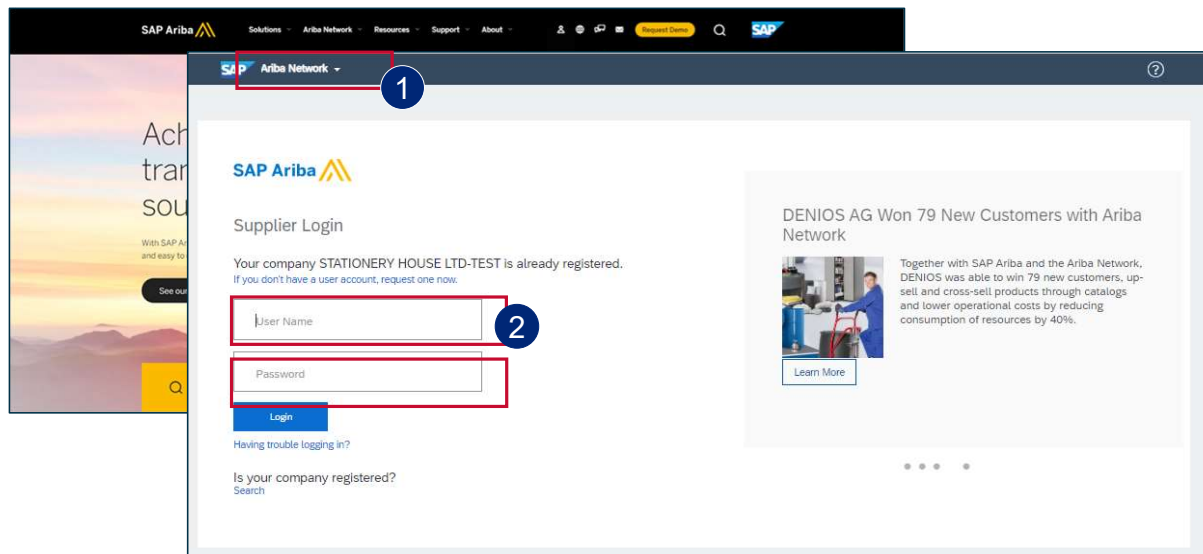


HOW TO CONFIRM OR REJECT YOUR PURCHASE ORDER



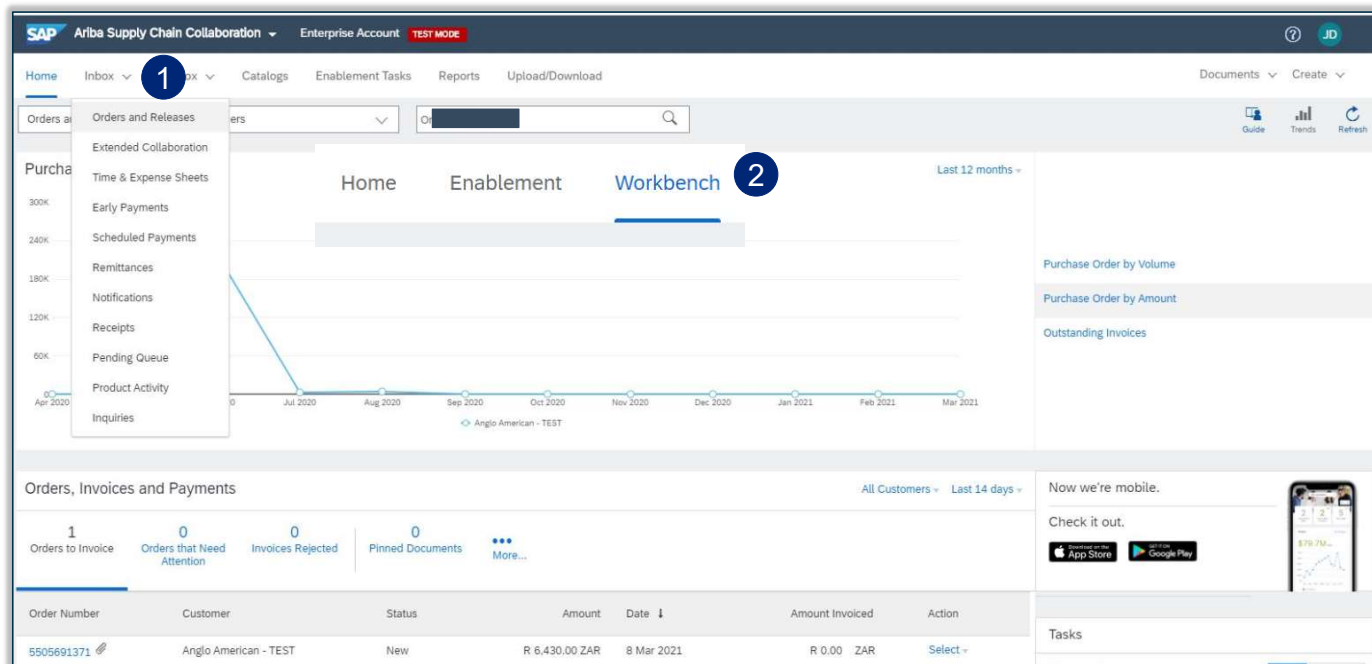
HOW TO CONFIRM OR REJECT YOUR PURCHASE ORDER



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

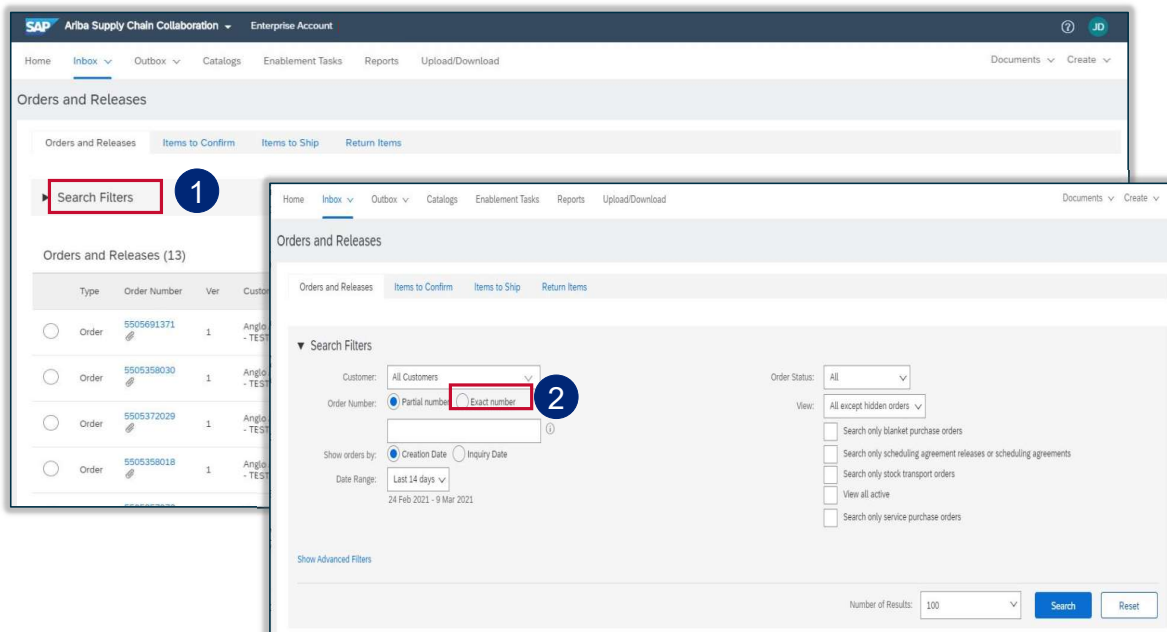
- 1** You will be directed to the Ariba Network login page.
- 2** Enter your **user name** and **password** to be taken to your **Home** page

HOW TO CONFIRM OR REJECT YOUR PURCHASE ORDER



- 1** From your **Home** page click on the Inbox to expand the drop down menu.
- 2** Or click on the WORKBENCH tab to view your Purchase Orders.

HOW TO CONFIRM OR REJECT YOUR PURCHASE ORDER



The **Orders and Releases** page appears and displays the most recent purchase orders.

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

HOW TO CONFIRM OR REJECT YOUR PURCHASE ORDER



Purchase Order: 5505371561 **1** Done

☒ Create Order Confirmation 📄 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)
5505371561
Amount: R1,849,550.00 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-FC-FA-01) available from

Routing Status: Sent

- 1** Your **Purchase Order (PO)** document will open. You need to scroll down to see all the detail, Terms and conditions, quantities, type of PO (service or material), value and payment terms etc.

HOW TO CONFIRM OR REJECT YOUR PURCHASE ORDER



Location Code: WB00									
Line Items								Show Item Details	
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						
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 ANG1048242614-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. Please check the details carefully to ensure they are correct.

HOW TO CONFIRM OR REJECT YOUR PURCHASE ORDER



Purchase Order: 5505371561 Done

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

Confirm Entire Order
2
Update Line Items
Reject Entire Order

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

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

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

