



# SUPPLY CHAIN

## ARIBA NETWORK ENTERPRISE ACCOUNT

### USER GUIDE



Real Mining. Real People. Real Difference.

EXTERNAL



# AngloAmerican

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

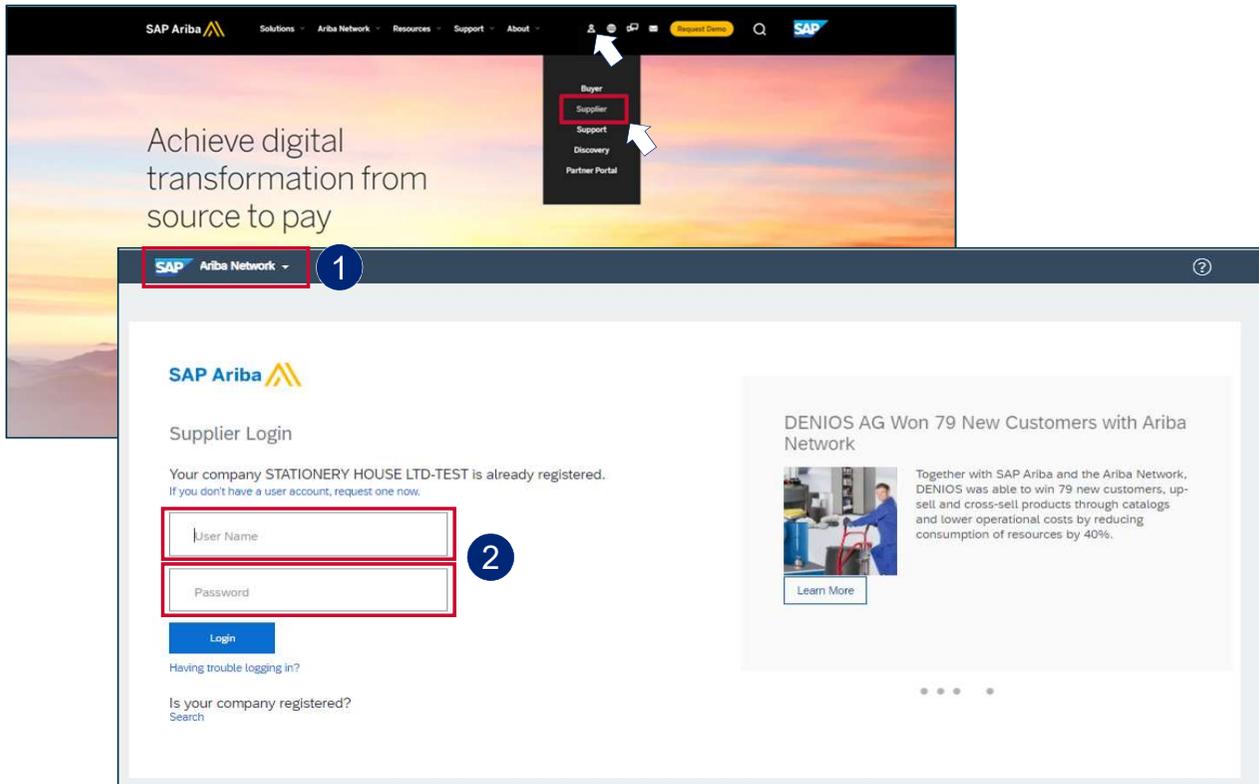
Your sincerely,

Supply Chain  
Anglo American and/or De Beers Group

EXTERNAL

# HOW TO LOG INTO YOUR ARIBA NETWORK ENTERPISE ACCOUNT

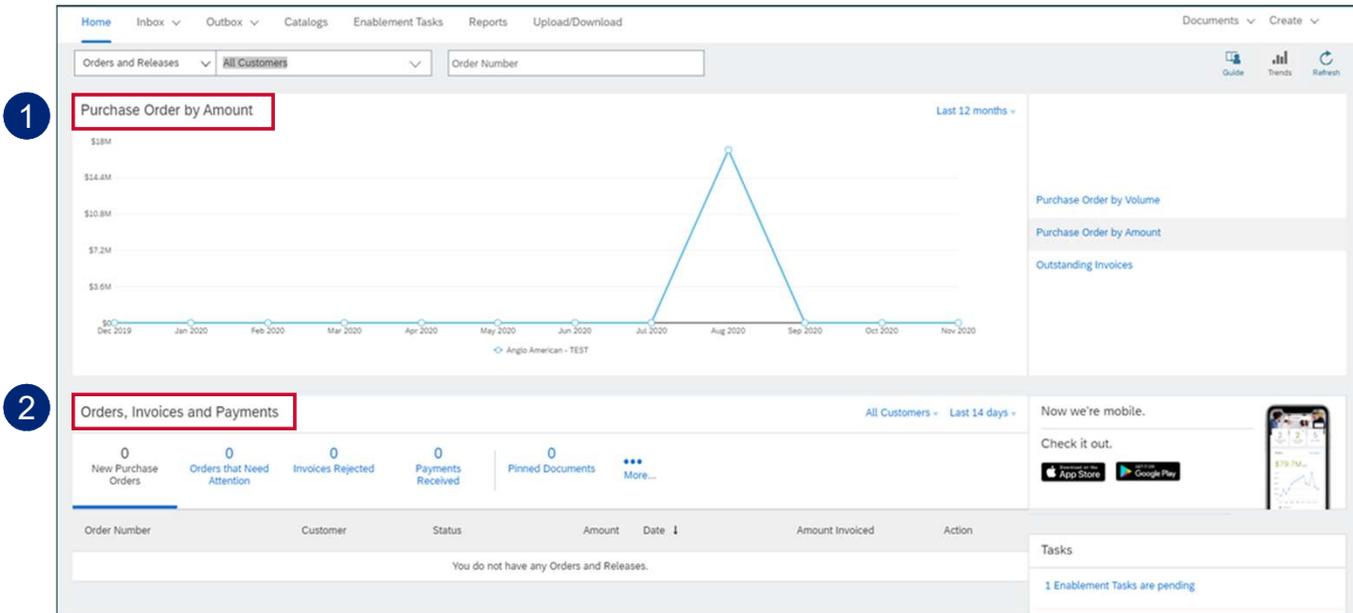
# HOW TO LOG INTO YOUR Ariba NETWORK ENTERPRISE ACCOUNT



- 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

- Your **home** page provides a quick overview of:
  - Graphical view of Purchase orders by amount
  - Order, invoice, and payment status

# **BEFORE CONFIRMING YOUR PURCHASE ORDER**

# BEFORE CONFIRMING YOUR PURCHASE ORDER

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

The process of confirming your POs via SAP Ariba differs slightly for:

- Goods/Material Orders
- Service Orders
- Hybrid (Material & Services combined)

- 1 You can see what type of PO it is by viewing the Type column on the PO
- 2 Check if VAT is correct i.e. if you are not VAT registered the VAT amount on the PO should be 0%, you will then reject the PO.



## IMPORTANT!

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

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

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

**Contact Information**  
**Supplier Address**  
**GRASS TOWER (PTY) LTD**  
 23 MARS AVE  
 JOHANNESBURG  
 GP2107 South Africa  
 Email: [trstuzen@angloamerican.com](mailto:trstuzen@angloamerican.com)  
 Phone: +27 ( ) 011 3736380  
 Address ID: 126000  
 buyerID: 126000

**Other Information**  
 CONDITIONS  
 1...This purcha  
 (http://www.ari

Special clause: When delivering to Crossroads (stairs), at Eastonstein, the Supplier must deliver 7 days prior to delivery date.  
 Customer Company Reg 1931/003380/06  
 Nr: [View more >](#)

**Attachments**  
 5505371552.pdf (application/pdf)

Ship All Items To	Bill To	Deliver To
<b>RPM (AS) - Central Logistics</b> Thabazimbi Road Amandelbult LP0362 South Africa Ship To Code: WB00 Phone: +27 ( ) (014) 784 1733 Fax: +27 ( ) (014) 784 1769 Location Code: WB00	<b>Rustenburg Platinum Mines</b> Rustenburg Platinum Mines Ltd. Rustenburg 0300 South Africa Phone: +27 ( ) (014) 598-1110 Fax: +27 ( ) (014) 598-1346 buyerID: R000	

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

Order submitted on: Wednesday 6 May 2020  
 Received by Ariba Network on: Wednesday 6 May 2020  
 This Purchase Order was sent by Anglo American to Ariba Network.

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

**Status**  
 6.0 Unconfirmed

**Control Keys**  
 Order Confirmation: allowed  
 Ship Notice: allowed  
 Invoice: is not ERS  
 Invoice Verification type: goods receipt

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  
 UnloadingPoint: 60 MAIN

# 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



Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
5505691371	Anglo American - TEST	New	R 6.430.00 ZAR	8 Mar 2021	R 0.00 ZAR	Select

1 From your **Home page** click on the **Inbox** to expand the dropdown menu.

Select **Orders and Releases**



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Orders and Releases

Search Filters

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions	
Order	5505691371	1	Anglo American - TEST		RPM (AS) - Central Logistics Amandoleubul LP South Africa	JELICON CONSTRUCTION CC 7HABV20MB9 South Africa	R 6,430.00 ZAR	8 Mar 2021	New	Invoice	R 0.00	ZAR	Original	Actions
Order	5505358030	1	Anglo American - TEST		RPM (AS) - Central Logistics Amandoleubul LP South Africa	JELICON CONSTRUCTION CC 7HABV20MB9 South Africa								
Order	5505372029	1	Anglo American - TEST		RPM (AS) - Central Logistics Amandoleubul LP South Africa	JELICON CONSTRUCTION CC 7HABV20MB9 South Africa								
Order	5505358018	1	Anglo American - TEST		RPM (AS) - Central Logistics Amandoleubul LP South Africa	JELICON CONSTRUCTION CC 7HABV20MB9 South Africa								

Search Filters

Customer: All Customers

Order Number:  Partial number  Exact number

Show orders by:  Creation Date  Inquiry Date

Date Range: Last 14 days (24 Feb 2021 - 9 Mar 2021)

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

Search only stock transport orders

View all active

Search only service purchase orders

Number of Results: 100

Search 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 **Search Filters** option
- 2 Click on **Exact number** and enter a specific purchase order to locate it

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5505371552

1

Create Order Confirmation | 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: GRASS TOWER (PTY) LTD-TEST  
23 MARS AVE  
JOHANNESBURG  
Gauteng2107 South Africa  
Phone: 011 3796390  
Fax:  
Email: testuser@angloamerican.com

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

Payment Terms: Payment end of next month net

Contact Information  
Supplier Address  
GRASS TOWER (PTY) LTD  
23 MARS AVE  
JOHANNESBURG  
GP2107 South Africa  
Phone: +27 ( ) 11 3796390  
Address ID: 1260  
buyerID:

Buyer  
Test ID  
Email: testuser@angloamerican.com

Routing Status: Sent

Line Items

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

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

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

2

3

- 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

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** Type  
**2** Qty (Unit)  
**3** Need By  
**4** Unit Price  
**6** Summary  
**5** Tax Rate (%)

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		Material	300.0 (EA) ⓘ	17 Oct 2019	R 45.00 ZAR	R 13,500.00 ZAR	R 2,025.00 ZAR																						
<p><b>BOLTS &amp; FLANGES</b></p> <p>Status</p> <p>300.0 Unconfirmed</p> <p>Control Keys</p> <p>Order Confirmation: allowed</p> <p>Ship Notice: allowed</p> <p>Invoice: is not ERS</p> <p>Invoice Verification Type: goods receipt</p> <p>Tax</p> <table border="1"> <thead> <tr> <th>Tax Category</th> <th>Tax Rate (%)</th> <th>Taxable Amount</th> <th>Tax Amount</th> <th>Tax Location</th> <th>Description</th> <th>Exempt Detail</th> </tr> </thead> <tbody> <tr> <td>VAT</td> <td>15.00</td> <td>R 13,500.00 ZAR</td> <td>R 2,025.00 ZAR</td> <td></td> <td>Input Standard Rated(Aspect only- Zero Rated)</td> <td></td> </tr> </tbody> </table> <p>Schedule Lines</p> <table border="1"> <thead> <tr> <th>Schedule Line #</th> <th>Delivery Date</th> <th>Ship Date</th> <th>Quantity (Unit)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>17 Oct 2019 12:00 PM CAT</td> <td></td> <td>300.0 (EA) ⓘ</td> </tr> </tbody> </table> <p>Other Information</p> <p>Recipient: LEBO</p>								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 Line #	Delivery Date	Ship Date	Quantity (Unit)	1	17 Oct 2019 12:00 PM CAT		300.0 (EA) ⓘ
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 Line #	Delivery Date	Ship Date	Quantity (Unit)																										
1	17 Oct 2019 12:00 PM CAT		300.0 (EA) ⓘ																										

