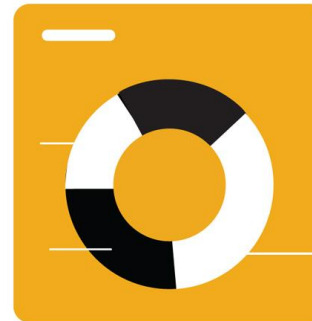
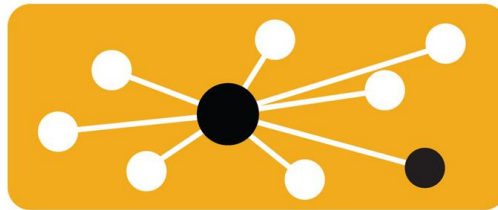
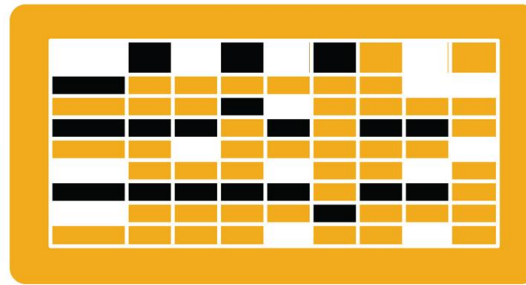


# Ariba® Network Supplier Guide



ArcelorMittal



SAP Ariba 

## Order to Deliver

Get Started 

# Using This Guide

The purpose of this guide is to help suppliers understand the business processes required by ArcelorMittal.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

This button will take you back to the previous page

This button will take you to the next step



This button will return you to the beginning of the section, or skip back between sections

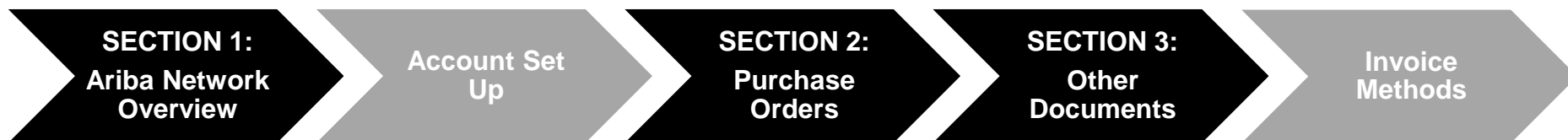
The HOME button will return you to the Guide Contents page

If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



# HOME – Table of Contents



**Greyed-out steps are part of other documents:**

- **Account Set Up:** ArcelorMittal\_Master\_Guide\_EN\_Account\_Setup
- **Invoice Methods:** ArcelorMittal\_Master\_Guide\_EN\_Invoicing

