Dialog Group Berhad

SAP Ariba User Guide
Online Collaboration

Version 3.0

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1 SAP Ariba DSN – Display Purchase Order

1.1 Lesson 1 – SAP Ariba DSN – Display Purchase Order

Overview:

This section will describe the steps to display the purchase order in SAP Ariba Network:

1. Login to SAP Ariba Network
2. Display Purchase Order

1.1.1 Access the link and login to SAP Ariba Network

Trigger:

There is requirement to do activity in SAP Ariba Network

Business Process Description Overview
To check and display any purchase order, the user should log in to SAP Ariba Network. The registration process must be completed beforehand.

Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/
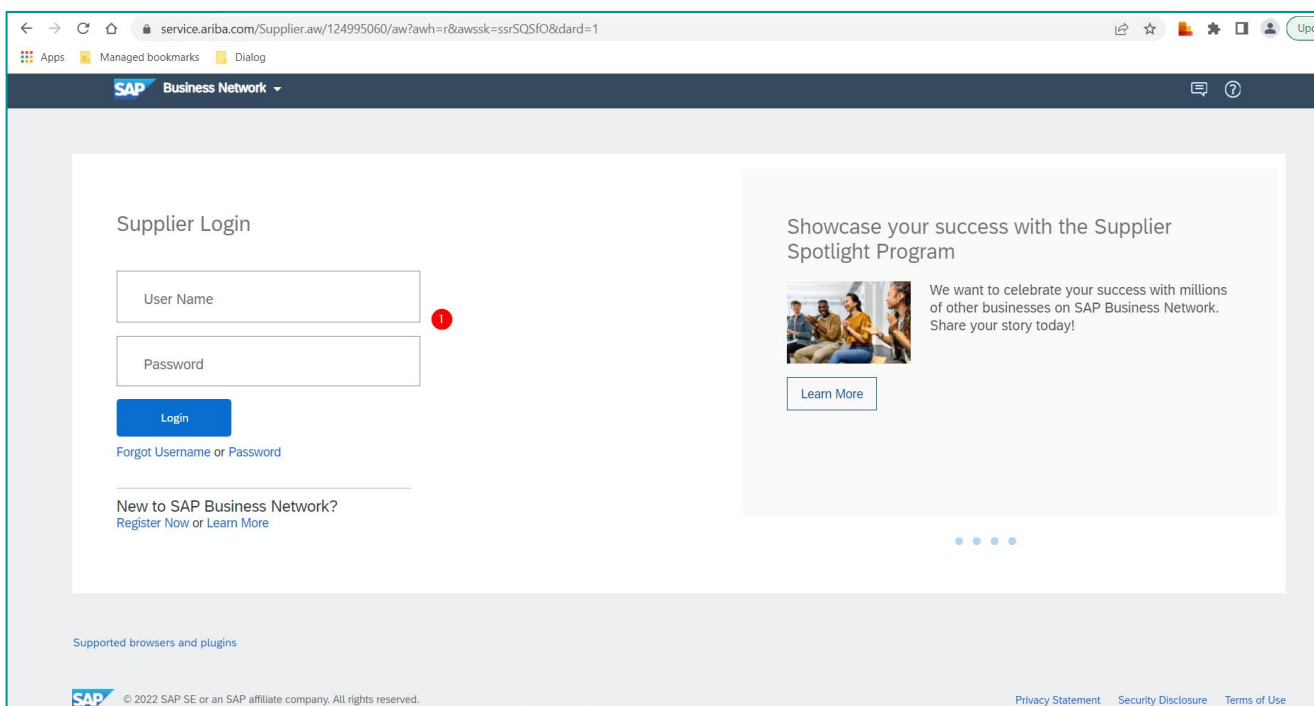
1. At the SAP Ariba Network login screen, enter your username and password to login to your SAP Ariba account:

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	• Enter the username
Password	Password of your buyer account	R	• Enter the password, then Click Login button
*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*			

2.   After logging in, the SAP Ariba Network home page is displayed.

1.1.2   Display Purchase Order

Trigger:

There is a requirement to display or check a purchase order on SAP Ariba Network.

Business Process Description Overview
To check and display any purchase order in SAP Ariba Network.

