SAP ARIBA LIGHT ENABLEMENT SUPPLIER GUIDE

July 2018

Public information:

Sourced from SAP Ariba user guides

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INTRODUCTION

ANZ is moving to a new invoice payment process that will result in timely payment of your invoices.

What's changing?

Today you send your invoices to our scanning centre ANZ-APInvoice@zircodata.com.au to be processed and/or to the ANZ requestor directly. We then enter the invoice into our purchasing system (SAP Ariba) and send it to ANZ requestor for approval before authorising it for payment. Each hand off can take several days.

The new invoice payment process facilitates electronic transactions for both purchase orders and invoicing via SAP Ariba. Invoices are sent directly to the ANZ requestor for payment approval with no manual hand-offs.

What are the benefits?

Once you register for an Ariba Network Light account and we establish a trading relationship with you; you can access:

- Electronic purchase orders sent to you direct from SAP Ariba via email
- The ability to submit invoices via the web portal to be sent directly to ANZ (no need to send to the scanning centre first)
- Visibility of your invoice status

All of the above will result in timely invoice payment process for you with no lost invoices or delays obtaining offline approval.

IMPORTANT INFORMATION

- You will receive a confirmation email once registration is completed. Please make a note of your Ariba Network ID. It is a unique ID associated with your account and will be required for future communications with SAP Ariba and ANZ. Please share this ID with ANZ to set up the trading relationship (one time activity!)
- You have to enable invoice status notification in your account once registration is completed
- You can only see the last 50 transactions on the home dashboard. However you can access all your orders and invoices by retaining the interactive email notifications
- To change an email ID, you need to contact ANZ Buy and Pay help desk. This is to ensure there are no impacts to the transactions caused by a redundant email ID in the system
- We recommend that where possible, you use a generic email ID instead of individual email ID to receive purchase orders/notifications. This means that if an individual leaves your organisation, you can continue to see any historic transactions associated with an account.
- A valid ABN or Tax ID is required to process your invoice. Please ensure you enter the correct tax ID details when completing the Supplier tax ID field
- You must also enter a valid email ID of ANZ requestor who ordered your services while creating invoices online
- If you do not add any currency with the unit price, Ariba will use AUD as a default. Please ensure to add a particular currency code in the unit price field in which you want to invoice if the currency is not AUD

- You must enter a detailed description of the services or goods that has been provided to ANZ in the `description ‘field before submitting invoices online. An incomplete description can add to delays in processing.

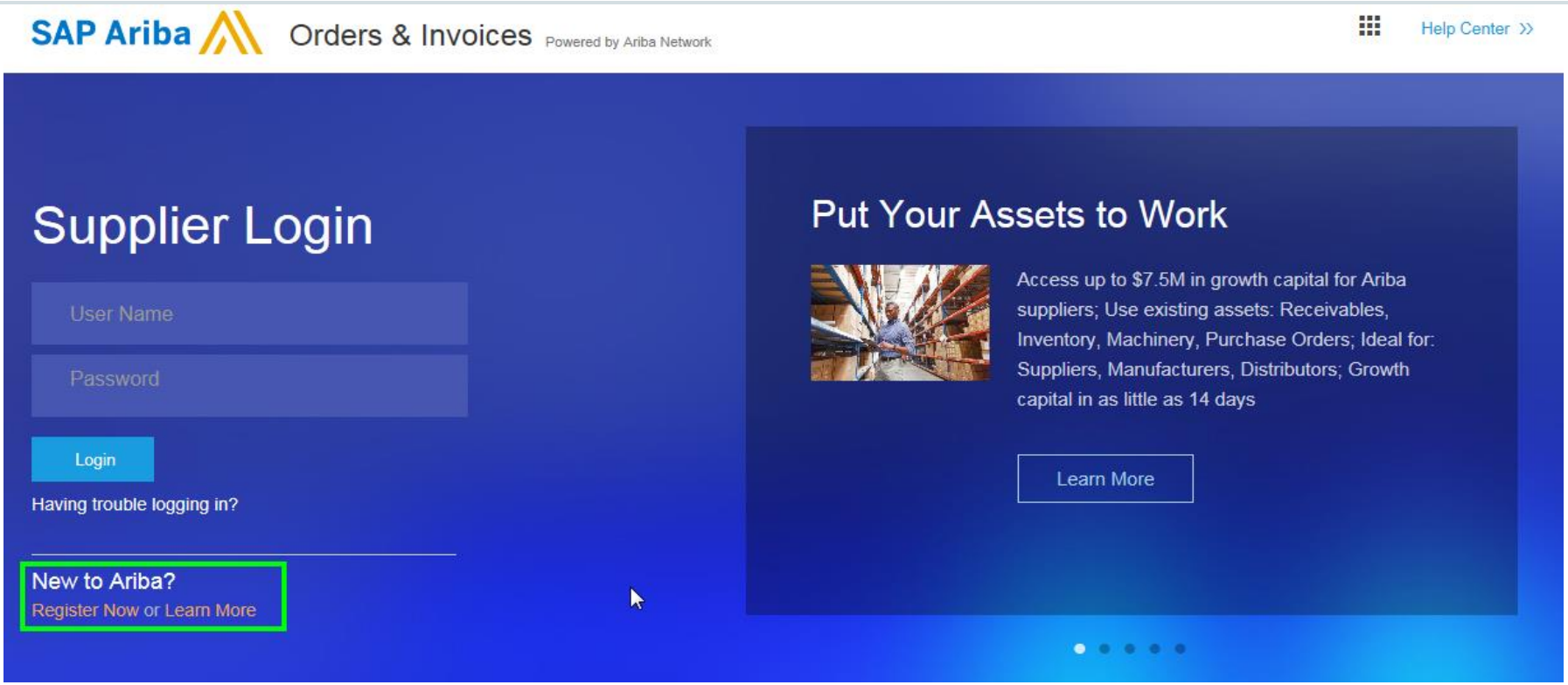
- You have an option to set default comments to include terms and conditions, bank account details and remittance advices. Refer to section 6 for details

- You have an option to add attachments. If you opt to attach a pdf version of your tax invoice please make sure the total value of the online invoice matches with the total value appearing on the pdf version prior you submit an online invoice. A mismatch in the value can add to delays in processing. AUD currency has default precision of 2 decimal places on Ariba Network

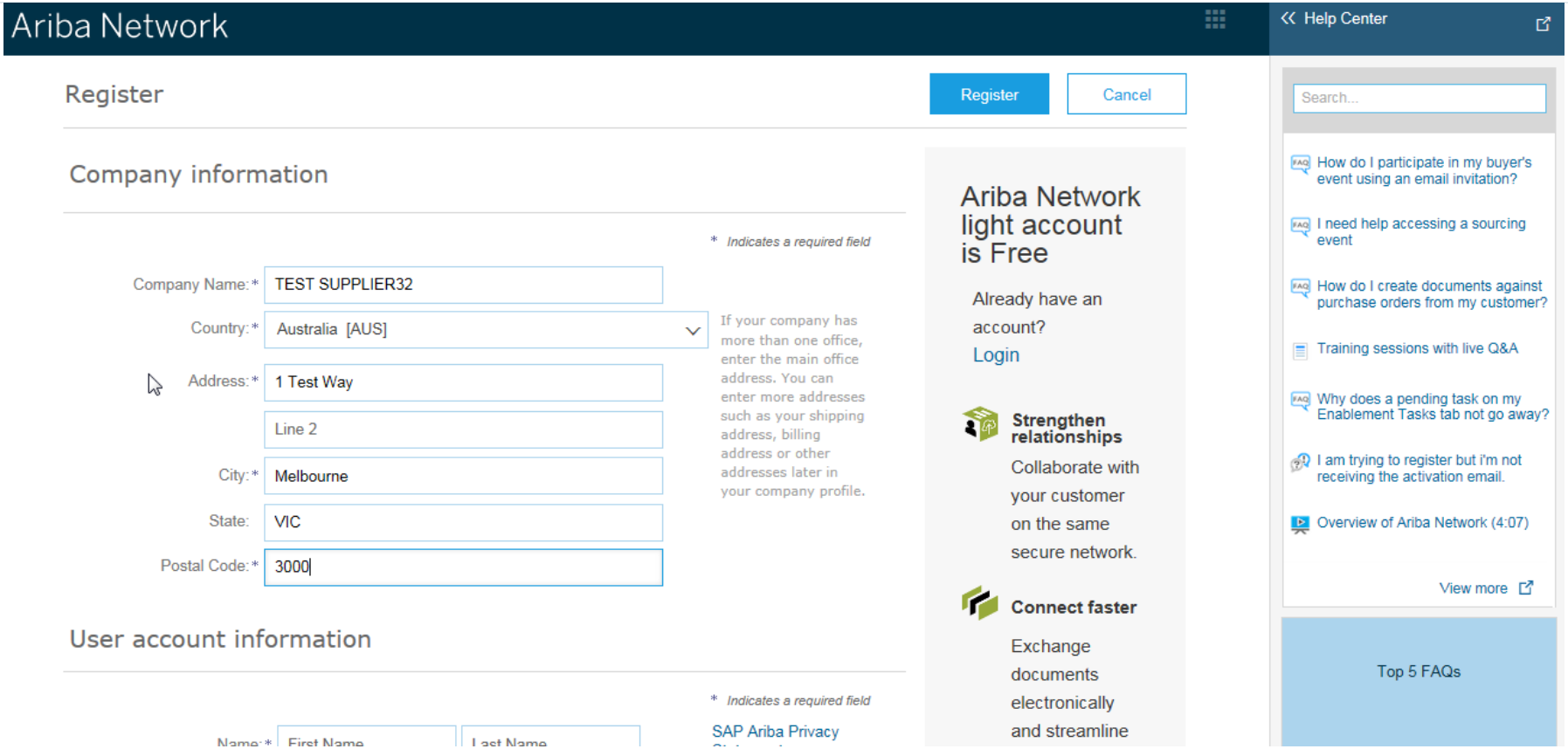
- Please contact AribaLightSupport@anz.com for any assistance or queries on your SAP Ariba Light Network Account

SECTION 1: HOW TO CREATE AN ARIBA LIGHT ACCOUNT WITHOUT A PURCHASE ORDER EMAIL

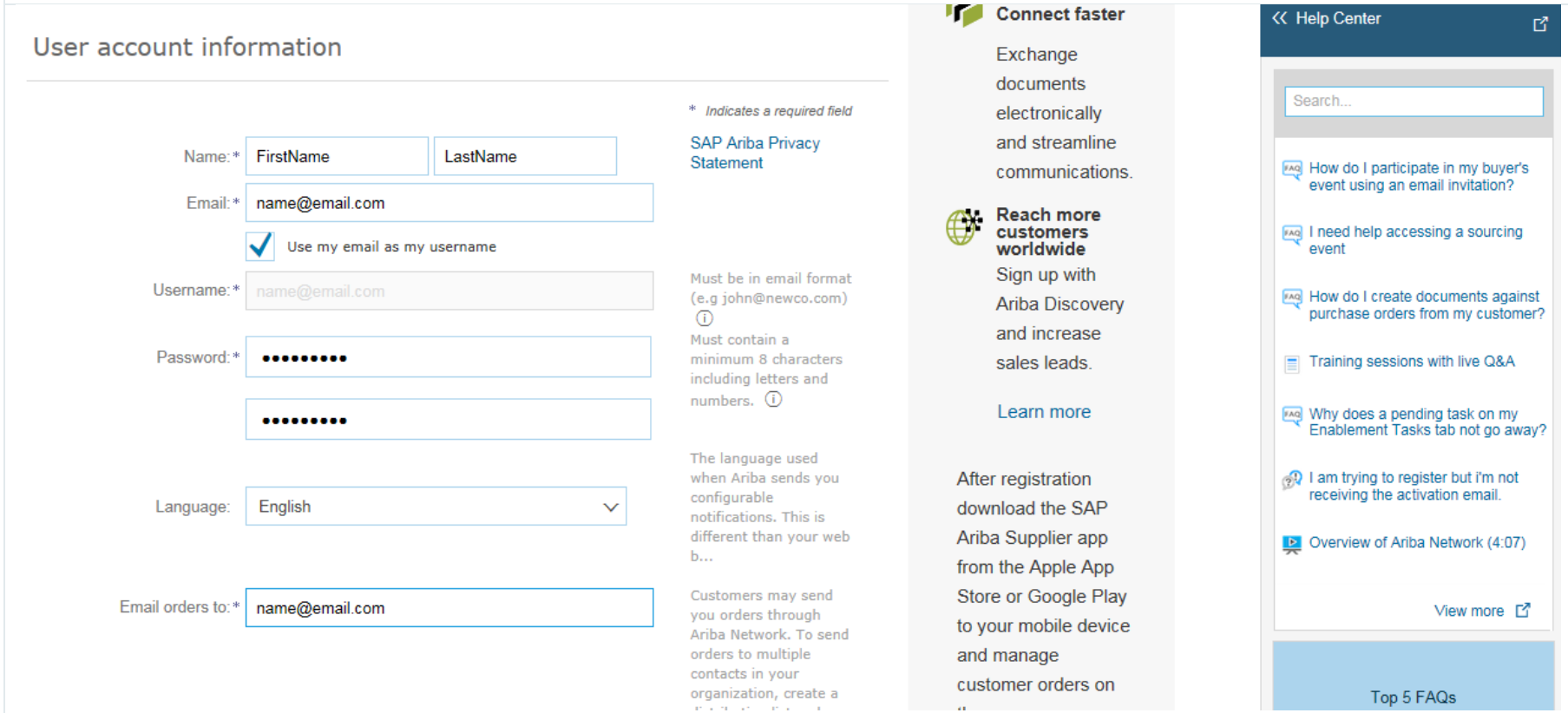
Step 1: Open the following URL and click on "Register Now".
URL: **http://supplier.ariba.com**



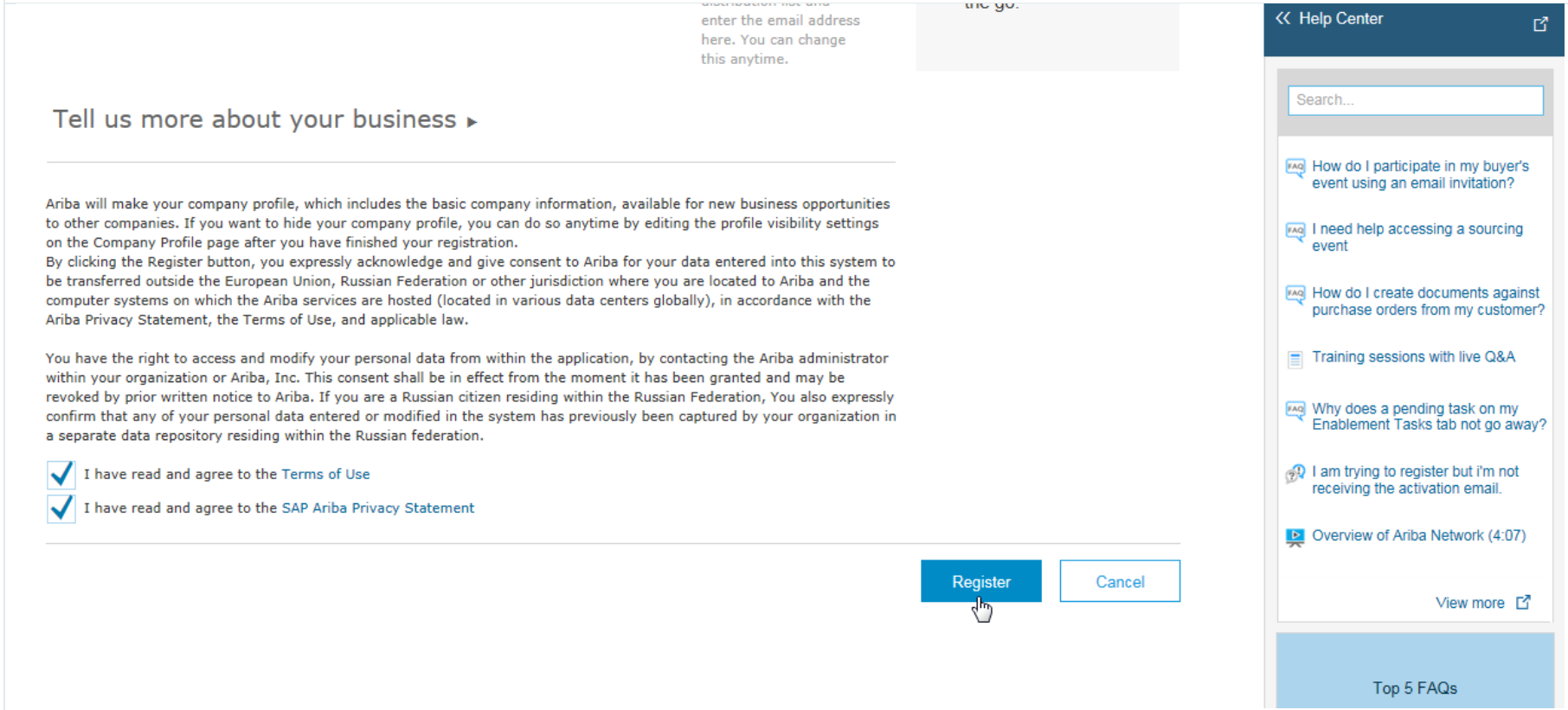
Step 2: Fill out your company information.



Step 3: Fill out your account information.



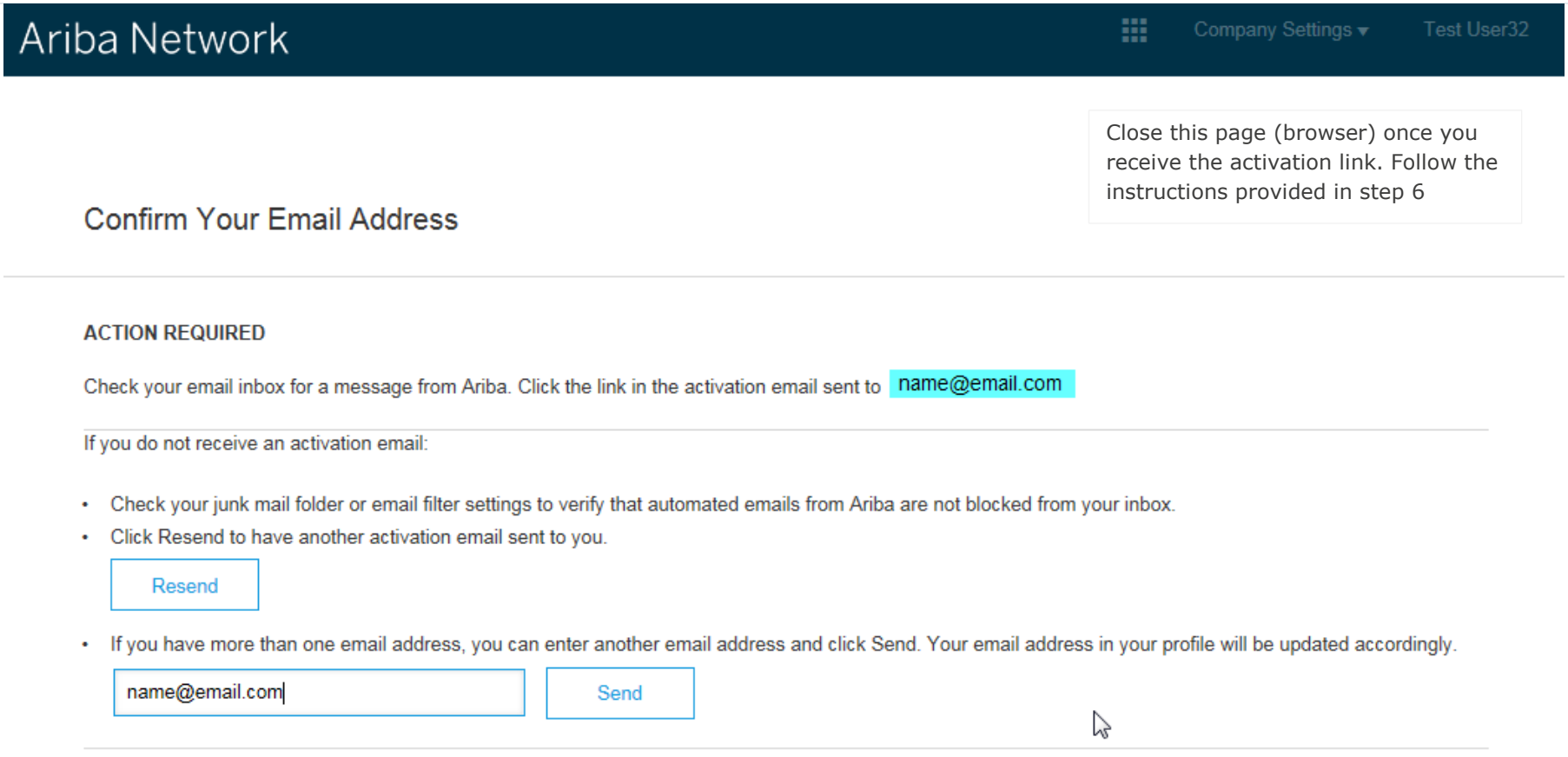
Step 4: Read and accept the "Terms of Use" and "SAP Ariba Privacy Statement". Click on Register



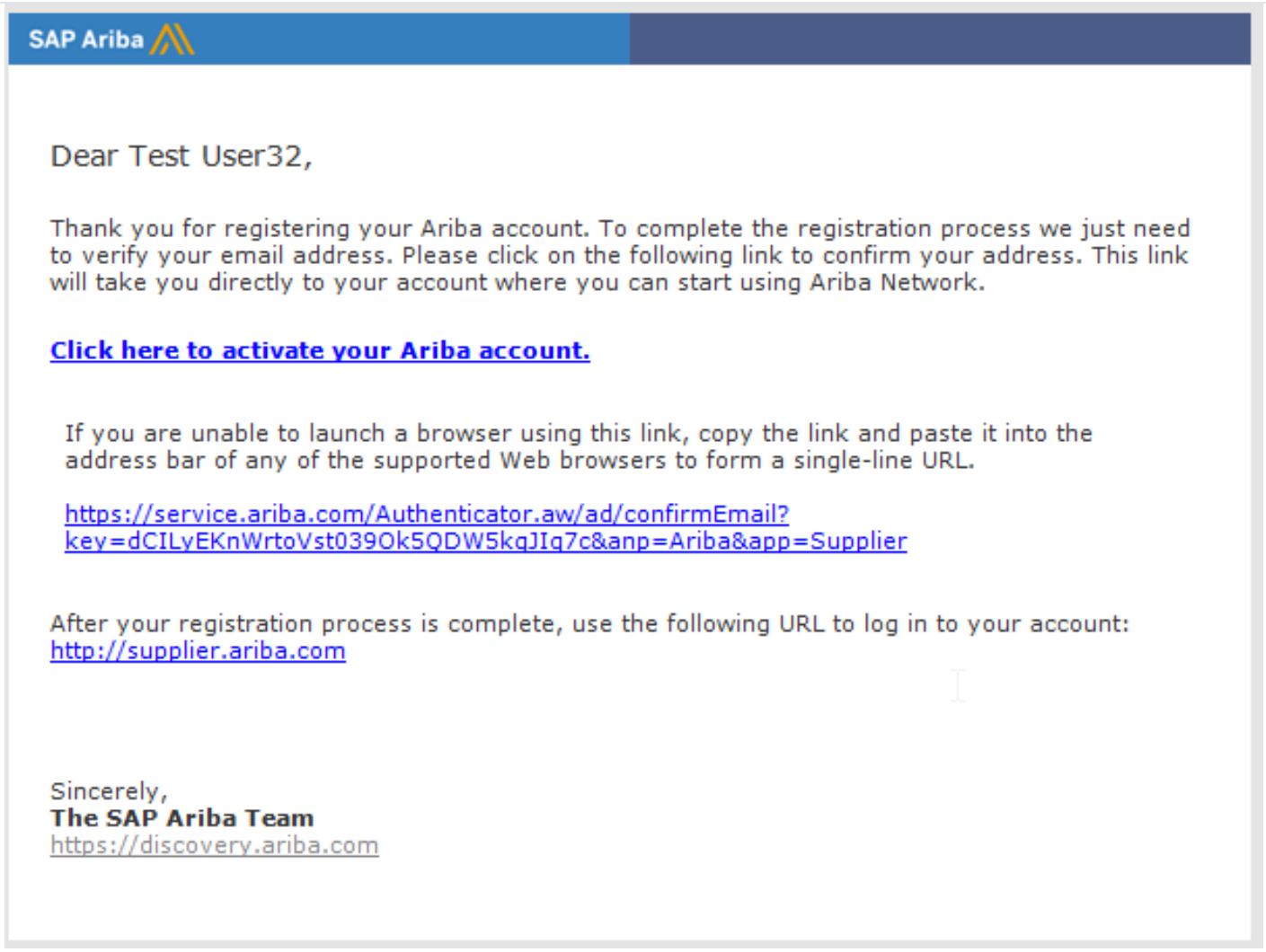
Step 5: You will need to confirm your email address using an activation link sent to your email

address.

- If you haven't received an email after waiting for few minutes, you can resend it from this page.
- If you have already received the email, you can close this browser.