**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

**Create Order Confirmation** | 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:**  
**SCHMITT ENGINEERING PTY LTD-TEST**  
CRANE STREET  
JOHANNESBURG  
Gauteng2195 South Africa  
Phone: 011 424 2499  
Fax: 086 0000002  
Email: [janemain87@gmail.com](mailto:janemain87@gmail.com)

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

**Payment Terms**  
60 Days from month end

**Contact Information**  
**Supplier Address**  
**SCHMITT ENGINEERING PTY LTD**  
CRANE STREET  
JOHANNESBURG  
GP2195 South Africa  
Email: [janemain87@gmail.com](mailto:janemain87@gmail.com)  
Phone: +27 ( ) 011 424 2499  
Fax: +27 ( ) 086 0000002

**Buyer**  
**Ms. Ann Other**  
Email: [Ann.Other@angloamerican.com](mailto:Ann.Other@angloamerican.com)

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

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

Supplier Reference:

**Additional Information**

clientNumber:

assumingCompany:

▲ 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. 2

▲ 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:

---

**Line Items**

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

**EXTERNAL**

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Confirming PO Previous **Submit** 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) ⓘ	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) ⓘ	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

**EXTERNAL**



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5504992913 Done

---

[Create Order Confirmation](#) | 
 [Create Ship Notice](#) | 
 [Create Invoice](#) | 
 [Print](#) | 
 [Download PDF](#) | 
 [Download CSV](#) | 
 [Resend](#)

Order Detail | Order History

---

<b>From:</b> <b>Rustenburg Platinum Mines</b> Rustenburg Platinum Mines Ltd. Rustenburg 0300 South Africa Phone: +27 ( ) (014) 598-1110 Fax: +27 ( ) (014) 598-1346	<b>To:</b> <b>SCHMITT ENGINEERING PTY LTD-TEST</b> CRANE STREET JOHANNESBURG Gauteng2195 South Africa Phone: 011 424 2499 Fax: 086 0000002 Email: <a href="mailto:janemain87@gmail.com">janemain87@gmail.com</a>	<b>Purchase Order</b> (Confirmed) <b>5504992913</b> Amount: R46,300.00 ZAR Version: 1
---	---	---

---

<b>Payment Terms</b> ⓘ 60 Days from month end	Routing Status: Acknowledged Related Documents: <a href="#">Quote40</a>
--	--

---

<b>Contact Information</b> <b>Supplier Address</b> <b>SCHMITT ENGINEERING PTY LTD</b> CRANE STREET JOHANNESBURG GP2195 South Africa Email: <a href="mailto:janemain87@gmail.com">janemain87@gmail.com</a> Phone: +27 ( ) 011 424 2499 Fax: +27 ( ) 086 0000002 Address ID: 125001 buyerID: 125001	<b>Buyer</b> Ms. Ann Other Email: <a href="mailto:Ann.Other@angloamerican.com">Ann.Other@angloamerican.com</a>
---	--

Once you have confirmed your entire Purchase Order you will be redirected to this page.

**EXTERNAL**

# 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:  
EXTREME CONSULTING (PTY) LTD-TEST  
445 MAYHEM STREET  
NIGEL  
Gauteng1491 South Africa  
Phone: 011 2230002  
Fax:  
Email: extremeconsultingmay@gmail.com

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  
EXTREME CONSULTING (PTY) LTD  
445 MAYHEM STREET  
NIGEL  
1491 South Africa  
Email: extremeconsultingmay@gmail.com  
Phone: +27 ( ) 011 2230002  
Address ID: 126001  
buyenID: 126001

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

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



- 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

**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: EXTREME CONSULTING (PTY) LTD-TEST  
 445 MAYHEM STREET  
 NIGEL  
 Gauteng1491 South Africa  
 Phone: 011 2230002  
 Fax:  
 Email: extremeconsultingmay@gmail.com

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  
 EXTREME CONSULTING (PTY) LTD  
 445 MAYHEM STREET  
 NIGEL  
 1491 South Africa  
 Email: extremeconsultingmay@gmail.com  
 Phone: +27 ( ) 011 2230002  
 Address ID: 126001  
 buyerID: 126001

Buyer  
 Test ID  
 Email: testuser@angloamerican.com

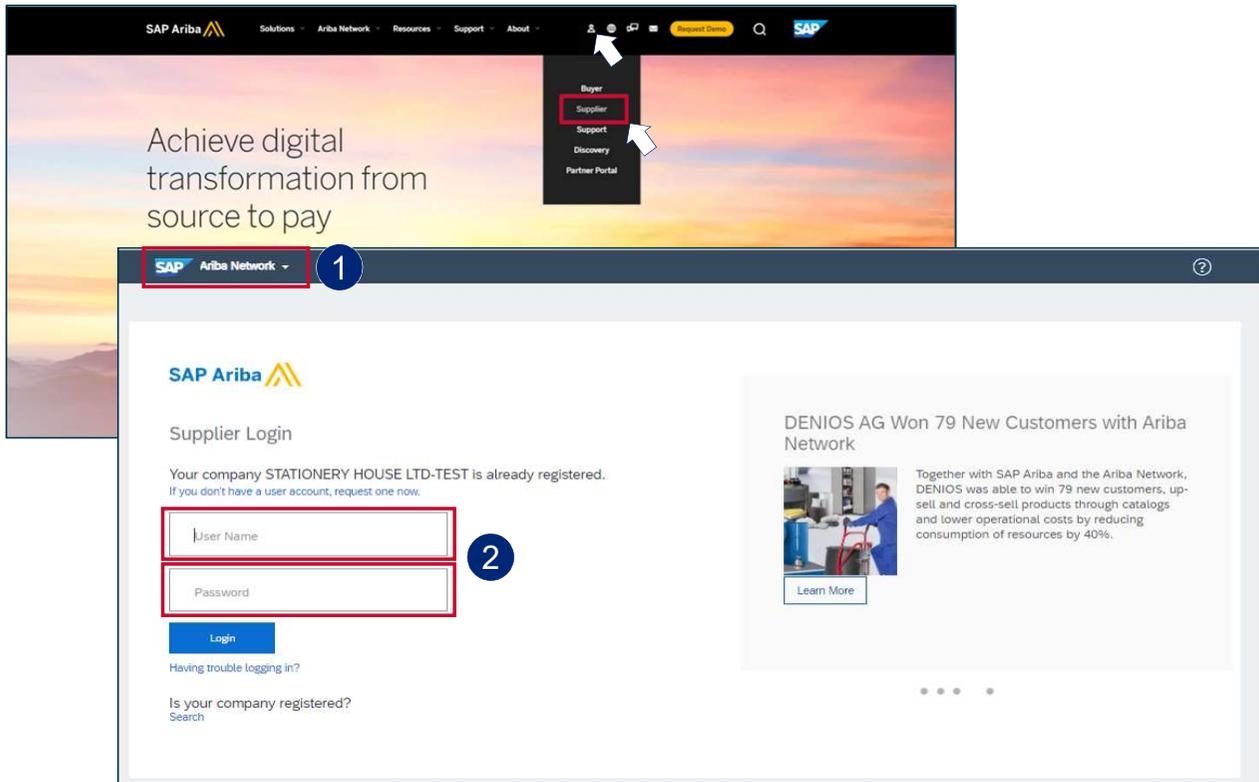
Other Information  
 CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER  
 1...This purchase order is subject to the terms and conditions (document reference: AA-SC-SA-01) available from (http://www.angloamerican.com/suppliers/tools-for-suppliers/terms-and-conditions) which terms and conditions are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

1 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 INVOICE AGAINST YOUR PO FOR GOODS



# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



- 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 GOODS



**Orders, Invoices and Payments**

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
5505691371	Anglo American - TEST	New	R 6.430.00 ZAR	8 Mar 2021	R 0.00 ZAR	Select

**1** From your **Home page** click on the **Inbox** to expand the dropdown menu.

Select **Orders and Releases**

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



The screenshot shows the SAP Ariba 'Orders and Releases' page. The main table lists several purchase orders. A red box highlights the 'Search Filters' button in the top left of the table area, labeled with a circled '1'. An inset window shows the 'Search Filters' dialog box. In this dialog, the 'Exact number' radio button is selected, and a red box highlights the input field next to it, labeled with a circled '2'. Other filters like 'Customer', 'Date Range', and 'Order Status' are also visible.

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 **Search Filters** option
- 2 Click on **Exact number** and enter a specific purchase order to locate it

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5504992913 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:**  
**SCHMITT ENGINEERING PTY LTD-TEST**  
 CRANE STREET  
 JOHANNESBURG  
 Gauteng2195 South Africa  
 Phone: 011 424 2499  
 Fax: 086 0000002  
 Email: [janemain87@gmail.com](mailto:janemain87@gmail.com)

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

---

**Payment Terms**  
 60 Days from month end

Routing Status: Acknowledged  
 Related Documents: [Quote40](#)

**Contact Information**  
**Supplier Address**  
**SCHMITT ENGINEERING PTY LTD**  
 CRANE STREET  
 JOHANNESBURG  
 GP2195 South Africa  
 Email: [janemain87@gmail.com](mailto:janemain87@gmail.com)  
 Phone: +27 ( ) 011 424 2499  
 Fax: +27 ( ) 086 0000002  
 Address ID: 125001  
 buyerID: 125001

**Buyer**  
**Ms. Vicky Mollett**  
 Email: [vicky.mollett@angloamerican.com](mailto:vicky.mollett@angloamerican.com)  
 Phone: +27 ( ) 011 373 6380  
 Fax: +27 ( ) 0867600402

- 1 Your **Purchase Order (PO)** document will open.  
If you have delivered your goods you will receive a system generated notification via Ariba that your delivery has been GRV'ed (if you have set this up in your notifications).
- 2 If a **GRV** has not been created, you will not be able to invoice against your Purchase order. The **Create Invoice** button will be greyed out.

