SAP BUSINESS NETWORK, STANDARD ACCOUNT ENABLEMENT SUPPLIER GUIDE

May 2021

ANZ

CONTENTS

INTRODUCTION

ANZ is enabling SAP Business Network, Standard Account at zero cost to Suppliers that will result in timely payment of your invoices.

What's changing?

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

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

What are the benefits?

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

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

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

IMPORTANT INFORMATION

- You will receive a confirmation email once registration is completed. Please make a note of your Ariba Network ID. It is a unique ID associated with your account and will be required for future communications with SAP Ariba and ANZ. Please share this ID with ANZ to set up the trading relationship (one-time activity!)

- You have to enable invoice status notification in your account once registration is completed

- You can see all the transactions on the home dashboard. However, you can access all your orders and invoices by retaining the interactive email notifications

- To change an email ID, you need to contact ANZ Buy and Pay help desk. This is to ensure there are no impacts to the transactions caused by a redundant email ID in the system

- We recommend that where possible, you use a generic email ID instead of individual email ID to receive purchase orders/notifications. This means that if an individual leaves your organisation, you can continue to see any historic transactions associated with an account.

- A valid ABN or Tax ID is required to process your invoice. Please ensure you enter the correct tax ID details when completing the Supplier tax ID field

- You must also enter a valid email ID of ANZ requestor who ordered your services while creating invoices online

- If you do not add any currency with the unit price, Ariba will use AUD as a default. Please ensure to add a particular currency code in the unit price field in which you want to invoice if the currency is not AUD

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

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

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

- It is advisable to create additional user access for your SAP Business Network account in order to have back-ups and manage any changes such as staff movements. Please refer the below link which guides you to create additional profiles: https://help.sap.com/viewer/a9191d5943bd4cc48b0cec67e197dc8e/cloud/en-US/de0e79a2f0181014a315e86dcd799f92.html

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

SECTION 1: HOW TO CREATE AN SAP BUSINESS NETWORK, STANDARD ACCOUNT WITHOUT A PURCHASE ORDER EMAIL

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

Step 2: Fill out your company information.

What to expect when you create an account:

1. Digitize your business

Collaborate with your customer on the same secure network, while improving efficiency with paperless processes

2. Ensure resiliency and sustainability

Boost customer satisfaction, simplify the sales cycle

3. Act with Intelligence

Turn insights from SAP Business Network into your competitive advantage

Learn more

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

Company information ⑦

Company (legal) name *

TestSupplier

Country/Region *

Australia [AUS]

Address line 1 *

1 Test Way

Address line 2

City *

Melbourne

State *

Victoria [AU-VIC]

Postal code *

3000

Step 3: Fill out your account information.

Administrator account information ⓘ

First name *
FirstName

Last name *
LastName

Email *
xxxxxxx@xxx.com

☑ Use my email as my username

Password *
••••••••   👁

Repeat password *
••••••••   👁

Business role *
Account Receivables   ⌄   ⓘ

Choose your primary business role in your company. Selecting a role will help us provide you a customized experience tailored for your role. You can change your business role at any time on the My Account page.

This is a new field "Business role" needs to be filled out by choosing the most relevant one from the available list, Account Receivables is chosen for testing/demo purpose in this case

Step 4: Read and accept the "Terms of Use" and "SAP Ariba Privacy Statement". Click on Create account
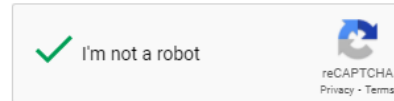
Step 5: You will need to confirm your email address using an activation link sent to your email address.

➢ If you haven't received an email after waiting for few minutes, you can resend it from this page.

➢ If you have already received the email, you can close this browser.

Please confirm your email address

Check your email at xxxxxxx@xxx.com and follow the steps in the email to confirm your email address in the next **72 hours**.

⌄ If you did not receive the email:

- Check your spam folder or inbox filter settings

- Click **Resend** to get another confirmation email

| xxxxxxx@xxx.com | Resend |

New email address allowed

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

SAP Business Network

Confirm your email

Dear FirstName,

Thank you for joining SAP Business Network. To finish signing up, you just need to confirm that we have the correct email.

Confirm email

Link expires: Sunday, May 30, 2021, 10:39 PM PDT

If the link expired, login to supplier.ariba.com and click "Resend". You will then receive another confirmation email.

If you are unable to access the page, copy the link below and paste it into your web browser:
https://service.ariba.com/Authenticator.aw/ad/confirmEmail?
key=BJOyg0WKzr8LpMqpzQ9nGZgn99RNplfA&anp=Ariba&app=Supplier

Sincerely,
SAP Business Network team

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

Welcome to SAP Business Network

Please find your account information below.

