Ariba Network Contracts Guide





Introduction

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



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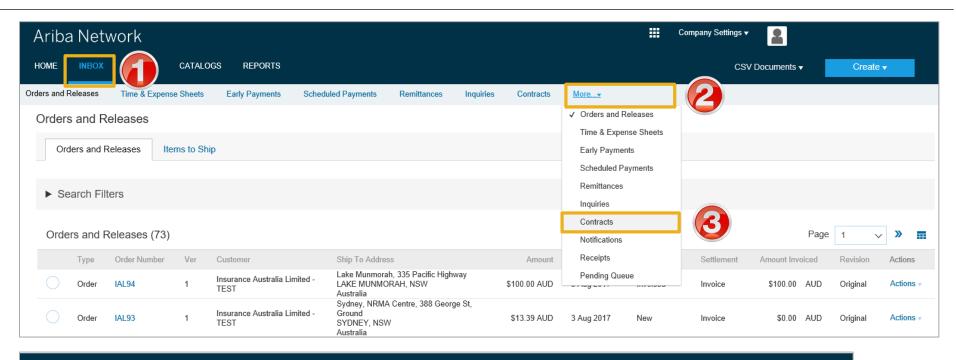


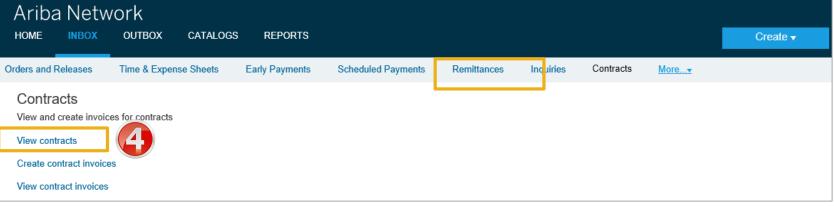
Contracts

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

Locating and Reviewing a Contract

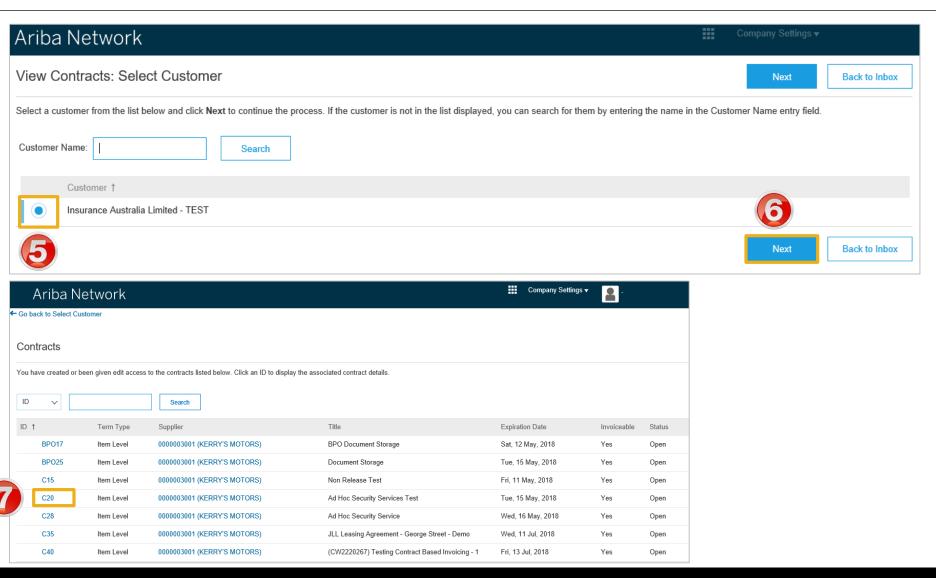
- Click the **Inbox** tab on the Dashboard.
- Click on More...
- Drop down box displays available categories
- Select Contracts.
- Screen displays Contracts
- 4. Select View contracts.
- Screen displays ViewContracts: SelectCustomer





Locating and Reviewing a Contract cont.

