

Ariba Network Contracts Guide





Introduction

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

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Contracts

- A Contract Order manages the expenditure and payments of contracted services between Metro Trains and the supplier
- Contracted services are typically where the supplier is performing recurring tasks as defined in a contract (i.e. Master Services Agreement), where agreed pricing (i.e. Schedule of Rates) & payment terms exist and invoices are submitted at intervals based on the trading terms in place with Metro Trains (i.e. monthly)
- A contract will have a “C” prefix, for example C12345
- When a Blanket Purchase Order (BPO) has a BPO prefix, for example BPO998
- There may be instances where Purchase Orders are sent to release funds or have an invoiced created against them directly
- Ensure that Unit of Measure is correct

Locating and Reviewing a Contract

1. Click the **Inbox** tab on the Dashboard.
2. Select **Contracts**.
 - If Contracts is not displayed:
 - 1) Click on **More**
 - 2) Click on **Contracts**
 - Screen displays: View and Create Invoice for Contracts
3. Click on **View contracts**.
 - Screen displays View Contracts: Select Customer
4. Select Metro Trains Melbourne
5. Click on **Next**
 - Screen displays **Contracts**

The screenshot displays the SAP Ariba Network interface. At the top, the 'Ariba Network' logo is visible, along with user information 'Company Settings' and 'Jen Williams'. The main navigation bar includes 'HOME', 'INBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. A 'More...' dropdown menu is open, showing a list of options: 'Orders and Releases', 'Early Payments', 'Scheduled Payments', 'Remittances', 'Contracts' (selected), 'Inquiries', 'Notifications', 'Receipts', and 'Pending Queue'. Below the navigation bar, the 'Contracts' section is visible, with a 'View contracts' button highlighted. The 'View Contracts: Select Customer' screen is shown, featuring a search field for 'Customer Name' and a 'Search' button. A list of customers is displayed, with 'Metro Trains Melbourne Pty Ltd - TEST' selected. The 'Next' button is highlighted, and the 'Back to Inbox' button is also visible.

Contracts General Information

➤ Metro Trains add contracts into their ordering system. Only the contracts that are applicable to your business will be displayed

- 1) **Blanket Purchase Order ID's** are for good or services that occur at regular intervals and begin with a Metro Trains and commences with BPO
- 2) **Contracts ID's** commence with a C
- 3) The **Title** of the contract is based on the contract that is in place with your business
- 4) The **Expiration Date** of contracts is shown
- 5) The contracts **Status** is displayed

Ariba Network Company Settings ▾ Help Center >>

[← Go back to Select Customer](#)

Contracts

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

ID ▾ |

ID	Term Type	Supplier	Title	Expiration Date ↑	Invoiceable	Status
BPO61	Item Level	MTM Test Full Supplier 01	(CW5995) BPO no release		Yes	Open
BPO68-V2	Item Level	MTM Test Full Supplier 01	(CW6121) TESE BPO receiving type 1211-1		Yes	Open
C40	Supplier Level	MTM Test Full Supplier 01	(CW5894) cw parent2		Yes	Open
C41	Supplier Level	MTM Test Full Supplier 01	(CW5898) cw parent 3		Yes	Open
C43	Supplier Level	MTM Test Full Supplier 01	(CW5907) CW MSA		Yes	Open
C71-V7	Item Level	MTM Test Full Supplier 01	(CW6148) Milestone test		Yes	Processed
C72	Item Level	MTM Test Full Supplier 01	(CW6152) Milestone test 2		Yes	Open

View Contract Details

1. Click on the required contract ID number

➤ Screen displays the Contract

Print

- Click **Print** to print the Contract Summary and Pricing Terms

Summary

- Contains all general information regarding the contract

The Contract Number

- Is listed in the **Related Contract ID** field

Pricing Terms

- Lists all items on the contract and the pricing details

Contracts

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

ID

ID	Term Type	Supplier	Title	Expiration Date ↑	Invoiceable	Status
BPO61	Item Level	MTM Test Full Supplier 01	(CW5995) BPO no release		Yes	Open
C41	Supplier Level	MTM Test Full Supplier 01	(CW5898) cw parent 3		Yes	Open
C43	Item Level	MTM Test Full Supplier 01	(CW5907) CW MSA		Yes	Open
C71-V7	Item Level	MTM Test Full Supplier 01	(CW6148) Milestone test		Yes	Processed

← Go back to Select Customer

C41 - (CW5898) cw parent 3 Status: **Open**

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

Summary Pricing Terms

Definitions

Physical Location:

Related Contract ID:

Contact: swan.si

Contract Type: **Supplier Level**

Is Blanket Purchase Order: **No**

Hierarchical Type: **Master Agreement**

Effective Date: **Fri, 16 Nov, 2018**

Expiration Date:

Evergreen: **Yes** ⓘ

Supplier: **MTM Test Full Supplier 01**

Supplier Location: **MTM Test Full Supplier Location**

Release Required: **No** ⓘ

Allow invoicing against contract? **Yes**

Default invoice requester from contract? **No**

Allow suppliers to add non-catalog items to invoice? **No**

← Go back to Select Customer

C41 - (CW5898) cw parent 3 Status: **Open**

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

Summary Pricing Terms

Supplier Level Pricing Terms

Id ↑	Supplier	Description	Pricing Summary
1	MTM Test Full Supplier 01	Supplier pricing terms for this contract	No Discount <input type="button" value="Detail"/>

View BPO Details

1. Click on the required BPO ID number

➤ Screen displays the Contract

Print

- Click **Print** to print the Contract Summary and Pricing Terms

Summary

- Contains all general information regarding the contract

The Contract Number

- Is be listed in the **Related Contract ID** field

Pricing Terms

- Lists all items on the contract and the pricing details

← Go back to Select Customer

Contracts

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

ID	Term Type	Supplier	Title	Expiration Date ↑	Invoiceable	Status
BPO61	Item Level	MTM Test Full Supplier 01	(CW5995) BPO no release		Yes	Open
BPO68-V2	Item Level	MTM Test Full Supplier 01	(CW6121) TESE BPO receiving type 1211-1		Yes	Open
BPO68-V2	Supplier	MTM Test Full Supplier 01	(CW5994) cw parent2		Yes	Open

← Go back to Select Customer

BPO68-V2 - (CW6121) TESE BPO receiving type 1211-1 Status: **Open**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request.

