

Ariba Network Contracts Guide



DRAFT





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

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

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

➤ Drop down box displays available categories

3. Select **Contracts**.

➤ Screen displays **Contracts**

4. Select **View contracts**.

➤ Screen displays **View Contracts: Select Customer**

The screenshot shows the Ariba Network dashboard. The 'INBOX' tab is highlighted in the top navigation bar. A red circle with the number '1' is placed over the 'INBOX' tab. Below the navigation bar, there are several tabs: 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', and 'More...'. The 'More...' tab is highlighted with a yellow box, and a red circle with the number '2' is placed over it. A dropdown menu is open from the 'More...' tab, showing a list of categories: 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', 'Notifications', 'Receipts', and 'Pending Queue'. The 'Contracts' option is highlighted with a yellow box, and a red circle with the number '3' is placed over it. Below the dropdown menu, there is a table with columns: 'Type', 'Order Number', 'Ver', 'Customer', 'Ship To Address', 'Amount', 'Settlement', 'Amount Invoiced', 'Revision', and 'Actions'. The table contains two rows of data for 'Insurance Australia Limited - TEST'.

Type	Order Number	Ver	Customer	Ship To Address	Amount	Settlement	Amount Invoiced	Revision	Actions
Order	IAL94	1	Insurance Australia Limited - TEST	Lake Munmorah, 335 Pacific Highway LAKE MUNMORAH, NSW Australia	\$100.00 AUD	Invoice	\$100.00 AUD	Original	Actions
Order	IAL93	1	Insurance Australia Limited - TEST	Sydney, NRMA Centre, 388 George St, Ground SYDNEY, NSW Australia	\$13.39 AUD	Invoice	\$0.00 AUD	Original	Actions

The screenshot shows the Ariba Network dashboard with the 'Contracts' page selected. The 'INBOX' tab is highlighted in the top navigation bar. Below the navigation bar, there are several tabs: 'Orders and Releases', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Inquiries', 'Contracts', and 'More...'. The 'Contracts' tab is highlighted with a yellow box. Below the 'Contracts' tab, there is a section titled 'Contracts' with the subtitle 'View and create invoices for contracts'. There are three buttons: 'View contracts', 'Create contract invoices', and 'View contract invoices'. The 'View contracts' button is highlighted with a yellow box, and a red circle with the number '4' is placed over it.

Locating and Reviewing a Contract cont.

5. Select **Insurance Australia Group (IAG)**.

6. 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

Ariba Network

Company Settings

View Contracts: Select Customer

Next Back to Inbox

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Customer Name: Search

Customer ↑

5 Insurance Australia Limited - TEST

6 Next Back to Inbox

Ariba Network

Company Settings

Go back to Select Customer

Contracts

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

ID Search

ID ↑	Term Type	Supplier	Title	Expiration Date	Invoiceable	Status
BPO17	Item Level	0000003001 (KERRY'S MOTORS)	BPO Document Storage	Sat, 12 May, 2018	Yes	Open
BPO25	Item Level	0000003001 (KERRY'S MOTORS)	Document Storage	Tue, 15 May, 2018	Yes	Open
C15	Item Level	0000003001 (KERRY'S MOTORS)	Non Release Test	Fri, 11 May, 2018	Yes	Open
7 C20	Item Level	0000003001 (KERRY'S MOTORS)	Ad Hoc Security Services Test	Tue, 15 May, 2018	Yes	Open
C28	Item Level	0000003001 (KERRY'S MOTORS)	Ad Hoc Security Service	Wed, 16 May, 2018	Yes	Open
C35	Item Level	0000003001 (KERRY'S MOTORS)	JLL Leasing Agreement - George Street - Demo	Wed, 11 Jul, 2018	Yes	Open
C40	Item Level	0000003001 (KERRY'S MOTORS)	(CW2220267) Testing Contract Based Invoicing - 1	Fri, 13 Jul, 2018	Yes	Open

