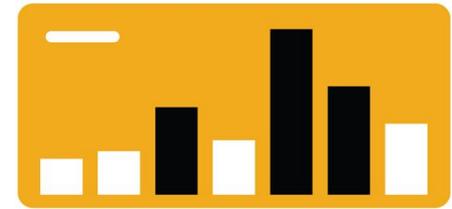
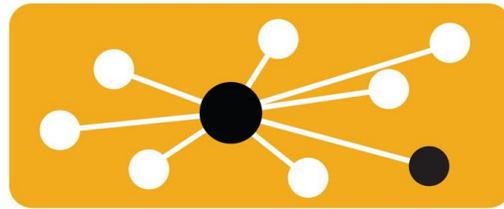
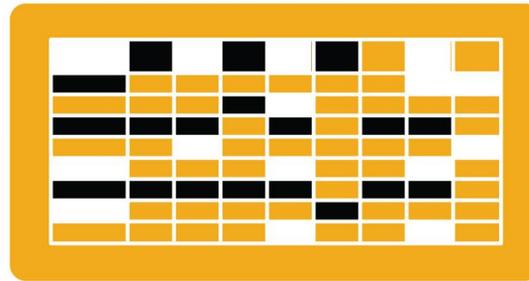


# Ariba® Network Supplier Guide



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

Regional Considerations

# SECTION 1: Ariba Network Overview



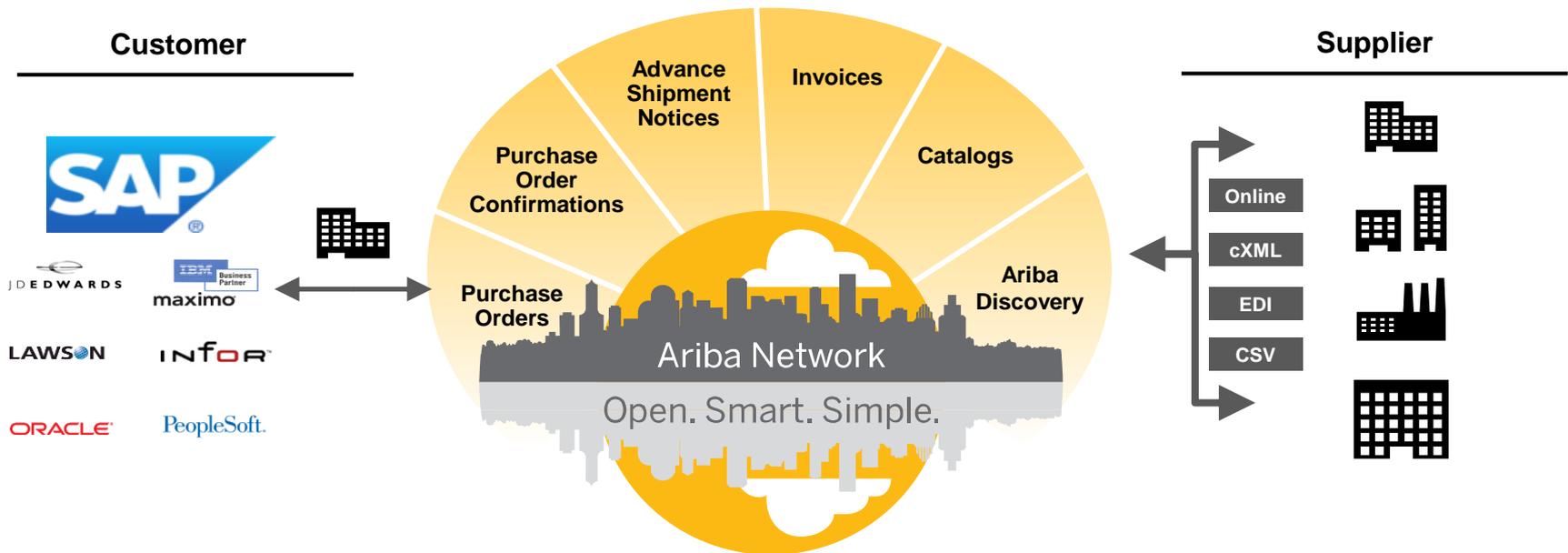
ArcelorMittal  
Message

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**

Trading Partners

**\$850B**

In Annual Commerce

**>60%**

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

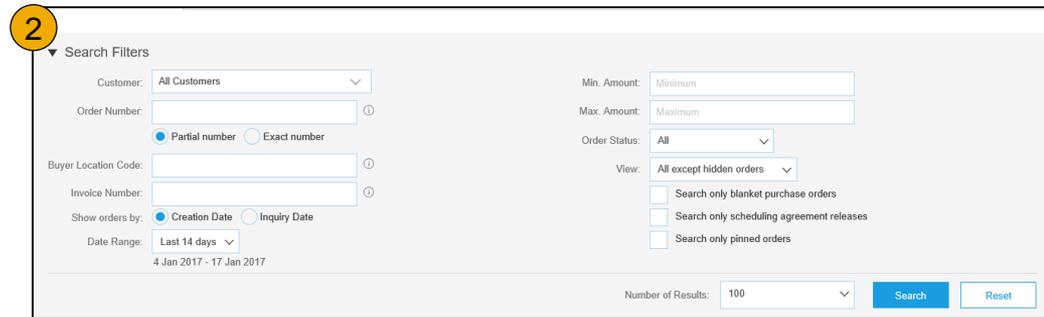
# SECTION 2: Purchase Order Management



# Manage POs

## 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.



Orders and Releases (12)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	<a href="#">4000139603</a>	0	ArcelorMittal Europe		FES - Point de depot ELSA FLORANGE France	...	30,000.00 EUR	14 Nov 2017	Received	Invoice	0.00 EUR	Original	Actions
Order	<a href="#">4000139604</a>	0	ArcelorMittal Europe		FES - Point de depot ELSA FLORANGE France	...	10,000.00 EUR	14 Nov 2017	Received	Invoice	0.00 EUR	Original	Actions
Order	<a href="#">4000139651</a>	0	ArcelorMittal Europe		AMAL-Site de Dunkerque GRANDE-SYNTHE France	...	100.00 EUR	16 Nov 2017	Rejected	Invoice	0.00 EUR	Original	Actions