Your account:

Company name: **TestSupplier**
Username: xxxxxxx@xxx.com
Business Network ID: **AN**XXXXXXXXXXXX
Administrator email: xxxxxxx@xxx.com

Get Started

Log in to your free SAP Business Network account and explore:

1 **Increase your visibility**
Your account requires no additional resources. Simply complete your profile

2 **Respond to purchase orders**
Manage e-mail notifications of purchase orders

3 **Send order confirmations and invoices**
View and maintain your orders and invoices

4 **Contract collaboration**
Manage terms and conditions with your customers in legally binding agreements

Login

SECTION 2: HOW TO CREATE AN SAP BUSINESS NETWORK, STANDARD ACCOUNT FROM A PURCHASE ORDER INTERACTIVE EMAIL

Step 1: Open the Purchase Order (PO) email you received from ANZ and click on "Process order" button. (Note: If you have not received a PO and need to submit a Non-PO invoice, please refer to "SAP Business Network Standard Account Enablement - Supplier guide-V2.pdf -> Section 1".)
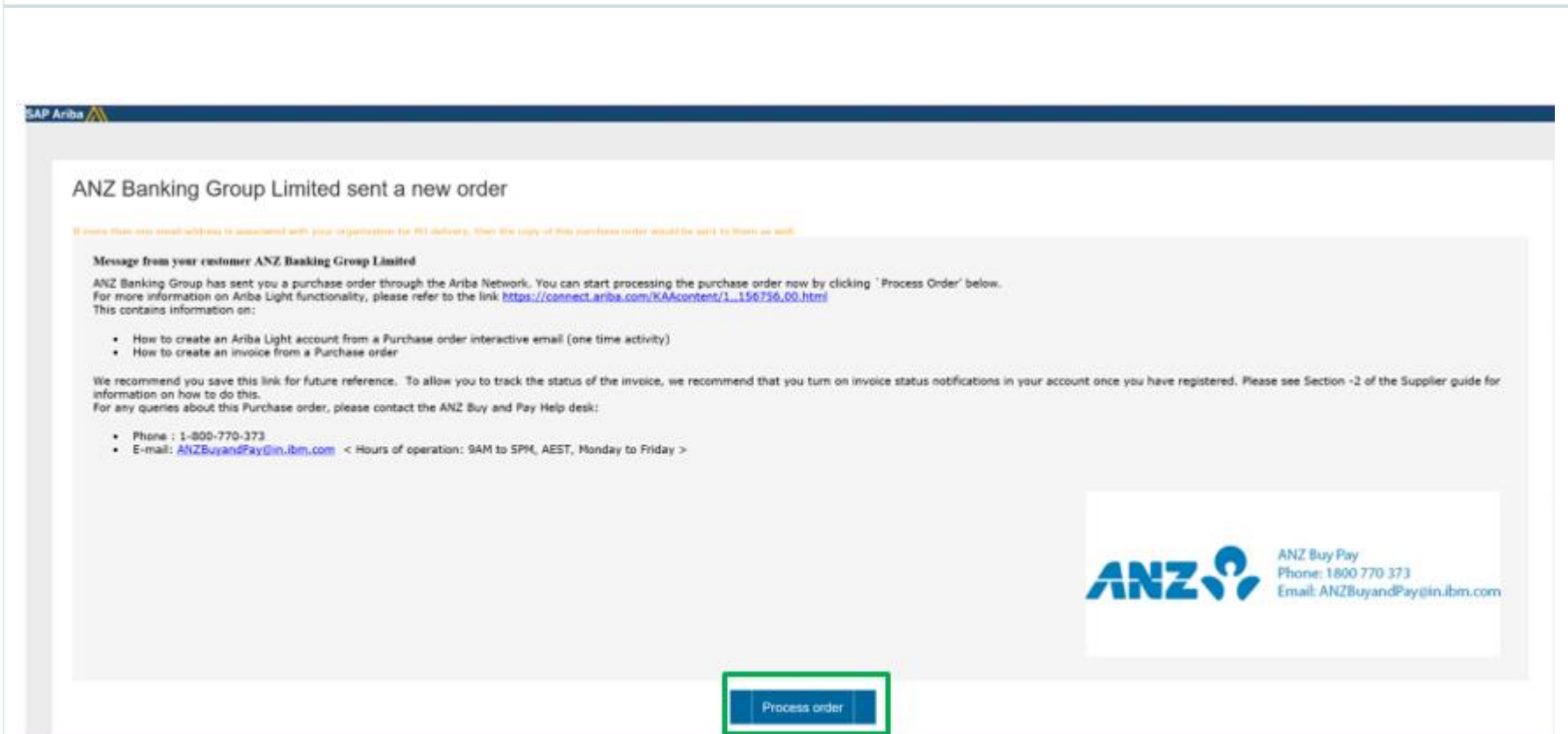
Step 2: If you have not created an Ariba Network account before, please click on " Register one now"

Supplier Login

Your company TestSupplier - TEST is already registered.
If you don't have a user account, request one now.

