

# **SUPPLY CHAIN**

## **ARIBA NETWORK ENTERPRISE ACCOUNT**

### **USER GUIDE**



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

1. [Ariba Network Enterprise Accounts - Basic Information](#)
  - i. [How to log in using an existing Ariba Network Enterprise Account](#)
  - ii. [Before you confirm your Purchase Order](#)
  - iii. [How to view all documents related to a Purchase Order](#)
2. [How to manage your Purchase Order for Goods](#)
  - i. [How to confirm your PO for Goods](#)
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  - i. [How to confirm your PO for Good & Services \(Hybrids\)](#)
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  - v. [How to find your Remittance Advice for Hybrid POs](#)
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5. [How to manage your Ad hoc / Unplanned Purchase Order](#)
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  - ii. [How to invoice against an Ad Hoc / Unplanned PO](#)
  - iii. [How to resubmit an invoice for Ad Hoc / Unplanned POs](#)
5. [Supplier Support](#)

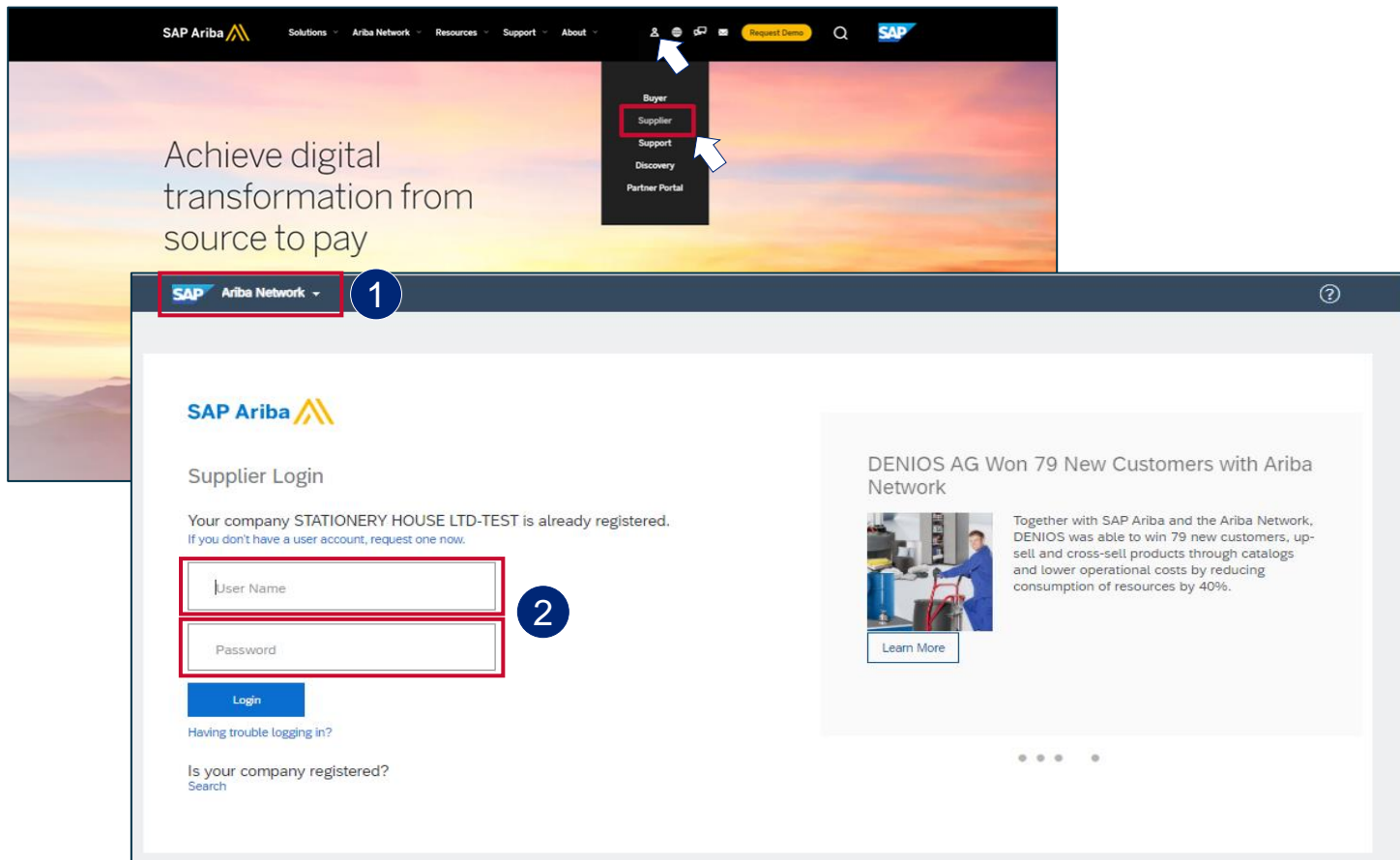
Please be advised that SAP Ariba may update their User Interface (UI) from time to time. Some of the screens captured here may differ slightly from what you are able to see, but please note that the functionality will remain the same.

Your sincerely,

Supply Chain  
Anglo American and/or De Beers Group

# HOW TO LOG INTO YOUR ARIBA NETWORK ENTERPRISE ACCOUNT

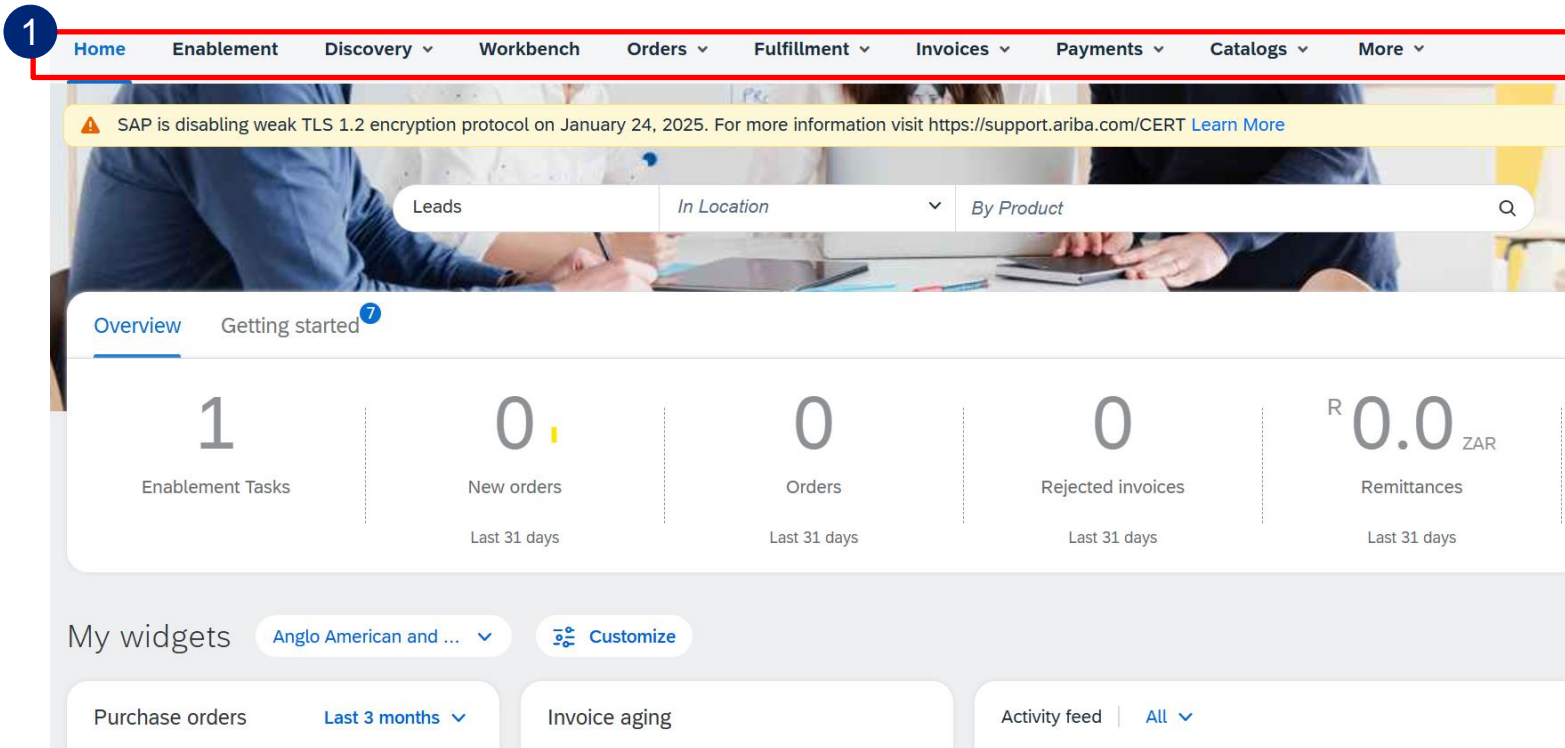
# HOW TO LOG INTO YOUR ARIBA NETWORK ENTERPRISE ACCOUNT



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://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

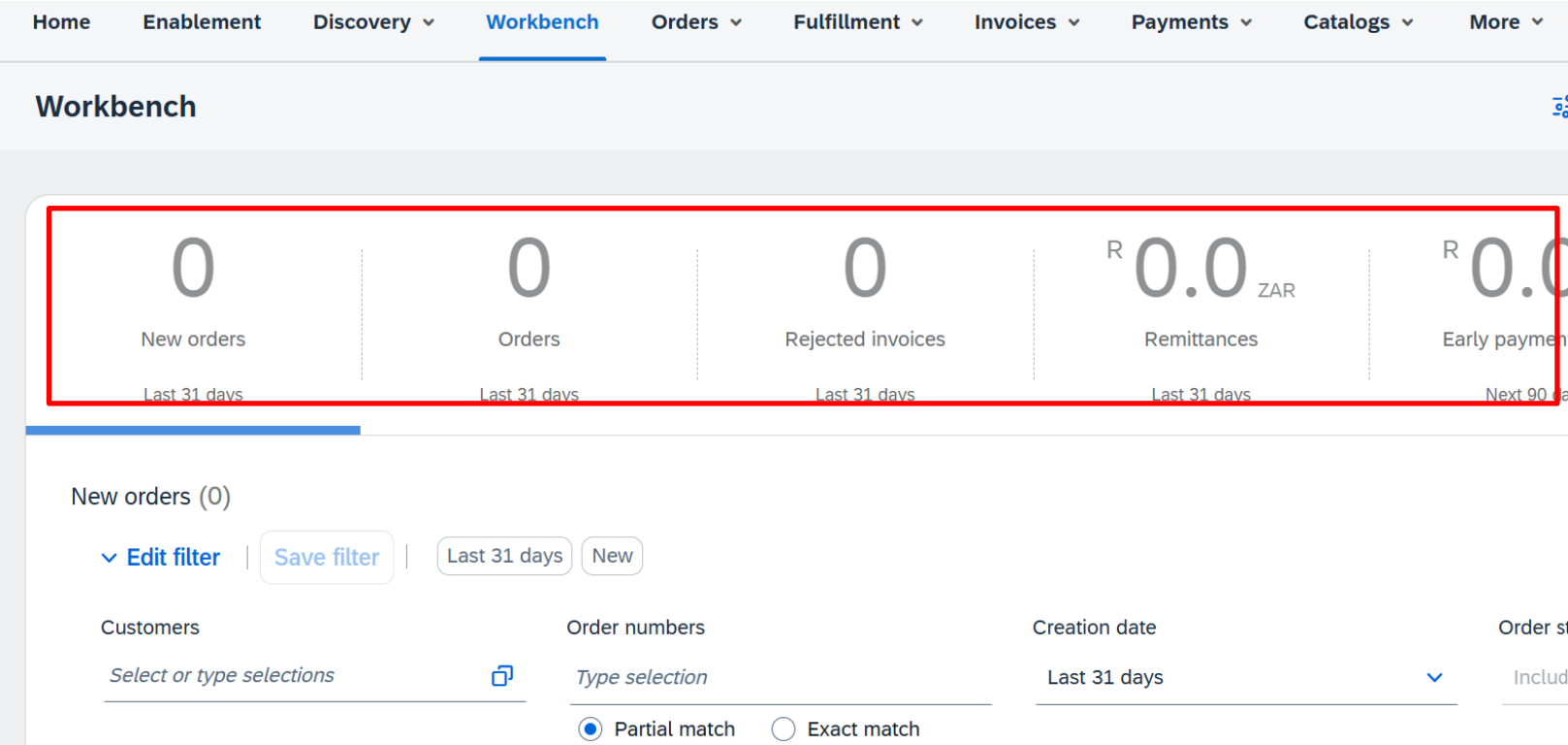
# HOW TO LOG INTO YOUR Ariba NETWORK ENTERPRISE ACCOUNT



## HOME PAGE

- 1 • Your **home** page provides a quick overview of:  
Your account and menu to view pending enablement tasks, orders, payments and Catalogs

# HOW TO LOG INTO YOUR ARIBA NETWORK ENTERPRISE ACCOUNT



## WORKBENCH PAGE

- 1 • Your Workbench tab provides a quick overview of:  
Orders, invoices, payment status and remittance advices

# **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)

Purchase Order: 5505371552 Done

[Create Order Confirmation](#) | [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 ( ) (0)14 598 598  
 Fax: +27 ( ) (0)14 598 598

To: [Redacted] **Purchase Order**

Special Clause: When delivering to Crossroads (Stuarts), at Elandsfontein, the Supplier must deliver 7 days prior to delivery date.  
 Customer Company Reg No: 1931/003380/06  
 Nr: [Redacted]

Attachments  
 5505371552.pdf (application/pdf)

Payment Terms  
 Payment end of next month

Contact Information  
 [Redacted]

Other Information  
 [Redacted]

Ship All Items To: [Redacted]

Bill To: [Redacted]

Deliver To: [Redacted]

Line Items

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1	ROSE BUSH	Material		6.0 (EA)	14 May 2020	R 450.00 ZAR	R 2,700.00 ZAR	R 405.00 ZAR	<a href="#">Details</a>
2	PALM TREE SMALL	Material		8.0 (EA)	16 May 2020	R 350.00 ZAR	R 2,800.00 ZAR	R 420.00 ZAR	<a href="#">Details</a>

Order submitted on: Wednesday 6 May 2020 12:00 PM  
 Received by Ariba Network on: Wednesday 6 May 2020 12:00 PM  
 This Purchase Order was sent by Ariba Network.

Line Items

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1	ROSE BUSH	Material		6.0 (EA)	14 May 2020	R 450.00 ZAR	R 2,700.00 ZAR	R 405.00 ZAR	<a href="#">Summary</a>

Status  
 6.0 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 2,700.00 ZAR	R 405.00 ZAR		15% Input VAT	

Schedule Lines

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	14 May 2020 12:00 PM CAT		6.0 (EA)

Other Information  
 Recipient: RECEPTION  
 Unloading Point: 60 MAIN

- 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.



# HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR GOODS



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS

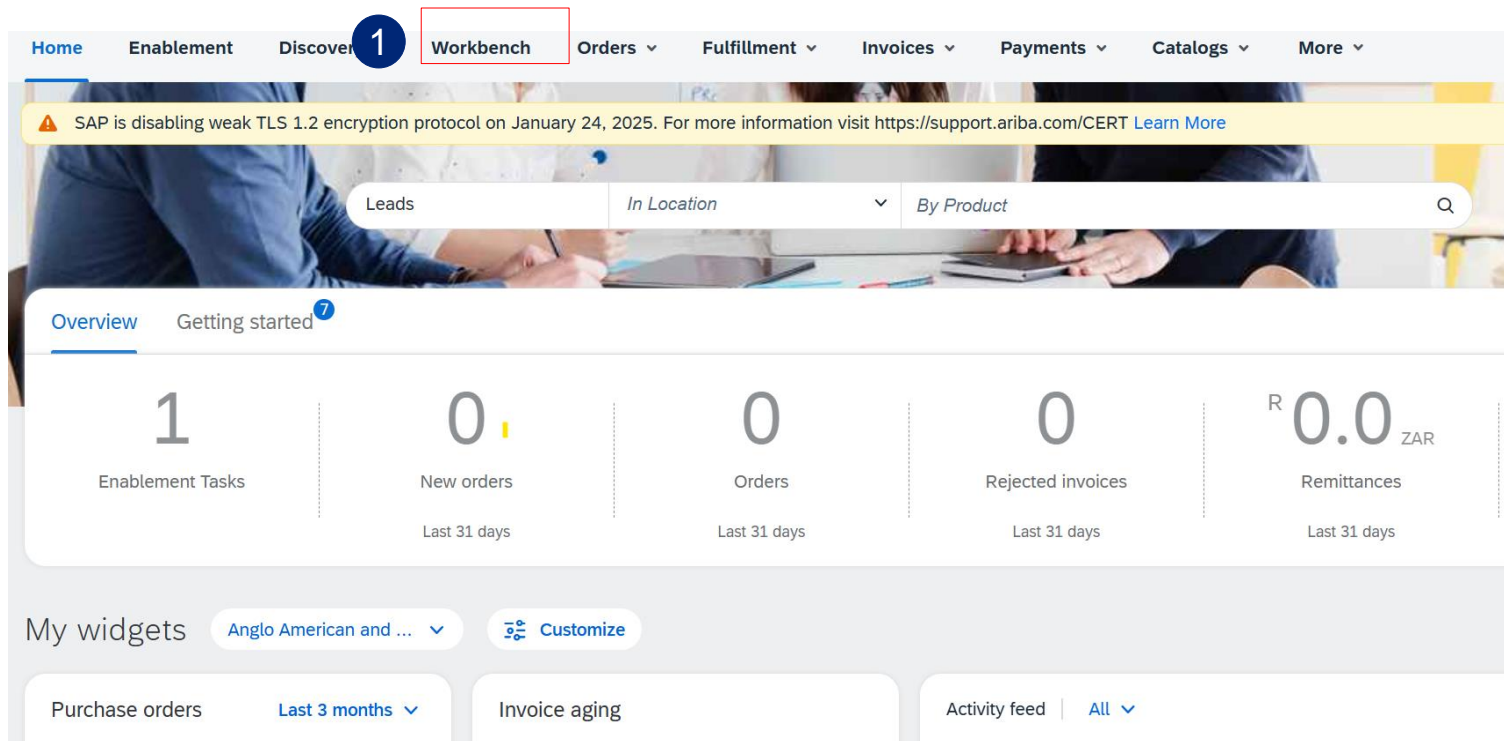


## PROCESS FOR CONFIRMING & INVOICING AGAINST PURCHASE ORDERS FOR GOODS

- 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.



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



The screenshot shows the Ariba Workbench interface with a navigation bar at the top containing: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation bar, there are several summary cards for 'New orders', 'Orders', 'Rejected invoices', 'Remittances', and 'Early payments'. The 'New orders (0)' section is expanded, showing a filter bar with 'Edit filter', 'Save filter', 'Last 31 days', and 'New'. Below the filter bar, there are search fields for 'Customers', 'Order numbers', 'Creation date', and 'Order status'. The 'Order numbers' field has a search input and two radio buttons: 'Partial match' and 'Exact match'. The 'Exact match' radio button is selected and highlighted with a red box and a '2' in a circle. Below the search fields, there are 'Apply' and 'Reset' buttons, with the 'Apply' button also highlighted with a red box and a '2' in a circle.

- 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



**1** Purchase Order: 5505371552

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)  
5505371552  
Amount: R5,500.00 ZAR  
Version: 1

Payment Terms: Payment end of next month net

Contact Information

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

Line #	# / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
1	ROSE BUSH	Material		6.0 (EA)	14 May 2020	R 450.00 ZAR	R 2,700.00 ZAR	R 405.00 ZAR	<a href="#">Details</a>
2	PALM TREE SMALL	Material		8.0 (EA)	16 May 2020	R 350.00 ZAR	R 2,800.00 ZAR	R 420.00 ZAR	<a href="#">Details</a>

Order submitted on: Wednesday 6 May 2020 12:00 PM GMT+02:00  
Received by Ariba Network on: Wednesday 6 May 2020 11:13 AM GMT+02:00  
This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

Sub-total: R 5,500.00 ZAR  
Est. Total Tax: R 825.00 ZAR  
Est. Grand Total: R 6,325.00 ZAR

- 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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Line Items Show Item Details

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

**Summary**

**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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Line Items Show Item Details

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

**1** Summary

**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

**X** 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



Purchase Order: 5504992913 Done

**1** Create Order Confirmation | Create Invoice | Print | Download PDF | Download CSV | Resend

**2** Confirm Entire Order  
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

**Contact Information**  
Supplier Address

Routing Status: Sent

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



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Confirming PO Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header \* Indicates required field

Confirmation #:  1

Associated Purchase Order #: 5504992913

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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



**1** SHIPPING AND TAX INFORMATION

Est. Shipping Date:  **2**

Est. Shipping Cost:

Est. Delivery Date:  **3**

Est. Tax Cost:

Comments:

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Line Items

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

**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**

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



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	BOLTS & FLANGES	300.0 (EA) <span style="font-size: 0.8em;">①</span>	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR
Current Order Status: <b>300.0 Confirmed With New Date</b> (Estimated Delivery Date: 16 Oct 2019)						
2		100.0 (EA) <span style="font-size: 0.8em;">①</span>	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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5505371561 Done

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

Confirm Entire Order  
Update Line Items History  
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

**To:** [Redacted]

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

**Payment Terms** ⓘ  
 60 Days from month end

**Contact Information**  
 Supplier Address: [Redacted]

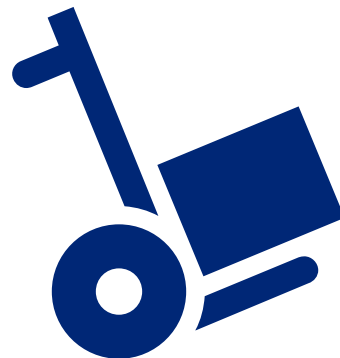
Buyer  
 Test ID  
 Email: testuser@angloamerican.com

**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 Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately.

Routing Status: Sent

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



Purchase Order: 5505371561 Done

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

Confirm Entire Order | Update Line Items | **Reject Entire Order** 1

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

To: [Redacted]

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

Payment Terms 60 Days from month end

Contact Information Supplier Address [Redacted]

Buyer Test ID  
Email: testuser@angloamerican.com

Routing Status: Sent

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)

If any of the details in the PO are incorrect **please reject the PO in the system**, providing a reason for your rejection. **This 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 can then confirm.

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

# REJECTING A PURCHASE ORDER



Purchase Order: 5505371561

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

Payment Terms: 60 Days from month end

Contact Information  
Supplier Address

Other Information

REJECT ENTIRE ORDER

Order Confirmation Number: Proposal 1561

Confirmation #: Proposal 1561

Rejection Reason: Incorrect Price

Comments: Price not according to quoted value on line item 2.

Buttons: Reject Order, Cancel

- 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**

# REJECTING A PURCHASE ORDER



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

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

To: [Redacted]

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

Payment Terms: 60 Days from month end

Contact Information: Supplier Address [Redacted]

Buyer: Test ID  
Email: testuser@angloamerican.com

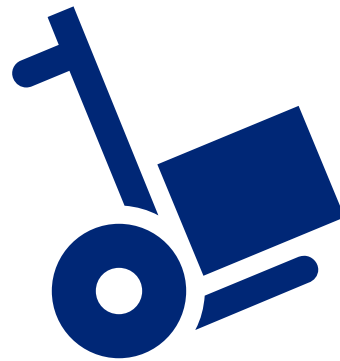
Routing Status: Acknowledged  
Related Documents: Proposal 1561

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



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



# HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)



Purchase Order: 4502509397 Done

Create Order Confirmation  Create Invoice

Order Detail [Order History](#)

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

**To:**  
[REDACTED]

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

**Payment Terms** ⓘ  
60 Days from month end

[REDACTED]

Sales  
Penny Goodwin  
Phone: + () 119295473

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

- 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)



The screenshot shows the 'Create Ship Notice' form in SAP Business Network. The form is divided into several sections:

- SHIP FROM:** A redacted address field with an 'Update Address' link.
- DELIVER TO:** Mototolo Main Store Borwa shaft, Steelport, MPSouth Africa, with an 'Update Address' link.
- Ship Notice Header:**
  - SHIPPING:**
    - Packing Slip ID: 123456 (highlighted with a red box and labeled 2)
    - Invoice No.: [Empty]
    - Requested Delivery Date: [Empty]
    - Ship Notice Type: Select [Dropdown]
    - Shipping Date: 18 May 2023 (highlighted with a red box and labeled 3)
    - Delivery Date: 19 May 2023 (highlighted with a red box and labeled 3)
    - Gross Volume: [Empty]
    - Unit: [Empty]
  - TRACKING:**
    - Carrier Name: [Dropdown]
    - Service Level: [Empty]

- 2 • Complete the relevant information as outlined:
- 3 • Add your Shipping and Delivery Date. **Please Note:** both date fields are mandatory.

# HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)



▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

4

Shipping Payment Method:

Shipping Contract Number:

Shipping Instructions:

4

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

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add Transport Term							

▼ Additional Fields

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:

Order Items

# HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)



**5**

Order Items Hide Item Details

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax													
4502509398	10	QUADRANT;FIRE;DIGITAL IN;IOC3:342424		25.0	EA	19 May 2023		R 4,900.00 ZAR	R 122,500.00 ZAR	R 18,375.00 ZAR													
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 25 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 25.0 EA    Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>25.0</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>												Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	1	25.0		- Select Country -		
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																		
1	25.0		- Select Country -																				
4502509398	20	QUADRANT;FIRE;DIGITAL IN;IOC3:342424		50.0	EA	19 May 2023		R 2,300.00 ZAR	R 115,000.00 ZAR	R 17,250.00 ZAR													
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 50 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 50.0 EA    Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>50.0</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>												Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	1	50.0		- Select Country -		
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																		
1	50.0		- Select Country -																				
<p>Add Order Line Item</p>																							

**6**

Save    Exit    **Next**

- 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

# HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)



Order Items Hide Item Details

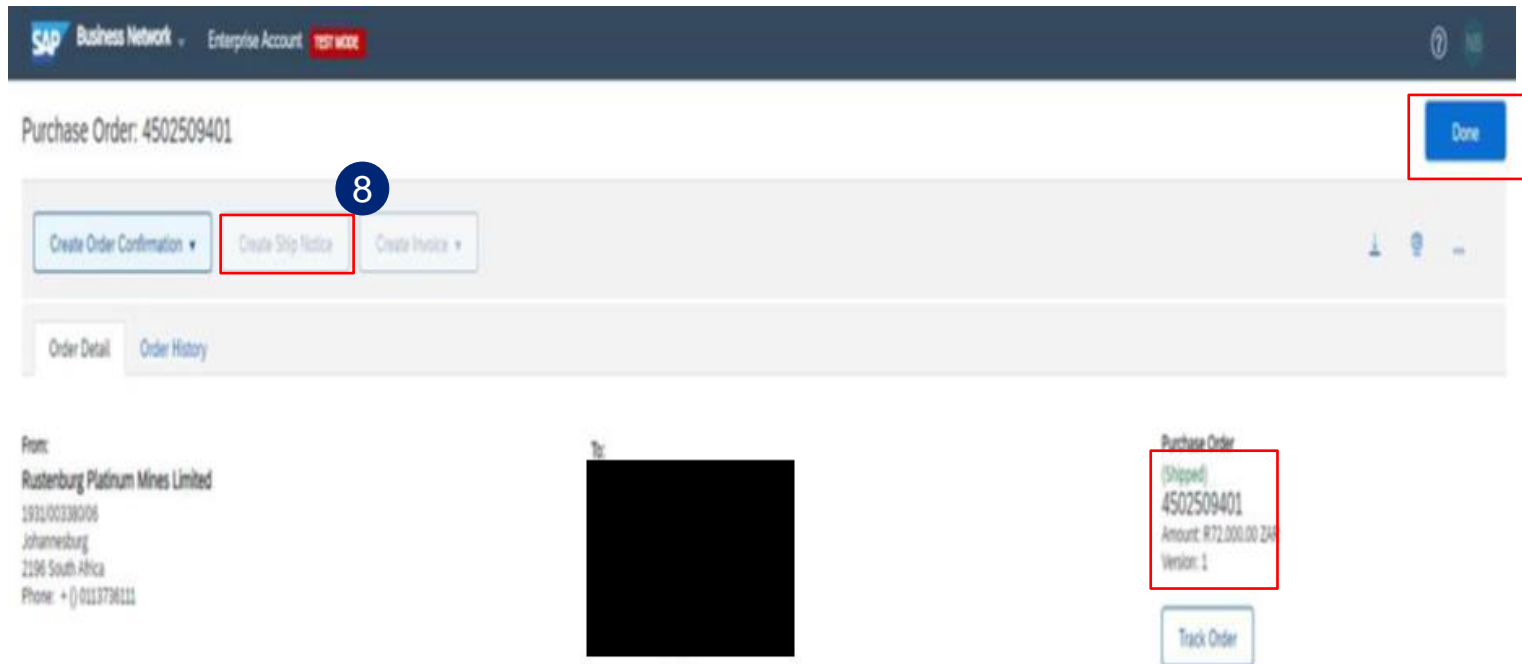
Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4502509398	10	QUADRANT;FIRE;DIGITAL IN;IOC3;342424		25.0	EA ⓘ	19 May 2023		R 4,900.00 ZAR	R 122,500.00 ZAR	R 18,375.00 ZAR
<b>SHIPMENT STATUS</b>										
▼ 1. Ship Qty: 25.0 EA ⓘ <span style="float: right;">Hide Details</span>										
No detail information provided.										
<b>Additional Information</b>										
buyerID: articleNumber:										
4502509398	20	QUADRANT;FIRE;DIGITAL IN;IOC3;342424		50.0	EA ⓘ	19 May 2023		R 2,300.00 ZAR	R 115,000.00 ZAR	R 17,250.00 ZAR
<b>SHIPMENT STATUS</b>										
▼ 1. Ship Qty: 50.0 EA ⓘ <span style="float: right;">Hide Details</span>										
No detail information provided.										
<b>Additional Information</b>										
buyerID: articleNumber:										

**7**

Previous Save **Submit** Exit

**7** If you are ready to proceed, click on **Submit**

# HOW TO CREATE A FULL ASN (ADVANCED SHIP NOTICE)



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.

# HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)



Purchase Order: 4502509397 Done

1 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: [REDACTED]

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

Track Order

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address [REDACTED]

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

- 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)



SAP Business Network - Create Ship Notice

\* Indicates required field

SHIP FROM: [Redacted] Update Address

DELIVER TO: Mototolo Main Store Borwa shaft, Steelport, MPSouth Africa. Update Address

Ship Notice Header

SHIPPING

Packing Slip ID: 123456 (2)

Invoice No.: [Empty]

Requested Delivery Date: [Empty]

Ship Notice Type: Select

Shipping Date: 18 May 2023 (3)

Delivery Date: 19 May 2023 (3)

Gross Volume: [Empty]

Unit: [Empty]

TRACKING

Carrier Name: [Empty]

Service Level: [Empty]

- 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)



▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

4

Shipping Payment Method:

Shipping Contract Number:

Shipping Instructions:

4

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

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Add Transport Term							

▼ Additional Fields

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:

Order Items

# HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)



Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax															
4502509401	10	QUADRANT:FIRE;DIGITAL IN;IOC3:342424		10.0	EA	25 May 2023		R 4,900.00 ZAR	R 49,000.00 ZAR	R 7,350.00 ZAR	<b>5</b> Remove														
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 2.0 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 10.0 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2.0</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> <td>Add Details</td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>												Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	2.0		- Select Country -			Add Details
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																				
1	2.0		- Select Country -			Add Details																			
4502509401	20	QUADRANT:FIRE;DIGITAL IN;IOC3:342424		10.0	EA	25 May 2023		R 2,300.00 ZAR	R 23,000.00 ZAR	R 3,450.00 ZAR	Remove														
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 4.0 EA</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 10.0 EA Total Backordered Quantity: 0 EA</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4.0</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> <td>Add Details</td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>												Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	4.0		- Select Country -			Add Details
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																				
1	4.0		- Select Country -			Add Details																			
<p>Add Order Line Item</p>																									

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**

# HOW TO CREATE A PARTIAL ASN (ADVANCED SHIP NOTICE)



Order Items

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

Remove

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 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)



Purchase Order: 4502509400

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

To: [Redacted]

Purchase Order (Partially Shipped)  
4502509400  
Amount: R141,000.00 ZAR  
Version: 1

Track Order

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)



Order Items

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

**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	<input type="text" value="2.0"/>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	<a href="#">Add Details</a>

**10**

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)



SAP Business Network Enterprise Account TEST MODE

Select Items to Add to Ship Notice

Ship To: Anglo American, De Beers Group and Thungela Resources Group Mototolo Main Store Borwa shaft, Steelpoort, MP, South Africa

**11** Search Filters

Order Number:  Partial number  Exact number

**12** 4502509401

Part No.:  Look Up

Show Advanced Filters

Number of Results: 500

**13** Search

**14** Items to be Shipped (1)

Need By	Part # / Description	Order Number	Item	Schedule Line No.	Commitment Level	Ordering Address	Requested Qty	Due Qty
<input checked="" type="checkbox"/> 25 May 2023	QUADRANT;FIRE;DIGITAL IN;OC3;342424	4502509401	20	1			10 (EA)	4 (EA)

**15** Add Selected Items

- 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.