Order	<a href="#">4000140035</a>	0	ArcelorMittal Europe		ASSK1 - Sce SECURITE GRANDE-SYNTHE France	...	100.00 EUR	27 Nov 2017	New	Invoice	0.00 EUR	Original	Actions
Order	<a href="#">4000140142</a>	1	ArcelorMittal Europe		MG N°13 Grande-Synthe France	...	2,000.00 EUR	1 Dec 2017	Changed	Invoice	0.00 EUR	Cancelled	Actions
Order	<a href="#">4000140142</a>	0	ArcelorMittal Europe		MG N°13 Grande-Synthe France	...	2,000.00 EUR	29 Nov 2017	Obsolleted	Invoice	0.00 EUR	Original	Actions
Order	<a href="#">4000140213</a>	3	ArcelorMittal Europe		MG N°13 Grande-Synthe France	...	4,000.00 EUR	4 Dec 2017	Received	Invoice	0.00 EUR	Changed	Actions

Show / Hide Columns

- Type
- Order Number
- Ver
- Customer

Can't Find Your PO?

# Manage POs

## Understanding the Purchase Orders inbox

1. Document version as in ArcelorMittal SAP  
Note that a deleted PO in SAP is not considered as a new version in Ariba Network, but as a change of last version submitted.
2. Order status:
  - New: valid initial version
  - Changed: valid modified version
  - Obsoleted: invalid previous versions
  - Rejected: rejection through Order Confirmation
  - Received: goods receipt posted in SAP
3. PO contains attachments
4. Document revision:
  - Original
  - Changed: order modified by ArcelorMittal
  - Cancelled: order deleted modified by ArcelorMittal
5. Actions (depends on order status)
  - Confirm order
  - Ship notice
  - Invoice
  - ...

