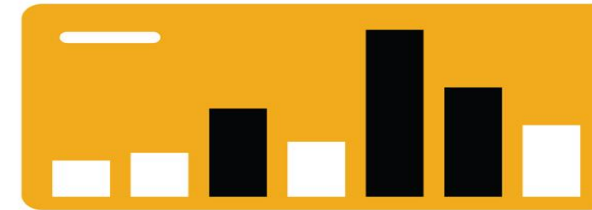
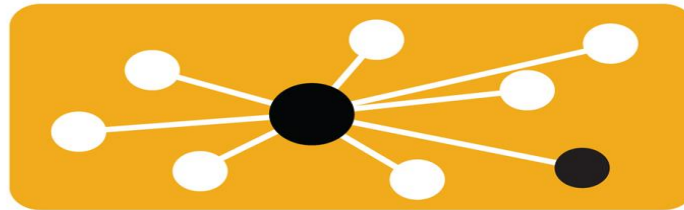
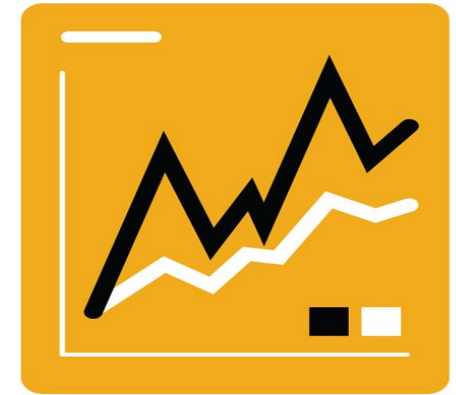
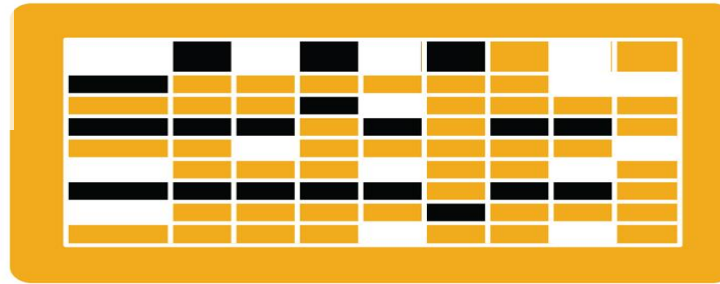


Ariba® Network Supplier Order Guide

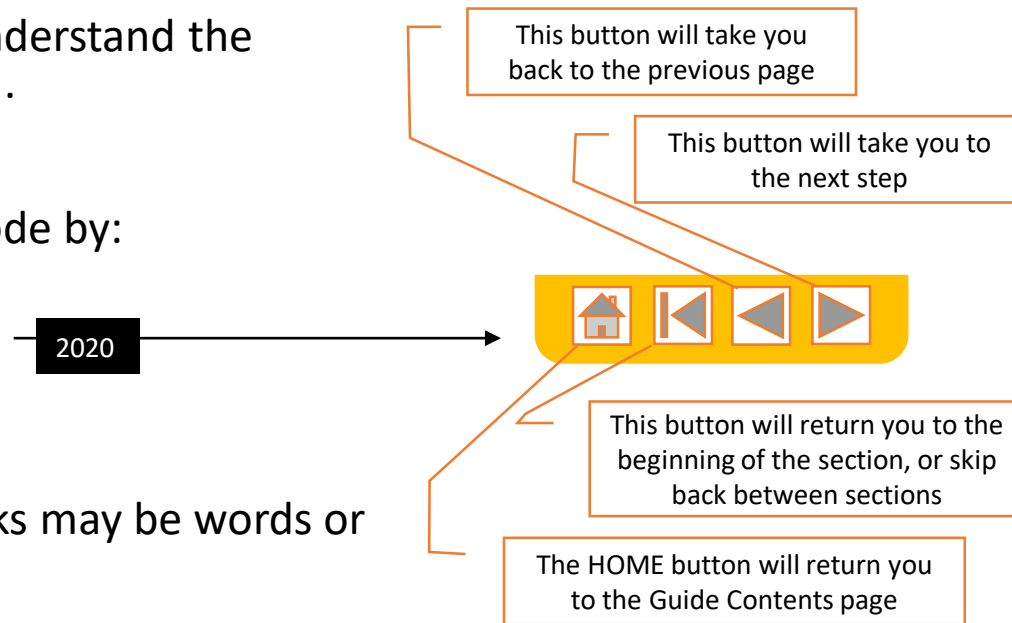


SAP Ariba 

Get Started 

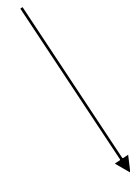
Using This Guide

- The purpose of this guide is to help suppliers understand the business processes required by Anglo American .
- You may navigate this guide in presentation mode by:
- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left



If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

e.g. Customer Support
Supplier Information Portal
Quick Reference Guide

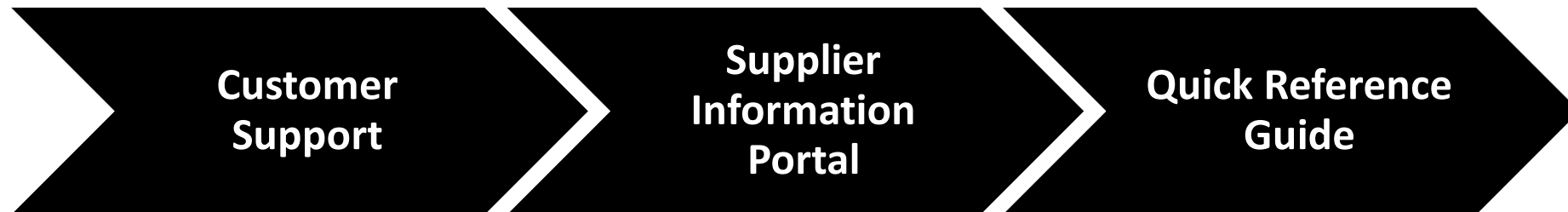


HOME - Table of Contents

Select by clicking on the links:

- [Configure Email Notifications](#)
- [Setup User Accounts](#)
- [Link User ANID](#)
- [Orders and Releases](#)
- [Order Confirmation](#)
 - [Confirm Entire Order](#)
 - [Update Line Items](#)
 - [Reject Entire Order](#)
- [Change Order](#)
- [Shipping Notice:](#)
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- [Begin the Invoice](#)
- [Invoice Status](#)
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Ariba Network Help Resources



Logging into the Ariba Network - Via the Ariba Supplier Portal Website

Go to
<http://supplier.ariba.com>

1

1. Enter **Username & Password** and click **Login** to access your account.

2. Click **Log In**.

> Screen displays: Dashboard

Notes:

Multiple customers – **1 login**

Username in form of email – does not need to be a real email address – e.g.

bob@abc.com

If you have forgotten your login details, click on **Having trouble logging in?**

For further assistance click on the **Help Centre**

SAP Ariba Network

SAP Ariba

Supplier Login

ansuptest_lesley.murphy@sap.com

.....

Login

Having trouble logging in?

Your feedback matters!

SAP Ariba is intensely focused on making relationship with us successful. We want about your experience as a valued SAP supplier - five to ten minutes of your time takes for your voice to be heard.

Learn More

Consent to Auto-Invoice Against Goods Receipt

Invitations from your customer will be found in the **tasks** box in the bottom right corner of the home screen.

Purchase Order by Amount (Last 12 months)

Month	Customer DEV - TEST	Anglo American - TEST
Dec 2018	\$0M	\$0M
Jan 2019	\$60M	\$0M
Feb 2019	\$180M	\$0M
Mar 2019	\$10M	\$0M
Apr 2019	\$5M	\$0M
May 2019	\$5M	\$0M
Jun 2019	\$5M	\$0M
Jul 2019	\$5M	\$0M
Aug 2019	\$5M	\$0M
Sep 2019	\$5M	\$0M
Oct 2019	\$5M	\$0M
Nov 2019	\$5M	\$0M

Orders, Invoices and Payments (All Customers, Last 14 days)

- 3 New Purchase Orders
- 3 Orders to Confirm
- 0 Orders that Need Attention
- 5 Orders to Invoice

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
5500007050	Customer DEV - TEST	New	R 1,230.00 ZAR	7 Nov 2019	R 0.00 ZAR	Select
5500007049	Customer DEV - TEST	New	R 1,230.00 ZAR	7 Nov 2019	R 0.00 ZAR	Select

Tasks

- Update Profile Information (35%)

Account settings

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. On the Dashboard Click Company Settings

2. Click Notifications under Company Settings.

3. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.

4. **You can enter up to 3 email addresses per notification type.** You must separate each address with a comma but include NO spaces between the emails.

SAP Ariba Network Enterprise Account TEST MODE

Account Settings

Customer Relationships Notifications

General Network Discovery Messaging

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

Relationship

Type Send notifications when...

Customer Send a notification when a buying organization creates a trading relationship with my company and buying organization publishes a new CSV invoice or service sheet template. jayesh.maneklal@sap.com

Customer Requirements Change Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal. jayesh.maneklal@sap.com

Trading Relationship Requests Send a notification when a customer responds to my trading relationship request. jayesh.maneklal@sap.com

Supplier Enablement Activity and Task Reminder Send a notification when a supplier enablement activity is assigned or a task is overdue. jayesh.maneklal@sap.com

Account settings

Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account
- A Supplier registered with Multiply Buyer Organizations can consolidate their ANID.

User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Linking User ANID

click your name to the right of Company Settings and click on **Link User IDs** from the menu.

Once a User ID is linked it cannot be unlinked

Under **No Approval Needed** enter the credentials for the full-use account to be linked and click **Link Accounts**

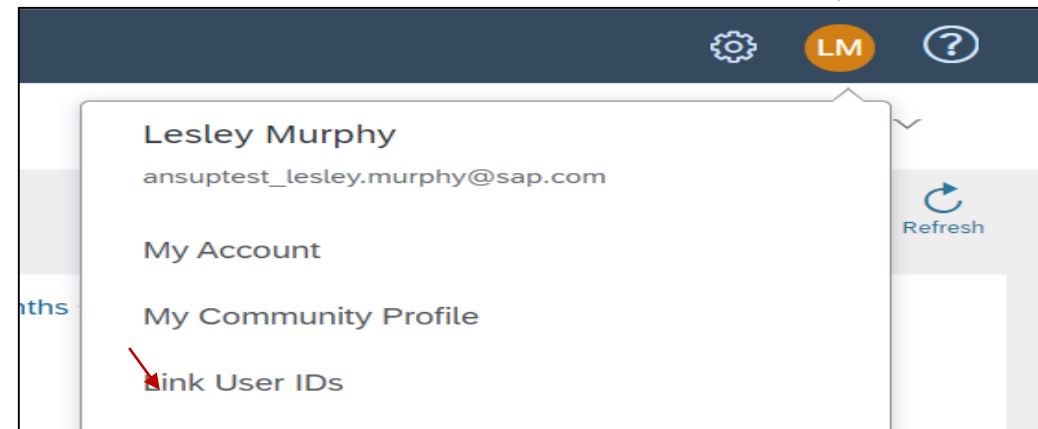
NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username: * SapAribaUser@noreply.com2

Password: *

Link accounts



You can then switch between the linked User IDs by clicking your name and the account you would like to access



Set Up User Accounts

Create Roles and Users (Administrator Only)



1. Click on the Users tab on the **Company Settings** menu. The Users page will load.

2. Click on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.

3. Add Permissions to the Role that correspond to the user's actual job responsibilities checking the proper boxes and click save to create the role.

4. To Create a User Click on Create User button and add all relevant information about the user including name and contact info.

5. Select a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account.

The screenshot displays the SAP Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. The 'Company Settings' menu is open on the right, showing options like 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Custom Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'. The 'Users' tab is selected in the 'Company Settings' menu, indicated by a red circle with the number 1. The main content area is divided into 'Manage Users' and 'Manage User Roles'. The 'Manage Users' section shows a table with columns for Username, Email Address, First Name, Last Name, Ariba ID, and Contact. A user named 'rebecca.novotny@sap.com' is listed. Below the table are buttons for 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', and 'Create User'. The 'Create User' button is highlighted with a red circle and the number 4. The 'Manage User Roles' section shows a table with columns for Name and Actions. Roles listed include 'Administrator' and 'All Access'. The 'Create Role' button is highlighted with a red circle and the number 2. The 'Manage User Roles' section is highlighted with a red circle and the number 3. The 'Done' button in the Role Assignment section is highlighted with a red circle and the number 5.

Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

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

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

Edit User

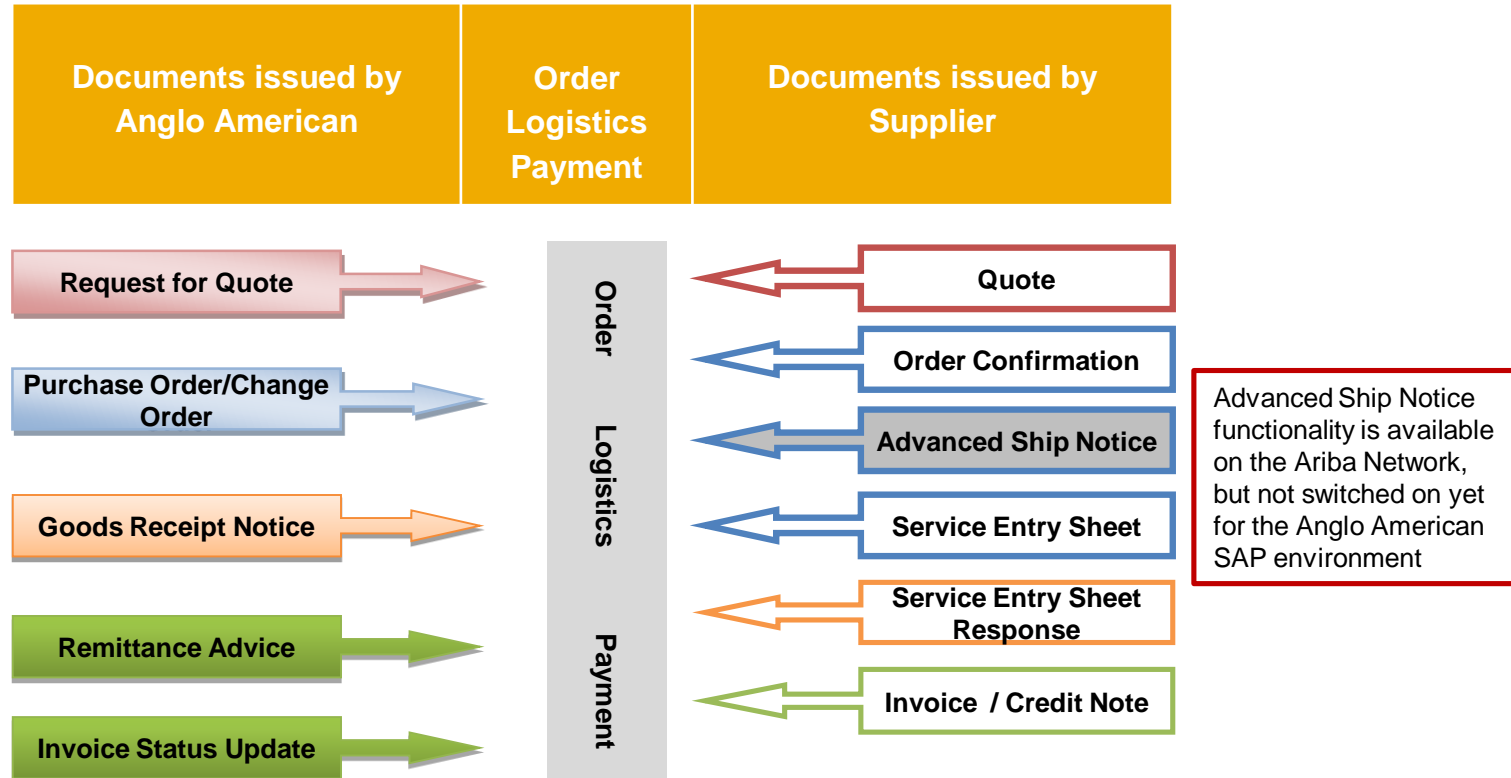
View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email to the user.

Selected User Information

Username: rebecca.novotny@sap.com
 Email Address: rebecca.novotny@sap.com
 First Name: Rebecca
 Last Name: Novotny
 Office Phone:

This user is the Ariba Discovery Contact

Document Workflows



Inbox – Orders and Releases

The Orders and Releases category displays a summary of all the purchase orders sent from Buyers.

Notes: The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0-9 or 9-0) order by clicking on the column heading

The screenshot shows the SAP Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. The main content area is titled 'Orders and Releases' and contains a table with the following columns: Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions.

Annotations on the screenshot provide additional context:

- The Ver. Is the version number of the order. 1 = the original order, 2 = changed order and so on** (points to the 'Ver' column header)
- The Amount Invoiced is the total amount invoiced to date** (points to the 'Amount Invoiced' column header)
- The Order Number is the buyers Purchase Order Number** (points to the 'Order Number' column header)
- The Order Status is the current status of the order, e.g. New, Confirmed, Invoiced** (points to the 'Order Status' column header)
- The Actions dropdown allows document creation without opening the order** (points to the 'Actions' column header)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5500005400	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions
Order			Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR		Confirmed	Invoice	R 0.00 ZAR		Actions
Order			Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 35,100.00 ZAR		Confirmed	Invoice	R 0.00 ZAR		Actions

Purchase Order

The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO.

A PO is a commercial document issued by a buyer to a seller indicating types, quantities and agreed prices for products or services the seller will provide to the buyer. Receiving an Order from your buyer constitutes an offer to buy products or services.

Note: Any field with an * is a mandatory field and a value is required to be entered

Anglo American has 3 types of Purchase Orders (PO)

1. Goods/Material Orders
2. Service Orders (see the Service Order Ariba Network Process Guide)
3. Combination/Hybrid Orders (Goods and Services)

Open the Purchase Order

1. Click **Inbox** tab select Orders and Releases

➤ Screen displays the list of Orders and Releases

2. Click the **Order Number** to open the order

➤ Screen displays the Purchase Order

3. View the Purchase Order

SAP Supply Chain Collaboration - Enterprise Account TEST MODE

Home | **Inbox** | Outbox | Catalogs | Enablement Tasks | Reports | Upload/Download | Messages | Documents | Create

Orders and Releases

Orders and Releases | Items to Ship

Search Filters

Orders and Releases (100+) Page 1

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5500005400	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions
Order	5500005399	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions
Order	5500005397	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 35,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions

Viewing the Purchase Order

The Purchase Order Header displays the:

- 1) Purchase Order Number.
 - 2) Order History.
 - 3) Purchase Order **Status** (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
 - 4) Anglo's **Contact Information**.
 - 5) **Other Information**
 - 6) **Ship To** details.
 - 7) **Bill To** details.
 - 8) **Deliver To** details.
- Scroll down to Line Items

Purchase Order: 5500006019 Done

Create Order Confirmation

View Service Sheet

Create Invoice

Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail

Order History

3

From:
Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 () (014) 598-1110
Fax: +27 () (014) 598-1348

To:
South African Anglo American Test Supplier
45 Main Street
Johannesburg
Gauteng2001 South Africa
Phone:
Fax:
Email: jayesh.maneklal@sap.com

Purchase Order
(New)
5500006019
Amount: R19,500.00 ZAR
Version: 1

Payment Terms ⓘ 4

0.000% 30
30 Days net from document date

Routing Status: Sent

Contact Information
Supplier Address

Ship All Items To 6

RPM (AS) - Central Logistics
Thabazimbi Road
Amandelbuli
LP0362 South Africa
Ship To Code: WB00
Phone: +27 () (014) 784 1733
Fax: +27 () (014) 784 1769
Location Code: WB00

Buyer

Bill To 7

Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 () (014) 598-1110
Fax: +27 () (014) 598-1348
buyerID: R000

Deliver To 8

Line Items Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax
1			Service				2 May 2020		R 100,000,000.00	ZAR

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v1.2

Order Confirmation

The Order Confirmation is mandatory and you must complete it prior to the Invoice. A warning message will display if not completed, complete required steps to proceed.

The Order Confirmation is compulsory.

The Confirmation Number (#) is your reference number and can be any word number or combination of your choice with a maximum length of 20 characters.

Confirmations:

- **Confirm Entire Order:** Used to confirm all line item details of the order
- **Update Line Item:** Used to advise Quantity changes
- **Reject Entire Order:** Used to reject the whole order or price change.

- **Important Note:** When responding to an order at line item level, You are able to accept or reject a line i.e. If line has 10 units, end user must confirm either full 10 or reject the full 10 quantity.
- **Purchase Orders that are not confirmed will not be accepted for delivery.**

Open the Order Confirmation

1. Click **Inbox** tab on the Dashboard
 - Screen displays the list of Orders and Releases
2. Click the **Order Number** to open the order
 - Screen displays the Purchase Order
3. View the Purchase Order
4. Click **Create Order Confirmation**
 - Drop down box displays available options:
 - Confirm Entire Order
 - Update Line Item
 - Reject Entire Order
5. Select appropriate option
 - Screen displays the Order Confirmation

Orders and Releases

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5500005400	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions
Order	5500005399	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions

Purchase Order: 5500005400

[Create Order Confirmation](#)
[Create Ship Notice](#)
[Create Invoice](#)
[Hide](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)
[Download CSV](#)
[Resend](#)

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

From: *Customer Platinum Mine* To: *South African Anglo American Test Supplier* Purchase Order (New)

Order Confirmation – Confirm Entire Order

6. Enter **Confirmation #**

7. Enter **Supplier Reference**

8. Click **Next**

➤ Screen displays the Review Order Confirmation

➤ Click **Submit**

➤ Screen returns to the Purchase Order

Note: the Order Status has changed to Confirmed

Confirming PO Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation

6 Confirmation #: 44567788

Associated Purchase Order #: 7500175115

CUS15500005387 Services DEV/SBX - TEST

7 Supplier Reference: Anglo American

Comments:

Line Items Rectangular Ship

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
▼ 10	Test services long text - change Current Order Status: Confirmed		21 May 2017			
10.10	MNTN,EQ,LABR TYP TECHN,NRM TIME	25.000 (H)		R 500.00 ZAR	R 12,500.00 ZAR	R 1,750.00 ZAR
10.20	MNTN,EQ,TECHN,OT	30.000 (H)		R 750.00 ZAR	R 22,500.00 ZAR	R 3,150.00 ZAR

8

Exit Next

Order Confirmation – ‘Update / Reject Line Item’

1. Enter a **Confirmation #**
2. **Confirm** the Order
 - Click **Details** to edit details
3. On the dropdown select appropriate reason for **rejecting**
4. Add your comment

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: 6778 1

Associated Purchase Order #: 5500005397

Customer: Anglo American DEV - TEST ⚠ Anglo American DEV - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference: 456

Additional Information

clientNumber:

assumingCompany:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date: 📅 Est. Shipping Cost:

Est. Delivery Date: 📅 Est. Tax Cost:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
▼ 1				24 Aug 2017			R 281.40 ZAR
	Repairs						
	<input type="radio"/> Uncon 2						
	<input checked="" type="radio"/> Confirm						
	<input type="radio"/> Reject - Please specify a reason: 3						
	<input type="text" value="Please change to R 350.00"/> 4						
1.1	REPAIR PLATFORM ON BOXFRONT	925130501			R 300.00 ZAR	R 1,200.00 ZAR	
1.2	Repair platform cable & &@#\$(R 90.00 ZAR	R 810.00 ZAR	

Exit Next

Order Confirmation – Update Line Item cont.

➤ Click **Ok**

➤ Screen returns to the Order Confirmation page

5

5. Click **Next**

➤ Screen displays Review Order Confirmation

6. Click **Submit**

➤ Screen returns to the Purchase Order

Note: the Order Status has changed to Partially Confirmed or rejected

Order Confirmation Header

Confirmation #:
 Associated Purchase Order #: 5500005397
 Customer: Anglo American DEV - TEST ▲ Anglo American DEV - TEST requires that you fully document.
 Supplier Reference:
 Additional Information
 clientNumber:
 assumingCompany:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.
 Est. Shipping Date:
 Est. Delivery Date:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Ariba goods		8 Jun 2017	R 1,300.00 ZAR	R 35,100.00 ZAR	R 4,914.00 ZAR

Current Order Status

20 Confirmed With New Date (Estimated Delivery Date: 17 Jul 2017)
 7 Backordered (Estimated Delivery Date: 20 Jul 2017)

Confirm: Backorder:

Confirming PO

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1					2 May 2018			
Description: Testing workflow								
Schedule Lines								
<input checked="" type="radio"/> Confirm <input type="button" value="Details"/> (Estimated Completion Date: 31 May 2018) <input type="radio"/> Reject - Please specify a reason: <input type="text" value="Please Select"/> <input type="text"/> <input type="button" value="Confirm Based on Schedule Lines"/>								
1,1	925141013			10,0 (MTK)		R 10,000,000.00 ZAR	R 100,000,000.00 ZAR	10,000.00 ZAR
Description: 2M D&G D2X2M PAT, HOR EXC, EX 5.5M								

Order Confirmation – Change Order

1. Click **Inbox**
2. Locate the Change Order
3. Click on the **Order Number**

The Original Order becomes Obsolete, this means that the order is no longer active and a Change order will be sent to Ariba. An Order Confirmation can also be sent for any Change Order received. In the *Order Summary* page for a Change Order, details which are different from the previous order will appear in red.

