



SAP Ariba Commerce Automation Manual



المتقدمة
Advanced

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- SAP Ariba Commerce Automation Overview
- SAP Business Network Invitation and Registration
- SAP Business Network Project Scope
- Advance/Down Payment and Other Incoterms Invoices (BTP Platform)
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SAP Ariba Commerce Automation Overview

What is SAP Ariba Commerce Automation?



As part of Advanced Petrochemical Company's Digital Transformation Journey, a cloud-based platform (**SAP Ariba Commerce Automation**) has been implemented to automate the entire procure-to-pay process, from requisitioning goods or services to paying suppliers.

Scope: What is Changing?

- Entire, procure-to-pay process will be automated from purchase order placement to suppliers' payment processing.
- No emails, no manual POs, and easy to use systems with real time transaction updates and notifications.
- Faster approvals through automated workflows.
- Seamless data search & retrieval.

Goals: Why this Change Occurring?

- 1 Provide Real-Time Supplier Communication Channel.
- 2 Submitting Documents/Invoices Securely.
- 3 Real-Time Transactions Updates.
- 4 Faster Financial Transactions.

Expectations: What Should Suppliers Do?

- **Prerequisite:** all suppliers must be fully registered with Advanced in SLP Ariba
- You will receive an automated invitation link through email from SAP Business Network.
- All the documents including Purchase Order, Order Confirmation, invoices and Service Entry Sheets will be transacted through the SAP business network.

Timeline: When this change will be effective?



The Go-live Date is 16th Feb-2025

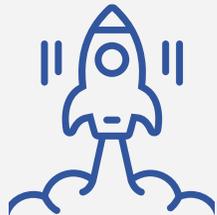
Compliance: Will this Change be Required?

- This is a mandatory change for all registered suppliers, they should acknowledge the invitation to the SAP Business Network.
- Starting from 16th Feb 2025 (Go-live date), all documents such as POs, Invoices, and SESs documents will be processed through the system. Therefore, email communication will not be accepted.

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Proposals & Questionnaires vs. Business Network

Suppliers will be invited to
Proposals & Questionnaires (Sourcing) for:



Request for
Proposals



Contracts

Suppliers are required to
use Business Network for:



Receive
Purchase Orders



Send electronic
documents



Advance Payment
and Other
Incoterm Invoices

Next Steps

Proposals &
Questionnaires



Invitation to
SAP Business Network



Create Account
or Login



Registration
Questionnaire

Business Network



First Purchase
Order via Email



Enablement
Tasks



Ready to Transact
with your Customer



Supplier
Summit

SAP Business Network Invitation and Registration



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SAP Business Network Invitation and Registration

1

Group - TEST

Welcome,

Group - TEST has registered you as a user on their SAP Spend Management site. Before you can access Group - TEST's events, you must register on the SAP Commerce Cloud.

[Click Here](#) to register on the SAP Commerce Cloud and access your account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

http://group-1_supplier-eu.sap.com?awsso_tkn=26SnuXXkcw6470f8dead165da16a

NOTE: This URL is only valid for 2 days. Make sure to register on the SAP Commerce Cloud before the link expires. After you register on the SAP Commerce Cloud, you can no longer use this link.

