

SAP BUSINESS NETWORK, STANDARD ACCOUNT ENABLEMENT SUPPLIER GUIDE

May 2021

Public information:

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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-APIInvoice@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>

SAP Business Network

Supplier Login


User Name

Password

Login

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)



The image shows a laptop displaying the SAP Business Network dashboard. The dashboard features a line chart with multiple data series, a table with columns for 'Period', 'Revenue', and 'Profit', and a sidebar with navigation options like 'Purchase Order Status' and 'Inventory Status'.

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](#)

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

Company information [?](#)

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

City *

State *

Postal code *

Step 3: Fill out your account information.



Administrator account information ?

First name * Last name *

FirstName LastName

Email *

xxxxxxx@xxx.com

Use my email as my username

Password * Repeat password *

.....

Business role *

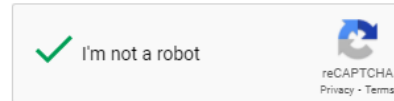
Account Receivables

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

I have read and agree with the [Terms of Use](#)
Please read [Privacy Statement](#) to learn how we process personal data.



[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

New email address allowed



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

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=BJOyg0WKzr8LpMqzQ9nGZgn99RNplfA&anp=Ariba&app=Supplier](https://service.ariba.com/Authenticator.aw/ad/confirmEmail?key=BJOyg0WKzr8LpMqzQ9nGZgn99RNplfA&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: xxxxxxxx@xxx.com

Business Network ID: ANXXXXXXXXXXXX

Administrator email: xxxxxxxx@xxx.com

Get Started

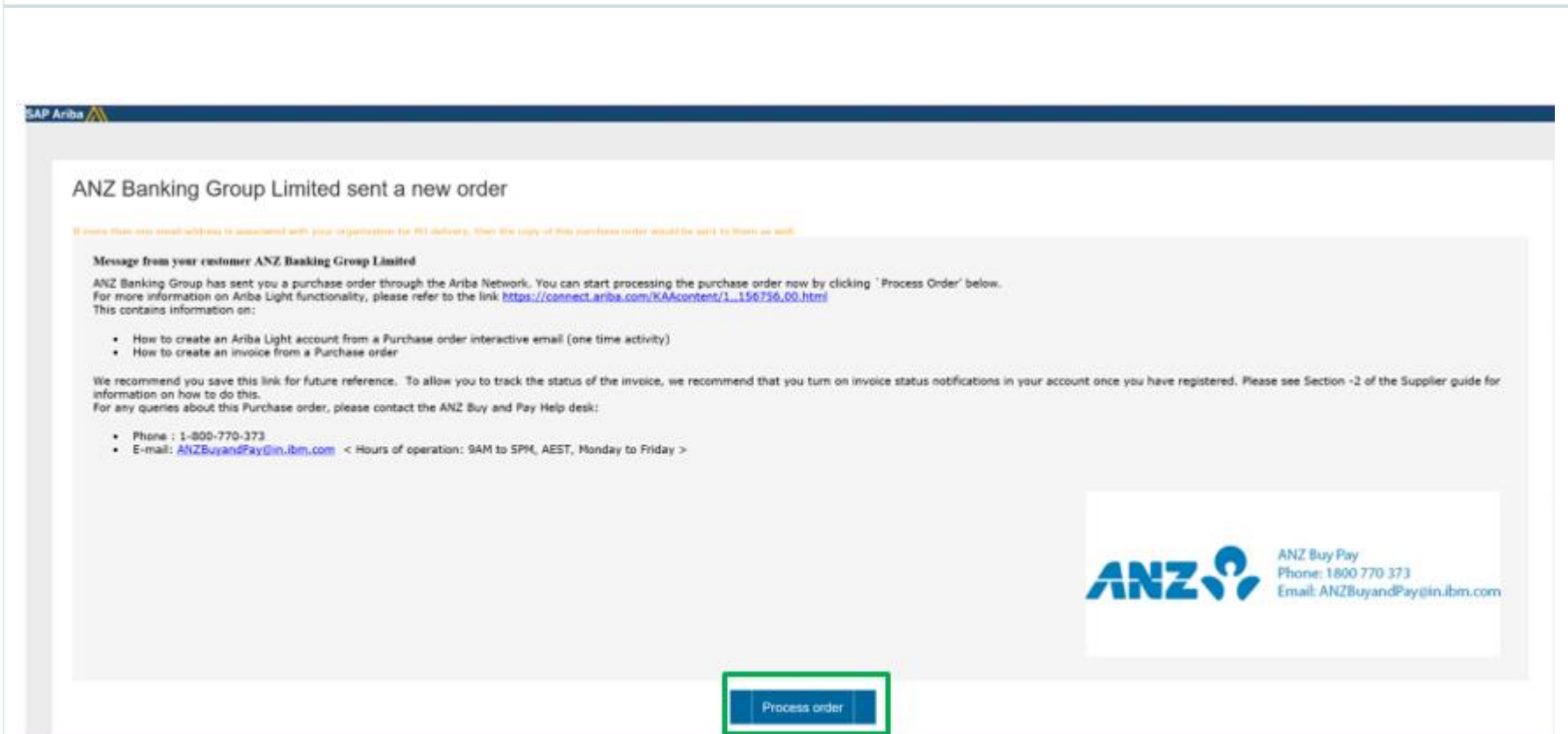
Log in to your free SAP Business Network account and explore:

- 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

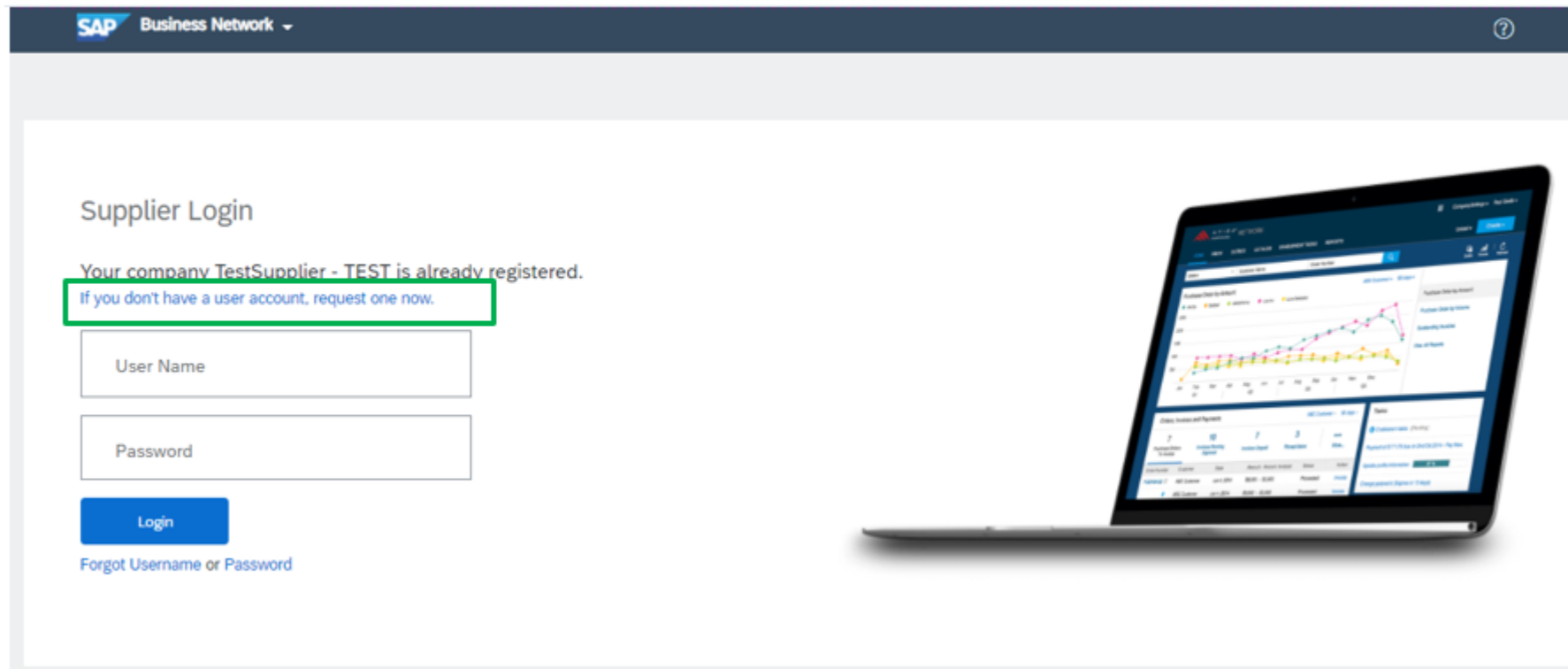
Login

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”



Step 3: Fill in your company information

SAP Business Network ? Help

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 ?

Company (legal) name *

Country/Region *

Address line 1 *

Address line 2

City *

State *

Postal code *

Step 4: Fill in your account information.



Administrator account information ?

First name * Last name *

Email *

Use my email as my username

Password * Repeat password *

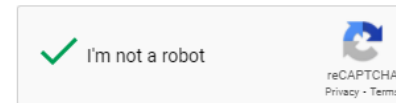
Business role *
 ?

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.



[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: ANXXXXXXXXXXXX

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.*

SAP Business Network Standard Account Upgrade

Home Workbench Catalogs Create

Getting started

- Quick start
- Add users
- Set up order routing
- Set up invoice processing
- Set up email notifications
- Review subscriptions

My widgets


Customize

Download app

We are now mobile.

Available on the Google play

Available on the App Store



Learn more →

Company profile

15% Completed

Complete your company profile to increase your chances of being discovered by new buyers.