	Order	4500086508	1	Anglo American DEV - TEST	Sishen Mine Kathu, NC South Africa	Suppliers Pretoria, GP South Africa	R 500.00 ZAR	12 Apr 2018	New	Invoice	R 0.00 ZAR	Original	Actions
	Order	4500086507	1	Anglo American DEV - TEST	Sishen Mine Kathu, NC South Africa	Greatest Suppliers Pretoria, GP South Africa	R 500.00 ZAR	12 Apr 2018	New	Invoice	R 0.00 ZAR	Original	Actions
	Order	4500086505	1	Anglo American DEV - TEST	Sishen Mine Kathu, NC South Africa	Greatest Suppliers Pretoria, GP South Africa	R 5,400.00 ZAR	12 Apr 2018	Partially Invoiced	Invoice	R 1,800.00 ZAR	Original	Actions
	Order	4500086504	2	Anglo American DEV - TEST	Sishen Iron Ore Company(Pty)Lt Kathu South Africa	Greatest Suppliers Pretoria, GP South Africa	R 500.00 ZAR	10 May 2018	Obsolete	Invoice	R 0.00 ZAR	Changed	Actions
	Order	4500086504	1	Anglo American DEV - TEST	Sishen Iron Ore Company(Pty)Lt Kathu South Africa	Greatest Suppliers Pretoria, GP South Africa	R 500.00 ZAR	10 May 2018	Obsolete	Invoice	R 0.00 ZAR	Cancelled	Actions
	Order	4500086504	2	Anglo American DEV - TEST	Sishen Iron Ore Company(Pty)Lt Kathu South Africa	Greatest Suppliers Pretoria, GP South Africa	R 500.00 ZAR	10 May 2018	Changed	Invoice	R 0.00 ZAR	Cancelled	Actions

Order Statuses

The different order statuses:

New:	The initial state of the order, you have not updated the order status.
Changed:	You have cancelled or replaced line items in the original/changed
Confirmed:	You have agreed to ship all line items on the purchase order.
Obsolete:	The original order has now been changed and is a change order.
Partially rejected:	Certain items on the purchase order can be rejected
Partially confirmed:	You have agreed to ship certain items from the purchase order and still need to confirm the remaining items.

Order Confirmation – Change Order

- Screen displays the Change Order
- View all **changes in Red**
- Confirm the Change Order

Line Items [Show Item Details](#)

Line #	Change	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	
▼ 1	→ Edited			Service		8 May 2017		R 50.00 ZAR	Details
		Ariba service						R 1,200.00 ZAR	
1000100001			925130501	Service	10.0 (EA)		R 120.00 ZAR	R 1,200.00 ZAR	Details
REPAIR PLATFORM ON BOXFRONT									

Order Confirmation – Reject Entire Order

Use the Reject Line Item button if:

- There are discrepancies on the Line Item (ref: to slide 21)
- You can no longer fulfil the order
- The order was not intended for your company

Reject Entire Order:

- There are discrepancies on the entire order
- You can no longer fulfil the order
- The order was not intended for your company
- Delivery on rejected orders will not be ACCEPTED.
- **Important Note: Include detailed notes advising reason for rejection**
- **Note: The accuracy of your confirmation will enable a successful Invoice and not result in a query**

Reject Entire Order

Open the purchase order

1. Click on the create order confirmation drop down
2. Select **reject entire order**
3. Screen displays the **Reject Entire Order**
4. Click **reject order**
5. Screen returns to the Purchase Order and the Order Status has changed to Rejected



REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #: 34567

Rejection Reason: Unable to Supply Item(s) v

Comments: No Longer stock these Items

Reject Order Cancel

Bill To

Rustenburg Platinum mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 () (014) 598-1110
Fax: +27 () (014) 598-1346

Deliver To

buyerID: R000

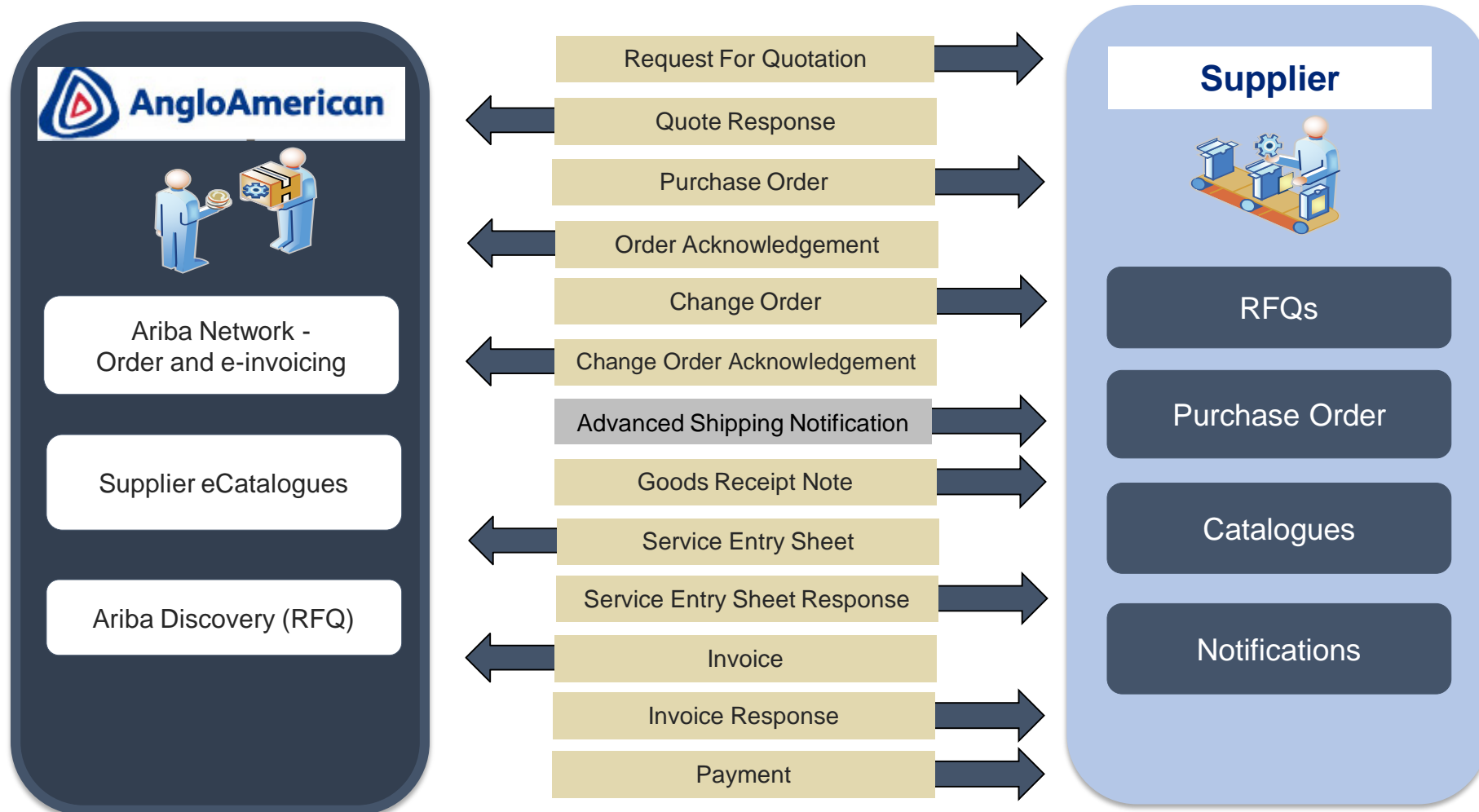
Ship Notice

- The Ship Notice is the delivery information and is sent to Anglo American to advise them of the ship date for the materials.
- The Order must be correct prior to shipping the goods.
- The Ship Notice is not applicable to Service Orders.
- An Order Confirmation must be completed prior to the Create Ship Notice button being active
- Ship notices are mandatory for all material Purchase Orders

Ariba network Overview



The **SAP Ariba Network** is a cloud-based B2B marketplace where **buyers** and **suppliers** can find each other and do business within a single, networked platform.



Create Full Ship Notice

1. Click Inbox tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Located & click the Order Number to open the order.
 - Screen displays: Purchase Order
 - View the Purchase Order.
3. Click Create Ship Notice.
 - Screen displays: Ship Notice

The screenshot shows the SAP Supply Collaboration interface. At the top, there's a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. Below this is the 'Orders and Releases' section with tabs for 'Orders and Releases' and 'Items to Ship'. A search filter section is visible. The main table lists three orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5500005400	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions
Order	5500005399	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions
Order	5500005397	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 35,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions

Below the table, the 'Purchase Order: C51-R3' is displayed. At the bottom, a toolbar contains several buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a yellow box), 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'.

Full Ship Notice cont.



4. Enter Packing Slip ID.
5. Enter the Ship Notice Type
6. Enter the Actual Shipping & Delivery Dates.
7. If you are using a Carrier add the Tracking Number.
➤ Scroll down to Line Items
8. Update Shipping Quantity – to reflect quantity being shipped (if required).
9. Click Add Details if required

Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM South African Anglo American Test Supplier Johannesburg GautengSouth Africa Update Address	DELIVER TO RPM (MS) Centr logist Makopane NPSouth Africa Update Address
---	--

▼ Ship Notice Header

SHIPPING Packing Slip ID:* 34567 4 Invoice No.: Requested Delivery Date: -- Ship Notice Type: Actual 5 Shipping Date:* 22 May 2018 6 Delivery Date:* 24 May 2018 6	TRACKING Carrier Name: DHL 7 Tracking No.: 2345 7 Bill of Lading No.: Tracking Date: Shipping Method: (no value) 7 Service Level:
---	---

550006008	2	Description: Testing Tax codes	10.0	EA	29 Mar 2018	R 200.00 ZAR	R 2,000.00 ZAR	R 0.00 ZAR	EC00	Remove
-----------	---	--------------------------------	------	----	-------------	--------------	----------------	------------	------	------------------------

Shipment Status
Total Item Due Quantity: 10.0 EA
Confirmation Status
Total Confirmed Quantity: 10.0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
2	10.0 8				Add Details 9

[Add Ship Notice Line](#)

[Add Order Line Item](#)

Save Exit Next

Full Ship Notice cont.

9. Expand and enter details (if required)

10. Click **Ok**.

➤ Screen returns – Ship Notice

11. Click **Next**.

➤ Screen displays: Review Ship Notice

- Review Ship Notice.

12. Click **Submit**.

➤ Screen returns - Purchase Order. Order Status has changed to Shipped

Create Ship Notice

10
OK
Cancel

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
5500006008	2			10.0	EA	29 Mar 2018		R 200.00 ZAR	R 2,000.00 ZAR	R 0.00 ZAR	EC00

Description: Testing Tax codes

SHIPMENT STATUS

2. Shipping 10.0 EA

ASSET DETAILS

Serial Number	Asset Tag
<input type="text"/>	<input type="text"/>

Add Asset

9

- ▶ HAZARD DETAILS
- ▶ PACKAGING
 - buyerID:
 - articleNumber:

12

Exit
Next
11

Previous
Submit
Exit

Goods Receipt Notice Confirmation

A Goods Receipt Notice (GRN) is sent by Anglo American to inform you of what they have received into their system from your shipment.

All material orders require the goods to be received and receipted by the buyer prior to invoicing.

Types of GRN's

Original

A notice of goods being received by Anglo American .

Reversal

When goods are reversed out of stock by Anglo American , a reversal GRN received in Ariba will cause an automatic credit note. Please **Note that in Ariba the Status does not reflect a Reversal. You need to be aware that a Negative (– minus) indicates a reversal**

Returned

When goods are returned from Anglo American , a GRN return will be sent.

Return reversal

When goods are returned back to Anglo American in good order, reversal of a return GRN and will flip into an invoice.

Important Note: Check the GRN before invoicing. Please reach out to Anglo American should the GRN reflect incorrect info by contacting the nominated Buyer as per the Purchase Order.