Output - Results	Remarks
Purchase order displayed	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/
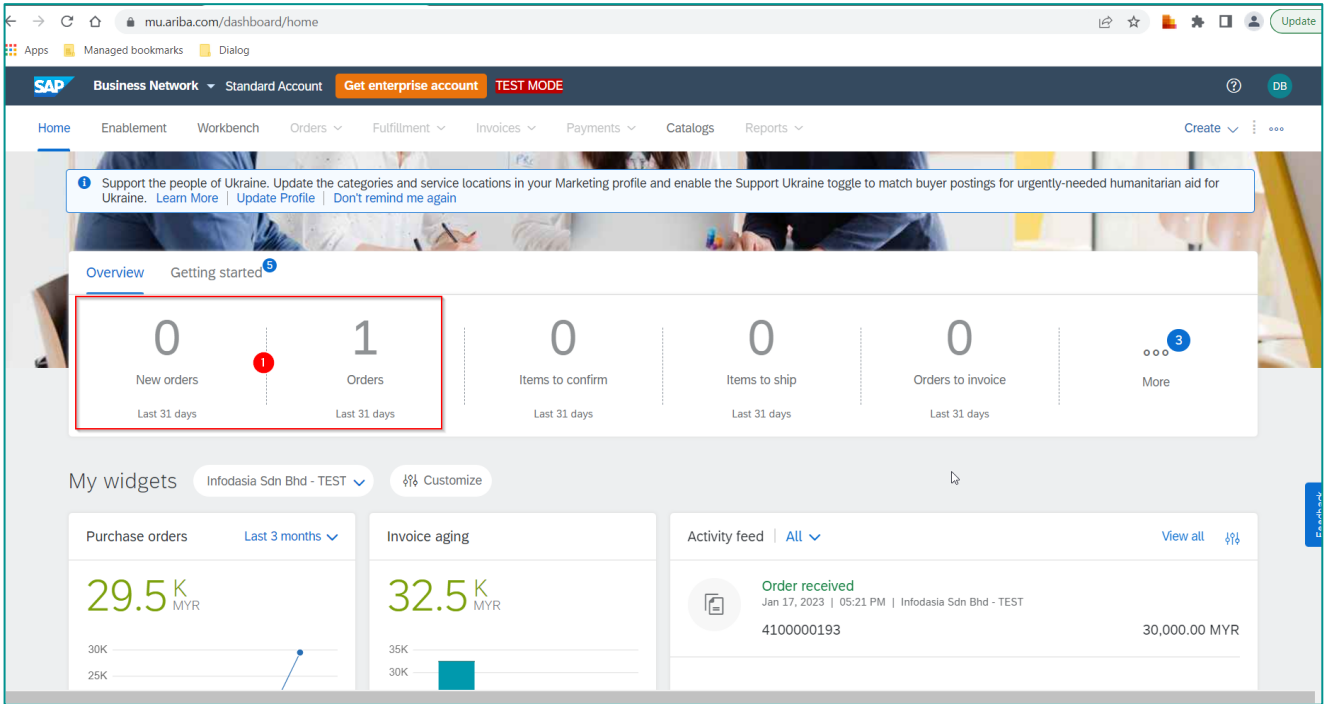
1. Click on the option "New Orders" or "Orders".

2. After clicking on "New Orders" or "Orders", the list of Purchase Order is displayed. Click on the Purchase Order number as shown in the screenshot above.

3. After clicking on the Purchase Order number, the Purchase Order is displayed.

2 SAP Ariba DSN – Order Confirmation

2.1 Lesson 2 - Order Confirmations in SAP Ariba Network-Digital Supplier Network

Overview:

As you have been receiving the Purchase Order from Dialog Group in your Ariba Network Account. First step that you need to do is to confirm the Purchase Order and to decide whether they can deliver the goods or services.

2.1.1 Access the link and login to SAP Ariba Network

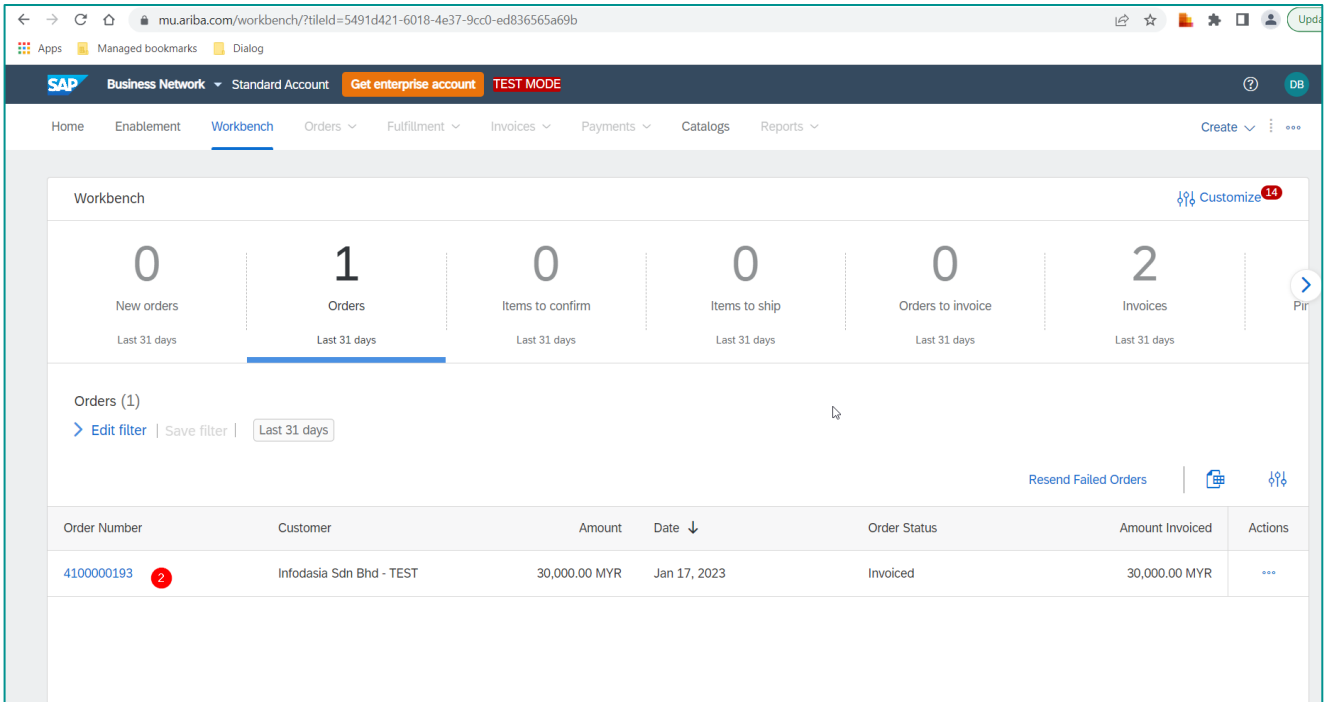**Trigger:**

There is requirement to do activity in SAP Ariba Network.

