SUPPLY CHAIN
ARIBA NETWORK ENTERPRISE ACCOUNT
USER GUIDE

Real Mining. Real People. Real Difference.

CONTENTS

Please click on a topic below to be taken to that section in the training guide

Please be advised that SAP Ariba may update their User Interface (UI) from time to time. Some of the screens captured here may differ slightly from what you are able to see, but please note that the functionality will remain the same.

Your sincerely,

Supply Chain
Anglo American and/or De Beers Group

EXTERNAL

HOW TO LOG INTO YOUR ARIBA NETWORK ENTERPISE ACCOUNT

HOW TO LOG INTO YOUR ARIBA NETWORK ENTERPRISE ACCOUNT
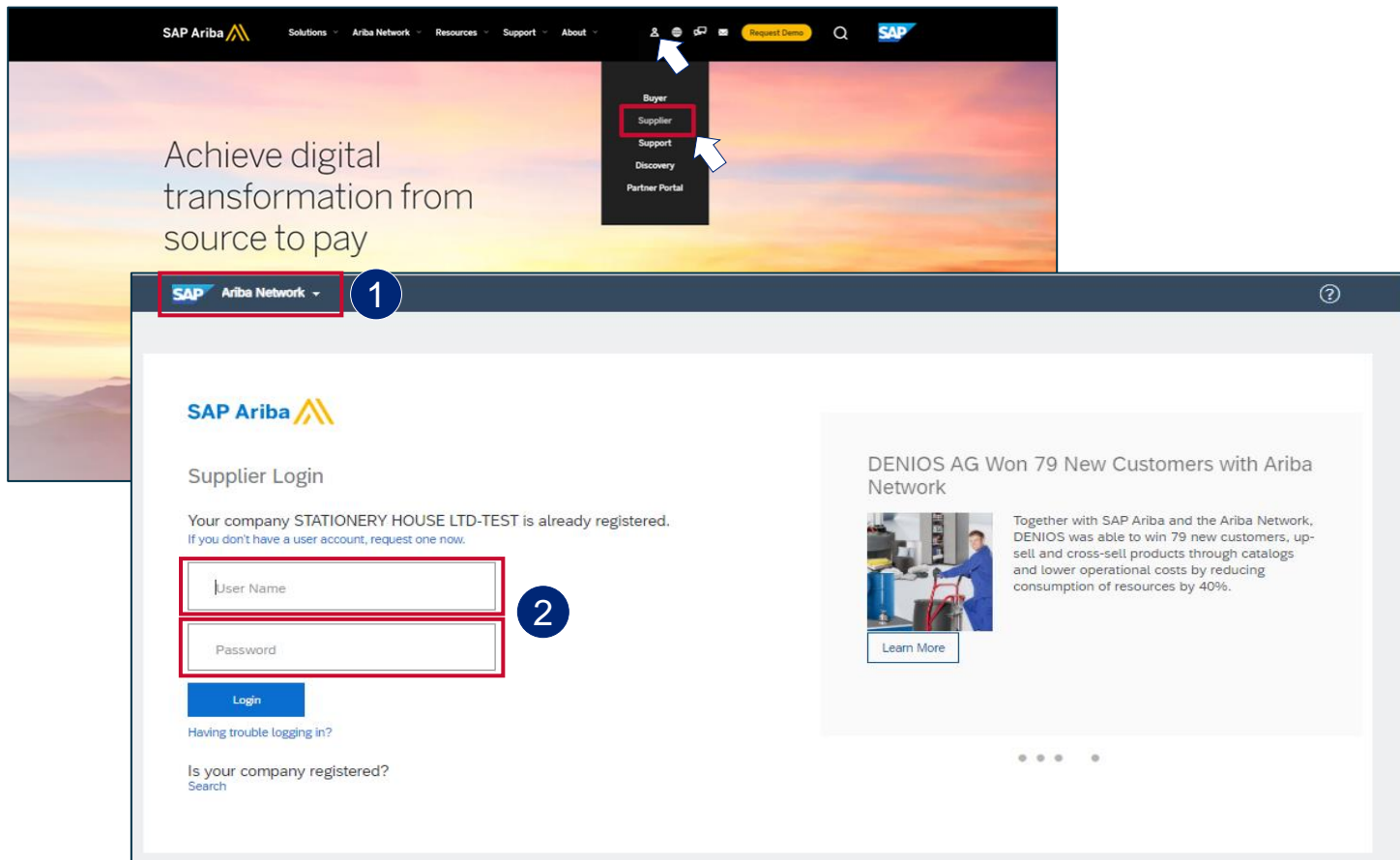
SUPPLIER **1** — LOG INTO ARIBA NETWORK → **SUPPLIER** **2** — CHECKS & CONFIRMS PO → **SUPPLIER** **3** — FULFILS ORDER & DELIVERS GOODS → **ANGLO AMERICAN / DE BEERS GROUP** **4** — GOODS RECEIPT CREATED (RECEIVING / STORES) → **SUPPLIER** **5** — CREATE INVOICE IN SAP ARIBA → **SUPPLIER** **6** — REMITTANCE ADVICE RECEIVED → **ANGLO AMERICAN / DE BEERS GROUP** **7** — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com

- Hover over the person icon and select **Supplier** from the drop down menu

1 You will be directed to the Ariba Network login page.

2 Enter your **user name** and **password** to be taken to your **Home** page

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HOW TO LOG INTO YOUR ARIBA NETWORK ENTERPRISE ACCOUNT

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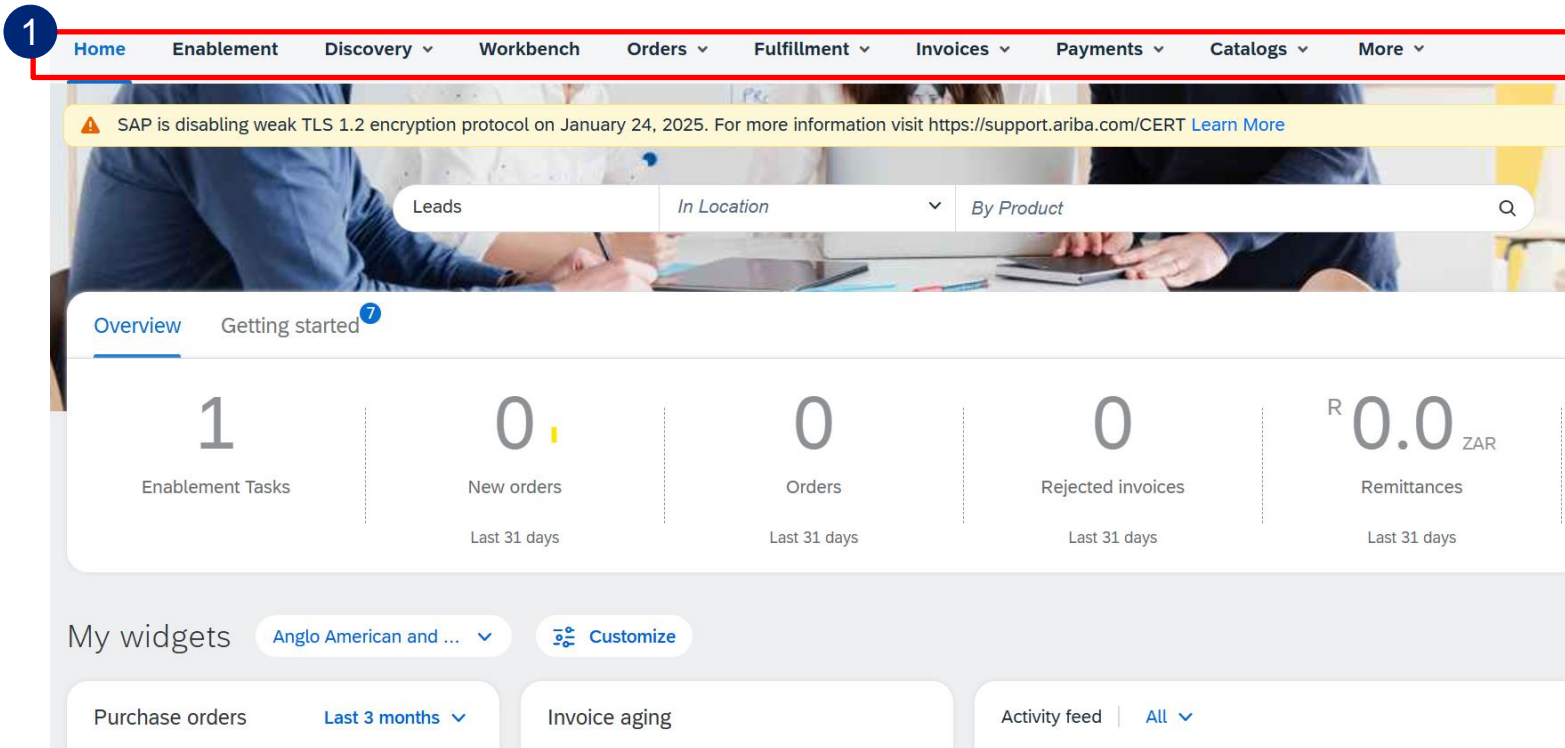
HOME PAGE

- Your **home** page provides a quick overview of:

  Your account and menu to view pending enablement tasks, orders, payments and Catalogs

EXTERNAL

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| Home | Enablement | Discovery ⌄ | **Workbench** | Orders ⌄ | Fulfillment ⌄ | Invoices ⌄ | Payments ⌄ | Catalogs ⌄ | More ⌄ |

Workbench

0	0	0	R 0.0 ZAR	R 0.0
New orders	Orders	Rejected invoices	Remittances	Early paymen
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Next 90

New orders (0)

⌄ Edit filter | Save filter | Last 31 days | New

Customers
Select or type selections ⎙

Order numbers
Type selection
◉ Partial match ○ Exact match

Creation date
Last 31 days ⌄

Order st
Includ

WORKBENCH PAGE

(1) • Your Workbench tab provides a quick overview of:

Orders, invoices, payment status and remittance advices

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BEFORE CONFIRMING YOUR PURCHASE ORDER

BEFORE CONFIRMING YOUR PURCHASE ORDER

It is important to check your PO content for accuracy and then electronically confirm it if all is in order.

The process of confirming your POs via SAP Ariba differs slightly for:
- Goods/Material Orders
- Service Orders
- Hybrid (Material & Services combined)

1 You can see what type of PO it is by viewing the Type column on the PO

2 Check if VAT is correct i.e. if you are not VAT registered the VAT amount on the PO should be 0%, you will then reject the PO.

IMPORTANT!
You must confirm your PO electronically. If you not do this you will not be able to invoice, which could result in payment delays.

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HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR GOODS

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
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PROCESS FOR CONFIRMING & INVOICING AGAINST PURCHASE ORDERS FOR GOODS

- Each step in this electronic processes is dependent on the one before it
- If one is not actioned, the system will not allow the next step to be completed
- **For example** – if you do not confirm your **PO in Step 4,** our stores are unable to create a Goods Receipt Verification (GRV) as indicated in **Step 6**, which in turn will not allow you to invoice against the PO in **Step 7.**
  This may result in payment delays
- It is **VITAL** that you electronically confirm your Purchase Orders in the system as soon as you have confirmed that the PO details are correct.

VERY IMPORTANT

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

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1 To view PO's to confirm and invoice, click on your **Workbench tab**.

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

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1 Enter the PO number you need to confirm

2 Click on **EXACT MATCH** and click APPLY

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

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LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Your **Purchase Order (PO)** document will open. You need to scroll down to see all the detail. Terms and conditions, payment terms etc

2 **Please Note:** You must check the accuracy of each PO you receive from us **at a line item level.** To do this scroll down to the **Line Items Section**

3 To see all the detail of the line item, click on **Details.** You can view line description, vat, unloading points, other comments etc. as shown in the next slide

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Line Items

Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1		Material	300.0 (EA) ⓘ	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR	Summary

BOLTS & FLANGES

Status

300.0 Unconfirmed

Control Keys

Order Confirmation: allowed
Ship Notice: allowed
Invoice: is not ERS
Invoice Verification Type: goods receipt

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
VAT	15.00	R 13,500.00 ZAR	R 2,025.00 ZAR		Input Standard Rated(Aspect only- Zero Rated)	

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	17 Oct 2019 12:00 PM CAT		300.0 (EA) ⓘ

Other Information

Recipient: LEBO

Once you have opened the line item details, please check that the following is correct:

1. Type reflects as **Material** for **Goods POs**
2. Quantity & Unit (Unit of Measure)
3. Delivery date
4. Unit price
5. TAX / VAT Rate (if applicable)

Do this for each line item.

6. ✓ If everything is correct, please click on **Summary** and go back to the summary view of your PO

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
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BOLTS & FLANGES

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Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	17 Oct 2019 12:00 PM CAT		300.0 (EA) ⓘ

Other Information

Recipient: LEBO

✖ If any of the details in the line item are incorrect **please reject the PO in the system,** providing a reason for your rejection (Go to How to Reject a PO section for more information)

Please Note: Electronically rejecting your PO for being incorrect does not mean you are rejecting doing business with us.