Locating the Goods Receipt

- Locate the Order
- Click on the order number

1. Check order history
2. Check the History for Received or Partially received
 - Received indicates the full order quantity has been received
 - Partially received indicated part of the order has been received

Order Detail
Order History 1

Purchase Order: 5500004750
 Order Status: **Partially Invoiced**
 Submitted On: 19 Apr 2017 12:00:00 PM GMT+02:00

From Customer: Anglo American DEV - TEST
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128562065	19 Apr 2017 4:27:41 PM
Sent	The HTML order was sent to the supplier's Inbox.	ANPODispatcher-128481025	19 Apr 2017 4:27:49 PM
Partially Received	R00050000058952017	Anglo American DEV - TEST	19 Apr 2017 4:29:06 PM
	Received quantity 2.0 for line item 1.	PropogationProcessor-128479076	19 Apr 2017 4:29:06 PM

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Price
1	stuff1	10.0 (EA)	4 May 2017	R 50.00 ZAR
Status				
	2 Invoiced	Amount: R 100.00 ZAR		
	10.0 Unconfirmed			
	2 Received			
Control Keys				
	Order Confirmation: not allowed			
	Ship Notice: not allowed			
	Invoice: is not ERS			

Locating the Goods Receipt cont.

1. Click **Inbox**

2. Select **Receipts**

➤ Screen displays the list of Goods Receipts received

3. Click **Receipt Number**

➤ Screen displays the Goods Receipt

Receipt: R00050000059032017

Print | Export cXML

Detail | History

From: Anglo American DEV - TEST
45 Main Street
Johannesburg
Johannesburg
Gauteng2001 South Africa

To: South African Anglo American Test Supplier
45 Main Street
Johannesburg
Gauteng2001 South Africa
Phone:
Fax:
Email: karl.beckmann2@angloamerican.com

Receipt: Receipt #: R00050000059032017
Receipt Date: 21 Apr 2017

Routing Status: Sent
Related Documents: 5500004771

Item	Order Line Number	Part # / Description	Customer Part #	Qty (Unit)	Type
Purchase Order - 5500004771					
1	1			5.0 EA	Received

Receipt received on: Friday 21 Apr 2017 12:00 PM GMT+02:00
 Received by Ariba Network on: Friday 21 Apr 2017 1:23 PM GMT+02:00
 This Receipt was sent by Anglo American DEV - TEST AN01051629676-T and delivered by Ariba Network.

Print | Export cXML

Done

Goods Invoicing on the Ariba Network

Suppliers who currently invoice for Goods on SupplyCentre are still required to continue to submit invoicing on the Ariba Network.

All suppliers will be adopting e-invoicing through the Ariba Network in the future.

This will be a phased approach and your transition plan, if you're not yet on e-invoicing, will be communicated to you by Anglo American in due course.

Invoicing – General Information

The orders and releases page displays a summary of all purchase orders.

The order number displayed is generated by the buyers system.

Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on “order status” will sort in alphabetical order from A-Z and by clicking once more, it will sort from Z to A.

Note: the Actions drop down list is located at the far right of the screen allows users to create invoice documents without opening the order.

Orders and Releases (100+)

Type ↓	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5500008034	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	1,000,000,000.00 R ZAR	30 May 2018	Partially Invoiced	Invoice	200,000,000.00 R ZAR	Original	Actions
Order	5500008033	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	600,000,000.00 R ZAR	29 May 2018	New	Invoice	R 0.00 ZAR	Original	Actions
Order	5500008032	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	300,000,000.00 R ZAR	28 May 2018	New	Invoice	R 0.00 ZAR	Original	Actions

Begin the Invoice

1. Click on the **Inbox** tab on the dashboard
 - Select Orders and Releases.
 - Screen displays the list of orders and Releases
2. Click the **order number** to open the order
 - Screen displays the purchase order
3. Click the **create Invoice – Standard Invoice**
 - Screen displays the create invoice tab

The screenshot shows the SAP Ariba interface for a purchase order. The top navigation bar includes 'SAP Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. The main navigation menu has 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. The 'Inbox' tab is selected, showing 'Orders and Releases' with a 'Purchase Order: 5500005172'. A 'Done' button is visible in the top right. Below the order details, there is a toolbar with 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' dropdown menu is open, showing options: 'Standard Invoice' (circled in red), 'Credit Memo', and 'Line-Item Credit Memo'. The 'Order Detail' and 'Order History' tabs are visible. The main content area displays the purchase order details, including 'From: Rustenburg Platinum Mines' and 'To: South African Anglo American Test Supplier'. The 'Purchase Order (Confirmed) 5500005172' is highlighted in green, with 'Amount: R4,000.00 ZAR' and 'Version: 1'.

Begin the Invoice cont.

Summary:

1. Fill in the Invoice Number. All other fields should be auto-populated

2. SupplierTax ID is your ABN/VAT Number (this field should auto-populate from the information in your Company Profile)

3. Populate the Actual Shipping and Delivery Dates.

Ariba Network Test Mode

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 7500175155 1

Invoice Date: 28 May 2017

Remit To: **Sasol Group Services (Pty) Ltd - TEST**

Johannesburg
GautengSouth Africa

Bill To: **Sasol Chemicals SA**

Johannesburg
GPSouth Africa

Subtotal: R 4,800.00 ZAR
Total Tax: R 5,712.00 ZAR
Amount Due: R 10,512.00 ZAR

Shipping

Header level shipping Line level shipping

Ship From: **Sasol Group Services (Pty) Ltd - TEST**

Johannesburg
GautengSouth Africa

Ship To: **IB Midland Site**

MIDRAND
FSSouth Africa

Deliver To:

Payment Term

Discount or Penalty Term(days): 30 Percentage(%): 0.000
Within 30 Days from Month End - No discount

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Supplier: **Sasol Group Services (Pty) Ltd - TEST**

Johannesburg
GautengSouth Africa

Bill From: **Sasol Group Services (Pty) Ltd - TEST**

Johannesburg
GautengSouth Africa

3

Actual Shipping Date: *

Actual Delivery Date:

Service End Date:

Customer: **Sasol Group Services DEV/SBX - TEST**

Johannesburg
GautengSouth Africa

Supplier VAT 2

Supplier Commercial Identifier:

Customer VAT

Customer VAT/Tax ID: 4430113102

Line Items

Line Items section shows the line items from the Purchase Order.

1. Review or update Quantity for each line item you are invoicing.
2. Click on the line item's Green slider to exclude it from the invoice

OR

3. Should item not be invoiced Select box on left and **delete** line item from the invoice.

You can generate another invoice later to bill for that item.

The screenshot shows the SAP Line Items interface. At the top, there is a navigation bar with an 'Add to Header' button. Below this, the 'Line Items' section displays a summary: '2 Line Items, 2 Included, 0 Previously Fully Invoiced'. The main area is titled 'Insert Line Item Options' and includes checkboxes for 'Tax Category', 'Shipping Documents', 'Special Handling', and 'Discount', along with an 'Add to Included Lines' button.

Two line items are listed in a table:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	123	Test with GSS team		10	EA	R 100.00 ZAR	R 1,000.00 ZAR
Receipt Details		Receipt #: P00050000059952017			Receipt Line #: 1				
Pricing Details		Price Unit: * EA		Price Unit Quantity: * 1.0					
		Unit Conversion: * 1		Description:					
2	<input checked="" type="checkbox"/>	MATERIAL	123	Test with GSS team		15	EA	R 200.00 ZAR	R 3,000.00 ZAR
Receipt Details		Receipt #: P00050000059952017			Receipt Line #: 2				
Pricing Details		Price Unit: * EA		Price Unit Quantity: * 1.0					
		Unit Conversion: * 1		Description:					

At the bottom, there is a 'Line Item Actions' dropdown menu with 'Delete' and 'Add' buttons. Annotations 1, 2, and 3 are placed on the interface: '1' is on the quantity field of line item 1, '2' is on the include checkbox of line item 1, and '3' is on the include checkbox of line item 2.

Attachment(s)

Important Note: Invoice attachments are optional and will only apply to Services

If suppliers send invoice attachments:

- Attachment (s) must be in a pdf format.
- To add as an attachment click on Browse and once loaded, a pop up window will confirm that your file has been uploaded successfully.
- Make the required changes to the quantity to match the receipt.
- If there are changes to the quantity, click on update to recalculate the invoice totals and taxes.
- The invoice is now ready for submission

Attachment(s) Cont.

1. Browse and attach your proof of delivery. click **add attachment**

2. Click **Next**

Review Invoice and **Submit**

Bill From: **South African Anglo American Test Supplier**
 Johannesburg
 GautengSouth Africa

Customer VAT
 Customer VAT/Tax ID: 4310113883
 Supplier Commercial Identifier:
 Supplier Commercial Credentials:

Attachments
 The total size of all attachments cannot exceed 10MB

Name	Size (bytes)	Content Type
<input type="checkbox"/> POD.docx	11294	application/vnd.openxmlformats-officedocument.wordprocessingml.document
<input type="checkbox"/> Delivery Note.pdf	147131	application/pdf

Line Items

Insert Line Item Options

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10			VENDOR MAT TEST	Install new doors					

Check Invoice and Routing Status

- The status of the Invoice will change as it progresses through Anglo American 's approval process.
- There are 6 Routing Statuses:

• Acknowledged	Reached customers invoice processing system / final status
• Failed –	There are two possible reasons: Ariba network has experienced a problem when routing your response or the invoice is not compliant with the buyer business rules
	Check the History tab for the rejection reason and amend
• On hold	Invoice is pending approval
• Rejected	Invoice is rejected and can be resubmitted
• Sent	Invoice has been sent but not acknowledged
• Obsoleted	no further action required on the original document

- There are 5 Invoice Statuses:

• Sent	You have sent the invoice to Anglo American
• Approved	Anglo American has reviewed the Invoice and it has been approved for payment
• Paid	The invoice has been paid
• Pending	The SES is awaiting approval
• Rejected	The invoice has been rejected, open the invoice and review rejection reason

Invoice & Routing Status

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

➤ On the dropdown select Invoices.

2. On the far right hand side is the **Routing status** which describes whether your invoice has made it to your customers invoice processing system

3. **Invoice status** lets you know where your customer in the invoice approval and payment process

Invoice #	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
4982	5500004982	Online	Supplier	Order	14 Jun 2017	R -840.00	Acknowledged	Sent
554982	5500004982	Online	Supplier	Order	14 Jun 2017	R 957.60 ZAR	Sent	Sent
8978879812	5500005016	Online	Supplier	Order	9 Jun 2017	R 3,876.00 ZAR	Acknowledged	Approved
7678638722CR	5500005016	Online	Supplier	Order	9 Jun 2017	R -3,876.00 ZAR	Acknowledged	Paid
7738276382	5500005016	Online	Supplier	Order	9 Jun 2017	R 3,876.00 ZAR	Acknowledged	Paid
328738932932	5500005016	Online	Supplier	Order	9 Jun 2017	R 5,814.00 ZAR	Sent	Sent
32783982382	5500005016	Online	Supplier	Order	9 Jun 2017	R 9,690.00 ZAR	Sent	Sent
3489823049234	5500004949	Online	Supplier	Order	1 Jun 2017	R 1,368.00 ZAR	Sent	Sent
12345678	5500004781	Online	Supplier	Order	24 Apr 2017	R 2,850.00 ZAR	Sent	Sent
3628764332	5500004772	Online	Supplier	Order	21 Apr 2017	R 1,368.00 ZAR	Sent	Sent
37653267723	5500004771	Online	Supplier	Order	21 Apr 2017	R 285.00 ZAR	Sent	Sent
1234564770	5500004770	Online	Supplier	Order	21 Apr 2017	R 1,368.00 ZAR	On Hold	Pending Approval
372386823	5500004766	Online	Supplier	Order	21 Apr 2017	R 100.00 ZAR	Failed	Rejected
123456j989	5500004769	Online	Supplier	Order	21 Apr 2017	R 1,200.00 ZAR	Failed	Rejected

Rejected Invoice Status

If Invoice status is rejected:

- Open the Invoice Number and view the rejection reason
- Edit and resubmit your invoice

Invoice: 372386823 Done

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

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

Rejected Invoice:
Reason: 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.

Rectangular Snip

[Edit & Resubmit](#)

Standard Invoice / Tax Invoice

<p>Status</p> <p>Invoice: Rejected Routing: Failed Invoice #: 372386823 Invoice Date: Friday 21 Apr 2017 12:58 PM GMT+02:00 Original Purchase Order: 5500004766 Receipt: R00050000059012017 Submission Method: Online Origin: Supplier</p>	<p>Subtotal : R 100.00 ZAR Total Tax : R 0.00 ZAR Amount Due : R 100.00 ZAR</p>
--	--

<p>REMIT TO:</p> <p>South African Anglo American Test Supplier</p> <p>Postal Address: 45 Main Street Johannesburg Gauteng2001 South Africa</p>	<p>BILL TO:</p> <p>Rustenburg Platinum Mines</p> <p>Postal Address (Rustenburg Platinum Mines Limited): Rustenburg Platinum Mines Ltd. Rustenburg 0300 South Africa</p> <p>Phone : +27 () (014) 598-1110 Fax : +27 () (014) 598-1346</p>	<p>SUPPLIER:</p> <p>South African Anglo American Test Supplier</p> <p>Postal Address: 45 Main Street Johannesburg Gauteng2001 South Africa</p>
---	---	---

Credit Notes

Credit Notes can be sent to Anglo American through the Ariba Network.

