

# **Commerce Automation Supplier Training User Manual through Vendor portal (Ariba)**

## **Supplier Training User Manual**

**Ministry of Culture**

**Enterprise Resource Planning System  
Implementation Support Project**

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# Commerce Automation

## 1. Purpose

Seamless interaction from Purchaser order till submission of invoice, between the customer ERP system and Supplier.

## 2. Process Overview Table

Process Step	Business Condition	Business Role
Receive and Process Purchase Order	Supplier to process the purchase order	Person responsible for the supplier
Create and Submit Order Confirmation	Submit the Order Confirmation	Person responsible for the supplier
Create and Submit Service Entry Sheet (COC)	Post order confirmation, creation of Service Entry Sheet (COC)	Person responsible for the supplier
Create and Submit Invoice	Creation of Invoice	Person responsible for the supplier

## 3. Process Steps

### 3.1 Receive and Process Purchase Order

#### Use

Receive and Process Purchase Order from Customer.

#### Prerequisites

Supplier Need to have the Purchase Order Mail from the Platform

#### Procedure

1. Open the Purchase order mail from customer and click on process order.

Subject: Ministry of Culture - TEST sent a new Purchase Order 4500000431

#### Ministry of Culture - TEST

A new purchase order from Ministry of Culture - TEST is waiting for your response on SAP Business Network.

Hello Ariba Network Test Supplier-TEST,

Ministry of Culture - TEST would like to invite you to connect with us on SAP Business Network.

1 + purchase orders are waiting for your response. To access the purchase order, please click on process order and register on SAP Business Network for free account

Click Process order to register and connect

Process order

Reply to this email to send your customer a message. If your company received this email by mistake, you can [stop receiving purchase orders](#) via SAP Business Network.

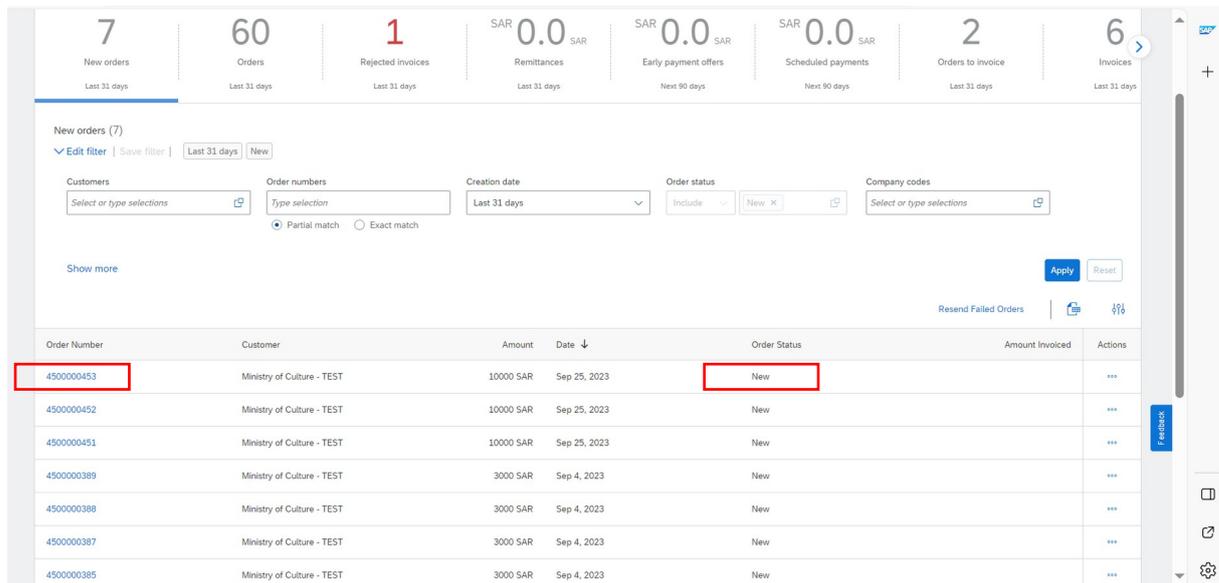
#### Purchase order details

Order number	Amount
4500000431	100.00 SAR
From:	To:
Ministry of Culture QJ3G Northern Ring Br Rd 13512, Riyadh, 01, Saudi Arabia 1234	Ariba Network Test Supplier-TEST Test 12213, Riyadh, 10, Saudi Arabia 1234567

2. Once you click on process order you would have two options

- Sign Up - For New suppliers who have not used Ariba anytime or want to create a new account with MOC (Create a new account and create new user id and password)
- Sign In - For supplier who are already registered with MOC for Supplier Lifecycle Performance and Management (Use existing login id and password)

- Once the login process is complete, click on the purchase order (Status - new) and open.



Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
4500000453	Ministry of Culture - TEST	10000 SAR	Sep 25, 2023	New		...
4500000452	Ministry of Culture - TEST	10000 SAR	Sep 25, 2023	New		...
4500000451	Ministry of Culture - TEST	10000 SAR	Sep 25, 2023	New		...
4500000389	Ministry of Culture - TEST	3000 SAR	Sep 4, 2023	New		...
4500000388	Ministry of Culture - TEST	3000 SAR	Sep 4, 2023	New		...
4500000387	Ministry of Culture - TEST	3000 SAR	Sep 4, 2023	New		...
4500000385	Ministry of Culture - TEST	3000 SAR	Sep 4, 2023	New		...

### Result

Purchase order is received, and you are able to Signup/Login and receive and process purchase order.

## 3.2 Service Entry Sheet (COC) Creation

### Use

This activity is to create Service Entry Sheet (COC) from supplier to submitting to the buyer for approval in S4 HANA

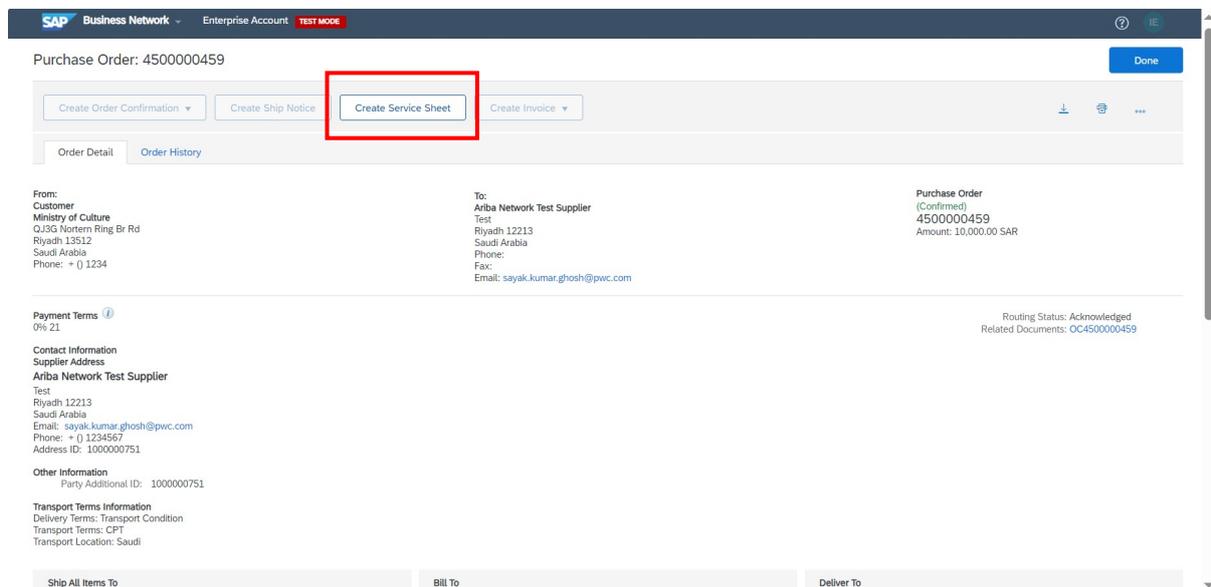
### Prerequisites

Purchase Order is received by supplier.

### Procedure

1. Login in Supplier Network – “supplier.ariba.com” and login with your credentials

1. Search for the purchase order for which Service Entry Sheet (COC) must be created then open it and click on “Create Service Sheet.”



The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 4500000459. The 'Create Service Sheet' button is highlighted with a red box. The interface includes a header with the PO number and a 'Done' button. Below the header, there are tabs for 'Order Detail' and 'Order History'. The main content area displays details for the PO, including 'From' (Customer: Ministry of Culture), 'To' (Supplier: Ariba Network Test Supplier), and 'Purchase Order' (Confirmed, Amount: 10,000.00 SAR). There are also sections for 'Payment Terms', 'Contact Information', and 'Transport Terms Information'.

2. On Create Service Sheet page enter the below

- Service Sheet (COC) number – Do not change it is already predefined.
- Service Start Date and Service End Date (Header)
- Etimad Financial claim no. #
- Service Sheet Date
- Approver username (Which is project manager MOC in email without the domain, .e.g. the approver email is [abcd@moc.gov.sa](mailto:abcd@moc.gov.sa), the username is abcd) and email id (If you don't know the user id of approver please get in touch with the respective approver for the same)
- Select the attachment and click on “Add Attachment” to attach the require documents as PDF.
- Click on Add comments and enter the financial claims from Eitimad.
- Modify the quantity for which SES (COC) is to be created.

