) please comply with the requirements as stated under Note, to avoid payment issue

▼ 7 Bank Information

7.1 Bank Name* MYBANK BERHAD

7.2 Bank Country* Malaysia - MY

7.3 Bank Account Number* 50xxxxxxxx38



Malayan Banking Berhad (196001000142)
14th Floor, Menara Maybank, 100 Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia

Genting Highlands

Genting Malaysia Berhad - TEST
18TH FLOOR, WISMA GENTING
28, JALAN SULTAN ISMAIL
KUALA LUMPUR
50250, Kuala Lumpur
Wilayah Persekutuan, MALAYSIA

MUKA/页/PAGE	: 1
TARIKH PENYATA	
结单日期	: 28/02/2021
STATEMENT DATE	
NOMBOR AKAUN	: 50 xxxxxxxx 38
户号	
ACCOUNT NUMBER	

7.17 Please attach latest statement of bank account (not older than 3 months), duly signed by the authorized personnel*. Please include the name, IC/passport number, position and company stamp.

Note:

- *Authorized personnel must be either Finance Manager or Company Director or Head of Company Secretarial or personnel holding highest position in region/country or Sole Proprietor.
- Sensitive information such as bank balance and transaction details may be redacted. However, please ensure bank account details such as account number and bank name are clearly visible.



The Company Name Maintained In Ariba Network Account MUST Be The Same Company Name Maintained In Ariba Proposals & Questionnaires.

The screenshot displays the SAP Business Network Enterprise Account interface. At the top, the header includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. The main content area is titled 'Company Profile' and features several tabs: 'Basic (3)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications', 'Customer Requested', and 'Additional Documents'. The 'Basic (3)' tab is selected and highlighted with a red box. Below the tabs, a note states '* Indicates a required field'. The 'Overview' section contains a form with the following fields: 'Company Name: *' (containing 'GENTING MALAYSIA BERHAD - TEST'), 'Other names, if any:', and 'NetworkId: AN01662990481-T'. A red box highlights the 'Company Name' field. On the right side, a user profile dropdown menu is open, showing the user's name 'Jenny Sim', email 'Jennygentingsupplieruat2@gmail.com', and various account management options. The 'Company Profile' option in this menu is highlighted with a red box. Below the main content, a 'Question' section is visible, with a sub-section '2 Company Information'. Under '2.1 Company Name 1*', there is a red note: '[Maximum character limit is 35]'. Below this, a question asks: 'If your company name has a '&', kindly substitute it with 'and'. Please continue at question 2.2 if your company name exceeded 35 characters including spacing'. The answer field is highlighted with a red box and contains the text 'GENTING MALAYSIA BERHAD-TEST'.

Ariba Proposals & Questionnaires.

Question

Supplier Pre-qualifications/ Selection Criteria

2 Company Information

2.1 Company Name 1* [Maximum character limit is 35]

If your company name has a '&', kindly substitute it with 'and'. Please continue at question 2.2 if your company name exceeded 35 characters including spacing

Answer

* GENTING MALAYSIA BERHAD-TEST

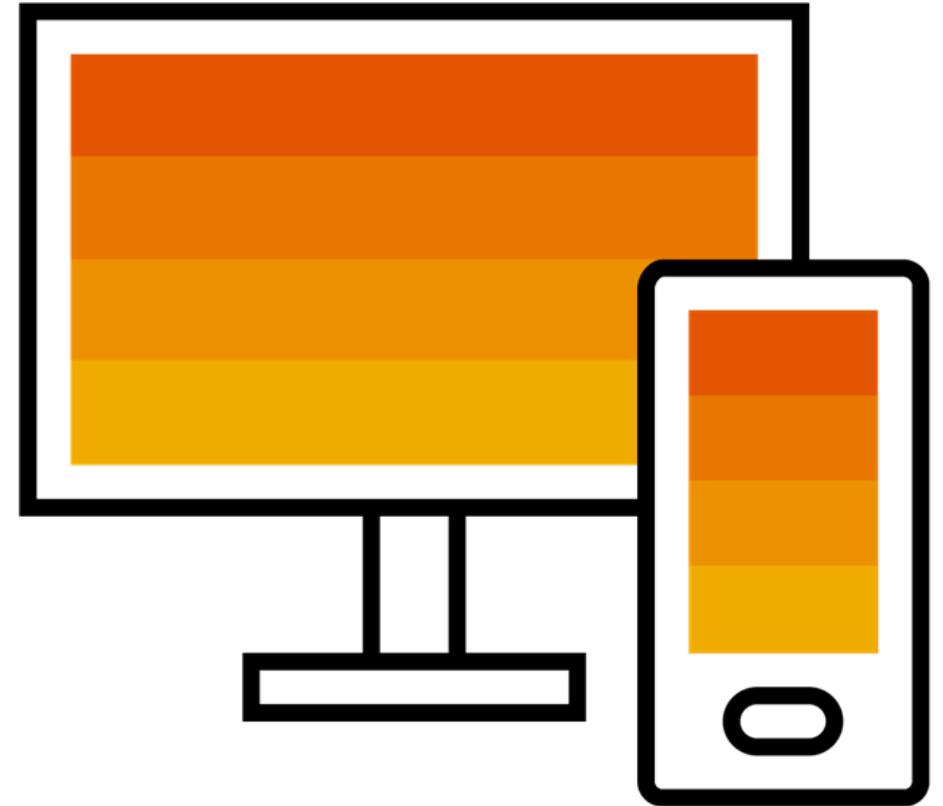


Genting Malaysia Berhad

Standard Account Supplier Purchase Order (PO) Guide

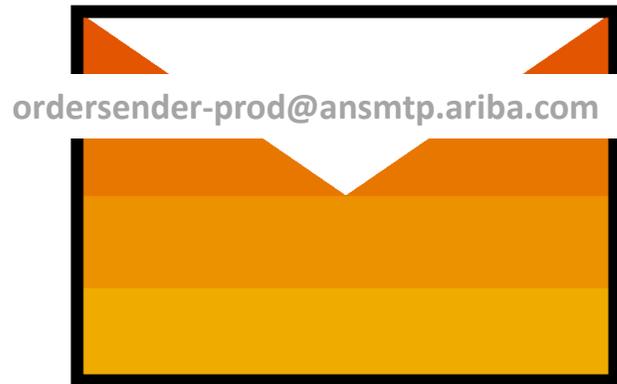
ACCOUNT ADMINISTRATOR is Mandated to perform Ariba Network Account Configuration to receive Notification of PO issued from GENM ([refer to slide 3-31](#))

For all subsequent Login, sub-users with the right access would be able to take action on GENM purchase order ([refer to slides 45 onwards](#))





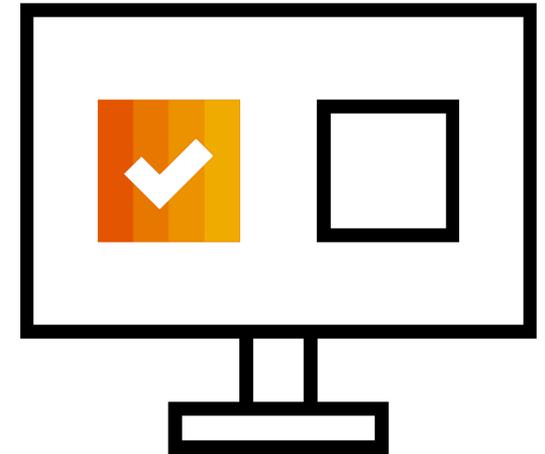
Log In For A Standard Account



Receive Interactive Email PO



Click The Process Order Button



Login using existing account



Step One – Receive Interactive Email Order From GENM

Click the **Process Order** button in the PO notification (interactive email)

Genting Malaysia Bhd - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.



Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

From:
Genting Malaysia Berhad
Alsterdorferstr. 13
69000 Genting Highlands
Genting Highlands
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@gmail.com

Purchase Order
(New)
7900003388
Amount: RM1,000.00 MYR
Version: 1

Payment Terms
NET 30



Step Two - Insert Your Existing Ariba Network Account Credentials

LOGIN CREDENTIALS SHOULD BE AS PER YOUR Ariba NETWORK ACCOUNT (PROPOSALS & QUESTIONAIRES)

Supplier Login

[Forgot Username or Password](#)

New to SAP Business Network?

[Register Now](#) or [Learn More](#)

Attention :
If you are using the right login credentials and passwords, please refer [page 45](#) onwards after successfully login



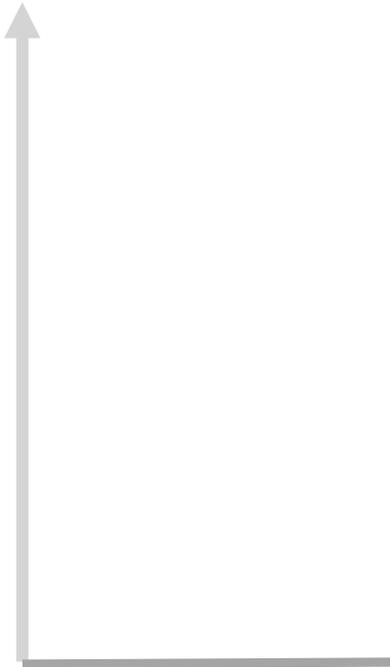
LOGIN CREDENTIALS SHOULD BE AS PER YOUR Ariba NETWORK ACCOUNT (PROPOSALS & QUESTIONNAIRES)

Attention :

The following errors due to :

(a) Different login username & password detected

(b) Not a valid user, please do contact your company's [Account Administrator](#) in order to grant relevant access and permission.



Supplier Login

Your company Supplier Enablement Test 1-TEST is already registered.

If you don't have a user account, request one now.

 *The username and password pair you entered was not found.*

[Forgot Username or Password](#)

Note:

- To reset username ([refer page 140](#))
- To reset password ([refer page 142](#))



Step Three – Transact With Customer Using Standard Account

- 1 Once you've successfully log In, you would be able to see the below screen. Click on **Create Order Confirmation** to get started.
- 2 If you need assistance, please refer to the articles in the Help Center (right-hand side) or kindly click on the below link to access the Supplier Information Portal (SIP) : <https://support.ariba.com/item/view/192465>

The screenshot shows the SAP Ariba Network interface. At the top, there is a navigation bar with 'SAP Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. On the right, there is a user profile 'MG' and a help icon (question mark) highlighted with a red box. Below the navigation bar, the purchase order number '7900003388' is displayed. A 'Done' button is visible on the right. Below the order number, there are three buttons: 'Create Order Confirmation' (highlighted with a red box), 'Create Ship Notice', and 'Create Invoice'. To the right of these buttons are icons for download, print, and more options. At the bottom, there are two tabs: 'Order Detail' and 'Order History'.



From:
Genting Malaysia Berhad
Alsterdorferstr. 13
69000 Genting Highlands
Genting Highlands
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@gmail.com

Purchase Order
(Received)
7900003388
Amount: RM1,000.00 MYR
Version: 1



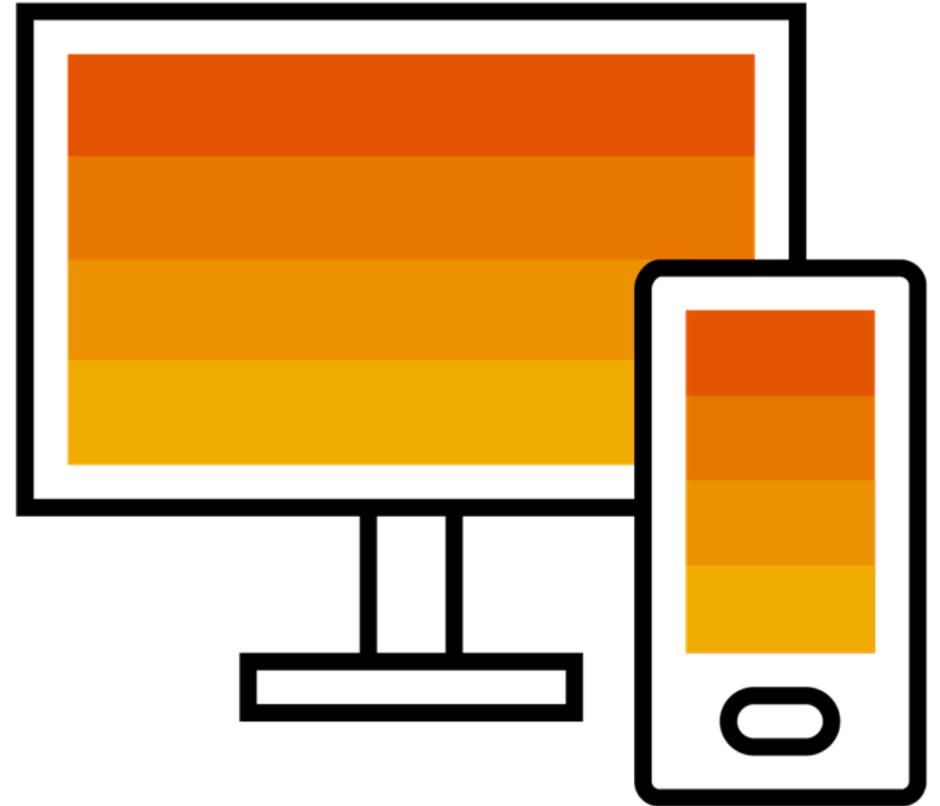
Log In For A Enterprise Account

Genting Malaysia Berhad

Enterprise Account Supplier 1st Purchase Order (PO) Guide

ACCOUNT ADMINISTRATOR is Mandated to perform Ariba Network Account Configuration to receive Notification of PO issued from GENM (refer to [slide 3-31](#))

For all subsequent Login, sub-users with the right access would be able to take action on GENM purchase order ([refer to slides 45 onwards](#))





Step One – Receive Interactive Email Order From GENM

Click the **Process Order** button in the PO notification (interactive email)

Genting Malaysia Bhd - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.



Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

From:
Genting Malaysia Berhad
Alsterdorferstr. 13
69000 Genting Highlands
Genting Highlands
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@gmail.com

Purchase Order
(New)
7900003388
Amount: RM1,000.00 MYR
Version: 1

Payment Terms
NET 30



Step Two - Potential Existing Accounts

Please be aware that after you click the “process order ”button, a pop up may appear alerting you to potential existing accounts. This means the system has detected that your organization may already have an Ariba Network Account. If the pop up for potential existing accounts appears, simply click on the “X” in the top right hand corner to close. Next, click on “Log in” to log into your existing Ariba network account. Finally, enter **your account admin’s username and password** and then click OK. Once confirmed, the trading relationship will be established. Please note that if you are **NOT** the Ariba Network Admin, you can forward the email to your admin to action. If you’re not sure what is the registered email, kindly contact us @ vendormgmt@rwgenting.com

The screenshot shows the SAP Ariba Network sign-up interface. At the top, it says "SAP Ariba Network". The main heading is "Join your customer on Ariba Network!". Below this, there are two buttons: "Sign up" and "Search your company", with "Or" between them. Below the buttons, it says "Already have an account? Log in". A pop-up dialog box is overlaid on the page. The dialog has a title "Potential existing accounts" and a close button "X" in the top right corner. The text inside the dialog says: "We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account." Below the text is a "Review accounts" button. At the bottom of the page, there is a footer with the SAP logo, copyright information "© 2019 SAP SE or an SAP affiliate company. All rights reserved.", and links for "SAP Ariba Privacy Statement", "Security Disclosure", and "Terms of Use".

(This screen will only be shown for 1st time login)



Step Three - Click on LOG IN (Existing Ariba Network Account)

Ensure to click on LOG IN. **DO NOT CLICK on SIGN UP.** ***LOGIN CREDENTIALS SHOULD BE AS PER YOUR ARIBA NETWORK ACCOUNT (PROPOSALS & QUESTIONAIRES)***

Join your customer on Ariba Network!

Already have an account



Strengthen relationships
Collaborate with your customer on the same secure network.



Connect faster
Exchange documents electronically and streamline communications.



Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**

[Learn more](#)

(This screen will only be shown for 1st time login)



Step Four - Click on LOG IN (Existing Ariba Network Account)

SAP Ariba Network ▾

SAP Ariba 

View all your documents in one Ariba Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be temporarily unavailable while the transfer process is completed.

Notes:
Fees may apply based on your [account type](#). To see your account type, [sign in](#) and go to Company Settings.
You must be an Account Administrator on your company's Ariba Network account to transfer documents into the account.

To get started, log in to your existing supplier account.

Username:

Password:

Supplier Account Administrator is **MANDATORY to perform login for 1st time. If you're the sub-account holders, please forward the email to your Ariba Account Administrator. (Refer to next slide)**

(This screen will only be shown for 1st time login)



- ❖ Please note that if you are **NOT** the Ariba Network Administrator, kindly forward the PO email notification to your Administrator to action.
- ❖ Account Administrator information can be found under the “Contact Administrator” once you login to your Supplier Ariba Network account.

The screenshot shows a user profile dropdown menu. At the top, there is a dark blue bar with a question mark icon and a circular icon containing the letters 'VA'. Below this, the menu items are: 'VM Admin' with the email 'abc22@gmail.com', 'My Account', 'Link User IDs', 'Contact Administrator' (highlighted with a red rectangular box), and 'Switch To Test ID'.

This information can be obtain from your **Ariba Proposals & Questionnaires (sourcing)**

Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.

Account Administrator Information

Name: VM Admin
Email Address: vendormgmt@rwgenting.com
Office Phone: +60 (3) 2333 3038
Fax:

If the Administrator is no longer with your company, please contact Ariba Support to perform Account Administrator transfer. Refer to [page 8-14](#) for reference.



Step Five – Transact With Customer Using Enterprise Account

- 1 Once successfully registered, below screen will appear, click on 'Create Order Confirmation' to get started.
- 2 For assistance, please refer to the articles in the Help Center (right-hand side) or refer to <https://support.ariba.com/item/view/192465>

The screenshot shows the SAP Ariba Network interface. At the top, there is a navigation bar with 'SAP Ariba Network', 'Standard Account', 'Upgrade', and 'TEST MODE'. On the right side of the navigation bar, there is a user profile 'MG' and a help icon (question mark) which is highlighted with a red box. Below the navigation bar, the main content area displays 'Purchase Order: 7900003388' and a 'Done' button. Below this, there are three buttons: 'Create Order Confirmation' (highlighted with a red box), 'Create Ship Notice', and 'Create Invoice'. To the right of these buttons are icons for download, print, and more options. Below the buttons, there are two tabs: 'Order Detail' and 'Order History'.



From:
Genting Malaysia Berhad
Alsterdorferstr. 13
69000 Genting Highlands
Genting Highlands
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@gmail.com

Purchase Order
(Received)
7900003388
Amount: RM1,000.00 MYR
Version: 1



PO CONFIRMATION

PO confirmation is mandatory to perform prior goods delivery / service resumption



Order Confirmation - Material PO

Genting Malaysia Bhd - TEST sent a new Purchase Order 7900875956

Inbox x



"Genting Malaysia Bhd - TEST" <ordersender-prod@ansmtp.ariba.com>

5:34 PM (2 minutes ago)



to GentingUAT1

1. You will receive PO from <ordersender-prod@ansmtp.ariba.com>

SAP Ariba 

Genting Malaysia Bhd - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sent you this order through Ariba Network.



Process order

2. Click on <Process order>



Supplier Login

Your company Supplier Enablement Test 1-TEST is already registered.

[If you don't have a user account, request one now.](#)

[Forgot Username or Password](#)

3. Login with your username & password

Get your invoices paid faster



SAP Supplier Financing now available on the supplier portal to help businesses with working capital needs. Receive up to 100% of invoice payment upon approval, regardless of your customers' payment terms. Currently available for companies in the USA.





Purchase Order: 7900875956

Done

Create Order Confirmation

Create Ship Notice

Create Invoice



Order Detail

Order History

4. Review the entire our & click on order confirmation



From:
Genting Malaysia Berhad
17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@genting.com

Purchase Order
(New)
7900875956
Amount: RM10.00 MYR
Version: 1

Payment Terms
NET 20

Routing Status: Sent



Purchase Order: 7900875956

Buttons: Create Order Confirmation (dropdown), Create Ship Notice, Create Invoice (dropdown)

Dropdown menu for Create Order Confirmation:

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

History

5. Click on “Confirm Entire Order” if you wish to confirm the entire order



Click on “Update Line Items” if you wish to confirm partial order

From:
Genting Malaysia Berhad
17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@gentingmalaysia.com



- 1 Confirm Entire Order
- 2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 7900875956OC

Associated Purchase Order #: 7900875956

Customer: Genting Malaysia Bhd - TEST

Supplier Reference:

6. Fill up confirmation number & estimated shipping date & delivery date

Shipping and Tax Information

Est. Shipping Date:* 5 Aug 2021

Est. Delivery Date:* 5 Aug 2021

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Note:
 Shipping Date: the date that item shipped from vendor's warehouse /store
 Delivery Date: the date GENM is expected to receive the goods

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available Enter a description for this item.	1 (EA)	16 Jun 2021	RM10.00 MYR	RM10.00 MYR	RM0.00 MYR
Current Order Status: 1 Confirmed With New Date (Estimated Shipment Date: 5 Aug 2021; Estimated Delivery Date: 5 Aug 2021)						

Scroll down and click on NEXT



Confirming PO

Previous

Submit

Exit

1 Confirm Entire Order

2 Review Order Confirmation

7. Review entire order & click on submit button

Confirmation Update

Confirmation #: 7900875956OC

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available	1 (EA) ⓘ	16 Jun 2021	RM10.00 MYR	RM10.00 MYR	RM0.00 MYR

Enter a description for this item.

Current Order Status:

1 Confirmed With New Date (Estimated Shipment Date: 5 Aug 2021; Estimated Delivery Date: 5 Aug 2021)

Previous

Submit

Exit



Purchase Order: 7900875956

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾



Order Detail

Order History



From:
Genting Malaysia Berhad
17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@gmail.com

Purchase Order
(Confirmed)
7900875956
Amount: RM10.00 MYR
Version: 1

Payment Terms ⓘ
NET 20

Comments
Comment Type: Terms and Conditions
Body:1) Please notify us immediately on the followings : -
a) If you have received this Purchase Order in error.
b) If you are unable to supply, substitute will not be accepted.
c) If your selling ... [View more >>](#)

Routing Status: Acknowledged
Related Documents: [7900875956OC](#)

8. Once PO is confirmed, you will see the status changed to “Confirmed”. Order confirmation had been created, please refer “Related Documents”



Order Confirmation – Service PO

Confirming PO

Exit

Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 7900877008OC

Associated Purchase Order #: 7900877008

Customer: Genting Malaysia Bhd - TEST

Supplier Reference:

1. Fill up confirmation number & estimated Completion date.

Shipping and Tax Information

Est. Completion Date:* 22 Jan 2022

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen

Add Attachment

The total size of all attachments cannot exceed 100MB

Scroll down and click on **NEXT**



Order Confirmation – Service PO

Confirming PO

Previous

Submit

Exit

1 Confirm Entire Order

2 Review Order Confirmation

3. Review entire order & click on submit button

Confirmation Update

Confirmation #: 7900877008OC

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
▶ 1	Not Available	Service		31 Jan 2022		RM150.00 MYR	RM0.00 MYR
	Service Parent 1 service location: wisma genting, level 4, yati's workplace						
	Current Order Status: Confirmed With New Date (Estimated Completion Date: 22 Jan 2022)						

Previous

Submit

Exit



SHIP NOTICE

(only applicable for Material PO)

Once Purchase Order had performed Confirmation, proceed to submit Ship Notice



Purchase Order: 7900875956

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾



Order Detail

Order History

1. Click on Create Ship Notice



From:
Genting Malaysia Berhad
17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@genting.com

Purchase Order
(Confirmed)
7900875956
Amount: RM10.00 MYR
Version: 1

Payment Terms ⓘ
NET 20

Routing Status: Acknowledged
Related Documents: [7900875956OC](#)

Comments

Comment Type: Terms and Conditions

Body:1) Please notify us immediately on the followings : -

- a) If you have received this Purchase Order in error.
- b) If you are unable to supply, substitute will not be accepted.
- c) If your selling ... [View more >>](#)



Create Ship Notice

Save

Exit

Next

* Indicates required field

SHIP FROM

Supplier Enablement Test 1 – TEST

[Update Address](#)

Jalan Test 123
60000 Kuala Lumpur
Malaysia

DELIVER TO

Central Receiving- B10 Sky Plaza Non-Halal (Pork) loading Bay

[Update Address](#)

Genting Highlands
Pahang Darul Makmur
Malaysia

▼ Ship Notice Header

2. Indicate Packing slip ID (Delivery Order Number) & actual shipping & delivery date

Note: Package Slip ID (Delivery Order Number) should only contain 16 characters.