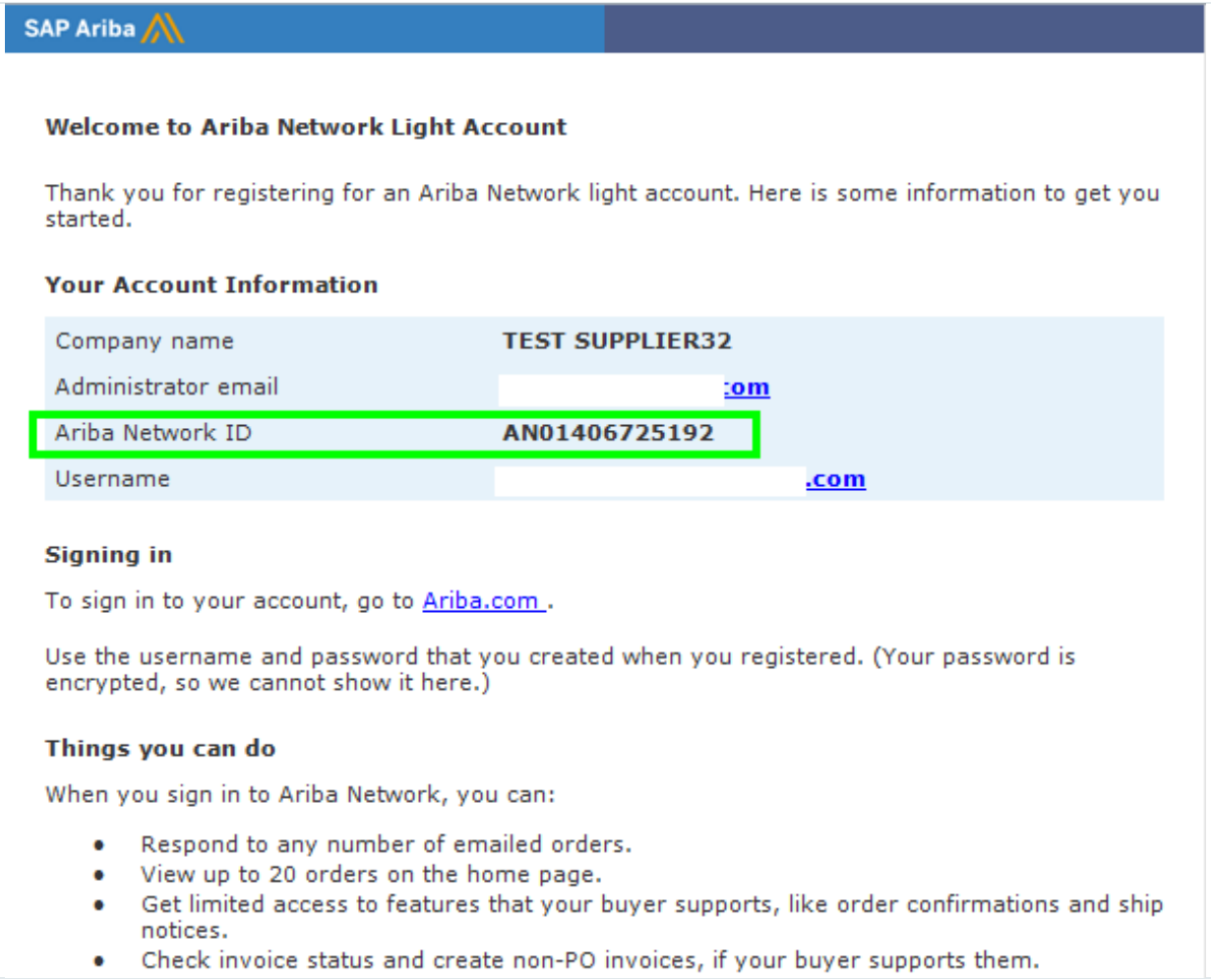


Step 6: Please click on the activation link in the email to complete the registration process.



Step 7: After successful registration, you will receive a registration confirmation email. **Please note down the Ariba Network ID and send it to ANZ**. It will be required to create

the trading relationship between ANZ and your company on the Ariba Network.



SAP Ariba

Welcome to Ariba Network Light Account

Thank you for registering for an Ariba Network light account. Here is some information to get you started.

Your Account Information

Company name	**TEST SUPPLIER32**
Administrator email	[redacted]:om
Ariba Network ID	**AN01406725192**
Username	[redacted].com

Signing in

To sign in to your account, go to Ariba.com .

Use the username and password that you created when you registered. (Your password is encrypted, so we cannot show it here.)

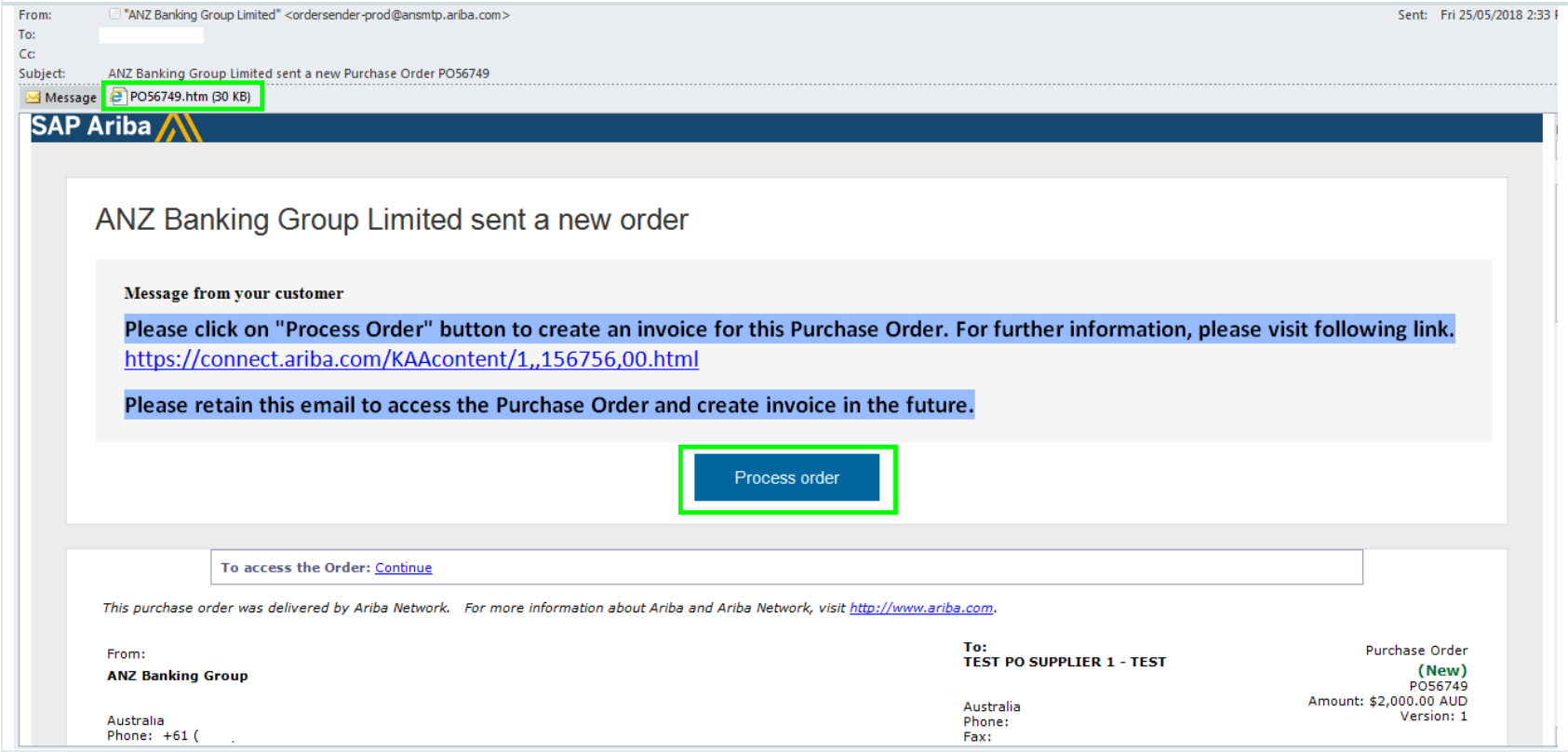
Things you can do

When you sign in to Ariba Network, you can:

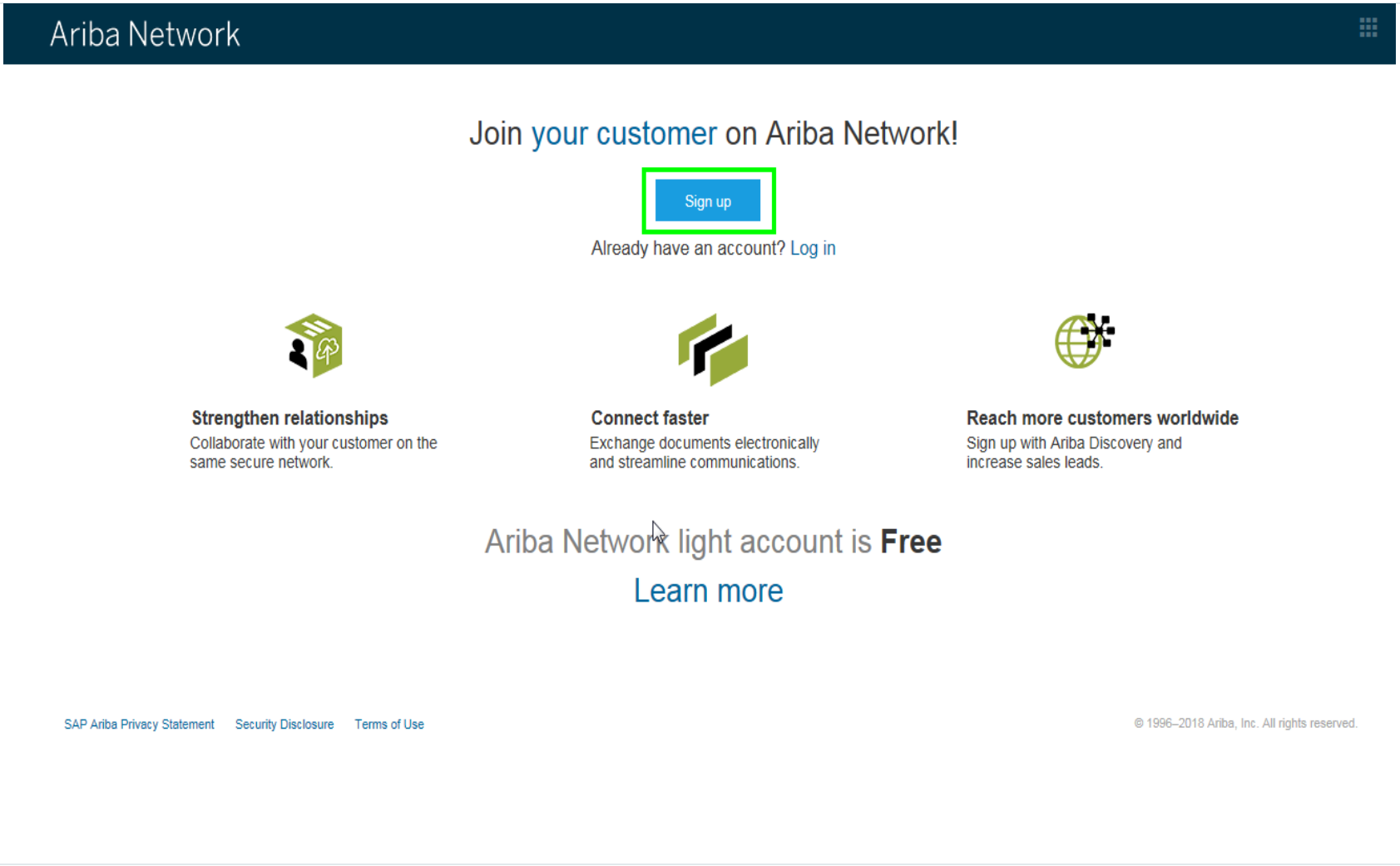
- Respond to any number of emailed orders.
- View up to 20 orders on the home page.
- Get limited access to features that your buyer supports, like order confirmations and ship notices.
- Check invoice status and create non-PO invoices, if your buyer supports them.

SECTION 2: HOW TO CREATE AN ARIBA LIGHT ACCOUNT FROM A PURCHASE ORDER INTERACTIVE EMAIL

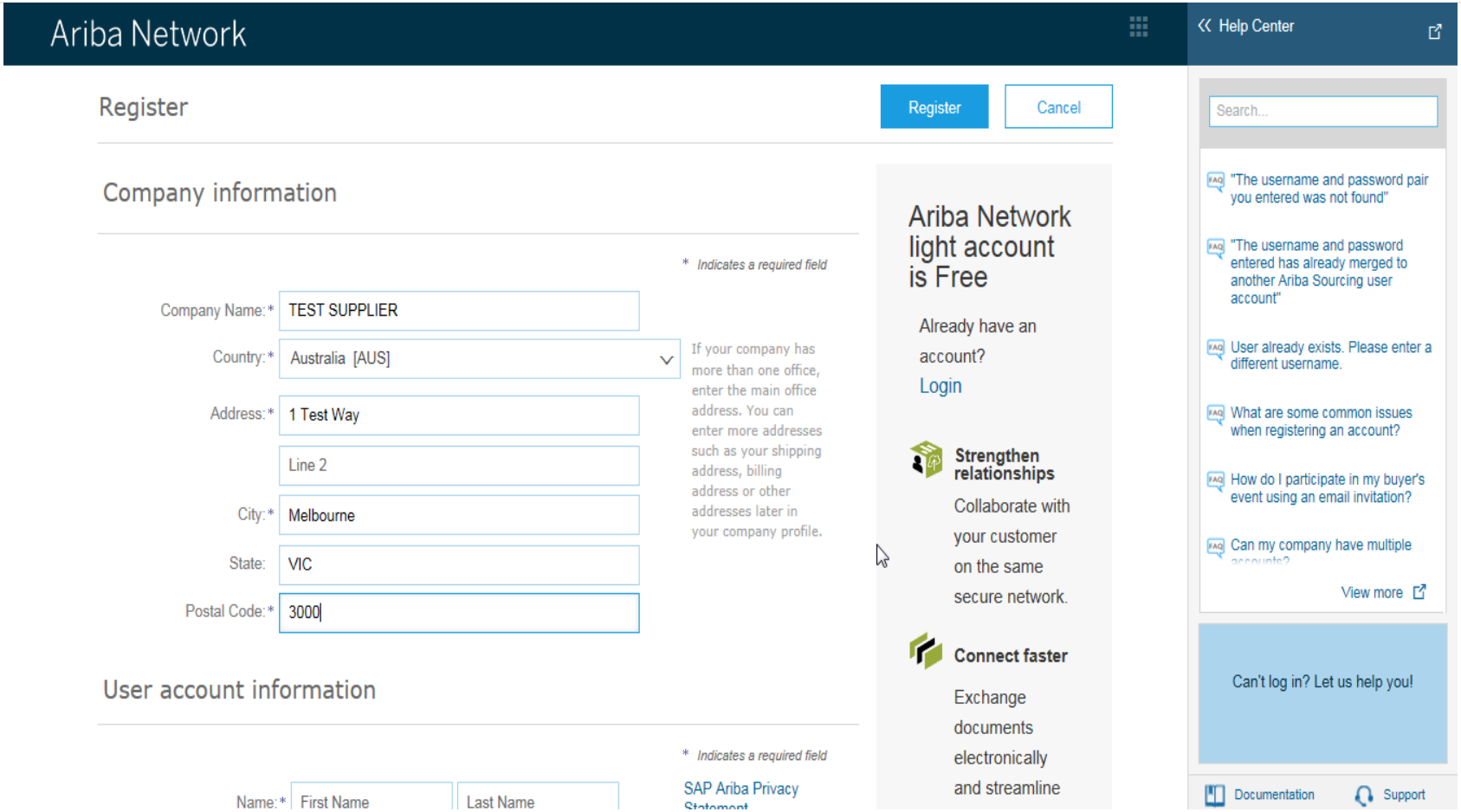
Step 1: Open the Purchase Order (PO) email you received from ANZ and click on "Process order" button. (Note: If you have not received a PO and need to submit a Non-PO invoice, please refer to "Ariba Light Enablement - Supplier guide - Creation of Light Account without PO.pdf".)



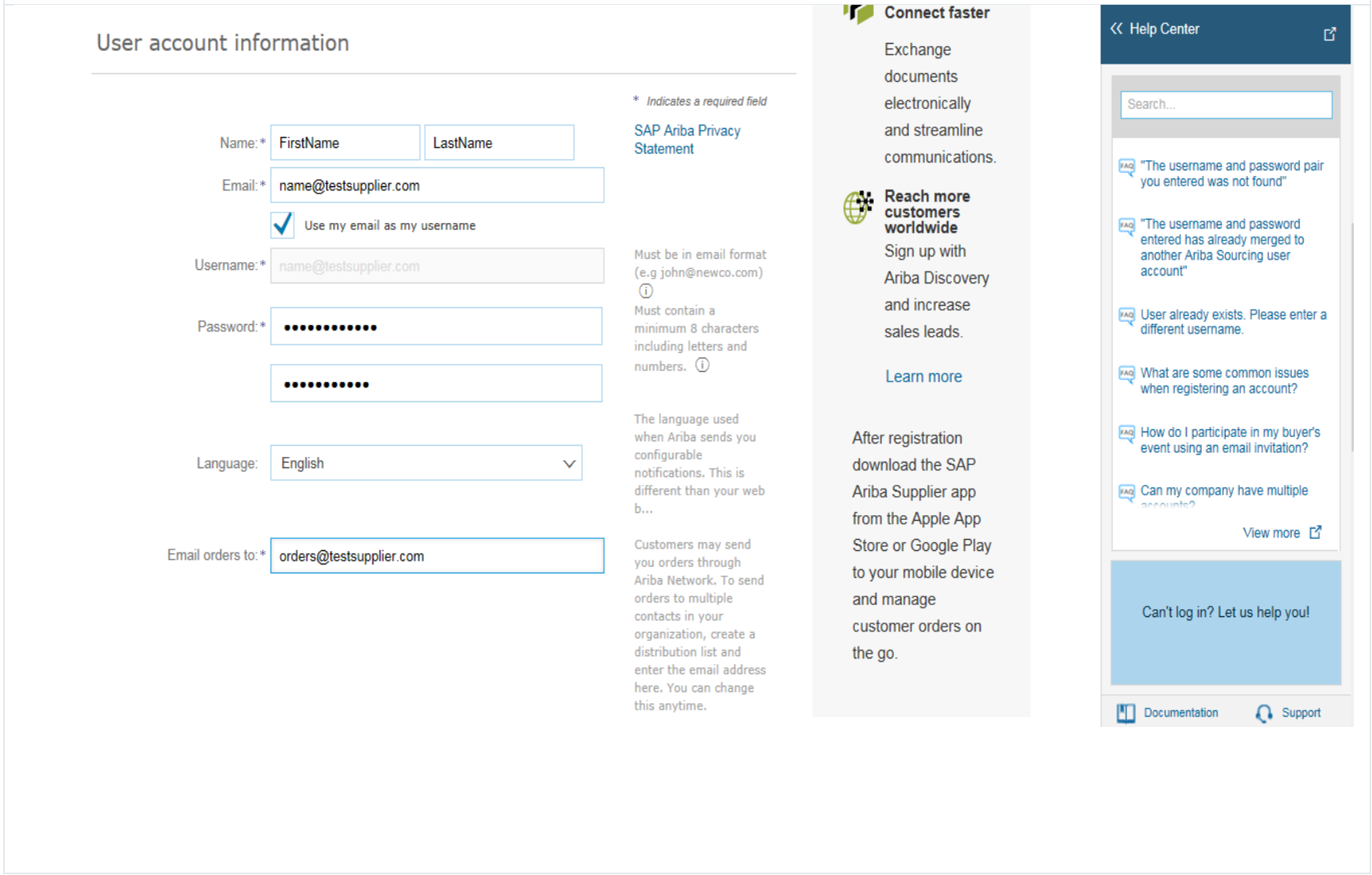
Step 2: If you have not created an Ariba Network account before, please click on "Sign up"



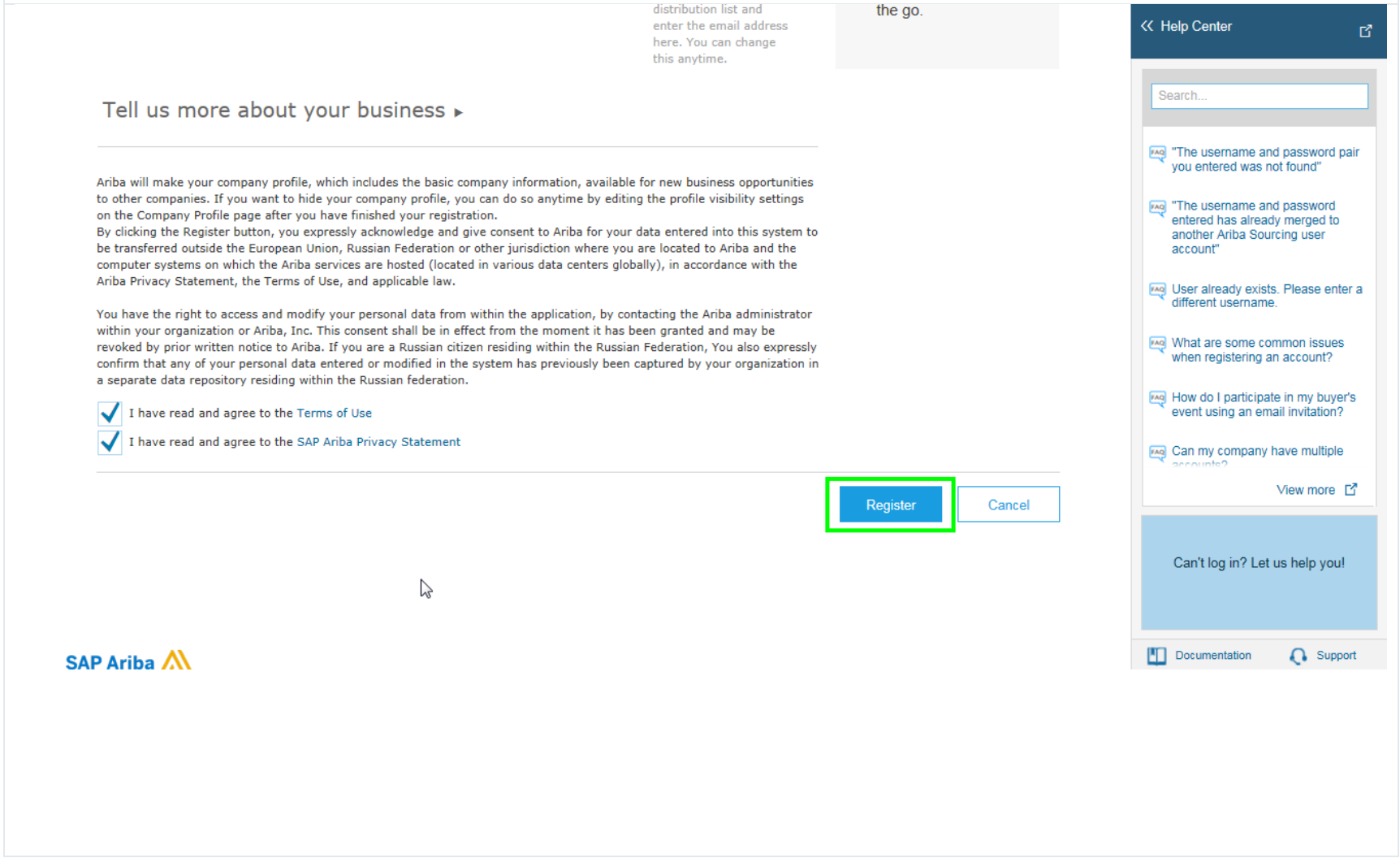
Step 3: Fill in your company information



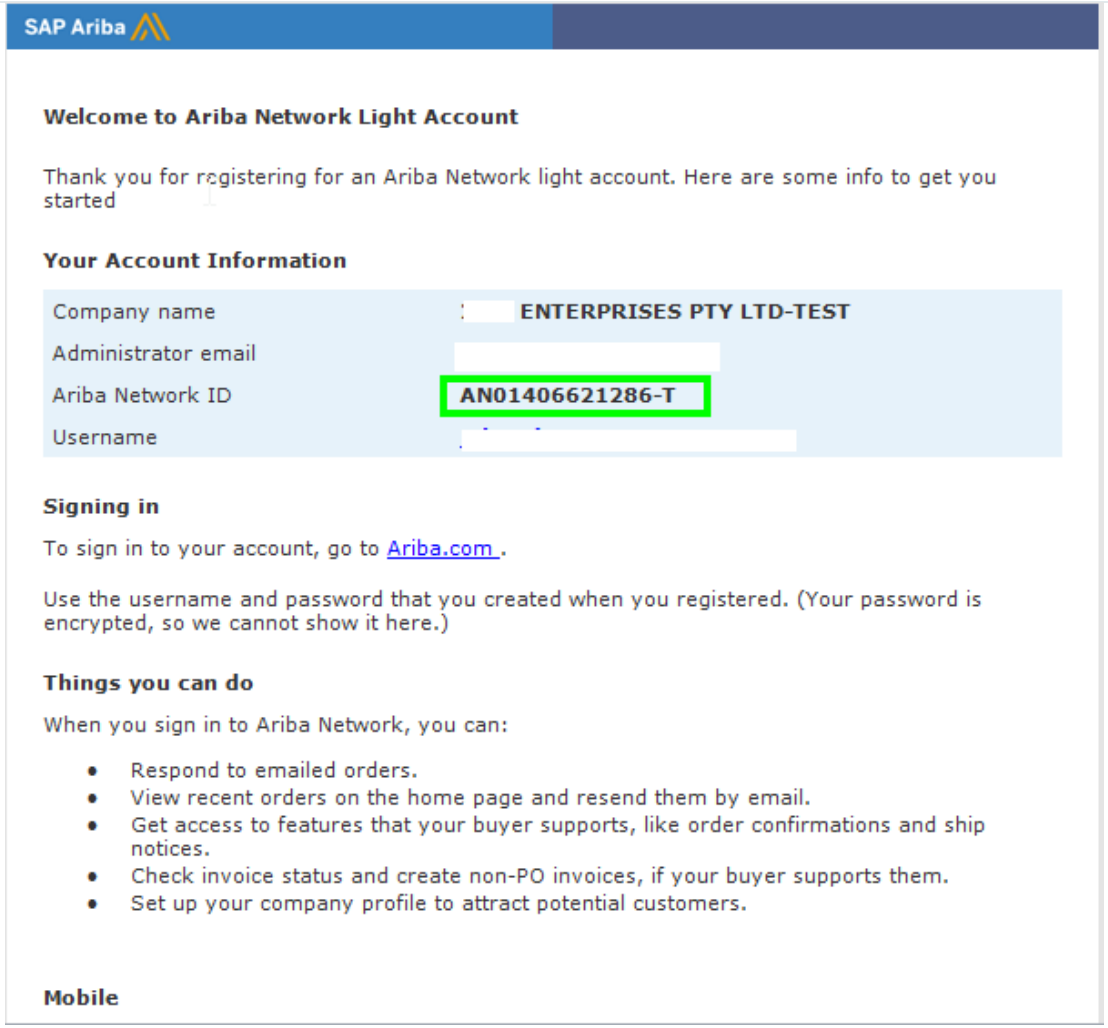
Step 4: Fill in your account information.



Step 5: Read and accept the "Terms of Use" and "SAP Ariba Privacy Policy", and then click on "Register"



Step 6: You will receive a registration confirmation email. **Please note down the Ariba Network ID and send it to ANZ**. It is a unique ID associated with your account.



SAP Ariba

Welcome to Ariba Network Light Account

Thank you for registering for an Ariba Network light account. Here are some info to get you started

Your Account Information

Company name	ENTERPRISES PTY LTD-TEST
Administrator email	
Ariba Network ID	AN01406621286-T
Username	

Signing in

To sign in to your account, go to Ariba.com .

Use the username and password that you created when you registered. (Your password is encrypted, so we cannot show it here.)

Things you can do

When you sign in to Ariba Network, you can:

- Respond to emailed orders.
- View recent orders on the home page and resend them by email.
- Get access to features that your buyer supports, like order confirmations and ship notices.
- Check invoice status and create non-PO invoices, if your buyer supports them.
- Set up your company profile to attract potential customers.

