

Ariba Network Service Order Guide





Introduction

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

Guide Key



- This indicates an Instructional steps



- An additional step is indicated by



- Note: Functionality specific notes



- Information: other useful information

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Inbox – Orders and Releases

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

Note (N): The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading.

Ariba Supply Chain Collaboration Company Settings ▾

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

Orders and Releases (100+) 1 ▾ >> ☐

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date ↓	Order Status	Amount Invoiced	Actions
Order	3000961636	4	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$360.00 AUD	6 Sep 2018	Shipped	\$0.00 AUD	Actions ▾
Order	3000962640	1	Rio Tinto - TEST	Energy Resources Australia Ltd Darwin, NT Australia	\$10.00 AUD	2 Sep 2018	Changed	\$0.00 AUD	Actions ▾
Order	3023205992	1	Rio Tinto - TEST	CENTURION TRANSPORT CO P/L HAZELMERE, WA Australia	\$100.00 AUD	24 Aug 2018	Rejected	\$0.00 AUD	Actions ▾
Order	3023205900	1	Rio Tinto - TEST	Brockman 2 Mine Site Brockman 2, WA Australia	\$2,584.00 AUD	8 Aug 2018	New	\$0.00 AUD	Actions ▾
Order	300095611	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$300.00 AUD	5 Jul 2018		\$0.00 AUD	Actions ▾
Order	300095611	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$668.00 AUD	18 Jul 2018		\$0.00 AUD	Actions ▾
Order	300095611	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$10.00 AUD	26 Jul 2018		\$0.00 AUD	Actions ▾

The Ver. Is the version number of the order. 1 = the original order, 2 = changed order and so on

The Amount is the total value of the purchase order

The Amount Invoiced is the total amount invoiced to date

The Order Number is the buyers Purchase Order Number

The Ship To Address indicates where the goods are to be delivered

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

Using Search Preferences



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

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

➤ Log onto your Ariba Network

1. Click on your **User Name**

2. Select **My Account**

3. Scroll Down to **Preferences**

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

5. Click on **Save**

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

6. Click on **Close**

➤ Screen returns to the screen you were previously on

Ariba Network

My Account

Account

Settings

* Indicates a required field

Preferences

Preferred Language: English

Preferred Timezone:* AET

Default Currency:* Australian Dollar

Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

Ariba Network

My Account

Save

Close

✓ Your profile has been successfully updated.

Account

Settings

* Indicates a required field

General Information-Order Fulfillment Status Levels

- The Inbox (Orders and Releases) displays all Purchase Orders sent from Rio Tinto. Status levels indicate where in the process a Purchase Order is in.
- Only Rio Tinto can adjust a Purchase Order, use Update Line Items to provide Rio Tinto with updated information including part number and price
- Partial status remains until all items on the Purchase Order have been confirmed, this includes Backordered items that have arrived and can be confirmed for delivery to Rio Tinto.
- The status will remain as Partially Confirmed until all items on the purchase order have been provided to Rio Tinto.
- If goods are not fully confirmed or shipped the status will remain with “partially” preceding confirmation or shipped, this cannot be adjusted and where line items have been rejected and will not be shipped, a Purchase Order will remain in a partially confirmed status until the next process has been completed
- The status of a Purchase Order changes as suppliers work through the entire fulfillment process based on the information contained within the Original Purchase Order
- Ensure you use the same Unit of Measure that appears on the Purchase Order

Routing Status

The routing status identifies the journey of documents (order confirmation, ship notices & invoices) through the Ariba Network between Rio Tinto and the Supplier.

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

Order Status Descriptions

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

Unit of Measure

The Units of Measure (UOM) provide suppliers with the information about the required materials or Services requested by Rio Tinto. When entering or selecting a UOM, it must be Upper Case, for example, hours must be HRS not hrs.

Code	Name
1I	Fixed Rate
A9	Rate
DAY	Day
EA	Each
IE	Person
LH	Labour Hour
MIN	Minute
MON	Month
OT	Overtime hour
RH	Running or operating hour
SRV	Services

Service Orders - General Information

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

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

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

An Order Confirmation is mandatory for all Service Purchase Orders.

Purchase Order: 3120856436

Hide | Print

From: _____ To: _____

Ariba Supply Chain Collaboration Company Settings

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CSV Documents

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Orders and Releases

▶ Search Filters

Orders and Releases (100+) Page 4

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3000962709	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$26,000.00 AUD	22 Nov 2018	New	\$0.00 AUD	Original	Actions
Order	3023206229	1	Rio Tinto - TEST	CENTURION TRANSPORT CO P/L HAZELMERE, WA Australia	\$284.56 AUD	2 Nov 2018	New	\$0.00 AUD	Original	Actions
Order	3023206233	1	Rio Tinto - TEST	CENTURION TRANSPORT CO P/L HAZELMERE, WA Australia	\$100.00 AUD	2 Nov 2018	New	\$0.00 AUD	Original	Actions
Order	3023206270	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$475.00 AUD	12 Nov 2018	New	\$0.00 AUD	Original	Actions

Locating a Service Purchase Order using Search Filters

- From the Dashboard or Homepage
- 1. Click on **Inbox**
- Screen displays **Orders and Releases**
- 2. Click on **Search Filters**
- Screen displays the search filter options
- 3. Select the customer from the drop down or leave All Customers displayed
- 4. Select Search only service purchase orders
- 5. Choose the **Number of Results** from the drop down list
- 6. Click on **Search**



Screen displays the results in Orders and Releases

The screenshot shows the Ariba Supply Chain Collaboration interface. The top navigation bar includes 'HOME', 'INBOX', 'CATALOGS', 'REPORTS', 'UPLOAD/DOWNLOAD', and 'MESSAGES'. The 'INBOX' tab is highlighted with a red circle '1'. Below the navigation bar, there are tabs for 'Orders and Releases', 'Extended Collaboration', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', and 'More...'. The 'Orders and Releases' tab is selected, and a 'Search Filters' dropdown is open, showing 'All Customers' and 'Rio Tinto - TEST' with a red circle '2' and '3'. The 'Search Filters' section includes fields for Customer, Order Number, Buyer Location Code, Invoice Number, Show orders by (Creation Date, Inquiry Date), and Date Range. The 'Search only service purchase orders' checkbox is checked with a red circle '4'. The 'Number of Results' dropdown is set to 500 with a red circle '5'. The 'Search' button is highlighted with a red circle '6'. Below the search filters, a table displays the results:

Type	Order Number	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3000962709	1 Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$26,000.00 AUD	22 Nov 2018	New	\$0.00 AUD	Original	Actions
Order	3023206229	1 Rio Tinto - TEST	CENTURION TRANSPORT CO P/L HAZELMERE, WA Australia	\$284.56 AUD	2 Nov 2018	New	\$0.00 AUD	Original	Actions

Opening a Purchase Order – From the Inbox

1. Click **Inbox** tab on the Dashboard
 - Screen displays **Orders and Releases**
2. Click the **Order Number** to open the order.
 - Screen displays the Purchase Order

Ariba Supply Chain Collaboration

HOME **INBOX** CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES 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 (100+) Page 1

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date ↓	Order Status	Amount Invoiced	Actions
Order	3023205900	1	Rio Tinto - TEST	Brockman 2 Mine Site Brockman 2, WA Australia	\$2,584.00 AUD	8 Aug 2018	New	\$0.00 AUD	Actions
Order	3120856442	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$100.00 AUD	13 Nov 2018	New	\$0.00 AUD	Actions
Order	3000962640	1	Rio Tinto - TEST	ST JOHN AMBULANCE AUST - EXMOUTH EXMOUTH, WA Australia	\$668.00 AUD	18 May 2018	Returned	\$0.00 AUD	Actions
Order	3023204781	1	Rio Tinto - TEST	RTA Gove Operations Nhulunbuy, NT Australia	\$10.00 AUD	26 Mar 2018	Obsoleted	\$0.00 AUD	Actions



Service Order

- Service Orders are further classified into Planned or Unplanned
- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- For Planned Service Items, prices are locked and cannot be changed on the Invoice screen. Price changes should be managed via an Order Confirmation with Changes
- Quantity Balance Tracking is in place for Planned Service Items
- Price Balance Tracking is in place for Unplanned Service Items
- Claims can be made against Unplanned Service lines if the price is sent through as 0. The system will balance track the invoices up to a limit set by Rio Tinto
- **Supply Or Service Order Types**
 - **Planned Service**
 - **Unplanned Service**
 - **\$0 Value PO**

View Service Order Details – Header Level

The Purchase Order Header displays the:

- 1) Purchase Order Number
- 2) Order History
- 3) Purchase Order **Status** (Status will change as the order is actioned. E.g. Once an invoice is created the Order Status will say Invoiced).
- 4) Payment Terms
- 5) Comments
- 6) Contact Information including Supplier Address
- 7) Other Information
- 8) Ship All Items To, Bill To and Deliver To details
- 9) Routing Status, Effective Date and Expiration Date of the contracted services
- 10) Done, to return to selection screen

The screenshot shows the SAP Purchase Order Header Level for Purchase Order 3120856442. The interface includes a top navigation bar with a 'Done' button (10) and a toolbar with options like 'Create Order Confirmation', 'Create Service Sheet', 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The main content area is divided into sections: 'Order Detail' and 'Order History' (2), 'From' and 'To' information (3), 'Payment Terms' (4), 'Comments' (5), 'Contact Information Supplier Address' (6), 'Other Information' (7), and 'Routing Status' (9). A 'Ship All Items To' section (8) is at the bottom, with 'Bill To' and 'Deliver To' options. The 'From' information is Pilbara Iron Co Serv P/L, and the 'To' information is Rio Test Supplier AU. The 'Payment Terms' are 0.00% 0, payable immediately. The 'Comments' section notes that items are quoted exclusive of GST and that INVOICING "ERS (auto invoice) will be generated from our system. Please do not send an invoice to us." The 'Contact Information' is RioTinto-Contact. The 'Other Information' shows a Supplier VAT ID of 567. The 'Routing Status' is Sent, with an Effective Date of 30 Dec 2019 and an Expiration Date of 30 Dec 2019. The 'Ship All Items To' section shows 'Order Type: Service PO' and 'Bill To' and 'Deliver To' options.

