Data Issued	Version
19th August 2021	0
09th November 2021	1
10th March 2022	2
04th July 2022	3

ARIBA NETWORK

USER GUIDE FOR SUPPLIER

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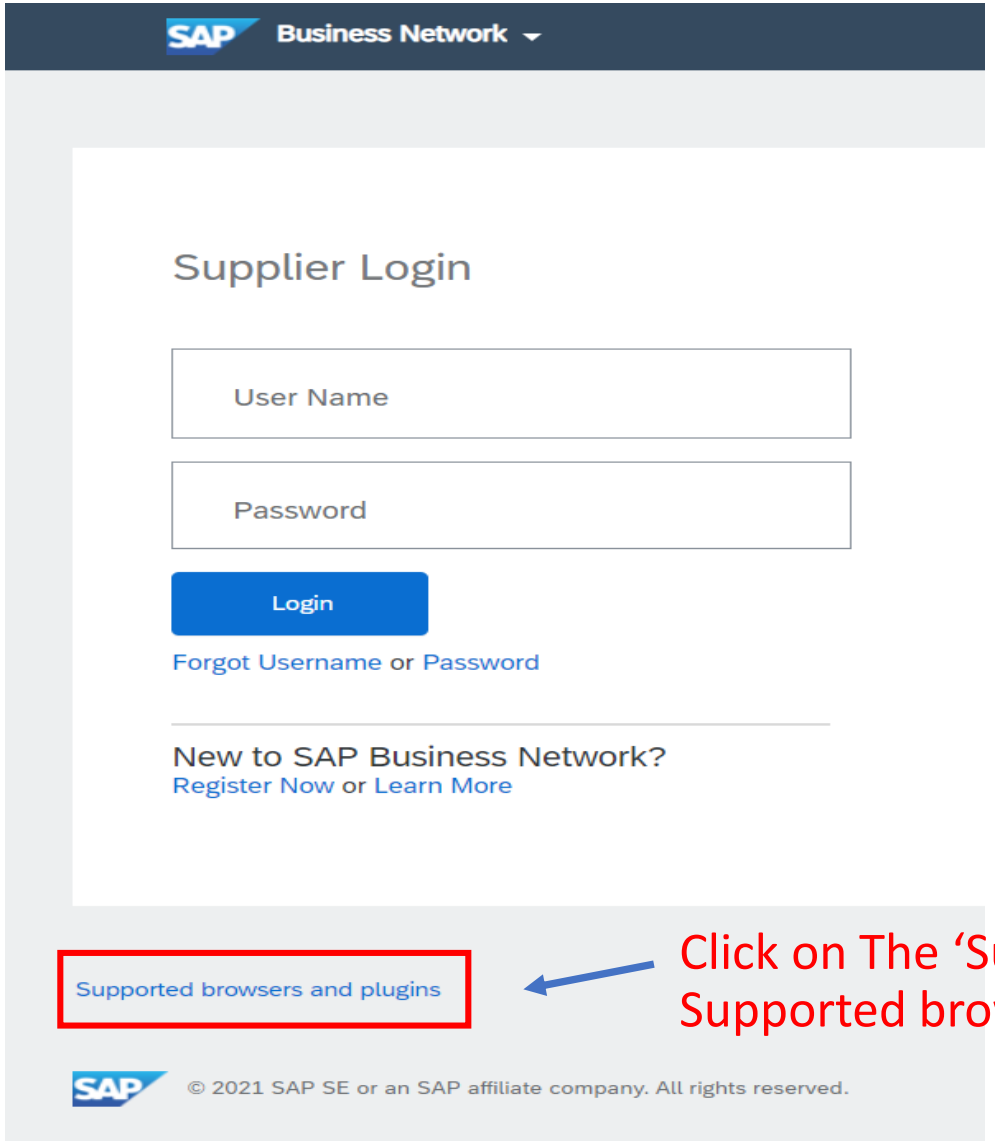
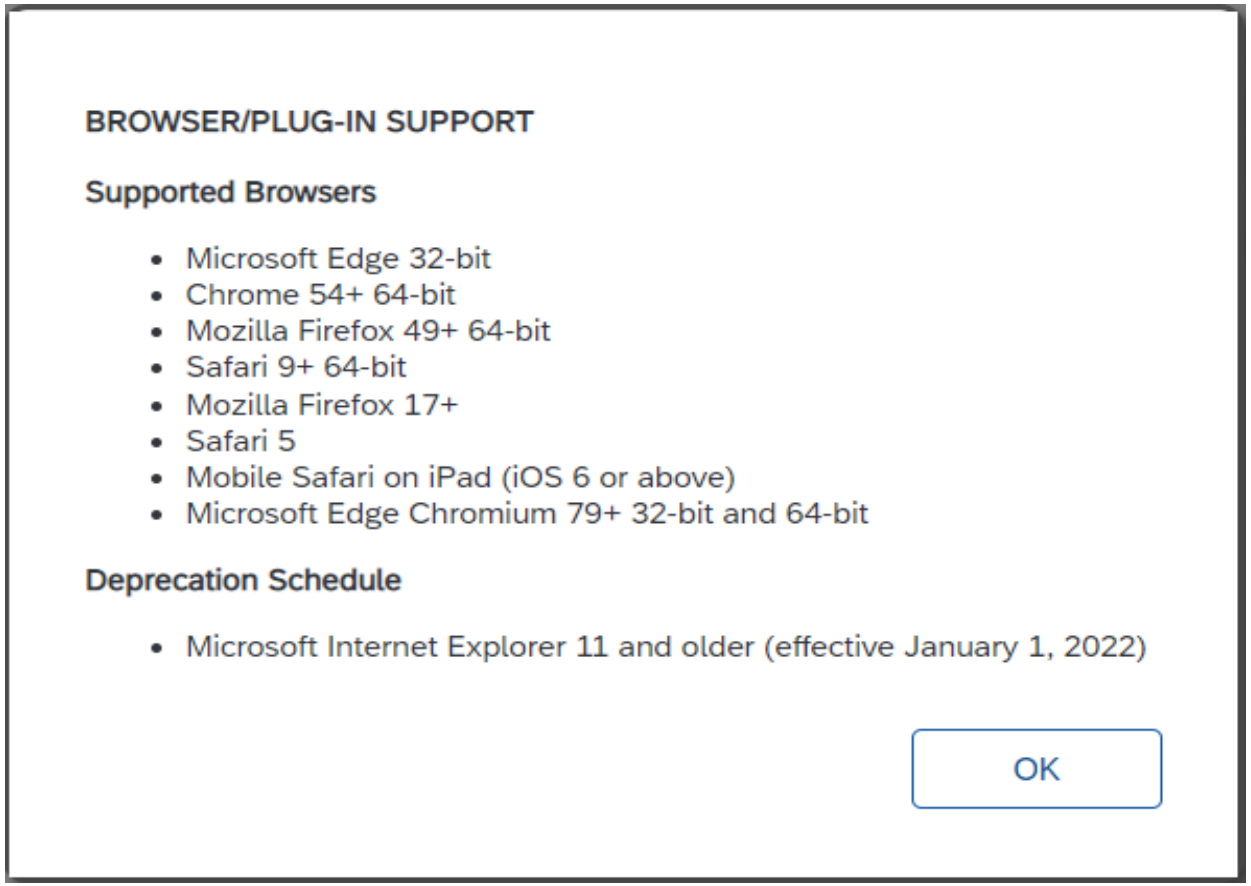
Ariba Network Account Configuration

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

Supported Browsers And Plugins





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.

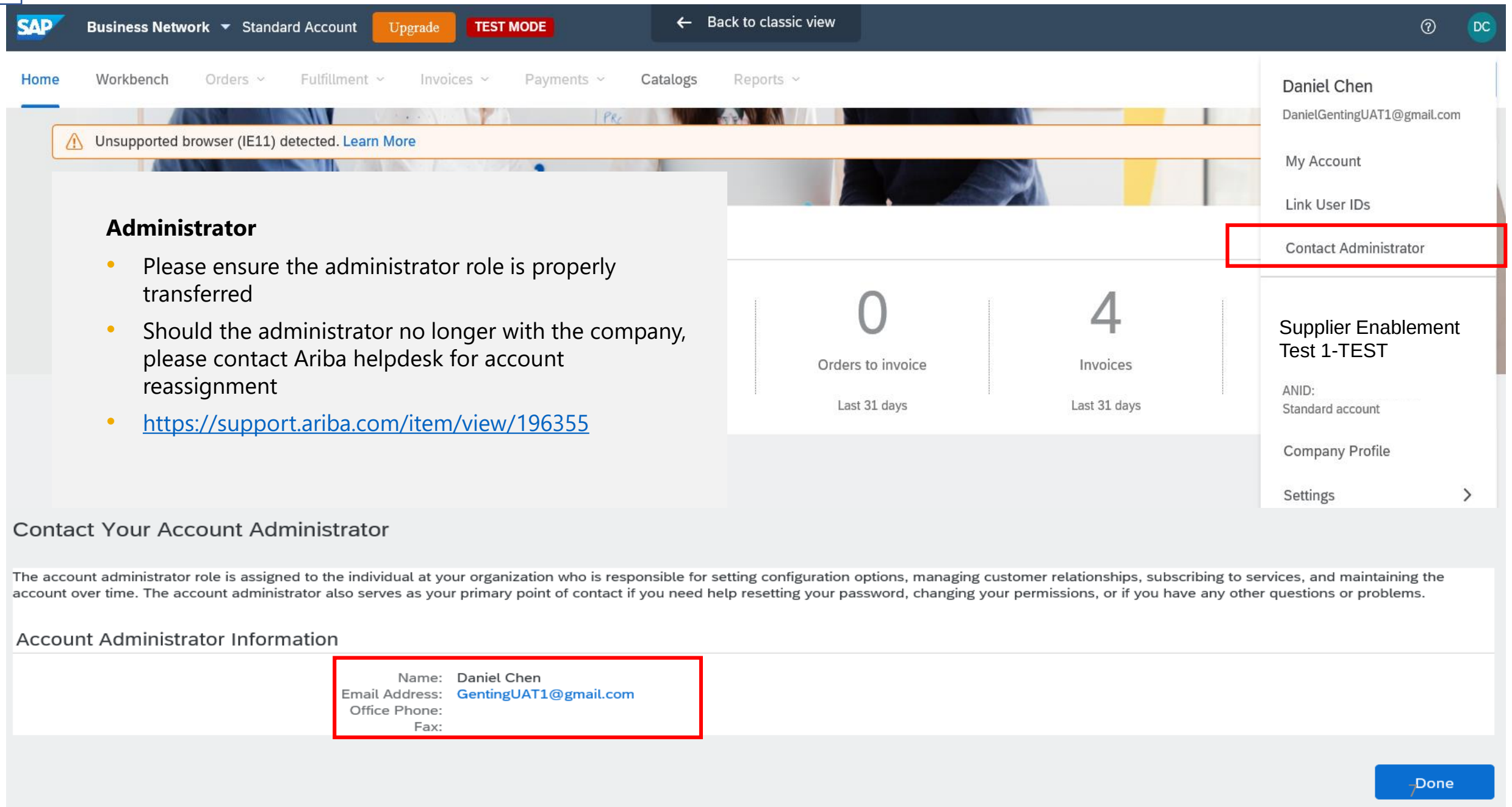
Administrators and Users

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


Business Network
Standard Account
Upgrade
TEST MODE
Back to classic view
DC
Home
Workbench
Orders
Fulfillment
Invoices
Payments
Catalogs
Reports
Unsupported browser (IE11) detected. Learn More
Daniel Chen
DanielGentingUAT1@gmail.com
My Account
Link User IDs
Contact Administrator
Supplier Enablement Test 1-TEST
ANID:
Standard account
Company Profile
Settings
0
Orders to invoice
Last 31 days
4
Invoices
Last 31 days
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
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:

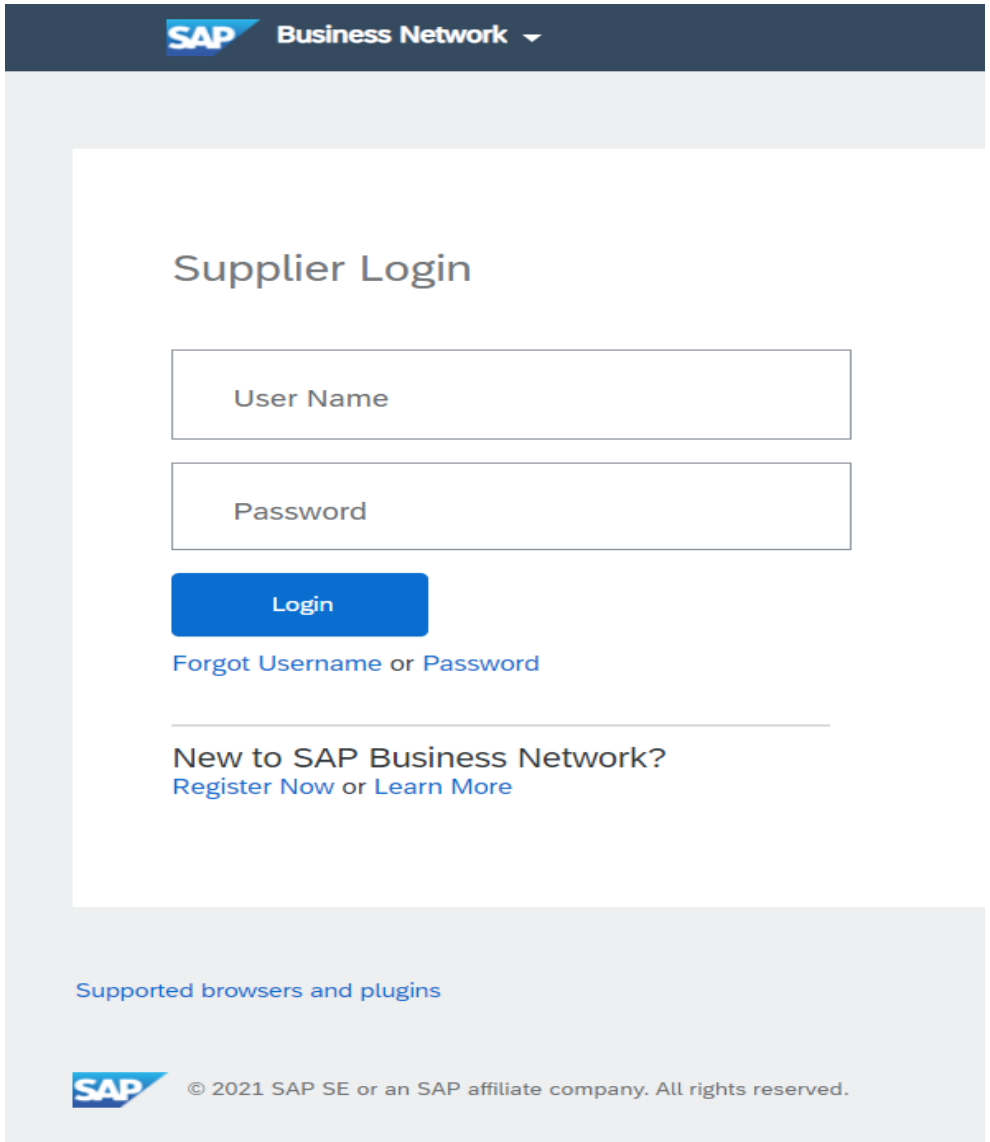
  - Use the **Password** link on the Supplier Login page to request a password reset.
  - After accessing the account, you can transfer the account administration role or reassign the administrator account to yourself.

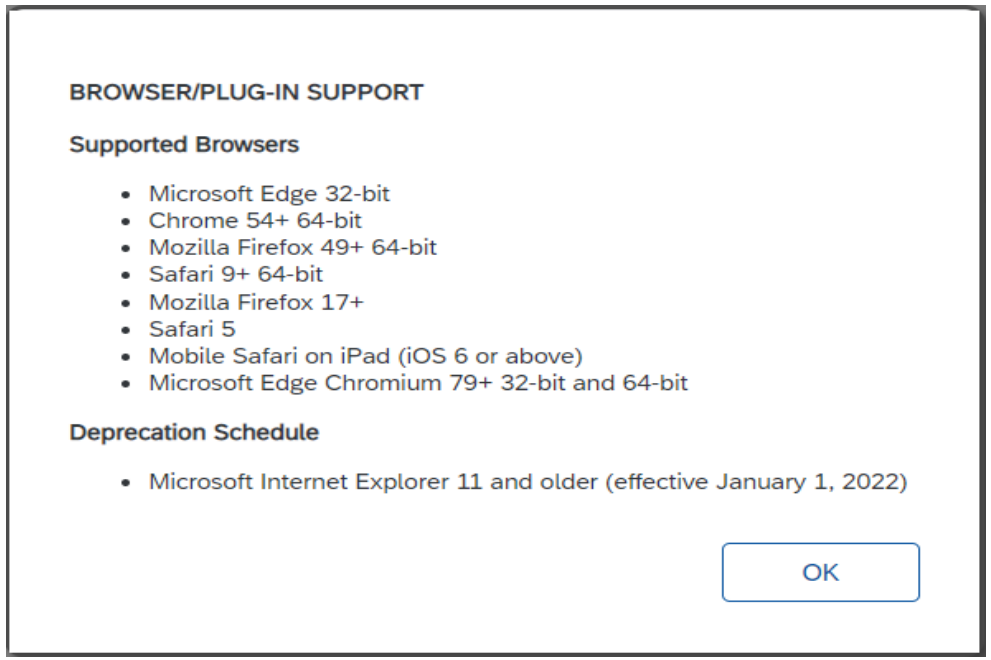
- If the account administrator is no longer with your company and there is no access to the email address on file, contact SAP Ariba Customer Support via theSupport Centerto change the administrator. You will be required to provide the ANID number of the account, the listed administrator name, and email address.

Additional Information

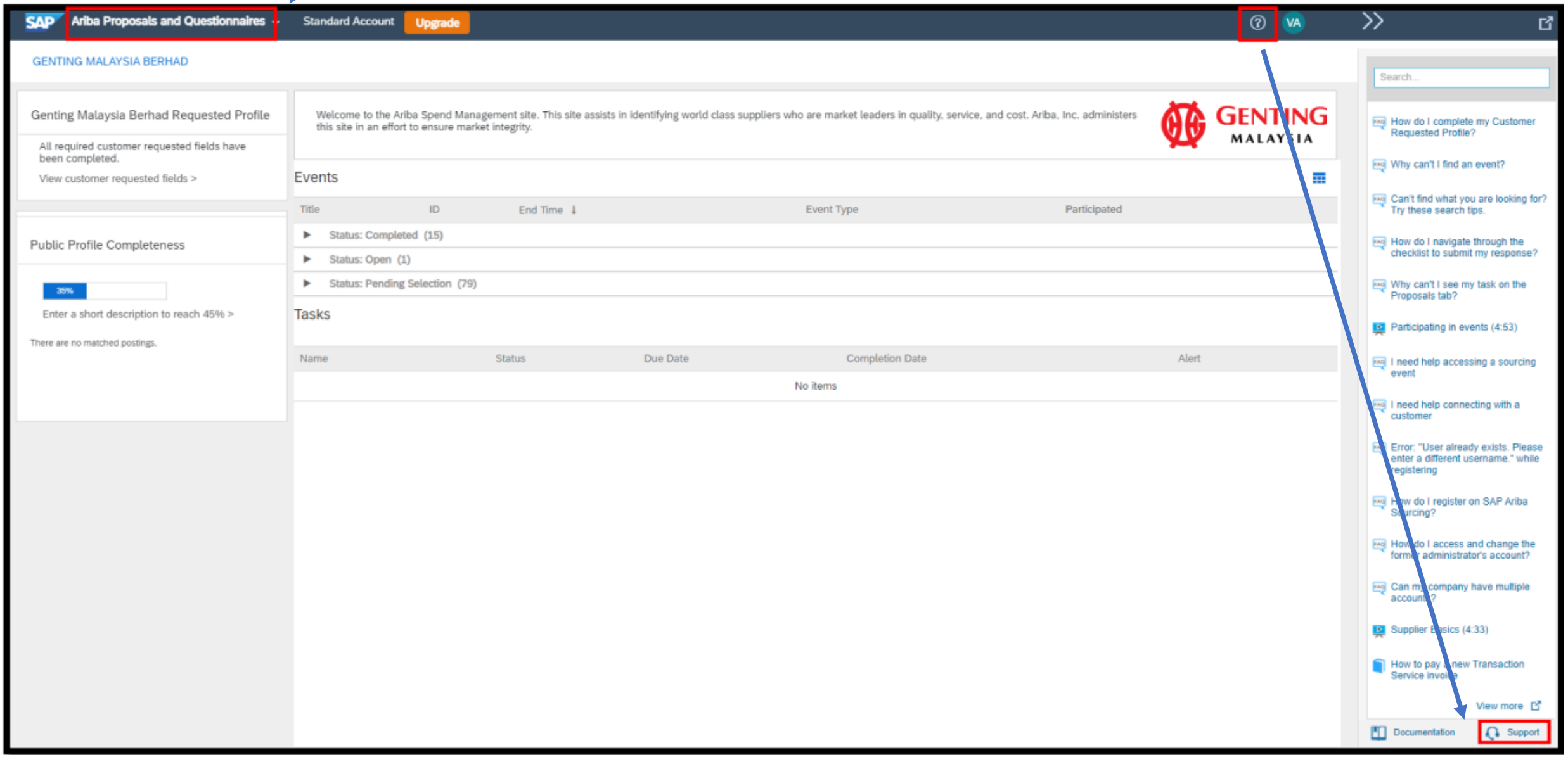
Account Reassignment requests go to a specific team within SAP Ariba Customer Support who will verify information and work with other users on the account if necessary. You will then be contacted with further instructions.

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

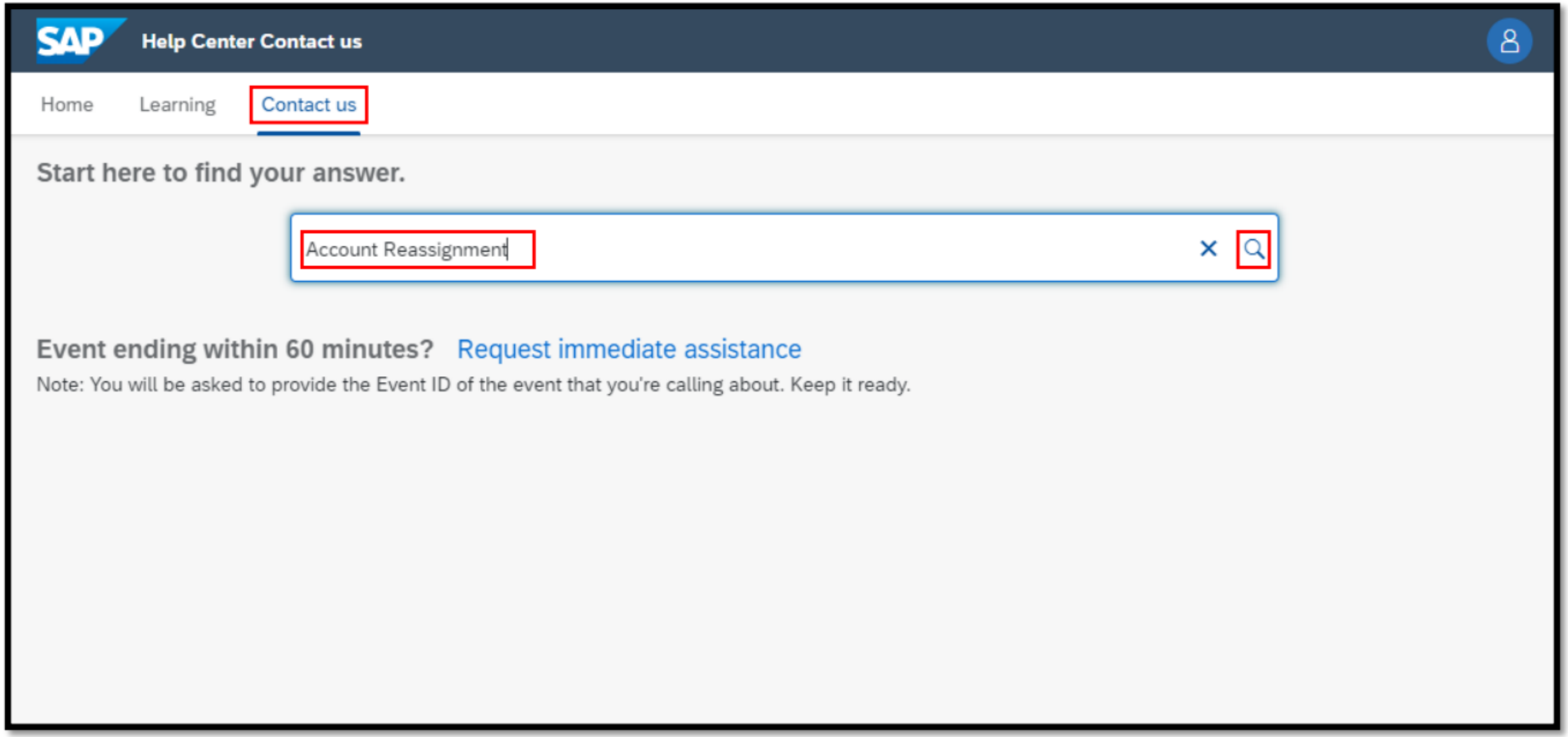


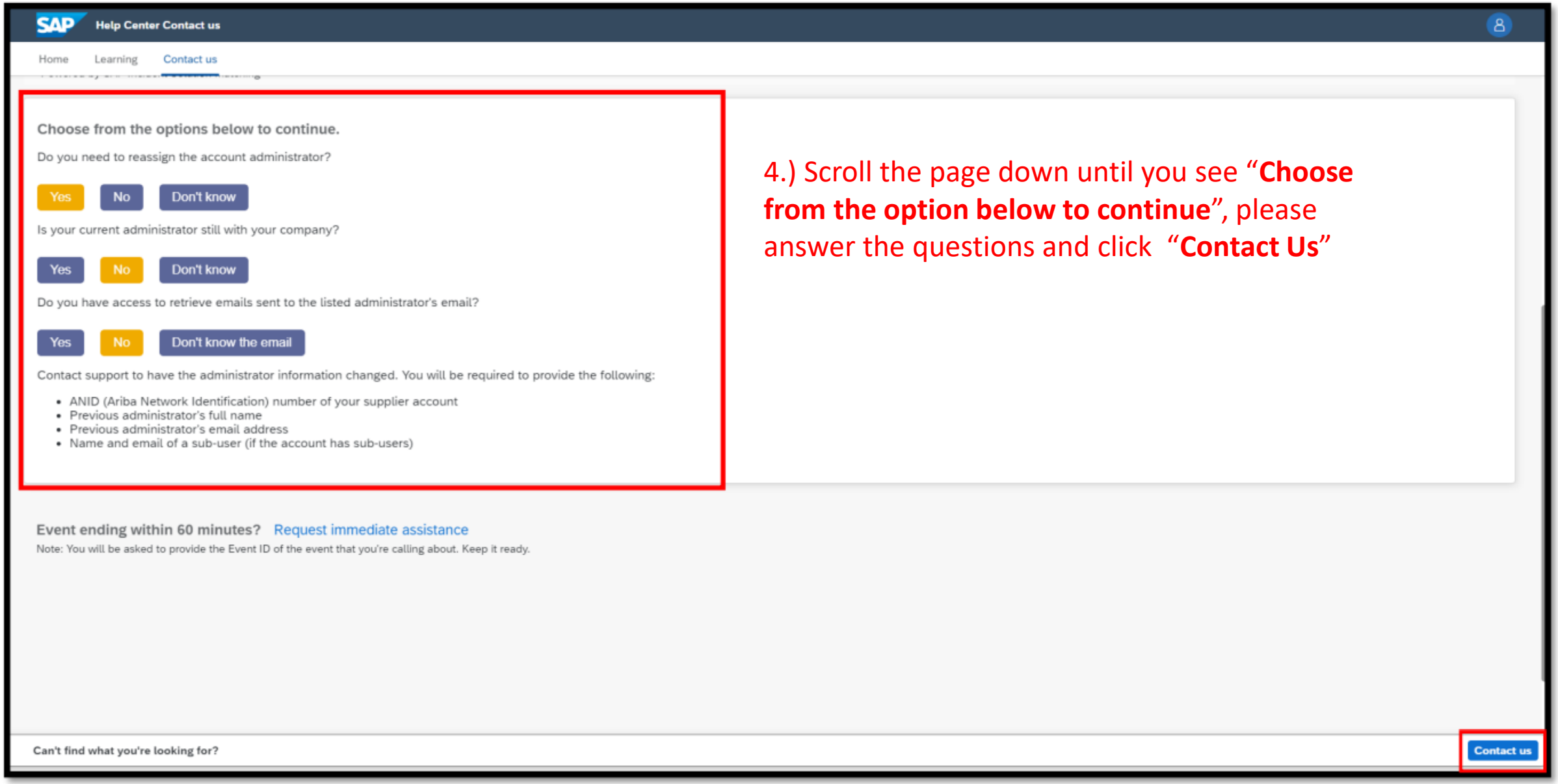


2.) Kindly ensure that you change to Ariba Proposals and Questionnaires. Click "**Help**" symbol "?" then click "**Support**".



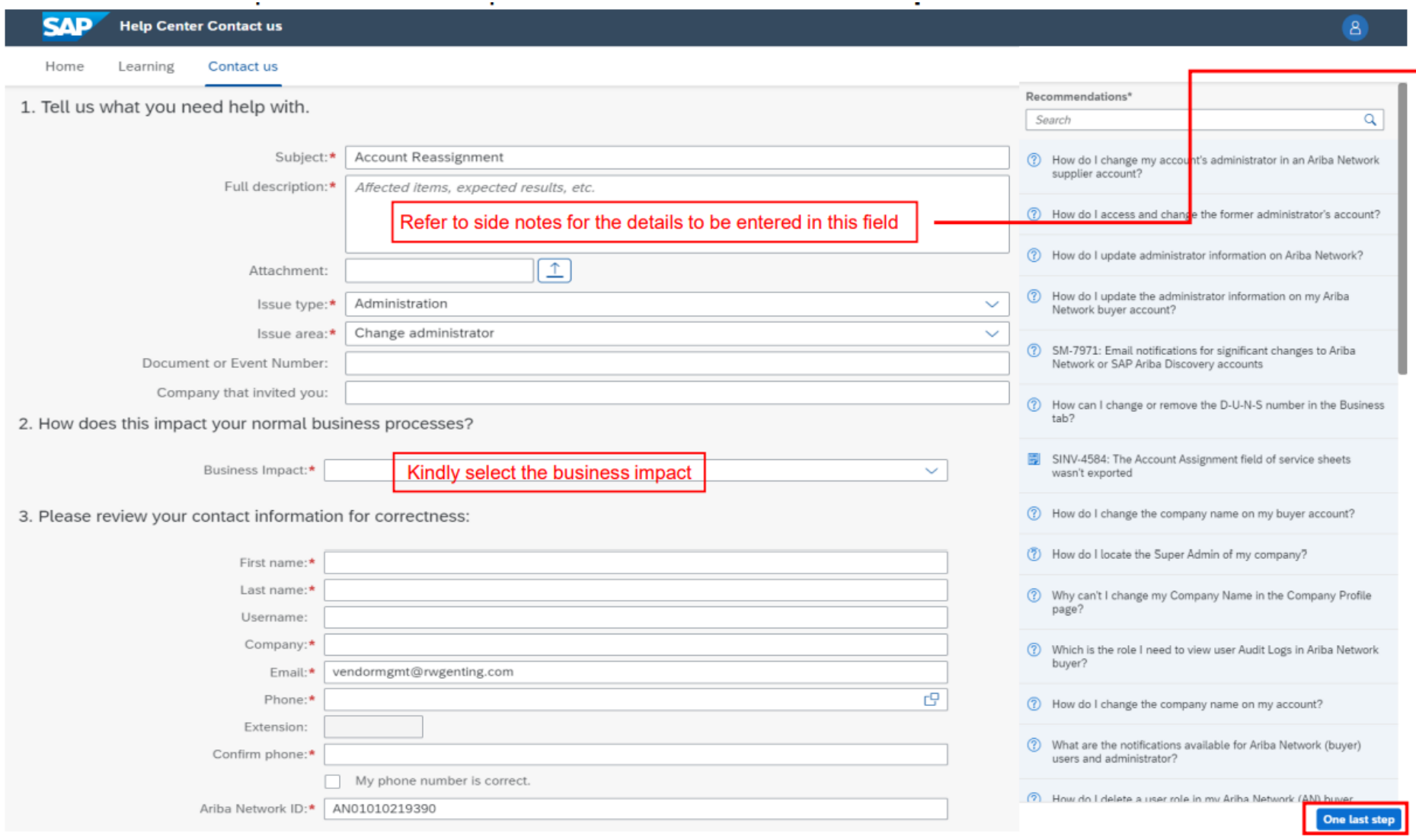
3.) Click on '**Contact Us**' and type '**Account Reassignment**'.





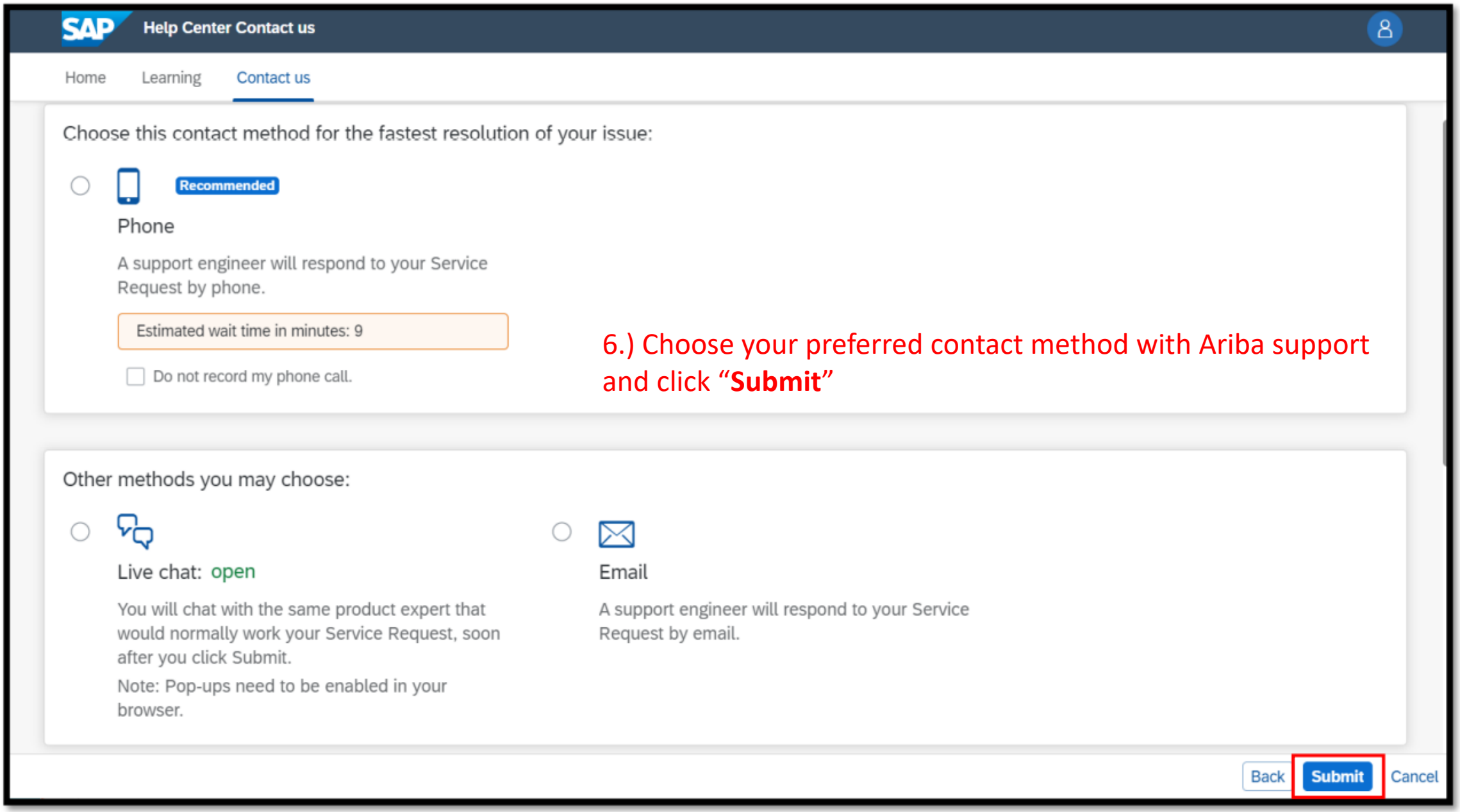
4.) Scroll the page down until you see "**Choose from the option below to continue**", please answer the questions and click "**Contact Us**"

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.