[Contract Workspace](#) [Print](#)

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

Definitions

Physical Location:

Related Contract ID:

Contact: swan.si

Contract Type: Item Level

Is Blanket Purchase Order: Yes

Hide Unit Price from Supplier:

Hide Amount from Supplier:

Is Collaborative Invoicing: No

Hierarchical Type: Standalone Agreement

Effective Date: Tue, 11 Dec, 2018

Expiration Date:

Evergreen: Yes ⓘ

Supplier: [MTM Test Full Supplier 01](#)

Supplier Location: [MTM Test Full Supplier Location](#)

BPO68-V2 - (CW6121) TESE BPO receiving type 1211-1 Status: **Open**

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

[Contract Workspace](#) [Print](#)

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

Materials and Services

Id ↑	Description	Pricing Summary	Contractible Factors	Active
1	Guest Chairs	\$60.00 AUD No Discount	Yes	Detail

Contract Summary Tab

1. On the Summary Tab

- Information in blue can be selected to provide more information
- Information about the contract including:
 - 1) Contact
 - 2) Effective Date and Expiration Date
 - 3) Reference ID
- The Summary tab provides information about the contract that Metro Trains has loaded into the Ariba Network based on the Contract requirements

C26-V3 - (CW5842) S2 S3 T-M, Fix Fee, Recurring Fee Status: **Open**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. Review your request and take the desired [More](#)

[Contract Workspace](#) [Print](#)

Summary  Terms

Definitions

Physical Location: [Link]

Related Contract ID: [Link] 

Contact: Helena Zhang 

Contract Type: Item Level

Is Blanket Purchase Order: No

Hierarchical Type: Standalone Agreement

Effective Date: Wed, 14 Nov, 2018 

Expiration Date: Thu, 14 Nov, 2019

Evergreen: No ⓘ

Supplier: [MTM Test Full Supplier 01](#)

Supplier Location: [MTM Test Full Supplier Location](#)

Release Required: No ⓘ

Allow invoicing against contract? Yes

Default invoice requester from contract? Yes

Allow suppliers to add non-catalog items to invoice? No

Allow supplier to edit invoice unit price? Yes

Allow supplier to enter invoice accounting? Yes

Allow receiving against contract? No

Currency: [Australian Dollar](#)

Amount Spent: \$0.00 AUD

Reconciled Amount: \$0.00 AUD

Header Attributes:

Name ↑	Value
ReferenceID	CR26-V3 

Contract Pricing Terms Tab

1. On the Pricing Terms Tab

- Information in blue can be selected to provide more information
 - The pricing terms tab contains the details for each of the different levels of pricing contained within the Contract
 - The Contract details are based on the information uploaded into the Ariba Network by Metro Trains
- ## 2. Click on **Details** to identify the pricing terms for each of the different types
- The number of pricing terms sections depends on the pricing terms in the Trading Terms. Some Suppliers may only see on Details button others may see many such as in the example shown

C26-V3 - (CW5842) S2 S3 T-M, Fix Fee, Recurring Fee Status: **Open**

These are the details of the request you selected. Depending on its status, you can edit, or submit the request for approval. You may also print the details of the request. Review your request and take the desired [More](#)

[Contract Workspace](#) [Print](#)

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

Materials and Services

Id ↑	Description	Pricing Summary	Contractible Factors	Active	
1	Services	\$300.00 AUD Negotiated Price	Yes	Yes	Detail 

Fixed and Recurring Fees

Id ↑	Description	Amount	Billing Date	Unit	Maximum Quantity	Active	
2	Fixed fee	\$100.00 AUD	Fri, 30 Nov, 2018		1	Yes	Detail
3	Recurring fee	\$200.00 AUD	Wed, 14 Nov, 2018	month	2	Yes	Detail

Costs and Expenses

Id ↑	Description	Maximum Amount	Active	
4	Cost and expense term.	\$10,000.00 AUD	Yes	Detail

Contract Pricing Terms Tab cont.

- After clicking on the Details button in Pricing Terms
 - Screen displays the details of the contract
 - Information in blue can be selected to provide more information
1. Click on **OK** to return to the Pricing Terms tab

[← Go back to Select Customer](#)



OK

Contract Term Details

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

Description

Full Description: Services

Commodity Code: [★ Business administration services](#)

Partitioned Commodity Code: [No mapping provided](#)

Unit of Measure: [hour](#)

Negotiated Price: \$300.00 AUD

Supplier: [MTM Test Full Supplier 01](#)

Contact: [★ MTM Test Full Supplier Location](#)

Supplier Part Number: SPN1114

Supplier Auxiliary Part ID:

Pricing and Discounts

If a discount applies to this item, select the discount type and enter the appropriate value. To apply multiple discount rates, select tiered pricing.

BPO Summary Tab

1. On the Summary Tab

- Information in blue can be selected to provide more information
- Information about the contract including:
 - 1) Contact
 - 2) Effective Date and Expiration Date (if applicable)
 - 3) Reference ID
- The Summary tab provides information about the contract that Metro Trains has loaded into the Ariba Network based on the BPO Contract requirements
- The Release Required option will indicate whether the BPO is a Release Required or No Release Required requirement by Metro Trains

BPO68-V2 - (CW6121) TESE BPO receiving type 1211-1 Status: **Open**

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. 'Review your request and take the desired [More](#)

[Contract Workspace](#) [Print](#)

Summary  [Terms](#)

Definitions

Physical Location:

Related Contract ID: [swan.si](#) 

Contact: [swan.si](#)

Contract Type: [Item Level](#)

Is Blanket Purchase Order: Yes

Is Collaborative Invoicing: No

Hierarchical Type: [Standalone Agreement](#)

