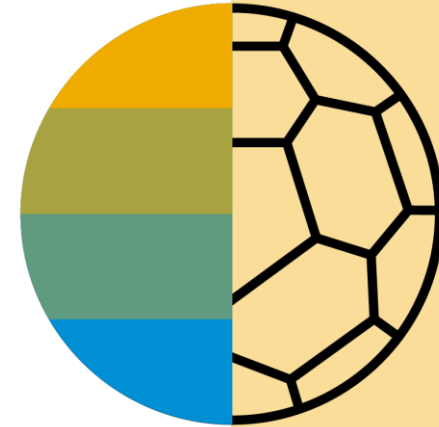


Government of Alberta One Government eXperience (1GX) Standard Account Supplier Guide



CONFIDENTIAL

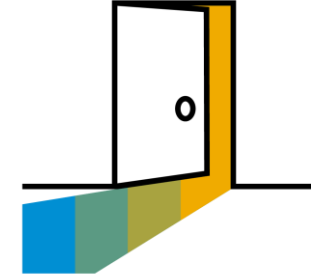
Home- Table of Contents



Section 1: Ariba Network Overview



Section 2: Account Set Up



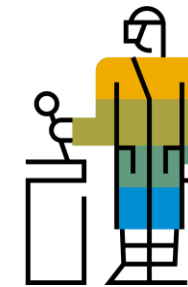
Section 3: Purchase Orders



Section 4: Other Documents



Section 5: Invoice Methods



Section 6: Help Resources

Section 1: Ariba Network Overview



What is Ariba Network?

What is Ariba Network?

Introduction to Standard Account



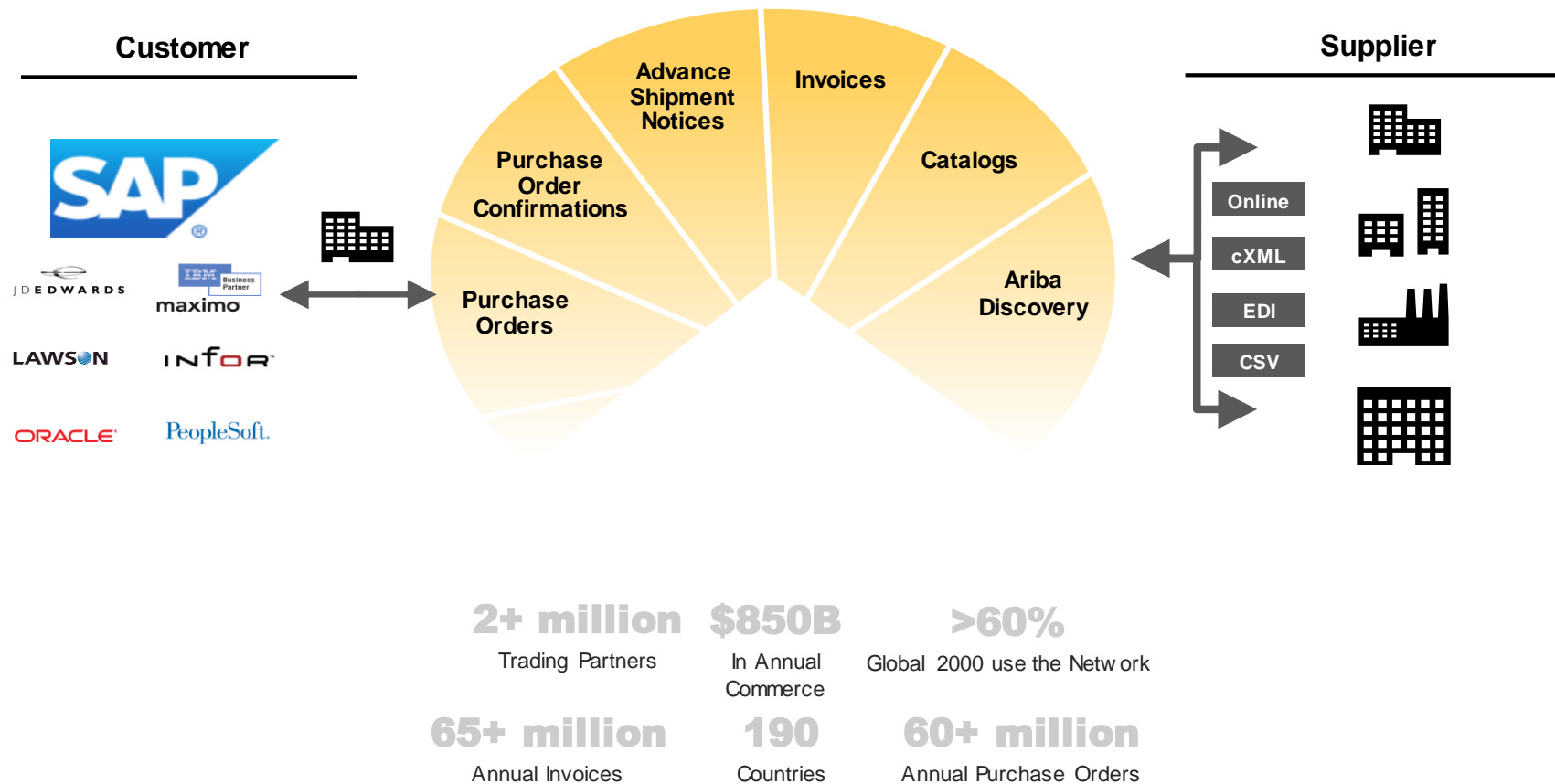
Government of Alberta on Ariba Network

Supported Documents

Not Supported Documents

What is the Ariba Network?

The Government of Alberta selected Ariba Network as the electronic transaction provider for our modern One Government eXperience (1GX) system. You are invited to join Ariba Network and discover an easier, faster and more cost-effective way to do business with us.



Introducing Ariba Network, Standard Account

The Government of Alberta is introducing One Government eXperience (1GX), a modern business support system that uses **Ariba Network, Standard Account via interactive email** for procurement. It also uses the capabilities of new technology to make it easier, faster and more cost-effective to do business together. **There is never a cost for an Ariba Network Standard Account and no transaction fees when doing business with the Government of Alberta.**

○ What is Standard Account?