Business Process Description Overview
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.

Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

There is requirement to do activity in SAP Ariba Network.

Business Process Description Overview
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.

Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. At the SAP Ariba Network login screen, enter the following:

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	• Enter the username
Password	Password of your buyer account	R	• Enter the password, then click Login button
*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*			

2. After logging in, the SAP Ariba Network home page is displayed.

2.1.2 Display Purchase Order

Trigger:

There is requirement to display or check purchase order in SAP Ariba Network.

Business Process Description Overview
To check and display any purchase order in SAP Ariba Network.

Output - Results	Remarks
Purchase order displayed	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Click on "New Orders" or "Orders".

2. After clicking on "New Orders" or "Orders", the list of Purchase Order is displayed. Click on the Purchase Order number as shown in the screenshot.

3. After clicking on the Purchase Order number, the Purchase Order is displayed.

2.1.3 Create Order Confirmation for Purchase Order from Dialog Group for Materials

Trigger:

When the Purchase Order (PO) has been finalized from Dialog Group, the purchase order will route to the Supplier to execute the order for the purchase. The Supplier will receive an email notification on the purchase order. Below is the example of the email:
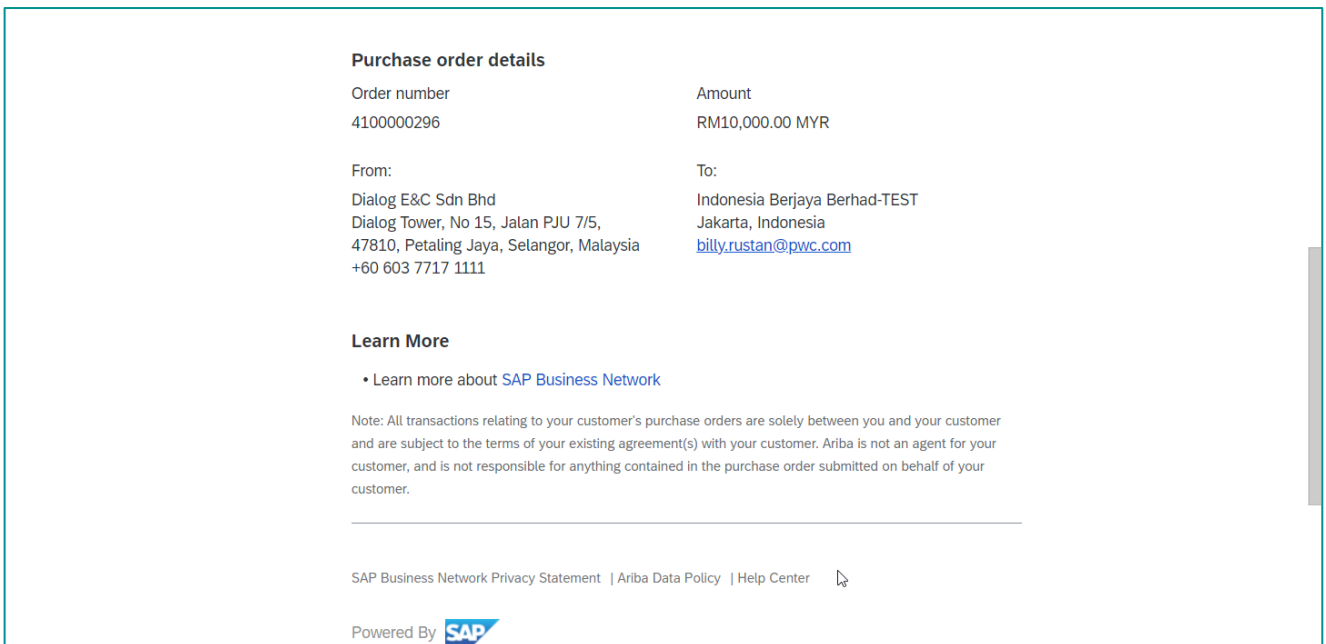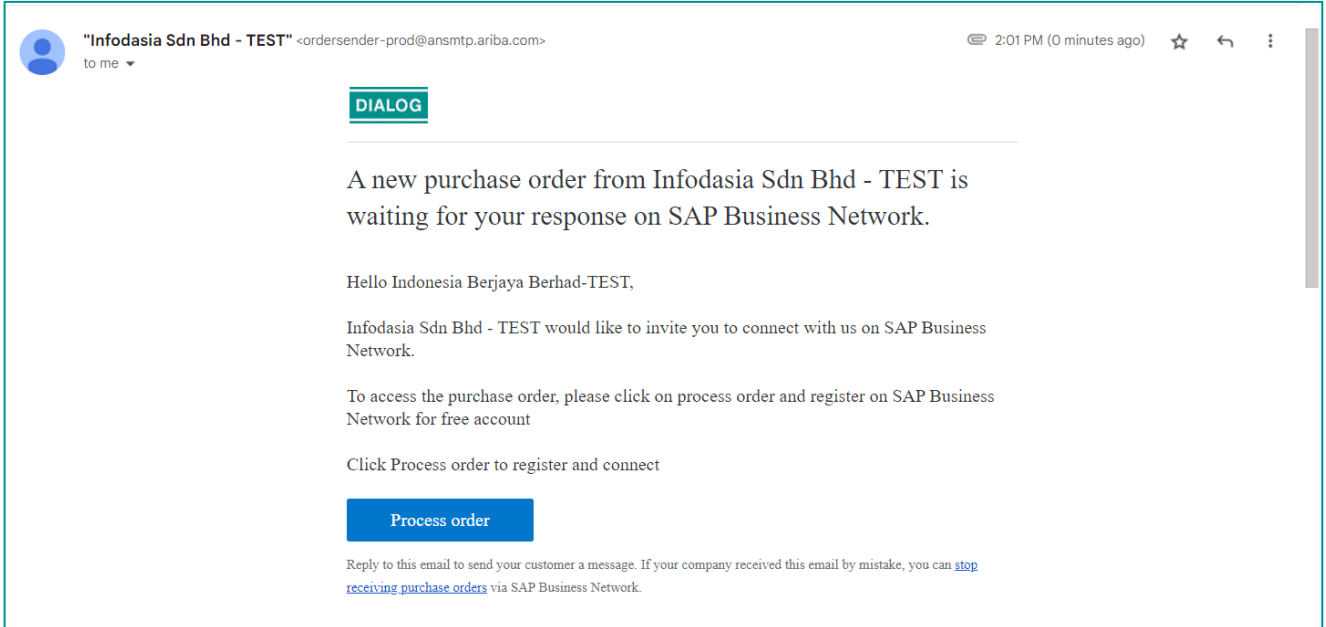
Business Process Description Overview
Supplier will create an Order Confirmation after they receive the Purchase Order (PO) from Dialog Group through email notification or SAP Ariba Supplier Network.

