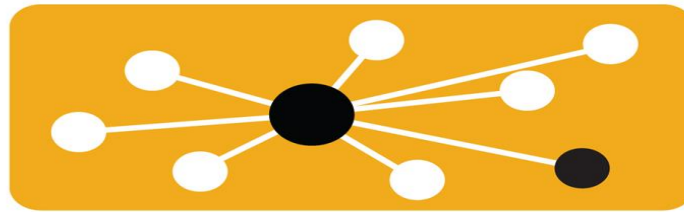
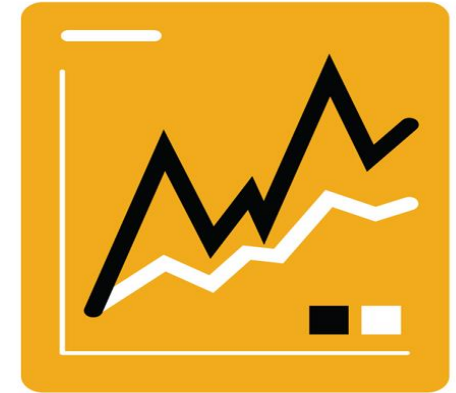
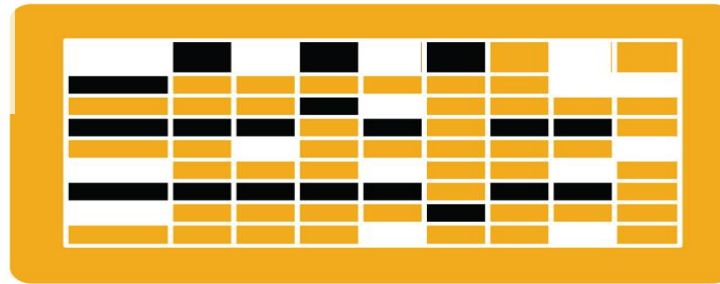


Ariba® Network Material Order Guide



SAP Ariba 

Get Started 

Using This Guide



The purpose of this guide is to help suppliers understand their business processes required by **SOUTH32**.

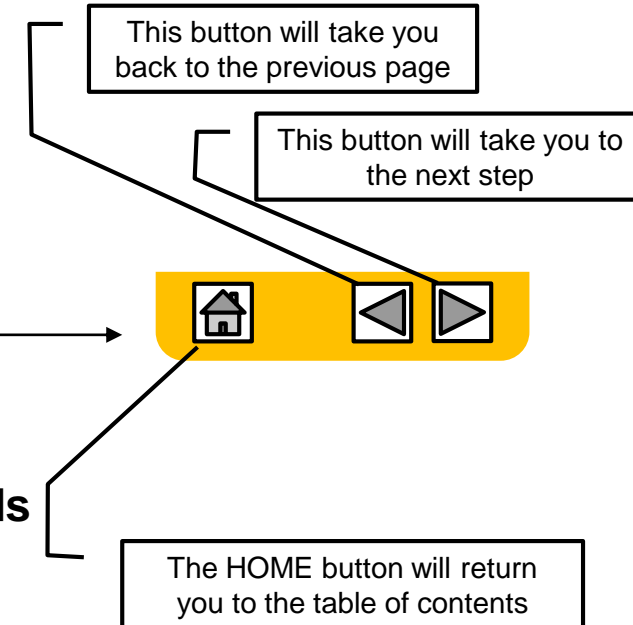
You may navigate this guide by:

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.





Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with South32 via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between South32 and supplier.



Table of Contents

Select by clicking on the links:

- [Process Workflow](#)
- [Purchase Order](#)
- [Order Confirmation](#)
 - [Confirm Entire Order](#)
 - [Update line Items](#)
 - [Reject Entire Order](#)
- [Ship Notice](#)
- [Goods Receipt Notice](#)
- [GRN Flipped Invoice](#)
- [Invoice](#)
 - [Header Level](#)
 - [Line Level](#)
- [Invoice Status](#)
- [Credit Memo](#)
- [Remittance](#)
- [Creating Reports](#)
- [Support](#)

Resources Available:

- [Administration Guide](#)
- [General Functionality Guide](#)
- [Search Filter Guide](#)
- [Quick Start Guide](#)
- [Quote Automation Guide](#)
- [Quick Reference Guide](#)
- Invoice Guide
- Service Order Guide

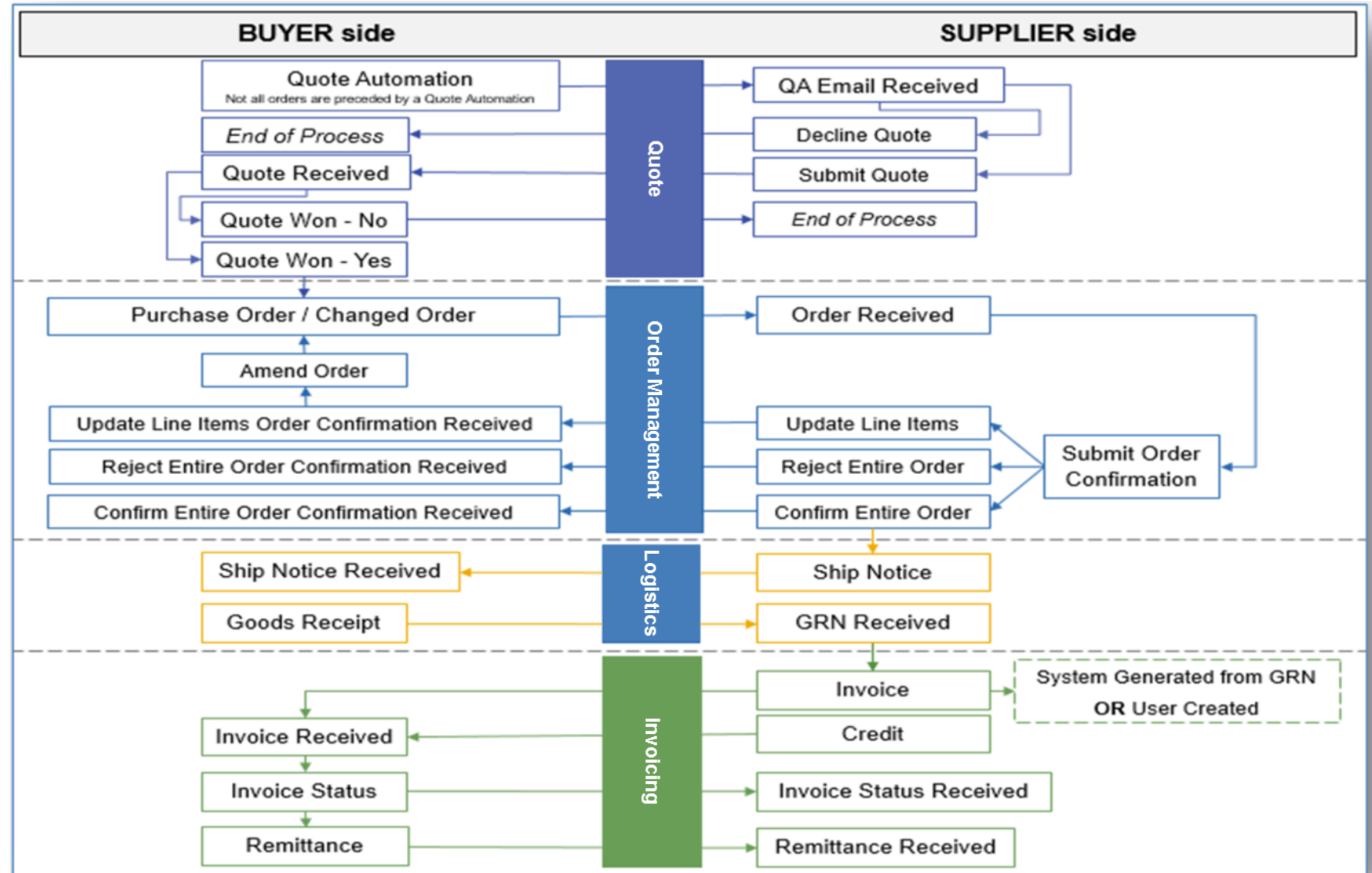
Process Workflow



Quote – Covered in the Quote Automation Guide

Order Management and Logistics – Covered in the Material Order Guide

Invoicing – Covered in the Material Invoice Guide





South32 Material Order Scenario

A material order is placed on the Ariba network for the supply of FRAME,HACKSAW,JUNIOR,150MM LG,WIRE,CR with BERYLLIUM CONSTRUCTION AND MINING for delivery to Middelburg Colliery.