- Enter service start date and end date as per the Purchase order (Line-item level) – Mandatory.
- Enter the received business activities "الاعمال المستلمه" in the comments section
- Click on next and review and submit the SES (COC).

Create Service Sheet
Update Save Exit **Next**

▼ Service Sheet Header \* Indicates required field Add to Header ▼

**Summary**

Purchase Order: 450000459	Subtotal: 10,000.00 SAR
Service Sheet #: 2763033136	Service Start Date: <input type="text"/>
Service Sheet Date: 25 Sep 2023	Service End Date: <input type="text"/>
Service Description: <input type="text"/>	

**Additional Fields**

Supplier Reference: <input type="text"/> From: <b>Ariba Network Test Supplier</b> Test Riyadh 12213 Saudi Arabia	To: <b>Ministry of Culture</b> QJ3G Northern Ring Br Rd Riyadh 13512 Saudi Arabia
Field Contractor: Name: <input type="text"/> Email: <input type="text"/> Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/>	Field Engineer: Name: <input type="text"/> Email: <input type="text"/> Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/>
Approver: Name: s.wafa Email: test@gmail.com Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/>	

Choose File No file chosen Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> Test1.docx	11958	application/vnd.openxmlformats-officedocument.wordprocessingml.document

↳ Delete

Add Comments

**Service Entry Sheet Lines**

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
<input checked="" type="checkbox"/>	Non-Catalog-Item		Lean Service	Planned	100 EA	100.00 SAR	10,000.00 SAR <span>Delete</span>

Service Item 1

**SERVICE PERIOD**

Start Date: * 11 Sep 2023	End Date: 29 Sep 2023
---------------------------	-----------------------

**PRICING DETAILS**

Price Unit: EA	Price Unit Quantity: 1.0
Unit Conversion: 1	Description:

**COMMENTS**

Add Comments:

Create Service Sheet

Previous Save **Submit** Exit

Confirm and submit this document.

Service Sheet  
2763033136  
Date: 25 Sep 2023  
Final Service Sheet: No  
Purchase Order: 4500000459  
Subtotal: 10,000.00 SAR

Subtotal: 10,000.00 SAR

From  
Ariba Network Test Supplier  
Ariba Network Test Supplier  
Test  
Riyadh 12213  
Saudi Arabia

To  
Ministry of Culture  
Ministry of Culture - TEST  
QJ3G Northern Ring Br Rd  
Riyadh 13512  
Saudi Arabia  
Address ID: MOC

Attachments  
@ Test1.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document)

Field Engineer \_\_\_\_\_

Field Contractor \_\_\_\_\_

Approver  
s.wafa  
Email: test@gmail.com

Service Entry Sheet Lines [Show Item Details](#)

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
1	Lean Service	Non-Catalog-Item	Planned		100 (EA)	100.00 SAR	10,000.00 SAR	<a href="#">Details</a>

- Once the Service Entry Sheet (COC) is submitted you can see the SES (COC) in the related documents and check the status once sent as "Serviced"

SAP Business Network - Enterprise Account TEST MODE

Purchase Order: 4500000451 [Done](#)

Create Order Confirmation Create Ship Notice **Create Service Sheet** Create Invoice

Order Detail Order History

From: Customer  
Ministry of Culture  
QJ3G Northern Ring Br Rd  
Riyadh 13512  
Saudi Arabia  
Phone: + ( ) 1234

To: Ariba Network Test Supplier  
Test  
Riyadh 12213  
Saudi Arabia  
Phone:  
Fax:  
Email: sayak.kumar.ghosh@pwc.com

**Purchase Order (Serviced)  
4500000451  
Amount: 10,000.00 SAR**

Payment Terms 0% 21

Contact Information  
Supplier Address  
Ariba Network Test Supplier  
Test  
Riyadh 12213  
Saudi Arabia  
Email: sayak.kumar.ghosh@pwc.com  
Phone: + ( ) 1234567  
Address ID: 1000000751

Other Information  
Party Additional ID: 1000000751

Transport Terms Information  
Delivery Terms: Transport Condition  
Transport Terms: CPT  
Transport Location: Saudi

**Routing Status: Acknowledged  
Related Documents: 3016440354  
OC4500000451**

- Once the SES (COC) is approved/rejected by buyer you can see the status by clicking the SES from "Related Documents"