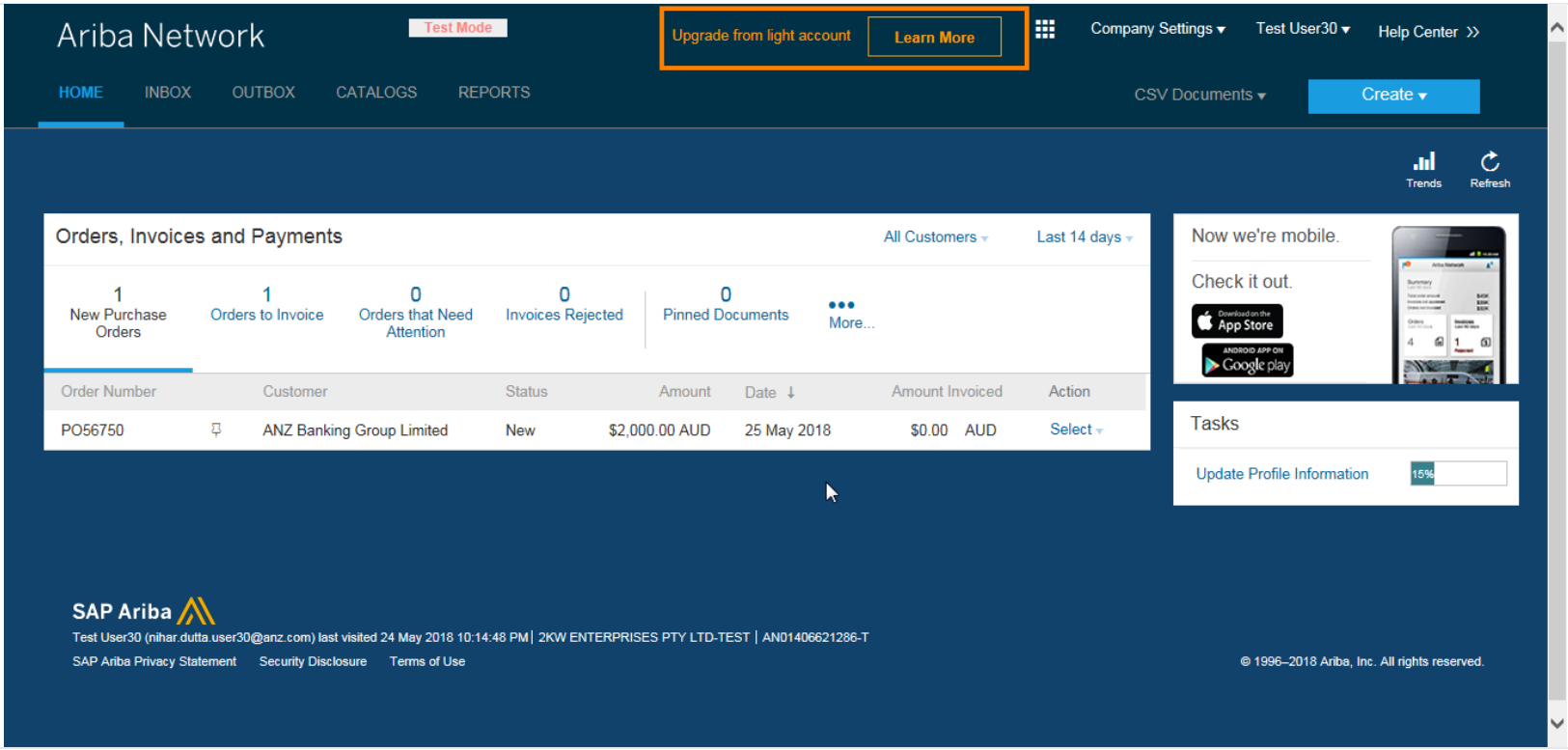
Mobile

Step 7: You can now log into your account using following URL, and the user name and password you set-up during registration.

URL: **http://supplier.ariba.com**

Once you log in, your dashboard will look like following.

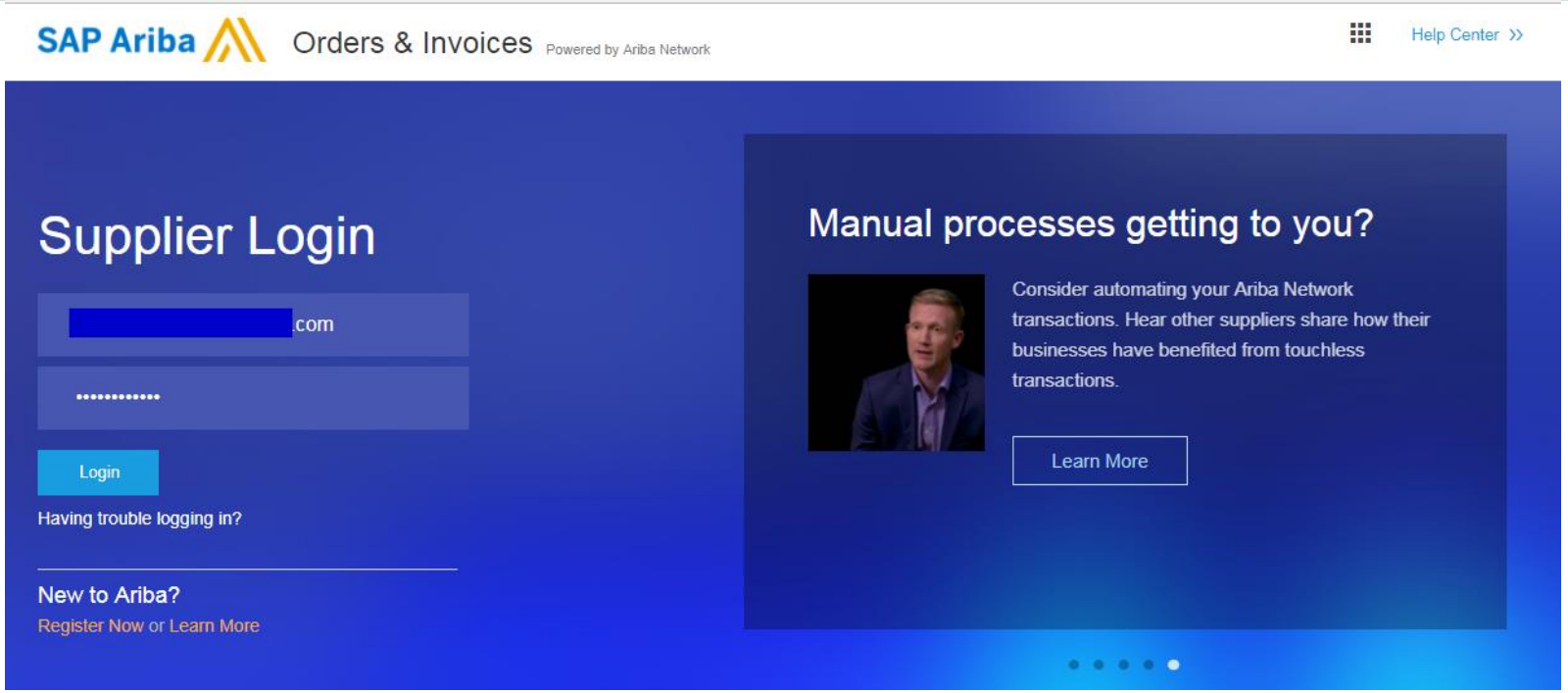
Important: *There will be a message (Upgrade from light account) with a button (Learn More) on top of the page. Please note if you upgrade to "Full-use" account, you will need to pay subscription and transaction fees to SAP Ariba. The "Learn More" button will give you more details.*



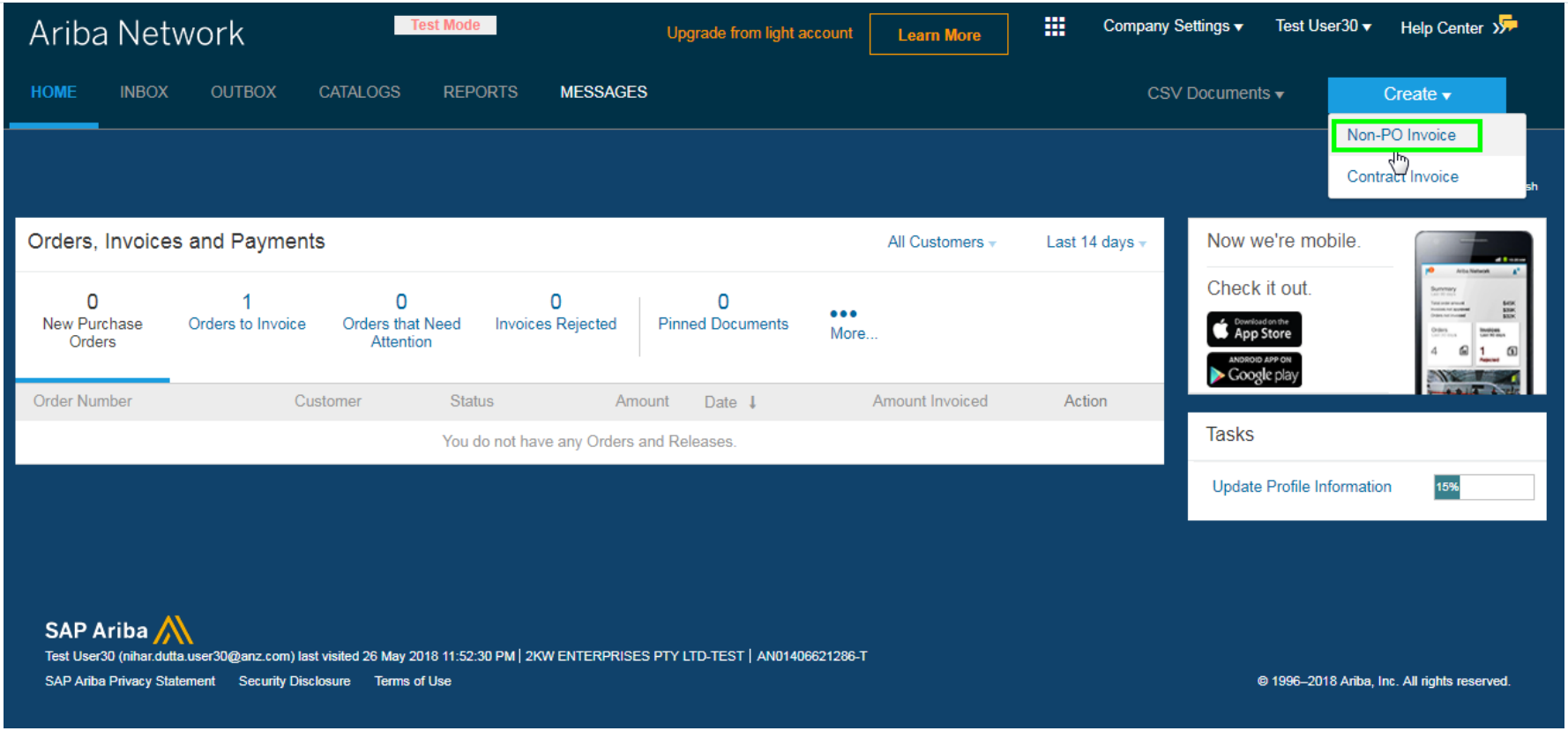
SECTION 3: HOW TO CREATE AN INVOICE WITHOUT A PURCHASE ORDER

Step 1: Before you are able to submit a Non-PO Invoice to ANZ using your Ariba light account, you must provide the Ariba Network ID (ANID) to ANZ and you must get a confirmation from ANZ stating that your trading relationship has been established.

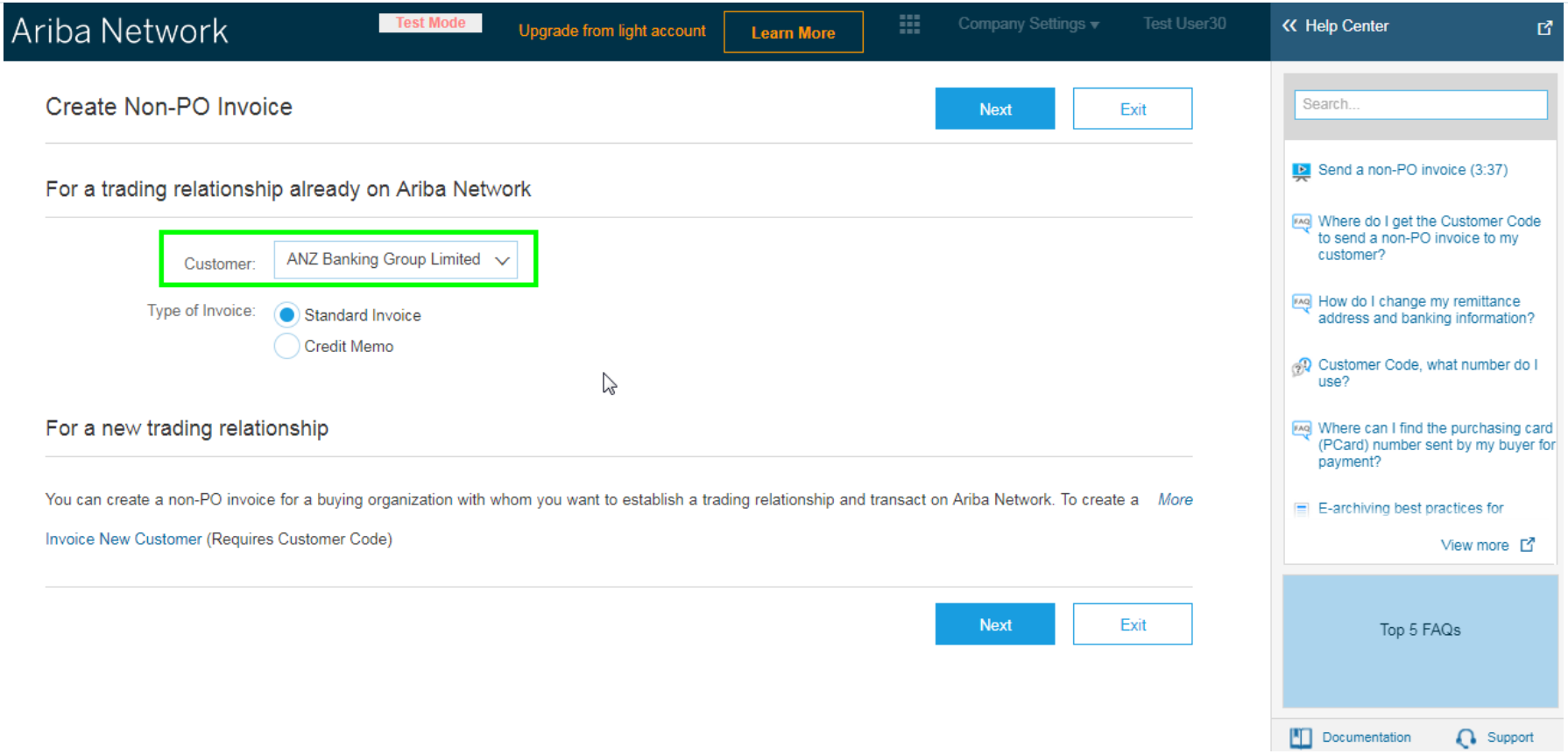
To create a Non-PO invoice, please go to **http://suppliers.ariba.com** and log in with your user name and password.



Step 2: Go to Create → Non-PO Invoice. If you cannot see the option for Non-PO Invoice, please contact ANZ.

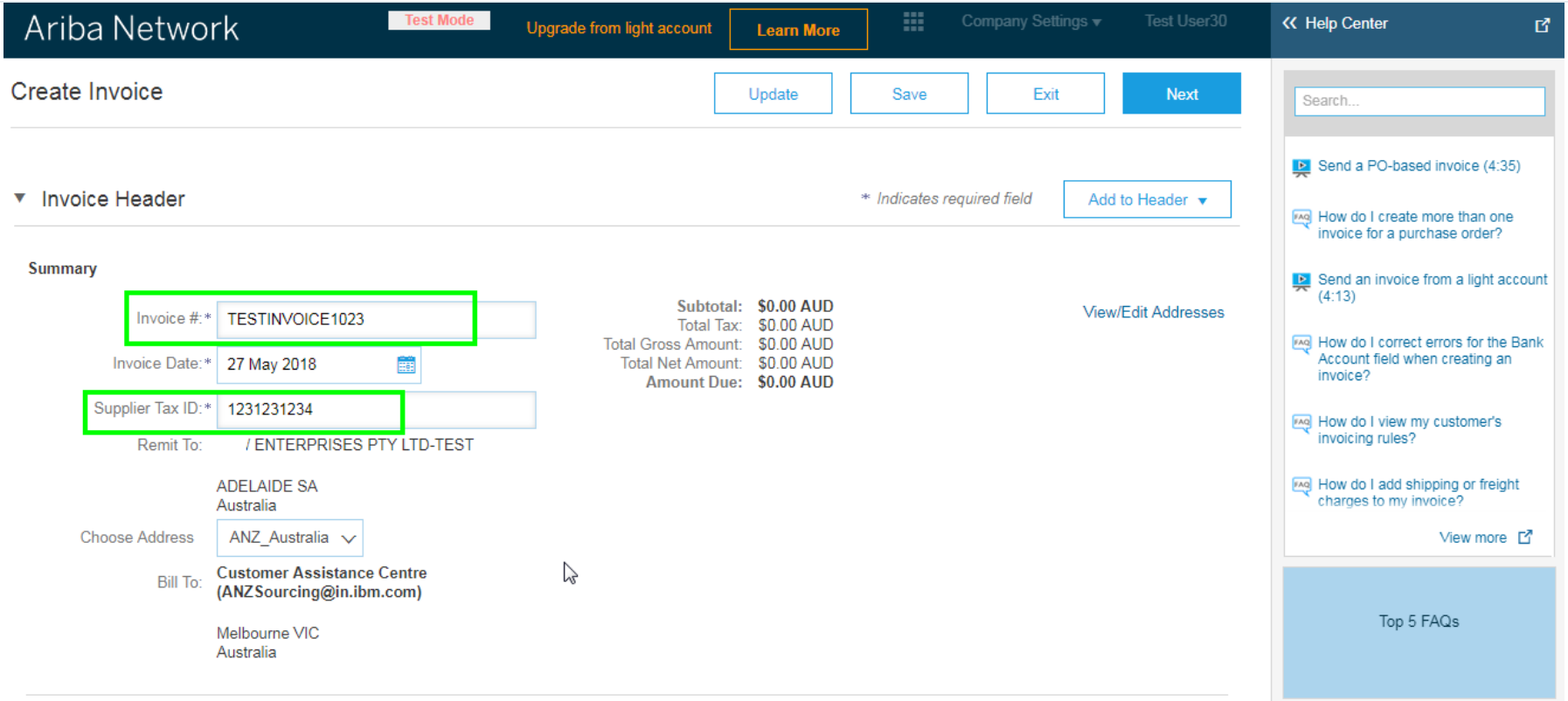


Step 3: Choose "ANZ Banking Group Limited" as customer, select "Standard Invoice" and click on Next.

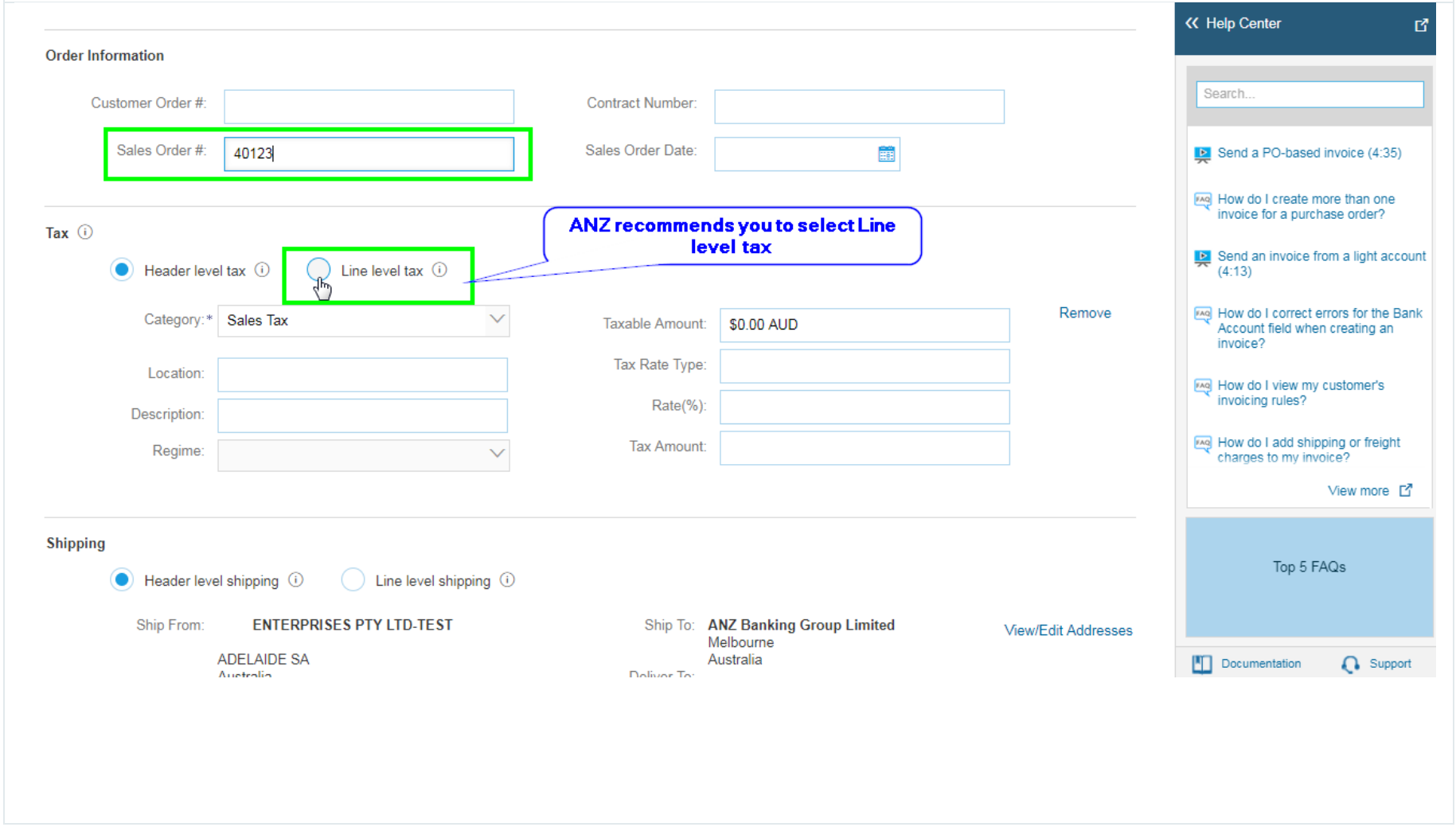


Step 4: Please enter the invoice number and a valid ABN or Tax ID.

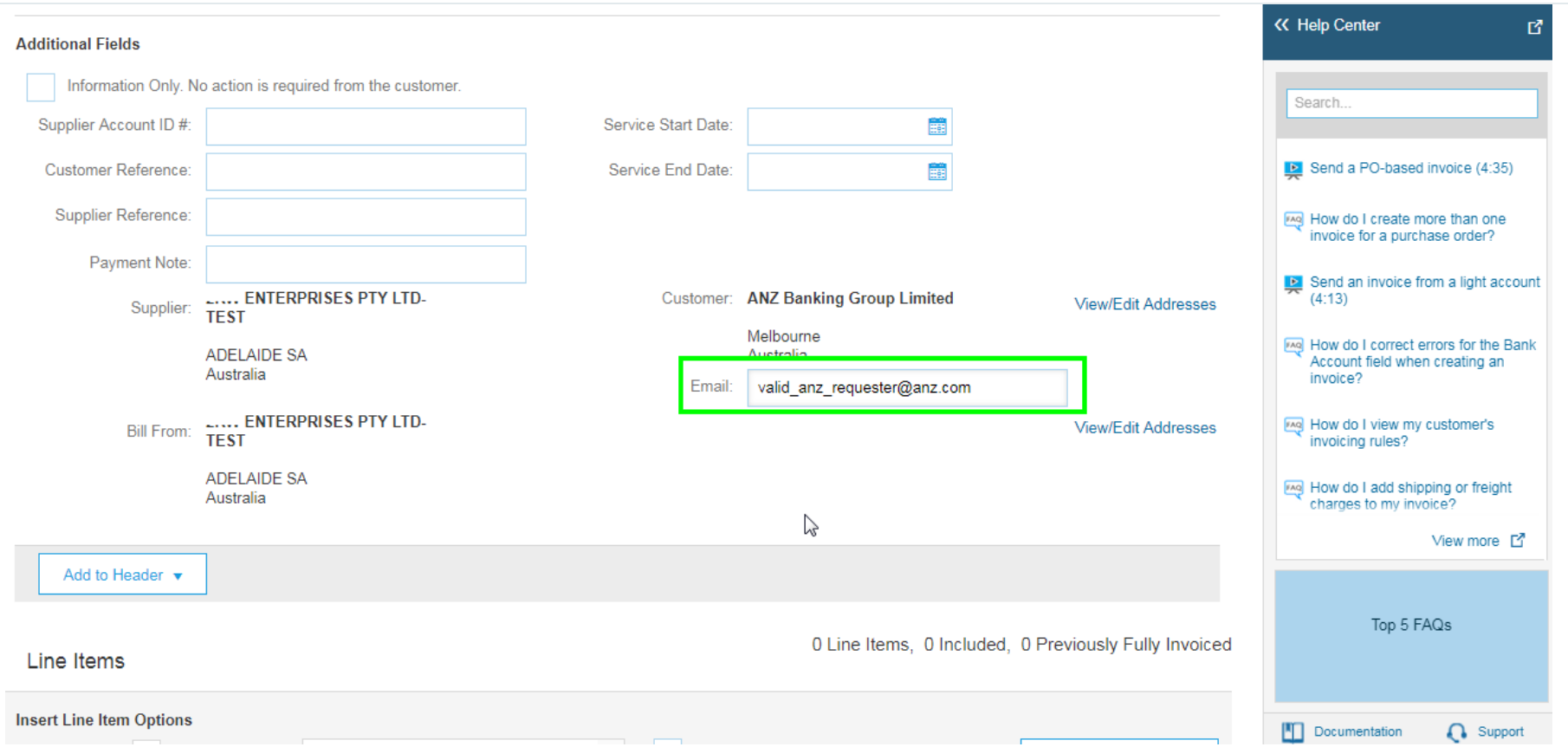
Important: A valid ABN or Tax ID is required to process your invoice.



Step 5: You must enter the Sales Order# from your internal ordering system.
If visible, please select "Line level tax". Then, please fill out any relevant information.