SHIPPING

TRACKING

Packing Slip ID:*

Carrier Name:

Invoice No.:

Service Level:

Requested Delivery Date: --

Ship Notice Type

Shipping Date:*

Delivery Date:*

Note:

Shipping Date: the date that item shipped from vendor's warehouse /store

Delivery Date: the date GENM is expected to receive the goods

Gross Volume:

Unit:

Gross Weight:

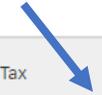
Unit:

SCROLL DOWN



Note:

Click on 'Remove' button if you would like to exclude this Po line item in ship notice



3. Review the line items

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
7900875956	1	Not Available Enter a description for this item.		1	EA ⓘ	16 Jun 2021		RM10.00 MYR	RM10.00 MYR	RM0.00 MYR	Remove
Shipment Status											
Total Item Due Quantity: 1 EA ⓘ											
Confirmation Status											
Total Confirmed Quantity: 1 EA ⓘ Total Backordered Quantity: 0 EA ⓘ											
Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date							
1	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details						
Add Ship Notice Line											

↳ [Add Order Line Item](#)

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

END



Create Ship Notice

Previous

Save

Submit

Exit

Confirm and submit this document.

4. Review entire Ship Notice & click submit

SHIP FROM

Supplier Enablement Test 1 – TEST

Jalan Test 123
60000 Kuala Lumpur
Malaysia

DELIVER TO

Central Receiving- B10 Sky Plaza Non-Halal (Pork) loading Bay

Central Receiving, B10 Sky Plaza Non-Halal (Pork) loading Bay, Genting Highlands Resort
69000 Genting Highlands
Pahang Darul Makmur
Malaysia

Ship Notice Header

SHIPPING

Packing Slip ID: Delivery No 1212
Invoice No.: Delivery No 1212
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: 23 Aug 2021
Actual Delivery Date: 23 Aug 2021 12:00:00 PM
Gross Volume: --
Gross Weight: --

TRACKING

Tracking information not provided.

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: Delivery Condition
Delivery Terms Description: --
Transport Terms Description: --

Shipping Payment Method: Account
Shipping Contract Number: 09--1234567
Shipping Instructions: --



Purchase Order: 7900875956

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾



Order Detail

Order History



From:

Genting Malaysia Berhad

17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:

Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@gm.il.com

Purchase Order
(Shipped)

7900875956
Amount: RM10.00 MYR
Version: 1

Payment Terms ⓘ

NET 20

Comments

Comment Type: Terms and Conditions

Body:1) Please notify us immediately on the followings : -

- a) If you have received this Purchase Order in error.
- b) If you are unable to supply, substitute will not be accepted.
- c) If your selling ... [View more »](#)

5. Once Ship Notice is created, you will see the status as – Shipped & the document created as shown in “Related Documents”.

Routing Status: Acknowledged

Related Documents: [Delivery No 1212](#)
[7900875956OC](#)



SERVICE ENTRY SHEET

(only applicable for SERVICE PO)



Note:

Proceed to create service sheet once you have performed/rendered service . Please note that you will NOT be able to create Service Sheet if no PO confirmation performed earlier on.

Purchase Order: 7901317742

1.) Click on 'Create Service Sheet'

Done

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

Order Detail Order History

From:
Genting Golf Course (GGC)
17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Phone: +60 (03) 23333222
Fax: +60 (03) 2113535
Email: APHELPDESK@rwgenting.com

To:
AWALRIA AGRICARE SDN. BHD.
UNIT AG-23, GROUND FLOOR,
BLOCK A, PJ INDUSTRIAL PARK,
46200 PETALING JAYA, SELANGOR
Selangor
Malaysia
Phone:
Fax:
Email: GentingUAT1@gmail.com

Purchase Order
(Confirmed)
7901317742
Amount: RM2,500.00 MYR
Version: 1

Payment Terms *i*
NET 45

Routing Status: Acknowledged
Related Documents: OC7901317742

Comments
Comment Type: Terms and Conditions
Body:1) Please notify us immediately on the followings : -
a) If you have received this Purchase Order in error.
b) If you are unable to supply, substitute will not be accepted.
c) If your selling ... [View more >](#)

Other Information
Company Code: GGC
Purchasing Unit Name: GGC



SAP Business Network Standard Account [Get enterprise account](#) TEST MODE [← Back to classic view](#) ? RV

Select Item to Create Service Sheet Exit Next

Line Items

Line #	Part ID / Description
<input checked="" type="radio"/> 1	Not Available V2 - SES Error (Zero Quantity)
<input type="radio"/> 3	Not Available V2 - SES Error (Zero Quantity)

Service Sheet Required.

Exit Next

Note:
A Service Entry Sheet will have to be created for each line item (one PO line item per service sheet).

3.) Click on 'Next'



Create Service Sheet

Previous Update Save Exit Next

Service Sheet Header

* Indicates required field

Add to Header

Summary

4. Fill up all the mandatory fields with asterisk*

Purchase Order: 7901317742

Subtotal:

RM500.00 MYR

Service Sheet #:*

Service Start Date:*

Service Sheet Date:* 14 Jun 2022

Service End Date:*

Final Service Sheet:

Copy the service start and end dates to the service line items

Service Description:

Note : ✓ the check box if you would like to copy the service start and end dates to the service line items

Additional Fields

Supplier Reference:

To: Genting Golf Course (GGC)

From: AWALRIA AGRICARE SDN. BHD.

17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia

UNIT AG-23, GROUND FLOOR,
BLOCK A, PJ INDUSTRIAL PARK,
46200 PETALING JAYA, SELANGOR
Selangor

Note:

The Service Entry Sheet number has to be unique from each other. (No identical numbers allowed)



Additional Fields

Supplier Reference:

From: AWALRIA AGRICARE SDN. BHD.

UNIT AG-23, GROUND FLOOR,
BLOCK A, PJ INDUSTRIAL PARK,
46200 PETALING JAYA, SELANGOR
Selangor
Malaysia

Field Contractor:

Name:

Email:

Phone:

To: Genting Golf Course (GGC)

17th Floor, Wisma Genting, 28 Jalan
Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia

Field Engineer:

Name:

Email:

Phone:

Approver:

Name: *

Email: *

Phone:

Add Comments

Add Attachments

5. Fill up the Name & Email address of the Service Sheet approver ie. PO requester from GENM

6. Attach endorsed copy of job sheet or any supporting documents.

SCROLL DOWN



7. Review the line item details.

***update the Qty/unit if the job was not completed in full quantity. (if any)**

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
▼ 1	Not Available Testing (Discount - Service)	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal		
<input checked="" type="checkbox"/>	Not Available		Service	Planned	1 LO	RM528,000.00 MYR	RM528,000.00 MYR	Delete	Copy

Child item

SERVICE PERIOD

Start Date:

End Date:

COMMENTS

Add Comments:

Allowed quantity: 1
Accumulated quantity: 1
Unit
Code: LO
Symbol: Not Available
Name: Not Available
This information was provided by the buyer

Note:
Press here to find out the accumulated quantity & allowed (remaining) quantity".

Note:

If you would like to exclude the child item on the service entry sheet creation, turn off the 'include' button.

8. Click on 'Next'

Create Service Sheet

Previous Save Submit Exit

Confirm and submit this document.

Service Sheet
 SES1100
 Date: 14 Jun 2022
 Final Service Sheet: No
 Purchase Order: 7901317742
 Subtotal: RM500.00 MYR
 Service Start Date: 14 Jun 2022
 Service End Date: 16 Jun 2022

Subtotal: RM500.00 MYR

**9. The service line items is now populated / updated.
 Review the entire service entry sheet**

Field Engineer	Field Contractor	Approver ALI Email: ali@hotmail.com
-----------------------	-------------------------	---

Service Entry Sheet Lines

Hide Item Details

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 1			Not Available V2 - SES Error (Zero Quantity)					
1	Service	Not Available Child 1	Planned		5 (EA) ⓘ	RM100.00 MYR	RM500.00 MYR	Summary

Service Period

Service Start Date: 14 Jun 2022

Service End Date: 16 Jun 2022

Service Entry Summary

Subtotal: RM500.00 MYR

Previous Save **Submit** Exit

10. Click on 'Submit'



Service Sheet SES1100 has been submitted.

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

11. Service Entry Sheet is now submitted for approval, please liaise with respective approver to approve the service sheet before proceed to submit invoice.

Important Note :

Please take note that Cancellation or Amendment of Service Entry Sheet is NOT allowed . In the event, if there is any Cancellation or Amendment of Service Entry required, please liaise with respective order requester (GENM) for necessary arrangement.



Purchase Order: 7901317742

Done

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

12. Invoice button will be available once the SES approved by Genting's representative



Order Detail Order History

From:
Genting Golf Course (GGC)
17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Phone: +60 (03) 23333222
Fax: +60 (03) 2113535
Email: APHELPDESK@rwgenting.com

To:
AWALRIA AGRICARE SDN. BHD.
UNIT AG-23, GROUND FLOOR,
BLOCK A, PJ INDUSTRIAL PARK,
46200 PETALING JAYA, SELANGOR
Selangor
Malaysia
Phone:
Fax:
Email: GentingUAT1@gmail.com

Purchase Order
(Partially Serviced)
7901317742
Amount: RM2,500.00 MYR
Version: 1

Payment Terms ⓘ
NET 45

Comments
Comment Type: Terms and Conditions
Body:1) Please notify us immediately on the followings : -
a) If you have received this Purchase Order in error.

Routing Status: Acknowledged
Related Documents: [SES1100](#)
[OC7901317742](#)

13. All the document created will be available under 'related document'



INVOICE

Once GENM performed goods receipt (RC) / Approved Service Entry Sheet Acceptance you will be able to submit invoice.

Note : PO Confirmation are Mandated Prior Create Invoice.

- [Invoice creation for MATERIAL PO](#)
- [Invoice creation for SERVICE PO](#)



Invoice creation for MATERIAL PO

Purchase Order: 7900875744

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾



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

Order Detail

Order History



From:
Genting Malaysia Berhad
 Alsterdorferstr. 13
 69000 Genting Highlands
 Genting Highlands
 Malaysia
 Phone: +60 (03) 2111118
 Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
 Jalan Test 123
 60000 Kuala Lumpur

 Malaysia
 Phone:
 Fax:
 Email: malathigenmsa@gmail.com

Once the item posted, PO status will show **RECEIVED**.

Purchase Order
 (Received)
7900875744
 Amount: \$4,000.00 USD
 Version: 1

Payment Terms ⓘ
NET 20

Comments
 Comment Type: Terms and Conditions
 Body:1) Please notify us immediately on the followings : -
 a) If you have received this Purchase Order in error.
 b) If you are unable to supply, substitute will not be accepted.
 c) If your selling ... [View more »](#)

Other Information
 Company Code: RWB
 Purchasing Unit Name: RWB

Routing Status: Acknowledged
 Related Documents: [ASN#5744](#)

[OC#5744](#)
[RC3713](#)

1) click on RC document @ Related documents.
 Please refer next page for step 2 & 3.



Invoice creation for MATERIAL PO

Receipt: RC3713

Done

Previous

Print | Export cXML

Detail

History

From:

Genting Malaysia Bhd - TEST
Alsterdorferstr. 13
69000 Genting Highlands
Genting Highlands
Malaysia

To:

Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@gmail.com

Receipt:

Receipt No.: RC3713
Receipt Date: 23 Apr 2021

2) Copy only after _ of the ERP number, e.g : 6104561131_DO1234
paste it in the 'Delivery Order Number' field ([page 76](#))

Additional Information

ERPReceiptNumber: 6104561078

DO7900875744

Routing Status: Sent

Related Document: 7900875744

Item	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 7900875744													
1	1	Line 2						100 EA ⓘ	Not Specified	Received	\$40.00 USD	\$4,000.00 USD	

IMPORTANT: To avoid payment delay, Please strictly comply to ensure invoice is not auto-rejected with error message 'wrong DO entered'

3) After copying the DO number, click Purchase Order under "Related Document" to return to 'creation invoice' (refer next page).