Type	Order Number ↑	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4000139604 <b>3</b>	0	ArcelorMittal Europe		F63 - Point de depot ELSA FLORANGE France		30,000.00 EUR	14 Nov 2017	Received <b>2</b>	Invoice	0.00 EUR	Original <b>4</b>	Actions ▾
Order	4000139604	0	ArcelorMittal Europe		F63 - Point de depot ELSA FLORANGE France		10,000.00 EUR	14 Nov 2017	Received	Invoice	0.00 EUR	Original	Actions ▾
Order	4000139651	0	ArcelorMittal Europe		AMAL-Site de Dunkerque GRANDE SYNTHE France		100.00 EUR	16 Nov 2017	Rejected	Invoice	0.00 EUR	Original	Actions <b>5</b>
Order	4000140035	0	ArcelorMittal Europe		ASSK1 - Soc SECURITE Grande-Synthe France		100.00 EUR	27 Nov 2017	New	Invoice	0.00 EUR	Original	Actions ▾
Order	4000140142	1	ArcelorMittal Europe		MG N°13 Grande-Synthe France		2,000.00 EUR	1 Dec 2017	Changed	Invoice	0.00 EUR	Cancelled	Actions ▾
Order	4000140142	1	ArcelorMittal Europe		MG N°13 Grande-Synthe France		2,000.00 EUR	30 Nov 2017	Obsoleted	Invoice	0.00 EUR	Changed	Actions ▾
Order	4000140142	0	ArcelorMittal Europe		MG N°13 Grande-Synthe France		2,000.00 EUR	29 Nov 2017	Obsoleted	Invoice	0.00 EUR	Original	Actions ▾
Order	4000140213 <b>1</b>	3	ArcelorMittal Europe		MG N°13 Grande-Synthe France		4,000.00 EUR	4 Dec 2017	Received	Invoice	0.00 EUR	Changed	Actions ▾

# 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)

The screenshot shows the 'Order Detail' tab of a purchase order. It includes the ArcelorMittal logo, 'From' and 'To' information, 'Purchase Order' details (9701703951, Amount: 2,635.00 EUR), 'Payment Terms' (45 jours fin de mois date de facture), 'Comments' (General conditions), 'Contact Information' (Supplier and Purchasing Agent), 'Other Information' (VAT ID, Incoterms), and 'Ship To' and 'Bill To' addresses.

The screenshot shows the 'Order Detail' tab with a yellow message box stating: "This purchase order has already been fulfilled." A callout '9' points to this message.

# 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

The screenshot shows the SAP Purchase Order Line Items interface. It features a table with columns for Line #, Part # / Description, Customer Part #, Type, Qty (Unit), Need By, Price, Subtotal, and a Details link. Below the table, there are sections for Status, Attachment, Ship To, and Schedule Lines. Annotations 1 through 6 are placed over the interface to highlight key features: 1 points to the line item table, 2 to the 'Show Item Details' button, 3 to the Status section, 4 to the Attachment section, 5 to the Ship To section, and 6 to the Schedule Lines section.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	
10		AKA00 17544	Material	10.0 (PCE)	26 Dec 2017	100.00 EUR	1,000.00 EUR	Details
20			Material	100.0 (PCE)	26 Dec 2017	1.00 EUR	100.00 EUR	Summary

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 AN01069774884-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