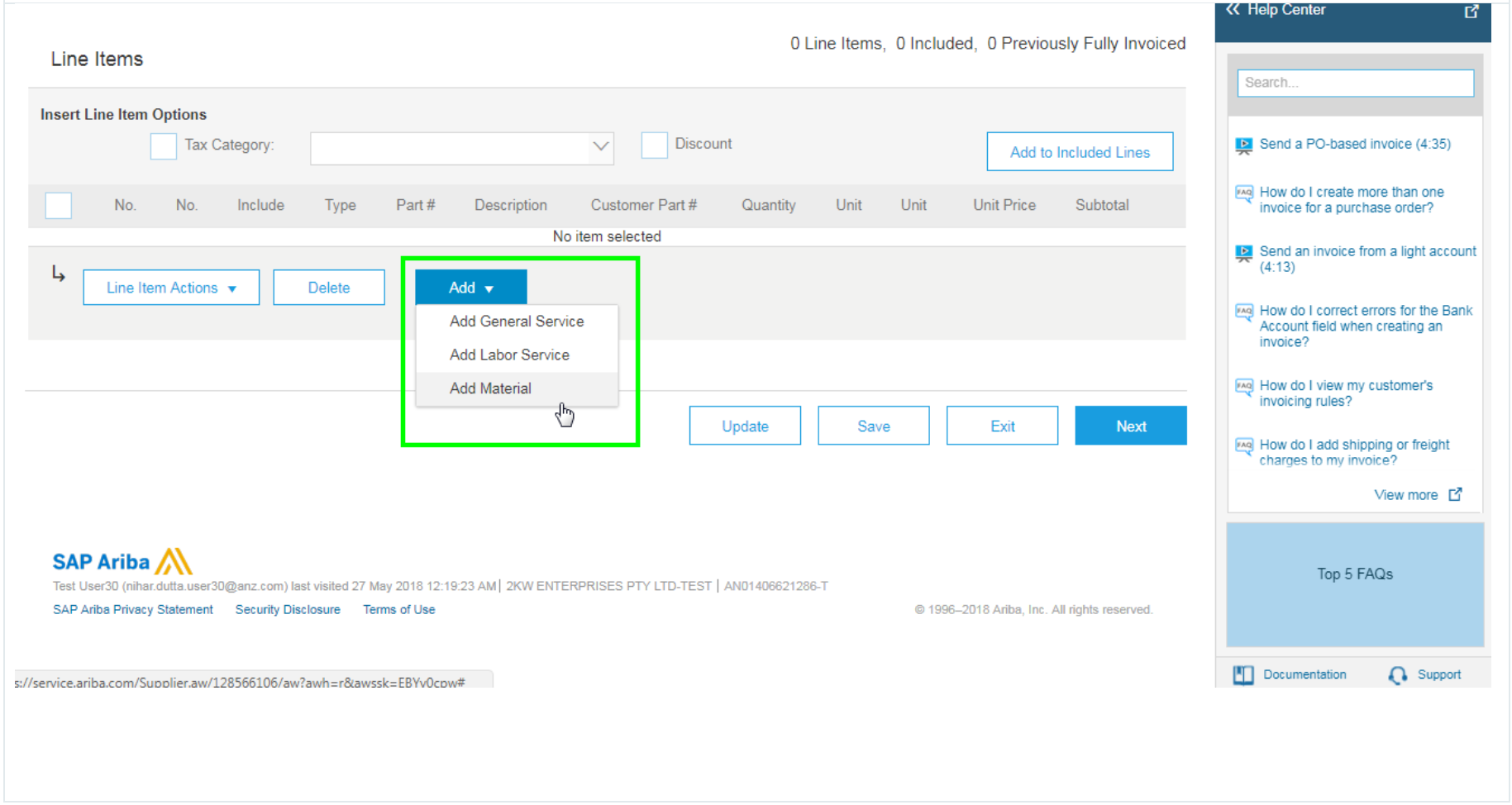


Step 6: You must enter the email address of the ANZ person to whom you are sending the invoice. Your invoice will be rejected if the email address is invalid or not associated with an active staff member at ANZ.



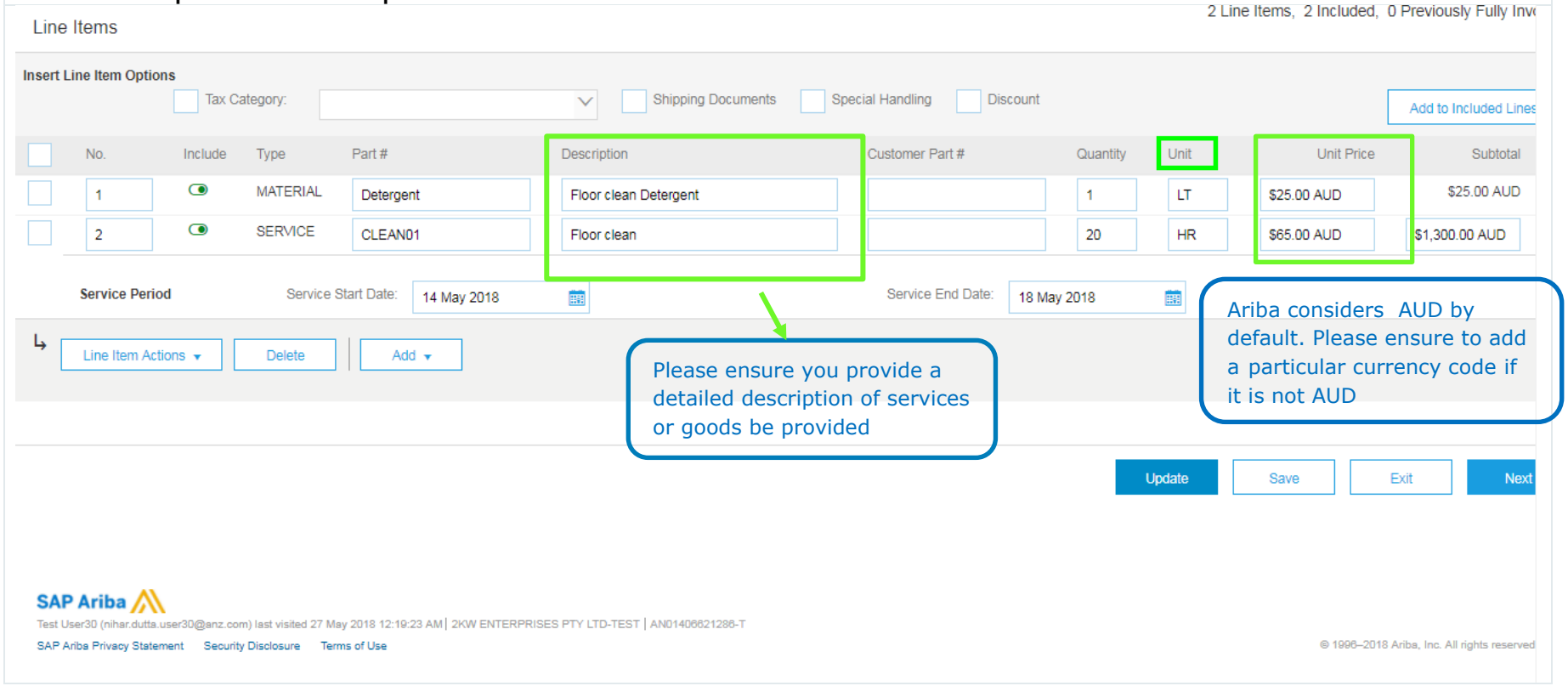
Step 7: In the line items section, click on "Add" and choose the relevant option:

- Material: if this invoice is for goods which you sold to ANZ.
- General Service: if this invoice is for a service which you provided to ANZ.
- Labour Service: if it is a s contingent labour or contractors.

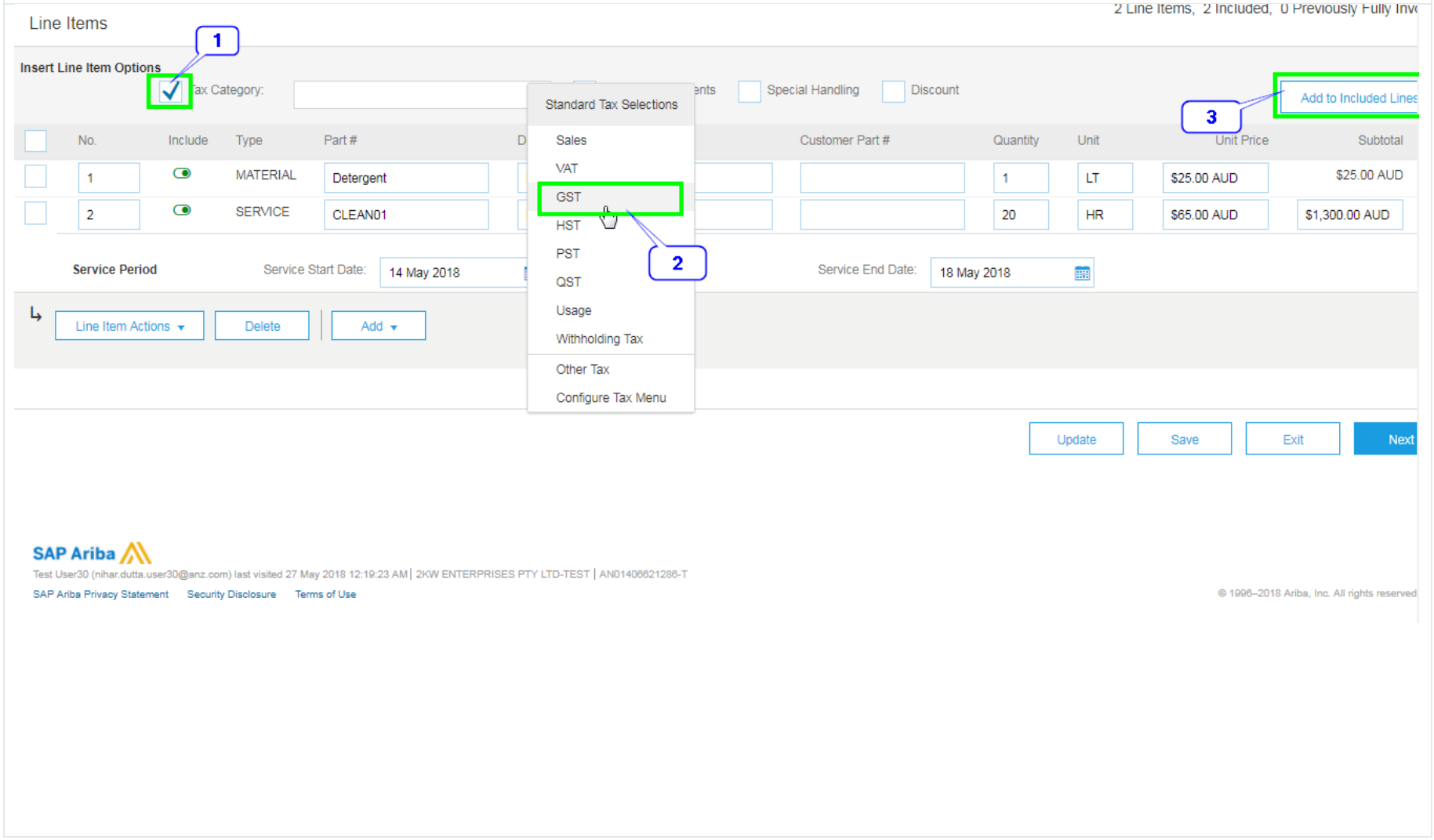


Step 8: Enter the details in the fields provided.

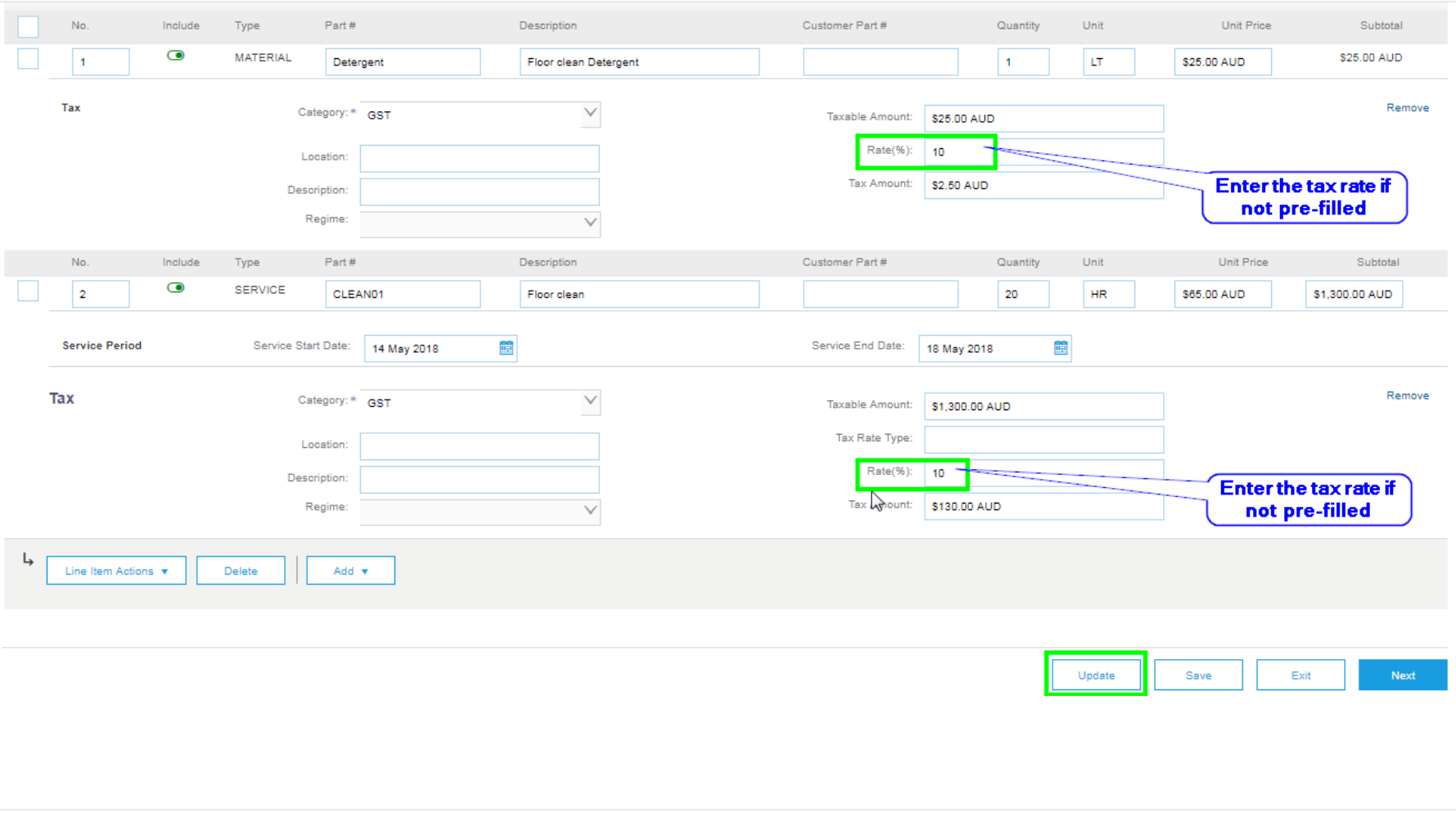
- No. – Serial number of the lines.
- Part# - The part number (SKU or similar code)
- Description – The description of the goods or service you provided to ANZ
- Quantity – Quantity of the goods or services
- Unit – Unit of measure. SAP Ariba accepts ISO Unit of measurements. If you are unsure, please use EA (each).
- Unit price – Price per unit



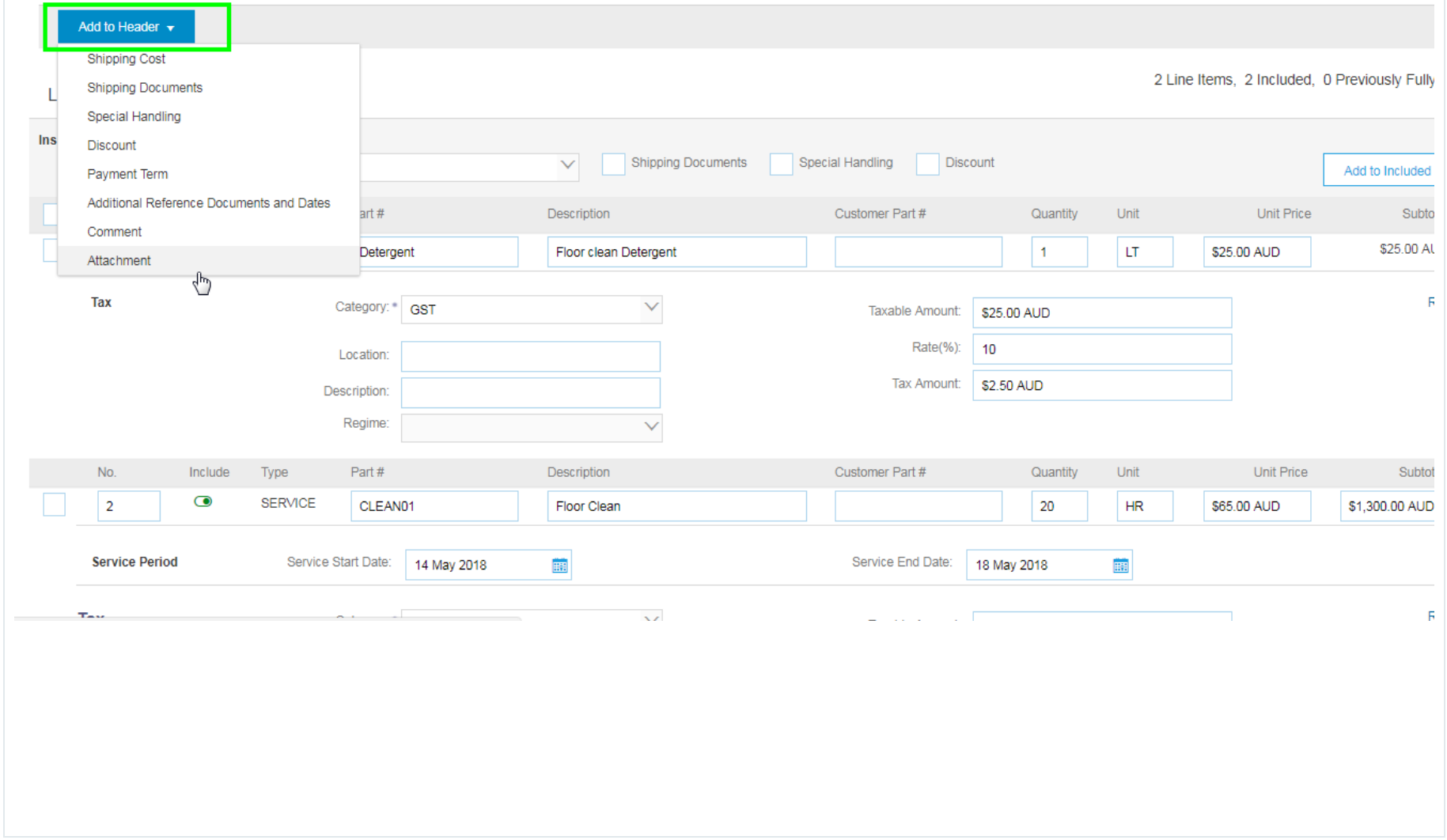
Step 9: To add tax for the line item, select the check box (1), select the relevant tax code (2) and click on "Add to included Lines" (3).



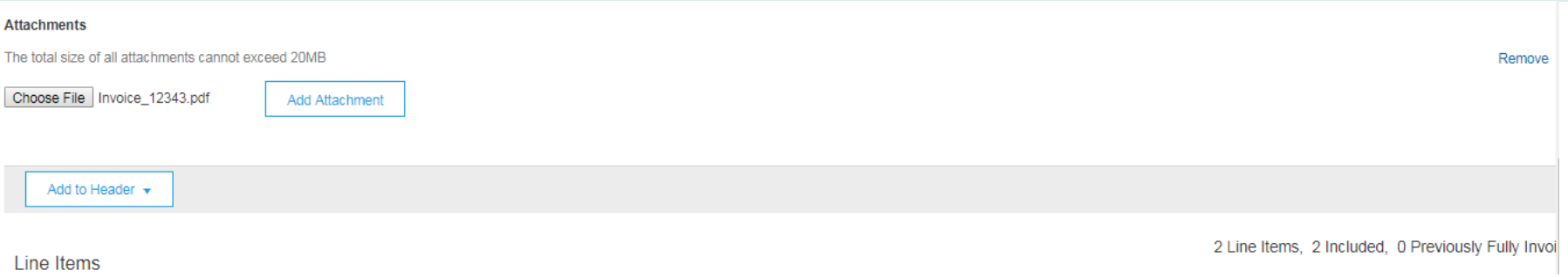
Step 10: Enter tax rate and click on "Update". The system will calculate the tax amount. If there are multiple services and materials with different tax rates on the same invoice this can be updated creating multiple tax lines with different tax rates 0% and 10%



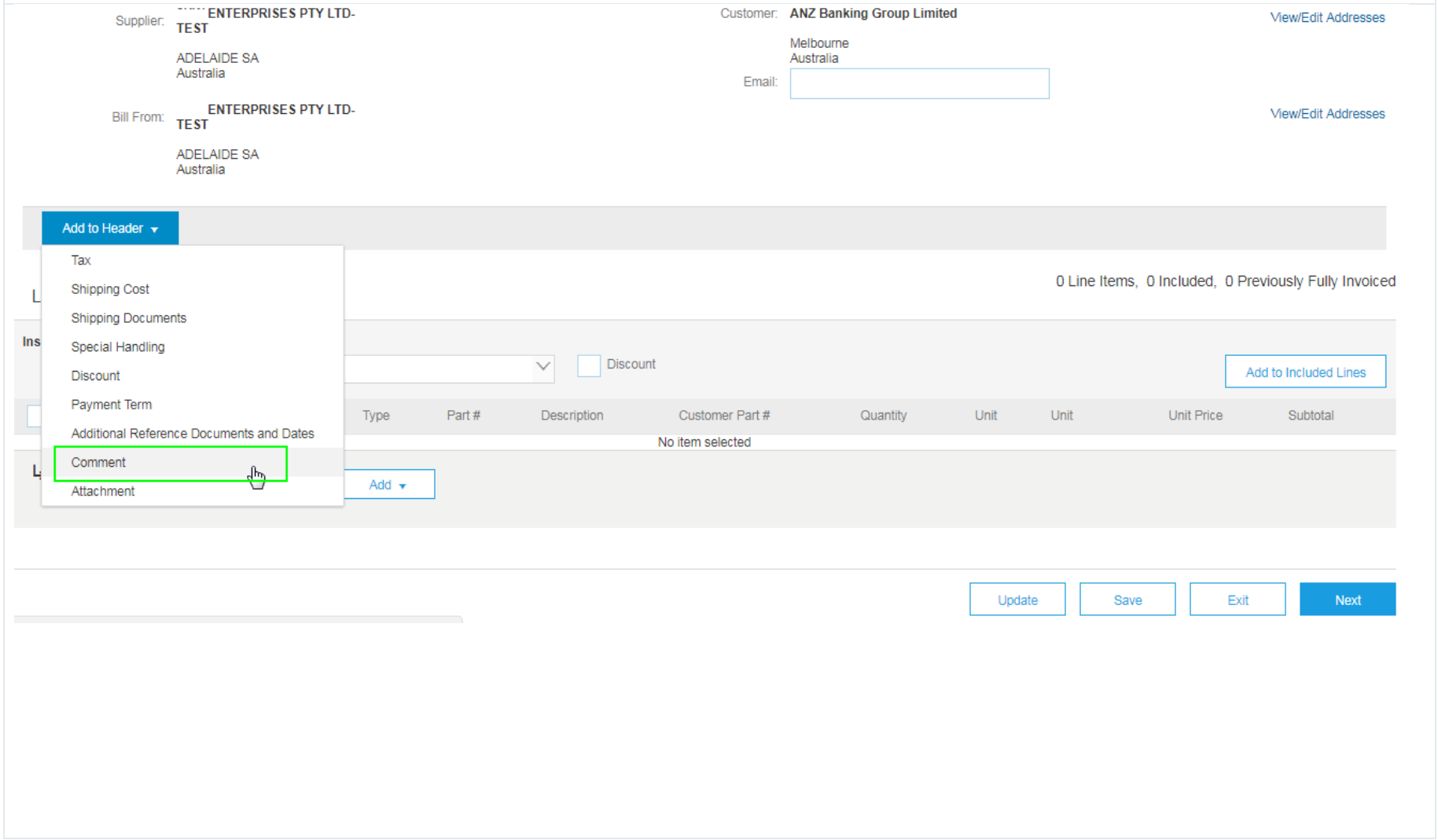
Step 11 (optional)**:** If you wish, you can attach a PDF copy of the invoice. Please click on "Add to Header" button and select Attachment.