Effective Date: [Tue, 11 Dec, 2018](#) 

Expiration Date:

Evergreen: Yes ⓘ

Supplier: [MTM Test Full Supplier 01](#)

Supplier Location: [MTM Test Full Supplier Location](#)

Release Required: No ⓘ

Allow invoicing against contract? Yes

Default invoice requester from contract? No

Allow suppliers to add non-catalog items to invoice? No

Allow supplier to edit invoice unit price? No

Allow supplier to enter invoice accounting? No

Allow receiving against contract? Yes

Currency: [Australian Dollar](#)

Reconciled Amount: \$0.00 AUD

Header Attributes:

Name ↑	Value
ReferenceID	CR68-V2 

BPO Details Pricing Terms Tab

1. On the Pricing Terms Tab

- Information in blue can be selected to provide more information
 - The pricing terms tab contains the details for each of the different levels of pricing contained within the BPO Contract
 - The BPO Contract details are based on the information uploaded into the Ariba Network by Metro Trains
- ## 2. Click on **Details** to identify the pricing terms for each of the different types
- The number of pricing terms sections depends on the pricing terms in the Trading Terms. Some Suppliers may only see on Details button others may see more than one

The screenshot shows the Ariba Network interface for a BPO contract. The header includes the Ariba Network logo, a grid icon, 'Company Settings' with a dropdown arrow, and 'Help Center >>'. Below the header is a navigation bar with a link 'Go back to Select Customer'. The main content area displays the contract ID 'BPO61 - (CW5995) BPO no release' and its status 'Open'. A message states: 'These are the details of the request you selected. Depending on its status, submit the request for approval. You may also print the details of the request. Review your request and take the desired [More](#)'. There are two buttons: 'Contract Workspace' and 'Print'. Below these are two tabs: 'Summary' and 'Pricing Terms', with the 'Pricing Terms' tab highlighted in blue and a red circle with the number '1' next to it. The 'Materials and Services' section is visible, with a table containing one row: '1 BPO Non release item' with a pricing summary of '\$2,000.00 AUD Negotiated Price' and 'Contractible Factors' set to 'Yes'. A 'Detail' button is highlighted in blue and has a red circle with the number '2' next to it.

Ariba Network Company Settings ▾ Help Center >>

[Go back to Select Customer](#)

BPO61 - (CW5995) BPO no release Status: **Open**

These are the details of the request you selected. Depending on its status, submit the request for approval. You may also print the details of the request. Review your request and take the desired [More](#)

[Contract Workspace](#) [Print](#)

[Summary](#) [Pricing Terms](#) 1

Materials and Services ☰

Id ↑	Description	Pricing Summary	Contractible Factors	Active	
1	BPO Non release item	\$2,000.00 AUD Negotiated Price	Yes		Detail 2

BPO Details Tab

- After clicking on the Details button in Pricing Terms
 - Screen displays the details of the contract
 - Information in blue can be selected to provide more information
1. Click on **OK** to return to the Pricing Terms tab

Contract Term Details

OK

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



Description

Full Description: BPO Non release item
Commodity Code: [Office Equipment and Accessories and Supplies](#)
Partitioned Commodity Code: [No mapping provided](#)
Unit of Measure: [each](#)
Negotiated Price: \$2,000.00 AUD

Hide Unit Price from Supplier:
Hide Amount from Supplier:

Supplier: [MTM Test Full Supplier 01](#)
Contact: * [MTM Test Full Supplier Location](#)

Supplier Part Number: 2222222
Supplier Auxiliary Part ID:

Pricing and Discounts



Contract Invoice

- Contract Invoices are created in the Ariba Network against Contract Orders
- Blanket Purchase Orders are considered contract and will appear with a BPO Prefix, however are handled the same way as Contracts
- When a Contract Order is published the supplier will be advised by Metro Trains what the Contract Order number is which will look like C12345
- Please also note the following when creating invoices:
 - The Tax rate and category must be selected for each invoice
 - Taxes can be added at the header level or at line level
 - Partial invoicing is allowed

Begin a Contract Invoice

- There are two ways to begin a Contract Invoice

From any Tab selection

1. Click on the **Create**
2. Select **Contract Invoice**.

From the Inbox

- 1) Click **Inbox**
- 2) Select **Contracts**
- 3) Select **Create contract invoices**

- Screen displays **Create Contract Invoice: Select Customer**

The screenshot displays the Ariba Network user interface. At the top, the 'Ariba Network' logo is on the left, and 'Company Settings' with a dropdown arrow is on the right. Below the logo is a navigation bar with tabs: HOME, INBOX (highlighted with a blue box and a blue star with the number 1), OUTBOX, CATALOGS, REPORTS, External Document (with a dropdown arrow), and CSV Documents (with a dropdown arrow). A red circle with the number 1 is positioned to the right of the 'Create' button in the top right corner. Below the navigation bar is a secondary menu with tabs: Orders and Releases, Early Payments, Scheduled Payments, Contracts (highlighted with a blue box and a blue star with the number 2), Notifications, Receipts, and More. A dropdown menu is open from the 'Create' button, listing options: PO Invoice, Non-PO Invoice, Contract Invoice (highlighted with a blue box and a red circle with the number 2), Service Entry Sheet, Credit Memo, and Catalog. Below the secondary menu is a 'Contracts' section with the text 'View and create invoices for contracts'. It contains three links: 'View contracts', 'Create contract invoices' (highlighted with a blue box and a blue star with the number 3), and 'View contract invoices'.