If you do not agree with the DO number entered, please highlight to Receiving Team (email : ghrreceiving@rwgenting.com) with attention to Mr Liew Bout Hon and Cik Roziana Mohd Mokhtar.



Invoice creation for MATERIAL PO

Purchase Order: 7900875744

Done

Create Order Confirmation ▾
Create Ship Notice
Create Invoice ▾
Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Order Detail
Order History

4) Click on create standard invoice for Material PO. For Service PO, please refer [page 79-83](#)



From:
Genting Malaysia Berhad
 Alsterdorferstr. 13
 69000 Genting Highlands
 Genting Highlands
 Malaysia
 Phone: +60 (03) 2111118
 Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
 Jalan Test 123
 60000 Kuala Lumpur

Malaysia
 Phone:
 Fax:
 Email: malathigenmsa@gmail.com

Purchase Order
 (Received)
7900875744
 Amount: \$4,000.00 USD
 Version: 1

Payment Terms ⓘ
 NET 20

Comments
 Comment Type: Terms and Conditions
 Body:1) Please notify us immediately on the followings :-
 a) If you have received this Purchase Order in error.
 b) If you are unable to supply, substitute will not be accepted.
 c) If your selling ... [View more »](#)

Other Information
 Company Code: RWB
 Purchasing Unit Name: RWB

Routing Status: Acknowledged
 Related Documents: [ASN#5744](#)
[OC#5744](#)
[RC3713](#)



Invoice creation for MATERIAL PO

Select receipts to be invoiced

Next

Cancel

Receipt List

Page 1 »

5) Select the RC Number to Create Invoice and click NEXT.

You can select multiple RC number into one invoice .

<input type="checkbox"/>	Receipt Number ↑	Customer	Date	Routing Status
<input checked="" type="checkbox"/>	RC11926	Supplier Enablement Test-1	30 Jun 2021 3:44:30 PM	Sent
<input type="checkbox"/>	RC11928	Supplier Enablement Test-1	30 Jun 2021 3:44:45 PM	Sent
<input type="checkbox"/>	RC11930	Supplier Enablement Test-1	30 Jun 2021 3:45:12 PM	Sent
<input type="checkbox"/>	RC11932	Supplier Enablement Test-1	30 Jun 2021 3:45:30 PM	Sent
<input type="checkbox"/>	RC11934	Supplier Enablement Test-1	30 Jun 2021 3:46:06 PM	Sent
<input type="checkbox"/>	RC11936	Supplier Enablement Test-1	30 Jun 2021 3:46:41 PM	Sent
<input type="checkbox"/>	RC11939	Supplier Enablement Test-1	30 Jun 2021 3:47:21 PM	Sent
<input type="checkbox"/>	RC11941	Supplier Enablement Test-1	30 Jun 2021 3:47:45 PM	Sent
<input type="checkbox"/>	RC13512	Supplier Enablement Test-1	7 Jul 2021 11:14:29 AM	Sent
<input type="checkbox"/>	RC13517	Supplier Enablement Test-1	7 Jul 2021 11:17:50 AM	Sent



Invoice creation for MATERIAL PO

Create Invoice

Update

Save

Exit

Next

Note:

(a) The Invoice number has to be unique from each other. (No identical numbers allowed)

(b) Invoice Number should only contain 16 characters.

* Indicates required field

Add to Header ▾

▼ Invoice Header

Summary

Purchase Order: 7900875744

Invoice #: * Inv-06/08/21-001

Invoice Date: * 6 Aug 2021

Subtotal: \$4,000.00 USD
 Total Tax: \$0.00 USD
 Total Gross Amount: \$4,000.00 USD
 Total Net Amount: \$4,000.00 USD
 Amount Due: \$4,000.00 USD

[View/Edit Addresses](#)

Service Description:

Supplier Tax ID:

Remit To: Supplier Enablement Test 1 – TEST
 Jalan Test 123
 60000 Kuala Lumpur
 Malaysia

Bill To: Genting Malaysia Berhad

 Genting Highlands
 Genting Highlands
 Malaysia

6. Please fill up required details which with Asterisk *.
Please note that "Invoice Date" is auto populated to current date

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: Supplier Enablement Test 1 – TEST
 Jalan Test 123
 60000 Kuala Lumpur
 Malaysia

Ship To: Awana loading bay
 Genting Highlands
 Pahang Darul Makmur
 Malaysia
 Deliver To: Diinalan Gunasagaram
 Awana loading bay

[View/Edit Addresses](#)



Invoice creation for MATERIAL PO

6. Click on 'Add to include lines' to include tax information to line item.
**please skip this step if the tax information already showing in line item.

5. Click on 'Tax Category'.

Insert Line Item Options

Tax Category: 0% SST Tax Shipping Documents Special Handling Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ITEM A		0	EA ⓘ	RM30.00 MYR	RM0.00 MYR

Receipt Details

Receipt #: RC5044

Receipt Line #: 1

Tax Remove

Category:* SST Tax

Location:

Description: SST(0%)

Regime:

Taxable Amount: RM0.00 MYR

Tax Rate Type:

Rate(%): 0

Tax Amount: RM0.00 MYR

7. Paste the value **DO1234** copied from ERP Receipt number (refer to page 73)
*please ensure there is no space before/after the DO number.

Shipping Documents

Delivery Order Number:

Packing Slip Date:

Delivery Note Line #:

Delivery Note Date:* 8 Dec 2021

Discount

Discount (%):

Discount Amount:

Remove

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input type="checkbox"/>	MATERIAL	Not Available	ITEM A		0	EA ⓘ	RM30.00 MYR	RM0 MYR

Excluded line items cannot be modified.

8.) Click the "Line Item Actions" then select "Discount" if you would like to include discount amount in PO line item.
**Please Skip this step if no discount amount.

9. click Next

Line Item Actions

- Edit
- Add
- Tax
- Shipping Documents
- Special Handling
- Discount**
- Comments
- Attachment



Invoice creation for MATERIAL PO

11. Click Submit after reviewed

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Malaysia. The document's destination country is:Malaysia.

Invoice

10. Review the entire Invoice

Invoice Number: TEST67890	Subtotal: RM11,200.00 MYR
Invoice Date: Tuesday 4 May 2021 10:55 AM GMT+05:30	Total Tax: RM0.00 MYR
Original Purchase Order: 7900875815	Total Gross Amount: RM11,200.00 MYR
Receipt: RC3801	Total Net Amount: RM11,200.00 MYR
	Amount Due: RM11,200.00 MYR

REMIT TO: Supplier Enablement Test 1 – TEST Postal Address: Jalan Test 123 60000 Kuala Lumpur Malaysia	BILL TO: Genting Malaysia Berhad Postal Address (Default): 17th Floor, Wisma Genting, 28 Jalan Sultan Ismail 50250 Kuala Lumpur Wilayah Persekutuan Malaysia Address ID: 1000 Phone (work): +60 (03) 2111118 Fax (work): +60 (03) 2111005	SUPPLIER: Supplier Enablement Test 1 – TEST Postal Address: Jalan Test 123 60000 Kuala Lumpur Malaysia
--	---	--



Invoice creation for MATERIAL PO

SAP Business Network

Standard Account

Upgrade

TEST MODE

← Back to classic view

?

DC

Invoice Inv-06/08/21-001 has been submitted.

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

12. Your invoice successfully submitted



Invoice creation for **SERVICE PO**

Purchase Order: 7900875988

1) Click on create 'standard invoice' once Service Entry had been approved.

Done

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Service Sheet](#)
[Create Invoice](#)
↓
↓
🖨
⋮

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

[Standard Invoice](#)
[Line-Item Credit Memo](#)
[Line-Item Debit Memo](#)



From:
Genting Malaysia Berhad
 17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
 50250 Kuala Lumpur
 Wilayah Persekutuan
 Malaysia
 Phone: +60 (03) 2111118
 Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
 Jalan Test 123
 60000 Kuala Lumpur

 Malaysia
 Phone:
 Fax:
 Email: malathigenmsa@gmil.com

Once the posting done, you will see the PO status under Serviced/partial serviced.

Purchase Order
 (Partially Serviced)
 7900875988
 Amount: RM100.93 MYR
 Version: 1

Payment Terms [i](#)
NET 20

Comments

Routing Status: Acknowledged
Related Documents: [7900875988 - SS](#)
[OC7900875988](#)



Invoice creation for **SERVICE PO**

Note:

(a)The Invoice number has to be unique from each other. (No identical numbers allowed)

(b)Invoice Number should only contain 16 characters.

** Indicates required field*

Add to Header ▾

▼ Invoice Header

Summary

Purchase Order: 7900875988

Invoice #:*	<input type="text"/>
Invoice Date:*	16 Aug 2021

Subtotal: RM10.00 MYR
 Total Tax: RM0.00 MYR
 Total Gross Amount: RM10.00 MYR
 Total Net Amount: RM10.00 MYR
 Amount Due: RM10.00 MYR

[View/Edit Address](#)

Service Description:

Supplier Tax ID: Supplier Enablement Test 1 – TEST

Jalan Test 123

Remit To: 60000 Kuala Lumpur

Malaysia

Selangor

Malaysia

Bill To: **Genting Malaysia Berhad**

Kuala Lumpur

Wilayah Persekutuan

Malaysia

2. Please fill up required details which with Asterisk *.
Please note that "Invoice Date" is auto populated to current date

Shipping

SCROLL DOWN



Invoice creation for **SERVICE PO**

3. Click on 'Add to include lines' to include tax information to line item.
***please skip this step if the tax information already showing in line item.*

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

Insert Line Item Options

Tax Category: 0% SST Tax Discount

Add to Included Lines

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>		Not Available	adv pay 100%					
<input checked="" type="checkbox"/>	SERVICE		Testing Service PO		1	EA	RM10.00 MYR	RM10.00 MYR

Service Sheet Details Service Sheet #: 7900875988 - SS Service Line No.: 1

Service Period Service Start Date: 7 Mar 2022 Service End Date: 31 Mar 2022

Tax Remove

Category: * SST Tax

Location:

Description: SST(0%)

Regime:

Taxable Amount: RM1,000.00 MYR

Tax Rate Type:

Rate(%): 0

Tax Amount: RM0.00 MYR

4. Review the entire invoice & tax code

Discount Remove

Discount (%):

Discount Amount:

Line Item Actions ▾

- Edit
- Add
- Tax
- Shipping Documents
- Special Handling
- Discount**
- Comments
- Attachment

5.)Click the "Line Item Actions" then select "Discount" if you would like to included discount amount in PO line item.
***Please Skip this step if no discount amount.*

Next Update Save Exit

6. click Next



Invoice creation for **SERVICE PO**

8. Click Submit

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Malaysia. The document's destination country is:Malaysia.

Invoice

Invoice Number: INV 7900875988
Invoice Date: Monday 16 Aug 2021 5:53 PM GMT+08:00
Original Purchase Order: 7900875988

7. Review the entire Invoice

Subtotal:	RM10.00 MYR
Total Tax:	RM0.00 MYR
Total Gross Amount:	RM10.00 MYR
Total Net Amount:	RM10.00 MYR
Amount Due:	RM10.00 MYR

REMIT TO:

Supplier Enablement Test 1 – TEST

Postal Address:
Jalan Test 123
60000 Kuala Lumpur
Malaysia

BILL TO:

Genting Malaysia Berhad
Postal Address (Default):
17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Address ID: 1000
Phone (work): +60 (03) 2111118
Fax (work): +60 (03) 2111005

SUPPLIER:

Supplier Enablement Test 1 – TEST

Postal Address:
Jalan Test 123
60000 Kuala Lumpur
Malaysia



Invoice creation for **SERVICE PO**



Business Network

Enterprise Account

TEST MODE

Invoice INV 7900875988 has been submitted.