| User Name |
| Password |

Login

Forgot Username or Password
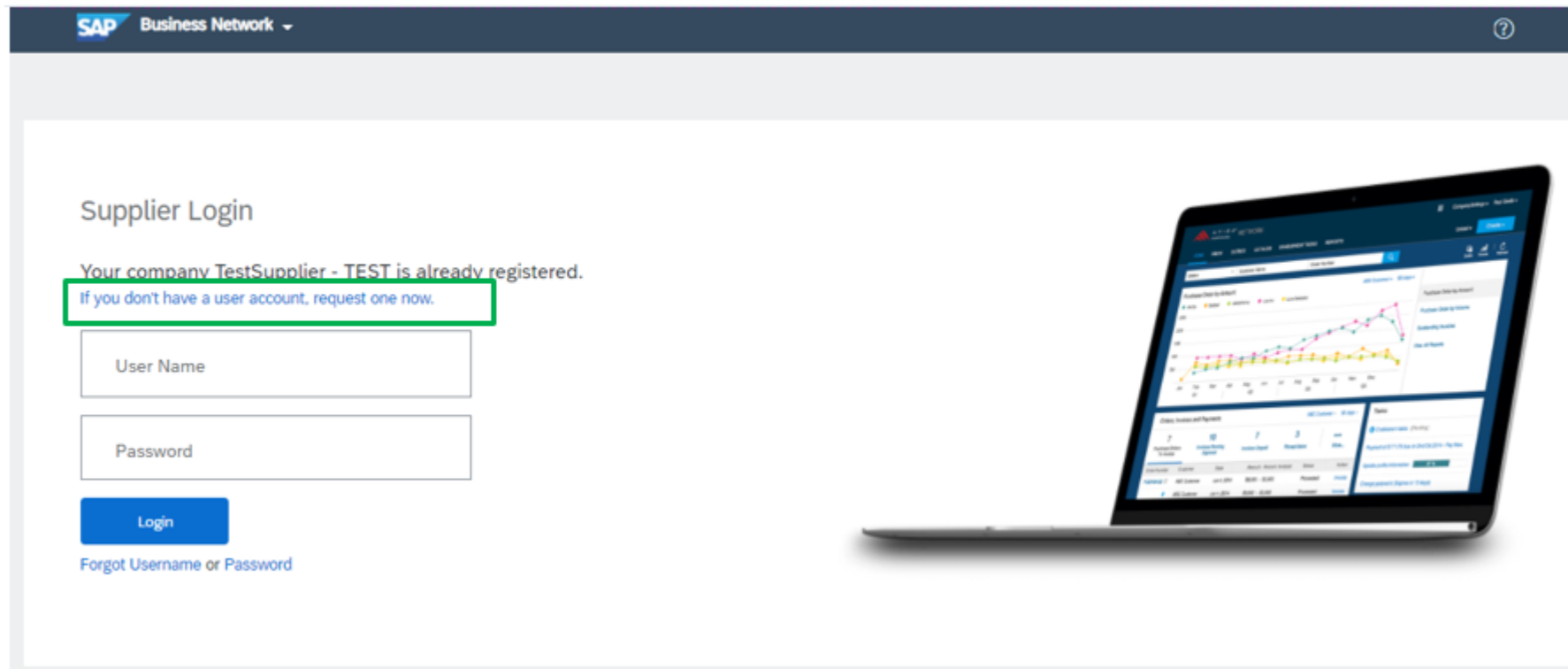
Step 3: Fill in your company information

SAP Business Network

What to expect when you create an account:

1. Digitize your business
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes

2. Ensure resiliency and sustainability
Boost customer satisfaction, simplify the sales cycle

3. Act with Intelligence
Turn insights from SAP Business Network into your competitive advantage

Learn more

SAP Business Network

Create a free company account to connect with your customers on SAP Business Network

Company information ⑦

Company (legal) name *

TestSupplier

Country/Region *

Australia [AUS] ⌄

Address line 1 *

1 Test Way

Address line 2

City *

Melbourne

State *

Victoria [AU-VIC] ⌄

Postal code *

3000

Step 4: Fill in your account information.

Administrator account information ⓘ

First name *
FirstName

Last name *
LastName

Email *
xxxxxxx@xxx.com

☑ Use my email as my username

Password *
••••••••• 👁

Repeat password *
••••••••• 👁

Business role *
Account Receivables ⌄ ⓘ

> Choose your primary business role in your company. Selecting a role will help us provide you a customized experience tailored for your role. You can change your business role at any time on the My Account page.

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

☑ I have read and agree with the Terms of Use

Please read Privacy Statement to learn how we process personal data.

✓ I'm not a robot

reCAPTCHA
Privacy - Terms
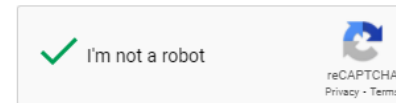
Create account

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

Welcome to SAP Business Network

Please find your account information below.

Your account:

Company name: **TestSupplier**
Username: xxxxxxx@xxx.com
Business Network ID: **AN**XXXXXXXXXXX
Administrator email: xxxxxxx@xxx.com

Get Started

Log in to your free SAP Business Network account and explore:

1 **Increase your visibility**
Your account requires no additional resources. Simply complete your profile

2 **Respond to purchase orders**
Manage e-mail notifications of purchase orders

3 **Send order confirmations and invoices**
View and maintain your orders and invoices

4 **Contract collaboration**
Manage terms and conditions with your customers in legally binding agreements

Login

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

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

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

(!) ***Important:*** *There will be a message (Upgrade) on top of the page. Please note if you upgrade to "Full-use"(Enterprise Account) account, you will need to pay subscription and transaction fees to SAP Ariba.*