- 5. Select Insurance Australia Group (IAG).
- Click Next.
- Screen displays the list of Contracts in place between you and IAG
- 7. Select Contract by clicking on the **Contract ID.**
- Screen displays the contract information



View Contract Details -Summary

View the details of the Contract, remember anything is blue can be selected to provide more information:

Print

 Click Print to print the Contract Summary and Pricing Terms

Summary

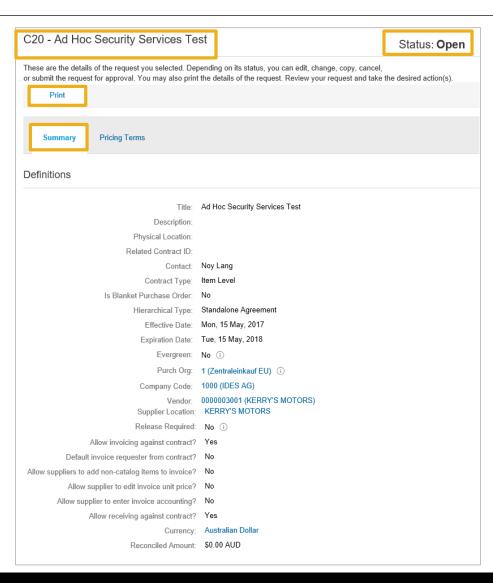
 Contains all general information regarding the contract

The Contract Number

Is be listed in the Related
 Contract ID field

Status

 Indicates whether the Contract is Open, Closed or Expired



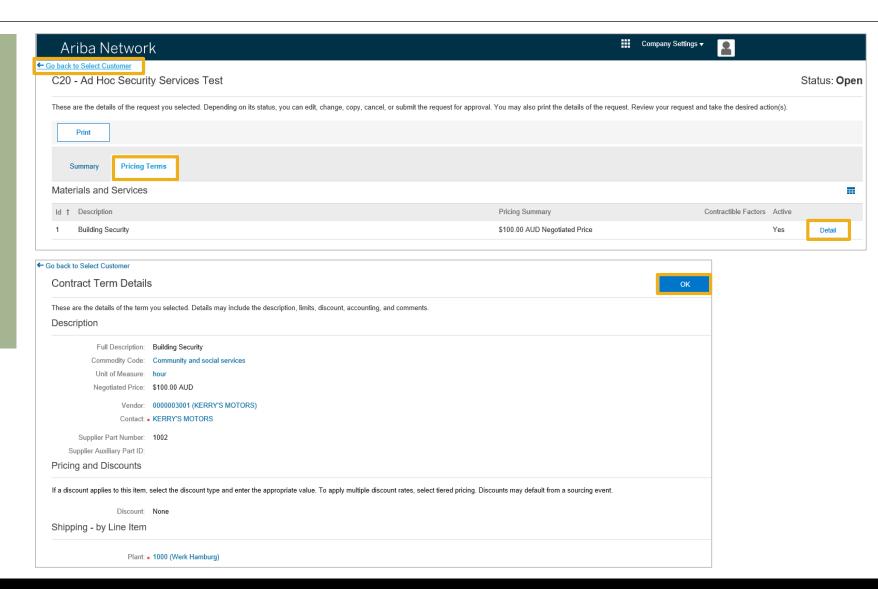
View Contract Details – Pricing Terms

Pricing Terms

 Lists all items on the contract and the pricing details

Details

- Provides more details about the items within the contract
- Go back to Select
 Customer, returns you to the
 Customer Selection screen
- OK, returns you to the previous screen