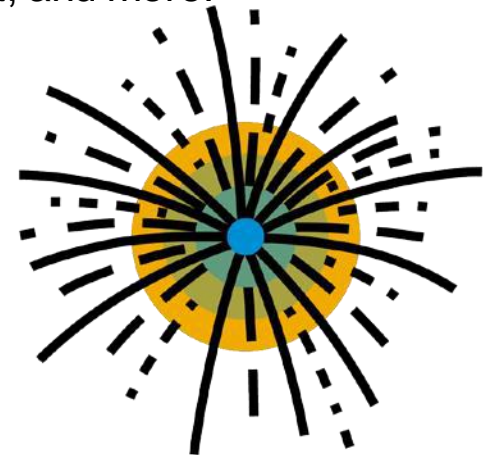
Standard Account on Ariba Network via interactive email gives you a quick and easy NO COST, NO FEES way to do business with the Government of Alberta. A Standard Account is free but fees may apply for other customers.

○ What does this mean for you?

Whether you supply goods, services or construction, transacting on Ariba Network via a NO COST, NO FEES Standard Account with the Government of Alberta makes it easier to bid, fulfill orders, receive payment, and more!

○ What are the benefits?

Standard Account enables you to quickly transact with the Government of Alberta at NO COST and NO FEES, improve customer retention, and get paid faster. The Government of Alberta also offers a NO COST, NO FEES Enterprise Account.



Review Government of Alberta Specifications

Supported Documents

Supported

- **Purchase Order Confirmations**
Apply against an entire PO or specific line items
- **Advance Shipment Notices**
Apply against PO when items are shipped
- **Detail Invoices**
Apply against a single purchase order referencing a line item
- **Partial Invoices**
Apply against specific line items from a single purchase order
- **Service Entry Sheets**
Apply against a single purchase order referencing a line item
- **Service Invoices**
Invoices that require service line item details
- **Line Level Credit Invoices/Credit Memos**
Line level credits; quantity adjustments
- **Header Level Credit Memos**
Credit Memos applied against entire invoices

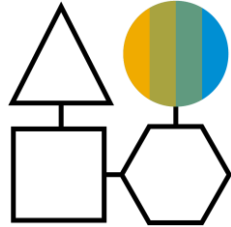
Review Government of Alberta Specifications

NOT Supported Documents

NOT Supported:

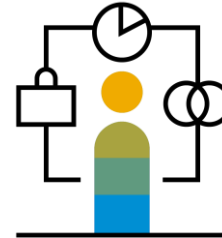
- **Summary or Consolidated Invoices**
Apply against multiple purchase orders; not accepted by Government of Alberta
- **Invoicing for Purchasing Cards (P-Cards)**
An invoice for an order placed using a purchasing card; not accepted by Government of Alberta
- **Duplicate Invoices**
A new and unique invoice number must be provided for each invoice; Government of Alberta will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- **Paper Invoices**
Paper invoices won't be accepted by the Government of Alberta from suppliers enabled in Ariba Network; submit invoices in Ariba Network
- **Non-PO Invoices**
Apply against a PO not processed through Ariba Network; not accepted by Government of Alberta
- **BPO Invoices**
Invoices against a blanket purchase order; not accepted by Government of Alberta
- **Contract Invoices**
Apply against contracts; not accepted by Government of Alberta

Section 2: Set Up Your Account



Basic Account Configurations

[Accept Invitation](#)
[Complete Profile](#)
[Email Notifications](#)

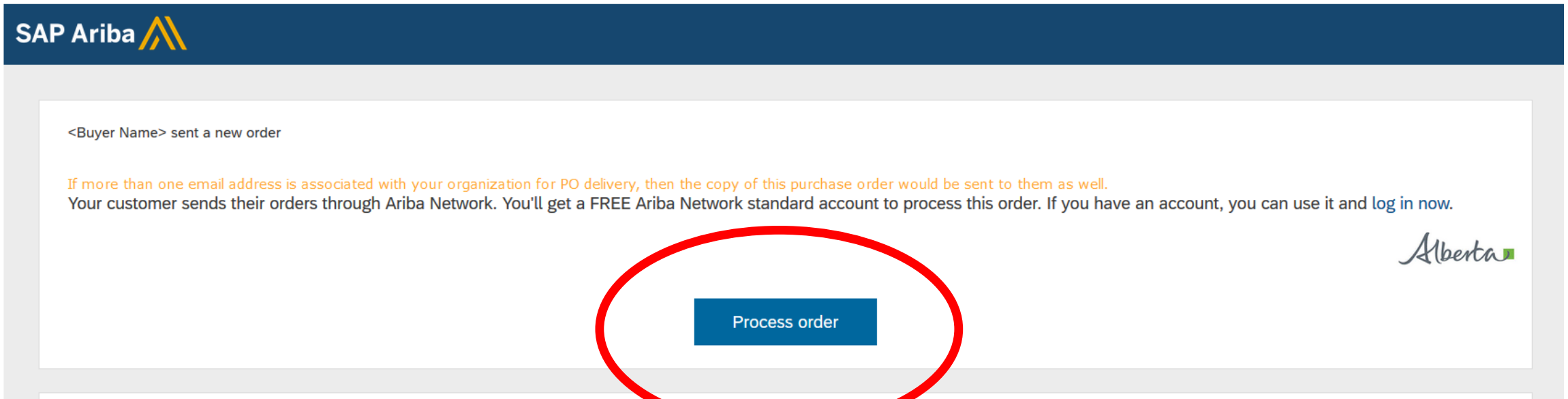


Advanced Account Configuration

[Roles and Users](#)
[Overview of the Standard Account Dashboard](#)

Receive Interactive Email Order from Government of Alberta

Click the **Process Order** button in the PO notification (interactive email)



Sign up for Standard Account

Select the **Sign up** option to create a new Standard Account
-OR- use your existing Standard Account by clicking on **Log in**



Join **your customer** on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

Exchange documents electronically and streamline communications.



Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

Ariba Network standard account is **Free**

[Learn more](#)

Configure Account, Accept Terms of Use, and Register

1 Review your Company information

Company information

* Indicates a required field

Company Name:* ABC Enterprises

Country:* United States [USA] If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:* 123 Pittsburgh Street
Line 2
Line 3

City:* Pittsburgh

State:* Pennsylvania

Zip:* 15222

2 Enter your User account information

User account information

Name:* First Name Last Name

Email:* ☒ Use my email as my username

Username:*

Password:* Enter Password
Repeat Password

Language: English

Email orders to:* john.smith.@sap.com

3 Accept Terms of Use and click on Register

☒ I have read and agree to the [Terms of Use](#)

☒ I have read and agree to the [SAP Ariba Privacy Statement](#)

Please note that after your standard account is registered, future PO's will be sent to your designated user account email

Government of Alberta Specific Account Configuration

- ✓ **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select the Business tab. In the section Financial Information enter your Vat ID / Tax ID. (optional).
- ✓ **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk. (optional)
- ✓ **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization's location, which you specify in User Account Navigator > My Account > Preferences. (optional)

Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings icon.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.

The screenshot displays the SAP system interface for configuring email notifications. The top part shows a dropdown menu with 'Notifications' selected. The bottom part shows the 'Electronic Order Routing' configuration table with columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The table lists various notification types like 'Order', 'Purchase Order Inquiry', 'Time Sheet', 'Pending Queue', 'Order Confirmation Failure', 'Collaboration Request', and 'Service Sheet'. The 'To email addresses' column contains the email address 'fitsupplier4.coe@outlook.c' for each type.

Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received. <input type="checkbox"/> Send notification for new purchase orders to suppliers.	fitsupplier4.coe@outlook.c
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received. <input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	fitsupplier4.coe@outlook.c
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	fitsupplier4.coe@outlook.c
Pending Queue	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	fitsupplier4.coe@outlook.c
Order Confirmation Failure	<input type="checkbox"/> Send a notification when order confirmations are undeliverable.	fitsupplier4.coe@outlook.c
Collaboration Request	<input checked="" type="checkbox"/> Send a notification when collaboration requests are received.	fitsupplier4.coe@outlook.c
Service Sheet		

Set Up User Accounts

Roles and Permission Details

Administrator

- There can only be one administrator per ANID (Ariba Supplier Account)
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

User

- Up to 250 user accounts can exist per ANID (Ariba Supplier Account)
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

Set Up User Accounts

Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings icon** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on **Done**.

The screenshot shows the SAP Ariba 'Manage Users' interface. At the top, there are tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' tab is selected. On the right side, there is a sidebar with a 'Company Settings icon' (gear) at the top, followed by 'FITSupplier4QA' and 'ANID: AN01458807003-T'. Below this, there are sections for 'Company Profile', 'ACCOUNT SETTINGS', and 'Customer Relationships'. The main content area is titled 'Manage Users' and contains a table of users. The table has columns for 'Username', 'Email Address', 'First Name', 'Last Name', and 'Ariba Discovery Contact'. One user is listed: 'rebecca.novotny@sap.com'. Below the table, there are buttons for 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', and 'Create User'. The 'Create User' button is circled with a yellow '4'. Below the table, there is a section titled 'Manage User Roles' with a 'Create Role' button circled with a yellow '2'. Below this, there is a table of roles with columns for 'Name' and 'Actions'. Two roles are listed: 'Administrator' and 'All Access'. The 'Details' link for the 'Administrator' role is circled with a yellow '3'. At the bottom of the page, there is a 'View All' link.

Set Up User Accounts

Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
 - Delete User
 - Add to Contact List
 - Remove from Contact List
 - Make Administrator

Account Settings

1

Customer Relationships Users Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

2 4

↓ Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends

Selected User Information

Username: rebecca.novotny@sap.com
Email Address: rebecca.novotny@sap.com
First Name: Rebecca
Last Name: Novotny
Office Phone:

☐ This user is the Ariba Discovery Contact

3

Reset Password

Overview of the Standard Account Dashboard

The Dashboard/Homepage is restricted for Standard Account users with the Inbox, Outbox, Catalogs and Reports tabs greyed out. Standard Account users can use the Dashboard to resend a Standard Account purchase order, set up routing information, access Company Profile information and access the Supplier Information Portal.

1. Tabs
2. Upgrade – Click here to Upgrade to an Enterprise Account
3. Company Settings icon
4. Help Centre
5. Select button to resend Purchase Orders

The screenshot shows the SAP Ariba Network Standard Account Dashboard. The top navigation bar includes the SAP logo, Ariba Network dropdown, Standard Account status, an orange Upgrade button, and a TEST MODE indicator. On the right of the top bar are icons for settings (gear), help (question mark), AI, and a user profile icon labeled 'p Center'. Below the top bar is a secondary navigation bar with tabs: Home (active), Inbox, Outbox, Catalogs, Reports, and Messages. The main content area is titled 'Orders, Invoices and Payments' and includes filters for 'All Customers' and 'Last 14 days'. It displays a summary of key metrics: 3 New Purchase Orders, 3 Orders to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, and 0 Pinned Documents. Below this is a table of orders with columns for Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The table lists three orders from 'Government of Alberta - TEST' with status 'New'. To the right of the table is a 'Tasks' section with a button labeled 'Update Profile Information' and a progress indicator at 35%. On the far right is a 'Help Centre' sidebar with a search bar and a list of frequently asked questions. At the bottom of the dashboard are links for SAP Ariba Privacy Statement, Security Disclosure, and Terms of Use, along with buttons for Messages, Documentation, and Support.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
9000003957	Government of Alberta - TEST	New	\$500.00 CAD	30 Mar 2020	\$0.00 CAD	Select
9000003955	Government of Alberta - TEST	New	\$200.00 CAD	30 Mar 2020	\$0.00 CAD	Select
9000003951	Government of Alberta - TEST	New	\$240.00 CAD	30 Mar 2020	\$0.00 CAD	Select

Section 3: Purchase Order Management



Purchase Order Management

[View Purchase Orders](#)

[Respond to Purchase Orders](#)

[ERS Purchase Orders](#)

[Retrieve Purchase Orders](#)

Purchase Orders

Viewing and Responding to Purchase Orders

Purchase Orders cannot be viewed directly in the Dashboard when using a Standard Account. They will be sent directly to the email address for your account and must be accessed through that email. When viewing the order, you will have several action buttons that will allow you to respond to the Purchase Order:

1. Click “Process Order” to view the Purchase Order in the SAP Ariba Dashboard. Once you click the process order button, you will be taken to the PO details page where you can create an order confirmation, ship notice, and invoice.
2. If there are questions about the PO, click “Post message” to send a message to the buyer.

