Ariba Network
Service Order Guide

SAP Ariba

Introduction

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

Guide Key

(1)	• This indicates an Instructional steps
(1)	• An additional step is indicated by
(N)	• Note: Functionality specific notes
(i)	• Information: other useful information

Table of Contents

Inbox – Orders and Releases

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

Note (N): 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 **Ver**. Is the version number of the order. 1 = the original order, 2 = changed order and so on

The **Amount** is the total value of the purchase order

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

Ariba Supply Chain Collaboration

HOME   INBOX   OUTBOX   CATALOGS   ENABLEMENT TASKS   REPORTS   MESSAGES

Company Settings ▾   CSV Documents ▾   Create ▾

Orders and Releases   Extended Collaboration   Time & Expense Sheets   Early Payments   Scheduled Payments   Receipts   More...▾

Orders and Releases

| Orders and Releases | Items to Confirm | Items to Ship | Return Items |

▶ Search Filters

Orders and Releases (18)

Type	Order Number	Ver	Customer	Amount	Date	Order Status ↑	Amount Invoiced	Revision	Actions
Order	4500901117	1	Anglo American - TEST	$4,000.00 AUD	17 May 2019	Confirmed	$0.00 AUD	Original	Actions ▾
Order	4500901121	1	Anglo American - TEST	$4,000.00 AUD	17 May 2019	Confirmed	$0.00 AUD	Original	Actions ▾
Order	4500900730	1	Anglo American - TEST	$10,000.00 AUD	2 May 2019	Invoiced	$10,000.00 AUD	Original	Actions ▾
Order	4500900800	1	Anglo American - TEST	$3,000.00 AUD	7 May 2019	Invoiced	$3,000.00 AUD	Original	Actions ▾
Order	4500900916	1	Anglo American - TEST	$3,000.00 AUD	13 May 2019	Invoiced	$3,000.00 AUD	Original	Actions ▾
Order	4500900801	2	Anglo American - TEST	$3,000.00 AUD	7 May 2019	Invoiced	$3,000.00 AUD	Changed	Actions ▾
Order	4500 0801	1	Anglo American - TEST	$3,000.00 AUD	7 May 2019	Obs ed	$3,000.00 AUD	Original	A s ▾
Order	450 0802	1	Anglo American - TEST	$10,000.00 AUD	7 May 2019	Obs ed	$500.00 AUD	Original	A s ▾
Orde		1	Anglo American - TEST	$10,000.00 AUD	23 Apr 2		$200.00 AUD	Original	
Orde		1	Anglo American - TEST	$15,000.00 AUD	23 Apr 2		1,500.00 AUD	Original	
Orde		1	Anglo American - TEST	$2,000.00 AUD	2 May 2		$500.00 AUD	Original	

Using Search Preferences

Use Search Preferences to make identifying information required for you specific user requirements

➤ Only one order number or prefix can be entered and set at a time

➤ Log onto your Ariba Network

1. Click on your **User Name**

2. Select **My Account**

3. Scroll Down to **Preferences**

4. Select **Allow me to Save Filter Preferences in the Inbox/Outbox**

5. Click on **Save**

Note: A green ribbon indicates that any changes have been saved

6. Click on **Close**

➤ Screen returns to the screen you were previously on

Ariba Network

① User Name

Logout

② My Account

My Community Profile

Switch To

My Account

Account

Settings

* Indicates a required field

Preferences ③

Preferred Language: English

Preferred Timezone:* AET

Default Currency:* Australian Dollar | Select Currency

④ ☑ Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

Ariba Network

Company Settings ▼ User Name

My Account

Save | Close

✓ Your profile has been successfully updated. Ⓝ

⑤ ⑥

Account

Settings

* Indicates a required field

General Information-Order Fulfillment Status Levels

➤ The Inbox (Orders and Releases) displays all Purchase Orders sent from Anglo American. Status levels indicate where in the process a Purchase Order is in.

➤ Only Anglo American can adjust a Purchase Order, contact the requestor where there are required changes

➤ Partial status remains until all items on the Purchase Order have been confirmed

➤ Partial Order Confirmations are not accepted

➤ The status of a Purchase Order changes as suppliers work through the entire fulfillment process based on the information contained within the Original Purchase Order

➤ Ensure you use the same Unit of Measure that appears on the Purchase Order

Routing Status

The routing status identifies the journey of documents (order confirmation & invoices) through the Ariba Network between Anglo American and the Supplier.

