

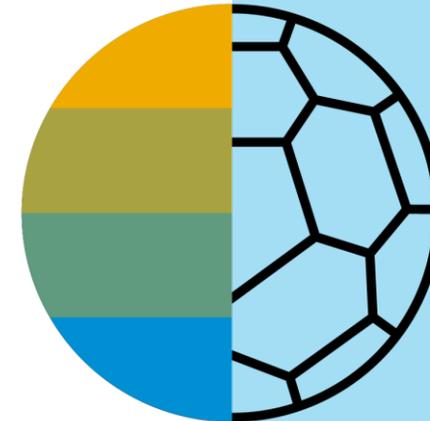


# Top Glove Supplier Summit

CUSTOMER



© 2019 SAP SE or an SAP affiliate company. All rights reserved. | CONFIDENTIAL



## Timing & Expectations

**October 8:** Attend Supplier Training Sessions

**October 21 :** Go Live



Questions? Email us at [tgeprocurement@topglove.com.my](mailto:tgeprocurement@topglove.com.my)

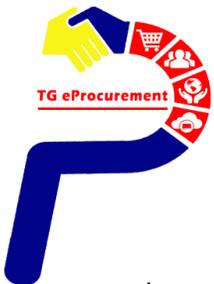
Send Ariba Network account related questions to: [SEA\\_SE@sap.com](mailto:SEA_SE@sap.com)



Before we start lets see a video



# Ariba Network (AN)



# Ariba Overview

## Who is Ariba?

Ariba is the leading provider of **collaborative business commerce solutions** to enable more efficient and effective buying, selling, and cash management between companies.

## Our value proposition?

We eliminate the inefficiencies and burdens of commerce to help businesses

## How do we do it?

The **Ariba Commerce Cloud** is a global, web-based utility that combines:

- A web-based **community** to discover, connect, & collaborate with a global network of trading partners
- **Capabilities** to augment internal resources and skills with always-on expertise and commerce services



# Why Ariba Network?

## Single point for business collaboration

- Manage leads, proposals, contracts, orders, invoices, and payments
- Collaborate with multiple customers



## Works with how you do business

- Access a wide range of transaction options
- Use many browsers, formats, languages, and currencies



## World's largest trading community of over \$1 trillion

- Help active Global 2000 buyers find your products and services
- Get expertise, experience, and advice



# SAP Ariba helps you...



60% average reduction in operating costs

## Lower costs

- Reduce time and paper usage
- Eliminate postage costs
- Reduce costs associated with resources used to generate/ rework the invoices



30% growth in existing accounts  
35% growth in new business

## Increase your revenue

- Become searchable customers using the AN worldwide
- Establish new customer relationships via Ariba Discovery
- Publish your Catalogs in front of thousand buyers



15% increase in customer retention

## Satisfy your customer

- Support your customer's strategic business plan
- Become a preferred supplier
- Simplify the communication process

80% efficiency & transform business operations



## Stay organized

- Consolidate Network relationships under one account
- Enjoy a simple way to store POs and invoices
- Get better visibility into customers' spend and payments
- View invoice status in real time

62% decrease in late payments



## Receive faster payments

- Help your invoice reach the correct contact in the approval flow
- No need to confirm the orders via email/phone
- Feel confident all order information is complete and accurate
- Prevent errors through system checks



# Here's what suppliers say...

## Find buyers ready to buy



10% growth for minority owned business



80% of business comes through Ariba Network

## Improve customer retention



15% increase in customer retention



99% average fill rate with 98% on-time delivery rate

## Accelerate the sales cycle



Accelerated deal cycle by 75%



50% higher conversion rate with 11% increase in lines per order

## Predict and apply cash



Invoices paid in as few as 4 days



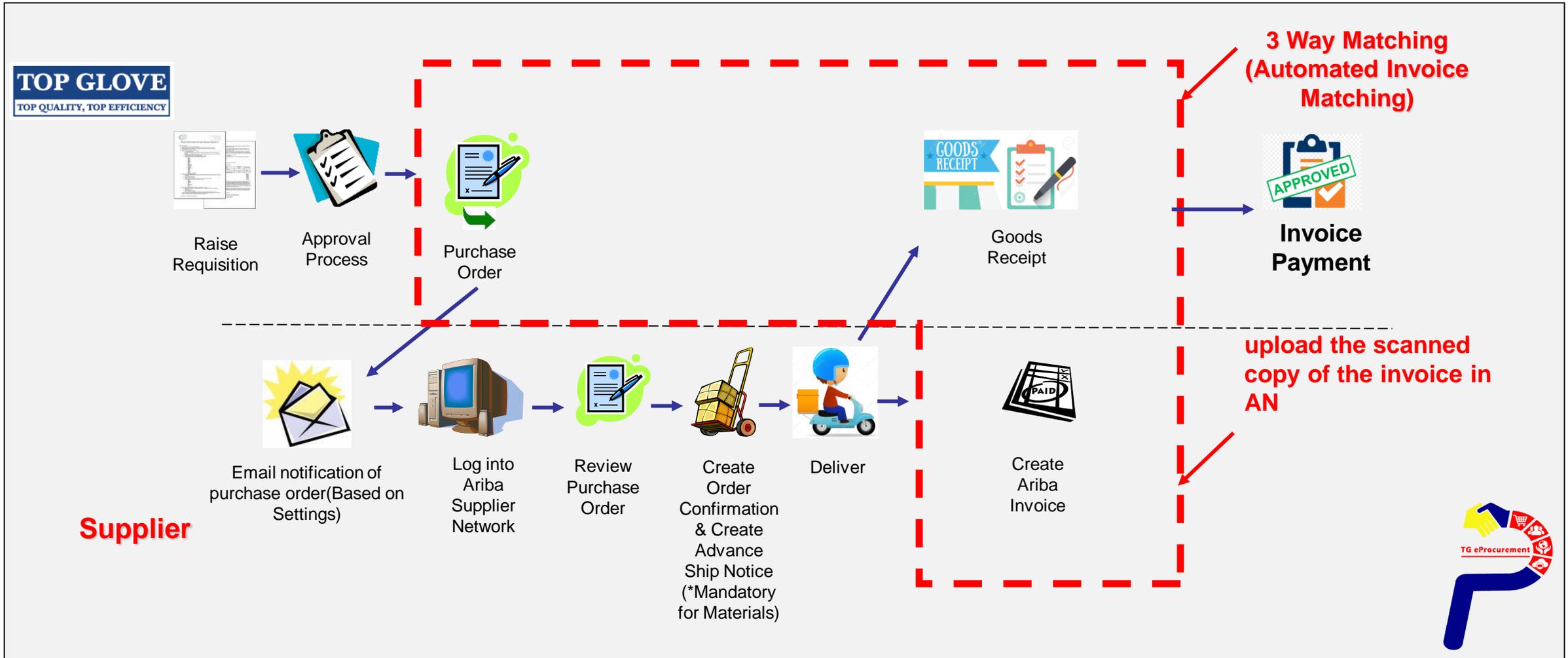
A couple hours instead of three to four days reconciling payments and invoices monthly



# A Day in the Life: Procurement with SAP Ariba

## Video 2

# Requisition to Pay Process Flow



# Enterprise and Standard Account Support

## FULFILLMENT

 Orders and invoices

 Catalogs

 Integration

 Legal Archive

 Reporting

 Support

 Fees

## SELLING

 Ariba Discovery

 Sourcing, Contract Management

## STANDARD ACCOUNT

Your Current Account

- ✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices
- ✓ Check invoice status and create non-PO invoices, if supported by your customer

Email notification and online download provide access to invoices for your local archiving.

Help Center

Free

## ENTERPRISE ACCOUNT

Upgrade

- ✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.
- ✓ Use CSV uploads to manage large documents.

- ✓ Publish catalogs that detail your products and services

- ✓ Integrate with your backend systems through CXML, EDI or CSV

- ✓ Access to long-term invoice archiving (regional restrictions apply)

- ✓ Get reports to track transactions and sales activities

- ✓ Help Center, phone, chat, and web form

Based on usage

By the way, you can use these with any account.

- ✓ Join our business matchmaking service to get high quality sales leads. **Fees may apply**

- ✓ Attract potential customers with your profile and get invited to auctions and other events.

# Sample

Standard Account Dashboard  
Enterprise Account Dashboard



**TAKE  
A  
LOOK**

## CLICK THE **PROCESS ORDER** BUTTON IN THE PO NOTIFICATION (INTERACTIVE EMAIL)

**TOP GLOVE SDN BHD**

sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.  
Your customer sent you this order through Ariba Network.



Process order



**Next step**

# Standard Account

Use your existing Ariba Account by clicking on **Log in**



## Supplier Login

Login

[Having trouble logging in?](#)

New to Ariba?  
[Register Now](#) or [Learn More](#)

## Support to Help You Succeed



As a supplier, we've compiled many tutorials, customer support, and other available resources to enable you to get help faster and make the most out of SAP Ariba. Click our online webinar below to learn more.