The rejected PO will workflow back to the buyer in the system & prompt them to send a corrected PO.

You will then receive another email with the **changed** PO which you must confirm.

① Click on **Summary** and go back to the summary view of your PO

HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
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Purchase Order: 5504992913   Done

1 ☐ Create Order Confirmation ▾   ☐ Create Invoice ▾ | Print ▾ | Download PDF | Download CSV | Resend

Confirm Entire Order
2 Update Line Items
Reject Entire Order

From:
Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 ( ) (014) 598-1110
Fax: +27 ( ) (014) 598-1346

Purchase Order
(New)
5504992913
Amount: R46,300.00 ZAR
Version: 1

Payment Terms ⓘ
60 Days from month end

Routing Status: Sent

Contact Information
Supplier Address

Once you have checked the accuracy of all the line items in your PO, you need to confirm it in the system

1 Scroll up to the top of your PO and click on the **Create Order Confirmation** button

2 A drop down menu will appear. Click on **Confirm Entire Order to confirm your PO**

The **Reject Entire Order** process is discussed in the next section

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

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Confirming PO   Exit   Next

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header   * Indicates required field

Confirmation #:   Quote40   **1**

Associated Purchase Order #:   5504992913

⚠️ Anglo American - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Customer: Anglo American - TEST

Supplier Reference:

Additional Information

clientNumber:

assumingCompany:

2
⚠️ Confirmations to Anglo American must be for the full order quantity (split or partial quantity responses will fail to process). Delivery Date only changes must be processed as Back Order.

⚠️ As confirmações para a Anglo American devem ser para a quantidade total do pedido (as respostas de quantidade parcial ou de quantidades com datas de entrega diferentes não serão processadas). Somente a data de entrega pode ser alterada.

Once you have clicked on **Confirm Entire Order,** the following page will open.

1 First enter your **Confirmation number.**

The **Confirmation Number** is YOUR reference and you can enter any reference that is meaningful to you and your organisation e.g. your quote number.

2 Please pay attention to these notifications as they contain important information

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

			ANGLO AMERICAN / DE BEERS GROUP			ANGLO AMERICAN / DE BEERS GROUP
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SHIPPING AND TAX INFORMATION ①

Est. Shipping Date: 16 Oct 2019 ②   Est. Shipping Cost:

Est. Delivery Date: 16 Oct 2019 ③   Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1		300.0 (EA) ⓘ	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR
	BOLTS & FLANGES					
	Current Order Status:					
	300.0 **Confirmed With New Date** (Estimated Delivery Date: 16 Oct 2019)					
2		100.0 (EA) ⓘ	24 Oct 2019	R 130.00 ZAR	R 13,000.00 ZAR	R 1,950.00 ZAR
	CONTAINER CAPS					
	Current Order Status:					
	100.0 **Confirmed With New Date** (Estimated Delivery Date: 16 Oct 2019)					
3		200.0 (EA) ⓘ	29 Oct 2019	R 99.00 ZAR	R 19,800.00 ZAR	R 2,970.00 ZAR
	SILO STRIPS					
	Current Order Status:					
	200.0 **Confirmed With New Date** (Estimated Delivery Date: 16 Oct 2019)					

Exit   Next ④

① After entering your **Confirmation number**, scroll down so you can complete the **Shipping and Tax Information** section.

This section is **mandatory**

Please **select** the following using the **calendar icons** :

② Est Shipping date

③ Est Delivery date
These can be the same date.

④ Then click on **Next**

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

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SUPPLIER
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(6) **REMITTANCE ADVICE RECEIVED**

ANGLO AMERICAN / DE BEERS GROUP
(7) ***PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS**

Confirming PO

[Previous] **[Submit]** (1) [Exit]

| (1) Confirm Entire Order |
| (2) Review Order Confirmation |

Confirmation Update

⚠ Confirmations to Anglo American must be for the full order quantity (split or partial quantity responses will fail to process). Delivery Date only changes must be processed as Back Order.

⚠ As confirmações para a Anglo American devem ser para a quantidade total do pedido (as respostas de quantidade parcial ou de quantidades com datas de entrega diferentes não serão processadas). Somente a data de entrega pode ser alterada.

⚠ Las confirmaciones a Anglo American deben corresponder a la cantidad total de la orden (las respuestas de cantidad parcial o de cantidades con fechas diferentes no se procesarán). Solamente la fecha de entrega puede ser cambiada.

Confirmation #: Quote40
Supplier Reference:
Additional Information:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1		300.0 (EA) ⓘ	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR
	BOLTS & FLANGES					
	Current Order Status:					
	300.0 **Confirmed With New Date** (Estimated Delivery Date: 16 Oct 2019)					
2		100.0 (EA) ⓘ	24 Oct 2019	R 130.00 ZAR	R 13,000.00 ZAR	R 1,950.00 ZAR

You will be taken to the **Review Order Confirmation** page.

(1) Click the **Submit button** to finalise the confirmation of your PO

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

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1	**2**	**3**	**4**	**5**	**6**	**7**
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Once you have confirmed your entire Purchase Order you will be redirected to this page.

HOW TO ELECTRONICALLY REJECT YOUR PO FOR GOODS

REJECTING A PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

If any of the details in the PO are incorrect please reject the PO in the system, providing a reason for your rejection. <u>This does not mean you are rejecting doing business with us.</u>

The rejected PO will workflow back to the buyer in the system & prompt them to send a corrected PO.

You will then receive another email with the **changed** PO which you can then confirm.

1 Click on **Reject Entire Order** to reject your PO

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REJECTING A PURCHASE ORDER

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Enter your **confirmation reference**

2 Select the **Rejection Reason** from the drop down menu

3 Please add detail of rejection reason under the **Comments** section. This reason is sent to your Buyer in the rejection notification they receive so they know exactly what to amend.

4 Click on **Reject Order**

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REJECTING A PURCHASE ORDER

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SUPPLIER
5 CREATE INVOICE IN SAP ARIBA

SUPPLIER
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ANGLO AMERICAN / DE BEERS GROUP
7 *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Purchase Order: 5505371561

2 Done

Create Order Confirmation ▾ | Create Service Sheet | Create Invoice ▾ | Hide Changes | Print ▾ | Download PDF | Download CSV | Resend

Confirm Entire Order
Update Line Items
Reject Entire Order

History

From:
Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 ( ) (014) 598-1110
Fax: +27 ( ) (014) 598-1346

1 Purchase Order
(+ Rejected)
5505371561
Amount: R1,849,550.00 ZAR
Version: 2 (Previous Version)

Payment Terms ⓘ
60 Days from month end

Routing Status: Acknowledged
Related Documents: ☑ Proposal 1561

Contact Information
Supplier Address

Buyer
Test ID
Email: testuser@angloamerican.com

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER
1.,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed agreement between the Purchaser and the Supplier pertaining to the goods and/or services as set out in the Purchase Order. If the

1 The status of your PO will now show **REJECTED**, a message will be sent to the buyer to verify the rejection and amend the PO accordingly.

2 Click on **Done** and log out of the browser. You will receive a system notification on receipt of the change order, based on the setup of your notifications

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HOW TO CREATE A FULL/PARTIAL ASN (ADVANCED SHIP NOTICE)

HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)

SUPPLIER — **(1)** — LOG INTO ARIBA NETWORK

SUPPLIER — **(2)** — CHECKS & CONFIRMS PO

SUPPLIER — **(3)** — FULFILS ORDER & DELIVERS GOODS

SUPPLIER — **(4)** — CREATE SHIP NOTICE IN SAP ARIBA

ANGLO AMERICAN / DE BEERS GROUP — **(5)** — GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER — **(6)** — CREATE INVOICE IN SAP ARIBA

SUPPLIER — **(7)** — REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP — **(8)** — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Purchase Order: 4502509... **(1)** [Done]

[Create Order Confirmation ▾] [Create Ship Notice] [Create Invoice ▾]

[Order Detail] [Order History]

From:
Rustenburg Platinum Mines Limited
1931/003380/06
Johannesburg
2196 South Africa
Phone: + () 0113736111

To:

Purchase Order
(Confirmed)
4502509397
Amount: R4,900.00 ZAR
Version: 1

[Track Order]

Payment Terms ⓘ
60 Days from month end

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: 4502509397

Sales
Penny Goodwin
Phone: + () 119295473

(1) Once you have confirmed your entire Purchase Order the 'Create Ship Notice' button will become available for you to access.

Click on 'Create Ship Notice' button to start this process.

HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)

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SUPPLIER
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CREATE SHIP NOTICE IN SAP ARIBA

ANGLO AMERICAN / DE BEERS GROUP
5
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
6
CREATE INVOICE IN SAP ARIBA

SUPPLIER
7
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
8
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

2
- Complete the relevant
- information as outlined:
- Populate your delivery note number in the Packing Slip ID field, under the SHIPPING section

3
- Add your Shipping and
- Delivery Date. Please Note: both date fields are mandatory.

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HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)

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SUPPLIER 2 — CHECKS & CONFIRMS PO

SUPPLIER 3 — FULFILS ORDER & DELIVERS GOODS

SUPPLIER 4 — CREATE SHIP NOTICE IN SAP ARIBA

ANGLO AMERICAN / DE BEERS GROUP 5 — GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER 6 — CREATE INVOICE IN SAP ARIBA

SUPPLIER 7 — REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP 8 — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

4 Ensure that the Shipping Payment Method field always has the Account option selected

HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)

SUPPLIER **1** LOG INTO ARIBA NETWORK

SUPPLIER **2** CHECKS & CONFIRMS PO

SUPPLIER **3** FULFILS ORDER & DELIVERS GOODS

SUPPLIER **4** CREATE SHIP NOTICE IN SAP ARIBA

ANGLO AMERICAN / DE BEERS GROUP **5** GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER **6** CREATE INVOICE IN SAP ARIBA

SUPPLIER **7** REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP **8** *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

5 Scroll down to the Order Items section.
The line item details are displayed and corresponds with what was confirmed as part of the Order Confirmation step.

6 To create the FULL Advance Shipping Notification, meaning inclusive of all lines and ship quantities, click on Next

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HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

SUPPLIER
4
CREATE SHIP NOTICE IN SAP ARIBA

ANGLO AMERICAN / DE BEERS GROUP
5
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
6
CREATE INVOICE IN SAP ARIBA

SUPPLIER
7
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
8
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

7 If you are ready to proceed, click on Submit

HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)
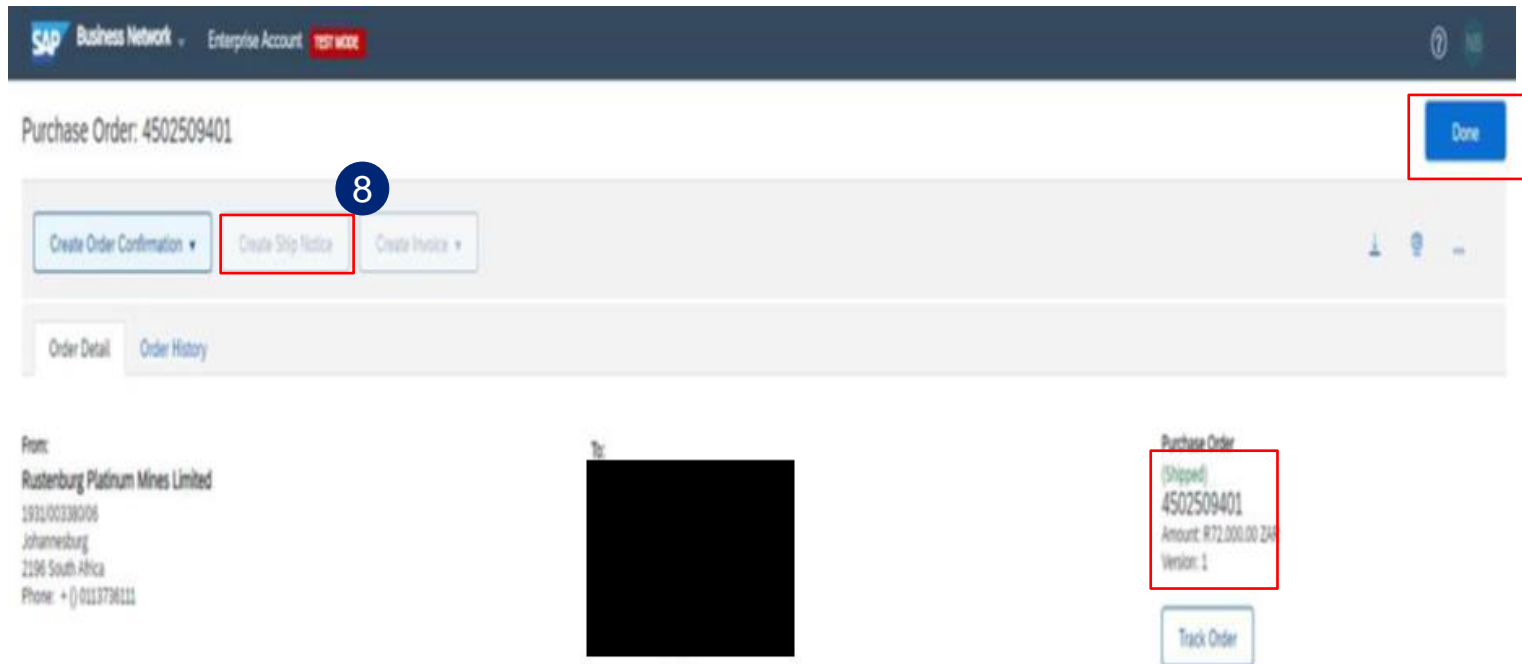
SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

SUPPLIER
4
CREATE SHIP NOTICE IN SAP ARIBA

ANGLO AMERICAN / DE BEERS GROUP
5
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
6
CREATE INVOICE IN SAP ARIBA

SUPPLIER
7
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
8
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Once submitted the screen will return to the purchase order view.