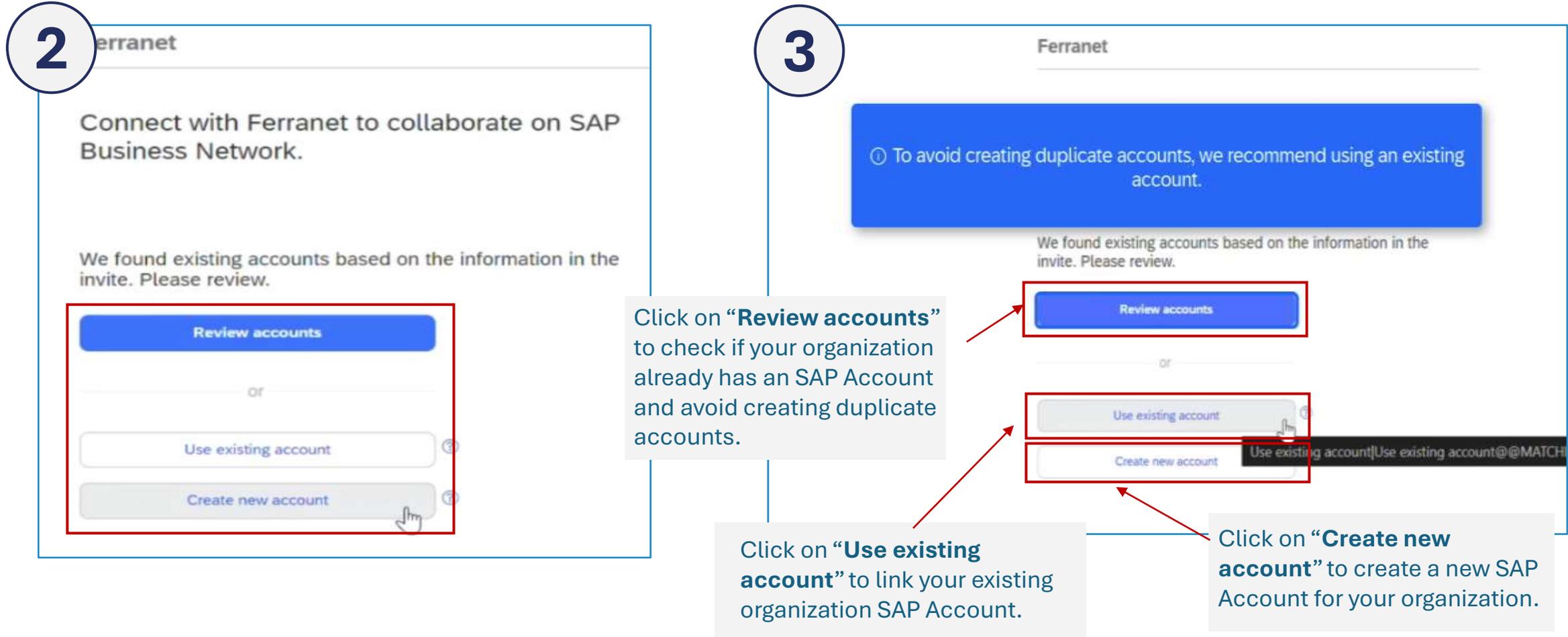
SLP Registration

SAP Business Network

On receiving the invitation email from Advanced, follow the below steps:

1. Click on the link mentioned as "[Click Here](#)"
2. Based on the SAP account that you may have, you may select any of the buttons

