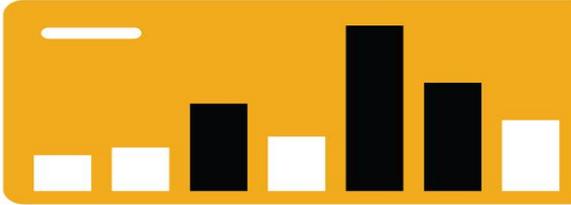
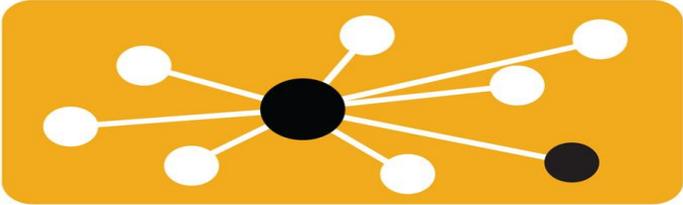
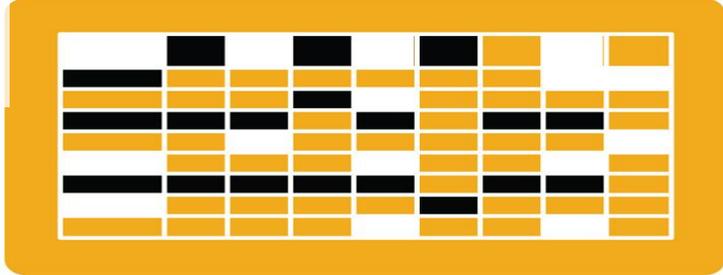


# Ariba® Network Process Flow Guide



SAP Ariba 

Get Started 

# Using This Guide

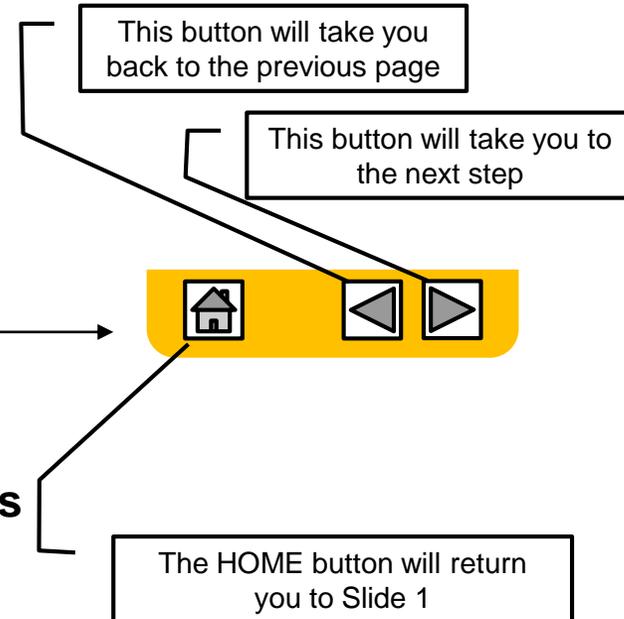
The purpose of this guide is to help suppliers understand the business processes required by **SOUTH32**.

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**



# Supplier Process Groups

## Goods

Manual e-Invoice	Suppliers following this process will be able to generate invoices on the Ariba Network from the South32 GRN's. This process applies to the majority of South32 suppliers.
Auto-Generated Invoice from Receipt	Auto-Generated Invoice from Receipt (AUS, SAF & USA suppliers that opt in) Suppliers following this process will have an option to enable the auto-generated invoice functionality that will create the invoice from the South32 receipt.
RCTI/ERS (Agreement b/w Buyer & Seller)	This Supplier Group will perform manual SES, South32 will issue a RCTI/ERS invoice (RCTI - Recipient created tax invoice, ERS - Evaluated Receipt Settlement).
No e-Invoice (Hardcopy invoices)	Suppliers following this process will not be allowed to submit an invoice from the Ariba Network. This will apply to all suppliers in Colombia and selected suppliers in Australia and South Africa.

## Services

Invoice and auto-generate SES (includes mixed Goods & Service PO)	Suppliers following this process will be required to create an invoice which upon submission will auto-generate the SES on the Ariba Network. -Following approval of the SES from South32 the held invoice will be dispatched from the Ariba Network to South32 (includes mixed Goods & Service PO's). This process applies to the majority of South32 suppliers.
RCTI/ERS (manual SES)	Suppliers following this process will be allowed to perform manual SES's, where after South32 will issue an RCTI/ERS invoice. In addition, suppliers will not be allowed to send line-item credit memos.
No e-Invoice (Hardcopy invoices)	Suppliers following this process will not be allowed to submit an invoice from the Ariba Network. In addition suppliers will not be allowed to manually create service entry sheets on the Ariba Network for service orders. This will apply to all suppliers in Colombia and selected suppliers in Australia and South Africa.