The Supplier is

- Supplier Number: **30234567**
- Supplier Name: **BERYLLIUM CONSTRUCTION AND MINING**
- Supplier Physical & Postal Address: **9 McShire Road, Perth, WA, 6849. Australia**
- Tel: **(+61 8) 6488 6000**
- Fax: **(+61 8) 6488 6111**
- Email: **tamt@stronts.com.au**
- Website: **www.stronts.com.au**

Inbox – Received Orders



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

HOME **INBOX** OUTBOX CATALOGS REPORTS UPLOAD/DOWNLOAD

CSV Documents Create

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

Orders and Releases

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

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 **Amount Invoiced** is the total amount invoiced to date

Orders and Releases (103)

Order Number	Ver	Customer	Ship To Address	Ordering Address	Amount	Date	Order Status	Amount Invoiced	Actions
4540889769	1	South32 International Investment Holdings Pty Ltd - TEST	Middelburg Colliery Middelburg South Africa	BERYLLIUM CONSTRUCTION AND MINING RANDFONTEIN South Africa	R 670.00 ZAR	7 Nov 2017	New	R 0.00 ZAR	Actions
4540889768	1	South32 International Investment Holdings Pty Ltd - TEST	Middelburg Colliery Middelburg South Africa	BERYLLIUM CONSTRUCTION AND MINING RANDFONTEIN South Africa	R 4,163.82 ZAR	7 Nov 2017	New	R 0.00 ZAR	Actions

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



General Notes

- Every Order requires an Order Confirmation sent back to South32
- When an 'Order Confirmation Update Line Item' is sent a Changed Order will come back from South32. If not received contact South32
- Invoices can only be created from a 'Confirmed' Order and a goods receipt notification has been received
- Once you have submitted an invoice to South32 via Ariba Network please do not send a paper/hard copy invoice
- Remittance Advice's will only be submitted via Ariba Network to suppliers who invoice via Ariba Network
- If you are not currently invoicing South32 via Ariba Network you need to contact South32 directly to arrange enablement of invoicing
- Note: your Tpadmin user is the Administrator on Ariba
- **Any field with an * is a mandatory field and a value is required to be entered.**
- **Key note: Pricing on PO should be the same as contract price or quote price.**



Purchase Order

- When a new Order is received into Ariba Network, log in, review and respond to the order
- Below is a breakdown of what an order will contain and how to read and respond to the order
- Orders are always from an Operation within South32
- Any field with an * is a mandatory field and a value is required to be entered
- The Order Type represents the type of items on the order or a business process. South32 may send the following Order Types:
 - **Purchase Order**
 - **Goods Order** – Material items only
 - **Service Order** – Could be Planned or Unplanned Services

Open the Purchase Order



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

The screenshot shows the Ariba Collaborative Supply Chain interface. The top navigation bar includes 'HOME', 'INBOX' (highlighted), 'OUTBOX', 'CATALOGS', 'REPORTS', and 'UPLOAD/DOWNLOAD'. The 'INBOX' tab is selected, displaying 'Orders and Releases'. Below this, there are tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A 'Search Filters' section is visible. The main content area shows a table of 'Orders and Releases (103)'. The first row is highlighted, and the 'Order Number' '4540389769' is circled. A red circle with the number '2' is placed over the 'Order Number' column header. The table columns include Order Number, Customer, Ship To Address, Ordering Address, Amount, Date, Order Status, Amount Invoiced, and Actions.

Order Number	Customer	Ship To Address	Ordering Address	Amount	Date	Order Status	Amount Invoiced	Actions
4540389769	South32 International Investment Holdings Pty Ltd - TEST	Middelburg Colliery Middelburg South Africa	BERYLLIUM CONSTRUCTION AND MINING RANDFONTEIN South Africa	R 670.00 ZAR	7 Nov 2017	New	R 0.00 ZAR	Actions

View Purchase 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) South32 **Contact Information**.
 - 5) **Terms and Conditions**.
 - 6) **Ship To** details.
 - 7) **Bill To** details.
 - 8) **Deliver To** details.
- Scroll down to Line Items

The screenshot shows the SAP Ariba Purchase Order Header for Purchase Order 4540889769. The page includes a header bar with navigation icons and a 'Done' button. Below the header, there are tabs for 'Order Detail' and 'Order History'. The main content area is divided into several sections: 'From' (South32 SA Coal Hldgs P/L), 'To' (BERYLLIUM CONSTRUCTION AND MINING), 'Payment Terms' (Payable immediately Due net), 'Contact Information' (Supplier Address: BERYLLIUM CONSTRUCTION AND MINING), 'Other Information' (Buyer/VatID: 4850204055), 'Incoterms Information' (Incoterms Code: DDU (Delivered Duty Unpaid)), 'Ship All Items To' (Middelburg Colliery), 'Bill To' (South32 SA Coal Hldgs P/L), and 'Deliver To' (empty). The page also displays the Purchase Order Number, Amount (R570.00 ZAR), and Version (1). The status is 'Routing Status: Sent'.

1) Purchase Order Number: 4540889769

2) Order History

3) Purchase Order Status: Routing Status: Sent

4) South32 Contact Information: South32 Contact Malebese Lebeso

5) Terms and Conditions: 32 Terms and Conditions

6) Ship To details: Middelburg Colliery

7) Bill To details: South32 SA Coal Hldgs P/L

8) Deliver To details

View Purchase Order Details – Line Item Level



- 9) Click **Show Item Details** to see all line item details
- 10) Click **Details** to see individual Line Level details
- 11) Click **Done** to return to the Inbox.

Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

Line Items

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax
10		10636012	Material			67.0 (EA)	06 Dec 2017 12:00:00 +02:00	R 10.00 ZAR	R 670.00 ZAR	R 93.80 ZAR

Description: FRAME,HACKSAW,JUNIOR,160MM LG,WIRE,CR

Order submitted on: Tuesday 7 Nov 2017 8:45 AM GMT+02:00
Received by Ariba Network on: Tuesday 7 Nov 2017 8:45 AM GMT+02:00
This Purchase Order was sent by South32 International Investment Holdings Pty Ltd - TEST AND1025140670-T and delivered by Ariba Network.

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

9 [Show Item Details](#)

10 [Details](#)

Sub-total: R 670.00 ZAR
Est. Total Tax: R 93.80 ZAR
Est. Grand Total: R 763.80 ZAR

Done

The 'Need By' details are the date the materials is expected at the 'Ship To' address and is in the time zone of the buyer location.
Please DO NOT change this to match your time zone
Pricing on PO should be the as contract price or quote price

Line Items

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax
10	2036817	10322676	Material			2.0 (EA)	15 Oct 2017 12:00:00 +10:00	\$1,013.00 AUD	\$2,026.00 AUD	\$202.60 AUD

Description: VALVE,GATE,KNIFE,150MM NB,NEOPRENE SEAT

10

11

Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

10

You can't create invoices for items that are flagged for evaluated receipt settlement (ERS).

For ERS Goods PO's: An orange triangle will appear next to the line number. This identifies the PO as an ERS order and no item invoicing is permitted. Hovering over the triangle displays the message in detail



Order Confirmation

- **The Order Confirmation is mandatory**
- Responding to an order using the Order Confirmation informs South32 whether you **accept** all conditions, **update** or **reject** the order
- The Invoice must match the order details. Therefore use the 'Order Confirmation Update Line Items' to request changes to the order. The Order must be correct prior to shipping the goods
- Multiple Order Confirmations are allowed
- The Confirmation Number (#) is your reference number, it can be any word number or combination of your choice. Max length is 20 characters
- Delivery Date only changes must be processed as Back Order
- Once the Order Confirmation – Update Line Items is received, South32 will review the changes and if the changes are accepted, South32 will send a Changed Order
- The Changed Order needs to be reviewed and confirmed to in the same way as the Purchase Order
- **Any field with an * is a mandatory field and a value is required to be entered**
- 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:** used to update details of the order prior to invoicing, e.g. price, date etc.
 - 3) **Reject Entire Order:** used to reject the order if it cannot be fulfilled (subject to reject the order can go to another supplier)

Create the Order Confirmation



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

➤ Screen displays: Orders and Releases

2. Located and click the **Order Number** to open the order.

➤ Screen displays: Purchase Order

3. View the Purchase Order.

➤ Pricing on PO should be the same as the contract price or quote price

4. Click **Create Order Confirmation** and select option.

- Drop down box displays available options:
 - **Confirm Entire Order**
 - **Update Line Items**
 - **Reject Entire Order**

➤ Screen displays: Order Confirmation

HOME **INBOX** 1 CATALOGS REPORTS UPLOAD/DOWNLOAD CSV Documents Create

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

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (103) Page 1

Order Number	Ver	Customer	Ship To Address	Ordering Address	Amount	Date	Order Status	Amount Invoiced	Actions
4540889769	1	South32 International Investment Holdings Pty Ltd - TEST	Middelburg Colliery Middelburg South Africa	BERYLLIUM CONSTRUCTION AND MINING RANDFONTEIN South Africa	R 670.00 ZAR	7 Nov 2017	New	R 0.00 ZAR	Actions
4540889769		South32 International Investment Holdings Pty Ltd - TEST	Middelburg Colliery Middelburg South Africa	BERYLLIUM CONSTRUCTION AND MINING RANDFONTEIN South Africa	R 4,183.82 ZAR	7 Nov 2017	New	R 0.00 ZAR	Actions

