Welcome!

Congratulations on joining Ariba® Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their Ariba Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your Ariba® Network account with Genting Malaysia Berhad, please follow the steps below:
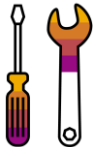
1

Visit our Supplier Training page

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:
https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

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Review the specifics of transacting with Genting Malaysia

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer.

We wish you a lot of success using Ariba® Network!

THE BEST RUN **SAP**

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SCOPE OF GENTING MALAYSIA BERHAD'S PROJECT

This section specifies which documents will be transacted through Ariba Network. Some of them will be mandatory, others will simply be available if relevant.

Supported Documents On this Ariba Network relationship

- **Purchase Orders**
  POs from Genting Malaysia Berhad will be sent through Ariba Network

- **Purchase Order Confirmations**
  Apply against a whole PO or line items

- **Ship Notices**
  Apply against PO when items are shipped

- **Service Entry Sheets**
  Apply against a Service PO

- **Goods Receipt Notices**
  Notification from Genting Malaysia Berhad that goods have been received, allowing you to start the invoicing process

Invoices
Apply against a whole PO or line items
  - **Partial Invoices**
  - Invoice against contract

- **Credit Memos**
  Item level credits; price/quantity adjustments (PO and Non-PO)

SETTING UP YOUR ACCOUNT

This section covers what needs to be set up in the Ariba Network account as minimum requirements in order to successfully transact with Genting Malaysia Berhad.

Please make sure you complete at least the following chapters of the *Administration* section on the Training Experience Page
- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details
- Configure your Remittance Information and payment methods
- Set up a test account

SPECIFICS FOR PURCHASE ORDERS

This section mentions any specificities regarding Purchase Orders sent by Genting Malaysia Berhad through Ariba Network. If you see any discrepancy in the purchase order ie; incorrect tax %, unit price, description etc., contact Genting Malaysia Berhad and request for a change PO. The purchase order status will change to **Changed** and all the edits on the PO will be highlighted in brown.

All documents submitted by you like the order confirmation, ship notice, service entry sheets and the invoice including the goods receipt note (GRN) created by Genting Malaysia Berhad will be attached to the purchase order and you can view it on the Purchase Order details page under the *Related Documents* sections.

SPECIFICS FOR PURCHASE ORDER CONFIRMATIONS

Responding to an order using the Order Confirmation informs Genting Malaysia Berhad whether you accept all conditions, or reject the order: Order Confirmation *is mandatory* for both material and service PO`s from Genting Malaysia Berhad. You are able to perform partial confirmation through the **Update Line Items** option**.**You have to confirm the order before creating a ship notice and/or a service entry sheet. Please follow the below rules to send Order Confirmations.

- The Confirmation Number (#) is your reference number, it can be any word number or combination of your choice.
- Update the **Est. Shipping Date** and **Est. Delivery Date**.
- Provide a reason when you reject an order. All rejections of PO are still subject to Genting Malaysia Berhad approval

SPECIFICS FOR SHIP NOTICES

The Ship Notice is the delivery information and is sent to Genting Malaysia Berhad to advise them of the ship date for the goods. Please follow the below rules before/while creating a ship notice.

- Enter the **Packing Slip ID**.
- It is mandatory to enter the *Shipping Date* on the Ship Notice.
- You can enter *Delivery Terms* and the *Shipping Payment Method* to ship notices.
- The Ship Notice can be full or partial.

To edit a submitted ship notice:
- On the **PO Details** page, select the Ship Notice number link from the **Related Documents** section
- The Ship Notice page will be displayed, click the **Edit** button
- The **Edit Ship Notice** page will be displayed. Make the required changes for eg.the **Delivery Date** and submit the Ship Notice.

GOOD RECEIPT NOTICES

A Goods Receipt Notice (GRN) is sent by Genting Malaysia Berhad to inform you of what they have received into their system from the shipment you sent.

- All Material orders require the goods to be received by Genting Malaysia Berhad prior to invoicing.
- In the Order; the *Create Invoice* button will remain inactive until a GRN is received.

SERVICE ENTRY SHEETS

This section mentions any specific transaction rule that should be observed by suppliers regarding Service Entry Sheets.

