

# Ariba Network Contracts Guide

SAP Ariba 



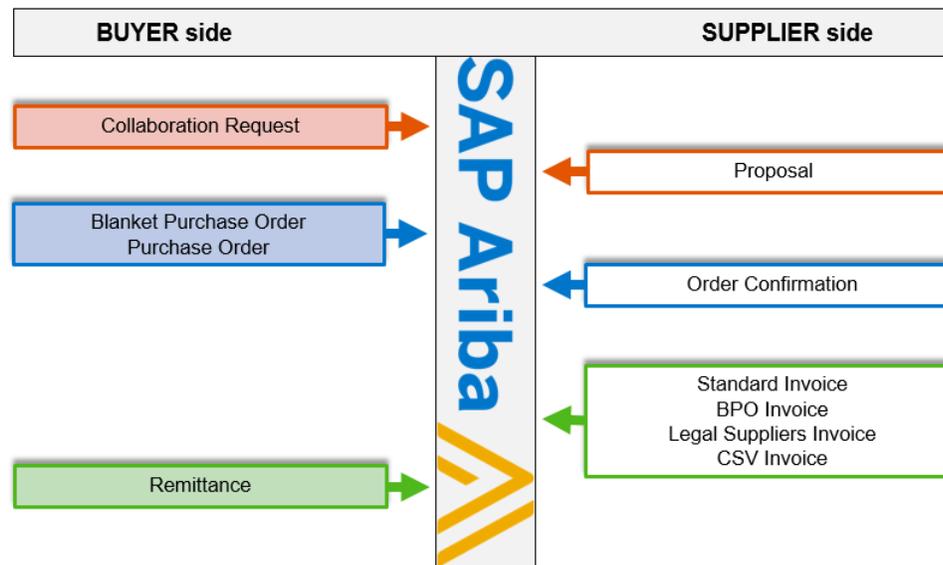


# Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with ANZ via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between ANZ and supplier.

## ANZ Workflow:

Colour	Meaning
Red	Collaboration
Blue	Order Management
Orange	Logistics
Green	Payment





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# Contracts

- A Contract Order manages the expenditure and payments of contracted services between ANZ and the supplier
- Contracted services are typically where the supplier is performing recurring tasks as defined in a contract (i.e. Master Services Agreement), where agreed pricing (i.e. Schedule of Rates) & payment terms exist and invoices are submitted at regular intervals (i.e. monthly)
- When a Contract Order is published the supplier is advised by ANZ what the Contract Order number is which will look like C12345

# Locating and Reviewing a Contract

1. Click the **Inbox** tab on the Dashboard.

2. Click on **More...**

➤ Drop down box displays available categories

3. Select **Contracts**.

➤ Screen displays: View and Create Invoice for Contracts

4. Select **View contracts**.

➤ Screen displays: View Contracts: Select Customer

**i** You can also create invoices for a Contract Order and also view previous invoices submitted

The screenshot shows the SAP Ariba dashboard with the 'INBOX' tab selected. A dropdown menu is open, showing various categories. The 'Contracts' option is highlighted. A table below shows a list of orders and releases.

Type	Order Number	Ver	Customer	Ship To Address	Ar.
Order	4200000161	1	Some Department of My Company Sydney, NSW Australia	Some Department of My Company , sydney, NSW , Australia	\$30,000.00 AUD

The screenshot shows the 'Contracts' section with the following text and buttons:

View and create invoices for contracts

**View contracts**

Create contract invoices

View contract invoices

# Locating and Reviewing a Contract

5. Select **ANZ**.

6. Click **Next**.

➤ Screen displays: Contract Invoice: Select Customer Contract Site

7. Select **Customer Contract Site**.

8. Click **Next**.

➤ Screen displays: Contracts

9. Select Contract by clicking on the **Contract ID**.

View Contracts: Select Customer Next Back to Inbox

Select a customer from the list below and click **Next** to continue the process. If the [More](#)

Customer Name:  Search

Customer ↑	
<input checked="" type="radio"/>	ANZ Banking Group Limited

**5** Next Back to Inbox

Contract Invoice: Select Next Back to Inbox Previous

Customer Contract Site

Select which Business Unit Address you want to access and click **Next** to continue the process.