Routing Status: Sent

- 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 OR REJECT YOUR PURCHASE ORDER



Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: Proposal 1561

Associated Purchase Order #: 550371561

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 (Units)	Unit Price	Subtotal	Tax
1	Consulting - Financial Reports				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	998153561	500,000.0 (EA)	R 1.00 ZAR	R 500,000.00 ZAR	R 75,000.00 ZAR
2					R 999,950.00 ZAR	

- 1 Enter your confirmation number. This is your organizations confirmation number and you can enter any reference that is meaningful to you and your organisation e.g. your quote number.
- 2 Populate your **Est. Completion Date** of service to be rendered or goods to be delivered.
- 3 Click on **Next and submit**

HOW TO CONFIRM OR REJECT YOUR PURCHASE ORDER



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 History

From:

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

Email: extremeconsultingmay@gmail.com

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

Routing Status: Sent

Other Information

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

1 To reject your PO, click on **Create Order Confirmation** button

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 content is incorrect.

- 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
- 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 so that they can amend the PO accordingly and send you a corrected version.
- 5 Once you have completed all the necessary fields click on **Reject Order**. You should receive a Change Order.

HOW TO CONFIRM OR REJECT YOUR PURCHASE ORDER



Purchase Order: 5505371561

2 Done

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

Confirm Entire Order | Update Line Items | Reject Entire Order

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

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

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: Proposal1561

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.