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

9. Your invoice successfully submitted



CREDIT MEMO



Order Detail

Order History



From:
Genting Malaysia Berhad
Alsterdorferstr. 13
69000 Genting Highlands
Genting Highlands
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@gmail.com

Purchase Order
(Received)
7900875744
Amount: \$4,000.00 USD
Version: 1

Payment Terms ⓘ
NET 20

Comments
Comment Type: Terms and Conditions
Body:1) Please notify us immediately on the followings : -
a) If you have received this Purchase Order in error.
b) If you are unable to supply, substitute will not be accepted.
c) If your selling ... [View more](#) »

1. Click on the invoice document created

Routing Status: Acknowledged
Related Documents: [Inv-06/08/21-001](#)
[ASN#5744](#)
[OC#5744](#)
[More\(1\)](#) »



Invoice: Inv-7900875800

2. Click create Credit Memo

Done

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF ▼

Export cXML

Detail

Scheduled Payments

History

Invoice

Status
Invoice: Sent
Routing: Queued
Invoice Number: Inv-7900875800
Invoice Date: Tuesday 10 Aug 2021 1:36 PM GMT+08:00
Original Purchase Order: [7900875800](#)
Receipt: [RC3770](#)
Submission Method: Online
Origin: Supplier
Source Document: Order

Subtotal:	\$3,000.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$3,000.00 USD
Total Net Amount:	\$3,000.00 USD
Amount Due:	\$3,000.00 USD



Create Line-Item Credit Memo

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

3. Select Memo Type

Credit Memo Type

Quantity Adjustment ⓘ Price Adjustment ⓘ

▼ Invoice Header

* Indicates required field

[Add to Header ▼](#)

Summary

Credit Memo #: *

Credit Memo Date: *

Original Invoice No: Inv-7900875800

Original Invoice Date: 10 Aug 2021

Supplier Tax ID:

4. Fill up summary

Subtotal: **\$-3,000.00 USD**
Total Tax: \$0.00 USD
Total Gross Amount: **\$-3,000.00 USD**
Total Net Amount: **\$-3,000.00 USD**
Amount Due: **\$-3,000.00 USD**

[View/Edit Addresses](#)

Remit To: **Supplier Enablement Test 1 – TEST**
Jalan Test 123
60000 Kuala Lumpur
Malaysia

Bill To: **Genting Malaysia Berhad**

Genting Highlands
Genting Highlands
Malaysia

SCROLL DOWN



Header level shipping ⓘ Line level shipping ⓘ

Ship From: **Supplier Enablement Test 1 – TEST**
Jalan Test 123
60000 Kuala Lumpur
Malaysia

Ship To: **First World B9**
Genting Highlands
Pahang Darul Makmur
Malaysia
Deliver To: **Diinalan Gunasagaram**
First World B9

[View/Edit Addresses](#)

Additional Fields

Supplier Account ID #:
Customer Reference:
Supplier Reference:
Payment Note:

Service Start Date:
Service End Date:

Supplier: **Supplier Enablement Test 1 – TEST**
Jalan Test 123
60000 Kuala Lumpur
Malaysia

Customer: **Genting Malaysia Berhad**
Genting Highlands
Genting Highlands
Malaysia

[View/Edit Addresses](#)

Bill From: **Supplier Enablement Test 1 – TEST**
Jalan Test 123
60000 Kuala Lumpur
Malaysia

Email:

[View/Edit Addresses](#)

5. Fill up reasons

Comment
Reason for Credit Memo:*
Default Credit Memo Comment Text:

Additional Malaysia Specific Information

Supplier SST ID:

Customer VAT ID/Tax ID:

[Add to Header](#) ▾

SCROLL DOWN



7. Attach credit memo

Add to Header ▾

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: 0% SST Tax ▾ Shipping Documents Special Handling Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Line Item #1		-100	EA ⓘ	\$30.00 USD	-\$3,000.00 USD

Receipt Details

Receipt Line #: 1

6. Make related adjustment

Tax

Category:* SST Tax ▾

Taxable Amount: \$-3,000.00 USD

Remove

Location:

Rate(%): 0
Tax Amount: \$0.00 USD

Description: SST(0%)

Regime:

Line Item Actions ▾

Delete

8. Click Next

Update

Save

Exit

Next

END



Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Malaysia. The document's destination country is:Malaysia.

Line-Item Credit Memo

(Original Invoice No: Inv-7900875800)

Credit Memo Number: CN7900875800
Credit Note Date: Tuesday 10 Aug 2021 1:50 PM GMT+08:00
Original Invoice Number: Inv-7900875800
Original Invoice Date: Tuesday 10 Aug 2021 1:36 PM GMT+08:00
Original Purchase Order: 7900875800
Receipt: RC3770

Subtotal:	\$-6.00 USD
Total Tax:	\$0.00 USD
Total Gross Amount:	\$-6.00 USD
Total Net Amount:	\$-6.00 USD
Amount Due:	\$-6.00 USD

SERVICE PERIOD

Start Date : 12 Aug 2021
End Date : 13 Aug 2021

REMIT TO:

Supplier Enablement Test 1 – TEST

Postal Address:
Jalan Test 123
60000 Kuala Lumpur
Malaysia

BILL TO:

Genting Malaysia Berhad

Postal Address (Default):
Alsterdorferstr. 13
69000 Genting Highlands
Genting Highlands
Malaysia
Address ID: 1000

Phone (work): +60 (03) 2111118
Fax (work): +60 (03) 2111005

SUPPLIER:

Supplier Enablement Test 1 – TEST

Postal Address:
Jalan Test 123
60000 Kuala Lumpur
Malaysia



Invoice CN7900875800 has been submitted.

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

10. Credit Memo successfully submitted



DOCUMENT AMENDMENT

- PO Confirmation
- Ship Notice amendment
- Cancel Ship Notice



PO CONFIRMATION AMENDMENT



Purchase Order: 7900875956

Done

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾



Order Detail

Order History

1. Click on Order confirmation again



From:
Genting Malaysia Berhad
17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@genting.com.my

Purchase Order
(Shipped)
7900875956
Amount: RM10.00 MYR
Version: 1

Payment Terms ⓘ
NET 20

Comments
Comment Type: Terms and Conditions

Routing Status: Acknowledged
Related Documents: [7900875956OC](#)
[Delivery No 1212](#)
[Delivery No 1212](#)
[More\(1\) »](#)



Confirming PO

Exit

Next

3. Click on Next

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

* Indicates required field

Confirmation #: 7900875956OC

Associated Purchase Order #: 7900875956

Customer: Genting Malaysia Bhd - TEST

Supplier Reference:

Shipping and Tax Information

2. Key in the details

Est. Shipping Date:* 25 Aug 2021 

Est. Shipping Cost:

Est. Delivery Date:* 25 Aug 2021 

Est. Tax Cost:

Comments:



Confirming PO

Previous

Submit

Exit

5. Click on Submit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 79008759560C

Supplier Reference:

Attachments:

4. Review the edited details

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available	1 (EA) ⓘ	16 Jun 2021	RM10.00 MYR	RM10.00 MYR	RM0.00 MYR

Enter a description for this item.

Current Order Status:

1 Confirmed With New Date (Estimated Shipment Date: 25 Aug 2021; Estimated Delivery Date: 25 Aug 2021)



Purchase Order: 7900875956

Done

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼



Order Detail

Order History



From:
Genting Malaysia Berhad
 17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
 50250 Kuala Lumpur
 Wilayah Persekutuan
 Malaysia
 Phone: +60 (03) 2111118
 Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
 Jalan Test 123
 60000 Kuala Lumpur

Malaysia
 Phone:
 Fax:
 Email: malathigenmsa@genting.com

Purchase Order
 (Shipped)
7900875956
 Amount: RM10.00 MYR
 Version: 1

Payment Terms ⓘ
 NET 20

Comments
 Comment Type: Terms and Conditions

Routing Status: Acknowledged
 Related Documents: [7900875956OC](#)
[Delivery No 1212](#)
[Delivery No 1212](#)
[More\(1\) »](#)

6. The new document will be here



SHIP NOTICE AMENDMENT

(only applicable for Material PO)



Purchase Order: 7900875956

Done

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼



Order Detail

Order History



From:
Genting Malaysia Berhad
17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigermsa@gmail.com

Purchase Order
(Shipped)
7900875956
Amount: RM10.00 MYR
Version: 1

Payment Terms ⓘ
NET 20

Comments

1. Click on the Ship notice created

Routing Status: Acknowledged
Related Documents: [Delivery No 1212 7900875956OC](#)



Ship Notice: Delivery No 1212

Done

Previous

Cancel **Edit** Print Export cXML

2a. Click edit Ship Notice.

Detail

History

**For cancellation of Ship Notice,
please refer page 105 onwards.**

SHIP FROM

Supplier Enablement Test 1 – TEST

Postal Address:
Jalan Test 123
60000 Kuala Lumpur
Malaysia

DELIVER TO

Central Receiving- B10 Sky
Plaza Non-Halal (Pork) loading
Bay

Postal Address:
DELOITTEMRP1
Central Receiving- B10 Sky Plaza Non-Halal (Pork) loading Bay
Central Receiving, B10 Sky Plaza Non-Halal (Pork) loading Bay, Genting Highlands Resort
69000 Genting Highlands
Pahang Darul Makmur
Malaysia
Address ID: RWB_CR_01

SHIPPING

Related Documents: [7900875956](#)



Edit Ship Notice.

Save

Exit

Next

4. Click Next

* Indicates required field

SHIP FROM

Supplier Enablement Test 1 – TEST

[Update Address](#)

Jalan Test 123
60000 Kuala Lumpur
Malaysia

DELIVER TO

Central Receiving- B10 Sky Plaza Non-Halal (Pork) loading Bay

[Update Address](#)

Genting Highlands
Pahang Darul Makmur
Malaysia

▼ Ship Notice Header

SHIPPING

Packing Slip ID: Delivery No 1212

Invoice No.:

Requested Delivery Date: --

Ship Notice Type:

Shipping Date:*

Delivery Date:*

TRACKING

Carrier Name:

Service Level:

3. Key in the details you wish to edit



Edit Ship Notice.

Previous

Save

Submit

Exit

Confirm and submit this document.

6. Click submit

SHIP FROM

Supplier Enablement Test 1 – TEST

Jalan Test 123
60000 Kuala Lumpur
Malaysia

DELIVER TO

Central Receiving- B10 Sky Plaza Non-Halal (Pork) loading Bay

Central Receiving, B10 Sky Plaza Non-Halal (Pork) loading Bay, Genting Highlands Resort
69000 Genting Highlands
Pahang Darul Makmur
Malaysia

Ship Notice Header

SHIPPING

Packing Slip ID: Delivery No 1212
Invoice No.: Delivery No 1212
Requested Delivery Date: --
Ship Notice Type: --
Actual Shipping Date: 25 Aug 2021
Actual Delivery Date: 25 Aug 2021 12:00:00 PM

TRACKING

Tracking information not provided.

5. Review the details



Ship Notice: Delivery No 1212

Done

Previous

Print Export cXML

Detail

History

7. Your Ship notice has been updated

Your ship notice has been updated.

SHIP FROM

Supplier Enablement Test 1 – TEST

Postal Address:
Jalan Test 123
60000 Kuala Lumpur
Malaysia

DELIVER TO

Central Receiving- B10 Sky
Plaza Non-Halal (Pork) loading
Bay

Postal Address:
DELOITTEMRP1
Central Receiving- B10 Sky Plaza Non-Halal (Pork) loading Bay
Central Receiving, B10 Sky Plaza Non-Halal (Pork) loading Bay, Genting Highlands Resort
69000 Genting Highlands
Pahang Darul Makmur
Malaysia
Address ID: RWB_CR_01



Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼



Order Detail

Order History



From:

Genting Malaysia Berhad

17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:

Supplier Enablement Test 1-TEST

Jalan Test 123
60000 Kuala Lumpur

Malaysia

Phone:

Fax:

Email: malathigenmsa@genting.com

Purchase Order

(Shipped)

7900875956

Amount: RM10.00 MYR

Version: 1

Payment Terms ⓘ

NET 20

Comments

Comment Type: Terms and Conditions

Body:1) Please notify us immediately on the followings : -

- a) If you have received this Purchase Order in error.
- b) If you are unable to supply, substitute will not be accepted.
- c) If your selling ... [View more »](#)

Routing Status: Acknowledged

Related Documents: [Delivery No 1212](#)
[Delivery No 1212](#)
[7900875956OC](#)

8. You will see 2 ship notice documents



Ship Notice: Delivery No 1212

Done

Previous

Cancel Edit Print Export cXML

2b(i). Click Cancel button

Detail

History

SHIP FROM

Supplier Enablement Test 1 – TEST

Postal Address:
Jalan Test 123
60000 Kuala Lumpur
Malaysia

DELIVER TO

Central Receiving- B10 Sky
Plaza Non-Halal (Pork) loading
Bay

Postal Address:
DELOITTEMRP1
Central Receiving- B10 Sky Plaza Non-Halal (Pork) loading Bay
Central Receiving, B10 Sky Plaza Non-Halal (Pork) loading Bay, Genting Highlands Resort
69000 Genting Highlands
Pahang Darul Makmur
Malaysia
Address ID: RWB_CR_01

SHIPPING

Related Documents: [7900875956](#)



Done

Previous

Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

Yes

No

2b(ii) - Click "Yes" or "No" button in order to proceed

Done

Previous



From:
Genting Malaysia Berhad
 17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
 50250 Kuala Lumpur
 Wilayah Persekutuan
 Malaysia
 Phone: +60 (03) 2111118
 Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
 Jalan Test 123
 60000 Kuala Lumpur

 Malaysia
 Phone:
 Fax:
 Email: malathigermsa@gm.il.cc.m

Purchase Order
(Confirmed)
 7900876157
 Amount: RM10.00 MYR
 Version: 1

2b(iii) = Once the ship notice had been cancelled, the PO status will be change to “Confirmed”

Payment Terms ⓘ
 NET 20

Comments
 Comment Type: Terms and Conditions

Routing Status: Acknowledged
 Related Documents: [DO6789_1](#)
[DO 1234_1](#)
[OC#6157](#)

2b(iv) – You may check back the cancelled documents @ “Related Documents” and click into the document you required to view.