SAP Business Network Invitation and Registration



SAP Business Network Project Scope

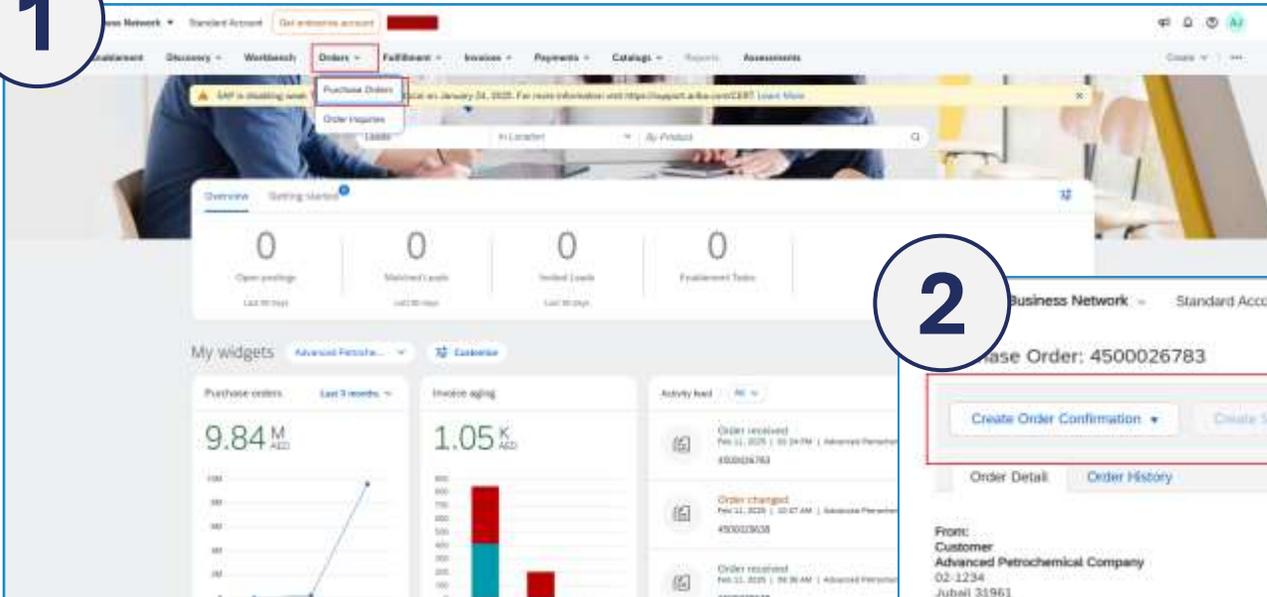
SAP Business Network Project Scope

In Scope for Advanced with SAP Business Network:

- Purchase Orders
- Order Confirmations
- Goods Receipt
- Ship Notices
- Service Entry Sheets
- P/O Invoices
- Service Invoices