# SECTION 1: Ariba Network Overview



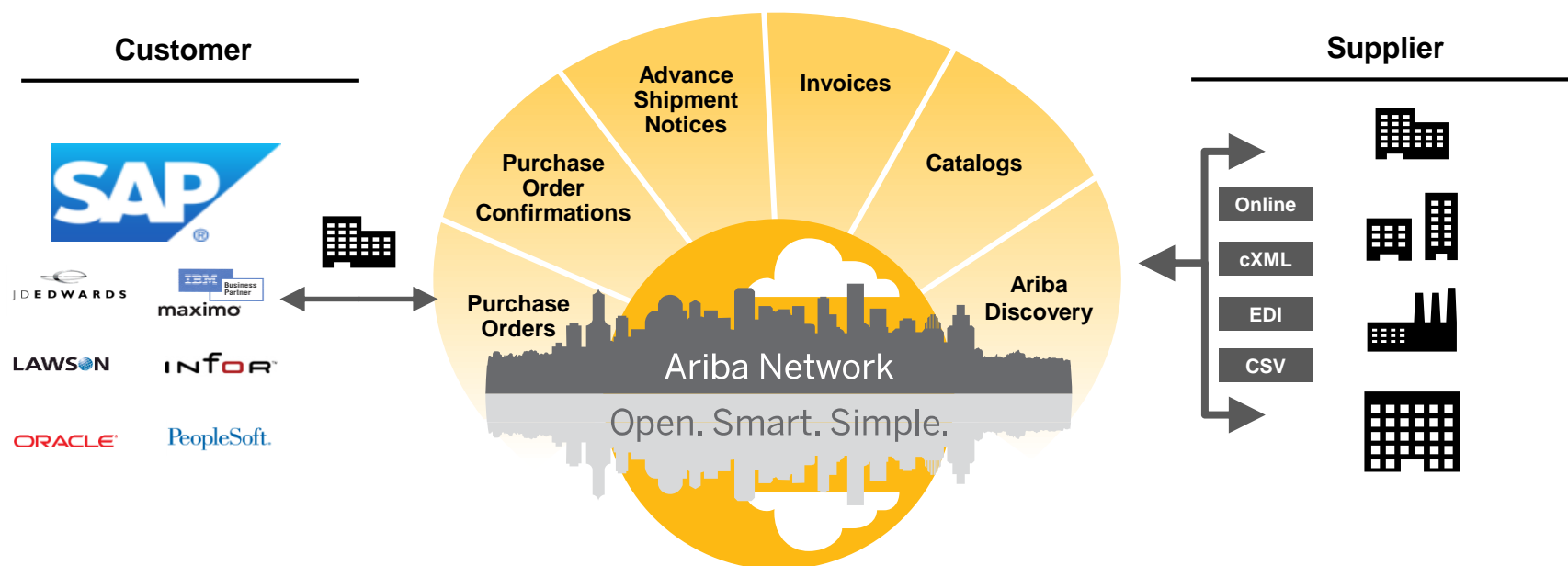
ArcelorMittal  
Message

Supported  
Documents

Not Supported  
Documents

# What is Ariba Network?

ArcelorMittal has selected Ariba Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join Ariba Network and start transacting electronically with them.



**2+ million** **\$850B** **>60%**

Trading Partners

In Annual  
Commerce

Global 2000 use the Network

**65+ million**

Annual Invoices

**190**

Countries

**60+ million**

Annual Purchase Orders

# ArcelorMittal Message

Dear Valued Supplier,

We are pleased to inform you about the purchasing transformation program and in particular about the deployment of SAP Ariba® in Europe. It will be our new e-platform “**SAP e-LIVE platform**” -*electronic Lean Integrated Vendor Exchange platform* to streamline our approach for transacting with our suppliers.

The SAP e-LIVE platform will enable us to **send purchase orders (POs) electronically and to receive invoices**. Please note that the SAP e-LIVE platform will replace our existing solution “e-supplier” platform used in France.

Key features of this platform are:

- On-line visibility of the status of your orders
- Fast and secure order reception
- Flip POs with one click into invoices
- Issue invoices (no longer required to send paper invoices)
- Full visibility on the processing status of invoices
- Faster payment cycle
- Reduction of processing cost – No fee
- Option to fully integrate your Ariba account with the most common ERP systems

We are committed to working together with our suppliers to achieve improved procurement and business efficiency. We invite you to participate in this strategic key initiative for ArcelorMittal – Flat Europe. Going forward the participation in the SAP e-LIVE platform -Ariba Network will be a mandatory business requirement for all our suppliers.

We are confident this change will be mutually beneficial for both our organizations.

**As of January 2018**, the SAP e-LIVE platform will be a standard at ArcelorMittal Atlantique and Lorraine, ArcelorMittal Dudelange and ArcelorMittal Méditerranée for both new and all existing suppliers.

Paper Orders in paper format will not be issued after that date and paper invoices will no longer be accepted.

We would like to continue to develop the relationship and collaboration with your company, using the SAP e-LIVE platform. Therefore, we are counting on your cooperation in this journey and ask you to respond to our subsequent steps in timely manner.

For questions or concerns, please do not hesitate to contact us at [elive.contact@arcelormittal.com](mailto:elive.contact@arcelormittal.com)

# Review ArcelorMittal Specifications

## Supported Documents

### ArcelorMittal project specifics:

- **Tax data** is accepted at the line item level of the invoice.
- **Extra or unplanned costs** (Shipping costs...) are accepted at the header/summary level or at the line item level. This option can be unavailable depending on criteria.
- **Payment related information** (bank account) must appear on the invoices

### Supported documents:

- **Purchase Order Confirmations**

Approve or reject PO completely,  
Approve or update at PO line items (depending on purchasing category).