4 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

Order Confirmation – Type 1 – Confirm Entire Order



5. Enter a **Confirmation #**.
 6. Enter **Shipping Details**
 7. Add Attachment (if required)
 8. Click **Next**.
- Screen displays: Review Order Confirmation
9. **Review** Confirmation and click **Submit**.
- Screen returns - Purchase Order. Order Status has changed to Confirmed

Confirming PO Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

5 Order Confirmation Header

Confirmation #** 123000

Associated Purchase Order #: 4540889769

Customer: South32 International Investment Holdings Pty Ltd - TEST

Supplier Reference:

6 SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

7 Attachments

Name	Size (bytes)	Content Type
No items		

The total size of all attachments cannot exceed 10MB

9 Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10		10535012		67.0 (EA)	6 Dec 2017	R 10.00 ZAR	R 670.00 ZAR	R 93.80 ZAR

Description: FRAME,HACKSAW,JUNIOR,150MM LG.WIRE,CR

8 Schedule Lines

Current Order Status: 67.0 Confirmed As Is

Exit Next

Previous Submit Exit

Order Confirmation – Type 2 – Update Line Item



➤ Update line items is requesting a change to the order

5. Enter a **Confirmation #**.

6. Add **Attachment** (if necessary).

7. Enter the corresponding quantity into the appropriate fields - **Confirm/Backorder/Reject**.

8. Click **Details** to edit details and add comments.

➤ Screen displays: Line Item Details screen

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

5

Order Confirmation Header

Confirmation #: * 54578568

Associated Purchase Order #: 4540614410

Customer: South32 International Investment Holdings Pty Ltd - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Comments:

Attachments

Name	Size (bytes)
No items	

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

6

South32 International Investment Holdings Pty Ltd - 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.

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	PARTTESTRLM	10594264		5.0 (EA)	31 Aug 2017	\$55.56 AUD	\$277.80 AUD	\$27.78 AUD

Description: VALVE,GATE,GEORMOSS 481051274

Schedule Lines

Current Order Status

5.0 Unconfirmed

7

Confirm: 2 Backorder: 2 Reject: 1

Details

8

Confirm Based on Schedule Lines

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Confirm All

Exit Next

Order Confirmation – Type 2 – Update Line Item cont...



9. Enter updated information

10. Click **Ok**.

- Screen returns – Order Confirmation

11. Click **Next** and **Submit**

- Screen returns - Purchase Order. Order Status has changed to Partially Confirmed

New Order Status: 5 Backordered

Est. Delivery Date: 13 Dec 2017

Comments: Backorder will only be delivered on the 13th.

New Order Status: 2 Rejected

Rejection Reason: * Please Select

Comments:

New Order Status: 60 Confirmed

Est. Delivery Date: 6 Nov 2017

Unit Price: R 10.00 ZAR

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments: * Only 60 in stock now

Description: FRAME,HACKSAW,JUNIOR,150MM LG,WIRE,CR

Pricing Description:

Subtotal: ① R 600.00 ZAR

Backordered:

Use to advised of a new Delivery Date. Enter **Est. Delivery Date** and a **Comment**.

Rejected:

Use to Reject a portion or a line of a multi-lined order. Enter a Rejection Reason and a Comment

Confirmed:

Use for all other updates/changes required to the order:

- Unit Price
- **Part# - change the part number if it differs from the one on the PO**
- Batch ID
- Comments

11

10

Previous Submit Exit

Exit Next

Order Confirmation – Type 3 – Reject Entire Order



5. Enter **Confirmation #**.

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

7. Enter **Comments** for the rejection. (Include detailed notes advising reason for rejection)

8. Click **Reject Order**.

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

Use the Reject if;

- You can no longer fulfil the order
- The order was not intended for your company

The screenshot shows the 'REJECT ENTIRE ORDER' form. At the top, it says 'REJECT ENTIRE ORDER'. Below this, there is a field for 'Order Confirmation Number:' with the value '123900' and a red circle with the number 5 next to it. Below that, there is a 'Rejection Reason:' dropdown menu with a red circle with the number 6 next to it. The dropdown menu is open, showing a list of reasons: '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)', and 'Other'. Below the dropdown menu, there is a 'Comments:' field with a red circle with the number 7 next to it. At the bottom of the form, there are two buttons: 'Reject Order' and 'Cancel'. The 'Reject Order' button is highlighted with a red circle and the number 8.



Rejection should not be used for:

- Incorrect Delivery Dates
- Incorrect Price

Update Line Item is the correct process.

Main reason for rejection:
"Not our Product" or "unable to Supply"

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**

The screenshot shows the 'Orders and Releases' table in SAP Ariba. A red circle with the number '1' is over the 'Table Options Menu' icon in the top right of the table header. A red circle with the number '2' is over the 'Group By' dropdown menu, which is currently set to 'Order Status'. A red circle with the number '4' is over the 'Order Status: New (175)' row. The table has columns: Order Number, Ver, Customer, Ship To Address, Ordering Address, Amount, Date, and Amount Invoiced. The table is grouped by 'Order Status'.

Order Number	Ver	Customer	Ship To Address	Ordering Address	Amount	Date	Amount Invoiced
Orders and Releases (500+)							
▶ Order Status: New (175)							
▶ Order Status: Obsolete (200)							
▶ Order Status: Partially Confirmed (9)							
▶ Order Status: Partially Invoiced (89)							
▶ Order Status: Partially Received (3)							
▶ Order Status: Partially Rejected (2)							
▶ Order Status: Partially Serviced (2)							
▶ Order Status: Received (15)							
▶ Order Status: Returned (1)							
▶ Order Status: Serviced (4)							
▶ Order Status: Shipped (4)							

The screenshot shows the 'Show / Hide Columns' menu. A red circle with the number '2' is over the 'Group by Column' section. A red circle with the number '3' is over the 'Order Status' option in the 'Group by Column' section. The menu is open, showing various options for displaying the table.

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



Ship Notice

- The Ship Notice is the delivery information and is sent to South32 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 and Field Release Orders
- An Order Confirmation must be completed prior to the Create Ship Notice activating, and only Confirmed lines can be selected
- 2 types of Ship Notice
 1. Full Ship Notice
 2. Partial Ship Notice

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
- 3 View the Purchase Order.
4. Click **Create Ship Notice**.
 - Screen displays: Ship Notice

HOME

INBOX

OUTBOX

CATALOGS

REPORTS

UPLOAD/DOWNLOAD

CSV Documents

Create

Orders and Releases

Extend

1

Time & Expense Sheets

Early Payments

Scheduled Payments

Remittances

More...

Orders and Releases

Items to Confirm

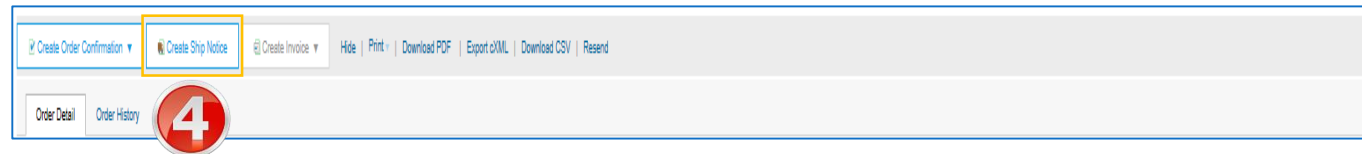
Items to Ship

Return Items

Search Filters

Orders and Releases (1)

Order Number	Ver	Customer	Ship To Address	Ordering Address	Amount	Date	Amount Invoiced	Actions
▼ Order Status: Confirmed (1)								
454088975		South32 International Investment Holdings Pty Ltd - TEST	Middelburg Colliery, Middelburg, South Africa	BERYLLIUM CONSTRUCTION AND MINING, RANDFONTEIN, South Africa	R 670.00 ZAR	7 Nov 2017	R 0.00 ZAR	Actions



Full Ship Notice cont.