# Order Confirmation



Confirm

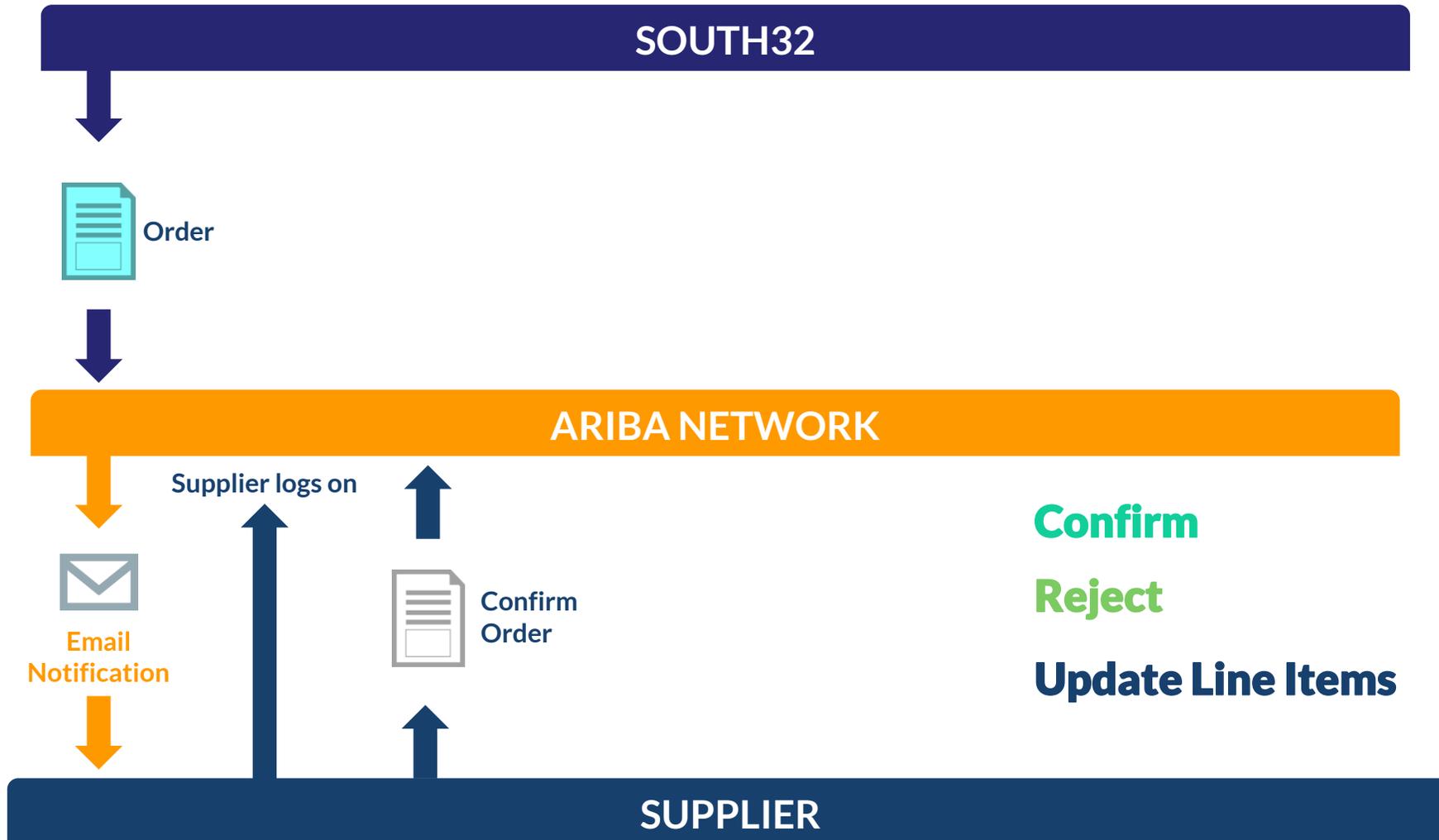


Reject



Update

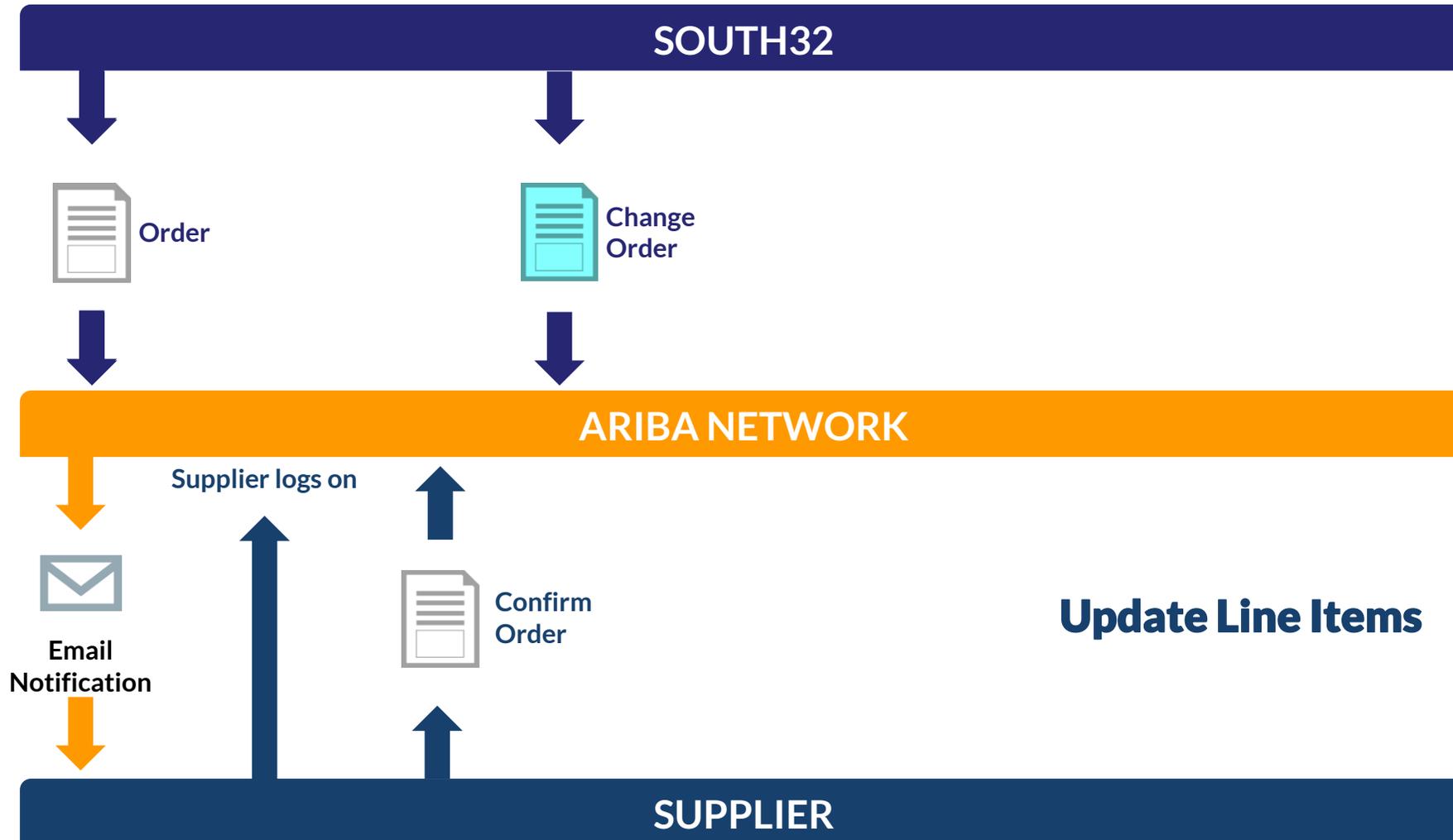
# Order Confirmation



## Applicable supplier process group

- Manual e-Invoice
- Auto-Generated Invoice from Receipt
- RCTI/ERS (Agreement b/w Buyer & Seller)
- No e-Invoice (Hardcopy invoices)
- Invoice and auto-generate SES (includes mixed Goods & Service PO)
- RCTI/ERS (manual SES)
- No e-Invoice (Hardcopy invoices)