- **Advance Shipment Notices**

Apply against PO when items are shipped

- **Good receipts Notifications**

- **Partial Invoices**

Multiple invoices for one PO is allowed

- **Service Invoices**

Invoices that require service line item details

- **Summary or Consolidated Invoices**

Apply against multiple purchase orders  
Apply against Evaluated Receipt Settlement  
Apply against Consignment Settlement

- **Credit Invoices**

Header credit memos against POs or without reference  
Item level credits against an existing invoice on Ariba Network; price/quantity adjustments

- **Self-billing (carbon copy invoices)**

- **Remittance notifications**

Notifies the supplier that a payment was sent

# Review ArcelorMittal Specifications

## Not Supported Documents

### NOT Supported documents:

- **ERS document not related to Self Billing will be sent by email**
- **Consignment settlements will be sent by email**
- **Invoicing for Purchasing Cards (P-Cards)**

An invoice for an order placed using a purchasing card; not accepted by ArcelorMittal

- **Duplicate Invoices**

A new and unique invoice number must be provided for each invoice

- **Paper Invoices**

ArcelorMittal requires invoices to be submitted electronically through Ariba Network; ArcelorMittal will no longer accept paper invoices

- **Contract Invoices**

Apply against contracts



# SAP Ariba Can Help You...



## **Collaborate immediately with all trading partners?**

- Immediate access to online invoice creation tool



## **Turn paper into efficient electronic transactions?**

- 75% faster deal closure
- 75% order processing productivity gains via cXML



## **Catch errors and correct them – before they even happen?**

- 64% reduction in manual intervention



## **Track invoice and payment status online in real time and accelerate receivables?**

- 62% decrease in late payments
- 68% improvement in reconciling payments



## **See opportunities you're missing and have the ability to trade globally?**

- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

## SECTION 2: Purchase Order Management



## View Purchase Orders

1. Click on **Inbox** tab to manage your Purchase Orders.  
**Inbox** is presented as a list of the Purchase Orders sent by ArcelorMittal.
2. **Search filters** allows you to search using multiple criteria.  
**Click** the arrow next to Search Filters to display the query fields.  
Enter your criteria and click Search.
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Toggle** the Table Options Menu to view ways of organizing your Inbox.

## Understanding the Purchase Orders inbox

# Manage POs

## Purchase Order header



**Header section** contains overall information, like:

1. Company issuing the purchase order
2. Company receiving the PO as defined on Ariba Network
3. **Order number, status** and **total amount**
4. Payment terms
5. General comments (e.g. **general conditions**)
6. **Contact information**, both from your company as from ArcelorMittal
7. VAT ID, price agreement and attachments (if relevant), incoterms
8. **Ship to** and **Bill to** addresses. Multiple Ship to addresses on the same order are addressed at line item level.
9. **Legacy orders** are identified on top of the page with a specific message.  
Legacy orders are purchase orders that you have already received prior to the Ariba implementation, but that you are requested to handle through the platform (confirmation, ASN and/or invoice)

Order Detail		Order History
<b>From:</b> <b>AM Atlantique et Lorraine</b> 6 rue André Campra 93200 Saint Denis France	<b>To:</b> AM Atlantique et Lorraine 6 rue André Campra 93200 Saint Denis France	<b>Purchase Order</b> (New) <b>9701703951</b> Amount: 2,635.00 EUR
<b>Payment Terms</b> 45 jours fin de mois date de facture		Routing Status: Sent
<b>Comments</b> Les conditions générales d'achat applicables sont: GCSP (les GPC suffisent s'il n'y a pas de prestation sur nos sites.) Vous trouverez ici les dernières versions applicables: <a href="http://corporate.arcelormittal.com/who-we-are/supply-chain/vigilant-procurement">http://corporate.arcelormittal.com/who-we-are/supply-chain/vigilant-procurement</a>		
<b>Contact Information</b> <b>Supplier Address</b> Z.A. Industrielle de la Vallée 17 avenue des Tilleuls 57191 Florange France SIRET: 515 12 000 000 01 SIREN: 515 12 000 000 01 N° TVA: 515 12 000 000 01	<b>Purchasing Agent</b> <b>Buyer contact</b> Email: <a href="mailto:BO1.MAINTENANCEANDREPAIRS@ARCELORMITTAL.COM">BO1.MAINTENANCEANDREPAIRS@ARCELORMITTAL.COM</a>	
<b>Other information</b> Customer VAT/Tax ID: FR47444718563 CustomerReferenceNo: 484754-10-10		
<b>Incoterms information</b> Incoterm Code: CPT (Port payé) Incoterm Location:		
<b>Ship All Items To</b> <b>AMAL-Site de Florange</b> ArcelorMittal AIS et Lorraine Usine de FLORANGE Département ACHATS 17 avenue des Tilleuls 57191 Florange France Ship To Code: 0000245854 AMAL-Site de Florange	<b>Bill To</b> <b>AM Atlantique et Lorraine</b> 6 rue André Campra 93200 Saint Denis France buyerID: 385	<b>Deliver To</b> <b>AMAL-Site de Florange</b> 17 avenue des Tilleuls 57191 Florange FR

Order Detail		Order History
This purchase order has already been fulfilled.		