# HOW TO INVOICE AGAINST YOUR PO FOR GOODS





# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



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

### Orders

0 Orders Last 31 days

0 Items to confirm Last 31 days

0 Items to ship Last 31 days

0 Return items Last 31 days

0 New orders Last 31 days

Orders (0)

[Edit filter](#)

Customers

Select or type selections

1 Order numbers

4502456789 × Type selection

Partial match  Exact match

0 Items to confirm Last 31 days

0 Items to ship Last 31 days

0 Return items Last 31 days

0 New orders Last 31 days

0 Changed orders Last 31 days

2

2

Apply Reset

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.

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5505371552 Done

Create Order Confirmation | 
  Create Ship Notice | 
 
 Create Invoice
 
1
Download PDF | 
 Download CSV | 
 Resend

Order Detail | Order History

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

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

**To:**  
[REDACTED]

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

Routing Status: Acknowledged  
 Related Documents: 
 

- R00050102431322020
- R00050102431332020
- R00050102431282020

[More\(1\) >>](#)

**Payment Terms**  
 Payment end of next month net

**Contact Information**  
 Supplier Address  
[REDACTED]

**Buyer**  
 Test ID  
 Email: testuser@angloamerican.com

- 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.

Select receipts to be invoiced Next Cancel

Receipt List 2

<input type="checkbox"/>	Receipt Number ↑	Customer	Date	Routing Status
<input type="checkbox"/>	R00050102431282020	Anglo American - TEST	6 May 2020 12:48:20 PM	Sent
<input type="checkbox"/>	R00050102431322020	Anglo American - TEST	6 May 2020 1:19:17 PM	Sent
<input checked="" type="checkbox"/>	R00050102431332020	Anglo American - TEST	6 May 2020 1:19:16 PM	Sent

Next Cancel

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 [Security Disclosure](#) | 
 [Terms of Use](#)

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



Receipt: R00050102431282020

Print | Export cXML

Detail History

From: Anglo American - TEST  
Rustenburg Platinum Mines Ltd.  
Rustenburg  
0300 South Africa

To: [REDACTED]

Receipt: Receipt No.: R00050102431282020  
Receipt Date: 6 May 2020

Work Order Information  
Work Order ID:

Routing Status: Sent  
Related Documents: 5505371552

Item	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 5505371552													
1	1					DELNOTE 1552A	6 May 2020	2.0 EA	Not Specified	Received			
2	2					DELNOTE 1552A	6 May 2020	2.0 EA	Not Specified	Received			

Receipt received on: Wednesday 6 May 2020 12:00 PM GMT+02:00  
Received by Arriba Network on: Wednesday 6 May 2020 12:48 PM GMT+02:00  
This Receipt was sent by Anglo American - TEST AN01048242614-T and delivered by Arriba Network.

- 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

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



**Create Invoice**

Please correct the following errors and resubmit

**Invoice Header**

Summary

Purchase Order: 5505371552

Invoice #: INV1552

Invoice Date: 18 Mar 2020

Subtotal: R 1,050.00 ZAR

Total Tax: R 157.50 ZAR

Amount Due: R 1,207.50 ZAR

**Payment Term**

Net Term(days):

Discount or Penalty Term(days):

Percentage(%):

Payment end of next month net

**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Customer: Rustenburg Platinum

Supplier VAT

Supplier VAT/Tax ID: 421000001

Customer VAT

Customer VAT/Tax ID: 4310113863

**Line Items**

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL		PALM TREE SMALL		3.0	EA	R 350.00 ZAR	R 1,050.00 ZAR

Receipt Details

Receipt #: R00050102431332020

Receipt Line #: 1

Pricing Details

Unit Conversion: 1

Price Unit: EA

Price Unit Quantity: 1.0

Tax

Category: VAT

Location: 15% Input VAT

Regime:

Taxable Amount: R 1,050.00 ZAR

Rate(%): 15.00

Tax Amount: R 157.50 ZAR

Law Reference:

Triangular Transaction: NO

Buttons: Update, Save, Exit, Next

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.

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



2

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

1

Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020

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

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:

CUSTOMER:  
Rustenburg Platinum Mines  
Postal Address:  
Rustenburg Platinum Mines Ltd.

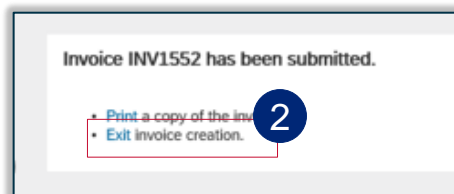
The summary page allow suppliers to verify that all the information is correct.

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

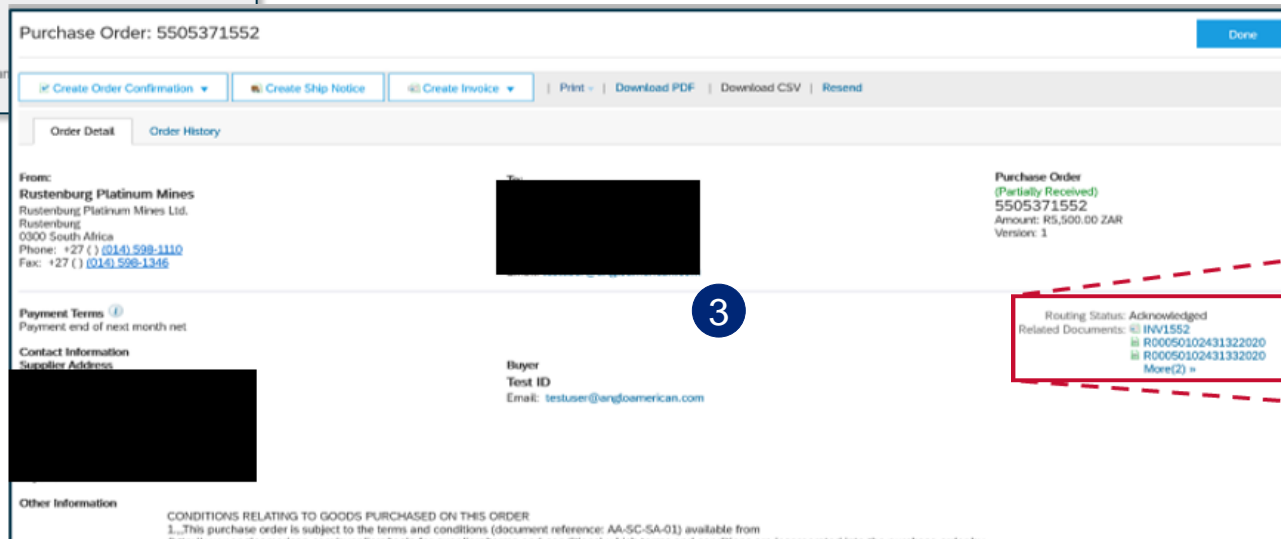
- Invoice date matches the date on your physical invoice
- Service start and end dates are correct
- Your nett, VAT and gross value matches with your invoice.

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

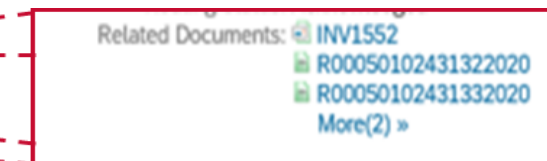
# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



2 You will receive confirmation that your invoice was submitted. Click on **Exit** to take you back to Purchase Order screen.



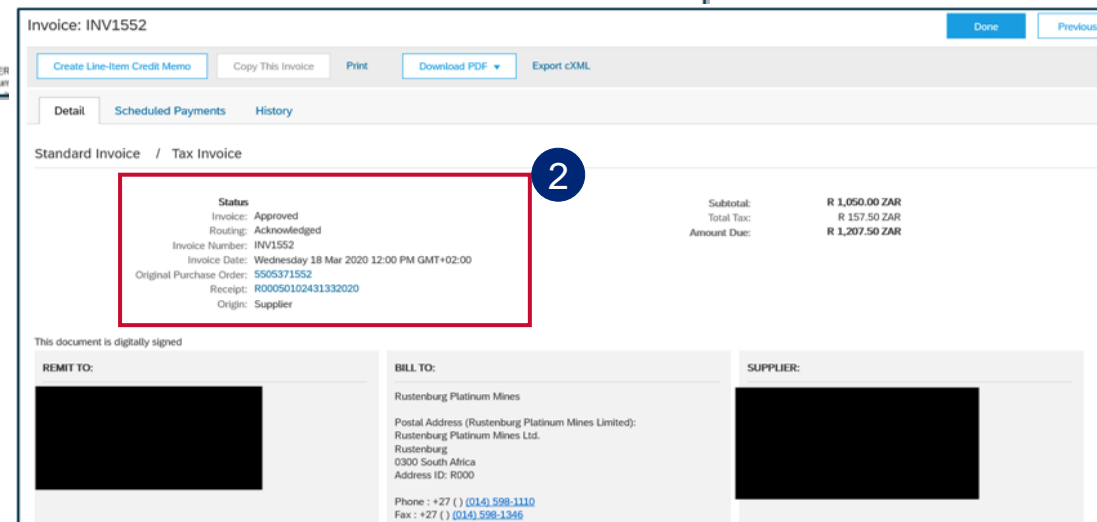
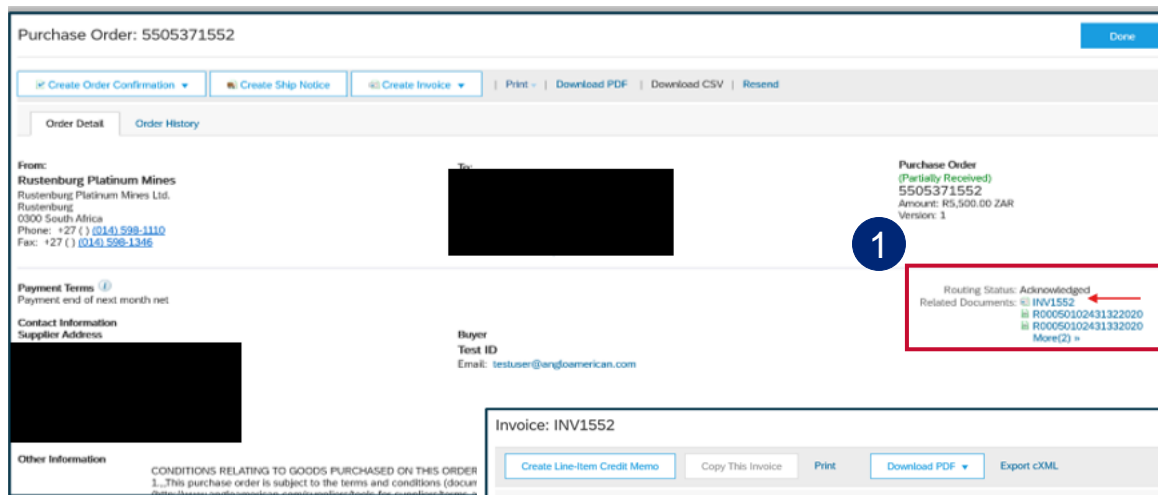
3 Suppliers can view all documents related to the specific PO under **Related documents**. Suppliers can hover over each document to see what type of document it is, e.g. PO confirmation or Receipt



# HOW TO VIEW YOUR INVOICE STATUS & DUE DATE



# HOW TO SEE YOU INVOICE STATUS AND DUE DATE



- 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**.



# HOW TO SEE YOU INVOICE STATUS AND DUE DATE



The screenshot shows the Ariba invoice interface. At the top, there are buttons for "Create Line-Item Credit Memo", "Copy This Invoice", "Download PDF", and "Export cXML". Below these are tabs for "Detail", "Scheduled Payments", and "History". The "History" tab is selected and highlighted with a red box and a blue circle with the number 3. The invoice details are as follows:

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

To: Anglo American - TEST  
Routing Status: Acknowledged

The "History" section contains a table with the following data:

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		Supplier	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	TXNDocSupplierApp-125037078	6 May 2020 2:12:04 PM

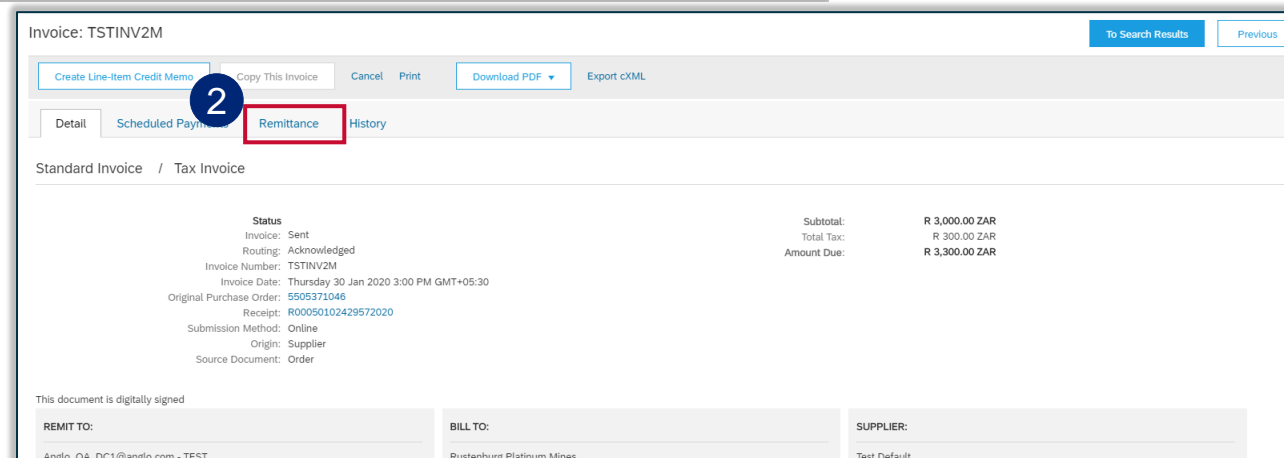
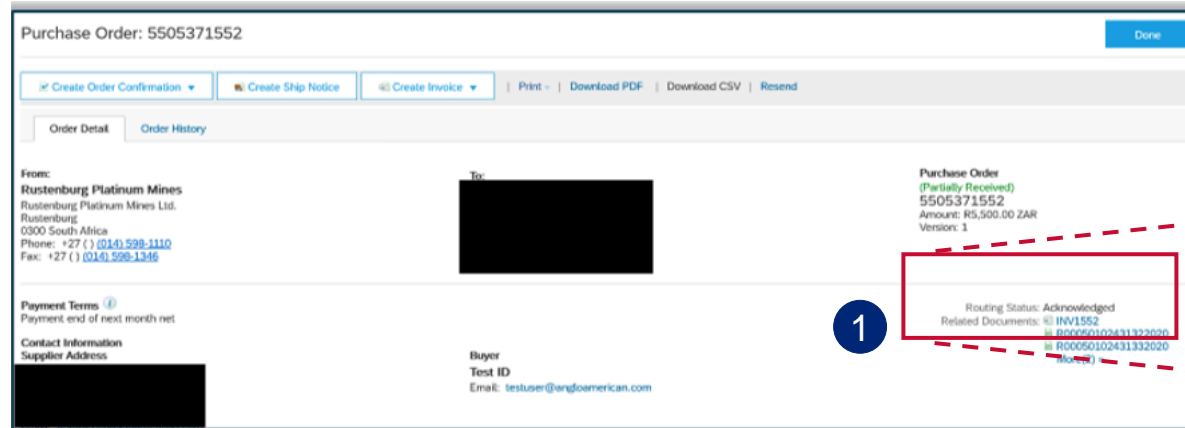
The "Acknowledged" row is highlighted with a red box and a blue circle with the number 4.