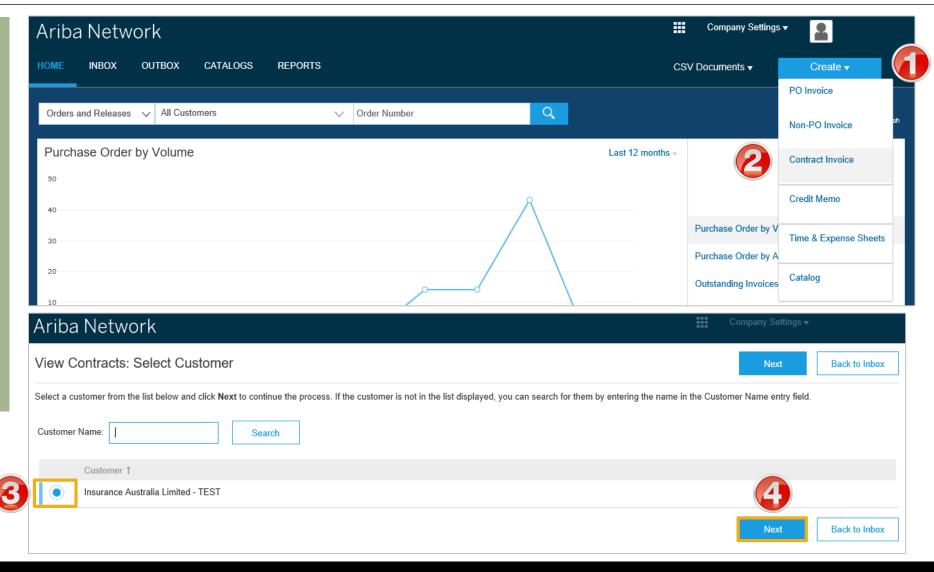


Contract Invoice

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

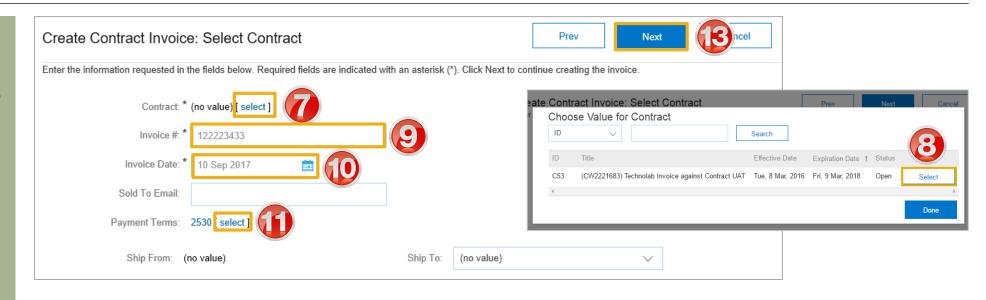
Begin a Contract Invoice

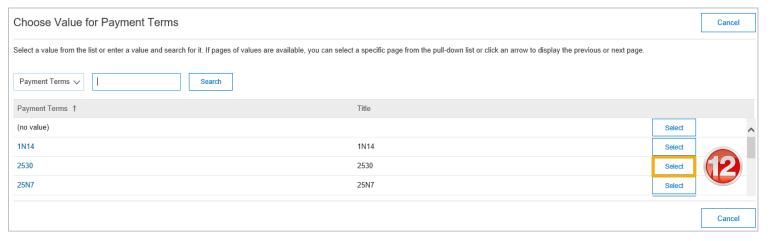
- Click on the Create link on the Home screen or use the Inbox access as explained in Slide 5.
- 2. Select Contract Invoice.
- Screen displays ViewContracts: Select Customer
- 3. Select **Customer** Insurance Australia Group (IAG).
- 4. Click Next.
- Screen displays Create
 Customer Contract Invoice:
 Select Contract



Creating a Contract Invoice – Contract Selection

- 7. Enter the **Contract**, click on **Select**
- Locate the required Contract, click on Select
- Enter the Invoice number
- 10. Enter the Invoice Date
- 11. To add payment terms, click on **Select**
- 12. Locate the required payment terms, click **Select**
- Screen displays the payment terms selected
- 13. Click Next
- Screen displays CreateInvoice





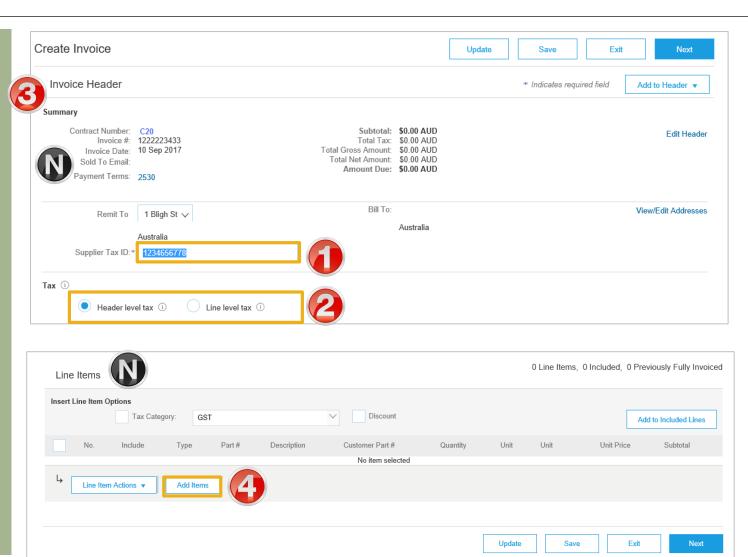
Creating an Invoice for a Selected Contract

Note: Screen displays the information added in the previous screen to Summary on Create Invoice

- Check the Supplier Tax ID is displayed (add if required) in Contract Invoice.
- 2. Select the correct Tax level
- If all items attract the same tax select Header level tax if there are different tax levels select Line level tax
- Scroll down to Line Items