[Learn More](#)



**Next step**

# Standard Account

## Home Page

### 1. Create

- Non-PO Invoices and Credit Notes
- Contract Invoices\*

### 2. Show only last 200 documents.

List view with send me a copy to take action

### 3. Deactivated features

- Inbox/ Outbox
- Catalogs
- Reports
- CSV Documents

### 4. Upgrade from Standard Account

- → upgrade to full-use account
- Permission controlled

The screenshot shows the Ariba Network Home Page. The navigation bar includes HOME, INBOX, OUTBOX, CATALOGS, ENABLEMENT TASKS, and REPORTS. A 'Create' dropdown menu is open, showing 'Non-PO Invoice' and 'Contract Invoice'. A 'Purchase Order by Amount' chart is displayed for the last 12 months. Below the chart, there are statistics for 'Orders, Invoices and Payments' and a table of orders. A 'Send me a copy to take action' button is highlighted in the table's action column.

**Annotations:**

- 1: 'Create' dropdown menu
- 2: 'Send me a copy to take action' button
- 3: 'Upgrade to publish catalogs that detail your products and services. Learn More' banner
- 4: 'Upgrade from light account' banner

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
2017-04-26VNT4OSID01		New	20.00 EUR	26 Apr 2017	0.00 EUR	Select ▼

# Home Page – Upgrade to Enterprise Account

To Upgrade to Enterprise Account :

1. Click on Learn more

2. Click on Upgrade

The screenshot shows the Ariba Network home page. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. A 'Learn More' button is highlighted in a red box, with a yellow box labeled '1' above it. The main content area is divided into 'FULFILLMENT' and 'SELLING' sections. The 'ENTERPRISE ACCOUNT' section is highlighted with a red box around the 'Upgrade' button, with a yellow box labeled '2' above it. The page also displays account details for 'STANDARD ACCOUNT' and 'ENTERPRISE ACCOUNT', along with various service categories like Fulfillment and Selling.

**STANDARD ACCOUNT**  
Your current account

**ENTERPRISE ACCOUNT**  
[Upgrade](#)

**FULFILLMENT**

- Orders and invoices
  - Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices
  - Check invoice status and create non-PO invoices, if supported by your customer
- Catalogs
- Integration
- Legal Archive
- Reporting
- Support
- Fees

**SELLING**

- Ariba Discovery
- Sourcing, Contract Management

By the way, you can use these with any account.

- Join our business matchmaking service to get high quality sales leads. [Fees may apply](#)
- Attract potential customers with your profile and get invited to auctions and other events.

[Learn more](#) about all the features of Ariba Network.



# Home Page – Upgrade to Enterprise Account

3. Check the Upgrade box and

4. Click on the Upgrade button

The screenshot shows a web interface for upgrading an Ariba Network account. At the top, it says "Upgrade to realize the full value of Ariba Network!". Below this, there are two options: "STANDARD ACCOUNT" (labeled "Your current account") and "ENTERPRISE ACCOUNT". A blue "Upgrade" button is positioned under the "ENTERPRISE ACCOUNT" option. A modal dialog box titled "Confirm upgrade" is open in the center. It contains a checked checkbox with the text "Upgrade this Ariba Network standard account to an enterprise account; fees may apply." Below the checkbox is a paragraph of text explaining the upgrade process and warning that fees may apply. At the bottom of the dialog, there are two buttons: "Cancel" and "Upgrade". The "Upgrade" button is circled in red. A yellow box with the number "3" is placed to the left of the checkbox, and another yellow box with the number "4" is placed to the right of the "Upgrade" button. The background of the interface is dimmed, showing sections for "FULFILLMENT" and "SELLING" with various icons and text.



# Enterprise Account Dashboard

**Inbox** – Documents from buyer/s (TG)

**Reports** – Run reports and extract content into Excel

**Outbox** – Your(Supplier) submitted documents

**Search** – Find documents within your account

**Purchase Order Status** – Number of POs and their status

The screenshot shows the Ariba Network interface. At the top, there are navigation tabs for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. Below these is a search bar with filters for 'Orders and Releases' and 'All Customers'. The main content area includes a 'Getting Started' sidebar, a central video player, and a 'Purchase Order Status' section with a table of orders. A right-hand sidebar contains a search bar and a list of help articles.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
C50813-R2	SAP Ariba Education P2P	New	\$29.10 USD	29 Aug 2016	\$0.00 USD	Select +
C50836-R1	SAP Ariba Education P2P	New	\$6,750.00 USD	29 Aug 2016	\$0.00 USD	Select +

- All functions are activated
- Dashboard Supplier can click documents from dashboard
- Supplier can use single ID with other customer



# Cont...

## Orders, Invoices and Payments

**100**  
New Purchase  
Orders

**14**  
Orders that Need  
Attention

**27**  
Invoices Rejected

**3**  
Payments  
Received

**114**  
Orders to Ship

All Customers ▾

⋮  
More...

0 Collaboration Requests	0 New Early Payment Offers	134 Invoices Pending Payment	34 Invoices Pending Approval
0 Payments that Need Attention	0 Pinned Documents	114 Orders to Confirm	117 Orders to Invoice
114 Orders to Ship	2 Orders with Service Lines	2 Service Entry Sheets	

Order Number	Status	Amount	Date ↓	Amount Invoiced	Action
PO582	TEST New	RM50,000.00 MYR	23 Feb 2019	RM0.00 MYR	Select ▾
PO580	TEST New	\$19.90 USD	22 Feb 2019	\$0.00 USD	Select ▾
PO577	TEST New	\$233.00 USD	22 Feb 2019	\$0.00 USD	Select ▾
PO578	TEST New	RM56,250.00 MYR	22 Feb 2019	RM0.00 MYR	Select ▾
PO576	TEST New	RM20,000.00 MYR	22 Feb 2019	RM0.00 MYR	Select ▾
C127-R2	TEST New	RM20,000.00 MYR	22 Feb 2019	RM0.00 MYR	Select ▾
PO573	TEST New	\$78.70 USD	22 Feb 2019	\$0.00 USD	Select ▾
PO570	TEST New	RM350.00 MYR	22 Feb 2019	RM0.00 MYR	Select ▾
PO566	TEST New	\$19.90 USD	21 Feb 2019	\$0.00 USD	Select ▾

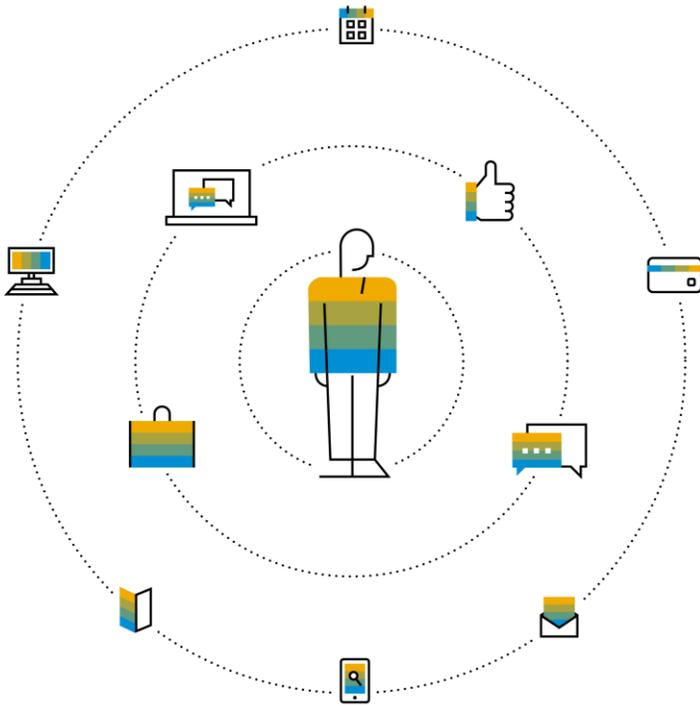
Select ▾

- Invoice
- Confirm
- Ship Notice
- Service Entry Sheet
- Hide

**Action-** Select action required for the order



# Ariba Network Fee Schedule Basics



**FREE** for all suppliers to join and begin transacting

---

Two components of the supplier fee schedule: Transaction Fees and Subscription Fees

---

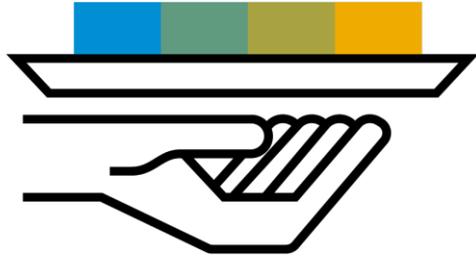
Chargeable documents are considered Purchase Orders & Invoices.