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:

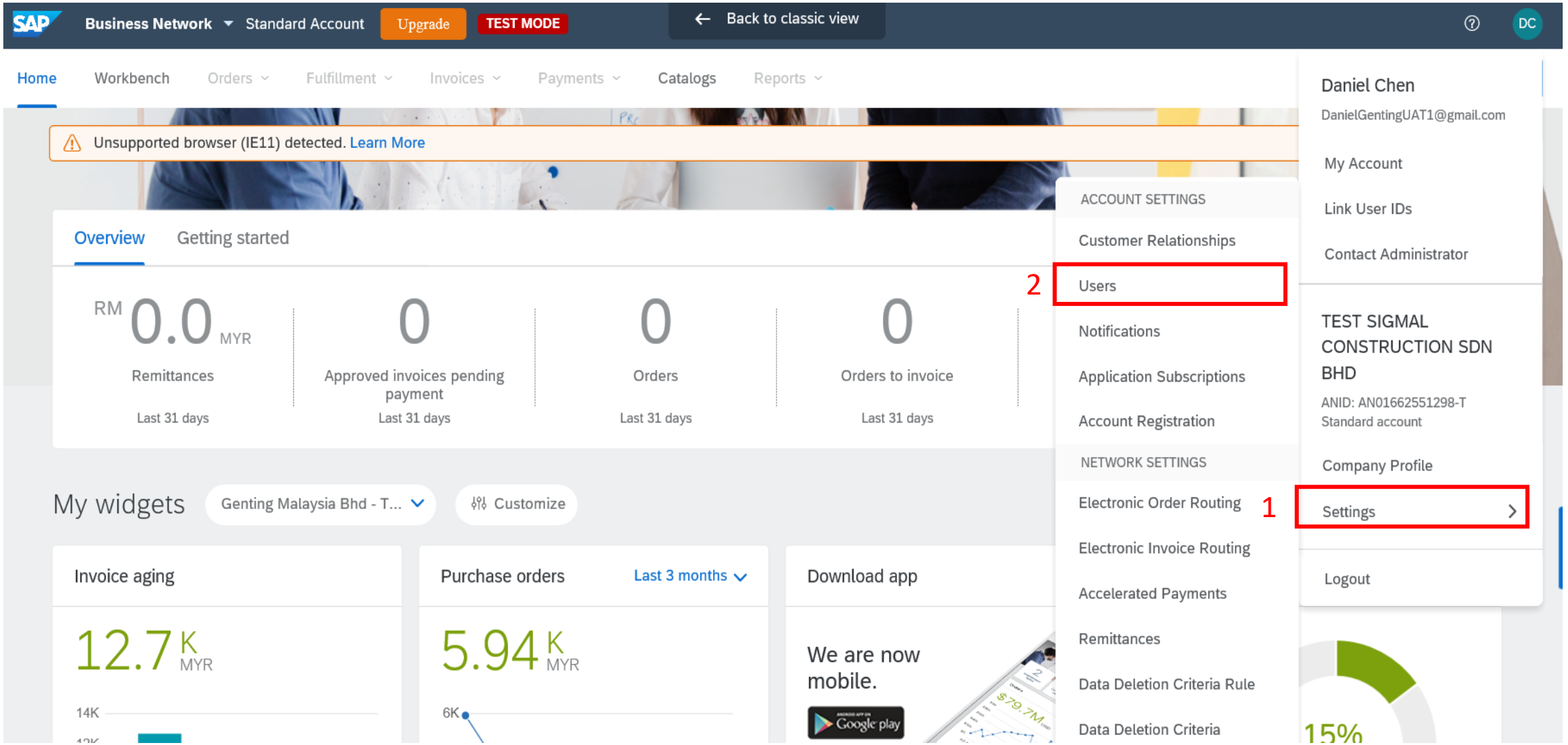
- ***Company Name :***
- ***Reason for Reassignment:***
- ***ANID of the account:***
- ***Previous Administrator’s Email Address:***
- ***If the account has any, provide a name & email address of one sub-user (other than yourself):***
- ***Are you supposed to become the new account administrator?***
- ***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?***



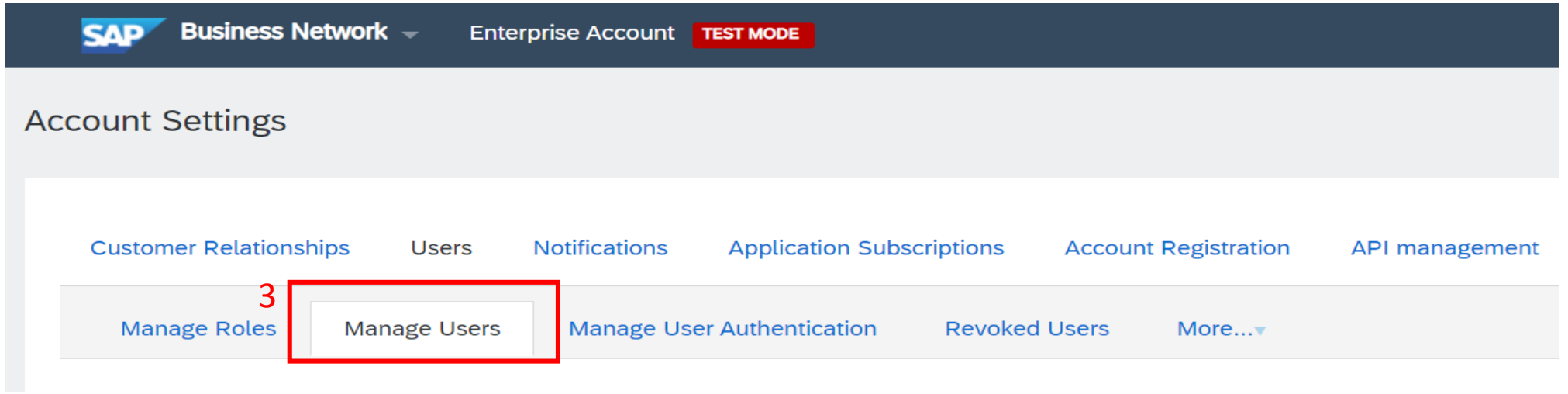
6.) Choose your preferred contact method with Ariba support and click "**Submit**"

Guide to reassign Ariba Account Administrator to other sub user.

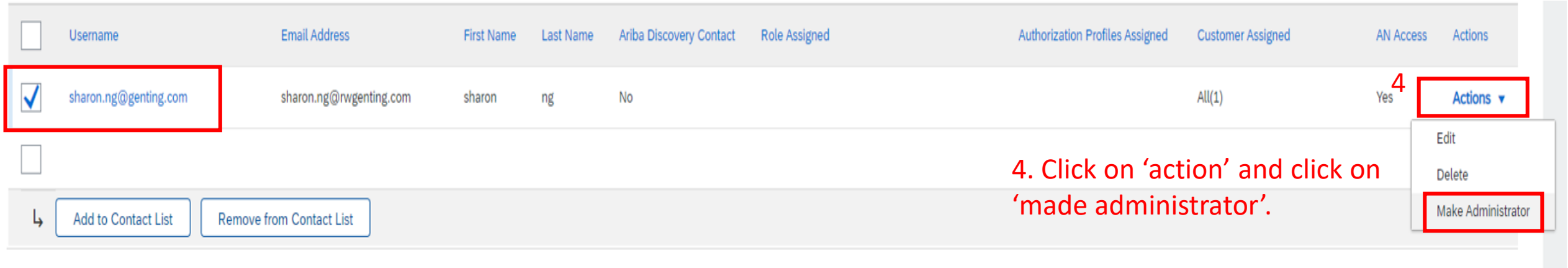
*Log In To Ariba Network Account With Account Administrator's Credential, Click On 'Setting' And Click On 'User'.



Guide to reassign Ariba Account Administrator to other sub user.



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



4. Click on ‘action’ and click on ‘made administrator’.

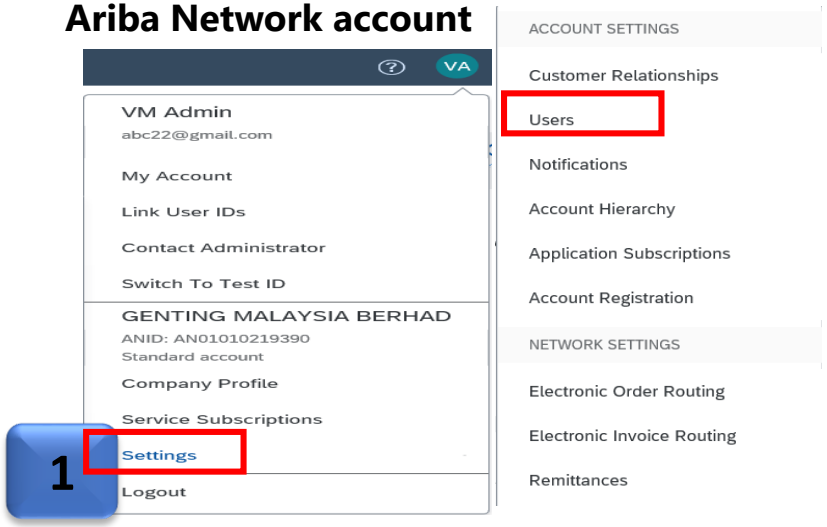
Role & User Creation

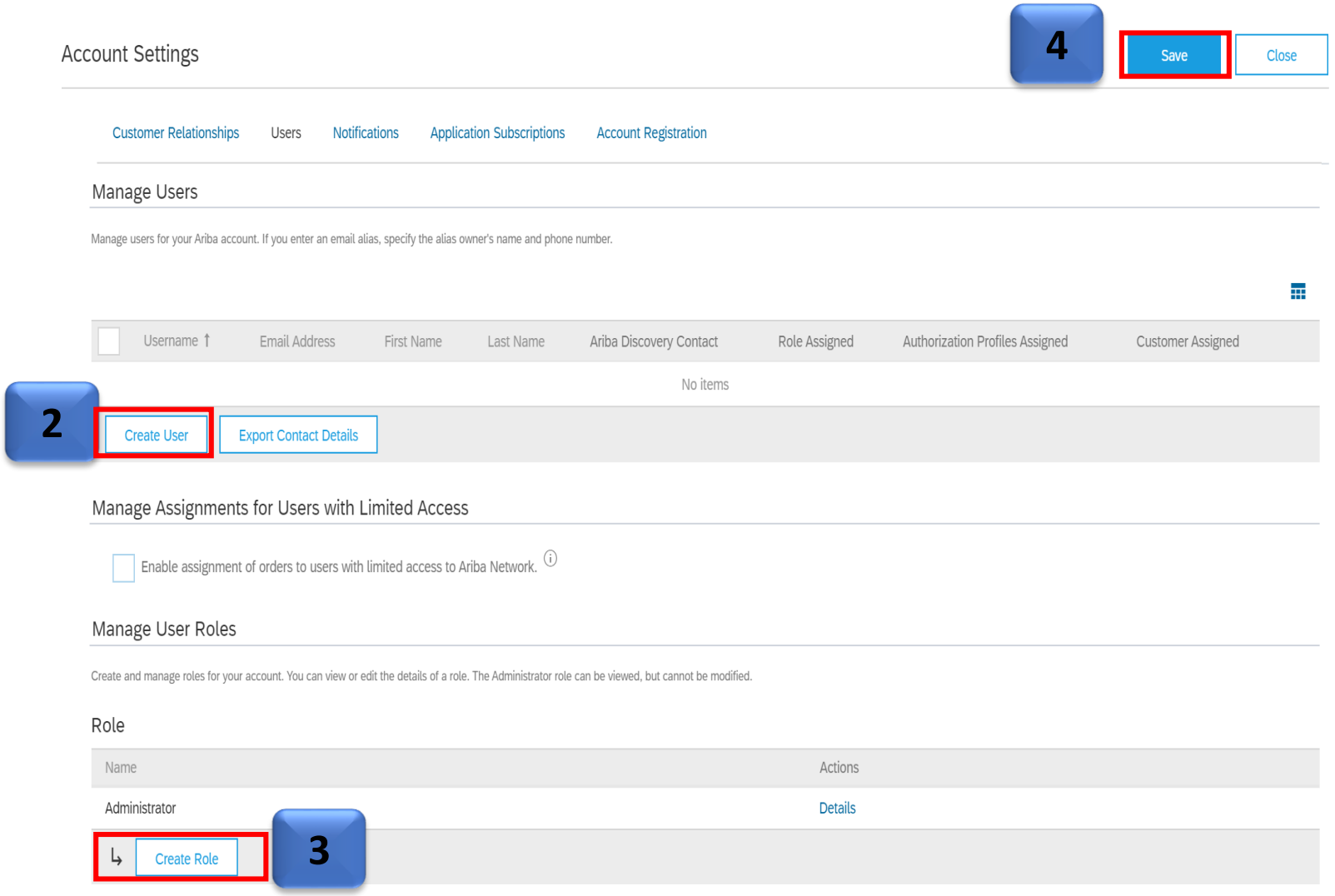
Role and User Creation

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

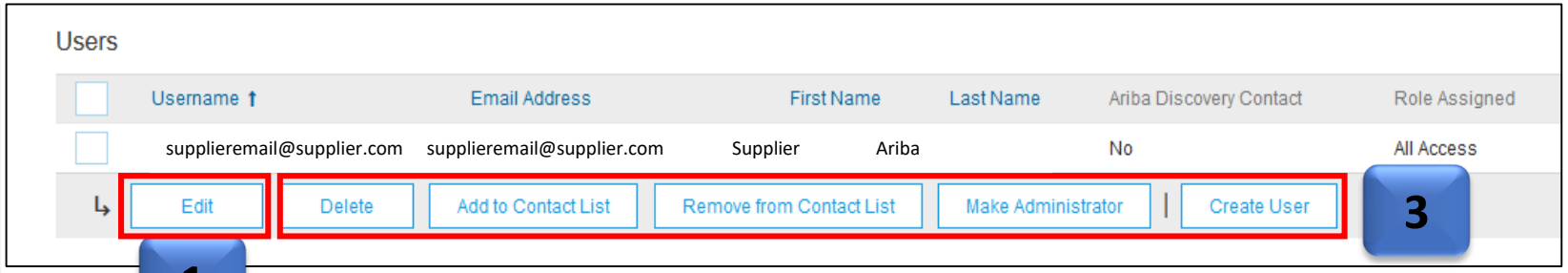
***You can add up to 250 users to your Ariba Network account**

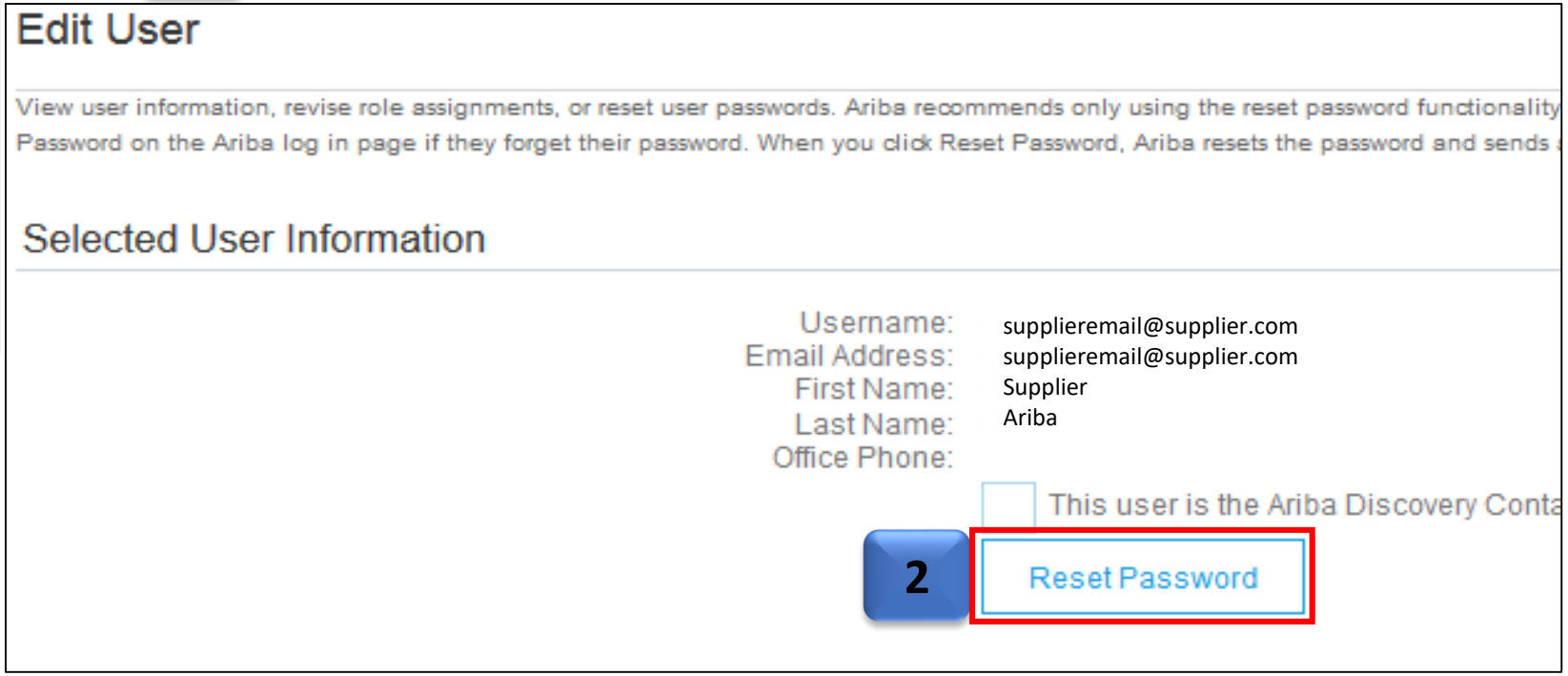




Modify Users

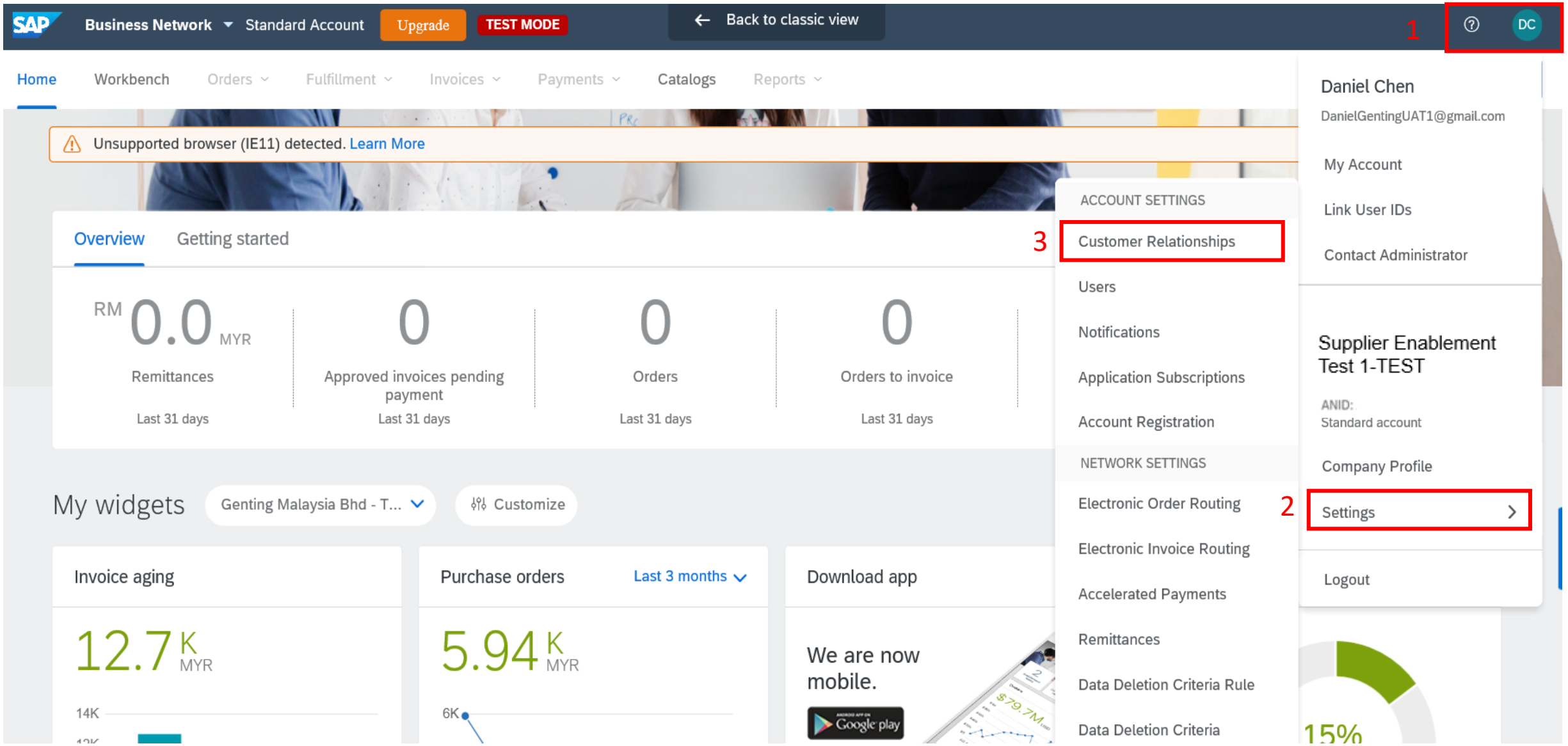
1. Click **Edit** for the selected user.
2. Click the **Reset Password** button to reset the password of the user.
3. Other available options are:
   - **Delete**
   - **Add to Contact List**
   - **Remove from Contact List**
   - **Make Administrator**
   - **Create User**



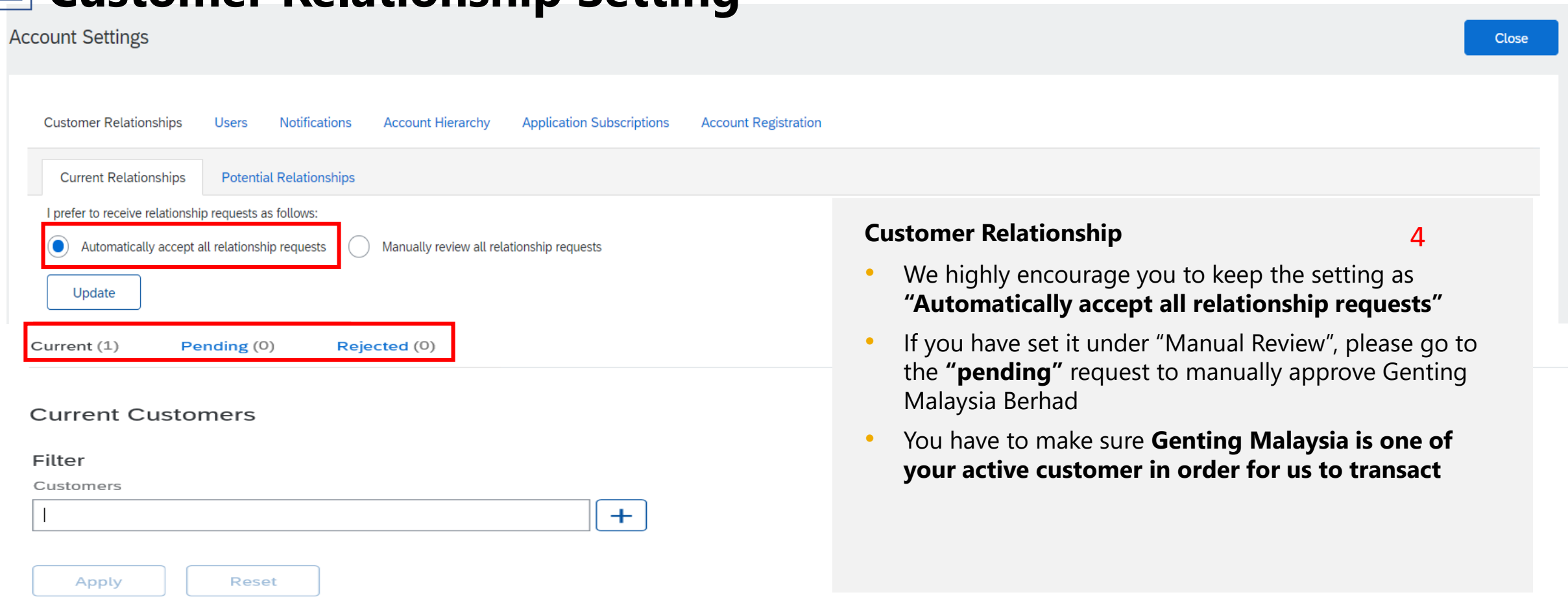


Customer Relationship Setting

Customer Relationship Setting



Customer Relationship Setting



Customer Relationship

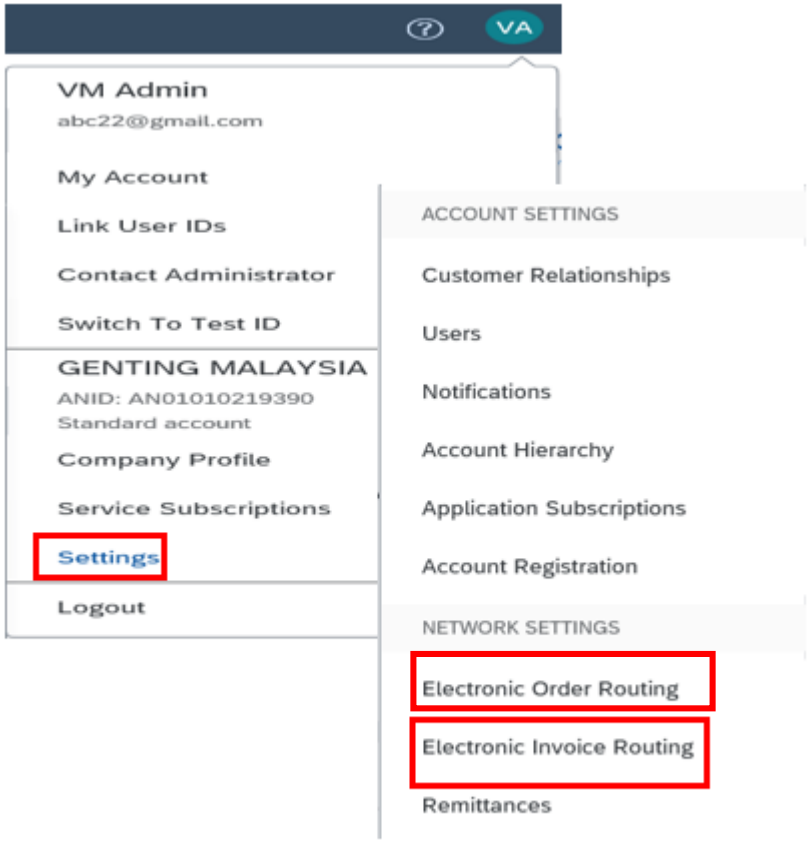
4

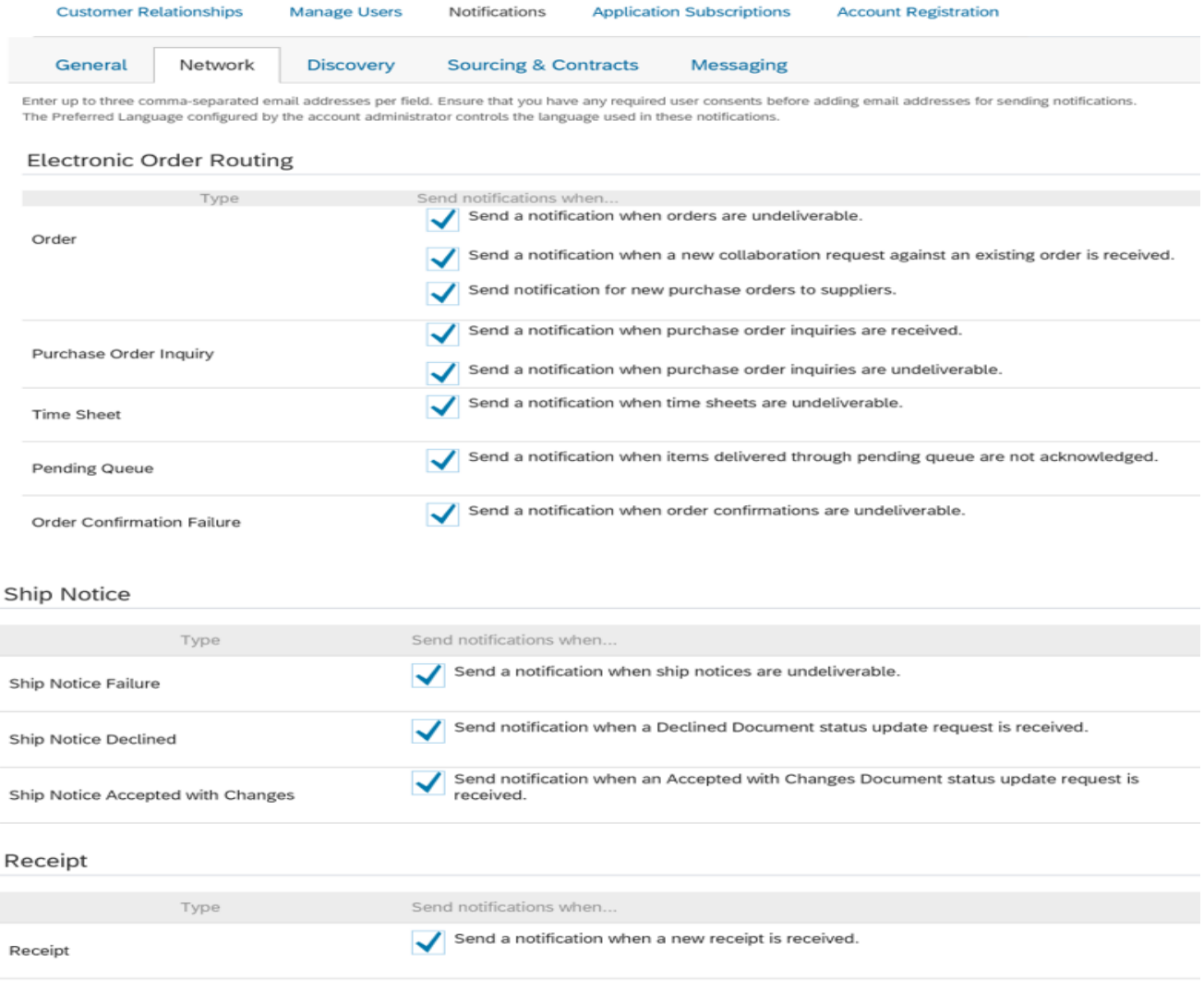
- We highly encourage you to keep the setting as **"Automatically accept all relationship requests"**
- If you have set it under "Manual Review", please go to the **"pending"** request to manually approve Genting Malaysia Berhad
- You have to make sure **Genting Malaysia is one of your active customer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

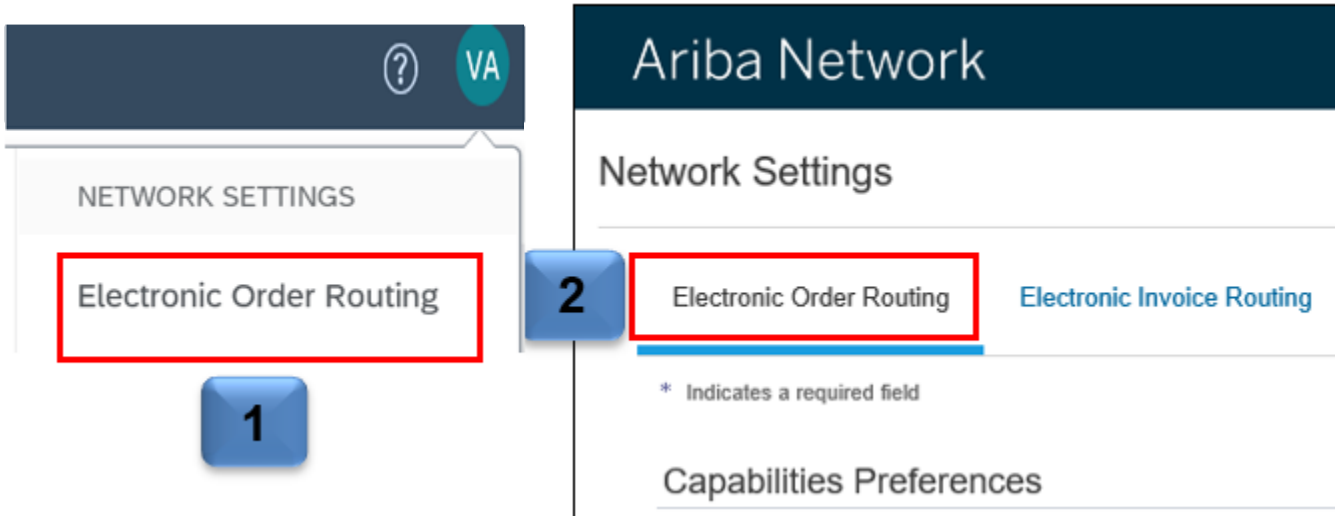




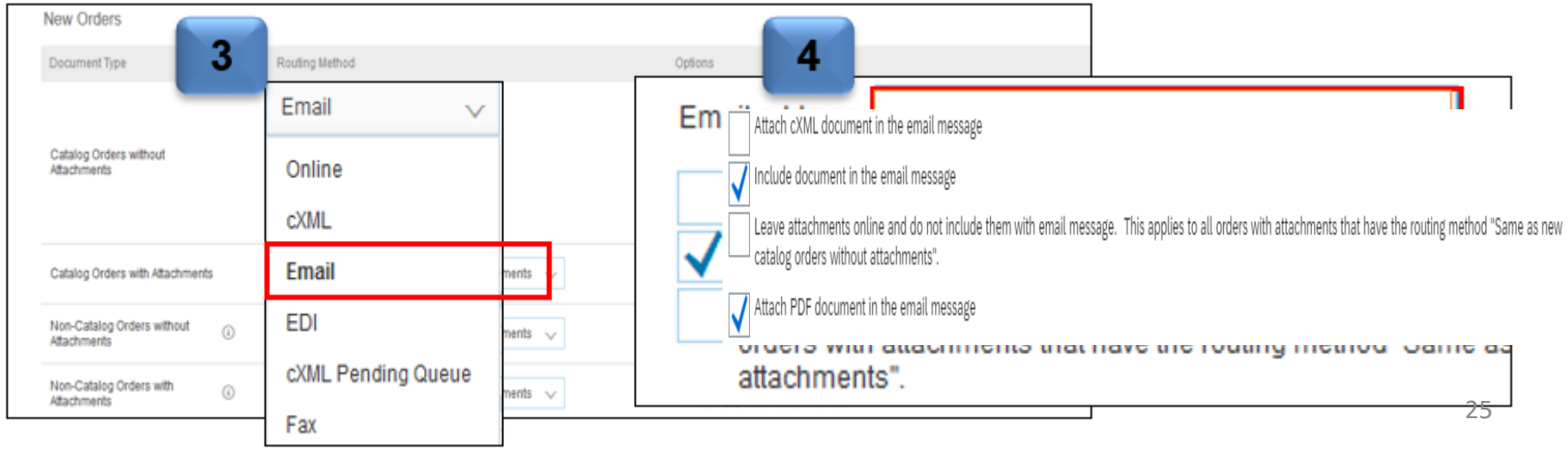
Please check your Ariba Network Setting under Electronic Order / Invoice Routing Method to add/change the users.

Email Order Routing:

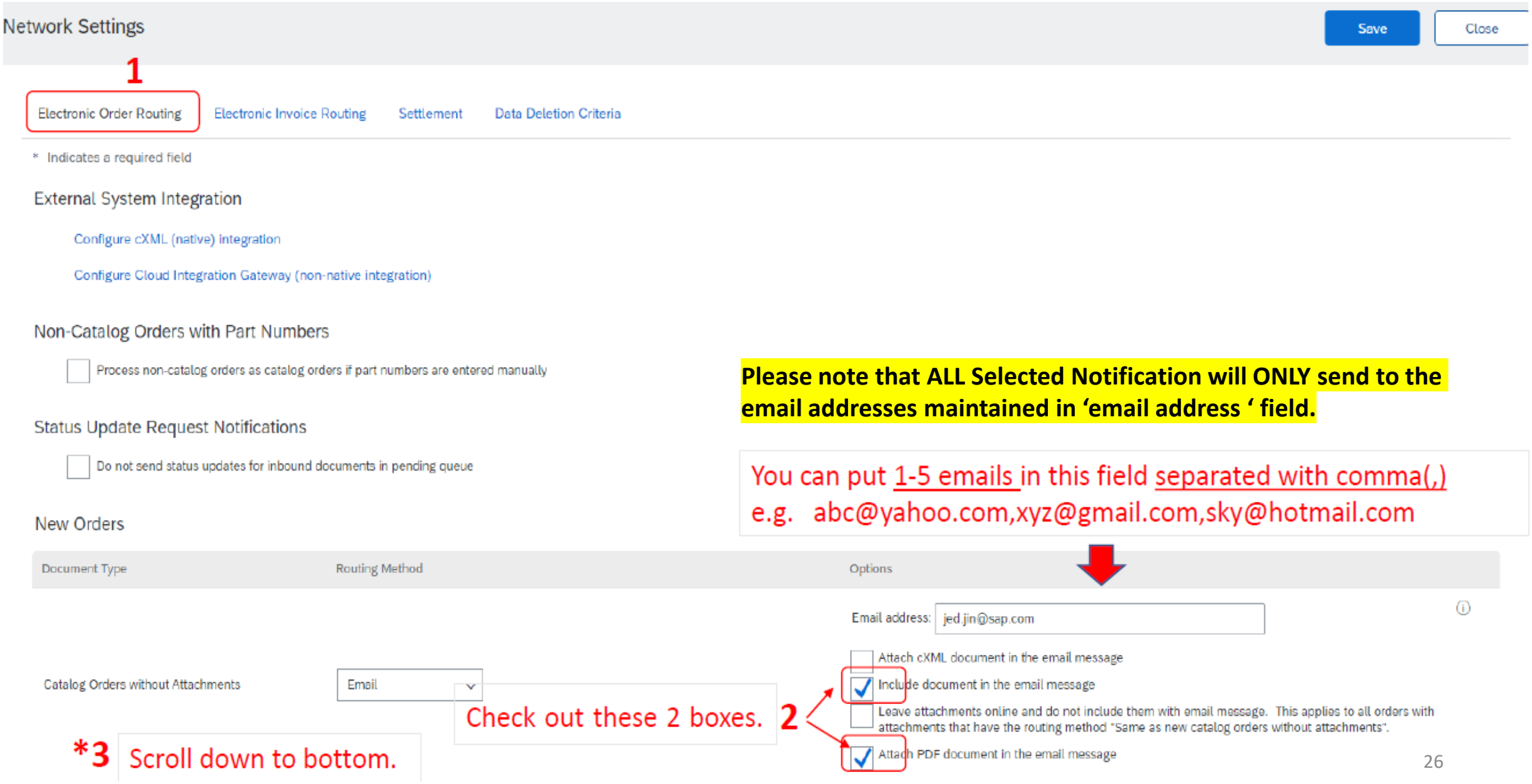
- You can enter up to **5** email addresses to receive the copy of the PO . You must separate each address with a comma.
- Administrator can add other recipient of the PO as users to process the order
- **Include document in the email message** to include a complete copy of the PO in the email.
- It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



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



Electronic Orders Routing



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

Notifications

4. Check all or the necessary boxes

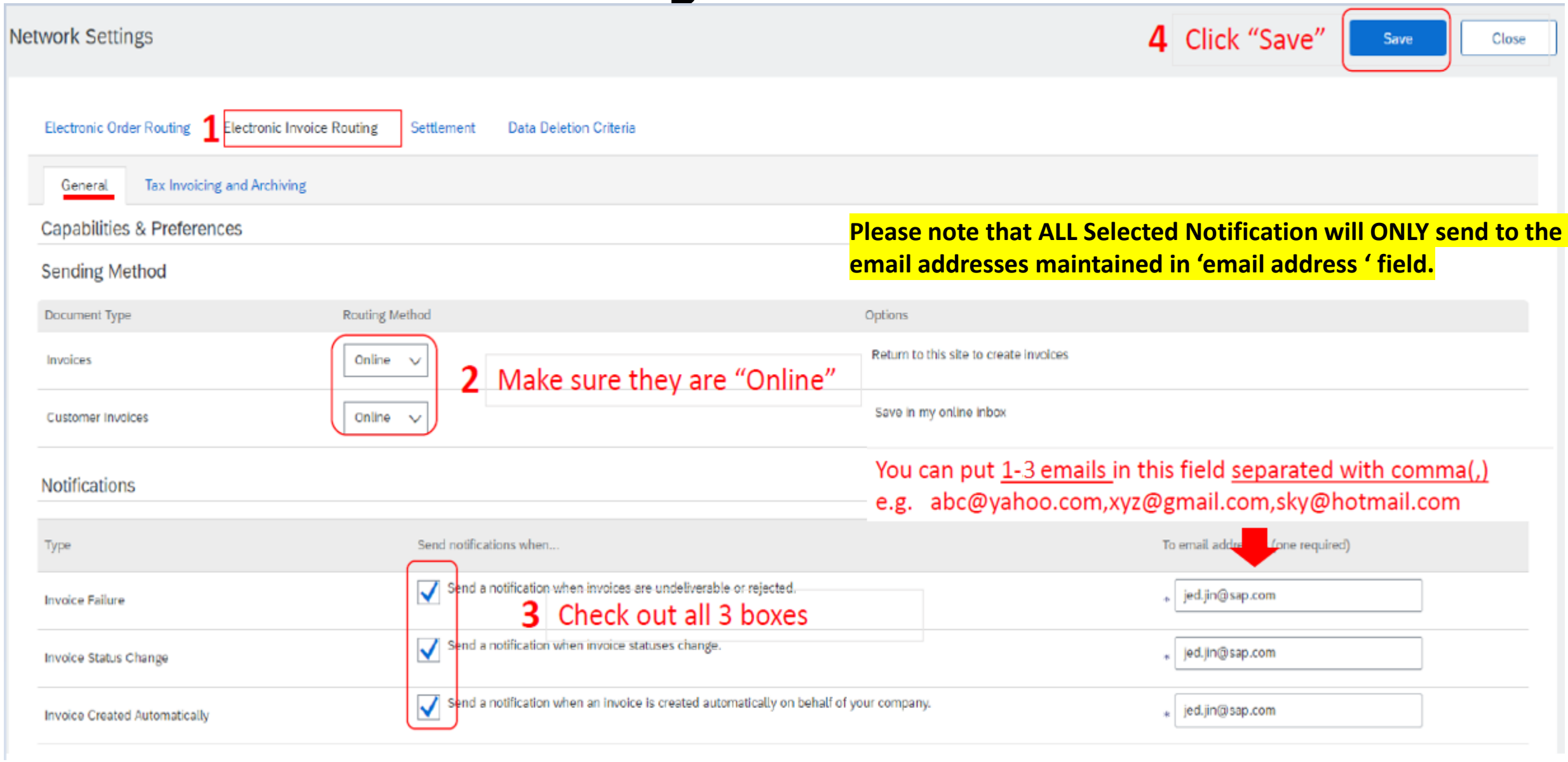
Type	Send notifications when...	To email addresses (one required)
Order	Send a notification when orders are undeliverable.	* jed.jin@sap.com
	Send a notification when a new collaboration request against an existing order is received.	
	Send notification for new purchase orders to suppliers.	
	Send notification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