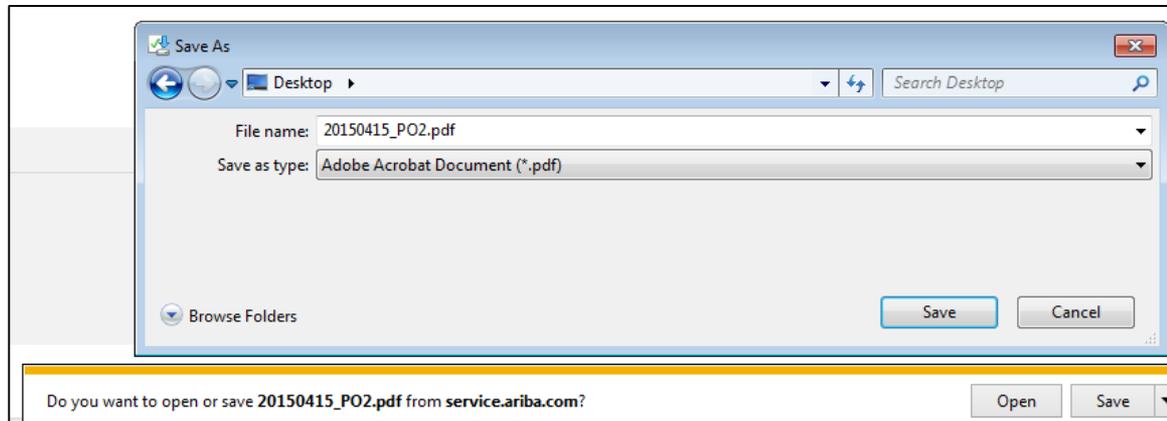
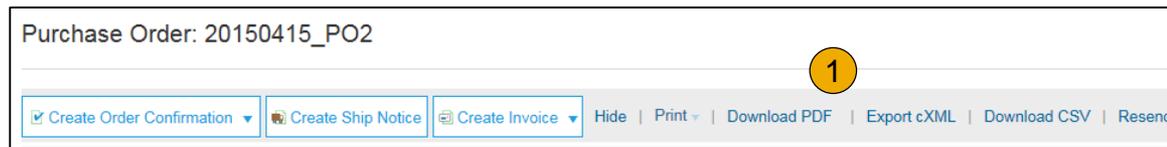
# Manage POs

## Create PDF of PO

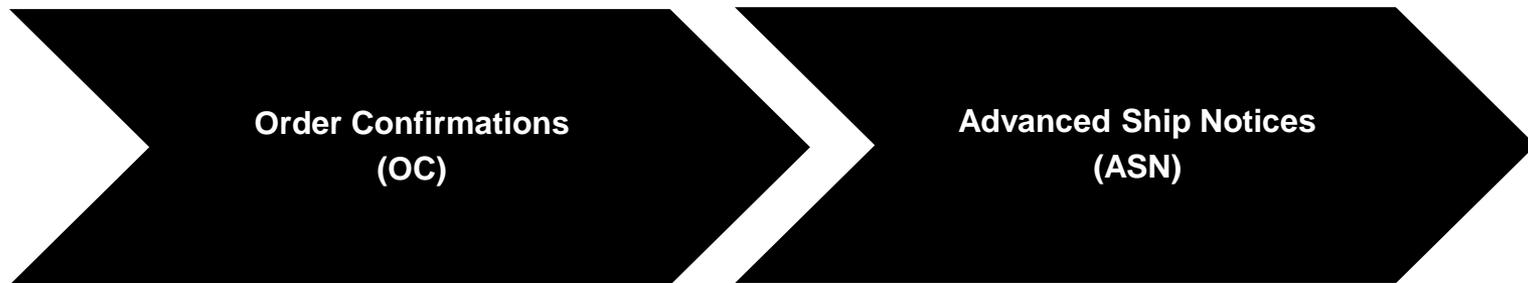


### 1. Select “Download PDF” as shown.

**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  
(OC)**

Confirm Entire Order  
Reject Entire Order  
Update Line Items  
[Review and Submit](#)

**Advanced Ship Notices  
(ASN)**

[Create Ship Notice](#)  
[Delivery Information](#)  
[Ship notice details](#)  
[Review and Submit](#)

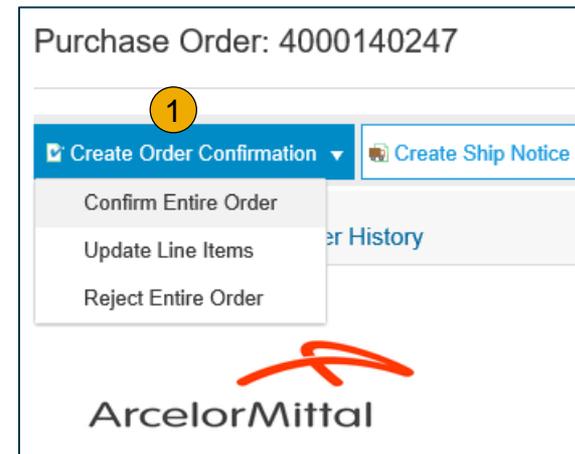
Order confirmations and advanced shipping notifications are **not mandatory** unless mentioned differently on the purchase order.