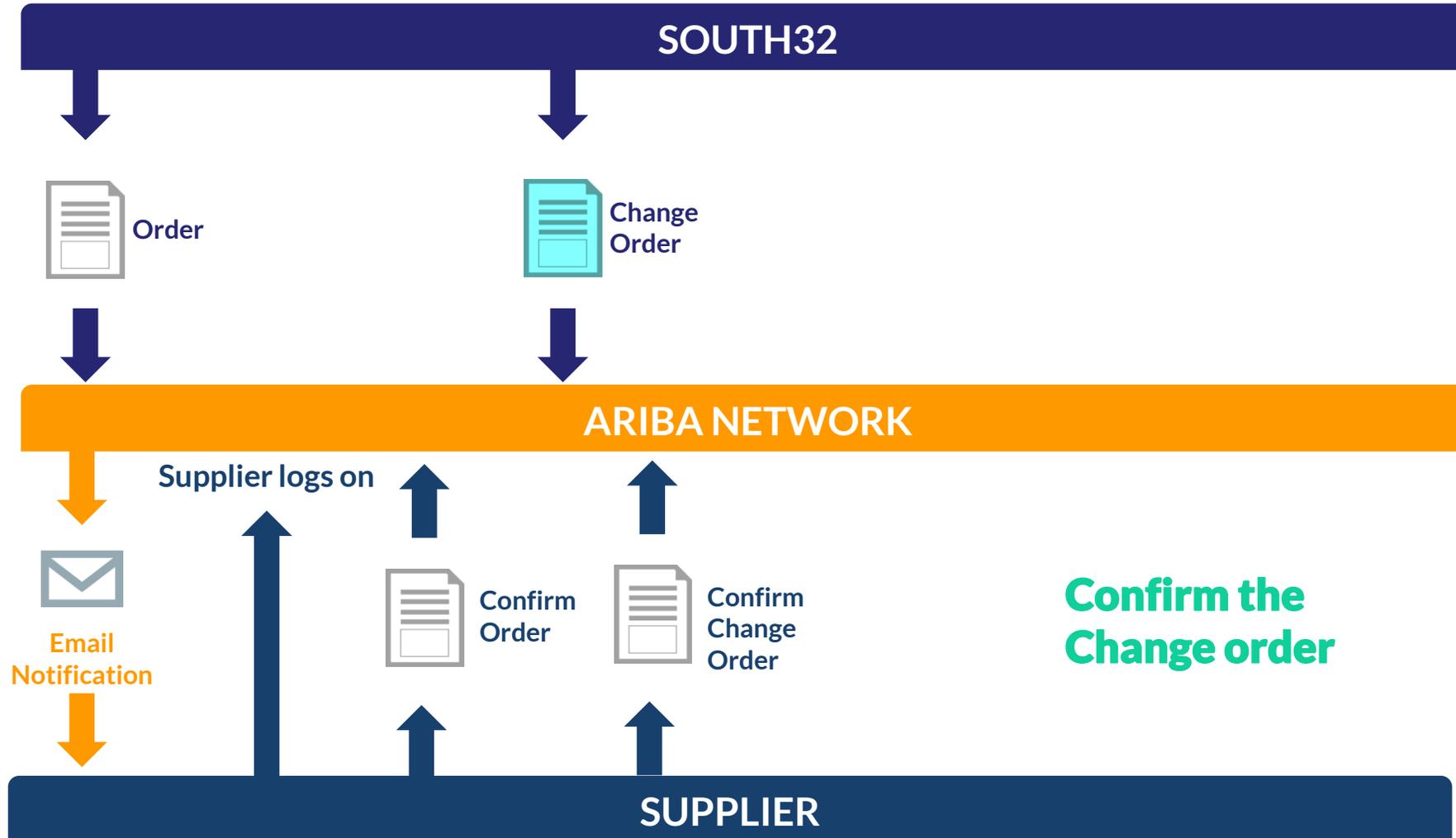
# Order Confirmation



Applicable supplier process group

- Manual e-Invoice
- Auto-Generated Invoice from Receipt
- RCTI/ERS (Agreement b/w Buyer & Seller)
- No e-Invoice (Hardcopy invoices)
- Invoice and auto-generate SES (includes mixed Goods & Service PO)
- RCTI/ERS (manual SES)
- No e-Invoice (Hardcopy invoices)

# Order Confirmation



## Applicable supplier process group

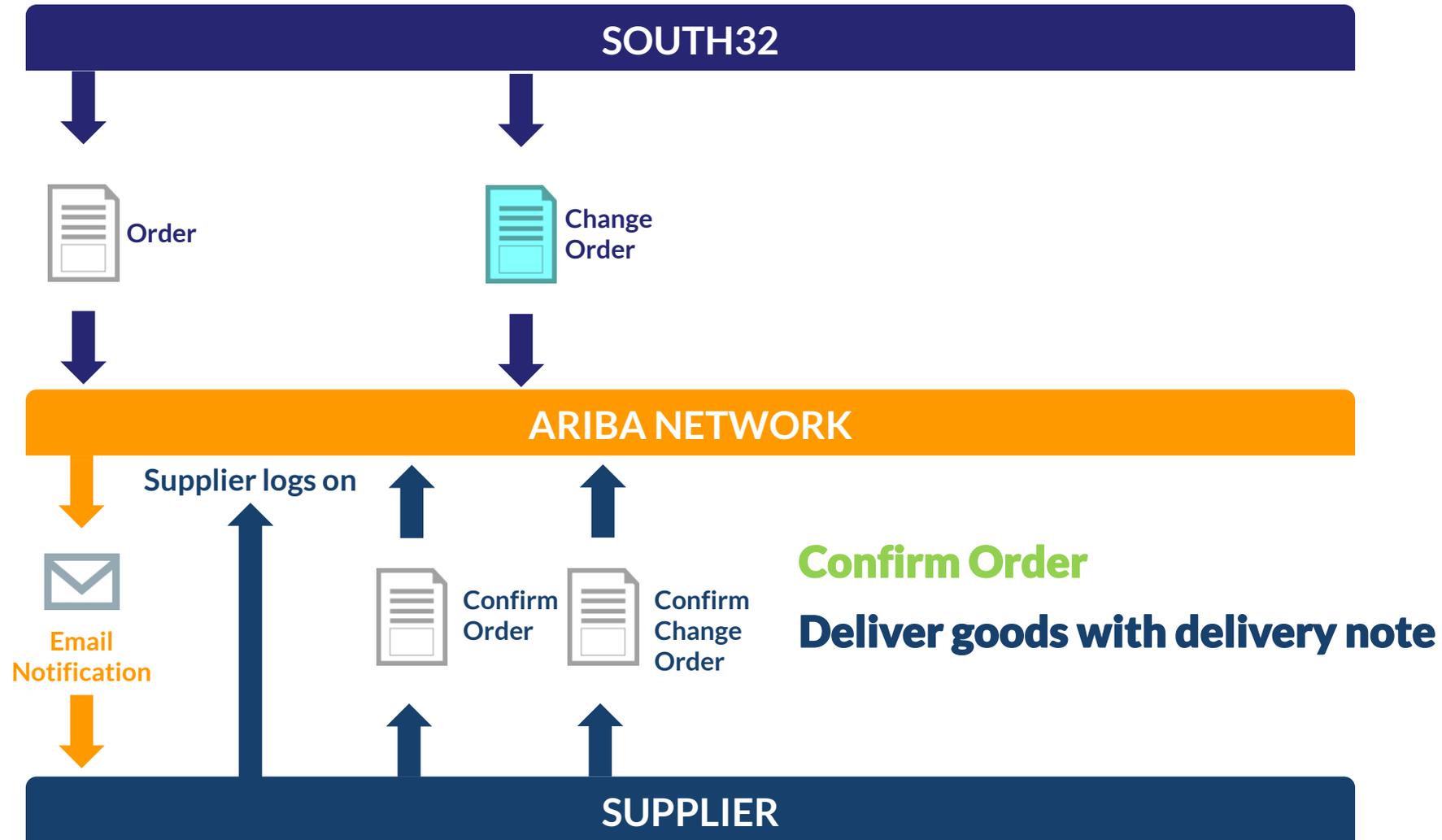
- Manual e-Invoice
- Auto-Generated Invoice from Receipt
- RCTI/ERS (Agreement b/w Buyer & Seller)
- No e-Invoice (Hardcopy invoices)
- Invoice and auto-generate SES (includes mixed Goods & Service PO)
- RCTI/ERS (manual SES)
- No e-Invoice (Hardcopy invoices)