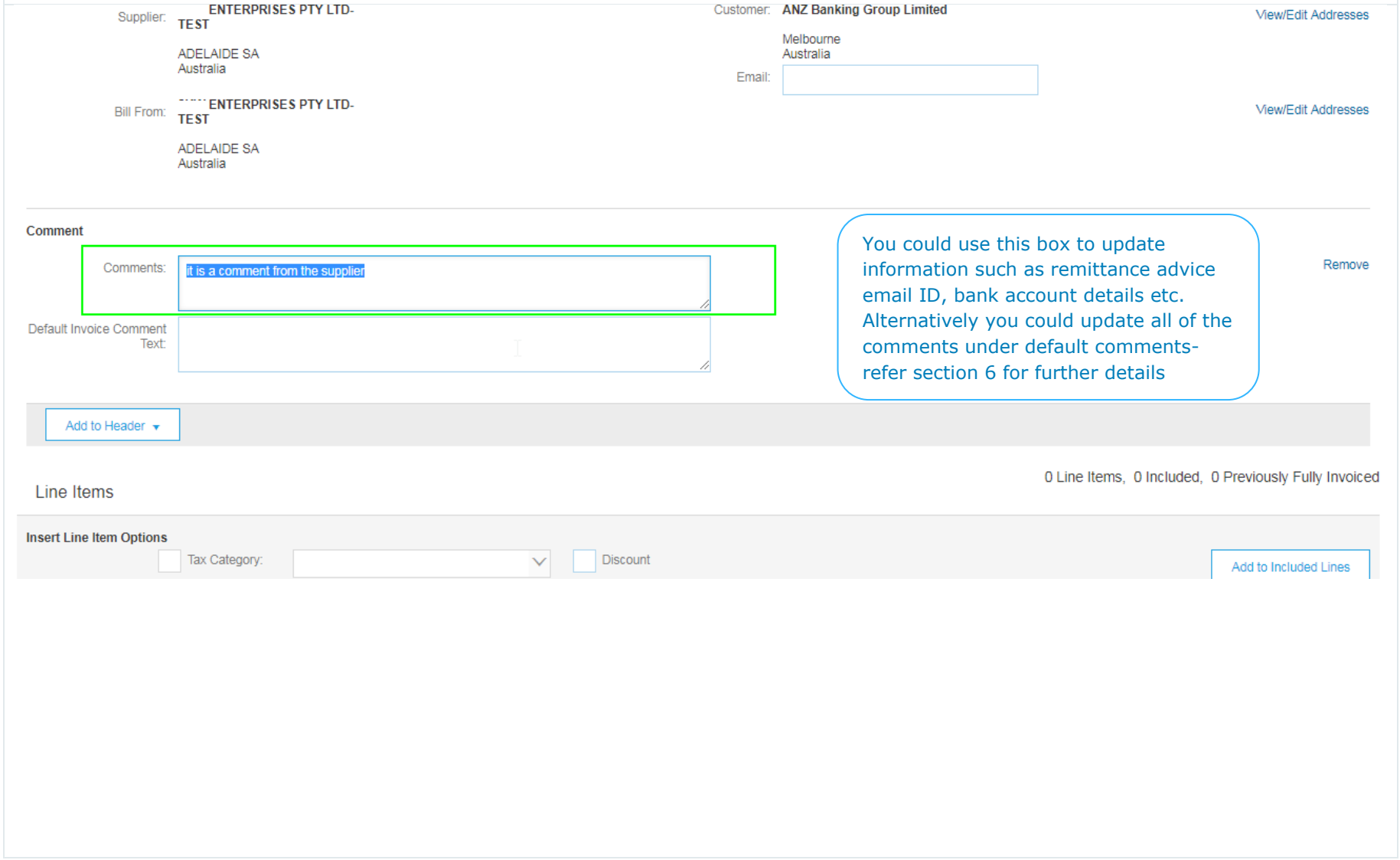
Step 12 (optional)**:** Select the PDF invoice from your desktop and click on "Add Attachment"



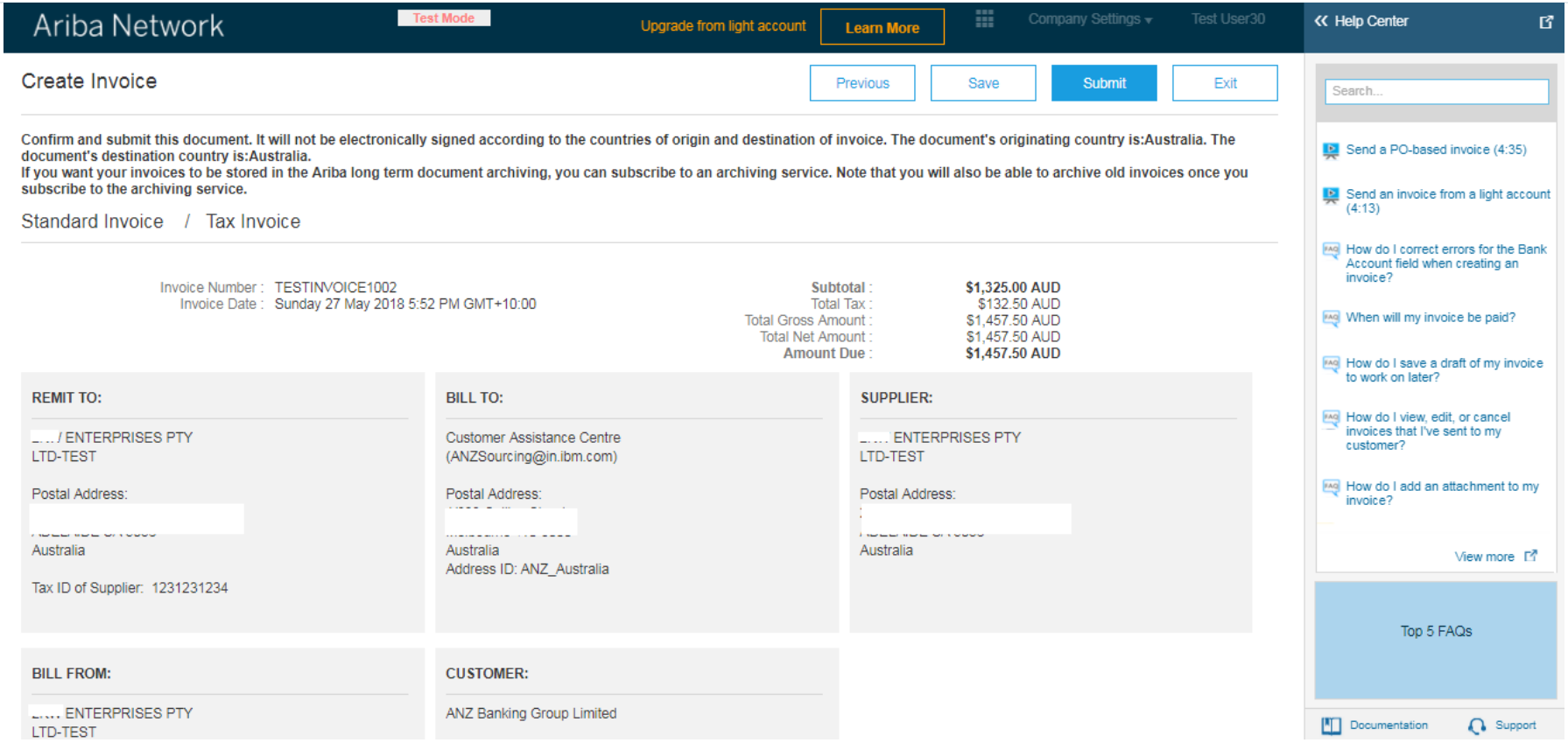
Step 13 (optional)**:** If you wish, you can add comments to the invoice. Please click on "Add to Header" button and select "Comment".



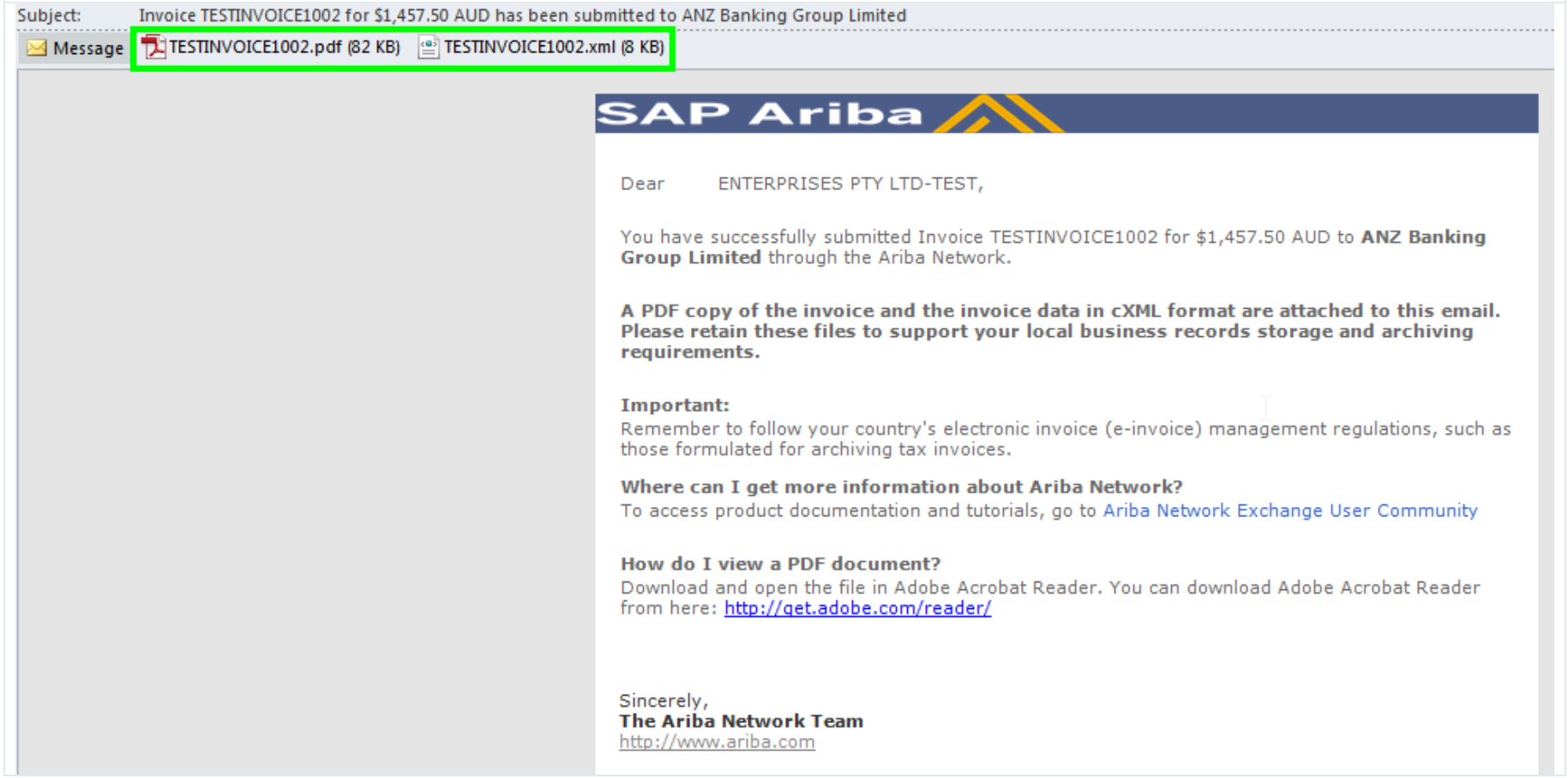
Step 14 (optional)**:** Enter your comment in the Comments box.



Step 15: Click on Next, review the invoice and submit.

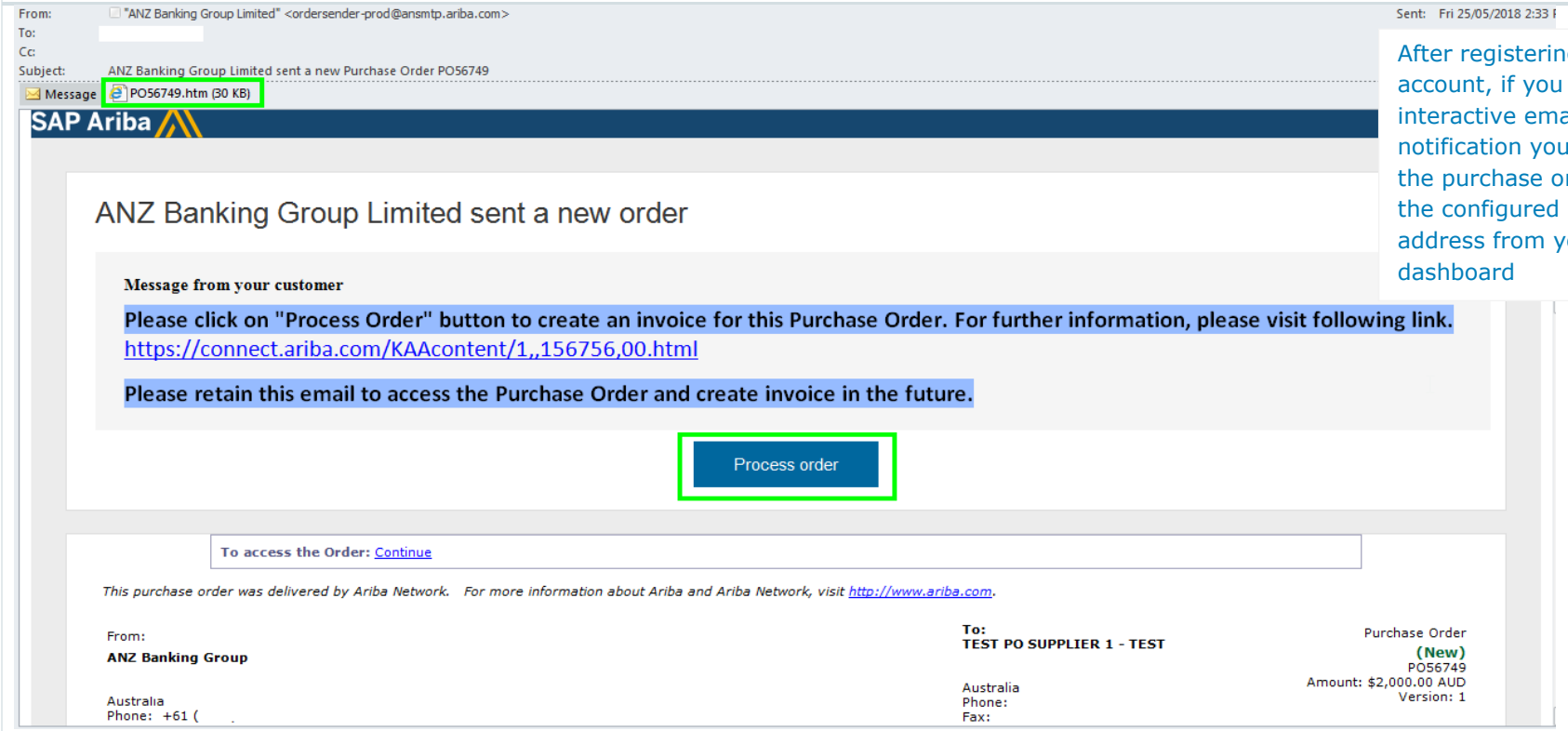


Step 16: You will receive an email after successful submission of the invoice.



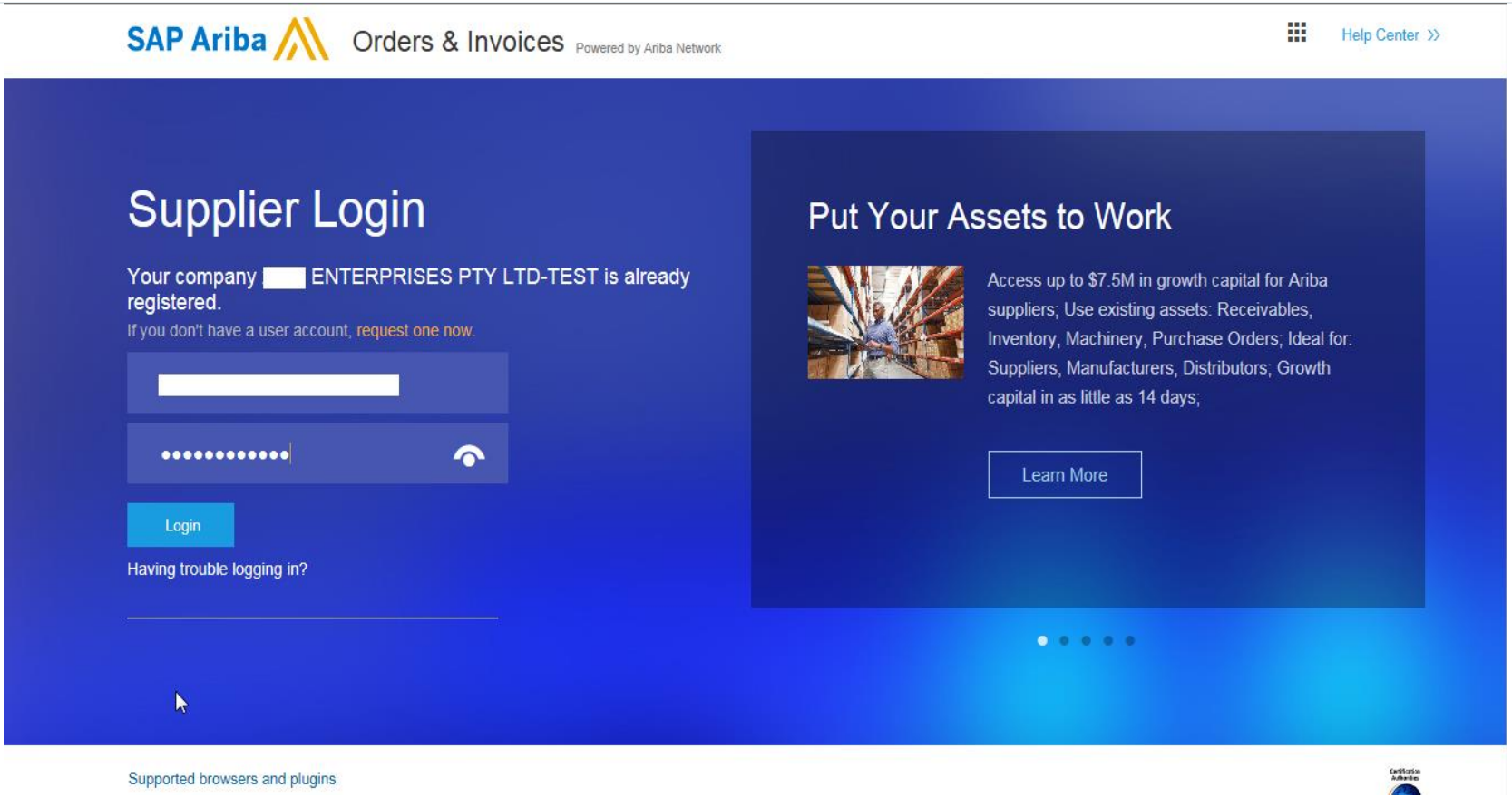
SECTION 4: HOW TO CREATE AN INVOICE FROM A PURCHASE ORDER

Step 1: Open the Purchase Order (PO) email you received from ANZ and click on "Process order" button. (Note: If you haven't received a PO and need to submit a Non-PO invoice. Refer to the Non PO invoice creation guide)

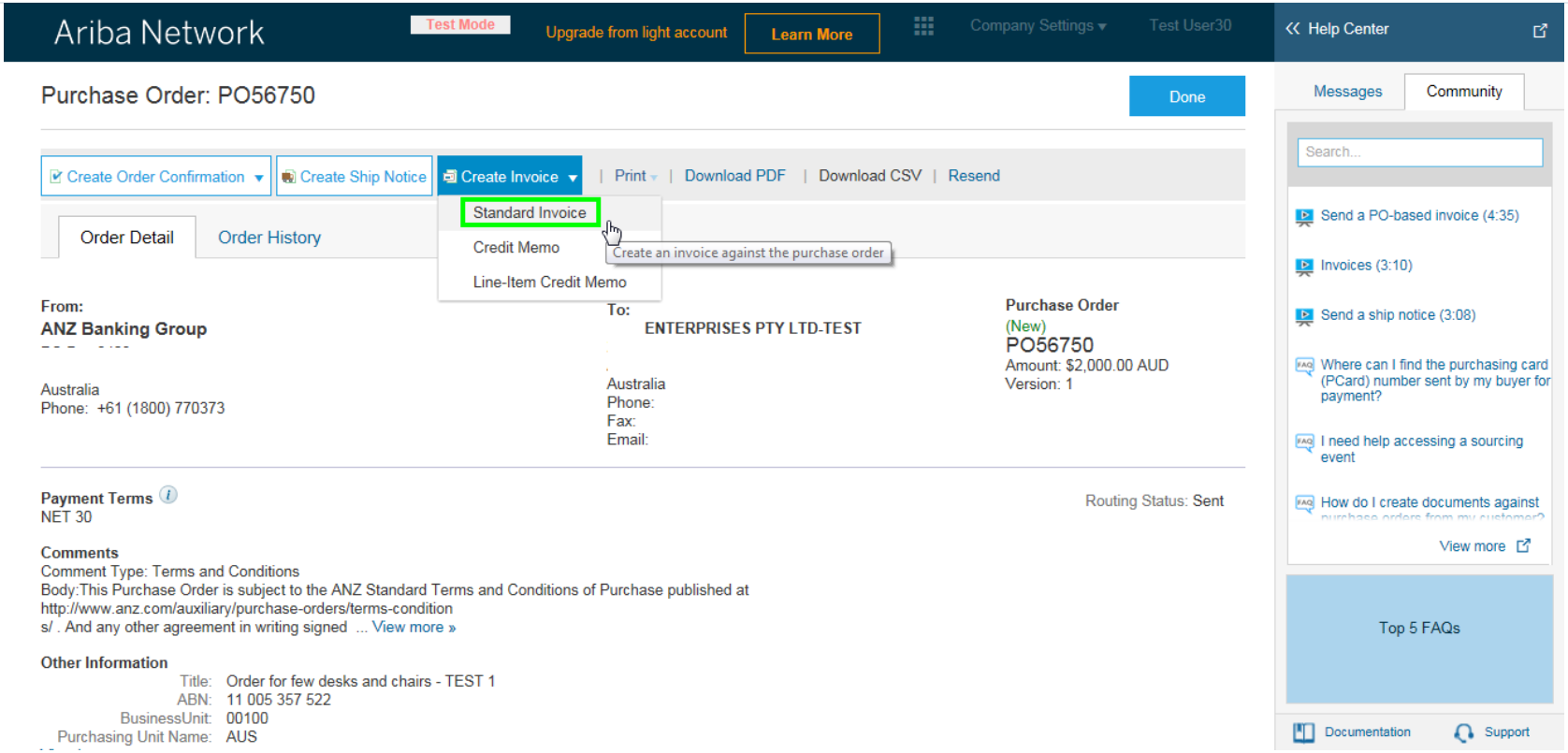


After registering an account, if you misplace an interactive email order notification you can resend the purchase order email to the configured email address from your home dashboard

Step 2: Log into Ariba Network using the user name and password you set-up during registration.

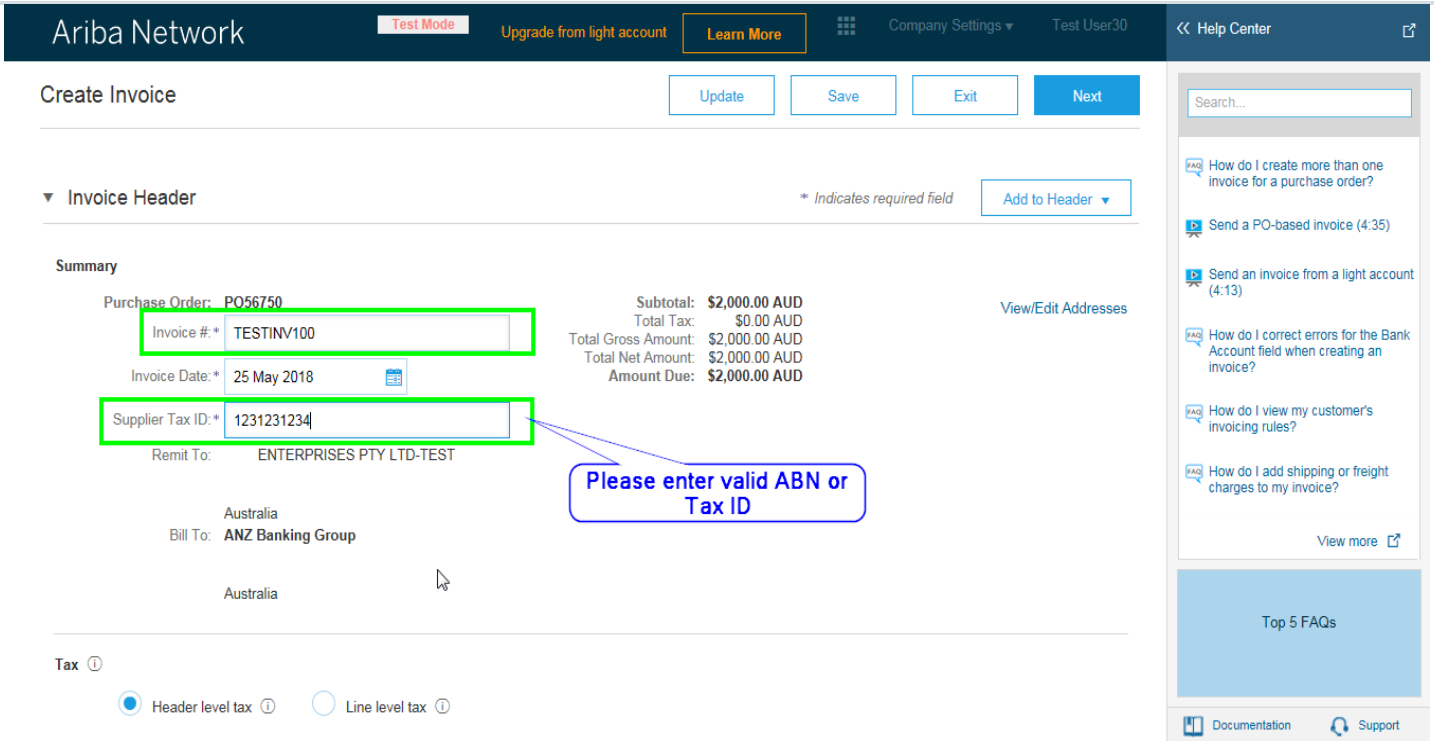


Step 3: You will be directed to the Purchase Order details page. Please review the details and click on Create Invoice → Standard Invoice.

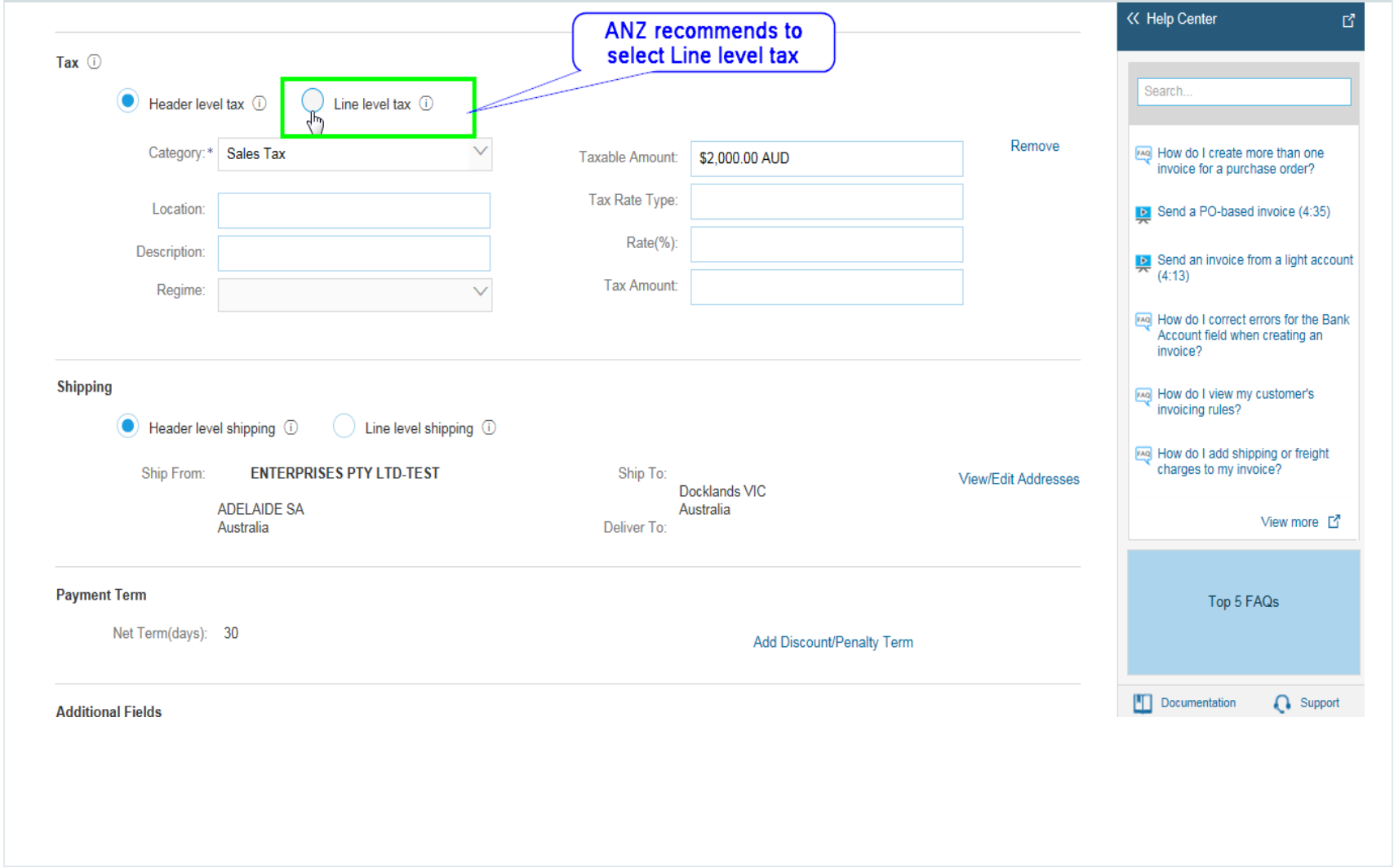


Step 4: Please enter the invoice number and a valid ABN or Tax ID.