5. Enter **Packing Slip ID**.

6. Enter the **Actual Shipping & Delivery Dates**.

➤ Scroll down to **Line Items**

7. Update **Shipping Quantity** – to reflect quantity being shipped (if required).

8. Click **Add Details**.

➤ Screen displays: Detail Screen

Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM
BERYLLIUM CONSTRUCTION AND MINING
Johannesburg
Gauteng/South Africa Update Address

DELIVER TO
Middelburg Colliery
Middelburg
South Africa Update Address

Ship Notice Header

SHIPPING
Packing Slip ID: 5
Requested Delivery Date:
Ship Notice Type:
Shipping Date: 6
Delivery Date:
Hazard Type:
Is Divisible: ☐

TRACKING
Center Name:
Bill of Lading #:
Service Level:

DELIVERY INFORMATION
Delivery Terms:
Delivery Terms Description:
Transport Terms Description:
Shipping Payment Method:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Booking Party Code	Real ID
Other <input type="text" value="DDU"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add Transport Term							

Additional Fields

Order Items

Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location													
454088769	10		10238212		67.0	EA	6 Dec 2017		R 10.00 ZAR	R 670.00 ZAR	R 93.60 ZAR	KW16	Remove												
Description: FRAME/HACKER/AUNIOR/16DM/LQ/VARE/CR																									
Shipment Status																									
Total Item Due Quantity: 67.0 EA																									
Confirmation Status																									
Total Confirmed Quantity: 67.0 EA																									
Total Backordered Quantity: 0 EA																									
<table><thead><tr><th>Line</th><th>Quantity</th><th>Batch ID</th><th>Production Date</th><th>Expiry Date</th><th></th></tr></thead><tbody><tr><td>1</td><td><input type="text" value="67.0"/> 7</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>Add Details 8</td></tr></tbody></table>														Line	Quantity	Batch ID	Production Date	Expiry Date		1	<input type="text" value="67.0"/> 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details 8
Line	Quantity	Batch ID	Production Date	Expiry Date																					
1	<input type="text" value="67.0"/> 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details 8																				
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 Partially/Shipped

Create Ship Notice Ok Cancel

Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4542882709	10		10535012		67.0	EA	6 Dec 2017		R 10.00 ZAR	R 670.00 ZAR	R 93.80 ZAR	KH10
Description: FRAME,HACKSAW,JUNIOR,150MM LG,WIRE,CR												

SHIPMENT STATUS
1. Shipping 67.0 EA

RETAIL DETAILS

Best Before:

Expires By:

Free Goods Quantity: Unit:

European Waste Catalog ID:

Color: Code:

Size: Code:

Grade: Code:

Quality: Code:

ASSET DETAILS

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

Add Asset

HAZARD DETAILS

DELIVERY DETAILS

PACKAGING

Ok Cancel

12

Exit

Next

Previous

Submit

Exit

Create Partial Ship Notice



1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Located items and click the **Items to Ship** tab.
 - Screen displays: items to Ship Search
3. Enter Search Parameters, e.g. Order Number, Date Range
 - Screen displays: Line Items matching the Search Parameters
5. Select Line Items to Ship
6. Click **Create Ship Notice**
 - Screen displays: Ship Notice

HOME INBOX OUTBOX REPORTS UPLOAD/DOWNLOAD CSV Documents Create

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

Orders and Releases Items to Confirm Items to Ship

Search Filters

Customer: All Customers Part #: Look Up Customer Part #: Look Up Customer Location: Planner Code: Product Group: Line Of Business Category: All Ordering Address Id:

Order Number: 4540889769 Show orders by: Need by date Ship by date Date Range: None Only items that can be shipped All items View by PO priority

Number of Results: 500 Search Reset

Items to be Shipped (1)

Need By	Part #	Customer Part #	Description	Revision Level	Order Number	Item	Schedule Line #	Ordering Address	Customer Location / Description	Manufacturer Part ID	Manufacturer Name	Requested Quantity	Shipped Quantity	Due Quantity	Customer
5 Dec 2017	10535012		FRAME HACKSAW, JUNIOR, 150MM LG WIRE, CR		4540889769	10	1	BERYLLIUM CONSTRUCTION AND MINING, RANDFONTEIN, South Africa	K9H16 Middelburg Colliery			87 (EA)	0 (EA)	87 (EA)	South32 International Investment Holdings Pty Ltd - TEST

Create Ship Notice

Partial Ship Notice cont.



7. Enter **Packing Slip ID**.

8. Enter the **Actual Shipping & Delivery Dates**.

➤ Scroll down to **Line Items**

9. Update **Shipping Quantity** – to reflect quantity being shipped (if required).

10. Click **Add Details**.

➤ Screen displays: Detail Screen

Create Ship Notice

SHIP FROM: BERYLLUM CONSTRUCTION AND MINING, Johannesburg, Gauteng/South Africa. Update Address

DELIVER TO: Middelburg Colliery, Middelburg, South Africa. Update Address

SHIP NOTICE HEADER

Packing Slip ID: P027664 (7)

Invoice #: [Field]

Requested Delivery Date: [Field]

Ship Notice Type: Actual (8)

Shipping Date: [Field]

Delivery Date: 5 Nov 2017

Hazard Type: [Field]

Is Divisible: [Field]

TRACKING

Center Name: [Field]

Bill of Lading #: [Field]

Service Level: [Field]

Code: [Field]

DELIVERY INFORMATION

Delivery Terms: Transport Condition

Delivery Terms Description: [Field]

Transport Terms Description: [Field]

Shipping Payment Method: Collect

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other	DDU	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]

Add Transport Term

Additional Fields

Order Items

Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
454289769	10		10335012		67.0	EA	5 Dec 2017		R 10.00 ZAR	R 670.00 ZAR	R 93.60 ZAR	KH16

Description: FRAME/HACKSAW/LUNOR, 150MM LG, WIRE, CR

Shipment Status: [Field]

Total Item Due Quantity: 67.0 EA

Confirmation Status: [Field]

Total Confirmed Quantity: 67.0 EA

Total Backordered Quantity: 0 EA

Line	Ship Qty	Batch ID	Production Date	Expiry Date
1	67.0 (9)	[Field]	[Field]	[Field]

Add Details (10)

Add Ship Notice Line

Add Order Line Item

Save Exit Next

Partial Ship Notice cont.



11 Expand and enter details (if required)

12. Click **Ok**.

➤ Screen returns – Ship Notice

13 Click **Next**.

➤ Screen displays: Review Ship Notice

14 Review Ship Notice and click **Submit**.

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

Create Ship Notice

12

Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
454088709	10		10535012		67.0	EA	0 Dec 2017		R 10.00 ZAR	R 670.00 ZAR	R 23.80 ZAR	KH10
Description: FRAME,HACKSAW,JUNIOR,150MM LG,WIRE,CR												

SHIPMENT STATUS
1. Shipping 67.0 EA

RETAIL DETAILS

Best Before:

Expires By:

Free Goods Quantity: Unit:

European Waste Catalog ID:

Color: Code:

Size: Code:

Grade: Code:

Quality: Code:

ASSET DETAILS

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

➤ HAZARD DETAILS
➤ DELIVERY DETAILS
➤ PACKAGING



Goods Receipt

- A Goods Receipt Notice (GRN) is sent by South32 to inform you of what they have received into their system from the shipment you
- All Material orders require the goods to be received and receipted at the buyers end, prior to invoicing
- In the Order; the 'Create Invoice' button will remain inactive until a GRN is received

Locating the Goods Receipt: Option 1 - from 'Orders and Releases'



1. Click **Inbox**.
 2. **Sort** the orders by the **Order Status** column (This will sort the column alphabetically, if you click it again it will sort reverse alphabetically)
 3. Locate the **Received** order and click order number.
 4. Click **Order History**.
 5. Check the **History** for **Received** or **Partially Received**.
- **Received** indicates the full order quantity has been received
 - **Partially Received** indicates part of the order has been received

HOME **INBOX** CATALOGS REPORTS UPLOAD/DOWNLOAD CSV Documents Create

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (1)

Order Number	Ver	Customer	Ship To Address	Ordering Address	Amount	Date	Order Status	Amount Invoiced	Actions
4540889769	1	South32 International Investment Holdings Pty Ltd - TEST	Middelburg Colliery, Middelburg, South Africa	BERYLLIUM CONSTRUCTION AND MINING, RANDFONTEIN, South Africa	R 670.00 ZAR	7 Nov 2017	Received	R 0.00 ZAR	Actions

Purchase Order: 4540889769 Done

Order Detail Order History

Purchase Order: 4540889769
Order Status: Received
Submitted On: 7 Nov 2017 8:45:02 AM GMT+02:00

From Customer: South32 International Investment Holdings Pty Ltd - TEST
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128562083	7 Nov 2017 8:45:08 AM
Sent	The HTML order was sent to the supplier's inbox.	ANPODISpatcher-128478039	7 Nov 2017 8:45:11 AM
Confirmed	123900	S32 3308	7 Nov 2017 12:08:58 PM
Received	KH0050143551032017	South32 International Investment Holdings Pty Ltd - TEST	7 Nov 2017 2:37:32 PM
	Received quantity 67.0 for line item 10.	PropogationProcessor-128427054	7 Nov 2017 2:37:32 PM

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax
10		10535012		67.0 (EA)	6 Dec 2017	R 10.00 ZAR	R 670.00 ZAR	R 93.80 ZAR

Locating the Goods Receipt: Option 2 - from 'Receipts'



1. Click **Inbox**.

2. Select **Receipts**.

➤ Screen displays the list of Goods Receipts received

3. Click **Receipt Number**.

➤ Screen displays the Goods Receipt

HOME

INBOX

CATALOGS

REPORTS

UPLOAD/DOWNLOAD

CSV Documents

Create

Orders and Releases

Extended Collaboration

Time & Expense Sheets

Early Payments

Scheduled Payments

Receipts


More...