# Manage POs

## Purchase Order Detail

**Line Items section** describes the ordered items.

1. Each line describes a quantity of items ArcelorMittal wants to purchase at an agreed price for a specific date.
2. Click on the Show Item details to unfold detailed information (you can also define which section to show)

### 3. Status

Line item comments, containing for example old material number

### 4. Line item specific attachments

### 5. Ship to (if specific for each line)

### 6. Schedule lines as requested in the purchase order

[Show Item Details](#)

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal
10	...	AK400 ...	Material	10.0 (PCE)	26 Dec 2017	100.00 EUR	1,000.00 EUR
20	...		Material	100.0 (PCE)	26 Dec 2017	1.00 EUR	100.00 EUR

**Status**  
100.0 Unconfirmed

**Attachment**  
Test\_3.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document)

**Deliver To**

Address:  
...

**Ship To**

Address:  
...

**Schedule Lines**

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	26 Dec 2017 12:00 PM CET		100.0 (PCE)

Order submitted on: Tuesday 5 Dec 2017 12:00 PM GMT+01:00  
 Received by Ariba Network on: Tuesday 5 Dec 2017 4:38 PM GMT+01:00  
 This Purchase Order was sent by ArcelorMittal Europe - TEST AN01065774884-T and delivered by Ariba Network.

Sub-total: 4,568.36 EUR

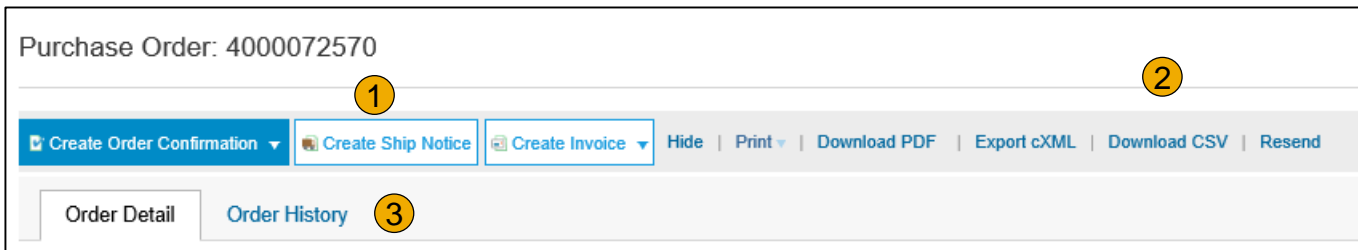
# Manage POs

## Purchase Order – additional functionalities



On top and bottom of the order page, you will find a set of buttons.

1. **Subsequent documents** can be created from out the PO. Depending on criteria defined by ArcelorMittal, some options may be unavailable. For example, orders for which a GR is a mandatory pre-requisite won't allow invoice creation until the GR has been processed in SAP.
2. **Order processing** options are presented:
  - Resend a PO which was not sent properly to your email address, cXML or EDI.
  - Export cXML to save a copy of the cXML source information
  - Download CSV to export the PO in CSV format for upload and process in your ERP
3. **Order History** for diagnosing problems and for auditing total value.



Purchase Order: 4000072570

1

2

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼ Hide | Print ▼ | Download PDF | Export cXML | Download CSV | Resend