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer or from the catalog tester
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order
Acknowledged	Ariba received a positive functional acknowledgment from you
Failed	Ariba could not route the purchase order and it lists the reason for the failure. The supplier needs to resend the purchase order after correcting the issue. Contact Help Centre for further assistance

Order Status Descriptions

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

Service Orders - General Information

The **Orders and Releases** page **displays a summary of all purchase orders**

Service Orders do not have a specific prefix that identifies it, as a Service or Material Purchase Order.

A Service Order can only be identified after opening a purchase order and the Create Service Sheet button is displayed but is greyed out.

An Order Confirmation is mandatory for all Service Purchase Orders.

Locating a Service Purchase Order using Search Filters

- ➢ From the Dashboard or Homepage

1. Click on **Inbox**

- ➢ Screen displays **Orders and Releases**

2. Click on **Search Filters**

- ➢ Screen displays the search filter options

3. Click on **Select Search only service purchase orders**

4. Choose the **Number of Results** from the drop down list

5. Click on **Search**

- ➢ Screen displays the results in Orders and Releases

6. Click on the required Purchase Order

Service Order

- The Description field is a mandatory field by Anglo American as they need this information, do not enter more than 40 characters otherwise this will be rejected

- The Part number and Customer Part number are not mandatory fields and has a character limit of 19 characters

- Service Orders are further classified into Planned or Unplanned

- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line

- For Planned Service Items, prices are locked and cannot be changed on the Invoice screen. Contact the requestor where there are required changes.

- Quantity Balance Tracking is in place for Planned Service Items

- Price Balance Tracking is in place for Unplanned Service Items

- Claims can be made against Unplanned Service lines if the price is sent through as 0. The system will balance track the invoices up to a limit set by Anglo American

- **Supply Or Service Order Types**
  - **Planned Service**
  - **Unplanned Service**

View Service Order Details – Header Level

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) **Payment Terms**

5) **Contact Information** including **Supplier Address**

6) **Other Information**

7) **Attachments**

8) **Transport Terms Information**

9) **Ship All Items To**, **Bill To** and **Deliver To** details

10) **Done**, to return to selection screen

Purchase Order: 4500869389   **Done**

☑ Create Order Confirmation ▾   🔧 Create Service Sheet   🖩 Create Invoice ▾   Hide | Print ▾ | Download PDF | Export cXML | Resend

Order Detail   **Order History**

From: **To:**   Purchase Order
Anglo Coal (Capcoal Management)   (New)
Pty Limited   4500869389
Brisbane QLD 4001   Amount: $31,000.00 AUD
Australia   Version: 1

                                                             Routing Status: Sent

Payment Terms ⓘ
Within 30 days from Statement
Date

Contact Information

Australia
Email:
Address ID: W97685
buyerID: W97685

Other Information
    Customer VAT/Tax ID: 73010037564
    SupplierVatTaxID: 29616786648
                        Terms and Conditions:

View more »

Attachments
📎 4500869389.pdf (application/pdf)

Transport Terms Information
    Delivery Terms: Transport Condition
    Transport Terms: FCA

        transactionCategoryOrType: Service PO

Ship All Items To   **Bill To**   **Deliver To**

Planned Service Order – Line Item Level

- **Planned Child Lines** - Item Type '**SERVICE**'

- A Planned Service Item is generally a continued service where Anglo American knows the details and value of the service carried out and will provide line details.

- The numbering of Planned service lines are sequential 10.10, 10.20, 10.30 etc.