Complete profile →

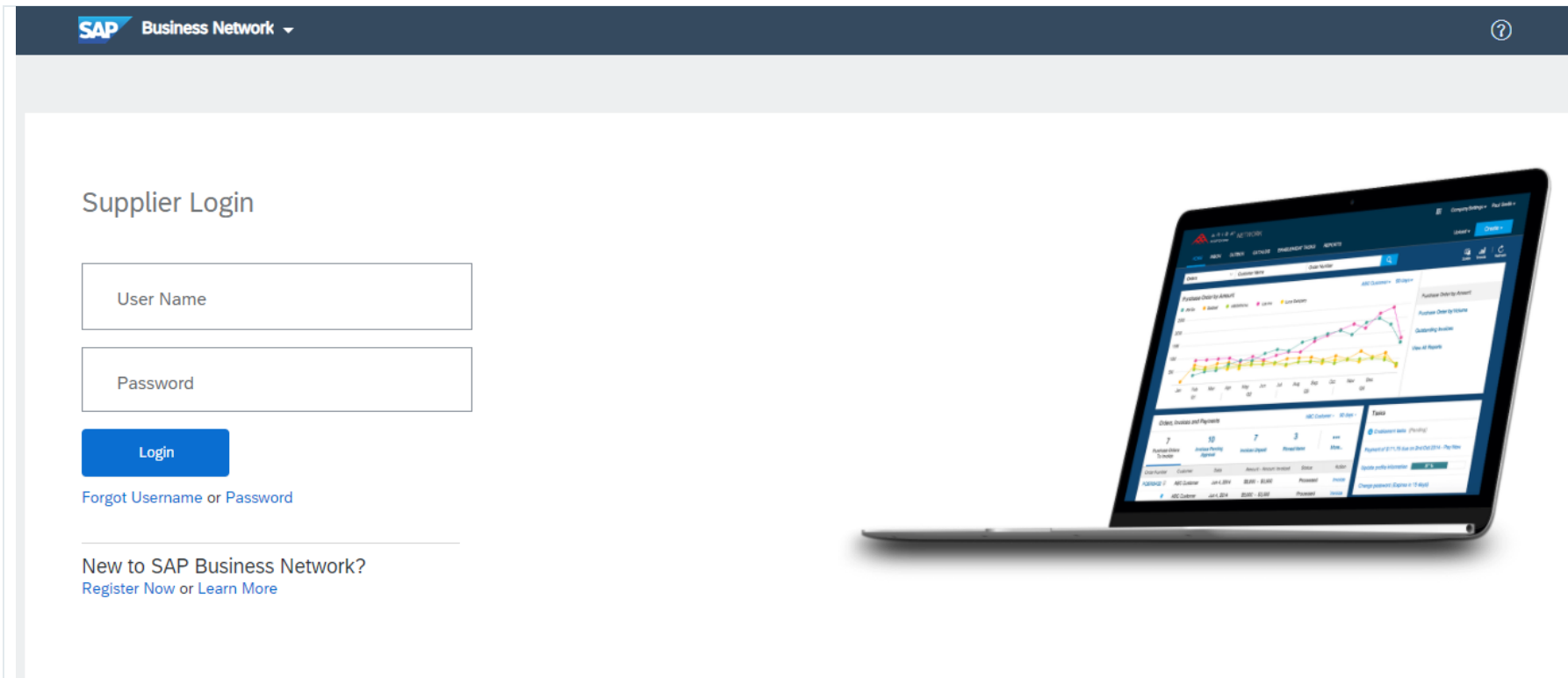
My leads

You have no open leads matching your company profile. [View all leads](#)

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.

SAP Business Network Standard Account Upgrade

Home Workbench Catalogs Create

Non-PO Invoice

Getting started

- Quick start
- Add users
- Set up order routing
- Set up invoice processing
- Set up email notifications
- Review subscriptions

My widgets


Customize

Download app

We are now mobile.

Available on the Google play

Available on the App Store



Learn more →

Company profile

15% Completed

Complete your company profile to increase your chances of being discovered by new buyers.

Complete profile →

My leads

You have no open leads matching your company profile. [View all leads](#)

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

The screenshot shows the SAP Ariba Network interface for creating a non-PO invoice. The header includes the SAP logo, 'Ariba Network', 'Standard Account', 'Upgrade', 'TEST MODE', and a 'Back to classic view' link. The main heading is 'Create Non-PO Invoice' with 'Next' and 'Exit' buttons. The section 'For a trading relationship already on Ariba Network' contains a 'Customer' dropdown menu with 'ANZ Banking Group Limited' selected, highlighted by a green box. Below it, the 'Type of Invoice' section has 'Standard Invoice' selected with a radio button, and 'Credit Memo' is unselected. The section 'For a new trading relationship' includes a note: 'You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on Ariba Network. To create a non-PO invoice, you must request your customer to send you Invoice New Customer (Requires Customer Code)'. At the bottom, there are 'Next' and 'Exit' buttons. The footer contains the SAP logo, copyright information, and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'. A sidebar on the right has a search bar and a list of help topics, including 'Send a non-PO invoice (3-37)', 'How to create a non-PO invoice', and 'Where do I get the Customer Code to send a non-PO invoice to my customer?'.

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.

SAP Ariba Network Standard Account Upgrade TEST MODE Back to classic view

Create Invoice Update Exit Next

▼ Invoice Header * Indicates required field Add to Header

Summary

Invoice #:* TESTINVOICE 1023	Subtotal: \$0.00 AUD	View/Edit Addresses
Invoice Date:* 29 May 2021	Total Tax: \$0.00 AUD	
Service Description:	Total Gross Amount: \$0.00 AUD	
Supplier Tax ID: 1231231234	Total Net Amount: \$0.00 AUD	
Remit To: TestSupplier - TEST	Amount Due: \$0.00 AUD	
Melbourne Victoria Australia		
Bill To:		

Search...

- How do I create more than one invoice for a purchase order?
- Send a PO-based invoice (4.35)
- How do I process an order in my Ariba Network Standard account?
- Send an invoice from a light account (4.13)
- How do I submit an invoice from a Standard account?
- How do I edit and resubmit an invoice that I have already sent?
- How do I view my customer's transaction rules?
- How do I create a service entry sheet from a Standard Account?
- How do I add shipping or freight charges to my 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.

Order Information

Customer Order #: Contract Number:

Sales Order #: Sales Order Date:

Tax ⓘ

Header level tax ⓘ
 Line level tax ⓘ

Category:* Taxable Amount: Remove
 Location: Tax Rate Type:
 Description: Rate(%):
 Regime: Tax Amount:

Shipping

Header level shipping ⓘ
 Line level shipping ⓘ

Ship From: ENTERPRISES PTY LTD-TEST
 ADELAIDE SA
 Australia

Ship To: ANZ Banking Group Limited
 Melbourne
 Australia

Deliver To: [View/Edit Addresses](#)

Help Center

Search...