Output - Results	Remarks
Order Confirmation is created and the PO will be in "Confirmed" status.	N/A

Procedural Steps:

Access transaction by:

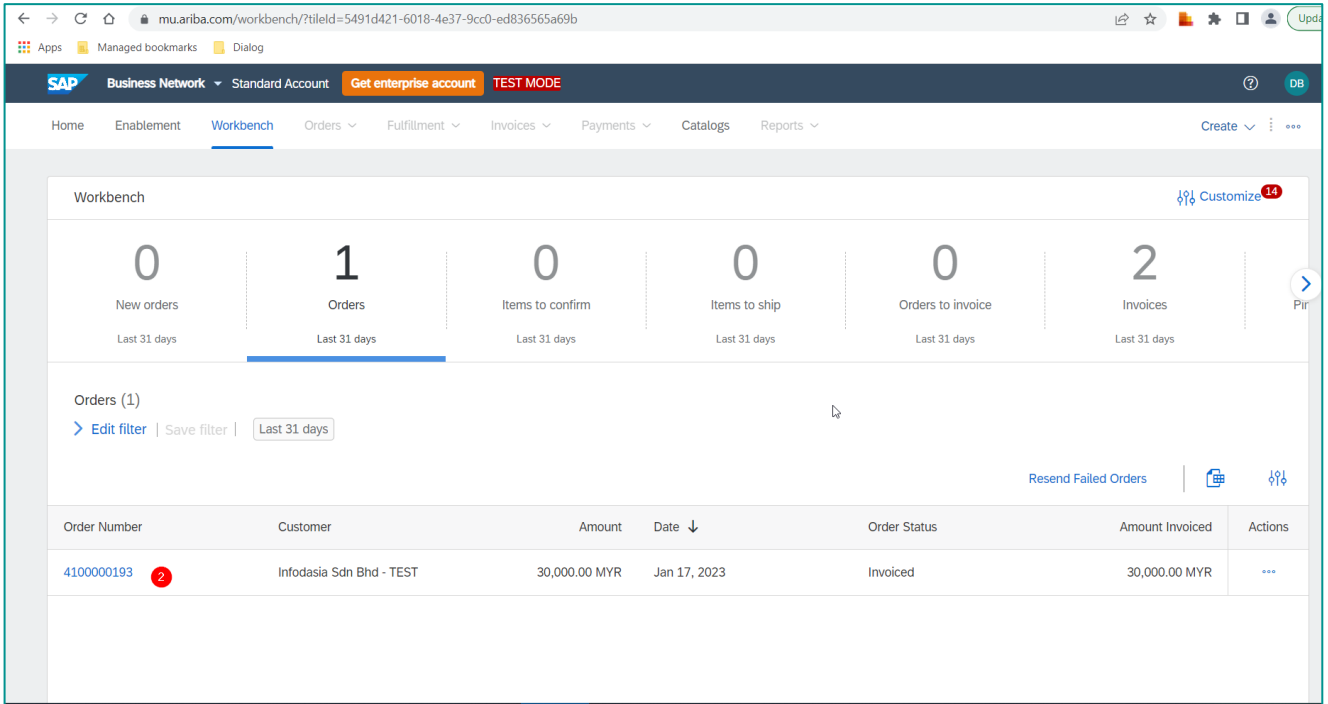| Link	https://service.ariba.com/Supplier.aw/

1. The supplier has to create the order confirmation to confirm the order made by Dialog Group. The supplier will then need to confirm the entire order.