- Planned Service orders consist of Parent and Child lines

- For Unplanned Service orders ensure that only one line item is applied when generating invoices for Anglo American

Line Items   Show Item Details

Line #	Part #	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
▼ 10	Parent Line		Service			21 Jun 2019		$50,125.33 AUD	$0.00 AUD	Details
Description:	Services									
10.10	Child Line		Service		1.0 (EA) ⓘ			$125.33 AUD	$125.33 AUD	$12.53 AUD	Details
Description:	Service									

Order submitted on: Wednesday 29 May 2019 8:00 PM GMT+10:00
Received by Ariba Network on: Wednesday 29 May 2019 8:12 AM GMT+10:00
This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: $50,125.33 AUD
Total Serviced: $ 125.33 AUD
Total Invoiced: $ 125.33 AUD
Est. Total Tax: $ 12.53 AUD
Est. Grand Total: $50,137.86 AUD

Done

Unplanned Service Order – Line Item Level

> **Unplanned** Item Type '**SERVICE**'

> An Unplanned Service Item is where Anglo American places a limit value on a Service Order line which allows the supplier to draw down on the order up to the value of the limit set by Anglo American

> For Unplanned Service orders ensure that only one line item is applied when generating invoices for Anglo American

Line Items   Show Item Details

Line #	Part #	Customer Part #	Type	Return	Qty (Unit)	Need By	Price	Subtotal	Tax	
10 ← Parent Line			Service		1.0 (AU) ⓘ	29 May 2019	$540,632.22 AUD	$540,632.22 AUD	$0.00 AUD	Details

Description: Renovate Admin Building

Order submitted on: Wednesday 29 May 2019 8:00 PM GMT+10:00
Received by Ariba Network on: Wednesday 29 May 2019 11:33 AM GMT+10:00
This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: $540,632.22 AUD
Total Serviced: $ 8,892.00 AUD
Total Invoiced: $ 8,892.00 AUD
Est. Total Tax: $ 0.00 AUD
Est. Grand Total: $540,632.22 AUD

☑ Create Order Confirmation ▼   ✎ Create Service Sheet   ▤ Create Invoice ▼   Download PDF | Export cXML | Download | Resend

Done

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View Service Order Details – Line Item Level Show Item Details

When reviewing a Purchase Order use Show Item Details to identify any comments or further information from Anglo American

- To see all Line Items details click on

  Show Item Details

- To hide all line item details click on

  Hide Item Details

- To see specific line item details click on

  Details

- To hide specific line item details click on

  Summary

- Anything is blue can be clicked on to provide further information

Line Items

Hide Item Details

Line #	Part #	Customer Part #		Type	Return	Qty (Unit)	Need By	Price	Subtotal	Tax	
10				Service		1.0 (AU) ⓘ	16 Apr 2019	$31,000.00 AUD	$31,000.00 AUD	$0.00 AUD	Summary

Description: Demo Service PO

Status

1.0 Unconfirmed

Control Keys

Order Confirmation: allowed

Ship Notice: not allowed

Invoice: is not ERS

Invoice Verification Type: goods receipt

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
GST	10.00	$31,000.00 AUD	$3,100.00 AUD		AP GST Taxable Supplies 10%	

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	16 Apr 2019 12:00 PM AEST		1.0 (AU) ⓘ

Generic Service

Other Information

OutlineAgreement: 00000

Requisitioner: Test

External Line Number: 10

Classification Domain: not available

Classification Code: SERV, MAINTENANCE

Order submitted on: Tuesday 16 Apr 2019 8:00 PM GMT+10:00

Received by Ariba Network on: Wednesday 17 Apr 2019 12:55 AM GMT+10:00

This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: $31,000.00 AUD

Est. Total Tax: $ 0.00 AUD

Est. Grand Total: $31,000.00 AUD

Changed Purchase Orders

A changed purchase order may be sent when:

- A price change has been accepted

- The order was rejected because the wrong information was sent

- The purchase had too many errors for the Supplier to effectively correct

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

Inbox – Change Orders General Information

- A change order is triggered, when a Supplier contacts the Buyer to indicate that there are some changes to a Purchase Order.

- Only the Buyer can change a purchase order. Contact the requestor where there are required changes.

- Invoicing for an amount different to that shown on the Purchase Order may result in the invoice being rejected and this may delay the process.