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

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

To create a Non-PO invoice, please go to **http://suppliers.ariba.com** and log in with your user name and password.
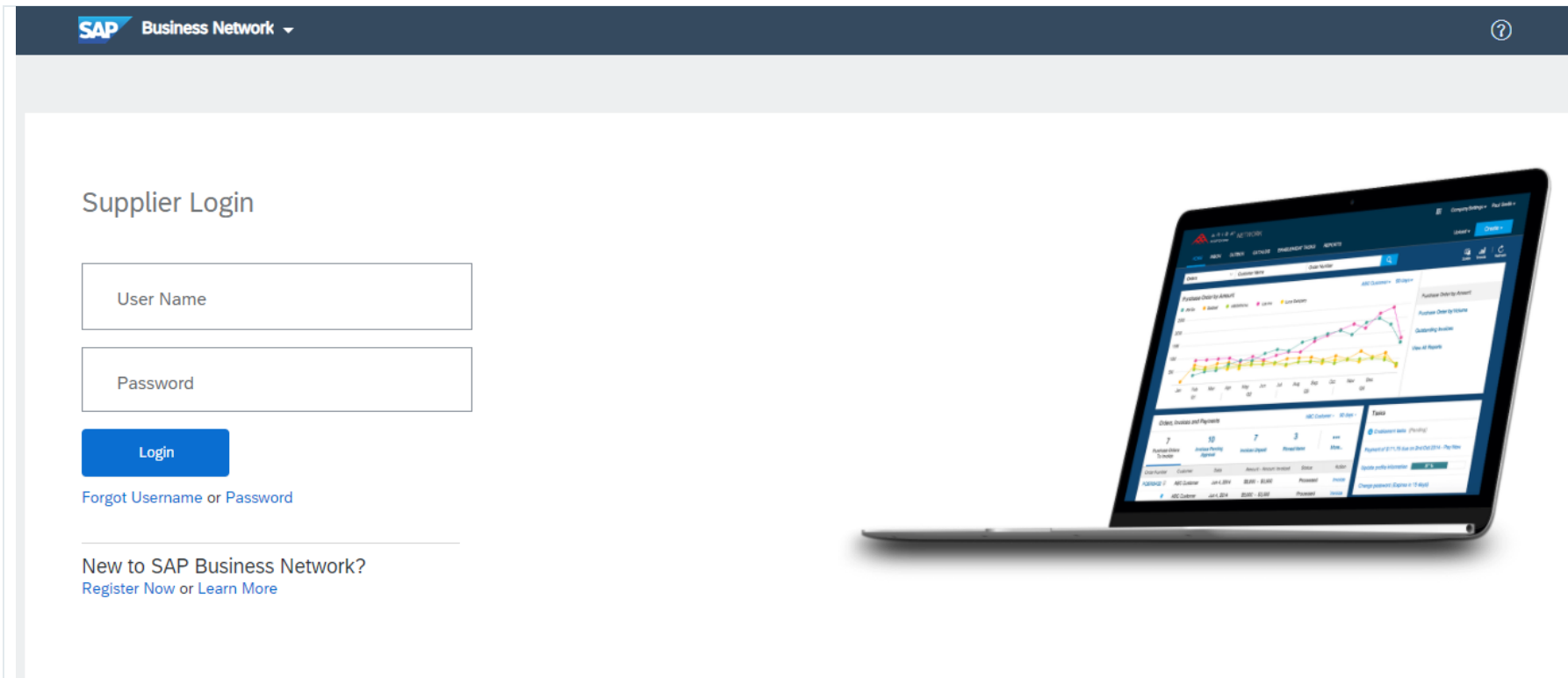
Step 2: Go to Create → Non-PO Invoice. If you cannot see the option for Non-PO Invoice, please contact ANZ.

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

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

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

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

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

Additional Fields

☐ Information Only. No action is required from the customer.

Supplier Account ID #:		Service Start Date:	🗓
Customer Reference:		Service End Date:	🗓
Supplier Reference:			
Payment Note:			

Supplier: ..... ENTERPRISES PTY LTD-TEST

ADELAIDE SA
Australia

Bill From: ..... ENTERPRISES PTY LTD-TEST

ADELAIDE SA
Australia

Customer: **ANZ Banking Group Limited**   View/Edit Addresses

Melbourne
Australia

Email: valid_anz_requester@anz.com

View/Edit Addresses

Add to Header ▾

Line Items   0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Step 7: In the line items section, click on "Add" and choose the relevant option:
- Material: if this invoice is for goods which you sold to ANZ.
- General Service: if this invoice is for a service which you provided to ANZ.

- Labour Service: if it is a s contingent labour or contractors.

Step 8: Enter the details in the fields provided.
- No. – Serial number of the lines.
- Part# - The part number (SKU or similar code)
- Description – The description of the goods or service you provided to ANZ
- Quantity – Quantity of the goods or services
- Unit – Unit of measure. SAP Ariba accepts ISO Unit of measurements. If you are unsure, please use EA (each).
- Unit price – Price per unit

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

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

1

☑ Tax Category: | GST | Standard Tax Selections   ...ents   ☐ Special Handling   ☐ Discount

3   Add to Included Lines

	No.	Include	Type	Part #		Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	MATERIAL	Detergent	Sales		1	LT	$25.00 AUD	$25.00 AUD
☐	2	⬤	SERVICE	CLEAN01	VAT		20	HR	$65.00 AUD	$1,300.00 AUI

Standard Tax Selections
- Sales
- VAT
- **GST**
- HST
- PST   **2**
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Service Period   Service Start Date: | 31 May 2021 | Service End Date: | 4 Jun 2021 | 🗓

↳ Line Item Actions ▾   Delete   Add ▾

Update   Exit   Next

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

32

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	MATERIAL	Detergent	Floor clean Detergent		1	LT	$25.00 AUD	$25.00 AUD

Tax

Category: *	GST	Taxable Amount:	$25.00 AUD	Remove
Location:		Rate(%):	10	
Description:		Tax Amount:	$2.50 AUD	
Regime:		Exempt Detail:	(no value)	