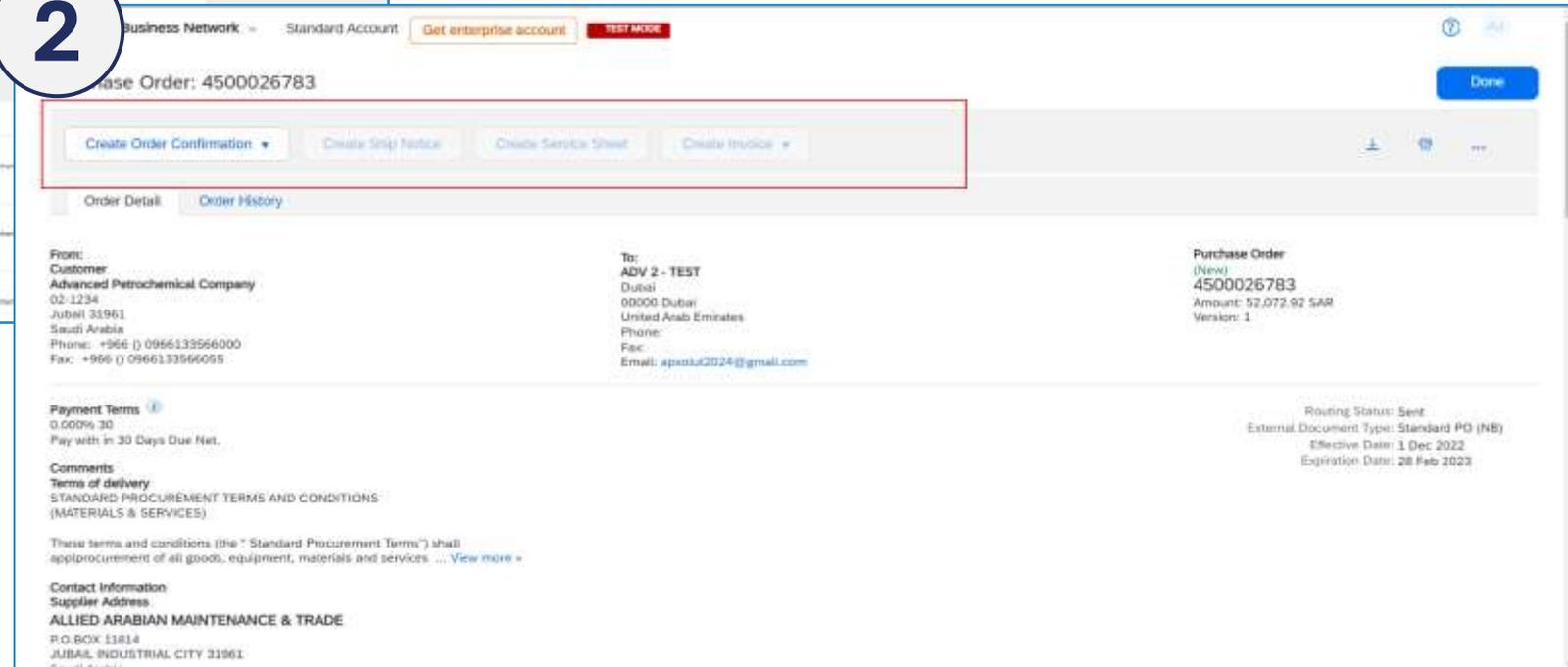
View Purchase Order

1



1. Log in to your Ariba Account.
2. Access the Purchase Order from the Orders tab.

2



3. Click on the Purchase Order to create purchase order confirmation, Service Entry Sheet and Invoice.



Service Entry Sheet Creation

1

Create Service Sheet

Update Save Exit Next

Service Sheet Header

Summary

Purchase Order: 4500556781 Subtotal: 52,072.92 SAR

Service Sheet #: [Red Box] Service Start Date: 11 Feb 2025

Service Description: [Red Box]

Additional Fields

Supplier Reference: [Red Box] To: Advanced Petro

From: ADV 2 - TEST 00-1234 Jubail 31961 Saudi Arabia

Field Contractor: [Red Box] Field Engineer: [Red Box]

Name: [Red Box] Name: [Red Box]

Email: [Red Box] Email: [Red Box]

Phone: USA 1 [Red Box] Phone: USA 1 [Red Box]

Approver: [Red Box]

2

Please attach all the supporting documents when submitting Service Entry Sheet for approvals.

*Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen Add Attachment

Add Comments

Service Entry Sheet Lines

Line No.	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	Delete	Copy
00010	Contract Renewal of Technical Assistant		Service	Planned	3 MON	8,803.66 SAR	20,710.98 SAR		

SERVICE PERIOD

Start Date: [Red Box] End Date: [Red Box]

PRICING DETAILS

Price Unit: MON Price Unit Quantity: 1.000

1. Open the PO to create Service Entry Sheet.
2. Service Entry Sheet after submitted will be sent for Approvals.

3. When submitting Service Entry Sheet, all supporting documents needs to be attached (Work Completion, Invoice copy Etc.)



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View/Submit Invoice

1

Business Network - Standard Account [Get enterprise account](#) TEST MODE

Order: 4500029627 Done

[Create Order Confirmation](#) [Create Ship Notice](#) **Create Invoice**

Order Detail [Order history](#)

From: Customer
Advanced Petrochemical Company
02-1234
Jubail 31361
Saudi Arabia
Phone: +966 0 096613356000
Fax: +966 0 0966133560055

To: ADV 2 - TEST
Dubai
00000 Dubai
United Arab Emirates
Phone:
Fax:
Email: qmar2024@gmail.com

Payment Terms ⓘ
0.000% 60
Pay with in 60 Days Due Net.

Comments
Terms of delivery
STANDARD PROCUREMENT TERMS AND CONDITIONS
(MATERIALS & SERVICES):
These terms and conditions (the "Standard Procurement Terms") shall apply to procurement of all goods, equipment, materials and services. [View more](#)

Contact Information
Supplier Address
GOLDEN ISLANDS TRADING EST.
NA Al-Uyayil Area, Unit No. 1
Al Jubail 31351
Saudi Arabia
Email: goldenislands@hotmail.com
Phone: +966 0 966 53 576 78 93

1. Open the PO and click on Create Invoice.
2. Invoice can be created only after the SES approvals.

2

Business Network - Standard Account [Get enterprise account](#) TEST MODE

Create Invoice Update Save Exit Next

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

Summary

Purchase Order: 4500029627

Invoice #:

Invoice Date: 11 Feb 2025

Service Description:

Supplier Tax ID:

Remit To: ADV 2 - TEST
Dubai
United Arab Emirates

Bill To: Advanced Petrochemical Company
Jubail
Saudi Arabia

Subtotal: 50.00 SAR
Total Tax: 0.00 SAR
Total Gross Amount: 50.00 SAR
Total Net Amount: 50.00 SAR
Amount Due: 50.00 SAR

Tax ⓘ
 Header level tax ⓘ Line level tax ⓘ

3. When submitting Invoice, all supporting documents needs to be attached (Work Completion, Invoice copy Etc.)

Invoice – Selection of Tax Category

1

Please attach all the supporting documents and invoice copy when submitting invoice for approvals.