Req. Line No.: 1
Requester: Pritam Ghosh
PR No.: PR9617
Classification Domain: unspsc
Classification Code: 53

Incoterms Information

Incoterm Code:

Incoterm Location:

Order submitted on: Monday 30 Mar 2020 8:50 AM GMT-06:00
Received by Ariba Network on: Monday 30 Mar 2020 8:50 AM GMT-06:00
This Purchase Order was sent by Government of Alberta - TEST AN01422170924-T and delivered by Ariba Network.

Sub-total: \$ 200.00 CAD

Questions or comments for your customer?

2

Post message

1

Process order

About this email

If you have any questions, contact **Government of Alberta - TEST**. If you're not the correct person to receive this email, forward it to the appropriate person in your company.

Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for

Purchase Orders

SAP Ariba Purchase Orders

When viewing the Purchase Order in SAP Ariba, you will have several action buttons that will allow you to respond to the Purchase Order:

1. Click “Create Order Confirmation” to confirm the order (*note: this is an optional feature for Government of Alberta Suppliers*)
2. Click Create Ship Notice to create a ship notice (*note: this is an optional feature for Government of Alberta Suppliers*)
3. Click “Create Invoice” to submit an Invoice against the Purchase Order (*note: invoice submission through SAP Ariba is required for all Purchase Orders submitted through SAP Ariba.*)

Purchase Order: 9000003957

Done

1

2

3

Create Order Confirmation ▼

Create Ship Notice

Create Invoice ▼

Print ▼

Download PDF

Download CSV

Resend

Order Detail

Order History



From:

To:

Purchase Order

Purchase Orders

Resending a Purchase Order email

Sometimes you may need to resend a copy of a purchase order to your email to take action if the PO email was deleted or sent to an incorrect address. To have the PO email resent:

1. Click “Select” beside the Purchase Order you would like to view
2. Select “Send me a copy to take action” to send the Purchase Order to the email address set up in your SAP Ariba Account.
3. This will resend the PO email so you can click the Process Order button and create the invoice.

The screenshot displays the SAP Ariba interface for managing purchase orders. At the top, there's a header 'Orders, Invoices and Payments' with filters for 'All Customers' and 'Last 14 days'. Below this, a summary bar shows counts for various order stages: 3 New Purchase Orders, 3 Orders to Invoice, 0 Orders that Need Attention, 0 Invoices Rejected, and 0 Pinned Documents. A 'More...' button is also present. On the right, there's a promotional banner for mobile apps and a 'Tasks' section showing a 35% progress bar. The main table lists three purchase orders from the 'Government of Alberta - TEST' customer, all with a status of 'New' and a date of '30 Mar 2020'. The first order has a callout menu open, showing the 'Send me a copy to take action' option. The second and third orders also have 'Select' buttons.

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
9000003957	Government of Alberta - TEST	New	\$500.00 CAD	30 Mar 2020	\$0.00 CAD	Select ▼
9000003955	Government of Alberta - TEST	New	\$200.00 CAD	30 Mar 2020	\$0.00 CAD	Select ▼
9000003951	Government of Alberta - TEST	New	\$240.00 CAD	30 Mar 2020	\$0.00 CAD	Select ▼

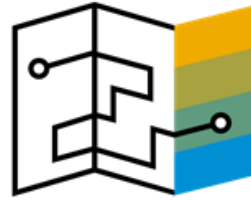
Section 4: Other Documents



Order Confirmations (OC) (optional)

[Confirm Entire Order](#)

[Update Line Items](#)



Advanced Ship Notices (ASN) (optional)

[Create Ship Notice](#)

[Delivery Terms and
Transportation Details](#)

[Details](#)

[Submit Ship Notice and
Status](#)



Service Entry Sheet (required)

[Locate a Service PO](#)

[Auto-Generate Service Sheet](#)

[Check Status](#)

Create Order Confirmation (optional)

Confirm Entire Order

This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click** Next when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to the Government of Alberta.**

The screenshot shows the 'Confirming PO' form. At the top right are 'Exit' and 'Next' buttons. On the left is a sidebar with two options: '1 Confirm Entire Order' (selected) and '2 Review Order Confirmation'. The main form area is titled 'Order Confirmation Header' and contains fields for 'Confirmation #' (with callout 1), 'Associated Purchase Order #' (20150415_PO1), 'Customer' (Ariba, Inc. - TEST), and 'Supplier Reference'. Below this is a section titled 'SHIPPING AND TAX INFORMATION' with callout 2, containing fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost', along with a 'Comments' text area. A callout 4 points to a small '* Indicate' link in the top right corner of the form area.

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

Create Order Confirmation (optional)

Update Line Items

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they are available in stock, generate another order confirmation to set them to confirm.

Note: If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Purchase Order: 20150415_PO2

☒ Create Order Confirmation ☐ Create Ship Notice ☐ Create Invoice

Confirm Entire Order
Update Line Items **1**
Reject Entire Order

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

Confirming PO

2

1 Update Item Status **2** Review Confirmation

Order Confirmation Header

Confirmation #:
Associated Purchase Order #: 20150415_PO2
Customer: Inc. - TEST **3**
Supplier Reference:

SHIPPING AND TAX INFORMATION

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:
Est. Delivery Date:

Line Items					
Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR
Copy Paper White, A3, 80gsm (ream 500 sheets)					
CURRENT ORDER STATUS					
<input checked="" type="radio"/> 10 Unconfirmed 4					
Confirm: <input type="text"/> 5 Backorder: <input type="text"/> Reject: <input type="text"/> <input type="button" value="Details"/>					

Confirm Order (optional)

Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.
 2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
 3. **Click** OK when done.
- Note:** If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.
4. **Click** Next.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

☒ 10 Unconfirmed

Confirm: Backorder: Reject:

[Details](#) ⓘ

1 2

OK Cancel

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: 1 Backordered

Est. Shipping Date:

Est. Delivery Date:

Comments:

OK Cancel

3

Confirm Order (optional)

Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Government of Alberta.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click Done** to return to the PO.