Planned Service Order – Line Item Level

- Planned Child Lines - Item Type 'SERVICE'
- A Planned Service Item is generally a continued service where Rio Tinto knows the details and value of the service carried out and will provide line details.
- The numbering of Planned service lines are sequential 10.10, 10.20, 10.30 etc.
- Planned Service orders consist of Parent and Child lines

Line Items

Show Item Details

Line #	Part #	Customer Part #	Type	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
▼ 10	← Parent Line		Service			15 Dec 2018		\$50,000.00 AUD	Details
Description: Constant Fees Nov 18									
10.10	← Child Line		Service		1.0 (SRV)		\$50,000.00 AUD	\$50,000.00 AUD	Details
Description: Consulting Fees Nov 18									

Order submitted on: Monday 12 Nov 2018 6:08 PM GMT+11:00
Received by Ariba Network on: Monday 12 Nov 2018 6:08 PM GMT+11:00

Sub-total: \$ 50,000.00 AUD

[Create Order Confirmation](#) | [Create Service Sheet](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Done

Unplanned Service Order – Line Item Level

➤ Unplanned Child Line- Item Type 'SERVICE'

➤ An Unplanned Service Item is where Rio Tinto does not know the details and value of the service but place a limit on a service order which allows the supplier to draw down on the order up to the value of the limit set by Rio.

➤ Unplanned Service orders consist of only Parent lines. Child lines are added on Invoice

Line Items Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
10	← Parent Line		Service			1.0 (SRV)	3 Jul 2014	\$210.00 AUD	\$210.00 AUD	Details

Description: test for service entry sheet

Order submitted on: Thursday 3 Jul 2014 10:00 PM GMT+10:00
Received by Ariba Network on: Thursday 13 Jul 2017 1:16 PM GMT+10:00
This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network.

Sub-total: \$ 710.00 AUD

[✔ Create Order Confirmation](#) | [📄 Create Service Sheet](#) | [📄 Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Done](#)

0\$ Value Service Order – Line Item Level

- **\$0 Value Unplanned** - Item Type 'SERVICE'
- If an **Unplanned Service Item** with a price of **\$0** is received, this is an indication that Rio Tinto requires a quote for the service
- Respond to the order by completing an Order Confirmation – Update Line Items (see Order Confirmation next) with an estimated price for this service
- Rio Tinto will evaluate and sent a Change Order with the correct price

Line Items

Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal
10			Service			1.0 (SRV)	31 Dec 2011		

Description: Service & repairs of generators

Order submitted on: Thursday 3 Feb 2011 10:00 PM GMT+10:00
Received by Ariba Network on: Thursday 13 Jul 2017 12:34 PM GMT+10:00
This Purchase Order was sent by Rio Tinto - TEST AN01003886221-T and delivered by Ariba Network.

Sub-total: \$ 0.00 AUD

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

Done

View Service Order Details – Line Item Level Show Item Details



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

- To see all Line Items details click on

Show Item Details

- To hide all line item details click on

Hide Item Details

- To see specific line item details click on

Details

- To hide specific line item details click on

Summary

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

Line Items [Hide Item Details](#)

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location									
▼ 10			Service				15 Dec 2018		\$50,000.00 AUD		Summary								
<p>Description: Constant Fees Nov 18</p> <p>Status 1.0 Unconfirmed</p> <p>Control Keys Ship Notice: allowed Invoice: is not ERS Unit Price Editable:</p> <p>Comments Item text **** Scope of Work DESCRIBE THE WORK TO BE PERFORMED Test DESCRIBE WHERE THE WORK WILL BE IPERFORMED Test DESCRIBE WHEN THE WORK WILL BE PERFORMED Test DESCRIBE WITH WHAT SPECIFICATION THE WORK WILL BE BUILT Test DESCRIBE WHO SUPPLIES TH ... View more ></p> <p>Accounting CostCenter CostCenter 300000999 GL Account GeneralLedger 422010</p> <p>Schedule Lines</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Schedule Line #</th> <th>Delivery Date</th> <th>Ship Date</th> <th>Quantity (Unit)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15 Dec 2018 3:00 PM AEDT</td> <td></td> <td>1.0 (SRV)</td> </tr> </tbody> </table> <p>Generic Service</p> <p>Other Information purchaseRequisitionNo: 0018250460 00001 userIdentification: Danny Goyeneche mailbox: danny.goyeneche@riotinto.com supplementNo: +61 7 3625 3980 receiverID: STORE materialStorageLocation: STORE External Line Number: 10</p>												Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	1	15 Dec 2018 3:00 PM AEDT		1.0 (SRV)
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)																
1	15 Dec 2018 3:00 PM AEDT		1.0 (SRV)																
10.10			Service			1.0 (SRV)		\$50,000.00 AUD	\$50,000.00 AUD		Summary								
<p>Description: Consulting Fees Nov 18</p> <p>Status 1.0 Unconfirmed</p> <p>Control Keys Invoice: is not ERS Unit Price Editable:</p> <p>Generic Service</p> <p>Other Information External Line Number: 10</p>																			
											Sub-total: \$50,000.00 AUD								



Changed Purchase Orders

A changed purchase order may be sent when:

- A price change has been accepted
- An updated part number has been changed
- The order was rejected because the wrong information was sent
- The purchase had too many errors for the Supplier to effectively correct

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

Inbox – Change Orders General Information

- A change order is triggered, when a Supplier contacts the Buyer to indicate that there are some changes to a Purchase Order.
- Only the Buyer can change a purchase order. Contact the requestor where there are required changes.
- Invoicing for an amount different to that shown on the Purchase Order may result in the invoice being rejected and this may delay the process.

The screenshot displays the Ariba Supply Chain Collaboration interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', 'UPLOAD/DOWNLOAD', and 'MESSAGES'. Below this, there are tabs for 'Orders and Releases', 'Extended Collaboration', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', and 'More...'. The main content area is titled 'Orders and Releases' and contains a table with the following columns: Type, Order Number, Ver, Customer, Ship To Address, Amount, Date, Order Status, Amount Invoiced, Revision, and Actions. The table lists four orders, with the first two having Order Number 3000962344 and versions 2 and 3 respectively. The first order (Ver 2) has an 'Obsolete' status, and the second order (Ver 3) has a 'Changed' status. Callouts explain that the version number increases by one for each changed version and that the order status is 'Obsolete & Changed'. A note also points to the first two rows, stating that the purchase order number is the same for both.

Type	Order Number ↑	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3000962344	2	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$120.00 AUD	11 Oct 2018	Obsolete	\$0.00 AUD	Changed	Actions ▾
Order	3000962344	3	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$160.00 AUD	11 Oct 2018	Changed	\$0.00 AUD	Changed	Actions ▾
Order	3000962382	2	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$25,833,600.00 AUD	25 Oct 2018	Invoiced	\$25,833,600.00 AUD	Changed	Actions ▾
Order	3000962633	1	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT NAVAL BASE, WA Australia	\$100.00 AUD	12 Oct 2018	Partially Confirmed	\$0.00 AUD	Original	Actions ▾

Identifying the Changes on a Change Order - Inbox

- 1) Purchase Order status is displayed as **(Changed)**
 - 2) Previous versions will be **obsoleted**
 - 3) **Ver**, the number of the version of the purchase order
- Always work on the latest version of the purchase order

Ariba Supply Chain Collaboration

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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 (100+) Page 1

Type	Order Number ↑	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3000961636	4 	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$360.00 AUD	6 Sep 2018	Confirmed	\$0.00 AUD	Changed	Actions
Order	3000962310	2	Rio Tinto - TEST	CRUSHING&MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$4,000.00 AUD	7 Jun 2018	Changed	\$0.00 AUD	Changed	Actions
Order	3000962320	4	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$3,150.00 AUD	21 Aug 2018	Confirmed	\$0.00 AUD	Changed	Actions
Order	3000962320	3	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$3,152.00 AUD	21 Aug 2018	Obsoleted 	\$0.00 AUD	Changed	Actions
Order	3000962320	1	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$1,650.00 AUD	17 Aug 2018	Obsoleted	\$0.00 AUD	Original	Actions
Order	3000962344	3	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$160.00 AUD	11 Oct 2018	Changed 	\$0.00 AUD	Changed	Actions
Order	3000962344	2	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$120.00 AUD	11 Oct 2018	Obsoleted	\$0.00 AUD	Changed	Actions
Order	3000962344	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$120.00 AUD	17 Aug 2018	Obsoleted	\$0.00 AUD	Original	Actions