- Send a PO-based invoice (4:35)
- How do I create more than one invoice for a purchase order?
- Send an invoice from a light account (4:13)
- How do I correct errors for the Bank Account field when creating an invoice?
- How do I view my customer's invoicing rules?
- How do I add shipping or freight charges to my invoice?

[View more](#)

Top 5 FAQs

[Documentation](#)
[Support](#)

ANZ recommends you to select Line level tax

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 #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date:

Service End Date:

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

[Add to Header](#)

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Help Center

Search...

- Send a PO-based invoice (4:35)
- How do I create more than one invoice for a purchase order?
- Send an invoice from a light account (4:13)
- How do I correct errors for the Bank Account field when creating an invoice?
- How do I view my customer's invoicing rules?
- How do I add shipping or freight charges to my invoice?

View more

Top 5 FAQs

Documentation Support

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.

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

Insert Line Item Options

Tax Category: Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

Line Item Actions

- Add General Service
- Add Labor Service
- Add Material

from a standard account

[How do I add shipping or freight charges to my invoice?](#)

[How do I save a draft of my invoice to work on later?](#)

[How do I attach a file to my invoice?](#)

[Why can't I change certain information on the invoice?](#)

[Why do I receive errors when creating an invoice?](#)

[View more](#)

Coming Soon: New portal for Standard accounts

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

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Detergent	Floor clean Detergent		1	LT	\$25.00 AUD	\$25.00 AUD
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	SERVICE	CLEAN01	Floor clean		20	HR	\$65.00 AUD	\$1,300.00 AUI

Service Period
 Service Start Date:
 Service End Date:

Line Item Actions

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Please ensure you provide a detailed description of services or goods be provided

Ariba considers AUD by default. Please ensure to add a particular currency code if it is not AUD

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 Special Handling Discount

Tax Category: GST

Standard Tax Selections

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

No.	Include	Type	Part #	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Detergent		1	LT	\$25.00 AUD	\$25.00 AUD
2	<input checked="" type="checkbox"/>	SERVICE	CLEAN01		20	HR	\$65.00 AUD	\$1,300.00 AUI

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

Line Item Actions

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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%

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Detergent	Floor clean Detergent		1	LT	\$25.00 AUD	\$25.00 AUD

Tax

Category: * GST

Location:

Description:

Regime:

Taxable Amount: \$25.00 AUD

Rate(%): 10

Tax Amount: \$2.50 AUD

Exempt Detail: (no value)

Remove

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	SERVICE	CLEAN01	Floor clean		20	HR	\$65.00 AUD	\$1,300.00 AUD

Service Period

Service Start Date: 31 May 2021

Service End Date: 4 Jun 2021

Tax

Category: * GST

Location:

Description:

Regime:

Taxable Amount: \$1,300.00 AUD

Tax Rate Type:

Rate(%): 10

Tax Amount: \$130.00 AUD

Exempt Detail: (no value)

Remove

Line Item Actions | Delete | Add

Update | Exit | Next

Enter the tax rate if not pre-filled

Enter the tax rate if not pre-filled

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

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 ▾
Location:
Description:
Regime:

Taxable Amount: \$25.00 AUD
Rate(%): 10
Tax Amount: \$2.50 AUD
Exempt Detail: (no value) ▾

Remove

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	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 ▾
Location:
Description:
Regime:

Taxable Amount: \$1,300.00 AUD
Tax Rate Type:
Rate(%): 10
Tax Amount: \$130.00 AUD
Exempt Detail: (no value) ▾

Remove



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

[Remove](#)

Invoice_12343.pdf

▾

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”.

2 Line Items, 2 Included, 0 Previously Fully Invoiced

Add to Header ▾

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

Shipping Documents Special Handling Discount **Add to Included Lines**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>			Detergent	Floor clean Detergent		1	LT	\$25.00 AUD	\$25.00 AUD
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	CLEAN01	Floor clean		20	HR	\$65.00 AUD	\$1,300.00 AUI

Tax

Category: * GST ▾

Location:

Description:

Regime:

Taxable Amount: \$25.00 AUD [Remove](#)

Rate(%): 10

Tax Amount: \$2.50 AUD

Exempt Detail: (no value) ▾

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	View/Edit Addresses
Bill From: ENTERPRISES PTY LTD- TEST ADELAIDE SA Australia	Email: <input type="text"/>	View/Edit Addresses

Comment		
Comments: <input type="text" value="it is a comment from the supplier"/>	<div style="border: 1px solid blue; border-radius: 15px; padding: 10px; width: fit-content;">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</div>	Remove
Default Invoice Comment Text: <input type="text"/>		

▾

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

Insert Line Item Options	<input type="checkbox"/> Tax Category: <input type="text"/>	<input type="checkbox"/> Discount	<input type="button" value="Add to Included Lines"/>
---------------------------------	---	-----------------------------------	--

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

SAP Ariba Network ? >> ↗

Create Invoice Previous **Submit** Exit

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: TESTINVOICE 1023	Subtotal:	\$1,325.00 AUD
Invoice Date: Saturday 29 May 2021 3:50 PM GMT+10:00	Total Tax:	\$132.50 AUD
	Total Gross Amount:	\$1,457.50 AUD
	Total Net Amount:	\$1,457.50 AUD
	Amount Due:	\$1,457.50 AUD

REMIT TO:

TestSupplier - TEST

Postal Address:
1 Test Way
Melbourne VIC 3000
Australia

Tax ID of Supplier: 1231231234

SUPPLIER:

TestSupplier - TEST

Postal Address:
1 Test Way
Melbourne VIC 3000
Australia

BILL FROM:

TestSupplier - TEST

Postal Address:
1 Test Way
Melbourne VIC 3000
Australia

CUSTOMER:

ANZ Banking Group Limited

SHIPPING INFORMATION:

<p>SHIP FROM:</p> <p>TestSupplier - TEST</p>	<p>SHIP TO:</p> <p>ANZ Banking Group Limited</p>
---	---

Search...