**Confirm the Change order**

# Goods/Material Process



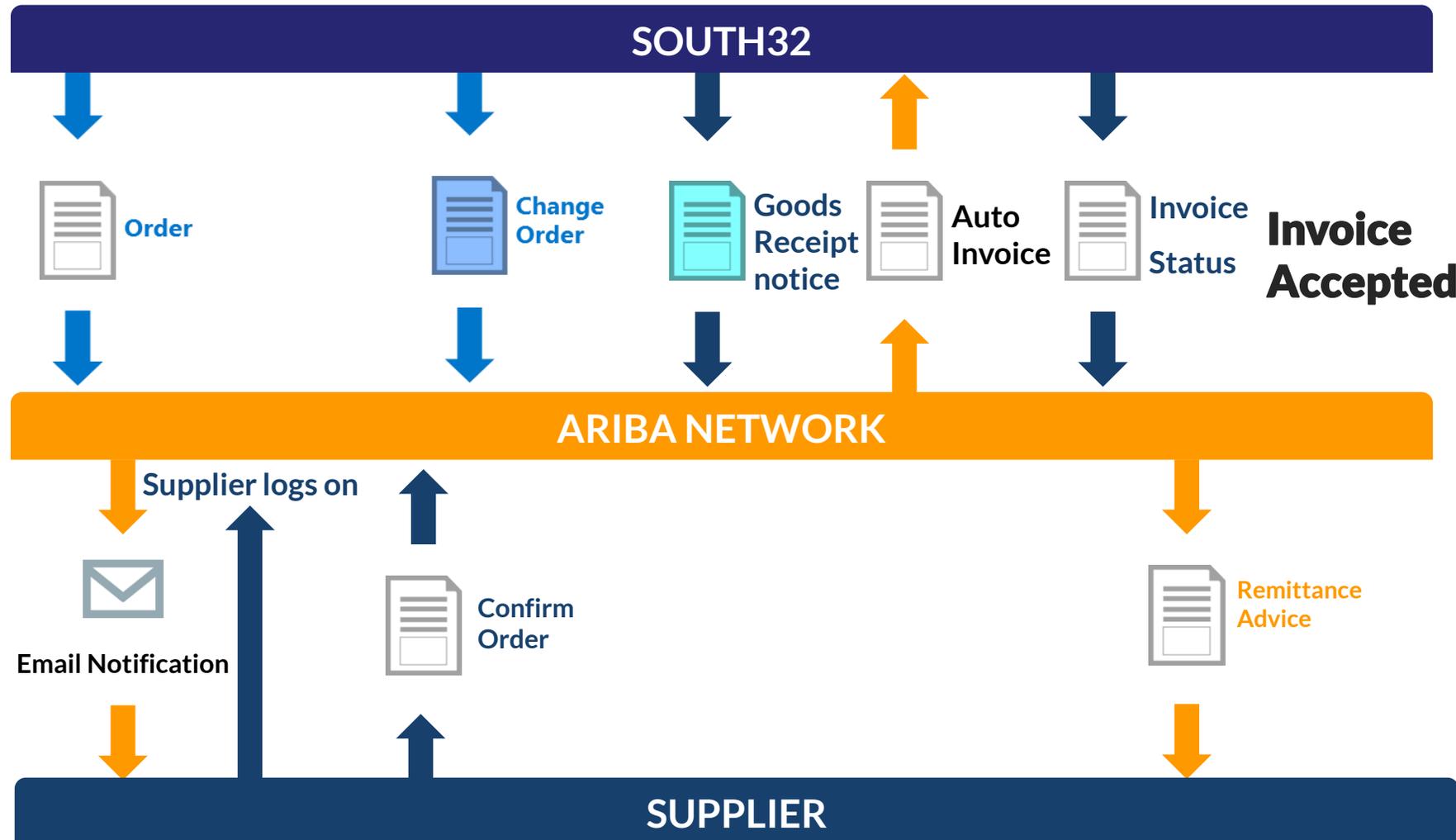
# Order Confirmation



## Applicable supplier process group

- Manual e-Invoice
- Auto-Generated Invoice from Receipt
- RCTI/ERS (Agreement b/w Buyer & Seller)
- No e-Invoice (Hardcopy invoices)