Enter the tax rate if not pre-filled

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	2	⬤	SERVICE	CLEAN01	Floor clean		20	HR	$65.00 AUD	$1,300.00 AUI

Service Period — Service Start Date: 31 May 2021   Service End Date: 4 Jun 2021

Tax

Category: *	GST	Taxable Amount:	$1,300.00 AUD	Remove
Location:		Tax Rate Type:		
Description:		Rate(%):	10	
Regime:		Tax Amount:	$130.00 AUD	
		Exempt Detail:	(no value)	

Enter the tax rate if not pre-filled

Line Item Actions ▾	Delete	Add ▾

Update	Exit	Next

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

Add to Header ▼

Shipping Cost

Shipping Documents

Special Handling

Discount

Payment Term

Additional Reference Documents and Dates

Comment

Attachment

Li~

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Inse~ | | ▼ | ☐ Shipping Documents | ☐ Special Handling | ☐ Discount | | **Add to Included Lines**

		Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐		Detergent	Floor clean Detergent		1	LT	$25.00 AUD	$25.00 AUD

Tax   Category: * GST ▼   Taxable Amount: $25.00 AUD   Remove

Location: Rate(%): 10

Description: Tax Amount: $2.50 AUD

Regime: ▼   Exempt Detail: (no value) ▼

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	2	⬤	SERVICE	CLEAN01	Floor clean		20	HR	$65.00 AUD	$1,300.00 AUI

Service Period   Service Start Date: 31 May 2021 📅   Service End Date: 4 Jun 2021 📅

Tax   Category: * GST ▼   Taxable Amount: $1,300.00 AUD   Remove

Location: Tax Rate Type:

Description: Rate(%): 10

Regime: ▼   Tax Amount: $130.00 AUD

Exempt Detail: (no value) ▼

↳ | **Line Item Actions** ▼ | **Delete** | | **Add** ▼

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

Attachments

The total size of all attachments cannot exceed 20MB

Remov

[Choose File] Invoice_12343.pdf   [Add Attachment]

[Add to Header ▾]

Line Items   2 Line Items, 2 Included, 0 Previously Fully Inv

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

Add to Header ▾

Shipping Cost
Shipping Documents
Special Handling
Discount
Payment Term
Additional Reference Documents and Dates
Comment
Attachment

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Li...

Inse...

| ☐ Shipping Documents | ☐ Special Handling | ☐ Discount | Add to Included Lines |

	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☑	Detergent	Floor clean Detergent		1	LT	$25.00 AUD	$25.00 AUD

Tax

Category: *	GST		Taxable Amount:	$25.00 AUD	Remove
Location:			Rate(%):	10	
Description:			Tax Amount:	$2.50 AUD	
Regime:			Exempt Detail:	(no value) ▾	

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☑	2	⬤	SERVICE	CLEAN01	Floor clean		20	HR	$65.00 AUD	$1,300.00 AUI

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

Supplier: **ENTERPRISES PTY LTD-TEST**
ADELAIDE SA
Australia

Customer: **ANZ Banking Group Limited**
Melbourne
Australia

Email:

View/Edit Addresses

Bill From: **ENTERPRISES PTY LTD-TEST**
ADELAIDE SA
Australia

View/Edit Addresses

Comment

Comments: it is a comment from the supplier

Remove

Default Invoice Comment Text:

You could use this box to update information such as remittance advice email ID, bank account details etc. Alternatively, you could update all of the comments under default comments- refer section 6 for further

Add to Header ▾

Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: ⌄   Discount

Add to Included Lines

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

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

Invoice TESTINVOICE 1023 for $1,457.50 AUD has been submitted to ANZ Banking Group Limited

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

📄 TESTINVOICE 1023.pdf ▾	📄 TESTINVOICE 1023.xml ▾
80 KB	8 KB

SAP Ariba ⚠️

Dear TestSupplier - TEST,

You have successfully submitted Invoice TESTINVOICE 1023 for $1,457.50 AUD to **ANZ Banking Group Limited** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
To access product documentation and tutorials, go to Ariba Network Exchange User Community

How do I view a PDF document?
Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: https://get.adobe.com/reader/

Sincerely,
The Ariba Network Team
https://www.ariba.com

View Invoice

You received this notification because your email address, or a group email address that you belong to, was used to invoice a purchase order.

Please do not reply to this email. This mailbox is not monitored and your email will not be read.

Ariba, Inc., 3420 Hillview Ave, Bldg3, Palo Alto, CA 94304, USA
SAP Ariba Privacy Statement | Ariba Data Policy | Ariba Help and Support
If a customer-specific privacy statement applies to this processing of personal data, you can view it when logged into your account.

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

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

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

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

Purchase Order: PO57845   Done

[Create Order Confirmation ⌄] [Create Ship Notice] [Create Invoice ⌄]   ⬇ 🖨 ...