- 3 Click on the **History** tab
- 4 The **Acknowledged** section will reflect the Payment Due date details

# HOW TO FIND YOUR REMITTANCE ADVICE FOR GOODS



# HOW TO FIND YOUR REMITTANCE ADVICE



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

2 Click on the **Remittance** tab

# HOW TO FIND YOUR REMITTANCE ADVICE



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 Export cXML

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

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

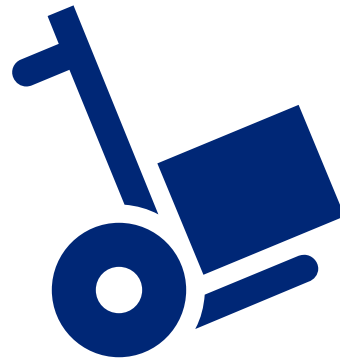
Line Items (1)	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: TSTINV2M (Show Details)	R 3,300.00 ZAR	R 0.00 ZAR			R 3,300.00 ZAR	

ADDITIONAL INFORMATION

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

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

# HOW TO CREATE A CREDIT NOTE FOR GOODS



# HOW TO CREATE A CREDIT NOTE



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

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 ( ) (0)14 598-1110  
 Fax: +27 ( ) (0)14 598-1346

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

**Payment Terms**  
 Payment end of next month net

**Contact Information**  
 Supplier Address: [Redacted]

**Buyer**  
 Test ID  
 Email: testuser@angloamerican.com

**Related Documents:**  
 INV1552  
 R00050102431322020  
 R00050102431332020  
 More(2) »

**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 [Redacted]

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

# HOW TO CREATE A CREDIT NOTE



Invoice: INV1552

Create Line-Item Credit Memo

Subtotal: R 1,050.00 ZAR

Next

Credit Memo Type:  Quantity Adjustment  Price Adjustment

Invoice Header

Summary

Credit Memo #: CN1552

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Reason for Credit Memo: INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID:

batchNo:

articleNumber:

transactionCategoryOrType:

Add to Header

- 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

# HOW TO MANAGE YOUR DIGITAL PURCHASE ORDERS FOR SERVICES





# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



## PROCESS FOR CONFIRMING & INVOICING AGAINST PURCHASE ORDERS FOR GOODS

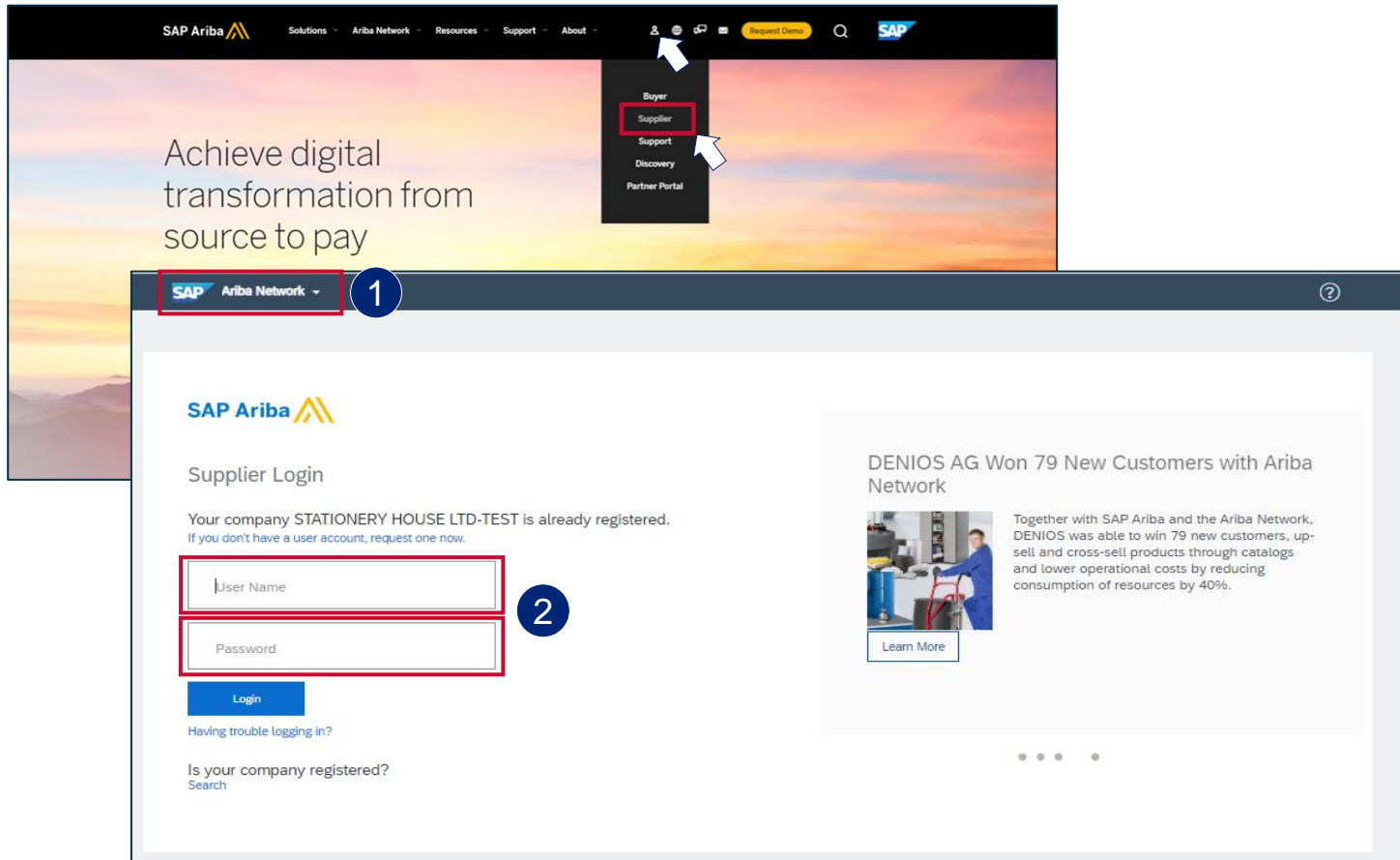
- Each step in this electronic processes is dependent on the one before it
- If one is not actioned, the system will not allow the **next step to be completed**
- **For example** – if you do not confirm your **PO in Step 4**, our stores are unable to create a Goods Receipt Verification (GRV) as indicated 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.



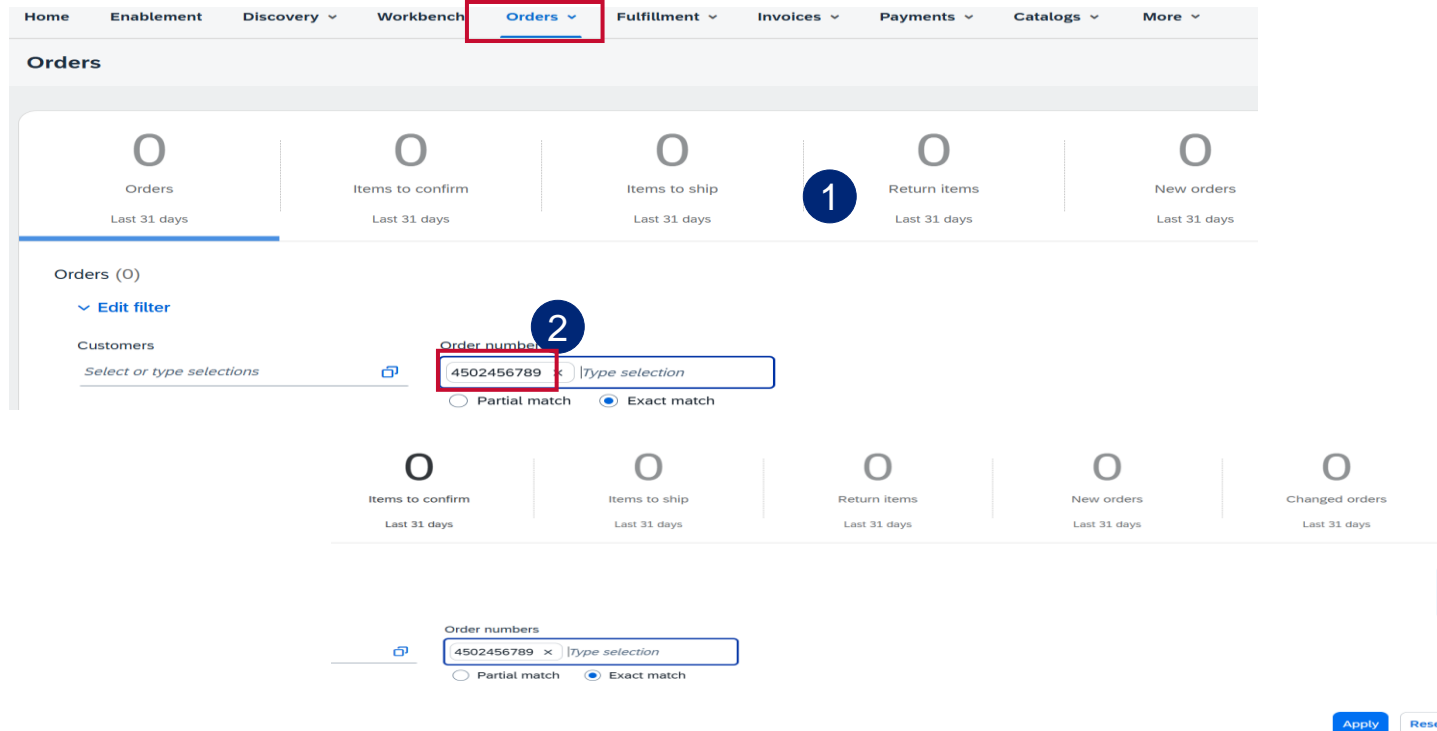
# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



- 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 PURCHASE ORDER FOR SERVICES



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**

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES – FULL INVOICING



Line #	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Consulting - Financial Reports	998153241	Service		1.0 (EA)	4 Jun 2020	R 45,000.00 ZAR	R 45,000.00 ZAR	R 6,750.00 ZAR
1.1	CEO CONSULTING FEES	998155351	Service		1.0 (EA)		R 50,000.00 ZAR	R 50,000.00 ZAR	R 7,500.00 ZAR
1.2	CORPORATE COMMUNICATIONS CONSULTING FEES		Service			10 Jun 2020		R 16,897.00 ZAR	
2	Consulting - IT reviews	993910101	Service		1.0 (EA)		R 6,897.00 ZAR	R 6,897.00 ZAR	R 1,034.55 ZAR
2.1	AUDIT FEES SD REPORT KPMG	993915001	Service		1.0 (EA)		R 10,000.00 ZAR	R 10,000.00 ZAR	R 1,500.00 ZAR
2.2	INFRASTRUCTURE MODELS		Service						

Order submitted on: Friday 14 Aug 2020 12:00 PM GMT+02:00  
 Received by Arriba Network on: Friday 14 Aug 2020 10:10 AM GMT+02:00  
 This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Arriba Network.

Sub-total: R 111,897.00 ZAR  
 Est. Total Tax: R 16,784.55 ZAR  
 Est. Grand Total: R 128,681.55 ZAR

- 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.

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES – PARTIAL INVOICING



Line Items Show Item Details

Line #	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
▼ 1	Consulting - Financial Reports		Service			4 Jun 2020		R 950,000.00 ZAR	<a href="#">Details</a>
1.1	998153241		Service		450,000.0 (EA) ⓘ		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR <a href="#">Details</a>
1.2	998155351		Service		500,000.0 (EA) ⓘ		R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR <a href="#">Details</a>
▼ 2	Consulting - IT reviews		Service			10 Jun 2020		R 899,550.00 ZAR	<a href="#">Details</a>
2.1	993910101		Service		223,900.0 (EA) ⓘ		R 1.00 ZAR	R 223,900.00 ZAR	R 33,585.00 ZAR <a href="#">Details</a>
2.2	993915001		Service		675,650.0 (EA) ⓘ		R 1.00 ZAR	R 675,650.00 ZAR	R 101,347.50 ZAR <a href="#">Details</a>

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 swapped 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



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		Consulting - Financial Reports		Service			4 Jun 2020		R 950,000.00 ZAR	
1.1		CEO CONSULTING FEES	998153241	Service		450,000.0 (EA)		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR

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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561

**1** Create Order Confirmation

Confirm Entire Order

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

To: [Redacted]

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

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address [Redacted]

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 Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately. It shall be deemed to have accepted the terms and conditions of the Purchase Order if the Supplier does not inform the Purchaser in writing immediately.

**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



**Confirming PO**

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: Proposal 1561

Associated Purchase Order #: 5505371561

Customer: Anglo American - TEST

Supplier Reference:

Additional Information

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.

SHIPPING AND TAX INFORMATION

Est. Completion Date: 31 Dec 2020

Comments:

Line Items

Line #	Part # / Description	Customer Part #	Qty
1	Consulting - Financial Reports		
Confirmed With New Date (Estimated Completion Date: 31 Dec 2020)			
1.1	998153241	450,000.0 (EA)	
1.2	998155351	500,000.0 (EA)	
2	CORPORATE COMMUNICATIONS CONSULTING FEES		

Confirming PO

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 #: Proposal 1561

Supplier Reference:

Additional Information:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Consulting - Financial Reports			4 Jun 2020		R 950,000.00 ZAR	
Confirmed With New Date (Estimated Completion Date: 31 Dec 2020)							
1.1	998153241	450,000.0 (EA)			R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR
1.2	998155351	500,000.0 (EA)			R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR
2	CORPORATE COMMUNICATIONS CONSULTING FEES			10 Jun 2020		R 899,550.00 ZAR	

- 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.

# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES



# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561 Done

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

Confirm Entire Order History

Update Line Items

**2** 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

To: [Redacted]

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 [Redacted]

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)

- 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 simply notifying us that the PO is incorrect.

# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561

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

Payment Terms: 60 Days from month end

Contact Information  
Supplier Address

Other Information

CONDITIONS RELATING TO THIS PURCHASE ORDER (which terms and conditions) which terms and conditions are binding on the Supplier and are binding on the Supplier as set out in this purchase order. Notwithstanding any written communication by the Supplier to the Purchaser as aforesaid, the Supplier is not in agreement with the terms and conditions of this purchase order. The Supplier is required to accept the terms and conditions of this purchase order. The Supplier is required to accept the terms and conditions of this purchase order. The Supplier is required to accept the terms and conditions of this purchase order.

REJECT ENTIRE ORDER

Order Confirmation Number: Proposal 1561

Confirmation #: Proposal 1561

Rejection Reason: Incorrect Price

Comments: Price not according to quoted value on line item 2.

Reject Order Cancel

REJECT ENTIRE ORDER

Order Confirmation Number: Proposal 1561

Confirmation #: Proposal 1561

Rejection Reason: Please Select

Comments: Please Select

Incorrect Delivery Date

Incorrect Price

Incorrect Quantity

Incorrect Supplier Code Used

Incorrect UOM

Not our Product Line

Unable to Supply Item(s)

Other

- 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 PURCHASE ORDER FOR SERVICES



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

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

To: [Redacted]

**1** Purchase Order  
(+ Rejected)  
5505371561  
Amount: R1,840,050.00 ZAR  
Version: 2 (Previous Version)

Payment Terms: 60 Days from month end

Contact Information: Supplier Address [Redacted]

Buyer: Test ID  
Email: testuser@angloamerican.com

Routing Status: Acknowledged  
Related Documents: Proposal 1561

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** 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.

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



SAP Ariba Network - 1

Achieve digital transformation from source to pay

Buyer  
Supplier  
Support  
Discovery  
Partner Portal

SAP Ariba

Supplier Login

Your company STATIONERY HOUSE LTD-TEST is already registered. If you don't have a user account, request one now.

User Name

Password

Login

Having trouble logging in?