Order Detail Order History 3

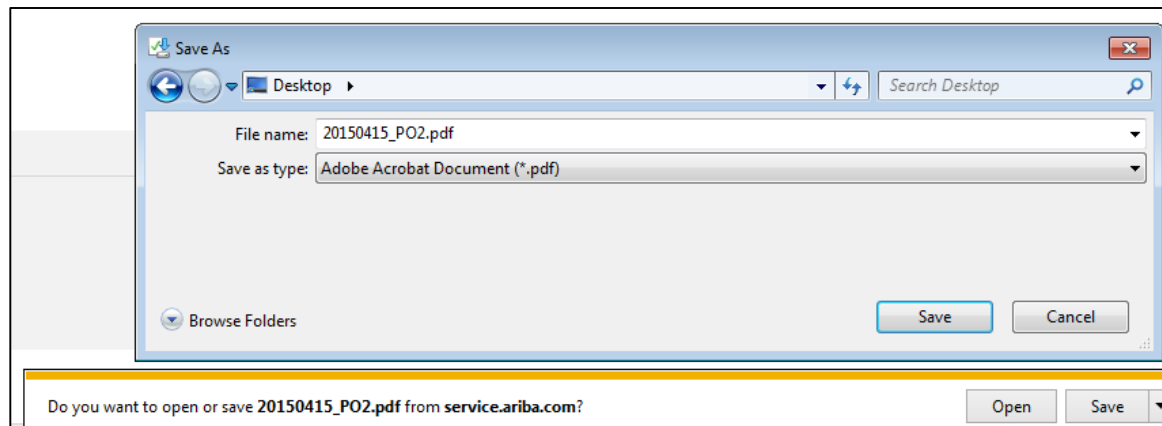
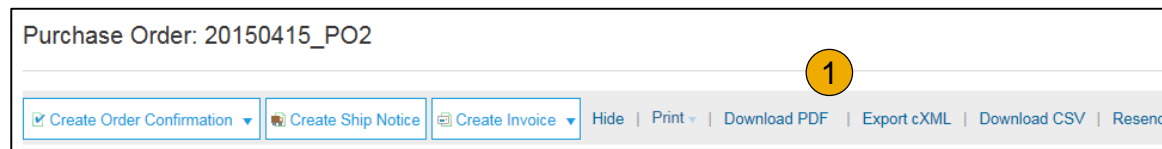
# Manage POs

## Create PDF of PO



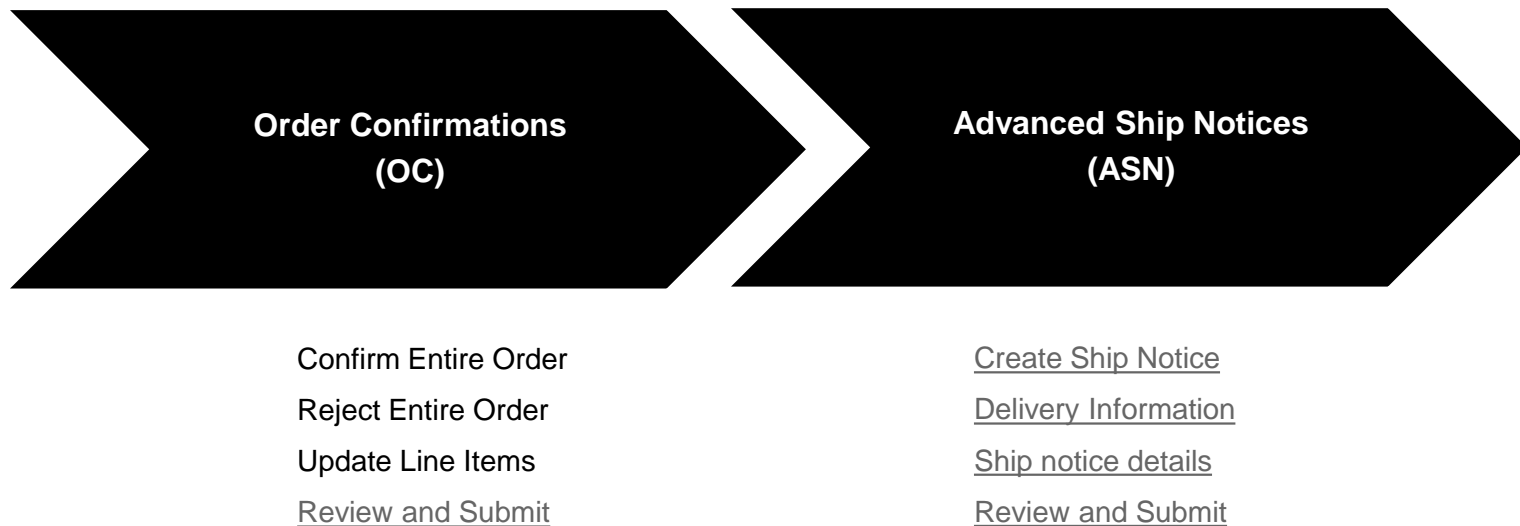
### 1. Select “Download PDF” as shown.

**Note:** If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.





## SECTION 3: Other Documents



Order confirmations and advanced shipping notifications are **not mandatory** unless mentioned differently on the purchase order.