Customer Contract Selection

➤ Screen displays **Create Contract Invoice: Select Customer**

1. Select **Customer – Metro Trains**.

2. Click **Next**

➤ Screen displays: **Create Contract Invoice: Select Contract**

3. Click on **Select**

➤ Screen displays the list of Contracts and BPO Contracts for your business

4. Click on **Select** of the required Contract or BPO Contract

Create Contract Invoice: Select Customer [Next](#) [Cancel](#)

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by entering the name 2 [Customer Name](#) [More](#)

Customer Name: [Search](#)

1 Customer ↑

<input checked="" type="radio"/>	Metro Trains Melbourne Pty Ltd - TEST
----------------------------------	---------------------------------------

Create Contract Invoice: Select Contract [Prev](#) [Next](#) [Cancel](#)

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

Contract: * (no value) 3

Invoice #: *

Invoice Date: *

Sold To Email:

Payment Terms: (no value)

Ship From: **barbs : melbourne**

Bill To: (no value)

Choose Value for Contract

ID [Search](#)

ID ↑	Title	Effective Date	Expiration Date	Status	
C126-V2	(CW7707) Maintenance Service (Milestone)	Fri, 29 Mar, 2019	Mon, 30 Mar, 2020	Open	Select
C151-V3	(CW8045) Contract Guide	Thu, 9 May, 2019	Fri, 17 May, 2019	Open	<input checked="" type="text" value="Select"/> 4
C19	(CW5805) Test BPO 1113-01	Tue, 13 Nov, 2018	Sun, 1 Dec, 2019	Open	Select
C24-V2	(CW5833) Services - Milestone Basis - Master	Wed, 14 Nov, 2018	Thu, 14 Nov, 2019	Open	Select

[Done](#)

Contract Invoice – Select Contract

➤ Screen returns **Create Contract Invoice: Select Contract**

5. The **Contract** Number is displayed

6. Enter the **Invoice Number**

7. Enter the **Invoice Date**

8. Click **Next**.

➤ Screen displays **Create Invoice**

Create Contract Invoice: Select Contract

Prev

Next

Cancel

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

8

Contract: * C151-V3 [select]

5

Invoice #: 876-1a

6

Invoice Date: 14 May 2019

7

Sold To Email:

Payment Terms: Next Month End

Ship From: barbs : melbourne

Ship To: (no value)

Bill To: METRO HEAD OFFICE

Contract Invoice - Header

- The information entered into the previous screen is auto-populated

Note: The value of the Contract Invoice is zero, this is due to the items of the contract have not yet been added

1. Click on **Add to Header** to add:
 2. Select **Attachment**, add the Proof of Services delivery documentation, Refer to **Slide 22, Contract Invoice – Add Attachment**
 3. Select the applicable tax level:
 - 1) **Header Level tax** – use this when all items on the Invoice are at one tax rate
 - 2) **Line level tax** – use this when there are different tax rates of items on the invoice
- Scroll down to **Line Items**, refer to **Slide 21, Contract Invoice – Add Line Items**

Invoice Header

Summary

Contract Number: C151-V3	Subtotal: \$0.00 AUD
Invoice #: 876-1a	Total Tax: \$0.00 AUD
Invoice Date: 13 May 2019	Total Gross Amount: \$0.00 AUD
Service Description: <input type="text"/>	Total Amount without Tax: \$0.00 AUD
Sold To Email: <input type="text"/>	Total Net Amount: \$0.00 AUD
Payment Terms: Next Month End	Amount Due: \$0.00 AUD

* Indicates required

1
Add to Header ▼

- Tax
- Shipping Documents
- Special Handling
- Discount
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Remit To:

Supplier Tax ID:

Bill To: **METRO HEAD OFFICE**

Melbourne VIC

Tax ⓘ 3

Header level tax ⓘ
 Line level tax ⓘ

Category: *

Location:

Description: **Standard GST**

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%): **10**

Tax Amount: **\$0.00 AUD**

Exempt Detail:

[Remove](#)

Contract Invoice – Add Attachment

1. Click **Add to Header** on the required contract.
2. Select **Attachment**
 - The **Attachments** section will open
3. Click on **Browse**
 - Select the required Attachment and select insert
4. Click on **Add Attachment**
 - Attachment details will be displayed
 - Repeat if required, multiple attachments can be added but cannot exceed 100MB

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field 1 Add to Header ▼

Summary

Contract Number: C105-V5	Subtotal: \$0.00 USD
Invoice #: INV555344-21	Total Tax: \$0.00 USD
Invoice Date: 23 Oct 2017	Total Amount without Tax: \$0.00 USD
Sold To Email:	Tax:
Payment Terms: V095 - Within 90 Days Due Net	Amount Due: \$0.00 USD

Remit To: Bill To:

Attachments

The total size of all attachments cannot exceed 10MB

3 4 Browse... Add Attachment Remove

2 Add to Header ▼

Add to Header ▼

Contract Invoice – Add Line Items

➤ There are no items listed under Line items, this is because suppliers must add to the Invoice the items (from a catalog or manually entered) based on the trading terms in place with Metro Trains

1. Click Add Items

➤ Screen displays Create Contract Invoice: Add Contract Item

➤ All items that are part of the Contract will be displayed

2. Enter the Qty based on the unit of measure

3. Click on Add Item

➤ Repeat **Steps 2 and 3** until all items and their totals are **Sold To Email**.

Note: The cart increases with each different order item added

4. Click Done, go to Slide 27, Finalise a Contract Invoice

➤ Screen displays Line Items with all the items added from the selection of Contract Items

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

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

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

1

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

Create Contract Invoice: Add Contract Item [Done](#) [Cancel](#)

Contract: C151-V3

Browse By Category: Office Products [N](#)

Filter By:

Catalog Home / Office Products / Miscellaneous Office Products

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

 **Contract Guide Item**
 Supplier: MTM Test Full Supplier 01
 Supplier Part #: 110223432
 Available in: 0 Day(s)

\$50.00 AUD / each

2 Qty: [Add Item](#) **3**

4

Contract Invoice – Add Line Items cont...

