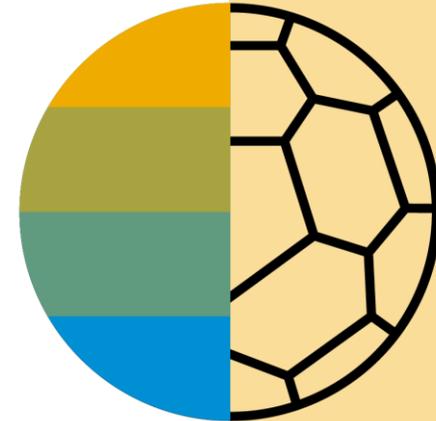




# Government of Alberta One Government eXperience (1GX) Standard Account Supplier Guide



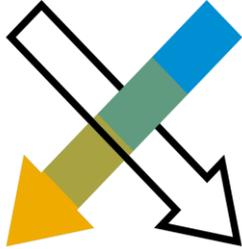
CONFIDENTIAL



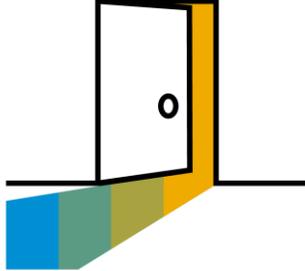
# Home- Table of Contents



**Section 1:  
Ariba Network Overview**



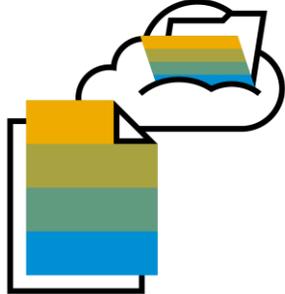
**Section 2:  
Account Set Up**



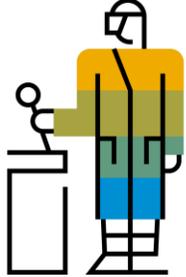
**Section 3:  
Purchase Orders**



**Section 4:  
Other Documents**

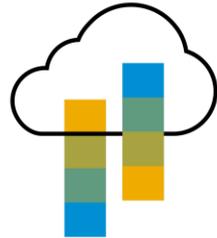


**Section 5:  
Invoice Methods**



**Section 6:  
Help Resources**

# Section 1: Ariba Network Overview



## What is Ariba Network?

[What is Ariba Network?](#)

[Introduction to Standard Account](#)



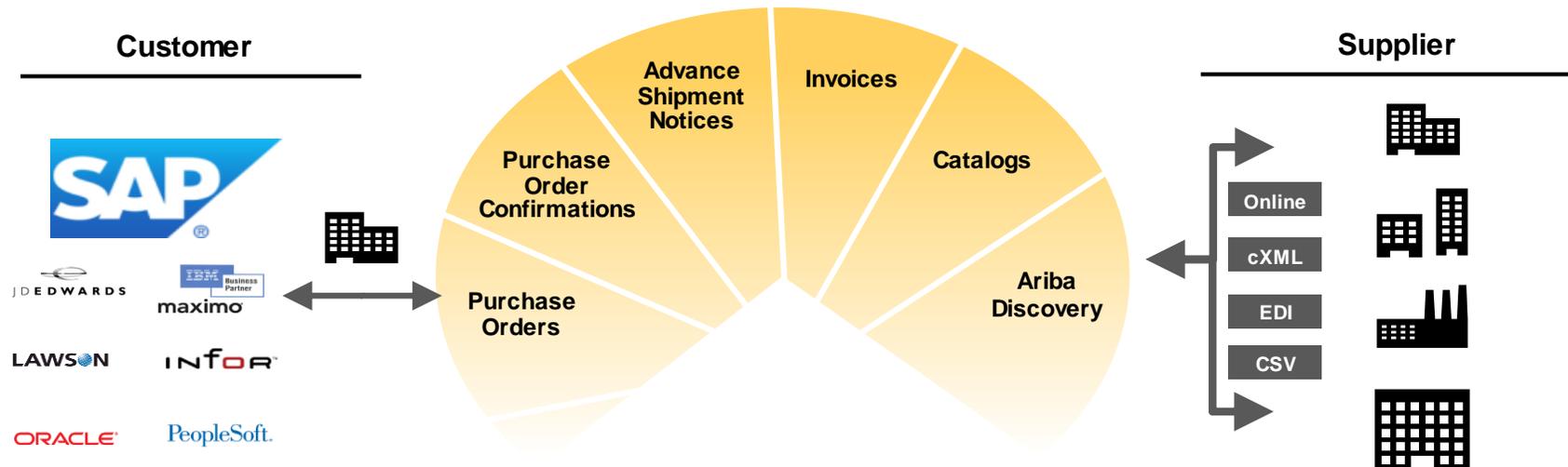
## Government of Alberta on Ariba Network