Purchase Order: 20150415_PO2

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) [Hide](#) [Print](#) [Download PDF](#) [Export cXML](#) [Download CSV](#) [Resend](#)

[Order Detail](#) [Order History](#)

From:
Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

To:
Ariba_TestSupplier - TEST
Radlicka 3201/14
150 00 Praha 5
Czech Republic
Phone:
Fax:
Email: klaus.puschel@sap.com

[Done](#)

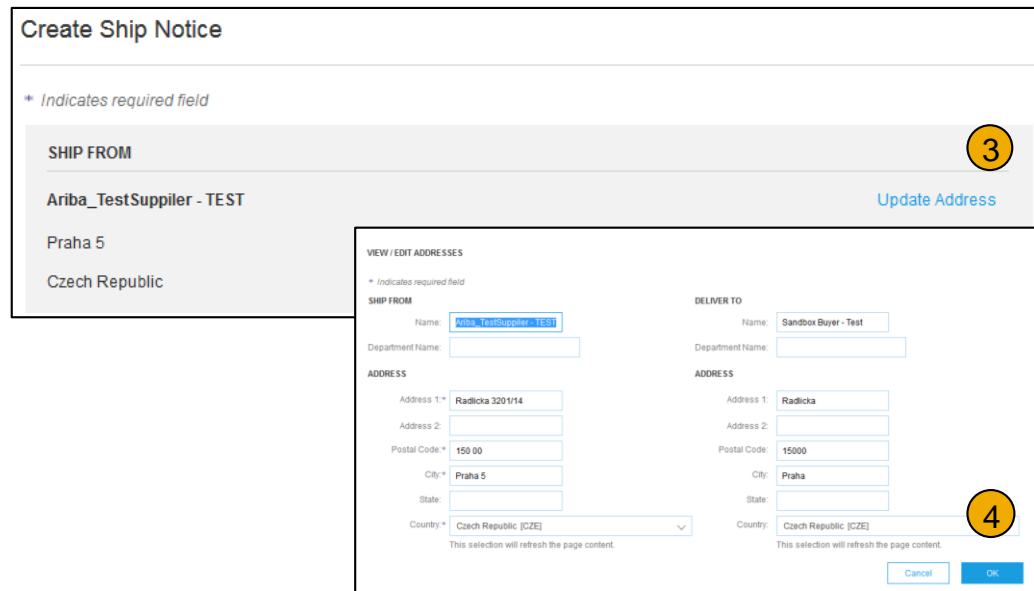
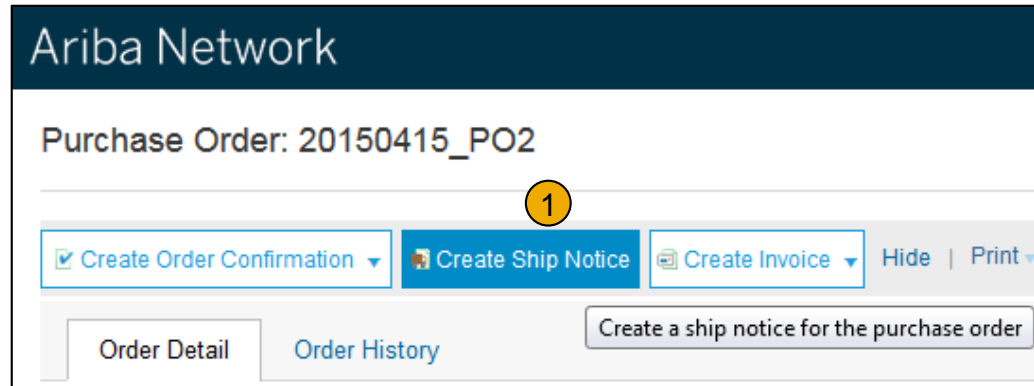
Purchase Order
(Partially Confirmed)
20150415_PO2
Amount: 295.00 EUR

Routing Status: Acknowledged
Related Documents: 312

Deliver To

Create Ship Notice (optional)

1. **Create** Ship Notice using your Ariba account once items were shipped.
Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
2. **Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear.
 - **NOTE:** Suppliers are REQUIRED to provide an Actual or Estimated Shipping Date on all Ship Notices
3. **Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
4. **Check** if Deliver to information is correct. Click OK.



Create Ship Notice (optional)

Delivery Terms and Transportation Details (optional)

1. **Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:	<input type="text"/>	Manage Carrier Preferred Carriers Default Carriers Airborne Express DHL 1 FedEx UPS US Postal Service Other
Service Level:	<input type="text"/>	

▼ DELIVERY AND TRANSPORT INFORMATION		Collected By Customer
Delivery Terms:	<input type="text" value="Delivered at Terminal"/>	Delivery Condition
Delivery Terms Description:	<input type="text"/>	Despatch Condition
Transport Terms Description:	<input type="text"/>	Transport Condition
		Incoterms
		Ex Works
		Free Carrier

Create Ship Notice (optional)

Details (optional)

1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Click Next** to proceed to review your Ship Notice.

20150415_PO2 2 GOODS_02
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	10

Add Ship Notice Line

20150415_PO2 2 GOODS_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR Remove
Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)

Shipment Status
Total Item Due Quantity: 10 BX

Confirmation Status
Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	10				Add Details

Add Ship Notice Line

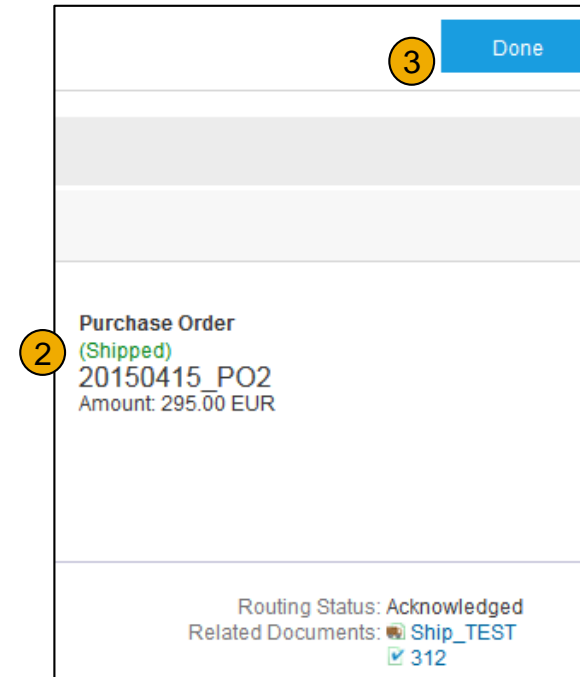
Add Order Line Item

2

Next Exit

Submit Ship Notice (optional)

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Government of Alberta. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from by clicking the link under the Related Documents from the PO View.