- Screen displays Line Items Invoice with all the items added from the catalog selection
- Where Header Level Tax was selected continue
- Where Line Level Tax was selected refer to **Slide 24, Contract Invoice Add Line Level Tax**
- 5. Add **Shipping** (if required)
 - Review and confirm the information displayed is correct, to Change or Update items refer to **Slide 25, Contract Invoice – Change or Update Items**
- 6. Click on **Next**
 - Refer to **Slide 27, Finalise a Contract Invoice**

No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	110223432	Contract Guide Item	3	EA	\$50.00 AUD	\$150.00 AUD
Shipping		Ship From: barbs : melbourne Australia		Ship To: LEVEL 1 ROOM 101 FLINDERS ST STATION Melbourne VIC		View/Edit Addresses		
Shipping Cost		Shipping Amount: * <input type="text" value="\$0.00 AUD"/>		Shipping Date: <input type="text"/>				
No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	C151-3_MilestoneItem	phase3	1	EA	\$1,000.00 AUD	\$1,000.00 AUD
Shipping		Ship From: barbs : melbourne Australia		Ship To: LEVEL 1 ROOM 101 FLINDERS ST STATION Melbourne VIC		View/Edit Addresses		
Shipping Cost		Shipping Amount: * <input type="text" value="\$0.00 AUD"/>		Shipping Date: <input type="text"/>				
No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	110223432	Contract Guide Item	3	EA	\$50.00 AUD	\$150.00 AUD
Shipping		Ship From: barbs : melbourne Australia		Ship To: LEVEL 1 ROOM 101 FLINDERS ST STATION Melbourne VIC		View/Edit Addresses		
Shipping Cost		Shipping Amount: * <input type="text" value="\$0.00 AUD"/>		Shipping Date: <input type="text"/>				

Line Item Actions ▾
Add Items
Change Items
6

Update
Save
Exit
Next

Example of Contract Invoice with Header Level Tax selected

Contract Invoice – Add Line Level Tax

➤ Screen displays Line Items Invoice with all the items added from the catalog selection

➤ Only add tax at line level if selected at header level

➤ Once all items have been added from the catalog relating to the contract

1. Click on **Tax Category**

2. Select the correct tax rate

Note: Where there are multiple tax rates select the tax rate based on the majority tax rate on the invoice

3. Click on **Add to Included Lines**

➤ A Tax section will open for each Line Item

Line Items 3 Line Items, 3 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Taxes Special Handling Discount **3** Add to Included Lines

No.	Include	Type	Part #	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	C151-1_MilestoneItem		1	EA	\$1,000.00 AUD	\$1,000.00 AUD

Shipping Ship From: barbs : melbourne Ship To: LEVEL 1 ROOM 101 FLINDERS ST STATION
melbourne Melbourne VIC
Australia Australia
Deliver To: LEVEL 1 ROOM 101 FLINDERS ST STATION [View/Edit Addresses](#)

Shipping Cost Shipping Amount: * Shipping Date:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	110223432	Contract Guide Item		4	EA	\$50.00 AUD	\$200.00 AUD

Shipping Ship From: barbs : melbourne Ship To: LEVEL 1 ROOM 101 FLINDERS ST STATION
Melbourne VIC [View/Edit Addresses](#)

Contract Invoice – Add Line Level Tax cont.

➤ Screen displays Line Items Invoice with all the items added from the catalog selection and each with a separate tax section

4. Confirm or update the tax rate for each item

➤ Once all tax rate have been updated or confirmed

5. Click Next

➤ Refer to Slide 27, Finalise Contract Invoice

Line Items 3 Line Items, 3 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 10% GST / Standard GST Shipping Documents Special Handling Discount **Add to Included Lines**

No.	Include	Type	Part #	Description	Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	C151-1_MilestoneItem	kickoff		1	EA	\$1,000.00 AUD	\$1,000.00 AUD

Tax [Remove](#)

Category: * 10% GST / Standard GST

Location:

Description: Standard GST

Regime:

Taxable Amount: [Remove](#)

Rate(%): 10

Tax Amount: \$100.00 AUD

Exempt Detail: (no value)

Shipping [View/Edit Addresses](#)

Ship From: **barbs : melbourne** Ship To: **LEVEL 1 ROOM 101 FLINDERS ST STATION**
melbourne Melbourne VIC
Australia Australia

Deliver To: **LEVEL 1 ROOM 101 FLINDERS ST STATION**

Shipping Cost Shipping Amount: * Shipping Date:

No.	Include	Type	Part #	Description	Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 2	<input checked="" type="checkbox"/>	MATERIAL	110223432	Contract Guide Item		4	EA	\$50.00 AUD	\$200.00 AUD

Tax [Remove](#)

Category: * 10% GST / Standard GST

Location:

Description: Standard GST

Regime:

Taxable Amount: [Remove](#)

Rate(%): 10

Tax Amount: \$20.00 AUD

Exempt Detail: (no value)

Shipping Date:

Line Item Actions **Add Items** **Change Items**

Update **Save** **Exit** **Next**

4

5

Contract Invoice – Change or Update Line Items

➤ During your review you have identified that a quantity or price has been added incorrectly

➤ Line Items is displayed

1. Click on **Change Items**

➤ Screen displays **Create Contract Invoice: Change Items**

2. Update the **Amount** (if required)

3. Update the **Qty** (if required)

4. Update the **Unit** (if required)

5. Click **Update Amount**

➤ **Review and confirm the correct information is displayed**

6. Click on **Done**

➤ Screen displays the **Contract Invoice, refer Slide 28, Finalising a Contract Invoice**

This screenshot shows the 'Line Item Actions' menu. The 'Change Items' button is highlighted with a yellow border, and a red circle with the number '1' is placed next to it. Other buttons in the menu include 'Line Item Actions', 'Add Items', 'Update', 'Save', 'Exit', and 'Next'.

This screenshot shows the 'Create Contract Invoice: Change Items' screen. It features a table of line items and several callouts:

- 2**: A red circle highlighting the amount field for line item 3, which is set to \$2,000.00 AUD.
- 3**: A red circle highlighting the quantity field for line item 2, which is set to 4.
- 4**: A red circle highlighting the unit dropdown menu for line item 2, which is set to 'each'.
- 5**: A red circle highlighting the 'Update Amount' button at the bottom of the table.
- 6**: A red circle highlighting the 'Done' button at the top right of the screen.