[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.



|                                       |                                     |   |
|---------------------------------------|-------------------------------------|---|
| <b>2+ million</b><br>Trading Partners | <b>\$850B</b><br>In Annual Commerce | <b>&gt;60%</b><br>Global 2000 use the Network |
| <b>65+ million</b><br>Annual Invoices | <b>190</b><br>Countries             | <b>60+ million</b><br>Annual Purchase Orders  |

# 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?**

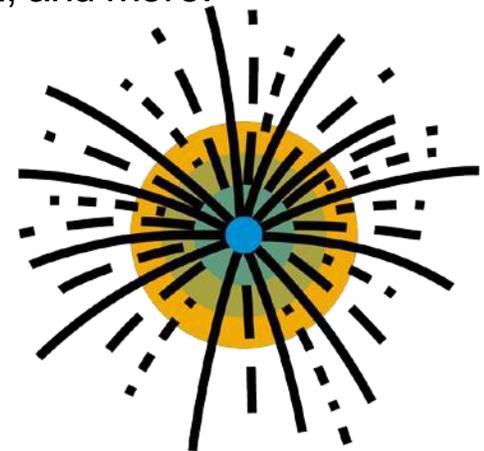
**Standard Account on Ariba Network via interactive email** gives you a quick and easy NO COST, NO FEES way to do business with the Government of Alberta. A Standard Account is free but fees may apply for other customers.

- **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

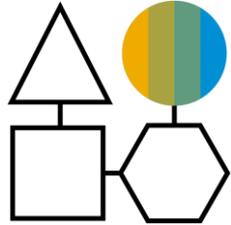
# Review Government of Alberta Specifications

## NOT Supported Documents

### NOT Supported:

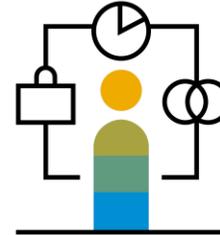
- **Summary or Consolidated Invoices**  
Apply against multiple purchase orders; not accepted by Government of Alberta
- **Invoicing for Purchasing Cards (P-Cards)**  
An invoice for an order placed using a purchasing card; not accepted by Government of Alberta
- **Duplicate Invoices**  
A new and unique 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](#)