Extended Profile Settings and Information

▸ Extended Profile Information

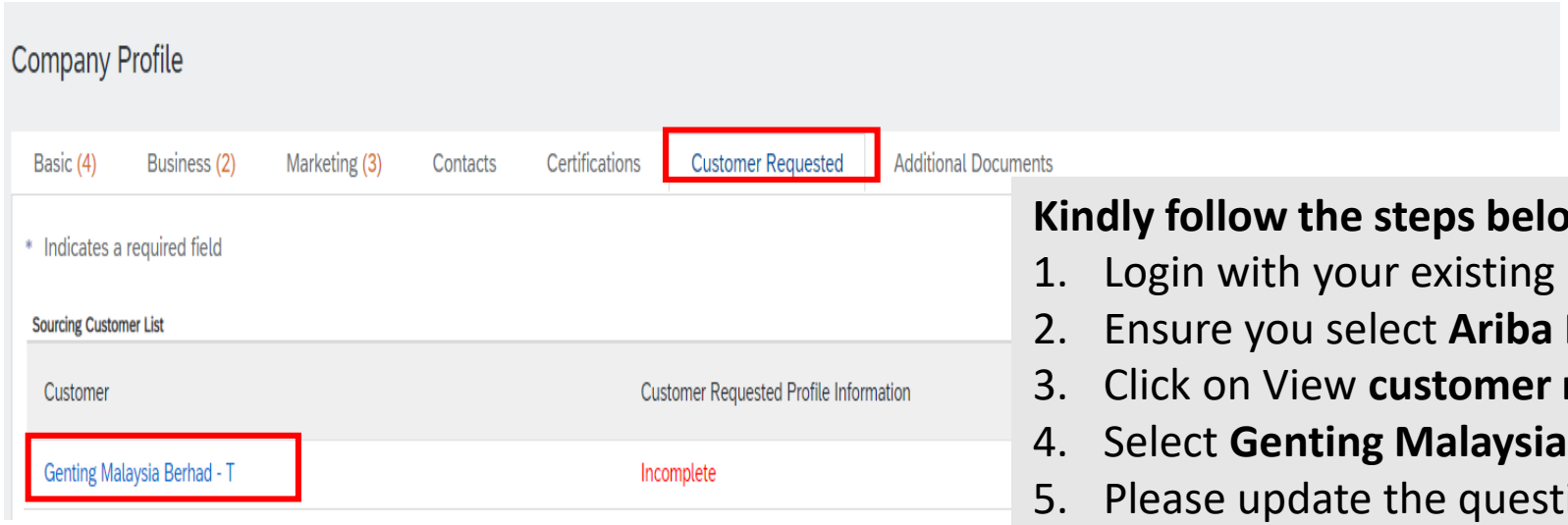
5. Save Close

Electronic Invoice Routing



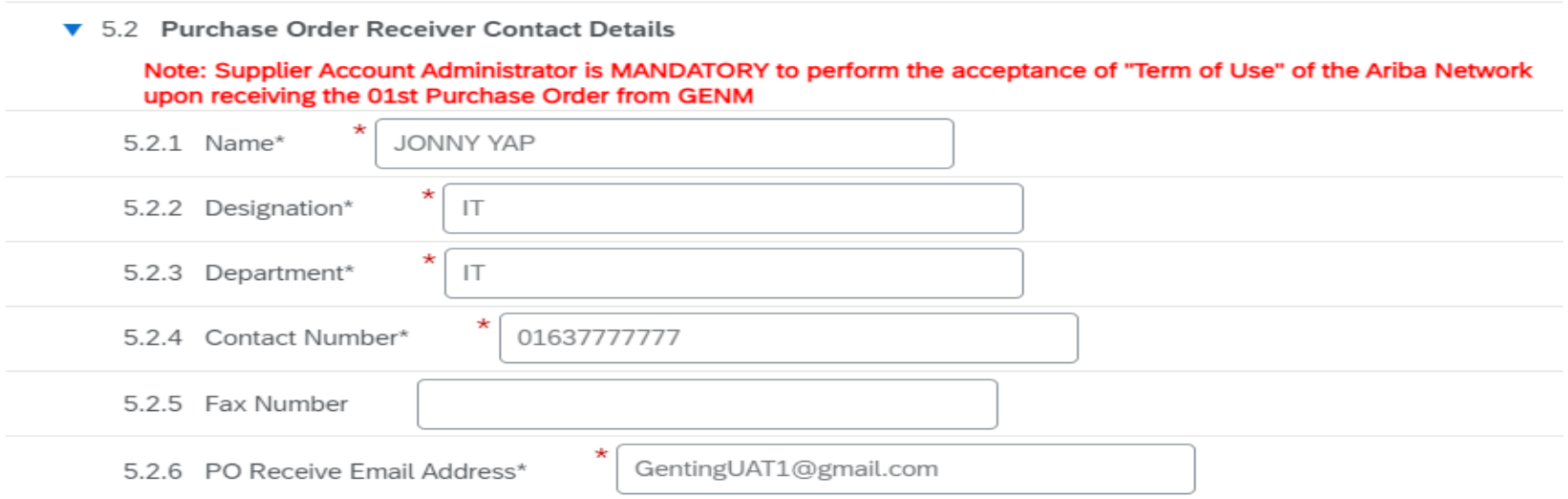
Guide to update your profile in Ariba Proposals & Questionnaires

Please refer user guide Genting Malaysia Berhad Ariba Sourcing Guide for reference.



Kindly follow the steps below:

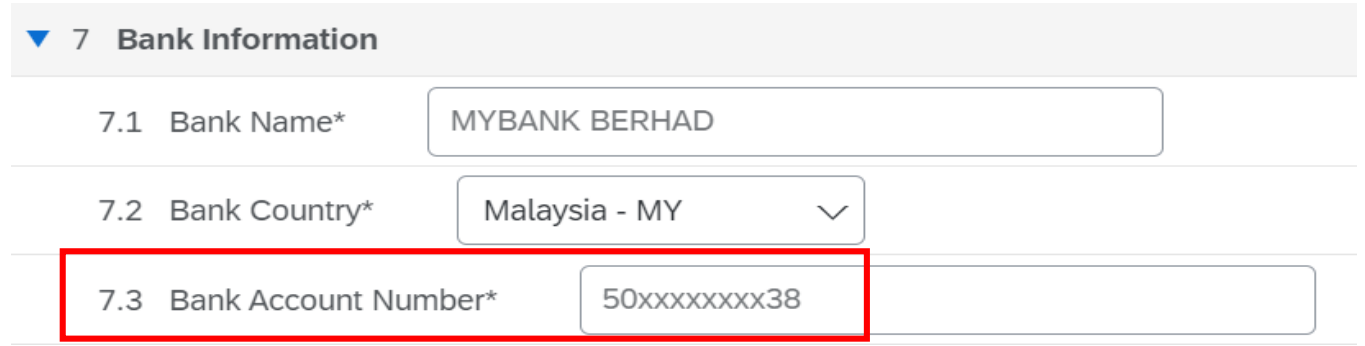
1. Login with your existing credentials at https://rwb.supplier.ariba.com/
2. Ensure you select **Ariba Proposals & Questionnaires**
3. Click on View **customer requested field**
4. Select **Genting Malaysia Berhad**
5. Please update the questionnaire
6. Click the **"Submit"** to submit your profile



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

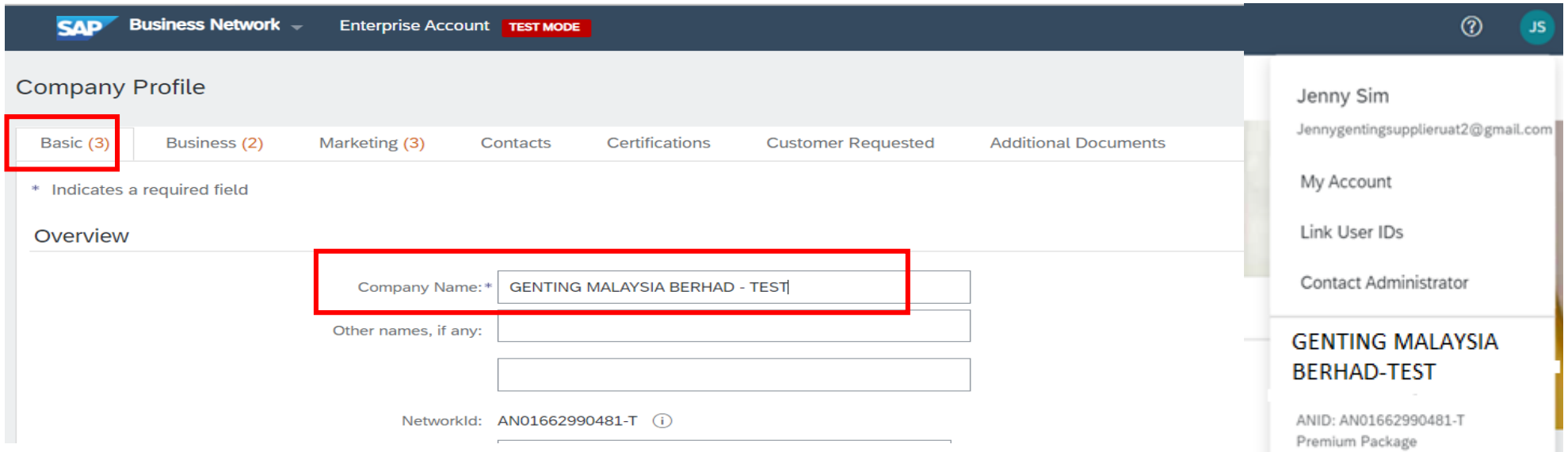


7.17 Please attach latest statement of bank account (not older than 3 months), duly signed by the authorized personnel*. Please include the name, IC/passport number, position and company stamp.

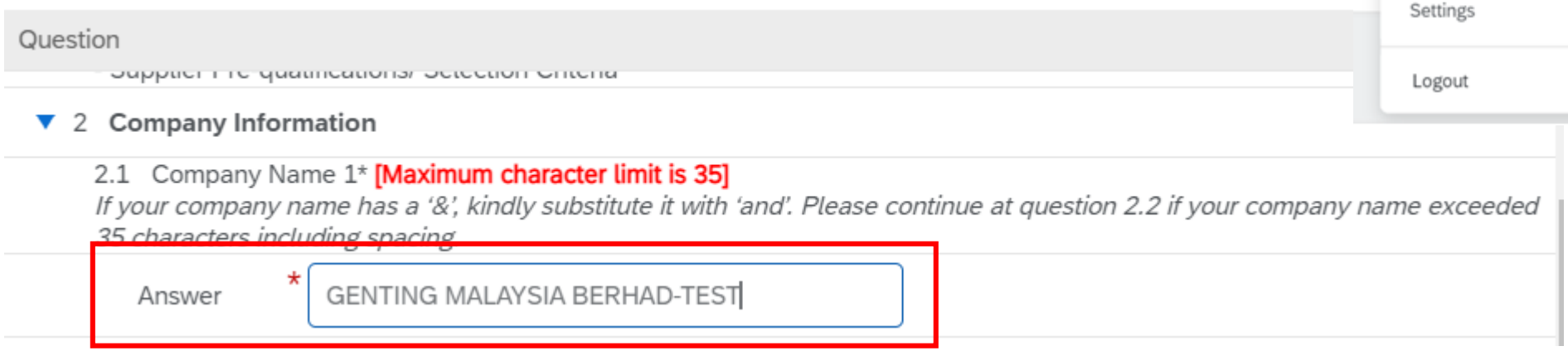
Note:

1. *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.
2. 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.



Ariba Proposals & Questionnaires.

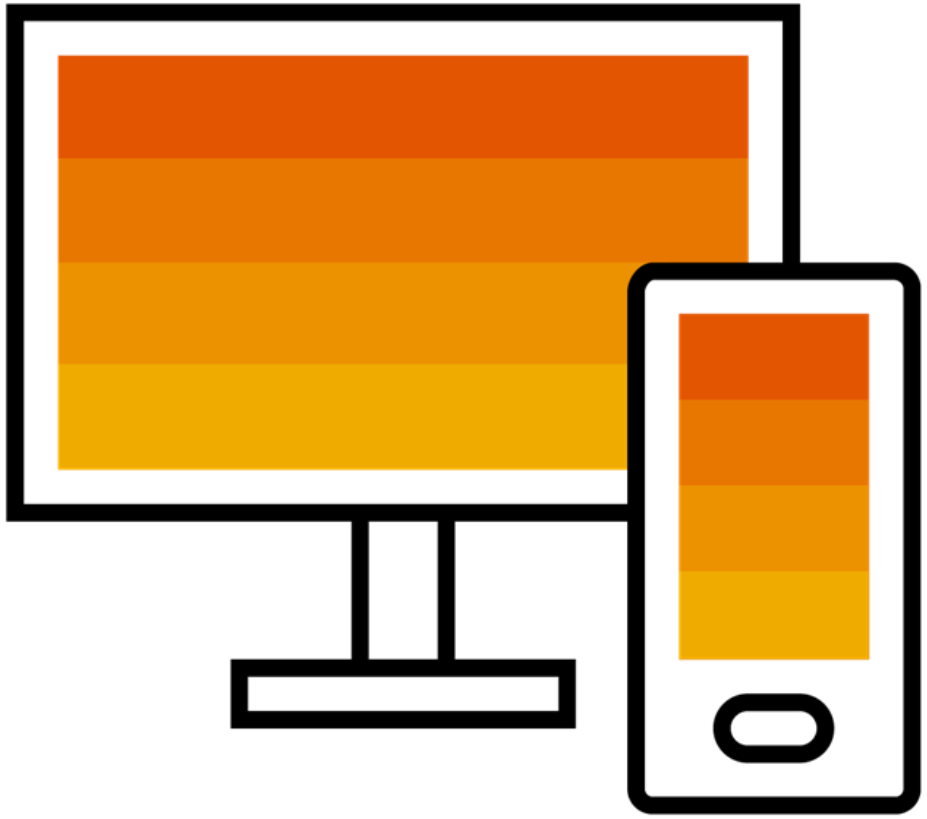


Genting Malaysia Berhad

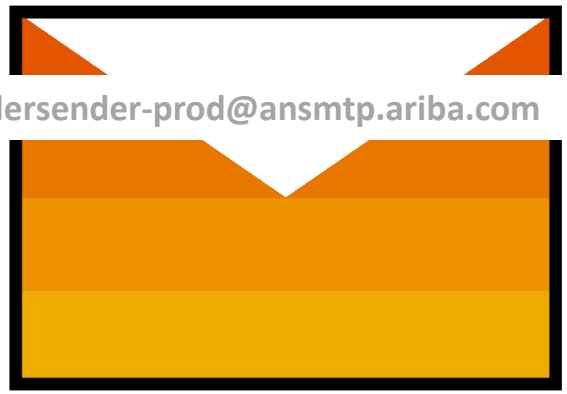
Standard Account Supplier Purchase Order (PO) Guide

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)

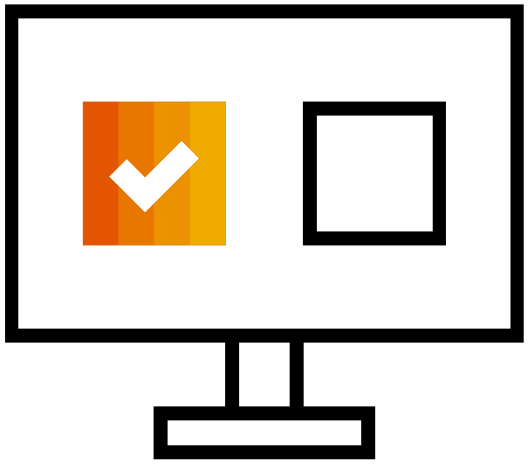


Log In For A Standard Account



Receive Interactive Email PO

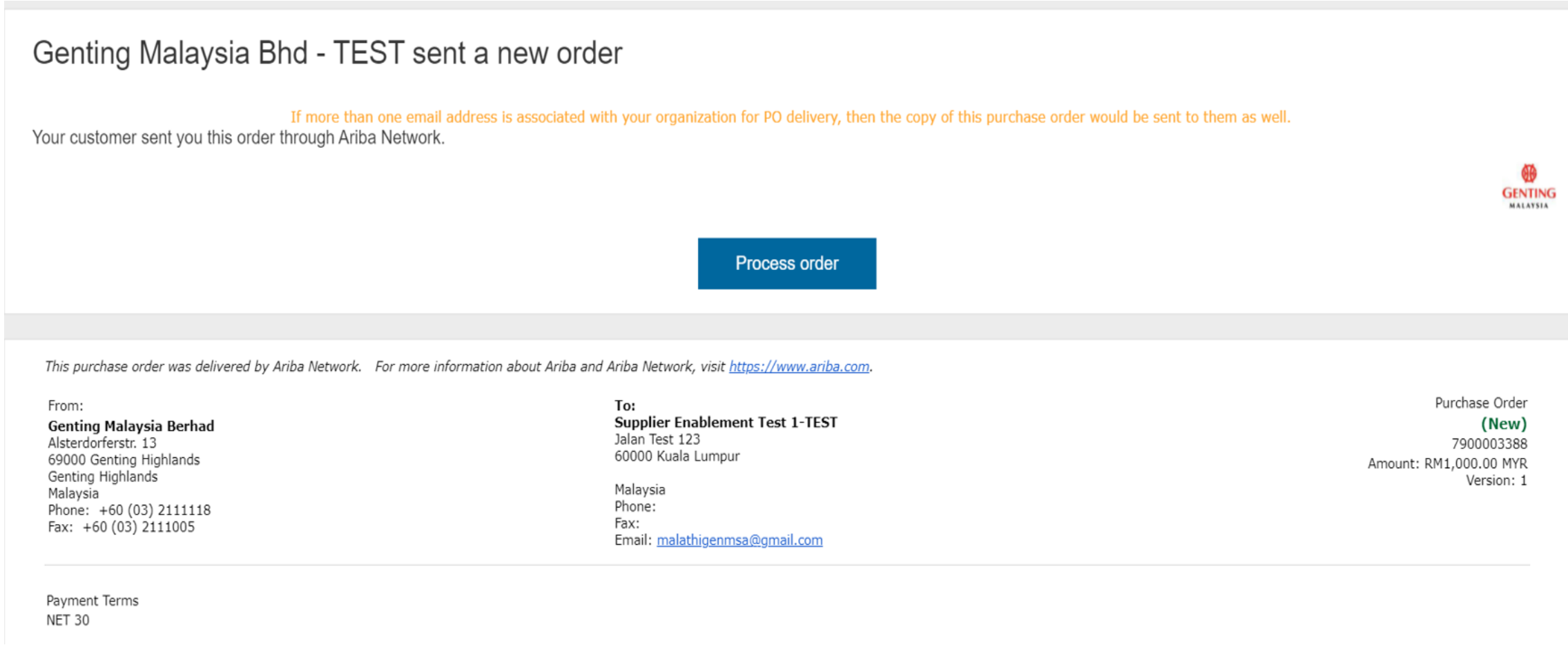
Click The Process Order Button



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.

GENTING MALAYSIA

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

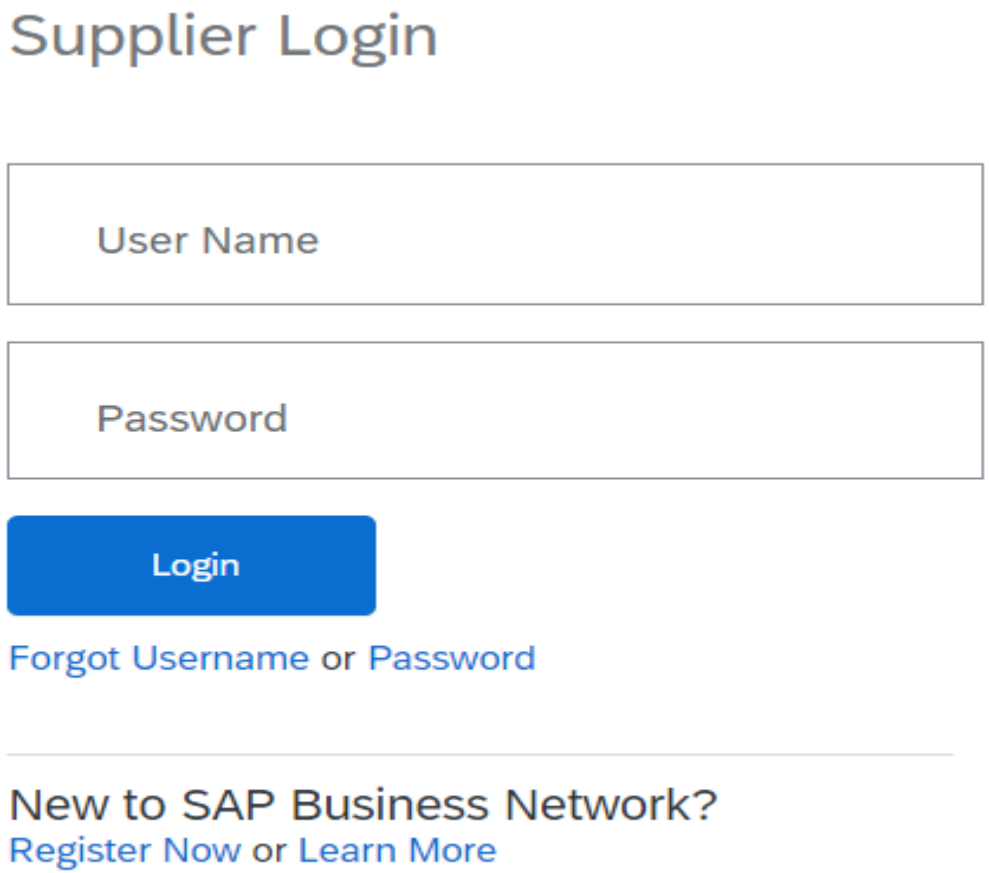
Malaysia
Phone:
Fax:
Email: malathigenmsa@gmail.com

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)*****



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

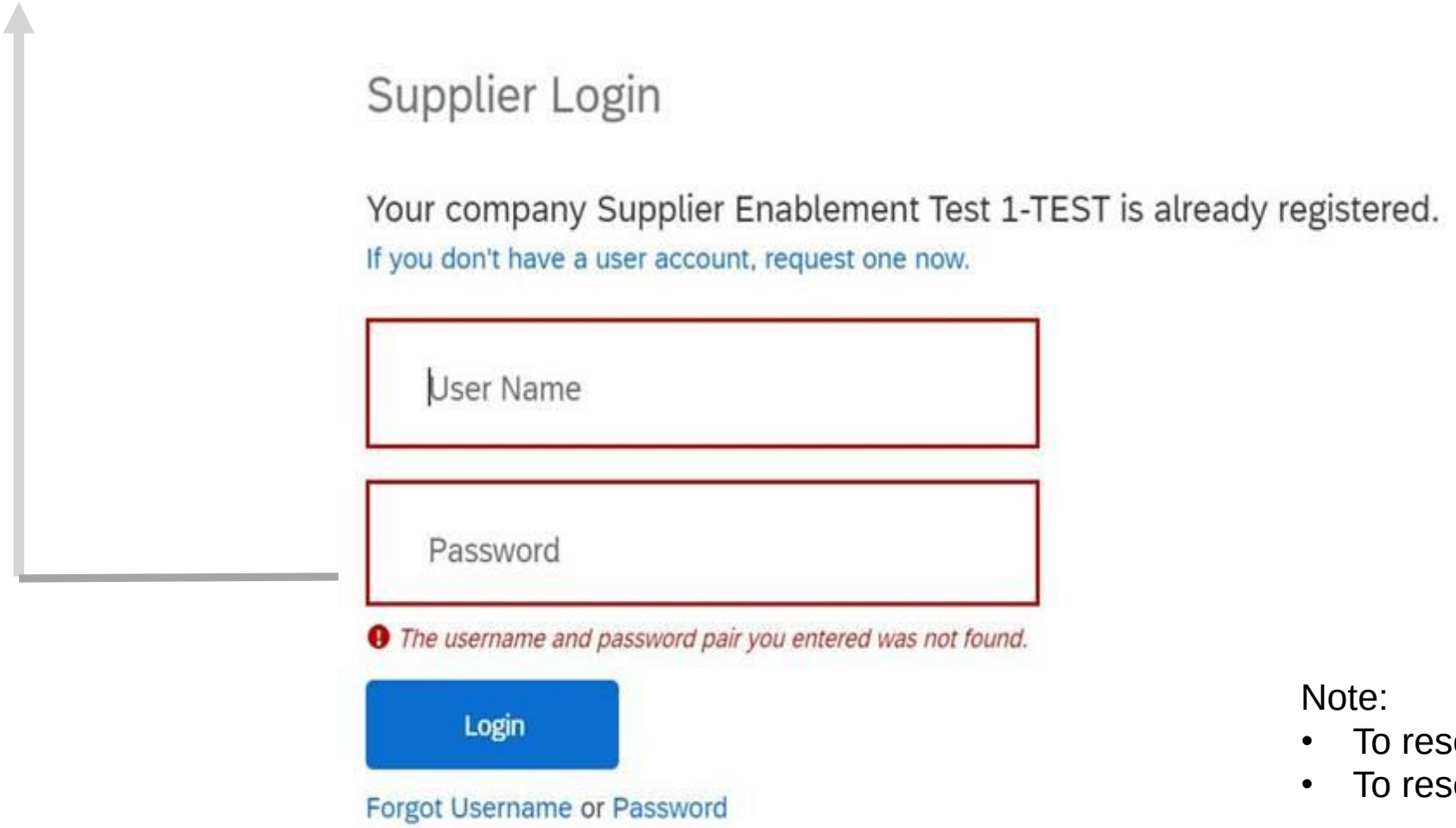
LOGIN CREDENTIALS SHOULD BE AS PER YOUR ARIBA NETWORK ACCOUNT (PROPOSALS & QUESTIONAIRES)

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.



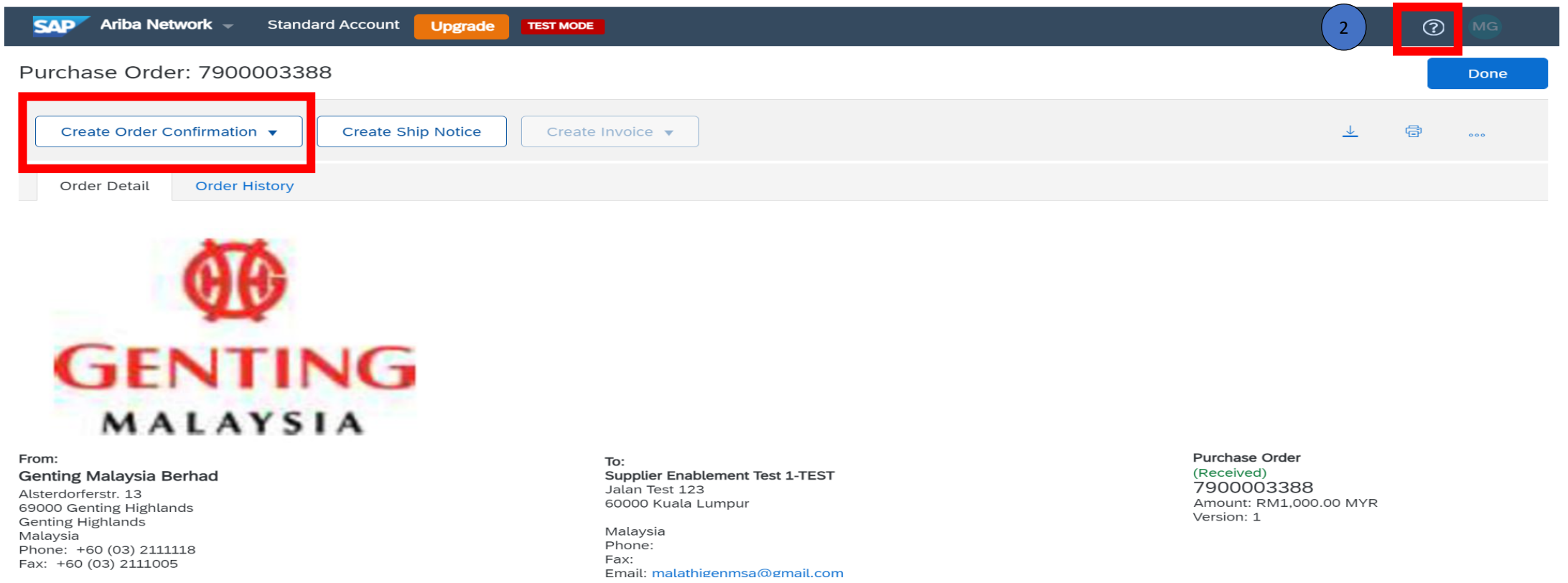
Note:

- 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**



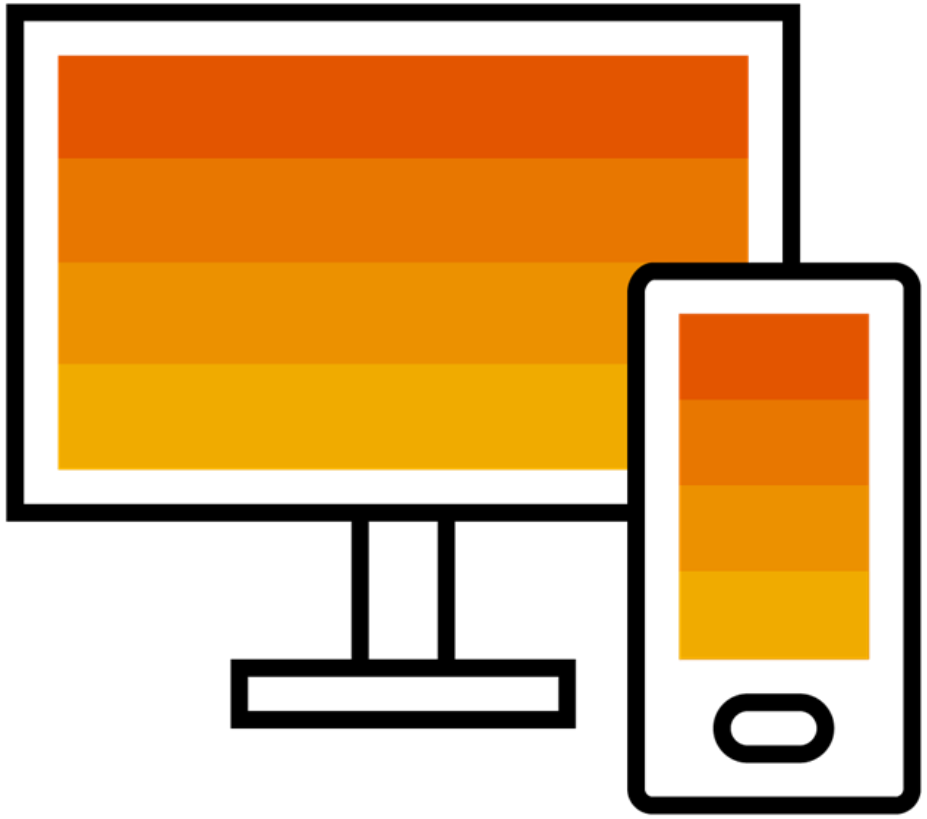
Log In For A Enterprise Account

Genting Malaysia Berhad

Enterprise Account Supplier 1st Purchase Order (PO) Guide

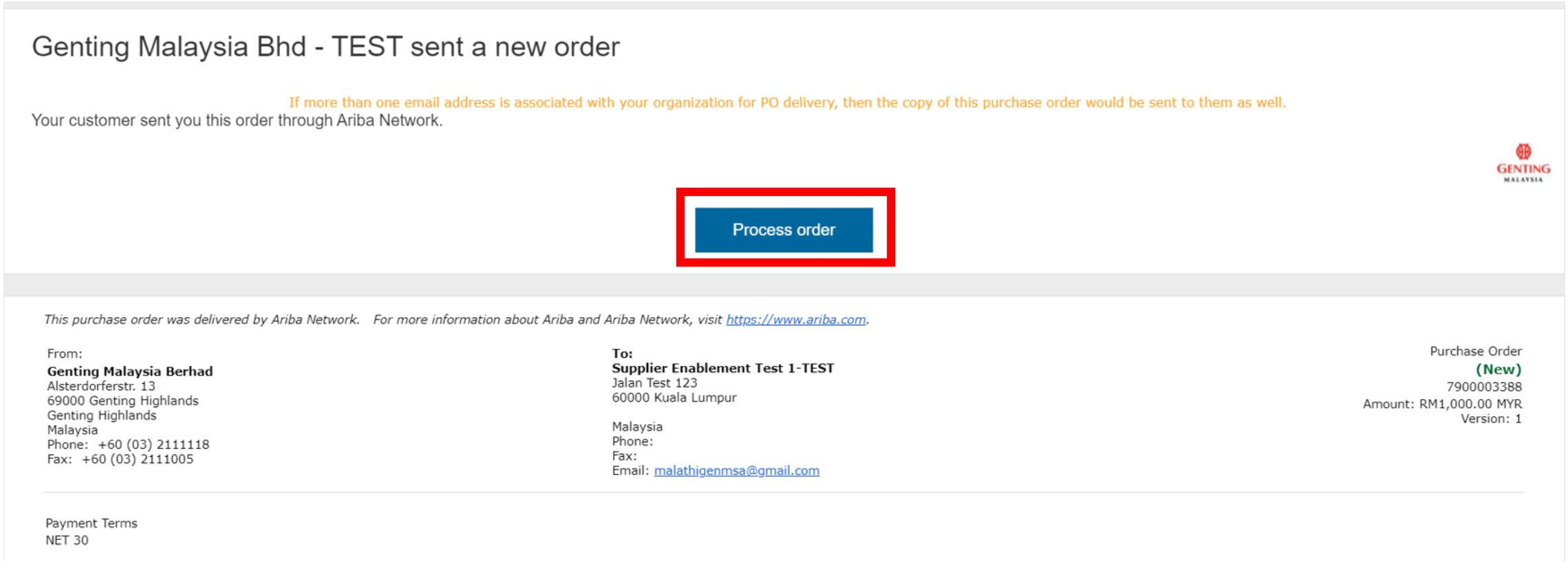
ACCOUNT ADMINISTRATOR is Mandated to perform Ariba Network Account Configuration to receive Notification of PO issued from GENM (refer to slide 3-31)

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)



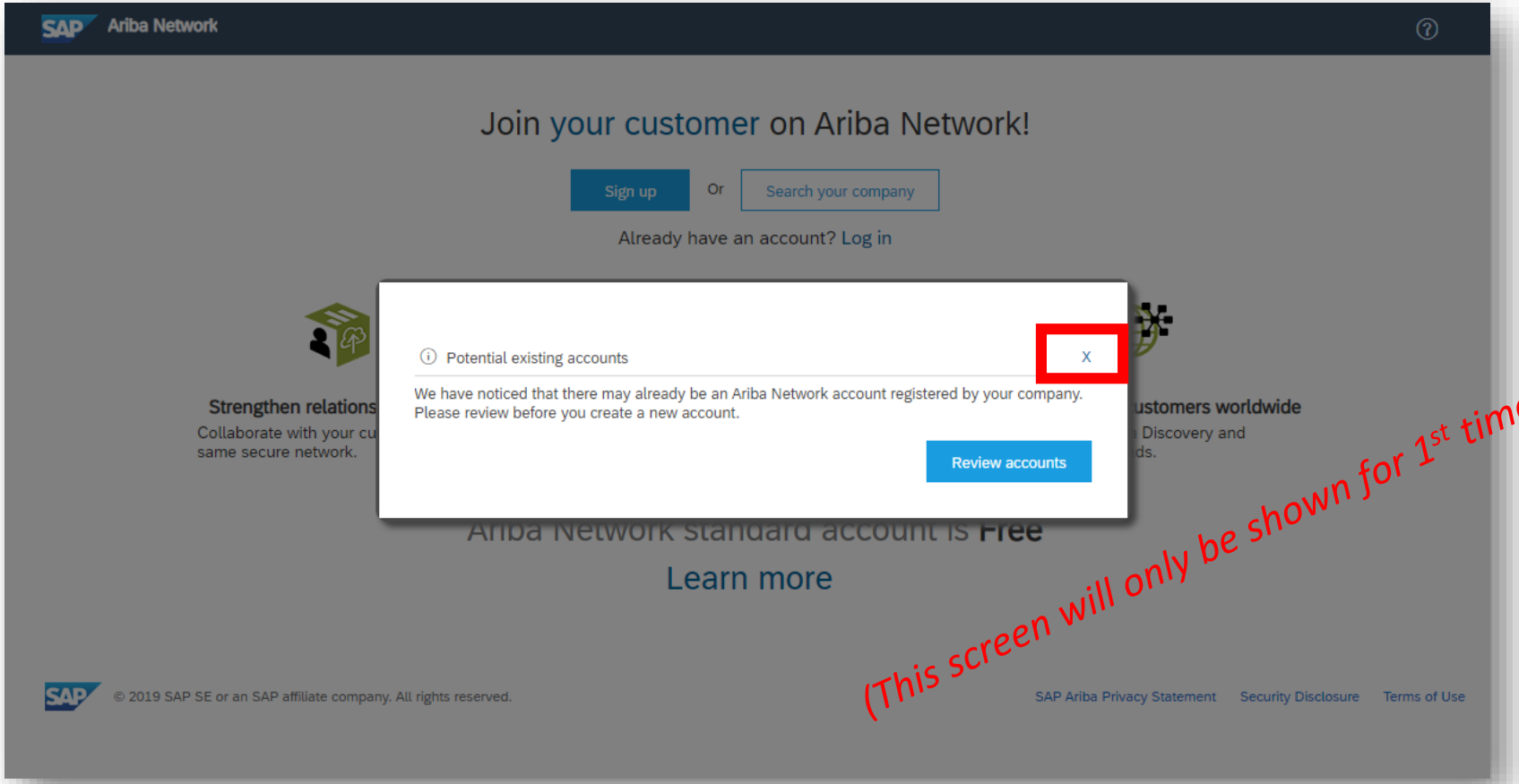
Step One – Receive Interactive Email Order From GENM