8 Note that the Confirmed status changed to Shipped. The Create Ship Notice button is greyed out (not available) as you've completed this step.

Click on Done to exit this view.

EXTERNAL

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)

SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	CREATE SHIP NOTICE IN SAP ARIBA	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Purchase Order: 4502509397 **Done**

Create Order Confirmation ▾ | Create Ship Notice | Create Invoice ▾

Order Detail | Order History

From:
Rustenburg Platinum Mines Limited
1931/003380/06
Johannesburg
2196 South Africa
Phone: + () 0113736111

To:

Purchase Order
(Confirmed)
4502509397
Amount: R4,900.00 ZAR
Version: 1

Track Order

Payment Terms ⓘ
60 Days from month end

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: 4502509397

Contact Information
Supplier Address

1 Once you have confirmed your entire Purchase Order the 'Create Ship Notice' button will become available for you to access.

Click on 'Create Ship Notice' button to start this process.

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)

SUPPLIER — 1 — LOG INTO ARIBA NETWORK

SUPPLIER — 2 — CHECKS & CONFIRMS PO

SUPPLIER — 3 — FULFILS ORDER & DELIVERS GOODS

SUPPLIER — 4 — CREATE SHIP NOTICE IN SAP ARIBA

ANGLO AMERICAN / DE BEERS GROUP — 5 — GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER — 6 — CREATE INVOICE IN SAP ARIBA

SUPPLIER — 7 — REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP — 8 — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

2
- Complete the relevant
- information as outlined:
- Populate your delivery note number in the Packing Slip ID field, under the SHIPPING section

3
- Add your Shipping and
- Delivery Date. Please Note: both date fields are mandatory.

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

SUPPLIER
4
CREATE SHIP NOTICE IN SAP ARIBA

ANGLO AMERICAN / DE BEERS GROUP
5
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
6
CREATE INVOICE IN SAP ARIBA

SUPPLIER
7
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
8
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

4

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method: Account

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select							

Add Transport Term

▼ Additional Fields

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:

Order Items

4 Ensure that the Shipping Payment Method field always has the Account option selected

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HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)

SUPPLIER **1** LOG INTO ARIBA NETWORK

SUPPLIER **2** CHECKS & CONFIRMS PO

SUPPLIER **3** FULFILS ORDER & DELIVERS GOODS

SUPPLIER **4** CREATE SHIP NOTICE IN SAP ARIBA

ANGLO AMERICAN / DE BEERS GROUP **5** GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER **6** CREATE INVOICE IN SAP ARIBA

SUPPLIER **7** REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP **8** *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
4502509401	10			10.0	EA ⓘ	25 May 2023		R 4,900.00 ZAR	R 49,000.00 ZAR	R 7,350.00 ZAR	Remove
		QUADRANT;FIRE;DIGITAL IN;IOC3;342424									

Shipment Status
Total Item Due Quantity: **2.0 EA** ⓘ

Confirmation Status
Total Confirmed Quantity: **10.0 EA** ⓘ   Total Backordered Quantity: **0 EA** ⓘ

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2.0		- Select Country -			Add Details

Add Ship Notice Line

4502509401	20			10.0	EA ⓘ	25 May 2023		R 2,300.00 ZAR	R 23,000.00 ZAR	R 3,450.00 ZAR	Remove
		QUADRANT;FIRE;DIGITAL IN;IOC3;342424									

Shipment Status
Total Item Due Quantity: **4.0 EA** ⓘ

Confirmation Status
Total Confirmed Quantity: **10.0 EA** ⓘ   Total Backordered Quantity: **0 EA** ⓘ

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	4.0		- Select Country -			Add Details

Add Ship Notice Line

↳ Add Order Line Item

Save   Exit   Next

5 Scroll down to the **Order Items** section.

The line item details are displayed and corresponds to what was confirmed as part of the Order Confirmation step.

PARTIAL Advance Shipping Notification can be created by removing line items, and / or reducing the ship quantities to align with your pending deliveries.

To create a PARTIAL Advance Shipping Notification by removing a line item, click on **Remove**

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HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)

SUPPLIER 1	SUPPLIER 2	SUPPLIER 3	SUPPLIER 4	ANGLO AMERICAN / DE BEERS GROUP 5	SUPPLIER 6	SUPPLIER 7	ANGLO AMERICAN / DE BEERS GROUP 8
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	CREATE SHIP NOTICE IN SAP ARIBA	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
4502509401	10			10.0	EA ⓘ	25 May 2023		R 4,900.00 ZAR	R 49,000.00 ZAR	R 7,350.00 ZAR	Remove

QUADRANT;FIRE;DIGITAL IN;IOC3;342424

Shipment Status

Total Item Due Quantity: 2.0 EA ⓘ

Confirmation Status

Total Confirmed Quantity: 10.0 EA ⓘ   Backordered Quantity: 0 EA ⓘ

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2.0		- Select Country -			Add Details

Add Ship Notice Line

Add Order Line Item

Save   Exit   Next

The updated view is displayed with only the remaining line items.

6 To illustrate the PARTIAL Advance Shipping Notification by reducing the ship quantity we will click in **Ship Qty** and change the value to reflect your quantity pending delivery.

7 Clicking on **Next** will allow you to **Submit** your PARTIAL Advance Shipping Notice.

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)

SUPPLIER
1 LOG INTO ARIBA NETWORK

SUPPLIER
2 CHECKS & CONFIRMS PO

SUPPLIER
3 FULFILS ORDER & DELIVERS GOODS

SUPPLIER
4 CREATE SHIP NOTICE IN SAP ARIBA

ANGLO AMERICAN / DE BEERS GROUP
5 GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
6 CREATE INVOICE IN SAP ARIBA

SUPPLIER
7 REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
8 *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Once submitted the screen will return to the purchase order view.

8 Note that the **Confirmed** status changed to Partially **Shipped**. The **Create Ship Notice** button is still available to create the Advance Shipping Notices for the remaining lines or quantities.

9 Click on **Done** to exit this view.

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)

SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	CREATE SHIP NOTICE IN SAP ARIBA	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
4502509401	10			10.0	EA ⓘ	25 May 2023		R 4,900.00 ZAR	R 49,000.00 ZAR	R 7,350.00 ZAR	Remove
		QUADRANT;FIRE;DIGITAL IN;IOC3;342424									

Shipment Status

Total Item Due Quantity: **2.0 EA** ⓘ

Confirmation Status

Total Confirmed Quantity: **10.0 EA** ⓘ   Total Backordered Quantity: **0 EA** ⓘ

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	2.0		- Select Country -			Add Details

Add Ship Notice Line

↳ **Add Order Line Item** ⑩

Save   Exit   **Next**

In the event that a line item is accidentally removed, the following steps can be used to replace the line item.

⑩ Continuing with the example where line No. 20 was removed, click on **Add Order Line Item**.

HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)

SUPPLIER	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	CREATE SHIP NOTICE IN SAP ARIBA	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

11 Under the **Search Filters** select the **Exact Match** option.

12 Add the specific purchase order number in question.

13 Click on **Search**

14 Select the previously excluded line item, 20 in this example, and tick the box to include the item

15 Click on **Add Selected Items** to exit this view.

The usual Advance Shipping Notice process steps will again apply to the replaced items.

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HOW TO INVOICE AGAINST YOUR PO FOR GOODS

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

The **Orders and Releases** page appears and displays the most recent purchase order. You can either select a specific purchase order from the list or alternatively:

1 Click on the **Orders** option, enter the PO number you need to invoice

2

Click on **Exact number and select APPLY** to locate a specific PO.

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HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 When a GRV has been done by site, the Create Invoice button is no longer 'greyed out' and you can select Standard Invoice under the dropdown

2 If there are multiple GRV's posted against this PO, because there were multiple deliveries, this screen will pop up first. Please select the appropriate GRV to invoice on, each GRV will have a reference/delivery note/packing slip number which must be invoiced separately, you cannot consolidate multiple invoice/delivery notes on one invoice.

Purchase Order: 5505371552   Done

Create Order Confirmation ▾   Create Ship Notice   Create Invoice ▾   **1**   Download PDF | Download CSV | Resend
                                              Standard Invoice
Order Detail   Order History   Line-Item Credit Memo
                                              Line-Item Debit Memo

From:
Rustenburg Platinum Mines   Purchase Order
Rustenburg Platinum Mines Ltd.   (Partially Received)
Rustenburg   5505371552
0300 South Africa   Amount: R5,500.00 ZAR
Phone: +27 ( ) (014) 598-1110   To: Version: 1
Fax: +27 ( ) (014) 598-1346

Payment Terms ⓘ
Payment end of next month net   Routing Status: Acknowledged
                                                                     Related Documents: R00050102431322020
Contact Information   R00050102431332020
Supplier Address   R00050102431282020
                                 Buyer   More(1) »
                                 Test ID
                                 Email: testuser@angloamerican.com
Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER
1.,,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from
(http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the
reference and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing
between the Purchaser and the Supplier pertaining to the goods and/or services as set out in the Purchase Order. If the Supplier is not i

---

Select receipts to be invoiced   Next   Cancel

Receipt List

	Receipt Number ↑	Customer	Date	Routing Status
☐	R00050102431282020	Anglo American - TEST	6 May 2020 12:48:20 PM	Sent
☐	R00050102431322020	Anglo American - TEST	6 May 2020 1:19:17 PM	Sent
☑	R00050102431332020	Anglo American - TEST	6 May 2020 1:19:16 PM	Sent

                                                                  Next   Cancel

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Check column **Packing Slip ID** to view which Delivery note / Invoice nr was linked against this GRV/Receipt

2 The **Delivery Note** / **Invoice** will appear as referenced by the Goods Receipt clerk when creating the **GRV**, following delivery of goods. Note the number as you will use this in the invoice generation process

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HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Populate the **invoice number** and **invoice date** as it appears on your company's physical invoice.

2 The supplier **VAT/Tax ID is a mandatory field** and must be populated with your VAT ID number. In the event that suppliers are not registered for tax please populate the field with 'Not Registered'.

3 Please verify that the line item information is correct and then click on **update.**

4 Please ensure you match the subtotal, total tax and amount due to those on your company's physical invoice.

5 Click on **Next.** This will take you to a summary page.

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EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

The summary page allow suppliers to verify that all the information is correct.

1 This page is critical to ensure all information entered on the invoice is correct, please check:

- Invoice date matches the date on your physical invoice
- Service start and end dates are correct
- Your nett, VAT and gross value matches with your invoice.