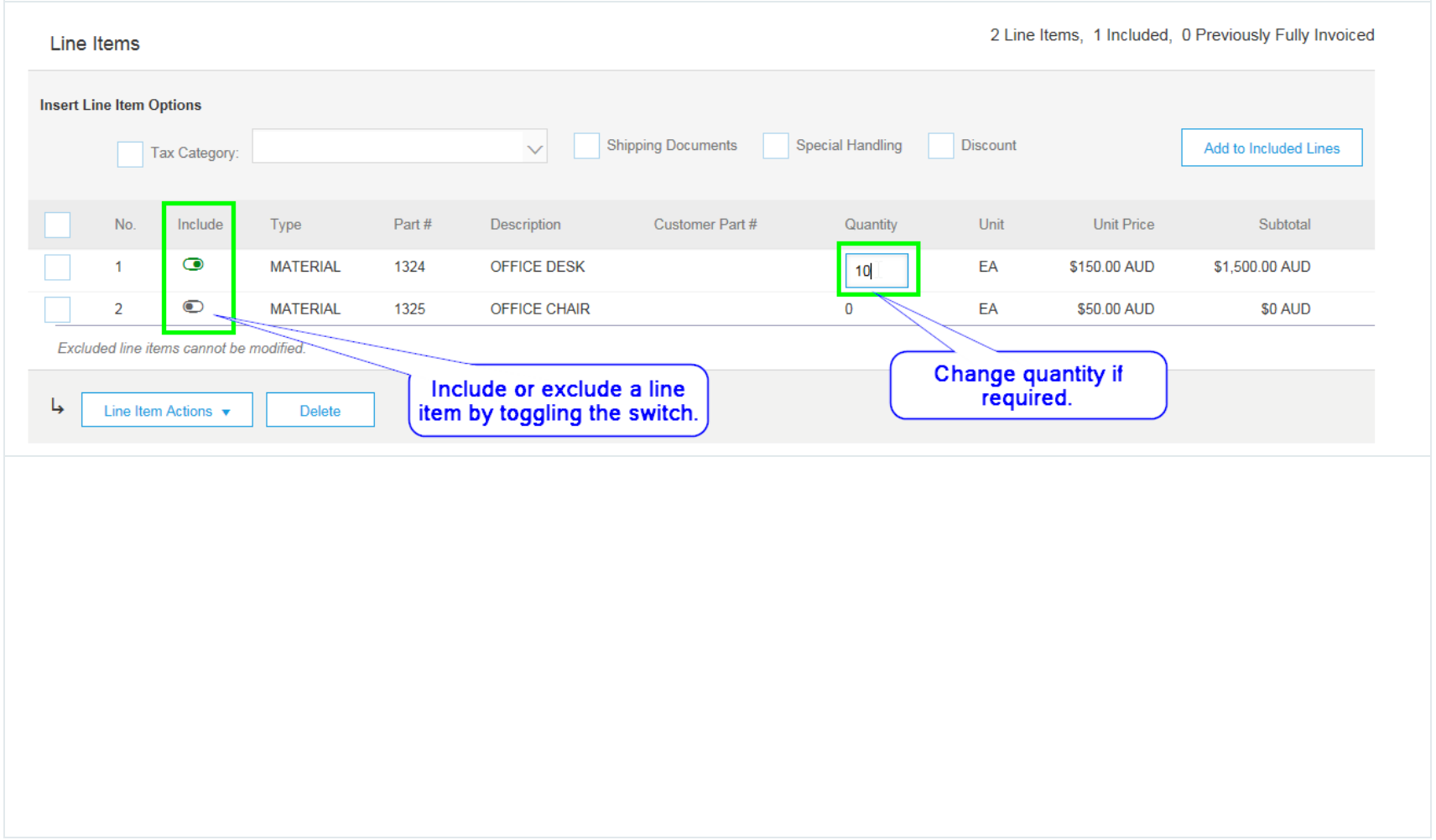
***Important**: A valid ABN or Tax ID is required to process your invoice.*



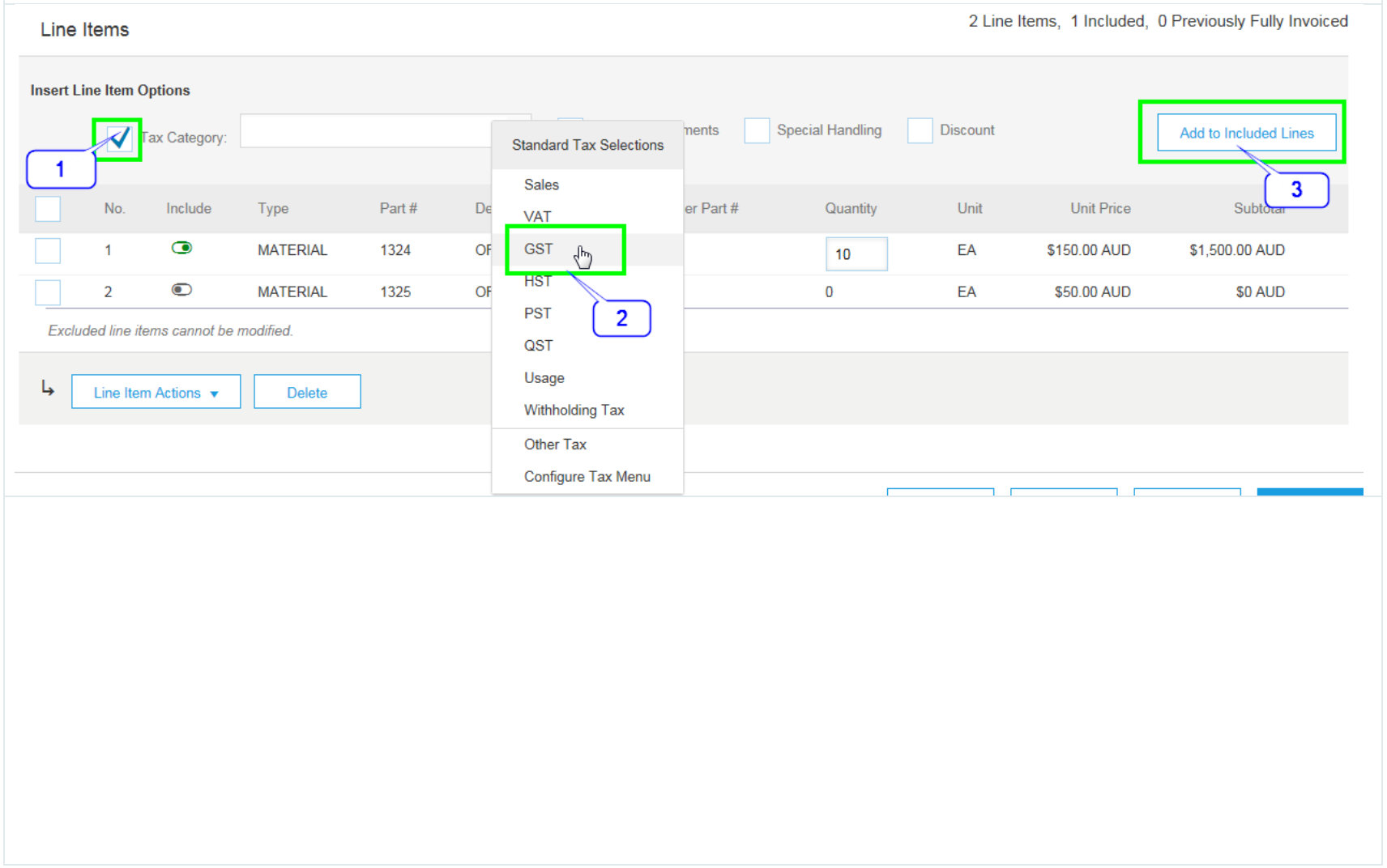
Step 5: If available, please select "Line level tax". Then, enter all other relevant information.



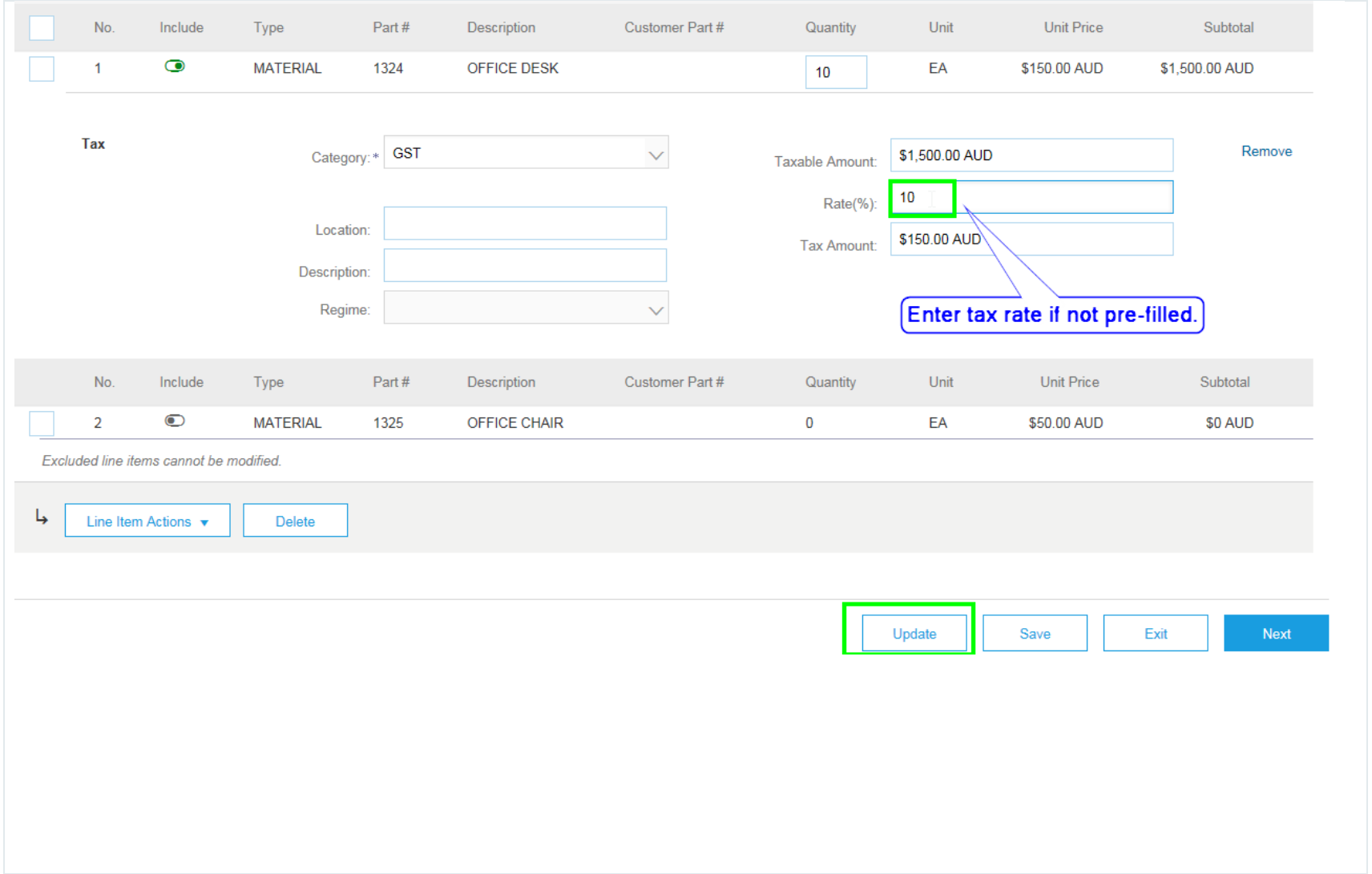
Step 6: In the line item section, you can exclude a line item from your invoice if there are multiple lines on the PO. You can also change the quantity of the line item if required.



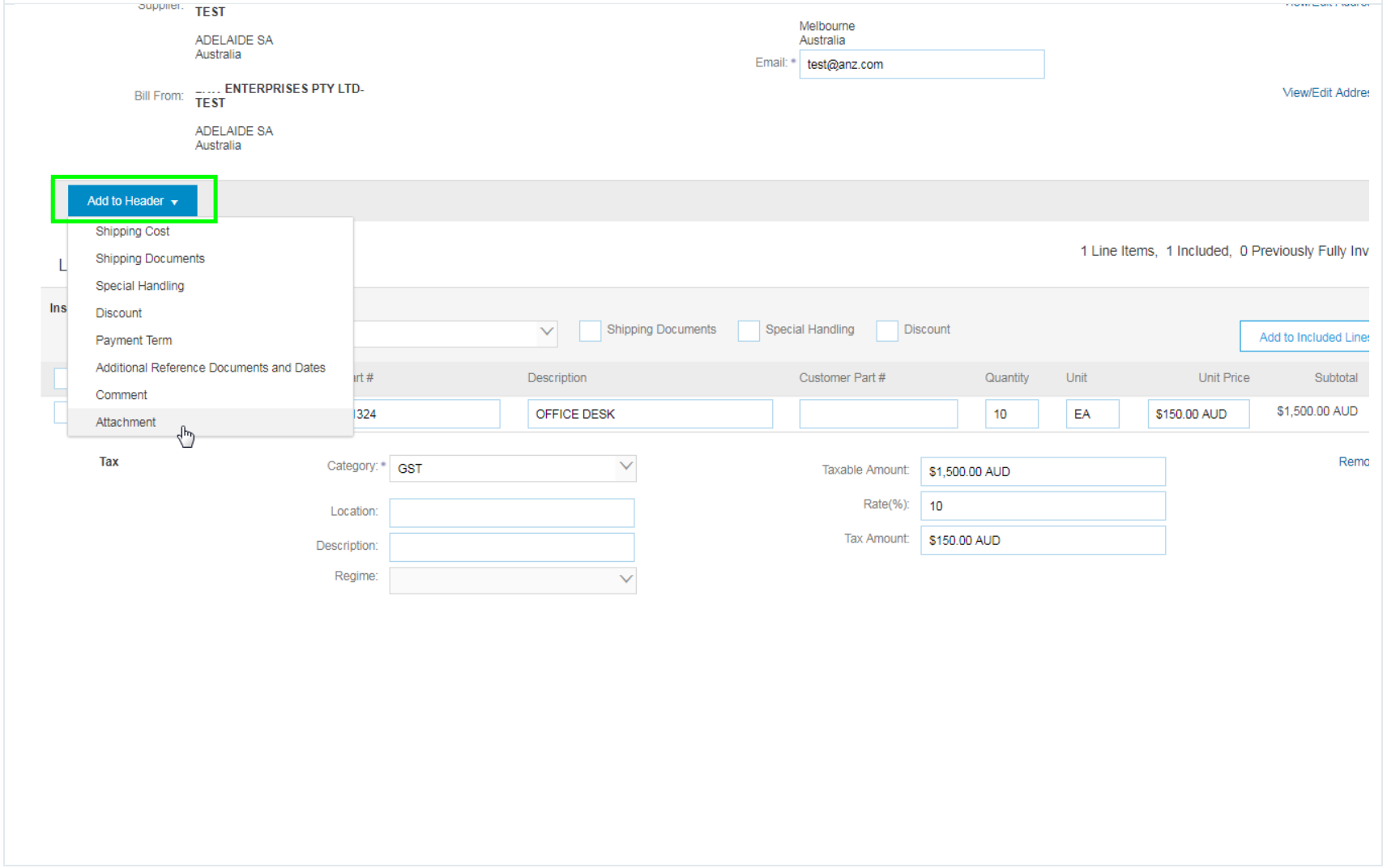
Step 7: To add tax for the line item, select the check box (1), select the relevant tax code (2) and click on "Add to included Lines" (3).



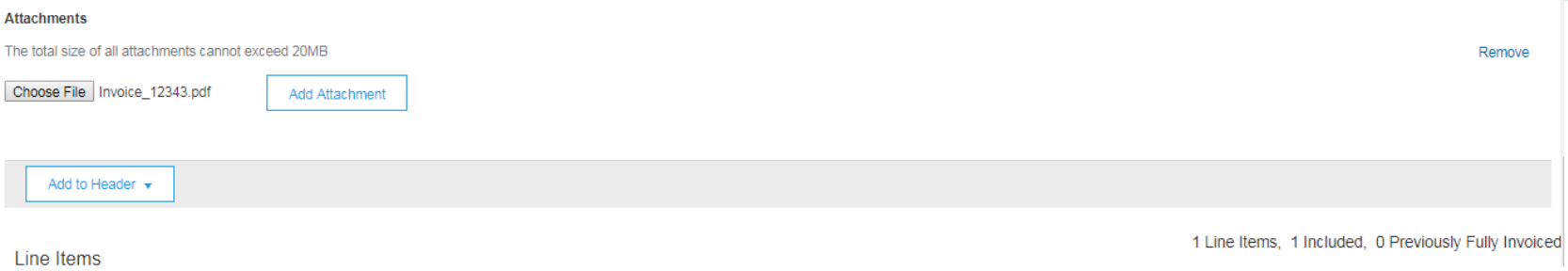
Step 8: Enter tax rate and click on “Update”. The system will calculate the tax amount.



Step 9 (optional)**:** If you wish, you can attach a PDF copy of the invoice. Please click on "Add to Header" button and select "Attachment".

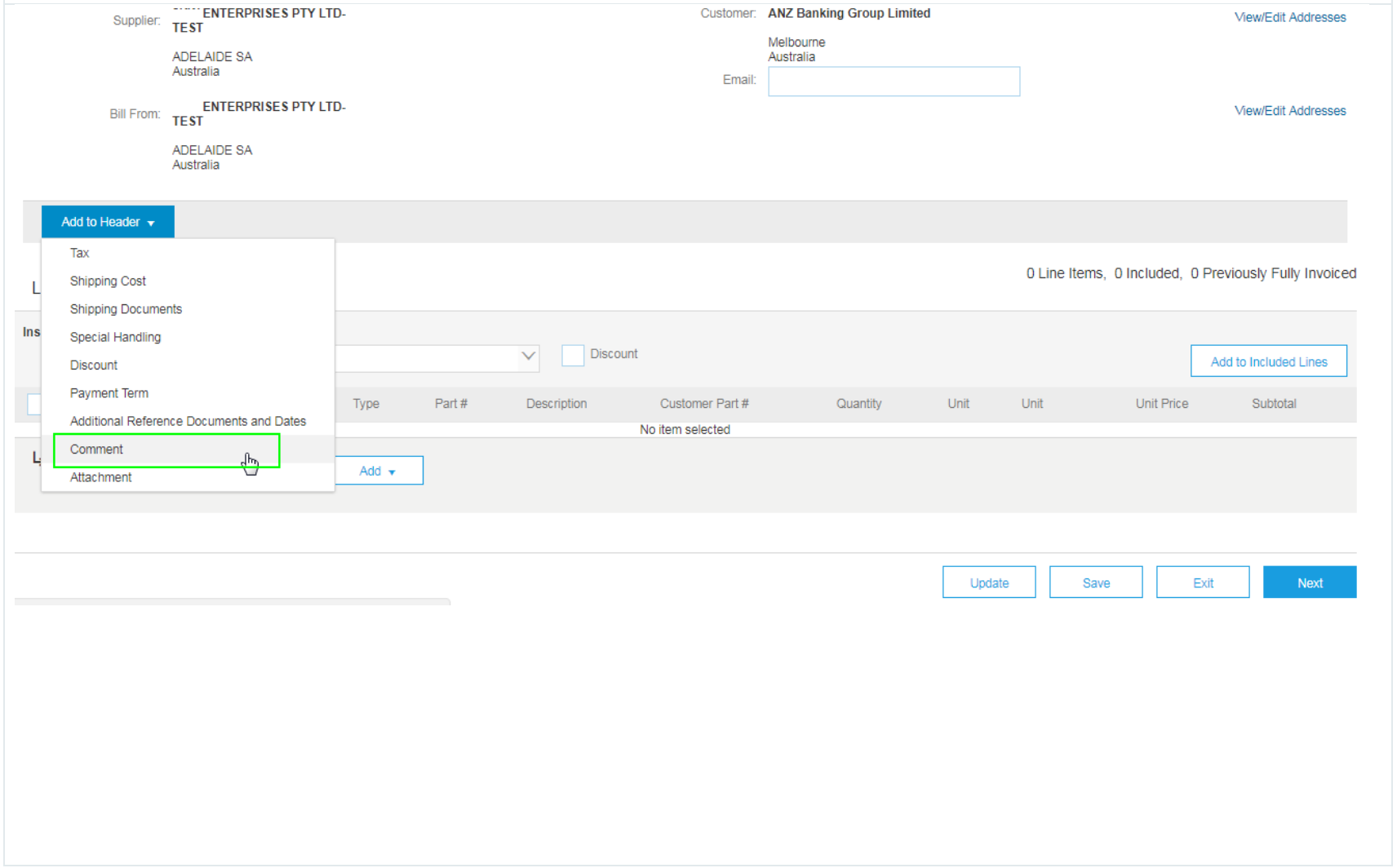


Step 10 (optional)**:** Select the PDF invoice from your desktop and click on "Add Attachment"

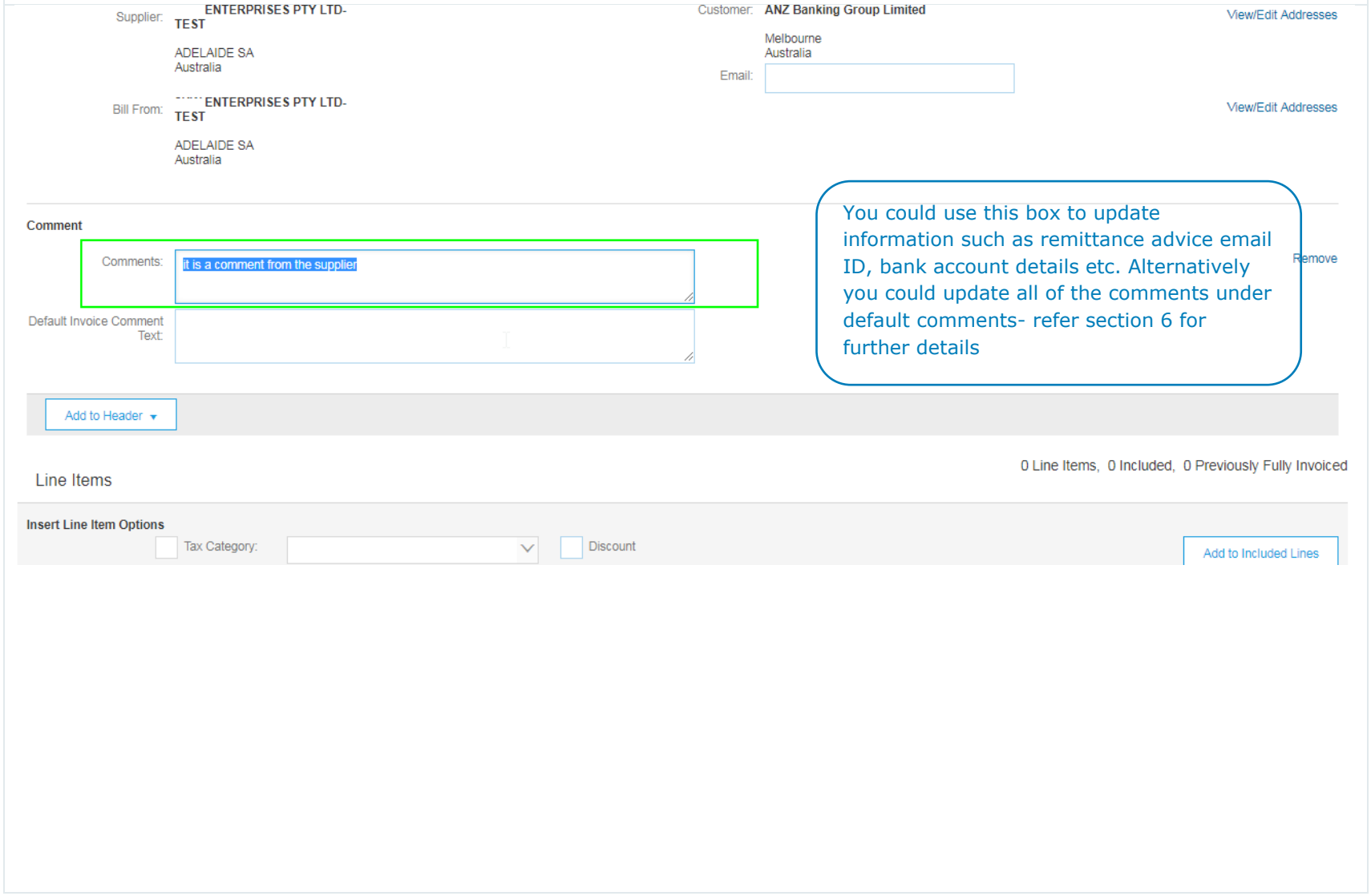


Please ensure that the invoice value on the online invoice matches with the invoice value on the pdf invoice. Every currency has a default precision separately on Ariba Network. AUD has default precision of 2 decimal places on AN

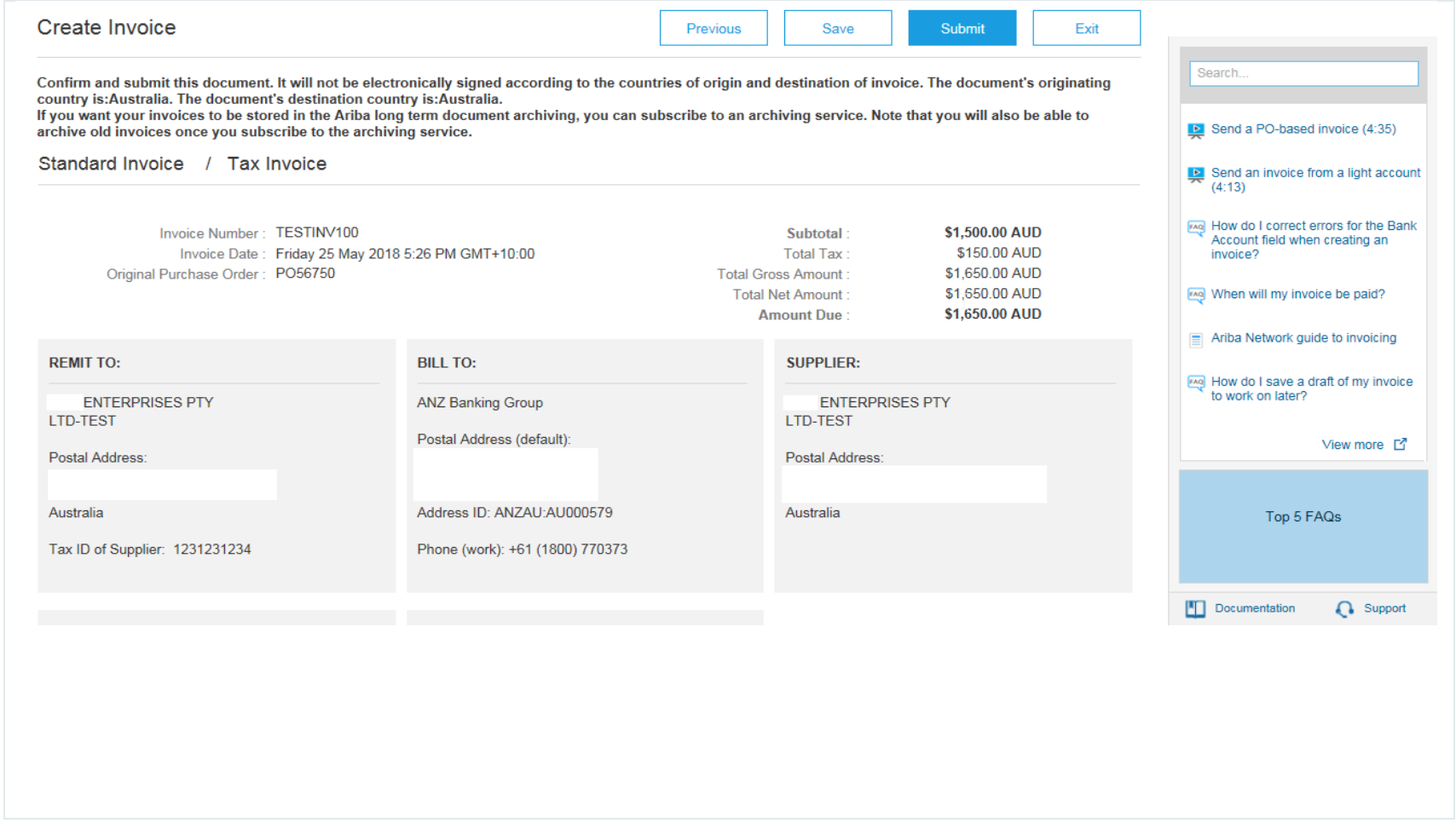
Step 11 (optional)**:** If you wish, you can add comments to the invoice. Please click on "Add to Header" button and select "Comment".