---

Chargeable suppliers transacting less than \$250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

---

# Subscription Levels



## Premium

- Unlimited portal access
- Electronic catalogs
- Supply Chain Collaboration
- Customer support
- Long-Term Invoice Archiving
- Reporting

## Bronze

Premium, plus:

- eCommerce consult team
- Ariba achievement badges
- Free Discovery RFI/RFQ response

## Silver

Bronze, plus:

- Express integration support
- cXML and EDI Integration
- Supplier technical support
- Two free Discovery responses

## Gold

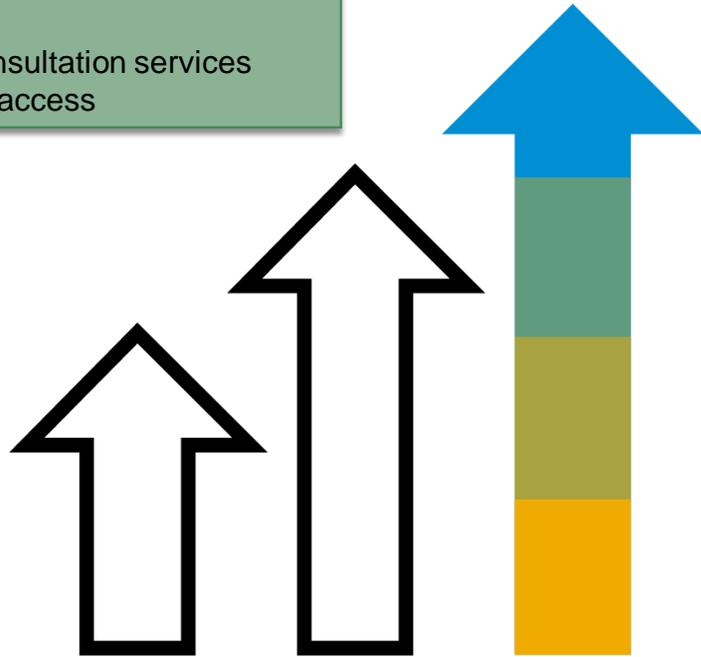
Silver, plus:

- Unlimited responses to sales opportunities
- eCommerce consultation services
- Priority support access

## Platinum

Gold, plus:

- Ariba LIVE pass
- Extended integration support



Read more about subscription levels, calculate your fees & check out other currencies on our website <https://www.ariba.com/ariba-network/ariba-network-for-suppliers>



# Supplier Fee Schedule

## Transaction Fees

Billed every quarter  
 Per-relationship fee cap: \$20,000/year (USD)  
 MYR 82,310

**Without Service Entry Sheets**  
 0.155% of transaction volume



### Fee Threshold

**\$50,000 (USD)/ MYR 206K and 5 Documents**

Suppliers who do not cross the Fee Threshold will not be charged fees

**\*\*Currency Exchange rate used 1 USD: 4.12 MYR**

## Subscription Fees

Billed once a year

Annual Document Count Across <u>All</u> Customer Relationships	Subscription	Annual Fees (USD)
Up to 4 documents	Premium	<b>Free</b>
5 to 24 documents	*Bronze	\$50 [MYR 206]
25 to 99 documents <b>or</b> EDI/cXML usage	Silver	\$750 [MYR 3,087]
100 to 499 documents	Gold	\$2,250 [MYR9,260]
500 and more documents	Platinum	\$5,500 [MYR22,635]

\*Chargeable suppliers transacting less than \$250,000 USD/ MYR 1M in annual financial volume will be assigned to the Bronze level irrespective of annual document count



# Calculating Supplier Fees

**Transaction Fees (USD)**  
(0.155% or 0.00155 of Sales Volume)

$$\begin{array}{l} \$59k \text{ USD} \times 0.155\% = \del{\$91.45} \\ \text{MYR } 242 \text{ K} \qquad \qquad \qquad \$0 \end{array} +$$

**Subscription Fees (USD)**  
(Annual Chargeable Doc Count)

$$\begin{array}{l} 4 \text{ documents} \\ \text{Premium Level} \mid \$0 \end{array} =$$

**Annual Fees (USD)**

$$\$0$$

$$\begin{array}{l} \$400k \text{ USD} \times 0.155\% = \$620 \text{ USD} \\ \text{MYR } 1.6 \text{ M} \qquad \qquad \qquad \text{MYR } 2,250 \end{array} +$$

$$\begin{array}{l} 93 \text{ documents} \\ \text{Silver Level} \mid \$750 \\ \text{MYR } 3,087 \end{array} =$$

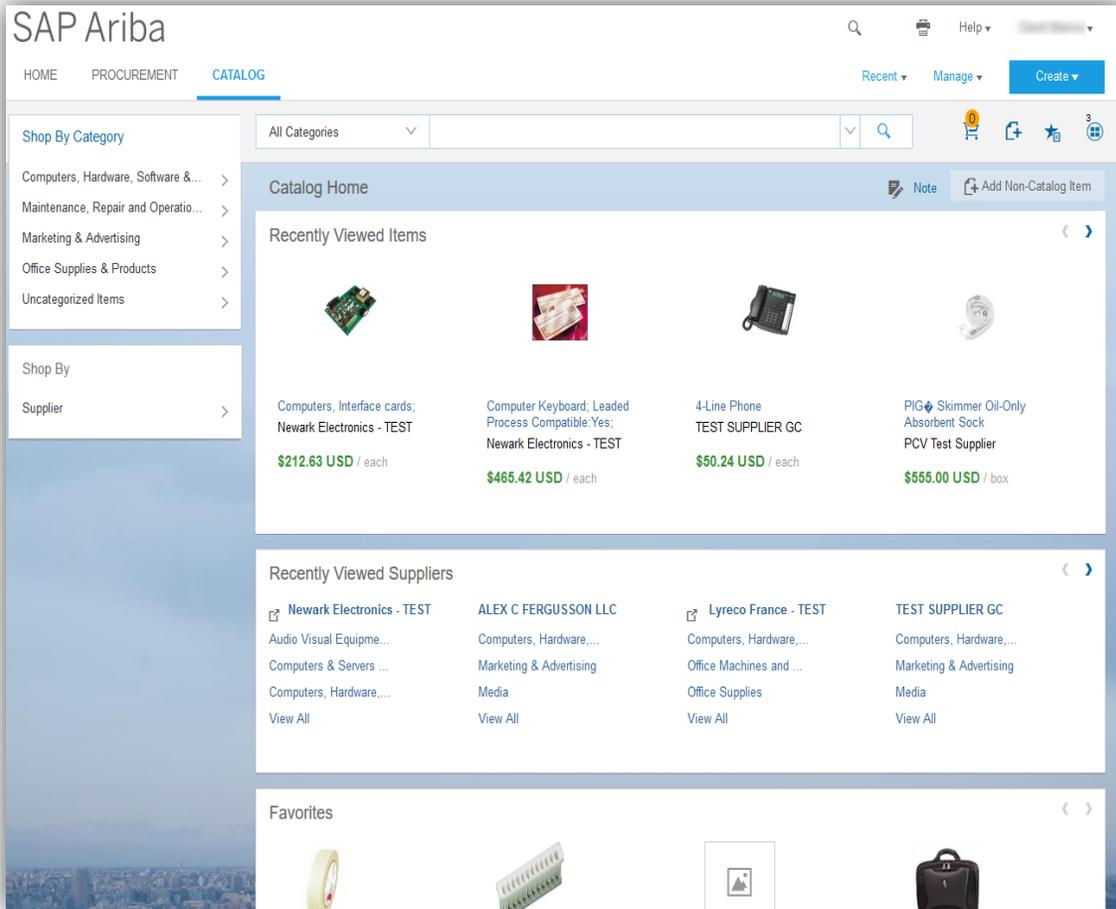
$$\begin{array}{l} \$1,370 \\ \text{USD/} \\ \text{MYR } 5,337 \end{array}$$

$$\begin{array}{l} \$200k \times 0.155\% = \$310 \\ \text{MYR } 822\text{K} \qquad \qquad \qquad \text{MYR } 1,275 \end{array} +$$

$$\begin{array}{l} 700 \text{ documents} \\ \text{*Bronze Level} \mid \$50 \\ \text{MYR } 205 \end{array} =$$

$$\begin{array}{l} \$360 \\ \text{USD/} \\ \text{MYR } 1500 \end{array}$$

# Catalogs on Ariba Network



## Catalog Benefits

- Improve purchase order accuracy
- Accelerate responsiveness to customers
- Encourage compliance to procurement processes
- Enhance cash flow
- Provides a simple, consumer-like buying experience for users

## Catalog Options



CIF (file based catalog)



PunchOut Levels 1 & 2 (users shop at your store and return items to their Ariba shopping cart, based on requirements)

\*If your customer determines they would like to enable catalogs with you, a Catalog Enablement Expert from Ariba will reach out to you with further details/instructions