SAP Business Network - Enterprise Account TEST MODE

Service Sheet: 2763033136 Done Previous

Create Invoice Copy SES Download Print More

Detail History

**Service Sheet (Approved)** Subtotal: 10,000.00 SAR

Date: 25 Sep 2023  
Final Service Sheet: No  
Purchase Order: 450000459  
ERP SES ID: 76  
Subtotal: 10,000.00 SAR

**From**  
Ariba Network Test Supplier  
Ariba Network Test Supplier  
Test  
Riyadh 12213  
Saudi Arabia

**To**  
Ministry of Culture  
Ministry of Culture - TEST  
QJ3G Northern Ring Br Rd  
Riyadh 13512  
Saudi Arabia  
Address ID: MOC

**Comments**

**Attachments**  
Test1.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document)

Routing Status: Acknowledged  
Related Documents: 450000459  
INV4500004591

**Field Engineer** **Field Contractor** **Approver**  
s.wafa  
Email: test@gmail.com

## Result

Service Entry Sheet (COC) Submitted by the supplier and check the status once approved/rejected by the approver from Ministry Of Culture

### 3.3 Invoice Creation and Submission

#### Use

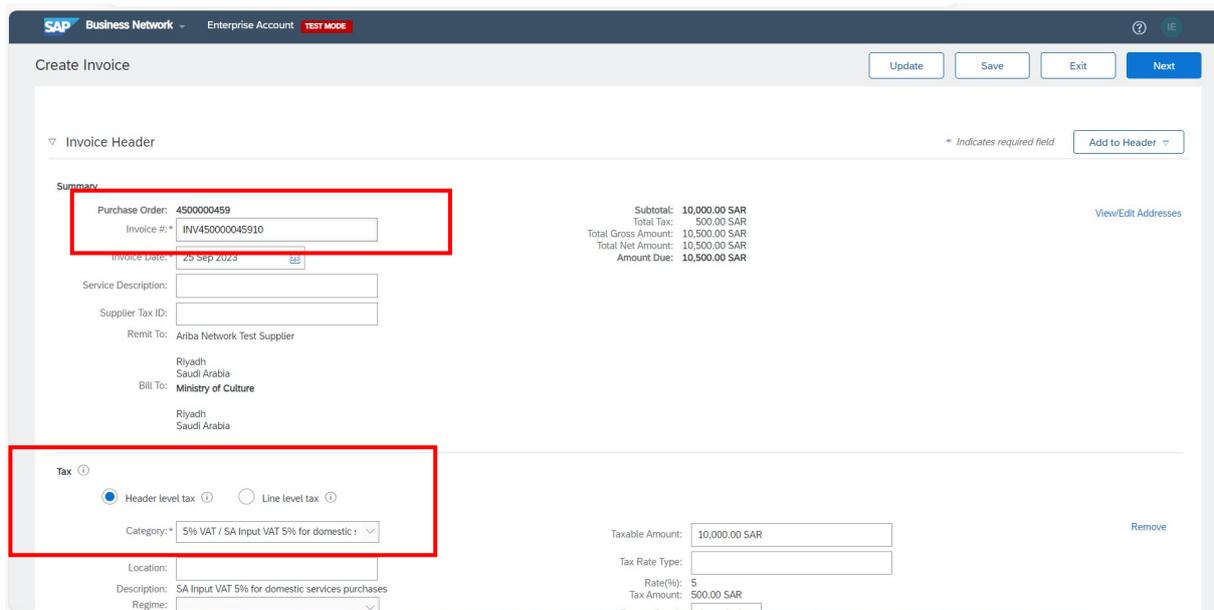
This activity is used by supplier to submit an invoice and posting by Account Payable Team from MOC.

#### Prerequisites

Service Entry Sheet (COC) is approved.

#### Procedure

1. Login in Supplier Network – “supplier.ariba.com” and login with your login details
2. Search for the required Purchase Order and once opened and the Service Entry Sheet (COC) is approved the Create Invoice button is clickable, click on “Create Invoice – Standard Invoice”.
  - Invoice Number as per your choice.
  - Invoice Date
  - Select Header Level tax.
  - Etimad Financial claim no. #
  - Do not enter the discount.
  - Click on “Add to header – Attachment – Choose attachment and click on Add Attachment”.
  - Select the Service Start date and Service End Date as per the system proposal.
  - Click on next review the invoice details and submit.