Identifying the changes on a Change Order - Header Level

- All changes are shown in a brownie coloured writing
- Examples of changes include but confined to:
 - 1) Supplier Addresses
 - 2) Ship All Items To
- 3) All Order Status's will be shown in brown for all change purchase orders

Purchase Order: 3000961636 Done

Create Order Confirmation
 Create Ship Notice
 Create Invoice

Hide Changes | Hide | Print | Download PDF | Export cXML | Download CSV

Order Detail | **Order History**

From:
Pilbara Iron Co Serv P/L
 152 St Georges Terrace
 Perth WA 6000
 Australia
 Phone: +61 () 08 9327 2327
 Fax: +61 () 08 9327 2346
 Buyer ABN: 35107210248

To:
Rio Test Supplier AU
 Test Address AU
 Brisbane 4000
 Australia
 Phone:
 Fax:
 Email: kade.morton@sap.com

3

Purchase Order
 (+ Confirmed)
3000961636
 Amount: \$360.00 AUD
 Version: 4 (Previous Version)

Payment Terms ⓘ

0.000% 30
 within 30 days Due net

Comments

Goods at
 Please n
 Invoicing Details
 Please forward invoice to Accounts Payable Locked Bag 5555 Tuggeranong, ACT 2901 E-mail Invoices: rtssPTHinvoices@riotinto.com Fax Invoices: ... [View more](#) »

Contact Information

Supplier Address

Australia
 Email:
 Phone: +61 () 08 93779630
 Fax: +61 () 08 93794740
 Address ID: 10059721
 buyerID: 10059721

Routing Status: Acknowledged

Related Documents: [3000961636_3](#)
[3000961636_3](#)

Ship All Items To

Tom Price Mine Site
 Mine Road
 Tom Price WA 6751
 Australia
 Ship To Code: 3016
 Tom Price Mine Site
 Mine Road
 Tom Price WA 6751
 Australia
 Location Code: 3016
 Recipient: STORE
 UnloadingPoint: STORE
 StorageLocationID: 0001

Bill To

Pilbara Iron Co Serv P/L
 152 St Georges Terrace
 Perth WA 6000
 Australia
 Phone: +61 () 08 9327 2327
 Fax: +61 () 08 9327 2346
 supplierID: 523700
 buyerID: 3000

1

RioTinto-Contact
 Siddhartha Jain
 Email: RTP.Buyer305@riotinto.com
 Address ID: 305
RioTinto-Contact
 Anoop Jaiswal
 Email: Anoop.Jaiswal@riotinto.com
 Phone: +61 (+91) +919910134652
 Address ID: 305

Deliver To

Identifying the changes on a Change Order – Line Level

- 1) Line Items with an **Edited** or **Deleted** indicates a change has occurred
- 2) Changed items will have a line through the original information
- 3) The new **Amount** is displayed
- 4) Sub-total reflects the new amount

Line Items											Show Item Details	
Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location	
1	→ Edited	1	20014914				4.0	11 Oct 2018 3-Sep-2018	\$40.00 AUD \$30.00-AUD	\$160.00 AUD \$120.00-AUD	3	
Description: ARM;WIPER,RH,TOYOTA 85211-28181											Details	
Order submitted on: Wednesday 20 Jun 2018 2:32 PM GMT+10:00												
Received by Ariba Network on: Thursday 11 Oct 2018 4:08 PM GMT+11:00												
										Sub-total: - \$ 120.00 -AUD	4	Sub-total: \$ 160.00 AUD
Create Order Confirmation Create Ship Notice Create Invoice Hide Changes Hide Print Download PDF Export cXML Download CSV Resend												
											Done	



Service Order Confirmation

- When a new order is received into Ariba, you will be required to create an Order Confirmation
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:
 - 1) Confirm Entire Order: used to confirm all line item details of the order.
 - 2) Update Line Item: use when specific items need to be placed on Back Order or a portion of the Purchase Order needs to be amended or there are changes to items such as cost, part number or a line requires a rejection
 - 3) Reject Entire Order: used to reject the order if it cannot be fulfilled
- ERS Service Orders must be confirmed accurately as both the Service Sheet and the Invoice are created by Rio Tinto on a suppliers behalf

Begin the Service Order Confirmation

➤ From the Dashboard or Homepage

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

➤ Screen displays Orders and Releases

2. Click the **Order Number** to open the order.

➤ Screen displays the Purchase Order

3. Click **Create Order Confirmation**.

➤ Drop down box displays available options:

- **Confirm Entire Order**
- **Update Line Items**
- **Reject Entire Order**

4. Select appropriate option.

➤ Screen displays Order Confirmation

Ariba Supply Chain Collaboration

HOME **INBOX** 1 CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES 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 (100+) Page 2

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	3100246695	1	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$100.00 AUD	24 Oct 2018	New	\$0.00 AUD	Original	Actions
Order	3100246697	2	Rio Tinto - TEST	CRUSHING & MINING EQUIPMENT PTY LTD NAVAL BASE, WA Australia	\$300.00 AUD	24 Oct 2018	New	\$0.00 AUD	Original	Actions
Order	3120856291	1	Rio Tinto - TEST	CENTURION TRANSPORT HAZELMERE, WA Australia	\$5,000.00 AUD	12 Sep 2018	New	\$0.00 AUD	Original	Actions
Order	3120856349	1	Rio Tinto - TEST	Kennecott Utah Copper LLC (Mine) Bingham Canyon, UT United States	\$180,115.26 AUD	3 Oct 2018	New	\$0.00 AUD	Original	Actions
Order	3120856352	1	Rio Tinto - TEST	Kennecott Utah Copper LLC (Mine) Bingham Canyon, UT United States	\$182,427.96 AUD	4 Oct 2018	New	\$0.00 AUD	Original	Actions
Order	3120856407	1	Rio Tinto - TEST	CENTURION TRANSPORT CO P/L HAZELMERE, WA Australia	\$200.00 AUD	23 Oct 2018	New	\$0.00 AUD	Original	Actions

Purchase Order: 3120856436 Done

Create Order Confirmation 3 Service Sheet Create Invoice Hide Print Download PDF Export cXML Download CSV

Confirm Entire Order 4
 Update Line Items
 Reject Entire Order

To:
Rio Test Supplier AU
Test Address AU
Brisbane 4000
Australia

Purchase Order
(New)
3120856436
Amount: \$50,000.00 AUD
Version: 1

Service Order Confirmation – Confirm Entire Order

➤ After selecting **CONFIRM ENTIRE ORDER** the Order confirmation screen is displayed

1. Enter **Confirmation #**
2. Enter the **Est. Delivery Date**
3. Click **Next**

➤ Screen displays the Review Order Confirmation

➤ Review the Order Confirmation

4. Click **Submit**

 The screen returns to the purchase order with an updated status of either, confirmed or partially confirmed

➤ A purchase order will remain partially confirmed until all items on the purchase order are confirmed by the Supplier

Confirming PO Exit **Next**

1 Confirm Entire Order **3**

2 Review Order Confirmation

Order Confirmation Header

Confirmation #:* **1**

Associated Purchase Order #: 3120856455

Customer: Rio Tinto - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Completion Date:* **2** Est. Tax Cost:

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10				1.0 (SRV)	17 Nov 2018	\$1,000.00 AUD	\$1,000.00 AUD	

Description: Scenario 5

▶ **Schedule Lines**

Current Order Status:

1.0 Confirmed With New Date (Estimated Completion Date: 18 Nov 2018)

Purchase Order
 (Partially Confirmed)
 3100246661
 Amount: \$300.00 AUD
 Version: 1



Purchase Order
 (Confirmed)
 3000962416
 Amount: \$130.00 AUD
 Version: 1

Confirming PO Previous **Submit** Exit

1 Confirm Entire Order **4**

2 Review Order Confirmation

Confirmation Update

Confirmation #: 8886776OC

Supplier Reference:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10				1.0 (SRV)	17 Nov 2018	\$1,000.00 AUD	\$1,000.00 AUD	

Description: Scenario 5

▶ **Schedule Lines**

Current Order Status:

1.0 Confirmed With New Date (Estimated Completion Date: 30 Nov 2018)

Order Confirmation Update Line Level – General Information

Order Confirmation-Update Line Level is used when there are variations to the items requested by Rio Tinto such as short supply and rather than waiting until all the goods are available to create an order confirmation, this process allows suppliers to provide the goods that are available. An Order Confirmation in Partially Confirmed Status can have multiple Order Confirmations until all items within the purchase order have been confirmed.

Also use Order Confirmation–Update Line Items when there is a **price discrepancy** on the purchase order received from Rio Tinto on an item/s as only Rio Tinto can permanently change a purchase order and may send a **Change Order** with the new Unit Price.