Identifying the changes on a Change Order - Header Level

- The Change Purchase Order is displayed

- All changes are shown in a brownie coloured writing. This remains throughout all processes for the life of the Purchase Order including Confirmed and Invoiced

- Examples of changes include but not confined to:
  - Supplier Addresses
  - Ship All Items To

- All Order Status's will be shown in brown for all change purchase orders

- All previous versions can be access by selecting Previous version

Purchase Order: 4500869317   Done

☑ Create Order Confirmation ▼   🖹 Create Service Sheet   📄 Create Invoice ▼   Hide Changes | Hide | Print ▾ | Download CSV | Resend

Order Detail   Order History

From:

Anglo Coal (Capcoal Management)
Pty Limited
Brisbane QLD 4001
Australia
Phone: + () 61 7 38341333

To:

Purchase Order
(➜ Changed)
4500869317
Amount: $31,000.00 AUD
Version: 2 (Previous Version)

Routing Status: Sent

Payment Terms ⓘ
Within 30 days from Statement

Identifying the changes on a Change Order – Line Level

- Line Items with an **Edited** or **Deleted** indicates a change has occurred

- Changed items will have a line through the original information

- The new **Amount** is displayed

- Sub-total reflects the new amount

Line Items   Show Item Details

Line #	Change	Part #	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
▼ 10	↱ Edited			Service		25 May 2019	$220.00 AUD	$0.00 AUD		Details
Description:	Testing Service PO Text Metcoal FILTER,AIR,PRI,393MM H,161MM FIN DIA,133									
10 .10	↱ Edited			Service	1.0 (EA) ⓘ		$100.00 AUD	$100.00 AUD	$10.00 AUD	Details
Description:	Testing PO text for Service PO Metcoal Testing SES1									
10 .20	↱ Edited			Service	1.0 (EA) ⓘ		$120.00 AUD	$120.00 AUD	$12.00 AUD	Details
Description:	Testing PO text for Service PO Metcoal Testing SES									
▼ 20	↱ New			Service		25 May 2019	$150.00 AUD	$0.00 AUD		Details
Description:	Testing Service PO Text									
20 .10	↱ New			Service	1.0 (EA) ⓘ		$150.00 AUD	$150.00 AUD	$15.00 AUD	Details
Description:	Testing SES1									

Order submitted on: Tuesday 21 May 2019 8:00 PM GMT+10:00
Received by Ariba Network on: Tuesday 21 May 2019 5:49 PM GMT+10:00
This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: ~~$ 3,220.00 AUD~~
Est. Total Tax: ~~$ 322.00 AUD~~
Est. Grand Total: ~~$ 3,542.00 AUD~~

Sub-total: $3,370.00 AUD
Est. Total Tax: $ 337.00 AUD
Est. Grand Total: $3,707.00 AUD

Service Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation

- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:

    1) Confirm Entire Order: used to confirm all line item details of the order.

    2) Update Line Item: *do not* use this option for Service Orders, any change to the date or price is deemed a change in scope, contact the requester at Anglo American to provide a Changed Purchase Order

    3) Reject Entire Order: used to reject the order if it cannot be fulfilled

Order Confirmation – Locate Service Orders

- ➤ From the Dashboard or Homepage

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

- ➤ Screen displays **Orders and Releases**

2. Click on **Search Filters**

3. Click **Search only service purchase orders**

4. Click on **Search**

- ➤ The screen displays a list of the Services Orders

5. Click on the required **Service Purchase Order**

Order Confirmation – Confirm Entire Order

- The Purchase Order is displayed

1. Click **Create Order Confirmation**

2. Select Confirm Entire Order

- Refer to **Slide 24**, Reject Entire Order

Note: Do not use Update Line Items for Service Order Items, contact the requester at Anglo American

- Review the information

3. Click on **Next**

Purchase Order: 4500852934

Done

▣ Create Order Confirmation ▾   ①

   Confirm Entire Order   ②   e Service Sheet | ☐ Create Invoice ▾ | Hide | Print ▾ | Download PDF | Export cXML |

   Update Line Items

   Reject Entire Order

From:
Anglo Coal (Capcoal Manag

Confirming PO   Exit   Next   ③

① Confirm Entire Order   ▼ Order Confirmation Header   * Indicates re

② Review Order Confirmation

    Confirmation #: [   ]

    Associated Purchase Order #: 4500852934

    Customer: Anglo American - TEST   ⚠ Anglo American - 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: [   ]

⚠ Confirmations to Anglo American must be for the full order quantity (split or partial quantity responses will fail to process). Delivery Date only changes must be processed as Back Order.