Receipts

Search Filters

Receipts (199)

Page 1

Receipt Number	Reference	Customer	Date	Routing Status
 KH0050143551932017	4540889769	South32 International Investment Holdings Pty Ltd - TEST	7 Nov 2017 2:37:32 PM	Queued
 KH0050143550302017	4540889858	South32 International Investment Holdings Pty Ltd - TEST	7 Nov 2017 8:47:20 AM	Sent

Receipt: KH0050143551932017

Print | Export oXML

Detail | History

From: South32 International Investment Holdings Pty Ltd - TEST
108 St Georges Terrace
Perth WA 6000
Australia

To: BERYLLIUM CONSTRUCTION AND MINING
1313 Mockingbird Lane
Johannesburg
Gauteng 1100 South Africa
Phone:
Fax:
Email: prithvi.rg@sap.com

Receipt:
Receipt #: KH0050143551932017
Receipt Date: 7 Nov 2017

Routing Status: Queued
Related Documents: 4540889769

Item	Order Line Number	Part #	Customer Part #	Qty (Unit)	Type
Purchase Order - 4540889769					
1	10		10535012	67.0 EA	Received
Description: FRAME HACKSAW, JUNIOR, 150MM LG, WIRE, CR					

Receipt received on: Tuesday 7 Nov 2017 2:37 PM GMT+02:00
Received by Ariba Network on: Tuesday 7 Nov 2017 2:37 PM GMT+02:00
This Receipt was sent by South32 International Investment Holdings Pty Ltd - TEST AND1025140870-T and delivered by Ariba Network.

Goods Receipt Notice - Email Notification (once-off activity)



➤ Creating email notifications for Goods Receipts Notices form part of account configuration activities. Please refer to the 'Quick Start Guide' available in the SIP (Supplier Information Portal), under the 'Account Configuration' section for more information if required

1. Go to **Electronic Order Routing**, under **Company Settings**
2. Scroll to **Receipt** section
3. Select **Email** under the Routing Method.
4. Enter the **Email Address** to receive notifications regarding the Goods Receipt
5. Tick the '**Include document in the email message**' to receive a copy of the GRN in the email.



Note: Supplier is responsible to enter the e-mail address and keep that current when users details change



Invoicing – Ariba Network Invoices

- You can only create an Invoice for Goods items from the “Active” PO/CO document once a Goods Receipt Notice (GRN) has been received from South32
- The GRN has Balance Tracking applied, this means that when creating invoices you can only invoice up to the GRN quantity
- If you have not received a GRN you will need to contact South32
- For any price variances send an Order Confirmation with Changes Proposed to South32 for approval prior to sending the goods
- Once you have submitted an Invoice please do not send a paper/hard copy invoice
- Types of invoices applicable to South32 suppliers:
 - Manual e-Invoices – Ariba created invoice
 - Auto generated invoices from receipt (GRN Flip Invoice) – Ariba created invoice which auto created from goods receipt notification.
 - This is a setting the supplier will now update but this should be done in consultation with South32 and the Vendors Accounts Department. Especially where the vendor performs repairs.
 - Hardcopy invoices (No e-Invoices) – Suppliers not activated to submit invoices via Ariba Network (Columbian suppliers)
 - Recipient created tax invoice(RCTI)/Evaluated Receipt Settlement Invoices (ERS) – activated in the South32 system for South32 system generated invoices (Only Australian)

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 to Z, and by clicking once more, it will sort from Z to A.

Note (N): The Actions drop down list is located at the far right of the screen allows users to Create Invoice documents without opening the order.

HOME

INBOX

OUTBOX

CATALOGS

REPORTS

CSV Documents

Create

Orders and Releases

Time & Expense Sheets

Early Payments

Scheduled Payments

Remittances

Inquiries

Notifications

More...

Orders and Releases

Items to Ship

Search Filters

Orders and Releases (14)

Type	Order Number	Ver	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Customer: Demo Buyer - TEST (14)										
Order	PO12351	1	Some Department of My Company , sydney, NSW , Australia	\$70,470.00 AUD	15 Aug 2016	New	Invoice	\$0.00 AUD	Original	Actions
Order	PO96743	1	Some Department of My Company Sydney, NSW Australia	\$8,000.00 AUD	4 Apr 2016	New	Invoice	\$0.00 AUD	Original	Actions

Begin the Invoice



1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Click the **Order Number** to open the order.
 - Screen displays: Purchase Order
3. View the Purchase Order.
4. Click **Create Invoice – Standard Invoice**.
 - Screen displays: Create Invoice

The screenshot shows the SAP Ariba 'Inbox' tab. The 'Orders and Releases' section is active, displaying a table of orders. The order number '4540606871' is highlighted with a red circle and a '2' indicating the next step. Below the table, the 'Create Invoice' dropdown menu is open, showing options for 'Standard Invoice' and 'Line-Item Credit Memo'. The 'Standard Invoice' option is highlighted with a red circle and a '4' indicating the next step.

HOME **INBOX** 1 BOX PLANNING CATALOGS REPORTS FILE DOWNLOADS 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 (100+) << Page 2 >> [Grid Icon]

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4540606871		South32 International Holdings Pty Ltd		Cannington NB Main Warehouse McKinlay, QLD Australia	\$496.00 AUD	23 May 2017	Received	Invoice	\$0.00 AUD	Changed	Actions

Create Order Confirmation Create Ship Notice Create Invoice 4 Standard Invoice Line-Item Credit Memo

Order Detail Order History

Print Download PDF Export cXML Download CSV Resend

Standard Invoice – Header Level



Summary:

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

- Maximum of 16 characters.
- All letters must be in upper case

6. **Shipping:** Leave Shipping at Header Level

7. **Supplier Tax ID** is your **ABN/VAT** Number (Auto-populated from Company Profile).

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

5 5 Purchase Order: 4540613692
Invoice #: 54845648
Invoice Date: 5 Oct 2017
Remit To: 1313 Mockingbird Lane
Melbourne VIC
Australia
Bill To: South32 Cannington P/L
Perth WA
Australia

Subtotal: \$30.00 AUD
Total Tax: \$3.00 AUD
Amount Due: \$33.00 AUD
Service End Date:

Shipping

6 6 ☒ Header level shipping ☐ Line level shipping
Deliver To: View/Edit Addresses

Payment Term

Discount or Penalty Term(days): 30 Percentage(%): 0.000
Within 30 days Due net

Additional Fields

Supplier: Select...
South32 Test Supplier 2
ABC
Australia

Customer: South32 Cannington P/L View/Edit Addresses
Perth WA
Australia
Email:

Supplier VAT

7 7 Supplier VAT/Tax ID: 123VAT

Customer VAT

Customer VAT/Tax ID: 48 125 530 967

Add to Header ▼

Standard Invoice – Header Level



8 An attachment is required for all

9. Click on **Add to Header** to display the drop down box.

10. Select **Attachment**.

➤ The Attachments section is displayed;

1) Click on **Choose File**.

2 **Browse** your computer files.

3 Select and click on **Open**.

4) Click on **Add Attachment**.

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

Note: Do NOT attach a duplicate copy of the invoice.

Standard Invoice – Line Level



11. Update Quantity (if required).

12. Click on **Update**.

13. Click on Next.

➤ Screen displays: Create Invoice Summary

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

Insert Line Item Options

☐ Retail Details ☐ Tax Category:

☐ Shipping Documents ☐ Special Handling ☐ Discount ☐ Informational Pricing

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer P	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL		LINER,WEAR,MTL,FEED CHUTE,TYP 10H,BISALL	10845718	5	EA	\$6.00 AUD	\$30.00 AUD

Pricing Details Price Unit: EA Price Unit Quantity: 1.0
Unit Conversion: 1 Description:

Tax Category: * VAT Taxable Amount: \$30.00 AUD
Description: Rate(%): 10.00
Regime: Tax Amount: \$3.00 AUD

Line Item Actions

Standard Invoice – Review



14 Review Invoice.

- 15. Click **Submit** to send the Invoice.
- Screen displays: system message – ‘Print’ to print a copy of the Invoice or ‘Exit’ to exit Invoice creation
- Screen returns to the Purchase Order the Order Status has changed to Partially/Invoiced

Create Invoice

Previous

15

Submit

Exit

Confirm and submit this document.