2 Once confirmed that all information is correct, click on **Submit.**

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HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS
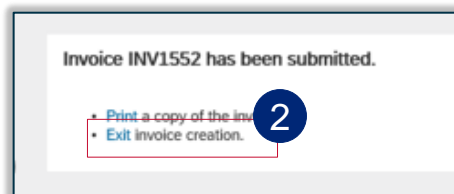
2 You will receive confirmation that your invoice was submitted. Click on **Exit** to take you back to Purchase Order screen.
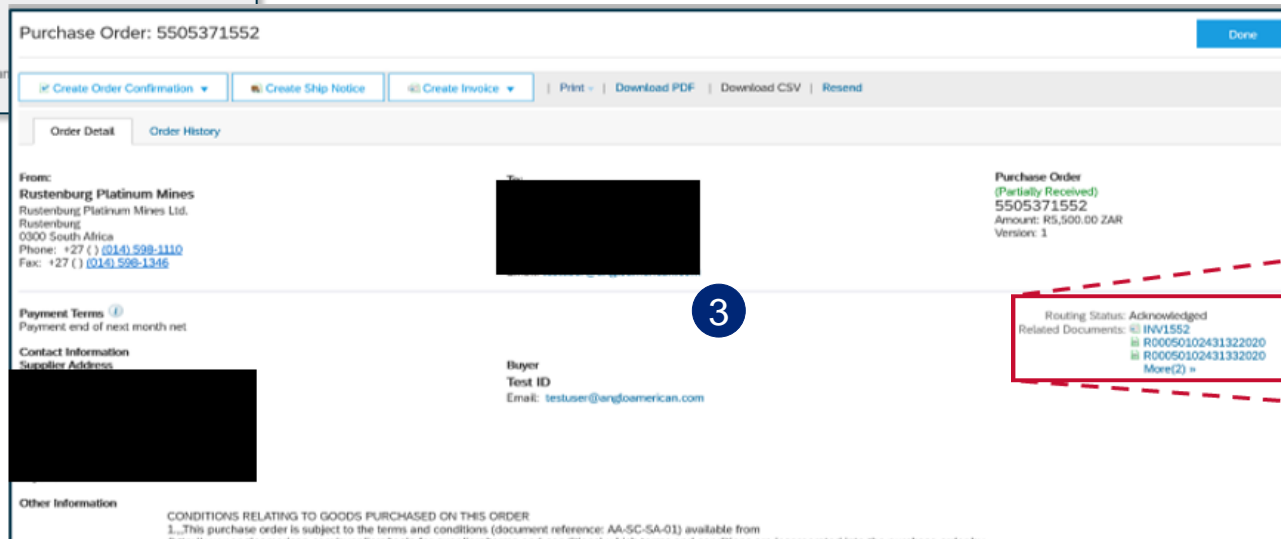
3 Suppliers can view all documents related to the specific PO under **Related documents.** Suppliers can hover over each document to see what type of document it is, e.g. PO confirmation or Receipt
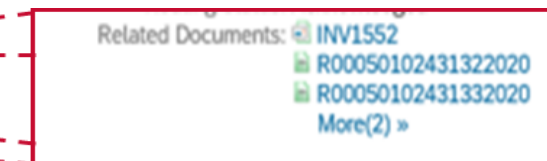
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HOW TO VIEW YOUR INVOICE STATUS & DUE DATE

HOW TO SEE YOU INVOICE STATUS AND DUE DATE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Click on the invoice created under **Related documents** to open the invoice.

2 The Payment Due Date will only reflect once the Invoice status is **Approved**.

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EXTERNAL

HOW TO SEE YOU INVOICE STATUS AND DUE DATE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

3   Click on the **History** tab

4   The **Acknowledged** section will reflect the Payment Due date details

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HOW TO FIND YOUR REMITTANCE ADVICE FOR GOODS

HOW TO FIND YOUR REMITTANCE ADVICE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Click on the invoice created under **Related documents** to open the invoice.

2 Click on the **Remittance** tab

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HOW TO FIND YOUR REMITTANCE ADVICE

SUPPLIER
1 — LOG INTO ARIBA NETWORK

SUPPLIER
2 — CHECKS & CONFIRMS PO

SUPPLIER
3 — FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4 — GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5 — CREATE INVOICE IN SAP ARIBA

SUPPLIER
6 — REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7 — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Invoice: TSTINV2M

To Search Results   Previous

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

Detail   Scheduled Payments   **Remittance**   History

Reference No.	Type	Payment Proposal	Status	Payment Date	Method	Received On
R00015000000492020						

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

Remittance Advice: R00015000000492020 (Paid)

To Search Results

Print   Export cXML   Download CSV

Detail   History

From
Anglo American - TEST
PAYER: Rustenburg Platinum Mines
(Show Payer Details)

To
Anglo_QA_DC1@anglo.com - TEST
(Show Payee Details)

REMITTANCE ADVICE
R00015000000492020 (Paid)
Gross Amount: R 3,300.00 ZAR
Withholding Tax: (R 0.00 ZAR)
Amount Paid: R 3,300.00 ZAR
Estimated Settlement on 6 May 2020

Payment Detail

Payment Method: **Wire**
Reference Number: **1500000049** ⓘ
Related Payment: **R00015000000492020** ⓘ
Identified Differences: **None**

Routing Status : **Sent**
Transaction Date : **6 May 2020**

ADDITIONAL INFORMATION

Line Items (1)

	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: TSTINV2M (Show Details)	R 3,300.00 ZAR	R 0.00 ZAR			R 3,300.00 ZAR	

ADDITIONAL INFORMATION

originalInvoiceNo: TSTINV2M buyerInvoiceID: 5200000031 fiscalYear: 2020 Company Code: R000

3 Click on the **Remittance number** to open the details.

4 The remittance document will reflect **all relevant invoices paid.**

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HOW TO CREATE A CREDIT NOTE FOR GOODS

HOW TO CREATE A CREDIT NOTE

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE E RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

⚠ **VERY IMPORTANT**

PLEASE NOTE THE ARIBA NETWORK DOES NOT SUPPORT PARTIAL CREDITS. ONLY THE FULL INVOICE VALUE CAN BE CREDITED OUT.

1 Click on the invoice created under **Related documents** to open the invoice.

Related Documents: INV1552
R00050102431322020
R00050102431332020
More(2) »

HOW TO CREATE A CREDIT NOTE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

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

3 Populate the **Credit Memo** number

4 scroll down to **Reason for Credit Memo** and populate the **reason for the credit memo**

5 Click **Next** and submit

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER
(1)
LOG INTO ARIBA NETWORK

SUPPLIER
(2)
CHECKS & CONFIRMS PO

SUPPLIER
(3)
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
(4)
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
(5)
CREATE INVOICE IN SAP ARIBA

SUPPLIER
(6)
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
(7)
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

PROCESS FOR CONFIRMING & INVOICING AGAINST PURCHASE ORDERS FOR GOODS

VERY IMPORTANT

- Each step in this electronic processes is dependent on the one before it

- If one is not actioned, the system will not allow the next step to be completed

- **For example** – if you do not confirm your **PO in Step 4,** our stores are unable to create a Goods Receipt Verification (GRV) as indicated in **Step 6**, which in turn will not allow you to invoice against the PO in **Step 7.**

  This may result in payment delays

  It is **VITAL** that you electronically confirm your Purchase Orders in the system as soon as you have confirmed that the PO details are correct.

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com

- Hover over the person icon and select **Supplier** from the drop down menu

1 You will be directed to the Ariba Network login page.

2 Enter your **user name** and **password** to be taken to your **Home** page

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 On the homepage, click on the **Orders** tab, this will display the most recent purchase orders. You can either select a specific purchase order from the list or alternatively:

2 In the Order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**.

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EXTERNAL

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Your **Purchase Order (PO)** document will open. You need to scroll down to see all the detail, Terms and conditions, payment terms etc

Please Note: You must check the accuracy of each PO you receive from us **at a line item level.** To do this scroll down to the **Line Items Section**

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES – FULL INVOICING

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 You are required to check the accuracy of each PO you receive from us **at a line item level.** To do this scroll down to the **Line Items** section.

2 The **Type** column will identify what type of PO this is

3 **Please Note**: You must consider how you will be invoicing us before you confirm your PO for Services. You need to determine upfront if you will be **invoicing** us once for the **full amount** or invoicing us **partially** (e.g. per month) as this has an impact the **Qty (Unit)** and **Price** fields of the PO.

FULL INVOICING: If you intend to invoice us once for the full PO amount, please check that the PO you receive from us reflects the Qty (Unit) field as 1, with the Rand value displayed in the Price field. If the PO you have received from us does not reflect the values in the appropriate fields based on your invoicing approach, please follow the PO rejection process. This does not mean you are rejecting doing business with us. You are just letting us know that our PO is incorrect and we need to provide you with a correct one.

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES – PARTIAL INVOICING

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Line Items

Show Item Details

Line #	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
▼ 1			Service			4 Jun 2020		R 950,000.00 ZAR		Details
	Consulting - Financial Reports									
1.1		998153241	Service		450,000.0 (EA) ⓘ		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR	Details
	CEO CONSULTING FEES									
1.2		998155351	Service		500,000.0 (EA) ⓘ		R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR	Details
	CORPORATE COMMUNCATIONS CONSULTING FEES									
▼ 2			Service			10 Jun 2020		R 899,550.00 ZAR		Details
	Consulting - IT reviews									
2.1		993910101	Service		223,900.0 (EA) ⓘ		R 1.00 ZAR	R 223,900.00 ZAR	R 33,585.00 ZAR	Details
	AUDIT FEES SD REPORT KPMG									
2.2		993915001	Service		675,650.0 (EA) ⓘ		R 1.00 ZAR	R 675,650.00 ZAR	R 101,347.50 ZAR	Details
	INFRASTRUCTURE MODELS									

Order submitted on: Wednesday 6 May 2020 12:00 PM GMT+02:00
Received by Ariba Network on: Wednesday 6 May 2020 3:27 PM GMT+02:00
This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: R 1,849,550.00 ZAR
Est. Total Tax: R 277,432.50 ZAR
Est. Grand Total: R 2,126,982.50 ZAR

1 PARTIAL INVOICING: if you intend invoice us multiple times for partial amounts, based on the work completed.

During invoicing the **Price** field is not editable but the **Qty (Unit)** field is. In order to accommodate for this scenario the price, quantity values need to be swopped around. For partial Invoices the **Qty (Unit)** field needs to contain the Rand value of the PO and the **Price** field will contain the value 1, which means R1.00.

If the PO does not reflect the values in the appropriate fields based on the way you intend to invoice us, please reject the PO. This does not mean that you are rejecting doing business with us. You are just rejecting the PO for being incorrect.

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

			ANGLO AMERICAN / DE BEERS GROUP			ANGLO AMERICAN / DE BEERS GROUP
SUPPLIER	**SUPPLIER**	**SUPPLIER**		**SUPPLIER**	**SUPPLIER**	
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Ship All Items To

RPM (AS) - Central Logistics
Thabazimbi Road
Amandelbult
LP0362 South Africa
Ship To Code: WB00
Phone: +27 () (014) 784 1733
Fax: +27 () (014) 784 1769
Location Code: WB00

Bill To

Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 ( ) (014) 598-1110
Fax: +27 ( ) (014) 598-1346
buyerID: R000

Deliver To

Line Items   Show Item Details

Line #	Change	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
▼ 1				Service			4 Jun 2020		R 950,000.00 ZAR		**Details** ①
		Consulting - Financial Reports									
1.1			998153241	Service		450,000.0 (EA) ⓘ		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR	**Summary** ③

②

CEO CONSULTING FEES

Control Keys
Invoice: is not ERS

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
VAT	15.00	R 950,000.00 ZAR	R 67,500.00 ZAR		15% Input VAT	

Generic Service

Other Information
External Line Number: 1
Classification Domain: not available
Classification Code: CONSULTATION SERVICE

---

① To view the detail of each line item, click on **Details.**

② You can view line description, VAT, **Other information** etc.

Please Note: If you are NOT vat registered and the PO contains VAT, please reject the PO. The buyer will need to send you a revised PO with the VAT removed.

③ If everything is correct, please click on **Summary** and go back to the summary view of your PO

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HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER
(1) LOG INTO ARIBA NETWORK

SUPPLIER
(2) CHECKS & CONFIRMS PO

SUPPLIER
(3) FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
(4) GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
(5) CREATE INVOICE IN SAP ARIBA

SUPPLIER
(6) REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
(7) *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

(1) Scroll up to the top of your PO and click on the **Create Order Confirmation** button.

(2) A drop-down menu will appear. Click on **Confirm Entire Order** to confirm your PO

The **Reject Entire Order** process is discussed in the next section

HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER **(1)** — LOG INTO ARIBA NETWORK

SUPPLIER **(2)** — CHECKS & CONFIRMS PO

SUPPLIER **(3)** — FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP **(4)** — GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER **(5)** — CREATE INVOICE IN SAP ARIBA

SUPPLIER **(6)** — REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP **(7)** — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Populate your **Est. Completion Date** of service you are going to render.

2 Click on **Next.**

3 The **Review Order Confirmation** page will open. Once you are sure that everything is correct, click on **Submit**.

This will take you back to PO page.

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EXTERNAL

HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 To your PO click on **Create Order Confirmation**

2 Click on **Reject Entire Order** to reject your PO

Please note by rejecting a PO it does not mean you are rejecting doing business with us. You are simplifying notifying us that the PO is incorrect.

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HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

1. The **Rejecting Order** window will open

2. Enter your **Order Confirmation Number (Confirmation #)** - this is YOUR reference field and you can enter any reference that is meaningful to you and your organisation e.g. your quote number

3. Select your **Rejection Reason** from the drop down menu

4. It is **mandatory** to provide more detail about your rejection reason in the **Comments** field. This additional information is sent to your buyer and help them to send you a correct PO.

5. Once you have completed all the necessary fields click on **Reject Order.** You should receive a Change Order (new electronic version of the PO) soon.

6. **IMPORTANT!** If you are rejecting the PO because the values were incorrect and wouldn't allow you to do Partial Invoicing please select **Incorrect Price** or **Incorrect Quantity** from the drop down menu and add the detail in the **Comments** field

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HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Your PO will now reflect as **Rejected**

2 Click on **Done** and log out of your account.

This rejection will now workflow electronically and notify your buyer to send a Change Order.