Business Unit Address ↑	Contact
<input checked="" type="radio"/> ANZ_Australia	Customer Assistance Centre (ANZSourcing@in.ibm.com)

**7** Next Back to Inbox Previous

Contracts

You have created or been given edit access to the contracts listed below. Click an ID to display the associated contract detail

ID  Search

ID ↑	Term Type	Supplier	Title	Expiration Date	Invoiceable	Status
BPO40663	Supplier Level	ACCESS IS (ANZAU:0000042778)	(CW2238290) Stream Contract Invoice_Bulk Load Cost Centre INV	Wed, 18 May, 2016	Yes	Inactive
<b>BPO40665</b>	Supplier Level	ACCESS IS (ANZAU:0000042778)	(CW2238302) BPO Yes Release		Yes	Open
BPO40672	Supplier Level	ACCESS IS (ANZAU:0000042778)	(CW2238539) Recall Receiving Test		Yes	Open
BPO40674-V2	Item Level	ACCESS IS (ANZAU:0000042778)	(CW2238545) Stream Item Based BPO		Yes	Open
BPO40721-V3	Item Level	ACCESS IS (ANZAU:0000042778)	(CW2239659) Recall Test 2 for Access IS	Wed, 30 Nov, 2016	Yes	Open
BPO40731	Item Level	ACCESS IS (ANZAU:0000042778)	(CW2239771) DEC STREAM TEST2	Fri, 22 Dec, 2017	Yes	Open

# View Contract Details

View the details of the Contract:

## Print

- Click **Print** to print the Contract Summary and Pricing Terms

## Summary

- Contains all general information regarding the contract

## The Contract Number

- Is be listed in the **Related Contract ID** field

## Pricing Terms

- Lists all items on the contract and the pricing details

 Selecting Contract Workspace will require access to clients Ariba realm - will not be available.

BPO40665 - (CW2238302) BPO Yes Release Status: **Open**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the [More](#)

[Contract Workspace](#) [Print](#)

[Summary](#) [Pricing Terms](#)

Definitions

SETID: [ANZAU \(Australia Regional Set ID\)](#)

Physical Location:

Related Contract ID:

Contact: [Brazzal Jackson](#)

Contract Type: [Supplier Level](#)

Is Blanket Purchase Order: [Yes](#)

Hide Amount from Supplier:

Is Collaborative Invoicing: [No](#)

Hierarchical Type: [Master Agreement](#)

Effective Date: [Fri, 1 May, 2015](#)

Expiration Date:

Evergreen: [Yes](#) 

Supplier: [ACCESS IS \(ANZAU:0000042778\)](#)

Supplier Location: [CLIFF HUNTER](#)

Release Required: [No](#) 

Allow invoicing against contract? [Yes](#)

Default invoice requester from contract? [No](#)

Release Access from: [Current Site only](#)

Allow suppliers to add non-catalog items to invoice? [No](#)

Allow supplier to edit invoice unit price? [No](#)

Allow supplier to enter invoice accounting? [No](#)

Allow receiving against contract? [Yes](#)

Apply discount terms to non-catalog items? [No](#) 

Do non-catalog items accumulate against contract? [No](#) 

Currency: [Australian Dollar](#)

Include Subagreement Accumulators: [No](#)

Header Attributes:

Name ↑	Value
ReferenceID	CR40665



# Contract Invoice

- Contract Invoices are created in the Ariba Network against Contract Orders
- Contracted services are typically where the supplier is performing recurring tasks as defined in a master agreement, where agreed pricing terms and rates exist and invoices are submitted at regular intervals (i.e. monthly).
- When a Contract Order is published the supplier will be advised by ANZ what the Contract Order number is which will look like C12345.
- Please also note the following when creating invoices:
  - The Tax rate and category must be selected for each invoice
  - Taxes can be added at the header level or at line level
  - Partial invoicing is allowed