# Catalog Enablement

- 
 Static catalog
- Hosted in SAP Ariba Procurement Application

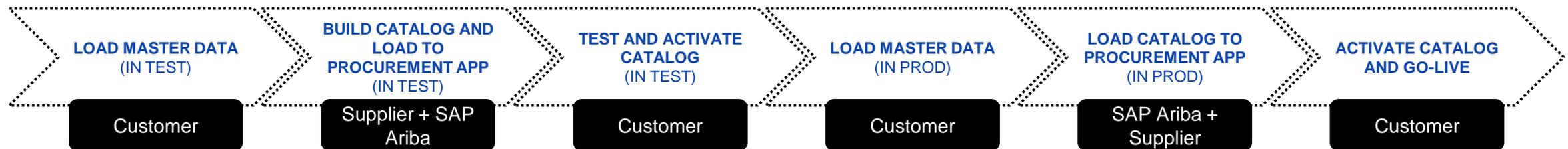


- PunchOut catalog
- Uses supplier's website

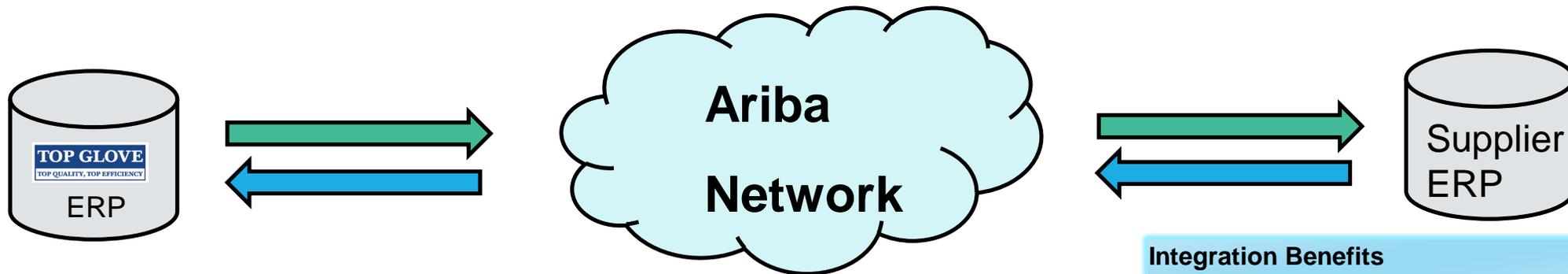
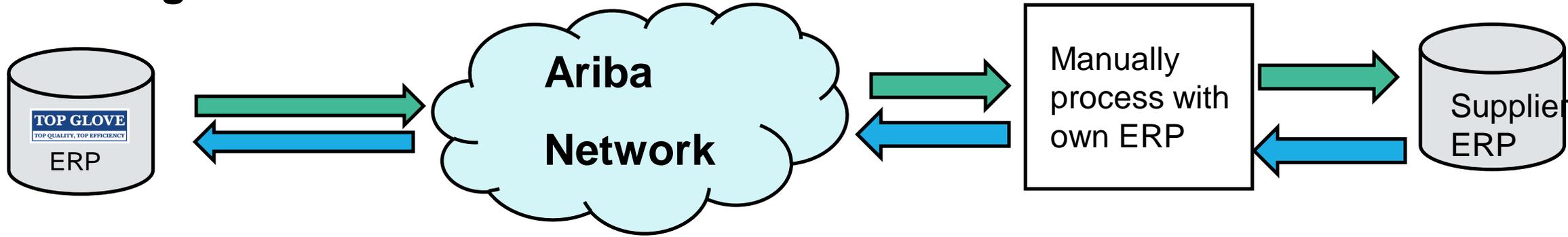


Ariba supports the following catalog formats: CIF, cXML and BMECat.

Every catalog implementation is regarded as mini project with Ariba Catalog Expert assigned. Customer Catalog Lead is involved.



# Supplier Integration



## Integration Benefits

- ✓ 45 to 65 percent invoice accuracy
- ✓ 60 to 75 percent less costly
- ✓ 15 to 20 percent reduction in DSO
- ✓ Improve customer Retention



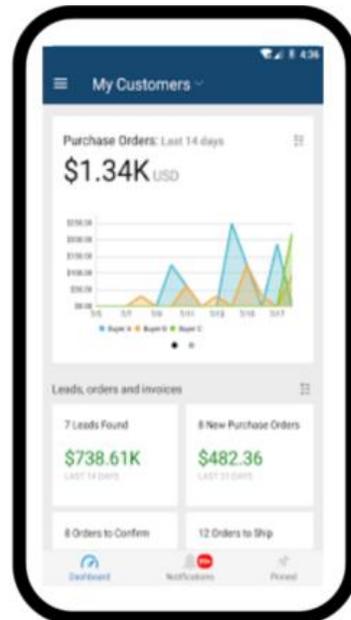
# SAP Ariba Supplier Mobile App

## Business Insights

- PO trending
- Invoice aging
- PO and invoices by customer

## Work on-the-go

- Confirm PO
- Pin important documents for later



## Real-time Alerts

- View network activity
- Receive push alerts for business critical events

## Monitor Key Activity

- View PO and invoice information
- Search for PO and invoices using HANA



# Ariba Discovery



## Receive qualified leads

A quick 5 minute registration will activate qualified leads sent right to your inbox



## Save time

Get in front of buyers when they are actively looking for new suppliers



## Sell effectively

Take advantage of the Ariba Network community to get in front of buyers you're not already working with



## Win new business

Tap into \$5 billion of new opportunities posted annually



## Increase interactivity

Communicate with buyers and prospects in real time



# How do I get support?

# Supplier Informational Portal

## Welcome to the Top Glove Ariba Network Supplier Education Materials Portal

Welcome to the Top Glove Supplier Education Portal! This portal provides educative information for all suppliers that are conducting business with Top Glove via the Ariba Network (AN).

Additional information regarding this project is included in the invitation letter from Top Glove (below). As part of Top Glove's ongoing policy to continuously improve efficiency and service quality to customers and suppliers alike, they are currently implementing the next stage of their overall electronic strategy to move away from paper based financial transaction processing.

What information are you looking for?



[BUYER LETTER](#): Top Glove message to suppliers

- AN Summit Deck
  - [Direct Suppliers](#)
  - [Indirect Suppliers](#)
- [AN Summit Video](#)



[INTRODUCTION ARIBA NETWORK](#)

See how to navigate the Network



[ARIBA NETWORK RESOURCES](#)

Resources for suppliers using the Ariba Network (MP4's)



[HOW TO ACCESS ARIBA SUPPORT GUIDE](#)

Learn how to contact Ariba support team at any point while transacting on the Ariba network.



[STANDARD ACCOUNT LINKS](#)

Links to generic Standard Account Resources



[TRAINING GUIDES & TRAINING CLIPS](#)

Learn how to transact with Top Glove (PDF & MP4)

under **Company Settings**, review:

- Customer Relationships
- Top Glove "Supplier Information Portal"
- Click Supplier Information Portal for each pop-up window