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR GOODS



Purchase Order: 5504992989

Order Detail | Order History

From: Rustenburg Platinum Mines  
 Rustenburg Platinum Mines Ltd.  
 Rustenburg  
 0300 South Africa  
 Phone: +27 ( ) (014) 598-1110  
 Fax: +27 ( ) (014) 598-1348

To: CLIFTON, VIVIERS AND-TEST  
 NO 1 ST CHARLES BOULEVARD  
 DURBAN  
 KwaZulu-Natal4 South Africa  
 Phone: 031 5051234  
 Fax: 086 0000001  
 Email: soap2183@gmail.com

Purchase Order (Partially Received)  
 5504992989  
 Amount: R40,800.00 ZAR  
 Version: 1

Payment Terms 5.000% 0  
 Payment end of next month, 5.0% discount

Contact Information  
 Supplier Address  
 CLIFTON, VIVIERS AND  
 NO 1 ST CHARLES BOULEVARD  
 DURBAN  
 1274 South Africa  
 Email: soap2183@gmail.com  
 Phone: +27 ( ) 031 5051234  
 Fax: +27 ( ) 086 0000001  
 Address ID: 125000  
 buyerID: 125000

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 Purchaser as aforesaid, in the event that the Supplier delivers the goods and/or supplies the services as set out in this purchase order, it will be deemed that the Supplier has read, understood and unconditionally accepted the terms and conditions.  
 2. The Supplier is required to adhere to the Purchaser's policies and procedures and in this regard, attention is drawn to, inter alia, the Anglo American Business Integrity Policy, Anglo American Fatal Risk Standards and other policies that can be found on www.angloamerican.com/suppliers as well as all site specific safety requirements that can be requested from the Safety Officer on-site.  
 3. Should you not be able to access the documents reference above these must be provided to you on request.  
 SpecialClause: When delivering to CrossRoads (Stuarts), at Elandsfontein, the Supplier must deliver 7 days prior to delivery date.  
 Customer Company Reg Nr: 1931/003390/08

Routing Status: Acknowledged  
 Related Documents: R00050095882502019  
 Cont2989

- 1 If a GRV has been created you will be able to access the drop down under **Create Invoice**. You will need to follow a check of your receipt as described below, prior to invoicing
- 2 All the documents related to your specific PO can be viewed under **Related Documents**. Supplier will see their Goods Receipts listed here. Click on the receipt to open it.  
 Open the receipt to check which delivery note was linked to the GRV. This document will begin with an **R**, followed by a string of numbers

# 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:**  
GRASS TOWER (PTY) LTD-TEST  
23 MARS AVE  
JOHANNESBURG  
Gauteng2107 South Africa  
Phone: 011 3736380  
Fax:  
Email: testuser@angloamerican.com

**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 Ariba 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 Ariba 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



Purchase Order: 5505371552

Done

Create Order Confirmation Create Ship Notice **Create Invoice** Print Download PDF Download CSV Resend

Standard Invoice

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: **GRASS TOWER (PTY) LTD-TEST**  
23 MARS AVE  
JOHANNESBURG  
Gauteng2107 South Africa  
Phone: 011 3736380  
Fax:  
Email: testuser@angloamerican.com

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

Payment Terms  
Payment end of next month net

Contact Information  
Supplier Address  
**GRASS TOWER (PTY) LTD**  
23 MARS AVE  
JOHANNESBURG  
GP2107 South Africa  
Email: testuser@angloamerican.com  
Phone: +27 ( ) 011 3736380  
Address ID: 126000  
buyerID: 126000

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 and are binding on the Supplier, save and except that these terms and conditions shall NOT apply where there is an existing executed purchase order 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 the terms and conditions of the Purchase Order, the Supplier must advise the Purchaser within 10 business days of the date of the Purchase Order.

- 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.

Select receipts to be invoiced

Next Cancel

Receipt List

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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# 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 2024

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: GRASS TOWER (PTY) LTD-TEST

Customer: Rustenburg Platinum Mines

Bill From: GRASS TOWER (PTY) LTD-TEST

Supplier VAT Tax ID: 421000001

Customer VAT Tax ID: 431013883

**Line Items**

1 Line Items, 1 Included, 0 Previously Fully Invoiced

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 #: R0050102431332020 Receipt Line #: 1

Pricing Details: Unit Conversion: 1 Price Unit: EA Unit Price Quantity: 1.0 Description: R 1,050.00 ZAR

Tax: Category: WAT 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

- 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



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

<b>REMIT TO:</b> GRASS TOWER (PTY) LTD-TEST Postal Address: 23 MARS AVE JOHANNESBURG Gauteng2107 South Africa	<b>BILL TO:</b> 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	<b>SUPPLIER:</b> GRASS TOWER (PTY) LTD-TEST Postal Address: 23 MARS AVE JOHANNESBURG Gauteng2107 South Africa
<b>BILL FROM:</b> GRASS TOWER (PTY) LTD-TEST Postal Address: 23 MARS AVE	<b>CUSTOMER:</b> Rustenburg Platinum Mines Postal Address: Rustenburg Platinum Mines Ltd.	

Navigation buttons: Previous, Save, **Submit**, Exit

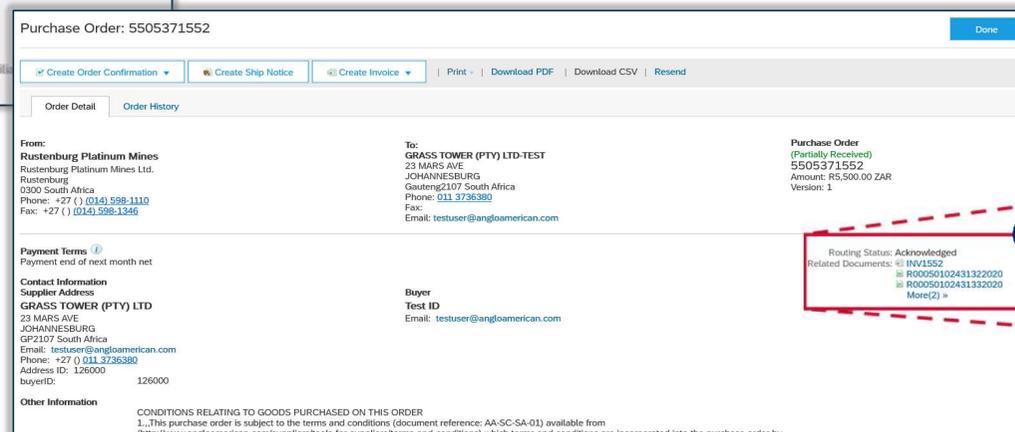
The summary page allow suppliers to verify that all the information is correct.

- 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



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

**To:**  
GRASS TOWER (PTY) LTD-TEST  
23 MARS AVE  
JOHANNESBURG  
Gauteng2107 South Africa  
Phone: 011 3736380  
Fax:  
Email: testuser@angloamerican.com

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

**1** Routing Status: Acknowledged  
Related Documents: [INV1552](#)  
[R00050102431332020](#)  
[R00050102431332020](#)  
[More\(2\) >](#)

**2** **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:	SUPPLIER:
GRASS TOWER (PTY) LTD-TEST	Rustenburg Platinum Mines	GRASS TOWER (PTY) LTD-TEST
Postal Address: 23 MARS AVE JOHANNESBURG Gauteng2107 South Africa	Postal Address (Rustenburg Platinum Mines Limited): Rustenburg Platinum Mines Ltd. Rustenburg 0300 South Africa Address ID: R000	Postal Address: 23 MARS AVE JOHANNESBURG Gauteng2107 South Africa

- 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



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
**3** 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
<b>4</b> 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

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

EXTERNAL

# HOW TO FIND YOUR REMITTANCE ADVICE FOR GOODS



# HOW TO FIND YOUR REMITTANCE ADVICE



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: GRASS TOWER (PTY) LTD-TEST  
23 MARS AVE  
JOHANNESBURG  
Gauteng2107 South Africa  
Phone: 011 3736380  
Fax:  
Email: testuser@angloamerican.com

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

Payment Terms: Payment end of next month net

Contact Information  
Supplier Address:  
GRASS TOWER (PTY) LTD  
23 MARS AVE  
JOHANNESBURG  
GPO2107 South Africa  
Email: testuser@angloamerican.com

Buyer  
Test ID  
Email: testuser@angloamerican.com

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

Related Documents: INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

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: TSTINVZM	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:	BILL TO:	SUPPLIER:
Anglo_QA_DC1@anglo.com -TEST	Rustenburg Platinum Mines	Test Default

- 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

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

Remittance Advice: R00015000000492020 (Paid)

Print Export cXML Download CSV

Detail History

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

To: Anglo\_QA\_DC1@anglo.com - TEST (Show Payee Details)

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

Payment Detail

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

Routing Status: Sent  
Transaction Date: 6 May 2020

ADDITIONAL INFORMATION

Line Items (1)

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**.

EXTERNAL

# HOW TO CREATE A CREDIT NOTE FOR GOODS



# HOW TO CREATE A CREDIT NOTE



Purchase Order: 5505371552 Done

[Create Order Confirmation](#) | 
 [Create Ship Notice](#) | 
 [Create Invoice](#) | 
 Print | Download PDF | Download CSV | Resend

Order Detail | Order History

<b>From:</b> Rustenburg Platinum Mines Rustenburg Platinum Mines Ltd. Rustenburg 0300 South Africa Phone: +27 ( ) 014 598-1110 Fax: +27 ( ) 014 598-1346	<b>To:</b> GRASS TOWER (PTY) LTD-TEST 23 MARS AVE JOHANNESBURG Gauteng2107 South Africa Phone: 011 3736380 Fax: Email: testuser@angloamerican.com	<b>Purchase Order</b> (Partially Received) 5505371552 Amount: R5,500.00 ZAR Version: 1
--	--	--

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

<b>Contact Information</b> <b>Supplier Address</b> GRASS TOWER (PTY) LTD 23 MARS AVE JOHANNESBURG GP2107 South Africa Email: testuser@angloamerican.com	<b>Buyer</b> Test ID Email: testuser@angloamerican.com
---	--

1 Routing Status: Acknowledged

Related Documents: INV1552

- R00050102431322020
- R00050102431332020

[More\(2\) »](#)

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

Related Documents: INV1552

- R00050102431322020
- R00050102431332020

[More\(2\) »](#)

# HOW TO CREATE A CREDIT NOTE



Invoice: INV1552

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

Detail Scheduled Payments History

Standard Invoice / Tax Invoice

3 **Credit Memo #:** CN1552

4 **Reason for Credit Memo:** INCORRECT INVOICE NR POPULATED

5 **Next**

Update Save Exit

5 **Next**

Update Save Exit

Comment

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

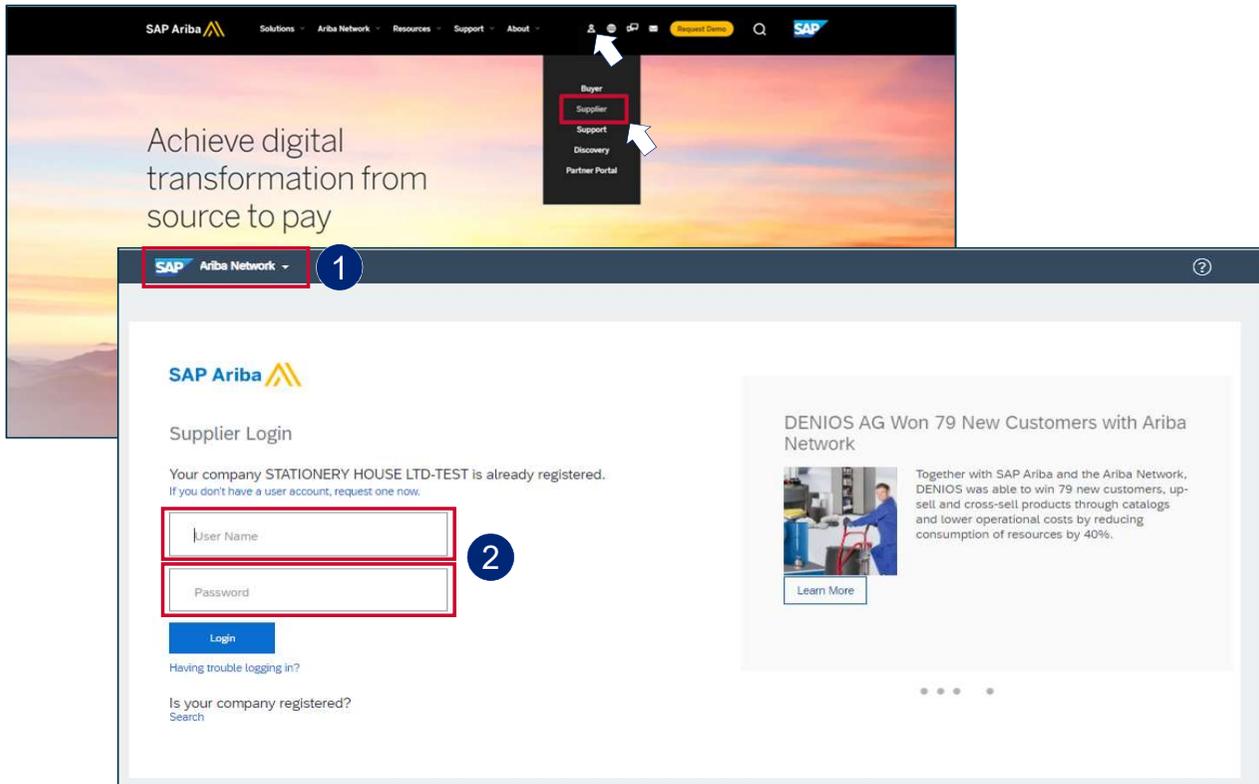


## PROCESS FOR CONFIRMING & INVOICING AGAINST PURCHASE ORDERS FOR GOODS



- 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

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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
5505691371	Anglo American - TEST	New	R 6.430.00 ZAR	8 Mar 2021	R 0.00 ZAR	Select

1 From your **Home page** click on the **Inbox** to expand the dropdown menu.

Select **Orders and Releases**

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



The screenshot displays the SAP Ariba Supply Chain Collaboration interface. The main window shows a table of 'Orders and Releases' with 13 items. The first row is highlighted. A red box labeled '1' points to the 'Search Filters' button. An inset window shows the 'Search Filters' dialog, where the 'Exact number' radio button is selected and a red box labeled '2' points to the input field for the order number.