2. At the *<Confirming PO>* screen and under the Order Confirmation Header section, enter the following field/(s), do not input the fields that are not mentioned below:
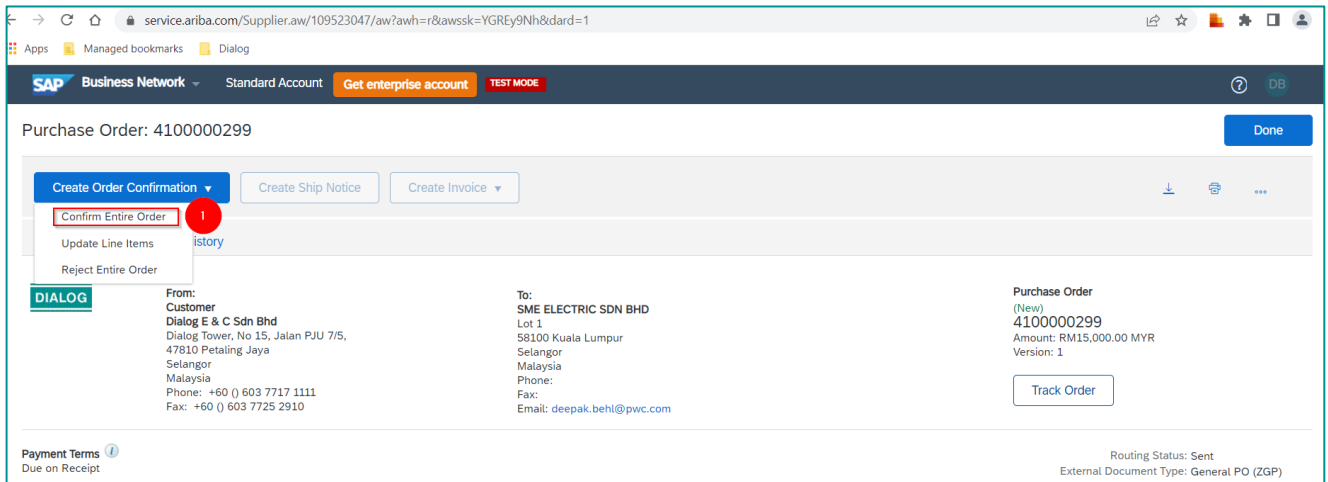
Fields	Description	R/O/C	User Action and Values
Confirmation #	Identification of Confirmation Number for the Purchase Order.	R	• Enter the confirmation number from your side. **The maximum character is 20 digit, please do not enter more than 20 digit.**
*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*			

3. At the Confirming PO screen and under the Order Confirmation Header section – Shipping and Tax Information, enter the following field/(s). Please do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Est. Shipping Date	The estimation date for you to do shipping for the ordered item/(s).	R	• Enter estimated shipping date.
Est. Delivery Date	The estimation date for you to do delivery for the ordered item/(s).	R	• Enter estimated delivery date.
Comments	Comments related to order confirmation.	O	• Enter comments if necessary.
*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*			

4. At the *<Confirming PO>* screen and under the Order Confirmation Header section – Attachments, enter the following field/(s), do not input the fields that not mentioned below:
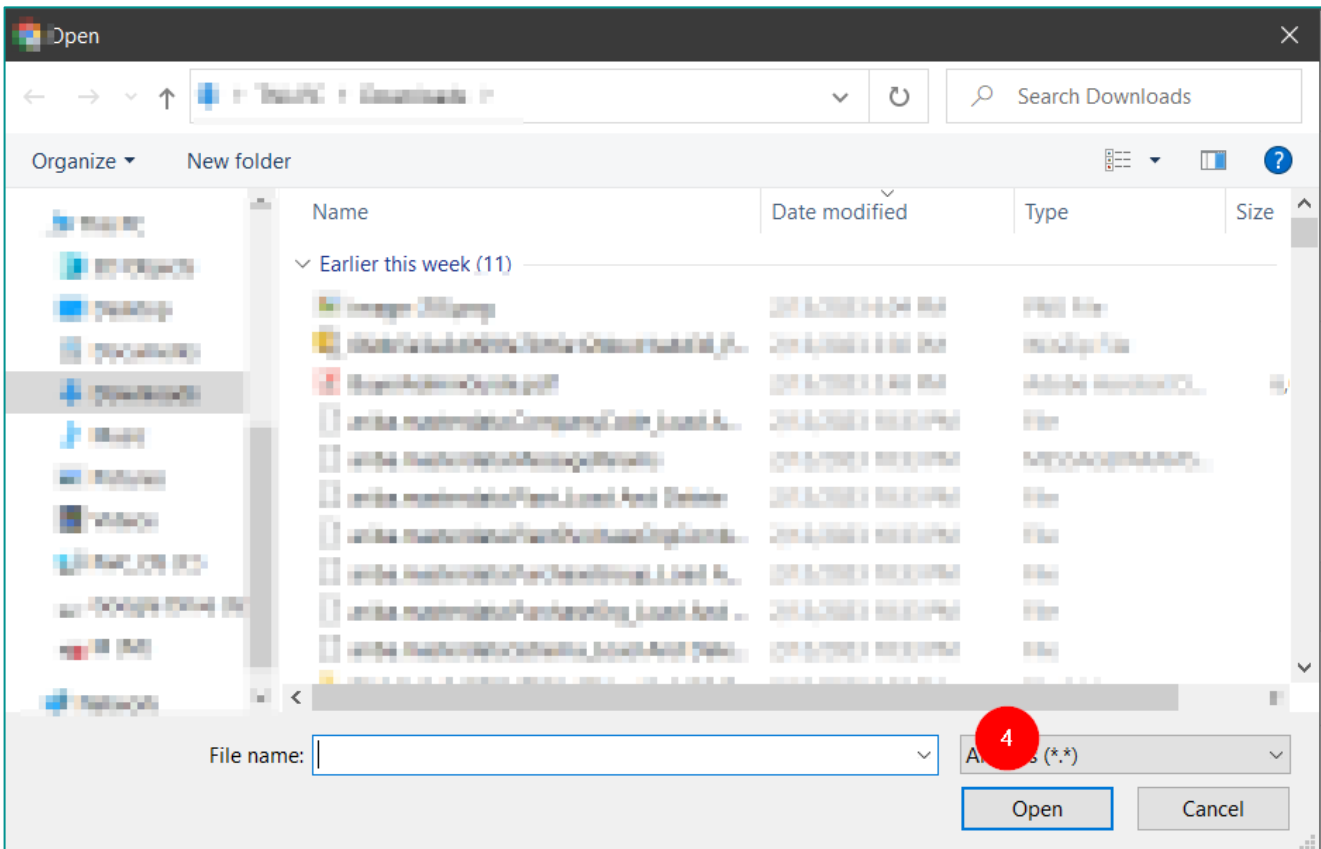
Fields	Description	R/O/C	User Action and Values