Standard Invoice

Order Detail   Order History

Credit Memo

Line-Item Credit Memo

ANZ Buy Pay
Phone: 1800 770 373
Email: ANZBuyandPay@in.ibm.com

From: To: Purchase Order
ANZ Banking Group   TestSupplier - TEST   (New)
PO Box 6403   1 Test Way   PO57845
West Footscray VIC 3012   Melbourne Victoria 3000   Amount: $1,368.00 AUD
Australia   Australia   Version: 1
Phone: +61 (1800) 770373   Phone:
                                         Fax:
                                         Email:

Payment Terms ⓘ   Routing Status: Sent
NET 30

Comments
Comment Type: Terms and Conditions
Body:This Purchase Order is subject to the ANZ Standard Terms and Conditions of Purchase published at http://www.anz.com/auxiliary/purchase-orders/terms-conditions/ . And any other agreement in writing signed by ... View more »

Other Information
         Title: Copy of Test for AN
         ABN: 11 005 357 522
   BusinessUnit: 00100
View more »

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

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

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

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

Line Items   2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: [▾]   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	MATERIAL	1324	OFFICE DESK		10	EA	$150.00 AUD	$1,500.00 AUD
☐	2	⬤	MATERIAL	1325	OFFICE CHAIR		0	EA	$50.00 AUD	$0 AUD

Excluded line items cannot be modified.

↳ [Line Item Actions ▾]   [Delete]

Include or exclude a line item by toggling the switch.

Change quantity if required.

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

Line Items

2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☑ Tax Category: [   ]   ☐ ...ments   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

1   **3**

Standard Tax Selections

	No.	Include	Type	Part #	De...	...er Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	MATERIAL	1324	OF		10	EA	$150.00 AUD	$1,500.00 AUD
☐	2	⬤	MATERIAL	1325	OF		0	EA	$50.00 AUD	$0 AUD

Sales
VAT
GST
HST
PST   **2**
QST
Usage
Withholding Tax

Other Tax
Configure Tax Menu

Excluded line items cannot be modified.

↳   [Line Item Actions ▼]   [Delete]

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

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	⬤	MATERIAL	1324	OFFICE DESK		10	EA	$150.00 AUD	$1,500.00 AUD

Tax

Category: * GST

Location:

Description:

Regime:

Taxable Amount: $1,500.00 AUD

Rate(%): 10

Tax Amount: $150.00 AUD

Remove

Enter tax rate if not pre-filled.

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	2	⬤	MATERIAL	1325	OFFICE CHAIR		0	EA	$50.00 AUD	$0 AUD

Excluded line items cannot be modified.

↳ | Line Item Actions ▾ | Delete

Update   Save   Exit   Next

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

Supplier: **TestSupplier - TEST**

Melbourne Victoria
Australia

Bill From: **TestSupplier - TEST**

Melbourne Victoria
Australia

Customer: **ANZ Banking Group Limited**

Docklands VIC
Australia

Email: [   ]

View/Edit Addresses

View/Edit Addresses

Add to Header ▾

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Inse[   ]   [▾]   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

☐			Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	🟢 MATERIAL IPP350AU05CL	IPP350 ANZ Contactless Terminal - USB, Ethernet & RS232 Capability, Colour Display, Contactless Module, 1 x 2M USB Cable (CAB0248) and 60 Months Warranty Included		[6]	EA	[$228.00 AUD]	$1,368.00 AUD

↳ [Line Item Actions ▾] [Delete]

[Update] [Save] [Exit] [**Next**]

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

Attachments

The total size of all attachments cannot exceed 20MB

Remove

Choose File Invoice_12343.pdf   Add Attachment

Add to Header ▾

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

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

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

Supplier: **TestSupplier - TEST**

Melbourne Victoria
Australia

Bill From: **TestSupplier - TEST**

Melbourne Victoria
Australia

Customer: **ANZ Banking Group Limited**

Docklands VIC
Australia

Email: [   ]

View/Edit Addresses

View/Edit Addresses

Add to Header ▾

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

Li

Inse

1 Line Items, 1 Included, 0 Previously Fully Invoiced

[ ] Shipping Documents   [ ] Special Handling   [ ] Discount

Add to Included Lines

			Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
[ ]	1	⬤ MATERIAL IPP350AU05CL	IPP350 ANZ Contactless Terminal - USB, Ethernet & RS232 Capability, Colour Display, Contactless Module, 1 x 2M USB Cable (CAB0248) and 60 Months Warranty Included		6	EA	$228.00 AUD	$1,368.00 AUD

↳ **Line Item Actions** ▾   **Delete**

Update   **Save**   **Exit**   **Next**

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

Supplier: ENTERPRISES PTY LTD-TEST
ADELAIDE SA
Australia

Customer: ANZ Banking Group Limited
Melbourne
Australia

Email:

View/Edit Addresses

Bill From: ENTERPRISES PTY LTD-TEST
ADELAIDE SA
Australia

View/Edit Addresses

Comment

Comments: it is a comment from the supplier

Remove

Default Invoice Comment Text:

You could use this box to update information such as remittance advice email ID, bank account details etc. Alternatively, you could update all of the comments under default comments- refer section 6 for further details

Add to Header ▾

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: ☐ Discount

Add to Included Lines

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

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Australia. The document's destination country is:Australia. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number:	TESTINV100
Invoice Date:	Friday 28 May 2021 7:41 PM GMT+10:00
Original Purchase Order:	PO57845

Subtotal:	$1,368.00 AUD
Total Tax:	$136.80 AUD
Total Gross Amount:	$1,504.80 AUD
Total Net Amount:	$1,504.80 AUD
Amount Due:	$1,504.80 AUD

REMIT TO:

TestSupplier - TEST

Postal Address:

Tax ID of Supplier: 1231231234

BILL TO:

ANZ Banking Group

Postal Address (Default):