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



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



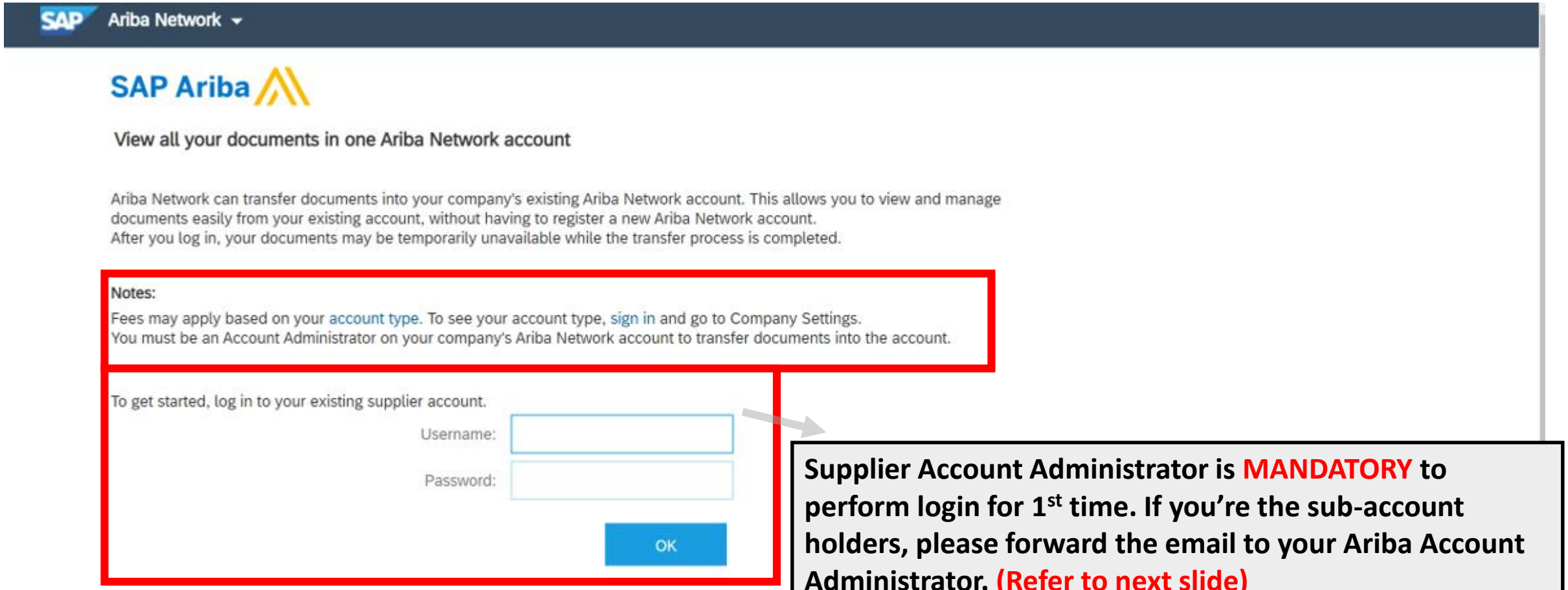
(This screen will only be shown for 1st time login)

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)***

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

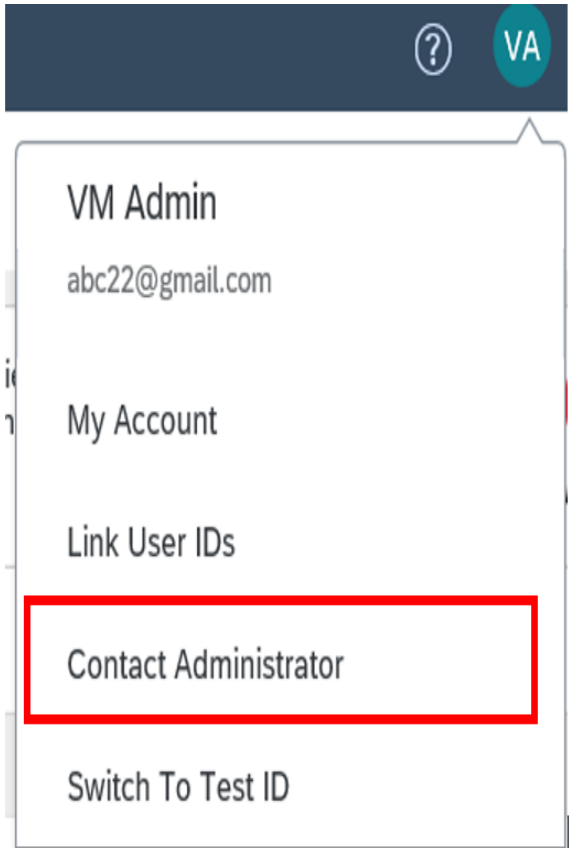
Step Four - Click on LOG IN (Existing Ariba Network Account)



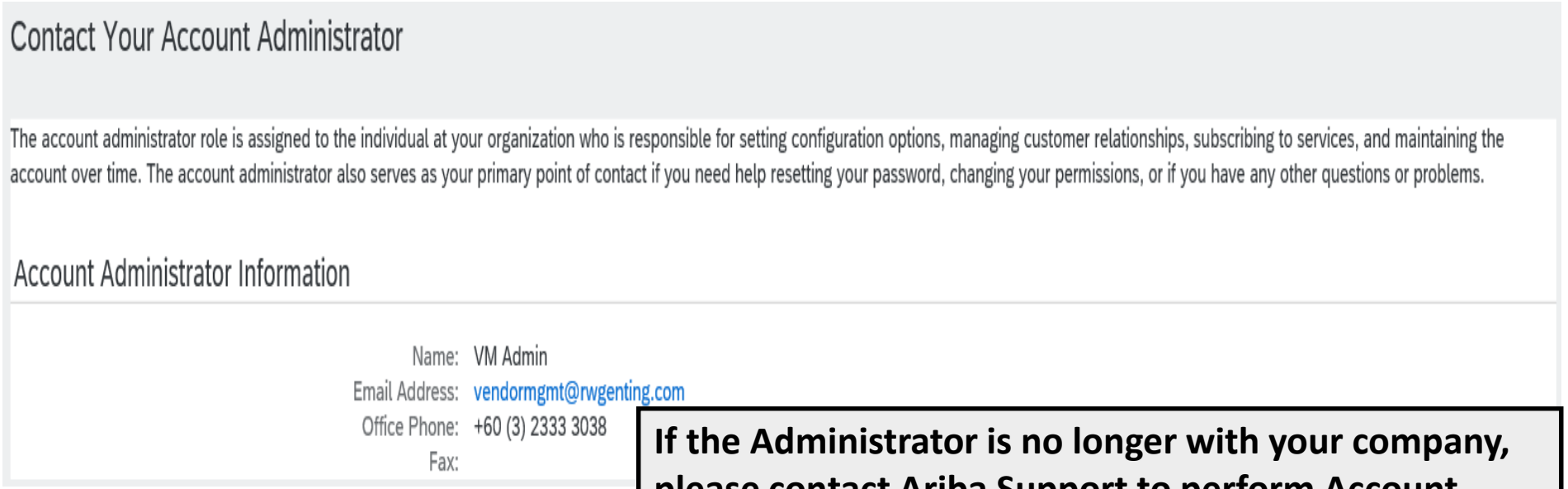
Supplier Account Administrator is MANDATORY to perform login for 1st time. If you're the sub-account holders, please forward the email to your Ariba Account Administrator. (Refer to next slide)

(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.



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

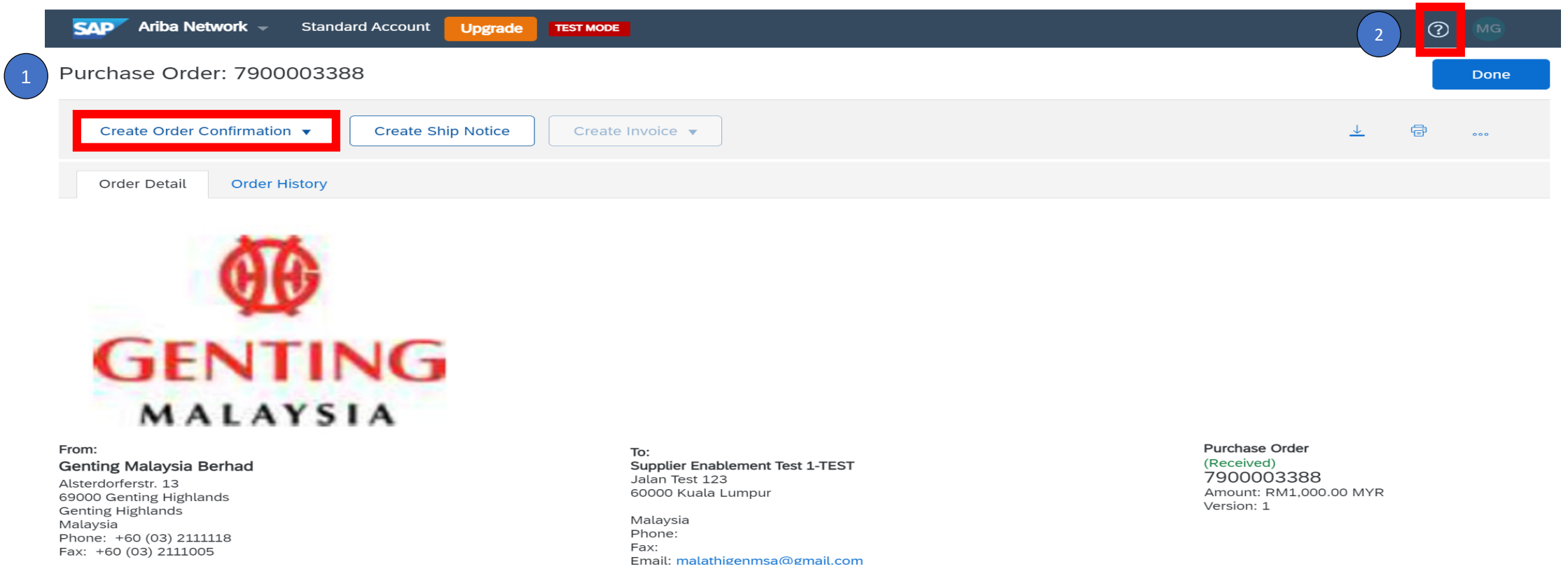


If the Administrator is no longer with your company, please contact Ariba Support to perform Account Administrator transfer. Refer to page 8-14 for reference.

Step Five – Transact With Customer Using Enterprise Account

1. **Once successfully registered, below screen will appear, click on '*Create Order Confirmation*' to get started.**

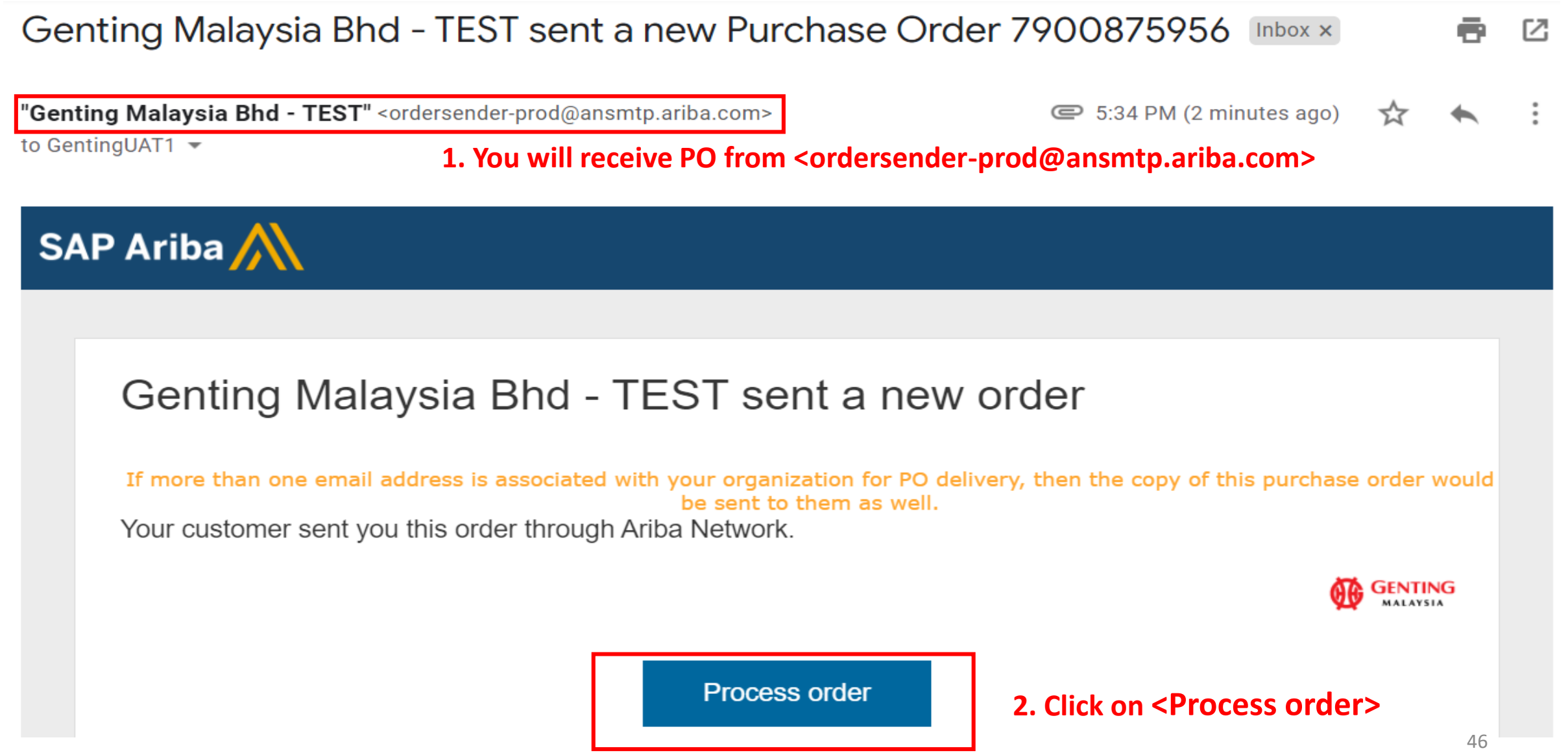
2. **For assistance, please refer to the articles in the Help Center (right-hand side) or refer to** https://support.ariba.com/item/view/192465



PO CONFIRMATION

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

Order Confirmation - Material PO



Business Network

Supplier Login

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

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

User Name

Password

Login

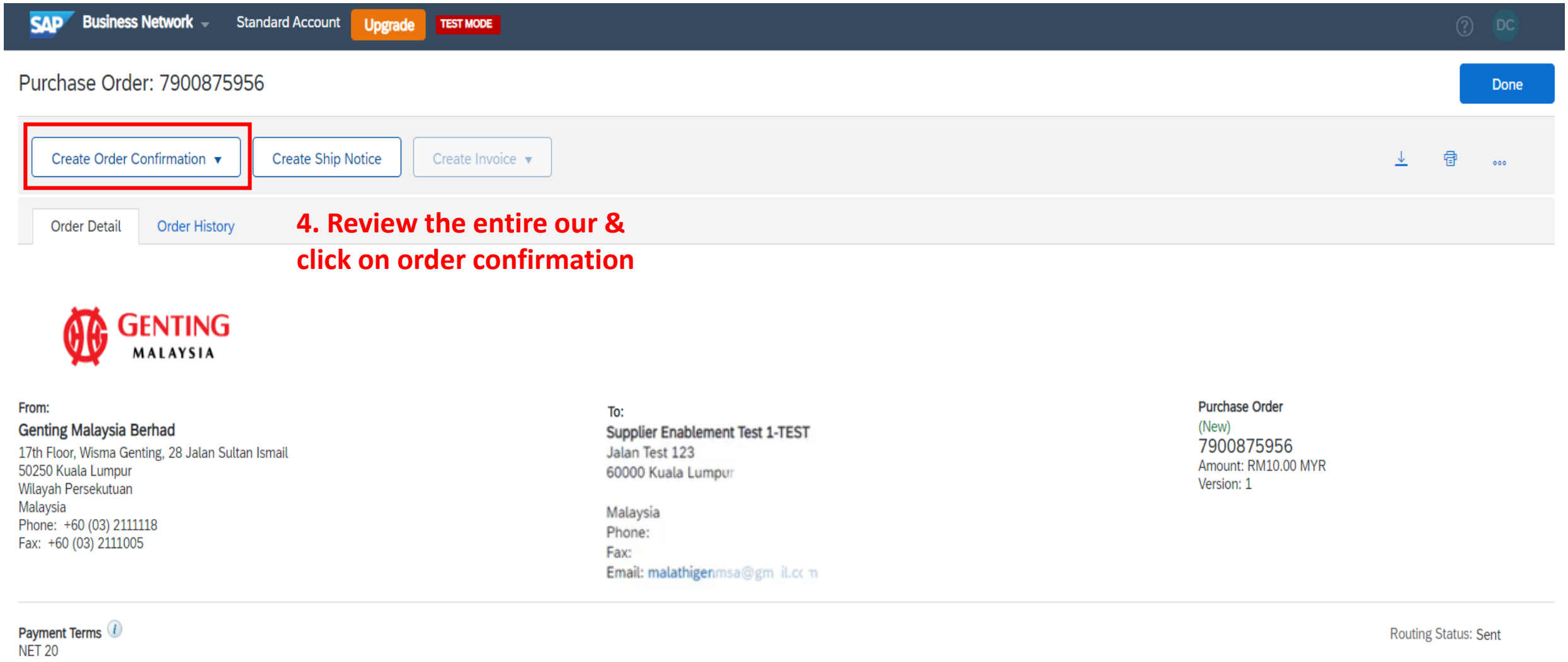
Forgot Username or Password

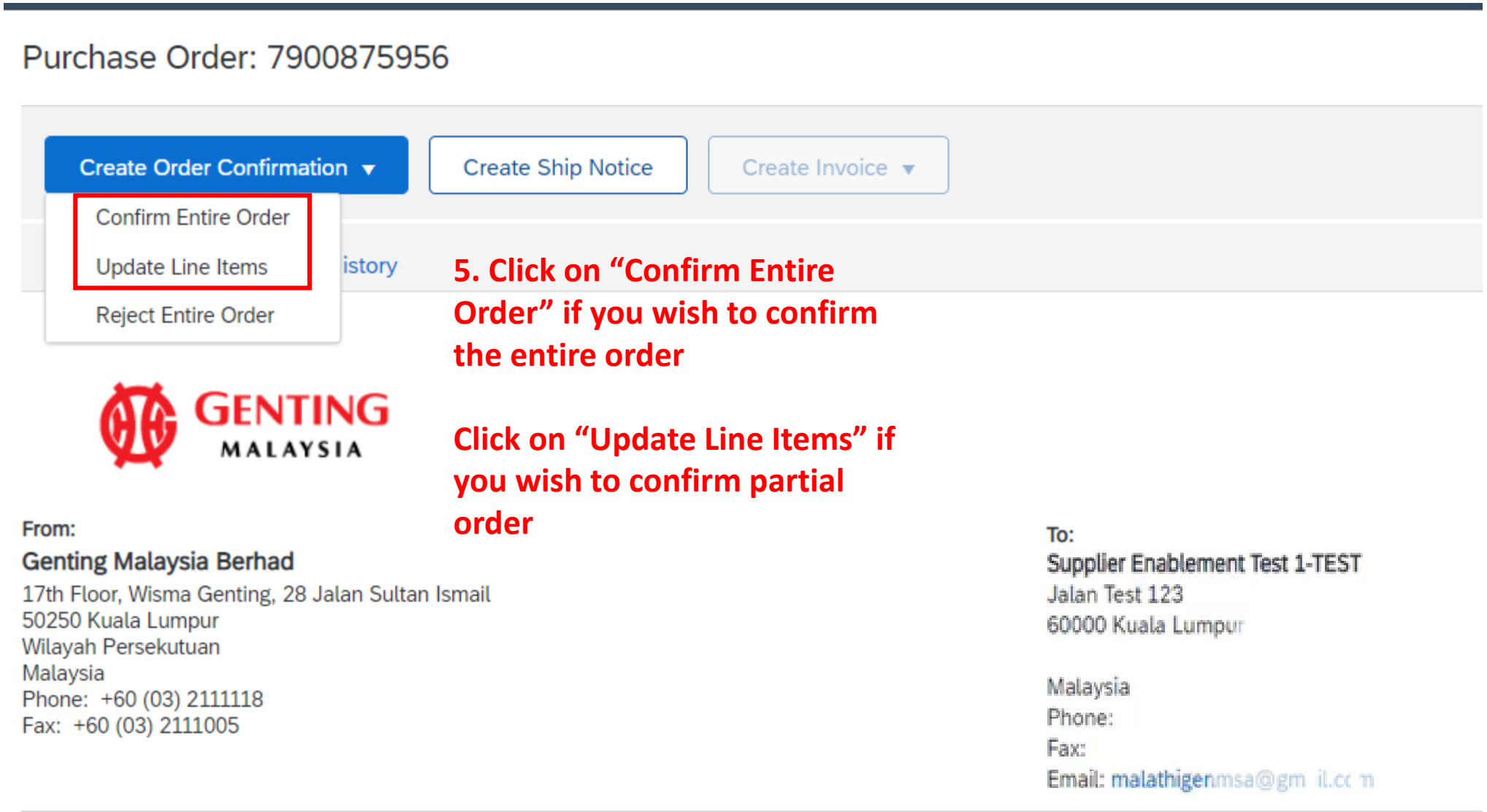
3. Login with your username & password

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.

Learn More


SAP Business Network
Standard Account
Upgrade
TEST MODE
DC
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
GENTING
MALAYSIA
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: malathigen
Purchase Order
(New)
7900875956
Amount: RM10.00 MYR
Version: 1
Payment Terms
NET 20
Routing Status: Sent


Purchase Order: 7900875956
Create Order Confirmation
Create Ship Notice
Create Invoice
Confirm Entire Order
Update Line Items
Reject Entire Order
istory
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
GENTING
MALAYSIA
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: malathigen

Confirming PO

Exit | 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:

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

Comments:

Est. Shipping Cost:

Est. Tax Cost:

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. Current Order Status: 1 **Confirmed With New Date** (Estimated Shipment Date: 5 Aug 2021; Estimated Delivery Date: 5 Aug 2021)	1 (EA)	16 Jun 2021	RM10.00 MYR	RM10.00 MYR	RM0.00 MYR

Scroll down and click on **NEXT**

Exit | Next

Confirming PO

Previous | Submit | Exit

7. Review entire order & click on submit button

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 7900875956OC

Supplier Reference:

Attachments:

Line Items

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

Previous | Submit | Exit

Purchase Order: 7900875956

Done

Create Order Confirmation ▾ | Create Ship Notice | Create Invoice ▾

Order Detail | Order History

GENTING MALAYSIA

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.cc n

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

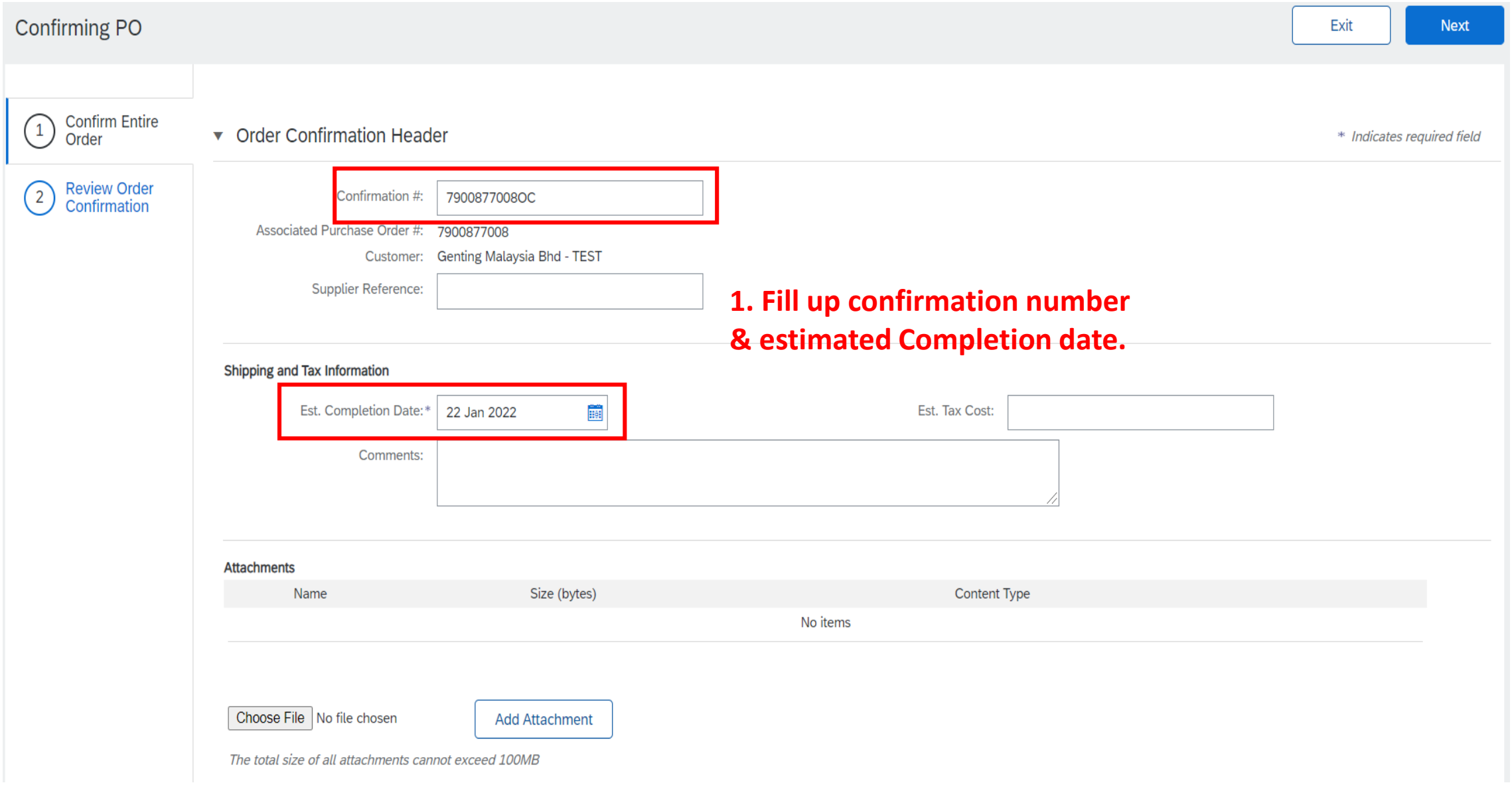
Payment Terms
NET 20

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

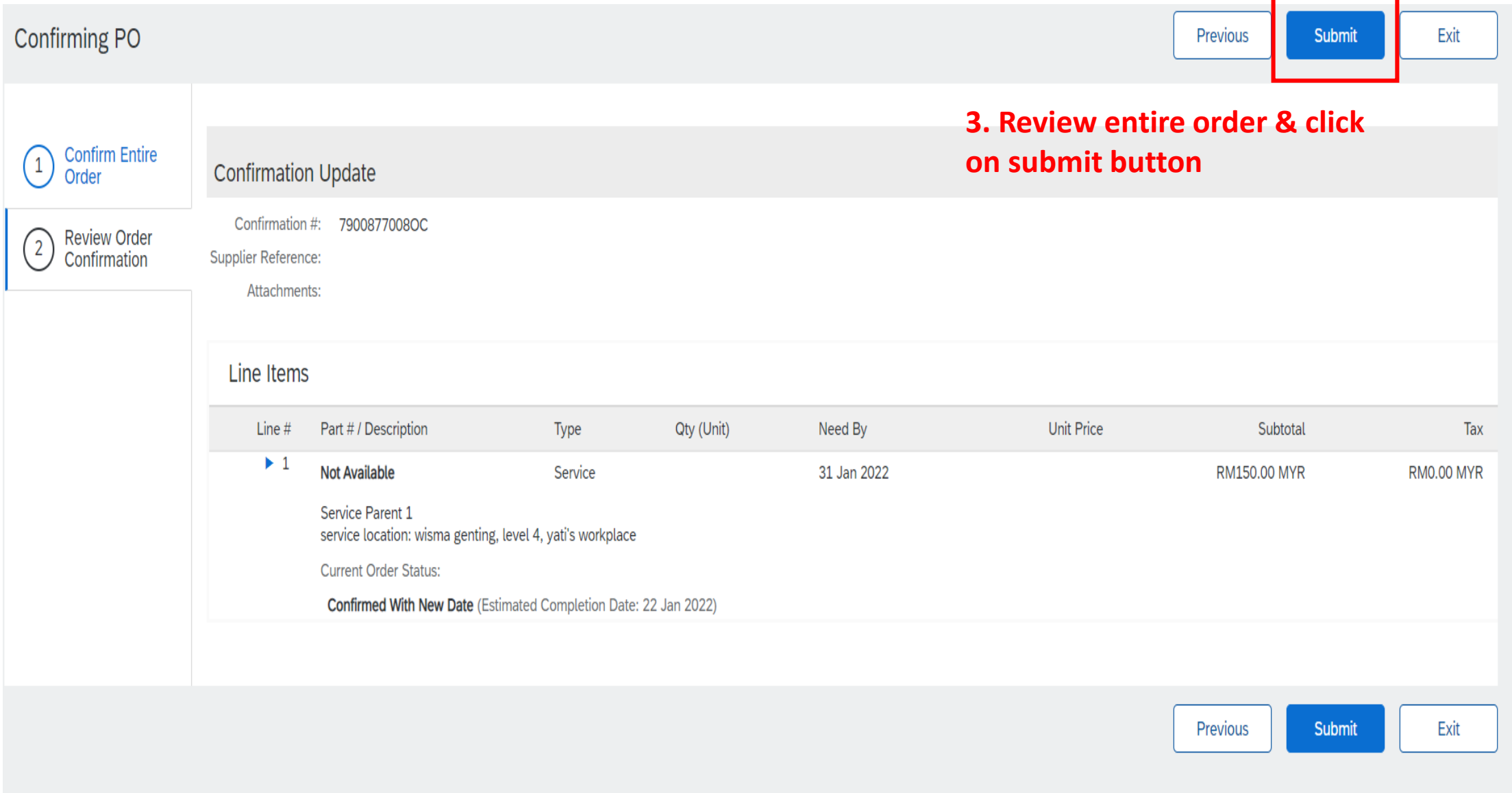
8. Once PO is confirmed, you will see the status changed to "Confirmed". Order confirmation had been created, please refer "Related Documents"

Order Confirmation – Service PO



Scroll down and click on **NEXT**

Order Confirmation – Service PO



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 ▾

1. Click on Create Ship Notice

Order Detail | Order History

GENTING MALAYSIA

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.cc n

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

Packing Slip ID:* Delivery No 1212

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:* 23 Aug 2021

Delivery Date:* 23 Aug 2021

Gross Volume:

Gross Weight:

TRACKING

Carrier Name:

Service Level:

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

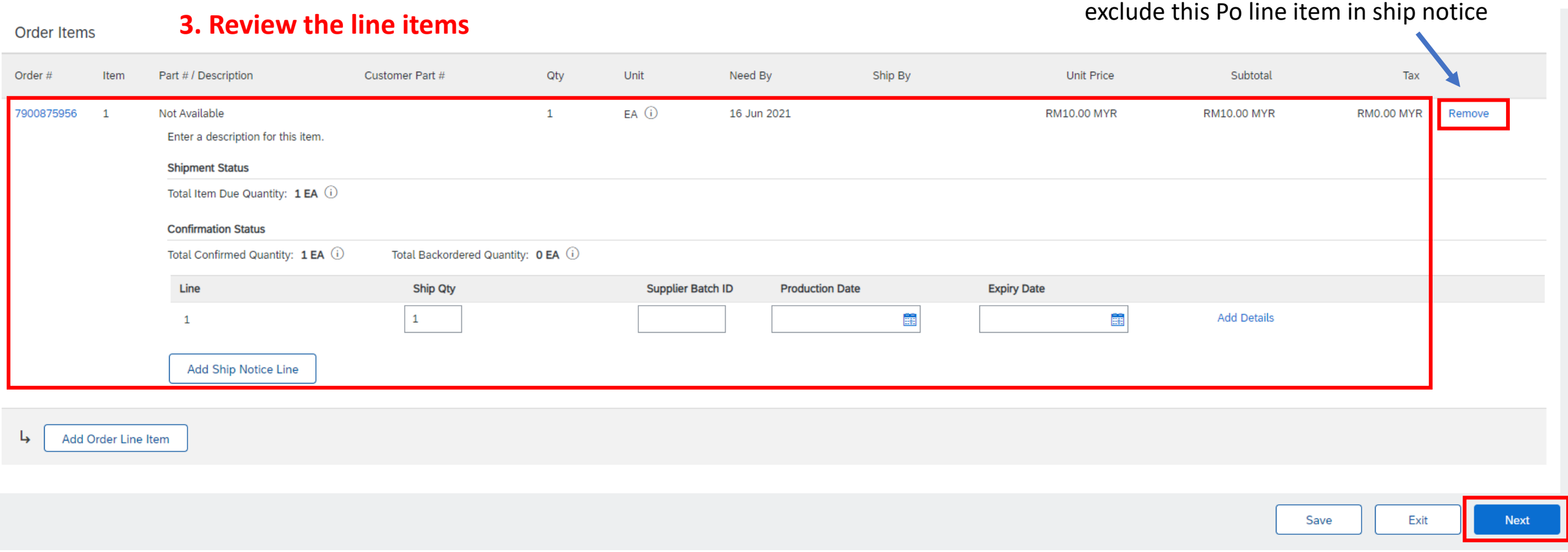
Unit:

Unit:

SCROLL DOWN

3. Review the line items

Note:
Click on ‘Remove’ button if you would like to exclude this Po line item in ship notice



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

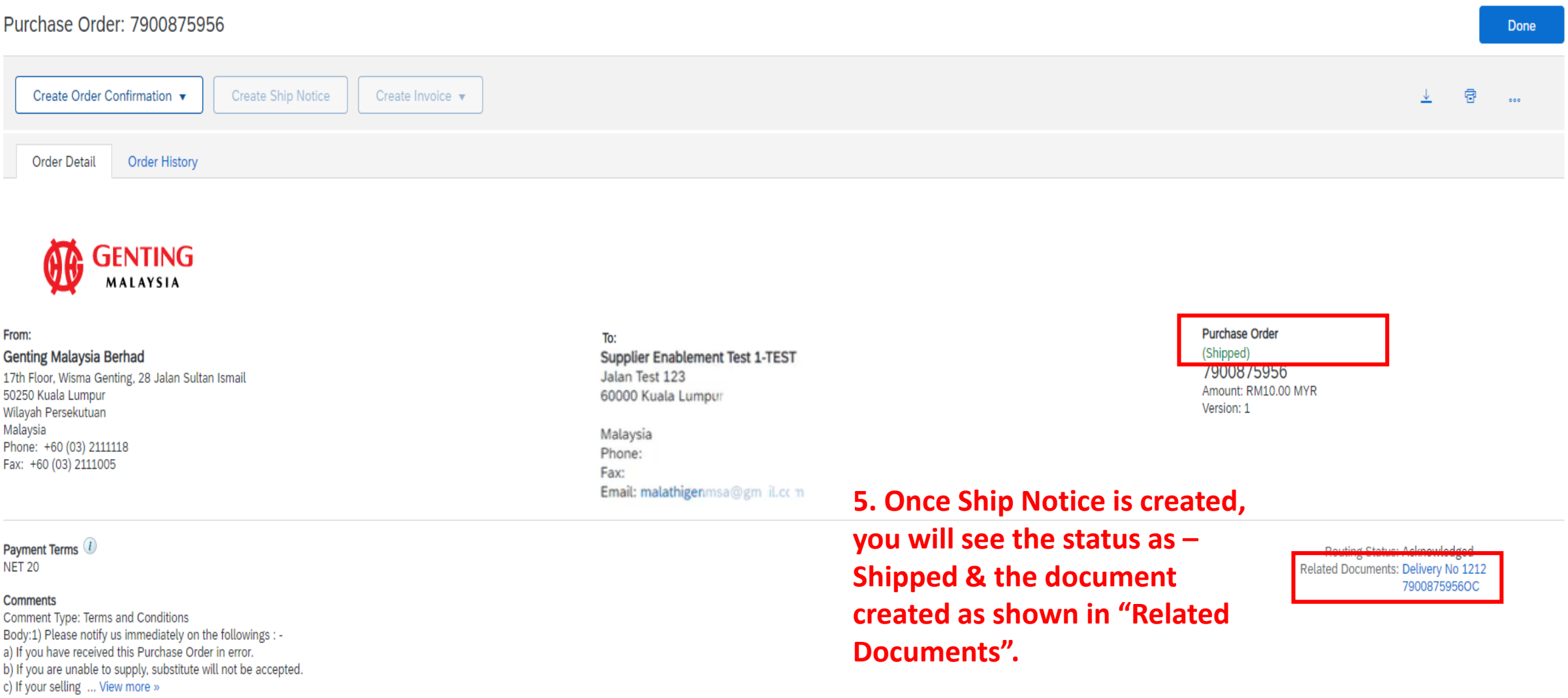
Packing Slip ID:	Delivery No 1212
Invoice No.:	Delivery No 1212
Requested Delivery Date:	--
Ship Notice Type:	--
Actual Shipping Date:	23 Aug 2021
Actual Delivery Date:	23 Aug 2021 12:00:00 PM
Gross Volume:	--
Gross Weight:	--

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:	--

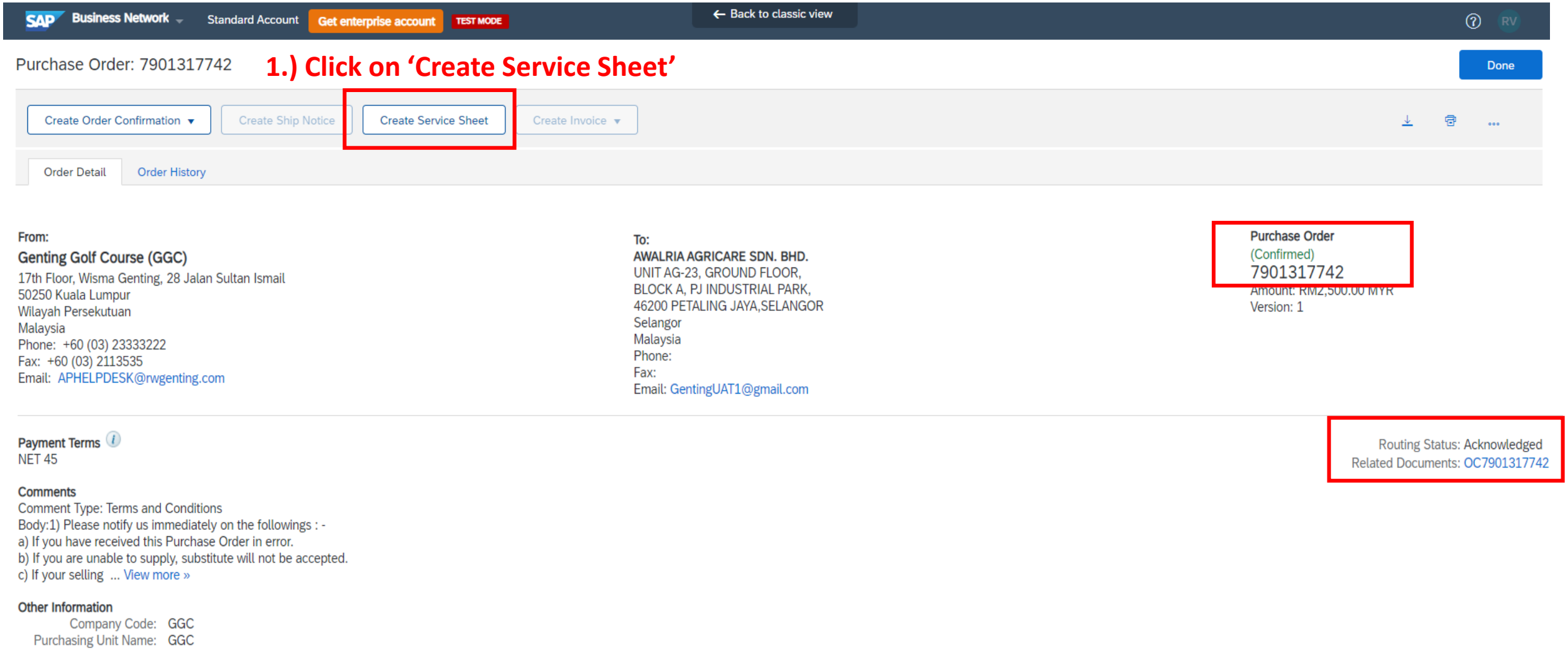


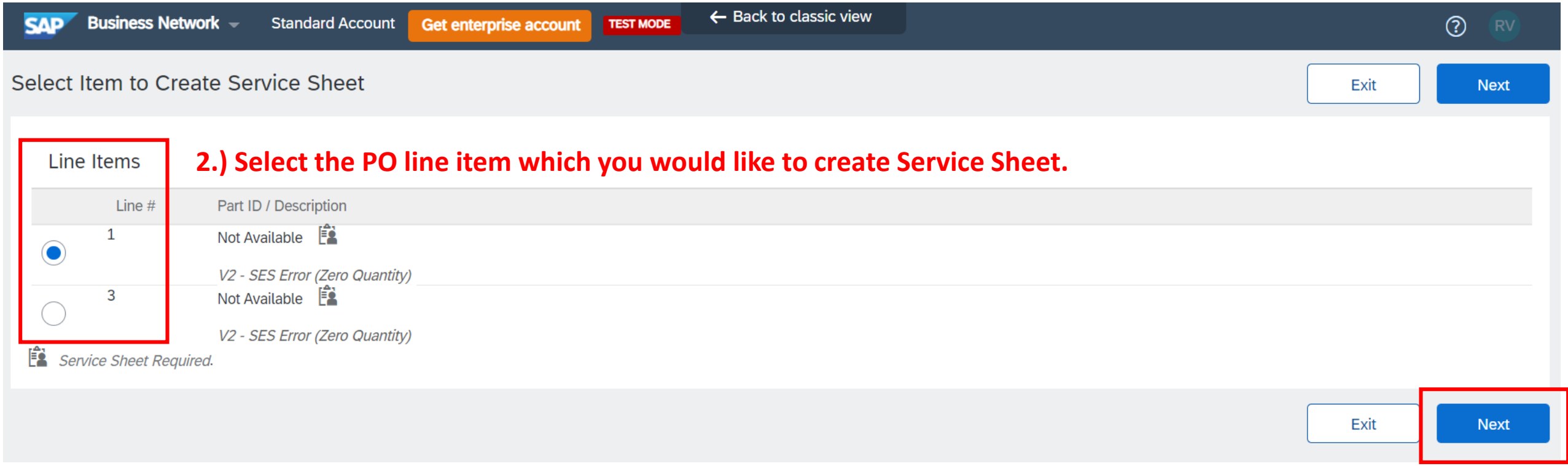
5. Once Ship Notice is created, you will see the status as – Shipped & the document created as shown in "Related Documents".