The total quantity for each line item in the required variations must not exceed the total amount requested by Rio Tinto. **NOTE: Not all selections may be available for each buyer**

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	YDCTLG-0	100 (MTK)	13 Sep 2017	\$1.00 AUD	\$100.00 AUD	00 AUD
	Current Order Status					
	<input checked="" type="radio"/>	100 Unconfirmed				
	Confirm:	50	Backorder:	20	Reject:	5
						Details ⓘ

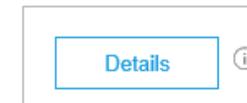
Example only of variations

When confirming at Line Item Level you are providing confirmation on the items requested in the purchase order

- 1) Use **Confirm** where a portion of the goods requested are being confirmed
- 2) When the items requested need to be backordered before supply can occur use **Backorder**
- 3) Where full supply on one item within the purchase order can occur but you are not confirming other lines use **Confirm**

If you have a line item with a Backorder or Rejection quantity, you must provide further information using the **Details** button.

Where you have a unit pricing variation, you will need to enter the “different” unit price into Details for review by Rio Tinto



Service Order Confirmation – Update Line Items – Price Notification

➤ A Price Notification is provided to Rio Tinto via the Order Confirmation. After Rio Tinto have reviewed the Order Confirmation and if they accept the pricing information provided you will receive a Change Purchase Order.

➤ After selecting **UPDATE LINE ITEMS** the Order confirmation screen is displayed

1. Enter **Confirmation #**

2. Enter the **Est. Completion Date**

3. Scroll down to **Line items**

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #:* 1

Associated Purchase Order #: 3120856436

Customer: Rio Tinto - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter tax information at the line item level.

Est. Completion Date: 2 Est. Tax Cost:

Comments:

Line Items 3

Line #	Part #	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
▼ 10				15 Dec 2018			
Description: Constant Fees Nov 18							
▶ Schedule Lines <input type="button" value="Confirm Based on Schedule Lines"/>							
10.10			1.0 (SRV)		\$50,000.00 AUD	\$50,000.00 AUD	
Description: Consulting Fees Nov 18							

Order Confirmation – Update Line Items – Price Notification cont.

➤ With Line Items is displayed

4. Enter the number to **Confirm**

5. Click on **Details**

6. Enter the **Unit Price** you want to advise Rio Tinto is different to the Purchase Order

7. Enter **Comments** providing details for the increase/decrease in price

8. Click on **OK**

Note: Fields that are greyed out cannot be adjusted, contact Rio Tinto to request a changed Purchase Order where items are incorrect

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
▼ 10					15 Dec 2018			
Description: Constant Fees Nov 18								
Schedule Lines								
Confirm Based on Schedule Lines								
10.10				1.0 (SRV)		\$50,000.00 AUD	\$50,000.00 AUD	
Description: Consulting Fees Nov 18								
Current Order Status								
<input checked="" type="radio"/> 1.0 Unconf <input type="radio"/> 1.0 Conf								
Confirm: <input type="text" value="1"/>			Reject: <input type="text"/>			Details		

OK Cancel

Line #	Part #	Customer Part #	Qty	Unit	Need By	Unit Price	Subtotal	Customer Location
10			1.0	SRV	15 Dec 2018	\$50,000.00 AUD	\$50,000.00 AUD	3021
Description: Constant Fees Nov 18								
1000100010			1.0	SRV		\$50,000.00 AUD	\$50,000.00 AUD	3021
Description: Consulting Fees Nov 18								
New Order Status: 1 Confirmed								
Est. Completion Date: <input type="text" value="12 Dec 2018"/>								
Unit Price: <input type="text" value="\$52,000.00 AUD"/>								
Price Unit Quantity: <input type="text" value="1"/>								
Unit Conversion: <input type="text" value="1"/>								
Price Unit: <input type="text" value="SRV"/>								
Supplier Part: <input type="text"/>								
Auxiliary Part ID: <input type="text"/>								
Comments: <input type="text" value="Increase in Contractor costs"/>								
Description: Consulting Fees Nov 18								
Pricing Description:								
Subtotal: <input type="text" value="\$50,000.00 AUD"/>								

Order Confirmation – Update Line Items – Price Notification cont.

- The information is displayed in brackets in the **Line Item**

Note: The Price on the Purchase Order will not change, only Rio Tinto can change the price using a change purchase order

 Change Purchase Orders **MUST** also be confirmed

- Repeat for all line items that are being confirmed

9. Click on **Next**

- Refer to **Slide 34**, Finalise Order Confirmation

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
▼ 10					15 Dec 2018			
Description: Constant Fees Nov 18								
▶ Schedule Lines								
Confirm Based on Schedule Lines								
10.10				1.0 (SRV)		\$50,000.00 AUD	\$50,000.00 AUD	
Description: Consulting Fees Nov 18								
Current Order Status								
<input checked="" type="radio"/> 1 Confirmed With Changes (Comments: Increase in Contractor costs ; Estimated Completion Date: 12 Dec 2018 ; Confirmed Unit Price: \$52,000.00 AUD)								
<input type="radio"/> Not Confirmed								
Confirm: <input type="text"/>			Reject: <input type="text"/>			Details ⓘ		
Confirm All								
								
								
Exit Next								

Order Confirmation – Update Line Item – Reject Child Item

➤ After selecting UPDATE LINE ITEMS the order confirmation screen is displayed

1. Enter the **Confirmation #**
2. Enter the **Est. Delivery Date**
3. Scroll down to **Line Items**
4. Enter the total of quantity you want to **Confirm** (if any)
5. Enter the total of the quantity that you need to **Reject**
6. Click on **Details**

Confirming PO

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #:* 1

Associated Purchase Order #: 3120856436

Customer: Rio Tinto - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter tax information at the line item level.

Est. Completion Date: 2

Est. Tax Cost:

Comments:

3 Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
▼ 10					15 Dec 2018			
Description: Constant Fees Nov 18								
Schedule Lines								
<input type="button" value="Confirm Based on Schedule Lines"/>								
10.10				1.0 (SRV)		\$50,000.00 AUD	\$50,000.00 AUD	
Description: Consulting Fees Nov 18								
Current Order Status								
<input checked="" type="radio"/> 1.0 Unconfirmed								
Confirm: <input type="text" value="1"/> 4 Reject: <input type="text" value="1"/> 5 <input type="button" value="Details"/> 6								

Order Confirmation – Update Line Item - Reject cont...

7. Click on Rejection Reason

8. Select the required rejection reason

9. Click on **OK**

➤ Screen displays the information against the line item

➤ Repeat for other items if required

Note: All items on a Purchase Order **MUST** be fully confirmed before items are shipped or invoiced

10. Click on **Next**

Refer to Slide 37, **Finalise Order Confirmation**

Line #	Part #	Customer Part #	Qty	Unit	Need By	Unit Price	Subtotal	Customer Location
10			1.0	SRV	15 Dec 2018	\$50,000.00 AUD	\$50,000.00 AUD	3021
Description: Constant Fees Nov 18								
1000100010			1.0	SRV		\$50,000.00 AUD	\$50,000.00 AUD	3021
Description: Consulting Fees Nov 18								

New Order Status: **1 Rejected**

Rejection Reason:* 7

Comments:

Please Select

- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect UOM
- Unable to Supply Item
- Other

8

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
▼ 10					15 Dec 2018			
Description: Constant Fees Nov 18								
Schedule Lines								
<input type="button" value="Confirm Based on Schedule Lines"/>								
10.10				1.0 (SRV)		\$50,000.00 AUD	\$50,000.00 AUD	
Description: Consulting Fees Nov 18								
Current Order Status								
<input checked="" type="radio"/> 1 Rejected (Rejection Reason: Incorrect Delivery Date)								
Confirm: <input type="text"/>			Reject: <input type="text"/>			<input type="button" value="Details"/> ⓘ		

10

Order Confirmation – Planned Service – Order Confirmation Variation

➤ Open the required Purchase Order

➤ Select **Update Line Items**

1. Enter the **Confirmation #** number

2. Enter the **Est. Completion Date**

3. Scroll down to **Line items**

4. Determine the required action

- 1) **Unconfirm** – indicates this item has not been confirmed
- 2) **Confirm** – item is confirmed, use details to provide Rio Tinto with price or part number notifications/changes
- 3) **Reject** – item is not provided by your business, provide a reason by selecting a reason from the drop down list

➤ Repeat for Line Items, when completed

5. Click on **Next**

➤ Go to Slide 35, **Finalise Order Confirmation**

Confirming PO
Exit Next

1 Update Item Status ▼ Order Confirmation Header
* Indicates required field 5

Confirmation #:*

Associated Purchase Order #: 3120856432

Customer: Rio Tinto - TEST

Supplier Reference:

1

SHIPPING AND TAX INFORMATION

Enter tax information at the line item level.

Est. Completion Date:

Est. Tax Cost:

Comments:

Line Items

3

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10				1.0 (SRV)	11 Nov 2018	\$1,000.00 AUD	\$1,000.00 AUD
Description: SES WEB LINE 10 v2							
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>Schedule Lines</p> <p><input checked="" type="radio"/> Unconfirm</p> <p><input type="radio"/> Confirm</p> <p><input type="radio"/> Reject - Please specify a reason:</p> <p style="font-size: 12px; color: blue;">Confirm Based on Schedule Lines</p> </div> <div style="width: 50%;"> <p>4</p> <p>Details</p> <p>Please Select ▼</p> </div> </div>							
20				1.0 (SRV)	11 Nov 2018	\$1,200.00 AUD	\$1,200.00 AUD

Order Confirmation – Reject Entire Order

➤ After selecting **Reject Entire Order**

1. Enter **Confirmation #**.
2. Select a **Rejection Reason** from the drop down box.
3. Enter **Comments** for the rejection (if required)
4. Click **Reject Order**.