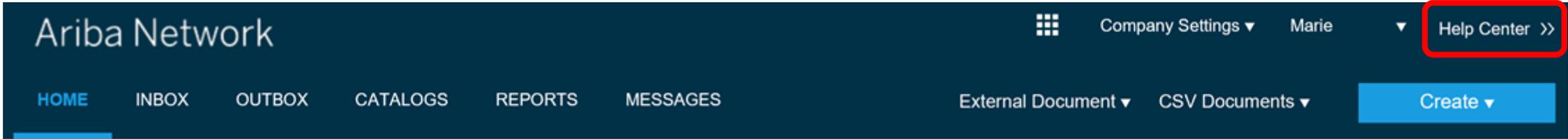


# How to access TG Supplier Information Portal

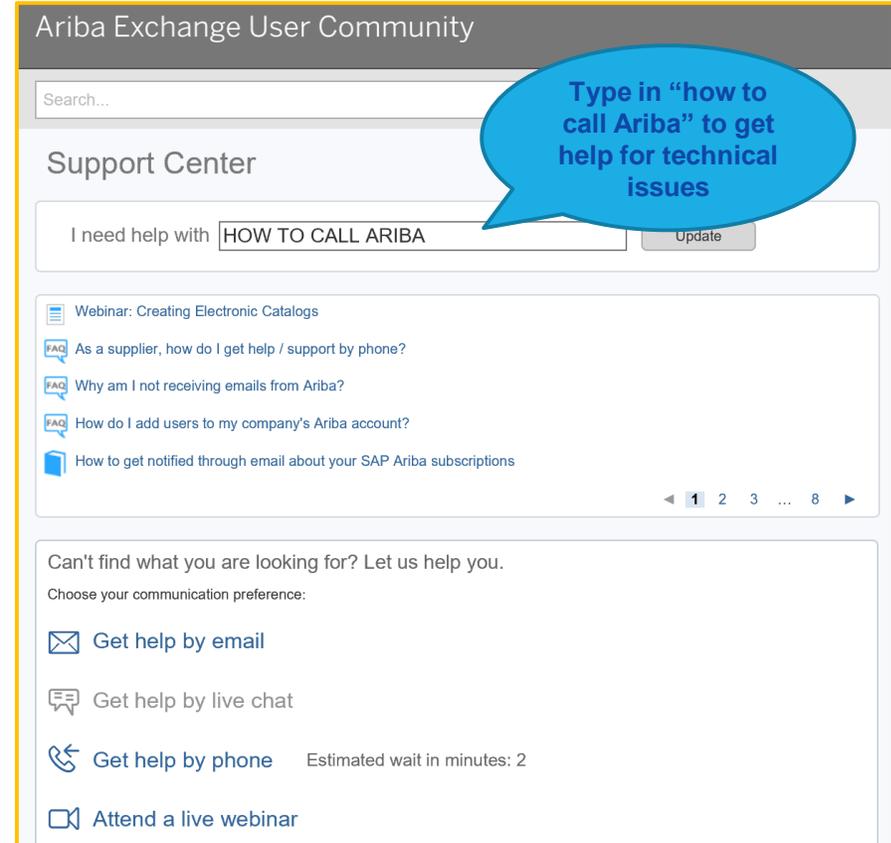
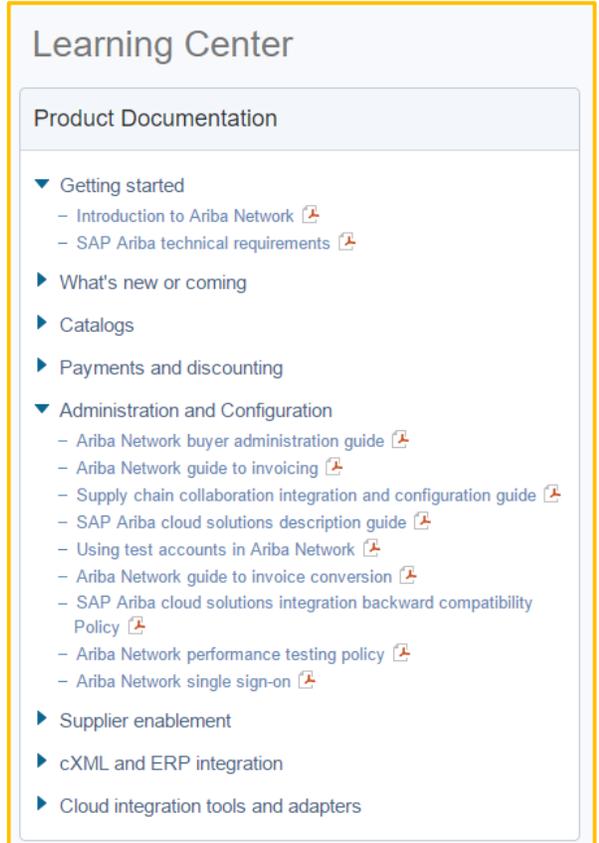
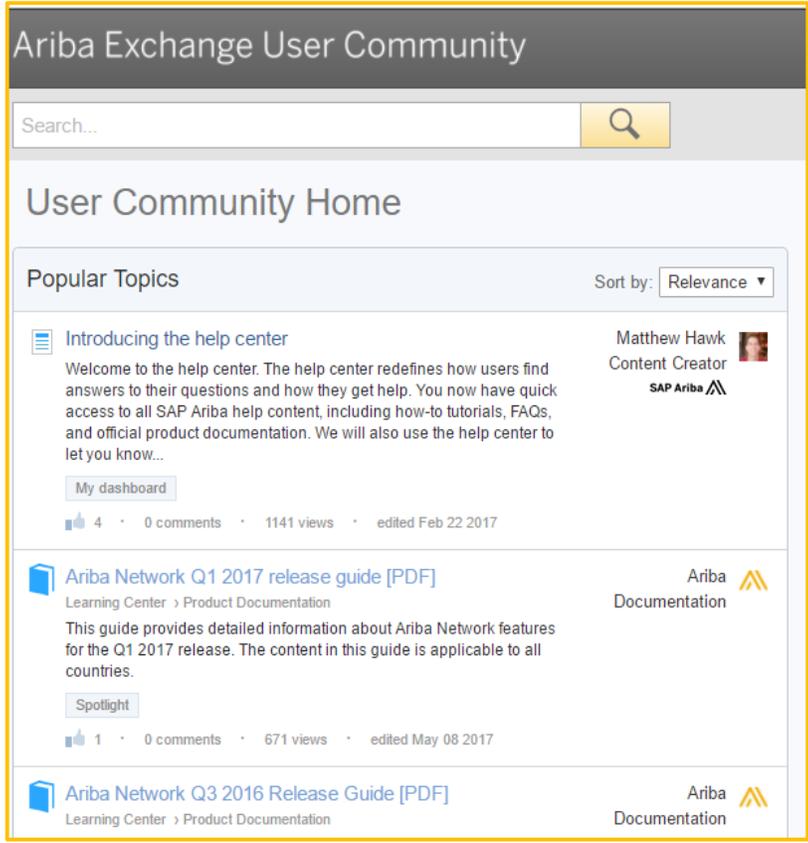
1. Select the name of your company in the top right corner and then click the Customer Relationships link.
2. Select the **Customer Name (Top Glove)** to view transactional rules - The Customer Invoice Rules determine what you can enter when you create invoices.
3. Select **Supplier Information Portal** to view the following presentations to learn more about transacting with Top Glove.
  - o Account Configuration Guide
  - o Purchase Order Confirmation and Ship Notice Guide
  - o Invoice Guide
  - o Supplier Membership Program/ Supplier Registration Guide

The screenshot displays the 'Account Settings' page in SAP. The sidebar on the right, under 'Company Settings', has 'Customer Relationships' circled in red and labeled with a yellow box containing the number '1'. The main content area has 'Potential Relationships' selected, and 'Supplier Information Portal' is highlighted with a yellow box labeled '2'. Below the 'Current' section, a 'Reject' button is highlighted with a yellow box labeled '3'.

# Ariba Exchange User Community



- From the Help link, access the **Learning Center** for Product Documentation or the **Support Center** to Contact Support



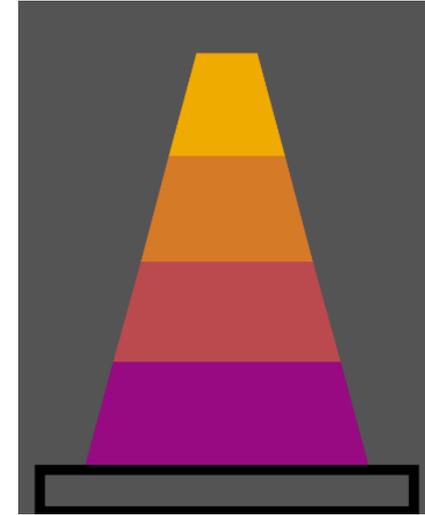
**Already on Ariba Network- to register a new account or use existing account to transact with TG?**



# Benefits to use Existing ANID



**Ease of Login**

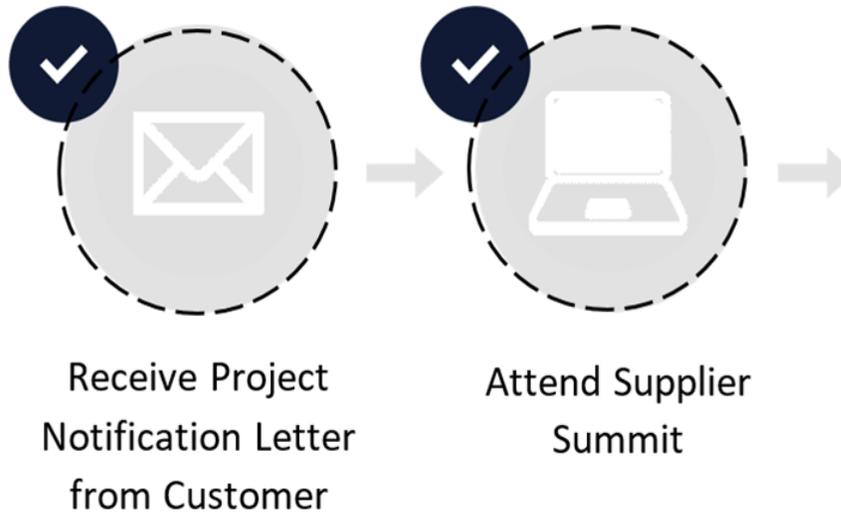


**Subscriptions Level Benefits**

# A Day in the Life: Supplier with SAP Ariba

## Video 1

# Next Steps



Please reach out to us to assist if you have not received TG collaboration invitation