Address ID: ANZAU:AU000579

Phone (work): +61 (1800) 770373

SUPPLIER:

TestSupplier - TEST

BILL FROM:

TestSupplier - TEST

CUSTOMER:

ANZ Banking Group Limited

SHIPPING INFORMATION:

SHIP FROM:

SHIP TO:

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

Invoice TESTINV100 for $1,504.80 AUD has been submitted to ANZ Banking Group Limited

If there are problems with how this message is displayed, click here to view it in a web browser.

| PDF | TESTINV100.pdf 82 KB | | | TESTINV100.xml 9 KB | |

SAP Ariba

Dear TestSupplier - TEST,

You have successfully submitted Invoice TESTINV100 for $1,504.80 AUD to **ANZ Banking Group Limited** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
To access product documentation and tutorials, go to Ariba Network Exchange User Community

How do I view a PDF document?
Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: https://get.adobe.com/reader/

Sincerely,
The Ariba Network Team
https://www.ariba.com

View Invoice

You received this notification because your email address, or a group email address that you belong to, was used to invoice a purchase order.

Please do not reply to this email. This mailbox is not monitored and your email will not be read.

SECTION 5: NOTIFICATION PREFERENCE UPDATE

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

To update your notification preference, log into **http://supplier.ariba.com** and go to Your login initial on the far right of the screen -> Settings -> Notifications

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

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

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

Account Settings   Save   Close

Customer Relationships   Users   Notifications   Account Hierarchy   Application Subscriptions   Account Registration

General   Network   Discovery

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 configured by the account administrator controls the language used in these notifications.

Electronic Order Routing

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

Electronic Invoice Routing

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	✓ Send a notification when invoices are undeliverable or rejected.	* com
Invoice Status Change	✓ Send a notification when invoice statuses change.	* com
Invoice Created Automatically	✓ Send a notification when an invoice is created automatically on behalf of your company.	* .com

SECTION 6: DEFAULT COMMENT (OPTIONAL)

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

Step 1: To update your notification preference, log into **http://supplier.ariba.com** and go to Settings → Electronic Invoice Routing (under Network Settings section)
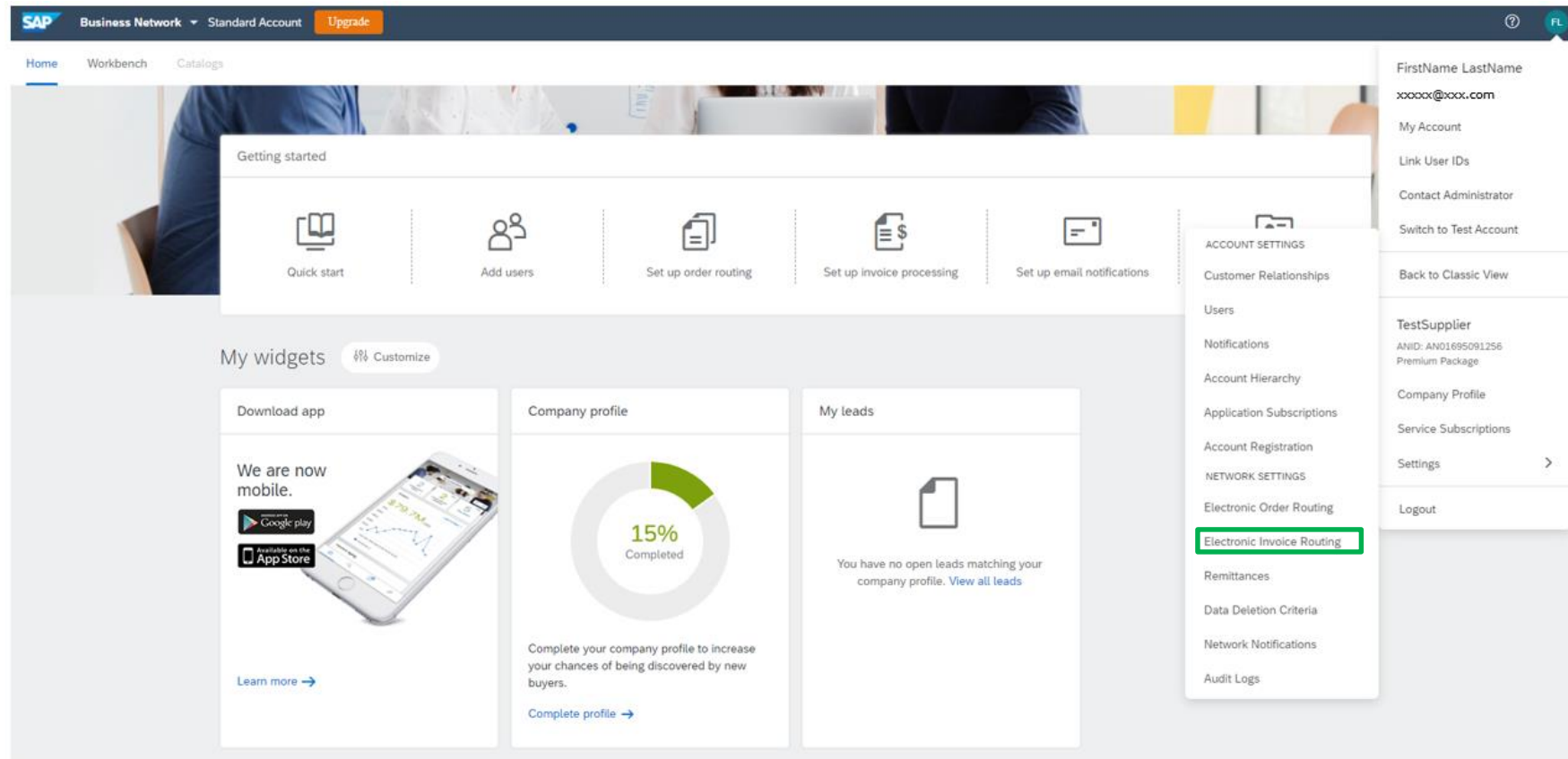
Step 2: You will land into Network Setting page and Electronic Invoice Routing tab. Scroll down to the bottom.