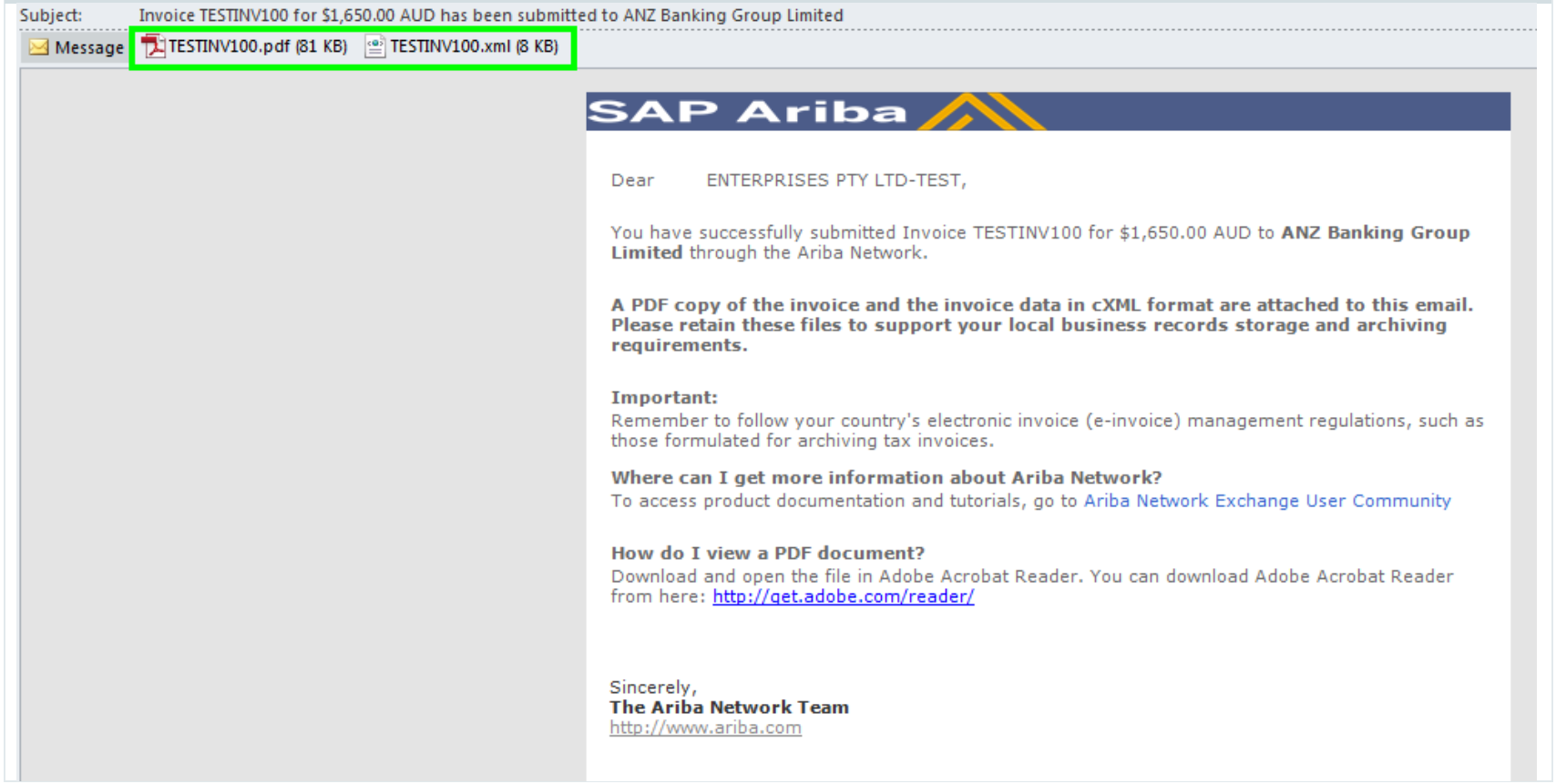
Step 12 (optional)**:** Enter your comment in the Comments box.



Step 13: Click on Next, review the invoice and submit.



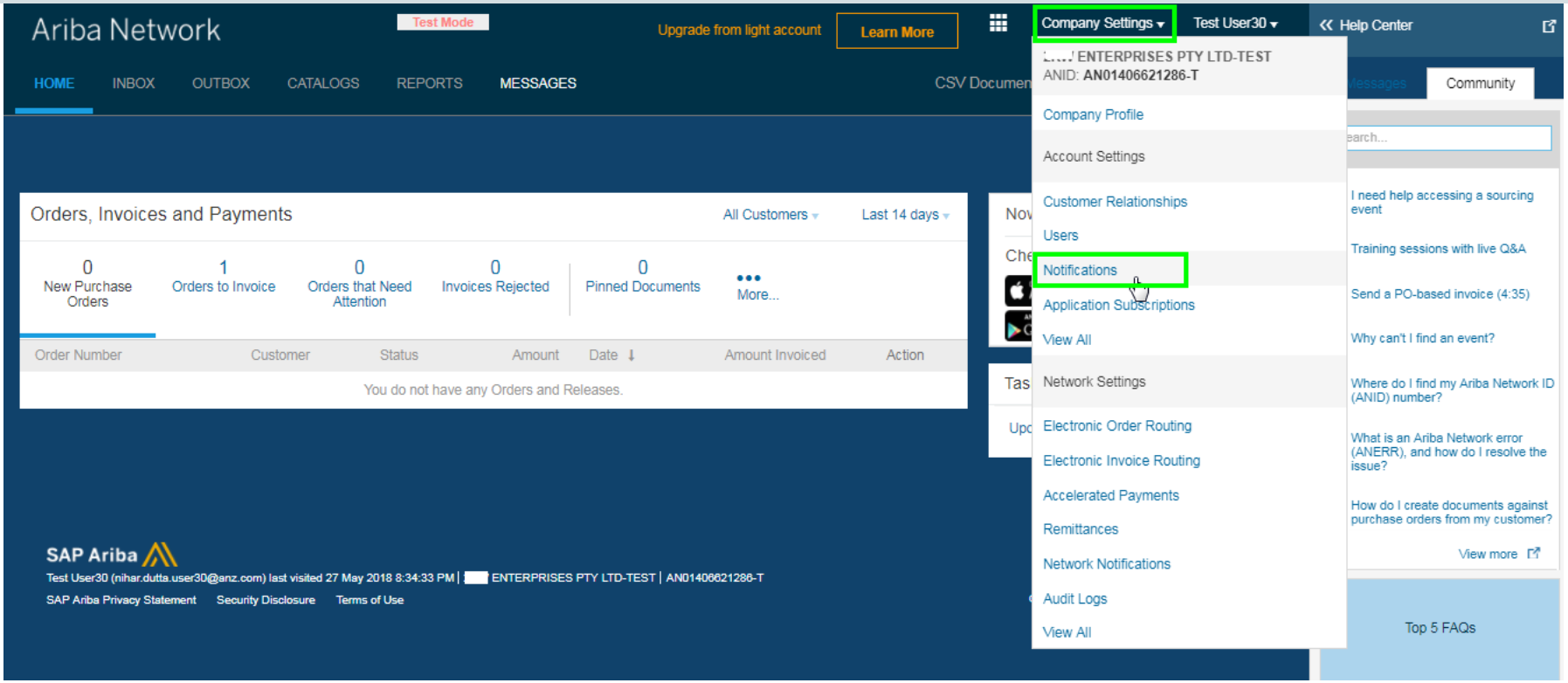
Step 14: You will receive an email after successful submission of the invoice.



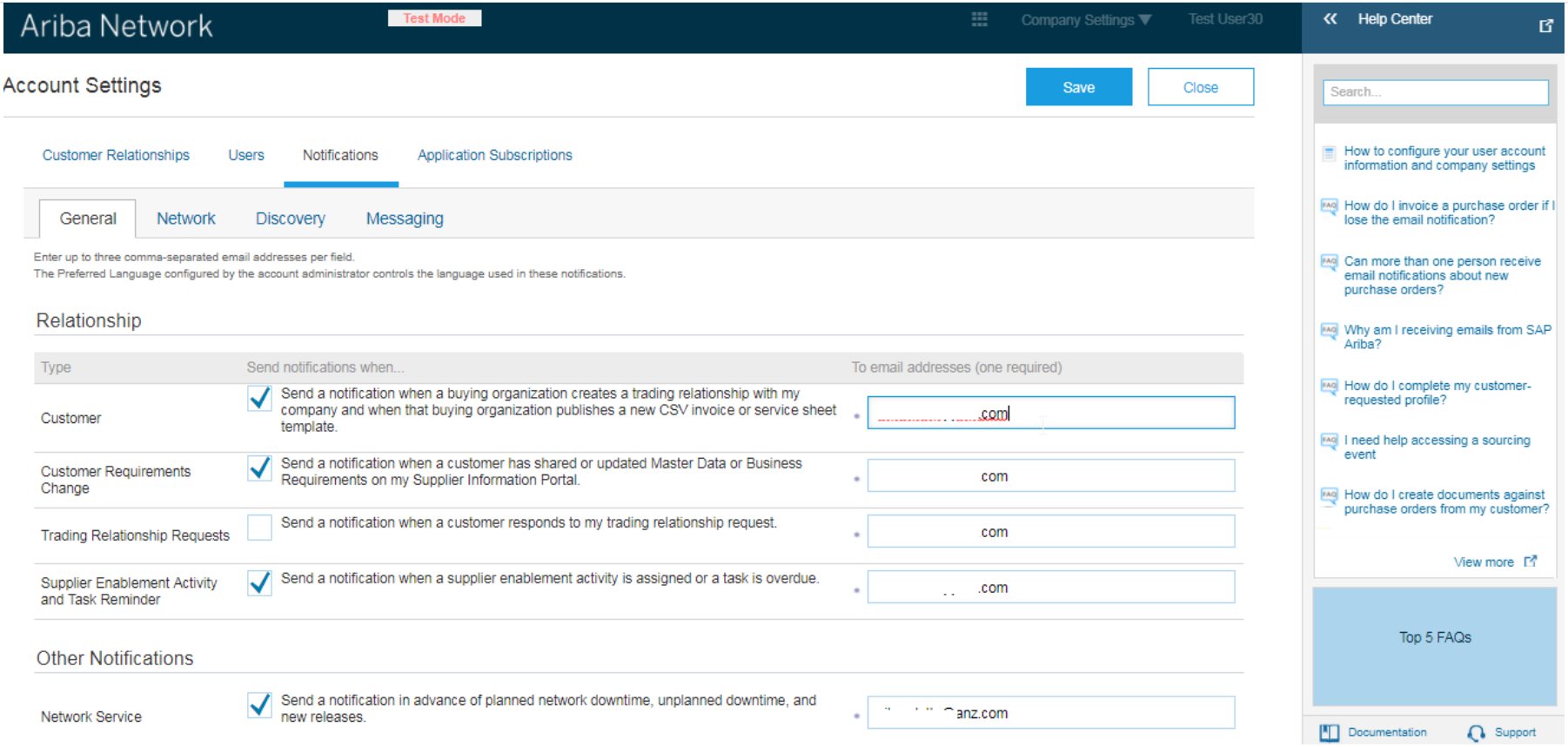
SECTION 5: NOTIFICATION PREFERENCE UPDATE

You can choose to start or stop a certain kind of notification sent out from SAP Ariba.

To update your notification preference, log into **http://supplier.ariba.com** and go to Company Settings → Notifications (under Account Settings section)

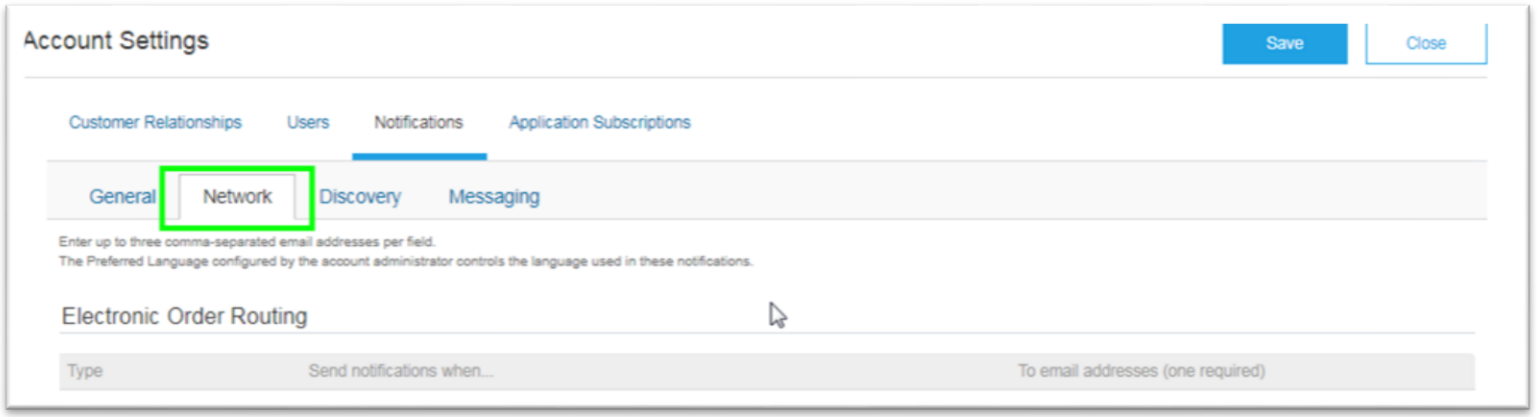


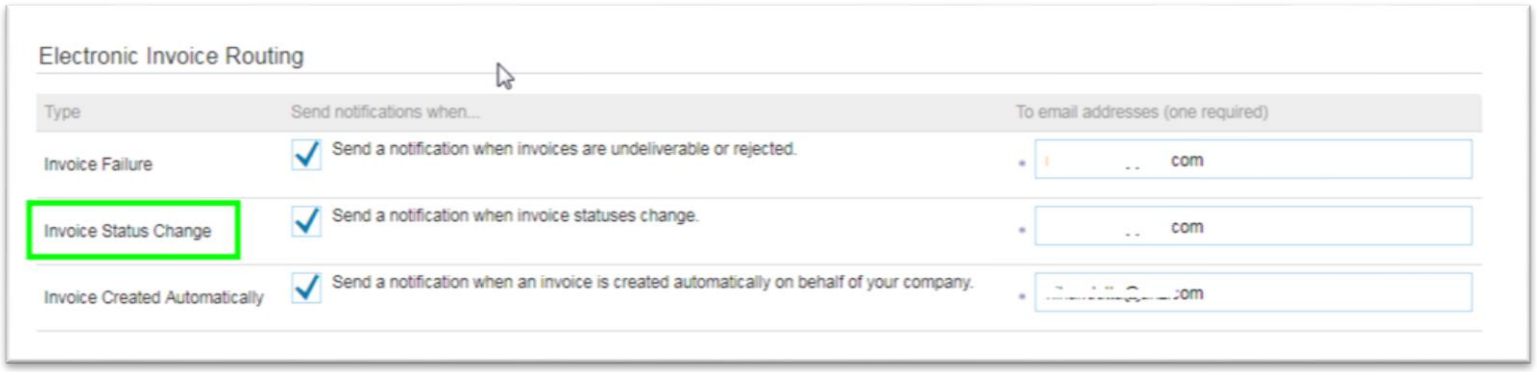
Review and update your notification preferences. You can choose a different email addresses to be assigned to receive different email notifications.



In particular, ANZ recommends that you enable “Invoice Status Change” notifications so you receive notifications when your invoices are **approved or rejected** by ANZ.

To make sure “Invoice Status Change” is enabled, go to the Network tab in the Notifications page; then scroll down to Electronic Invoice Routing section.

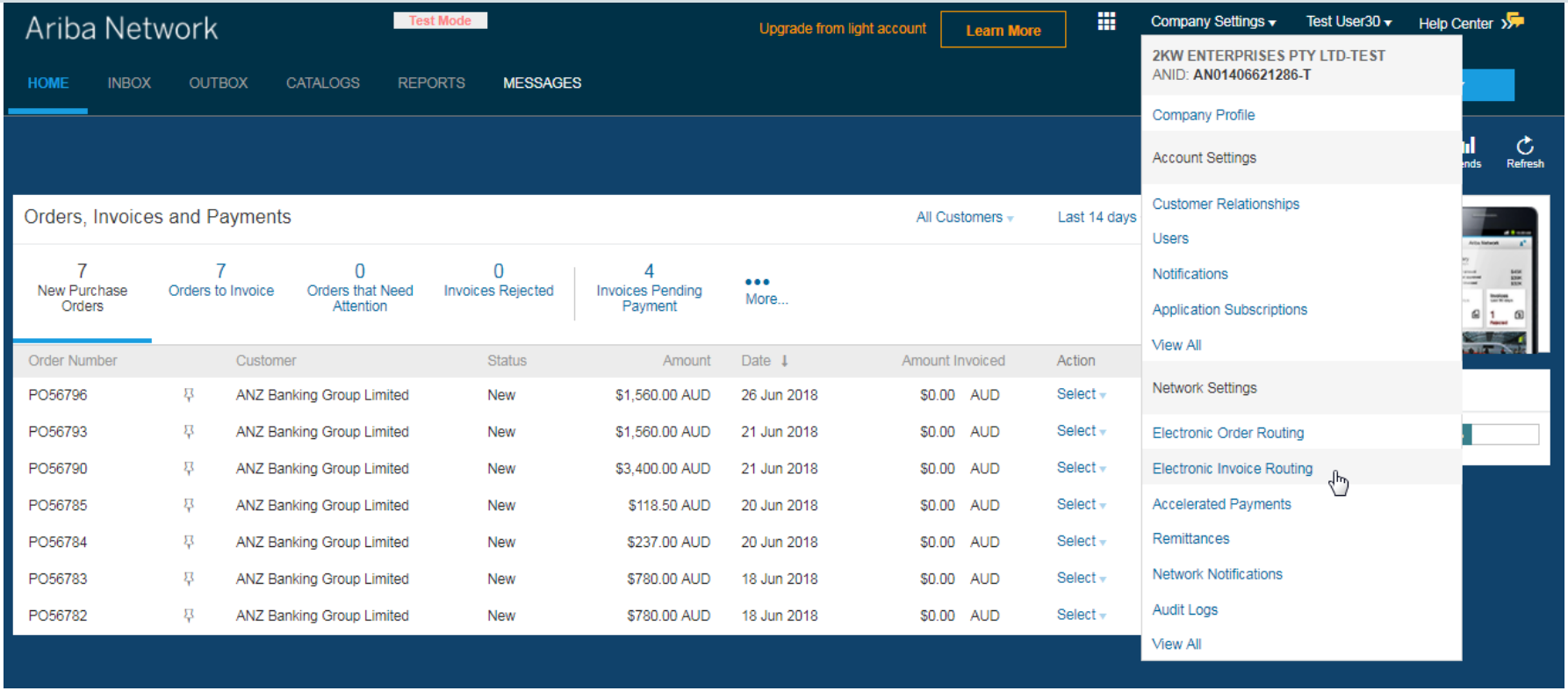




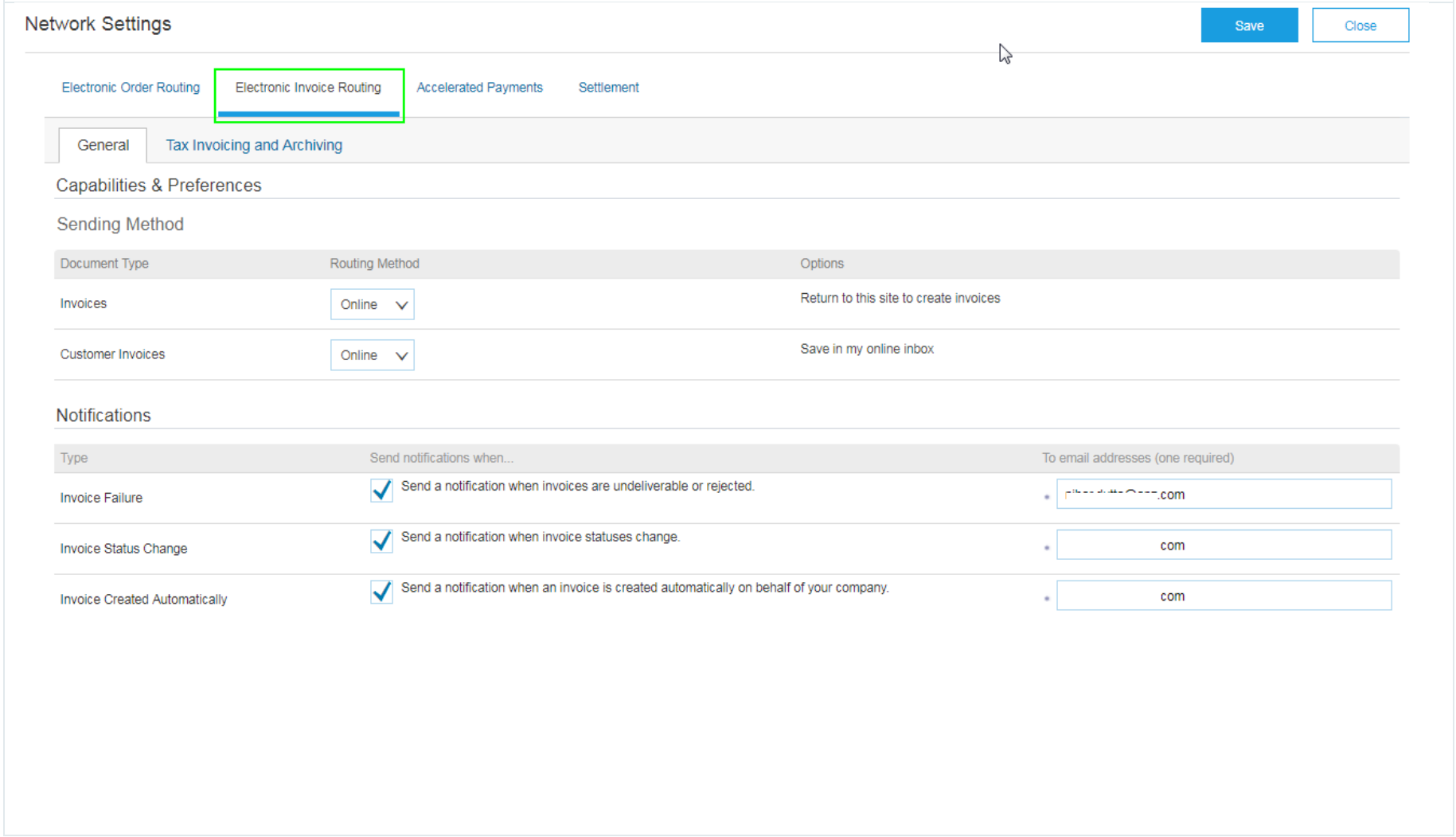
SECTION 6: DEFAULT COMMENT (OPTIONAL)

If you have a message which you would like to add in all invoices and credit notes, you can set it up in your profile. E.g. Terms & Conditions.