Ship Notice: DO6789_1

Done

Previous

Detail

History

([Obsoletes DO6789](#))

2b(vi) = it shown "Obsoletes DO6789"

SHIP FROM

Supplier Enablement Test 1 – TEST

Postal Address:

Jalan Test 123
60000 Kuala Lumpur
Malaysia

DELIVER TO

**Central Receiving- B10 Sky
Plaza Loading bay**

Postal Address:

DELOITTEMRP1
Central Receiving- B10 Sky Plaza Loading bay
Central Receiving,B10 Sky Plaza Loading bay, Genting Highlands Resort
69000 Genting Highlands
Pahang Darul Makmur
Malaysia
Address ID: RWB_CR_03

SHIPPING

Related Documents: [7900876157](#)



Common Issue & Method to Resolve

Q1: [Fulfillment Invitation Account Merge Permission](#)

Q2: [Invoice button grey off even Genting has performed goods receipt](#)

Q3: [How to Retrieve Purchase Order in Ariba Network](#)

Q4: [Reminder emails from Ariba on new / changes of PO](#)

Q5: [Purchase Order Status](#)

Q6: [How to check invoice status](#)

Q7: [PO status closed due to invoices "Force reject" by Finance](#)

Q8: [To remove additional tax line item](#)

Q9: [Account type comparison - Dashboard](#)

Q10: [How to downgrade from Enterprise to Standard account.](#)

Q11. [Guide to 'Edit & Resubmit' rejected invoice](#)

Q12. [Guide to Retrieve Ariba Log In Username](#)

Q13. [Guide to Reset Ariba Log In Password](#)



Q1. I'm facing error below and not able to login to perform PO confirmation

The screenshot shows the SAP Ariba Business Network interface. At the top, there is a navigation bar with 'SAP Business Network', 'Standard Account', and an 'Upgrade' button. Below the navigation bar is the SAP Ariba logo and a heading: 'View all your documents in one Ariba Network account'. The main content area contains a paragraph explaining document transfer and a 'Notes' section. A prominent red error message states: 'You do not have the necessary 'Fulfillment Invitation Account Merge' permission. You have to be the Account Administrator or have the 'Fulfillment Invitation Account Merge' permission to transfer documents into the account.' Below the error message, there is a login form with fields for 'Username:' and 'Password:', and an 'OK' button.

Answer: Please contact your [Account Administrator](#) to perform login as this is 1st time login. Subsequent login will not have this issue if the sub-user has granted relevant permission.



Q2. Invoice button grey off even Genting has performed goods receipt

SAP Business Network Standard Account Upgrade TEST MODE

Purchase Order: 7900875956 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

 **GENTING**
MALAYSIA

From:
Genting Malaysia Berhad
Alsterdorferstr. 13
69000 Genting Highlands
Genting Highlands
Malaysia
Phone: +60 (03) 2111118
Fax: +60 (03) 2111005

To:
Supplier Enablement Test 1-TEST
Jalan Test 123
60000 Kuala Lumpur

Malaysia
Phone:
Fax:
Email: malathigenmsa@gr.com

Purchase Order
(Received)
7900875701
Amount: RM100.00 MYR
Version: 1

Payment Terms NET 20 Routing Status: Sent

Answer: PO confirmation is mandatory prior submit invoice to Genting. Kindly perform PO confirmation prior delivery of goods / perform services



Q3a. How to Retrieve Purchase Order in Ariba Network

SAP Business Network | Enterprise Account TEST MODE

← Back to classic view

Home Enablement **Workbench** Orders ▾ Fulfillment ▾ Invoices ▾ Payments ▾ Catalogs Reports ▾

Edit Workbench Apply Cancel

You can add, delete, re-arrange tiles (using drag and drop) and set filters on your workbench.

1.) Please go to your Home Page – Workbench – Edit Workbench by Click on '+' Button to add tile.

Note:

If you do not have permission to edit workbench / add tile , please seek for [account administrator](#) to assign the relevant role /permission to you.



Q3a. How to Retrieve Purchase Order in Ariba Network

Add tile

2.) Click on '+' Button and click on 'APPLY' to add the relevant tile in homepage

New orders [?](#)



Items to confirm [?](#)



Changed orders [?](#)



Items to ship



Orders to invoice [?](#)



Early payment offers [?](#)



Invoices [?](#)



Service sheets [?](#)



Orders [?](#)



Orders with service line [?](#)



Rejected invoices [?](#)



Pinned documents [?](#)



Remittances [?](#)



Invoices pending approval [?](#)





Q3b. PO does Not Appear in Home page

The screenshot shows the SAP Business Network Workbench interface. The 'Workbench' tab is highlighted in the top navigation bar. The dashboard displays several key metrics: Rejected invoices (0), New orders (0), Invoices (0), Orders (0), and Orders with service line (0). A red box highlights the 'New orders (0)' metric, which has an 'Edit filter' link. A dropdown menu is open, showing various time filters: Last 24 hours, Last 7 days, Last 14 days, Last 31 days, Last 90 days, Last 365 days (highlighted with a red box), and Custom date range. Below the filters, there are input fields for Customers, Order numbers, Company codes, Purchasing organizations, and Customer locations. The 'Order status' is set to 'include' and 'Order type' is set to 'All'. A table below the filters shows a list of orders with columns for Order Number, Customer, Amount, Date, Order Status, Amount Invoiced, and Actions.

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
7900876390	Genting Malaysia Bhd - TEST	500.00 MYR	Sep 28, 2021	New		...
7900876083	Genting Malaysia Bhd - TEST	1,320.00 MYR	Jul 6, 2021	New		...
7900876024	Genting Malaysia Bhd - TEST	5,246.00 MYR	Jun 22, 2021	New		...

Answer: Please go to your Home Page – Workbench – Order - Edit Filter – select ‘Creation Date’ to Last 365 days – Click on Apply. Then you will be able to see the PO number in your dashboard.



Q3b. PO does Not Appear in Home page

The screenshot displays the 'Workbench' section of a software interface. The navigation menu at the top includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The 'Workbench' tab is highlighted with a red box and labeled '1'. Below the navigation, the 'Workbench' area contains several cards: 'New orders', 'Orders', 'Last 31 days', 'Last 31 days', 'Last 31 days', 'Last 31 days', 'Next 90 days', 'Next 90 days', and 'Last 31 days'. The 'Orders' card is highlighted with a red box and labeled '2'. Below the cards, there is a filter section for 'Orders (59)' with an 'Edit filter' link, highlighted with a red box and labeled '3'. The filter section includes a 'Customers' field and an 'Order numbers' field. The 'Order numbers' field is highlighted with a red box and labeled '4'. It contains a text input field labeled 'Type selection' and two radio buttons: 'Partial match' and 'Exact match'. The 'Exact match' radio button is selected. At the bottom right, there are three buttons: 'Apply', 'Reset', and 'Cancel'. The 'Apply' button is highlighted with a red box and labeled '5'.

Answer: Please go to your Home Page -> Workbench -> Order -> Edit Filter -> Order Numbers (set as exact match) -> key in the PO number and click on 'Apply'.



Q3c. I did not receive the PO sent by Genting / email missing

SAP Business Network Standard Account Upgrade TEST MODE Back to classic view

Home Workbench Orders Fulfillment Invoices Payments Catalogs Reports Create

Workbench Customize

0 New orders Last 31 days

0 Items to confirm Last 31 days

0 Items to ship Last 31 days

60 Orders [Save filter](#) Last 31 days

0 Orders with service line Last 31 days

0 Service sheets Last 31 days

0 Orders to in Last 31 days

Orders (60) [Edit filter](#) [Save filter](#)

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
7900003455	Genting Malaysia Bhd - TEST	540.00 MYR	Mar 16, 2021	New		Send me a copy to take... ...
7900003456	Genting Malaysia Bhd - TEST	75.00 MYR	Mar 16, 2021	New		Confirm entire order ...
7900003452	Genting Malaysia Bhd - TEST	4,200.00 MYR	Mar 16, 2021	Invoiced		Update line items ...

Answer: Please go to your Home Page - Workbench & look for the related document. Click on the action button “Send me a copy to take action”



Q4. Reminder email from Ariba on PO confirmation

AribaNetworkAdmin@ariba.com <ordersender-prod@ansmtp.ariba.com>

to GentingUAT1



Hello TEST SANIWA-TEST,

Your customers sent you purchase orders through [Ariba Network](#). You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
7900874976	Genting Malaysia Bhd - TEST	25 Mar 2021	Changed
7900874955	Genting Malaysia Bhd - TEST	25 Mar 2021	New
7900874941	Genting Malaysia Bhd - TEST	25 Mar 2021	New

The list contains up to 100 of the most recent unconfirmed orders only.

If you have any question regarding these orders, please contact the customer directly.

Please do not reply to this email. If you have any questions, contact the buyer directly.

© 1996-2019 Ariba, Inc. All rights reserved.

Sincerely,
The Ariba Network Team

Answer: Please click on the PO number to direct you to [PO confirmation](#) page. Maximum 3 reminders will be sent by Ariba on the PO in 3 days.



Q5. Purchase Order Status

Purchase Order Status

Table 1: Routing Status

Status	Explanation
Accepted	Ariba SN accepted the purchase order from your customer or from the catalog tester.
Order Queued	Ariba SN Queued the purchase order from cXML processing.
Sent	Ariba SN successfully converted the purchase order from cXML to EDI and has forwarded it to your VAN in an interchange.
Acknowledge	Ariba SN received a positive functional acknowledgment from you.
Failed	Ariba SN could not route the purchase order and it lists the reason for the failure.

Table 2: Order Status Descriptions

Status	Description
New	Initial state. This is a new purchase order.
Changed	Existing purchase order has been canceled or replaced ("obsoleted") by this subsequent (changed) order.
Confirmed	All sub-quantities are confirmed.
Failed	Ariba SN experienced a problem routing the order to the supplier. Suppliers can resend failed orders.
Shipped	Final state. All sub-quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again.
Invoiced	All ordered quantities have been invoiced.
Partially Confirmed	Some of the ordered quantities have been confirmed.
Partially Shipped	Some of the ordered quantities have been shipped.
Partially Invoiced	Some of the ordered quantities have been invoiced.
Partially Rejected	Some of the ordered quantities have been rejected.
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order.



Q6a. How to view transaction movement / error message from the History tab.

Scenario 1: Invoice in Approved Status

Invoice: IWM07360

Done

Previous

Resend Export cXML

a) Click on Invoice Document, refer to History Tab, Invoice status is in **Approved** status & Routing Status is in **'Acknowledged'** No further amendment will be allowed.

Detail Scheduled Payments **History**

Invoice: IWM07360

Invoice Status: Approved

From: Genting Malaysia Berhad-Test

Routing Status: Acknowledged

Received By Ariba Network On: 26 Jan 2022 10:40:45 AM GMT+08:00

Invoice: IWM07360

Done

Previous

Resend Export cXML

b) Click on **'scheduled Payments'** tab to view the payment scheduled.