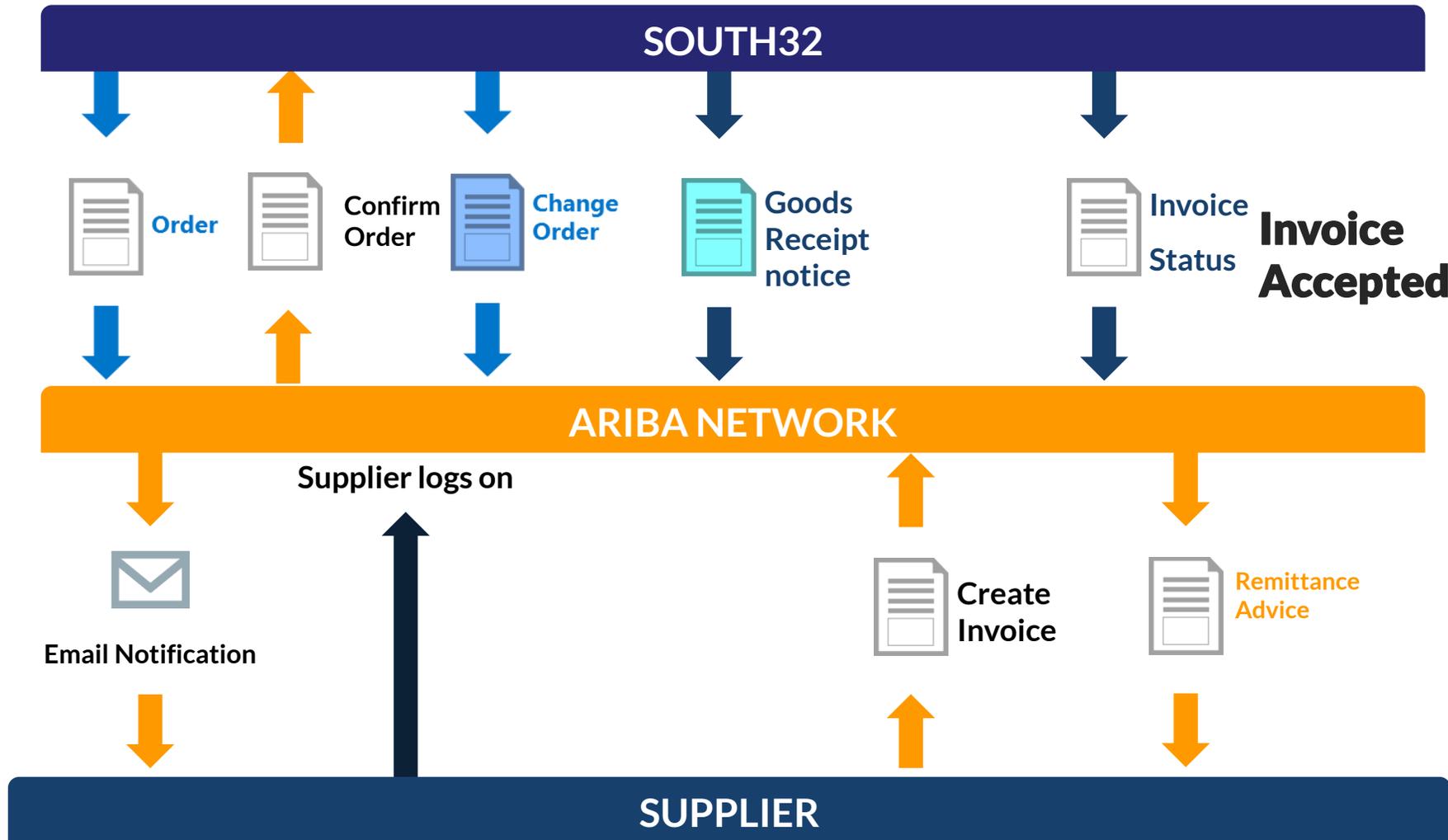
# Goods PO – Auto-Flip GRN



Applicable supplier process group

Auto-Generated Invoice from Receipt

# Goods PO- e-Invoicing



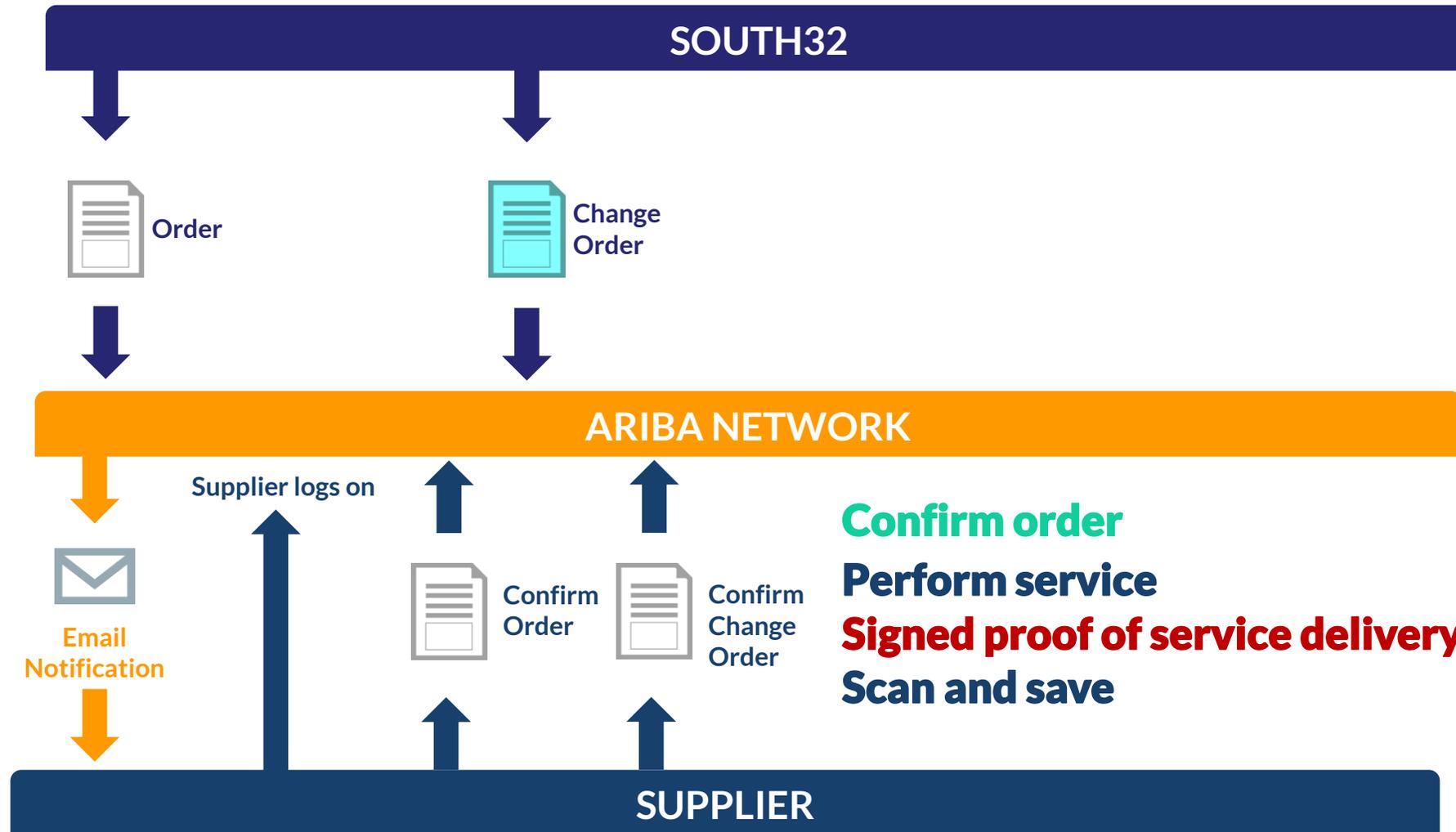
Applicable supplier process group

- Manual e-Invoice
- Auto-Generated Invoice from Receipt

# Services Process



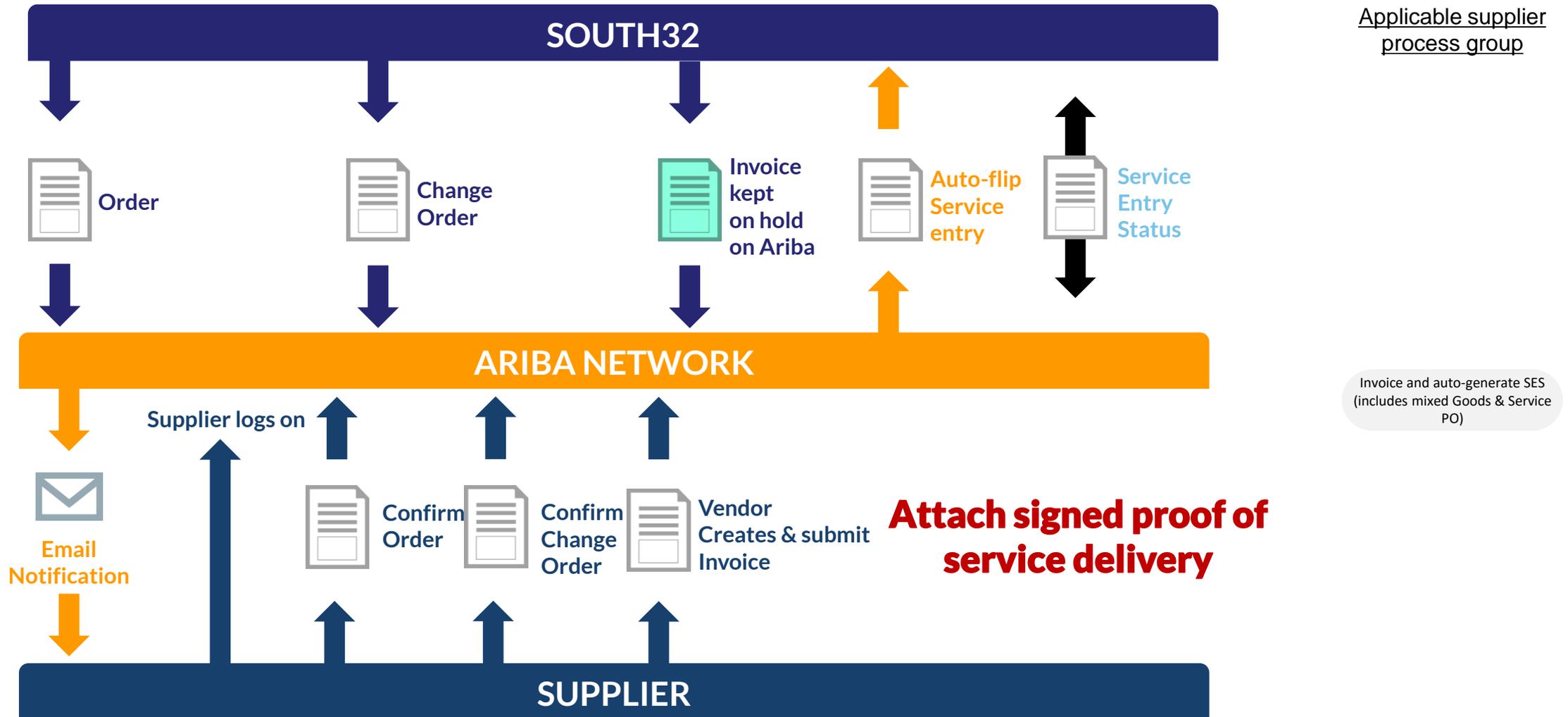
# Services PO



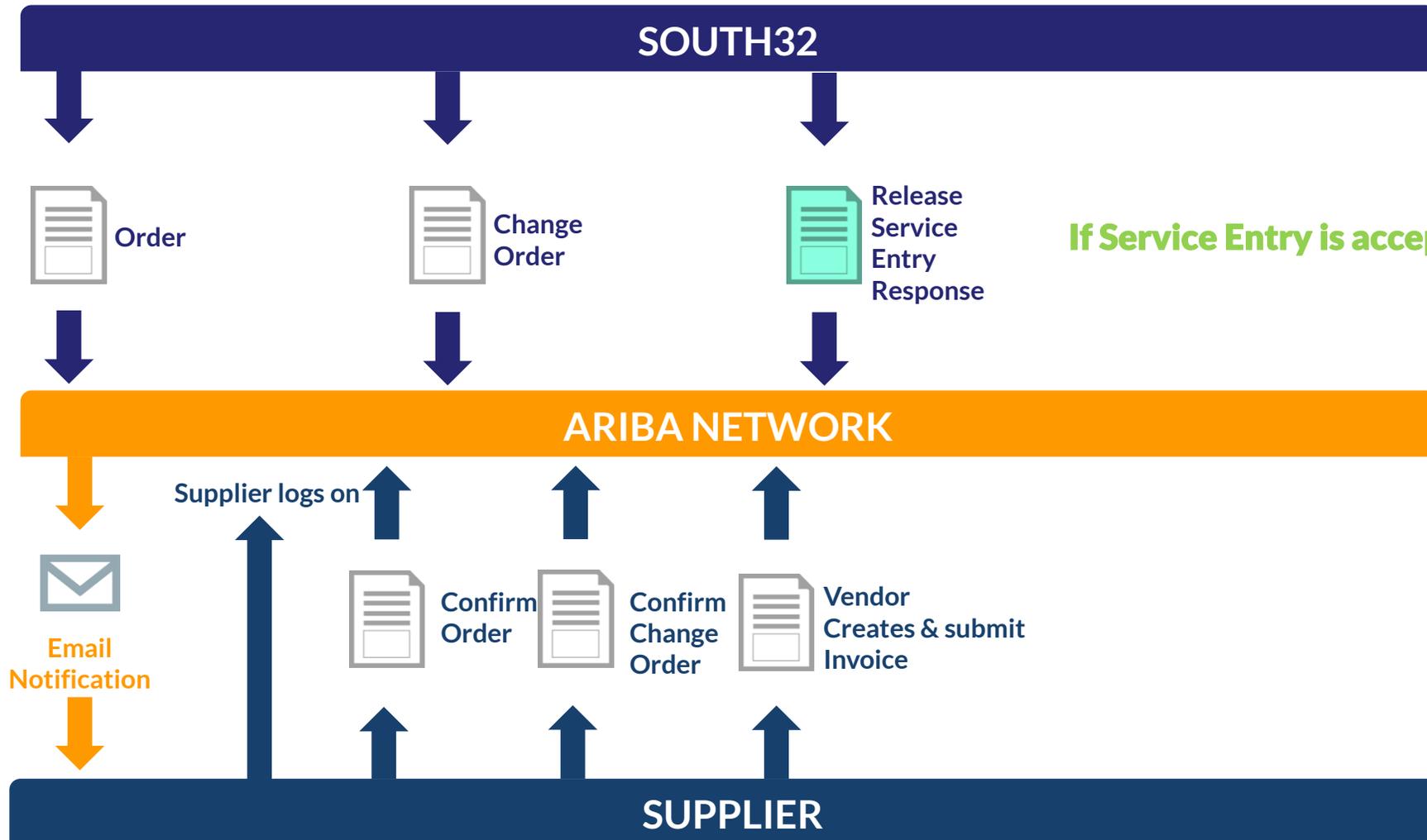