Standard Invoice / Tax Invoice

Invoice # : 54785
Invoice Date : Thursday 5 Oct 2017 1:43 PM GMT+10:00
Original Purchase Order : 4540613692

Subtotal : \$30.00 AUD
Total Tax : \$3.00 AUD
Amount Due : \$33.00 AUD

REMIT TO:

S32 DAWSONS
ENGINEERING TEST

Postal Address:
1313 Mockingbird Lane
Melbourne VIC 3000
Australia
Remit To ID: REMIT123

BILL TO:

South32 Cannington P/L

Postal Address (South32 Cannington Pty Ltd):
108 St Georges Terrace
Perth WA 6000
Australia
Phone : +61 () U830

SUPPLIER:

South32 Test Supplier 2

Postal Address:
123
ABC 456
Australia
Address ID: 123ADR

BILL FROM:

S32 DAWSONS
ENGINEERING TEST

Postal Address:
123
ABC 456
Australia

CUSTOMER:

South32 Cannington P/L

Postal Address:
108 St Georges Terrace
Perth WA 6000
Australia

SHIPPING INFORMATION:

SHIP FROM:

S32 DAWSONS
ENGINEERING TEST

Postal Address:
123
ABC 456
Australia

SHIP TO:

CAN-site

Postal Address:
Warehouse
Via McKinlay 4823
Australia

PAYMENT TERMS:
Within 30 days Due net
Net Term: 30 Days

ADDITIONAL INFORMATION:
Customer VAT/Tax ID: 48 125 530 967
Supplier VAT/Tax ID: 123VAT

Original Purchase Order: 4540613692

Line #	Line Ref #	Type	Part #	Qty / Unit	Unit Price	Sub Total
1	10	MATERIAL		5 EA	\$6.00 AUD	\$30.00 AUD
Description: LINER,WEAR,MTL,FEED CHUTE,TYP 10H,BISALL						

DETAILS

Auxiliary Part ID:
Manufacturer Part #:
Manufacturer Name:

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt
VAT	10.00%		\$30.00 AUD	\$3.00 AUD				

Tax Description:

VAT

Subtotal: \$30.00 AUD
Tax: \$3.00 AUD

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	10.00%		\$30.00 AUD	\$3.00 AUD				

Tax Description:

VAT

Invoice Summary

Subtotal: \$30.00 AUD
Total Tax: \$3.00 AUD
Amount Due: \$33.00 AUD

Previous

Save

Submit

Exit

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38



Invoice Status

- The status of the Invoice will change as it progresses through South32 's approval process
- There are 5 Invoice Statuses:
 - **Sent** – you have sent the invoice to South32
 - **Pending Approval** – South32 approval process commenced
 - **Approved** – South32 has reviewed the Invoice and it has been approved for payment
 - **Paid** – The invoice has been paid
 - **Rejected** – The invoice has been rejected, open the invoice and review rejection reason

Locating the Invoice Status



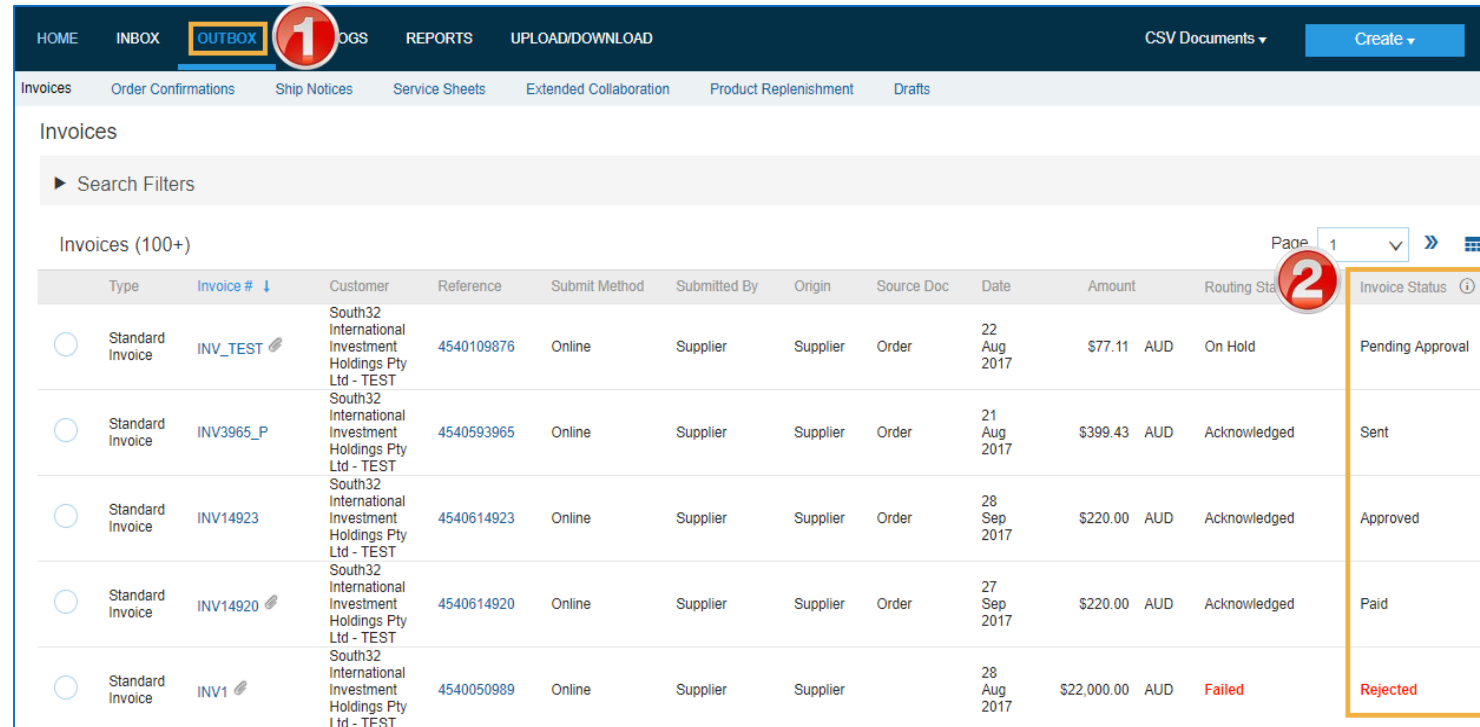
1. Click the **Outbox** tab on the Dashboard.
➤ Screen displays: Invoices
2. On the far right hand side of the page there is the **Invoice Status** column.

The **Invoice Statuses** are:

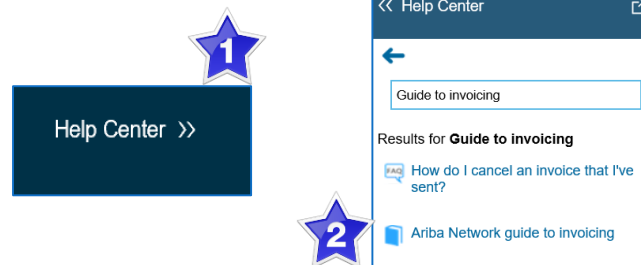
- **Sent**
- **Pending Approval**
- **Approved**
- **Paid**
- **Rejected** – (Highlighted to indicate action is required) **Red**

3 Further information on invoice status management can be found in the 'Ariba Network guide to invoicing'

1. Expand the 'Help Centre'
2. Search for 'Guide to invoicing' and click on "Ariba Network guide to invoicing"



HOME INBOX OUTBOX LOGS REPORTS UPLOAD/DOWNLOAD CSV Documents Create											
Invoices Order Confirmations Ship Notices Service Sheets Extended Collaboration Product Replenishment Drafts											
Invoices											
Search Filters											
Invoices (100+)											
Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	INV_TEST	South32 International Investment Holdings Pty Ltd - TEST	4540109876	Online	Supplier	Supplier	Order	22 Aug 2017	\$77.11 AUD	On Hold	Pending Approval
Standard Invoice	INV3965_P	South32 International Investment Holdings Pty Ltd - TEST	4540593965	Online	Supplier	Supplier	Order	21 Aug 2017	\$399.43 AUD	Acknowledged	Sent
Standard Invoice	INV14923	South32 International Investment Holdings Pty Ltd - TEST	4540614923	Online	Supplier	Supplier	Order	28 Sep 2017	\$220.00 AUD	Acknowledged	Approved
Standard Invoice	INV14920	South32 International Investment Holdings Pty Ltd - TEST	4540614920	Online	Supplier	Supplier	Order	27 Sep 2017	\$220.00 AUD	Acknowledged	Paid
Standard Invoice	INV1	South32 International Investment Holdings Pty Ltd - TEST	4540050989	Online	Supplier	Supplier		28 Aug 2017	\$22,000.00 AUD	Failed	Rejected