- [Send a PO-based invoice \(4:35\)](#)
- [Send an invoice from a light account \(4:13\)](#)
- [How do I correct errors for the Bank Account field when creating an invoice?](#)
- [When will my invoice be paid? \(Standard users\)](#)
- [How do I view invoices in a Standard Account?](#)
- [How do I save a draft of my invoice to work on later?](#)
- [How do I know how much is left to invoice on my purchase order?](#)
- [How do I change my remittance address and banking information?](#)
- [E-archiving best practices for suppliers in countries with VAT](#)
- [How to search for invoices](#)
- [Line item details for items invoiced from service sheets](#)
- [Country/region-specific tax invoice fields](#)
- [Goods and general service line item details](#)

[View more](#) ↗


Coming Soon: New portal for Standard accounts



Documentation Support

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 80 KB	 TESTINVOICE 1023.xml 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)



"ANZ Banking Group Limited" <ordersender-prod@ansmtp.ariba.com>

ANZ Banking Group Limited sent a new Purchase Order PO57845

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



You can reply to this message. Ariba Network or other Ariba cloud services will send your reply to the appropriate message recipient(s) and link it to its corresponding document. SAP Ariba stores your contact information (email and name) according to the policy at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>. By replying to this message, you're accepting the terms in the policy.



ANZ Banking Group Limited sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer ANZ Banking Group Limited

ANZ Banking Group has sent you a purchase order through the Ariba Network. You can start processing the purchase order now by clicking 'Process Order' below.

For more information on Ariba Light functionality, please refer to the link <https://connect.ariba.com/KAAcontent/1,,156756.00.html>

This contains information on:

- How to create an Ariba Light account from a Purchase order interactive email (one time activity)
- How to create an invoice from a Purchase order

We recommend you save this link for future reference. To allow you to track the status of the invoice, we recommend that you turn on invoice status notifications in your account once you have registered. Please see Section -2 of the Supplier guide for information on how to do this.

For any queries about this Purchase order, please contact the ANZ Buy and Pay Help desk:

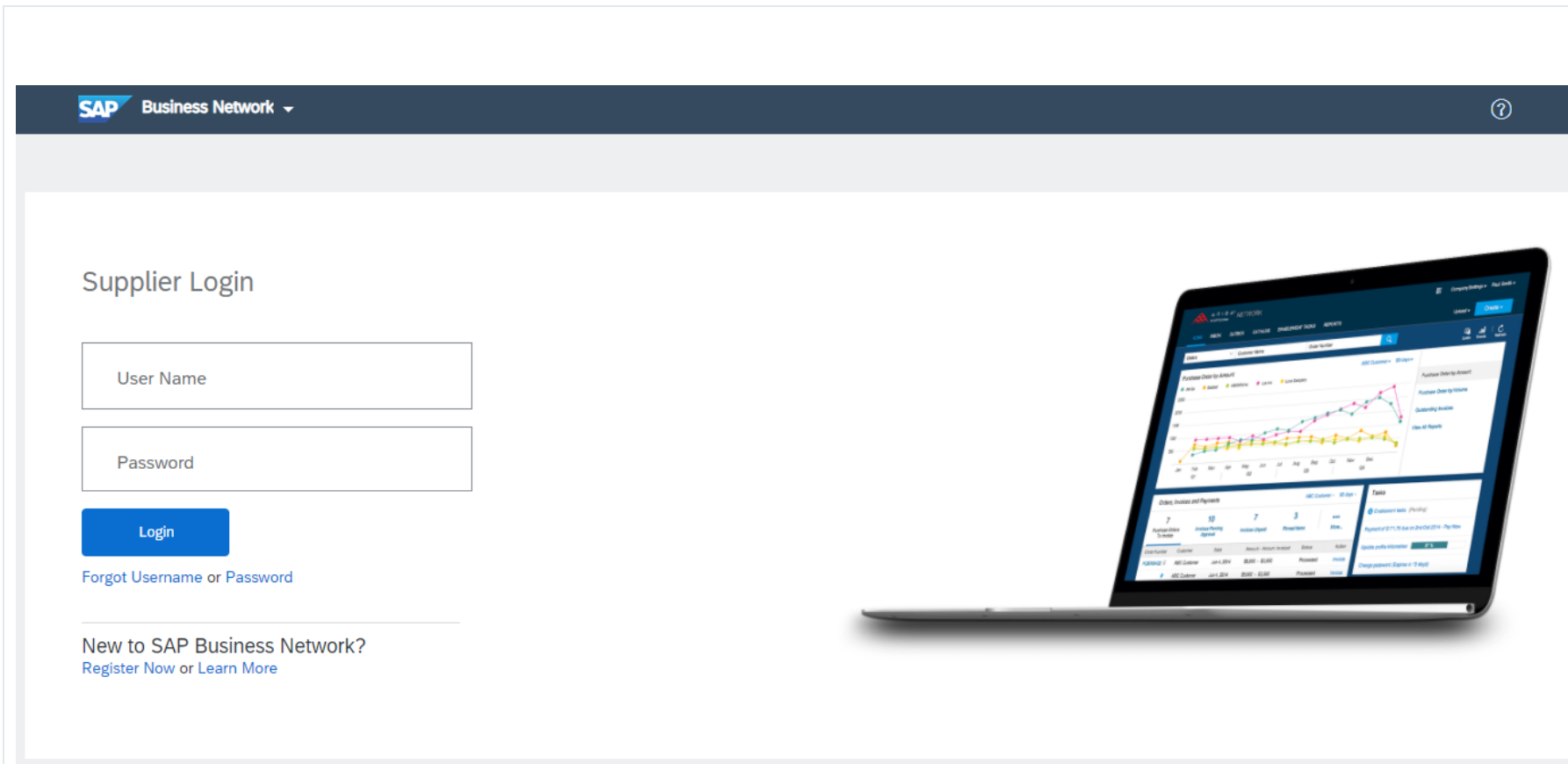
- Phone : 1-800-770-373
- E-mail: ANZBuyandPay@in.ibm.com < Hours of operation: 9AM to 5PM, AEST, Monday to Friday >