# Contract Invoice

1. Click on the **Create** link on the Home screen.

2. Select **Contract Invoice**.

➤ Screen displays: Create Contract Invoice: Select Customer

3. Select **Customer** – ANZ.

4. Click **Next**.

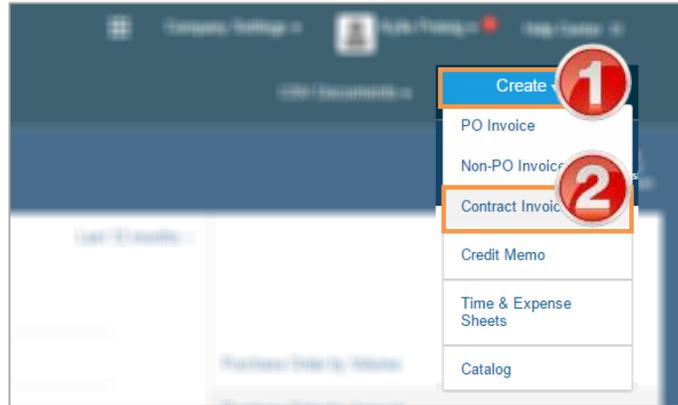
➤ Screen displays: Create Contract Invoice: Select Customer Contract Site

5. Select **Customer** – ANZ.

6. Click **Next**.

➤ Screen displays: Create Contract Invoice: Select Contract

7. Select the Contract by clicking **select**.



Create Contract Invoice: Select Customer Next Cancel

Select a customer from the list below and click **Next** to continue the process. If the customer is [More](#)

Customer Name:  Search

Customer ↑

<input checked="" type="radio"/>	ANZ Banking Group Limited
----------------------------------	---------------------------

3 4 Next Cancel

Contract Invoice: Select Next Cancel Previous

Customer Contract Site

Select which Business Unit Address you want to access and click **Next** to continue the process.

Business Unit Address ↑	Contact
<input checked="" type="radio"/> ANZ_Australia	Customer Assistance Centre (ANZSourcing@in.ibm.com)

5 6 Next Cancel Previous

INV67728

Invoice Entry

Header Information ^

Supplier: \* ACCESS IS

Supplier Contact: ACCESS IS [ select ]

Supplier Invoice #: \*

Invoice Date: \*

Contract: (no value) select 7

On Behalf Of: Kyle Priddy

Business Unit: (no value)

Rapid Document ID:

Watchers?  Yes  No

ANZ ABN: 11005357522

My Labels: Apply Label... i

# Contract Invoice cont...

➤ Screen displays: Choose Value for Contract

8. Click **Select** on the required contract.

➤ Screen returns – Create Contract Invoice: Select Contract

9. Enter the **Invoice Number**.

10. Enter **Sold To Email**.

11. Click **Next**.

➤ Screen displays: Create Invoice

12. Finalise Contract Invoice as per the Standard Invoice (see Invoice Guide for further information).

### Choose Value for Contract

ID

ID	Title	Effective Date	Expiration Date	Status	
BPO40731	(CW2239771) DEC STREAM TEST2	Fri, 4 Sep, 2015	Fri, 22 Dec, 2017	Open	<input type="button" value="Select"/>
BPO40731.V3	(CW2239659) Recall Test 2 for Access	Thu, 1 Oct, 2015	Wed, 30 Nov, 2016	Open	<input type="button" value="Select"/>

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### Create Contract Invoice: Select Contract

Enter the information requested in the fields below. Required fields are indicated with an asterisk (\*). Click Next to continue creating the invoice.

Contract: \* C53 [ select ]

9 Invoice #: \* 3678532

Invoice Date: \* Fri, 10 Jun, 2016

10 Sold To Email: \* example@example.com

Payment Terms: 3001

Contact Email: P2PAribaDownstreamTest@mgc.com.au

Ship From: Technolab Marketing Pty Ltd

Plant: No value

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# SAP Ariba Training Survey

Please take a moment to complete our quick survey as we value your opinion and honest feedback.

The survey will take approximately five minutes and is anonymous.

[\*\*Click Here to Take Survey\*\*](#)



# Support

Support Type	Contact
<b>If you have any Questions or to fill in the Support Request Webform</b> (e.g. Help logging on to your account)	<ol style="list-style-type: none"><li>1. Go to <a href="http://supplier.ariba.com">http://supplier.ariba.com</a></li><li>2. Click on the <b>Help – Help Centre – Support</b></li><li>3. Enter your question/query and click <b>Start</b></li></ol>
<b>Ariba Technical Helpdesk</b>	E: Click Support from within the Help Centre panel T: 1800 766 694
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"><li>1. On the <b>Home</b> screen</li><li>2. Click on <b>Company Settings</b></li><li>3. Click on <b>Customer Relationships</b></li><li>4. Click on <b>Supplier Information Portal</b></li></ol>
<b>Ariba Network Training Request</b>	E: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a>