Important Note:

- Credit notes are issued against specific line Items from a submitted Invoice
- Credit notes are for the full amount of the Invoice
- No partial credit notes will be accepted

Begin the credit note

1. Click the **Outbox** tab on the Dashboard and select Invoices.

2. Screen displays Invoices

3. Click on the **Invoice#**

➤ Click on **Create Line-Item credit note**

➤ Screen displays Create Line- Item credit note

The screenshot shows the SAP Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. The 'Outbox' tab is selected, and the 'Invoices' sub-tab is highlighted. A search filter is visible. Below the search filter, there is a list of invoices with columns for Invoice #, Customer, Reference, Submit Method, Origin, Source Doc, Date, Amount, Routing Status, and Invoice Status. The first invoice in the list is selected, and its details are shown in a modal window. The modal window displays the invoice number 'INV456DGFHG' and provides options to 'Create Line-Item Credit Memo', 'Copy This Invoice', and 'Print'. Below these options, there are tabs for 'Detail', 'Scheduled Payments', and 'History'. At the bottom of the modal, it indicates 'Standard Invoice / Tax Invoice'.

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
89327948	Anglo American DEV - TEST	5500005						Acknowledged	Sent
327873912	Anglo American DEV - TEST	5500005						On Hold	Pending Approval
5407001	Anglo American DEV - TEST	5500005						On Hold	Pending Approval
5216311	Anglo American DEV - TEST	5500005						On Hold	Pending Approval

Begin the credit note cont.

4. Enter a credit note Number

➤ All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default

5. Enter a Reason for credit note

Create Line-Item Credit Memo

Update Exit Next

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

Summary

Credit Memo #:* 4

Credit Memo Date:* 4

Original Invoice No:

Original Invoice Date: 17 Jul 2017

Supplier Tax ID:

Remit To: **South African Anglo American Test Supplier**

Johannesburg
GautengSouth Africa

Bill To: **Rustenburg Platinum Mines**

Rustenburg
South Africa

Subtotal: R -22,100.00 ZAR
Total Tax: R 0.00 ZAR
Amount Due: R -22,100.00 ZAR

[View/Edit Addresses](#)

Comment

Reason for Credit Memo:*

Default Credit Memo Comment Text:

5

Is this your final invoice for this item?

Final Invoice

[Add to Header](#) ▼

Begin the credit note cont.



6. Check the Quantity
(The Quantity must contain a negative number e.g. -1)

7. Click **Next**

➤ Screen displays **Create Line- Item credit note** review

➤ Review credit note

➤ Click **Submit**

➤ Screen returns to the Invoice

6. Price on credit note cannot be changed

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

Insert Line Item Options

Tax Category: VAT Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part#	Description	Customer Part#	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		Widgets		-5	6	R 1000	R 1000

Pricing Details

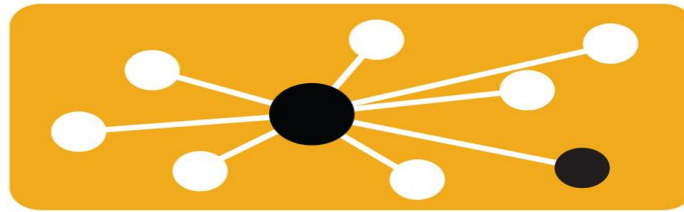
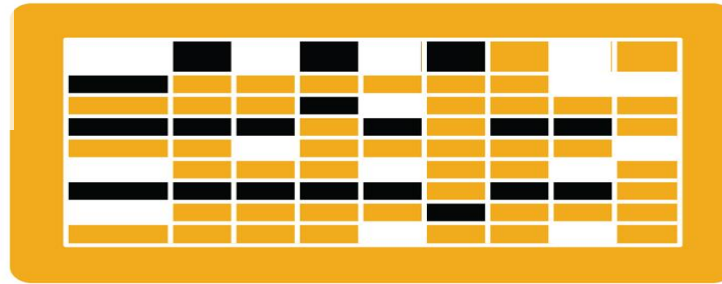
Price Unit: * EA Price Unit* 1.0
Unit Conversion: * 1 Quantity: Description:

↳ Line Item Actions ▾ Delete

Update Exit Next

7

Ariba® Network Supplier Service Guide



SAP Ariba 



Service Entry Information

Kindly note the service invoice attachments are mandatory for Anglo American.

Inbox – Orders and Releases

The Orders and Releases category displays a summary of all the purchase orders sent from Buyers.

Notes: The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading

Orders and Releases

Orders and Releases (100)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5500005400	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions
Order			Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR		Confirmed	Invoice	R 0.00 ZAR		Actions
Order			Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 35,100.00 ZAR		Confirmed	Invoice	R 0.00 ZAR		Actions

The Ver. Is the version number of the order. 1 = the original order, 2 = changed order and so on

The Amount Invoiced is the total amount invoiced to date

The Order Number is the buyers Purchase Order Number

The Order Status is the current status of the order, e.g. New, Confirmed, Invoiced

The Actions dropdown allows document creation without opening the order

Service Order

The Service Order (PO) is the source document for the order and all subsequent documents are created from the PO.

A PO is a commercial document issued by a buyer to a seller, indicating types, quantities and agreed prices for products or services the seller will provide to the buyer.

Receiving an order from your buyer constitutes an offer to buy products and services.

Open the Service Order

1. Click Inbox tab on the Dashboard and select Service Sheets.

➤ Screen displays the list of Orders and Releases

2. Click the Order Number to open the order

➤ Screen displays the Purchase Order

3. View the Purchase Order

The screenshot shows the SAP Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. The 'Service Sheets' menu item is highlighted with a red circle and the number '1'. Below the navigation bar, there are tabs for 'Orders and Releases' and 'Items to Ship'. A search filter section is visible. The main content area displays a table of 'Orders and Releases (100+)'. The first row is highlighted, and its 'Order Number' (5500005400) is circled in red with the number '2'. A third red circle with the number '3' is placed over the 'Order Number' column header.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5500005400		Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions
Order	5500005399	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions
Order	5500005397	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 35,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions

Viewing the Purchase Order

The Purchase Order Header displays the:

- 1) Purchase Order Number.
 - 2) Order History.
 - 3) Purchase Order **Status** (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
 - 4) Anglo's **Contact Information**.
 - 5) **Other Information**
 - 6) **Ship To** details.
 - 7) **Bill To** details.
 - 8) **Deliver To** details.
- Scroll down to Line Items

Purchase Order: 5500006019 Done

Create Order Confirmation

View Service Sheet

Create Invoice

Hide

Print

Download PDF

Export cXML

Download CSV

Resend

Order Detail

Order History

3

From:
Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 () (014) 598-1110
Fax: +27 () (014) 598-1348

To:
South African Anglo American Test Supplier
45 Main Street
Johannesburg
Gauteng2001 South Africa
Phone:
Fax:
Email: jayesh.maneklal@sap.com

Purchase Order
(New)
5500006019
Amount: R19,500.00 ZAR
Version: 1

Payment Terms ⓘ 4

0.000% 30
30 Days net from document date

Routing Status: Sent

Contact Information
Supplier Address

Ship All Items To 6

RPM (AS) - Central Logistics
Thabazimbi Road
Amandelbuli
LP0362 South Africa
Ship To Code: WB00
Phone: +27 () (014) 784 1733
Fax: +27 () (014) 784 1769
Location Code: WB00

Buyer

Bill To 7

Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 () (014) 598-1110
Fax: +27 () (014) 598-1348
buyerID: R000

Deliver To 8

Line Items Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax
1			Service				2 May 2020		R 100,000,000.00	ZAR

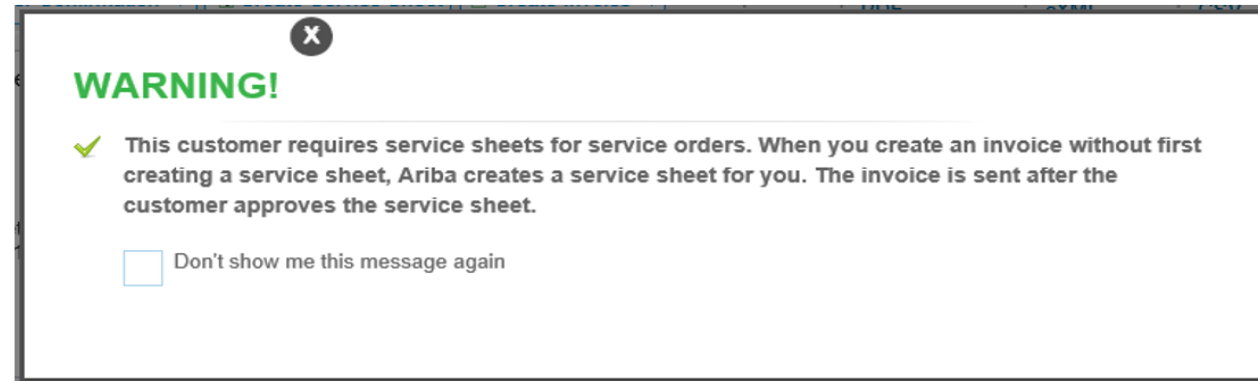
Auto-Generate a Service Sheet

Create an Service Sheet from an Invoice

For customers who allow automatically generated service sheets, you can create service invoices for each service line on a service order, and the corresponding service sheets are automatically generated and sent to the customer.

To create an auto-generated Service Sheet

1. **Within** your **INBOX**, locate the PO to invoice against and select **Create Invoice** and select **Standard Invoice**.
2. **Review** the Pop-Up message on your screen, alerting you of the auto-generation (see right).
3. **Click** the X to proceed with invoice creation and submission.
4. **Once** the invoice is approved, the service sheet will automatically generate and be available in your **Outbox** under Service Sheets.



Note: If clicking the box to not show the warning message again, please be aware that service sheets will continue to auto-generate for customers with this option enabled during invoice creation.

Invoicing – General Information

The orders and releases page displays a summary of all purchase orders.

The order number displayed is generated by the buyers system.

Users can sort various columns in alphabetical or numerical order by clicking on the header title, for example clicking on “order status” will sort in alphabetical order from A-Z and by clicking once more, it will sort from Z to A.

Note: the Actions drop down list is located at the far right of the screen allows users to create invoice documents without opening the order.

SAP Supply Chain Collaboration Enterprise Account **TEST MODE**

Home | Inbox | Outbox | Catalogs | Enablement Tasks | Reports | Upload/Download | Messages | Documents | Create

Orders and Releases | Items to Ship

Search Filters

Orders and Releases (100+) Page 1

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	5500005400	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions
Order	5500005399	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 22,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions
Order	5500005397	1	Anglo American DEV - TEST		RPM (AS) - Central Logistics Amandelbult, LP South Africa	GR PYM CC JOHANNESBURG South Africa	R 35,100.00 ZAR	13 Jul 2017	New	Invoice	R 0.00 ZAR	Original	Actions

Begin the Invoice

1. Click **inbox** tab on dashboard select Orders and Releases.
 - Screen displays the list of orders and releases
2. Click on the **order number** to open the order
 - Screen displays the purchase order
3. View the purchase order
 - Click **create invoice**- standard invoice
3. Screen displays the create invoice

The screenshot shows the SAP Supply Collaboration interface. At the top, the navigation bar includes 'SAP Supply Collaboration', 'Enterprise Account', and 'TEST MODE'. Below this, there are tabs for 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. A 'Purchase Order: 5500005132' is displayed prominently. A 'Done' button is visible in the top right corner. A dropdown menu is open under 'Create Invoice', with 'Standard Invoice' selected and circled in red. Other options in the menu include 'Credit Memo' and 'Line-Item Credit Memo'. The interface also shows 'Order Detail' and 'Order History' tabs. At the bottom, there is contact information for 'Rustenburg Platinum Mines' and 'South African Anglo American Test Supplier', along with purchase order details: 'Purchase Order (Confirmed) 5500005132', 'Amount: R3,350.00 ZAR', and 'Version: 1'.

Begin the Invoice cont.