Applicable supplier process group

- Invoice and auto-generate SES (includes mixed Goods & Service PO)
- RCTI/ERS (manual SES)
- No e-Invoice (Hardcopy invoices)

# Service PO for e-Invoicing: Auto-flip into SES



# Services PO for e-Invoicing SES accepted

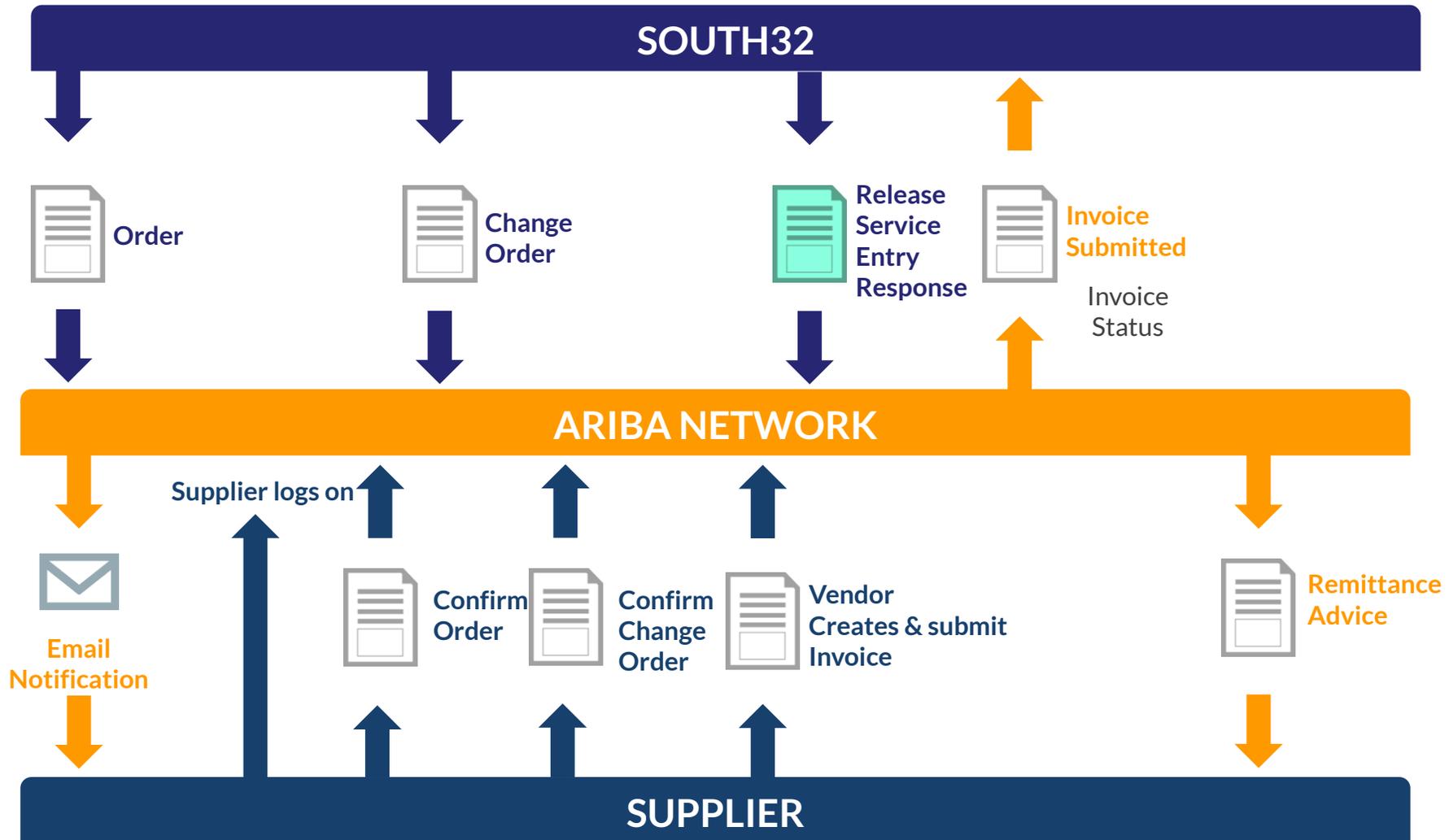


Applicable supplier process group

**If Service Entry is accepted**

Invoice and auto-generate SES (includes mixed Goods & Service PO)