- All service orders require the service entry sheets to be created prior to invoicing.
- In the **Service Sheet #**, **Service Sheet Date** and the **Service Start Date** and **Service End Date** are mandatory fields.
- Provide the correct **Approver's Name** and **Email Address** on the service entry sheet.
- Select the Service Items from the catalog.

To add a non-catalog service item:
- On the **Service Entry Sheet Lines** section, click the **Add** button.
- Select the **Add Contract/Catalog Item** option.
- On the **Create Service Sheet : Add Item** page, click the **Add a non-catalog item** button.
- On the **Create Service Sheet : Add Non Catalog Item** page, enter information in all mandatory fields.
- Click the **Update Amount** button
- Click the **Save** button
- On the **Create Service Sheet : Add Item** page, click the **Done** button.
- The Service Entry Sheet Line will be added

SPECIFICS FOR INVOICES

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices. You have to create a ship notice and/or service entry sheet before invoicing. The GRN needs to be generated and the service entry sheet needs to be approved before invoicing.

- *Invoice Number* is mandatory. It contains maximum 16 characters. It can be any word number or combination of your choice. It can be the invoice number that you use in your system.

- The Invoice can be full or partial.

- To enter the **Delivery Order Number** in the **Line Items** section:

    1. On the PO Details page, click the **Receipt #** in the **Related Documents** section.

2. Copy the value right after the _ of the ERP Receipt number (e.g : 6104561131_DO1234) under the **Additional Information** section. Please refer below print screen for better illustration. It is IMPORTANT for 100% compliance to prevent any mismatching document number which will cause delay in payment.

3. Paste the value which was copied from ERP Receipt number (only after _of the ERP number). However, should you find any discrepancy, kindly contact our **Receiving Team** (email : ghrreceiving@rwgenting.com) with attention to **Mr Liew Bout Hon** and **Cik Roziana Mohd Mokhtar**.

- If PO has no tax or PO reflects incorrect tax %, kindly contact Genting Malaysia Berhad (GENM) to request for a change PO to reflect the tax %.

  If there is no tax in the Invoice, then supplier will have to **mandatorily** enter the Tax while creating the Invoices. However, if supplier submits Invoice wherein Tax Amount in Invoice is greater than Tax Amount in PO then the Invoice will be auto rejected. Hence, ensure to only add Tax Amount in Invoices equivalent or less than the PO Tax Amount. **Also, please ensure that one line item can only have ONE TAX. If there is more than 1 tax line, please delete the extra tax information.**

  1. To add tax in Invoices, supplier to:

  a) Select all line items and refer to step (b) for next action. Or, if the event only selectable line items required for invoice submission, please ensure to click the Green toggle ⬤ button to exclude the other line item(s) before move to step (b).

  b) Select tax category and tax % from dropdown

  c) Click on 'Add to Included Lines'.

  d) If there is more than 1 tax line item, click "Remove".

  Refer to the below example screenshot:

2. You will see the Invoice Summary with Tax Details as per below example screenshot.

Original Purchase Order: 7900876038
Receipt: RC4012

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price
1	1	MATERIAL	Not Available test	10.0 / (EA) ⓘ	RM4,000.00 MYR

DETAILS

Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:
Classification Domain: unspsc
Classification code: 821315

SHIPPING DOCUMENTS:

Packing Slip ID: test
Delivery Note Date: 30 Jun 2021

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
SST Tax	0%		RM40,000.00 MYR	RM0.00 MYR				

Tax Description:
0.00 MYR

SPECIFICS FOR INVOICE AGAINST CONTRACT

This section mentions any specific transaction rule that should be observed by suppliers regarding contract invoices.

- You have to select the **Customer Name**, **Business Unit address**, the **Contract** number along with the **Invoice Number** before selecting the items from the catalog.
- You can browse the catalog items by category
- Enter the required Quantities and add click the **Add Item** button.

SPECIFICS FOR CREDIT MEMOS
Credit Memos can be created only against line-items of PO's.

- Credits are supported against specific line items from a previously submitted invoice.
- Credits can be for full or partial amounts.
- Provide a reason for each credit memo.- **Mandatory**.

HELP & SUPPORT

If you need assistance regarding business processes, please contact the Genting Malaysia Berhad project team at the following email address:

For any Ariba Network related queries –

Click Here

For Procurement-related questions:

vendormgmt@rwgenting.com

For Finance-related questions:

APHELPDESK@rwgenting.com

www.sap.com/contactsap

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