Is your company registered?  
Search

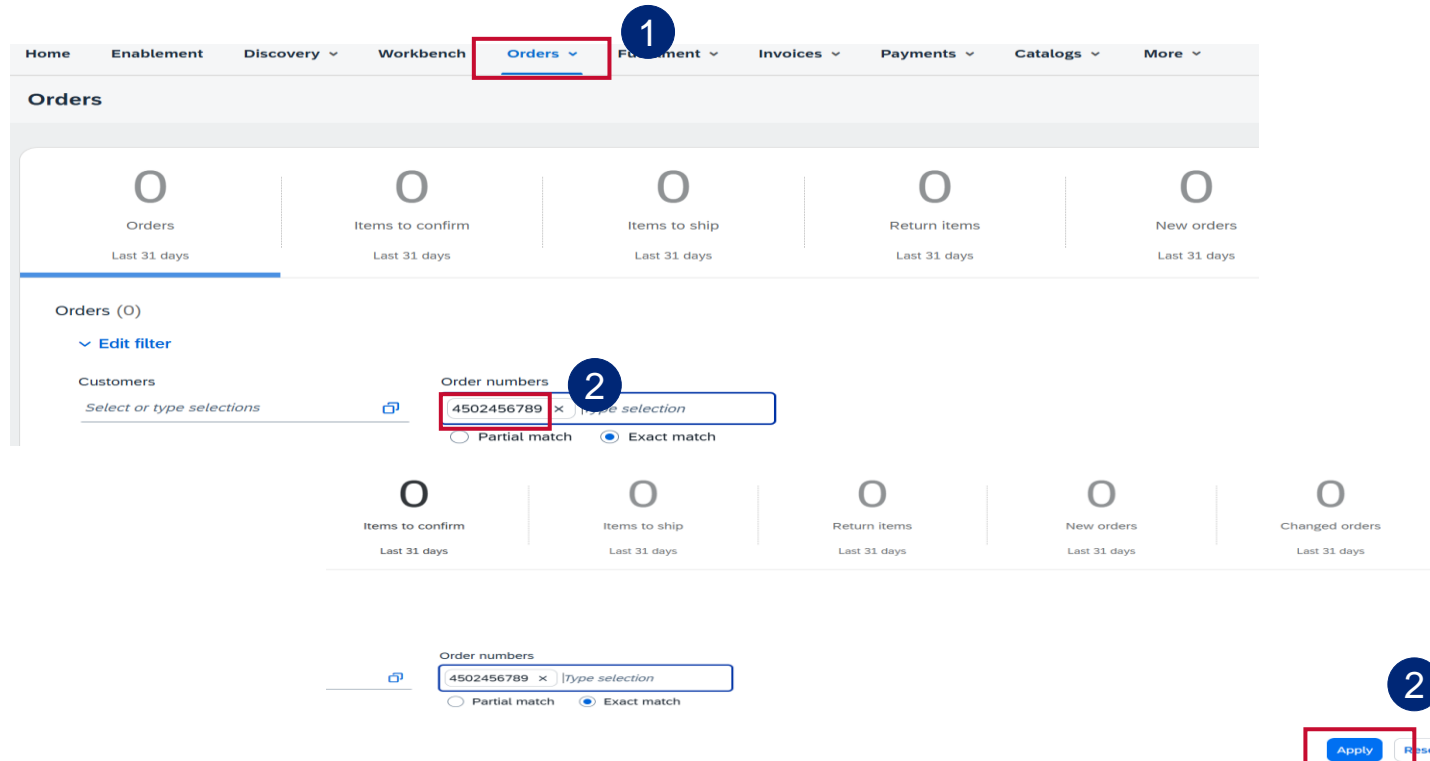
DENIOS AG Won 79 New Customers with Ariba Network

Learn More

- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://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

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



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 INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561 Done

Create Order Confirmation  Create Service Sheet **1**  Create Invoice  Hide Changes |  Print |  Download PDF |  Download CSV |  Resend

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

**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  
(+ Confirmed)  
5505371561  
Amount: R1,849,550.00 ZAR  
Version: 2 (Previous Version)

**Payment Terms** ⓘ  
60 Days from month end

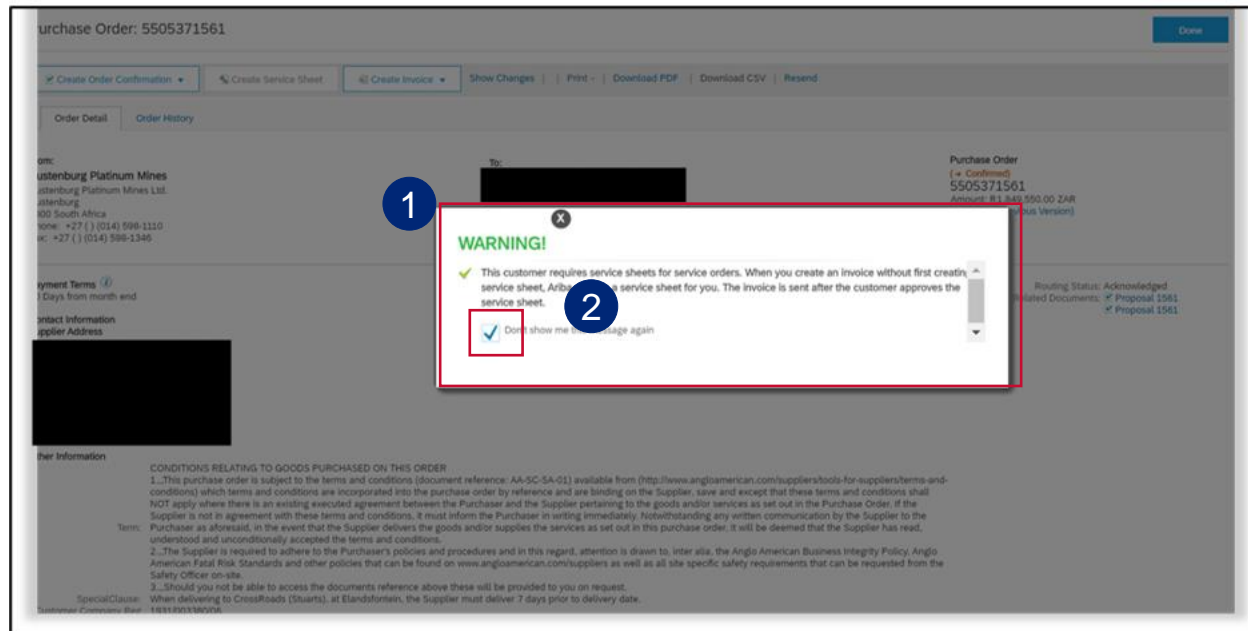
**Contact Information**  
Supplier Address

**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 Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately. Notwithstanding any written communication by the Supplier to the

- 1** Click on **Create Invoice**
- 2** Select **Standard Invoice**

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



**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

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Select Item to Create Invoice with Auto-Generated Service Sheet

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

Service Sheet Required.

Next Exit

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



**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



**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: NIGEL  
GautengSouth Africa

Customer: Rustenburg Platinum Mines  
Rustenburg  
South Africa  
Email:

Bill From: NIGEL  
GautengSouth Africa

**Field Contractor**

Name:

Email:

Phone: ZAF 27

**Field Engineer**

Name:

Email:

Phone: ZAF 27

**Approver**

Name:

Email:

Phone: ZAF 27

Tax paid through a Tax Representative

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

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Name	Size (bytes)	Content Type
TEST SES ATTACHMENT INV.pdf	193582	application/pdf

- 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.

# 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.

Line Items

2 Line Items, 3 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:   Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2				Consulting - IT review					
2.1	<input checked="" type="checkbox"/>	SERVICE			993910001	1	EA	R 6,897.00 ZAR	R 6,897.00 ZAR
Service Period:		Service Start Date:			Service End Date:				
Tax:		Category:	VAT		Taxable Amount:	R 6,897.00 ZAR			
		Location:	13% Input VAT		Rate(%)	15.00			
		Region:			Tax Amount:	R 1,034.55 ZAR			
Line Reference:		Ineligible To		NO					
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2.2	<input type="checkbox"/>	SERVICE		INFRASTRUCTURE MODELS	993910001	0	EA	R 10,000.00 ZAR	R 0 ZAR

Excluded line items cannot be modified

If you are adding unplanned service lines to the invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

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



1

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:  Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Price	Subtotal
2				Consulting - IT reviews					
2.1	<input checked="" type="checkbox"/>	SERVICE			999910101	1400	EA	R 1.00 ZAR	R 223,900.00 ZAR
Service Period		Service Start Date:		Service End Date:					
TAX		Category: VAT		Taxable Amount: R 899,550.00 ZAR		Rate(%): 15.00		Tax Amount: R 33,585.00 ZAR	
		Location: Description: 15% Input VAT		Regime:					
Law Reference:		No. Include Type Part # Description		Customer Part #		Quantity Unit		Unit Price Subtotal	
2.2	<input checked="" type="checkbox"/>	SERVICE		INFRASTRUCTURE MODELS	999915001	3258	EA	R 1.00 ZAR	R 675,650.00 ZAR
Service Period		Service Start Date:		Service End Date:					
TAX		Category: VAT		Taxable Amount: R 899,550.00 ZAR		Rate(%): 15.00		Tax Amount: R 101,347.50 ZAR	
		Location: Description: 15% Input VAT		Regime:					
Law Reference:		No. Include Type Part # Description		Customer Part #		Quantity Unit		Unit Price Subtotal	
2				Consulting - IT reviews					

Line Item Actions Delete ⚠ If you are adding unplanned service lines to the Invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

Previous Update Save Exit Next

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.

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES

## PARTIAL INVOICING



Line Items

Insert Line Item Options

Tax Category:   Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2				Consulting - IT reviews					
2.1	<input checked="" type="checkbox"/>	SERVICE			993910101	14,00	EA	R 1.00 ZAR	R 14,000.00 ZAR
Service Period		Service Start Date: <input type="text"/>		Service End Date: <input type="text"/>					
Tax		Category: * VAT		Taxable Amount: R 56,246.99 ZAR		Rate(%): 15,00		Tax Amount: R 2,100.00 ZAR	
Location: 15% Input VAT		Regime: <input type="text"/>		Law Reference: <input type="text"/>		Triangular Transaction: <input type="text"/>			
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2.2	<input type="checkbox"/>	SERVICE		INFRASTRUCTURE MODELS	993915001	0	EA	R 1.00 ZAR	R 0 ZAR
Excluded line items cannot be modified.									
2				Consulting - IT reviews					

Line Item Actions

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**.

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Create Invoice

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:

Previous Save **Submit** Exit

- 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.

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

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# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



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

**Contact Information**  
 Supplier Address

**Buyer**  
 Test ID  
 Email: testuser@angloamerican.com

Routing Status: Acknowledged 1  
 Related Documents: IN1561A 2  
 IN1561A  
 Proposal 1561  
 More(1) »

**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...

- 1 Your newly created invoice will reflect under **Related Documents**.
- 2 Click on **More**, to view all the documents.

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



Purchase Order: 5505371552

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

To: [Redacted]

Payment Terms: Payment end of next month net

Contact Information: Supplier Address [Redacted]

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 [Redacted]

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

Related Documents: INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

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



# HOW TO SEE YOUR INVOICE STATUS AND DUE DATE



Invoice: INV1552

[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

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

Original Purchase create a line-item credit memo for the selected invoice

[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
		Supplier	6 May 2020 2:05:06 PM
		DocSupplierApp-125037078	6 May 2020 2:12:04 PM

**4** Acknowledged  
 The invoice status has been successfully updated to Approved by Anglo American - TEST. Description:Payment Due Date: 2020.04.30

**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



# HOW TO FIND YOUR REMITTANCE ADVICE



# HOW TO FIND YOUR REMITTANCE ADVICE



**Purchase Order: 5505371552**

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

To: [Redacted]

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

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

Related Documents: INV1552  
R00050102431332020  
R00050102431332020  
More(2) »

**Invoice: TSTINV2M**

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

Detail | Scheduled Payments | **Remittance** | History

Standard Invoice / Tax Invoice

<b>Status</b>	Invoice: Sent	Subtotal:	R 3,000.00 ZAR
	Routing: Acknowledged	Total Tax:	R 300.00 ZAR
	Invoice Number: TSTINV2M	Amount Due:	R 3,300.00 ZAR
	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		

This document is digitally signed

REMIT TO: Anglo\_QA\_DC1@anglo.com - TEST      BILL TO: Rustenburg Platinum Mines      SUPPLIER: Test Default

- 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



Invoice: TSTINV2M

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Download PDF](#)
[Export cXML](#)
[To Search Results](#)
[Previous](#)

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

Reference No. **3** Payment Proposal

R0001500000492020

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)

Remittance Advice: R00015000000492020 (Paid)

[Print](#)
[Export cXML](#)
[Download CSV](#)
[To Search Results](#)

[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) <b>4</b>	R 3,300.00 ZAR	R 0.00 ZAR			R 3,300.00 ZAR	

ADDITIONAL INFORMATION

originalInvoiceNo: TSTINV2M buyerInvoiceID: 5200000021 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.

# HOW TO CREATE A CREDIT NOTE FOR SERVICES



# HOW TO CREATE A CREDIT NOTE FOR SERVICES



Purchase Order: 5505371552

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

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

1

Related Documents:  
INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

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**

Invoice: INV1552

2

Create Line-Item Credit Memo

Standard Invoice / Tax Invoice

Status: Invoice: Approved  
Routing: Acknowledged  
Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020  
Origin: Supplier

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

This document is digitally signed

REMIT TO: [Redacted]  
BILL TO: Rustenburg Platinum Mines  
Postal Address (Rustenburg Platinum Mines Limited): Rustenburg Platinum Mines Ltd.  
SUPPLIER: [Redacted]



**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



Create Line-Item Credit Memo

Update Save Exit **Next** 5

Credit Memo Type  
 Quantity Adjustment ⓘ  Price Adjustment ⓘ

Invoice Header \* Indicates required field Add to Header ▾

Summary 3

Credit Memo #: CN1552

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

View/Edit Addresses

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To: [REDACTED]

Bill To: [REDACTED]

Comment 4

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID: [REDACTED]

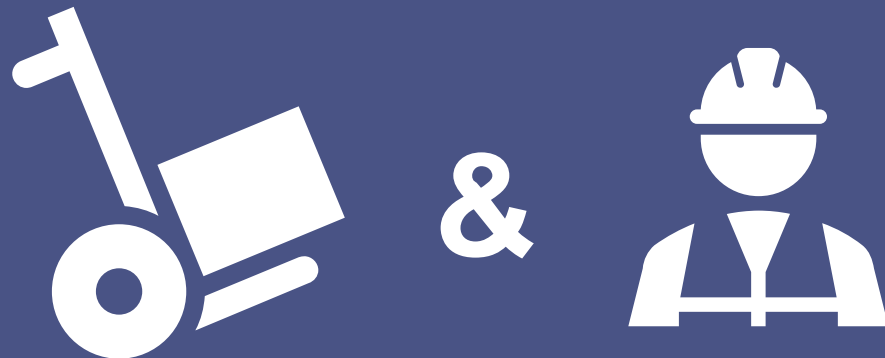
batchNo: [REDACTED]

articleNumber: [REDACTED]

transactionCategoryOrType: [REDACTED]

- 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 YOUR DIGITAL PURCHASE ORDERS FOR GOODS & SERVICES (HYBRIDS)



# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



## PROCESS FOR CONFIRMING & INVOICING AGAINST HYBRID PURCHASE ORDERS

- 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



SAP Ariba

Solutions - Ariba Network - Resources - Support - About

Achieve digital transformation from source to pay

Buyer  
Supplier  
Support  
Discovery  
Partner Portal

SAP Ariba Network

1

SAP Ariba

Supplier Login

Your company STATIONERY HOUSE LTD-TEST is already registered.  
If you don't have a user account, request one now.

User Name

Password

2

Login

Having trouble logging in?

Is your company registered?  
Search

DENIOS AG Won 79 New Customers with Ariba Network

Together with SAP Ariba and the Ariba Network, DENIOS was able to win 79 new customers, up-sell and cross-sell products through catalogs and lower operational costs by reducing consumption of resources by 40%.