SERVICE ENTRY SHEET

(only applicable for SERVICE PO)

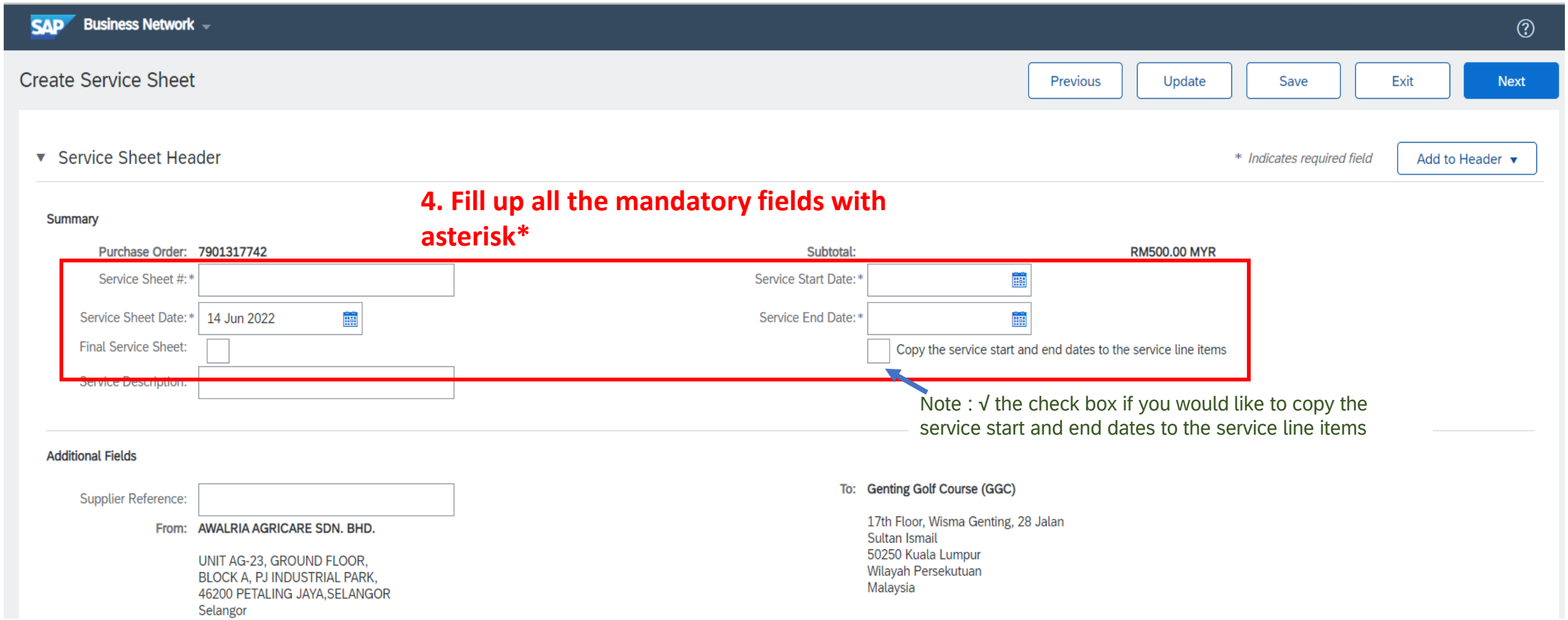
Note:
Proceed to create service sheet once you have performed/rendered service . Please note that you will NOT be able to create Service Sheet if no PO confirmation performed earlier on.





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'



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

To: **Genting Golf Course (GGC)**

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

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

Approver:

Name: *

Email: *

Phone: USA 1

Add Comments | Add Attachments

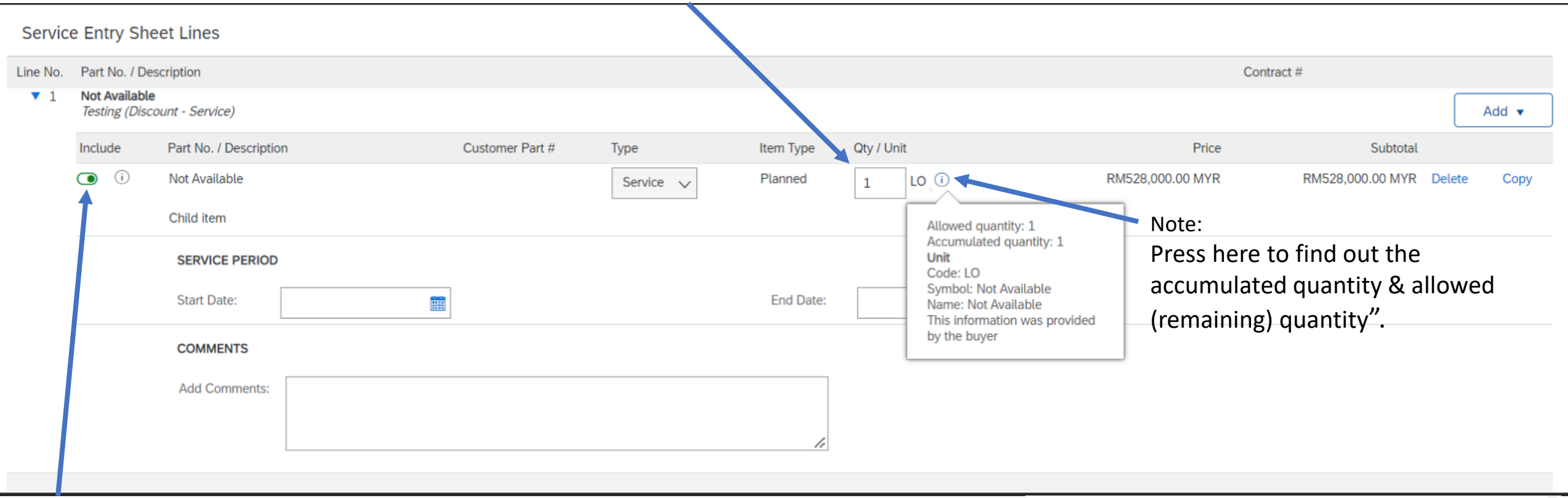
5. Fill up the Name & Email address of the Service Sheet approver ie.PO requester from GENM

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

SCROLL DOWN

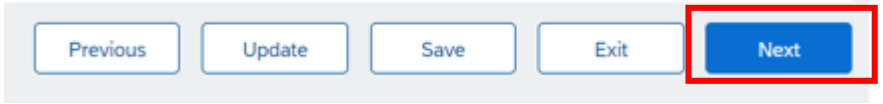
7. Review the line item details.

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



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'

Business Network

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

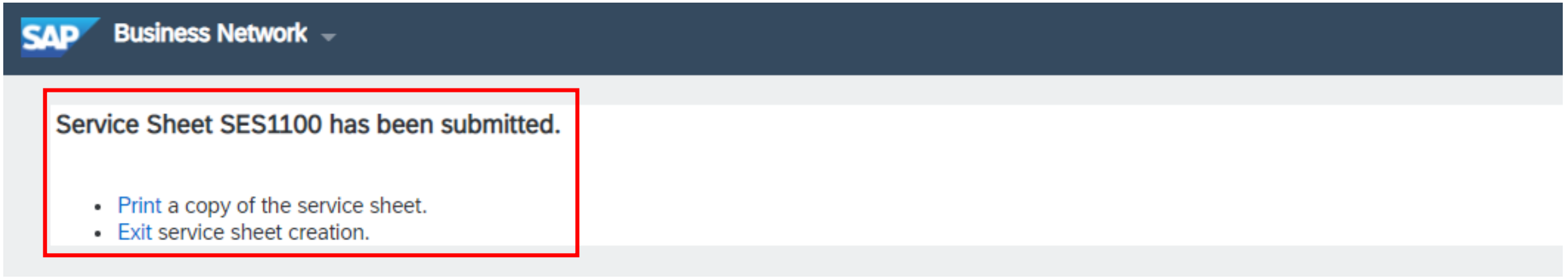
SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 1			Not Available *V2 - SES Error (Zero Quantity)*					
1	Service	Not Available *Child 1*	Planned		5 (EA)	RM100.00 MYR	RM500.00 MYR	Summary

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

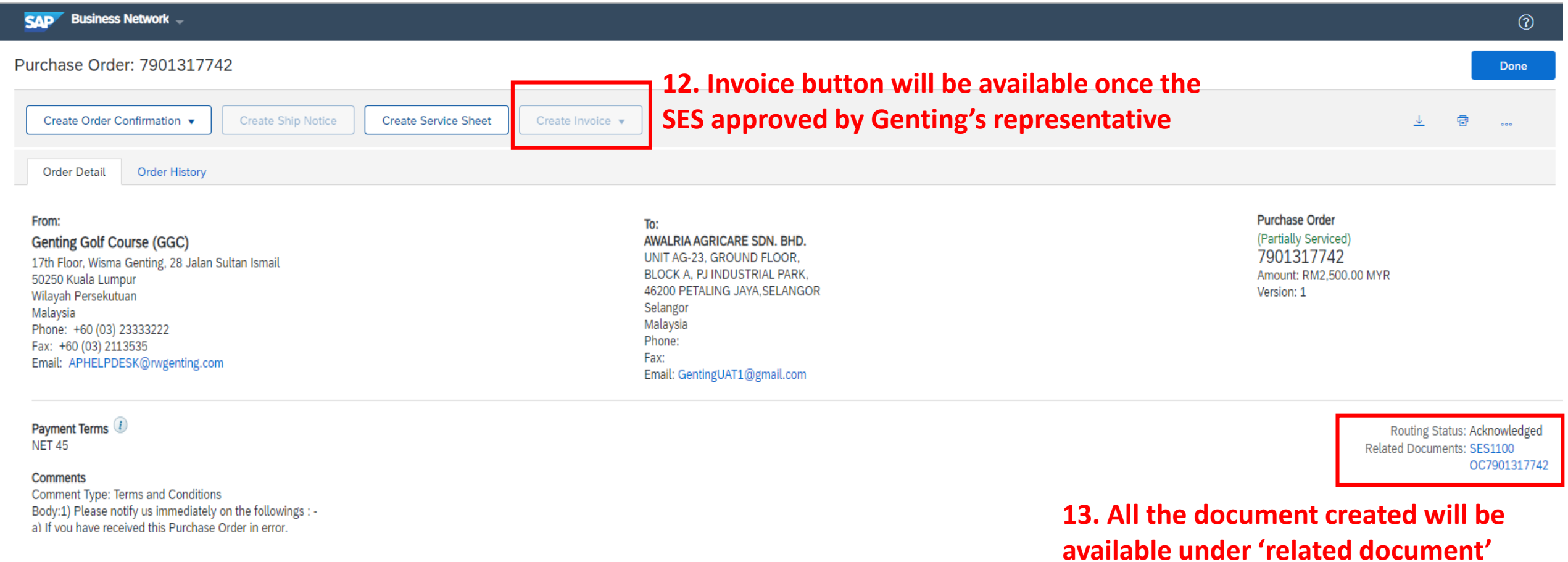
10. Click on 'Submit'



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.



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

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

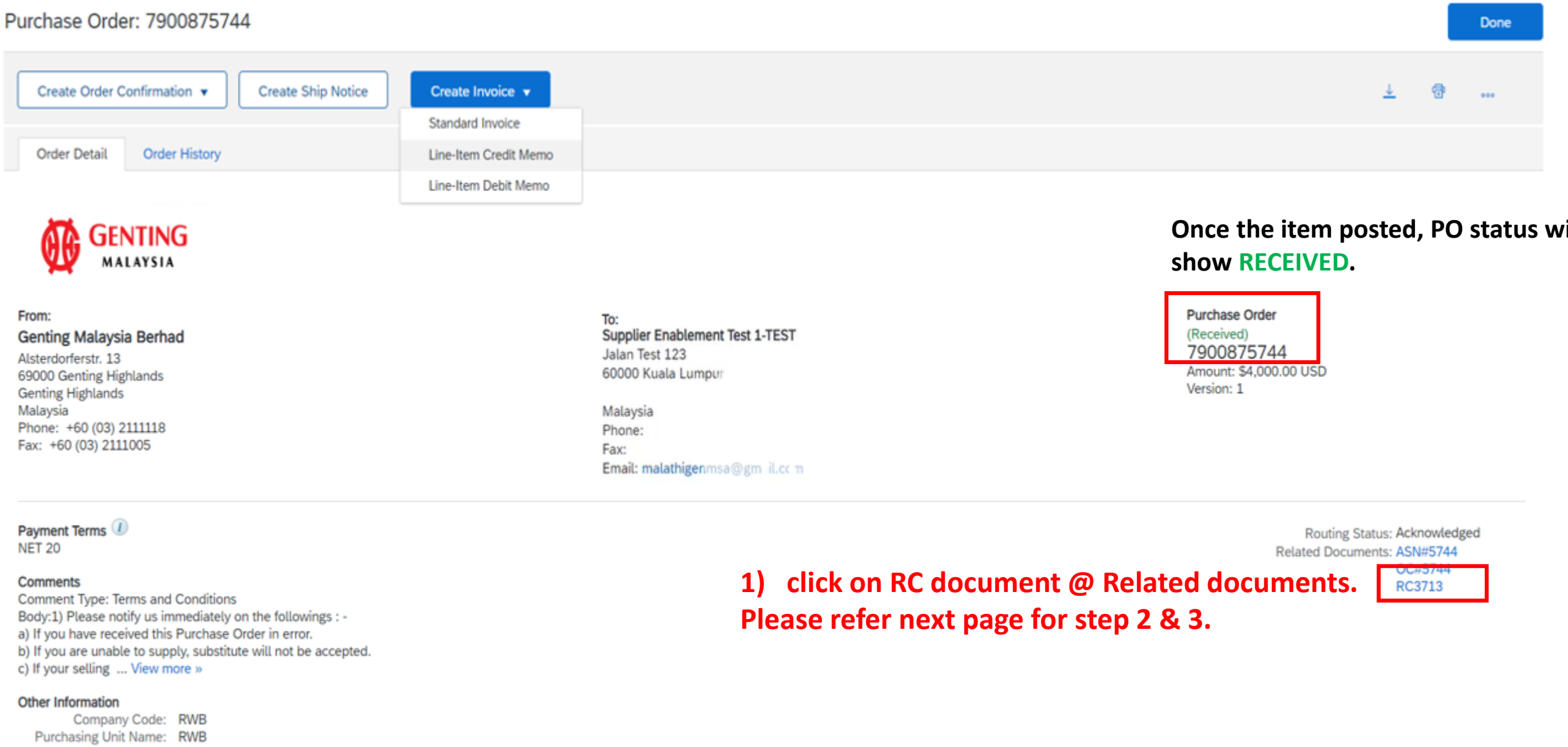
INVOICE

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



Once the item posted, PO status will show RECEIVED.

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@gm il.cc m

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 Documents: 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	

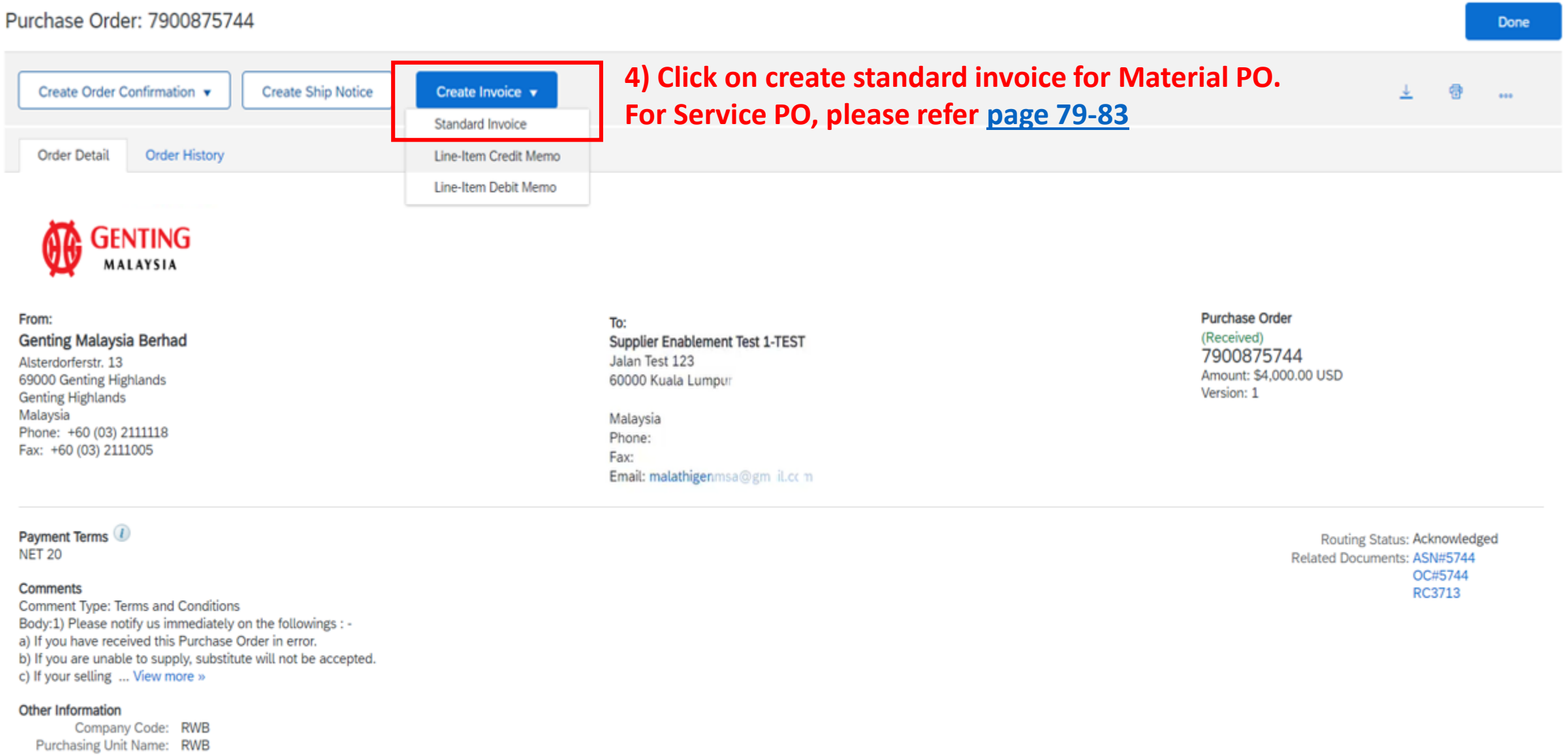
Additional Information

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



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

Invoice creation for MATERIAL PO

Select receipts to be invoiced

Next Cancel

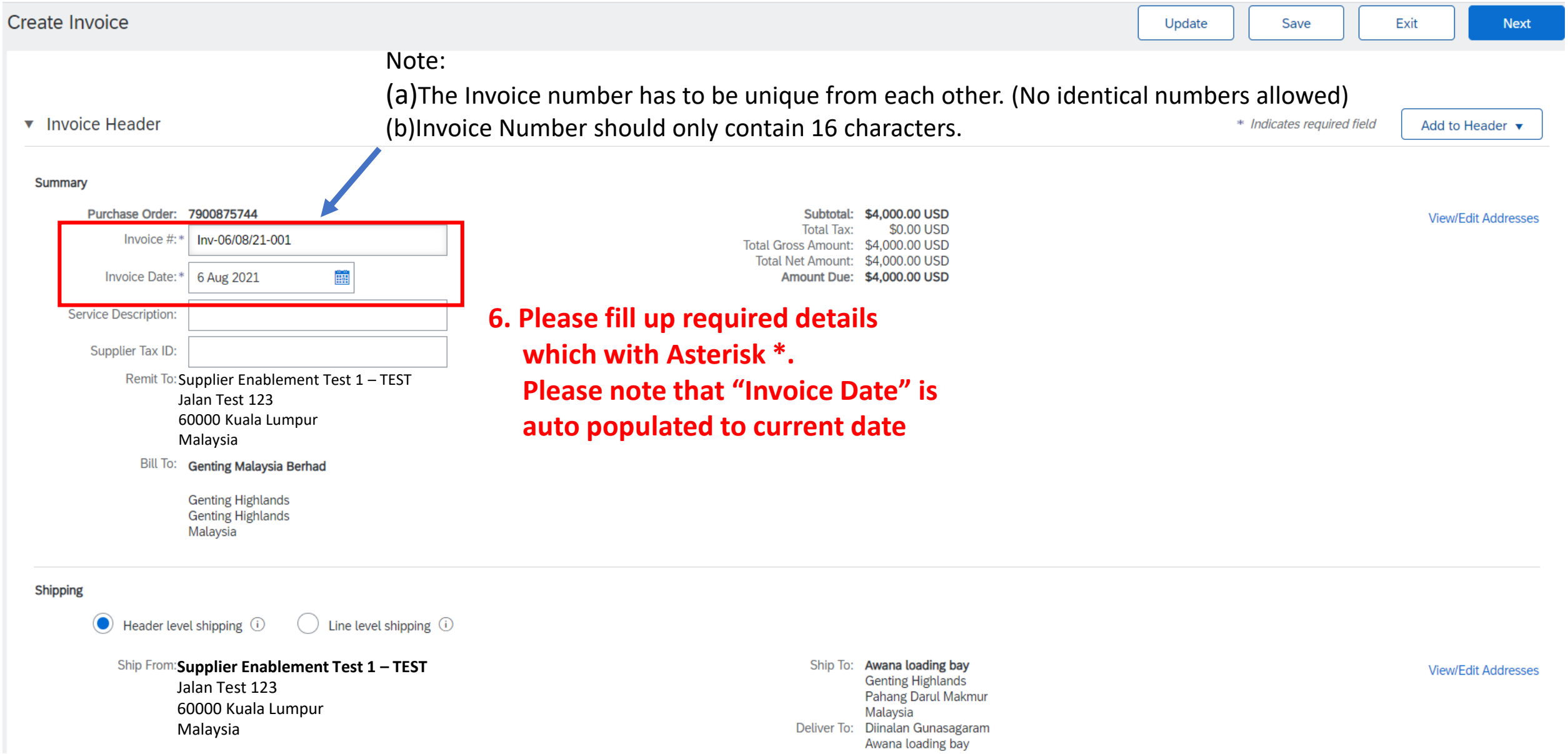
5) Select the RC Number to Create Invoice and click NEXT.
You can select multiple RC number into one invoice .

Receipt List

Page 1

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

Invoice creation for MATERIAL PO



Invoice creation for MATERIAL PO

5. Click on 'Tax Category'.

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.*

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		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 — Remove

Discount (%):
Discount Amount:

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	1		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

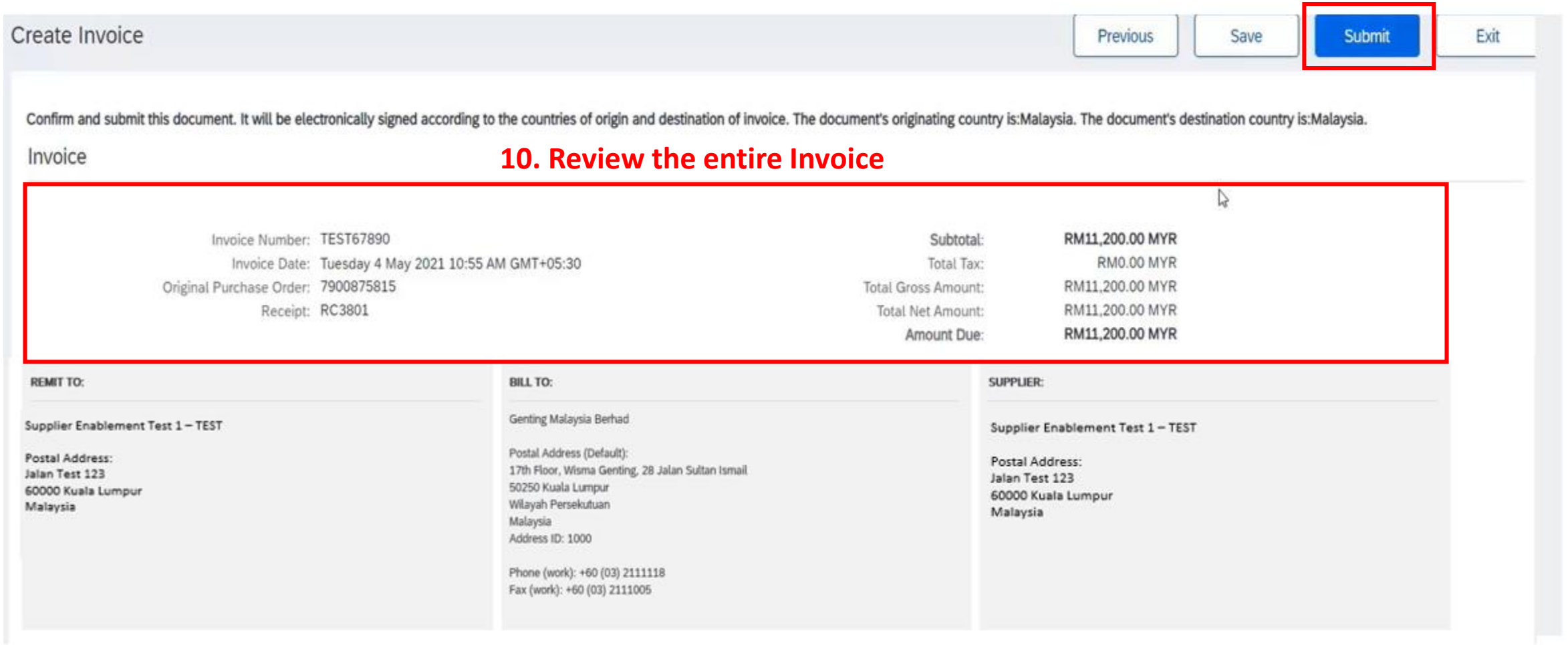
8.)Click the "Line Item Actions" then select "Discount" if you would like to include discount amount in PO line item.
***Please Skip this step if no discount amount.*

Next | Update | Save | Exit

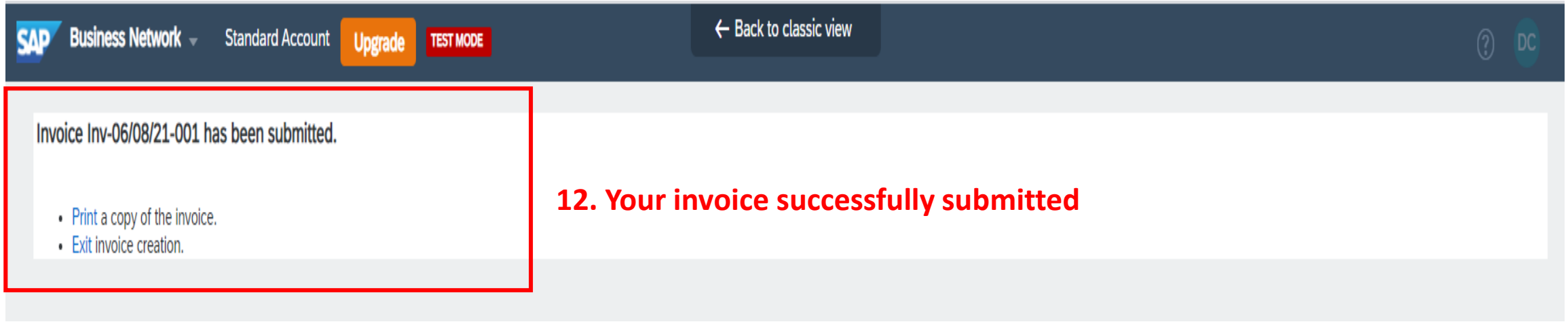
9. click Next

Invoice creation for MATERIAL PO

11. Click Submit after reviewed

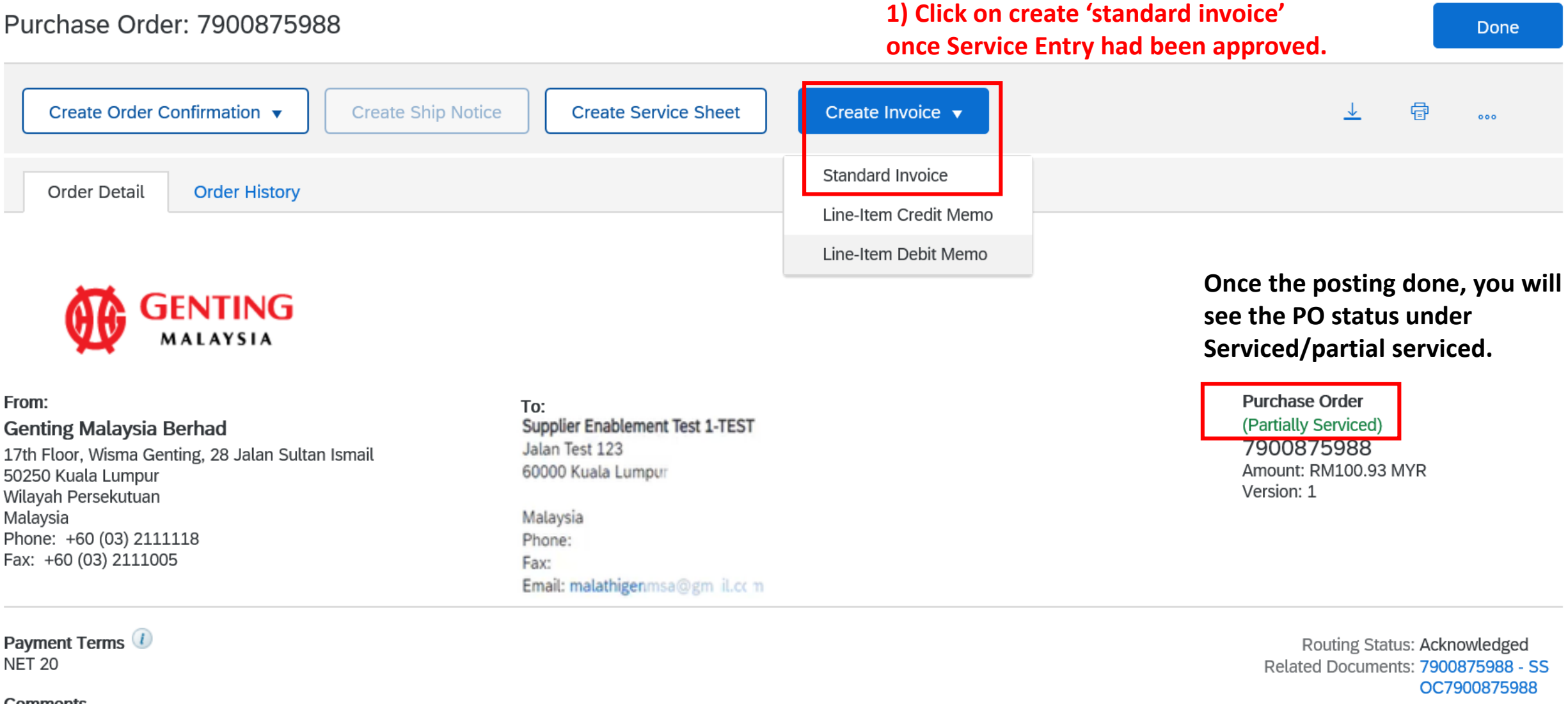


Invoice creation for MATERIAL PO



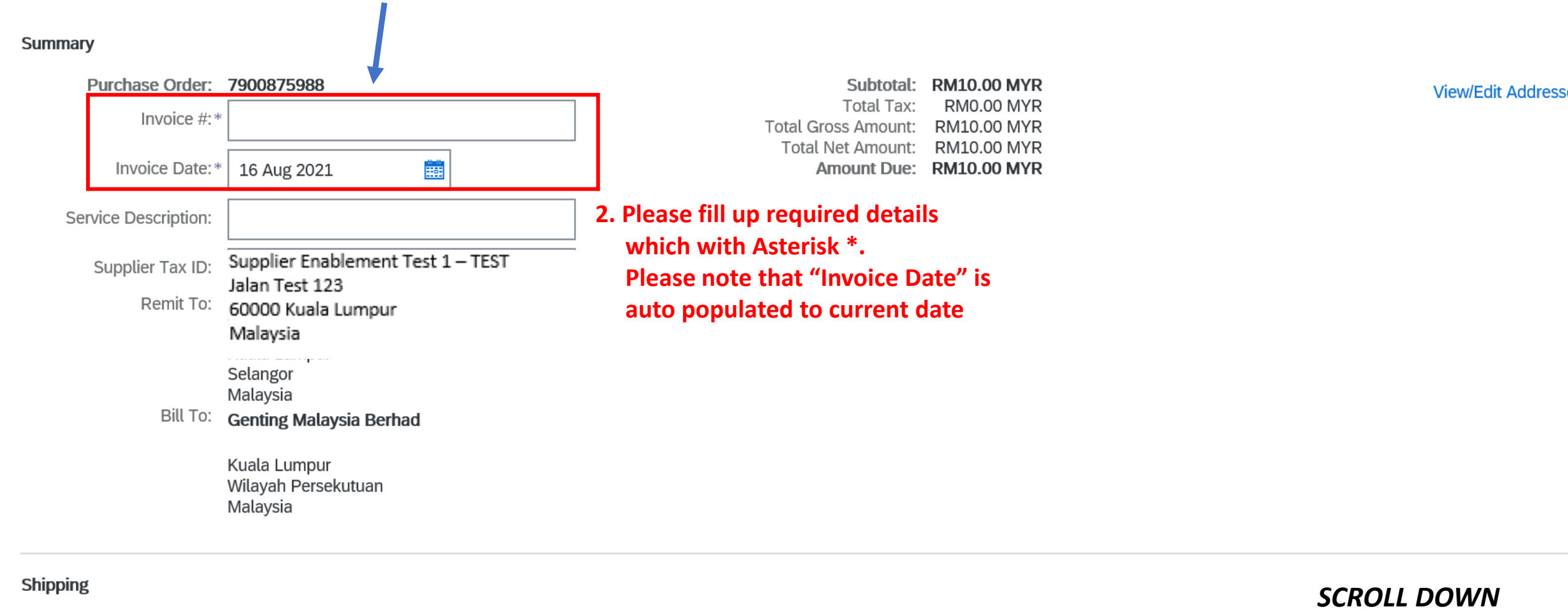
12. Your invoice successfully submitted

Invoice creation for SERVICE PO



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.

