



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with Zimplats

Welcome!

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

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

1

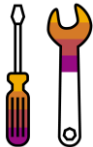


Visit our Supplier Training page

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

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

2



Review the specifics of transacting with Zimplats

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

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

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SCOPE OF ZIMPLATS'S PROJECT

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

Supported Documents On this Ariba Network relationship	Not Supported Documents On this Ariba Network relationship
<ul style="list-style-type: none">• Purchase Orders POs from Zimplats will be sent through Ariba Network• Purchase Order Confirmations Apply against a whole PO or line items• Ship Notices Apply against PO when items are shipped• Service Sheets Apply against a PO referencing a service line item• Invoices Apply against a whole PO or line items<ul style="list-style-type: none">○ Partial Invoices○ Non-PO Invoices Against a PO not received through AN• Credit Invoices/Credit Memos Price/quantity adjustments	<ul style="list-style-type: none">• Summary or Consolidated Invoices Apply against multiple POs• Invoicing for Purchasing Cards (P-Cards) An invoice for an order placed using a purchasing card• Duplicate Invoices A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on AN• Paper Invoices Zimplats will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network

SETTING UP YOUR ACCOUNT

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

Please make sure you complete at least the following chapters of the *Account Administration* section on the [Supplier Training Page](#).

- Complete your profile
- Configure your email notifications
- Configure your enablement tasks
- Configure Electronic Order Routing method and notifications
- Configure Electronic Invoice Routing method and Tax Details

TRANSACTING ON ARIBA NETWORK

This section mentions the specifics of transacting with Zimplats on Ariba Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#).

Specifics for PO CONFIRMATIONS

- PO confirmations are mandatory.
- You can either accept or reject the order unconditionally; no line item updates are allowed.
- Please contact your customer in case modifications in the PO are needed.
- You are not required to add any attachments to the PO confirmation.

Specifics for SERVICE SHEETS

- Service sheets are mandatory for service orders prior to invoicing.

Specifics for SHIP NOTICES

- Ship notices are applicable and mandatory to foreign suppliers for goods or materials.

Specifics for INVOICES

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices. Detailed instructions on how to perform multiple types of invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section.

- Tax data is accepted at the header level or at the line item level of the invoice.
- Shipping data is accepted at the header level or at the line item level.
- Invoicing for material order: A Good Receipt needs to be received prior to invoicing.
- Invoicing for service order: A Service Sheet is required and needs to be approved before invoicing.
- You are not required to add any attachment to the invoice.
- You are allowed to cancel an invoice previously submitted.
- You are not allowed to increase the line item quantity or the unit price.

HELP & SUPPORT

If you need assistance using Ariba Network, please consult our documentation or contact our Support Team directly from the Help Center. You can also contact our Enablement Team through this [Contact Form](#).

If you need assistance regarding business processes, please contact the Zimplats project team at the following email address: sap.ariba@zimplats.com.

www.sap.com/contactsap

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