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

Process order

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 NoticeCreate Invoice ▾

↓ 📄 ⋮

Order Detail Order History

Standard Invoice
Credit Memo
Line-Item Credit Memo



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

From:
ANZ Banking Group
PO Box 6403
West Footscray VIC 3012
Australia
Phone: +61 (1800) 770373

To:
TestSupplier - TEST
1 Test Way
Melbourne Victoria 3000
Australia
Phone:
Fax:
Email

Purchase Order
(New)
PO57845
Amount: \$1,368.00 AUD
Version: 1

Payment Terms ⓘ
NET 30

Routing Status: Sent

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.*

SAP Ariba Network

Create Invoice

Update Save Exit Next

Search...

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: PO57845

Invoice #: * TESTINV100

Invoice Date: * 28 May 2021

Service Description:

Supplier Tax ID: 1231231234

Remit To: TestSupplier - TEST

Melbourne Victoria
Australia

Bill To: ANZ Banking Group

West Footscray VIC
Australia

Subtotal: \$1,368.00 AUD
Total Tax: \$0.00 AUD
Total Gross Amount: \$1,368.00 AUD
Total Net Amount: \$1,368.00 AUD
Amount Due: \$1,368.00 AUD

View/Edit Addresses

- Send a PO-based invoice (4:35)
- How do I create more than one invoice for a purchase order?
- How do I process an order in my Ariba Network Standard account?
- Send an invoice from a light account (4:13)
- How do I submit an invoice from a Standard account?
- How do I edit and resubmit an invoice that I have already sent?
- How do I view my customer's transaction rules?
- How do I create a service entry sheet from a Standard Account?
- How do I save a draft of my invoice to work on later?

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

Tax ⓘ

Header level tax ⓘ **Line level tax** ⓘ

Category:* Sales Tax Taxable Amount: \$2,000.00 AUD Remove

Location: Tax Rate Type:

Description: Rate(%):

Regime: Tax Amount:

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: ENTERPRISES PTY LTD-TEST Ship To: Docklands VIC View/Edit Addresses
ADELAIDE SA Australia
Deliver To:

Payment Term

Net Term(days): 30 Add Discount/Penalty Term

Additional Fields

ANZ recommends to select Line level tax

Help Center

Search...

FAQ How do I create more than one invoice for a purchase order?

Send a PO-based invoice (4:35)

Send an invoice from a light account (4:13)

FAQ How do I correct errors for the Bank Account field when creating an invoice?

FAQ How do I view my customer's invoicing rules?

FAQ How do I add shipping or freight charges to my invoice?

View more

Top 5 FAQs

Documentation Support

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	1324	OFFICE DESK		10	EA	\$150.00 AUD	\$1,500.00 AUD
<input type="checkbox"/>	2	<input type="checkbox"/>	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: Special Handling Discount

1

No.	Include	Type	Part #	Description	Order Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 1	<input checked="" type="checkbox"/>	MATERIAL	1324	OF		10	EA	\$150.00 AUD	\$1,500.00 AUD
<input type="checkbox"/> 2	<input type="checkbox"/>	MATERIAL	1325	OF		0	EA	\$50.00 AUD	\$0 AUD

Excluded line items cannot be modified.

Standard Tax Selections

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

3

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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	1324	OFFICE DESK		<input type="text" value="10"/>	EA	\$150.00 AUD	\$1,500.00 AUD

Tax

Category:*
Location:
Description:
Regime:

Taxable Amount:
Rate(%):
Tax Amount:

Enter tax rate if not pre-filled.

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	2	<input type="checkbox"/>	MATERIAL	1325	OFFICE CHAIR		0	EA	\$50.00 AUD	\$0 AUD

Excluded line items cannot be modified.

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

Customer: **ANZ Banking Group Limited**
Docklands VIC
Australia
Email:

View/Edit Addresses

Bill From: **TestSupplier - TEST**
Melbourne Victoria
Australia

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

Shipping Documents Special Handling Discount

	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1 <input checked="" type="radio"/> 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		<input type="text" value="6"/>	EA	<input type="text" value="\$228.00 AUD"/>	<input type="text" value="\$1,368.00 AUD"/>

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

Invoice_12343.pdf

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

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Inse

▾

Shipping Documents

Special Handling

Discount

[Add to Included Lines](#)

1

MATERIAL

IPP350AU05CL

Description

Customer Part #

Quantity

Unit

Unit Price

Subtotal

IPP350 ANZ Contactless Terminal - USB, Ethernet & RS232

6

EA

\$228.00 AUD

\$1,368.00 AUD

Capability, Colour Display, Contactless Module, 1 x 2M

USB Cable (CAB0248) and 60 Months Warranty Included

↳

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: <input type="text"/>	View/Edit Addresses
Bill From: ENTERPRISES PTY LTD- TEST ADELAIDE SA Australia		View/Edit Addresses

Comment

Comments:

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

[Remove](#)

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

Tax Category: Discount

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

Create Invoice

[Previous](#)[Save](#)[Submit](#)[Exit](#)

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: POS7845

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.