SHIPPING AND TAX INFORMATION

    Est. Completion Date: [   ] 📅

    Comments: [   ]

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
▼ 10	PN-12345-1				28 Feb 2019			$0.00 AUD
Description:	item text							
	▶ Schedule Lines							
	Current Order Status:							
	Confirmed As Is (Estimated Completion Date: 28 Feb 2019 - defaulted from Requested Delivery Date in the order)							
10.10		AS0013746		2.0 (EA) ⓘ		$200.00 AUD	$400.00 AUD	$40.00 AUD
Description:	ADVERTISING							

Finalise Order Confirmation

➤ Review Order Confirmation is displayed

4. Click on **Submit**

➤ Screen displays the Purchase Order with a Confirmed Status

5. Click on **Done** to return to the Inbox, Orders and Releases Screen

Order Confirmation – Reject Entire Order

- After selecting **the required Purchase Order**

1. Click on **Create Order Confirmation**

2. **Select Reject Entire Order**

3. Select a **Rejection Reason** from the drop down box.

4. Enter **Comments** for the rejection that provides further details to support the rejection

5. Click **Reject Order.**

- Screen returns - Purchase Order. Order Status has changed to Rejected

- Use the Reject if;
  - You can no longer fulfil the order
  - Details of the order need to be changed
  - The order was not intended for your company
  - Include detailed notes advising reason for rejection

Purchase Order: 4500852378

Done

Create Order Confirmation ▼   Service Sheet   Create Invoice ▼   Hide | Print ▾ | Download PDF | Export cXML | Download CSV | Resend

Confirm Entire Order
Update Line Items
Reject Entire Order

From
Anglo Coal (Capcoal Management)
Pty Limited
Brisbane QLD 4001
Australia

To:

Australia

Purchase Order
(New)
4500852378
Amount: $22,000.00 AUD

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #:   confirmall

Rejection Reason: Unable to Supply Item(s) ▾

Comments: No longer able to identify and supply a qualified filtration specialist

Reject Order   Cancel

Please Select
Duplicate Order
Incorrect Delivery Date
Incorrect Description
Incorrect Price
Incorrect Quantity
Incorrect Stock/Part Number
Incorrect Supplier Code Used
Incorrect UOM
Not our Product Line
Unable to Supply Item(s)
Other

Purchase Order
(Rejected)
3023205992
Amount: $100.00 AUD
Version: 1

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Locating Sent Order Confirmations

- From the Dashboard or Homepage

1. Click on **Outbox**

- Screen displays **Invoices**

2. Select **Order Confirmation**

- Screen displays the list of sent Order Confirmations to Anglo American

Service Entry Sheets

- The Service Entry Sheet is the claim for the service work carried out and required Anglo American approval

- Anglo American creates the Service Entry Sheet on behalf of the Supplier based on the Invoice provided

Service Invoice

- All service invoices require an attachment of supporting documentation (e.g. signed time sheet, invoice, service report)

- Multiple service invoices can be created against the same PO line up to the quantity/value available on that PO line

- The ABN is defaulted from the Anglo American ordering system

- All taxes are be added at line level

- Do not send a hard or soft copy Invoice to Anglo American, all invoices must be created and submitted using the Ariba Network

- There are three types of Service Entry:

    ➢ Add General Service – Use this to add service. Only use EA (each) as the General Service UOM other UOM's entered will cause the invoice to be rejected

    ➢ Add Labor Service – *do not* use this service entry

    ➢ Add Material – *do not* use this service entry

Invoicing Service Orders – General Information

- Where there are multiple parent and child lines you will need to select the required parent line to be invoiced. Only *one* parent line per claim.

- Always review the unit of measure and the unit price as some Service Purchase Orders will display a zero dollar value on the header, this type of Service Purchase Order requires suppliers to add/update details by adding the services that make up the invoice.

- There are two types of Service Order – Planned and Unplanned

- Always confirm the correct ABN appears on the Invoice, the ABN displayed is extract from Anglo American's ordering system, where this is incorrect contact the requester at Anglo American. This cannot be changed or updated at supplier level.