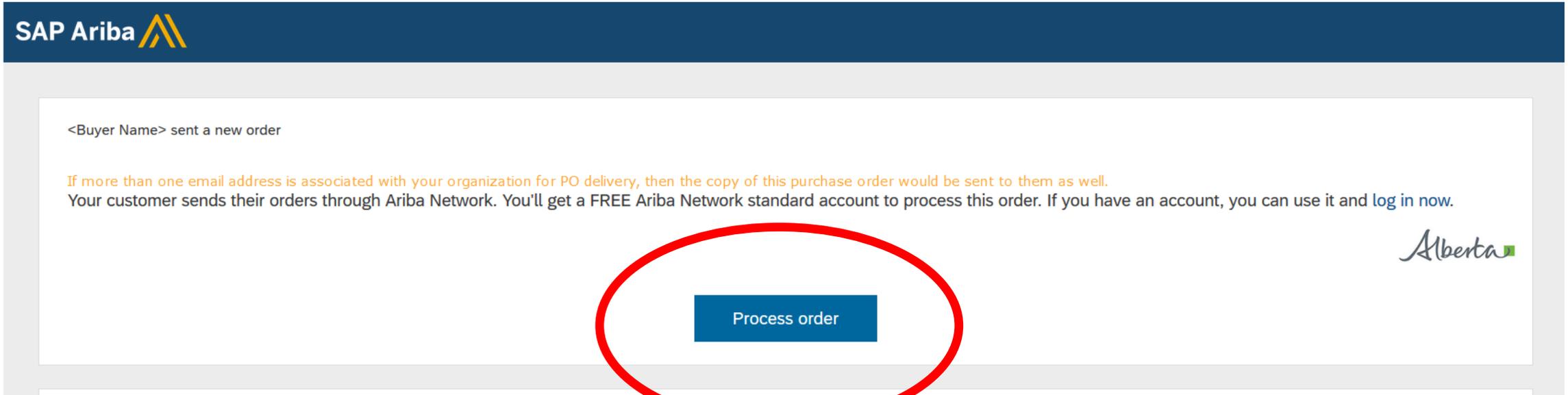


## Advanced Account Configuration

[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

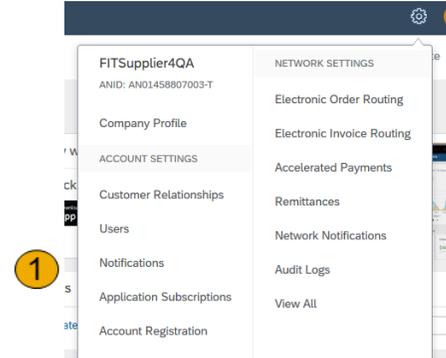
# Government of Alberta Specific Account Configuration

- ✓ **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.



Customer Relationships Users Notifications Application Subscriptions Account Registration

General Network Discovery Sourcing & Contracts Messaging

Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language is controlled by the account administrator.

### Electronic Order Routing

| Type                       | Send notifications when...  | To email addresses (one required) |
|----------------------------|---|-----------------------------------|
| Order                      | <input checked="" type="checkbox"/> Send a notification when orders are undeliverable.<br><input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.<br><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.<br><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

| Type | Send notifications when... | To email addresses (one required) |
|------|----------------------------|-----------------------------------|
|------|----------------------------|-----------------------------------|

# 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 'Manage Users' page in SAP. At the top right, a gear icon is circled with a '1'. Below it, the 'Users' tab is selected. The 'Manage Users' section contains a table with one user entry: 'rebecca.novotny@sap.com', 'rebecca.novotny@sap.com', 'Rebecca', 'Novotny', and 'No'. The 'Create User' button is circled with a '4'. Below this is the 'Manage User Roles' section, which has a 'Create Role' button circled with a '2'. The 'Role' table lists 'Administrator' and 'All Access' roles. The 'Details' link for the 'Administrator' role is circled with a '3'. The 'Create Role' button in the 'Role' section is circled with a '5'.

# 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

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    |

↓ 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

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', 'Standard Account', an 'Upgrade' button (circled 2), and a 'TEST MODE' indicator. On the right, there are icons for settings (circled 3), help, AI, and a 'Help Center' link (circled 4). The main navigation tabs are 'Home' (active), 'Inbox', 'Outbox', 'Catalogs', 'Reports', and 'Messages'. The 'Home' tab displays a summary of 'Orders, Invoices and Payments' with counts for 'New Purchase Orders' (3), 'Orders to Invoice' (3), 'Orders that Need Attention' (0), 'Invoices Rejected' (0), and 'Pinned Documents' (0). Below this is a table of orders with columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. A 'Tasks' section shows an 'Update Profile Information' button (circled 5) with a 35% progress indicator. The right sidebar contains a search bar and a list of frequently asked questions. The footer includes the SAP logo, copyright information, and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

| 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.

The screenshot shows an email interface for a purchase order. On the left, there is a metadata section with the following text: 'Req. Line No.: 1', 'Requester: Pritam Ghosh', 'PR No.: PR9617', 'Classification Domain: unspsc', and 'Classification Code: 53'. Below this is an 'Incoterms Information' section with two input fields: 'Incoterm Code:' and 'Incoterm Location:'. In the center, there is a horizontal line separating the header from the body. Below the line, on the left, is the text: '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', and 'This Purchase Order was sent by Government of Alberta - TEST AN01422170924-T and delivered by Ariba Network.' On the right side of the body, there is a grey box containing 'Sub-total: \$ 200.00 CAD'. Below this, there are two buttons: 'Post message' and 'Process order'. A yellow circle with the number '1' is placed over the 'Process order' button, and a yellow circle with the number '2' is placed over the 'Post message' button. At the bottom left of the email body, there is a text input area with the placeholder 'Questions or comments for your customer?'. Below the email body, there is a section titled 'About this email' with the text: '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.' and a note: '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