# 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 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' screen in SAP. It features a navigation pane on the left with two options: '1 Confirm Entire Order' (selected) and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and includes the following fields and information:

- Confirmation #:** A text input field with a yellow circle '1' next to it.
- Associated Purchase Order #:** 4000140247
- Customer:** ArcelorMittal Europe - TEST
- Additional Information:** A yellow warning box with a triangle icon and the text: 'Please note only one unit price per line-item level can be processed'.
- SHIPPING AND TAX INFORMATION:** A section header.
- Est. Delivery Date:** A date input field with a calendar icon and a yellow circle '2' next to it.
- Comments:** A large text area with a yellow circle '3' next to it.

At the top right of the screen, there are two buttons: 'Exit' and 'Next' (highlighted in blue with a yellow circle '4' next to it).

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 Done 5

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

Order Detail Order History

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

To: 4 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?

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

Current Order Status

20.0 Unconfirmed

Confirm:  Backorder:  Details ⓘ

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

Confirm All

Reject All ⓘ



# 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		AM0669-265	20.0 (PCE)

Montageplaat L1510 API 20 GRP v1 regel.

Current Order Status

20.0 Unconfirmed

Confirm:  Backorder:  Details

Reject All ⓘ

Confirm All

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Montageplaat L1510 API 20 GRP v1 regel.	20.0	PCE	31 Jan 2017		25.00 EUR	500.00 EUR

New Order Status: **5 Backordered**

Est. Delivery Date: \*

Comments:

OK Cancel

# Create Order Confirmation

## Review and submit

Review the order confirmation before you proceed to sending it.

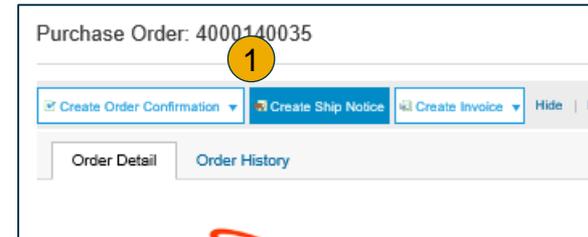
1. If you need to correct an entry, press **Previous**.
2. Click **Submit** if all is correct. Your order confirmation is sent to ArcelorMittal and you are brought back to the purchase order page.  
If your confirmation contains modifications that will impact the purchase order, and are validated by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

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.

# Create Ship Notice

## Header information

- 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.



- 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.

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

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

- Gross Volume and Gross Weight are optional fields.

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

\* Indicates required field

SHIP FROM	DELIVER TO
<p><b>2</b> <a href="#">Update Address</a></p>	<p><a href="#">Update Address</a></p> <p>WH 01 WH 01 Centraal Magazijn</p> <p>Gent</p> <p>Belgium</p>

Ship Notice Header

SHIPPING	TRACKING
<p><b>3</b> Packing Slip ID: *</p> <p>Invoice #:</p> <p>Requested Delivery Date: --</p> <p>Ship Notice Type: Select</p> <p><b>4</b> Actual Shipping Date: [Calendar]</p> <p>Actual Delivery Date: [Calendar]</p> <p><b>5</b> Gross Volume: [Field] Unit: [Field]</p> <p>Gross Weight: [Field] Unit: [Field]</p>	<p><b>6</b> Carrier Name: [Dropdown]</p> <p>Service Level: [Field]</p>

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:\*  1

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:\*  3

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



# 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**

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.

**Thank you for joining the  
Ariba Network!**