



Ariba® Network Supplier Guide Add-On

Your companion guide for transacting with AusNet Services

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 AusNet Services, please follow the steps below:

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Visit our [Supplier Training page](#)

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

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

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Review the specifics of transacting with AusNet Services

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 AUSNET SERVICES '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 AusNet Services 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 ○ Service Invoices Invoices that require service line item details • Credit Invoices/Credit Memos Item level credits; 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 AusNet Services will no longer accept paper invoices and requires invoices to be submitted electronically through Ariba Network • Non-PO Invoices Against a PO not received through AN • BPO Invoices Invoices against a blanket purchase order • Contract Invoices Against contracts • Header Level Credit Memos The Header Level Credit Memo feature is not supported by AusNet Services

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 AusNet Services.

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
- Configure your Remittance Information and payment methods
- Set up a test account

TRANSACTIONING ON ARIBA NETWORK

This section mentions the specifics of transacting with AusNet Services 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 PURCHASE ORDERS

This section mentions any specificities regarding Purchase Orders sent by AusNet Services through Ariba Network. The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO – **You cannot Manipulate or change the PO yourself.**

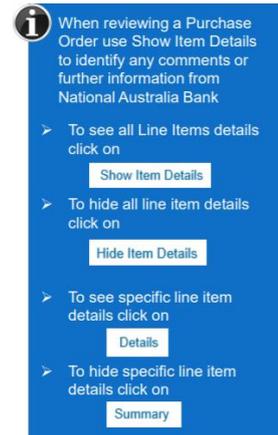
Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line.

Ensure you use the Unit of Measure (UOM) that appears on the Purchase Order Line Items. If the UOM is incorrect contact AusNet Services, a changed purchase order is required.

Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments



Changed Purchase Orders:

A change order is triggered, when a Supplier has provided proposed changes on the Order Confirmation or contacted the requester. – **Please see Specifics for ORDER CONFIRMATION**

Only the Buyer can change a purchase order. The Buyer will contact suppliers where the proposed changes are not accepted based on trading agreements.

Invoicing for an amount different to that shown on the Purchase Order will result in the invoice being rejected and this may delay the process.

Invoicing is not available on obsoleted purchase orders, locate and invoice on the latest version.

- A changed purchase order may be sent when:
 - A price change has been accepted
 - The order was rejected because the wrong information was sent
 - The purchase order had too many errors for the Supplier to effectively correct

Service Orders:

A Service Invoice is a claim for the services carried out. Again, the Service Order (PO) is the source document for the order and all subsequent documents are created from the PO. Please refer to '[Specifics for SERVICE SHEETS](#)'

Specifics for PO CONFIRMATIONS

When a new order is received into Ariba, some Buyers require an Order Confirmation, however for AusNet Services this is a **Mandatory** process

- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update, or reject the order:

1. Confirm Entire Order: used to confirm all line item details of the order

2. Update Line Item: please use Confirm Entire Order or Reject Entire Order
Note: AusNet requires that PO need to be entirely confirmed or entirely rejected. **Do not partially confirm an Order.**
3. Reject Entire Order: used to reject the order if it cannot be fulfilled

Specifics for SHIP NOTICES

The Ship Notice is the delivery information and is sent to AusNet Services to advise them of the ship date for the materials.

- The Ship Notice is an **optional** document for transacting with AusNet Services
- 2 methods for creating a Ship Notice:
 1. Full Ship Notice - where the line items are all part of the Ship Notice
 2. Partial Ship Notice - Partially shipped remains until all items have been shipped.

Specifics for SERVICE SHEETS

This section mentions any specific transaction rule that should be observed by suppliers regarding service sheets. A Service Sheet is completed for services provided to AusNet Services.

- The Create Invoice tab will remain greyed out and Order confirmation has been created first
- Some Service Entry Sheets are required to be Approved prior to invoicing
- Some Service Sheets will be created from the Order Confirmation on behalf of the Supplier
- Where Suppliers are required to add a Non-Catalogue SES line it is important that the description is entered. Where a description is not entered tot SES will be rejected by AusNet Services
- DO NOT include GST on Service Entry Sheets

Once a service has been carried out the invoicing process can be begin:

Service Sheet process is as follows:

- Step 1:** Receive and confirm Service Order
- Step 2:** Provide service
- Step 3:** Create Service Sheet
- Step 4:** Send to AusNet Services for Approval
- Step 5:** Manually create Invoice in the Ariba Network

Specifics for INVOICES

This section mentions any specific transaction rule that should be observed by suppliers regarding invoices. All orders received via the Ariba Network require an invoice to be created in the Ariba Network

- The Invoice# refers to your internal invoice number
- Partial invoicing is allowed
- Shipping Cost added at Line level will not cause GST to be calculated for shipping. If the order has multiple lines the shipping cost can be added to one line or split over the all lines. (The Cost does NOT need to be split up over the lines)
- The status of the Invoice will change as it progresses through AusNet's approval process. There are 5 Invoice Statuses:
 - **Sent** – you have sent the invoice to AusNet
 - **Approved** – AusNet has reviewed the Invoice and it has been approved for payment
 - **Paid** – The invoice has been paid or is in the process of payment
 - **Rejected** – The invoice has been rejected, open the invoice and review rejection reason. Invoices that are rejected by AusNet will display as **Rejected** due to:
 - Missing information - for example a required attachment

- Incorrect information
- Added information to invoice – freight added but was not provided on the Order Confirmation
- **Cancelled** – The invoice has been cancelled by AusNet
- If you need to **Edit/Resubmit** the **rejected invoice**. Open Review the Invoice in the Outbox: 1. Read the reason for the Rejection 2. Click on **Edit & Resubmit**.

Partial Invoicing:

Partial Invoicing can only occur when a Partially Received Purchase Order has been received. Invoices will display as Partially Invoiced until all items on the original Purchase Order have been Invoiced

- Multiple Invoices can be created for a Purchase Order if it does not exceed the quantity requested.
- Note that if a Purchase Order is not fully invoiced as goods were not fully supplied and invoiced it will remain in the Ariba Network as “Partially Invoiced”

Specifics for CREDIT MEMOS & LINE ITEM CREDIT MEMOS:

Credit Memos can be sent to AusNet via the Ariba Network and do not need to be sent in the mail. Please also note the following when creating Credit Memos:

- Credit Memos are actioned against a purchase order and are accessed via a Purchase Order
- Credit Memos allow suppliers to create credit adjustments, Line Item Credit memos are for credits
- Credit Memos can be created for:
 1. Overcharged Subtotal on an Invoice
 2. Adjustment to the tax invoiced
 3. Adjustment to the Shipping Cost
 4. Adjustment for Special Handling of goods

Line Item Credit Memos work a little differently:

- Line Item Credit Memos are against an Invoice
- Line Item Credit Memos can be raised for Quantity Adjustments and Prices Adjustments
- Please also note the following when creating Line Item Credit Memos:
 1. Credits are supported against specific line items from a previously submitted invoice
 2. Credits can be for full or partial amounts

Specifics for REMITTANCE & RECEIPTS:

- The Remittance informs of when and how payment for an invoice is made. The Remittance is an informational document only and does not require any action. New Remittances can be viewed from the Fulfilment tab under Remittances.

HELP & SUPPORT

If you need assistance using Ariba Network, please consult our documentation or contact our Support Team directly from the [Help Center](#).

If you need assistance regarding business processes, please contact the AusNet Services project team at the following email address: e-buy.vendors@ausnetservices.com.au

www.sap.com/contactsap

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