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.

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 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

The screenshot displays the SAP Business Network user interface. At the top, the header includes the SAP logo, 'Business Network', 'Standard Account', and an 'Upgrade' button. Below the header, there are navigation links for 'Home', 'Workbench', and 'Catalogs'. The main content area is divided into two sections: 'Getting started' and 'My widgets'. The 'Getting started' section contains five cards: 'Quick start', 'Add users', 'Set up order routing', 'Set up invoice processing', and 'Set up email notifications'. The 'My widgets' section contains three cards: 'Download app', 'Company profile', and 'My leads'. The 'Company profile' card shows a progress indicator for '15% Completed'. On the right side, a user profile dropdown menu is open, showing the user's name 'First Name LastName', email 'xxxxx@xxx.com', and various account settings. The 'Notifications' option in the dropdown menu is highlighted with a green box, and the 'Settings' option is also highlighted with a green box.

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

SAP Arriba Network Standard Account Upgrade

Account Settings

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.

Relationship

Type	Send notifications when...	To email addresses (one required)
Customer	<input checked="" type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.	xxxxxxxxx.com
Customer Requirements Change	<input checked="" type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.	xxxxxxxxx.com
Trading Relationship Requests	<input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.	xxxxxxxxx.com
Supplier Enablement Activity and Task Reminder	<input checked="" type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.	xxxxxxxxx.com

Other Notifications

Network Service	<input checked="" type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.	xxxxxxxxx.com
Certification Expiration Notifications	<input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business.	xxxxxxxxx.com
Reminder of Unconfirmed Orders	<input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.	xxxxxxxxx.com
Other Notifications	<input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category.	xxxxxxxxx.com
Password Reset Notifications	<input type="checkbox"/> Send password reset notification to this email address when users reset the password.	xxxxxxxxx.com
Domain Registration Notifications	<input type="checkbox"/> Send a notification when a new user registers with same domain.	xxxxxxxxx.com

By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Arriba for processing in the Arriba systems (hosted in various data centers globally) in accordance with the [SAP Arriba Privacy Statement](#), the service agreement between your company and Arriba, and applicable law, and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.

Save Close

How to configure a supplier account to receive notifications

edited Feb 19 2021

47 0 0

Describes how to communicate with trading partners to get clarifications on purchase order details or follow up on orders, invoicing, or payment status.

Context

The supplier administrator can configure email addresses for a supplier account to receive the following types of email notifications:

- Document specific
 - Purchase order related messages
 - Invoice related messages
- Default email notifications for all messages

You can specify a maximum of three comma-separated email addresses to receive the notifications.

To configure separate email addresses for different countries, you can override the global settings by configuring country-specific email addresses in the **Country-based message settings** page.

Procedure

- On the Home page, choose **Notifications** from the **Company Settings** dropdown.
- On the **Account Settings** page, click **Messaging** tab.

The **Messaging** tab opens.

- To send notifications when purchase order messages are received, in the **Global document-specific settings** section, check the **Send notifications to these addresses** checkbox, and enter the required email addresses in the text box next to it.
- To send notifications when invoice messages are received, check the **Send notifications when invoice messages are received** checkbox, and enter the required email addresses in the text box next to it.
- To send notifications for all types of buyer messages received, in the **Global default settings** section, check the **Send notifications when customer messages are received** checkbox and enter the required email addresses in the text box next to it.

If global document-specific settings are not defined or if those email addresses are unsubscribed from receiving notifications, the **Messaging** feature sends the notifications to the specified email addresses. You can override this setting for each country by configuring country-based

Documentation Support

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.