- Screen returns - Purchase Order. Order Status has changed to Rejected
- Use the Reject if;
- You can no longer fulfil the order
 - Details of the order need to be changed
 - The order was not intended for your company
 - Include detailed notes advising reason for rejection

Purchase Order
(New)
3120856436
Amount: \$50,000.00 AUD

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: * TT66633-4

Rejection Reason: Incorrect Supplier Code Used

Comments:

Reject Order **Cancel**

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

Finalise Order Confirmation

➤ The review Confirmation screen is displayed

➤ Review if Required

1. Click on **Submit**

➤ Screen displays the Purchase Order, the **Create Ship Notice** and **Create Invoice** selections are now active

➤ The Status of the Purchase order will display Partially Confirmed where there is a backorder.

2. Click on **Done** to return to the Inbox, Orders and Releases screen

Confirming PO [Previous](#) [Submit](#) [Exit](#)

1

Confirmation #: 123446-OC
 Supplier Reference:
 Est. Completion Date: 13 Dec 2018

1 Update Item Status

2 Review Confirmation

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
▼ 10					15 Dec 2018			
Description: Constant Fees Nov 18								
▶ Schedule Lines								
10.10				1.0 (SRV)		\$50,000.00 AUD	\$50,000.00 AUD	
Description: Consulting Fees Nov 18								

Current Order Status:
 1 Confirmed With New Date (Estimated Completion Date: 13 Dec 2018)

Purchase Order: 3000962633 [Done](#) 2

✔ Create Order Confirmation ▼
📄 Create Ship Notice
📄 Create Invoice ▼
Hide | Print ▼ | Download PDF | Download CSV | Resend

Order Detail

Order History

Purchase Order
 (Confirmed)
 3120856436
 Amount: \$50,000.00 AUD
 Version: 1

Purchase Order
 (Partially Confirmed)
 3000962633
 Amount: \$100.00 AUD
 Version: 1



ERS Service Purchase Orders

- ERS – Evaluated Receipt Settlement, which uses purchase order information to automatically generate both the Service Sheet and the invoice and pay it without the requirement for a supplier to create an invoice

Identify Order Confirmation – Service Sheet and ERS

- Open the Purchase Order
 - Header level is the same as other Service Orders
 - Scroll down to Line Items
 - Line items have a 
 - An Invoicing not possible message is displayed
 - Once confirmed the service sheet AND the Invoice will be created by Rio Tinto on behalf of the Supplier
 - Once confirmed both Create Service Sheet and Create Invoice buttons will remain inactive
1. Click on **Create Order Confirmation**
 2. Select the required option

Purchase Order: 3120856432 Done

Create Order Confirmation
 Create Service Sheet
 Create Invoice
 [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail | Order History

From:
Pilbara Iron Co Serv P/L
 To:
Rio Test Supplier AU
Test Address AU
Brisbane 4000
Australia
 Purchase Order (New)
3120856432
Amount: \$3,400.00 AUD
Version: 1

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

Line Items [Show Item Details](#)

Line #	Part #	Customer Part #	Type	Return	Qty (Unit)	Need By	Price	Subtotal	Customer Location
10			Service		1.0 (SRV)	11 Nov 2018	\$1,000.00 AUD	\$1,000.00 AUD	Details
		10 v2	Invoicing not possible						
			Service		1.0 (SRV)	11 Nov 2018	\$1,200.00 AUD	\$1,200.00 AUD	Details
			Invoicing not possible						

Description: SES WEB LINE 20 v2

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

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

Line Items [Show Item Details](#)

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal
10			Service			1.0 (SRV)	11 Nov 2018	\$1,000.00 AUD	\$1,000.00 AUD
			Invoicing not possible						
Description: SES WEB LINE 10 v2									
20						1.0 (SRV)		\$1,200.00 AUD	\$1,200.00 AUD
			Invoicing not possible						
Description: SFS WFR LINE 30 v2									

Confirm Entire Order

Update Line Items 8:41 AM GMT+11:00
9 Nov 2018 4:41 AM GMT+11:00

Reject Entire Order

Sub-total: \$3,400.00 AUD

Create Order Confirmation
 Create Service Sheet
 Create Invoice
 [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Confirmation – ERS Service Purchase Order

➤ Confirming PO is displayed

1. Enter the **Confirmation** number
2. Enter the **Est. Completion Date**
3. Scroll down to **Line Items**
4. Determine the required action
 - 1) **Unconfirm** – indicates this item has not been confirmed
 - 2) **Confirm** – item is confirmed, use details to provide Rio Tinto with price or part number notifications/changes
 - 3) **Reject** – item is not provided by your business, provide a reason by selecting a reason from the drop down list

➤ Repeat for all line items

5. Click **Next**

Exit Next

1 Update Item Status
Order Confirmation Header
* Indicates required field 5

Confirmation #*: 1

Associated Purchase Order #: 3120856432

Customer: Rio Tinto - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter tax information at the line item level.

Est. Completion Date: 2 Est. Tax Cost:

Comments:

Line Items
3

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10				1.0 (SRV)	11 Nov 2018	\$1,000.00 AUD	\$1,000.00 AUD
Description: SES WEB LINE 10 v2							
<div style="display: flex; align-items: flex-start;"> <div style="width: 30%;"> <p>▶ Schedule Lines</p> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 5px;"> <p><input checked="" type="radio"/> Unconfirm 1</p> <p><input type="radio"/> Confirm 2</p> <p><input type="radio"/> Reject - Please specify a reason: 3</p> </div> <p>4</p> </div> <div style="width: 70%;"> <p style="text-align: right;">Details</p> <p>Please Select v</p> <p style="text-align: center; margin-top: 5px;">Confirm Based on Schedule Lines</p> </div> </div>							
20				1.0 (SRV)	11 Nov 2018	\$1,200.00 AUD	\$1,200.00 AUD

Order Confirmation – ERS Service Purchase Order cont.

- Confirming purchase order is displayed
- Review the Order confirmation
- 6. Click on **Submit**
- **Screen displays the purchase order**

Note: The Order status is based on whether all items within the purchase order has been Confirmed or partially confirmed

Confirming PO

[Previous](#)
[Submit](#)
[Exit](#)

1

2

Confirmation #: 22111222
Supplier Reference:
Est. Completion Date: 11 Dec 2018

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10				1.0 (SRV)	11 Nov 2018	\$1,000.00 AUD	\$1,000.00 AUD	
Description: SES WEB LINE 10 v2								
▶ Schedule Lines								
Current Order Status:								
1 Confirmed With New Date (Estimated Completion Date: 11 Dec 2018)								
20				1.0 (SRV)	11 Nov 2018	\$1,200.00 AUD	\$1,200.00 AUD	
Description: SES WEB LINE 20 v2								
▶ Schedule Lines								
Current Order Status:								
2 Unconfirmed								

6

Purchase Order: 3120856432
[Done](#)

Create Order Confirmation

Create Service Sheet

Create Invoice

[Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail

Order History

From:
Pilbara Iron Co Serv P/L

To:
Rio Test Supplier AU
Test Address AU
Brisbane 4000
Australia

Purchase Order
(Partially Confirmed)
3120856432
Amount: \$3,400.00 AUD
Version: 1

N

Confirming Remaining Line Items on an ERS Service Purchase Order

➤ Confirming purchase order is displayed



The Create Service Sheet and Create Invoice tabs are still greyed out

1. Click on **Create Order Confirmation**
2. Select **Confirm Entire Order** or **Update Line Items**

➤ Screen displays **Confirming PO**

Note: An Order Confirmation number cannot be entered, the original Confirmation is auto-populated

Complete Order confirmation, refer to Slide 38, **Order Confirmation – ERS Service Order Confirmation**

Purchase Order: 3120856432 Done

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

From: **Pilbara Iron Co Serv P/L**

To: **Rio Test Supplier AU**
 Test Address AU
 Brisbane 4000
 Australia

Purchase Order
 (Partially Confirmed)
 3120856432
 Amount: \$3,400.00 AUD
 Version: 1

Confirming PO Exit Next

1 Update Item Status
 ▼ Order Confirmation Header
* Indicates required field

Confirmation #: 22111222 N

Associated Purchase Order #: 3120856432

Customer: Rio Tinto - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter tax information at the line item level.