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**

C20 - Ad Hoc Security Services Test Status: **Open**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

[Print](#)

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

Definitions

Title:	Ad Hoc Security Services Test
Description:	
Physical Location:	
Related Contract ID:	
Contact:	Noy Lang
Contract Type:	Item Level
Is Blanket Purchase Order:	No
Hierarchical Type:	Standalone Agreement
Effective Date:	Mon, 15 May, 2017
Expiration Date:	Tue, 15 May, 2018
Evergreen:	No ⓘ
Purch Org:	1 (Zentraleinkauf EU) ⓘ
Company Code:	1000 (IDES AG)
Vendor:	0000003001 (KERRY'S MOTORS)
Supplier Location:	KERRY'S MOTORS
Release Required:	No ⓘ
Allow invoicing against contract?	Yes
Default invoice requester from contract?	No
Allow suppliers to add non-catalog items to invoice?	No
Allow supplier to edit invoice unit price?	No
Allow supplier to enter invoice accounting?	No
Allow receiving against contract?	Yes
Currency:	Australian Dollar
Reconciled Amount:	\$0.00 AUD

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

Ariba Network

Company Settings

← Go back to Select Customer

C20 - Ad Hoc Security Services Test Status: Open

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. Review your request and take the desired action(s).

Print

Summary **Pricing Terms**

Materials and Services

Id ↑	Description	Pricing Summary	Contractible Factors	Active
1	Building Security	\$100.00 AUD Negotiated Price	Yes	Detail

← Go back to Select Customer

Contract Term Details **OK**

These are the details of the term you selected. Details may include the description, limits, discount, accounting, and comments.

Description

Full Description: **Building Security**

Commodity Code: **Community and social services**

Unit of Measure: **hour**

Negotiated Price: **\$100.00 AUD**

Vendor: **0000003001 (KERRY'S MOTORS)**

Contact: **KERRY'S MOTORS**

Supplier Part Number: **1002**

Supplier Auxiliary Part ID:

Pricing and Discounts

If a discount applies to this item, select the discount type and enter the appropriate value. To apply multiple discount rates, select tiered pricing. Discounts may default from a sourcing event.

Discount: **None**

Shipping - by Line Item

Plant: **1000 (Werk Hamburg)**



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

1. 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 **View Contracts: Select Customer**
3. Select **Customer** – Insurance Australia Group (IAG).
 - Screen displays **Create Customer Contract Invoice: Select Contract**
4. Click **Next**.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. A 'Create' dropdown menu is open, showing options: 'PO Invoice', 'Non-PO Invoice', 'Contract Invoice', 'Credit Memo', 'Time & Expense Sheets', and 'Catalog'. A red circle with the number '1' is next to the 'Create' button. Below the menu, a line chart titled 'Purchase Order by Volume' is displayed for the 'Last 12 months'. A red circle with the number '2' is next to the 'Contract Invoice' option in the dropdown menu. The bottom part of the screenshot shows the 'View Contracts: Select Customer' screen. It has a 'Next' button and a 'Back to Inbox' button. Below the buttons, there is a search field for 'Customer Name' and a 'Search' button. A list of customers is shown, with 'Insurance Australia Limited - TEST' selected. A red circle with the number '3' is next to the selected customer. At the bottom right, there is another 'Next' button and 'Back to Inbox' button, with a red circle with the number '4' next to the 'Next' button.