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HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

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1 You will be directed to the Ariba Network login page.

2 Enter your **user name** and **password** to be taken to your **Home** page

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HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 On the homepage, click on the **Orders** tab, this will display the most recent purchase orders. You can either select a specific purchase order from the list or alternatively:

2 In the Order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**.

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HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER
(1)
LOG INTO ARIBA NETWORK

SUPPLIER
(2)
CHECKS & CONFIRMS PO

SUPPLIER
(3)
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
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GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
(5)
CREATE INVOICE IN SAP ARIBA

SUPPLIER
(6)
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
(7)
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

(1) Click on **Create Invoice**

(2) Select **Standard Invoice**

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HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER — **1** — LOG INTO ARIBA NETWORK

SUPPLIER — **2** — CHECKS & CONFIRMS PO

SUPPLIER — **3** — FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP — **4** — GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER — **5** — CREATE INVOICE IN SAP ARIBA

SUPPLIER — **6** — REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP — **7** — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 A **WARNING!** will pop up just to inform you that Service Sheets will **automatically be created** once you have submitted your invoice.

2 You can tick next to **Don't show me this message again** so this message doesn't appear again.

Then click on the **X** to close the message

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HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Select Item to Create Invoice with Auto-Generated Service Sheet

[Next] [Exit]

Line Items

Line #	Part ID / Description
1	Consulting - Financial Reports
2	Consulting - IT reviews

Service Sheet Required.

1

2

[Next] [Exit]

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1 Select the line item you want to invoice against. **Please note that if the PO is created with multiple line items, each line must be invoiced separately, you cannot consolidate several lines on one invoice.**

For the first line invoice, you will use your invoice number i.e. INV123 and submit, for the second line invoice, you will use INV123A etc as once you have submitted the first invoice, when you create the second invoice, the system will state that you have already used the invoice number.

2 Click next.

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER
1
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ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Create Invoice

Previous | Update | Save | Exit | Next

Search...

▼ Invoice Header

* Indicates required field   Add to Header ▼

Summary

Purchase Order: 5505371561

Invoice #: * INV1561A   **1**

Invoice Date: * 9 Apr 2020   **2**

Service Description:

Remit To: EXTREME CONSULTING (PTY) LTD-TEST

NIGEL

Bill To: Rustenburg Platinum Mines

Rustenburg
South Africa

Subtotal: R 899,550.00 ZAR
Total Tax: R 134,932.50 ZAR
Amount Due: R 1,034,482.50 ZAR

Shipping Cost
Shipping Documents
Special Handling
Additional Reference Documents and Dates
Comment
Attachment

Shipping

● Header level shipping ⓘ   ○ Line level shipping ⓘ

Ship From: EXTREME CONSULTING (PTY) LTD-TEST

NIGEL
GautengSouth Africa

Ship To: RPM (AS) - Central Logistics
Amandelbult
LPSouth Africa

Deliver To:

View/Edit Addresses

Payment Term

Net Term(days):   Discount or Penalty Term(days): ⓘ   Percentage(%):   Add Discount/Penalty Term

1 Enter your company's physical Invoice number in the **Invoice #** field

2 Populate your company's physical Inv date in the **Invoice Date*** field. Please ensure that the date you enter here, matches with the date on your physical invoice as payment terms get calculated from this date.

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Enter **Service Start Date** and **Service End date.**

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Enter your VAT or Tax number in the mandatory **Supplier VAT/Tax ID** field. If you are not VAT registered then enter the words **Not Registered**. If you captured your VAT information in the your company settings, this will automatically populate

2 Click on **Choose File** to browse for the invoice you want to attach. **Please ensure** your invoice is in PDF format.

3 Once you have selected your invoice, click on **Add Attachment.**

Your attachment will appear in this section if successfully attached.

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EXTERNAL

HOW TO **FULLY** INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES
FULL INVOICING

1 Scroll down to the **Line Items** section. This section highlights the line items from the Purchase Order.

2 If you are invoicing for the full amount (full invoicing) you do not need to change the **Quantity** value. It must stay as **1**.

3 Slide the **button** under **Include** to the right to include that service line.

PLEASE NOTE: If you slide the dot to the left it will become greyed out and exclude that service line from the invoice. You should do this if that particular service has not been rendered yet and it will not form part of your invoice. You can generate another invoice at a later stage to invoice against the excluded service line.

4 The **Quantity** should be 0 once excluded from the invoice.

5 Click **Next**.

HOW TO **PARTIALLY** INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES
PARTIAL INVOICING

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Scroll down to the **Line Items** section. This section highlights the line items from the Purchase Order.

2 **IMPORTANT!** For **Partial Invoicing** you need to use the **Quantity** field to capture the value as the **Price** field is greyed out. Update the **Quantity** field value of each line you are invoicing to the value of your company's physical invoice, excluding VAT.

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HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES
PARTIAL INVOICING

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 To exclude a line item from an invoice, slide the button under **Include** to the left. Sliding the green dot to the left will turn the dot grey and exclude that service line from the invoice.

You should follow this step if the service has not been rendered yet and it will not form part of your invoice. You can generate another invoice at a later stage to invoice against the excluded service line.

2 The **Quantity** should be 0 once excluded from the invoice.

3 Click **Next**.

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HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER
1 — LOG INTO ARIBA NETWORK

SUPPLIER
2 — CHECKS & CONFIRMS PO

SUPPLIER
3 — FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4 — GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5 — CREATE INVOICE IN SAP ARIBA

SUPPLIER
6 — REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7 — *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

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:South Africa. The document's destination country is:South Africa.
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.

Standard Invoice / Tax Invoice

Invoice Number: IN1561A
Invoice Date: Thursday 9 Apr 2020 12:00 PM GMT+02:00
Original Purchase Order: 5505371561

Subtotal: R 14,000.00 ZAR
Total Tax: R 2,100.00 ZAR
Amount Due: R 16,100.00 ZAR

SERVICE PERIOD
Start Date : 9 Apr 2020
End Date : 9 Apr 2020

REMIT TO:

BILL TO:
Rustenburg Platinum Mines

Postal Address (Rustenburg Platinum Mines Limited):
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Address ID: R000

Phone : +27 ( ) (014) 598-1110
Fax : +27 ( ) (014) 598-1346

SUPPLIER:

---

1 Once you have checked that all the information you needed to include is correct, click on **Submit**

2 You will receive a message confirming that your invoice has been submitted. Click on **Exit.**

Invoice IN1561A has been submitted.

- Print a copy of the invoice.
- **2** Exit invoice creation.

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EXTERNAL

HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

SUPPLIER ① LOG INTO ARIBA NETWORK

SUPPLIER ② CHECKS & CONFIRMS PO

SUPPLIER ③ FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP ④ GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER ⑤ CREATE INVOICE IN SAP ARIBA

SUPPLIER ⑥ REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP ⑦ *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

① Your newly created invoice will reflect under **Related Documents**.

② Click on **More,** to view all the documents.

Purchase Order: 5505371561 | **Done**

☑ Create Order Confirmation ▼ | ✎ Create Service Sheet | ▤ Create Invoice ▼ | Hide Changes | Print ▼ | Download PDF | Download CSV | Resend

Order Detail | Order History

From:
Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 ( ) (014) 598-1110
Fax: +27 ( ) (014) 598-1346

To:

Purchase Order
(→ Partially Invoiced)
5505371561
Amount: R1,849,550.00 ZAR
Version: 2 (Previous Version)

Payment Terms ⓘ
60 Days from month end

Routing Status: Acknowledged
Related Documents: 📄 IN1561A
　　　　　　　　　　▤ IN1561A
　　　　　　　　　　☑ Proposal 1561
　　　　　　　　　　More(1) »

Contact Information
Supplier Address

Buyer
Test ID
Email: testuser@angloamerican.com

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER
1.,,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://w

Related Documents

Document Number	Date	Type
IN1561A	9 Apr 2020 7:00 AM BRT	Service Sheet
IN1561A	9 Apr 2020 7:00 AM BRT	Invoice
Proposal 1561	7 May 2020 6:51 AM BRT	Order Confirmation
Proposal 1561	7 May 2020 5:52 AM BRT	Order Confirmation

Done | Previous

HOW TO VIEW YOUR INVOICE STATUS & DUE DATE

HOW TO SEE YOUR INVOICE STATUS AND DUE DATE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Go into the PO, under related documents click on the invoice number to go into the invoice.

EXTERNAL

HOW TO SEE YOUR INVOICE STATUS AND DUE DATE

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Invoice: INV1552

Done | Previous

Create Line-Item Credit Memo | Copy This Invoice | Print | Download PDF ▾ | Export cXML

Detail | Scheduled Payments | History

Standard Invoice / Tax Invoice

2

Status
Invoice: Approved
Routing: Acknowledged
Invoice Number: INV1552
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00
Original Purcha...

Subtotal: R 1,050.00 ZAR
Total Tax: R 157.50 ZAR
Amount Due: R 1,207.50 ZAR

reate a line-item credit memo for the selected invoice

This document is digitally signed

REMIT TO:

Done | Previous

Create Line-Item Credit Memo | Copy This Invoice | Download PDF ▾ | Export cXML

Detail | Scheduled Payments | History **3**

Invoice: INV1552
Invoice Status: Approved
Received By Ariba Network On: 6 May 2020 1:52:37 PM GMT+02:00
Submitted By: Joe Corona

To: Anglo American - TEST
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	This document has been digitally signed.	LegalizationDispatcher-125043039	6 May 2020 2:01:17 PM
	This document has been digitally verified.	LegalizationDispatcher-125043039	6 May 2020 2:01:18 PM
	The document has been transferred to the next integration point.	CommunityWeb-125004072	6 May 2020 2:01:21 PM
	The document is ready to be picked up by the recipient.	CommunityWeb-125004072	6 May 2020 2:01:21 PM
	Comments from Anglo American - TEST: The document was added to the pending queue for download.	TXNDocSupplierApp-125041066	6 May 2020 2:01:22 PM
Sent		Supplier	6 May 2020 2:01:22 PM
	Comments from Anglo American - TEST:	TXNDocSupplierApp-125040069	6 May 2020 2:05:06 PM
Acknowledged		...plier	6 May 2020 2:05:06 PM
	The invoice status has been successfully updated to Approved by Anglo American - TEST. Description:Payment Due Date: 2020.04.30	...DocSupplierApp-125037078	6 May 2020 2:12:04 PM

4

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2 You can find the status of your invoice here

Please Note: Your invoice's payment due date will only reflect once the invoice status reflects as **Approved**

3 If your invoice is in Approved status, click on the **History** tab

4 The Payment Due date is reflected under the **Acknowledged** section

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HOW TO FIND YOUR REMITTANCE ADVICE

HOW TO FIND YOUR REMITTANCE ADVICE

SUPPLIER	**SUPPLIER**	**SUPPLIER**	**ANGLO AMERICAN / DE BEERS GROUP**	**SUPPLIER**	**SUPPLIER**	**ANGLO AMERICAN / DE BEERS GROUP**
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Click and open the invoice you want to see the Remittance advice for under **Related documents**

2 Once open, click on the **Remittance** tab

HOW TO FIND YOUR REMITTANCE ADVICE

	SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
	1	**2**	**3**	**4**	**5**	**6**	**7**
	LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

3 Click on the **Remittance number** to open the details

4 The **Line Items** will reflect all invoices paid on this specific Remittance.

Invoice: TSTINV2M

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

Detail | Scheduled Payments | Remittance | History

Reference No. — R00015000000492020

Remittance Advice: R00015000000492020 (Paid)

Print | Export cXML | Download CSV

Detail | History

From Anglo American - TEST
PAYER: Rustenburg Platinum Mines
(Show Payer Details)

To Anglo_QA_DC1@anglo.com - TEST
(Show Payee Details)

REMITTANCE ADVICE
R00015000000492020 (Paid)
Gross Amount: R 3,300.00 ZAR
Withholding Tax: (R 0.00 ZAR)
Amount Paid: R 3,300.00 ZAR
Estimated Settlement on 6 May 2020

Payment Detail

Payment Method: Wire
Reference Number: 1500000049
Related Payment: R00015000000492020
Identified Differences: None

Routing Status: Sent
Transaction Date: 6 May 2020

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: TSTINV2M (Show Details)	R 3,300.00 ZAR	R 0.00 ZAR			R 3,300.00 ZAR	

ADDITIONAL INFORMATION
originalInvoiceNo: TSTINV2M buyerInvoiceID: 5200000031 fiscalYear: 2020 Company Code: R000

HOW TO CREATE A CREDIT NOTE FOR SERVICES

HOW TO CREATE A CREDIT NOTE FOR SERVICES

1 Log into ariba and search for the PO you need to issue a credit against.

2 Click on and open the invoice you want to credit under **Related documents**

3 Once open, click on **Create Line-Item Credit Memo**

⚠️ **VERY IMPORTANT**

PLEASE NOTE THE ARIBA NETWORK DOES NOT SUPPORT PARTIAL CREDITS. ONLY THE FULL INVOICE VALUE CAN BE CREDITED OUT

HOW TO CREATE A CREDIT NOTE FOR SERVICES

3 Enter your Credit Memo number in the **Credit Memo field**

4 Scroll down to the Comment section and enter your **Reason for Credit Memo**

5 Click **Next** and then **Submit**

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AngloAmerican

HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS
FOR GOODS & SERVICES
(HYBRIDS)

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS

SUPPLIER

(1)

LOG INTO ARIBA NETWORK

SUPPLIER

(2)

CHECKS & CONFIRMS PO

SUPPLIER

(3)

FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP

(4)

GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER

(5)

CREATE INVOICE IN SAP ARIBA

SUPPLIER

(6)

REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP

(7)

*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

PROCESS FOR CONFIRMING & INVOICING AGAINST HYBRID PURCHASE ORDERS

VERY IMPORTANT

- Each step in this electronic processes is dependent on the one before it

- If one is not actioned, the system will not allow the next step to be completed

- **For example** – if you do not confirm your **PO in Step 4,** our stores are unable to create a Goods Receipt Verification (GRV) as indicated in **Step 6**, which in turn will not allow you to invoice against the PO in **Step 7.**

  This may result in payment delays

- It is **VITAL** that you electronically confirm your Purchase Orders in the system as soon as you have confirmed that the PO details are correct.