GRN Flip Invoice

- Invoices* which are auto-flipped from a Goods Receipt Notice (GRN) will reflect details sent on the GRN
 - An Auto Flipped-Invoice can only be created from the Active, Confirmed lines of the Order document once a GRN has been received from South32
 - This is a setting the supplier will now update but this should be done in consultation with South32 and the Vendors Accounts Department. Especially where the vendor performs repairs.
 - If you have not received a GRN you will need to contact South32. Contact details can be found within the Order details under “South32 Contact”
 - The invoice number is an auto generated number created by the Ariba system
 - The Purchase Order number and the Line number will be on the Invoice
 - Suppliers need to **Consent to Automatic Invoice Creation** to enable the GRN Flip (this is an optional feature for suppliers)
 - For the GRN Flip Invoice to work successfully, you **MUST** have your company ABN entered into the **Tax Id** and **Vat Id** fields in your **Company Profile**
- Reasons the GRN did not flip
1. **ABN** not in your Company Profile under the Tax Id and Vat Id
 2. Order not **Confirmed**
 3. **Consent to Automatic Invoice Creation** not completed
 4. **Suppliers can activate this from within their account and its their responsibility as there are SARS implications.**

Consent to Auto-Invoice Against Goods Receipt (GRN Flip) (once-off activity)



- Consent to auto-invoice against goods receipt form part of account configuration activities. Please refer to the 'Quick Start Guide' available in the SIP (Supplier Information Portal), under the 'Account Configuration' section for more information if required

1. Click on **Company Settings** and select **Customer Relationships**.
- Account Settings display
2. Select the **Automatic Invoice Creation Acceptance** tab.
3. Click **Actions > Confirm Automatic Invoice Creation** to respond.
- Confirm Automatic Invoice Creation displays
4. Select **Yes**.
5. **Agree** to the terms and conditions.
6. Click **OK**
7. Click **Save**.

Note: To turn the Auto-Invoice off, repeat the above process, however choose No at step 4.

Company Settings ▼ **1**

Company Profile

Account Settings

Customer Relationships

Notifications

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Remittances

Network Notifications

View All

Account Settings

Customer Relationships Notifications

Current Relationships Potential Relationships Automatic Invoice Creation Acceptance **2**

Current

Customer	Routing Type	Response Status
TEST	Default	Not Responded

3 Actions

Confirm Automatic Invoice Creation **7**

Save Close

Confirm Automatic Invoice Creation

OK Cancel

Please specify whether to allow the Ariba Network to automatically create invoices from receipts for TEST

4 Yes

5 No

By selecting Yes, my company authorizes Ariba, using the Ariba Network functionality, to automatically create and submit invoices based on receipts sent by TEST. Every time the Ariba Network receives a receipt that applies to a single order from TEST, the system will use information from the receipt and the corresponding order to automatically create and submit an invoice. The tax amount must be specified on orders by TEST.

6 OK Cancel

Enter ABN/VAT/GST



1. Go to **Electronic Invoice Routing**.
2. Select **Tax Invoicing and Archiving**.
3. Enter your ABN into the **Tax Id** and into the **Vat Id** fields.

Note: Your company's Tax Identifier is mandatory on invoices and are required to ensure the Goods Receipt Notice flips into a tax invoice.

HOME > COMPANY AND MANAGEMENT

- Company Profile
- Account Settings
- Customer Relationships
- Notifications
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing** 1
- Accelerated Payments
- Remittances
- Network Notifications
- View All

Network Settings

[Save](#) [Close](#)

Electronic Order Routing **Electronic Invoice Routing** 2 Accelerated Payments Settlement

General **Tax Invoicing and Archiving** 3

Tax Information

Tax Classification: (no value) ▼

Taxation Type: (no value) ▼

Tax Id: 62000000000 ⓘ Do not enter dashes

State Tax Id: Do not enter dashes

Regional Tax Id: Do not enter dashes

Vat Id: 62000000000

☐ VAT Registered

VAT Registration Document: <No document>
[Upload](#)

☐ Tax Clearance

Tax Clearance Number:

Tax Clearance Document: <No document>
[Upload](#)

Locating a GRN Flip or RCTI (ERS) Invoice



1. Select the outbox
➤ All invoices are reflected
2. View the status of your invoice.
3. Click on the Invoice Number – listed under **Related Documents**

Type	Customer	Reference	Submit Method	Submitted By	Origin	Source Doc	Contractor	Start Date	End Date	Date	Amount	Routing Status
Standard Invoice	0831B	South32 International Investment Holdings Pty Ltd - TEST	4540889831	Online	Supplier	Supplier	Order			8 Nov 2017	R 290.18 ZAR	Acknowledged
Standard Invoice	0831A	South32 International Investment Holdings Pty Ltd - TEST	4540889831	Online	Supplier	Supplier	Order			8 Nov 2017	R 488.24 ZAR	Acknowledged
Standard Invoice	889831	South32 International Investment Holdings Pty Ltd - TEST	4540889831	Online	Supplier	Supplier	Order			8 Nov 2017	R 488.24 ZAR	Acknowledged
Standard Invoice	6555	South32 International Investment Holdings Pty Ltd - TEST	4540889832	Online	Supplier	Supplier	Order			3 Nov 2017	R 921.13 ZAR	Acknowledged
Standard Invoice	INV889852	South32 International Investment Holdings Pty Ltd - TEST	4540889852	Online	Supplier	Supplier	Order			3 Nov 2017	R 4,177.85 ZAR	Acknowledged
Line-Item Credit Memo	CRM89831	South32 International Investment Holdings Pty Ltd - TEST	4540889831	Online	Supplier	Supplier	Order			1 Nov 2017	R -4,746.78 ZAR	Acknowledged
Standard Invoice	017805	South32 International Investment Holdings Pty Ltd - TEST	4540882193	eXML	Customer	Supplier	Order			23 Oct 2017	R 2,213.00 ZAR	Acknowledged
Standard Invoice	016576	South32 International Investment Holdings Pty Ltd - TEST	4540880878	eXML	Customer	Supplier	Order			20 Oct 2017	R 8,461.90 ZAR	Acknowledged
Standard Invoice	016547	South32 International Investment Holdings Pty Ltd - TEST	4540880878	eXML	Customer	Supplier	Order			20 Oct 2017	R 2,168.88 ZAR	Sent



RCTI – Recipient created tax invoices. This is the same as the SAP process for ERS – **Evaluated Receipt settlement**

These both (RCTI / ERS) mean that S32 will initiate the creation for invoices against the PO. The supplier does not initiate the invoice. This invoice is triggered in SAP and then interfaced to the supplier via AN. The interface type id commonly referred to as the 'CC Invoice'.





Credit Memo

- Credit Memos can be sent to South32 via the Ariba Network and do not need to be sent in the mail
- Please also note the following when creating Credit Memos:
 - Credits are supported against specific line items from a previously submitted invoice
 - Credits can be for full or partial amounts

Begin the Credit Memo



1. Click the **Outbox** tab on the Dashboard.
➤ Screen displays: Invoices
2. Click on the **Invoice #**.
➤ Screen displays: Create Line-Item Credit Memo
3. Click on **Create Line-Item Credit Memo**.
➤ Screen displays: Create Line-Item Credit Memo

HOME

INBOX

OUTBOX

LOGS

REPORTS

UPLOAD/DOWNLOAD

CSV Documents

Create

Invoices

Order Confirmations

Ship Notices

Service Sheets

Extended Collaboration

Product Replenishment

Drafts

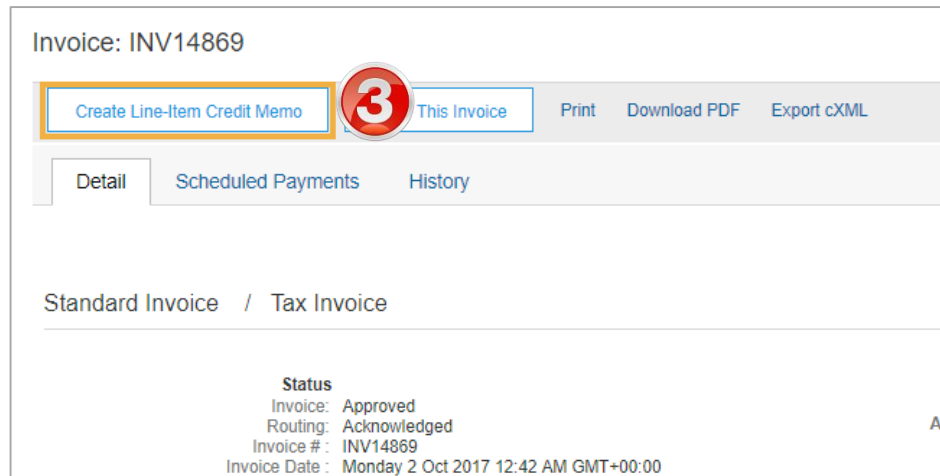
Invoices

Search Filters

Invoices (100+)

Page 1

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Origin	Source Doc	Date	Amount	Routing Status	Invoice Status
Standard Invoice	INV14869	South32 International Investment Holdings Pty Ltd - TEST	4540614869	Online	Supplier	Supplier	Order	2 Oct 2017	\$73.61 AUD	Acknowledged	Approved



Invoice: INV14869

Create Line-Item Credit Memo This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