Add to Header ▾

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 15% P1 / IT 15% - Goods (Domestic) ▾

Shipping Documents

Special Handling

Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #
10	<input checked="" type="checkbox"/>	MATERIAL	BOLT SET:2-KS-500L:780-11346		00000000500000143

Receipt Details Receipt #: 5000181393

Receipt Line #: 1

Pricing Details

Price Unit: PCE

Unit Conversion: 1

Price Unit Quantity

Description

Line Item Actions ▾

Delete

Reset Tax from PO

2

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 15% P1 / IT 15% - Goods (Domestic) ▾

Shipping Documents

Special Handling

Discount

Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL	BOLT SET:2-KS-500L:780-11346		00000000500000143	5.0	PCE	10.00 SAR	50.00 SAR

Receipt Details Receipt #: 5000181393

Receipt Line #: 1

Pricing Details

Price Unit: PCE

Unit Conversion: 1

Price Unit Quantity

Description

Tax

Category: 15% P1 / IT 15% - Goods (Domestic) ▾

Taxable Amount: 50.00 SAR

Remove

Location:

Description: IT 15% - Goods (Domestic)

Region:

Rate(%): 15

Tax Amount: 7.50 SAR

Line Item Actions ▾

Delete

Reset Tax from PO

Update

Save

Exit

Next

2. The Tax value will be added to the line item. Right tax code should be selected for faster approvals.

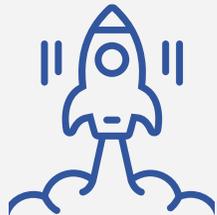
1. Select the Tax category from the dropdown and click on add to individual lines.

Advance/Down Payment and Other Incoterms Invoices (BTP Platform)

Expectations: What Should Suppliers Do?

- **Prerequisite:** all suppliers must be fully registered with Advanced Ariba Portal.
- Invoices for Advance/Down Payment and Other Incoterm where the payment is needed prior the goods delivery will be processed through the BTP platform.

Timeline: When this change will be effective?



The Go-live Date is 2nd Mar 2025

Compliance: Will this Change be Required?

- This is a mandatory change for all registered suppliers, they should login to the Business Network and access the URL for the Advance/Down payment Invoice creation.
- Starting from 02 Mar 2025 (Go-live date), all the advance/down payment Invoice should be submitted from the BTP platform. URL will be in the Business Network to access.
- No separate registration is required for the BTP platform.
- Advance/Down Payment Invoices submitted through email will not be considered.



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View Purchase Orders

1

Purchase Order Number	Order Date	Status	Price
4500027235	Feb 10, 2025	New	1,000.00 (SAR)
4500027233	Feb 10, 2025	New	1,000.00 (SAR)
4500027232	Feb 9, 2025	New	500.00 (SAR)
4500027231	Feb 6, 2025	Approved	500.00 (SAR)
4500027229	Feb 5, 2025	New	500.00 (SAR)
4500027228	Feb 5, 2025	Paid	500.00 (SAR)
4500027227	Feb 5, 2025	New	500.00 (SAR)
4500027225	Feb 5, 2025	New	500.00 (SAR)
4500027224	Feb 5, 2025	New	500.00 (SAR)
4500027223	Feb 5, 2025	New	500.00 (SAR)
4500027222	Feb 5, 2025	New	500.00 (SAR)
4500027221	Feb 5, 2025	New	200.00 (SAR)
4500027220	Feb 5, 2025	New	500.00 (SAR)
4500027219	Feb 5, 2025	New	200.00 (SAR)

1. Log in to your Ariba Account.
2. Click on URL to access the Advance payment portal.
3. Supplier will be navigated to the Advance payment application.
4. Supplier can see the POs applicable for Advance payment or Other Incoterm Invoices.