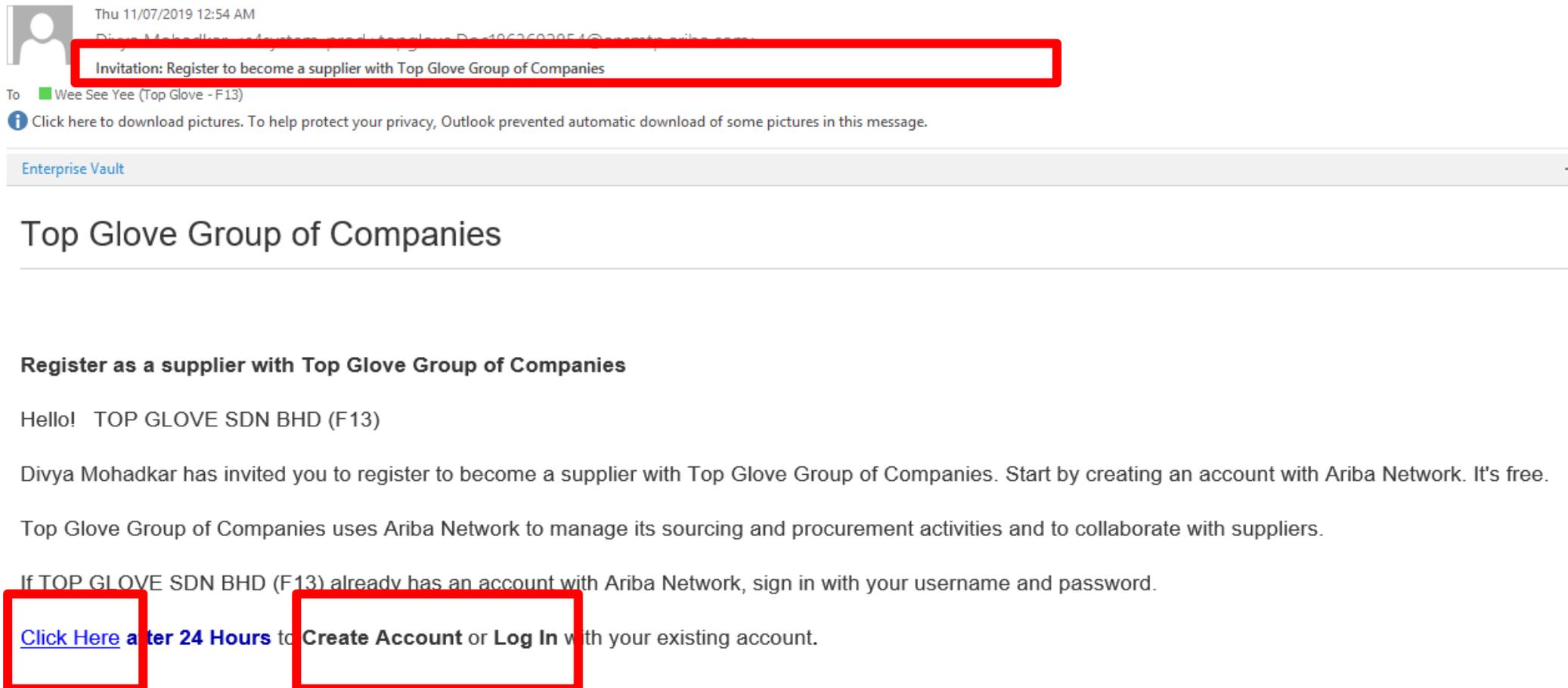


# Registration/ Enablement Activity

# Sample of TG Collaboration email invitation (\*please check your Spam/ Other folder if you have not received them)

Step 1: check email from Top Glove Group of Companies / Divya Mohadkar

Step 2: to click on “Click Here” after 24 hours to Create Account or Log in with your existing Ariba account





## Demo & Training



**TAKE  
A  
LOOK**

1. Configure your account
2. Process Invoice

# Login.

**Note: Ensure to use the same username & password which you've registered for SLP**

## Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?

[Register Now](#) or [Learn More](#)

**Existing User – Log in**  
using your current Ariba  
username and password

## Support to Help You Succeed



As a supplier, we've compiled many tutorials, customer support, and other available resources to enable you to get help faster and make the most out of SAP Ariba. Click our online webinar below to learn more.

[Learn More](#)



# Configure Your Account

Ariba Network

Company Settings Early Access John Doe

## Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

\* Indicates a required field

### Capabilities Preferences

#### cXML Setup

Configure cXML setup

#### Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

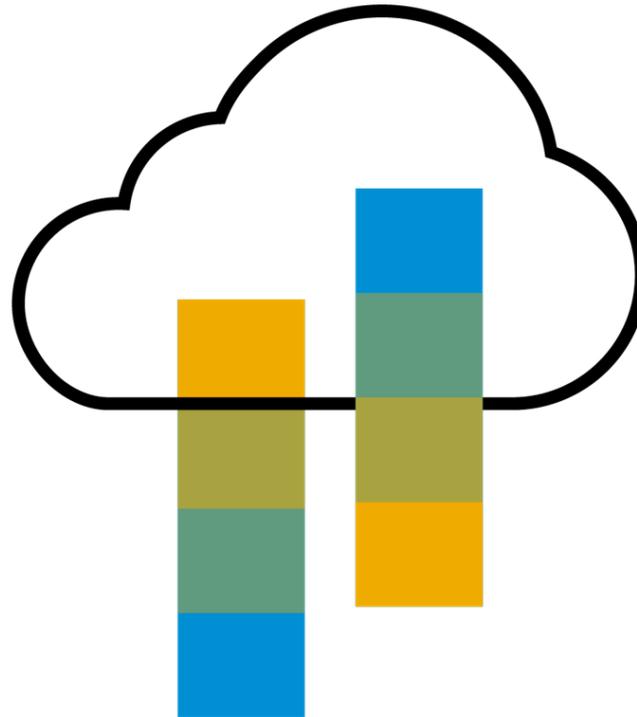
#### New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: test@yourcompany.com <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".
Catalog Orders with Attachments	without attachments	Current Routing method for new orders: Email Attachments will be included in the order.
Non-Catalog Orders without Attachments	without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email Attachments will be included in the order.

Update Profile Information



# How to process the order?



# Supplier Account Interface

**Inbox** – Documents from your buyer(s)

**Reports** – Run reports and extract content into Excel

**Outbox** – Your submitted documents

**Search** – Find documents within your account

**Purchase Order Status** – Number of POs and their status

Company Settings Aman Singh Help Center

HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES External Document CSV Documents

Orders and Released Order Number

Orders, Invoices and Payments All Customers Last 200 Documents

56 Orders to Invoice 3 Orders that Need Attention 0 Invoices Rejected 0 Pinned Documents More...

Page 1

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
1700000039	TOP GLOVE SDN BHD (F09 HQ)	New	RM22,250.00 MYR	8 May 2019	RM0.00 MYR	Select
1700000038	TOP GLOVE SDN BHD (F09 HQ)	New	RM22,250.00 MYR	8 May 2019	RM0.00 MYR	Select

Now v

Check

Tasks

Update

FAQ I need help accessing a sourcing event

FAQ I need help with invoicing

FAQ I need help with purchase orders

FAQ I need help with payment

FAQ I need help connecting with a customer

FAQ Why has my invoice or service entry sheet been rejected?

View more



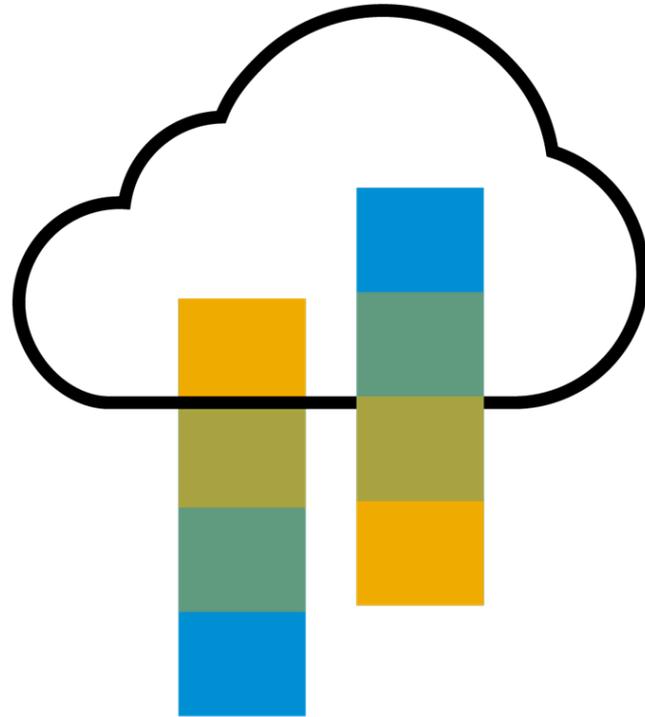
# View Purchase Order

The screenshot displays the SAP Ariba Work interface. At the top, the header includes the Ariba logo, a yellow notification badge with the number '1', and the text 'Ariba Work'. The navigation bar contains 'HOME', 'INBOX' (highlighted with a red box), 'OUTBOX', 'CATALOGS', 'REPORTS', and 'MESSAGES'. On the right, there are links for 'Company Settings', 'External Document', and 'CSV D'. Below the navigation bar is a search bar with 'Orders and Releases' and 'All Customers' dropdowns, and a search input field containing 'Order Number'. The main content area is titled 'Orders, Invoices and Payments' and includes filters for 'All Customers' and 'Last 14 days'. A summary section shows: 24 Orders to Invoice (with a yellow badge '2'), 0 Orders that Need Attention, 0 Invoices Rejected, and 0 Pinned Documents. Below this is a table with the following data:

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
1700000033	TOP GLOVE SDN BHD (F09 HQ)	New	RM22,250.00 MYR	7 May 2019	RM0.00 MYR	Select ▾



# CREATE ORDER CONFIRMATION



**SUPPLIER confirms TG's order and create shipping note**  
**Activity: Click [Create Order Confirmation] to confirm orders**

Purchase Order: 1700000033

Done

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

Order Detail [Order History](#)

**From:**

**TOP GLOVE SDN BHD (F09 HQ)**  
Lot 4969, Jalan Teratai,  
41050 Klang  
SEL  
Malaysia  
Phone: +60 (603) 339219921905  
Fax: +60 (603) 339212918410

**To:**

**TG Full Account Test01-TEST**  
Selangor  
40171 Setia Alam  
Selangor  
Malaysia  
Phone:  
Fax:  
Email:  
[aribatgsupplier@gmail.com](mailto:aribatgsupplier@gmail.com)

**Purchase Order**

(New)  
**1700000033**  
Amount: RM22,250.00 MYR

**Payment Terms** ⓘ

Before End in 2 months Due net Baseline date on End of the month

Routing Status: Sent

**Contact Information**  
**Supplier Address**

**ASIA AUTO CENTRE SDN. BHD**  
12-1, UDARAMA KOMPLEK  
50350 KUALA LUMPUR



**SUPPLIER** creates order confirmation, which is mandatory, to imply that the supplier has accepted the order.  
**BUYER** cannot proceed further without supplier's order confirmation.  
**Activity: Fill in the relevant information in order confirmation and click [Next]**  
(ie: confirmation no, estimated delivery date)