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 **Search Filters** option
- 2 Click on **Exact number** and enter a specific purchase order to locate it

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561 Done

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

Order Detail | Order History

<b>From:</b> Rustenburg Platinum Mines Rustenburg Platinum Mines Ltd. Rustenburg 0300 South Africa Phone: +27 ( ) (014) 598-1110 Fax: +27 ( ) (014) 598-1346	<b>To:</b> EXTREME CONSULTING (PTY) LTD-TEST 445 MAYHEM STREET NIGEL Gauteng1491 South Africa Phone: 011 2230002 Fax: Email: extremeconsultingmay@gmail.com	Purchase Order (New) 5505371561 Amount: R1,849,550.00 ZAR Version: 1
--	--	--

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

<b>Contact Information</b> Supplier Address EXTREME CONSULTING (PTY) LTD 445 MAYHEM STREET NIGEL 1491 South Africa Email: extremeconsultingmay@gmail.com Phone: +27 ( ) 011 2230002 Address ID: 126001 buyerID: 126001	<b>Buyer</b> 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-FC-CA-01) available from

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**

EXTERNAL

# 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					R 16,897.00 ZAR	
2	Consulting - IT reviews	993910101	Service		1.0 (EA)	10 Jun 2020	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 Ariba 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 Ariba Network.

Service Sheet Required

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<sub>50</sub>. You are just letting us know that our PO is incorrect and we need to provide you with a correct one.

**EXTERNAL**

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



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	
1.1	998153241		Service		450,000.0 (EA) ⓘ		R 1.00 ZAR	R 450,000.00 ZAR	R 67,500.00 ZAR
1.2	998155351		Service		500,000.0 (EA) ⓘ		R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR
▼ 2	Consulting - IT reviews		Service			10 Jun 2020		R 899,550.00 ZAR	
2.1	993910101		Service		223,900.0 (EA) ⓘ		R 1.00 ZAR	R 223,900.00 ZAR	R 33,585.00 ZAR
2.2	993915001		Service		675,650.0 (EA) ⓘ		R 1.00 ZAR	R 675,650.00 ZAR	R 101,347.50 ZAR

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

Service Sheet Required.

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

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

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

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

# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



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

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.

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

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



# HOW TO CONFIRM YOUR PURCHASE ORDER FOR SERVICES



Purchase Order: 5505371561 Done

**1** Create Order Confirmation Create Service Sheet 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

**To:**  
EXTREME CONSULTING (PTY) LTD-TEST  
445 MAYHEM STREET  
NIGEL  
Gauteng1491 South Africa  
Phone: 011 2230002  
Fax:  
Email: extremeconsultingmay@gmail.com

**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**  
EXTREME CONSULTING (PTY) LTD  
445 MAYHEM STREET  
NIGEL  
1491 South Africa  
Email: extremeconsultingmay@gmail.com  
Phone: +27 ( ) 011 2230002  
Address ID: 126001  
buyerID: 126001

**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** 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



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

**2** Next

**3** Submit

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 87,500.00 ZAR
1.2	CORPORATE COMMUNICATIONS CONSULTING FEES	998153251	500,000.0 (EA)		R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR
2				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

2 **Reject Entire Order**

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

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

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

**Contact Information**  
 Supplier Address

Buyer  
 Test ID  
 Email: testuser@angloamerican.com

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

- 1 To your PO click on **Create Order Confirmation**
- 2 Click on **Reject Entire Order** to reject your PO

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

# HOW TO REJECT YOUR PURCHASE ORDER FOR SERVICES



- 1 The **Rejecting Order** window will open
- 2 Enter your **Order Confirmation Number (Confirmation #)** - this is YOUR reference field and you can enter any reference that is meaningful to you and your organisation e.g. your quote number
- 3 Select your **Rejection Reason** from the drop down menu
- 4 It is **mandatory** to provide more detail about your rejection reason in the **Comments** field. This additional information is sent to your buyer and help them to send you a correct PO.
- 5 Once you have completed all the necessary fields click on **Reject Order**. You should receive a Change Order (new electronic version of the PO) soon. <sup>57</sup>

EXTERNAL

**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: **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

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**

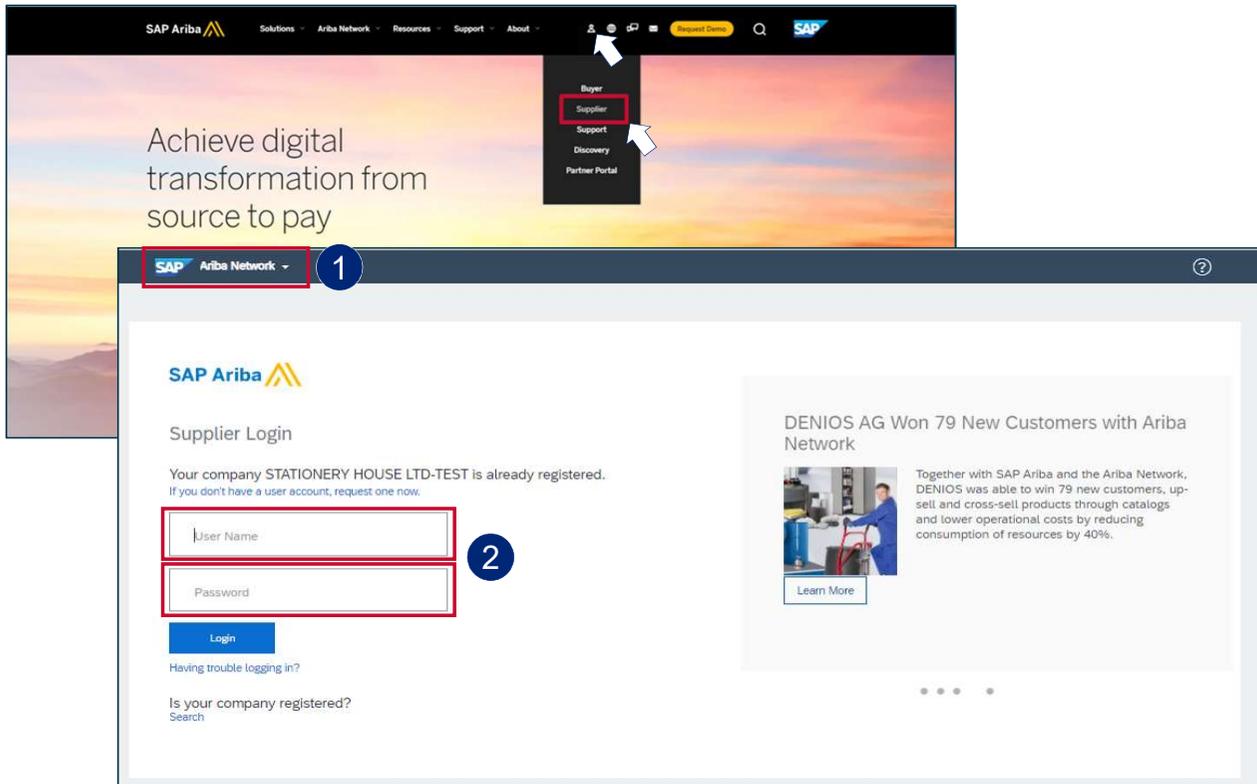
**2** Click on **Done** and log out of your account.

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



- 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



Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
5505691371	Anglo American - TEST	New	R 6.430.00 ZAR	8 Mar 2021	R 0.00 ZAR	Select

1 From your **Home page** click on the **Inbox** to expand the dropdown menu.

Select **Orders and Releases**

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The main page displays a table of 'Orders and Releases' with columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. A search filter overlay is open, showing options for Customer, Order Number (with 'Exact number' selected), Show orders by (Creation Date), and Date Range. The search filter also includes checkboxes for 'All except hidden orders', 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements', 'Search only stock transport orders', 'View all active', and 'Search only service purchase orders'.

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 **Search Filters** option
- 2 Click on **Exact number** and enter a specific purchase order to locate it

# 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

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

- 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

1

2

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- 1 Select the line item you want to invoice against
- 2 Click next.

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Create Invoice

Previous Update Save Exit Next

Search...

How do I create invoice for a pu

How do I edit a invoice that I ha

How do I view r invoicing / trans

How do I add s charges to my

How do I attach

How do I know invoice on my p

How do I submit Standard

Invoice Header

\* Indicates required fields

Summary

Purchase Order: 5505371561

Invoice #: INV1561A

Invoice Date: 9 Apr 2020

Service Description:

Remit To:

NIGEL  
GautengSouth Africa

Bill To: Rustenburg Platinum Mines

Rustenburg  
South Africa

Shipping

Header level shipping  Line level shipping

Ship From: I

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

Deliver To:

View/Edit Addresses

Payment Term

Net Term(days):

Discount or Penalty Term(days):

Percentage(%):

Add Discount/Penalty Term

3 Add to Header

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

- 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. Payment terms get calculated from this date.
- 3 Click on the **Add to header** button and select **Attachment** from the drop own menu. This will then open a section further down in the invoice document.

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

NIGEL  
GautengSouth Africa

Bill From:

NIGEL  
GautengSouth Africa

**Field Contractor**

Name:

Email:

Phone: ZAF 27

Tax paid through a Tax Representative

Service Start Date:\*

Service End Date:\*

Customer: **Rustenburg Platinum Mines** [View/Edit Addresses](#)

Rustenburg  
South Africa

Email:

[View/Edit Addresses](#)

**Field Engineer**

Name:

Email:

Phone: ZAF 27

**Approver**

Name:

Email:

Phone: ZAF 27

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

# HOW TO INVOICE AGAINST YOUR PURCHASE ORDER FOR SERVICES



Supplier VAT

Supplier VAT/Tax ID:\*  **1**

Customer VAT

Customer VAT/Tax ID:

Supplier Commercial\* Identifier:

Supplier Commercial Credentials:

Attachments

The total size of all attachments must not exceed 10MB

No file chosen **2**  **3**

Name	Size (bytes)	Content Type
<input type="checkbox"/> 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. and then
- 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.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2.1	<input checked="" type="checkbox"/>	SERVICE		ALLOY REES SD REPORT APMS	9591011	1	EA	R 6,897.00 ZAR	R 6,897.00 ZAR
2.2	<input type="checkbox"/>	SERVICE		INFRASTRUCTURE MODELS	9591001	0	EA	R 20,000.00 ZAR	R 0 ZAR

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 green 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 Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	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: <input type="text"/>		Service End Date: <input type="text"/>					
TAX		Category: VAT		Taxable Amount: R 899,550.00 ZAR		Rate(%): 15.00		Tax Amount: R 33,585.00 ZAR	
Location: 15% Input VAT		Regime: <input type="text"/>		Law Reference: <input type="text"/>		Triangular Transaction: NO			
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: <input type="text"/>		Service End Date: <input type="text"/>					
TAX		Category: VAT		Taxable Amount: R 899,550.00 ZAR		Rate(%): 15.00		Tax Amount: R 101,347.50 ZAR	
Location: 15% Input VAT		Regime: <input type="text"/>		Law Reference: <input type="text"/>		Triangular Transaction: NO			