Detail **Scheduled Payments** History

Payment Proposal	Received Date	Accepted Date	Planned Payment Date ↓	Method	Gross	Discount	Adjustment	Net	Status
PAYIWM073	26 Jan 2022		3 Feb 2022	Wire	RM2,385.00 MYR	RM11.00 MYR	RM0.00 MYR	RM2,373.00 MYR	Scheduled



Q6b. How to view transaction movement / error message from the History tab.

Scenario 2: Invoice in Rejected Status

Invoice: IWM07114

Done

Previous

Resend Export cXML

a) Click on Invoice Document, refer to **History** Tab, Invoice status is in '**Rejected**' status & Routing Status is in '**Failed**'.
 **Please refer to page 134 to resubmit invoice.

Detail Scheduled Payments **History**

Received By Ariba Network On: 14 Oct 2021 12:05:51 PM GMT+08:00

Invoice: IWM07114
 Invoice Status: Rejected

From:
 Routing Status: Failed

History

Status	Comments
	The invoice was successfully received.
	Route document to end point Ariba of system id CHILD1 of org AN01000816803
Acknowledged	OK
	The invoice status has been successfully updated to Processing by Genting Malaysia Bhd. Description:Comment: Wrong DO Entered (aribasystem, 2022-01-25T19:12:11-08:00)
	The invoice status has been successfully updated to Approved by Genting Malaysia Bhd. Description:Comment: Wrong DO Entered (aribasystem, 2022-01-25T19:12:11-08:00)
	The invoice status has been successfully updated to Rejected by Genting Malaysia Bhd. Description:Comment: Wrong DO Entered (aribasystem, 2022-01-25T19:12:11-08:00)

b) Please check the error message in 'History'. If it is under error message **WRONG DO ENTERED / Matching Receipt Not Found**, Please ensure follow guide [Page 72](#) onwards to avoid invoice being rejected.



Q7. PO status closed due to invoices “Force reject” by Finance

Possible Error such as:

- Invoice submit with wrong quantity
- DO entered wrongly (refer to [page 72](#) on how to enter the correct DO number)
- Enter a tax code in item 000001*

*kindly check the tax code prior PO confirmation. Should there be any discrepancies please highlight to the requester.

Note :

If the PO status is “Closed’, Please contact GENM’s buyer in charge to re-open PO.



Q8: To remove additional tax line item

Note:

If there already tax on the line item, please do not add. If there is more than 1, please click **“Remove”**

Line Items

Insert Line Item Options

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Line 2		100.1	EA	\$40.00 USD	\$4,000.00 USD

Receipt Details Receipt #: RC3713 Receipt Line #: 1

Tax

Category: Taxable Amount:

Location:

Description:

Regime:

Rate(%): 0
Tax Amount: \$0.00 USD

[Remove](#)



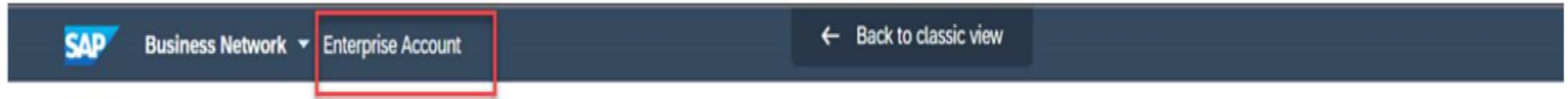
Q9. How to know my Ariba Account type

*Login to your Ariba account home page, you will see the tagging

Standard Account View



Enterprise Account View



NOTE:

Standard account (FREE account).

Enterprise account (PAID account)

The option to be either on Enterprise account or Standard account is solely up to your preference and business needs. Please refer to below information portal to understand the features and fee charges of Enterprise account.

<https://support.ariba.com/item/view/192465>

<https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>

if your company would like to downgrade your company ariba account to standard account, Please use this link [here](#) to create an Service Request Ticket to ariba support team to request for downgrade. ([refer to page 126](#))



Q9. Account type comparison

	Standard Accounts	Enterprise accounts
Suitability of account □	Suppliers with lower volumes of transactions	Suppliers with higher volumes of transactions
Cost	Free account No annual or other fees apply. Minimum account type required	Fees charged by SAP Ariba based on transaction value/volumes.
Use a centralized portal for all Ariba Network transactions	Access account through external emails Inbox or Outbox not available in Standard	Receive orders to Ariba Inbox and manage all documents from an online dashboard
Receive orders and send invoices	View last 200 documents per type. Can filter by date	Unlimited documents per type Can search on documents by date number.
Track invoice and payment status	All invoices including supplier created ERS will be sent to Ariba with status and payment details	All invoices including supplier created ERS will be sent to Ariba with status and payment details
Ariba Support	Get Ariba support via online help only	Get support via phone, chat, or email
Supply chain collaboration	N/A	Supports supply exchange/service repair orders
Other Features	Unlimited RFP responses through SAP Ariba Discovery	<ul style="list-style-type: none">• Supplier-managed catalogues• Collaborate on contracts• Unlimited RFP responses through SAP Ariba Discovery

Answer: GENM require all vendors to start with standard account. The option to be either on Enterprise account or Standard account is solely up to you preference and business needs.



Q9. Account type comparison - Dashboard

Standard Account

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
7900003455	Genting Malaysia Bhd - TEST	540.00 MYR	Mar 16, 2021	New		...
7900003456	Genting Malaysia Bhd - TEST	75.00 MYR	Mar 16, 2021	New		...
7900003452	Genting Malaysia Bhd - TEST	4,200.00 MYR	Mar 16, 2021	Invoiced	4,200.00 MYR	...
7900003449	Genting Malaysia Bhd - TEST	750.00 MYR	Mar 16, 2021	Partially Invoiced	187.50 MYR	...

Able to perform document search and click on the respective Purchase Order number to proceed next action ie , PO Confirmation, Ship Notice, Submit Service Entry, Invoice etc but **only limited to 200 per documents type**

Enterprise Account

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
7900876390	Genting Malaysia Bhd - TEST	500.00 MYR	Sep 28, 2021	New		...
7900876083	Genting Malaysia Bhd - TEST	1,320.00 MYR	Jul 6, 2021	New		...
7900876024	Genting Malaysia Bhd - TEST	5,246.00 MYR	Jun 22, 2021	New		...
7900875986	Genting Malaysia Bhd - TEST	246.00 MYR	Jun 15, 2021	New		...
7900875875	Genting Malaysia Bhd - TEST	34,000.00 MYR	May 10, 2021	New		...

Able to perform document search and click on the respective Purchase Order number to proceed next action ie , PO Confirmation, Ship Notice, Submit Service Entry, Invoice etc



Q10. How to downgrade from Enterprise to Standard account.

1.) Supplier login to SAP Business Network via <https://supplier.ariba.com>

SAP Business Network

Supplier Login

User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

[Supported browsers and plugins](#)

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BROWSER/PLUG-IN SUPPORT

Supported Browsers

- Microsoft Edge 32-bit
- Chrome 54+ 64-bit
- Mozilla Firefox 49+ 64-bit
- Safari 9+ 64-bit
- Mozilla Firefox 17+
- Safari 5
- Mobile Safari on iPad (iOS 6 or above)
- Microsoft Edge Chromium 79+ 32-bit and 64-bit

Deprecation Schedule

- Microsoft Internet Explorer 11 and older (effective January 1, 2022)

OK



Q10. How to downgrade from Enterprise to Standard account.

2.) Kindly ensure that you change to Ariba Proposals and Questionnaires. Click **"Help"** symbol "?" then click **"Support"**.

The screenshot displays the SAP Ariba Spend Management interface for GENTING MALAYSIA BERHAD. The top navigation bar includes the SAP logo, the text "Ariba Proposals and Questionnaires", "Standard Account", and an "Upgrade" button. A red box highlights the "Ariba Proposals and Questionnaires" text. To the right of the navigation bar, a question mark icon in a red box is highlighted, with a blue arrow pointing to it from the text above. Below the navigation bar, the user's name "GENTING MALAYSIA BERHAD" is displayed. The main content area is divided into several sections: "Genting Malaysia Berhad Requested Profile" with a status message and a link to "View customer requested fields >"; "Public Profile Completeness" with a progress bar at 39% and a link to "Enter a short description to reach 45% >"; "Events" with a table showing event status counts (Completed: 15, Open: 1, Pending Selection: 79); and "Tasks" with a table showing no items. On the right side, there is a search bar and a list of help topics, including "How do I complete my Customer Requested Profile?", "Why can't I find an event?", "Can't find what you are looking for? Try these search tips.", "How do I navigate through the checklist to submit my response?", "Why can't I see my task on the Proposals tab?", "Participating in events (4:53)", "I need help accessing a sourcing event", "I need help connecting with a customer", "Error: 'User already exists. Please enter a different username.' while registering", "How do I register on SAP Ariba Sourcing?", "How do I access and change the former administrator's account?", "Can my company have multiple accounts?", "Supplier Basics (4:33)", and "How to pay a new Transaction Service invoice". A red box highlights the "Support" button at the bottom right of the help list, with a blue arrow pointing to it from the text above.



Q10. How to downgrade from Enterprise to Standard account.

3.) Click on 'Contact Us' and type 'Downgrade to Standard Account'.

SAP Help Center Contact us

Home Learning **Contact us**

1. Start here to find your answer.

Downgrade to a Standard Account

2. Browse below for our AI-based recommendations*

How do I downgrade my fully enabled account to a Standard account?
Question How do I downgrade my fully enabled Enterprise account to a Standard account? Answer Your account may be eligible for a downgrade if the following criteria are met: You must not have any outstanding supplier fees . You FAQ Apr 9, 2021

Top 5 Standard account FAQs
Please click the link below to view the answer: How do I configure my user account and company settings? How do I submit an invoice from a Standard account? Where do I find a purchase order in a Standard account? Why was my invo FAQ Sep 15, 2021

How do I upgrade to an Enterprise account?
Question How do I upgrade to an Enterprise account? Answer You can upgrade to an Enterprise account at any time by FAQ Sep 11, 2021

Can't find what you're looking for? **Contact us**

4.) Click on 'Contact Us' to continue.



Q10. How to downgrade from Enterprise to Standard account.

5.) Provide information about downgrading account and all required field Issue Type : **'Subscription fees'**, Issue area : **'Fee inquiry'**, Business Impact : **'Not stopping my work'** Click **'One last step'**

SAP Help Center Contact us

Home Learning **Contact us**

Requested language of support: English [Change?](#)

Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

1. Tell us what you need help with.

Subject: *

Full description: *

Attachment:

Issue type: *

Issue area: *

Affected buyers:

PO/Invoice Number:

SAP Help Center Contact us

Home Learning **Contact us**

Business Impact: *

3. Please review your contact information for correctness:

First name: *

Last name: *

Username:

Company: *

Email: *

Phone: *

Extension:

Confirm phone: *

My phone number is correct.

Ariba Network ID: *

To see how your data is used by SAP Ariba, you can visit the [SAP Ariba Privacy Statement](#).

Recommendations*

- [How do I downgrade my fully enabled account to a Standard account?](#)
- [How do I process an order in my Ariba Network Standard account?](#)
- [Top 5 Standard account FAQs](#)
- [How do I find a purchase order in my Standard Account?](#)
- [How do I view invoices in a Standard Account?](#)
- [What is a valid billing dispute?](#)
- [How do I upgrade to an Enterprise account?](#)
- [How do I add purchase orders to my existing Ariba](#)



Q10. How to downgrade from Enterprise to Standard account.

SAP Help Center Contact us

Home Learning **Contact us**

Choose this contact method for the fastest resolution of your issue:

 **Recommended**

Phone

A support engineer will respond to your Service Request by phone.

Estimated wait time in minutes: 6

Do not record my phone call.

Other methods you may choose:



Live chat: open

You will chat with the same product expert that would normally work your Service Request, soon after you click Submit.

Note: Pop-ups need to be enabled in your browser.

6.) Select Phone and click Submit.
Support team will call back to phone number provided in previous step



Q10. How to downgrade from Enterprise to Standard account.

Service Request created.