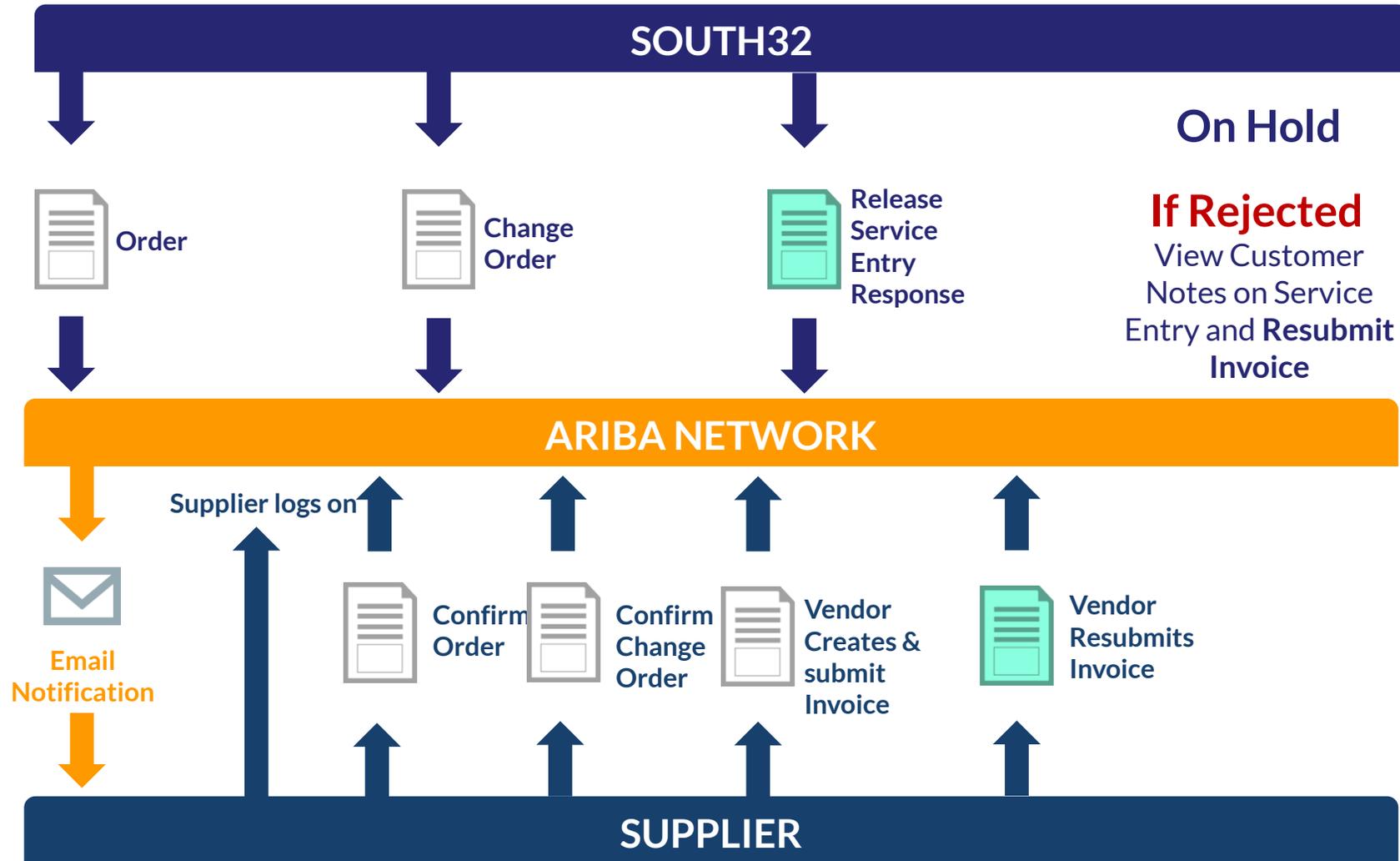
# Service PO for e-Invoicing: Invoice and RA



Applicable supplier process group

Invoice and auto-generate SES (includes mixed Goods & Service PO)