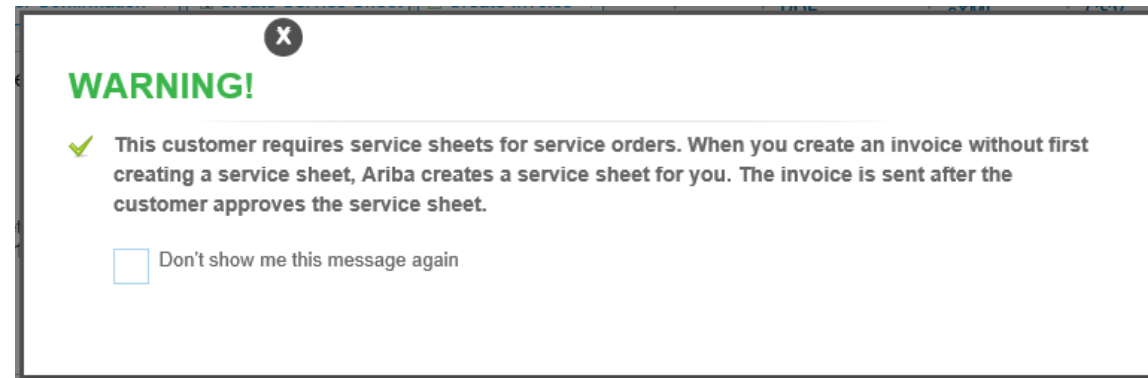
Auto-Generate a Service Entry Sheet

Create a Service Sheet from an Invoice

For customers who allow automatically generated service sheets, you can create service invoices for each service line on a service order, and the corresponding service sheets are automatically generated and sent to the Government of Alberta.

To create an auto-generated Service Sheet

1. **Click on Create Invoice** and select **Standard Invoice**.
2. **Review** the Pop-Up message on your screen, alerting you of the auto-generation (see right).
3. **Click** the X to proceed with invoice creation and submission.
4. **Once** the invoice is approved, the service sheet will automatically generate and be sent to Government of Alberta for approval.



Note: If clicking the box to not show the warning message again, please be aware that service sheets will continue to auto-generate for customers with this option enabled during invoice creation.

Section 5: Invoice Methods



Invoice Information

Government of Alberta
Specifications

Government of Alberta
Invoice Rules



Invoice Methods

PO Flip

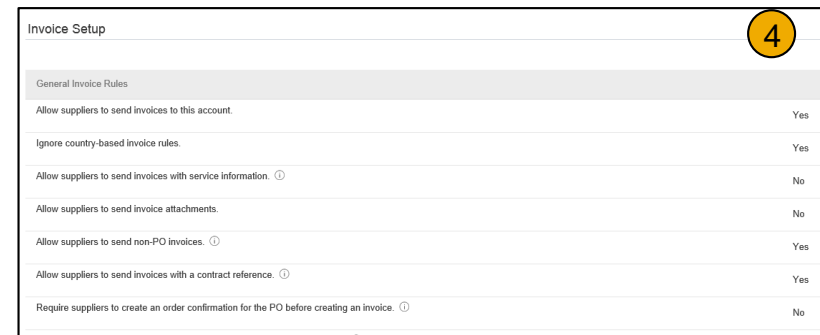
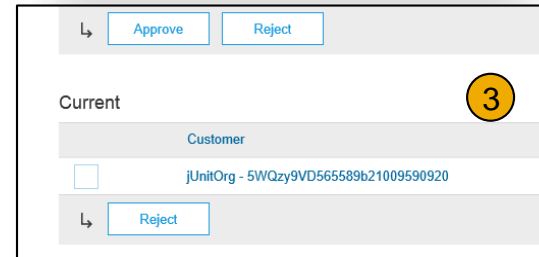
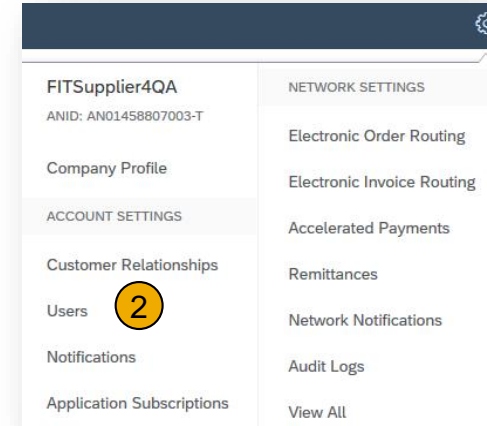
Government of Alberta Invoice Requirements

1. Suppliers can enter Credit Memos at the header level or line item level
2. Suppliers cannot reject entire Purchase Orders and must Update their Purchase Order at the Line Item Level
3. Suppliers are required to provide an Actual or Estimated Shipping Date on all Advance Ship Notices
4. Suppliers are required to provide a Reason for every Credit Memo

Review Government of Alberta Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account via supplier.ariba.com
2. Select the Company Settings icon dropdown menu and under Account Settings, click Customer Relationships.
3. A list of customers is displayed. Click the name of Government of Alberta (Government of Alberta).
4. Scroll down to the Invoice Setup section and view the General Invoice Rules.
5. Click Done when finished.



Invoice via PO Flip Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. Click **Create Invoice- Standard Invoice** on the PO details page.
2. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
3. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
4. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.

▼ Invoice Header

Summary

Purchase Order: 1084497223

Invoice #:* INV_1084497223 1

Invoice Date:* 15 Apr 2016 2

Remit To DEFAULT VALUE ▾

Tax 3

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Shipping 3

☒ Header level shipping ⓘ ☐ Line level shipping ⓘ

* Indicates required field Add to Header ▾

Tax 4

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Allowance

Charge

Additional Reference Documents and Dates

Comment

Attachment

Invoice via PO Flip


Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

Note: You can generate another invoice later to bill for the excluded item.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/>		MATERIAL	GOODS_02

Pricing Details

Price Unit: * BX

Unit Conversion: * 1

↳ [Line Item Actions](#) ▼ [Delete](#)

Invoice via PO Flip

Detail Line Items

3. Additional information can be viewed at the Line Item Level by editing a Line Item.

3

Line Item Actions

Delete

Add

Edit

Add

Shipping Documents

Turn on f
Hide/Shd

Line Items

2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category:

Shipping Documents

Special Handling

Discount

Add to Included Lines

3

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

Create Invoice

Done

Cancel

Invoice Item

* Indicates required field

Line Item Actions

Quantity: 5

Unit: EA

Unit Price: 1.00 EUR

Subtotal: 5.00 EUR

Part #: GOODS_01

Description

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details

Price Unit: PCE

Price Unit Quantity: 2

Unit Conversion: 1

Description: This field specifies that 1 Box is equivalent to 2 reams

Inspection Date:

Ship From: Ariba_TestSupplier - TEST

Ship To: Sandbox Buyer - Test Praha

View/Edit Addresses

Shipping

Praha 5

Czech Republic

Deliver To: Czech Republic
Cristian Mihalache
2nd Floor, SI Team

Invoice via PO Flip

Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add >Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

The screenshot displays the SAP Line Item Comments interface. At the top, there is a 'Line Item Actions' dropdown menu, a 'Delete' button, and an 'Add' button. The 'Line Item Actions' menu is open, showing options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments (highlighted with a yellow circle 1), and Attachment. Below the menu, there are buttons for 'Update', 'Save', 'Exit', and 'Next' (highlighted with a yellow circle 3). The 'Comments' field is shown with a yellow circle 2 next to it, and a 'Remove' button is visible on the right. The SAP logo and version information are visible in the bottom left corner.

Invoice via PO Flip

Review, Save, or Submit to Customer

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Government of Alberta.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.

Create Invoice

Update

4 Save

Exit

Next

Create Invoice

! Please correct the following errors and resubmit


▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #: *

! Required field

Invoice* Date: 22 Apr 2016 

Remit To 333 MAIN ST ▼

Manitoba MB
Canada

Bank Account:
Bill To:

Note: In the event of errors, there will be a notification in red where information must be corrected

Section 6: Ariba Network Help Resources



Customer Support

Customer Support
FAQ



**Supplier
Information Portal**

Training and Resources



**Additional
Resources**

Upgrade to an Enterprise
Account
Useful Links and
Webinars

Customer Support

Supplier Support During Deployment

Ariba Network Registration or Configuration Support

- Email SAP Ariba Enablement Team at GOA_Enablement@ariba.com
 - Registration/ Account Configuration
 - Supplier Fees
 - General Ariba Network Questions

Government of Alberta Enablement Business Support

- Email Government of Alberta Enablement Team at 1GXSupplierHelp@gov.ab.ca
- Call 1GX Supplier Helpdesk at 780-643-0150
 - Business-Related Questions

Government of Alberta Supplier Information Portal

- Find your supplier information portal [HERE](#)

Supplier Support Post Go-Live

SAP Ariba Global Customer Support

- Support available through the Help Center section of your account. Click on the Support button to create a Service Request with Customer Support.

FAQ (1/2)

Q: What is Standard Account capability on Ariba Network?

A: Ariba Network, Standard Account capability is a new, fast, free way to automate business with any customer. Support for most transaction types helps maximize efficiency and meet buyer compliance requirements. There is no need to upgrade, unless you are ready for advanced capabilities such as support for catalogues, back-end integration or to manage larger document volumes through online access

Q: How can I access this new capability?

A: The Government of Alberta will start the onboarding process by sending the supplier a purchase order document via email. Once the PO email is received, follow the 'Process Order' button to create a new account or link to an existing Standard Account.

Q: What document types are supported for this free account?

A: Suppliers transact unlimited documents such as orders, order confirmation (OC), advance ship notices (ASN), and service entry sheets (SES), PO-invoices using PO-Flip (convert orders into an e-invoice with the simple click of a button), non-PO invoices and credit memos, invoice status notifications, payment proposals, and remittance details.

Q: What if I have already signed up for Ariba Network? Can I switch to Standard Account?

A: If you are already using Ariba Network with another customer, we recommend that you continue using this transaction method. There is no direct way to change an Ariba Network subscription (Enterprise account) to a Standard Account but we suggest you discuss your circumstances with either the Government of Alberta Supplier Enablement lead at 1GXSupplierHelp@gov.ab.ca, or Ariba rep at GoA_Enablement@ariba.com.

Q: Am I required to register on Ariba Network to use Standard Account?

A: Yes, you must register on Ariba Network to use a free Standard Account. This free account is not the same as the Enterprise Ariba Network account. You only need to upgrade to an enterprise account on Ariba Network when you determine that you desire the additional functionality.

FAQ (2/2)

Q: How do I invoice a purchase order if I lose the email notification?

A: If you misplace a purchase order (PO) email notification, you have the following options:

- Resend the PO email: Log in to your [Ariba Network](#) Standard Account. In the PO list on the home dashboard of your account, click *Select > Send me a copy* to take action in the *Action* column next to the PO.
- Request a manual copy of the PO from Government of Alberta: After you have a copy of the PO, you can create and submit a non-PO invoice.

Q: How do I create documents against purchase orders from the Government of Alberta?

A: To process a purchase order, you need to click the *Process Order* button in the purchase order email notification.

After you [register](#) or log in to your Ariba Network Standard Account, you are taken to the purchase order details page, where you can create documents like order confirmations, ship notices, and invoices against the purchase order.

Q: How do I add purchase orders to my existing Ariba Network Account?

A: If you've previously registered a Standard Account or enterprise account on Ariba Network to transact with a different customer, you have the option to add the transactions with your new customer to your existing account.

To add your new purchase orders to your existing account:

1. In the purchase order email notification, click *Process order* and then click *Log in* on the Standard Account landing page.
2. Log in with the administrator username and password for the existing account.

Q: What should I do if my registration confirmation link is expired?

A: If the confirmation link expired immediately after receiving the email, please log in to your account directly at <https://supplier.ariba.com>

If the confirmation is accepted, you will be able to view your account. If you are unable to access your account, you can request to resend the confirmation email.