 The table below shows the line items:

No.	Supplier Part #	Description	Contract	Qty	Unit	Price	Amount
1	C151-1_MilestoneItem	kickoff	Yes				\$1,000.00 AUD
2	110223432	Contract Guide Item	Yes	4	each	\$50.00 AUD	\$200.00 AUD
3	C151-2_MilestoneItem	kickoff	Yes				\$2,000.00 AUD

Contract Invoice – Catalog General Information

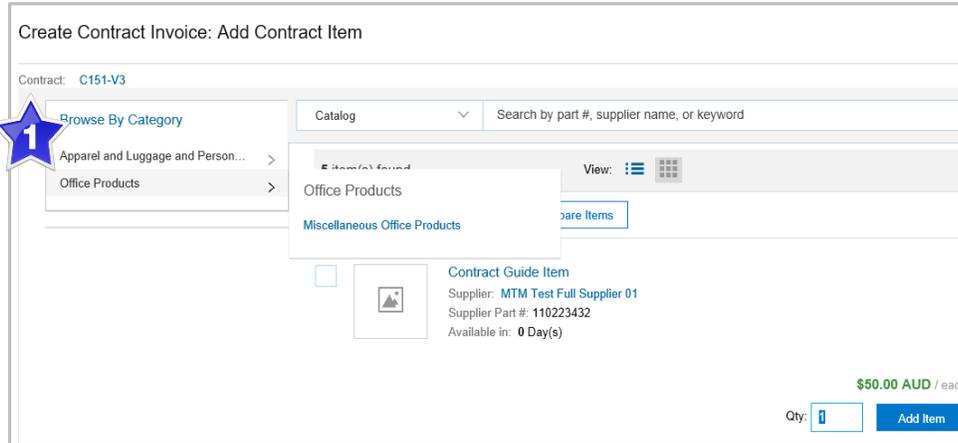
1) **Browse by Category** – Use this to open the catalogs for other categories for items to add to the invoice

2) **Pricing Information Items** – Some items require further information such as the colour of a shirt or pricing based on the number of items ordered

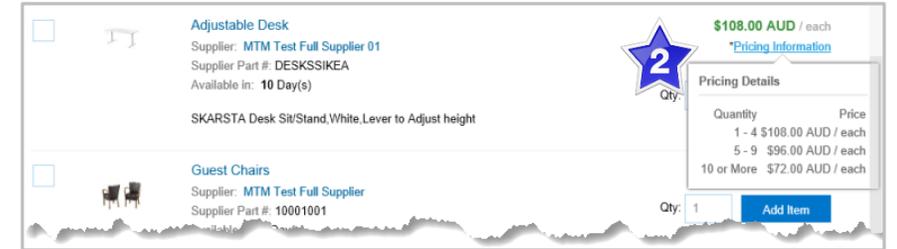
3) **Grid View** – Items shown in a framework that is displayed parallel to or across other

4) **List View** – Items shown in a logical or linear formation

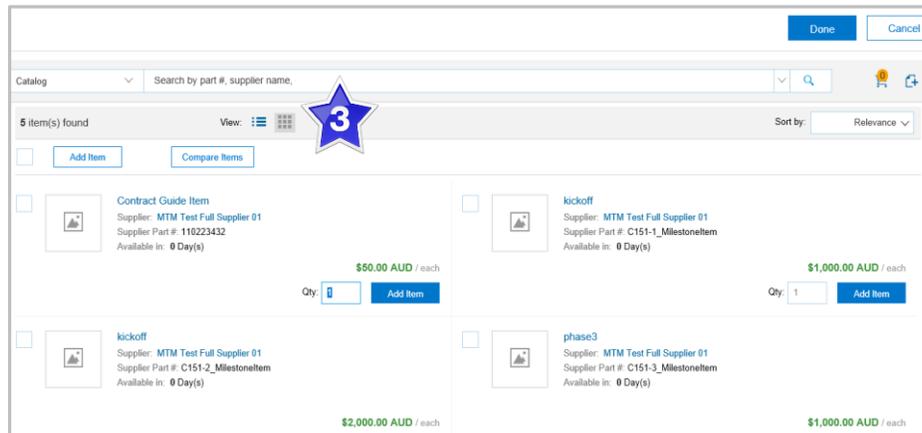
5) **Price and Unit of Measure** – Ensure that the quantity is reflective of the pricing and unit of measure



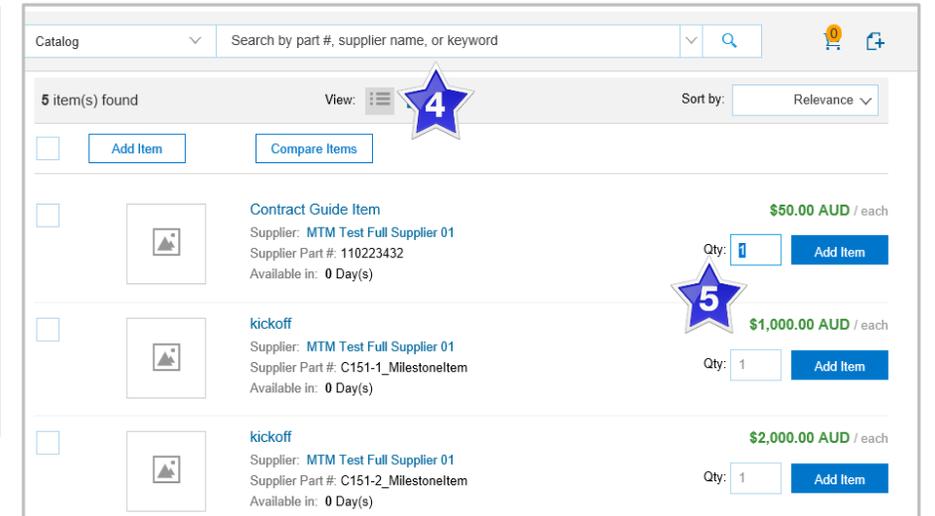
Example Browse by Category



Example Pricing Information



Example Grid View



Example List View

Finalise a Contract Invoice

➤ Review the Contract Invoice

1. Click **Submit**

2. Click on **Exit**

➤ Screen displays the screen where the selection for contract invoices was made

Create Invoice Previous **Save** Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Australia. The document's destination country is:Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Tax Invoice