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Create Down/Advance Payment

1

4500027235

Summary

PO Number: 4500027235
Order Date: Feb 10, 2025
Down Payment Percentage: 0.00 (%)
Down Payment Value: 0.00 (SAR)
PO Total Value: 1,000.00 (SAR)
PO Version: 1
Supplier Name: GOLDEN ISLANDS TRADING EST.
Supplier Number: 0000100084
CompanyCode: 1000
Inco Term: DDP

PO Items Down Payment Remittance

PO Items (1)

Line No.	Description	Quantity	UOM	Price	Total	Delivery Date	Type
00010	COUPLER,HOSE,SS304,1I N,8.5BARG,PN:TSH	10.000	EA	100.00	1,000.00	Apr 21, 2025	Material

Search Q **Create Down Payment**

1. Click on the Purchase Order Number.
2. Click on Create Down Payment to create an Advance payment invoice.
3. Once created the Advance Payment or other Incoterm Invoice will be sent for Advanced Team Approvals.

Additional Resources

Additional Resources

How to use and transact on SAP Business Network

Account Overview and Administration

Account Overview –

Use and customize your account

User Creation –

Create and administrate account users

Get Enterprise Account –

Review why and how to upgrade your account

Help Center –

Utilize the Help Center

Advanced Transactional Process

Order Confirmation –

Create an Order Confirmation

Advance Ship Notice –

Create a Ship Notice

PO Invoice –

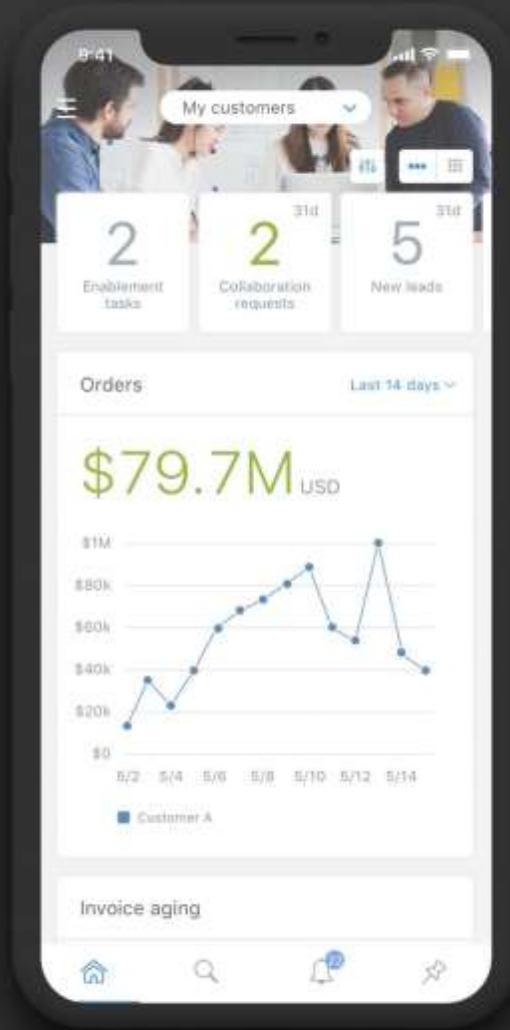
Create an Invoice for a material order

Service Entry Sheet –

Create a Service Entry Sheet

Service Invoice –

Create an Invoice for a service order



Supplier Mobile App

SAP Business Network Supplier mobile app helps suppliers take their business on-the-go. Regardless of the account type, suppliers can stay connected with their customers on their iPhone or Android devices.

Key mobile app features

- Get real-time notifications
- Create documents on-the-go
- Find documents fast
- Improve invoice visibility

With quick and easy biometric login and availability in over 24 languages, the mobile app is the best way to be more responsive and better informed.

LEARN MORE

App Store



Google Play





Thanks