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com

- Hover over the person icon and select **Supplier** from the drop down menu

1 You will be directed to the Ariba Network login page.

2 Enter your **user name** and **password** to be taken to your **Home** page

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HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS

SUPPLIER

1

LOG INTO ARIBA NETWORK

SUPPLIER

2

CHECKS & CONFIRMS PO

SUPPLIER

3

FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP

4

GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER

5

CREATE INVOICE IN SAP ARIBA

SUPPLIER

6

REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP

7

*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 On the homepage, click on the **Orders** tab, this will display the most recent purchase orders. You can either select a specific purchase order from the list or alternatively:

2 In the Order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**.

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS

SUPPLIER

1 LOG INTO ARIBA NETWORK

SUPPLIER

2 CHECKS & CONFIRMS PO

SUPPLIER

3 FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP

4 GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER

5 CREATE INVOICE IN SAP ARIBA

SUPPLIER

6 REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP

7 *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS
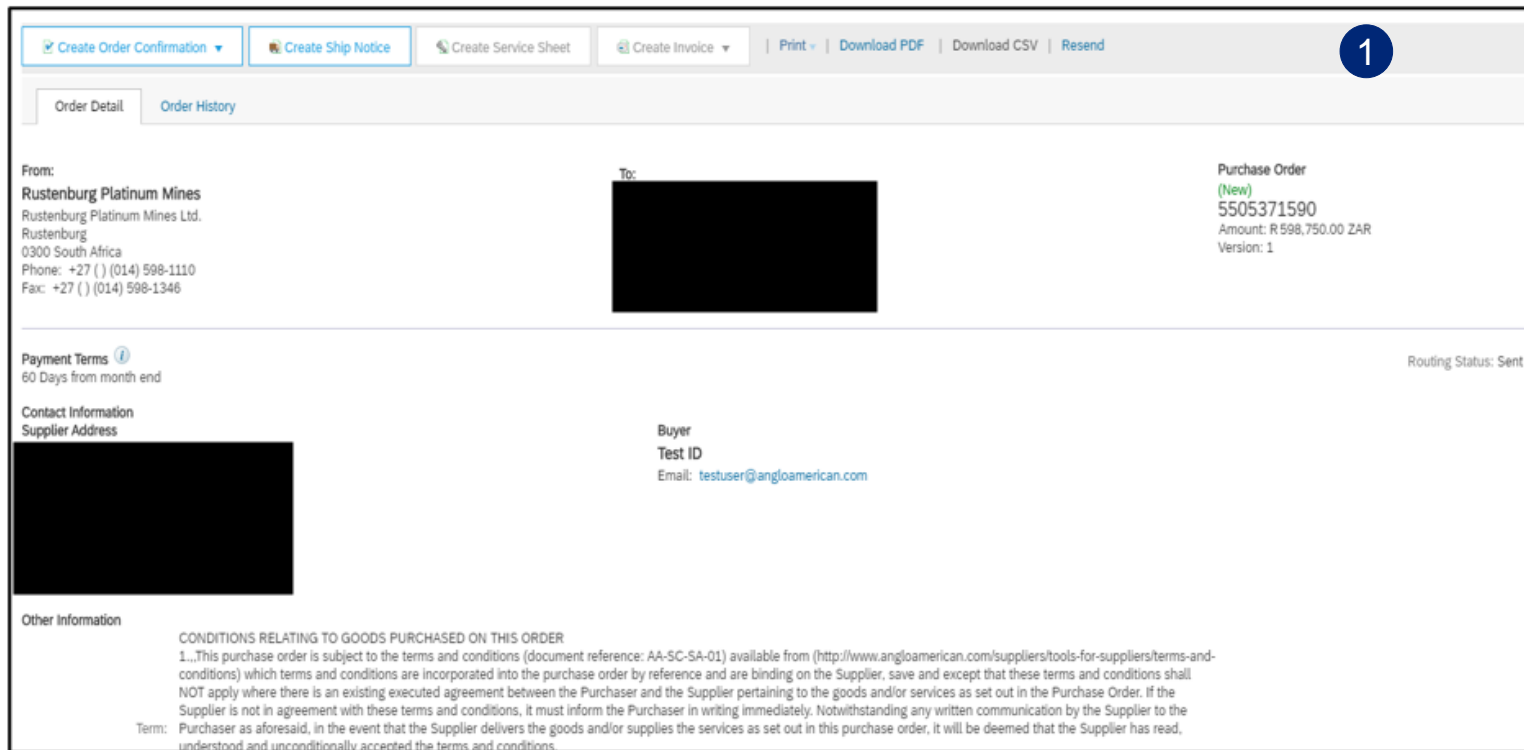
1 Your **Purchase Order (PO)** document will open.

You are required to check the accuracy of each PO you receive from us **at a line item level.** To do this scroll down to the **Line Items** section.

Please scroll down to the **Line items** section to see the details.

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 The **Type** column will identify what type of PO this is, namely a Goods/Material & Service (Hybrid) PO.

2 **Please Note**: When confirming your line items for Services you must consider how you will be invoicing against them. You need to determine upfront if you will do full invoicing or partial invoicing because it will impact the **Qty (Unit)** and **Price** fields linked with those with the Service lines.

3 **Full invoicing**: You will be invoicing once for the full PO amount. The PO should reflect the **Qty (Unit)** field as 1, with the currency value displayed in the **Unit Price** field, as with other types of PO's.

Please Note: If the Service lines in your PO do not reflect the values in the appropriate fields based on your invoicing approach, please reject the PO. Important! Goods/Material line(s) are not impacted.

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HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Ship All Items To

RPM (AS) - Central Logistics
Thabazimbi Road
Amandelbult
LP0362 South Africa
Ship To Code: WB00
Phone: +27 () (014) 784 1733
Fax: +27 () (014) 784 1769
Location Code: WB00

Bill To

Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 () (014) 598-1110
Fax: +27 () (014) 598-1346
buyerID: R000

Deliver To

Line Items   Show Item Details

Line #	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1			Material		45.0 (EA) ⓘ	12 Jun 2020	R 250.00 ZAR	R 11,250.00 ZAR	R 1,687.50 ZAR	Details
	Goodie bags with pen and notebook									
▼ 2			Service			12 Jun 2020		R 587,500.00 ZAR		Details
	Consulting Review									
2.1		998153241	Service		250.0 (EA) ⓘ		R 750.00 ZAR	R 187,500.00 ZAR	R 28,125.00 ZAR	Details
	CEO CONSULTING FEES									
2.2		998155351	Service		400.0 (EA) ⓘ		R 1,000.00 ZAR	R 400,000.00 ZAR	R 60,000.00 ZAR	Details
	CORPORATE COMMUNCATIONS CONSULTING FEES									

Order submitted on: Saturday 9 May 2020 12:00 PM GMT+02:00
Received by Ariba Network on: Saturday 9 May 2020 6:47 PM GMT+02:00
This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

Service Sheet Required.

Sub-total: R 598,750.00 ZAR
Est. Total Tax: R 89,812.50 ZAR
Est. Grand Total: R 688,562.50 ZAR

1 Partial invoicing: You will generate multiple invoices for partial amounts, based on the work completed.

During invoicing the **Price** field is not editable but the **Qty (Unit)** field is. In order to accommodate for this scenario the price, quantity values need to be swopped around. For partial Invoices the **Qty (Unit)** field needs to contain the currency value of the PO and the **Price** field will contain the value 1.

Please Note: If the Service lines in your PO do not reflect the values in the appropriate fields based on your invoicing approach, please reject the PO. Important! Goods/Material line(s) are not impacted.

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Scroll up to the top of your PO and click on the **Create Order Confirmation** button

2 A drop down menu will appear. Click on **Confirm Entire Order** to confirm your PO

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EXTERNAL

HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Enter your confirmation number (this is YOUR reference field. you can enter any reference that is meaningful to you and your organisation e.g. your quote number).

2 Enter your estimated completion date of the service you are going to render in the **Est. Completion date** field

3 Click on **Next**

4 The **Review Order Confirmation** page open. Click on **Submit** if you have confirmed that all the details are correct

This will take you back to your PO.

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HOW TO REJECT YOUR DIGITAL PURCHASE ORDERS FOR GOODS & SERVICES (HYBRIDS)

HOW TO REJECT YOUR HYBRID PURCHASE ORDERS

			ANGLO AMERICAN / DE BEERS GROUP			ANGLO AMERICAN / DE BEERS GROUP
SUPPLIER	**SUPPLIER**	**SUPPLIER**		**SUPPLIER**	**SUPPLIER**	
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Purchase Order: 5505371561   Done

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

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

Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 ( ) (014) 598-1110
Fax: +27 ( ) (014) 598-1346

To:

Purchase Order
(New)
5505371561
Amount: R1,849,550.00 ZAR
Version: 1

Payment Terms ⓘ
60 Days from month end

Routing Status: Sent

Contact Information
Supplier Address

Buyer
Test ID
Email: testuser@angloamerican.com

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER
1.,,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are incorporated into the purchase order by reference and are binding on the Supplier, save and except that these terms and conditions shall

1 To your PO click on **Create Order Confirmation**

2 Click on **Reject Entire Order** to reject your PO

Please note by rejecting a PO it does not mean you are rejecting doing business with us. You are simplifying notifying us that the PO information is incorrect.

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HOW TO REJECT YOUR HYBRID PURCHASE ORDERS

1. The **Rejecting Order** window will open

2. Enter your **Order Confirmation Number (Confirmation #)** - this is YOUR reference field and you can enter any reference that is meaningful to you and your organisation e.g. your quote number

3. Select your **Rejection Reason** from the drop down menu

4. It is **mandatory** to provide more detail about your rejection reason in the **Comments** field. This additional information is sent to your buyer and help them to send you a correct PO.

5. Once you have completed all the necessary fields click on **Reject Order.** You should receive a Change Order (new electronic version of the PO) soon.

6. **IMPORTANT!** If you are rejecting the PO because the values were incorrect and wouldn't allow you to do Partial Invoicing please select **Incorrect Price** or **Incorrect Quantity** from the drop down menu and add the detail in the **Comments** field

HOW TO REJECT YOUR HYBRID PURCHASE ORDERS

SUPPLIER **1**	**SUPPLIER** **2**	**SUPPLIER** **3**	**ANGLO AMERICAN / DE BEERS GROUP** **4**	**SUPPLIER** **5**	**SUPPLIER** **6**	**ANGLO AMERICAN / DE BEERS GROUP** **7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Your PO will now reflect as **Rejected**

2 Click on **Done** and log out of your account.

This rejection will now workflow electronically and notify your buyer to send a Change Order.

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HOW TO INVOICE AGAINST YOUR DIGITAL PURCHASE ORDERS
FOR GOODS & SERVICES (HYBRIDS)

&

HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS

SUPPLIER
(1)
LOG INTO ARIBA NETWORK

SUPPLIER
(2)
CHECKS & CONFIRMS PO

SUPPLIER
(3)
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
(4)
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
(5)
CREATE INVOICE IN SAP ARIBA

SUPPLIER
(6)
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
(7)
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com

- Hover over the person icon and select **Supplier** from the drop down menu

(1) You will be directed to the Ariba Network login page.