Fields	Description	R/O/C	User Action and Values
Attachments	Add attachments that are related to your order confirmation. It can be your hard copy of the documents.	O	• Click Choose file. • Select any file from your end. • Click Add Attachment button.

*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*

5. Once you have completed filling up the required fields, scroll down the screen and click the "Next" button to proceed to the next step, as shown in the screenshot.

6. A summary of the Order Confirmation will appear. Click the "Submit" button to create an Order Confirmation.

7. After clicking on submit, the Order Confirmation has been created and the Purchase Order will be in Confirmed status as shown in the screenshot.

2.1.4 Create Order Confirmation for Purchase Order from Dialog Group for Services

Trigger:

When the Purchase Order (PO) has been finalized from Dialog Group, the PO will route to Supplier to order the purchase. Supplier will receive an email notification on the purchase order. Below is the example of the email:
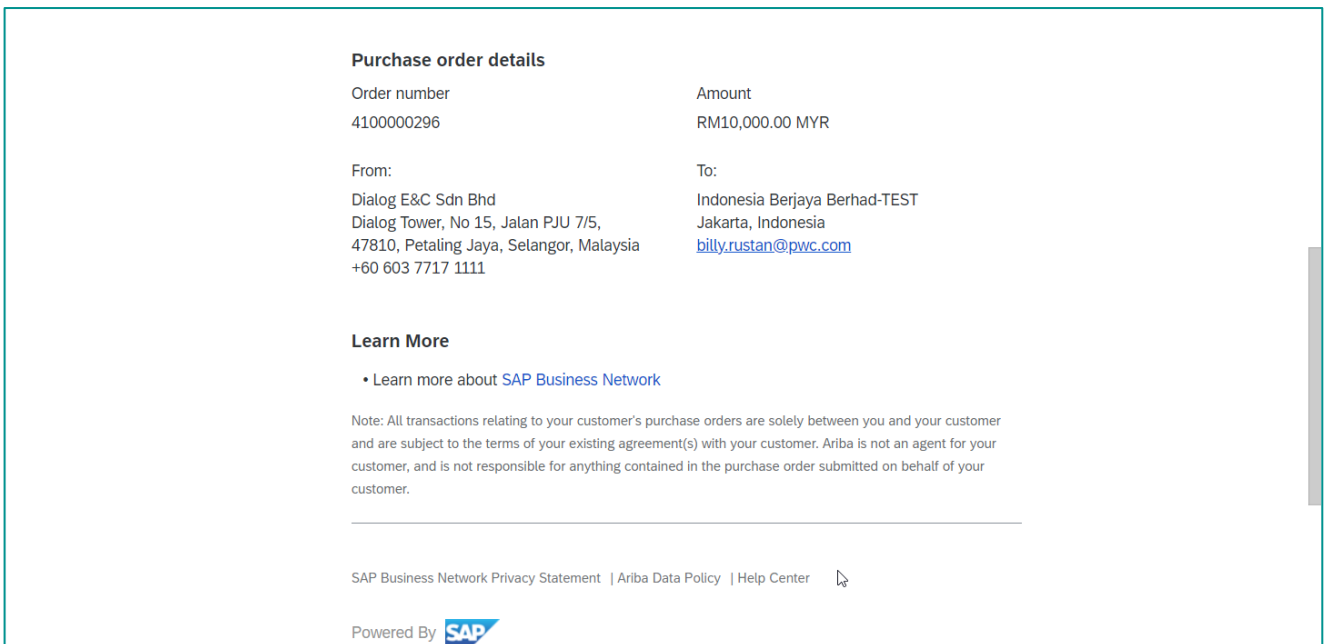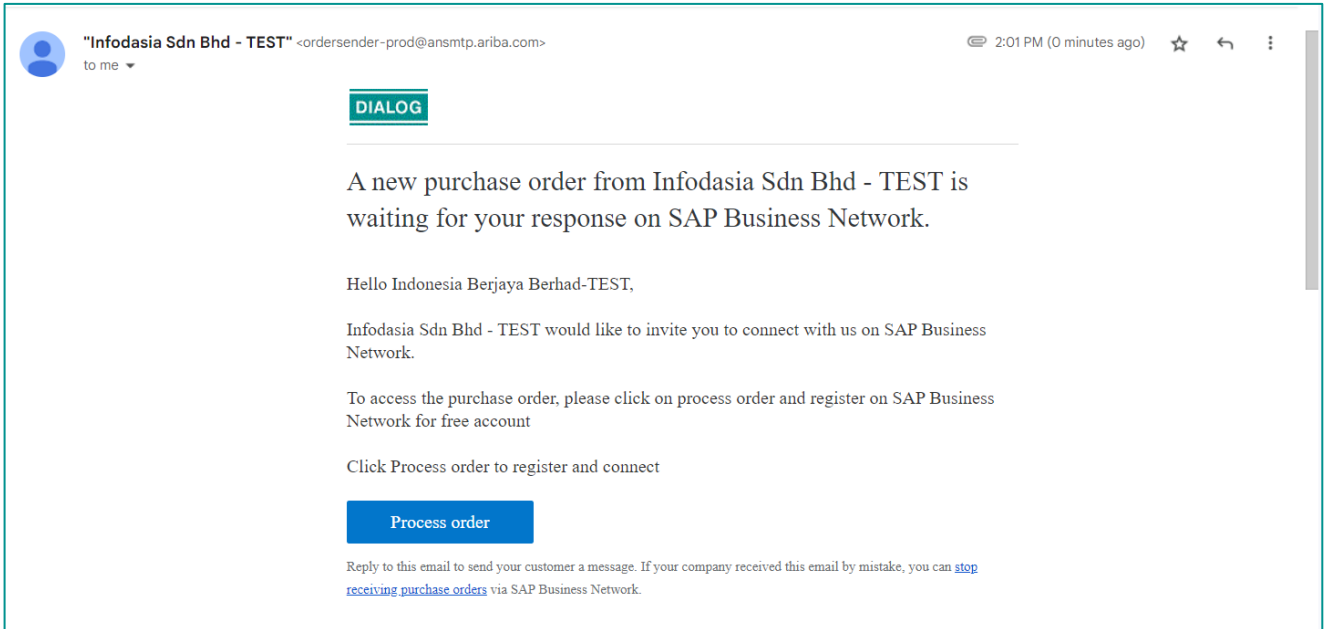
Business Process Description Overview
Supplier will create an Order Confirmation after the Supplier receives the Purchase Order (PO) from Dialog Group through email notification or through the SAP Ariba Supplier Network.