The screenshot shows the 'Create Invoice' interface in SAP Business Network. The form is titled 'Create Invoice' and includes buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Invoice Header' section is expanded, showing a 'Summary' table with the following data:

Purchase Order:	4500000459	Subtotal:	10,000.00 SAR
Invoice #:	INV450000045910	Total Tax:	500.00 SAR
Invoice Date:	25 Sep 2023	Total Gross Amount:	10,500.00 SAR
		Total Net Amount:	10,500.00 SAR
		Amount Due:	10,500.00 SAR

The 'Tax' section is also visible, showing 'Header level tax' selected. The 'Category' is set to '5% VAT / SA Input VAT 5% for domestic'. The 'Taxable Amount' is 10,000.00 SAR, and the 'Tax Amount' is 500.00 SAR. The 'Remit To' and 'Bill To' information is as follows:

Remit To: Ariba Network Test Supplier  
Riyadh, Saudi Arabia

Bill To: Ministry of Culture  
Riyadh, Saudi Arabia

Riyadh Saudi Arabia

Riyadh Saudi Arabia

Bill From: **Ariba Network Test Supplier**

Riyadh Saudi Arabia

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Attachments

The total size of all attachments cannot exceed 100MB

No file chosen

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

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

Insert Line Item Options

Tax Category: 5% VAT / SA Input VAT 5% for domestic  Discount

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	LEAN SERVICE	Non-Catalog-Item	Service Item 1		100	EA	100.00 SAR	10,000.00 SAR

Service Sheet Details Service Sheet #: 2763033136 Service Line No.: 1

Pricing Details Price Unit: EA Price Unit Quantity: 1.0  
Unit Conversion: 1 Description:

Service Period Service Start Date: 11 Sep 2023 Service End Date: 30 Sep 2023

3. Invoice is submitted.
4. Once Submitted the status of Purchase Order will be changed to "Invoiced."
5. You can check the invoice status as "Submitted" once its successfully received by Ministry of Culture

**SAP Business Network** - Enterprise Account **TEST MODE**

Purchase Order: 4500000459 Done

Order Detail | Order History

**From:**  
 Customer  
 Ministry of Culture  
 QJ3G Northern Ring Br Rd  
 Riyadh 13512  
 Saudi Arabia  
 Phone: + (0) 1234

**To:**  
 Arriba Network Test Supplier  
 Test  
 Riyadh 12213  
 Saudi Arabia  
 Phone:  
 Fax:  
 Email: sayak.kumar.ghosh@pwc.com

**Purchase Order**  
 (Invoice)  
 4500000459  
 Amount: 10,000.00 SAR

**Payment Terms** ⓘ  
 0% 21

**Contact Information**  
 Supplier Address  
**Arriba Network Test Supplier**  
 Test  
 Riyadh 12213  
 Saudi Arabia  
 Email: sayak.kumar.ghosh@pwc.com  
 Phone: + (0) 1234567  
 Address ID: 1000000751

**Other Information**  
 Party Additional ID: 1000000751

**Transport Terms Information**  
 Delivery Terms: Transport Condition  
 Transport Terms: CPT  
 Transport Location: Saudi

Routing Status: Acknowledged  
 Related Documents: INV450000045901  
 2765033136  
 More(1) >

6. You can check the invoice status by clicking the Invoice created from related documents and check the status as "Sent" and once approved it will change from "Sent" to "Approved."

**SAP Business Network** - Enterprise Account **TEST MODE**

Invoice: INV450000045901 Done Previous

Detail | Scheduled Payments | History

Standard Invoice Attachment(s)

<b>Status</b> Invoice: Sent Routing: Acknowledged	Subtotal: 10,000.00 SAR Total Tax: 500.00 SAR Total Gross Amount: 10,500.00 SAR Total Net Amount: 10,500.00 SAR Amount Due: 10,500.00 SAR
---	---

Invoice Number: INV450000045901  
 Invoice Date: Tuesday 26 Sep 2023 11:45 AM GMT+03:00  
 Original Purchase Order: 4500000459  
 Submission Method: Online  
 Origin: Supplier  
 Source Document: Order

REMIT TO:	BILL TO:	SUPPLIER:
Arriba Network Test Supplier Postal Address: Test Riyadh 12213 Saudi Arabia	Ministry of Culture Postal Address: QJ3G Northern Ring Br Rd Riyadh 13512 Saudi Arabia Address ID: MOC	Arriba Network Test Supplier Postal Address: Test Riyadh 12213 Saudi Arabia

## Result

Invoice is submitted and status to be checked "Sent/Approved/Rejected (with comments)"

Note - Once Rejected refer the comments and you can edit and resend the same invoice again back to Ministry of Culture.





وزارة الثقافة  
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