(2) Enter your **user name** and **password** to be taken to your **Home** page

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HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS

SUPPLIER

1

LOG INTO ARIBA NETWORK

SUPPLIER

2

CHECKS & CONFIRMS PO

SUPPLIER

3

FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP

4

GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER

5

CREATE INVOICE IN SAP ARIBA

SUPPLIER

6

REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP

7

*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 On the homepage, click on the **Orders** tab, this will display the most recent purchase orders. You can either select a specific purchase order from the list or alternatively:

2 In the Order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**.

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HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS

SUPPLIER
(1) LOG INTO ARIBA NETWORK

SUPPLIER
(2) CHECKS & CONFIRMS PO

SUPPLIER
(3) FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
(4) GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
(5) CREATE INVOICE IN SAP ARIBA

SUPPLIER
(6) REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
(7) *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

IMPORTANT!

When invoicing against Hybrid purchase orders you can't invoice material and service lines on the same invoice.

The following section will explain the process of separately invoicing Goods / Material line items and Service line items.

(1) Click on **Create Invoice**

(2) Select **Standard Invoice**

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HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS

SUPPLIER
1
LOG INTO ARIBA NETWORK

SUPPLIER
2
CHECKS & CONFIRMS PO

SUPPLIER
3
FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
4
GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER
5
CREATE INVOICE IN SAP ARIBA

SUPPLIER
6
REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Enter your company's physical Invoice Number in the **Invoice #** field

2 Enter your company's physical Invoice Date in the **Invoice Date** field. **Please Note:** The payment terms are calculated from this date.

HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS

1 Enter your **Service Start Date** and **Service End date.**

2 Enter your VAT or Tax number in the mandatory **Supplier VAT/Tax ID** field. If you are not VAT registered then enter the words **Not Registered**. If you captured your VAT information in the your company settings, this will automatically populate

3 Click on **Choose File** to browse for the invoice you want to attach. **Please ensure** your invoice is in PDF format

4 Once you have selected your invoice, click on **Add Attachment.** Your attachment will appear in this section.

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HOW TO INVOICE A MATERIAL LINE FOR GOODS & SERVICES (HYBRID)

HOW TO INVOICE A MATERIAL LINE FOR A HYBRID PO

IMPORTANT!

When invoicing against Hybrid purchase orders you can't invoice material and service lines on the same invoice.

This invoice will be for the Goods/ Material line item only and the service lines need to be excluded.

1 Scroll down to the **Line Items** section. This displays the PO's line items

2 To exclude the Services Line Item slide the button under **Include** to the left. This will grey out the dot and exclude that line item from your Invoice

3 The **Quantity** should be 0 once the line item is excluded from the invoice.

4 Tick the check boxes of the lines you want to exclude.

5 Click on **Delete**

6 Click on **Update**

7 Click on **Next**

Then click here to find out how to submit your invoice

HOW TO **FULLY** INVOICE AGAINST YOUR DIGITAL PO FOR GOODS & SERVICES (HYBRIDS)

HOW TO FULLY INVOICE A SERVICE LINE FOR A HYBRID PO

IMPORTANT!

When invoicing against Hybrid purchase orders you can't invoice material and service lines on the same invoice.

1 Scroll down to the **Line Items** section. This displays the PO's line items

This invoice will be to fully invoice for a Service line only and the material line(s) need to be excluded

2 **REMEMBER!** For full invoicing no change is required for the Quantity value as you will invoice the entire value of the PO. It will remain as 1.

3 To exclude the Material Line Items, slide the button under **Include** to the left. This will grey out the dot and exclude that line item from your Invoice

4 The **Quantity** should be 0 once the line item is excluded from the invoice

5 Tick the check boxes next to the line items you want to exclude.

6 Click on **Delete**

7 Click **Update**

8 Click **Next**

Then click here to find out how to submit your invoice

HOW TO **PARTIALLY** INVOICE AGAINST YOUR DIGITAL PO FOR GOODS & SERVICES (HYBRIDS)

&

HOW TO **PARTIALLY** INVOICE A SERVICE LINE FOR HYBRID PO

IMPORTANT! When invoicing against Hybrid purchase orders you can't invoice material and service lines on the same invoice.

1 Scroll down to the **Line Items** section. This displays the PO's line items

This invoice is to partially invoice against a Service line item only and the material line item(s) must be excluded.

2 **REMEMBER! For Partial Invoices** the **Qty (Unit)** field needs to contain the monetary value of the PO and the **Price** field will contain the value 1

3 To exclude the Materials Line Item, slide the button under **Include** to the left. This will grey out the dot and exclude that line item from your Invoice

4 The **Quantity** should be 0 once the line item is excluded from the invoice.

5 Tick the check boxes of the lines you want to exclude

6 Click on **Delete**

7 Click on **Update**

8 Click on **Next**

Then click here to find out how to submit your invoice

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EXTERNAL

HOW TO **PARTIALLY** INVOICE A SERVICE LINE FOR A HYBRID PO

SUPPLIER
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*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

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:South Africa. The document's destination country is:South Africa.
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.

Standard Invoice   /   Tax Invoice

Invoice Number: INV1590A
Invoice Date: Monday 6 Apr 2020 12:00 PM GMT+02:00
Original Purchase Order: 5505371590

Subtotal: R 177,500.00 ZAR
Total Tax: R 26,625.00 ZAR
Amount Due: R 204,125.00 ZAR

SERVICE PERIOD
Start Date : 6 Apr 2020
End Date : 6 Apr 2020

| REMIT TO: | BILL TO: | SUPPLIER: |

Invoice INV1590A has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

---

1 Once you have checked that all the information you needed to include is correct, click on **Submit**

2 You will receive a message confirming that your invoice has been submitted.

3 Click on **Exit.**

.

HOW TO **PARTIALLY** INVOICE A SERVICE LINE FOR HYBRID PO

SUPPLIER	**SUPPLIER**	**SUPPLIER**	**ANGLO AMERICAN / DE BEERS GROUP**	**SUPPLIER**	**SUPPLIER**	**ANGLO AMERICAN / DE BEERS GROUP**
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Purchase Order: 5505371561   Done

☑ Create Order Confirmation ▼ | 🖉 Create Service Sheet | 🖹 Create Invoice ▼ | Hide Changes | | Print ▼ | Download PDF | Download CSV | Resend

Order Detail   Order History

From: To: Purchase Order
Rustenburg Platinum Mines   (➜ Partially Invoiced)
Rustenburg Platinum Mines Ltd.   **5505371561**
Rustenburg   Amount: R1,849,550.00 ZAR
0300 South Africa   Version: 2 (Previous Version)
Phone: +27 ( ) (014) 598-1110
Fax: +27 ( ) (014) 598-1346

Payment Terms ⓘ   Routing Status: Acknowledged
60 Days from month end   Related Documents: 🖉 IN1561A
                                                                      🖹 IN1561A
Contact Information   ✔ Proposal 1561
Supplier Address   Buyer   More(1) »
                                    Test ID
                                    Email: testuser@angloamerican.com

Other Information

CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER
1.,,This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://w...

Related Documents

Document Number	Date	Type
IN1561A	9 Apr 2020 7:00 AM BRT	Service Sheet
IN1561A	9 Apr 2020 7:00 AM BRT	Invoice
Proposal 1561	7 May 2020 6:51 AM BRT	Order Confirmation
Proposal 1561	7 May 2020 5:52 AM BRT	Order Confirmation

                                                             Done   Previous

1 Your newly created invoice will reflect under **Related Documents**.

2 Click on **More,** to view all the documents.

HOW TO CREATE A CREDIT NOTE FOR GOODS & SERVICES (HYBRID ORDERS)

HOW TO CREATE A CREDIT NOTE FOR SERVICES

1. Log into your ariba supplier account and search for the PO that you need to credit. Click on and open the invoice you want to credit under **Related documents**

2. Once open, click on **Create Line-Item Credit Memo**

VERY IMPORTANT

PLEASE NOTE THE ARIBA NETWORK DOES NOT SUPPORT PARTIAL CREDITS. ONLY THE FULL INVOICE VALUE CAN BE CREDITED OUT

HOW TO CREATE A CREDIT NOTE FOR SERVICES

3 Enter your Credit Memo number in the **Credit Memo field**

4 Scroll down to the Comment section and enter your **Reason for Credit Memo**

5 Click **Next** and then **Submit**

HOW TO VIEW YOUR INVOICE STATUS & DUE DATE

&

HOW TO SEE YOUR INVOICE STATUS AND DUE DATE

SUPPLIER

1

LOG INTO ARIBA NETWORK

SUPPLIER

2

CHECKS & CONFIRMS PO

SUPPLIER

3

FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP

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GOODS RECEIPT CREATED (RECEIVING / STORES)

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CREATE INVOICE IN SAP ARIBA

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REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP

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*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Log onto your ariba supplier account and search for the PO you want to check.

Click on and open the invoice you want under **Related documents**

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HOW TO SEE YOUR INVOICE STATUS AND DUE DATE

2. You can find the status of your invoice here

   Please Note: Your invoice's payment due date will only reflect once the invoice status reflects as **Approved**

3. If your invoice is in Approved status, click on the **History** tab

4. The Payment Due date is reflected under the **Acknowledged** section

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HOW TO FIND YOUR REMITTANCE ADVICE

HOW TO FIND YOUR REMITTANCE ADVICE

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*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 Click and open the invoice you want to see the Remittance advice for under **Related documents**

2 Once open, click on the **Remittance** tab

Related Documents: INV1552
R00050102431322020
R00050102431332020
More(2) »

Purchase Order: 5505371552

Done

Create Order Confirmation ▾ | Create Ship Notice | Create Invoice ▾ | Print ▾ | Download PDF | Download CSV | Resend

Order Detail | Order History

From:
Rustenburg Platinum Mines
Rustenburg Platinum Mines Ltd.
Rustenburg
0300 South Africa
Phone: +27 () (014) 598-1110
Fax: +27 () (014) 598-1346

To:

Purchase Order
(Partially Received)
5505371552
Amount: R5,500.00 ZAR
Version: 1

Payment Terms ⓘ
Payment end of next month net

Contact Information
Supplier Address

Buyer
Test ID
Email: testuser@angloamerican.com

Routing Status: Acknowledged
Related Documents: INV1552
R00050102431322020
R00050102431332020
More(2) »

Other Information | CONDITIONS
1.,,This purch

Invoice: TSTINV2M

To Search Results | Previous

Create Line-Item Credit Memo | Copy This Invoice | Cancel | Print ▾ | Download PDF ▾ | Export cXML

Detail | Scheduled Payments | Remittance | History

Standard Invoice / Tax Invoice

Status
Invoice: Sent
Routing: Acknowledged
Invoice Number: TSTINV2M
Invoice Date: Thursday 30 Jan 2020 3:00 PM GMT+05:30
Original Purchase Order: 5505371046
Receipt: R00050102429572020
Submission Method: Online
Origin: Supplier
Source Document: Order

Subtotal: R 3,000.00 ZAR
Total Tax: R 300.00 ZAR
Amount Due: R 3,300.00 ZAR

This document is digitally signed

REMIT TO:
Anglo_QA_DC1@anglo.com - TEST

BILL TO:
Rustenburg Platinum Mines

SUPPLIER:
Test Default

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HOW TO FIND YOUR REMITTANCE ADVICE

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

Invoice: TSTINV2M

To Search Results   Previous

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

Detail   Scheduled Payments   **Remittance**   History

Reference No.		Payment Proposal	Status	Payment Date	Method	Received On
R00015000000492020	③		Paid	6 May 2020	Wire	6 May 2020

3,300.00 ZAR
R 0.00 ZAR

3,300.00 ZAR

Create Line-Item Credit Memo   Copy This Invoi...   Previous

Remittance Advice: R00015000000492020 (Paid)

To Search Results

Print   Export cXML   Download CSV

Detail   History

From
Anglo American - TEST
PAYER: Rustenburg Platinum Mines
(Show Payer Details)

To
Anglo_QA_DC1@anglo.com - TEST
(Show Payee Details)

REMITTANCE ADVICE
R00015000000492020 (Paid)

| Gross Amount: | R 3,300.00 ZAR |
| Withholding Tax: | (R 0.00 ZAR) |

Amount Paid: R 3,300.00 ZAR
Estimated Settlement on 6 May 2020

Payment Detail

Payment Method: **Wire**
Reference Number: **1500000049** ⓘ
Related Payment: **R00015000000492020** ⓘ
Identified Differences: **None**

Routing Status : **Sent**
Transaction Date : **6 May 2020**

ADDITIONAL INFORMATION

Line Items (1)

Line #	Payable Reference	④	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: TSTINV2M (Show Details)		R 3,300.00 ZAR	R 0.00 ZAR			R 3,300.00 ZAR	

ADDITIONAL INFORMATION

originalInvoiceNo: TSTINV2M buyerInvoiceID: 5200000031 fiscalYear: 2020 Company Code: R000

---

③ Click on the **Remittance number** to open the details

④ The **Line Items** will reflect all invoices paid on this specific Remittance.