Output - Results	Remarks
Order Confirmation is created and the PO will be in "Confirmed" status.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Supplier must create the Order Confirmation to confirm the order made by Dialog Group. Supplier will then need to confirm entire order.

2. At the *<Confirming PO>* screen and under the Order Confirmation Header section, enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Confirmation #	Identification of Confirmation Number for the Purchase Order.	R	• Enter the confirmation number from your side. **The maximum character is 20 digit, please do not enter more than 20 digit.**
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

3. At the *<Confirming PO>* screen and under Order Confirmation Header section – Shipping and Tax Information, enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Est. Shipping Date	The estimation for you to process the shipping for the ordered item/(s).	R	• Enter your estimated shipping date.
Est. Delivery Date	The estimation for you to process the delivery for the ordered item/(s).	R	• Enter your estimated delivery date.
Comments	Comments related to order confirmation	O	• Enter any comments if necessary.
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

4. At the *<Confirming PO>* screen and under Order Confirmation Header section – Attachments, enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values

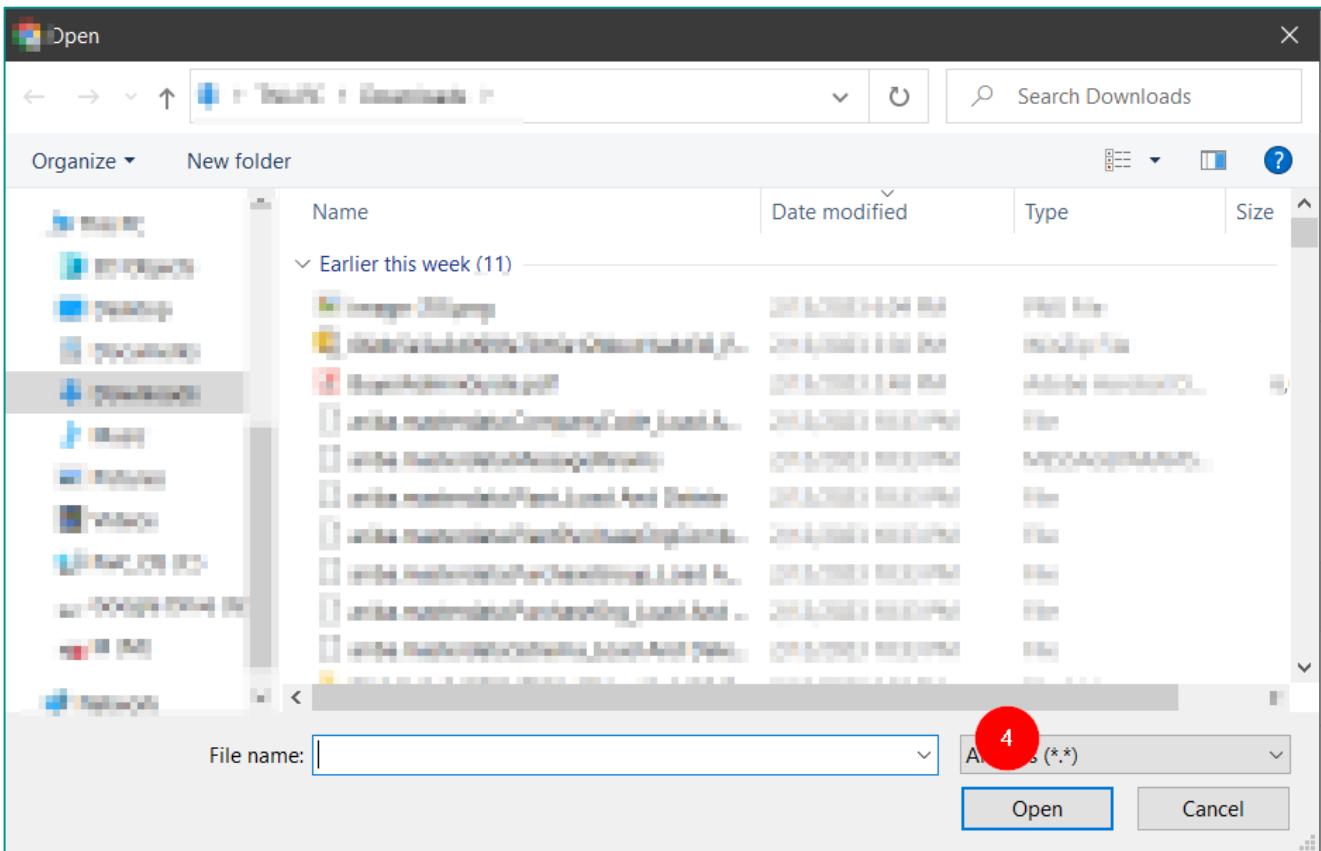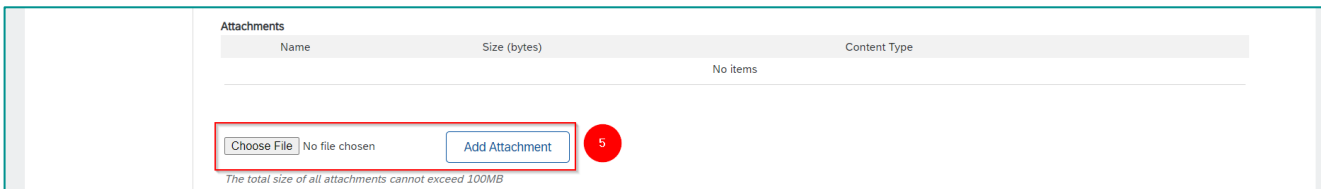| Fields	Description	R/O/C	User Action and Values
Attachments	Add attachments that are related to order confirmation. It can be your hard copy of the documents.	O	• Click Choose file. • Select any file from your end. • Click Add Attachment button.

*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*

5. Once completed filling in the required fields, scroll down the screen. Click on the "Next" button to process the next step as shown in the screenshot.

6. A summary of the Order Confirmation will appear. Click on the "Submit" button to create an Order Confirmation as shown in the screenshot.

7. After clicking on "Submit", the Order Confirmation has been created and the Purchase Order will be in Confirmed status as shown in the screenshot.

2.1.5 Display Order Confirmation for Purchase Order from Dialog Group

Trigger:

When the Order Confirmation of Purchase Order (PO) from Dialog Group has been created, you can display the Order Confirmation document from your side.

Business Process Description Overview