2

Line Item Actions  ⚠️ 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

1 Line Items, 1 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 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:		Triangular Transaction					
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

3

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

- 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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**EXTERNAL**

# 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  
 Related Documents: IN1561A 1  
 IN1561A  
 Proposal 1561  
 More(1) 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://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 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:**  
GRASS TOWER (PTY) LTD-TEST  
23 MARS AVE  
JOHANNESBURG  
Gauteng2107 South Africa  
Phone: 011 3736380  
Fax:  
Email: testuser@angloamerican.com

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

---

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

**Contact Information**  
**Supplier Address**  
GRASS TOWER (PTY) LTD  
23 MARS AVE  
JOHANNESBURG  
GP2107 South Africa  
Email: testuser@angloamerican.com  
Phone: +27 ( ) 011 3736380  
Address ID: 126000  
buyerID: 126000

**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

- 1 Go to the email with the PO want to your invoice status for. Click on the **Process Order** button and log into your Ariba Network Standard Account
- 2 Click on and open the invoice you want under **Related documents**

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

Related Documents: INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

# 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

**2** Status  
Invoice: Approved  
Routing: Acknowledged

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

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 **3** 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
<b>4</b> Acknowledged	The invoice status has been successfully updated to Approved by Anglo American - TEST. Description:Payment Due Date: 2020.04.30	Supplier	6 May 2020 2:05:06 PM
		TXNDocSupplierApp-125037078	6 May 2020 2:12:04 PM

**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 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:**  
 GRASS TOWER (PTY) LTD-TEST  
 23 MARS AVE  
 JOHANNESBURG  
 Gauteng2107 South Africa  
 Phone: 011 3736380  
 Fax:  
 Email: testuser@angloamerican.com

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

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

**Contact Information**  
**Supplier Address**  
 GRASS TOWER (PTY) LTD  
 23 MARS AVE  
 JOHANNESBURG  
 GP2107 South Africa  
 Email: testuser@angloamerican.com  
 Phone: +27 ( ) 011 3736380  
 Address ID: 126000  
 buyerID: 126000

**Other Information**  
 CONDITIONS RELATING TO GOOD  
 1. This purchase order is subject to

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

**Buyer**

Invoice: TSTINV2M To Search Results Previous

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:	R00050102429972020		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

This document is digitally signed

REMIT TO:	BILL TO:	SUPPLIER:
Anglo_QA_DCI@anglo.com - TEST	Rustenburg Platinum Mines	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

Related Documents: INV1552  
R00050102431322020  
R00050102431332020  
More(2) »

# HOW TO FIND YOUR REMITTANCE ADVICE



Invoice: TSTINV2M

Reference No. **3** R00015000000492020

Remittance Advice: R00015000000492020 (Paid)

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

To: Anglo\_OA\_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: 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 SERVICES



# HOW TO CREATE A CREDIT NOTE FOR SERVICES



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:**  
GRASS TOWER (PTY) LTD-TEST  
23 MARS AVE  
JOHANNESBURG  
Gauteng2107 South Africa  
Phone: 011 3736380  
Fax:  
Email: testuser@angloamerican.com

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

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

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

**Contact Information**  
Supplier Address  
GRASS TOWER (PTY) LTD  
23 MARS AVE  
JOHANNESBURG  
GP2107 South Africa  
Email: testuser@angloamerican.com  
Phone: +27 ( ) 011 3736380  
Address ID: 126000  
buyerID: 126000

**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/underbook-for-conditions-and-conditions-which-terms-and-conditions-are-incorporated-into-the](#)

1 Go to the email with the PO & Invoice you want to create a Credit Note for. Click on the **Process Order** button and log into your Ariba Network Standard Account

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

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

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:	SUPPLIER:
GRASS TOWER (PTY) LTD-TEST	Rustenburg Platinum Mines	GRASS TOWER (PTY) LTD-TEST
Postal Address: 23 MARS AVE	Postal Address (Rustenburg Platinum Mines Limited): Rustenburg Platinum Mines Ltd.	Postal Address: 23 MARS AVE

# 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

Credit Memo #: CN1552 3

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To: GRASS TOWER (PTY) LTD-TEST

JOHANNESBURG  
GautengSouth Africa

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

Comment 4

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED

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



# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS

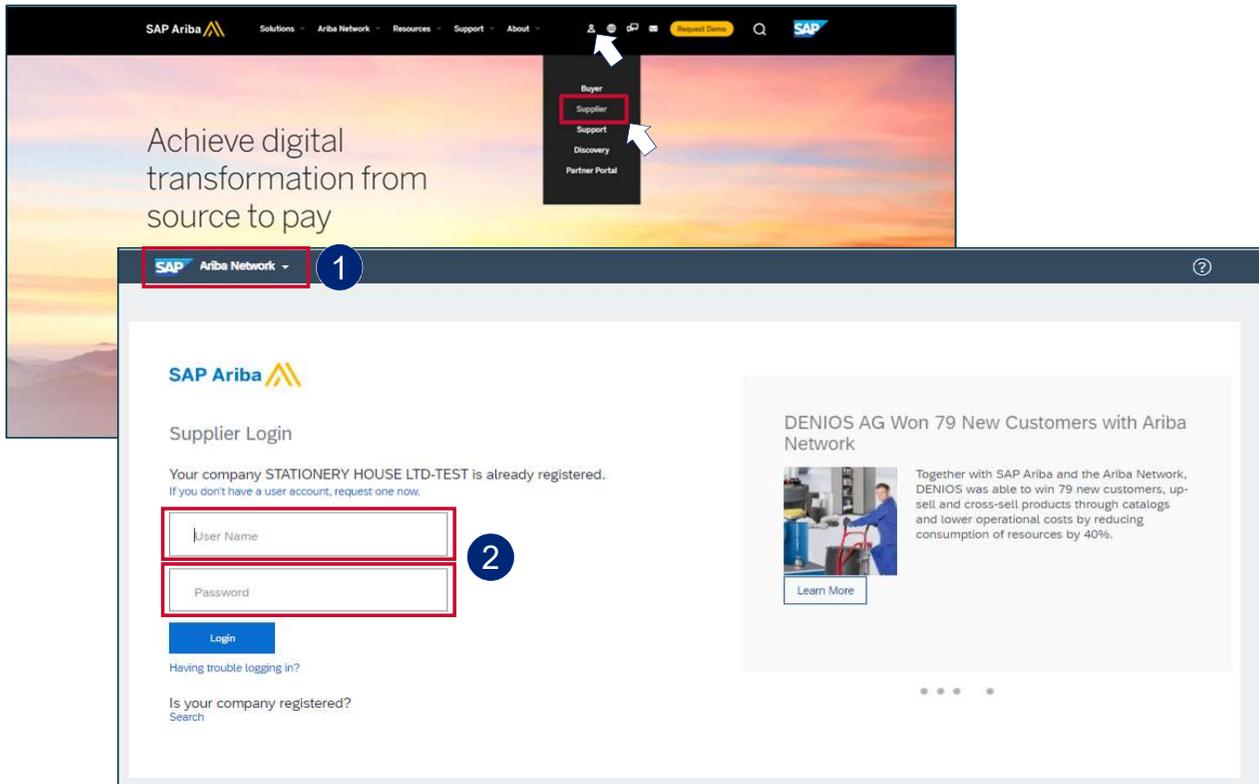


## PROCESS FOR CONFIRMING & INVOICING AGAINST HYBRID PURCHASE ORDERS



- 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.

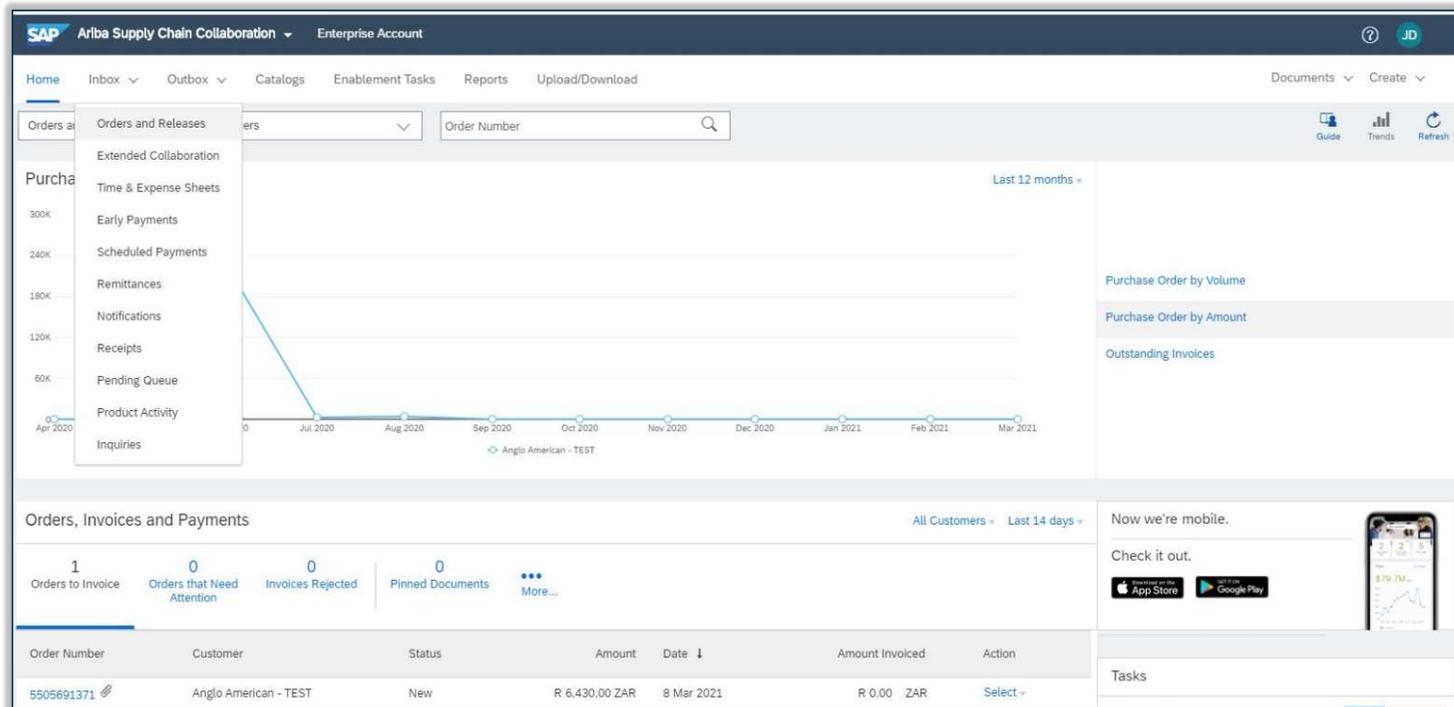
# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



- 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

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

# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



1 From your **Home page** click on the **Inbox** to expand the dropdown menu.

Select **Orders and Releases**

# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The main page displays a table of 'Orders and Releases' with columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. A search filter overlay is open, showing options for Customer, Order Number (with 'Exact number' selected), Show orders by (Creation Date or Inquiry Date), and Date Range. The search filter overlay also includes checkboxes for various search criteria like 'All except hidden orders', 'Search only blanket purchase orders', etc.

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 **Search Filters** option
- 2 Click on **Exact number** and enter a specific purchase order to locate it

# HOW TO CONFIRM YOUR HYBRID PURCHASE ORDERS



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

**To:**  
 EXTREME CONSULTING (PTY) LTD-TEST  
 445 MAYHEM STREET  
 NIGEL  
 Gauteng1491 South Africa  
 Phone: 011 2230002  
 Fax:  
 Email: extremeconsultingmay@gmail.com

**Purchase Order**  
 (New)  
 5505371590  
 Amount: R 598,750.00 ZAR  
 Version: 1

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

**Contact Information**  
**Supplier Address**  
 EXTREME CONSULTING (PTY) LTD  
 445 MAYHEM STREET  
 NIGEL  
 1491 South Africa  
 Email: extremeconsultingmay@gmail.com  
 Phone: +27 ( ) 011 2230002  
 Address ID: 126001  
 buyerID: 126001

**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 Term: Purchaser as aforesaid, in the event that the Supplier delivers the goods and/or supplies the services as set out in this purchase order, it will be deemed that the Supplier has read, understood and unconditionally accepted the terms and conditions.