The screenshot shows the SAP Ariba interface for a Purchase Order. At the top right is a blue 'Done' button. Below it is a horizontal bar with three main action buttons: 'Create Order Confirmation' (marked with a yellow circle '1'), 'Create Ship Notice' (marked with a yellow circle '2'), and 'Create Invoice' (marked with a yellow circle '3'). To the right of these buttons are links for 'Print', 'Download PDF', 'Download CSV', and 'Resend'. Below the action buttons are two tabs: 'Order Detail' (selected) and '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 Purchase Orders. At the top, there are summary cards for 'New Purchase Orders' (3), 'Orders to Invoice' (3), 'Orders that Need Attention' (0), 'Invoices Rejected' (0), and 'Pinned Documents' (0). A 'More...' button is also visible. To the right, there is a mobile app promotion with 'App Store' and 'Google Play' buttons and a smartphone image showing a chart. Below the summary cards is a table of Purchase Orders. The table has columns for Order Number, Customer, Status, Amount, Date, and Amount Invoiced. Three rows are visible, all for 'Government of Alberta - TEST' with a status of 'New'. The 'Action' column for each row has a 'Select' dropdown menu. A red circle '1' is placed over the first 'Select' dropdown, and a red circle '2' is placed over the 'Send me a copy to take action' option in the dropdown menu for the first row. Below the table, there is a 'Tasks' section with a progress bar showing '35%'.

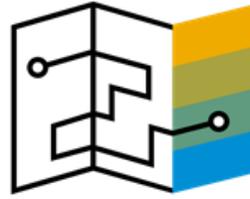
| Order Number | Customer                     | Status | Amount       | Date ↓      | Amount Invoiced | Action |
|--------------|------------------------------|--------|--------------|-------------|-----------------|--------|
| 9000003957   | Government of Alberta - TEST | New    | \$500.00 CAD | 30 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' interface. At the top right, there are 'Exit' and 'Next' buttons. On the left, a navigation pane shows '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains the following fields: 'Confirmation #' (with a callout '1'), 'Associated Purchase Order #' (20150415\_PO1), 'Customer' (Arba, Inc. - TEST), and 'Supplier Reference'. Below this is the 'SHIPPING AND TAX INFORMATION' section, which includes 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', and 'Est. Tax Cost' (with a callout '2'). A 'Comments' text area is at the bottom. A callout '4' points to a small '\* Indicate' link in the top right corner of the main 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

History

From:  
**Sandbox Buyer - Test**  
 Radlicka  
 15000 Praha  
 Czech Republic

Confirming PO

**2**

Update Item Status
  Order Confirmation Header

Review Confirmation

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 # | 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 **4**

Confirm: 
 Backorder:  **5**
 Reject: 
 ⓘ

# 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 # | 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

| 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

OK Cancel

# 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

5 Done

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

3

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.

Ariba Network

Purchase Order: 20150415\_PO2

1

Create Order Confirmation  Create Ship Notice  Create Invoice Hide | Print

Order Detail Order History Create a ship notice for the purchase order

Create Ship Notice

\* Indicates required field

SHIP FROM 3

Ariba\_TestSupplier - TEST Update Address

Praha 5

Czech Republic

VIEW / EDIT ADDRESSES

\* Indicates required field

SHIP FROM

Name: Ariba\_TestSupplier-TEST

Department Name:

ADDRESS

Address 1:\* Radicka 320114

Address 2:

Postal Code:\* 150 00

City:\* Praha 5

State:

Country:\* Czech Republic (CZE) This selection will refresh the page content.

DELIVER TO

Name: Sandbox Buyer - Test

Department Name:

ADDRESS

Address 1: Radicka

Address 2:

Postal Code: 15000

City: Praha

State:

Country: Czech Republic (CZE) 4

This selection will refresh the page content.