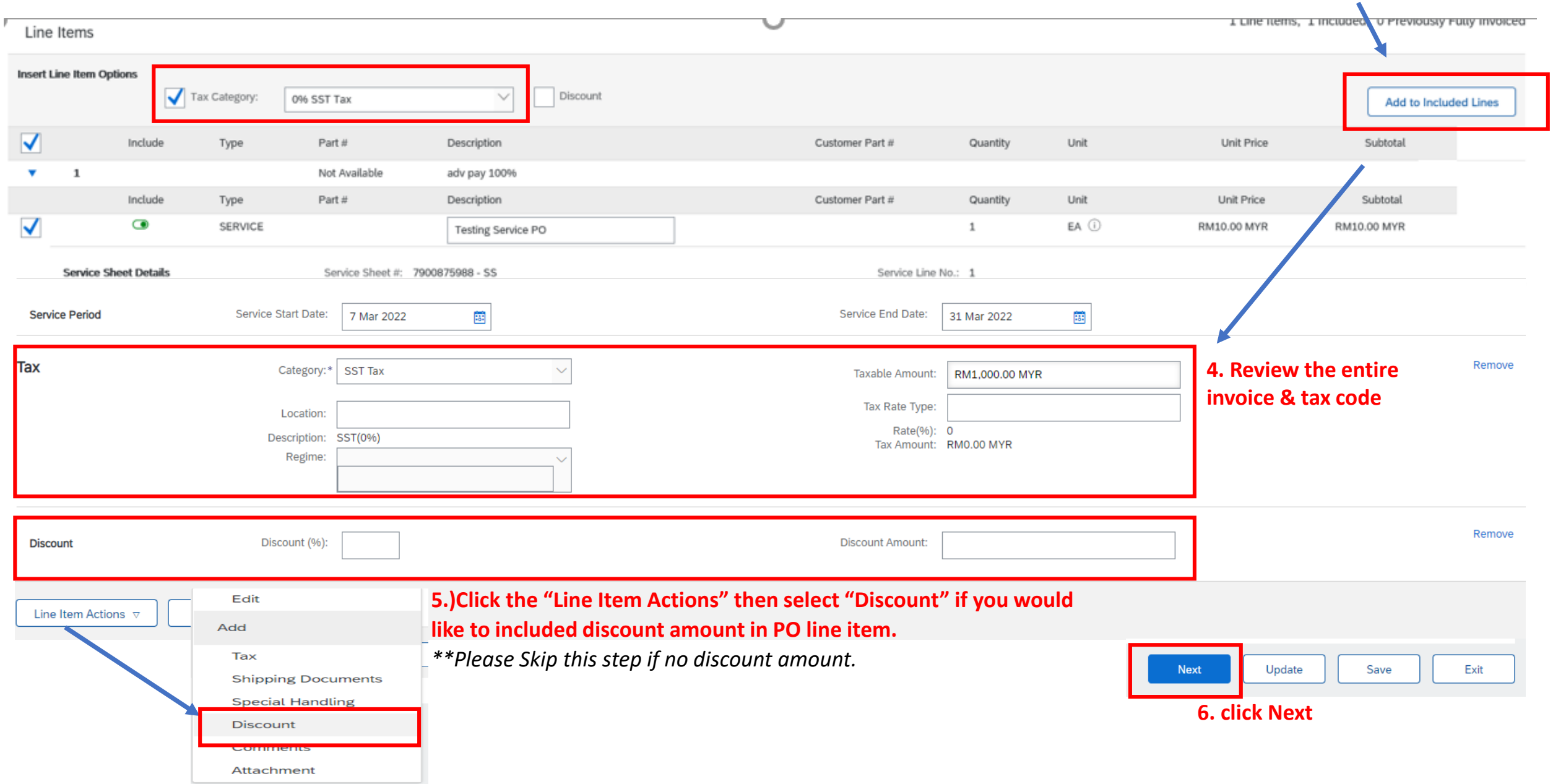


2. Please fill up required details which with Asterisk *.
Please note that "Invoice Date" is auto populated to current date

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.*



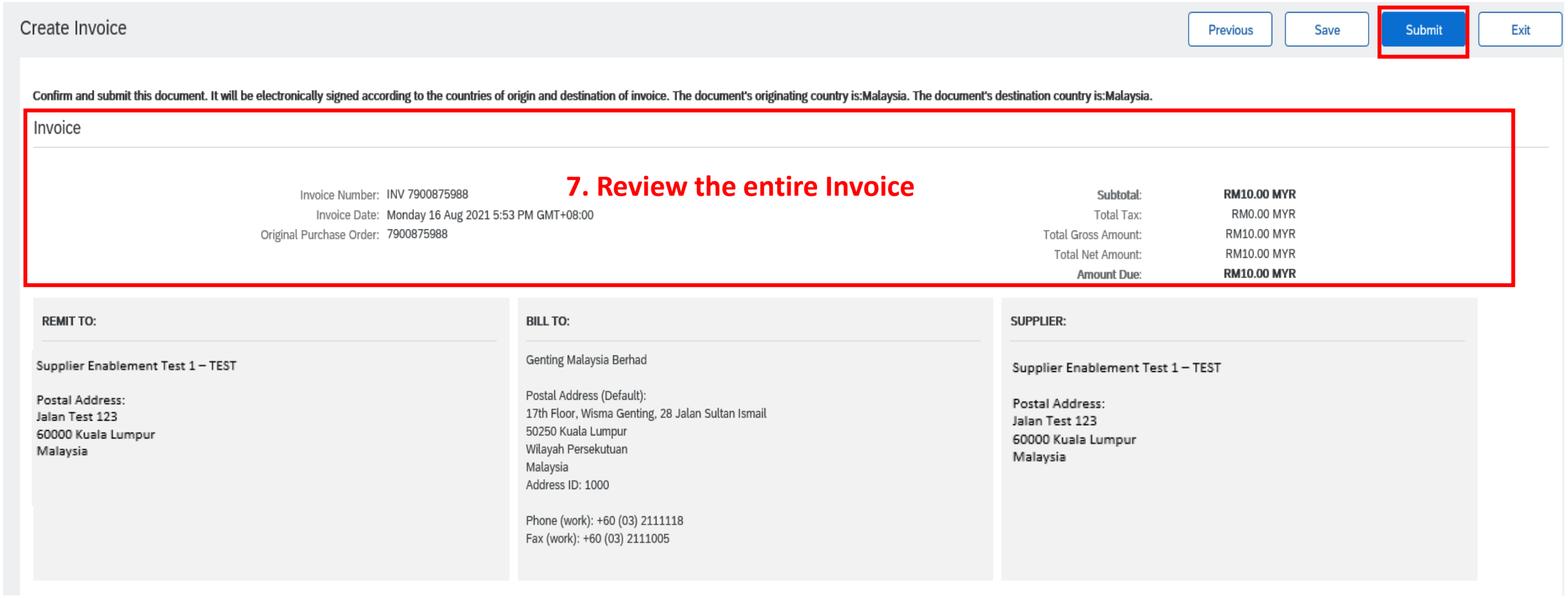
4. Review the entire invoice & tax code

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.*

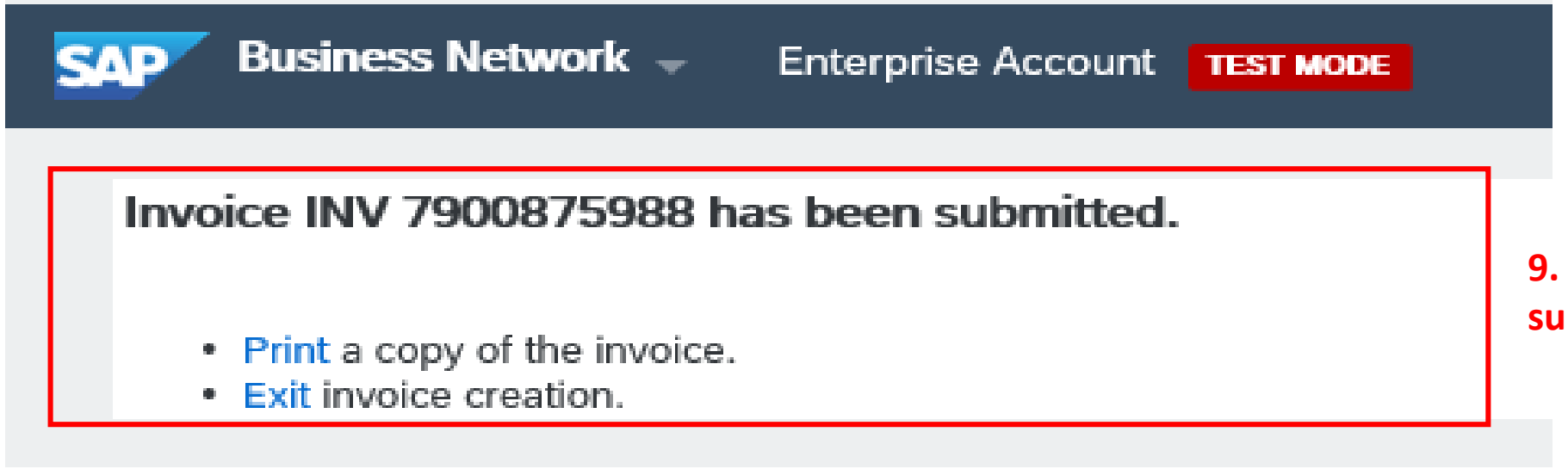
6. click Next

Invoice creation for SERVICE PO

8. Click Submit



Invoice creation for SERVICE PO



9. Your invoice successfully submitted

CREDIT MEMO

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@gm il.cc m

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 #:* CN7900875800

Credit Memo Date:* 10 Aug 2021

Original Invoice No: Inv-7900875800

Original Invoice Date: 10 Aug 2021

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

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

SCROLL DOWN

Shipping

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
Email:

View/Edit Addresses

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

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

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	●	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

Location:

Description: SST(0%)

Regime:

Taxable Amount: $-3,000.00 USD

Rate(%): 0

Tax Amount: $0.00 USD

Remove

↳ Line Item Actions ▾ | Delete

8. Click Next

Update | Save | Exit | Next

END

Create Line-Item Credit Memo

9. Review & click submit

Previous | Submit | Save | Exit

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

SERVICE PERIOD

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

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**

REMIT TO:

Supplier Enablement Test 1 – TEST

Postal Address:
Jalan Test 123
60000 Kuala Lumpur
Malaysia

BILL TO:

Genting Malaysia Berhad

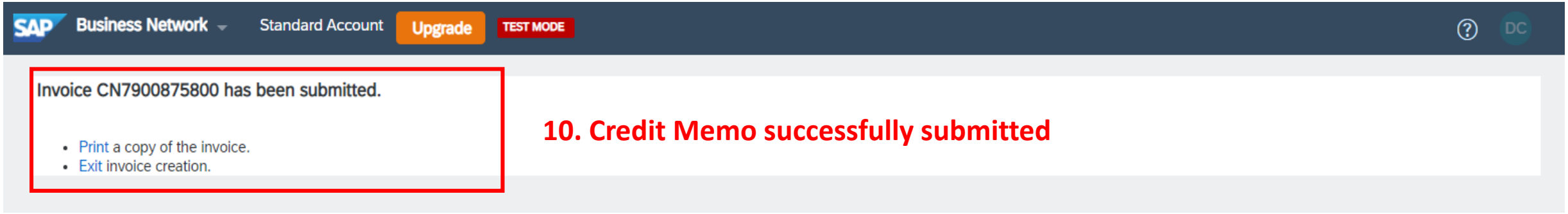
Postal Address (Default):
Alsterdorferstr. 13
69000 Genting Highlands
Genting Highlands
Malaysia
Address ID: 1000

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



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

GENTING MALAYSIA

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

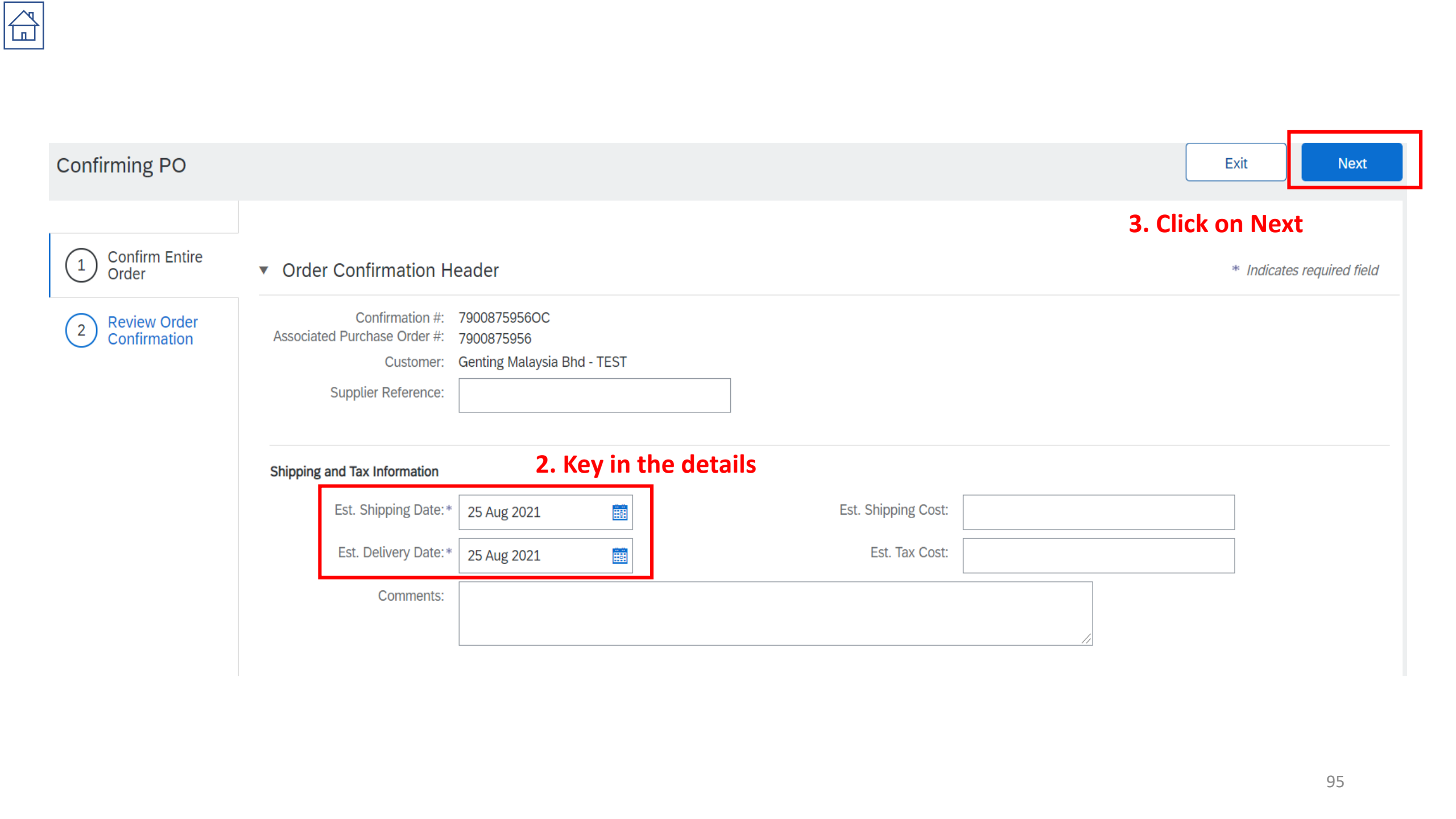
Malaysia
Phone:
Fax:
Email: malathigenmsa@gm il.cc n

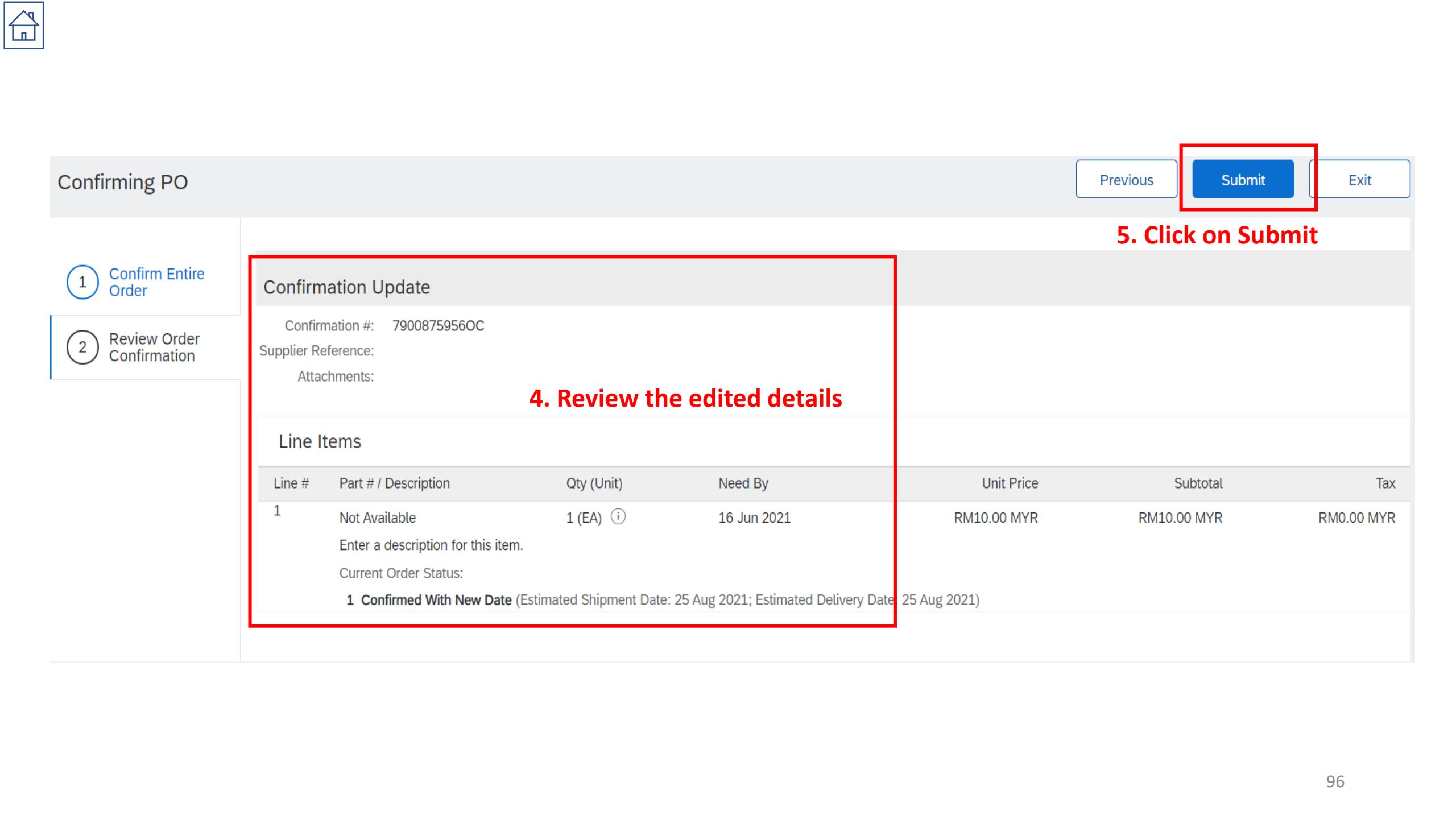
Purchase Order
(Shipped)
7900875956
Amount: RM10.00 MYR
Version: 1

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. Delivery Date:* 25 Aug 2021
Est. Shipping Cost:
Est. Tax Cost:
Comments:


Confirming PO
Previous
Submit
Exit
5. Click on Submit
1 Confirm Entire Order
2 Review Order Confirmation
Confirmation Update
Confirmation #: 7900875956OC
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

GENTING MALAYSIA

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.cc n

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

GENTING MALAYSIA

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.cc n

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

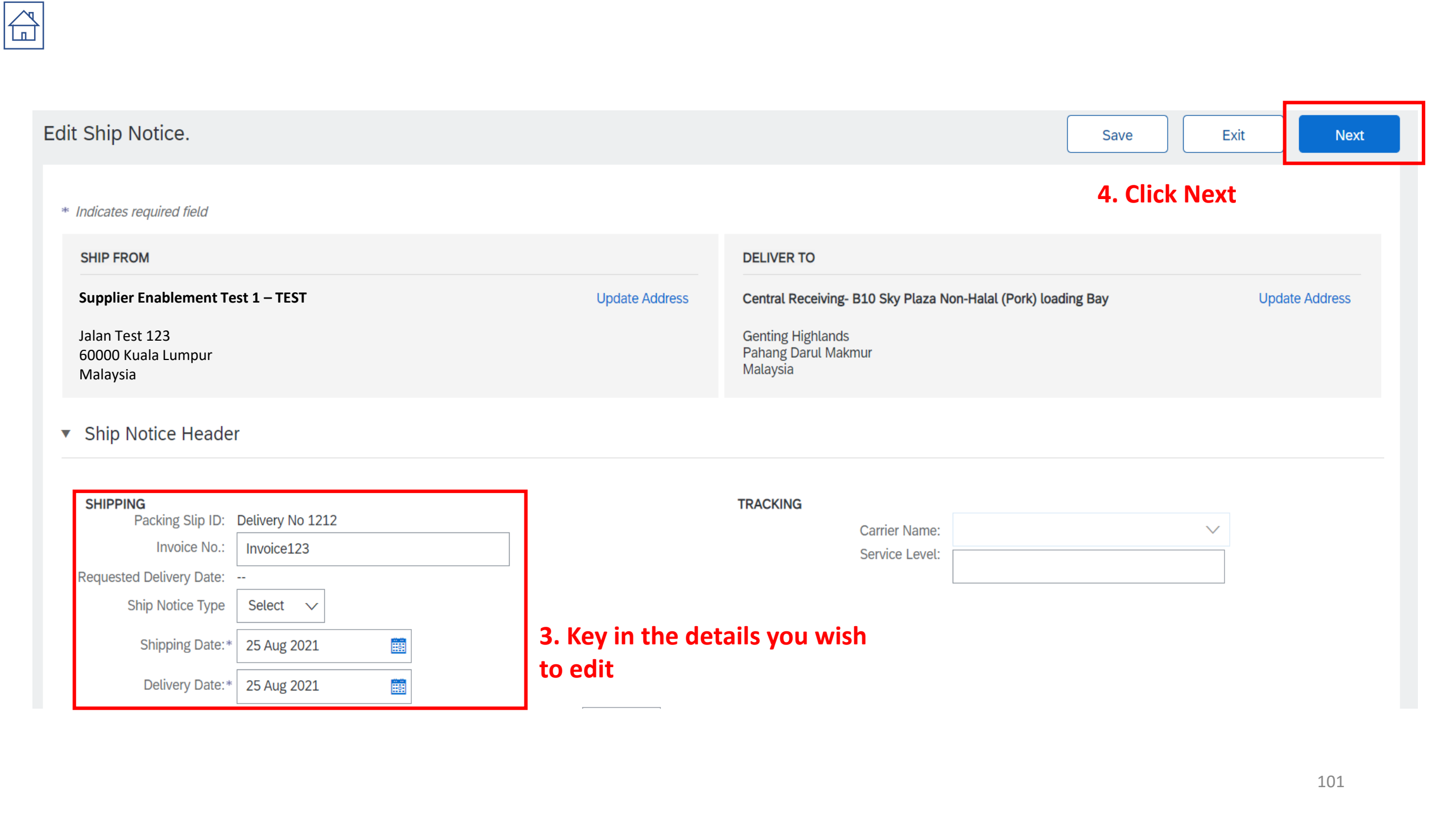
DELIVER TO

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.: Invoice123
Requested Delivery Date: --
Ship Notice Type Select
Shipping Date:* 25 Aug 2021
Delivery Date:* 25 Aug 2021
TRACKING
Carrier Name:
Service Level:
3. Key in the details you wish to edit

Edit Ship Notice.

Previous | Save | Submit | Exit

6. Click submit

Confirm and submit this document.

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

5. Review the details

TRACKING

Tracking information not provided.

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

GENTING MALAYSIA

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.cc m

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: malathigenmsa@gm il.cc n

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

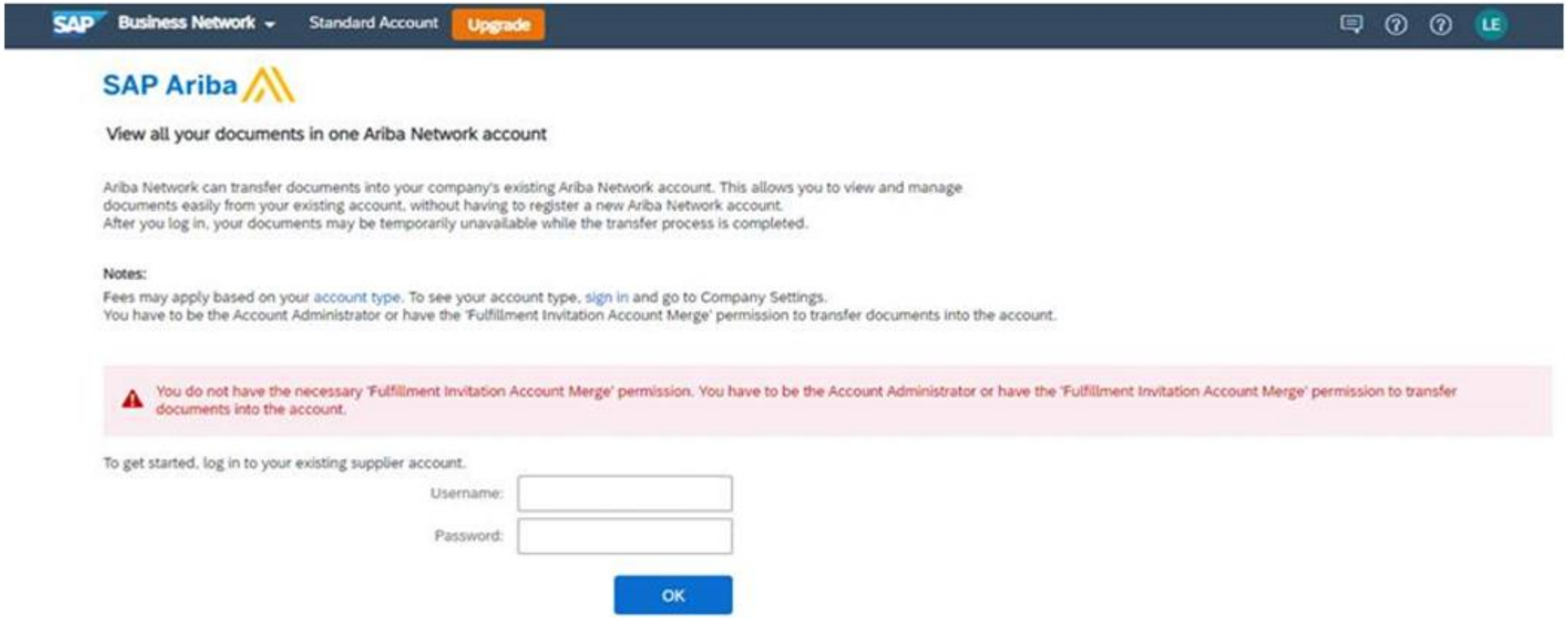
Q10: How to downgrade from Enterprise to Standard account.

Q11. Guide to ‘Edit & Resubmit’ rejected invoice

Q12. Guide to Retrieve Ariba Log In Username

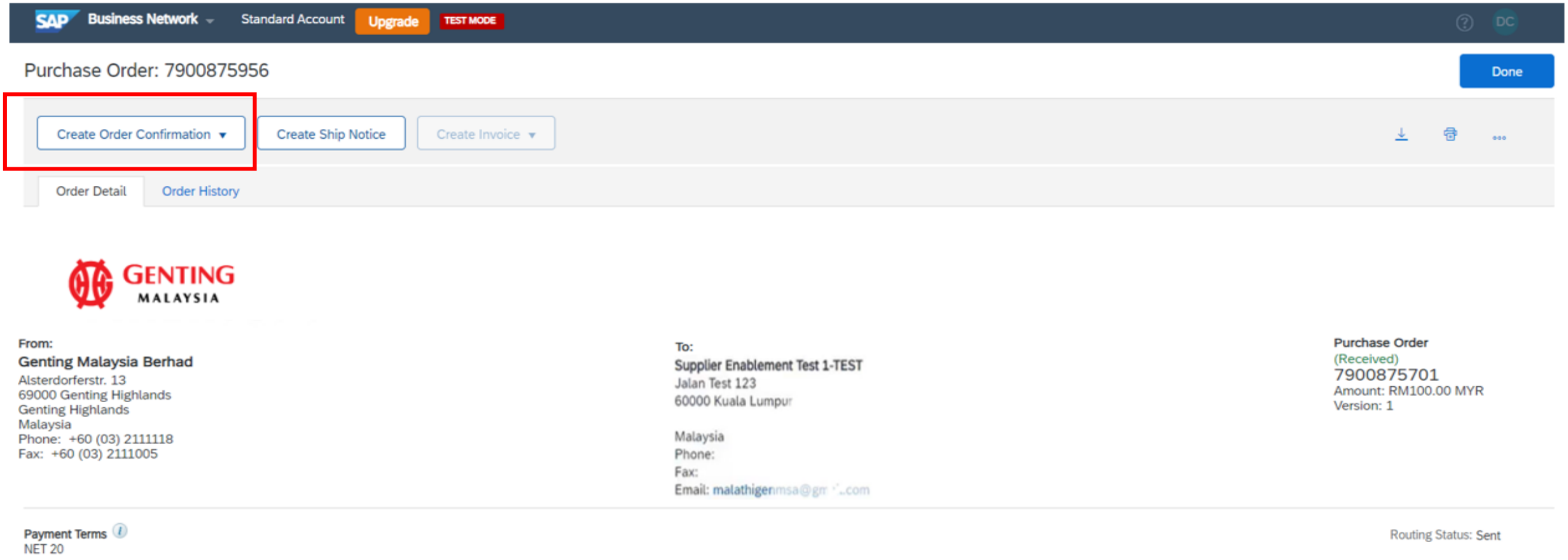
Q13. Guide to Reset Ariba Log In Password

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



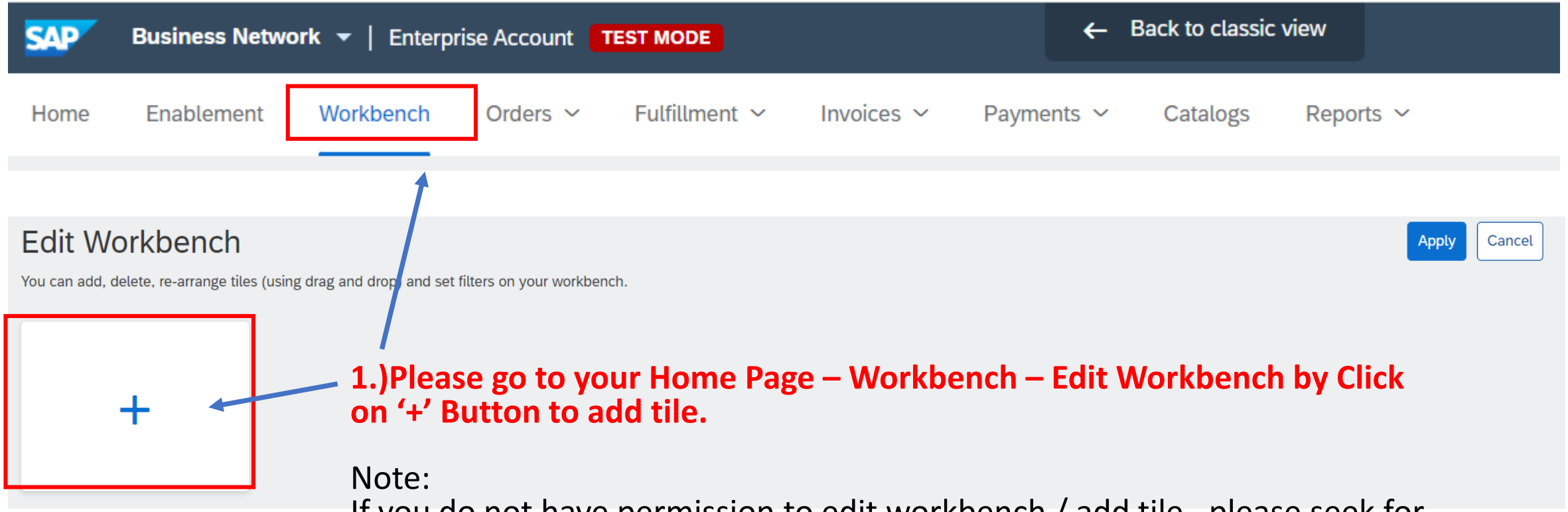
Answer: Please contact your Account Administrator to perform login as this is 1st time login. Subsequent login will not have this issue if the sub-user has granted relevant permission.

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



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

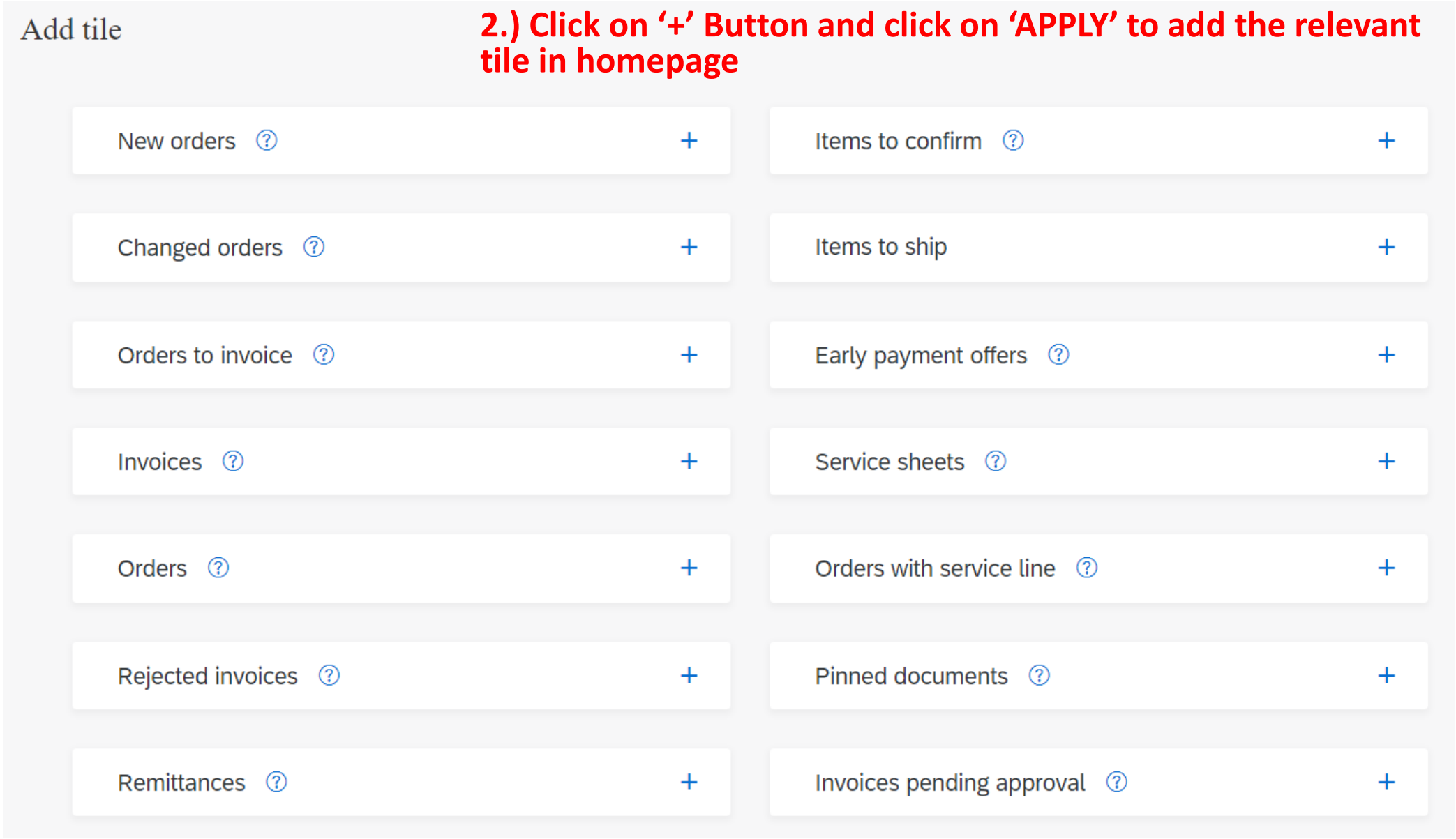


1.)Please go to your Home Page – Workbench – Edit Workbench by Click on '+' Button to add tile.

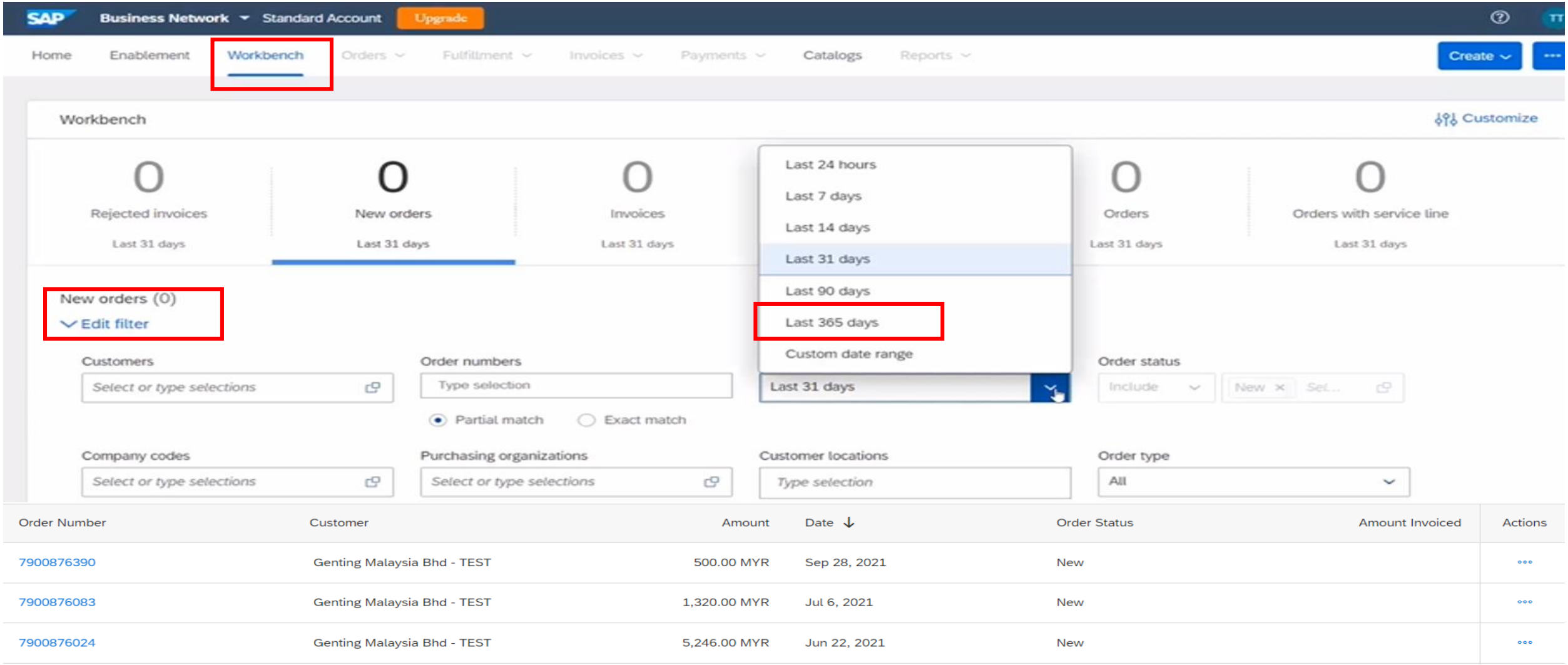
Note:
If you do not have permission to edit workbench / add tile , please seek for account administrator to assign the relevant role /permission to you.