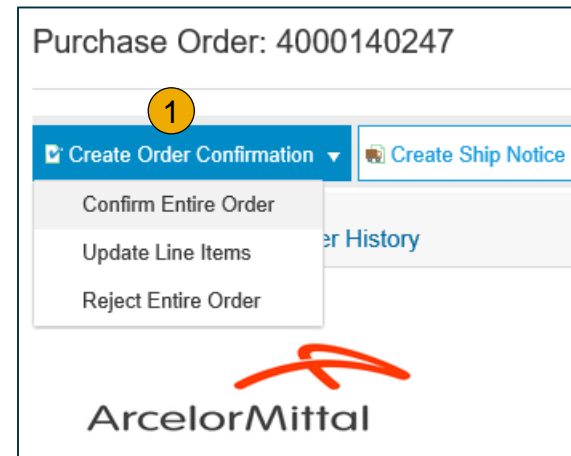
# Create Order Confirmation

## Confirmation types



1. From the PO view, click the **Create Order Confirmation** button.  
You will get a dropdown list with the following entries:

- Confirm Entire Order  
you fully agree with the price and quantities from the PO.  
If you modify the delivery date, this new date will be applied to the whole PO.
- Reject Entire Order  
you don't agree with the PO.  
you enter a comment to explain why.
- Update Line Items  
you wish to maintain part of the PO to correct a price, quantity and/or delivery date.



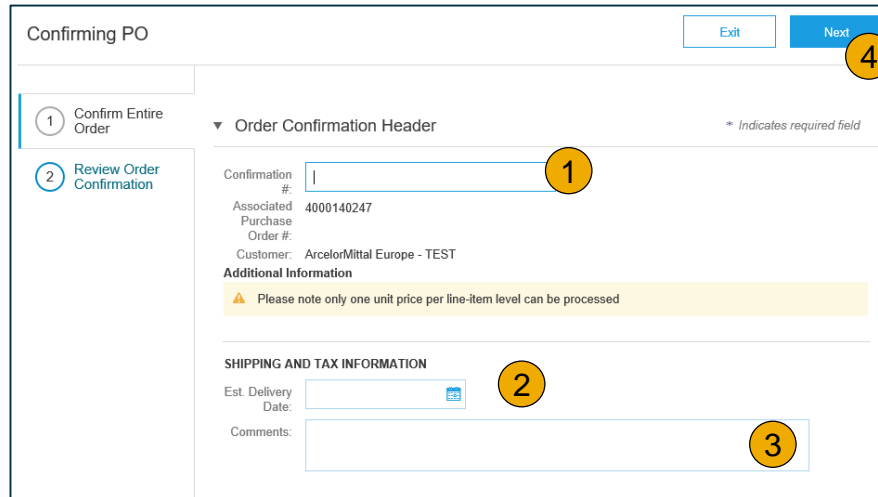
[Trouble With Your OC?](#)

# Create Order Confirmation

## Confirm Entire Order



1. Enter a **Confirmation Number** which is any number you use to identify the order confirmation.
2. By default, each line of the confirmation inherits the delivery date mentioned on the order. If you specify an **Estimated Delivery Date**, it will be applied to all line items upon submitting.
3. Enter a **comment**
4. Click **Next** when finished to proceed to the Review page.



The screenshot shows the 'Confirming PO' form. On the left, there are two tabs: '1 Confirm Entire Order' (selected) and '2 Review Order Confirmation'. The main form area is titled 'Order Confirmation Header' and includes a 'Confirmation #' field (callout 1), 'Associated Purchase Order #' (4000140247), and 'Customer' (ArcelorMittal Europe - TEST). Below this is an 'Additional Information' section with a warning message. The 'SHIPPING AND TAX INFORMATION' section includes an 'Est. Delivery Date' field with a calendar icon (callout 2) and a 'Comments' field (callout 3). In the top right corner, there are 'Exit' and 'Next' buttons (callout 4).

Trouble With Your OC?

# Create Order Confirmation

## Reject Entire Order

1. Enter the **Confirmation Number** which is any number you use to identify the order confirmation.
2. Enter **a reason for rejecting** the order in the Comments field
3. Click **Reject Order** when finished.
4. The order gets the status **Rejected**
5. Click **Done** to go back to PO list

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Comments:

Purchase Order: 4000002271

☒ Create Order Confirmation ☐ Create Ship Notice ☐ Create Invoice

From: AM Atlantique et Lorraine  
6 rue André Campra  
93200 Saint Denis

To:

**Purchase Order (Rejected)**  
4000002271  
Amount: 50.00 EUR  
Version: 1

Trouble With Your OC?