**Once Service Request successfully created, you will get notification.*

The screenshot displays the SAP Help Center interface. At the top, there is a navigation bar with the SAP logo, 'Help Center', and 'Contact us'. Below this, a secondary navigation bar includes 'Home', 'Learning', and 'Contact us'. The main content area is divided into two sections: '1. Following up on something?' and '2. New issue? Start here to find your answer.' In the first section, a table lists a service request. The 'Service Request' column is highlighted with a red box and contains a redacted ID. The 'Status' column shows 'Open' and a 'Callback pending' badge. A search bar is visible below the table. A white notification dialog box is overlaid on the search bar, displaying the text: 'Success Your Service Request was created. Thank you!' with an 'OK' button.

Service Request	Created on	Status
[Redacted]	Sep 16, 2021, 12:07 AM	Open



Q10. How to downgrade from Enterprise to Standard account.

Track status of Service Request

*You will see your Service Request Number with status. Start from Callback pending which mean support team will call you for additional information and guide you with additional steps.

The screenshot shows the SAP Help Center interface. The top navigation bar includes the SAP logo, 'Help Center Contact us', and a user profile icon. Below the navigation bar, there are links for 'Home', 'Learning', and 'Contact us'. The main content area is titled '1. Following up on something?' and displays a table with one row of service request information.

Service Request	Created on	Status
[Redacted]	Sep 16, 2021, 12:07 AM	Open Callback pending

After Support team made a phone call already, status Callback pending will disappear. You can track status in this screen by clicking Service Request to view more information.

This screenshot shows the same SAP Help Center interface as the previous one, but the 'Callback pending' status is no longer present. The 'Contact us' link in the navigation bar is highlighted with a dashed box, indicating it is the next step to click.

Service Request	Created on	Status
[Redacted]	Sep 16, 2021, 12:07 AM	Open



Q10. How to downgrade from Enterprise to Standard account.

Downgrading to Standard

Your account will now change from Enterprise Account to Standard Account with Email confirmation.

Note: Account type change is subjected to downgrading processing time

The screenshot shows the top navigation bar of the SAP Business Network. On the left is the SAP logo. To its right is the text 'Business Network' followed by a dropdown arrow. Further right, the text 'Enterprise Account' is displayed and enclosed in a red rectangular box. Below this bar is a secondary navigation bar with links for 'Home', 'Workbench', 'Orders' (with a dropdown arrow), 'Fulfillment' (with a dropdown arrow), 'Invoices' (with a dropdown arrow), 'Payments' (with a dropdown arrow), 'Catalogs', and 'Reports' (with a dropdown arrow).

The screenshot shows an email notification. The sender is 'SAP Ariba Network Cash Collections - APJ - MH <ariba-apj_MH@sap.com>' with a 'to me' dropdown arrow. The email body starts with 'Dear Supplier,' followed by 'ANID: [REDACTED]' and 'ISP: [REDACTED]'. The main message is 'Your account is now downgraded to Standard Account.' The email concludes with 'Best Regards,' and 'Ariba Network - Accounts Receivable'.

The screenshot shows the top navigation bar of the SAP Business Network after the downgrade. The SAP logo is on the left. To its right is 'Business Network' with a dropdown arrow. Further right, 'Standard Account' is displayed and enclosed in a red rectangular box. To the right of this is an orange button labeled 'Upgrade'. Below this bar is the same secondary navigation bar as in the previous screenshot, with links for 'Home', 'Workbench', 'Orders' (with a dropdown arrow), 'Fulfillment' (with a dropdown arrow), 'Invoices' (with a dropdown arrow), 'Payments' (with a dropdown arrow), 'Catalogs', and 'Reports' (with a dropdown arrow).



Q11. Guide to 'Edit & Resubmit' rejected invoice



From:
Genting Malaysia Berhad
 17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
 50250 Genting Highlands
 Wilayah Persekutuan
 Malaysia
 Phone: +60 (03) 2111234

To:
Genting Malaysia Berhad-test
 BANGUNAN THK,SUITE G.1, GRD FLR
 NO. 2A, JALAN 243 SECTION 51A
 46100 PETALING JAYA,SELANGOR
 Selangor
 Malaysia
 Phone:
 Fax:
 Email: gentingsupplieruat2@gmail.com

Purchase Order
 (Partially Received)
7900876743
 Amount: RM400.00 MYR
 Version: 1

[Track Order](#)

Payment Terms ⓘ
 NET 45

Comments
 Comment Type: Terms and Conditions
 Body:1) Please notify us immediately on the followings :-

1.)Go to 'Related Document' and click on the invoice copy or click on 'more' if you have more that 3 documents.

Routing Status: Acknowledged
 Related Documents: [RC5098](#)
[CREDITMEMOA](#)
[TEST1212](#)
[More\(6\) »](#)

Related Documents

Document Number	Date	Type
RC5098	12 Dec 2021 6:20 PM PST	Receipt
CREDITMEMOA	12 Dec 2021 1:36 PM PST	Invoice
TEST1212	12 Dec 2021 9:26 AM PST	Invoice

2.) click on the invoice copy.



Q11. Guide to 'Edit & Resubmit' rejected invoice

Invoice: TEST1212

Done

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

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

Rejected Invoice:

Reasons:

INV-38: The invoice was successfully received.

INV-188: The quantity of line item 1 exceeds the received quantity limits.

DOC-6: A document preprocessing error occurred.

DOC-1: Invoice validation failed.

Invoice could be rejected due to buyer business rules. Check the History tab for the reason the buyer rejected this invoice, or contact the buyer for more information. Note that buyers might reject invoices that do not meet their business rules.

[Edit & Resubmit](#)

3.) click on 'edit & Resubmit'.

invoice

Status
 Invoice: Rejected
 Routing: Failed
 Invoice Number: TEST1212
 Invoice Date: Monday 13 Dec 2021 1:26 AM GMT+08:00
 Original Purchase Order: [7900876743](#)
 Receipt: [RC5096](#)

Subtotal: RM75.00 MYR
Total Tax: RM0.00 MYR
Total Gross Amount: RM75.00 MYR
Total Net Amount: RM75.00 MYR
Amount Due: RM75.00 MYR



Q11. Guide to 'Edit & Resubmit' rejected invoice

Edit Invoice [Update](#) [Exit](#) [Next](#)

▼ Invoice Header * Indicates required field [Add to Header ▼](#)

Summary

Purchase Order: 7900876743	Subtotal: RM75.00 MYR	View/Edit Addresses
Invoice #:* TEST1212	Total Tax: RM0.00 MYR	
Invoice Date:* 13 Dec 2021	Total Gross Amount: RM75.00 MYR	
Supplier Tax ID:	Total Net Amount: RM75.00 MYR	
Remit To: JOHNSON CONTROLS (M) SDN. BHD.	Amount Due: RM75.00 MYR	
PETALING JAYA, SELANGOR		
Selangor		
Malaysia		
Bill To: Genting Malaysia Berhad		
Genting Highlands		
Wilayah Persekutuan		
Malaysia		

**4.) fill up required details
which with Asterisk ***

SCROLL DOWN



Q11. Guide to 'Edit & Resubmit' rejected invoice

6. Click on 'Add to include lines' to include tax information to line item.
**please skip this step if the tax information already populated in line item.

5. Click on 'Tax Category'.

Insert Line Item Options

Tax Category: 0% SST Tax Shipping Documents Special Handling Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ITEM A		0	EA ⓘ	RM30.00 MYR	RM0.00 MYR

Receipt Details Receipt #: RC5044 Receipt Line #: 1

Tax Category: SST Tax Taxable Amount: RM0.00 MYR

Location: Description: SST(0%) Rate(%): 0

Regime: Tax Amount: RM0.00 MYR

[Remove](#)

7. Paste the value (DO1234) copied from ERP Receipt number (refer to page 72)
*please ensure there is no space before/after the DO number.

Shipping Documents

Delivery Order Number:

Packing Slip Date:

Delivery Note Line #:

Delivery Note Date: * 8 Dec 2021

Discount Discount (%): Discount Amount:

[Remove](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input type="checkbox"/>	MATERIAL	Not Available	ITEM A		0	EA ⓘ	RM30.00 MYR	RM0 MYR

Excluded line items cannot be modified.

Line Item Actions

- Edit
- Add
- Tax
- Shipping Documents
- Special Handling
- Discount**
- Comments
- Attachment

8.) Click the "Line Item Actions" then select "Discount" if you would like to included discount amount in PO line item.
**Please Skip this step if no discount amount.

9. click Next



Q11. Guide to 'Edit & Resubmit' rejected invoice

11. Click Submit after reviewed

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Malaysia. The document's destination country is:Malaysia.

Invoice

10. Review the entire Invoice

Invoice Number: TEST67890
Invoice Date: Tuesday 4 May 2021 10:55 AM GMT+05:30
Original Purchase Order: 7900875815
Receipt: RC3801

Subtotal: RM11,200.00 MYR
Total Tax: RM0.00 MYR
Total Gross Amount: RM11,200.00 MYR
Total Net Amount: RM11,200.00 MYR
Amount Due: RM11,200.00 MYR

REMIT TO:

Supplier Enablement Test 1 – TEST

Postal Address:
Jalan Test 123
60000 Kuala Lumpur
Malaysia

BILL TO:

Genting Malaysia Berhad

Postal Address (Default):
17th Floor, Wisma Genting, 28 Jalan Sultan Ismail
50250 Kuala Lumpur
Wilayah Persekutuan
Malaysia
Address ID: 1000

Phone (work): +60 (03) 2111118
Fax (work): +60 (03) 2111005

SUPPLIER:

Supplier Enablement Test 1 – TEST

Postal Address:
Jalan Test 123
60000 Kuala Lumpur
Malaysia



Q11. Guide to 'Edit & Resubmit' rejected invoice

SAP Business Network Standard Account Upgrade TEST MODE [← Back to classic view](#) ? DC

Invoice Inv-06/08/21-001 has been submitted.

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

12. Your invoice successfully submitted



Q12. Guide to Retrieve Ariba Log In Username

Supplier Login

Your company Supplier Enablement Test 1-TEST is already registered.
If you don't have a user account, request one now.

The username and password pair you entered was not found.

[Forgot Username or Password](#)

Recover your username

Enter the email address you used to register with SAP Business Network.

[Cancel](#)

We have sent an email to you!

Check your email address `xxxxxxx@test.com` and follow the instructions to recover your username.

[Back to Sign In](#)

1

1.) Log in to <https://service.ariba.com/> and Click on 'forgot username'

2.) Insert your email address and click on 'submit', an email from 'Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>' will be sent to your email address.

Note:

Email address MUST be the registered email address maintained in your ariba profile.

2

2



Q12. Guide to Retrieve Ariba Log In Username

AC Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Request for your Ariba Commerce Cloud username

E

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

Dear Ariba User,

This email message has been sent in response to your request to retrieve your Ariba Commerce Cloud username. Your email address is associated with multiple Ariba Commerce Cloud usernames.

Note: Ariba Commerce Cloud usernames are in email format. The following Ariba Commerce Cloud Test account usernames are associated with your email address:

Genting1@gmail.com
Gentingtest1@hotmail.com

3.) The email from Ariba Commerce Cloud will show you your usernames which exists under the registered email.

Sincerely,
The SAP Ariba Team
<https://seller.ariba.com>



Q13. Guide to Reset Ariba Log In Password

Supplier Login

Your company Supplier Enablement Test 1-TEST is already registered.
If you don't have a user account, request one now.

The username and password pair you entered was not found.

[Forgot Username or Password](#)

1

1.) Log in to <https://service.ariba.com/> and Click on 'forgot password'

2.) Insert your email address and click on 'submit', an email from 'Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>' will be sent to your email address.

Note:

Email address MUST be the registered email address maintained in your ariba profile.

Reset your password

Enter the email address you used to register with SAP Business Network.

2

[Cancel](#)

2 We have sent an email to you!

Check your email address `xxxxxxxxx@test.com`, and follow the instructions to reset your password. The link will expire in **24** hours.

[Back to Sign In](#)



Q13. Guide to Reset Ariba Log In Password

 Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>
Ariba Account Password Reset Information

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

Reset your password

Hi

Choose the account you want to reset the password for, and go to the corresponding link to reset your password.

User ID	Password reset link
[Redacted]	Click Here

Important: The link will expire in 24 hours

* If an error occurred when trying to reset this user's password using the email address provided, reset this user's password using this user ID.

3.) Click on the 'click here' link to reset the password for your desired username



THANK YOU



RESORTS WORLD GENTING
GENTING HIGHLANDS,
69000 PAHANG DARUL MAKMUR,
MALAYSIA

www.rwgenting.com

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