Est. Completion Date:

Est. Tax Cost:

Comments:

Line Items

3

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
--------	--------	-----------------	----------------	------------	---------	------------	----------	-------------------

Locating Sent Order Confirmations

➤ From the Dashboard or Homepage

1. Click on **Outbox**

➤ Screen displays **Invoices**

2. Select **Order Confirmation**

➤ Screen displays the list of sent Order Confirmations to Rio Tinto

The screenshot shows the SAP Ariba interface with the following elements:

- Navigation bar: HOME, INBOX, **OUTBOX** (highlighted with a red circle and '1'), LOGS, REPORTS, UPLOAD/DOWNLOAD, MESSAGES, CSV Documents, Create.
- Sub-menu: Invoices, **Order Confirmations** (highlighted with a red circle and '2'), Ship Notices, Service Sheets, Extended Collaboration, Product Replenishment, Drafts.
- Section: Order Confirmations
- Search Filters: Search Filters
- Table: Order Confirmations (500+)

Confirmation ID	Customer	Order #	Date	Status
123446-OC	Rio Tinto - TEST	3120856436	23 Nov 2018 4:38:34 PM	Acknowledged
Test-conf	Rio Tinto - TEST	3120856493	23 Nov 2018 2:27:16 PM	Acknowledged
Test-conf	Rio Tinto - TEST	3120856493	23 Nov 2018 2:16:53 PM	Acknowledged
CON	Rio Tinto - TEST	3120856492	23 Nov 2018 12:47:59 PM	Failed
CONFIRM	Rio Tinto - TEST	3120856491	23 Nov 2018 12:23:28 PM	Acknowledged
CONFIRM	Rio Tinto - TEST	3120856491	23 Nov 2018 12:16:56 PM	Acknowledged
CONFIRM	Rio Tinto - TEST	3120856491	23 Nov 2018 11:51:28 AM	Acknowledged
conf-Line1	Rio Tinto - TEST	3120856481	23 Nov 2018 11:31:00 AM	Acknowledged
conf-Line1	Rio Tinto - TEST	3120856481	22 Nov 2018 6:04:18 PM	Acknowledged
Conf-2	Rio Tinto - TEST	3120856480	22 Nov 2018 5:15:47 PM	Acknowledged
Conf2	Rio Tinto - TEST	3120856479	22 Nov 2018 4:56:34 PM	Acknowledged



Service Entry Sheets

- The Service Sheet is the claim for the service work carried out
- Rio Tinto Creates the Service Entry Sheet on Behalf of the Supplier based on the Invoice provided



Service Invoice

- A Service Invoice is a claim for the services carried out and is sent to Rio Tinto for approval prior to Rio Creating a Service Sheet on your behalf
- All service invoices require an attachment of supporting documentation (e.g. signed time sheet, invoice, service report)
- Multiple service invoices can be created against the same PO line up to the quantity/value available on that PO line
- Maximum of 200 lines (including the Parent Line)
- All taxes must be added at line level
- Do not send a hard or soft copy Invoice to Rio Tinto, all invoices must be created and submitted using the Ariba Network
- There are two types of Service Order:
 - **Planned** – the Purchase Order displays the actual service
 - **Unplanned** – used for ad-hoc and service orders with a total value that may not be exactly what the charge will be

Invoicing Service Orders – General Information

- Where there are multiple parent and child lines you will need to select the required parent line to be invoiced. Only **one** parent line per claim.
- Always review the unit of measure and the unit price as some Service Purchase Orders will display a zero dollar value on the header, this type of Service Purchase Order requires suppliers to add/update details by adding the services or materials that make up the invoice.
- Add/Update details requires Suppliers to select and include the services that were provided and being invoiced from a list of services within the Ariba Network, this list is loaded by Rio Tinto for each Supplier
- There are two types of Service Order – Planned and Unplanned

Create Invoice **Example Service Invoice Header** [Update](#) [Save](#) [Exit](#) [Next](#)

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

Purchase Order: 3120856492 Subtotal: **\$0.00 AUD**
Invoice #: * 999688867SESINV Total Tax: \$0.00 AUD
Invoice Date: ⓘ * 30 Nov 2018 Amount Due: **\$0.00 AUD**

[View/Edit Addresses](#)

Example Line items Add/Update 0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Retail Details Tax Category: 10% GST / GST [Add to Included Lines](#)

Discount Informational Pricing

	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
<input type="checkbox"/>	30				Scenario 2							
	40				Scenario 2							

↳ [Line Item Actions](#) ▼ [Delete](#)

Open the Service Order Invoice

➤ From the Dashboard or Homepage

1. Click **Inbox**

➤ Screen displays the Orders and Releases

2. Click the **Order Number** to open the order

Note: Only confirmed purchase orders can have an Invoice created

➤ Screen displays the Purchase Order

3. Click **Create Invoice**

➤ Drop down box displays available options

4. Select **Standard Invoice**

➤ Screen displays Create Invoice



The first time this option is selected a Warning pop up box will appear advising that once the Invoice is Approved by Rio Tinto it will flip into a SS. Tick the 'Don't show me this message again' box and close by clicking the X

Company Settings ▾
HOME **INBOX** 1 CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES
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 (30) Page 1 ▾ » ⌵

Type	Order Number ↓	Ver	Customer	Ship To Address	Amount	Date	Order Status	Amount Invoiced	Actions
Order	3120856510	1	Rio Tinto - TEST	CENTURION TRANSPORT HAZELMERE, WA Australia	\$3,000.00 AUD	28 Nov 2018	New	\$0.00 AUD	Actions ▾
Order	3120856494	1	Rio Tinto - TEST	CENTURION TRANSPORT HAZELMERE, WA Australia	\$1,000.00 AUD	23 Nov 2018	Confirmed N	\$0.00 AUD	Actions ▾
Order	3120856493	1	Rio Tinto - TEST	CENTURION TRANSPORT HAZELMERE, WA Australia	\$1,000.00 AUD	23 Nov 2018	Confirmed	\$0.00 AUD	Actions ▾
Order	3120856492	1	Rio Tinto - TEST	CENTURION TRANSPORT HAZELMERE, WA Australia	\$2,000.00 AUD	23 Nov 2018	New	\$0.00 AUD	Actions ▾
Order	3120856491	8	Rio Tinto - TEST	CENTURION TRANSPORT HAZELMERE, WA Australia	\$1,000.00 AUD	23 Nov 2018	Confirmed	\$0.00 AUD	Actions ▾

Purchase Order: 3120856494 Done

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

Order Detail Order History

From: Pilbara Iron Co Serv P/L To: Rio Test Supplier AU Purchase Order (Confirmed)

Creating a Service Order Invoice – Header Level - Parent

➤ The purchase order is displayed

1. Click on **Create Invoice**

2. Select **Standard Invoice**

➤ Screen message appears

3. Select the **Parent Line to be invoiced**

Note: Only one parent line can be invoiced as a time, however multiple child line under parent can be invoiced

4. Click on **Next**

➤ Screen displays Create Invoice header

Purchase Order: 3120856492 Done

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

Order Detail Order History

From:
Pilbara Iron Co Serv P/L
152 St Georges Terrace
Perth WA 6000
Australia
Phone: +61 () 08 9327 2327
Fax: +61 () 08 9327 2346
Buyer ABN: 35107210248

To:
Rio Test Supplier AU
Test Address AU
Brisbane 4000
Australia
Phone:
Fax:
Email: kade.morton@sap.com

Purchase Order Confirmed
3120856492
Amount: \$2,000.00 AUD
Version: 1

Payment Terms ⓘ
0.00% 0
Payable immediately Due net

Comments

Routing Status: Acknowledged
Effective Date:
Expiration Date: 30 Nov 2018
Related Documents: CON

Ariba Network Help Center >>

Select Item to Create Invoice with Auto-Generated Service Sheet

Line #	Part ID / Description
<input type="radio"/>	10 Pure Unplanned
<input type="radio"/>	20 Unplanned with higher hidden limit
<input checked="" type="radio"/>	30 Pure Planned

Service Sheet Required.

Creating a Service Order Invoice – Header Level

➤ Screen displays the Create Invoice

1. Enter the **Invoice Number**

2. Confirm or enter the **Invoice Date** (this should be auto-populated)

3. Confirm or enter the **Supplier Tax ID**

4. Scroll Down to locate **Supplier VAT**

5. Confirm or enter the **Supplier VAT**

➤ To Add attachments such as proof of service delivery, contractor documents or sign on sheets, refer to the Slide 48, **Creating a Service Order Invoice – Add Attachment Header Level**

➤ Scroll down to Line Items

Create Invoice

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

▼ Invoice Header * Indicates required field [Add to Header](#) ▼

Summary

Purchase Order:	3120856436		
Invoice #:	888SES-1	1	
Invoice Date:	29 Nov 2018	2	
Service Description:			
Supplier Tax ID:	63009342572	3	
Remit To:	MTU		
	Perth WA Australia		
Bill To:	Pilbara Iron Co Serv P/L		

Subtotal: \$50,000.00 AUD
Total Tax: \$5,000.00 AUD
Amount Due: \$55,000.00 AUD

[View/Edit Addresses](#)

Payment Term

Net Term(days): Discount or Penalty Term(days): Percentage(%): [Add Discount/Penalty Term](#)

Before 15 in 2 months Due net

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:	<input type="text"/>	Service Start Date:	<input type="text"/>
	<input type="text"/>	Service End Date:	<input type="text"/>