Learn More

- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://www.ariba.com)
- Hover over the person icon and select **Supplier** from the drop down menu

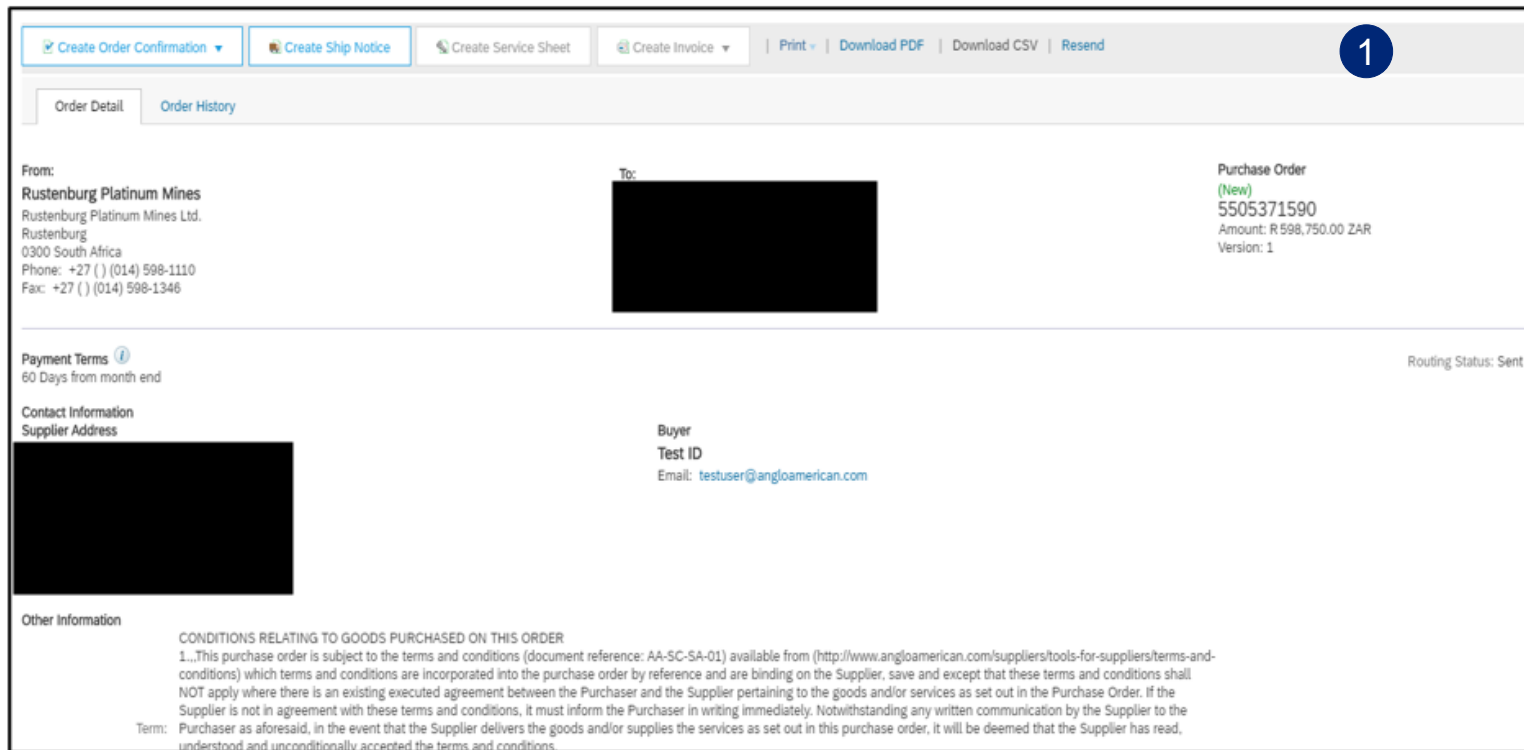
- 1 You will be directed to the Ariba Network login page.
- 2 Enter your **user name** and **password** to be taken to your **Home** page

# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



- 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



**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



Line #	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Details
1	Goodie bags with pen and notebook		Material		45.0 (EA)	12 Jun 2020	R 250.00 ZAR	R 11,250.00 ZAR	R 1,687.50 ZAR	Details
2	Consulting Review		Service			12 Jun 2020		R 20,750.00 ZAR		Details
2.1	CEO CONSULTING FEES	998153241	Service		1.0 (EA)		R 750.00 ZAR	R 750.00 ZAR	R 112.50 ZAR	Details
2.2	CORPORATE COMMUNICATIONS CONSULTING FEES	998155351	Service		1.0 (EA)		R 20,000.00 ZAR	R 20,000.00 ZAR	R 3,000.00 ZAR	Details

Order submitted on: Friday 14 Aug 2020 12:00 PM GMT+02:00  
 Received by Ariba Network on: Friday 14 Aug 2020 10:17 AM 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 32,000.00 ZAR  
 Total Serviced: R 750.00 ZAR  
 Total Invoiced: R 750.00 ZAR  
 Est. Total Tax: R 4,800.00 ZAR  
 Est. Grand Total: R 36,800.00 ZAR

- 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.

# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



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

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.

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 swapped 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



Purchase Order: 5505371561

Done

Create Order Confirmation (1)

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

To: [Redacted]

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

Payment Terms ⓘ  
60 Days from month end

Contact Information  
Supplier Address [Redacted]

Buyer  
Test ID  
Email: testuser@angloamerican.com

Routing Status: Sent

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 Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately. Notwithstanding any written communication by the Supplier to the

- 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

# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



**1** Confirm Entire Order

**2** Review Order Confirmation

**1** Confirmation #: Proposal 1561

Associated Purchase Order #: 5505371561

Customer: Anglo American - TEST

Supplier Reference:

**2** Est. Completion Date: 31 Dec 2020

**3** Next

**4** Submit

**1** Confirm Entire Order

**2** Review Order Confirmation

Confirmation Update

Confirmation #: Proposal 1561

Supplier Reference:

Additional Information:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Consulting - Financial Reports			4 Jun 2020		R 950,000.00 ZAR	
1.1	CEO CONSULTING FEES	998153241	450,000.0 (EA)		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR
1.2	CORPORATE COMMUNICATIONS CONSULTING FEES	998155351	500,000.0 (EA)		R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR

- 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.

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





# HOW TO REJECT YOUR HYBRID PURCHASE ORDERS



Purchase Order: 5505371561 Done

Create Order Confirmation
Reject Entire Order
Create Service Sheet
Create Invoice
Print
Download PDF
Download CSV
Resend

Confirm Entire Order  
 Update Line Items  
 Reject Entire Order

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

**Buyer**  
 Test ID  
 Email: testuser@angloamerican.com

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

**Payment Terms**  
 60 Days from month end

**Contact Information**  
 Supplier Address

**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 simply notifying us that the PO information is incorrect.

# 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.

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- 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

EXTERNAL

# HOW TO REJECT YOUR HYBRID PURCHASE ORDERS



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

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

To: [Redacted]

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

Payment Terms: 60 Days from month end

Contact Information: Supplier Address [Redacted]

Buyer: Test ID  
Email: testuser@angloamerican.com

Routing Status: Acknowledged  
Related Documents: Proposal 1561

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

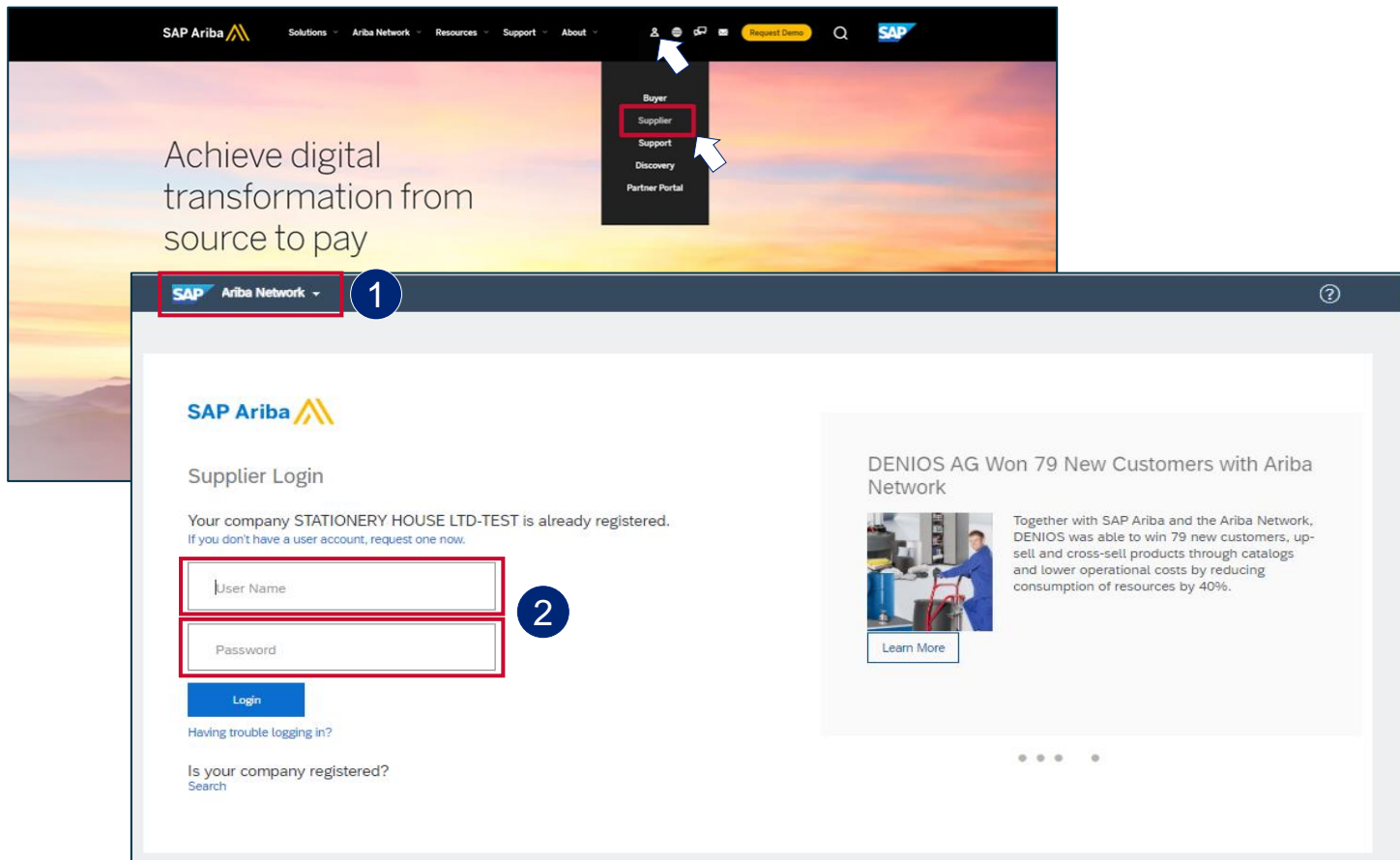
**2** Click on **Done** and log out of your account.

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

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



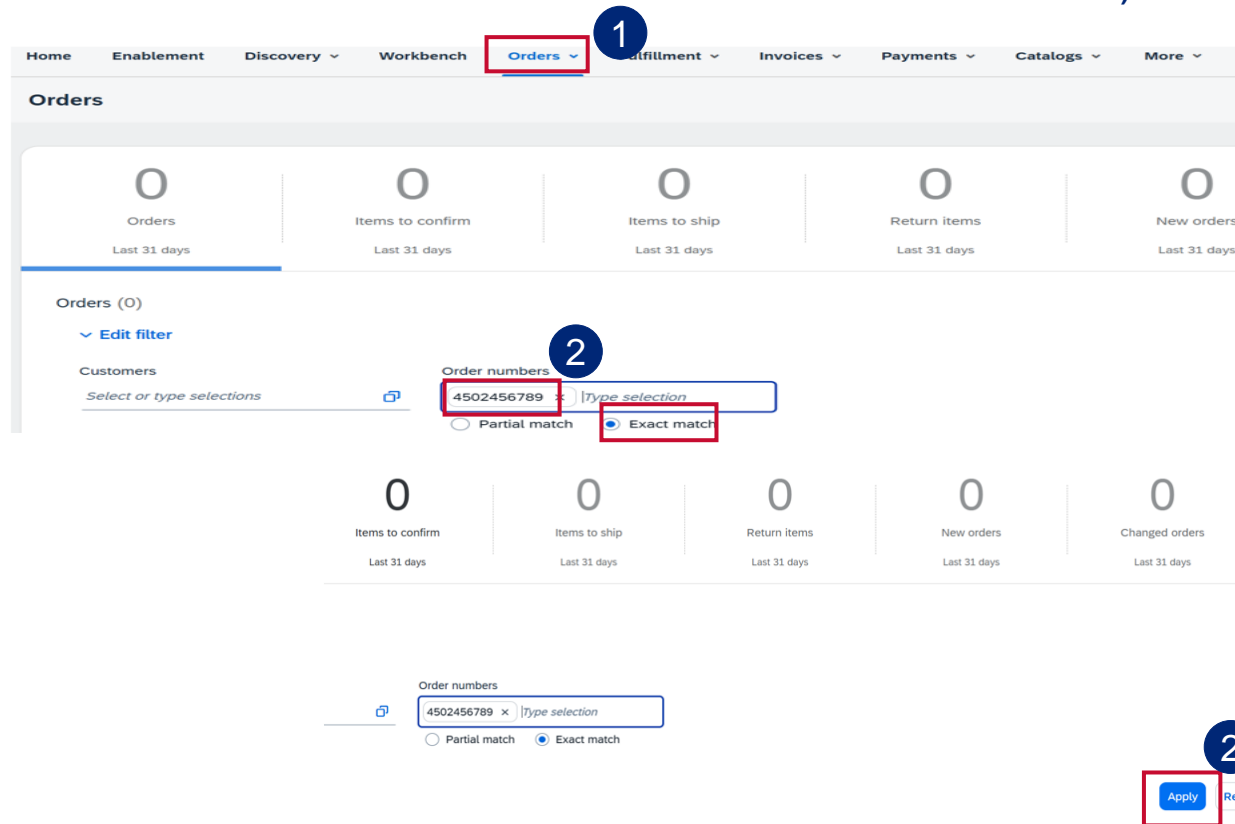
# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://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

# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



- 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 CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



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: [Redacted]

Payment Terms: 60 Days from month end

Contact Information: Supplier Address [Redacted]

Buyer: Test ID  
Email: testuser@angloamerican.com

Purchase Order (+ Confirmed) 5505371561  
Amount: R1.949.550,00 ZAR  
Version: 2 (Previous Version)

Routing Status: Acknowledged  
Related Documents: Proposal 1561, Proposal 1561

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 Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately. Notwithstanding any written communication by the Supplier to the

## 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**

# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



- 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



**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Bill From:

Field Contractor

Name:

Email:

Phone: ZAF 27

Service Start Date:\*

Service End Date:\*

Customer: Rustenburg Platinum Mines

Rustenburg South Africa

Email:

Field Engineer

Name:

Email:

Phone: ZAF 27

Approver

Name:

Tax paid through a Tax Re

**Supplier VAT**

Supplier VAT/Tax ID:\*

Supplier Commercial Identifier:

Supplier Commercial Credentials:

**Customer VAT**

Customer VAT/Tax ID: 4310113883

**Attachments**

The total size of all attachments cannot exceed 10MB

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> TEST SES ATTACHMENT INV.pdf	193582	application/pdf

- 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.

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



# HOW TO INVOICE A MATERIAL LINE FOR A HYBRID PO



Line Items 1 2 Line Items, 2 Inc

Insert Line Item Options

Tax Category:  Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL		Goodie bags with pen and notebook		20.0	EA	R 250.00 ZAR	R 5,000.00 ZAR

Receipt Details  
Receipt #: R00050102431402020  
Receipt Line #: 1

Pricing Details  
Price Unit: EA  
Price Unit Quantity: \* 1.0  
Unit Conversion: \* 1  
Description:

Tax  
Category: \* VAT  
Taxable Amount: R 5,000.00 ZAR  
Rate(%): 15.00  
Tax Amount: R 750.00 ZAR  
Location:  
Description: 15% Input VAT  
Regime:

Law Reference:  
Triangular Transaction: NO

2 Consulting Review Add/Update

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2.1	<input type="checkbox"/>	SERVICE		CONSULTING FEES	998153241	0	EA	R 750.00 ZAR	R 0 ZAR
2.2	<input type="checkbox"/>	SERVICE		CORPORATE COMMUNICATIONS CONSULTING FEES	998155351	0	EA	R 1,000.00 ZAR	R 0 ZAR

*Excluded line items cannot be modified.*

## 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

2 Consulting Review Add/Update

Line Item Actions Delete

If you are adding unplanned service lines to the invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

Update Save Exit Next

# 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

The screenshot shows the 'Line Items' section of a software interface. It features a table with columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. There are two line items: a 'MATERIAL' item (No. 1) and a 'SERVICE' item (No. 2.2). The 'MATERIAL' item has a quantity of 0 and its 'Include' checkbox is unchecked. The 'SERVICE' item has a quantity of 1 and its 'Include' checkbox is checked. Below the table, there are sections for 'Service Period', 'Tax', and 'Line Item Actions'. The 'Line Item Actions' section includes a 'Delete' button. At the bottom of the interface, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. Red boxes and numbers 1 through 8 are overlaid on the screenshot to indicate specific steps: 1. 'Line Items' header; 2. 'Quantity' field of the service item; 3. 'Include' checkbox of the material item; 4. 'Quantity' field of the material item; 5. 'Include' checkbox of the material item; 6. 'Delete' button; 7. 'Update' button; 8. 'Next' button.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input type="checkbox"/>	MATERIAL		Goodie bags with pen and notebook		0	EA	R 250.00 ZAR	R 0 ZAR
2.2	<input checked="" type="checkbox"/>	SERVICE		CORPORATE COMMUNICATIONS CONSULT	998155351	1	EA	R 20,000.00 ZAR	R 20,000.00 ZAR

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

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# 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

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input type="checkbox"/>	MATERIAL		Goodie bags with pen and notebook		0	EA	R 250.00 ZAR	R 0 ZAR
2		Consulting Review							
2.1	<input checked="" type="checkbox"/>	SERVICE		CEO CONSULTING FEES	998153241	130	EA	R 750.00 ZAR	R 97,500.00 ZAR
2.2	<input checked="" type="checkbox"/>	SERVICE		CORPORATE COMMUNICATIONS CONSULT	998153351	80	EA	R 1,000.00 ZAR	R 80,000.00 ZAR

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

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



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	Subtotal: R 177,500.00 ZAR
Invoice Date: Monday 6 Apr 2020 12:00 PM GMT+02:00	Total Tax: R 26,625.00 ZAR
Original Purchase Order: 5505371590	Amount Due: R 204,125.00 ZAR

SERVICE PERIOD

Start Date : 6 Apr 2020  
End Date : 6 Apr 2020

REMIT TO: BILL TO: 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.
- 3 Click on **Exit**.