Locate Service Order – Inbox and/or Search Filters

- From the Dashboard or Homepage

1. Click **Inbox**

- Screen displays the Orders and Releases

2. Click on **Search Filters**

3. Click on **Order Status** and select **Confirmed**

4. Click on **Search only service purchase orders**

5. Click on **Search**

- Only confirmed service orders are displayed

6. Click on the required **Service Purchase Order**

- The Service Order is displayed on the screen

Note: Select the date range if required

Begin Service Order Invoice – Header Level

- The Service Purchase Order is displayed

1. Click on **Create Invoice**

2. Select **Standard Invoice**

- Screen message displays

3. Click on 🗙 to close the screen message

- The Create Invoice screen is displayed

4. Enter the **Invoice Number**, this is the number you provide to Anglo American from your ERP or ordering system

5. Confirm or enter the **Invoice Date**

Note: The Subtotal, Total Tax and Amount due are displayed as Zero until services have been added for invoicing

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Purchase Order: 4500901392   **Done**

☑ Create Order Confirmation ▾   🔖 Create Service Sheet   🗐 Create Invoice ▾   ① Print ▾ | Download CSV | Resend

Standard Invoice   ②

Order Detail   Order History   Line-Item Credit Memo

Line-Item Debit Memo

From: To: Purchase Order
Anglo Coal (Capcoal   (Confirmed)
Management)   4500901392
Pty Limited   Amount: $540,632.22 AUD
                                                                Version: 1

③ 🗙

WARNING!

✓ This customer requires service sheets for service orders. When you create an invoice without first creating a service sheet, Ariba creates a service sheet for you. The invoice is sent after the customer approves the service sheet.

☐ Don't show me this message again

Create Invoice   Update   Save   Exit   **Next**

▾ Invoice Header   * Indicates required field   Add to Header ▾

Summary

Purchase Order: 4500901392

Invoice #: * 22332-1a   ④   Subtotal: $0.00 AUD   Ⓝ   View/Edit Addresses
                                         Total Tax: $0.00 AUD
Invoice Date: * 3 Jun 2019 📅 ⑤   Amount Due: $0.00 AUD

Service Description:

Creating a Service Order Invoice – Add Attachment Header Level

- ➢ ALL service invoices MUST have proof of service attached

- ➢ Screen displays the Create Invoice

1. Click on **Add to Header**

2. Select **Attachment**

- ➢ An Attachment section opens, you may need to scroll down to locate it

3. Click on **Browse**

- ➢ Locate the required document and click open

4. Click on **Add Attachment**

- ➢ The Attachment is added

Note: Multiple attachments can be added, however their combined value must not exceed 10MB

- ➢ Scroll down to **Line Items**

Note : Confirm the correct Supplier ABN is displayed. Do not submit an invoice with the incorrect Supplier ABN, contact Anglo American as ABN's are defaulted from the Anglo American ordering system

Creating a Service Order Invoice – Add General Service

- Line Item are displayed

1. Click on **Add/Update**

2. Select **Add General Service**

- A line item is added

3. Enter the **Description** of the Service

4. Enter the **Unit Price**

- Only one item per invoice is accepted by Anglo American for unplanned items

Note: *Do not* use Add Labor Service or Add Materials as this will cause the invoice to be rejected and may delay the process

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0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

☐ Tax Category: [▼]   ☐ Discount   [Add to Included Lines]

☐	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit	Subtotal
	10					Renovate Admin Building					Add/Update ▼	

Add General Service

Add Labor Service
Add Material

↳ [Line Item Actions ▼] [Delete]

[Update] [Save] [Exit] [Next]

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	SERVICE		Plasterer		1	EA	$4,590.00 AUD	$4,590.00 AUD

Service Period   Service Start Date: [📅]   Service End Date: [📅]

Tax
Category:* [GST   ▼]   Taxable Amount: [$4,590.00 AUD]   Remove
Location: [   ]   Tax Rate Type: [   ]
Description: [AP GST Taxable Supplies 10%]   Rate(%): [10.00]
Regime: [▼]   Tax Amount: [$459.00 AUD]
Exempt Detail: [(no value) ▼]

Additional Fields   ⚠ If you are adding unplanned service lines to the Invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

Creating a Service Order Invoice – Add General Service cont.