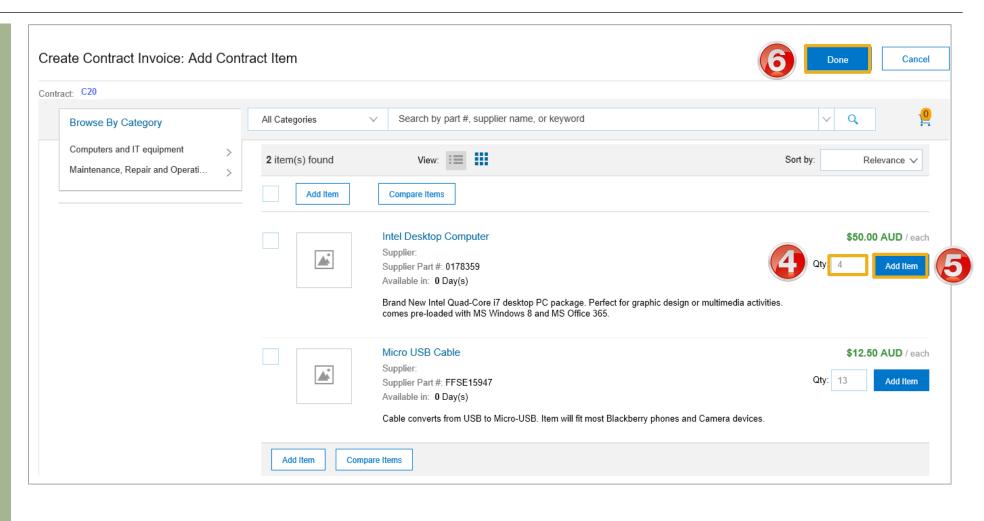
Note: There are no items listed, Contract Invoicing requires you to select the items that will be Invoiced from the list of contracted goods/services that make up the Contract

3. Click Add Items



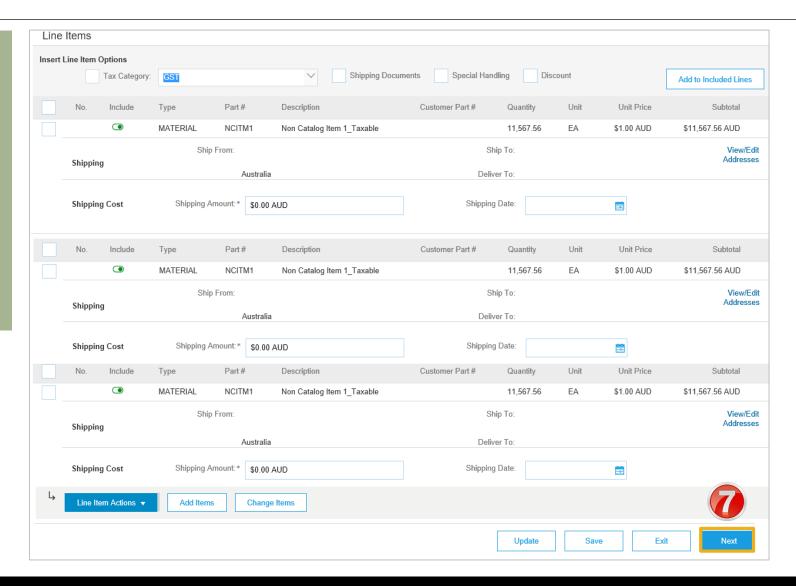
Adding items to a Contract Invoice

- Screen displays Add Contract Item
- 4. Add the **Qty** for each item to be added to the Contract Invoice
- 5. Click Add Item
- Repeat until all items for the invoice have been added
- You can Browse by Category
- ➤ Note: To calculate the quanity, refer to the cost and unit of measure. For example, items with \$1.00 per unit, and your invoice is for \$1567.56 dollars, enter the 1567.56 into the Qty field.
- 6. Click on Done
- The screen returns to Line Items



Finalising a Contract Invoice

- The items added are displayed.
 Confirm the information is correct
- Click on Next
- Review the Invoice
- 8. Click Submit
- 9. Click Exit
- The screen will return to the Dashboard/Homepage





SAP Ariba Training Survey

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

The survey will take approximately five minutes and is anonymous.

Click Here to Take Survey



Support

Support Type	Contact
Ariba Technical Helpdesk	 Click on the Help Centre – Support Select support option; Email SAP Ariba Customer Support Get help by Live Chat Get help by Phone
Supplier Information Portal (Location of Training Guide/s and Video/s)	 On the Home screen Click on Company Settings Click on Customer Relationships Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com