Q3a. How to Retrieve Purchase Order in Ariba Network

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

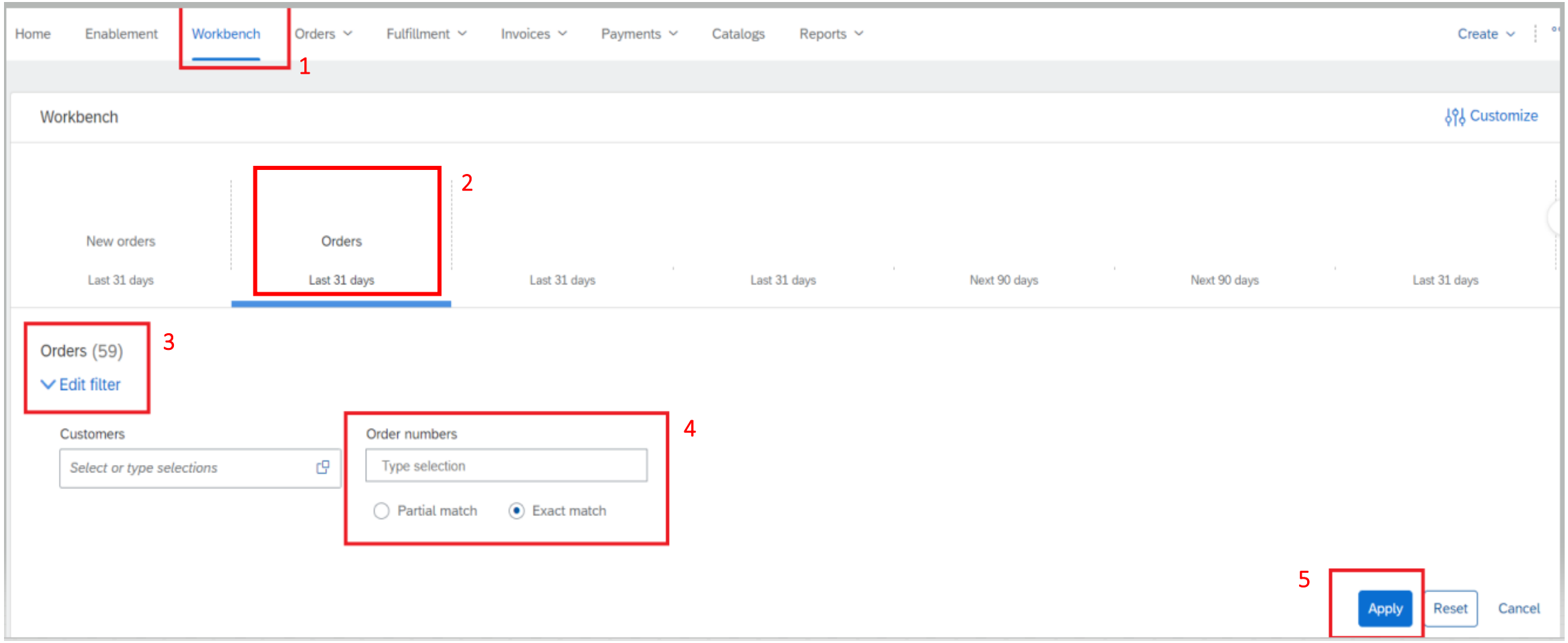


Q3b. PO does Not Appear in Home page



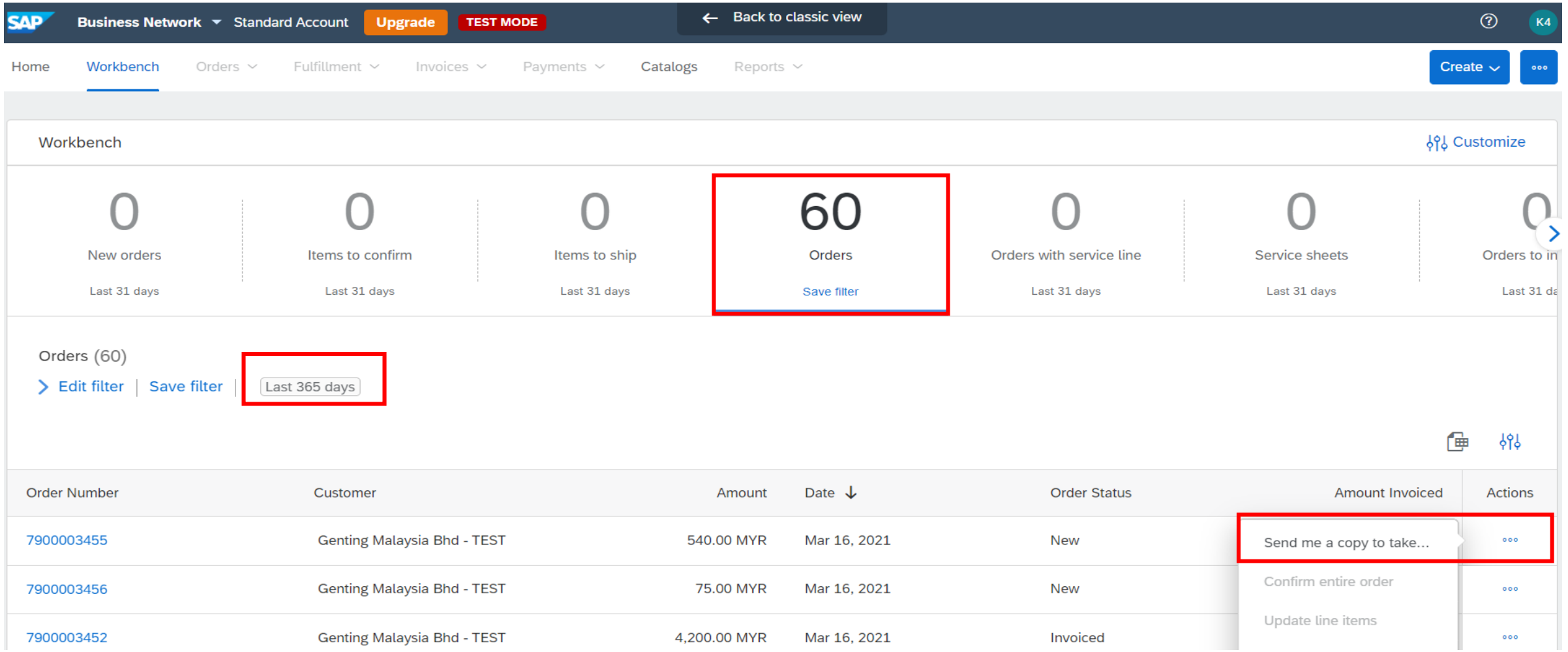
Answer: Please go to your Home Page – Workbench – Order - Edit Filter – select 'Creation Date' to Last 365 days – Click on Apply. Then you will be able to see the PO number in your dashboard.

Q3b. PO does Not Appear in Home page



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



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

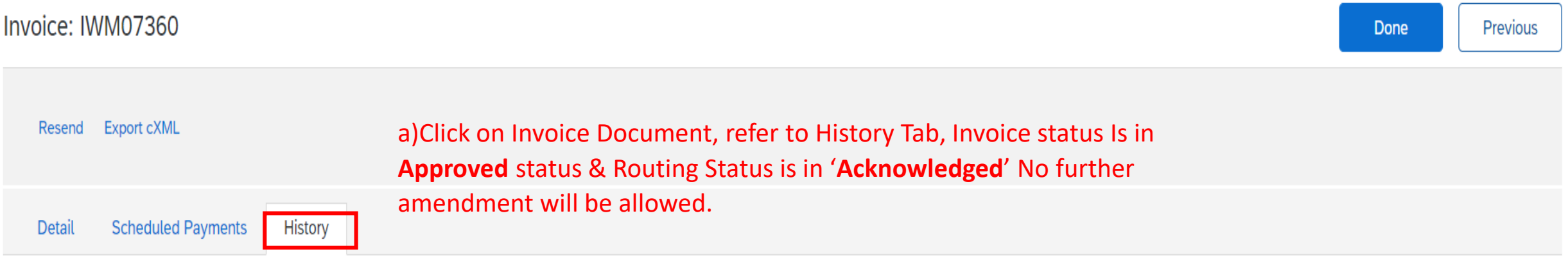
Status	Explanation
Accepted	Ariba SN accepted the purchase order from your customer or from the catalog tester.
Order Queued	Ariba SN Queued the purchase order from cXML processing.
Sent	Ariba SN successfully converted the purchase order from cXML to EDI and has forwarded it to your VAN in an interchange.
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

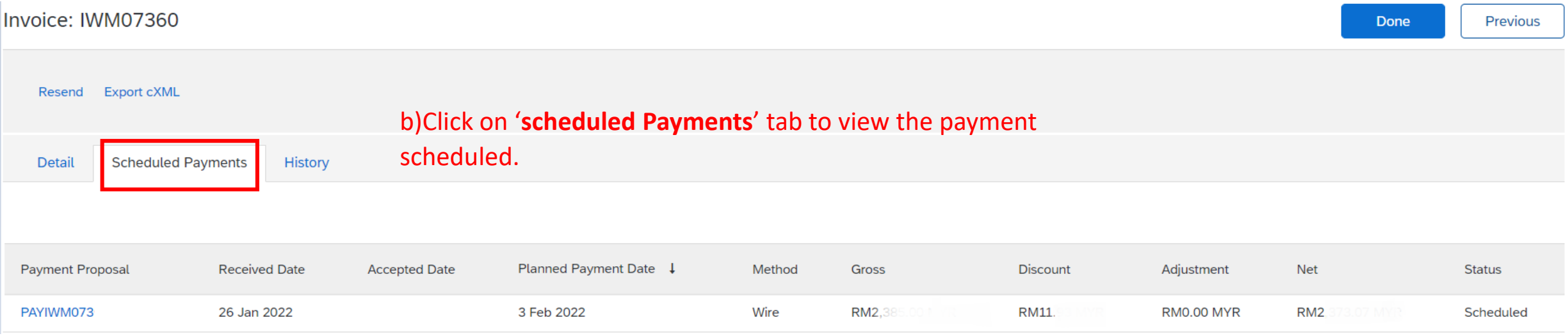
Status	Description
New	Initial state. This is a new purchase order.
Changed	Existing purchase order has been canceled or replaced ("obsoleted") by this subsequent (changed) order.
Confirmed	All sub-quantities are confirmed.
Failed	Ariba SN experienced a problem routing the order to the supplier. Suppliers 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



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.

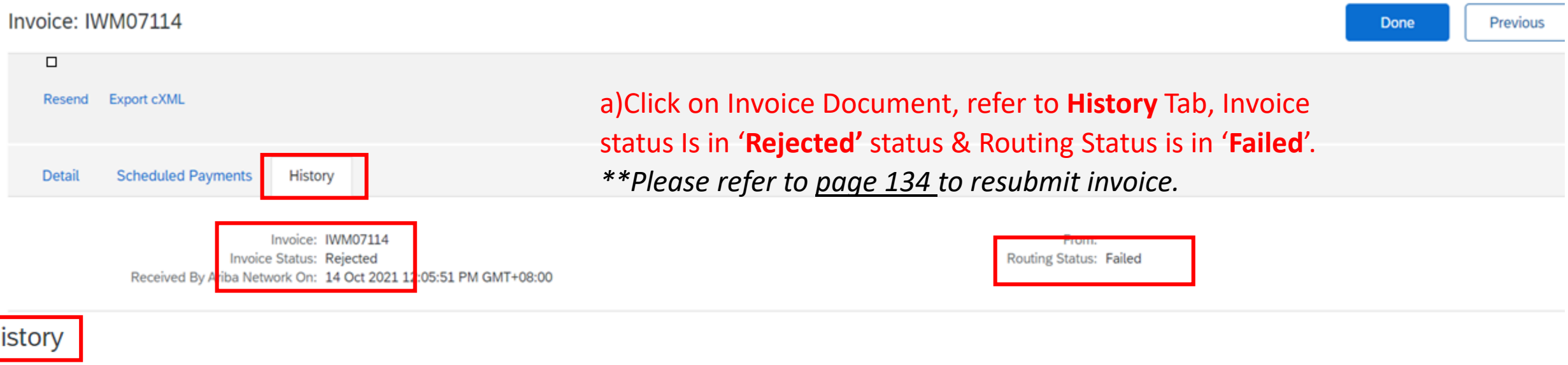


b)Click on '**scheduled Payments**' tab to view the payment scheduled.

Payment Proposal	Received Date	Accepted Date	Planned Payment Date ↓	Method	Gross	Discount	Adjustment	Net	Status
PAYIWM073	26 Jan 2022		3 Feb 2022	Wire	RM2,38[illegible]	RM11.[illegible]	RM0.00 MYR	RM2[illegible]	Scheduled

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

Scenario 2: Invoice in Rejected Status



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.*

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 is it 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*

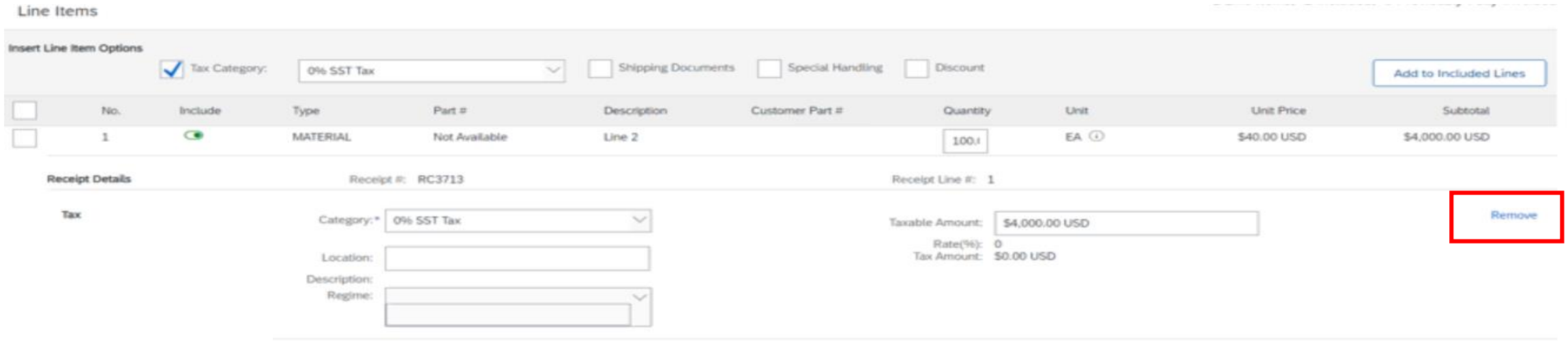
*kindly check the tax code prior PO confirmation. Should there be any discrepancies please highlight to the requester.

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**”

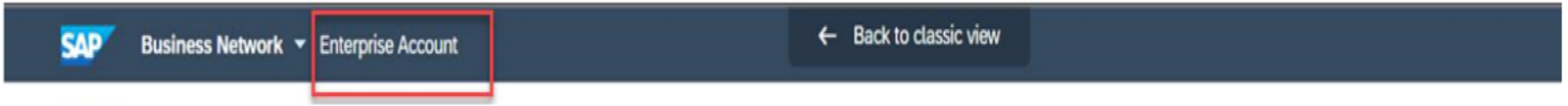


Q9. How to know my Ariba Account type

*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* *)*

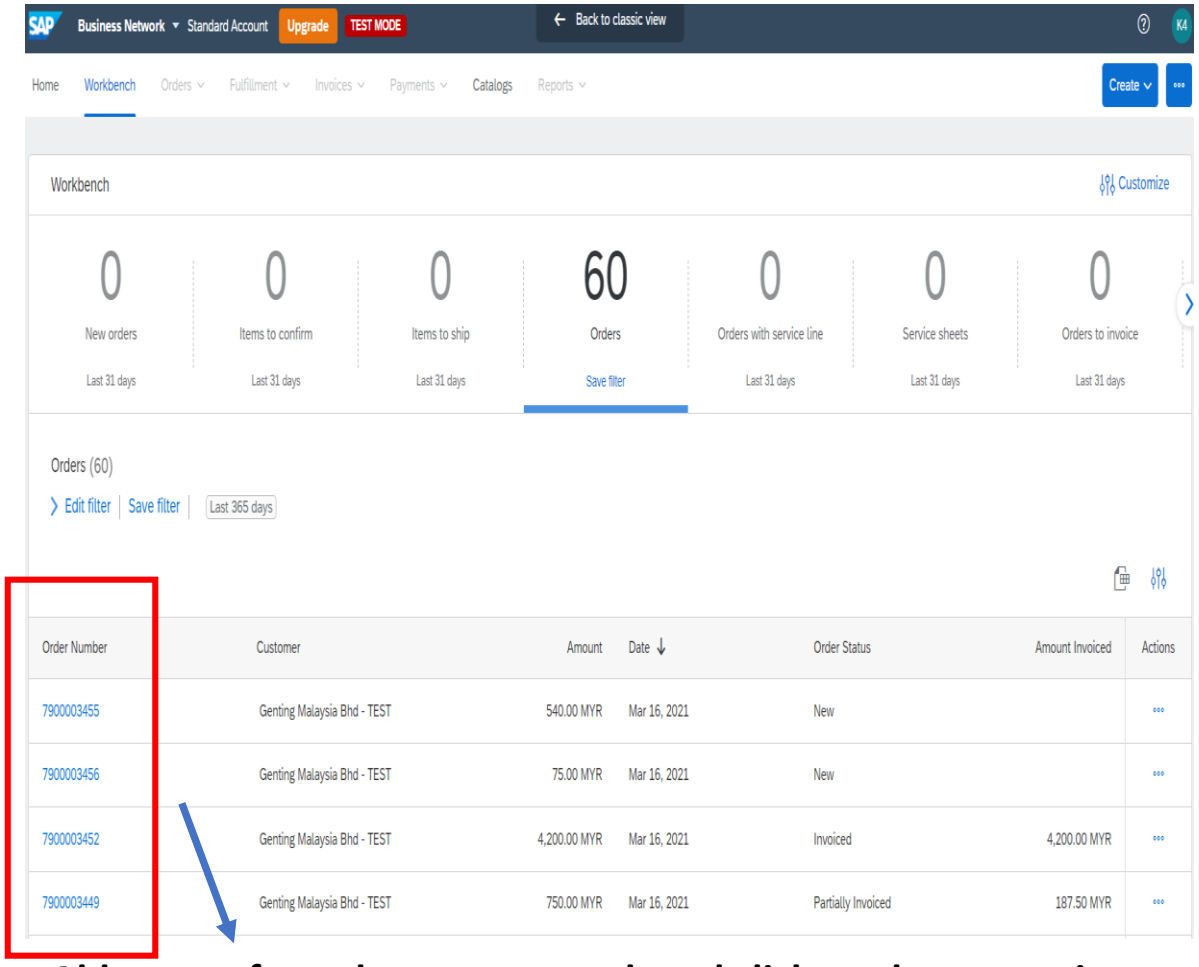
Q9. Account type comparison

	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	• 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.

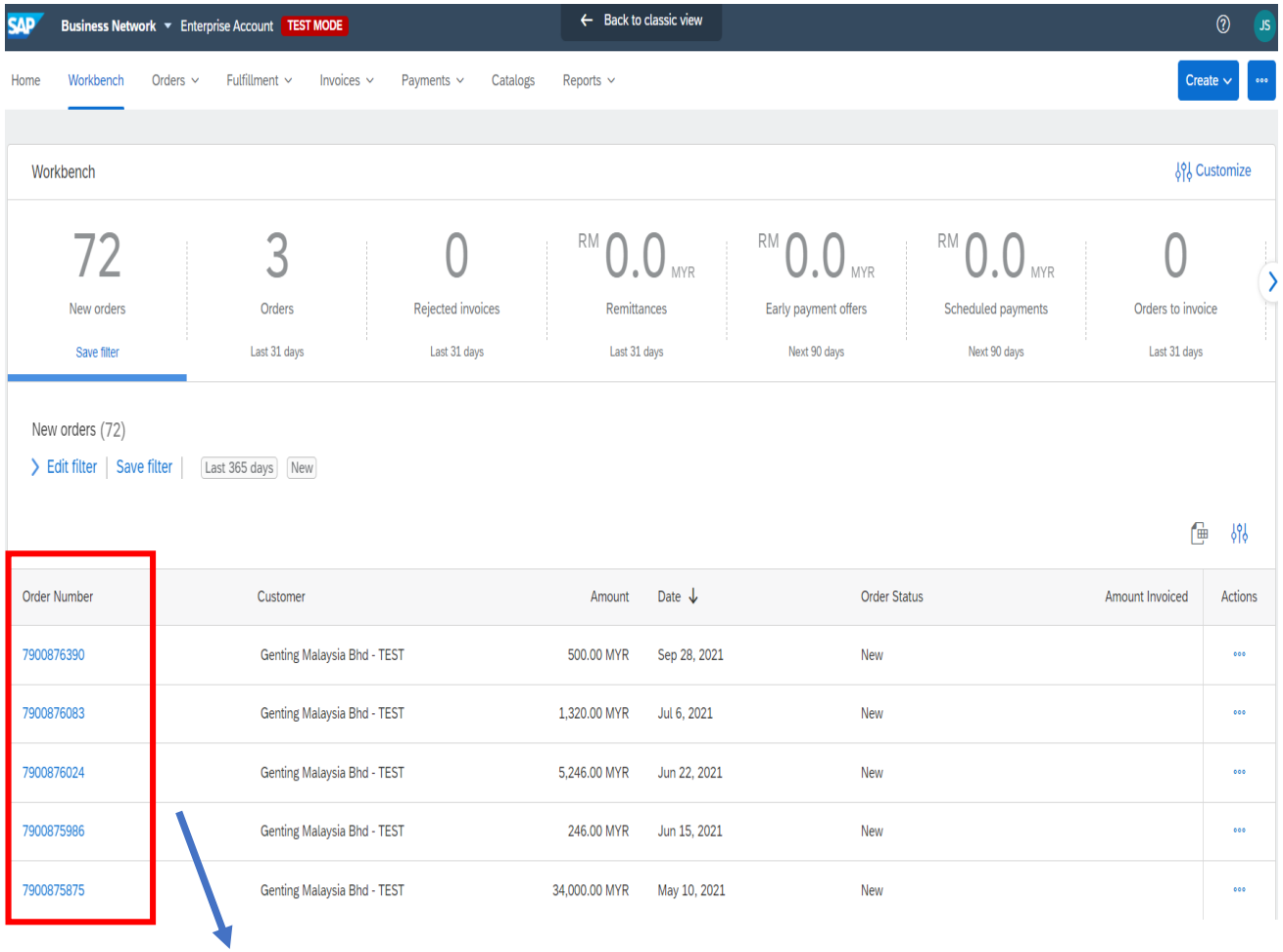
Q9. Account type comparison - Dashboard

Standard Account



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

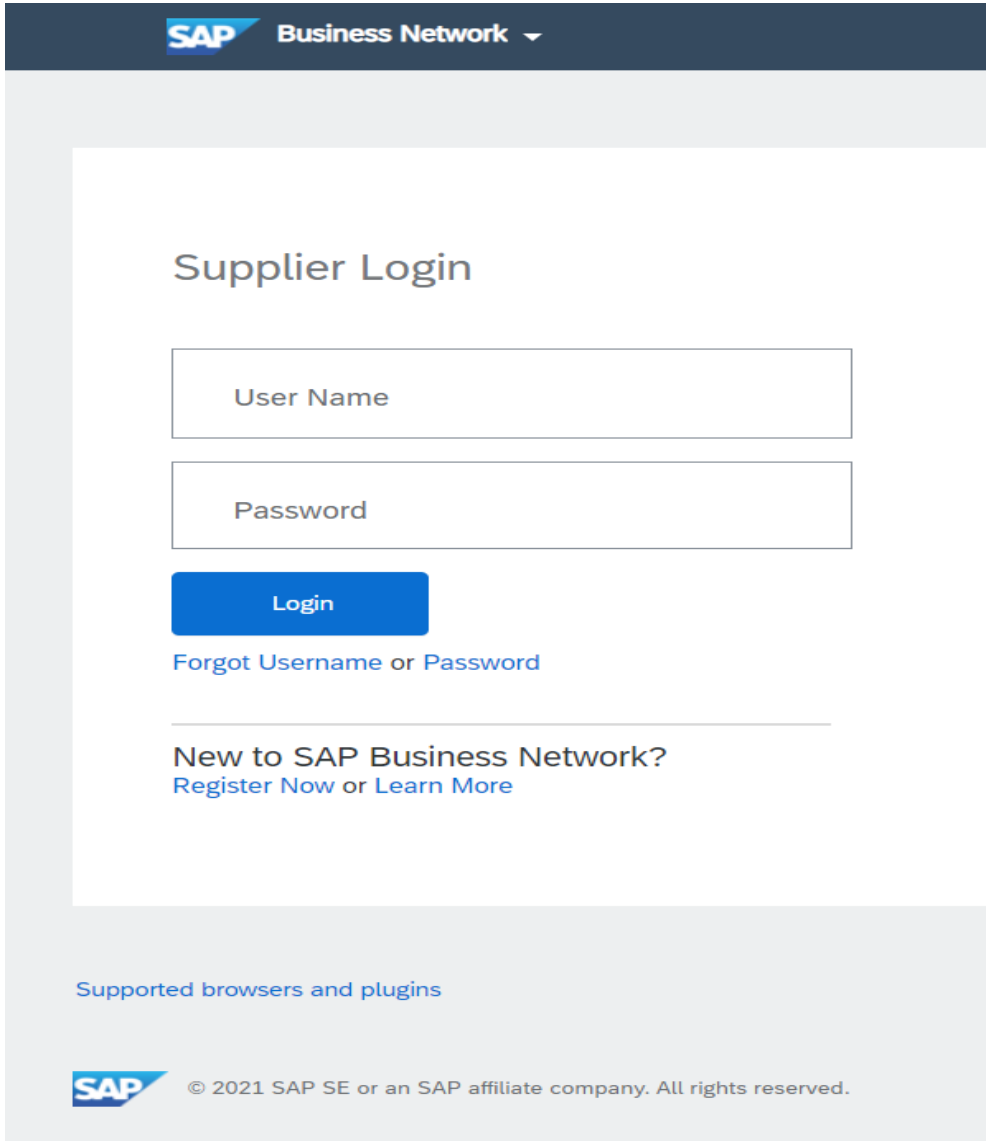
Enterprise Account

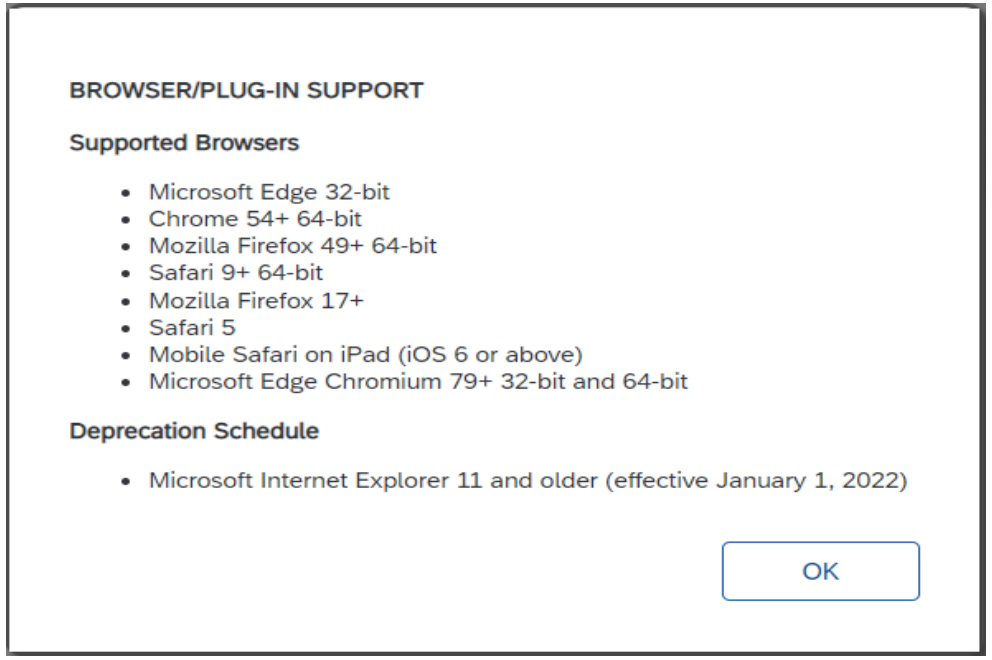


Able to perform document search and click on the respective Purchase Order number to proceed next action ie , PO Confirmation, Ship Notice, Submit Service Entry, Invoice etc

Q10. How to downgrade from Enterprise to Standard account.

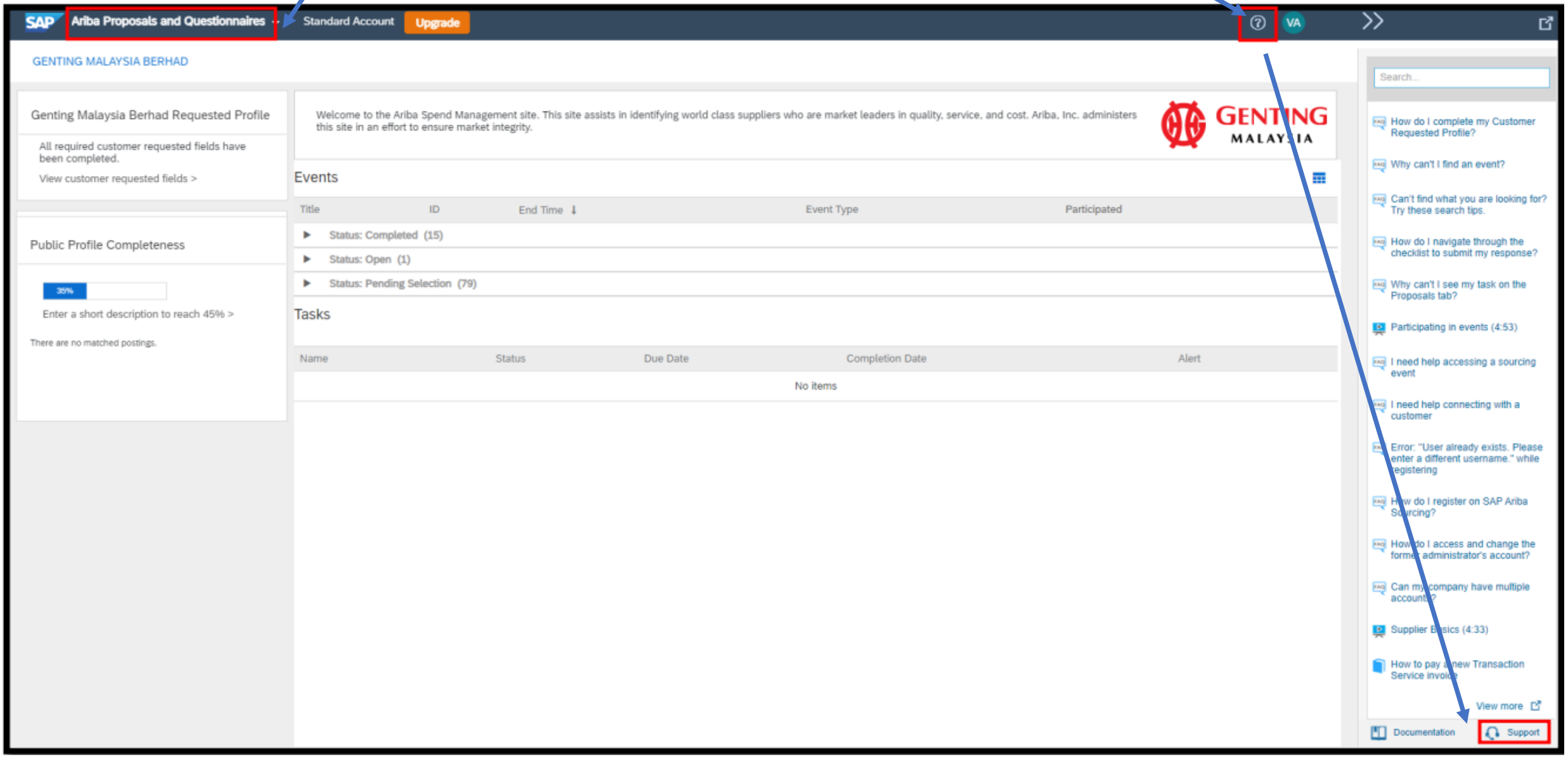
1.) Supplier login to SAP Business Network via https://supplier.ariba.com





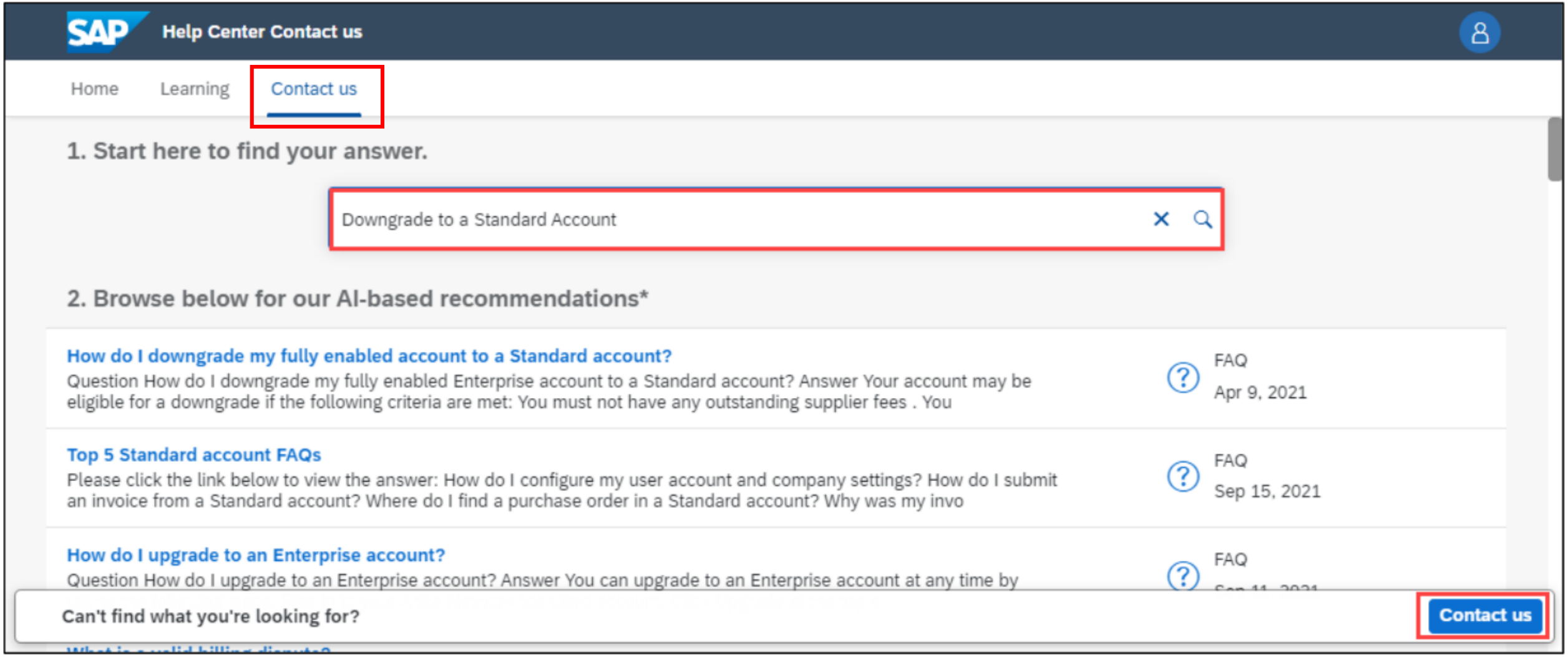
Q10. How to downgrade from Enterprise to Standard account.

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



Q10. How to downgrade from Enterprise to Standard account.

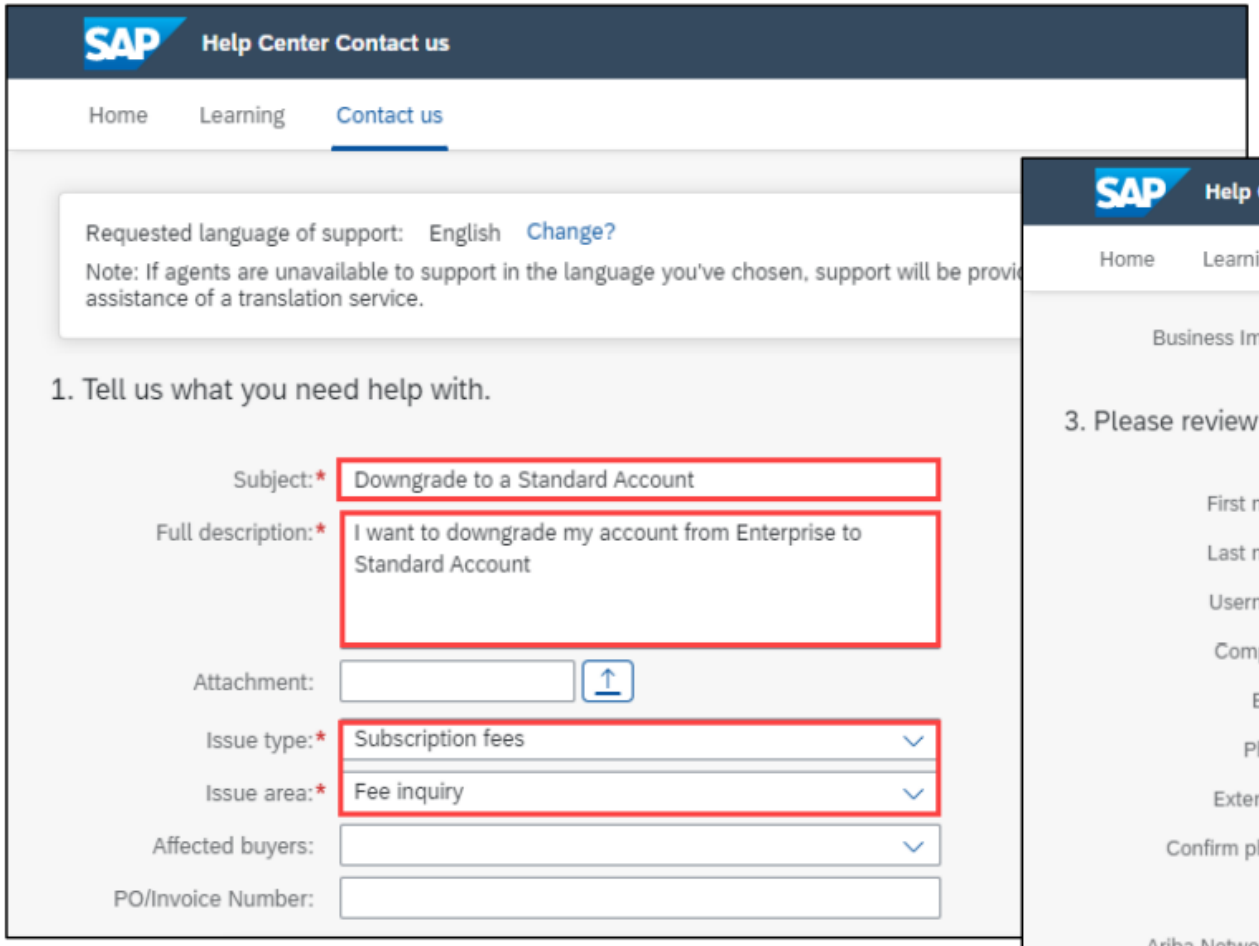
3.) Click on '**Contact Us**' and type '**Downgrade to Standard Account**'.

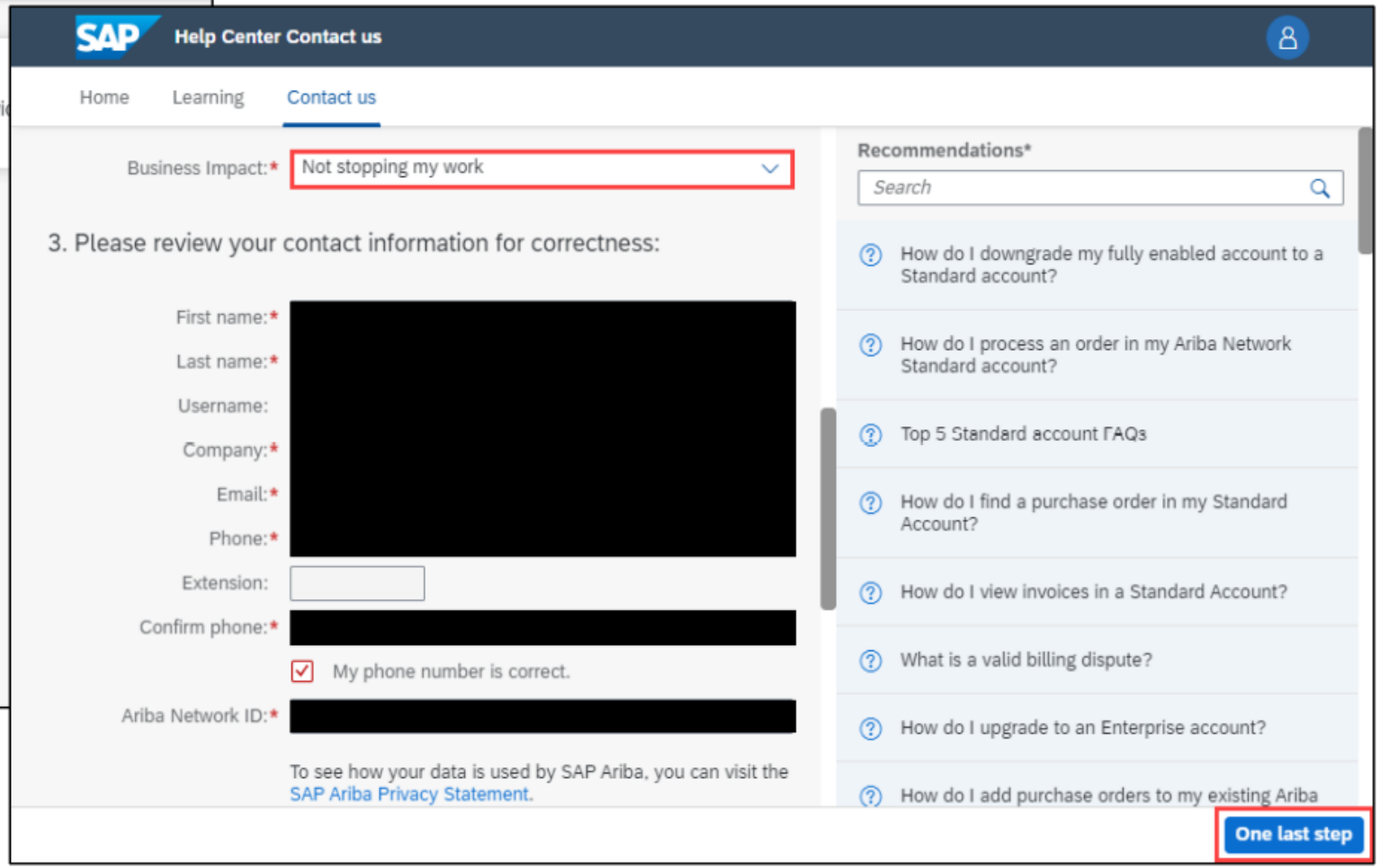


4.) Click on '**Contact Us**' to continue.