Supplier VAT 4

Supplier VAT/Tax ID: * 47073690990 5

Creating a Service Order Invoice – Add Attachment Header Level

➤ Screen displays the Create Invoice

1. Click on **Add to Header**

2. Select **Attachment**

➤ An Attachment section will open, you may need to scroll down to locate it

3. Click on **Browse**

➤ Locate the required document and click open

4. Click on **Add Attachment**

➤ The Attachment is added

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

Create Invoice

Update
Save
Exit
Next
Help Center

▼ Invoice Header
* Indicates required field

1
Add to Header ▼

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

Summary

Purchase Order: 3120856436	Subtotal: \$50,000.00 AUD
Invoice #: * 888SES-1	Total Tax: \$5,000.00 AUD
Invoice Date: ⓘ * 29 Nov 2018	Amount Due: \$55,000.00 AUD
Service Description:	
Supplier Tax ID: * 63009342572	

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #: <input type="text"/>	Service Start Date: <input type="text"/>
Customer Reference: <input type="text"/>	Service End Date: <input type="text"/>

Attachments

The total size of all attachments cannot exceed 10MB N Remove

Browse...
Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> Doc9.docx	2506513	application/vnd.openxmlformats-officedocument.wordprocessingml.document

↳
Delete

Creating a Service Order Invoice – Line Items

➤ Screen displays Line Items

1. Click in Tax Category

2. Select the correct Taxed rate

3. Click on Add to Included Lines

➤ The tax section will open for all items

4. Confirm and enter the **Quantity**



Calculate the correct quantity based on the Unit price and the value of the Invoice, refer to Slide 43, **Calculating Invoicing based on Unit Details**

5. Click on **Update**

Note: The Totals are updated based on the information entered

Line Items

Insert Line Item Options

Retail Details Tax Category: 10% GST / GST Discount Informational Pricing

Taxes

10% GST / GST

0% GST / GST

3 Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10				Constant Fees Nov 18					
10.10	<input checked="" type="checkbox"/>	SERVICE		Consulting Fees Nov 18		1	SRV	\$50,000.00 AUD	\$50,000.00 AUD

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

Tax Category: * 10% GST / GST Taxable Amount: \$50,000.00 AUD

Location: [] Tax Rate Type: []

Description: GST Rate(%): 10

Regime: [] Tax Amount: \$5,000.00 AUD

Exempt Detail: (no value)

Line Item Actions [] Delete []

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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10.10	<input checked="" type="checkbox"/>	SERVICE		Consulting Fees Nov 18		0.5	SRV	\$50,000.00 AUD	\$25,000.00 AUD

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

N

Calculating Invoice Value based on Unit Details

➤ Price Basis Quantity (PBQ) needs to not be equal to 1. Subtotal is arrived by using the conversion factors and PBQ.

➤ In such instances the Price Unit Of Measure (UOM), ordering UOM and PBQ with conversion factor are sent in AN order.

➤ Example:

- Value of Invoice is \$35,867
- Calculate by taking \$35,867 DIVIDE into the Unit Price (\$50,000)
- The result is .71734
- Enter .71734 into the Quantity field click on UPDATE

No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
10.10	<input checked="" type="checkbox"/>	SERVICE		Consulting Fees Nov 18	0.7173	SRV	\$50,000.00 AUD	\$35,867.00 AUD

Service Period: Service Start Date: Service End Date:

Tax Category: * 10% GST / GST Taxable Amount: \$35,867.00 AUD Remove

Location: Tax Rate Type:

Description: GST Rate(%): 10 Tax Amount: \$3,586.70 AUD

Regime: Exempt Detail: (no value)

Line Item Actions

Price Basis Quantity (PBQ) is used to communicate the 'price per' and applies for certain products. Only when the PBQ contains a value will you need to review and apply a conversion if necessary. Please see example below:

1. The Price Unit of Measure (Price UOM) and Ordering Unit of Measure is different, therefore a conversion is required.
 - a. Example: 1 Service Unit @ \$50,000
 - b. Simple Conversion : Where the service invoice is for \$25,000
Enter .5 in the Quantity field which is half of the total Unit Price
 - c. Complex Conversion: Where the service invoice is for \$35,867
Enter .71734 which is the value of the invoice divided by the total Unit Price

Creating a Service Order Invoice – Multiple Child Line Item/s

➤ The Service Purchase Order is displayed

1. Click on **Create Invoice**

2. Click on **Standard Invoice**

➤ Screen displays Create Invoice

3. Enter the **Invoice number**

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

5. Confirm or enter the **Supplier Tax ID**

➤ Scroll down to **Supplier VAT**

Note: Totals are shown as zero

➤ Add Attachment (if required), refer to Slide 48, **Creating a Service Order Invoice –Add Attachment Header Level**

Purchase Order: 3120856492 Done

Create Order Confirmation Create Service Sheet Create Invoice 1 | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail 2 | Order History

From:
Pilbara Iron Co Serv P/L
152 St Georges Terrace
Perth WA 6000
Australia
Phone: +61 () 08 9327 2327
Fax: +61 () 08 9327 2346
Buyer ABN: 35107210248

To:
Rio Test Supplier AU
Test Address AU
Brisbane 4000
Australia
Phone:
Fax:
Email: kade.morton@sap.com

Purchase Order
(New)
3120856492
Amount: \$2,000.00 AUD
Version: 1

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 3120856492

Invoice #: 3

Invoice Date: 4

Service Description:

Supplier Tax ID: 5

Remit To:

Perth WA
Australia
Bill To: Pilbara Iron Co Serv P/L

Subtotal: \$0.00 AUD
Total Tax: \$0.00 AUD
Amount Due: \$0.00 AUD N

[View/Edit Addresses](#)

Creating a Service Order Invoice - Multiple Child Line item/s cont.

- Supplier VAT ID is displayed
- Confirm or enter the Supplier VAT/ABN number
- 6. Click on **Add/Update**
- 7. Select:
 - 1) Add General Service - refer Slide 53, **Add General Service**
 - 2) Add Labor Service, refer Slide 54, **Add Labor Service**
 - 3) Add Material, refer Slide 55, **Add Material**



Multiple services and materials can be added to the Service Invoice, however if the totals exceed the total of the original Service Purchase Order the invoice will be rejected

Supplier VAT

Supplier VAT/Tax ID: *

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Retail Details Tax Category:

Discount Informational Pricing

	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	30				Scenario 2						
<input type="checkbox"/>	40				Scenario 2						



Creating a Service Order Invoice – Add General Service

➤ Line Items with an Add Service section is displayed

1. Enter the Service **Description**
2. Enter the **Quantity**
3. Enter the **Unit** of measure
4. Enter the **Unit Price**
5. Click on **Update**

➤ The Subtotal will be displayed

Note : An error message indicating that tax is required is displayed

6. Select the item
7. Click on Line Item Actions
8. Select TAX, a Tax section with the applicable tax information

 Do not use Add to Included Lines as it will add further tax sections

➤ Add further items if required

Line Items

Insert Line Item Options Retail Details Tax Category: 10% GST / GST  [Add to Included Lines](#)

Discount Informational Pricing

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
30				Scenario 2					
1	<input checked="" type="checkbox"/>	SERVICE		Security Service		4	DAY	\$478.99 AUD	\$1,915.96 AUD

6 Service Period Service Start Date: 1 Service End Date: 2 3 4

Tax ! Tax information is required 

No.	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
40	Scenario 2					

7 [Line Item Actions](#) 8  [Save](#) [Exit](#) [Next](#)

Tax

Category:* 10% GST / GST

Location:

Description: GST

Regime:

Taxable Amount: \$1,915.96 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$191.60 AUD

Exempt Detail: (no value)

Creating a Service Order Invoice – Add Labor Service

➤ Line Items with an Add Labor Service section is displayed

1. Enter the Labour **Description**

2. Enter the **Quantity**

3. Enter the **Term**

4. Enter the **Rate**

5. Enter the **Unit** of measure

6. Enter the **Service Start Date**

7. Enter the **Service End Date**

8. Click on **Update**

➤ The Subtotal will be displayed

Note : An error message indicating that tax is required is displayed

9. Select the item

10. Click on **Line Item Actions**

11. Select **Tax**, a Tax section with the applicable tax information

➤ Add further items if required

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
9	<input checked="" type="checkbox"/>	SERVICE		Security Contractor		4			\$1,915.96 AUD

Rate	*Term	*Rate	*Unit
	DAILY	\$478.99 AUD	DAY

Service Period

Service Start Date: * 26 Nov 2018

Service End Date: * 30 Nov 2018

Tax

40 Scenario 2

! Tax information is required

Line Item Actions

- Edit
- Add
- Retail Details
- Tax
- Shipping Documents
- Special Handling
- Informational Pricing
- Pricing Details
- Discount
- Comments
- Attachment

Tax

Category: * 10% GST / GST

Location:

Description: GST

Regime:

Taxable Amount: \$1,915.96 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$191.60 AUD

Exempt Detail: (no value)

Update Save Exit Next

Creating a Service Order Invoice – Add Material

➤ Line Items with an Add Material section is displayed

1. Enter the Material **Description**
2. Enter the **Quantity**
3. Enter the **Unit**
4. Enter the **Unit Price**
5. Click on **Update**

➤ The Subtotal will be displayed

Note : An error message indicating that tax is required is displayed

6. Select the item
 7. Click on Line Item Actions
 8. Select TAX, a Tax section with the applicable tax information
- Do not use Add to Included Lines as it will add further tax sections
- Add further items if required

Line Items

Insert Line Item Options

Retail Details Tax Category: 10% GST / GST

Shipping Documents Special Handling Discount Informational Pricing

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
30		Scenario 2							
1	<input checked="" type="checkbox"/>	MATERIAL		O Rings		100	ea	\$0.34 AUD	\$34.00 AUD
Tax ! Tax information is required N 1 2 3 4									
40		Scenario 2							

Line Item Actions **7**

- Edit
- Add
- Retail Details
- Tax** **8**
- Shipping Documents
- Special Handling
- Informational Pricing
- Pricing Details
- Discount
- Comments
- Attachment

5

Tax

Category:* 10% GST / GST

Location:

Description: GST

Regime:

Taxable Amount: \$34.00 AUD

Rate(%): 10

Tax Amount: \$3.40 AUD

Exempt Detail: (no value)

Finalising a Service Invoice

➤ Finalise Invoice is displayed

➤ Review the Invoice

➤ Checking that Tax has been correctly Added

1) If tax has been missed, click on Previous

1. Click on **Submit**

➤ **Screen message displays**

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

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

3. Click on **Done**

➤ Screen displays the Orders and Releases screen

Previous Save Submit Exit

Create Invoice

Confirm and submit this document.