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HOW TO CREATE A CREDIT NOTE FOR GOODS & SERVICES (HYBRID ORDERS)

HOW TO CREATE A CREDIT NOTE FOR SERVICES

1 Logon to your ariba supplier account and search for the PO you need to credit. Click on and open the invoice you want to credit under **Related documents**

2 Once open, click on **Create Line-Item Credit Memo**

⚠️ **VERY IMPORTANT**

**PLEASE NOTE THE ARIBA NETW...
DOES NOT SUPPORT PARTIAL C...
ONLY THE FULL INVOICE VALUE...
CREDITED OUT**

HOW TO CREATE A CREDIT NOTE FOR SERVICES

3 Enter your Credit Memo number in the **Credit Memo field**

4 Scroll down to the Comment section and enter your **Reason for Credit Memo**

5 Click **Next** and then **Submit**

HOW TO MANAGE ADHOC / UNPLANNED PURCHASE ORDERS

HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO

SUPPLIER	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP	SUPPLIER	SUPPLIER	ANGLO AMERICAN / DE BEERS GROUP
1	**2**	**3**	**4**	**5**	**6**	**7**
LOG INTO ARIBA NETWORK	CHECKS & CONFIRMS PO	FULFILS ORDER & DELIVERS GOODS	GOODS RECEIPT CREATED (RECEIVING / STORES)	CREATE INVOICE IN SAP ARIBA	REMITTANCE ADVICE RECEIVED	*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at www.ariba.com

- Hover over the person icon and select **Supplier** from the drop down menu

1 You will be directed to the Ariba Network login page.

2 Enter your **user name** and **password** to be taken to your **Home** page

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HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO

SUPPLIER
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LOG INTO ARIBA NETWORK

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FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP
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GOODS RECEIPT CREATED (RECEIVING / STORES)

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CREATE INVOICE IN SAP ARIBA

SUPPLIER
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REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP
7
*PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1 On the homepage, click on the **Orders** tab, this will display the most recent purchase orders. You can either select a specific purchase order from the list or alternatively:

2 In the Order number block, type in the specific PO you need to confirm, click on **Exact number** and **APPLY**.

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HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO

1 Scroll up to the top of your PO and click on the **Create Order Confirmation** button.
A drop down menu will appear.
Click on **Confirm Entire Order** to confirm your PO

2 Populate **est. completion date** of service you are going to render.

3 Click on **Next.**

4 **Review Order Confirmation** Page will open for last check, then click on **Submit**. This will take you back to PO page.

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HOW TO INVOICE AGAINST YOUR UNPLANNED / AD HOC PURCHASE ORDERS

HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO

SUPPLIER **1** — **SUPPLIER** **2** — **SUPPLIER** **3** — **ANGLO AMERICAN / DE BEERS GROUP** **4** — **SUPPLIER** **5** — **SUPPLIER** **6** — **ANGLO AMERICAN / DE BEERS GROUP** **7**

LOG INTO ARIBA NETWORK — **CHECKS & CONFIRMS PO** — **FULFILS ORDER & DELIVERS GOODS** — **GOODS RECEIPT CREATED (RECEIVING / STORES)** — **CREATE INVOICE IN SAP ARIBA** — **REMITTANCE ADVICE RECEIVED** — ***PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS**

Please Note:
Unplanned / Ad hoc Service Orders require suppliers to add their own line on the invoice, populating details of their invoice.

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HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO

SUPPLIER **1** LOG INTO ARIBA NETWORK

SUPPLIER **2** CHECKS & CONFIRMS PO

SUPPLIER **3** FULFILS ORDER & DELIVERS GOODS

ANGLO AMERICAN / DE BEERS GROUP **4** GOODS RECEIPT CREATED (RECEIVING / STORES)

SUPPLIER **5** CREATE INVOICE IN SAP ARIBA

SUPPLIER **6** REMITTANCE ADVICE RECEIVED

ANGLO AMERICAN / DE BEERS GROUP **7** *PAYMENT EXECUTED ACCORDING TO PAYMENT TERMS

1. Click on **Create Invoice** and select **Standard Invoice**

2. Populate your company's physical Inv nr in the **Invoice #*** field.

3. Populate your company's physical Inv date in the **Invoice Date*** field. Payment terms get calculated from this date.

4. Please note that the value on the subtotal will show as 0.00 as the information for the invoice value, description etc must be added to the invoice.

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HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO

Service Start Date: 4 May 2020
Service End Date: 4 May 2020
1

Add to Header ▼ **3**

Shipping Cost
Shipping Documents
Special Handling
Additional Reference Documents and Dates
Comment
Attachment

Supplier VAT

Supplier VAT/Tax ID:* GB1000100 **2**

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Attachments

The total size of all attachments cannot exceed 10MB

Choose File | No file chosen   Add Attachment **4**

Name
☐ TEST SES ATTACHMENT INV.pdf

↳   Delete

receiverID:

batchNo:

articleNumber:

transactionCategoryOrType: Service PO

Add to Header ▼

---

1 Enter **Service Start Date** and **Service End date.**

2 **Supplier VAT/Tax ID** is a mandatory field and must be populated with VAT/TAX ID nr.
If supplier is not VAT registered they need to populate the field with Not Registered. This information can be prepopulated in the supplier's company settings, and then they don't need to populate it every time they create an invoice.

3

4 Click on **Add to header** button drill down and select **Attachment**, this will then open a section further down in the invoice document.

Click on choose file / browse to fetch your Invoice from your saved documents (must be in PDF format) and then click on **Add Attachment.** 141

HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO

1. Click on **Add/Update** button then select **Add General Service.**

2. **In the Description field** populate description as per description of the service rendered on physical invoice.

3. **DO NOT** populate anything under **Part #** field.

4. Populate 1 in the Quantity field

5. Always populate **Unit** (Unit of Measure) field with EA.
   NB! EA must always be UPPERCASE.

6. Populate **Unit Price** as per amount of your invoice exclusive of VAT/Tax.

7. Tick check box of the line item.

8. Click on **Line Item Actions** and select **Tax** from the drop down.

9. **DO NOT** populate anything under **Customer Part #** field.

HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO

1. Please note ONLY 1(one) GENERAL SERVICE LINE must be added for the total of the invoice value, if your invoice has multiple lines, the approver of the invoice will open the invoice to check the breakdown.

2. Populate **Category*** field with **VAT** selected from the drop down list.

   Populate **Rate(%)** field with Tax/VAT percentage as per invoice.

3. Click on **Update** so that the system can calculate the VAT and then **Next.**

4. Please ensure that the invoice details are all correct then click on **Submit**.

5. Click on Exit

HOW TO RESUBMIT INVOICE FOR UNPLANNED/AD HOC PURCHASE ORDERS

HOW TO RESUBMIT A REJECTED INVOICE FOR AN UNPLANNED PO

1. Click on rejected invoice under **Related Documents**, to open it.

2. The reason that your invoice was rejected is in the blue section. Your invoice can be rejected for a number of reasons e.g. The incorrect price, insufficient support documentation etc.

3. **DO NOT** Click on **Edit and Resubmit** to rectify mistake. A new Invoice needs to be created.

4. Click on the **Previous** button to take you back to the PO screen.

5. Click on **Create Invoice** and select **Standard Invoice**

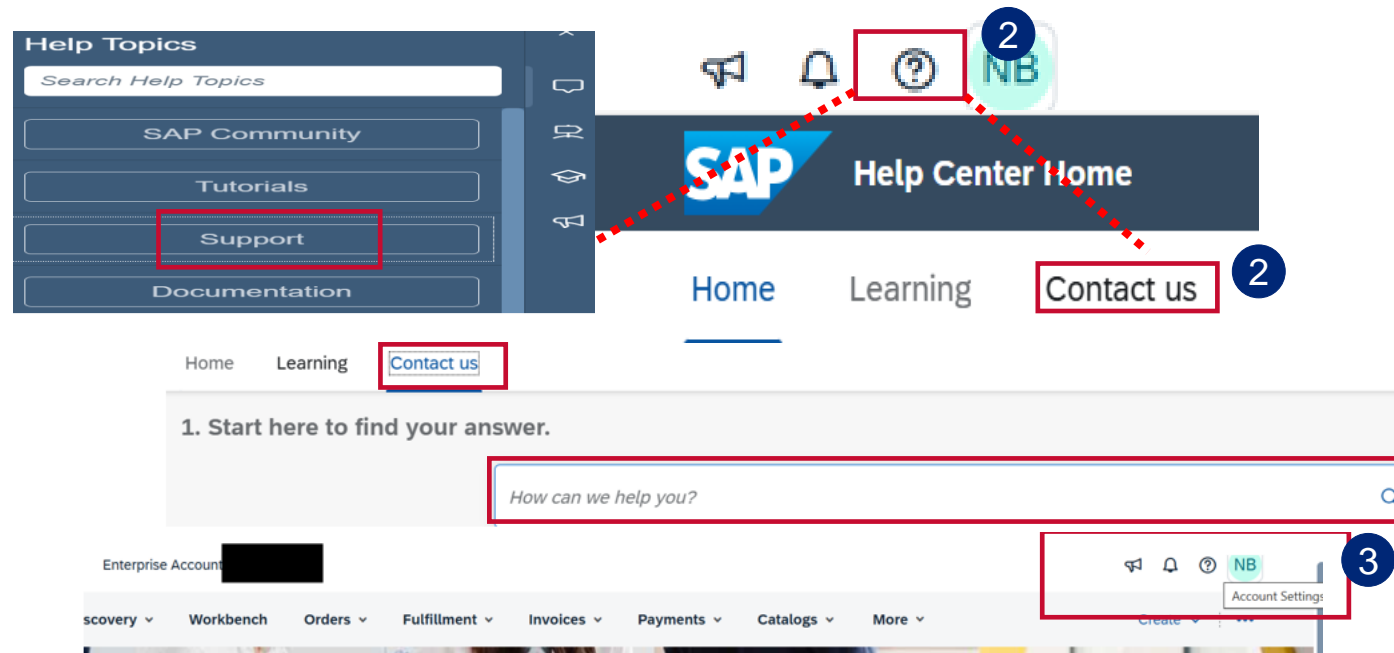# SUPPORT

HOW TO GET TECHNICAL SUPPORT
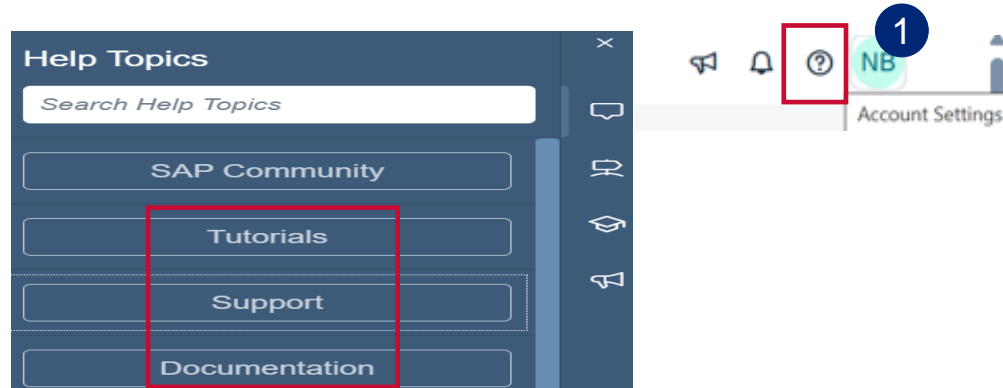
There are multiple channels available to assist you with technical support

1. The [?] icon in the top right corner of the screen opens the Help Centre which contains helpful tutorials and Documents to assist you.

2. If you require live support, click on the [?] and select SUPPORT, select contact us and type in your question and search 🔍 icon.

3. For information pertaining to your ariba profile company settings, click on the initials at the top right hand corner this will open up your Company setting menu where you can update your profile, set up your notifications and administer your Ariba Network Account.

SUPPLIER SUPPORT

Ariba Network Online Training	SIPSA-AngloAmerican
Ariba Network Training Guide	SIPSA-AngloAmerican
Frequently Asked Questions	https://www.angloamerican.com/suppliers/tools-for-suppliers/procure-to-pay
Additional Ariba Network Training Material	https://connect.ariba.com/KAAcontent/1,,173443,00.html
Procurement Process Queries	Your Supply Chain Buyer
Ariba Network Queries: Purchase orders, Invoicing, Payments, Issues transacting with the Ariba Network	**Anglo American** Any queries regarding Purchase Orders, Invoices and Payments (both manual and electronic) must be logged with our Global Shared Services Contact Centre. These will be routed to the correct resolver groups for resolution **E**: queryinvoice@angloamerican.com (ZA & UK) **T:** 0860 289 987 (0860 BUZZUS) - ZA Only **T**: +44 (0) 203 450 7627- UK Only **De Beers Group** SMM-Ariba@debeersgroup.com
Ariba Network Technical Queries	https://connectsupport.ariba.com/sites/Company?ANID=AN01048242614AFR&h=Rk6BWmIXu8swx913cAzQ#Enablement-Inquiry

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