

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.

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 Lick Process order to register and connect Process order Process order Repty to this email to send your cutomer a message. If your company received this email by minitake, you can gtep receiving gurchase order via SAP Business Network. Purchase order details Morder number Amount 4500000431 100.00 SAR From: To: Ministry of Culture Bred Yea Notone Register And Supplier-TEST Ministry of Culture Bred Arbound Test Supplier-TEST	Subject: Ministry of Culture - TEST sent a	a new Purchase Order 4500000431	
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 to register and connect Process order to register and connect Process order to saP Business Network. Mello send your customer a mesage. If your company received this email by mintake, you can goe receiving purchase order via SAP Business Network. Purchase order details Order number Amount 4500000431 100.00 SAR From: To: Ministry of Culture Discuss Ariba Network Test Supplier-TEST QJ3G Nortern Ring Br Rd Test 3512, Riyach, 01, Saudi Arabia 1234 123457		Ministry of Culture - TE	ST
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1234 1234567		Ministry of Culture QJ3G Nortern Ring Br Rd 13512, Riyadh, 01, Saudi Arabia	Ariba Network Test Supplier-TEST Test 12213, Riyadh, 10, Saudi Arabia
		1234	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)



New orders Last 31 days	60 Last 31 days Last 31 day	SAR O.O SAR Remittances s Lext 31 days	SAR 0.0 SAR 0.0 SAR 0.0 Scheduled payme Next 90 days Next 90 days	SAR 2 orders to invoice Lext 31 days	6 Invoices Last 31 days
New orders (7)	Last 31 days New				
Customers Select or type selections	Order numbers Type selection Partial match O Exact matc	Creation date Last 31 days	Order status ✓ Include ✓ New X 19	Company codes Select or type selections	
Show more				Apply	Reset
				Resend Failed Orders	496
Drder Number	Customer	Amount Date 🗸	Order Status	Resend Failed Orders	୦୧୦ Actions
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3. Once the login process is complete, click on the purchase order (Status – new) and open.

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."

Business Network - Enterprise Account TEST MODE		() E
Purchase Order: 4500000459		Done
Create Order Confirmation 💌	Create Service Sheet	<u>↓</u> ਰ
Order Detail Order History		
From: Customer QJ3G Nortem Filing Br Rd Ryadh J3512 Saudi Arabia Phone: + () 1234	To: Artiba Network Test Supplier Test Sand Arabia Phone: Fas: Email: sayak.kumar.ghosh@pwc.com	Purchase Order (Confirmed) 4500000459 Amount: 10,000.00 SAR
Payment Terms ① 0% 21		Routing Status: Acknowledged Related Documents: OC4500000459
Supplier Address Adha Network Test Supplier		
Test Syndh 12213 Sandi Arabia Email: sayak kumar, ghosh@pwc.com Phone: - 0 1234567 Address ID: 100000751		
Other Information Party Additional ID: 1000000751		
Transport Terms Information Delivery Terms: Transport Condition Transport Terms: CPT Transport Location: Saudi		
Ship All Items To	Bill To	Deliver To

- 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, the username is abcd@moc.gov.sa<
 - 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).

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Service Ends <	service Sheet Header			* Ina	licates required field	dd to Header 🔻
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Create Service Sheet			(Previous	Save	e Submit		Exit
Confirm and submit this document.								
Service Sheet 2763033136 Date: 25 Sep 2023 Final Service Sheet: No Purchase Order 4500000459 Subtotai: 10,000.00 SAR	Sut	btotal: 10,000.00 SAR						
From Ariba Network Test Supplier Ariba Network Test Supplier Test Risdh 12213 Saudi Arabia	To Ministry of Culture Ministry of Culture - TEST OJ36 Notem Ring Br Rd Riyach 13512 Saudi Arabia Aidress ID: MCC							
Attachments								
@ Test1.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.docu	ment)							
Field Engineer	Field Contractor		Approver					
			s.wafa Email: te	st@gmail.com				
Service Entry Sheet Lines						Show Item	Details	-
SES Line Type Service # / Description		Line Type 0	Contract #	Qty (Unit)	Unit Price	Subtotal		
1 Lean Service Non-Catalog-Item		Planned		100 (EA)	100.00 SAR	10,000.00 SAR	Details	i

3. 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"