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

|   |  |                       |
|---|--|-----------------------|
| <b>▼ DELIVERY AND TRANSPORT INFORMATION</b> |  | 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    | <input type="text" value="10"/> |

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

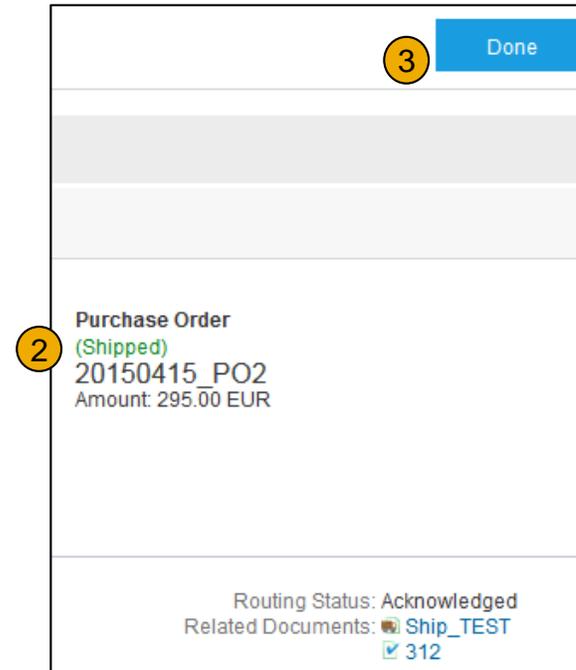
**Confirmation Status**  
Total Confirmed Quantity: 0 BX      Total Backordered Quantity: 0 BX

| Line | Ship Qty                        | Batch ID             | Production Date      | Expiry Date          |  |
|------|---------------------------------|----------------------|----------------------|----------------------|--|
| 1    | <input type="text" value="10"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Add Details"/> |

2

# 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.



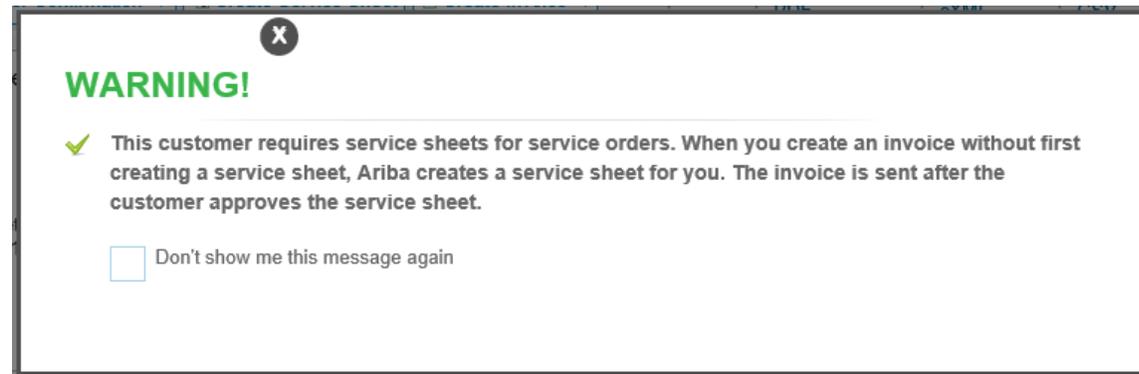
# Auto-Generate a Service Entry Sheet

## 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.

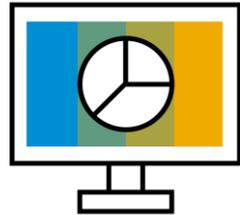
To create an auto-generated Service Sheet

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

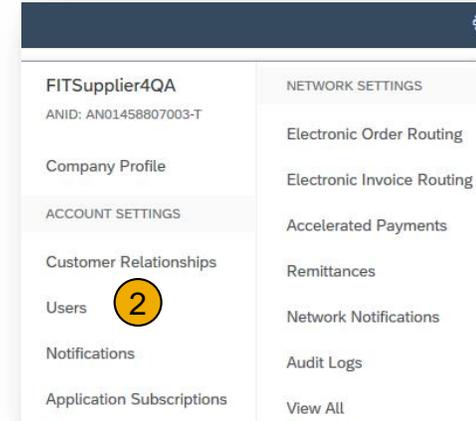
# Government of Alberta Invoice Requirements

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](http://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 2

**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                             |
|---------------------------------|------|--|
| <input type="text" value="10"/> | BX   | <input type="text" value="25.00 EUR"/> |

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

**Pricing Details**

Price Unit: \*

Unit Conversion: \*

↳

# Invoice via PO Flip

## Detail Line Items

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

The screenshot illustrates the process of editing a line item in the SAP Invoice via PO Flip interface. It is divided into three main sections:

- Line Item Actions:** A dropdown menu is open, showing options: Edit, Add, and Shipping Documents. A yellow circle with the number '3' highlights the 'Edit' option.
- Line Items Table:** A table titled 'Line Items' shows a single entry:
 

| 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 |

 A yellow circle with the number '3' highlights the first row.
- Create Invoice - Invoice Item Detail:** This section provides a detailed view of the selected line item:
  - Quantity:** 5
  - Unit:** EA
  - Unit Price:** 1.00 EUR
  - Subtotal:** 5.00 EUR
  - Part #:** GOODS\_01
  - 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
  - Shipping:**
    - Ship From:** Ariba\_TestSupplier - TEST, Praha 5, Czech Republic
    - Ship To:** Sandbox Buyer - Test, Praha, Czech Republic
    - Deliver To:** 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 illustrates the process of adding comments to a line item in the SAP Ariba interface. The top section shows the 'Line Item Actions' dropdown menu, which is open, displaying options such as 'Edit', 'Add', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', 'Comments', and 'Attachment'. The 'Comments' option is highlighted with a yellow circle labeled '1'. Below the menu, the 'Update' button is visible, and the 'Next' button is highlighted with a yellow circle labeled '3'. The bottom section shows the 'Comments' text field, which is empty, with a yellow circle labeled '2' next to it. The 'Remove' button is also visible next to the text field.

# 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.

4

Create Invoice

Update 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:

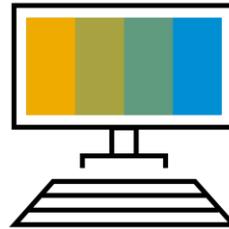
**Note:** In the event of errors, there will be a notification in red where information must be corrected

# 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](mailto: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](mailto: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](mailto:1GXSupplierHelp@gov.ab.ca), or Ariba rep at [GoA\\_Enablement@ariba.com](mailto: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