Invoice INV1590A has been submitted.

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

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



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

**Contact Information**  
 Supplier Address

**Buyer**  
 Test ID  
 Email: testuser@angloamerican.com

Routing Status: Acknowledged 1  
 Related Documents: IN1561A 2  
 IN1561A  
 Proposal 1561  
 More(1) »

- 1 Your newly created invoice will reflect under **Related Documents**.
- 2 Click on **More**, to view all the documents.

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 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**

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 ( ) (0)14 598-1110  
Fax: +27 ( ) (0)14 598-1346

**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

**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

1

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

Related Documents:  
INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

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

**Status**  
Invoice: Approved  
Routing: Acknowledged  
Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020  
Origin: Supplier

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

This document is digitally signed

**REMIT TO:**

**BILL TO:**  
Rustenburg Platinum Mines  
Postal Address (Rustenburg Platinum Mines Limited):  
Rustenburg Platinum Mines Ltd.

**SUPPLIER:**



**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



Create Line-Item Credit Memo

Update Save Exit **Next**

**5**

Credit Memo Type  
 Quantity Adjustment ⓘ  Price Adjustment ⓘ

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

Summary

**3**

Credit Memo #:

Credit Memo Date:

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To:

Bill To: **Rustenburg Platinum Mines**  
Rustenburg  
South Africa

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

View/Edit Addresses

**4**

**Comment**

Reason for Credit Memo: \*

Default Credit Memo Comment Text:

receiverID:

batchNo:

articleNumber:

transactionCategoryOrType:

- 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



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:**  
[REDACTED]

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

**Payment Terms**  
 Payment end of next month net

**Contact Information**  
 Supplier Address  
[REDACTED]

**Buyer**  
 Test ID  
 Email: testuser@angloamerican.com

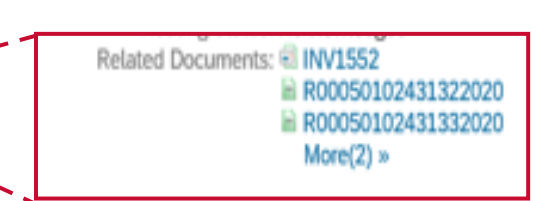
Routing Status: Acknowledged  
 Related Documents: INV1552  
 R00050102431322020  
 R00050102431332020  
 More(2) »

**Related Documents:** INV1552  
 R00050102431322020  
 R00050102431332020  
 More(2) »

**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

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**



# HOW TO SEE YOUR INVOICE STATUS AND DUE DATE



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

**Status**  
Invoice: Approved

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

Routing: Acknowledged  
Invoice Number: INV1552  
Invoice Date: Wednesday 18 Mar 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371552  
Receipt: R00050102431332020  
Origin: Supplier

This document is digitally signed

REMIT TO: [Redacted]

BILL TO: Rustenburg Platinum Mines

SUPPLIER: [Redacted]

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

Create a line-item credit memo for the selected invoice

Done Previous

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

Detail Scheduled Payments **History**

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	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

# HOW TO FIND YOUR REMITTANCE ADVICE





# HOW TO FIND YOUR REMITTANCE ADVICE



- 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

**Purchase Order: 5505371552**

From: Rustenburg Platinum Mines  
 Rustenburg Platinum Mines Ltd.  
 Rustenburg  
 0300 South Africa  
 Phone: +27 ( ) (0)14 598-1110  
 Fax: +27 ( ) (0)14 598-1346

To: [Redacted]

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

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

**Invoice: TSTINV2M**

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	Subtotal:	R 3,000.00 ZAR
	Routing: Acknowledged	Total Tax:	R 300.00 ZAR
	Invoice Number: TSTINV2M	Amount Due:	R 3,300.00 ZAR
	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		

This document is digitally signed

REMIT TO: Anglo\_OA\_DC1@anglo.com - TEST | BILL TO: Rustenburg Platinum Mines | SUPPLIER: Test Default

Related Documents: INV1552  
 R00050102431322020  
 R00050102431332020  
 More(2) »

# HOW TO FIND YOUR REMITTANCE ADVICE



Invoice: TSTINV2M

[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
R0001500000492020		Paid	6 May 2020	Wire	6 May 2020

Remittance Advice: R0001500000492020 (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**  
 R0001500000492020 (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: R0001500000492020  
 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 buyertInvoiceId: 5200000031 fiscalYear: 2020 Company Code: R000

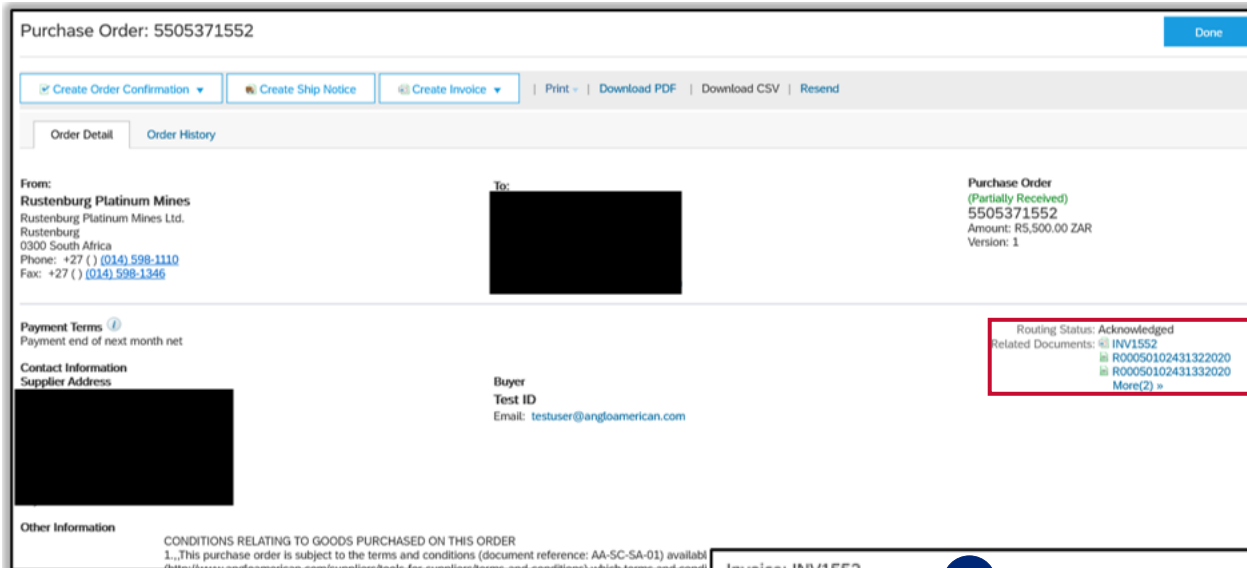
- 3 Click on the **Remittance number** to open the details
- 4 The **Line Items** will reflect all invoices paid on this specific Remittance.

# 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**



Purchase Order: 5505371552

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

To: [Redacted]

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

Payment Terms: Payment end of next month net

Contact Information: Supplier Address [Redacted]

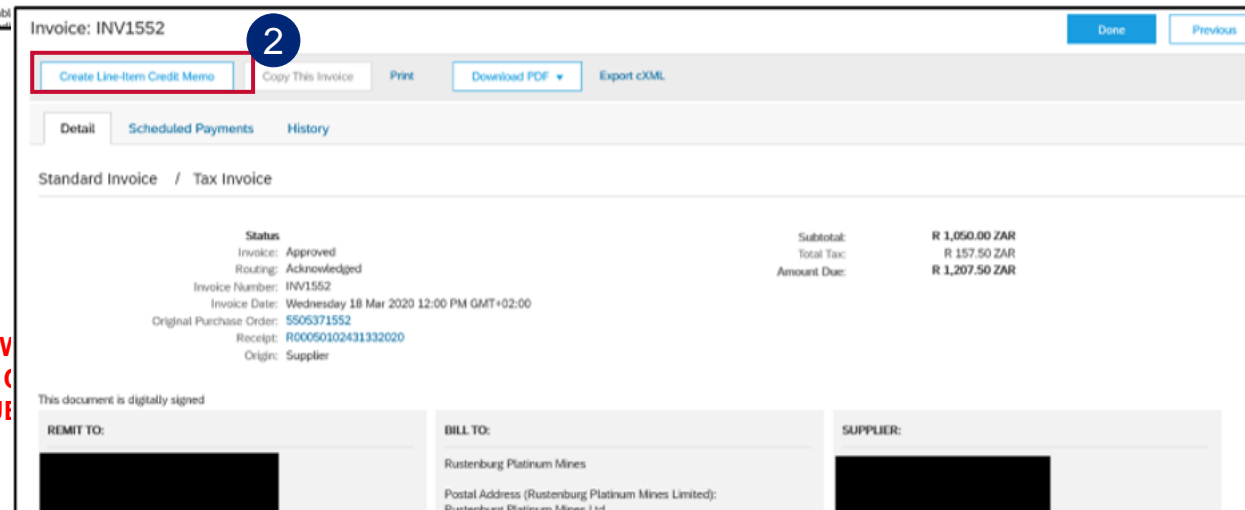
Buyer: Test ID  
Email: testuser@angloamerican.com

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



Related Documents:

- INV1552
- R00050102431322020
- R00050102431332020
- More(2) »



Invoice: INV1552

Create Line-Item Credit Memo (highlighted with a red box and a '2' in a blue circle)

Copy This Invoice | Print | Download PDF | Export cXML

Detail | Scheduled Payments | History

Standard Invoice / Tax Invoice

Status	Approved	Subtotal	R 1,050.00 ZAR
Invoice Routing	Acknowledged	Total Tax	R 157.50 ZAR
Invoice Number	INV1552	Amount Due	R 1,207.50 ZAR
Invoice Date	Wednesday 18 Mar 2020 12:00 PM GMT+02:00		
Original Purchase Order	5505371552		
Receipt	R00050102431332020		
Origin	Supplier		

This document is digitally signed

REMIT TO: [Redacted] | BILL TO: Rustenburg Platinum Mines | SUPPLIER: [Redacted]



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

# HOW TO CREATE A CREDIT NOTE FOR SERVICES

Create Line-Item Credit Memo

Update Save Exit **Next**

Credit Memo Type  
 Quantity Adjustment  Price Adjustment

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

Summary

Credit Memo #: **CN1552**

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

View/Edit Addresses

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To: [Redacted]

Bill To: [Redacted]  
Rustenburg  
South Africa

3

5

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**

## Comment

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID: [ ]

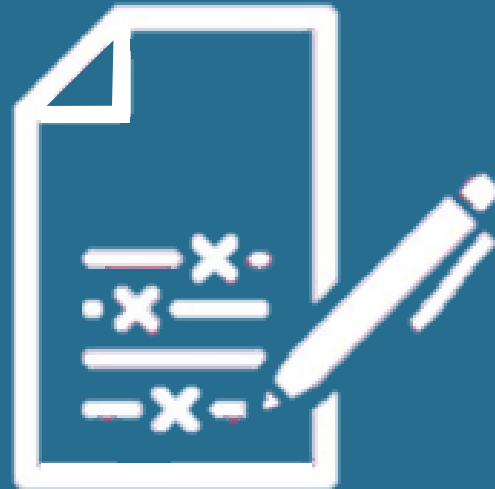
batchNo: [ ]

articleNumber: [ ]

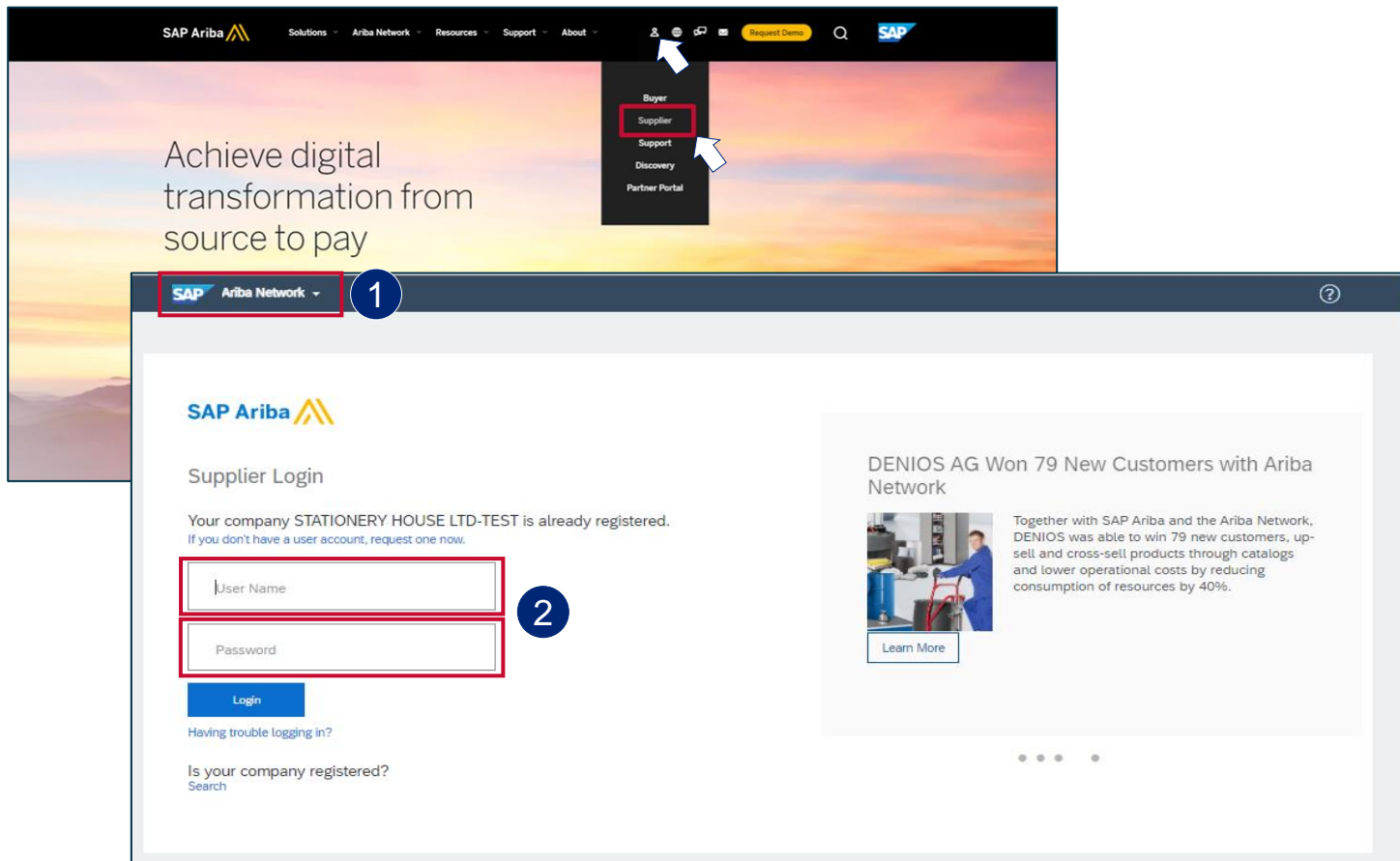
transactionCategoryOrType: [ ]