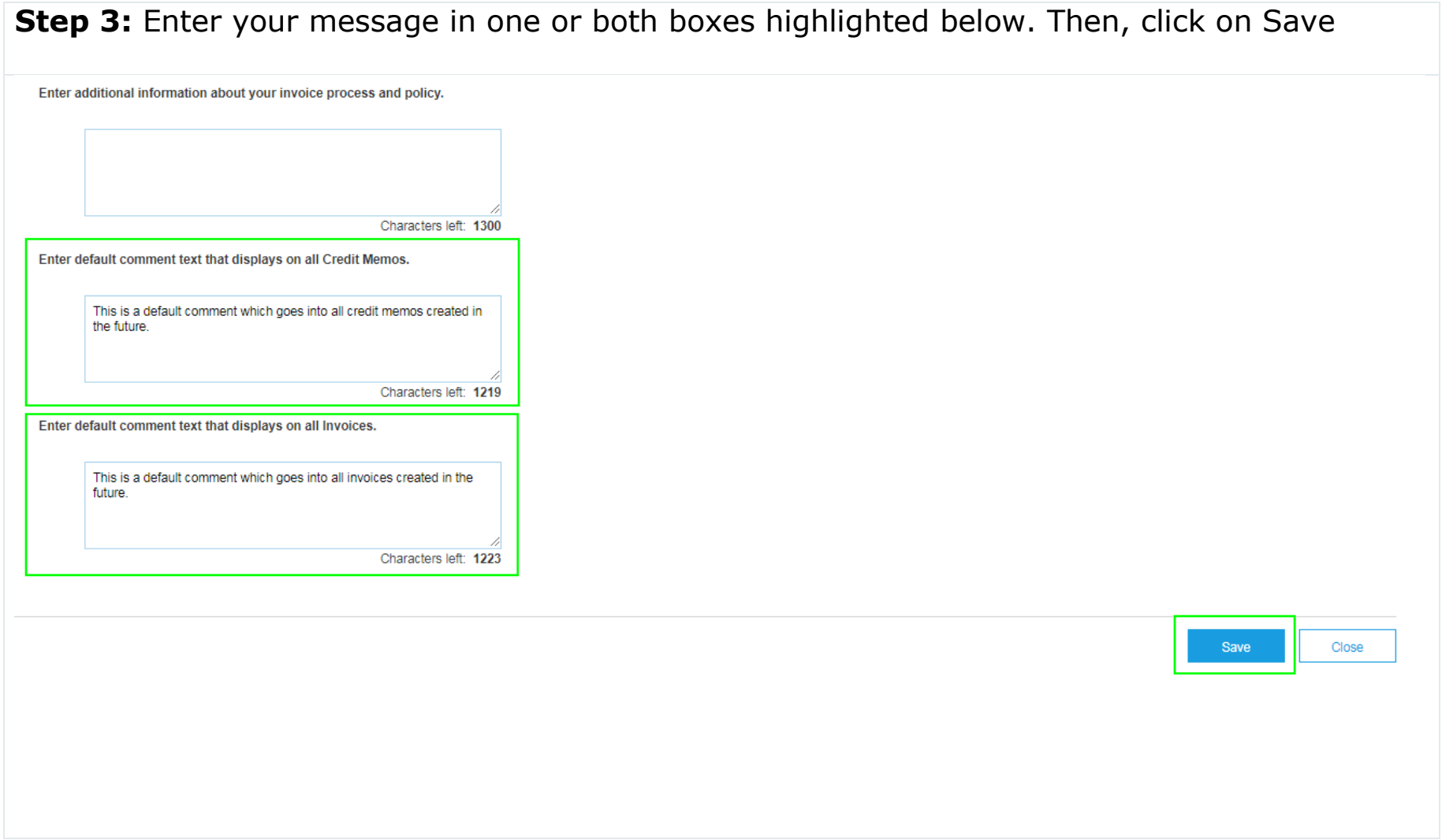
Step 1: To update your notification preference, log into **http://supplier.ariba.com** and go to Company Settings → Electronic Invoice Routing (under Network Settings section)



Step 2: You will land into Network Setting page and Electronic Invoice Routing tab. Scroll down to the bottom.



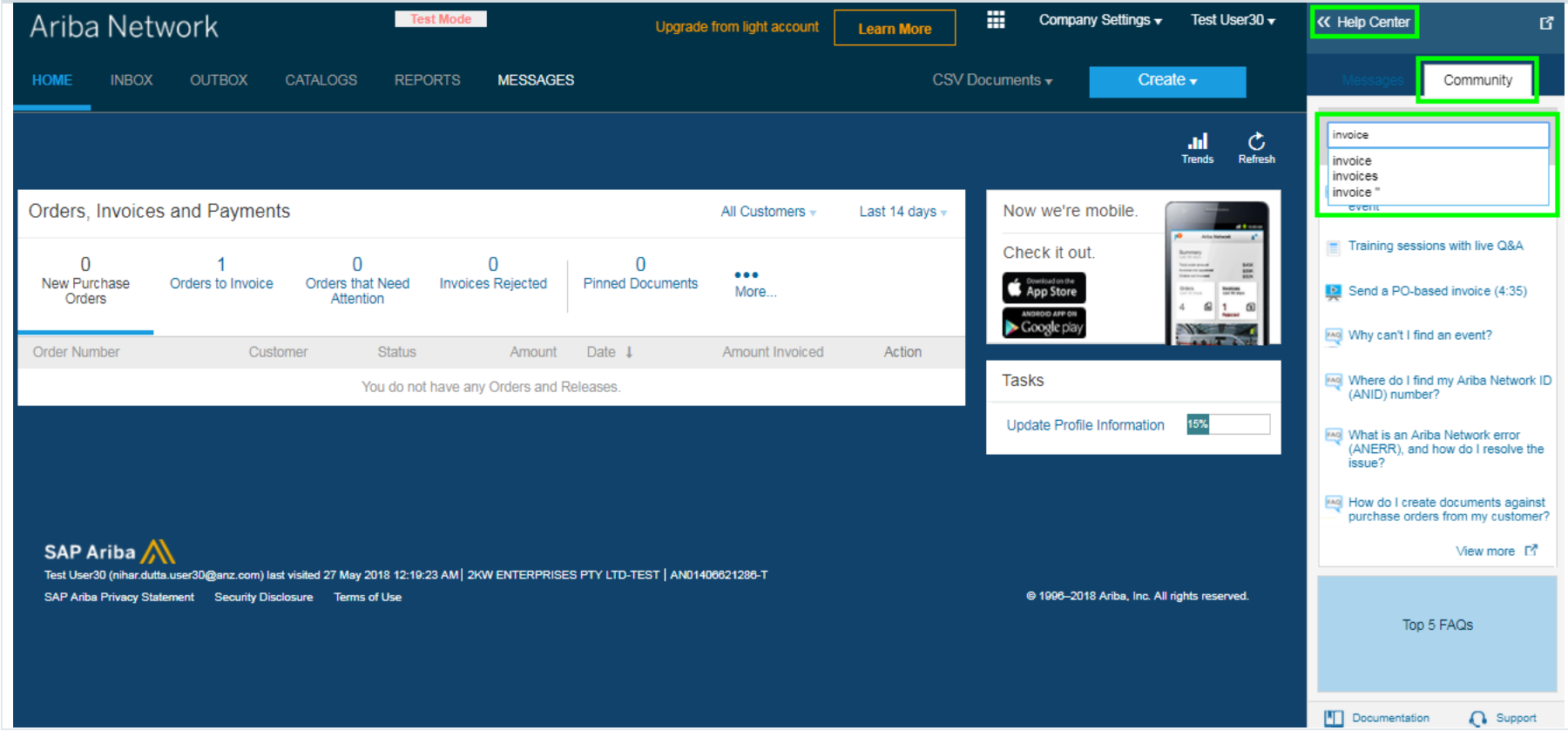
Step 3: Enter your message in one or both boxes highlighted below. Then, click on Save



SECTION 7: HELP & SUPPORT

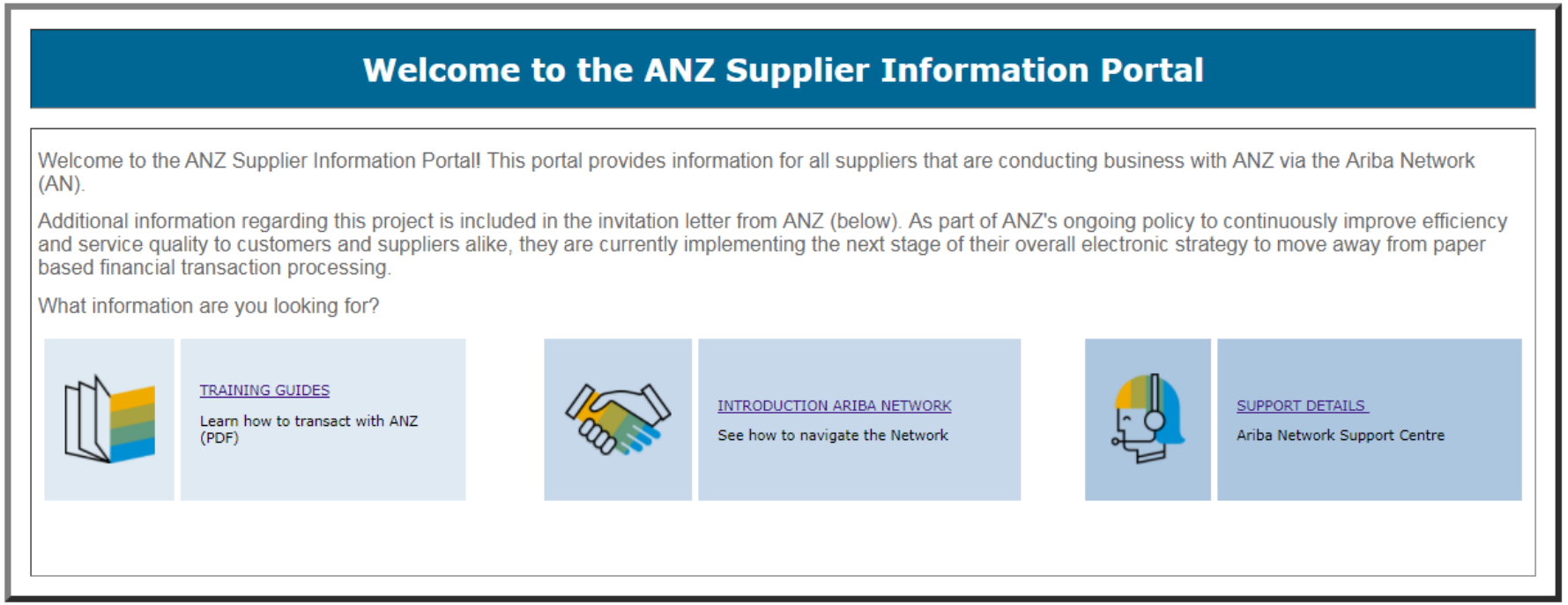
Further Learning: You can access SAP Ariba's learning videos and tutorials from your account.

Log into http://supplier.ariba.com and go to Help Centre.
Search for the topic you need help with.



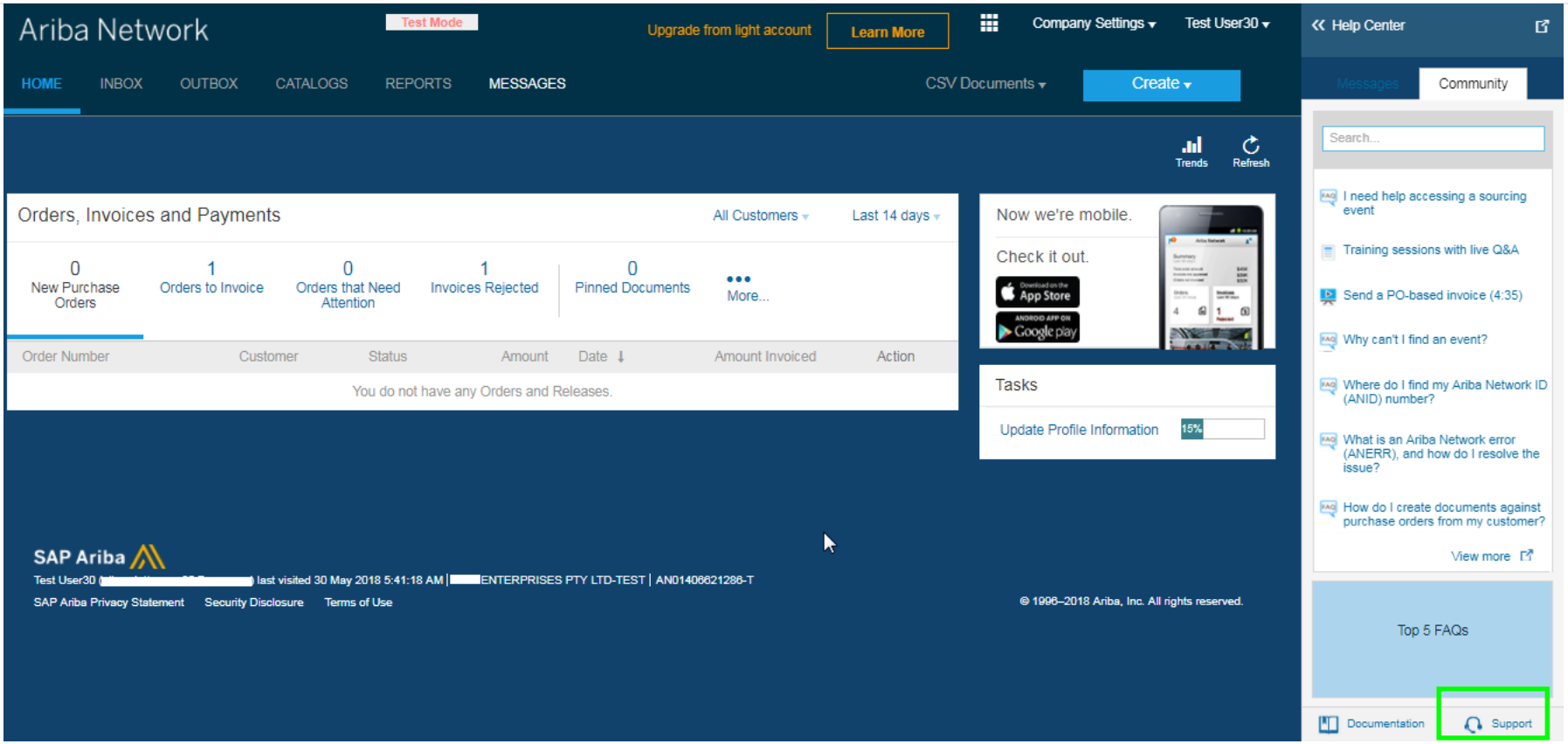
You can also refer to the Supplier Information Portal (SIP).
Link to SIP: **https://connect.ariba.com/KAAcontent/1,,156756,00.html**

Please save this link as a bookmark

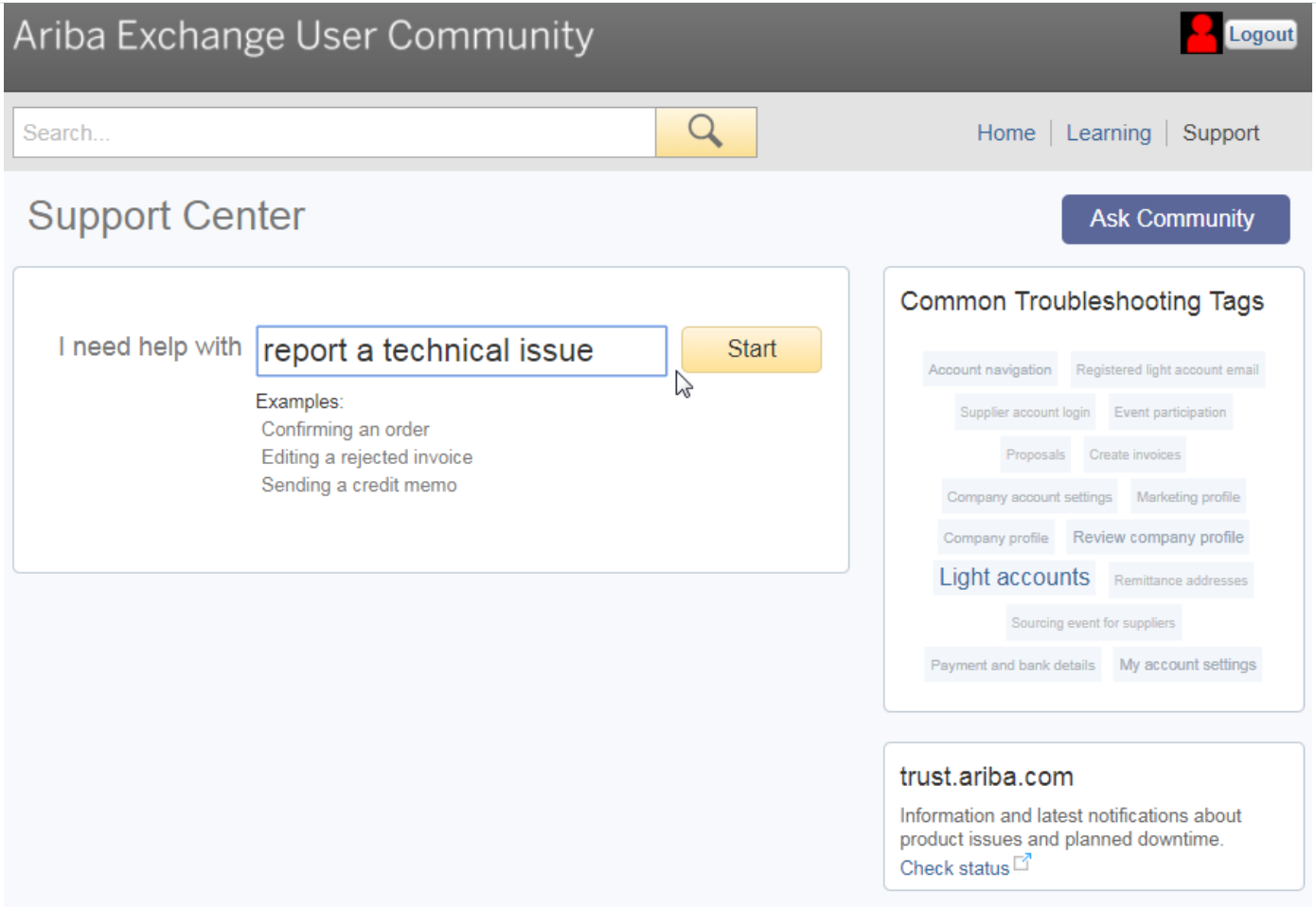


Technical Support: SAP Ariba provides email support for technical issues related to Ariba Light supplier.

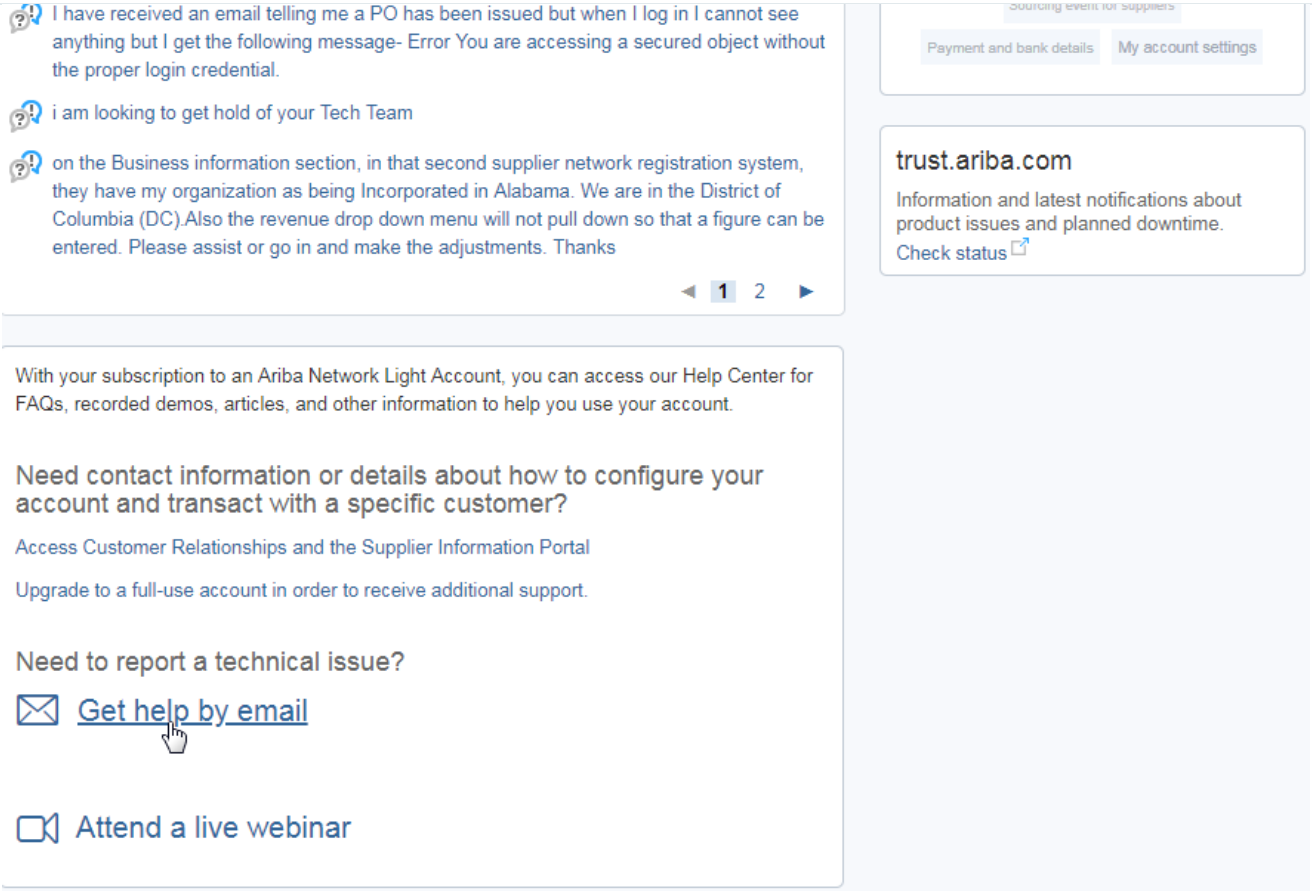
To contact SAP Ariba, please log into your account and click on “Support” in the Help Centre.



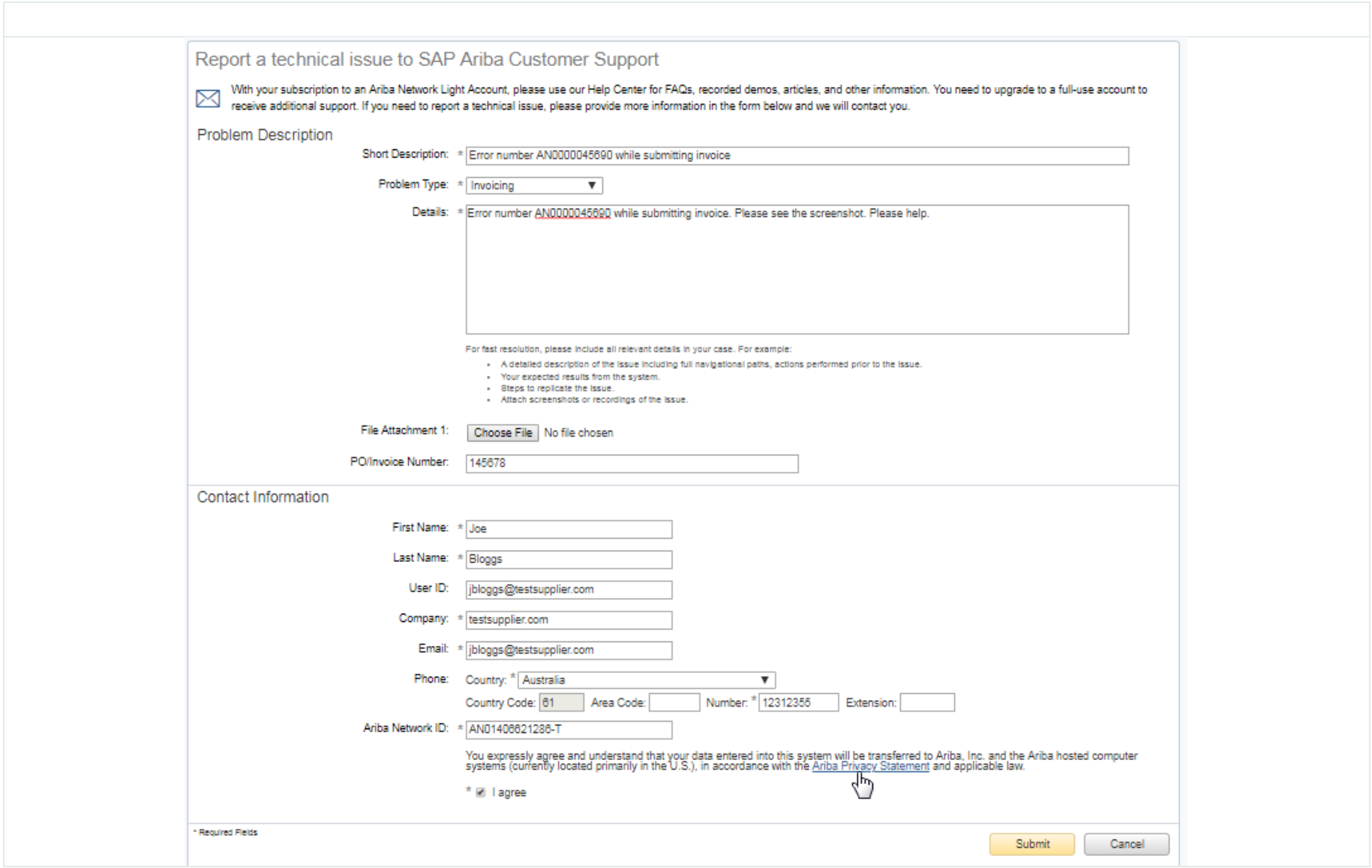
A new window will open. Please search for “report a technical issue” in “I need help with” box.



Scroll past the search result and click on “Get help by email” link.



Fill out the form and click on Submit.


Report a technical issue to SAP Ariba Customer Support
With your subscription to an Ariba Network Light Account, please use our Help Center for FAQs, recorded demos, articles, and other information. You need to upgrade to a full-use account to receive additional support. If you need to report a technical issue, please provide more information in the form below and we will contact you.
Problem Description
Short Description: * Error number AN0000045690 while submitting invoice
Problem Type: * Invoicing
Details: * Error number AN0000045690 while submitting invoice. Please see the screenshot. Please help.
For fast resolution, please include all relevant details in your case. For example:
A detailed description of the issue including full navigational paths, actions performed prior to the issue.
Your expected results from the system.
Steps to replicate the issue.
Attach screenshots or recordings of the issue.
File Attachment 1: Choose File No file chosen
PO/Invoice Number: 145678
Contact Information
First Name: * Joe
Last Name: * Bloggs
User ID: jbloggs@testsupplier.com
Company: * testsupplier.com
Email: * jbloggs@testsupplier.com
Phone: Country: * Australia
Country Code: 61 Area Code: Number: * 12312355 Extension:
Ariba Network ID: * AN01406621286-T
You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the Ariba Privacy Statement and applicable law.
* I agree
* Required Fields
Submit
Cancel

Support Available	Contact

• Technical issue in your Ariba Network account while
  ○ Creating invoice
  ○ Viewing Purchase Order
• Any other account related queries
	Refer to Technical Support in "Section 7: Help & Support".
	
	Note: Suppliers will have to upgrade to full account if they need premium services like SAP Ariba on-call support

• Ariba trouble shooting after your invoice is submitted
  ○ Invoice rejections
  ○ Invoice tracking, invoice processing
  ○ Remittance Advice
	ANZ Buy and Pay Help desk
	  ❖ Phone : 1-800-770-373
	  ❖ E-mail: AribaLightSupport@anz.com
	Hours of operation: 9AM to 5PM, AEST Monday to Friday

• ANZ Purchasing and Invoicing process	Refer to Supplier on-boarding guide published on anz.com http://www.anz.com/about-us/corporate-sustainability/supply-chain/