Network Settings

Save   Close

Electronic Order Routing   **Electronic Invoice Routing**   Settlement   Data Deletion Criteria

General   Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online ▾	Return to this site to create invoices
Customer Invoices	Online ▾	Save in my online inbox

Notifications

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	☑ Send a notification when invoices are undeliverable or rejected.	* xxxxxxxx.com
Invoice Status Change	☑ Send a notification when invoice statuses change.	* xxxxxxxx.com
Invoice Created Automatically	☑ Send a notification when an invoice is created automatically on behalf of your company.	* xxxxxxxx.com

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

Enter additional information about your invoice process and policy.

Characters left: **1300**

Enter default comment text that displays on all Credit Memos.

This is a default comment which goes into all credit memos created in the future.

Characters left: **1219**

Enter default comment text that displays on all Invoices.

This is a default comment which goes into all invoices created in the future.

Characters left: **1223**

Save   Close

SECTION 7: HELP & SUPPORT

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

Log into http://supplier.ariba.com and go to Help by clicking on icon ⑦ on the top right Search for the topic you need help with.

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

Please save this link as a bookmark

Welcome to the ANZ Supplier Information Portal

Welcome to the ANZ Supplier Information Portal! This portal provides information for all suppliers that are conducting business with ANZ via the Ariba Network (AN).

Additional information regarding this project is included in the invitation letter from ANZ (below). As part of ANZ's ongoing policy to continuously improve efficiency and service quality to customers and suppliers alike, they are currently implementing the next stage of their overall electronic strategy to move away from paper based financial transaction processing.

What information are you looking for?

TRAINING GUIDES
Learn how to transact with ANZ (PDF)

INTRODUCTION ARIBA NETWORK
See how to navigate the Network

SUPPORT DETAILS
Ariba Network Support Centre

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

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

A new window will open. Go to Contact us, search for "Report a technical issue" in "Start here to find your answer" box

Home   Learning   **Contact us**

Start here to find your answer.

| Report a technical issue | ✕ 🔍 |
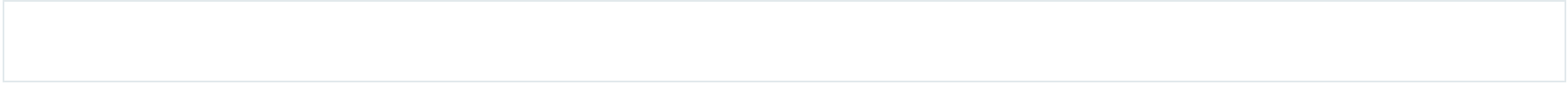
Browse below for our AI-based recommendations*

Why is commodity missing in the sourcing request created from Spend Analysis report?
Question Why is commodity missing in the sourcing request created from Spend Analysis report even though UNSPSC column was present in the report?
Answer The Commodity field in sourcing request would only get populated from the report

⑦ FAQ
Apr 1, 2021

ERP documents to CIG fail with "Wait for Scheduler" in SRT_MONI
Issue ERP documents to CIG are failing with message Wait for Scheduler in transaction SRT_MONI , with error code below: SRT_CORE255 - The bgRFC cannot process this message for some reasons. Resolution Follow SAP KBA 2278161 , and c

📄 Support Note
May 6, 2021

How do I contact support as a Standard account user?
Question How do I contact support as a Standard account user? Answer To report technical issues such as system errors and outages: Go to the Help Center at the right-hand side of the screen and click Support in the bottom right co

⑦ FAQ
Apr 30, 2020

Resolving "acquire" or "authenticate" errors when exporting reports
Issue I receive one of the following error messages when exporting reports: Crypto::acquire 0X80090016 Certificate::acquire 0X80090016 CClientAutomationControl:authenticate 0X80090016 Cause Your Microsoft

📄 Support Note
Aug 7, 2015

Issue With Exporting to Microsoft Excel
Issue After manually installing the clientautomation.dll on each user's personal computer, one user still cannot export reports. The machine shows the Data Link Library (DLL) in her downloaded files but, when the user exports, the following me

📄 Support Note
Apr 14, 2020

*Powered by SAP Incident Solution Matching

Choose from the options below to continue.

Do you need to report a technical issue like an ANERR error, IP Address error, Invoice Failure, or Catalog issue?

Yes   No

Scroll past the search result and follow guided instructions to continue with "Yes" or "No"

Choose from the options below to continue.

Do you need to report a technical issue like an ANERR error, IP Address error, Invoice Failure, or Catalog issue?

Yes   No

What type of issue do you need to report?

ANERR error   IP address error   Invoice failure   PunchOut catalog error

Support Available	Contact

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

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

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