4

# HOW TO MANAGE ADHOC / UNPLANNED PURCHASE ORDERS



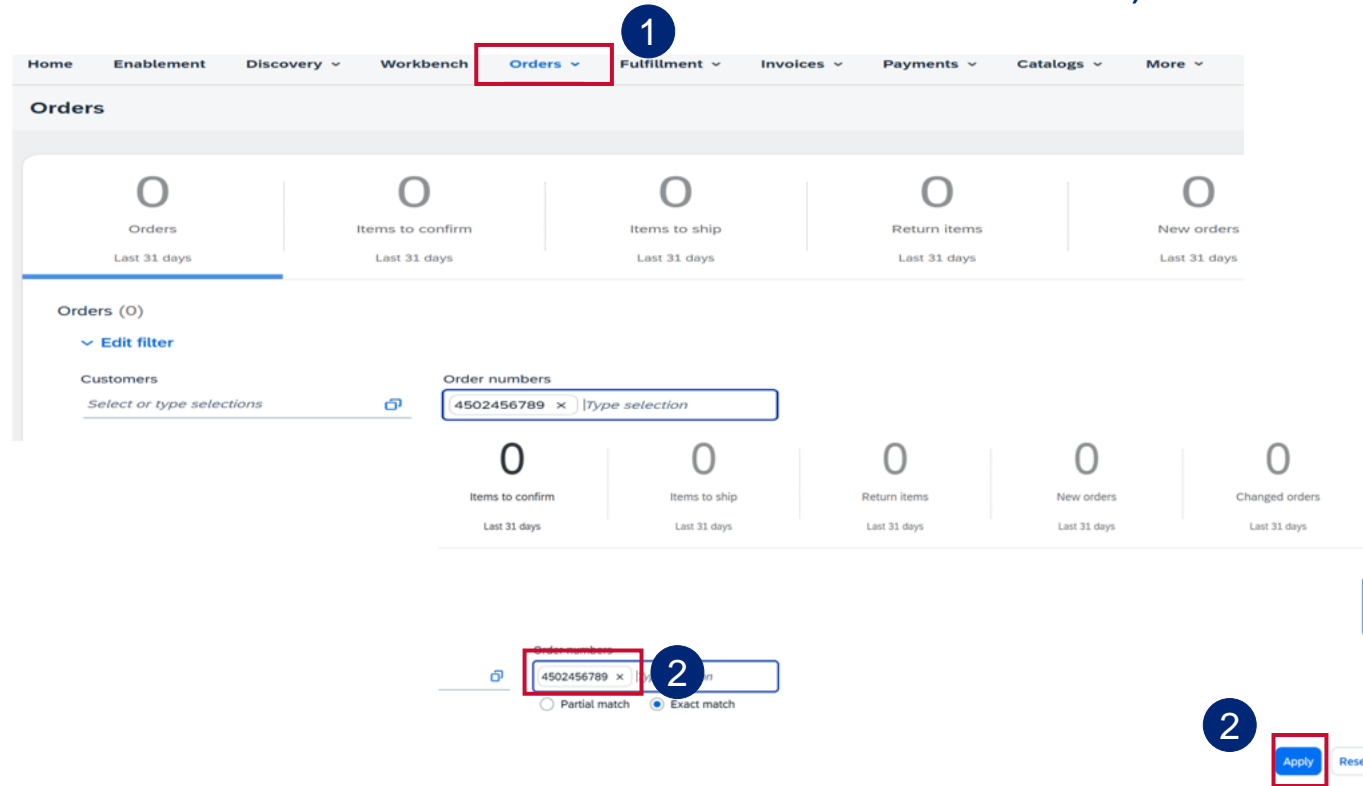
# HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO



- To log into your Ariba Network Enterprise Account simply go to the official SAP Ariba website at [www.ariba.com](http://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

# HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO



- 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 UNPLANNED/AD HOC PO



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  
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

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

Payment Terms: 60 Days from month end  
Routing Status: Sent

Contact Information  
Supplier Address

Buyer  
Test ID  
Email: testuser@an

buyerID: 126001

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 on the supplier's website. These terms and conditions are incorporated into the purchase order by reference and are binding on the Purchaser and the Supplier. Notwithstanding to whom the purchase order is issued, the terms and conditions apply to the Supplier. If there is an existing executed agreement between the Purchaser and the Supplier pertaining to the purchase of goods or services, the terms and conditions of such agreement shall prevail over the terms and conditions of this purchase order. If the Supplier is not in agreement with these terms and conditions, it must inform the Purchaser in writing immediately.

Confirming PO Exit **3** Next

1 Confirm Entire Order  
2 Review Order Confirmation

Order Confirmation Header

Confirmation #: Proposal 1561  
Associated Purchase Order #: 5505371561  
Customer: Anglo American - TEST  
Supplier Reference:

Additional Information  
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.

SHIPPING AND TAX INFORMATION  
Est. Completion Date: 31 Dec 2020  
Est. Tax Cost:

Comments:

Confirming PO Previous **4** Submit

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). Solo la fecha de entrega puede ser cambiada.

Confirmation #: Proposal 1561  
Supplier Reference:  
Additional Information:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Consulting - Financial Reports			4 Jun 2020		R 950,000.00 ZAR	
1.1	Confirmed With New Date (Estimated Completion Date: 31 Dec 2020)	998153241	450,000.0 (EA)		R 1,00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR
1.2	CEO CONSULTING FEES	998153351	500,000.0 (EA)		R 1,00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR
2	CORPORATE COMMUNICATIONS CONSULTING FEES			10 Jun 2020		R 899,550.00 ZAR	

- 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.

# HOW TO INVOICE AGAINST YOUR UNPLANNED / AD HOC PURCHASE ORDERS



# HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



Purchase Order: 4501199470

From: AA Services (UK) Ltd  
20 Carlton House Terrace  
London  
SW1Y 5AN  
United Kingdom  
Phone: +44 ( ) 44207968888  
Fax: +44 ( ) 442079688500

To: [Redacted]

Purchase Order (New)  
4501199470  
Amount: \$50,000.00 AUD  
Version: 1

transactionCategoryOrType: Service PO

Ship All Items To  
AA SERVICES UK  
20 Carlton House Terrace  
London  
SW1Y 5AN  
United Kingdom  
Ship To Code: X023  
Location Code: X023

Bill To  
AA Services (UK) Ltd  
20 Carlton House Terrace  
London  
SW1Y 5AN  
United Kingdom  
Phone: +44 ( ) 44207968888  
Fax: +44 ( ) 442079688500  
buyerID: X023

Deliver To

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Price	Subtotal	Tax
10	Software Licenses - Test	Service		1.0 (AU)	4 Sep 2020	\$50,000.00 AUD	\$50,000.00 AUD	\$0.00 AUD

Order submitted on: Saturday 9 May 2020 12:00 PM GMT+02:00  
Received by Ariba Network on: Saturday 9 May 2020 9:59 PM GMT+02:00  
This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.

Sub-total: \$ 50,000.00 AUD  
Est. Total Tax: \$ 0.00 AUD  
Est. Grand Total: \$ 50,000.00 AUD

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

# HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



- 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.

# HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



1

Service Start Date: 4 May 2020

Service End Date: 4 May 2020

3

Add to Header ▾

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

Supplier VAT

2

Supplier VAT/Tax ID: \* GB1000100

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Attachments

The total size of all attachments cannot exceed 10MB

4

Choose File No file chosen Add Attachment

Name
<input type="checkbox"/> TEST SES ATTACHMENT INV.pdf
<input type="button" value="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**.

# HOW TO CREATE A INVOICE FOR UNPLANNED/AD HOC PO



Line Items

0 Line items, 0 included, 0 previously fully invoiced

Insert Line Item Options

Tax Category:  Discount Add to Included Lines

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
10			Software Licenses - Test								

Line Item Actions: Line Item Actions Delete Reset Tax from PO

Add/Update Update Save

1

Add/Update

- Add General Service
- Add Labor Service
- Add Material

10 Software Licenses - Test

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE	<input type="checkbox"/>	TCPT LICENSE	<input type="checkbox"/>	1	EA	\$6,790.00 AUT	\$6,790.00 AUT

Service Period: Service Start Date:  Service End Date:

Additional Fields: ⚠ If you are adding unplanned service lines to the Invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

Line Item Actions: Line Item Actions Delete Reset Tax from PO

8

Additional Fields

⚠ If you are adding unplanned service lines to the Invoice please specify the Unit of Measure for the unplanned service line in UPPERCASE.

Line Item Actions

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

- 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



10 Software Licenses - Test Add/Update

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE		TCPT LICENSE		1	EA	\$6,790.00 AUD	\$6,790.00 AUD

Service Period  
 Service Start Date:  Service End Date:

Tax  
 Category\*: VAT 2  
 Location:   
 Description:   
 Regime:

Taxable Amount: \$6,790.00 AUD  
 Tax Rate Type:   
 Rate(%): 20 2  
 Tax Amount: \$1,358.00 AUD  
 Exempt Detail: (no value)   
 Supply: 4 May 2020   
 Singular Transaction

Additional Fields  
 If you are adding unplanned service lines to the invoice please specify in UPPERCASE.  
 Line Item Actions | Delete | Reset Tax from PO

Standard Tax Selections  
 Sales  
 VAT  
 GST  
 HST  
 PST  
 QST  
 Usage  
 Withholding Tax  
 Other Tax  
 Configure Tax Menu

Update Save Exit **Next** 3

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. This transaction qualifies as Domestic Trade. The document's originating country is:United Kingdom. The document's destination country is:United Kingdom. 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

Invoice Number: INV9471ABC  
 Invoice Date: Monday 4 May 2020 12:00 PM GMT+02:00  
 Original Purchase Order: 4501199471

SUBTOTAL: \$6,790.00 AUD  
 TOTAL TAX: \$1,358.00 AUD  
 AMOUNT DUE: \$8,148.00 AUD

SERVICE PERIOD  
 Start Date : 4 May 2020  
 End Date : 4 May 2020

REMIT TO:  
 BILL TO:  
 SUPPLIER:  
 AA Services (UK) Ltd

Invoice INV9471ABC has been submitted.

- Print
- Exit invoice creation.

5

- 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



Purchase Order: 5505371590

Done

Create Order Confirmation | Create Ship Notice | Create Service Sheet | **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 (0) (014) 598-1110  
Fax: +27 (0) (014) 598-1346

To: [Redacted]

Purchase Order (Partially Invoiced)  
5505371590  
Amount: R 598,750.00 ZAR  
Version: 1

Payment Terms: 60 Days from month end

Contact Information  
Supplier Address: [Redacted]

Buyer  
Test ID  
Email: testuser@angloamerican.com

Routing Status: Acknowledged  
Related Documents: INV1591, INV1591, INV1590A, More(4) »

Other Information  
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

1 Routing Status: Acknowledged  
Related Documents: INV1591A, INV1591A, INV1591, More(5) »

- 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.

Invoice: INV1591

Done Previous 4

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

Detail Scheduled Payments History

2 Rejected Invoice:  
Reasons:  
INV-38: The invoice was successfully received.  
DOC-1: cXML InvoiceDetailRequest queued  
INV-35: The invoice status has been successfully updated to Rejected by Anglo American - TEST. Description:Incomplete SI  
DOC-1:  
Incomplete Signatures on Invoice  
3 Edit & Resubmit

Purchase Order: 4501199470

Done

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

Order Detail Order History

From: AA Services (UK) Ltd  
20 Carlton House Terrace  
London

To: [Redacted]

Purchase Order (Confirmed)  
4501199470  
Amount: \$50,000.00 AUD  
Version: 1

Payment Terms: 0.00% 0  
Pay Immediately

Contact Information  
Supplier Address: [Redacted]

Sales  
Sales Man  
Phone: +0 4420 123333

Routing Status: Acknowledged  
External Document Type: Standard PO (NE)  
Related Documents: Quote 9470

5 Standard Invoice

- 4 Click on the **Previous** button to take you back to the PO screen.
- 5 Click on **Create Invoice** and select **Standard Invoice**

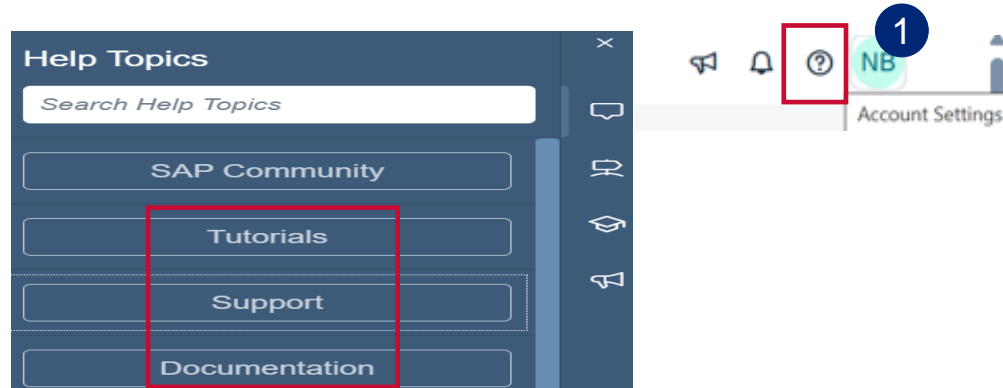
Standard Invoice / Tax Invoice

Status  
Invoice: Rejected  
Routing: Rejected  
Invoice Number: INV1591  
Invoice Date: Wednesday 15 Apr 2020 12:00 PM GMT+02:00  
Original Purchase Order: 5505371590  
Submission Method: Online  
Origin: Supplier  
Source Document: Order


# SUPPORT





# HOW TO GET TECHNICAL SUPPORT

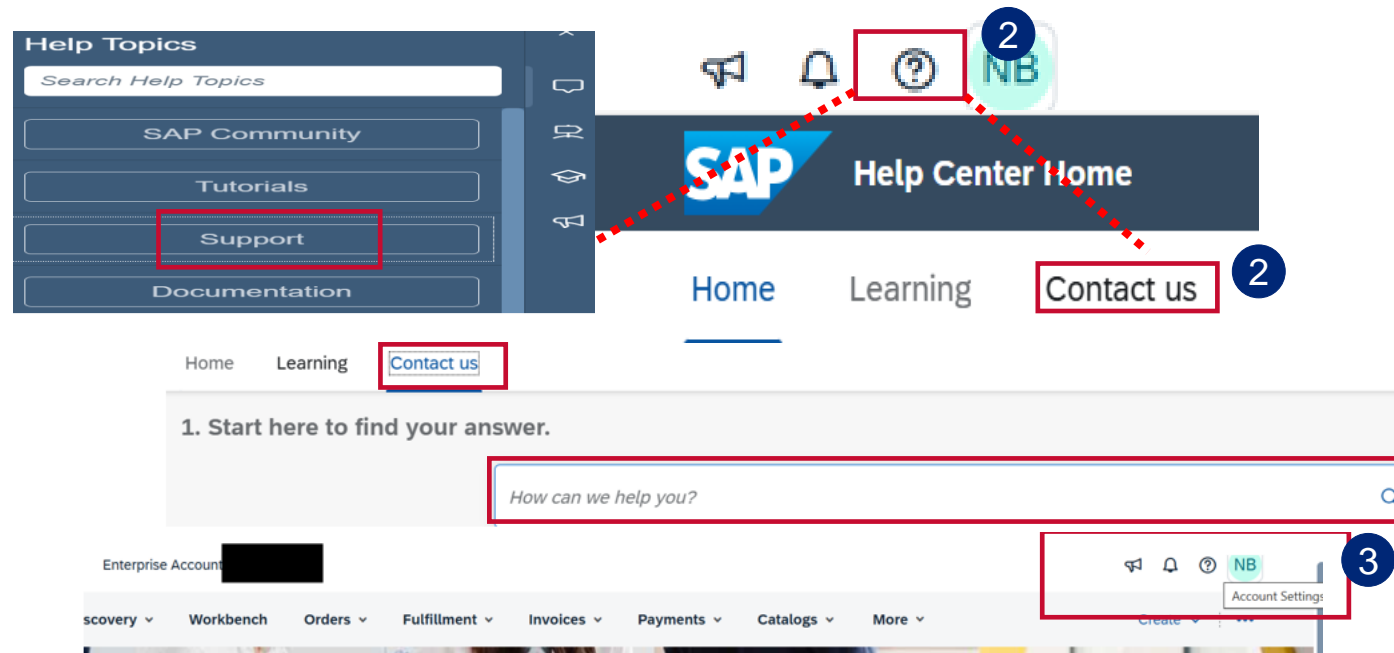


There are multiple channels available to assist you with technical support

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



<b>Ariba Network Online Training</b>	<a href="#">SIPSA-AngloAmerican</a>
<b>Ariba Network Training Guide</b>	<a href="#">SIPSA-AngloAmerican</a>
<b>Frequently Asked Questions</b>	<a href="https://www.angloamerican.com/suppliers/tools-for-suppliers/procure-to-pay">https://www.angloamerican.com/suppliers/tools-for-suppliers/procure-to-pay</a>
<b>Additional Ariba Network Training Material</b>	<a href="https://connect.ariba.com/KAAcontent/1,,173443,00.html">https://connect.ariba.com/KAAcontent/1,,173443,00.html</a>
<b>Procurement Process Queries</b>	Your Supply Chain Buyer
<b>Ariba Network Queries: Purchase orders, Invoicing, Payments, Issues transacting with the Ariba Network</b>	<p><b>Anglo American</b> 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 <b>E:</b> <a href="mailto:queryinvoice@angloamerican.com">queryinvoice@angloamerican.com</a> (ZA &amp; UK) <b>T:</b> 0860 289 987 (0860 BUZZUS) - ZA Only <b>T:</b> +44 (0) 203 450 7627- UK Only</p> <p><b>De Beers Group</b> <a href="mailto:SMM-Ariba@debeersgroup.com">SMM-Ariba@debeersgroup.com</a></p>
<b>Ariba Network Technical Queries</b>	<a href="https://connectsupport.ariba.com/sites/Company?ANID=AN01048242614AFR&amp;h=Rk6BWmlXu8swx913cAzQ#Enablement-Inquiry">https://connectsupport.ariba.com/sites/Company?ANID=AN01048242614AFR&amp;h=Rk6BWmlXu8swx913cAzQ#Enablement-Inquiry</a>