# Service PO for e-Invoicing: SES rejected, step 1



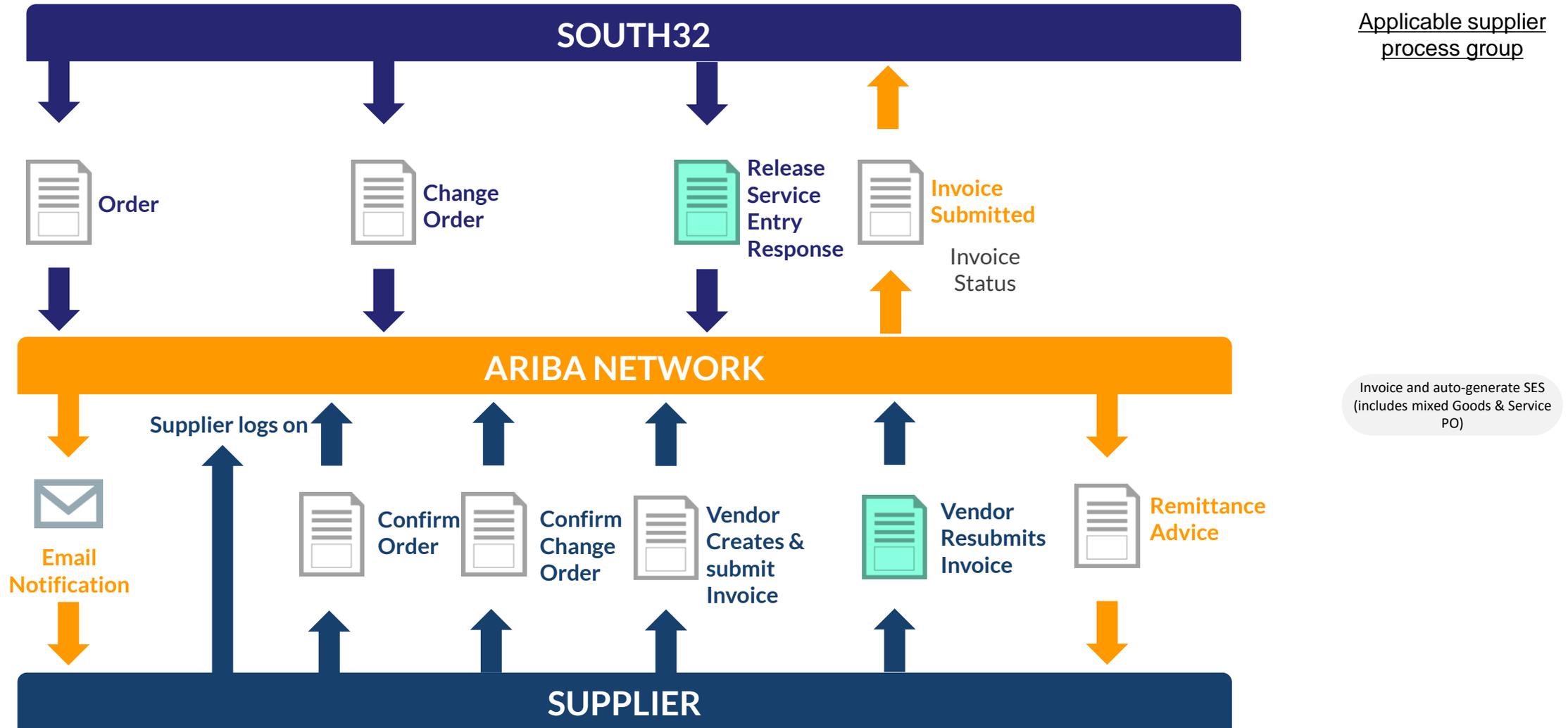
Applicable supplier process group

**On Hold**

**If Rejected**  
View Customer Notes on Service Entry and Resubmit Invoice

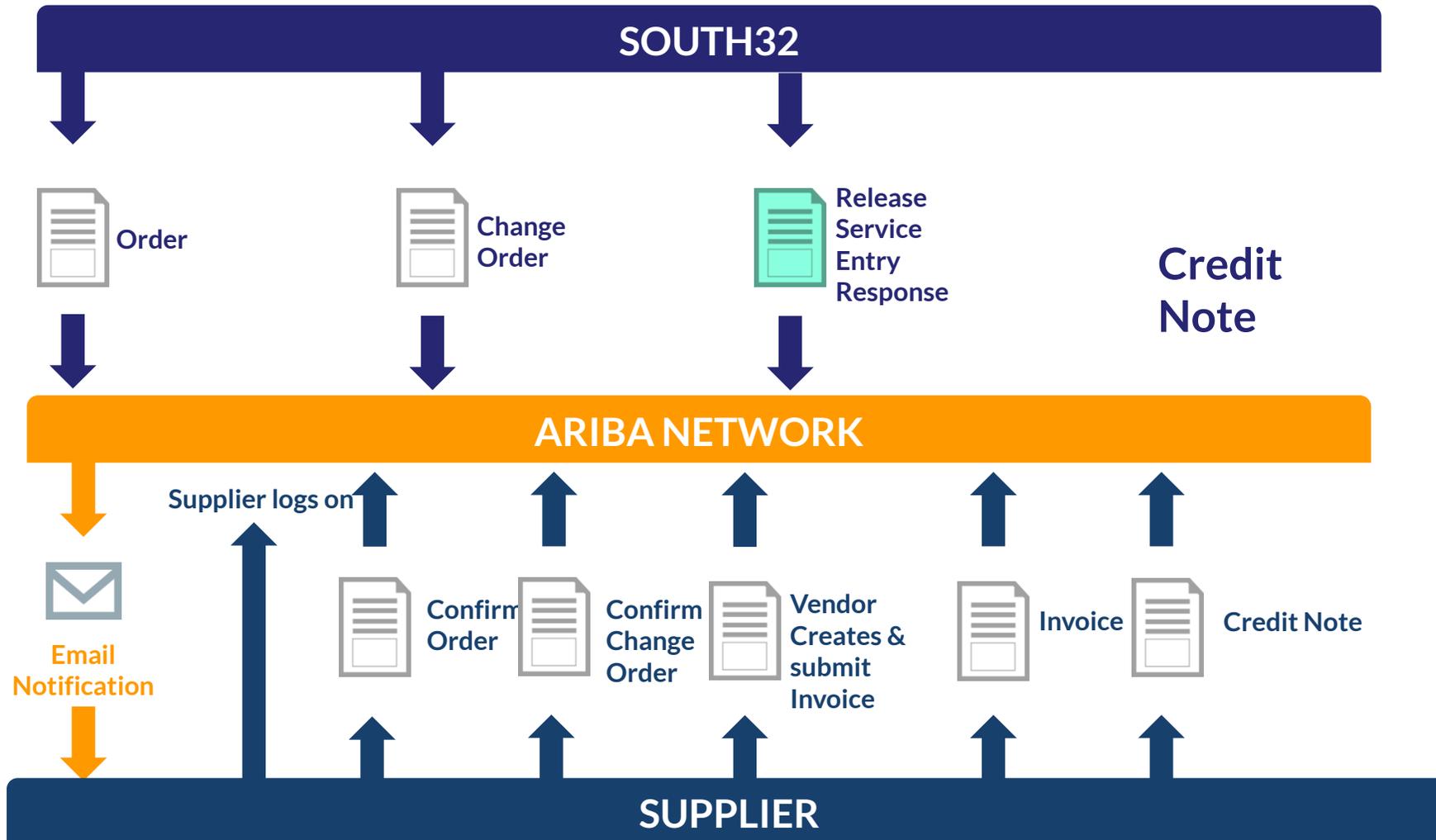
Invoice and auto-generate SES (includes mixed Goods & Service PO)

# Service PO for e-Invoicing: SES rejected, step 2



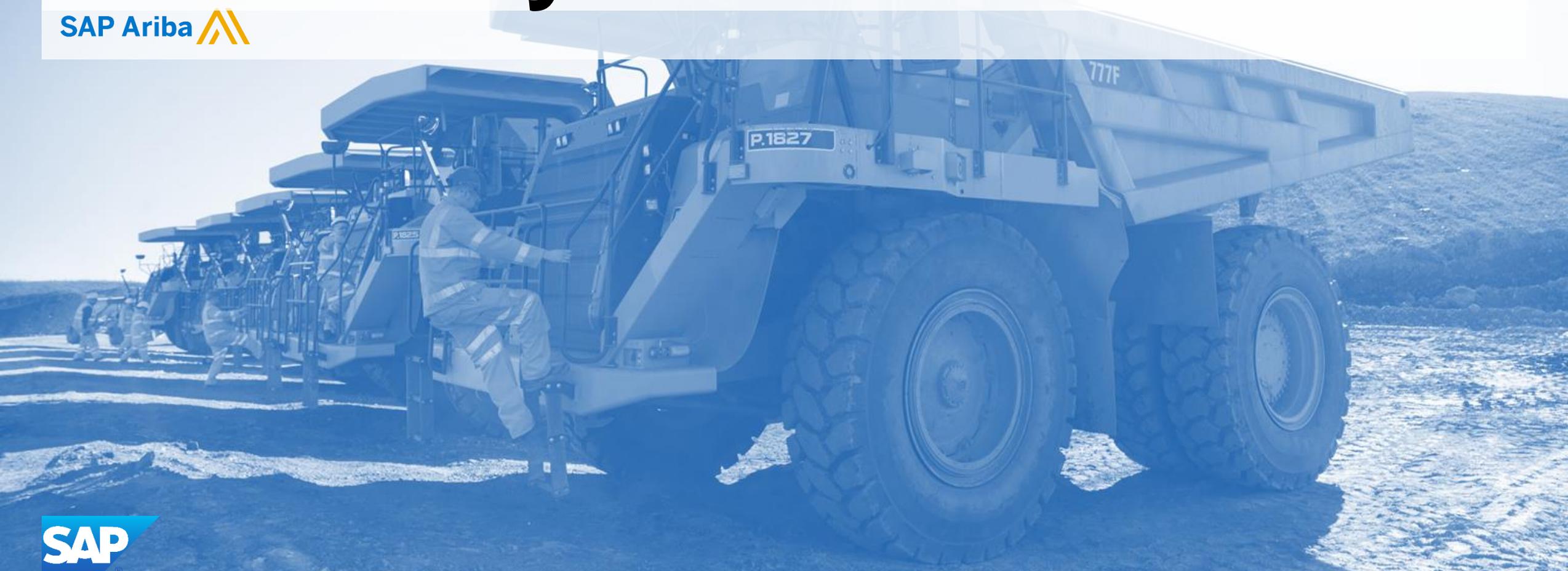
# Service PO for e-Invoicing: Credit Memo

Applicable supplier process group



Invoice and auto-generate SES (includes mixed Goods & Service PO)

# Ariba Network System Demo



# Local Support



Support Type	Contact
<b>Ariba Support</b>	<ol style="list-style-type: none"> <li>1. Click on the <b>Help Centre – Support</b></li> <li>2. Click <b>Start</b> next to ‘I need help with...’</li> <li>3. Select support option; <ul style="list-style-type: none"> <li>• <b>Email SAP Ariba Customer Support</b></li> <li>• <b>Get help by Live Chat</b></li> <li>• <b>Get help by Phone</b></li> </ul> </li> </ol>
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"> <li>1. On the <b>Home</b> screen</li> <li>2. Click on <b>Company Settings</b></li> <li>3. Click on <b>Customer Relationships</b></li> <li>4. Click on <b>Supplier Information Portal</b></li> </ol>
<b>Ariba Network Training Request</b>	<p>ANZ email: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a>                      EMEA link: <a href="https://bookwhen.com/ariba-training">https://bookwhen.com/ariba-training</a>                      LATAM email: <a href="mailto:comunicaciones_south32@ariba.com">comunicaciones_south32@ariba.com</a></p>

# Training Material



Support Type	Contact
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"><li>1. On the <b>Home</b> screen</li><li>2. Click on <b>Company Settings</b></li><li>3. Click on <b>Customer Relationships</b></li><li>4. Click on <b>Supplier Information Portal</b></li></ol>

**Account Settings**

Customer Relationships Notifications

Current Relationships Potential Relationships Automatic Invoice Creation Acceptance

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Pending

Customer	Relationship Type	Requested Date
No items		

Approve Reject

Current

Customer	Relationship Type	Approved Date	Routing
<input type="checkbox"/> Sasol Group Services (Pty) Ltd - TEST	Trading	3 Mar 2017	Default
<input type="checkbox"/> Sasol Group Services DEV/SBX - TEST	Trading	14 Oct 2016	Default

Reject

Rejected

Customer	Relationship Type	Rejected Date
No items		

---

Thank you