Routing Status: Sent

**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.

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



Ship All Items To			Bill To			Deliver 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			Rustenburg Platinum Mines Rustenburg Platinum Mines Ltd. Rustenburg 0300 South Africa Phone: +27 ( ) (014) 598-1110 Fax: +27 ( ) (014) 598-1346 buyerID: R000							
Line Items										
Line #	Part # / Description	Customer Part #	Type	Return	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	<a href="#">Details</a>
▼ 2	Consulting Review		Service			12 Jun 2020		R 587,500.00 ZAR		<a href="#">Details</a>
2.1	CEO CONSULTING FEES	998153241	Service		250.0 (EA)		R 750.00 ZAR	R 187,500.00 ZAR	R 28,125.00 ZAR	<a href="#">Details</a>
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	<a href="#">Details</a>
Order submitted on: Saturday 9 May 2020 12:00 PM GMT+02:00 Received by Arriba 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 Arriba Network.										
								Service Sheet Required Sub-total: R 598,750.00 ZAR Est. Total Tax: R 89,812.50 ZAR Est. Grand Total: R 688,562.50 ZAR		

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

During invoicing the **Price** field is not editable but the **Qty (Unit)** field is. In order to accommodate for this scenario the price, quantity values need to be 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

**1** Create Order Confirmation

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: **EXTREME CONSULTING (PTY) LTD-TEST**  
445 MAYHEM STREET  
NIGEL  
Gauteng1491 South Africa  
Phone: 011 2230002  
Fax:  
Email: extremeconsultingmay@gmail.com

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  
**EXTREME CONSULTING (PTY) LTD**  
445 MAYHEM STREET  
NIGEL  
1491 South Africa  
Email: extremeconsultingmay@gmail.com  
Phone: +27 ( ) 011 2230002  
Address ID: 126001  
buyerID: 126001

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** 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



**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 (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
2				10 Jun 2020		R 899,550.00 ZAR	

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:

Confirmed With New Date (Estimated Completion Date: 31 Dec 2020)

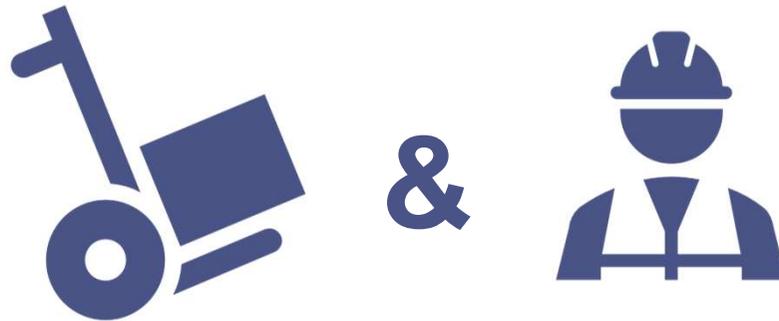
2 Enter your estimated completion date of the service you are going to render in the **Est. Completion date** field

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
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

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

**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

- 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 HYBRID PURCHASE ORDERS



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

To: EXTREME CONSULTING (PTY) LTD  
445 MAYHEM STREET  
NIGEL  
1491 South Africa  
Email: extremeconsultingmay@gmail.com  
Phone: +27 ( ) 011 2230002  
Address ID: 126001  
buyerID: 126001

Payment Terms: 60 Days from month end

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

- 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

**EXTERNAL**

# HOW TO REJECT YOUR HYBRID PURCHASE ORDERS



Purchase Order: 5505371561

**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:

**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

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

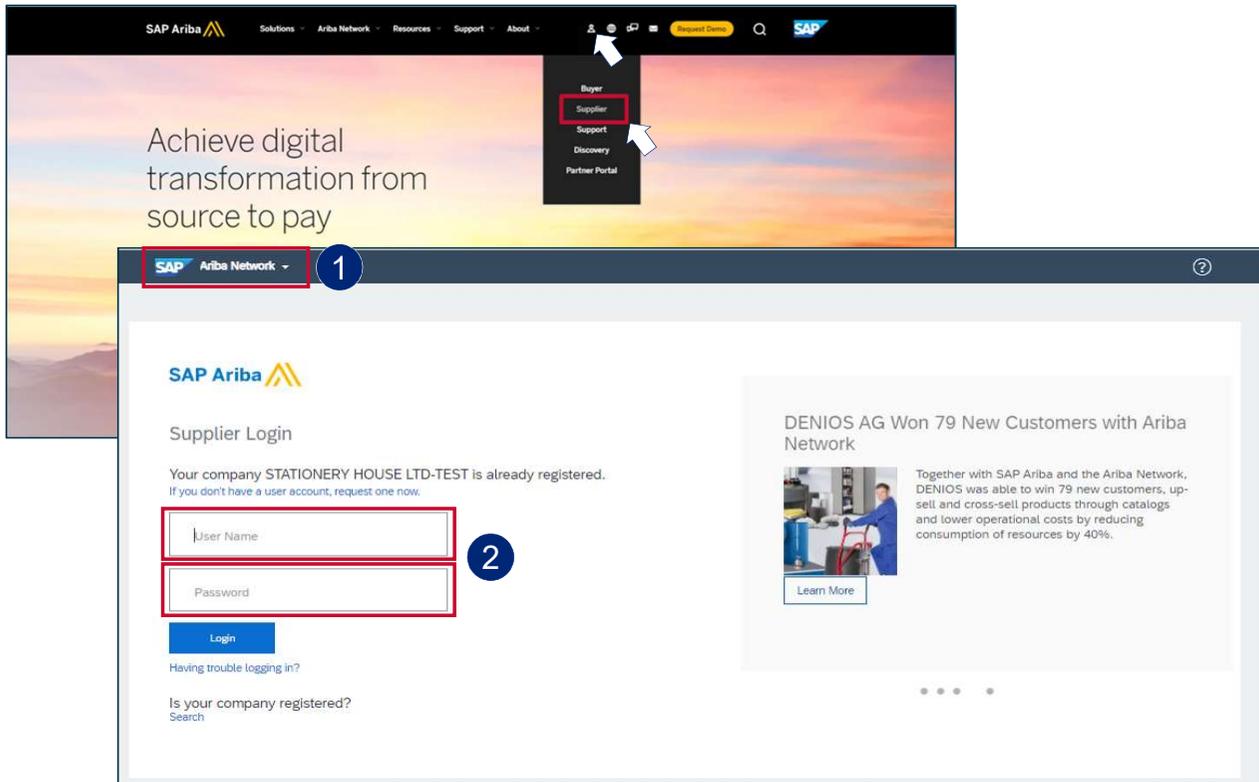
- 1 Your PO will now reflect as **Rejected**
- 2 Click on **Done** and log out of your account.

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



Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
5505691371	Anglo American - TEST	New	R 6.430.00 ZAR	8 Mar 2021	R 0.00 ZAR	Select

1 From your **Home page** click on the **Inbox** to expand the dropdown menu.

Select **Orders and Releases**

# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The main page displays a table of 'Orders and Releases' with columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. A red box highlights the 'Search Filters' button (1). A second screenshot shows the 'Search Filters' dialog box with the 'Exact number' radio button selected and a red box around it (2).

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 **Search Filters** option
- 2 Click on **Exact number** and enter a specific purchase order to locate it

# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



Purchase Order: 5505371561 Done

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

**To:**  
 EXTREME CONSULTING (PTY) LTD-TEST  
 445 MAYHEM STREET  
 NIGEL  
 Gauteng1491 South Africa  
 Phone: 011 2230002  
 Fax:  
 Email: extremeconsultingmay@gmail.com

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

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

**Contact Information**  
**Supplier Address**  
 EXTREME CONSULTING (PTY) LTD  
 445 MAYHEM STREET  
 NIGEL  
 1491 South Africa  
 Email: extremeconsultingmay@gmail.com  
 Phone: +27 ( ) 011 2230002  
 Address ID: 126001  
 buyerID: 128001

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

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



Create Invoice

Please correct the following errors and resubmit

Invoice Header

Summary

Purchase Order: 5505371561

Invoice #: INV1561A

Invoice Date: 9 Apr 2020

Service Description:

Remit To: EXTREME CONSULTING (PTY) LTD-TEST

NIGEL  
GautengSouth Africa

Bill To: Rustenburg Platinum Mines

Rustenburg  
South Africa

Shipping

Header level shipping (selected) | Line level shipping

Ship From: EXTREME CONSULTING (PTY) LTD-TEST

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

Deliver To:

Payment Term

Net Term(days): 60 Days from month end

Discount or Penalty Term(days):

Percentage(%):

Add Discount/Penalty Term

Buttons: Previous, Update, Save, Exit, Next

Drop-down menu: Add to Header, Shipping Cost, Shipping Documents, Special Handling, Additional Reference Documents and Dates, Comment, Attachment

- 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.
- 3 Click on **Add to header**
- 4 Select **Attachment** from the drop down menu to open a section further down in the invoice document

# HOW TO CREATE AN INVOICE FOR HYBRID PURCHASE ORDERS



**Additional Fields**

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **EXTREME CONSULTING (PTY) LTD-TEST**  
NIGEL  
GautengSouth Africa

Customer: **Rustenburg Platinum Mines**  
Rustenburg  
South Africa

Bill From: **EXTREME CONSULTING (PTY) LTD-TEST**  
NIGEL  
GautengSouth Africa

**Field Contractor**

Name:

Email:

Phone: ZAF 27

**Field Engineer**

Name:

Email:

Phone: ZAF 27

**Approver**

Name:

Phone:

**Service Dates**

Service Start Date: \*

Service End Date: \*

[View/Edit Addresses](#)

[View/Edit Addresses](#)

**Supplier VAT**

Supplier VAT/Tax ID: \*

Supplier Commercial Identifier:

Supplier Commercial Credentials:

**Customer VAT**

Customer VAT/Tax ID:

Tax paid through a Tax Representative

**Attachments**

The total size of all attachments **exceed 10MB**

| No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> TEST SES ATTACHMENT INV.pdf	193982	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.
  - To Invoice against a Material Line, [click here](#)
  - To Fully Invoice against a Services Line, [click here](#)
  - To Partially Invoice against a Service Line, [click here](#)

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



# 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

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.

Consulting Review

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

## IMPORTANT!

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

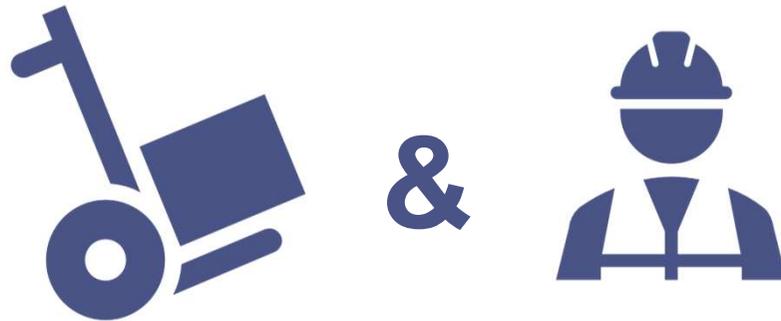
**This invoice will be for the Goods/ Material line item only and the service lines need to be excluded.**

- 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

EXTERNAL

# 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

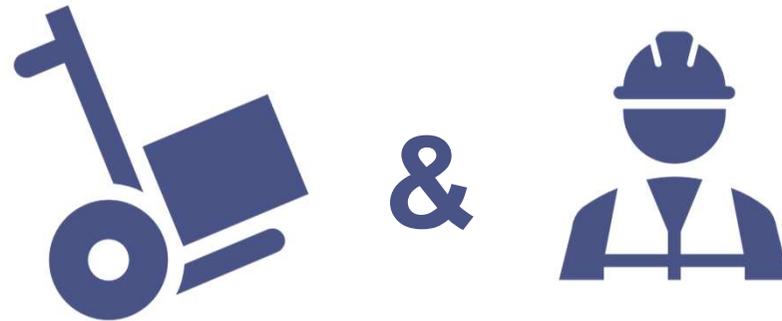
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input type="checkbox"/>	MATERIAL		Goodie bags with pen and notebook		0	EA	R 250.00 ZAR	R 0 ZAR
2.2	<input checked="" type="checkbox"/>	SERVICE		CORPORATE COMMUNICATIONS CONSULT	998155351	1	EA	R 20,000.00 ZAR	R 20,000.00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

# 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

The screenshot shows a 'Line Items' section with a table of items. The table has columns for No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. There are three line items: 1 (MATERIAL), 2.1 (SERVICE), and 2.2 (SERVICE). The 'Include' checkbox for item 1 is unchecked, while for 2.1 and 2.2 it is checked. The 'Quantity' field for item 1 is 0, for 2.1 it is 130, and for 2.2 it is 80. At the bottom, there are buttons for 'Delete', 'Update', 'Save', 'Exit', and 'Next'.