Training & Resources

Government of Alberta Supplier Information Portal

1. **Select** the Company Settings icon Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules: The Government of Alberta Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

Account Settings

Customer Relationships Users Notifications Account Hierarchy

Current Relationships Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

[Update](#)

Pending

Customer
Ariba Inc. 2 3 Supplier Information Portal
Pouliot Industries

[Reject](#)

Current

Customer
Ariba Inc. 2 3 Supplier Information Portal
Pouliot Industries

[Reject](#)

FITSupplier4QA
ANID: AN01458807003-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships

Users **1**

Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

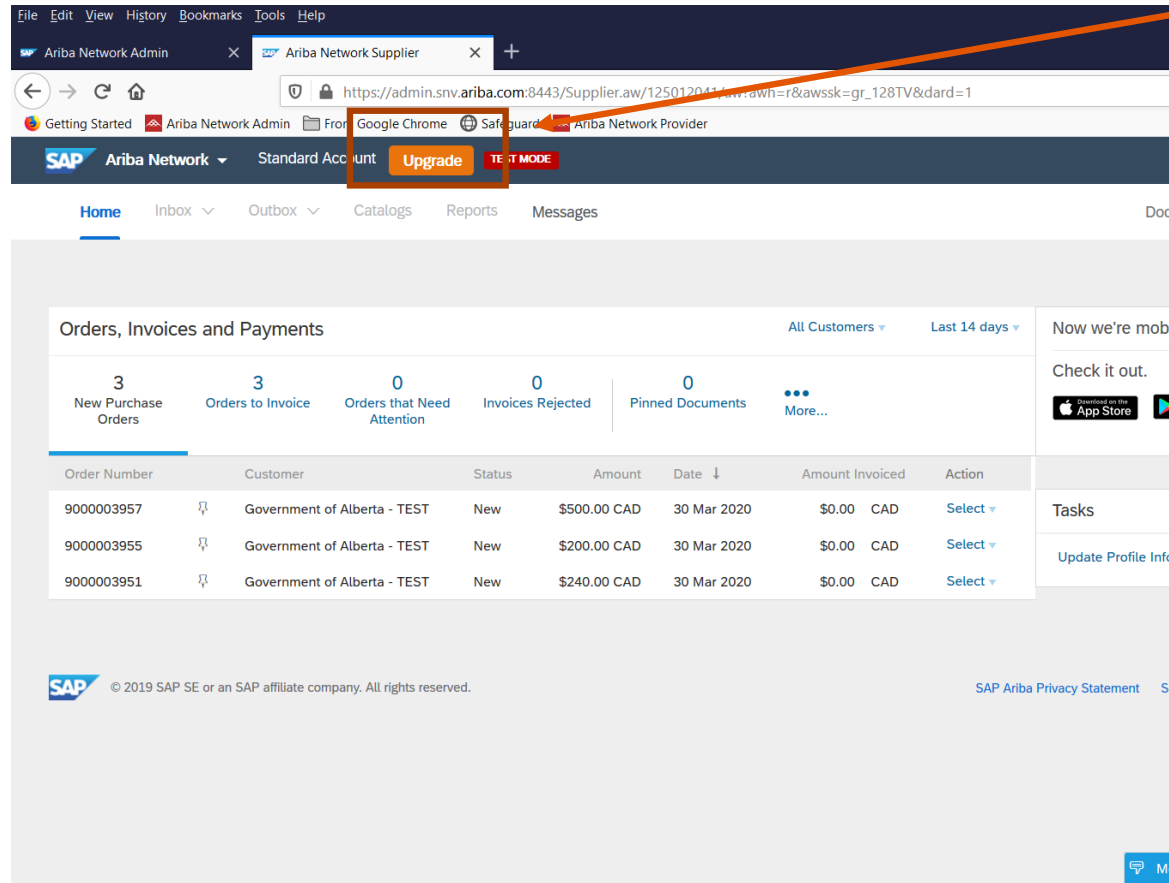
View All

Standard Account vs. Enterprise Account on Ariba Network

Features	Standard Account	Enterprise Account
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> • Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	<ul style="list-style-type: none"> • Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details .

Upgrade to Realize the Full Value of Ariba Network

Note: Upgrading your account to Enterprise is NO COST, NO FEES when transacting with the Government of Alberta. (Fees may apply if transacting with other customers).



Upgrade

Upgrade to realize the full value of Ariba Network!

STANDARD ACCOUNT

Your current account

ENTERPRISE ACCOUNT

Upgrade

FULFILLMENT

Orders and invoices

- ✓ Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices
- ✓ Check invoice status and create non-PO invoices, if supported by your customer

- ✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.
- ✓ Use CSV uploads to manage large documents.

Catalogs

- ✓ Publish catalogs that detail your products and services

Integration

- ✓ Integrate with your backend systems through CXML or EDI

Legal Archive

- ✓ Access to long-term invoice archiving (regional restrictions apply)

Reporting

- ✓ Get reports to track transactions and sales activities

Support

Help Center

- ✓ Help Center, phone, chat, and web form

Fees

Free

Based on usage

SELLING

Ariba Discovery

- ✓ Join our business matchmaking service to get high quality sales leads. [Fees may apply](#)

Sourcing, Contract Management

- ✓ Attract potential customers with your profile and get invited to auctions and other events.

By the way, you can use these with any account.

[Learn more](#) about all the features of Ariba Network.

Supplier Help Resources



The Help Center will provide assistance while using your Standard Account:

- Click the Help Center link at the bottom of your interactive email
- When logged into your Standard Account, click the Help Center link in the upper right corner to expand the panel and gain access to relevant help topics



The [Ariba Network, Standard Account support page](#) will provide access to:

- A summary of Standard Account features
- A quick tutorial on how to reply and respond to Government of Alberta
- Side-by-side comparison of Standard account and Enterprise account
- The Supplier Success Session Portal to register for an upcoming live demo
- A pre-recorded overview and demo of Standard Account

For questions for the Government of Alberta, please contact the Government of Alberta's Supplier Management Team at 1GXSupplierHelp@gov.ab.ca

Useful Links and Webinars Available

Links

- [Ariba Network Hot Issues and FAQs](#)
- [Ariba Cloud Statistics and Network Notification](#)
 - Detailed information and latest notifications about product issues and planned downtime – if any – during a given day
- [SAP Ariba Discovery](#)
- [Ariba Network Overview](#)
- [Support Center](#)
- [Learning Center](#)

Webinars

- [Supplier Success Sessions](#)
 - Created by Ariba Network Customer Support
 - Example topics:
 - Introduction to Ariba Network
 - Registration
 - Invoicing
 - Using the help center
- [30 on Thursdays](#)
 - Information sessions on Supplier best practices
 - Example Sessions:
 - Uncover Advanced Functionality to Maximize Value
 - Introduction to Supplier Electronic Integration
 - Roadmap to Your Ariba Network Subscription
- [Live Demonstrations](#)
 - Understand SAP Ariba's solutions
 - Example Demos:
 - PunchOut for e-Commerce managers
 - Creating electronic catalogs
 - Integrating with your customers through cXML

Thank you.