5. Click on **Update**

➢ Confirm the Subtotal is correct

ⓘ Confirm the correct tax rate has been applied, contact Anglo American if the incorrect rate is shown. This will result in a change purchase order

➢ Confirm or Add supporting Attachments at Header Level, Refer to **Slide31**, Creating a Serve Order Invoice –Add Attachment Header Level

6. When finished, click on **Next**

➢ The Confirm Invoice screen is displayed

Finalising a Service Invoice

- ➤ **Finalise Invoice is displayed on the screen**

- ➤ **Review the Invoice**

1. Click on **Submit**

- ➤ Screen message displays

2. Click on **Exit,** do not send a hard or soft copy invoice to Anglo American

Note: Screen displays the Purchase Order with the updated status, either Invoiced Or Partially Invoiced

3. Click on **Done**

- ➤ **Screen displays the Orders and Releases screen**

Create Invoice   Previous | Save | **Submit** | Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Australia. The document's destination country is:Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number: 22332-1a
Invoice Date: Monday 3 Jun 2019 4:51 PM GMT+10:00
Original Purchase Order: 4500901392

Subtotal: $8,892.00 AUD
Total Tax: $889.20 AUD
Amount Due: $9,781.20 AU

REMIT TO: BILL TO: SUPPLIER:

Invoice 22332-1a has been submitted.

- Print a copy of the invoice
- Exit invoice creation.

Purchase Order: 4500901392   Done

☑ Create Order Confirmation ▾ | Create Service Sheet | ▾ Create Invoice ▾ | Hide | Print ▾ | Download PDF | Resend

Order Detail | Order History

From: To: Purchase Order
Anglo Coal (Capcoal Management)   (Partially Invoiced)
Pty Limited   4500901392
Brisbane QLD 4001   Amount: $540,632.22 AUD
Australia   Version: 1

Purchase Order   Purchase Order
Invoiced   (Partially Invoiced)
3000962382   3120856436
Amount: $25,833,600.00 AUD   Amount: $50,000.00 AUD
Version: 2   Version: 1

Service Orders Partially Invoiced

- Invoices will display as Partially Invoiced until all items on the original Purchase Order have been Invoiced

- Partial invoicing on Partial invoices is allowed as the Ariba Network tracks the balance of all invoices against the total of the Purchase Order

- Note that a Purchase Order displays Partially Invoiced until the entire value of the Purchase Order has been reached

- The total value of the Invoices cannot exceed the value of the Purchase Order

- Order Status:
    - **Sent:** sent to the buyer
    - **Approved**: can be invoiced
    - **Invoiced**: has been Invoiced
    - **Failed**: has been rejected

Locating and Opening a Partial Invoice using Inbox or Search

1. From the **Inbox**

2. Select the applicable Purchase Order with a **Partially Invoiced** status

➤ Screen displays the Invoice

Note: Use Order Status to sort invoices by Partially Invoiced Status

Using Search:
1) Click on **Search Filters**
2) Click on Order status and select **Partially Invoiced**
3) Select **Search only service purchase orders**
4) Click on **Search**, the results are displayed

➤ The Invoice screen is displayed

Invoicing a Partial Invoice – Header Level

The Purchase Order is displayed

Note: All previous documents are displayed under **Related Documents**

1. Click on **Create Invoice**

2. Select **Standard Invoice**

Screen displays the Invoice

3. Enter the **Invoice Number**

Scroll down to **Supplier VAT**

Purchase Order: 4500900799   **Done**

☑ Create Order Confirmation ▾   🗞 Create Service Sheet   📧 Create Invoice ▾   Hi... | Print ▾ | Download PDF

①
②

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

Order Detail   Order History

From: To: Purchase Order **(N)**
Anglo Coal (Capcoal Management)   (Partially Invoiced)
Pty Limited   4500900799
Brisbane QLD 4001   Amount: $10,000.00 AUD
Australia   Version: 1

---

③

✕

❌ **WARNING!**

✔ This customer requires service sheets for service orders. When you create an invoice without first creating a service sheet, Ariba creates a service sheet for you. The invoice is sent after the customer approves the service sheet.