Creating a Contract Invoice – Contract Selection

7. Enter the **Contract**, click on **Select**

8. Locate the required Contract, click on **Select**

9. 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 **Create Invoice**

Create Contract Invoice: Select Contract

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

Contract: * (no value) [select] **7**

Invoice #: 122223433 **9**

Invoice Date: * 10 Sep 2017 **10**

Sold To Email:

Payment Terms: 2530 [select] **11**

Ship From: (no value) Ship To: (no value)

Prev Next **13** Cancel

Create Contract Invoice: Select Contract

Choose Value for Contract

ID Search

ID	Title	Effective Date	Expiration Date	Status	
C53	(CW2221683) Technolab Invoice against Contract UAT	Tue, 8 Mar. 2016	Fri, 9 Mar. 2018	Open	8 Select

Done

Choose Value for Payment Terms

Select a value from the list or enter a value and search for it. If pages of values are available, you can select a specific page from the pull-down list or click an arrow to display the previous or next page.

Payment Terms Search

Payment Terms	Title	
(no value)		Select
1N14	1N14	Select
2530	2530	Select 12
25N7	25N7	Select

Cancel

Creating an Invoice for a Selected Contract

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

1. 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**

Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header ▾

Summary

Contract Number: C20 Subtotal: \$0.00 AUD Edit Header
Invoice #: 1222223433 Total Tax: \$0.00 AUD
Invoice Date: 10 Sep 2017 Total Gross Amount: \$0.00 AUD
Sold To Email: Total Net Amount: \$0.00 AUD
Payment Terms: 2530 Amount Due: \$0.00 AUD

Remit To: 1 Bligh St View/Edit Addresses
Australia
Supplier Tax ID:* 1234656778 1

Tax ⓘ Header level tax ⓘ Line level tax ⓘ 2

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

Insert Line Item Options Add to Included Lines

Tax Category: GST Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected										

Line Item Actions ▾ Add Items 4

Update Save Exit Next

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

i You can **Browse by Category**

➤ Note: To calculate the quantity, 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**

Create Contract Invoice: Add Contract Item

Contract: C20

Browse By Category

Computers and IT equipment >

Maintenance, Repair and Operati... >

All Categories Search by part #, supplier name, or keyword

2 item(s) found View: Sort by: Relevance

Add Item Compare Items

Intel Desktop Computer \$50.00 AUD / each Qty: 4 Add Item

Supplier: 0178359 Available in: 0 Day(s)

Brand New Intel Quad-Core i7 desktop PC package. Perfect for graphic design or multimedia activities. comes pre-loaded with MS Windows 8 and MS Office 365.

Micro USB Cable \$12.50 AUD / each Qty: 13 Add Item

Supplier: FFSE15947 Available in: 0 Day(s)

Cable converts from USB to Micro-USB. Item will fit most Blackberry phones and Camera devices.

Add Item Compare Items

Finalising a Contract Invoice

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

Line Items

Insert Line Item Options

Tax Category: 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"/>		<input checked="" type="checkbox"/>	MATERIAL	NCITM1	Non Catalog Item 1_Taxable		11,567.56	EA	\$1.00 AUD	\$11,567.56 AUD

Shipping

Ship From: Australia Ship To: [View/Edit Addresses](#)

Deliver To:

Shipping Cost Shipping Amount: * Shipping Date:

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>		<input checked="" type="checkbox"/>	MATERIAL	NCITM1	Non Catalog Item 1_Taxable		11,567.56	EA	\$1.00 AUD	\$11,567.56 AUD

Shipping

Ship From: Australia Ship To: [View/Edit Addresses](#)

Deliver To:

Shipping Cost Shipping Amount: * Shipping Date:

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>		<input checked="" type="checkbox"/>	MATERIAL	NCITM1	Non Catalog Item 1_Taxable		11,567.56	EA	\$1.00 AUD	\$11,567.56 AUD

Shipping

Ship From: Australia Ship To: [View/Edit Addresses](#)

Deliver To:

Shipping Cost Shipping Amount: * Shipping Date:

Line Item Actions [Add Items](#) [Change Items](#)

7

[Update](#) [Save](#) [Exit](#) [Next](#)



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	<ol style="list-style-type: none"> 1. Click on the Help Centre – Support 2. Select support option; <ul style="list-style-type: none"> • 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)	<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	E: an.sellertraining.us@sap.com