Confirming PO

Exit **Next**

- 1 Confirm Entire Order
- 2 Review Order Confirmation

Order Confirmation Header

\* Indicates required field

Confirmation #:

Associated Purchase Order #: 1700000033

Customer: **TOP GLOVE SDN BHD (F09 HQ)**

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date: \*  

Est. Shipping Cost:

Est. Delivery Date: \*  

Est. Tax Cost:

Comments:



**SUPPLIER submits order confirmation**  
Activity: Click [Submit] to submit order confirmation

Confirming PO

Previous **Submit** Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: OC123456  
Supplier Reference:  
Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Non Catalog Item A PZ0300D853 TRD TRUNK SPOILER	50.000 (EA)	31 May 2019	RM188.00 MYR	RM9,400.00 MYR
Current Order Status: <b>50.000 Confirmed With New Date</b> (Estimated Shipment Date: 7 May 2019 ; Estimated Delivery Date: 8 May 2019)					
2	Non Catalog Item A PZ0350D865 FRT BUMPER SPOILER	50.000 (EA)	31 May 2019	RM257.00 MYR	RM12,850.00 MYR
Current Order Status: <b>50.000 Confirmed With New Date</b> (Estimated Shipment Date: 7 May 2019 ; Estimated Delivery Date: 8 May 2019)					



**SUPPLIER can then observe the change in PO status from “New” to “Confirmed” after order confirmation**  
**Activity: View PO status change on Ariba Network**

Purchase Order: 1700000033

Done

Create Order Confirmation **Create Ship Notice** Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail **Order History**

**From:**  
**TOP GLOVE SDN BHD (F09 HQ)**  
Lot 4969, Jalan Teratai,  
41050 Klang  
SEL  
Malaysia  
Phone: +60 (603) 339219921905  
Fax: +60 (603) 339212918410

**To:**  
**TG Full Account Test01-TEST**  
Selangor  
40171 Setia Alam  
Selangor  
Malaysia  
Phone:  
Fax:  
Email:  
[aribatgsupplier@gmail.com](mailto:aribatgsupplier@gmail.com)

**Purchase Order**  
**(Confirmed)**  
**1700000033**  
Amount: RM22,250.00 MYR

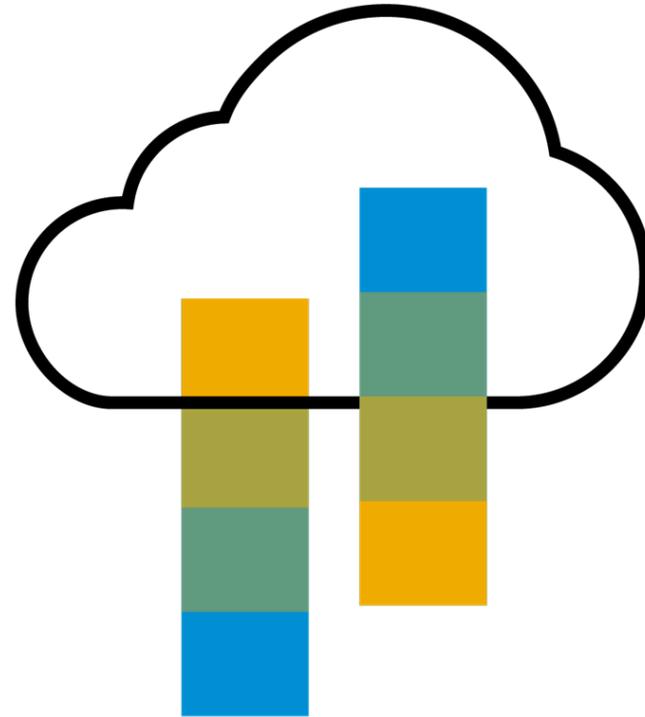
**Payment Terms** ⓘ  
Before End in 2 months Due net Baseline date on End of the month

Routing Status: Acknowledged  
Related Documents: [OC123456](#)

**Contact Information**  
**Supplier Address**  
**ASIA AUTO CENTRE SDN. BHD**  
12-1, UDARAMA KOMPLEK  
50350 KUALA LUMPUR



# CREATE SHIP NOTICE



**SUPPLIER creates ship notice to notify the buyers on shipping dates and estimated delivery date.**  
**SUPPLIER may also include tracking information for the items delivered**  
**Activity: Click [Create Ship Notice] and fill in the necessary fields**  
**Click [Next] to proceed**

Create Ship Notice

[Download PDF](#) [Save](#) [Exit](#) [Next](#)

\* Indicates required field

SHIP FROM	DELIVER TO
<b>TG Full Account Test01-TEST</b> Selangor 40171 Setia Alam Selangor Malaysia Phone: Fax: Email: <a href="mailto:aribatgsupplier@gmail.com">aribatgsupplier@gmail.com</a> <a href="#">Update Address</a>	<b>TOP GLOVE SDN BHD (F09 HQ)</b> Lot 4969, Jalan Teratai, 41050 Klang SEL Malaysia Phone: +60 (603) 339219921905 Fax: +60 (603) 339212918410 <a href="#">Update Address</a>

▼ Ship Notice Header

**SHIPPING**

Packing Slip ID:\*

Invoice No.:

Requested Delivery Date: --

Ship Notice Type\*

**TRACKING**

Carrier Name:

Service Level:



**SUPPLIER submits ship notice to notify the buyers**  
**Activity: Review information entered in the previous page**  
**Click [Submit] to submit the ship notice**



Create Ship Notice

Previous

Download PDF

Save

Submit

Exit

Confirm and submit this document.

**SHIP FROM**

**TG Full Account Test01-TEST**  
Selangor  
40171 Setia Alam  
Selangor  
Malaysia  
Phone:  
Fax:  
Email:  
[aribatgsupplier@gmail.com](mailto:aribatgsupplier@gmail.com)

**DELIVER TO**

**TOP GLOVE SDN BHD (F09 HQ)**  
Lot 4969, Jalan Teratai,  
41050 Klang  
SEL  
Malaysia  
Phone: +60 (603) 339219921905  
Fax: +60 (603) 339212918410

Ship Notice Header

**SHIPPING**

Packing Slip ID: PS12345678  
Invoice #: --  
Requested Delivery Date: --  
Ship Notice Type: Actual  
Actual Shipping Date: 7 May 2019  
Actual Delivery Date: 8 May 2019 12:00:00 PM

**TRACKING**

*Tracking information not provided.*



**SUPPLIER can then observe the change in PO status from “Confirmed” to “Shipped” after ship notice submission**  
**Activity: View PO status change on Ariba Network**



Purchase Order: 1700000033

Done

Create Order Confirmation ▾

Create Invoice ▾

Hide

Print ▾

Download PDF

Export cXML

Download CSV

Resend

Order Detail

Order History

**From:**

**TOP GLOVE SDN BHD (F09 HQ)**

Lot 4969, Jalan Teratai,

41050 Klang

SEL

Malaysia

Phone: +60 (603) 339219921905

Fax: +60 (603) 339212918410

**To:**

**TG Full Account Test01-TEST**

Selangor

40171 Setia Alam

Selangor

Malaysia

Phone:

Fax:

Email:

[aribatgsupplier@gmail.com](mailto:aribatgsupplier@gmail.com)

**Purchase Order**

(Shipped)

1700000033

Amount: RM22,250.00 MYR

**Payment Terms** ⓘ

Before End in 2 months Due net Baseline date on End of the month

Routing Status: Acknowledged

Related Documents: PS12345678

OC123456

**Contact Information**

**Supplier Address**

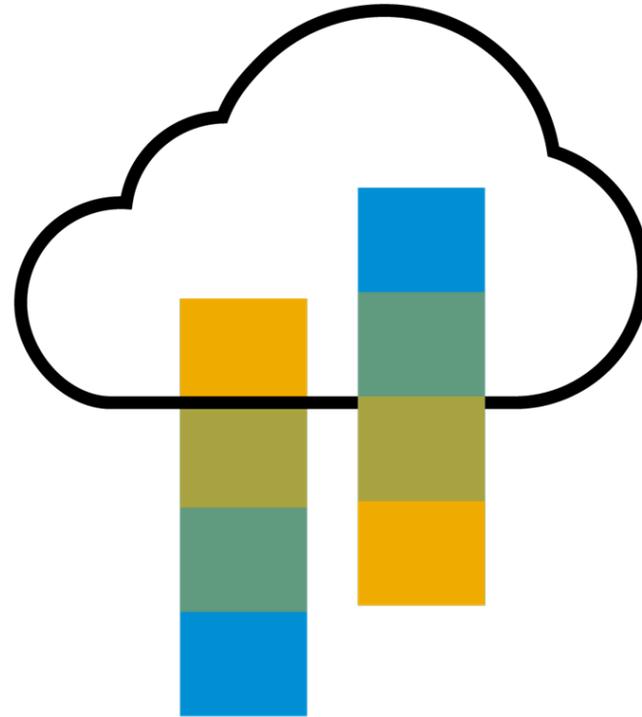
**ASIA AUTO CENTRE SDN. BHD**

12-1, UDARAMA KOMPLEK

50350 KUALA LUMPUR



# CREATE INVOICE



**SUPPLIER may proceed to create invoice when the PO status has changed from “Shipped” to “Received”**  
**Activity: Click [Create Standard Invoice] to create an invoice against a PO**