Approve Reject

Current

Customer

Ariba Inc.  Pouliot Industries

Supplier Information Portal

Reject

FITSupplier4QA  
ANID: AN01458807003-T

Company Profile

ACCOUNT SETTINGS

Customer Relationships

Users

Notifications

Application Subscriptions

Account Registration

View All

NETWORK SETTINGS

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

Audit Logs

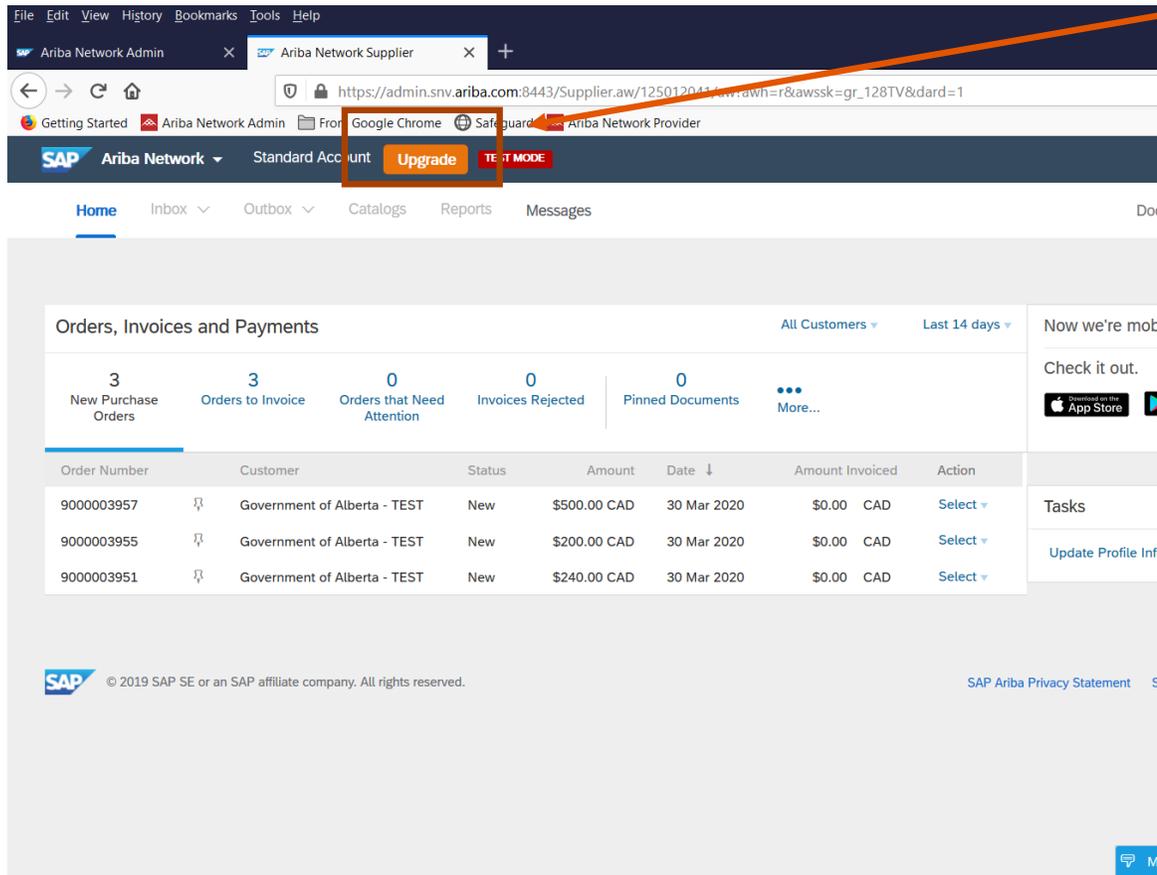
View All

# 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"> <li>• Long-term invoice archiving for global compliance (Regional restrictions apply)</li> <li>• Capability to mass download invoices for local archiving</li> </ul>   |
| Ariba Support  | Online Help Center  | <ul style="list-style-type: none"> <li>• Support via phone, chat, or email</li> <li>• Direct access to enablement experts for onboarding assistance</li> <li>• Technical support for configuration and integration assistance</li> <li>• Online educational training courses</li> </ul> |
| Integration  | ✗   | ✓   |
| Reporting  | ✗   | ✓   |
| Multiple customer relationships  | ✓   | ✓   |
| Multi users  | ✓   | ✓   |
| Mobile App   | ✓   | ✓   |
| Ariba Discovery  | ✓ Fees may apply to respond to leads.<br><a href="#">Click here</a> for more information. | ✓ Fees may apply to respond to leads.<br><a href="#">Click here</a> for more information.   |
| Fees   | FREE  | Fees may apply, <a href="#">See complete details</a> .  |

# 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<br>Your current account  | ENTERPRISE ACCOUNT<br><a href="#">Upgrade</a>   |
|---|---|---|
| <b>FULFILLMENT</b>                              |   |   |
| <b>Orders and invoices</b>                      | <ul style="list-style-type: none"> <li>Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices</li> <li>Check invoice status and create non-PO invoices, if supported by your customer</li> </ul> | <ul style="list-style-type: none"> <li>Skip the emails. Get and manage orders and invoices all on Ariba Network.</li> <li>Use CSV uploads to manage large documents.</li> </ul> |
| <b>Catalogs</b>                                 |   | <ul style="list-style-type: none"> <li>Publish catalogs that detail your products and services</li> </ul>   |
| <b>Integration</b>                              |   | <ul style="list-style-type: none"> <li>Integrate with your backend systems through CXML or EDI</li> </ul>   |
| <b>Legal Archive</b>                            |   | <ul style="list-style-type: none"> <li>Access to long-term invoice archiving (regional restrictions apply)</li> </ul>   |
| <b>Reporting</b>                                |   | <ul style="list-style-type: none"> <li>Get reports to track transactions and sales activities</li> </ul>  |
| <b>Support</b>                                  | Help Center   | <ul style="list-style-type: none"> <li>Help Center, phone, chat, and web form</li> </ul>  |
| <b>Fees</b>                                     | Free  | Based on usage  |
| By the way, you can use these with any account. |   |   |
| <b>SELLING</b>                                  |   |   |
| <b>Ariba Discovery</b>                          | <ul style="list-style-type: none"> <li>Join our business matchmaking service to get high quality sales leads. <a href="#">Fees may apply</a></li> </ul>   |   |
| <b>Sourcing, Contract Management</b>            | <ul style="list-style-type: none"> <li>Attract potential customers with your profile and get invited to auctions and other events.</li> </ul>   |   |

[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](mailto: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.**