Invoice Number: 876-1a	Subtotal: \$1,300.00 AUD
Invoice Date: Monday 13 May 2019 6:35 PM GMT-07:00	Total Tax: \$130.00 AUD
Contract Number: C151-V3	Total Shipping: \$0.00 AUD
	Total Gross Amount: \$1,430.00 AUD
	Total Amount without Tax: \$1,300.00 AUD
	Total Net Amount: \$1,430.00 AUD
	Amount Due: \$1,430.00 AUD

REMIT TO: MTM Test Full Supplier 01-TEST	BILL TO: METRO HEAD OFFICE	SUPPLIER: METROXXXX
---	-------------------------------	------------------------

Ariba Network Company Settings ▾

Invoice INV12345-12 has been submitted.

- [Print a copy of the invoice](#)

Exit invoice creation. 



Locating Contract Invoices

- Contract Invoices can be viewed only from the Outbox
- Only draft contract invoices are shown in Contracts > View contract Invoices
- When Contract Invoices are created from the Contracts screen “Contract” will be displayed in the Outbox under Reference.
- Contract Invoices created using the “Create” button displays the contract number

Locate Contract Invoices – Outbox

➤ From the Dashboard or Homepage

1. Click on **Outbox**

2. Click on **Reference** to sort alphabetically

➤ Invoices are displayed

Note: **Search Filters** cannot identify only Contract Invoices

1) “**Contract**” – Indicates a Contract Invoice

2) “**CXX**” – also indicates a Contract Invoice

3. Select the required **Contract Invoice**

➤ The invoice is displayed

Ariba Network Company Settings

HOME INBOX **OUTBOX** CA 1 REPORTS MESSAGES External Document CSV Documents Create

Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

Search Filters

Invoices (100+) Page 1

	Invoice #	Reference ↑	Submit Method	Self Billing	Date	Amount	Invoice Status ⓘ
<input type="radio"/>	C6654a	Contract	Online	No	22 Apr 2019	\$134.80 AUD	Sent
<input type="radio"/>	AN_INV_BPO119	Contract	Online	No	25 Mar 2019	\$120.00 AUD	Sent
<input type="radio"/>	TC126	Contract	Online	No	18 Apr 2019	\$2,200.00 AUD	Sent
<input type="radio"/>	876-1a	Contract	Online	No	14 May 2019	\$1,430.00 AUD	Sent
<input type="radio"/>	888899978	C48-V3-R97	Online	No	29 Mar 2019	\$605.00 AUD	Sent
<input type="radio"/>	765-1a	MTM236	Online	No	11 Apr 2019	\$391.60 AUD	Sent
<input type="radio"/>	12346	MTM236	Online	No	1 Apr 2019	\$2,640.00 AUD	Sent

Contract Invoice – History Tab

➤ The Contract Invoice is displayed

1. Click the **History** tab

➤ Screen displays information about the Contract Invoice, for example:

- 1) Submitted By, Invoice Status, Received by the Ariba Network
- 2) Ariba Network process flow information

Note: Scheduled Payments is not used by Metro Trains

3) **Detail** – Click on Details to return to the Invoice

4) **Done** – returns to the Inbox or Outbox

Invoice: AN_INV_BPO119

★ 4 Done

Create Line-Item Credit Memo
Copy This Invoice
Cancel
Download PDF ▼
Export cXML

★ Detail
Scheduled Payments
History
1

★ 1

N

Invoice: AN_INV_BPO119
 Invoice Status: Sent
 Received By Ariba Network On: 25 Mar 2019 8:26:05 PM GMT+11:00
 Submitted By: MTM Full

To: Metro Trains Melbourne Pty Ltd - TEST
 Routing Status: Acknowledged

★ History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	MTM Test Full Supplier 01-TEST	25 Mar 2019 8:26:14 PM
Acknowledged		Supplier	25 Mar 2019 8:26:45 PM
	Comments from Metro Trains Melbourne Pty Ltd - TEST: OK	PropogationProcessor-125002048	25 Mar 2019 8:26:46 PM
	The invoice status has been successfully updated to Processing by Metro Trains Melbourne Pty Ltd - TEST.	PropogationProcessor-125006062	25 Mar 2019 8:28:18 PM

Create Line-Item Credit Memo
Copy This Invoice
Cancel
Download PDF ▼
Export cXML



Invoice Status

- The status of the Invoice will change as it progresses through Metro Trains approval process
- There are 4 Invoice Statuses:
 - **Sent** – you have sent the invoice to Metro Trains
 - **Approved** – Metro Trains has reviewed the Invoice and it has been approved for payment
 - **Paid** – The invoice has been paid
 - **Rejected** – The invoice has been rejected, open the invoice and review rejection reason
 - **Canceled** – The invoice has been cancelled by Metro Trains

Locating the Invoice Status

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

➤ Screen displays Invoices

2. On the far right hand side of the page there is the **Invoice Status** column

The Invoice Statuses are:

- Sent
- Approved
- Paid
- Rejected
- Canceled

The screenshot shows the Ariba Network dashboard. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX' (highlighted with a red circle and the number 1), 'REPORTS', and 'MESSAGES'. Below this, there are sub-tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', 'Service Sheets', and 'Drafts'. The main content area is titled 'Invoices' and features a 'Search Filters' section. Below that, a table displays 'Invoices (100+)'. The table has columns for 'Invoice #', 'Customer', 'Reference', 'Submit Method', 'Date', 'Amount', and 'Invoice Status'. The 'Invoice Status' column is highlighted with a red circle and the number 2. The table lists four invoices, all with a status of 'Sent'.