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

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

**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.

Routing Status: Acknowledged 1

Related Documents: IN1561A 2

IN1561A

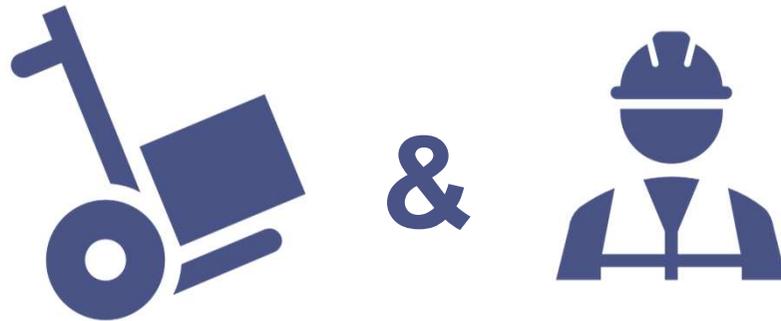
Proposal 1561

More(1) >

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 (HYBRIDS)



# HOW TO CREATE A CREDIT NOTE FOR SERVICES



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:**  
GRASS TOWER (PTY) LTD-TEST  
23 MARS AVE  
JOHANNESBURG  
Gauteng2107 South Africa  
Phone: 011 3736380  
Fax:  
Email: testuser@angloamerican.com

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

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

**Contact Information**  
Supplier Address  
GRASS TOWER (PTY) LTD  
23 MARS AVE  
JOHANNESBURG  
GP2107 South Africa  
Email: testuser@angloamerican.com  
Phone: +27 ( ) 011 3736380  
Address ID: 126000  
buyerID: 126000

**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/underbook-for-conditions-and-conditions-which-terms-and-conditions-are-incorporated-into-the](#)

1 Go to the email with the PO & Invoice you want to create a Credit Note for. Click on the **Process Order** button and log into your Ariba Network Standard Account

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

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

1

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

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:	SUPPLIER:
GRASS TOWER (PTY) LTD-TEST	Rustenburg Platinum Mines	GRASS TOWER (PTY) LTD-TEST
Postal Address: 23 MARS AVE	Postal Address (Rustenburg Platinum Mines Limited): Rustenburg Platinum Mines Ltd.	Postal Address: 23 MARS AVE

# 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

Credit Memo #: CN1552 3

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To: GRASS TOWER (PTY) LTD-TEST

JOHANNESBURG  
GautengSouth Africa

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

Comment 4

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID:

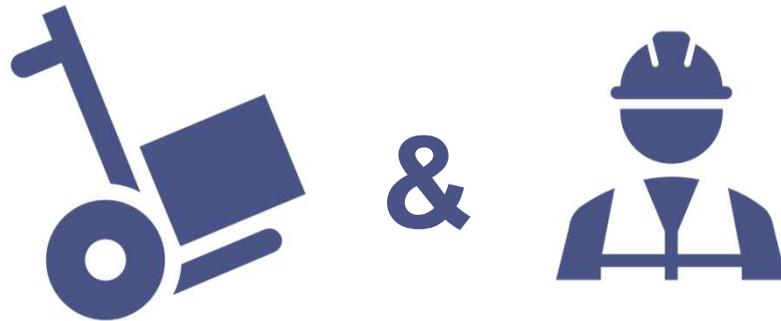
batchNo:

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:**  
**GRASS TOWER (PTY) LTD-TEST**  
 23 MARS AVE  
 JOHANNESBURG  
 Gauteng2107 South Africa  
 Phone: 011 3736380  
 Fax:  
 Email: testuser@angloamerican.com

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

---

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

**Contact Information**  
**Supplier Address**  
**GRASS TOWER (PTY) LTD**  
 23 MARS AVE  
 JOHANNESBURG  
 GP2107 South Africa  
 Email: testuser@angloamerican.com  
 Phone: +27 ( ) 011 3736380  
 Address ID: 126000  
 buyerID: 126000

**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

- 1 Go to the email with the PO want to your invoice status for. Click on the **Process Order** button and log into your Ariba Network Standard Account
- 2 Click on and open the invoice you want under **Related documents**

Routing Status: Acknowledged

Related Documents: INV1552  
 R00050102431322020  
 R00050102431332020  
 More(2) »

Related Documents: INV1552  
 R00050102431322020  
 R00050102431332020  
 More(2) »

EXTERNAL

# 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

**2** **Status**  
Invoice: Approved  
Routing: Acknowledged

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

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:** GRASS TOWER (PTY) LTD-TEST  
Postal Address:  
23 MARS AVE  
JOHANNESBURG  
Gauteng2107 South Africa

**BILL TO:**

**SUPPLIER:**

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

[Detail](#) [Scheduled Payments](#) **3** [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
<b>4</b> <b>Acknowledged</b>	The invoice status has been successfully updated to Approved by Anglo American - TEST. Description:Payment Due Date: 2020.04.30	Supplier	6 May 2020 2:05:06 PM
		DocSupplierApp-125037078	6 May 2020 2:12:04 PM

**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 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:**  
 GRASS TOWER (PTY) LTD-TEST  
 23 MARS AVE  
 JOHANNESBURG  
 Gauteng2107 South Africa  
 Phone: 011 3736380  
 Fax:  
 Email: testuser@angloamerican.com

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

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

**Contact Information**  
**Supplier Address**  
 GRASS TOWER (PTY) LTD  
 23 MARS AVE  
 JOHANNESBURG  
 GP2107 South Africa  
 Email: testuser@angloamerican.com  
 Phone: +27 ( ) 011 3736380  
 Address ID: 126000  
 buyerID: 126000

**Other Information**  
 CONDITIONS RELATING TO GOOD  
 1., This purchase order is subject to  
<https://www.angloamerican.com/en>

**Routing Status:** Acknowledged  
**Related Documents:** INV1552  
 R00050102431322020  
 R00050102431332020

- 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

Invoice: TSTINV2M To Search Results Previous

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		
Receipts:	R00050102429572020		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

This document is digitally signed

REMIT TO:	BILL TO:	SUPPLIER:
Anglo_GA_DC1@anglo.com - TEST	Rustenburg Platinum Mines	Test Default

Related Documents: INV1552  
 R00050102431322020  
 R00050102431332020  
 More(2) »

EXTERNAL

# HOW TO FIND YOUR REMITTANCE ADVICE



Invoice: TSTINV2M

Reference No.	Payment Proposal	Status	Payment Date	Method	Received On
R0001500000492020		Paid	6 May 2020	Wire	6 May 2020

3 Click on the Remittance number to open the details

Remittance Advice: R0001500000492020 (Paid)

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

**To:** Anglo\_CA\_DCL@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: 150000049  
 Related Payment: R0001500000492020  
 Identified Differences: None  
 ADDITIONAL INFORMATION

**Line Items (1)**

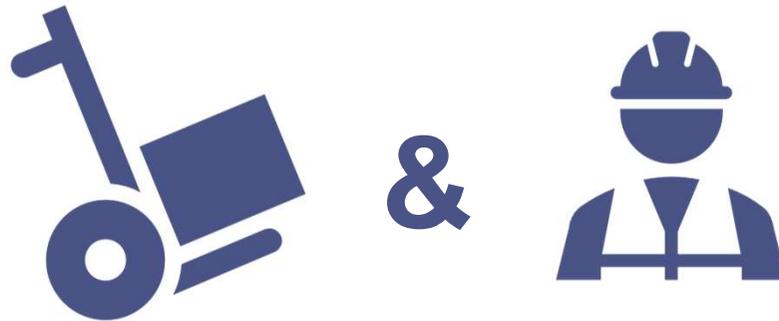
Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: TSTINV2M <small>(Show Details)</small>	R 3,300.00 ZAR	R 0.00 ZAR			R 3,300.00 ZAR	

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

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

- 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 (HYBRIDS)



# HOW TO CREATE A CREDIT NOTE FOR SERVICES

- 1 Go to the email with the PO & Invoice you want to create a Credit Note for. Click on the **Process Order** button and log into your Ariba Network Standard Account
- 2 Click on and open the invoice you want to credit under **Related documents**
- 3 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 ( ) (014) 598-1110  
 Fax: +27 ( ) (014) 598-1346

**To:**  
 GRASS TOWER (PTY) LTD-TEST  
 23 MARS AVE  
 JOHANNESBURG  
 Gauteng2107 South Africa  
 Phone: 011 3736380  
 Fax:  
 Email: testuser@angloamerican.com

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

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

**Contact Information**  
 Supplier Address  
 GRASS TOWER (PTY) LTD  
 23 MARS AVE  
 JOHANNESBURG  
 GP2107 South Africa  
 Email: testuser@angloamerican.com  
 Phone: +27 ( ) 011 3736380  
 Address ID: 126000  
 buyerID: 126000

**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/ondocbook/conditions/terms-and-conditions/which-terms-and-conditions-apply-to-the-purchase-order](#)

1

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

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:	SUPPLIER:
GRASS TOWER (PTY) LTD-TEST	Rustenburg Platinum Mines	GRASS TOWER (PTY) LTD-TEST
Postal Address: 23 MARS AVE	Postal Address (Rustenburg Platinum Mines Limited): Rustenburg Platinum Mines Ltd.	Postal Address: 23 MARS AVE

# 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

Credit Memo #: CN1552 3

Credit Memo Date: 6 May 2020

Original Invoice No: INV1552

Original Invoice Date: 18 Mar 2020

Remit To: GRASS TOWER (PTY) LTD-TEST

JOHANNESBURG  
GautengSouth Africa

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

Comment 4

Reason for Credit Memo: \* INCORRECT INVOICE NR POPULATED

Default Credit Memo Comment Text:

receiverID:

batchNo:

articleNumber:

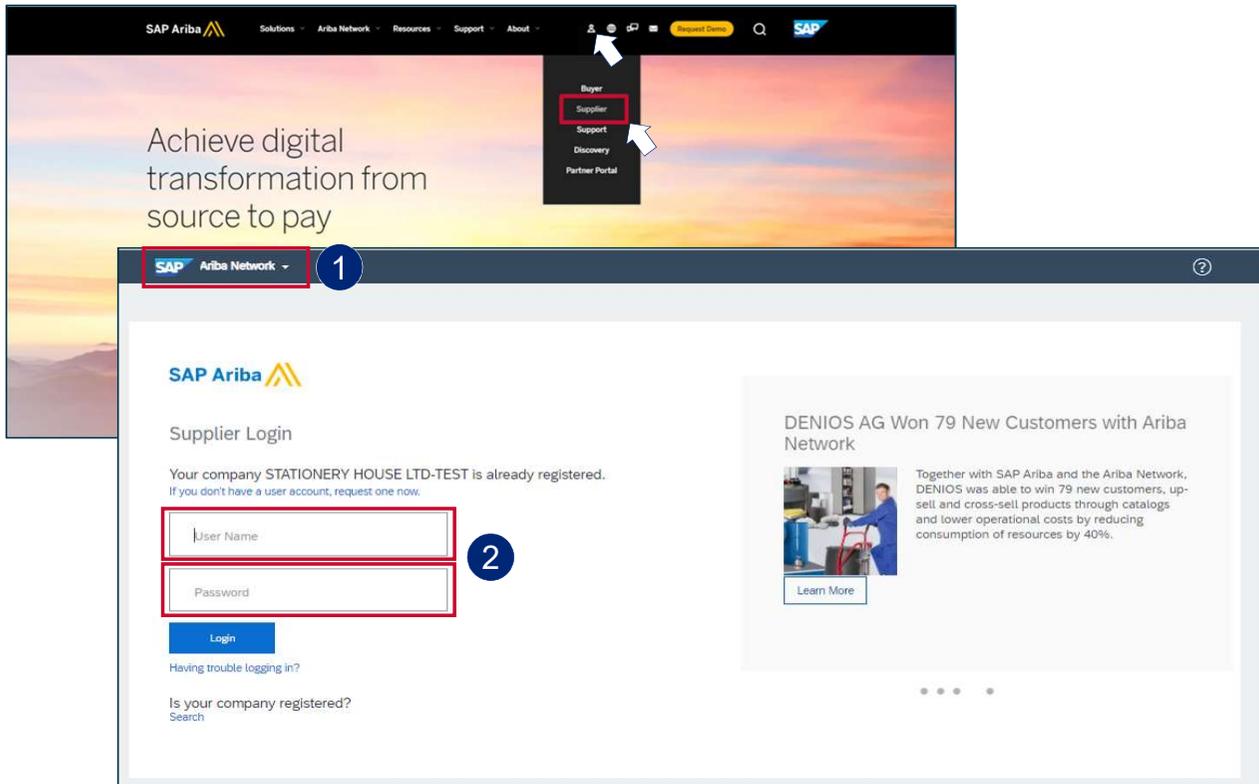
transactionCategoryOrType:

- 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 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

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

# HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO



**1** From your **Home page** click on the **Inbox** to expand the dropdown menu.

Select **Orders and Releases**

# HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO



The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The main page displays a table of 'Orders and Releases' with columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Settlement, Amount Invoiced, Revision, and Actions. A search filter overlay is open, showing options for Customer, Order Number (with 'Exact number' selected), Show orders by (Creation Date or Inquiry Date), and Date Range. The search filter overlay also includes checkboxes for 'All except hidden orders', 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements', 'Search only stock transport orders', 'View all active', and 'Search only service purchase orders'.

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 **Search Filters** option
- 2 Click on **Exact number** and enter a specific purchase order to locate it

# HOW TO CONFIRM YOUR UNPLANNED/AD HOC PO



Purchase Order: 5505371561 Done

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

Payment Terms: 60 Days from month end

Contact Information  
Supplier Address

Buyer  
Test ID  
Email: testuser@am

Routing Status: Sent

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 at the time of purchase which terms and conditions are incorporated into the purchase order by reference and are JIRI NOT apply where there is an existing executed agreement between the Purchaser and the Supplier per tail Supplier is not in agreement with these terms and conditions. It must inform the Purchaser in writing in terms

Confirming PO

**4** Submit

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 confirmaciones 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	GEO CONSULTING FEES	998153241	450,000.0 (BA)		R 1.00 ZAR	R 450,000.00 ZAR	R 87,500.00 ZAR
1.2	CORPORATE COMMUNICATIONS CONSULTING FEES	998153241	500,000.0 (BA)		R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR
2				10 Jun 2020		R 899,550.00 ZAR	

Confirming PO

**3** Next

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: 11 Dec 2020

Est. Tax Cost:

Comments:

Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
Consulting - Financial Reports			4 Jun 2020		R 950,000.00 ZAR	

Confirmed With New Date (Estimated Completion Date: 31 Dec 2020)

- 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 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  
SW1Y 5AN  
United Kingdom  
Phone: +44 ( ) 442079688888  
Fax: +44 ( ) 442079688500

To: Corp UK Multi Bank Test V2  
Purchase Order (New)  
4501199470

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 ( ) 442079688888  
Fax: +44 ( ) 442079688500  
buyerID: X023

Deliver To:

Payment Terms: 0.00% 0  
Pay immediately

Contact Information  
Supplier Address  
CORP UK MULTI BANK TEST V2  
FIRST AVE. 11  
LONDON  
EC1Y 4SB  
United Kingdom  
Email: j55517391@gmail.com  
Phone: +44 (44020) 123111  
Address ID: A01121

Line Items

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	<a href="#">Details</a>

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 AN01040242614-T and delivered by Ariba Network.

Service Sheet Required

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

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

Done

**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



Purchase Order: 4501199470

Done

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

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

From: AA Services (UK) Ltd  
20 Carlton House Terrace  
London  
SW1Y 5AN  
United Kingdom  
Phone: +44 ( ) 442079688888  
Fax: +44 ( ) 442079688500

To: Corp UK Multi Bank Test V2  
First Avenue  
London  
City of London  
NW4 2RL  
United Kingdom  
Phone:  
Fax:  
Email: js5517391@gmail.com

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

Create Invoice

Update | Save | Exit | Next

Please correct the following errors and resubmit

Invoice Header

Summary

Purchase Order: 4501199471

Invoice #: \* INV9471ABC

Invoice Date: \* 4 May 2020

Service Description:

Remit To: Corp UK Multi Bank Test V2

Subtotal: \$0.00 AUD  
Total Tax: \$0.00 AUD  
Amount Due: \$0.00 AUD

View/Edit Addresses

Remit To: Corp UK Multi Bank Test V2  
London  
City of London  
United Kingdom

Bill To: AA Services (UK) Ltd  
London  
United Kingdom

- 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.

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



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

Add to Header ▾  
Shipping Cost  
Shipping Documents  
Special Handling  
Additional Reference Documents and Dates  
Comment  
Attachment

Supplier VAT

Supplier VAT/Tax ID: \* GB1000100

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen Add Attachment

Name

TEST SES ATTACHMENT INV.pdf

Delete

receiverID:

batchNo:

articleNumber:

transactionCategoryOrType: Service PO

Add to Header ▾

- 1 Enter **Service Start Date** and **Service End date**.
- 2 **Supplier VAT/Tax ID** is a mandatory field and must be populated with VAT/TAX ID nr.  
If supplier is not VAT registered they need to populate the field with Not Registered. This information can be prepopulated in the supplier's company settings, and then they don't need to populate it every time they create an invoice.
- 3
- 4 Click on **Add to header** button drill down and select **Attachment**, this will then open a section further down in the invoice document.

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

EXTERNAL

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



Line Items

Insert Line Item Options

Tax Category:  Discount

Add to Included Lines

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

Line Item Actions: Delete, Reset Tax from PO

Add/Update

Add General Service  
Add Labor Service  
Add Material

Update Save

10

TCPT LICENSE

1 EA \$6,790.00 AUE \$6,790.00 AUE

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: 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



Software Licenses - Test

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 (1) 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 [ ]

Additional Fields: **Warning:** If you are adding unplanned service lines to the invoice please specify in UPPERCASE.

Buttons: Line Item Actions, Delete, Reset Tax from PO, Update (3), Save, Exit, Next

- 1 Populate **Category\*** field with **VAT** selected from the drop down list.
- 2 Populate **Rate(%)** field with Tax/VAT percentage as per invoice.
- 3 Click on **Update** and then **Next**.
- 4 Check invoice detail is all correct then click on **Submit**.
- 5 Click on Exit

Create Invoice

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

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

REMIT TO: Corp UK Multi Bank Test V2  
BILL TO: AA Services (UK) Ltd  
SUPPLIER: Corp UK Multi Bank Test V2

Subtotal: \$6,790.00 AUD  
Total Tax: \$1,358.00 AUD  
Amount Due: \$8,148.00 AUD

Buttons: Previous, Save, Submit (4), Exit

Confirmation: Invoice INV9471ABC has been submitted. (5)  
• Print invoice of the invoice.  
• Exit invoice creation.

# 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)14 998-1110  
Fax: +27 (0)14 998-1346

To: EXTREME CONSULTING (PTY) LTD-TEST  
445 MAYHEM STREET  
NIGEL  
Gaideng1491 South Africa  
Phone: 011 2230002  
Fax:  
Email: extremeconsultingmay@gmail.com

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

Payment Terms: 60 Days from month end

Contact Information  
Supplier Address  
EXTREME CONSULTING (PTY) LTD  
445 MAYHEM STREET  
NIGEL  
1491 South Africa  
Email: extremeconsultingmay@gmail.com  
Phone: +27 (0) 111 2230002  
Address ID: 126001  
buyerID: 126001

Buyer  
Test ID  
Email: testuser@angloamerican.com

Other information  
CONDITIONS RELATING TO GOODS PURCHASED ON THIS ORDER

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

- 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

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

Detail Scheduled Payments History

**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 Signat  
DOC-1:

Incomplete Signatures on Invoice

Edit & Resubmit

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

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

Purchase Order: 4501199470

Done

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

Order Detail | Order History

Line-Item Credit Memo  
Line-Item Debit Memo

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

To: Corp UK Multi Bank Test V2  
First Avenue  
London  
City of London  
NW4 2PL  
United Kingdom  
Phone: +44 (0) 44207968888  
Fax: +44 (0) 44207968850  
Email: j5517391@gmail.com

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

Payment Terms: 0/00% 0  
Pay immediately

Contact Information  
Supplier Address  
CORP UK MULTI BANK TEST V2  
FIRST AVE. 11  
LONDON

Sales  
Sales Man  
Phone: + (0) 4420 123333

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

# SUPPORT



# HOW TO GET TECHNICAL SUPPORT



The screenshot displays the SAP Ariba Network user interface. At the top, the 'Help Center' icon (a question mark) is visible. A dropdown menu is open, showing 'STATIONERY HOUSE LTD...' with ANID: AN01477040263-T. The menu includes sections for 'NETWORK SETTINGS' (Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Remittances, Network Notifications, Audit Logs, View All), 'ACCOUNT SETTINGS' (Customer Relationships, Users, Notifications, Application Subscriptions, Account Registration, View All), and 'Company Profile'. Below the menu, the 'Orders, Invoices and Payments' section shows 0 New Purchase Orders, 0 Orders that Need Attention, and 0 Invoices Rejected. A table with columns 'Order Number', 'Customer', and 'Status' is partially visible. On the right, a 'Help Center' sidebar contains a search bar and several FAQ items, such as 'I need help accessing a sourcing event' and 'Does Ariba offer live webinar training?'. At the bottom, there are icons for 'Messages', 'Documentation', and 'Support'. An inset window titled 'Ariba Exchange User Community' shows a 'Support Center' with a search bar, a 'Start' button, and a list of 'Common Troubleshooting Tags' including 'Invoice history', 'Supply chain', 'Standard accounts', 'Search invoices', 'Invoice status', 'Registration', 'Account navigation', 'View home dashboard', 'My account settings', 'Spotlight', 'Customer relationships', 'Search purchase orders', 'Invoice rejection messages', 'Supplier account login', and 'Business configuration'. A 'SAP Cloud Trust Center' link is also present.

There are multiple channels available to assist you with technical support

The  icon in the top right corner of the screen opens the Help Centre which contains helpful FAQs and Documents to assist you.

The  icon opens the Company setting menu where you can update your profile, set up your notifications and administer your Ariba Network Account. Under **Customer Relationships** you will find Anglo American, and next to that the **Supplier Information Portal**, where you will find training material.

The  icon opens a library of support documentation, FAQs and video tutorials

The  icon opens a chat feature where you can get real time support for your Discovery queries

# 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</p> <p><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=Rk6BWmIXu8swx913cAzQ#Enablement-Inquiry">https://connectsupport.ariba.com/sites/Company?ANID=AN01048242614AFR&amp;h=Rk6BWmIXu8swx913cAzQ#Enablement-Inquiry</a>