☐ Don't show me this message again

Create Invoice   Update   Save   Exit   **Next**

▾ Invoice Header   * Indicates required field   Add to Header ▾

Summary

Purchase Order: 4500900799   Subtotal: $0.00 AUD   View/Edit Addresses
                                         Total Tax: $0.00 AUD
Invoice #: * 77785-8   **④**   Amount Due: $0.00 AUD

Invoice Date: * 3 Jun 2019 📅

Service Description:

Invoicing a Partial Invoice – Header Level cont.

Note : Confirm the correct Supplier ABN is displayed. Do not submit an invoice with the incorrect Supplier ABN, contact Anglo American as ABN's are defaulted from the Anglo American ordering system

5. To add an Attachment:
   1) Click on **Add to Header**
   2) Select **Attachment**, and Attachments section will open
   3) Click on **Browse**, select the file from your computer, click on Open
   4) Click on **Add Attachment**, the attachment is displayed

6. Scroll down to **Line Items**

Supplier VAT

Supplier VAT/Tax ID: 29616786648

Supplier Commercial Identifier: 29616786648

N

Add to Header ▼ ①

Shipping Cost
Shipping Tax
Shipping Documents
Amount Details
Special Handling
Additional Reference Documents and Dates
Comment
Attachment ②

Customer VAT

Customer VAT/Tax ID: 73010037564

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Tax Category: 10% GST / GST

Informational Pricing

Add to Included Lines

		Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▼	10		Constant Fees Nov 18					Add/Update ▼
	10.10	SERVICE	Consulting Fees Nov 18		0.2826	SRV	$50,000.00 AUD	$14,133.00 AUD

Attachments ⑤

The total size of all attachments cannot exceed 10MB

Remove

Browse... ③   Add Attachment ④

Name	Size (bytes)	Content Type
Doc9.docx	2506513	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Delete

Add to Header ▼

Line Items ⑥

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Invoicing a Partial Invoice – Line items

Line Items is displayed:

1. Click on **Add/Update**

2. Select Add General Service

Note: Do not use Add Labour Service or Add Material as this will result in the invoice being rejected

3. Once all services have been entered, click on **Next**

Finalising a Partial Service Invoice

> **Finalise Invoice is displayed on the screen**

> **Review the Invoice**

1. Click on **Submit**

> Screen message displays

2. Click on **Exit,** there is no requirement to send a hard or soft copy invoice to Anglo American

Note: Screen displays the Purchase Order with the updated status, either Invoiced Or Partially Invoiced, The Ariba Network balance tracks all invoice, the Orders and Releases screen displays the Total and the Amount Invoiced for all invoices

3. Click on **Done**

> **Screen displays the Orders and Releases screen**

Create Invoice   Previous   Save   **Submit**   Exit

①

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Australia. The document's destination country is:Australia.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number: 22332-1a
Invoice Date: Monday 3 Jun 2019 4:51 PM GMT+10:00
Original Purchase Order: 4500901392

Subtotal: $8,892.00 AUD
Total Tax: $889.20 AUD
Amount Due: $9,781.20 AU

1

REMIT TO: BILL TO: SUPPLIER:

Invoice 22332-1a has been submitted.

• Print a copy of the invoice
• Exit invoice creation.   **②**

Purchase Order: 4500901392   **Done**

③

☑ Create Order Confirmation ▼   🖺 Create Service Sheet   🖷 Create Invoice ▼   Hide | Print ▾ | Download PDF | Resend

Order Detail   Order History

From:
Anglo Coal (Capcoal Management)
Pty Limited
Brisbane QLD 4001
Australia

To:

Purchase Order
(Partially Invoiced)
4500901392
Amount: $540,632.22 AUD
Version: 1

Purchase Order
Invoiced
3000962382
Amount: $25,833,600.00 AUD
Version: 2

N

Purchase Order
(Partially Invoiced)
3120856436
Amount: $50,000.00 AUD
Version: 1

Support

Support Type	Description
Help Centre **For all your support needs** **Note:** Support Centre Options are based on your account type and all options may not be available	Types of Support available: 1. User Community 2. Ask questions or view documentation 3. Live Chat 4. Request a call back
Supplier Information Portal **(Location of Training Guide/s and Video/s)**	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	E: an.sellertraining.aus@sap.com