Business Network - Enterprise Account TEST MODE		() E 🔒 📨
Purchase Order: 4500000451		Done +
Create Order Confirmation	Create Invoice 💌	± 😨 🚥
Order Detail Order History		
From: Customer OJSG Notem Ring Br Rd RJ 130 Sard Hwbla Sard Hwbla Phone: + () 1234	To: Ariba Network Test Supplier Test Riyadh 12213 Saudi Arabia Phone: Femai: sayak kumar ghosh@pwc.com	Purchase Order (Serviced) 4500000451 Amount: 10,000.00 SAR
Payment Terms 🕡 Offi 21. Contact Information Supplier Address Ariba Network Test Supplier Test Riyadh 12213 Saudi Arabi Email: sayak.kumar.ghosh@pucc.com Phone: + 0.1234567 Address ID: 100000751		Routing Status: Advovededged Related Documents: 2016440554 OC4500000451
Other Information Party Additional ID: 1000000751		
Transport Terms Information Delivery Terms: Transport Condition Transport Terms: CPT		
Transport Location: Saudi		

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



Business Network - Enterprise Account TEST MODE					?)
Service Sheet: 2763033136				Done		Previous
Create Invoice Copy SES				<u>+</u>	7	***
Detail History						
Service Sheet (Approved) Date: 25 Sep 2023 Final Service Sheet: No Purchase Order: 450000459 ERP SES 10: 76 Subtrabil: 10:00000 SAR		Subtotal: 10,000.00 SAR				
From Ariba Network Test Supplier Ariba Network Test Supplier Röyadn 12213 Saudi Arabia	To Ministry of Culture Ministry of Culture - TEST Right State - TEST R					
Comments Attachments			Routing Status: Acknowledged Related Documents: 4500000459 INV45000004591			
${{\mathscr O}} \ {\tt Test1.docx} \ {\tt (application/vnd.openxmlformats-officedocument.wordprocessingml.$	nt)					
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
- 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.

SAP Business Network - Enterprise Account TEST MODE				0 📧
Create Invoice			Update Save	Exit Next
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Bill Fron	Ariba Network Test Supplier			Email:				View/Edit Addresses
	Riyadh Saudi Arabia							View Edit Audresses
Supplier Commercia Identifie								
Supplier Commercia Credential:	1	i.						
Attachments The total size of all attac	ments cannot exceed 100MB							Remove
Choose File No file ch	osen Add Attach	nment						
Add to Header								
						1 Line	e Items, 1 Included, 0 F	Previously Fully Invoiced
Line Items								
Line Items							1 Line Items, 1 Includ	ded, 0 Previously Fully Invoi
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Line Items Line Items Insert Line Item Options Include	Tax Category: 596 V Type	AT / SA Input VAT 5% for domestic : Part #	Discount Description	Customer Part #	Quantity	Unit	1 Line Items, 1 Includ Unit Price	ded, 0 Previously Fully Invoi Add to Included Lines Subtotat
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- 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		0 🖷
Purchase Order: 4500000459		Done
Create Order Confirmation 🔻 Create Ship Notice	te Service Sheet Create Invoice 🔻	± a
Order Detail Order History		
Van: ustointy ustainty of Culture USB Internet Ring Br Rd yach 15312 audi Arabia taudi Arabia hone: + () 1234	To: Ariba Network Test Supplier Fiest Rhyadh 12213 Saudi Arabia Phone: Fac: Email: sayak.kumar.ghosh@pwc.com	Purchase Order (Imolaed) 4500000459 Amount 10,00000 SAR
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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				0 🖲	
Invoice: INV450000045901			Previous	+	
Copy This Invoice Cancel Print Download PDF Export cXML					
Detail Scheduled Payments History					
Standard Invoice				Attachment(s)	
Status Invoice: Sent Horoma: - Aconometages Invoice Namber: IfV40000045901 Invoice Date: Tuesday 26 Sep 2023 11:45 AM GMT+03:00 Orginal Purchase Order - 4500000459 Submission Method: Online Orgin: Supplier Source Document: Order		Subtotal: Total Tax: Total Gross Amount: Total Net Amount: Amount Due:	10,000.00 SAR 500.00 SAR 10,500.00 SAR 10,500.00 SAR 10,500.00 SAR		
REMIT TO:	BILL TO:	SUPPLIER:			
Ariba Network Test Supplier	Ministry of Culture	Ariba Netwo	ork Test Supplier		
Postal Address: Test Rivardh 12213	Postal Address: QJ3G Nortern Ring Br Rd Bivadi 13512	Postal Addr Test Biyadh 122	ess:		
Saudi Arabia	Saudi Arabia Address ID: MOC	Saudi Arabi	3		Ø
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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.





King Faisal Road, Al Diriyah, P.O. Box 3424, Riyadh 13711, Kingdom of Saudi Arabia

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