Invoice #	Customer	Reference	Submit Method	Date ↓	Amount	Invoice Status
C112v2Test	Metro Trains Melbourne Pty Ltd -	Contract	cXML	15 May 2019	\$132.00 AUD	Sent
MTM748	Metro Trains Melbourne Pty Ltd -	MTM748	cXML	15 May 2019	\$118.80 AUD	Sent
876-1a	Metro Trains Melbourne Pty Ltd -	Contract	Online	14 May 2019	\$1,430.00 AUD	Sent
427802579	Metro Trains Melbourne Pty Ltd -	MTM680	Online	7 May 2019	\$8,800.00 AUD	Sent

Routing Status

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

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order from cXML
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
Approved	Metro Trains has reviewed the invoice and it has been approved for payment
Paid	The Invoice Has been paid



Contract Line Item Credit Memo

- Line Item Credit Memo's are against an Invoice
- Line Item Credit Memo's can be raised for Quantity Adjustments and Prices Adjustments
- Please also note the following when creating Line Item Credit Memos:
 - Credits are supported against specific line items from a previously submitted invoice
 - Credits can be for full or partial amounts
- Line Item Credit Memos are accessed via the **OUTBOX**

Begin the Line Item Credit Memo

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

Note: Contract Invoices will commence with a C prefix or will be displayed as Contract

➤ Screen displays Invoices

2. Click on the **Invoice#**

3. Click on **Create Line-Item Credit Memo**

➤ Screen displays **Create Line-Item Credit Memo**

Ariba Network

HOME INBOX **OUTBOX** 1 MSGS REPORTS MESSAGES External Document CSV Documents Create

Invoices Order Confirmations Ship Notices Service Sheets Drafts

Invoices

Search Filters

Invoices (100+) Page 1

Invoice #	Customer	Reference	Submit Method	Date ↓	Amount	Invoice Status
C112v2Test	Metro Trains Melbourne Pty Ltd -	Contract N	cXML	15 May 2019	\$132.00 AUD	Sent
MTM748	Metro Trains Melbourne Pty Ltd -	MTM748	cXML	15 May 2019	\$118.80 AUD	Sent
876-1a	Metro Trains Melbourne Pty Ltd -	Contract	Online	14 May 2019	\$1,430.00 AUD	Sent
427802579	Metro Trains Melbourne Pty Ltd -	MTM680	Online	7 May 2019	\$8,800.00 AUD	Sent

Invoice: C112v2Test Done

Create Line-Item Credit Memo 3 Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

Line Item Credit Memo – Header Level – Quantity Adjustment

1. Enter a **Credit Memo #**
 2. Confirm the **Credit Memo Date**
 - All other information in the Summary, Tax, Shipping, Special Handling, Discount, and Additional Fields should default
 - Scroll down to **Comments**
 3. Enter the **Reason for Credit Memo**
 - All totals are shown as a Negative including tax
- Add Attachment if required:
- 1) Click on **Add to Header**
 - 2) Select **Attachment**
 - 3) Click on **Browse**, locate the document, click open
 - 4) Click on **Add Attachment**
- Scroll down to **Line Items**

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type
You are creating a Credit Memo with Quantity Adjustment

▼ **Invoice Header** * Indicates required field Add to Header ▼

Summary

Credit Memo #:* CN334 1	Subtotal: -\$120.00 AUD	N	View/Edit Addresses
Credit Memo Date:* 15 May 2019 2	Total Tax: -\$12.00 AUD		
Original Invoice No: C112v2Test	Total Gross Amount: -\$132.00 AUD		
Original Invoice Date: 15 May 2019	Total Amount without Tax: -\$120.00 AUD		
Supplier Tax ID: 123456789	Total Net Amount: -\$132.00 AUD		
Remit To: AAA	Amount Due: -\$132.00 AUD		
Bill To: Ariba - PIT			

Tax ①

Header level tax ① Line level tax ①

Shipping

Header level shipping ① Line level shipping ①

Comment

Reason for Credit Memo:* Goods damaged inside carton 3

Default Credit Memo Comment Text:

exclusivePaymentFlag

Add to Header ▼

Attachments

The total size of all attachments cannot exceed 10MB

3 4

Browse... Add Attachment

exclusivePaymentFlag

Add to Header ▼	1
Shipping Tax	
Allowance	
Charge	
Attachment	2

Finalise Line Item Credit Memo

➤ Scroll down to **Line Items**

➤ Tax information is auto-populated based on the original invoice either at Header Level or Line level

1. Locate and confirm the **Quantity** that requires the credit

Note: Slide the Include button from green to grey to **exclude** items not being credited



2. Click **Update**

3. Click **Next**

➤ Screen displays Create Line-Item Credit Memo review

➤ Review the Invoice

4. Click **Submit**

5. Click **Exit**

6. Click **Done**

➤ Screen returns to the **Outbox**

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: 0% GST / GST Exempt Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1		MATERIAL	ACMR0021	Air Conditionaing installation or maintenance or Repairs		-1	EA	\$120.00 AUD	-\$120.00 AUD

Tax Category: * GST Taxable Amount: \$-120.00 AUD [Remove](#)

Location: Rate(%): 10 Tax Amount: \$-12.00 AUD

Description: Exempt Detail: (no value)

Regime:

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

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

Create Line-Item Credit Memo [Previous](#) [Submit](#) [Save](#) [Exit](#)

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Australia. The document's destination country is:Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the service.

Line-Item Credit Memo

(Original Invoice No: 6657-1a)

Credit Memo Number: CN16	Subtotal: \$34.00 AUD
Credit Memo Date: Wednesday 17 Apr 2019 4:55 PM GMT+10:00	Total Tax: \$-3.40 AUD
Original Invoice Number: 6657-1a	Total Gross Amount: \$-37.40 AUD
Original Invoice Date: Tuesday 16 Apr 2019 11:55 AM GMT+10:00	
Original Purchase Order: MTM485	

Invoice: 6657-1a [Done](#)

[Create Line-Item Credit Memo](#) [Copy This Invoice](#) [Cancel](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Tax Invoice

Status: Invoice: Sent	Subtotal: \$7,390.76 AUD
Routing: Acknowledged	Total Tax: \$739.08 AUD
	Total Gross Amount: \$8,129.84 AUD

Invoice CN16 has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)

Support

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