# Create Order Confirmation

## Update Line Items



**Fill** in the requested information on the header (the same as for Confirm entire order option).

**Scroll** down to view the line items

1. Press **Confirm All** to copy PO data over. Lines will get status **confirmed as is**.

Then depending on what you need to modify, one line at a time, enter a value to

2. **Confirm** you can deliver a specific quantity at another date.
3. **Backorder** a quantity to a later date.  
Or Press
4. **Reject All** to invalidate the whole PO line. For ArcelorMittal, it is not allowed to reject a partial order line quantity.

Update the status for each relevant line item from the purchase order.

**Note** that all lines of a PO must have been handled. Partial PO confirmation is not allowed.

Once finished, click **Next** to proceed to the Review page.

Trouble With Your OC?

The screenshot displays the 'Line Items' section of the SAP Order Confirmation screen. It features a table with columns: Line #, Part # / Description, Customer Part #, Qty (Unit), and Need By. Line 10 is shown with a description 'Montageplaat 11510 API 20 GRP v. regel.' and a status of '20.0 Unconfirmed'. Below the table, there are four radio button options for 'Current Order Status': '20.0 Unconfirmed' (selected), 'Confirm' (labeled with a yellow circle 2), 'Backorder' (labeled with a yellow circle 3), and 'Reject All' (labeled with a yellow circle 4). A 'Details' button is also present. At the bottom left, there is a 'Confirm All' button (labeled with a yellow circle 1). A bottom status bar shows 'Current Order Status' as '20.0 Confirmed As Is (Estimated Delivery Date: 31 Jan 2017 - defaulted from Requested Delivery Date in order)'.

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By
10	Montageplaat 11510 API 20 GRP v. regel.	AM0664725	20.0 (PCE)	31 Jan 2017

Current Order Status

☒ 20.0 Unconfirmed

Confirm:  Backorder:  Details ⓘ

☐ Reject All ⓘ

Confirm All

Current Order Status

☒ 20.0 Confirmed As Is (Estimated Delivery Date: 31 Jan 2017 - defaulted from Requested Delivery Date in order)

# Create Order Confirmation

## Update Line Items – confirm details

1. If you need to modify the line item data, **Enter** the relevant quantity to confirm.  
By entering a quantity lower than ordered, you create a schedule line.
2. Click **Details** to open the line item details.
3. Modify the **Delivery Date** and/or the **Price** for the respective quantity.

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)
10	Montageplaat 11510 A19 / 2H GRP v. resp.	AM0064-255	20.0 (PCE)

Current Order Status

☒ 20.0 Unconfirmed

Confirm:  Backorder:  [Details](#)

[Reject All](#)

[Confirm All](#)

**Only the price of the earliest delivery date will be taken into account in processing your confirmation**

4. You can enter a **comment**.
5. Click **OK** when done to return to the main page
6. **Note:** If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

Item

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Montageplaat 11510 A19 / 2H GRP v. resp.	20.0	PCE	31 Jan 2017		25.00 EUR	500.00 EUR

New Order Status: 10 Confirmed

Est. Delivery Date: 7 Feb 2017

Unit Price: 24.00 EUR

Price Unit Quantity: 1

Unit Conversion: 1

Price Unit: PCE

Supplier Part:

Comments:

Description: Montageplaat 11510 A19 / 2H GRP v. resp.

Pricing Description:

Subtotal: 250.00 EUR

Current Order Status

☐ 10.0 Confirmed As Is (Estimated Delivery Date: 31 Jan 2017 - defaulted from Requested Delivery Date in order)

☒ 10 Confirmed With Changes (Estimated Delivery Date: 19 Dec 2017 ; Confirmed Unit Price: 24.00 EUR)

# Create Order Confirmation

## Update Line Items – backorder details

1. You can inform ArcelorMittal of a backordering status by entering the relevant quantity in the backorder data entry field.  
**Note:** If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.
2. Click **Details** to provide
  3. an estimated Delivery Date
  4. a comment
5. Click OK when done.

### Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)
10	Montageplaat 11510 API 20 GRP v. regel.	AM0669785	20.0 (PCE)

**Current Order Status**

☒ 20.0 Unconfirmed

Confirm:  Backorder:  Details

Reject All

Confirm All

OK
Cancel

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Montageplaat 11510 API 20 GRP v. regel.	20.0	PCE	31 Jan 2017		25.00 EUR	500.00 EUR

**New Order Status: 5 Backordered**

Est. Delivery Date:

Comments:

# Create Order Confirmation

## Review and submit



Review the order confirmation before you proceed to sending it.

1. If you need to correct an entry, press **Previous**.
2. Click **Submit** if all is correct. Your order confirmation is sent to ArcelorMittal and you are brought back to the purchase order page.  
If your confirmation contains modifications that will impact the purchase order, and are validated by ArcelorMittal, a new version of the order will be sent to Ariba Network.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
--------	----------------------	------------	---------	------------	----------

3. The Order Status will be displayed **above the order number**.  
It will be shown as **Partially Confirmed** if items were backordered or rejected. Generate another order confirmation to set them to confirm if needed.
4. Submitted Order Confirmations can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
5. **Click Done** to return to the Inbox.

Purchase Order (Partially Confirmed)  
20150415\_PO2  
Amount: 295.00 EUR

Routing Status: Acknowledged  
Related Documents: < 312



# Create Ship Notice

## Header information



1. From the PO view, click the **Create Ship Notice** button, once items are ready to be shipped.  
Multiple ship notices per purchase order might be sent.

Purchase Order: 4000140035

1

☒ Create Order Confirmation ☒ Create Ship Notice ☒ Create Invoice Hide | P

Order Detail Order History

2. Update **Ship From** information by clicking on **Update Address**. Any field with an asterisk is required.  
**Deliver to** information is inherited from the PO and should not be modified.

3. **Packing Slip ID** is any number you use to identify the Ship Notice.

4. **Shipping** and **delivery dates** are necessary information for your customer to organize goods receipt.

5. Gross Volume and Gross Weight are optional fields.

6. If you select a Carrier Name, Tracking # and Shipping Method will appear.

\* Indicates required field

SHIP FROM 2 Update Address

DELIVER TO Update Address

WH 01 WH 01 Centraal Magazijn

Gent

Belgium

Ship Notice Header

SHIPPING

3 Packing Slip ID: \*

Invoice #:

Requested Delivery Date: --

Ship Notice Type: Select

4 Actual Shipping Date:

Actual Delivery Date:

5 Gross Volume: Unit:

Gross Weight: Unit:

TRACKING 6

Carrier Name: \*

Service Level: \*

DELIVERY INFORMATION

Additional Fields

# Create Ship Notice

## Delivery Information



1. **Delivery terms** can be included and described to support a broader range of shipping information collaboration. By default, it will show **Transport Condition**, but you can select an appropriate entry from a dropdown list:
2. **Incoterms** found on the PO will be added to the Transport terms automatically as **Other**.
3. **Shipping payment method** is defaulted to **Other**, for which a description is required. You may select other method from the dropdown list.

Delivery Terms

- Collected By Customer
- Delivery Condition
- Despatch Condition
- Transport Condition

Incoterms

- Ex Works
- Free Carrier
- Delivered at Terminal

▼ DELIVERY INFORMATION

Delivery Terms: \* Transport Condition 1

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method: \* Other 3

Transport Terms <span>2</span>	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other <input type="text"/> DDP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Transport Term](#)

## Item details

1. You update the quantity to match effective shipped quantity for each line item.
2. You remove the PO lines which are not relevant to the current shipment.
3. A **Batch ID** number with related production and expiry date can be provided.
4. If you ship multiple batches, click **Add Ship Notice Line** and split the quantity accordingly.

Click **Next** to proceed to review your Ship Notice.

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# Create Ship Notice

## Review and submit



1. After reviewing your Ship Notice, click **Submit** to send Ship Notice to ArcelorMittal. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. You can also **Save** it for a later submitting or go back to edit mode by clicking **Previous**

Create Ship Notice

Confirm and submit this document.

SHIP FROM

DELIVER TO

4000140247

WH 01 WH 01 Centraal Magazijn

3. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. If you didn't ship all ordered goods, status will be Partially Shipped.
4. Submitted **Ship Notices** can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
5. Click **Done** to return to the Home page.

Purchase Order

(Partially Shipped)

4000140247

Amount: 500.00 EUR

Routing Status: Acknowledged

Related Documents: ASN123456

312

# Thank you for joining the Ariba Network!