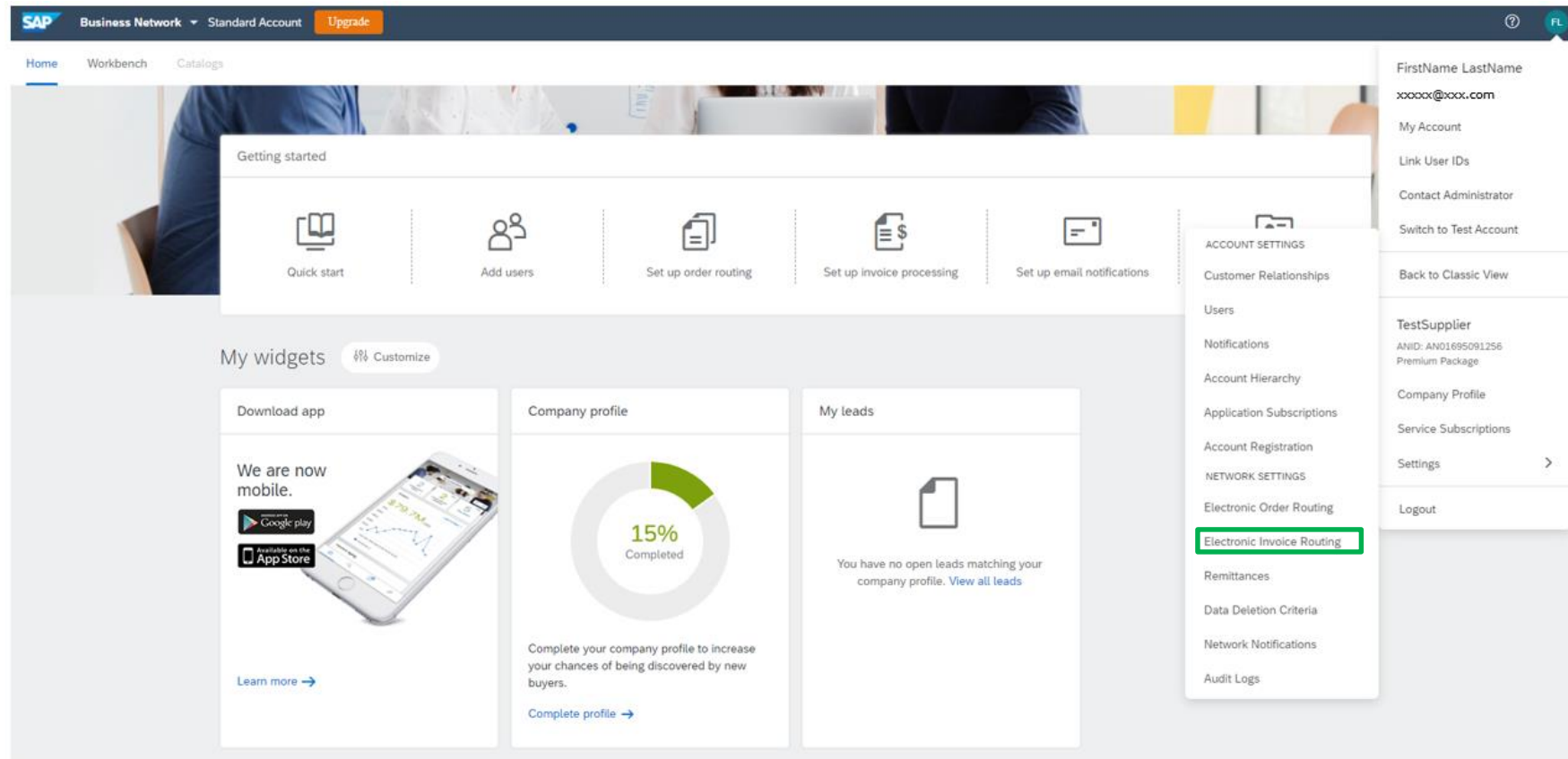
The screenshot shows the 'Account Settings' page with the 'Network' tab selected. Under the 'Electronic Order Routing' section, there is a table for 'Electronic Invoice Routing' with the following rows:

Type	Send notifications when...	To email addresses (one required)
Invoice Failure	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	<input type="text" value="... com"/>
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	<input type="text" value="... com"/>
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	<input type="text" value="... 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	<input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.	xxxxxxx.com
Invoice Status Change	<input checked="" type="checkbox"/> Send a notification when invoice statuses change.	xxxxxxx.com
Invoice Created Automatically	<input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company.	xxxxxxx.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  on the top right Search for the topic you need help with.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes the SAP logo, 'Business Network', 'Standard Account', and an 'Upgrade' button. Below this, there are tabs for 'Home', 'Workbench', and 'Catalogs', along with a 'Create' dropdown menu. The main content area is divided into several sections. The 'Getting started' section features six task cards: 'Quick start', 'Add users', 'Set up order routing', 'Set up invoice processing', 'Set up email notifications', and 'Review subscriptions'. The 'My widgets' section contains three widgets: 'Download app' (promoting mobile availability), 'Company profile' (showing 15% completion), and 'My leads' (showing no open leads). On the right, a 'Help Topics' sidebar is visible, with a search bar and buttons for 'Documentation' and 'Support' highlighted by a green box.

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](#)

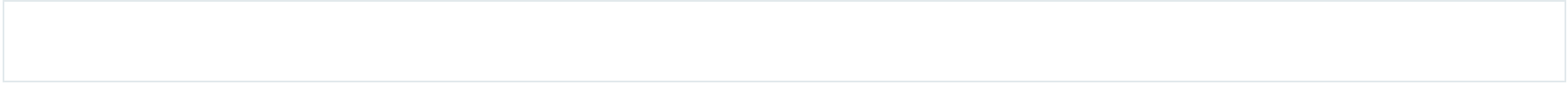
Ariba Network Support Centre

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.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes the SAP logo, 'Business Network', 'Standard Account', and an 'Upgrade' button. Below this, the main content area features a 'Getting started' section with six task cards: 'Quick start', 'Add users', 'Set up order routing', 'Set up invoice processing', 'Set up email notifications', and 'Review subscriptions'. The 'My widgets' section contains three widgets: 'Download app' (promoting mobile availability), 'Company profile' (showing 15% completion), and 'My leads' (showing no open leads). On the right side, a 'Help Topics' sidebar is visible, with the 'Support' option highlighted in a green box. The sidebar also includes a search bar and a list of help topics.

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



Start here to find your answer.



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



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



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

- Technical issue in your Ariba Network account while
 - Creating invoice
 - Viewing Purchase Order
- Any other account related queries

Contact

Refer to Technical Support in “[Section 7: Help & Support](#)”.

Note: Suppliers will have to upgrade to full account if they need premium services like SAP Ariba on-call support

- Ariba trouble shooting after your invoice is submitted
 - Invoice rejections
 - Invoice tracking, invoice processing
 - Remittance Advice

ANZ Buy and Pay Help desk

❖ 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/>