5. Populate invoice number

All the other fields should be auto populated

➤ Supplier Tax ID is auto-populated from the information in your company profile

6. Populate the service start and end date according to the signed documentation.

Update Save Exit Next

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

Summary

Purchase Order: 5500005132	Subtotal: R 3,350.00 ZAR	View/Edit Addresses
Invoice #: 656678898 5	Total Tax: R 0.00 ZAR	
Invoice Date: 17 Jul 2017	Amount Due: R 3,350.00 ZAR	

Supplier Tax ID:

Remit To: South African Anglo American Test Supplier

Bill To: Rustenburg Platinum Mines
Johannesburg
South Africa

Tax

Header level tax Line level tax

Shipping

Header level shipping Line level shipping

Ship From: South African Anglo American Test Supplier
Johannesburg
GautengSouth Africa

Ship To: RPM (MS) Centr logist
Makopane
NPSouth Africa

Deliver To:

Payment Term

Net Term(days): Discount or Penalty Term(days): 30 Percentage(%):* 0.000 [Add Discount/Penalty Term](#)

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

6
Service Start Date: 10 Jul 2017
Service End Date: 17 Jul 2017

Line Items

Line Items section shows the line items from the Purchase Order.

1. Review or update Quantity for each line item you are invoicing.
2. Click on the line item's Green slider to exclude it from the invoice

OR

3. Should item not be invoiced Select box on left and **delete** line item from the invoice.

You can generate another invoice later to bill for that item.

Line Items

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity
▼	10				test auto-rejection		
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity
<input type="checkbox"/>	10.20	<input checked="" type="checkbox"/>	SERVICE		HIRE,ARTSN:INSPCTR NDT L2,NT,PCEWRK,N	S00006548	100,000
Tax						Category: * VAT	Taxable Amount: R 22,649,000.00 ZAR
						Location: Description: 14% Non Capital Input VAT	Rate(%): 14.000
							Tax Amount: R 3,170,860.00 ZAR
<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity
<input type="checkbox"/>	10.30	<input checked="" type="checkbox"/>	SERVICE		HIRE,ARTSN:TECHN,INSTR,NT,PCEWRK,N,MEDCL	S00006660	100,000
Tax						Category: * VAT	Taxable Amount: R 32,174,000.00 ZAR
						Location: Description: 14% Non Capital Input VAT	Rate(%): 14.000
							Tax Amount: R 4,504,360.00 ZAR
↳		Line Item Actions ▼		Delete			

Attachment(s)

Important Note: Invoice attachments are mandatory for Services.

If suppliers send invoice attachments:

- Attachment (s) must be in a pdf format.
- To add as an attachment click on Browse and once loaded, a pop up window will confirm that your file has been uploaded successfully.
- Make the required changes to the quantity to match the receipt.
- If there are changes to the quantity, click on update to recalculate the invoice totals and taxes.
- The invoice is now ready for submission

Attachment(s) cont.

! This invoice auto-generates a service sheet. Your customer requires attachments for service sheets. You must upload at least one attachment before submitting this invoice.

1. Click on **add to header** and select attachments
2. **Browse** and **add** your attachment
3. Click **Next**

Review Invoice and **Submit**

Important Note:
Please continue with the current process of sending the attachment to the Anglo American end user until notified otherwise.

Attachments
The total size of all attachments cannot exceed 10MB

1. **Add to Header** dropdown menu:

- Add to Header
- Shipping Documents
- Additional Reference Documents and Dates
- Comment
- Attachment

2. **Browse...** button and **Add Attachment** button

Name	Size (bytes)	Content Type
<input type="checkbox"/> Doc1.docx	60356	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Rectangular Snip

3. **Next** button

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

Insert Line Item Options

Tax Category: Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>		VENDOR MAT TEST	Install new doors						

Line Item Actions:

Update Save Exit Next

Status of Service Entry Sheets

1. Click Outbox and select Service Sheets Tab.
2. Routing and Approval Status will be visible on each line.
3. If a Service Sheet is rejected or failed, view the reason by opening the Service Sheet and clicking the History Tab.

SAP Supply Chain Collaboration Enterprise Account TEST MODE

Home Inbox Outbox Catalogs Enablement Tasks Reports Upload/Download Messages Documents Create

Service Sheets

Search Filters

Service Sheets (48) Page 3

	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
	554980	Anglo American DEV - TEST	5500004980	2 Jun 2017	R 96,000.00 ZAR	Acknowledged	Invoiced
	554979	Anglo American DEV - TEST	5500004979	2 Jun 2017	R 840.00 ZAR	Obsoleted	Rejected
	328732789732	Anglo American DEV - TEST	5500004949	1 Jun 2017	R 1,200.00 ZAR	Acknowledged	Invoiced
	3628764332_SS_1	Anglo American DEV - TEST	5500004772			Acknowledged	Invoiced
	1234564770_SS_1	Anglo American DEV - TEST	5500004770			Acknowledged	Sent

Service Sheet: 76543

Create Invoice Print Download PDF Export cXML

Detail History

Rejection Reasons from Customer:

76543

Service Sheet (Rejected) 76543

Unplanned Service Lines

1. Purchase Orders created with Limits will transmit into Ariba with only a Parent Line
2. For you to Invoice, you will be required to click on Add/Update icon
3. Select Add General SERVICE OR Add Labor Services

Add to Header ▾

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: ▾
 Discount

Add to Included Lines

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
1	30					Change Management June						

Line Item Actions ▾

Delete

Reset Tax from PO

Previous

Update

Save

Exit

Next

Add/Update ▾

2

Add General Service **3**

Add Labor Service

Add Material

Unplanned Service Lines cont.

➤ Please ensure that you complete the following Information,

1. Description and Qty
2. **Unit NB: please enter this value in upper case Example EA Unit Price**
3. Please complete the Service Start Date and Service End Date

1 Line Items, 1 Included, 0 Previously

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	Change Management June					
VICE	Consulting Service June		100	EA	R 5,665.00 ZAR	R 566,500.00 ZAR

Service Start Date: * 5 Jun 2018 Service End Date: * 21 Jun 2018

Category: * VAT Taxable Amount: R 566,500.00 ZAR

Location: Tax Rate Type: Rate(%): 15

Description: Tax Amount: Exempt Detail: (no value) v

Regime: Date Of Supply: 5 Jun 2018

Percentage Of Pre-Payment: Triangular Transaction

Law Reference:

Unplanned Service Lines cont.

1. warning message will appear should you not use the Uppercase for the UI to inform the supplier that the UOM is case-sensitive.

The screenshot shows a SAP service line entry form. At the top, there is a header bar with a dropdown menu set to '50', the text 'Service limit project', and an 'Add/Update' button. Below this is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. A single row is visible with '1' in the 'No.' column, a green plus icon in the 'Include' column, and 'SERVICE' in the 'Type' column. Below the table, there are fields for 'Service Period', 'Service Start Date', and 'Service End Date'. A yellow warning banner is present with the text: 'If you are adding unplanned service lines to the Invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.' To the right of the warning is a red circle with the number '1'. At the bottom of the form, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. A 'Line Item Actions' dropdown and a 'Delete' button are also visible.

Unplanned Service Lines cont.

1. Please tick/select line and go to line Item Actions
2. Please add the Tax that applies to this Line Item

Add to Header ▾

Line Items

Insert Line Item Options

Tax Category: ▾ Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	
▾	30				Change Management June				
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	Consulting Service June	<input type="text"/>	100	EA	R 5.66

Service Period

Service Start Date: + 5 Jun 2018

Service End Date: + 21 Jun 2018

↳

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

Unplanned Service Lines cont.

1. Please ensure that you select the Category VAT
Example:
2. Please enter the rate Example 15%

Note: UK suppliers:

Supplier must select the VAT option when creating the invoice

- In the UK, the standard term for tax is 'sales tax'
- (Select VAT and not sales tax)

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	Change Management June					
VICE	Consulting Service June		100	EA	R 5,005.00 ZAR	R 500,500.00 Z

Service Start Date: * 5 Jun 2018 Service End Date: * 21 Jun 2018

Category: * VAT 1

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: R 500,500.00 ZAR

Tax Rate Type:

Rate(%): 15 2

Tax Amount:

Exempt Detail: (no value) v

Date Of Supply: 5 Jun 2018

Triangular Transaction

Unplanned Service Lines cont.

1. Please select the Update button to calculate your Taxes
2. Note Tax Amount Updated
3. Select Next and Submit

The screenshot shows a web form for 'Unplanned Service Lines'. At the top, there are date pickers for '5 Jun 2018' and 'Service End Date: 21 Jun 2018'. Below these are several input fields, including a 'VAT' dropdown menu. On the right side, there are fields for 'Taxable Amount: R 566,500.00 ZAR', 'Tax Rate Type:', 'Rate(%): 15', 'Tax Amount: R 84,975.00 ZAR', 'Exempt Detail: (no value)', and 'Date Of Supply: 5 Jun 2018'. A 'Remove' button is located next to the Taxable Amount field. At the bottom right, there is a 'Triangular Transaction' checkbox. The form is annotated with three red circles containing numbers: '1' is over the 'Update' button in the bottom right; '2' is over the 'Tax Amount' field; and '3' is over the 'Next' button in the bottom right. A 'Previous' button is also visible to the left of the 'Update' button.

Check Invoice and Routing Status

- The status of the Invoice will change as it progresses through Anglo American 's approval process.
- There are 6 Routing Statuses:

• Acknowledged	Reached customers invoice processing system / final status
• Failed –	There are two possible reasons: Ariba network has experienced a problem when routing your response or the invoice is not compliant with the buyer business rules
	Check the History tab for the rejection reason and amend
• On hold	Invoice is pending approval
• Rejected	Invoice is rejected and can be resubmitted
• Sent	Invoice has been sent but not acknowledged
• Obsoleted	no further action required on the original document

- There are 5 Invoice Statuses:

• Sent	You have sent the invoice to Anglo American
• Approved	Anglo American has reviewed the Invoice and it has been approved for payment
• Paid	The invoice has been paid
• Pending	The SES is awaiting approval
• Rejected	The invoice has been rejected, open the invoice and review rejection reason

Creating Service Entry Sheets

Once a service has been carried out the Service Entry can be Created

Create a Service Sheet first **(As soon as service is rendered supplier can submit a service entry on the Ariba Network)**

Step 1: Receive and Confirm Service Order

Step 2: Provide Service

Step 3: Create & upload attachment's and submit

Step 4: Approval Received from Anglo American

Step 5: Open the approved Service Sheet you can begin the Invoice

Attachment(s)

Important Note: attachments are mandatory for Services.

If suppliers send attachments:

- Attachment (s) must be in a pdf format.
- To add as an attachment click on Browse and once loaded, a pop up window will confirm that your file has been uploaded successfully.
- Make the required changes to the quantity to match the receipt.
- If there are changes to the quantity, click on update to recalculate the invoice totals and taxes.
- The Service Entry Sheet is now ready for submission

Creating a Service Entry Sheet

1. Click **Inbox** tab on the Dashboard. Select **Orders and Releases**.

➤ Screen displays: Orders and Releases

2. Click the **Order Number** to open the order.

➤ Screen displays: Purchase Order

3. Click **Create Service Sheet**.

4. For multi-lined orders; select the parent line to be invoiced (reminder: only one parent line per claim)

5. Click **Next** to take selected parent line and associated child lines into the invoice

➤ Screen displays: Create Service Sheet

The screenshot shows the SAP Supply Chain Collaboration interface. The top navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. The 'Inbox' tab is selected, and the 'Orders and Releases' section is active. A table lists 'Orders and Releases (14)'. The first row is selected, with the 'Order Number' 'PO12351' highlighted. Below the table, the 'Create Service Sheet' button is highlighted. A modal window titled 'Select Item to Create Service Sheet' is open, showing a table of 'Line Items'. The first line item, 'PIMA Wireless bus expander extra' (Line # 10), is selected. The 'Next' button is highlighted in the modal window.

Type	Order Number	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	PO12351	Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions

Line #	Part ID / Description
10	PIMA Wireless bus expander extra
20	Power Cable
30	Power Supply

Creating a Service Entry Sheet cont.

6. Enter **Service Sheet #**.

7. Enter **Service Start and End Dates**

8. **Add Attachments**

➤ The attachment is one of the following:

- Signed job card
- Signed time sheet
- Signed proof that the service was rendered

1) **Click Choose File** to browse your computer files. Select and click on **Open**.

2) Click on **Add Attachment**.

- Multiple files can be attached
- Max **10mb** in total

Create Service Sheet

Previous
Update
Save
Exit
Next

▼ Service Sheet Header
* Indicates required field
Add to Header ▼

Summary

Purchase Order: 4540613699	Subtotal: \$60.00 AUD
Service Sheet #:* 45851259	Service Start Date:* 1 Oct 2017 <input type="text"/>
Service Sheet Date:* 11 Oct 2017 <input type="text"/>	Service End Date:* 10 Oct 2017 <input type="text"/>

Additional Fields

Supplier Reference: <input type="text"/>	To: GEMCO Pty Ltd
From: S32 AU PENTAIR ERS 001 - TEST	108 St Georges Tce
St. Georges Terrace	Perth WA 6000
Perth 6000	Australia
Australia	

Field Contractor: Name:

***Attachments**

The total size of attachments cannot exceed 10MB

Choose File No file chosen
Add Attachment
Remove

Add Comments

Creating a Service Entry Sheet cont.