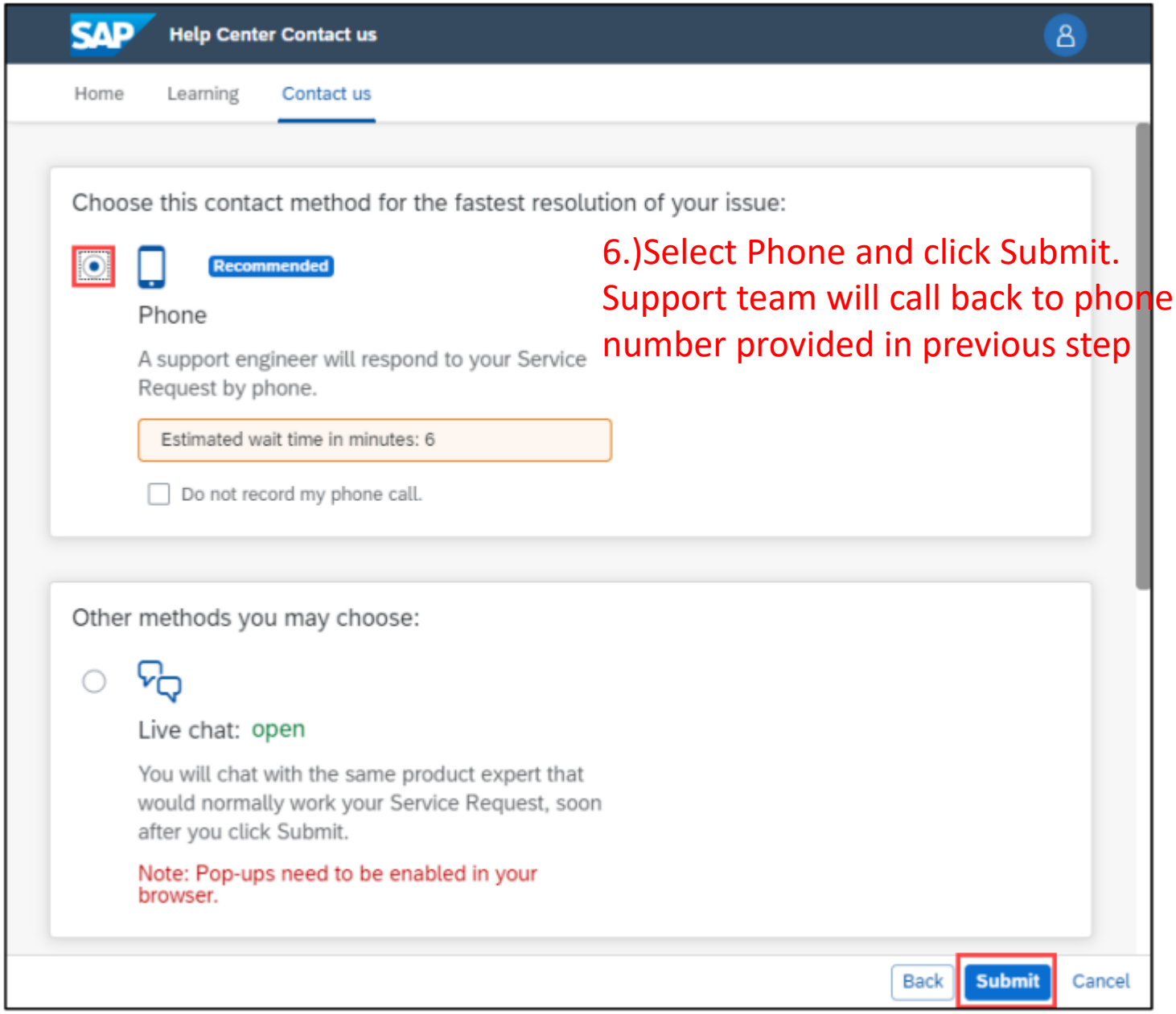
Q10. How to downgrade from Enterprise to Standard account.

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’**





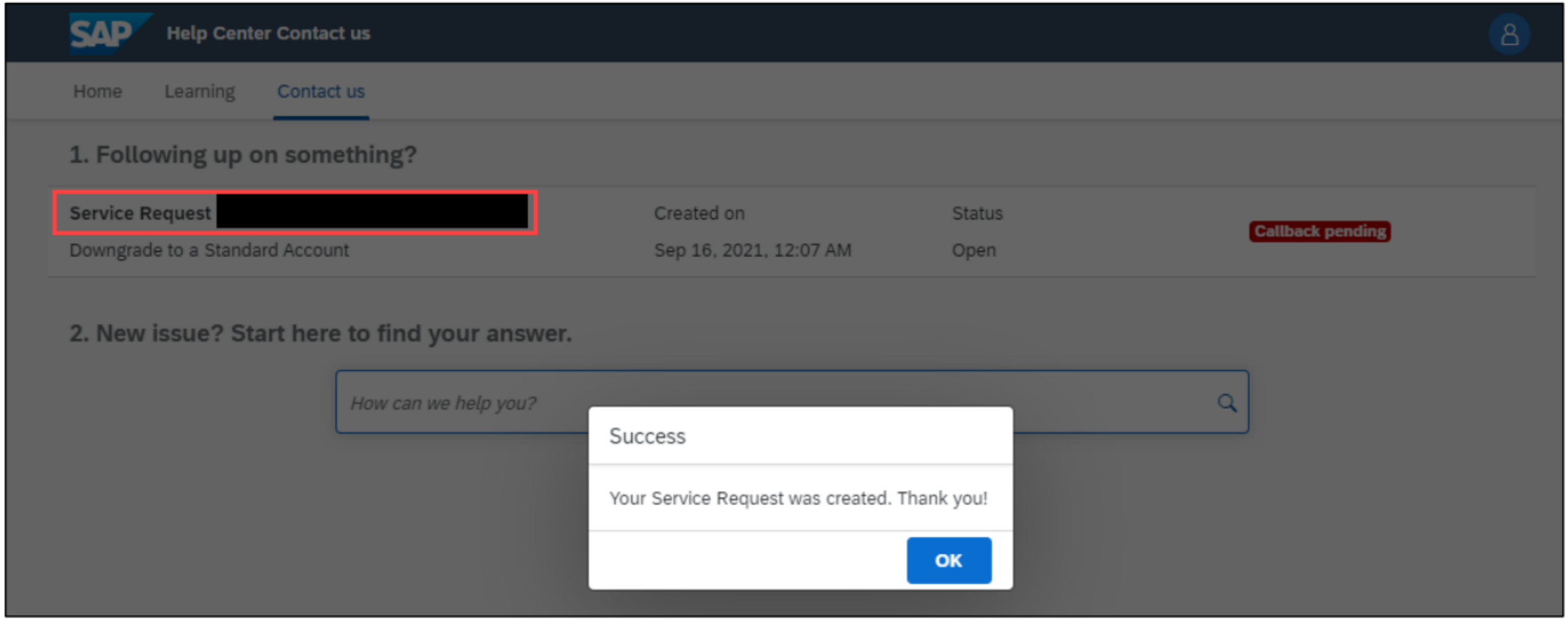
Q10. How to downgrade from Enterprise to Standard account.



Q10. How to downgrade from Enterprise to Standard account.

Service Request created.

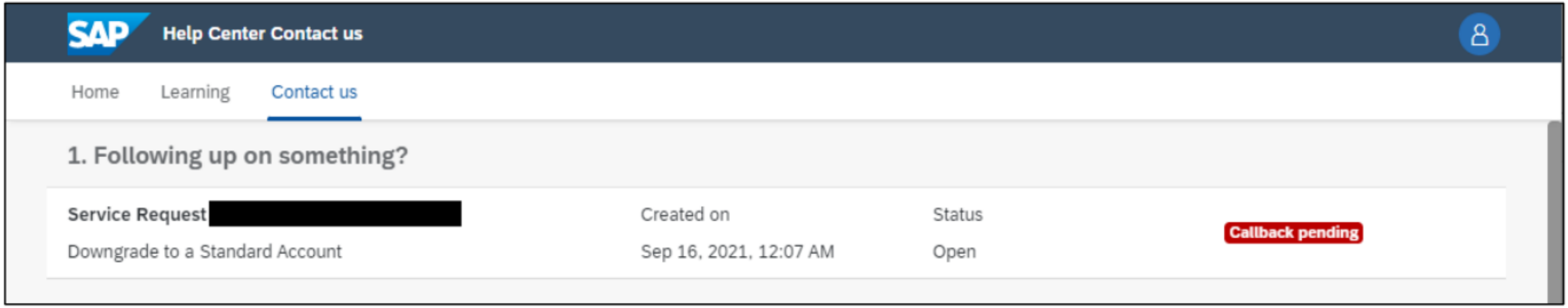
**Once Service Request successfully created, you will get notification.*



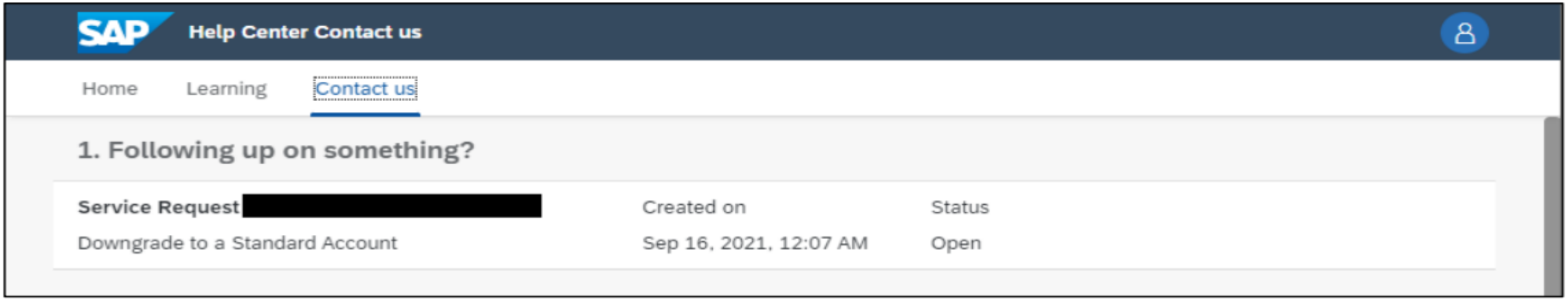
Q10. How to downgrade from Enterprise to Standard account.

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.



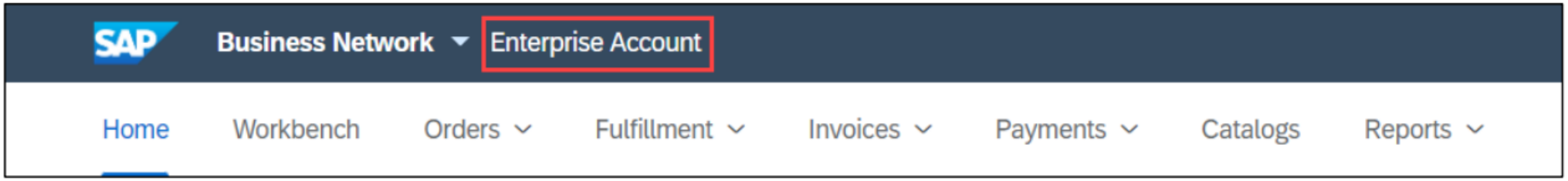
After Support team made a phone call already, status Callback pending will disappear. You can track status in this screen by clicking Service Request to view more information.

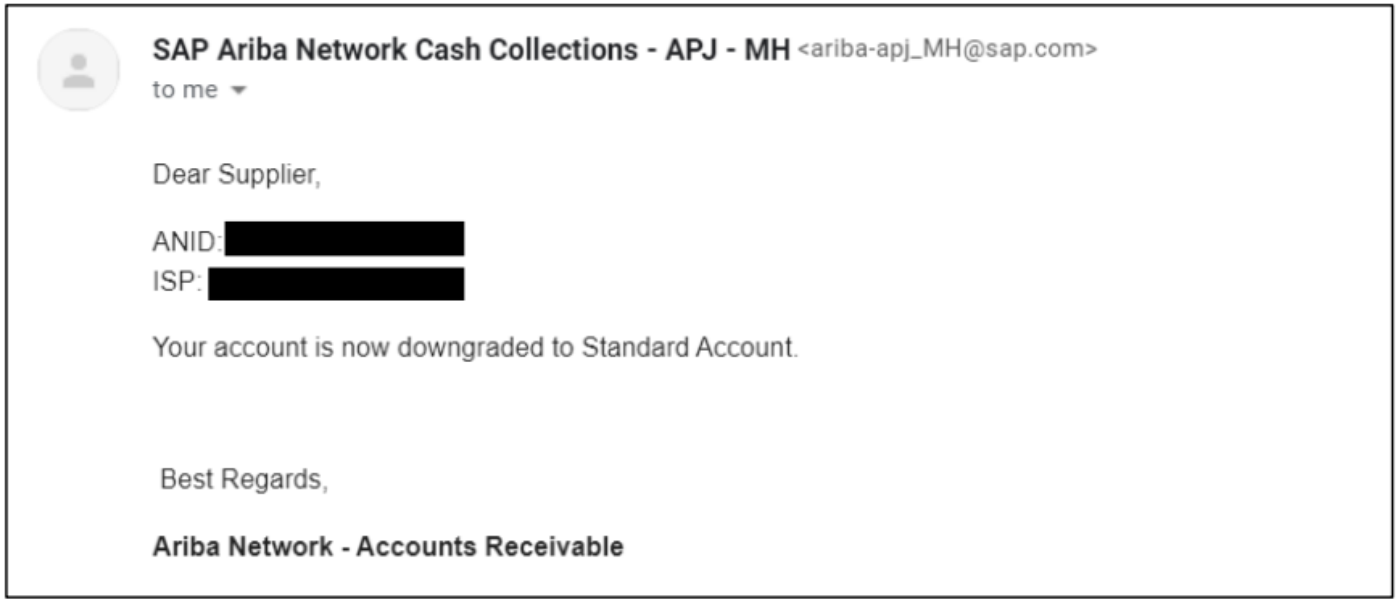


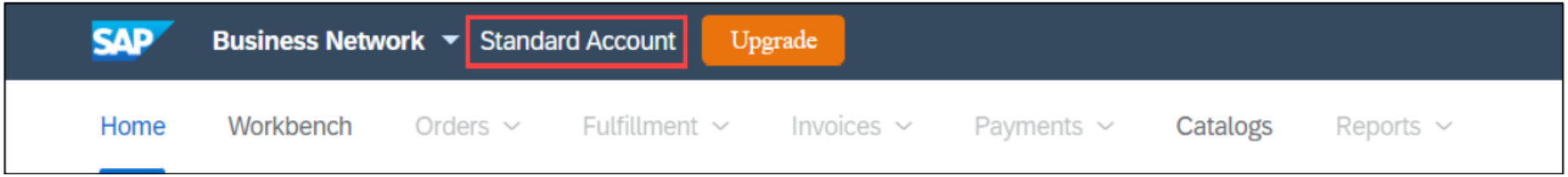
Q10. How to downgrade from Enterprise to Standard account.

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







Q11. Guide to ‘Edit & Resubmit’ rejected invoice

GENTING MALAYSIA

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

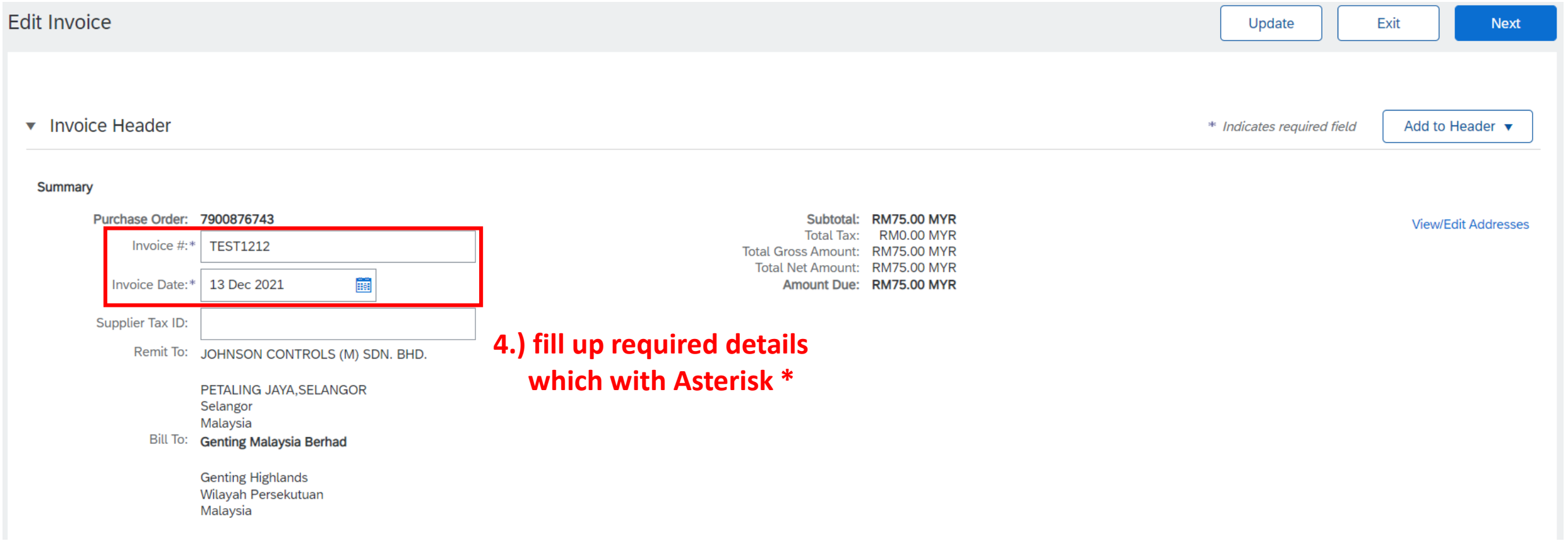
3.) click on ‘edit & Resubmit’.

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



4.) fill up required details which with Asterisk *

SCROLL DOWN

Q11. Guide to 'Edit & Resubmit' rejected invoice

5. Click on 'Tax Category'.

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.*

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		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 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 — Remove
Discount (%):
Discount Amount:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1		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

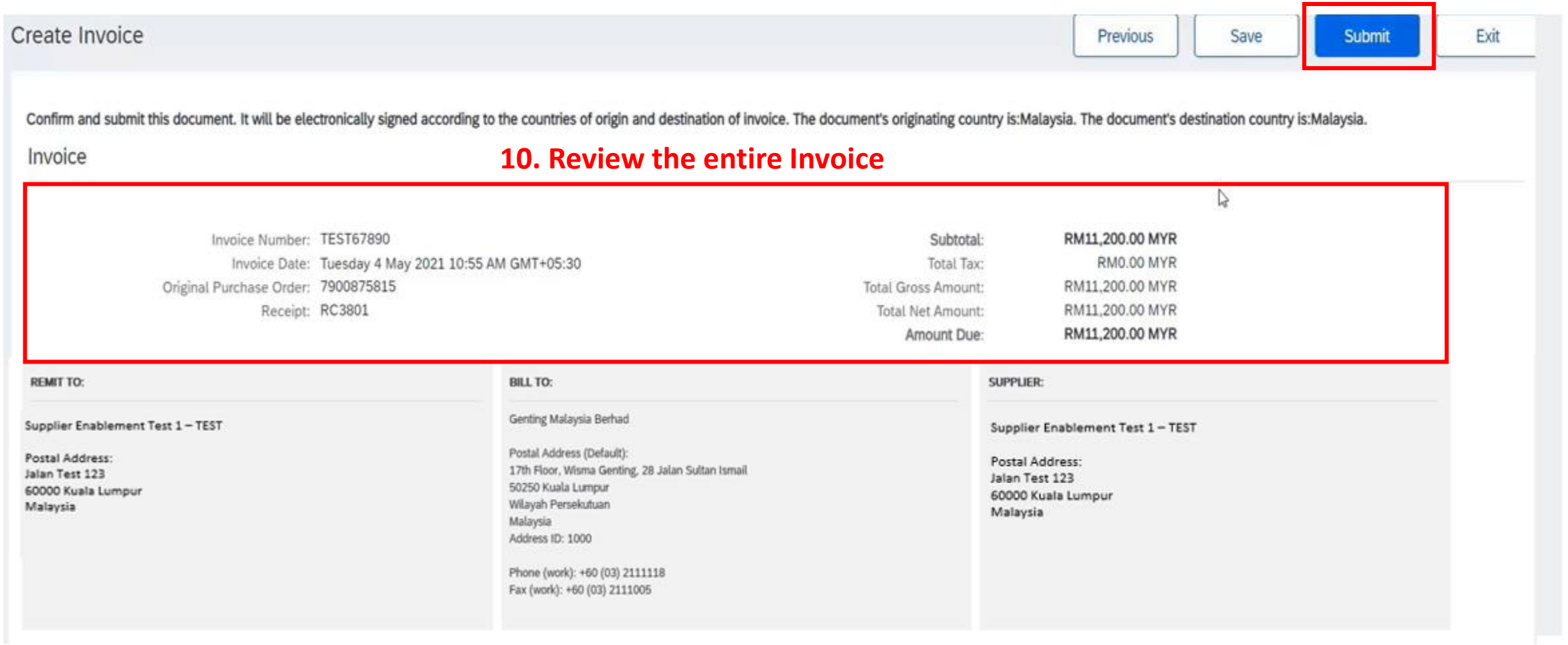
8.)Click the "Line Item Actions" then select "Discount" if you would like to included discount amount in PO line item.
***Please Skip this step if no discount amount.*

Next | Update | Save | Exit

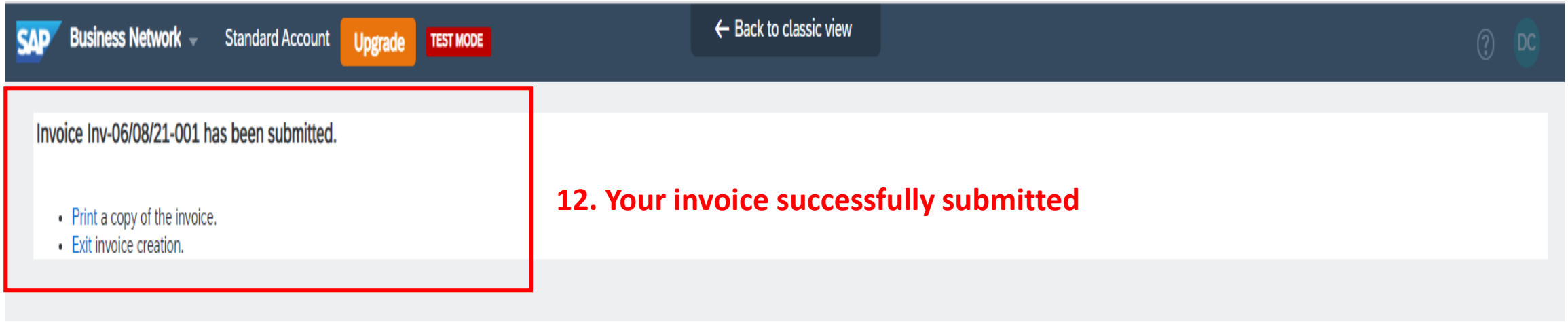
9. click Next

Q11. Guide to 'Edit & Resubmit' rejected invoice

11. Click Submit after reviewed



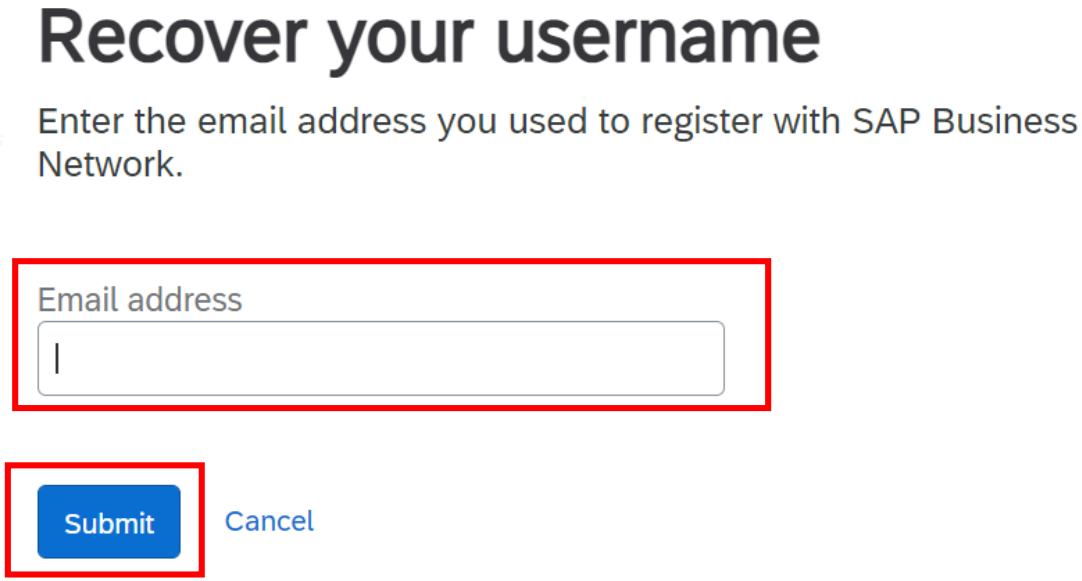
Q11. Guide to ‘Edit & Resubmit’ rejected invoice



12. Your invoice successfully submitted

Q12. Guide to Retrieve Ariba Log In Username

1

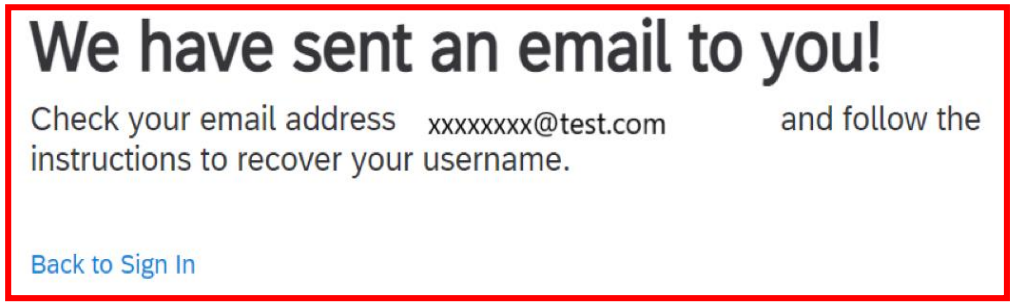


2

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

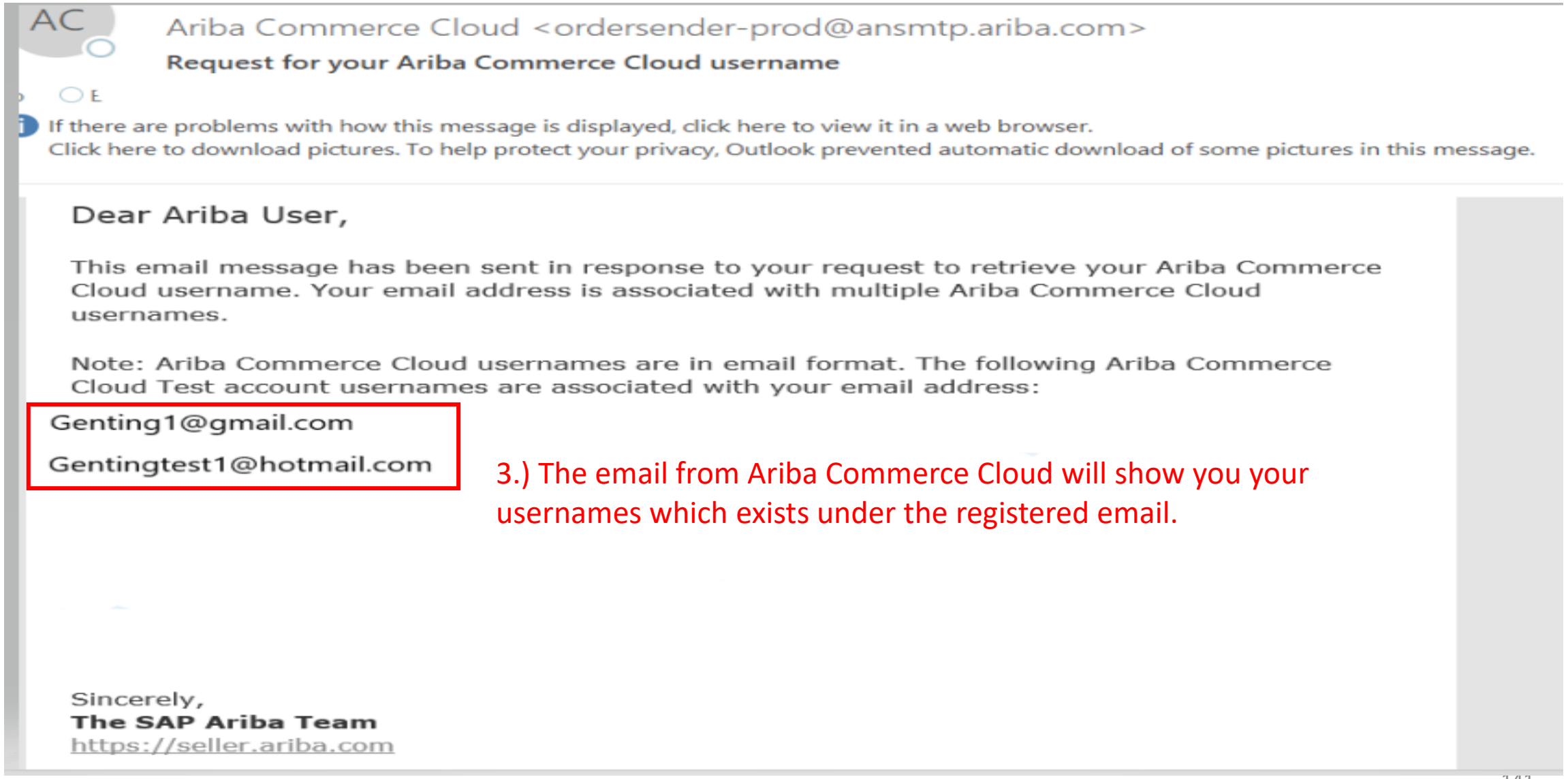
2.) Insert your email address and click on 'submit', an email from 'Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com' will be sent to your email address.

2



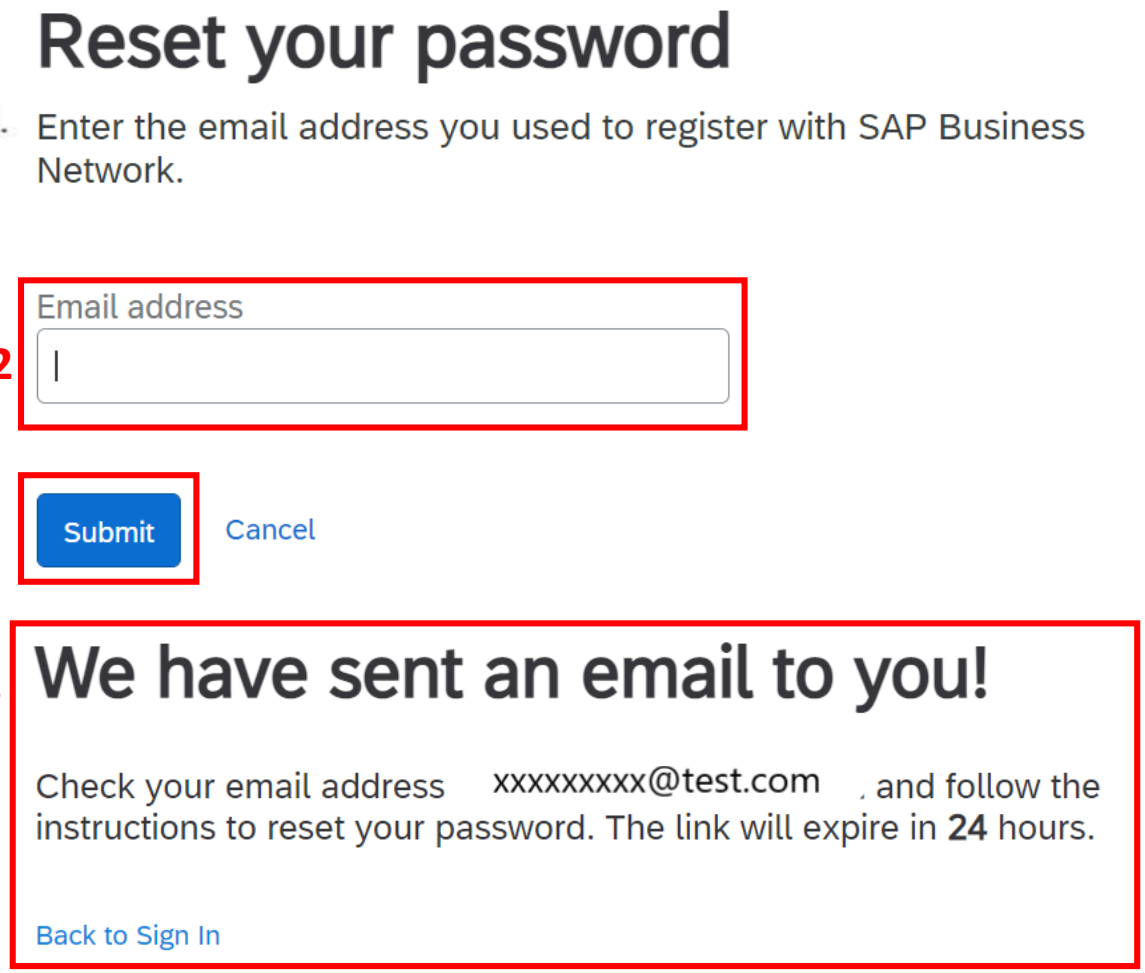
Note:
Email address MUST be the registered email address maintained in your ariba profile.

Q12. Guide to Retrieve Ariba Log In Username



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

Q13. Guide to Reset Ariba Log In Password



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

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Note:
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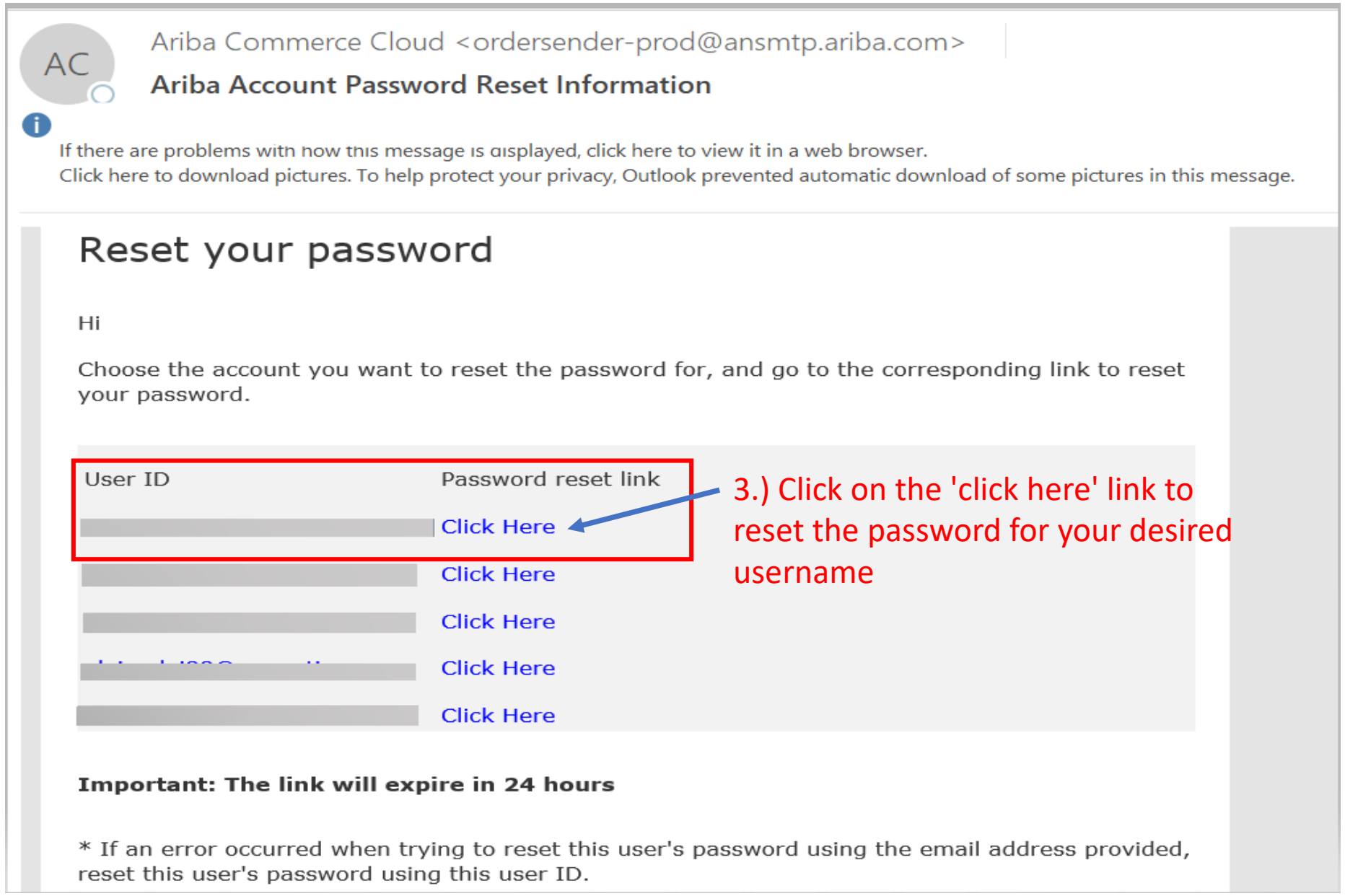
Q13. Guide to Reset Ariba Log In Password



THANK YOU

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