Standard Invoice / Tax Invoice

Invoice Number : TEST555454545

Invoice Date : Thursday 29 Nov 2018 5:38 PM GMT+11:00

Original Purchase Order : 3120856436

Subtotal : \$35,867.00 AUD

Total Tax : \$3,586.70 AUD

Amount Due : \$39,453.70 AUD

REMIT TO:

Rio Test Supplier AU

Tax ID of Supplier:

BILL TO:

Pilbara Iron Co Serv P/L

Phone : +61 () |

Fax : +61 ()

SUPPLIER:

Rio Test Supplier AU

Postal Address:
1525 fake st
Brisbane 4000
Australia

Invoice TEST555454545 has been submitted.

[Print a copy of the invoice](#)

Exit invoice creation.

Purchase Order: 3120856436

Done

[Create Order Confirmation](#) | [Create Service Sheet](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

Order Detail | Order History

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

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

To:
Rio Test Supplier AU
Test Address AU
Brisbane 4000
Australia

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



Service Orders Partially Invoiced

- Invoices will display as Partially Invoiced until all items on the original Purchase Order have been Invoiced
- Partial invoicing on Partial invoices is allowed
- Multiple Invoices can be created for a Purchase Order
- Note that is a Purchase Order is not fully invoiced as goods were not fully supplied and invoiced it will remain in the Ariba Network as “Partially Invoiced”
- Order Status:
 - **Sent**: sent to the buyer
 - **Approved**: can be invoiced
 - **Invoiced**: has been Invoiced
 - **Failed**: has been rejected

Locating and Opening a Partial Invoice using Inbox or Search

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

➤ Screen displays the Invoice

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

Using Search:

- 1) Click on **Search Filters**
- 2) Select the required **Date Range**
- 3) Click on Order status and select **Partially Invoiced**
- 4) Click on **Search**, the results are displayed

➤ The Purchase Order is displayed

Ariba Supply Chain Collaboration Company Settings ▾

HOME **INBOX** 1 CATALOGS REPORTS UPLOAD/DOWNLOAD MESSAGES 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 1

Customer: All Customers ▾ Min. Amount: Minimum

Order Number: ⓘ Max. Amount: Maximum

Partial number Exact number Order Status: Partially Invoiced ▾ 3

Buyer Location Code: ⓘ View: All except hidden orders ▾

Invoice Number: ⓘ Search only blanket purchase orders

Show orders by: Creation Date Inquiry Date Search only scheduling agreement releases or scheduling agreements

Date Range: Last 31 days ▾ 2 View all active

30 Oct 2018 - 30 Nov 2018 Search only service purchase orders

Number of Results: 100 ▾ 4 Search Save Preferences Reset

Orders and Releases (2) N

Type	Order Number	Ver	Customer	Ship To Address	Amount	Date	Order Status ↓	Amount Invoiced	Revision	Actions
Order	3120856436	2	Rio Tinto - TEST	Brockman 4 Mine Site Brockman 4, WA Australia	\$50,000.00 AUD	12 Nov 2018	Partially Invoiced	\$35,867.00 AUD	Original	Actions ▾
Order	3120856437	1	Rio Tinto - TEST	Tom Price Mine Site Tom Price, WA Australia	\$30,000.00 AUD	12 Nov 2018	Partially Invoiced	\$100.00 AUD	Original	Actions ▾

Invoicing a Partial Invoice – Header Level

- The Purchase Order is displayed

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

1. Click on **Create Invoice**
 2. Select **Standard Invoice**
- Screen displays the Invoice
3. Enter the **Invoice Number**
 4. Confirm or enter the **Supplier Tax ID**
- Scroll down to **Supplier VAT**

Purchase Order: 3120856436 Done

[Create Order Confirmation](#) | [Create Service Sheet](#) | **Create Invoice** | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail | Order History

From:
Pilbara Iron Co Serv P/L

To:
Rio Test Supplier AU
Test Address AU
Brisbane 4000
Australia

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

Payment Terms ⓘ
Before 15 in 2 months Due net

Comments
Goods and Services Tax
Please note these items are quoted exclusive of GST

Routing Status: Acknowledged
Effective Date:
Expiration Date: 15 Mar 2019
Related Documents: [TEST555454545](#)
[123446-OC](#)

1 **2**

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

▼ Invoice Header * Indicates required field [Add to Header](#)

Summary

Purchase Order: 3120856436

Invoice #: **3**

Invoice Date: ⓘ * 30 Nov 2018 ⓘ

Service Description:

Supplier Tax ID: * **4**

Remit To: MTU

Perth WA
Australia

Bill To: Pilbara Iron Co Serv P/L

Subtotal: **\$14,133.00 AUD**
Total Tax: **\$1,413.30 AUD**
Amount Due: **\$15,546.30 AUD**

[View/Edit Addresses](#)

Invoicing a Partial Invoice – Header Level cont.

5. Confirm or enter the Supplier VAT/Tax ID

6. To add an Attachment:

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

7. Scroll down to **Line Items**

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: **5**

Add to Header **1**

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

Tax Category: [Add to Included Lines](#)

Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	Constant Fees Nov 18					
<input type="checkbox"/>	10.10	SERVICE	0.2826	SRV	\$50,000.00 AUD	\$14,133.00 AUD

[Add/Update](#)

Attachments **6**

The total size of all attachments cannot exceed 10MB

[Browse...](#) [Add Attachment](#) **3** **4**

Name	Size (bytes)	Content Type
<input type="checkbox"/> Doc9.docx	2506513	application/vnd.openxmlformats-officedocument.wordprocessingml.document

[Delete](#)

[Add to Header](#)

Line Items **7**

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Completing a Partial Invoice

1. Click on Next

- Screen displays **Create Invoice**

2. Click on Submit

3. Click on Exit

- Screen displays the Purchase Order with either:

Invoiced as all items have been invoiced that were on the original Purchase Order

■ Or

Partially Invoiced as there are still items that have not yet been invoiced on the original Purchase Order

10	Constant Fees Nov 18	Add/Update
10.10	SERVICE Consulting Fees Nov 18	0.2826 SRV \$50,000.00 AUD \$14,133.00 AUD
Service Period		Service Start Date: <input type="text"/> Service End Date: <input type="text"/>
Tax	Category: * 10% GST / GST	Taxable Amount: \$14,133.00 AUD Remove
	Location: <input type="text"/>	Tax Rate Type: <input type="text"/>
	Description: GST	Rate(%): 10
	Regime: <input type="text"/>	Tax Amount: \$1,413.30 AUD
		Exempt Detail: (no value)
Line Item Actions <input type="button" value="Delete"/>		1
		<input type="button" value="Update"/> <input type="button" value="Save"/> <input type="button" value="Exit"/> <input type="button" value="Next"/>

Create Invoice		<input type="button" value="Previous"/> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Exit"/>
Confirm and submit this document.		
Standard Invoice / Tax Invoice 2		
Invoice Number : 8886776-1 Invoice Date : Friday 30 Nov 2018 1:44 PM GMT+11:00 Original Purchase Order : 3120856436		Subtotal : \$14,133.00 AUD Total Tax : \$1,413.30 AUD Amount Due : \$15,546.30 AUD
REMIT TO: Rio Test Supplier AU	BILL TO: Pilbara Iron Co Serv P/L	SUPPLIER: Rio Test Supplier AU
Invoice 8886776-1 has been submitted.		N
<ul style="list-style-type: none"> • Print a copy of the invoice. <input type="button" value="Exit invoice creation."/> 3 		Purchase Order (Partially Invoiced) 0000220714 Amount: \$499.50 AUD Version: 1
		Purchase Order (Invoiced) 0000220677 Amount: \$59.97 AUD Version: 1

Support

Support Type	Description
<p>Help Centre For all your support needs</p> <p>Note: Support Centre Options are based on your account type and all options may not be available</p>	<p>Types of Support available:</p> <ol style="list-style-type: none">1. User Community2. Ask questions or view documentation3. Email/Live Chat4. Request a call back
<p>Supplier Information Portal (Location of Training Guide/s and Video/s)</p>	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal
<p>Ariba Network Training Request</p>	<p>E: an.sellertraining.aus@sap.com</p>