6. Enter **Service Sheet #**.

7. Enter **Service Start and End Dates**

8. **Add Attachments**

➤ The attachment is one of the following:

- Signed job card
- Signed time sheet
- Signed proof that the service was rendered

1) **Click Choose File** to browse your computer files. Select and click on **Open**.

2) Click on **Add Attachment**.

- Multiple files can be attached
- Max **10mb** in total

Note: Do NOT attach a copy of the invoice

Create Service Sheet

Previous
Update
Save
Exit
Next

▼ Service Sheet Header
** Indicates required field*
Add to Header ▼

Summary

Purchase Order: 4540613699	Subtotal: \$60.00 AUD
6 Service Sheet #: * 45851259	7 Service Start Date: * 1 Oct 2017 <input type="text"/>
Service Sheet Date: * 11 Oct 2017 <input type="text"/>	Service End Date: * 10 Oct 2017 <input type="text"/>

Additional Fields

Supplier Reference:

From: **S32 AU PENTAIR ERS 001 - TEST**

St. Georges Terrace
Perth 6000
Australia

Field Contractor:
Name:

To: **GEMCO Pty Ltd**

108 St Georges Tce
Perth WA 6000
Australia

***Attachments** **8**

The total size of all attachments cannot exceed 10MB

No file chosen

2

Creating a Service Entry Sheet cont.



9. For partial services, update the **Quantity**.
10. Click **Next**.
11. Review Service Sheet details & click **Submit**.
 - Screen returns - Purchase Order. Order Status has changed to Partially/Serviced

Service Entry Sheet Lines

Line #	Part # / Description			Contract #			
▼ 10	PIMA Wireless bus expander extra			Add ▾			
<input type="checkbox"/>	<input type="checkbox"/>	Part # / Description	Type	Qty / Unit	Price	Sub	Add Contract/Catalog Item
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Service ▾	3 EA	\$20.00 AUD	\$60.00 AUD	Delete
		<input type="text" value="Install alarm at SKS Ramp3"/>					
SERVICE PERIOD							
COMMENTS							
		<input type="text" value="Add Comments:"/>					
↳ Add Pricing Details							
		Previous	Update	Save	Exit	Next	

[Previous](#) [Submit](#) [Exit](#)

Service Sheet Status

- The status of the Service Entry will change as it progresses through Anglo American's approval process
- There are 4 Service Sheet Statuses:
 - **Sent** – You have sent the service sheet to Anglo American
 - **Approved** – Anglo American has reviewed the service sheet and it has been approved.
 - **On Hold** – Pending Approval going through the approval process
 - **Rejected** – The Service Sheet has been rejected, open the service sheet and review rejection reason. Edit and resubmit

Status of Service Entry Sheets

1. Click Outbox and select Service Sheets Tab. Select Service Sheets.
2. Routing and Approval Status will be visible on each line.
3. If a Service Sheet is rejected or failed, view the reason by opening the Service Sheet and clicking the History Tab.
4. Edit and Resubmit the Service Entry.

SAP Supply Chain Collaboration Enterprise Account TEST MODE

Home | Inbox | **Outbox** | Catalogs | Enablement Tasks | Reports | Upload/Download | Messages

Documents | Create

Service Sheets

Search Filters

Service Sheets (48) Page 3

Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
554980	Anglo American DEV - TEST	5500004980	2 Jun 2017	R 96,000.00 ZAR	Acknowledged	Invoiced
554979	Anglo American DEV - TEST	5500004979	2 Jun 2017	R 840.00 ZAR	Obsoleted	Rejected
328732789732	Anglo American DEV - TEST	5500004949	1 Jun 2017	R 1,200.00 ZAR	Acknowledged	Invoiced
3628764332_SS_1	Anglo American DEV - TEST	5500004772			Acknowledged	Invoiced
1234564770_SS_1	Anglo American DEV - TEST	5500004770			Acknowledged	Sent

Service Sheet: 76543

Detail | History

Rejection Reasons from Customer:

76543

Service Sheet (Rejected) 76543

Begin the Invoice

1. Click Outbox and select Service Sheets Tab.
2. Routing and Approval Status will be visible on each line.
3. If a Service Sheet is approved open the service sheet number
4. Click on Create Invoice.

The screenshot shows the SAP Supply Chain Collaboration interface. At the top, there's a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. A search bar contains 'Service Sheets'. Below this is a table of Service Sheets (80) with columns: Service Sheet #, Customer, Related PO, Date, Amount, Routing Status, and Status. The first row is highlighted, and its 'Status' column contains 'Approved'. A detail view is open at the bottom, showing the 'Create Invoice' button and a 'Detail' tab. The detail view shows the following information:

Service Sheet
(Approved)
SES263V5AB
Date: 21 Feb 2018
Purchase Order: 5500000263
Subtotal: R100.00 ZAR

Begin the Invoice cont.

5. Populate invoice number

All the other fields should be auto populated

➤ Supplier Tax ID is auto-populated from the information in your company profile

6. View and select next and submit the Invoice.

Update Save Exit Next 6

Create Invoice

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

Summary

Purchase Order: 5500005132 Invoice #: 656678898 5 Invoice Date: 17 Jul 2017 Supplier Tax ID: Remit To: South African Anglo American Test Supplier Johannesburg GautengSouth Africa Bill To: Rustenburg Platinum Mines Johannesburg South Africa	Subtotal: R 3,350.00 ZAR Total Tax: R 0.00 ZAR Amount Due: R 3,350.00 ZAR View/Edit Addresses
---	--

Tax

Header level tax Line level tax

Shipping

Header level shipping Line level shipping

Ship From: South African Anglo American Test Supplier Johannesburg GautengSouth Africa	Ship To: RPM (MS) Centr logist Makopane NPSouth Africa Deliver To: View/Edit Addresses
--	--

Payment Term

Net Term(days): Discount or Penalty Term(days): 30 Percentage(%):* 0.000 [Add Discount/Penalty Term](#)

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #: <input type="text"/> Customer Reference: <input type="text"/> Supplier Reference: <input type="text"/>	Service Start Date: 10 Jul 2017 Service End Date: 17 Jul 2017
---	--

Check Invoice and Routing Status

- The status of the Invoice will change as it progresses through Anglo American 's approval process.
- There are 6 Routing Statuses:

• Acknowledged	Reached customers invoice processing system / final status
• Failed –	There are two possible reasons: Ariba network has experienced a problem when routing your response or the invoice is not compliant with the buyer business rules
	Check the History tab for the rejection reason and amend
• On hold	Invoice is pending approval
• Rejected	Invoice is rejected and can be resubmitted
• Sent	Invoice has been sent but not acknowledged
• Obsoleted	no further action required on the original document

- There are 5 Invoice Statuses:

• Sent	You have sent the invoice to Anglo American
• Approved	Anglo American has reviewed the Invoice and it has been approved for payment
• Paid	The invoice has been paid
• Pending	The SES is awaiting approval
• Rejected	The invoice has been rejected, open the invoice and review rejection reason

Remittance

Important Note:

- A Remittance advice provides information of when and how payment for an invoice will be made
- The Remittance is an information document only and does not require action
- New Remittances can be viewed from the Inbox area under Remittances

Remittance Advice

1. From the Inbox
2. Select Remittances
Screen displays Remittances
3. View the details by clicking on the **Transaction#** document link to display the Remittance Advice details
 - From the Remittance Advice page you can:
 - Print a copy of the Remittance
 - Export the Remittance to CSV
 - Download CSV (see CSV Invoicing Guide for further instructions)

The screenshot shows the SAP Remittance Advice interface. At the top, there's a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', 'Enablement Tasks', 'Reports', 'Upload/Download', and 'Messages'. A red circle with the number '1' is placed over the 'Inbox' dropdown. Below this is a 'Remittances' section with a red circle and the number '2' over the 'Detail' link. The main content area shows payment details: 'From: DEV/SBX - TEST SA' and 'To: (Pty) Ltd - TEST'. A blue box on the right contains 'REMITTANCE ADVICE' details: 'ZA0515000262672017 (Paid)', 'Gross Amount: R 214,279.49 ZAR', 'Withholding Tax: (R 0.00 ZAR)', and 'Amount Paid: R 214,279.49 ZAR'. Below this is a 'Payment Detail' section with a 'Rectangular Snip' button. At the bottom, there's a 'Line Items (3)' table with a red circle and the number '3' over the first row. The table has columns for Line #, Payable Reference, Gross Amount, Discount, Withholding Tax, Adjustment, Net Amount Paid, and Scheduled Payment.

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: DHF0001 (Show Details)	R 95,235.33 ZAR	R 0.00 ZAR			R 95,235.33 ZAR	

Creating Reports

1. Click on the **Reports Tab**.
2. Click **Create**.
3. Enter Title of Report.
4. Select Report Type.
5. Click **Next**.
6. Select Parameters (each report has different parameters).
7. Click **Submit**.
8. Download the Report:
9. Select **Report**
10. Click **Download**

SAP Supply Chain Collaboration - Enterprise Account TEST MODE

Home | Inbox | Outbox | Catalogs | Enablement Tasks | Reports | Upload/Download | Messages | Documents | Create

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8 - [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run

Run | Download | Edit | Copy | **Create** | Refresh Status

Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8 - [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input checked="" type="radio"/> Invoice 1	Manual	Invoice	Processed	26 Nov 2014	26 Nov 2014	26 Nov 2014	Kylie Preisig-Toro	959 B
<input type="radio"/> report 1	Manual	Order Summary	Processed	9 Dec 2014	9 Dec 2014	9 Dec 2014	Kylie Preisig-Toro	259 B

Run | **Download** | Edit | Copy | Delete | Create | Refresh Status

Report

Next | Exit

Enter a title and description for this report. Check the Time Zone and Language settings. [More](#)

1 Report Description

2 Criteria

3 Title: *

Description:

Time zone: Pacific/Yap

Language: English

4 Report Type: *

- Select
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- Tax Book
- Time Sheet

SAP Ariba

Kylie Preisig-Toro (test-APJ_Demo_Supplier@sap.com) last visited 3/25/2015 10:05:11 AM PST

Data Policy | Security Disclosure | Terms of Use

Exit

Creating Reports cont.

1. Select the **date range**
2. **Submit**
3. You need to select the Report and export to cXML

Previous Submit

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: All Customers Select

Invoice Number:

Invoice Amount: to

Routing Status: Any ▼

Invoice Status: Any ▼

Invoice Date: * 14 Apr 2017 📅 To 14 May 2017 📅

Max Results Returned: 100 ▼

Previous Submit

Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accent

Report Templates

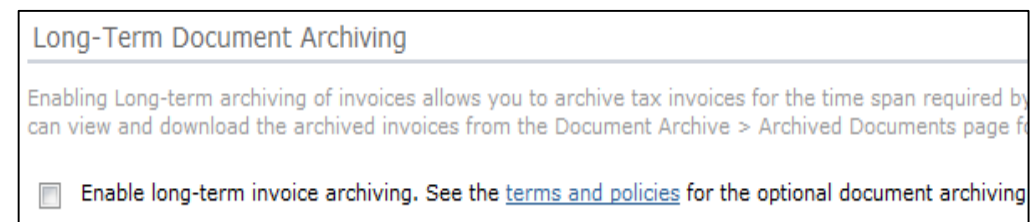
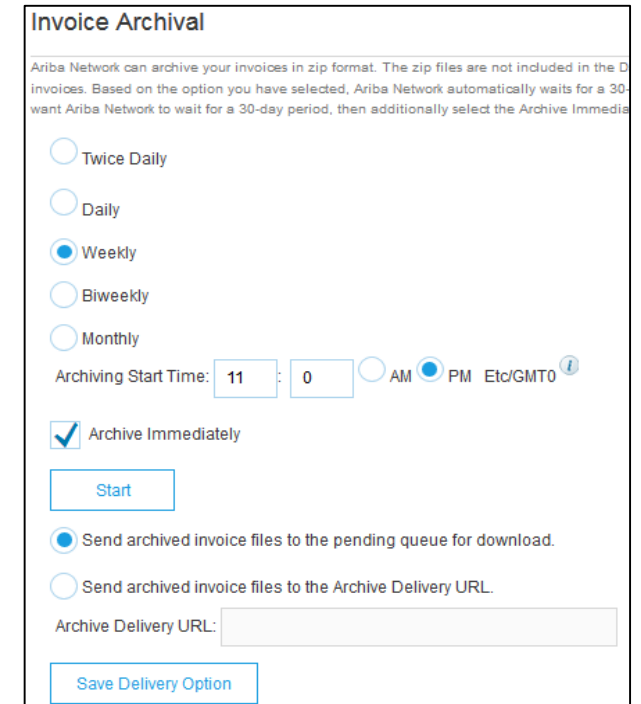
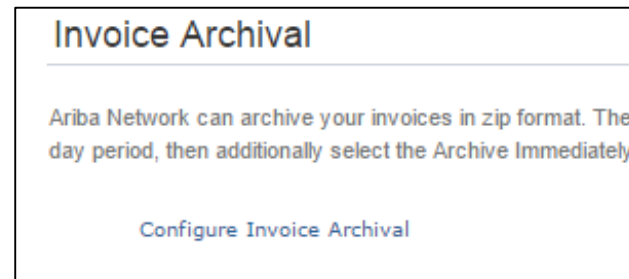
Title	Schedule Type	Report Type	Status	Last Run
<input type="radio"/> Failed invoices	Manual	Failed Invoice	Processed	24 Apr 2017
<input type="radio"/> Failed orders	Manual	Failed Order	Processed	24 Apr 2017
<input type="radio"/> Number of PO's	Manual	Order	Processed	26 Jan 2017
<input checked="" type="radio"/> PO	Manual	Invoice	Queued	
<input type="radio"/> invoices	Manual	Failed Invoice	Processed	20 Mar 2017
<input type="radio"/> invoices by po	Manual	Order Summary	Processed	21 Mar 2017
<input type="radio"/> invoices po	Manual	Invoice	Processed	20 Mar 2017