Status
Invoice: Approved
Routing: Acknowledged
Invoice #: INV14869
Invoice Date: Monday 2 Oct 2017 12:42 AM GMT+00:00

Credit Memo



4. Enter a **Credit Memo #**.

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

5. Enter a **Reason for Credit Memo**.

Create Line-Item Credit Memo

UpdateExitNext

Invoice Header

* Indicates required fieldAdd to Header

Summary

4

Credit Memo #: *545887

Subtotal:\$-1,053.60 AUD

Total Tax:\$-105.36 AUD

Amount Due:\$-1,158.96 AUD

View/Edit Addresses

Credit Memo Date: *5 Oct 2017

Original Invoice No: INV14869

Original Invoice Date: 2 Oct 2017

Service End Date:

Remit To1313 Mockingbird Lane

Melbourne VIC
Australia

Bill To: GEMCO Pty Ltd
Perth WA
Australia

Shipping

Header level shipping

Line level shipping

Deliver To:

View/Edit Addresses

Supplier:South32 Test Supplier 2

Customer:South32 Cannington P/L

Perth WA
Australia

ABC
Australia

View/Edit Addresses

Supplier VAT

Customer VAT

Supplier VAT/Tax ID: *123VAT

Customer VAT/Tax ID: *48 125 530 967

Comment

5

Reason for Credit Memo: *Enter a reason for the credit

Default Credit Memo
Comment Text:

Add to Header

Credit Memo cont.



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

7. Click **Next**.

➤ Screen displays: Create Line-Item Credit Memo review

8 Review Credit Memo.

9 Click **Submit**.

➤ Screen returns – Invoice

Note: When you return to the Purchase Order the Order Status has changed to Partially Invoiced or the previous Order Status.

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

Insert Line Item Options

☐ Retail Details ☐ Tax Category:

☐ Shipping Documents ☐ Special Handling ☐ Discount ☐ Informational Pricing

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	10	<input checked="" type="checkbox"/>	MATERIAL	4150-M-0277 DWG ITM BB-A	LINER,WEAR,MTL,HD CHUTE,BISALLOY 500,530	10339765	-1	EA	\$543.60 AUD	\$-543.60 AUD

Receipt Details Receipt Line #: 1

Pricing Details Price Unit: EA Price Unit Quantity: 1.0
Unit Conversion: 1 Description:

Tax Category: * GST Taxable Amount: \$-543.60 AUD
Rate(%): 10.00
Tax Amount: \$-54.36 AUD
Description: Regime:

Line Item Actions



Remittance

- The Remittance informs of when and how payment for an invoice is made
- The Remittance is an informational document only and does not require any action
- New Remittances can be viewed from the Inbox area under Remittances

Remittance



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
4. From the Remittance Advice page you can:
 - **Print** a copy of the Remittance
 - Export the Remittance to **cXML**
 - **Download CSV** (see CSV Invoicing Guide for further instructions)

The screenshot illustrates the SAP Ariba Remittance workflow. It starts with the 'INBOX' tab (1) where 'Remittances' are selected (2). A list of 18 remittances is shown, with the transaction #104515000143522017 highlighted (3). Clicking on this transaction leads to the 'Remittance Advice' page (4), which displays payment details, additional information, and a summary of the transaction.

Remittance Advice: 104515000143522017 (Paid)

Payment Detail

Payment Method: Wire
Reference Number: 1500014352
Related Payment: 104515000143522017
Identified Differences: None

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: INVS102dd (Show Details)	\$46.90 AUD	\$0.00 AUD			\$46.90 AUD	U83040000718092017001

ADDITIONAL INFORMATION

originalInvoiceNo: INVS102DD buyerInvoiceID: 4000071809 fiscalYear: 2017 CompanyCode: U830

Summary:
Gross Amount: \$46.90 AUD
Withholding Tax: (\$0.00 AUD)
Adjustment: (\$0.00 AUD)
Amount Paid: \$46.90 AUD

Received by Ariba Network on: Tuesday 16 May 2017 8:37 PM GMT+10:00
For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

Print Export cXML Download CSV

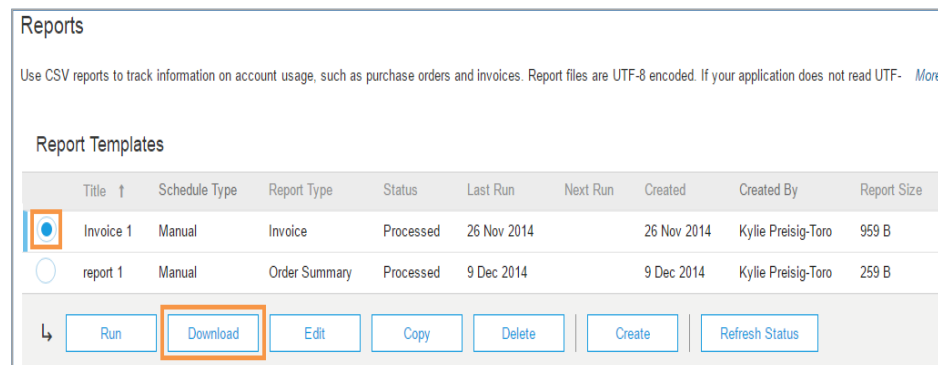
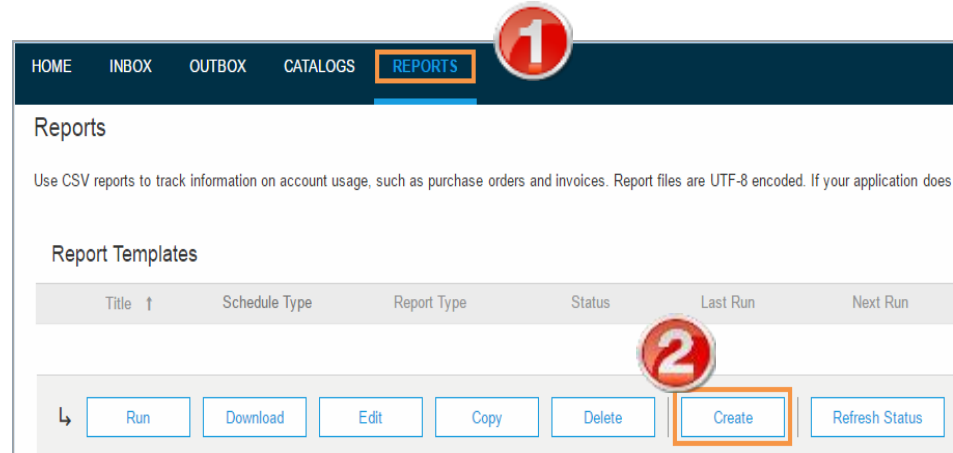


Creating reports

Creating Reports



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



Report

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

1 Report Description

2 Criteria

Title: *

Description:

Time zone: Pacific/Yap

Language: English

Report Type: *

Select

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

Next

Exit

Creating Reports cont.



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

Report

Previous

Submit

1 Report Description

2 Criteria

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.

Customer: All Customers

Select

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

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

Max Results Returned: 100

Next Page

Previous

Submit

2

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

3

Run

Download

Edit

Copy

Delete

Create

Refresh Status



Report pulled into CSV



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Invoice #	Created Date	Is CSC	Submitted	Customer	Customer_	Invoice Sta	Invoice Sta	Origin	Source Doc	Submission	History			
2	INV1028SIT6	Jul 2017 5:39	Yes	Michelle D	South32 Int	AN010251	6 Jul 2017	Rejected	Supplier	Order	Online	INV-38: The invoice was successfully received.			
3	Description:TESTS SAYS TO REJECT SIT2A"														
4	INVS1029A	4 Jul 2017 9:06	Yes	Michelle D	South32 Int	AN010251	4 Jul 2017	Rejected	Supplier		Online	INV-38: The invoice was successfully received.			
5	INVS1028S	4 Jul 2017 3:45	Yes	Michelle D	South32 Int	AN010251	4 Jul 2017	Rejected	Supplier	Order	Online	INV-38: The invoice was successfully received.			
6	Description:REJECT AS PER TEST SCRIPT"														
7	RESUBINV	3 Jul 2017 6:27	Yes	Michelle D	South32 Int	AN010251	3 Jul 2017	Rejected	Supplier	Order	Online	INV-38: The invoice was successfully received.			
8	Description:TEST RESUBMIT"														
9	INVS1022S	3 Jul 2017 6:22	Yes	Michelle D	South32 Int	AN010251	3 Jul 2017	Rejected	Supplier		Online	INV-82: Invoice was modified. Original document a			
0	INVS1022S	3 Jul 2017 5:14	Yes	Michelle D	South32 Int	AN010251	3 Jul 2017	Rejected	Supplier	Order	Online	INV-38: The invoice was successfully received.			
1	Description:AS PER TEST SCRIPT"														
2															
3	Report generated on 9 Oct 2017 4:41:29 PM GMT+08:00														
4															



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](#)

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Rectangular Snip