Purchase Order: 1700000033

Done

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

Order Detail **Order History**

- Standard Invoice**
- Credit Memo
- Line-Item Credit Memo
- Line-Item Debit Memo

**From:**  
**TOP GLOVE SDN BHD (F09 HQ)**  
Lot 4969, Jalan Teratai,  
41050 Klang  
SEL  
Malaysia  
Phone: +60 (603) 339219921905  
Fax: +60 (603) 339212918410

**Ariba Vendor - 710 - TEST**  
Malaysia  
50000 KL  
Malaysia  
Phone:  
Fax:  
Email: aman.singh01@sap.com

**Purchase Order**  
**(Received)**  
**1700000033**  
Amount: RM22,250.00 MYR

**Payment Terms** ⓘ  
Before End in 2 months Due net Baseline date on End of the month

**Contact Information**  
**Supplier Address**  
**ASIA AUTO CENTRE SDN. BHD**  
12-1, UDARAMA KOMPLEK

Routing Status: Acknowledged  
Related Documents: [5304287809](#)  
[PS12345678](#)  
[OC123456](#)



**SUPPLIER fills in the relevant invoicing information and add on other charges where applicable**  
**Activity: Fill in relevant information and mandatory fields**  
**Click [Next] to proceed**



Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

\* Indicates required field

Add to Header ▾

Summary

Purchase Order: 1700000033

Invoice #:\*

Invoice Date:\* 8 May 2019



Service Description:

Supplier Tax ID:

Remit To: **TG Full Account Test01-TEST**

KL

Malaysia

Bill To: **TOP GLOVE SDN BHD (F09 HQ)**

Lot 4969, Jalan Teratai,  
41050 Klang  
SEI

Subtotal: **RM22,250.00 MYR**  
Total Tax: **RM0.00 MYR**  
Amount Due: **RM22,250.00 MYR**

[View/Edit Addresses](#)



# Include Attachment (Invoice)

Create Invoice

Update

Save

Exit

Next

▼ Invoice Header

\* Indicates required field

Add to Header ▾

Summary

Purchase Order: 3114000252

Invoice #: \* 2345

Invoice Date: \* 17 Jul 2019

Service Description:

Supplier Tax ID:

Remit To: HLH Industrial Supply (M) SDN BHD - TEST

Shah Alam  
Selangor  
Malaysia

Bill To: TOP GLOVE SDN BHD (F10)

Klang,  
SEL  
Malaysia

Subtotal: **RM290.00 MYR**  
Total Tax: RM0.00 MYR  
Total Gross Amount: RM290.00 MYR  
Total Net Amount: RM290.00 MYR  
Amount Due: **RM290.00 MYR**

Shipping Cost

Shipping Documents

Special Handling

Payment Term

Additional Reference Documents and Dates

Comment

Attachment



# Add Attachment

## \*Attachments

The total size of all attachments cannot exceed 10MB



Browse... Add Attachment

articleNumber:

Add to Header ▼

.. ..

**SUPPLIER reviews the invoice information before submission**  
**Activity: Review the information filled in from the previous page**  
**Click [Submit] to submit the invoice to the buyer**

Create Invoice

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

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Malaysia. The document's destination country is:Malaysia.

[Standard Invoice](#) / [Tax Invoice](#)

Invoice Number: INV0012345  
Invoice Date: Wednesday 8 May 2019 12:53 PM GMT+08:00  
Original Purchase Order: 1700000033

**Subtotal: RM22,250.00 MYR**  
Total Tax: RM0.00 MYR  
**Amount Due: RM22,250.00 MYR**

**REMIT TO:**

**TG Full Account Test01-TEST**  
Selangor  
40171 Setia Alam  
Selangor  
Malaysia  
Phone:  
Fax:  
Email:  
[aribatgsupplier@gmail.com](mailto:aribatgsupplier@gmail.com)

**BILL TO:**

**TOP GLOVE SDN BHD (F09 HQ)**  
Lot 4969, Jalan Teratai,  
41050 Klang  
SEL  
Malaysia  
Phone: +60 (603) 339219921905  
Fax: +60 (603) 339212918410

**SUPPLIER:**

**TG Full Account Test01-TEST**  
Selangor  
40171 Setia Alam  
Selangor  
Malaysia  
Phone:  
Fax:  
Email:  
[aribatgsupplier@gmail.com](mailto:aribatgsupplier@gmail.com)



**SUPPLIER can then observe the change in PO status from “Received” to “Invoiced” after invoice submission**  
**Activity: View PO status change on Ariba Network**

**Ariba Network** Company Settings Aman Singh Help Center >>

Purchase Order: 1700000033 Done

Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

**From:**  
**TOP GLOVE SDN BHD (F09 HQ)**  
Lot 4969, Jalan Teratai,  
41050 Klang  
SEL  
Malaysia  
Phone: +60 (603) 339219921905  
Fax: +60 (603) 339212918410

**To:**  
**TG Full Account Test01-TEST**  
Selangor  
40171 Setia Alam  
Selangor  
Malaysia  
Phone:  
Fax:  
Email:  
[aribatgsupplier@gmail.com](mailto:aribatgsupplier@gmail.com)

**Purchase Order**  
(Invoiced)  
1700000033  
Amount: RM22,250.00 MYR

**Payment Terms** ⓘ  
Before End in 2 months Due net Baseline date on End of the month

**Contact Information**  
**Supplier Address**  
**ASIA AUTO CENTRE SDN. BHD**  
12-1, UDARAMA KOMPLEK

Routing Status: Acknowledged  
Related Documents: INV0012345  
5304287809  
PS12345678  
More(1) »

TG of Procurement

**SUPPLIER** may review the approved invoice on Ariba Network  
Activity: Review the details on the approved invoice



Invoice: INV0012345

Done

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Print

Download PDF ▾

Export cXML

Detail

Scheduled Payments

History

Standard Invoice / Tax Invoice

**Status**

Invoice: Approved

Routing: Acknowledged

Invoice Number: INV0012345

Invoice Date: Wednesday 8 May 2019 12:53 PM GMT+08:00

Original Purchase Order: [1700000033](#)

Submission Method: Online

Origin: Supplier

Source Document: Order

**Subtotal:**

**RM22,250.00 MYR**

**Total Tax:**

**RM0.00 MYR**

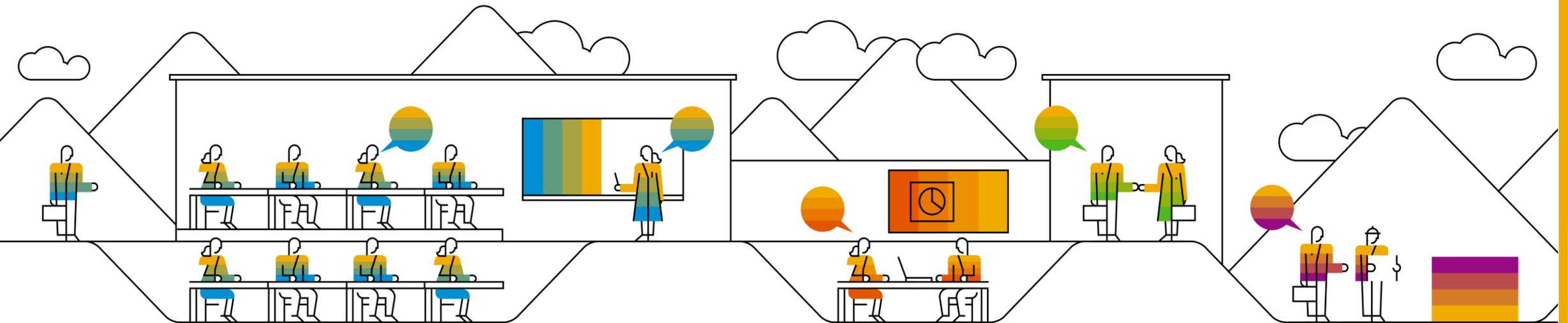
**Amount Due:**

**RM22,250.00 MYR**



# Go Live on Ariba Network

Projected Date to Start Transacting – **Mid Oct,2019**



# Questions?



**October 8,2019:** Attend Training  
**October 21, 2019:** Go Live

## Business Related Questions

Procurement:

[tgeprocurement@topglove.com.my](mailto:tgeprocurement@topglove.com.my)

---

## System or General AN Questions

Please refer to the user manual or email

[SEA\\_SE@sap.com](mailto:SEA_SE@sap.com)



Dear **Top Glove Suppliers,**

Please take few minutes to update the feedback form so that we know you are now prepared and ready to transact with Top Glove



OR

<https://bit.ly/2RPRGU4>

**WIFI Username:  
Password**

Please log in to your Ariba Network Account via [supplier.ariba.com](https://supplier.ariba.com) to obtain your account information (ANID)



# Intro to Ariba Commerce Cloud

[Video 1](#)

# Thank you.