↳
Run
Download
Edit
Copy
Delete
Create
Refresh Status

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, urgency and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose **Archive Immediately** to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)



Identifying Non-Responded PO's

1. From within the **Inbox**
2. Click on the **Table Options Menu** icon
3. Select '**Group By**' – “**Order Status**”
4. All **New** or **Partially Confirmed** orders are awaiting further **Order Confirmation/s**

SAP Supply Chain Collaboration - Enterprise Account **TEST MODE**

Home | Inbox | Outbox | Catalogs | Enablement Tasks | Reports | Upload/Download | Messages | Documents | Create

Orders and Releases | Early Payments | Scheduled Payments | Remittances | Inquiries | Contracts | Notifications | Receipts | More...

Orders and Releases

Orders and Releases | Items to Ship

Search Filters

Orders and Releases (100+)

Type	Order Number	Customer	Ship To Address	Amount	Date	Settlement	Amount Invoiced	Revision
▶ Order Status: Changed (9)								
▶ Order Status: Confirmed (19)								
▶ Order Status: Invoiced (2)								
▶ Order Status: New (26)								
▶ Order Status: Obsoleted (14)								
▶ Order Status: Partially Confirmed (2)								
▶ Order Status: Partially Invoiced (5)								
▶ Order Status: Partially Received (1)								
▶ Order Status: Partially Serviced (10)								
▶ Order Status: Partially Shipped (2)								
▶ Order Status: Received (2)								
▶ Order Status: Serviced (6)								
▶ Order Status: Shipped (2)								

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, Create Invoice, Hide, Resend Failed Orders

Show / Hide Columns

- ✓ Type
- ✓ Order Number
- Ver
- ✓ Customer
- Inquiries
- ✓ Ship To Address
- ✓ Amount
- ✓ Date
- Order Status
- ✓ Settlement
- More...

Group by Column

- Customer
- Ship To Address
- Order Status
- Settlement

Grouping Expansion

- ✓ Collapse All
- Expand All

Export to Excel

- Export all Rows
- Export Current Page

Date Display

- Show Time

Table Size

- ✓ 100

Ariba Network Quick Reference Guide

Logging Into Ariba Network

- 1) Go to: supplier.ariba.com
- 2) Enter UserName
- 3) Enter Password
- 4) Click on Login
- 5) Ariba Network Dashboard
- 6) Overview Information

Reject Entire Order

- 1) Click INBOX
- 2) Click Order#
- 3) Click order Order Confirmation, select **Reject Entire Order**
- 4) Enter Confirmation #
- 5) Enter Comments
- 6) Click Reject Order

Creating an Invoice-Standard (PO FLIP)

- 1) Click INBOX
- 2) Click Order#
- 3) Click Create Invoice - Standard Invoice
- 4) Complete all fields with an asterisk
- 5) Update quantity if required
- 6) Add or check taxes
- 7) Click on Next
- 8) Click on Submit

Handy Hints Accessing the Supplier Information Portal (SIP)

- 1) From Dashboard, click on Company Settings
- 2) Select Customer Relationships
- 3) Locate and Select SIP

Confirm Entire Order

- 1) Click INBOX
- 2) Click Order#
- 3) Click Create Order Confirmation, select **Confirm Entire Order**
- 4) Complete all fields with an asterisk
- 5) Click Next
- 6) Click Submit

Ship Notice

- 1) Click INBOX
- 2) Click Order#
- 3) Click on Create Ship Notice
- 4) Complete all fields with an asterisk
- 5) Click Next
- 6) Click Submit

Credit Line Memo

- 1) Select OUTBOX
- 2) Select Invoice # to credit
- 3) Click Create Line-Item Credit Memo
- 4) Confirm / Enter the Credit Quantity
- 5) Click Update
- 6) Click Next
- 7) Click Submit

Using Search in Ariba

- 1) From any screen
- 2) Click on the Search
- 3) Complete fields required
- 4) Click on Search

Update Line Items

- 1) Click INBOX
- 2) Click Order#
- 3) Click Create Order Confirmation, select **Confirm Entire Order**
- 4) Complete all fields with an asterisk
- 5) Click **Details**
- 5) Update line details as required
- 7) Click Next
- 8) Click Submit

Creating a CSV Invoice File

- 1) From Dashboard, click on CSV Documents
- 2) Select CSV Templates (if required)
- 3) Select applicable Upload
- 4) Choose File-CSV Template
- 5) Click on Import CSV (upload type)

User Community

- 1) Use << to Open & close Help
- 2) Search for documentation
- 3) Search for Support
- 4) Communicate with global users and ask questions

The Ariba Network e-Procurement Process

This is a general reference guide, please refer to your Customer's Specific Guides for more detailed information.

Support: Technical Helpdesk: [1800 766 694](tel:1800766694)

Online Webform: <http://supplier.ariba.com>

Training Requests: <https://bookwhen.com/ariba-training>

Support

Support Type	Contact
If you have any Questions or to fill in the Support Request Webform (e.g. Help logging on to your account)	<ol style="list-style-type: none"> 1. Go to http://supplier.ariba.com 2. Click on the Help – Help Centre – Support 3. Enter your question/query and click Start
Ariba Technical Helpdesk	E: Click Support from within the Help Centre panel T: 0861 787 597
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"> 1. On the Home screen 2. Click on Company Settings 3. Click on Customer Relationships 4. Click on Supplier Information Portal
Ariba Network Training Request	https://bookwhen.com/ariba-training

Help Centre

The Help Centre

1. Click on the >> Help Center to open.
2. Multiple ways to locate help:
 - Check links within the Help Centre pane (These links are dynamic and will relate to the section/document you are in).
 - Enter a keyword into the Search.
3. Click View more.
- New Window displays: User Community Home
4. Again use the Search or select from the listed help topics.
5. To ask a question not covered, click Ask Community.

Help Center **1**

Search... **2**

Do I contact Ariba or my customer when I have a question or issue?

FAQ Why can't I find a purchase order in my account? **1**

FAQ What should I do if my invoice has been rejected?

FAQ How do I edit and resubmit an invoice that I've sent?

FAQ Where do I find my customer's

3 View more

Why can't I find a purchase order in my account?

Documentation Support

Ariba Exchange User Community English Test Supplier 7

Search... **4**

Home | Learning | Support

User Community Home **5** Ask Community

Popular Topics Sort by: Relevance

Do I contact Ariba or my customer when I have a question or issue? Ray Brooks Content Creator SAP Ariba

Not sure who to contact with a question or issue? We can clear that up. Your customers use Ariba according to their own internal business processes. Ariba Customer Support can help you understand how to use your account, but your customers are best qualified to explain what they need from you. The

Search Invoices Invoice Status Search Purchase Orders My Account Event Content

Invoice Rejection Messages Contact Account Administrator Proposals

22 · 0 comments · 13342 views · edited Sep 02 2016

FAQ Why can't I find a purchase order in my account? Arthur Hines Ariba Catalog Knowledge Expert SAP Ariba

Question Why can't I find a purchase order in my account? Answer There are different reasons why you can't see a purchase order in your Ariba Network account. Use the following troubleshooting tips to determine why you cannot access the purchase order: First, try searching for the purchase order.

Search Purchase Orders

20 · 18 comments · 10756 views · edited Jun 20 2016

FAQ How do I search by purchase order number? Vinutha

Can you help answer these questions?

I want to do a EFT payment for ariba subscriptions. Need full Ariba bank's address to fill in the EFT form. Please advise

I am trying to register to get a D-U-N-S number, the issue that I am having is that under State/Province there are no options for South A...

I've logged in to submit a PO for the first time and can see have an outstanding task "Configure Purchase Order Routing and Notification..."

View more questions

Documentation & Support

Within Help Centre

1. Click Learning
2. Select Product Documentation or Tutorial to review generic training material
3. Click Support
4. Enter question into 'I need help with' field.
5. If you can't find what you are looking for, select one of the support options;
 - Email SAP Ariba Customer Support
 - Get help by live chat
 - Get help by phone (call now or call later option)

Ariba Exchange User Community Test Demo Supplier

Search...

Home | Learning | Support

Learning Center

Product Documentation

- ▶ What's New
- ▶ Getting Started
- ▶ Managing Your User Account
- ▶ Catalogs
- ▶ Orders and Releases
- ▶ Collaborating with Customers
- ▶ Creating and Managing Invoices
- ▶ Payments and Discounting
- ▶ Reports and Report Templates
- ▶ Tracking Temporary Labor Time
- ▶ Application Integration
- ▶ Administration and Configuration

Tutorials

- Overview of the Ariba Network (4:07)
- Having Trouble Logging In (2:03)
- What Are Electronic Catalogs? (4:30)
- What is cXML Business Integration? (2:52)
- What is PunchOut? (4:07)
- View a Purchase Order (4:00)
- Send an Order Confirmation (4:54)
- Send a PO-Based Invoice (4:35)
- Send a Ship Notice (3:08)
- About Credit Memos (2:24)
- View a Payment (2:10)
- Update a Catalog (1:20)
- Supplier Basics (3:00)
- Introduction to the Dashboard (5:00)
- Accept a Customer Relationship (1:42)
- Add a New User (3:12)
- Create a Customer Contact (1:50)
- Configure Your Settlement Settings (2:08)
- Create a Catalog (5:23)
- Publish a Catalog (3:11)
- About Invoices (3:10)
- Send a Non-PO Invoice (3:37)
- Send a Header-Level Credit Memo (1:58)
- Send a Line-Item Credit Memo (2:20)
- Change Your Account Administrator (1:36)

Ask Community

Ariba Exchange User Community Test Demo Supplier

Search...

Home | Learning | Support

Support Center

Ask Community

I need help with

Examples:
 Account Reassignment
 Options to submit Invoices
 Invoice Rejection
 Update company information

Can't find what you are looking for? Let us help you.

Choose your communication preference:

- Email SAP Ariba Customer Support
- Get help by live chat**
- Get help by phone

Common Troubleshooting Tags

- Contact account administrator
- Invoice rejection messages
- Invoice details
- Error messages
- Navigate homepage
- Spotlight
- Ariba subscriptions
- My account
- Invoice History
- Invoice status
- View invoice
- Create PO invoice
- Search purchase orders
- Search invoices
- Customer relationships

trust.ariba.com
 Information and latest notifications about product issues and planned downtime.
 Check status [↗](#)

Supplier Information Portal

All buyer communications, notes and other information, including Anglo American specific training material is located in the Supplier Information Portal.

To access:

1. Open the **Company Settings**.
2. Select **Customer Relationships**.
3. Select **Supplier Information Portal**.

Settings (1) LM ?

Company Profile

Account Settings

Customer Relationships (2)

Users

Notifications

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All

Account Settings

Customer Relationships Users Notifications

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests Manually review all relationship requests

Current

Customer	Approved Date ↓
<input type="checkbox"/> Demo Buyer - TEST 3 <input type="button" value="Supplier Information Portal"/>	17 Jul 2014
<input type="button" value="Reject"/>	

Rejected

Customer	Rejected Date ↓
No items	



Interested in E-Invoicing with Anglo American on the Ariba Network?

Please send a note to aribasupport@angloamerican.com with the following information:

Supplier Name

Contact Name

Contact Email Address

Phone Number

Ariba Network ID (ANID)

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