The Supplier has created an Order Confirmation of Purchase Order. The document has been saved and available to be displayed.

Output - Results	Remarks
Order Confirmation of Purchase Order is displayed.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Display the Purchase Order, click the Order Confirmation document in the Related Documents section as shown in the screenshot.

2. After clicking on the Related Documents option, the Order Confirmation document displayed.

3 SAP Ariba DSN - Ship Notice

3.1 Lesson 3 – Ship Notice in SAP Ariba Network-Digital Supplier Network

Overview:

Once Supplier receives the Purchase Order from Dialog Group in your SAP Ariba Network Account and completed the first step, Supplier will need to confirm the Purchase Order and decide if they are able to deliver the goods. If you can deliver the goods, you can inform Dialog Group about the ship notice by posting the ship notice for PO in your SAP Ariba Network Account.

3.1.1 Access the link and login to SAP Ariba Network

Trigger:

There is a requirement "to do" activity in SAP Ariba Network.

Business Process Description Overview
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.

Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

There is requirement "to do" activity in SAP Ariba Network.

Business Process Description Overview
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.

Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. At the SAP Ariba Network login screen, enter the following:

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	• Enter the username
Password	Password of your buyer account	R	• Enter the password, then Click Login button
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

2. After logging in, the SAP Ariba Network home page is displayed.

3.1.2 Display Purchase Order

Trigger:

There is requirement to display or check purchase order in SAP Ariba Network.

Business Process Description Overview
To check and display any purchase order in SAP Ariba Network.

Output - Results	Remarks
Purchase order displayed	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Click on "New Orders" or "Orders".

2. After clicking on "New Orders' or "Orders", a list of Purchase Orders is displayed. Click the Purchase Order number as shown in the screenshot.

3. After clicking on the Purchase Order number, the Purchase Order is displayed.

3.1.3 Create Ship Notice for Purchase Order from Dialog Group

Trigger:

Supplier is recommended to create a Ship Notice to notify Dialog Group that the item is ready to be shipped as the Ship Notice is optional in Dialog Group. Ship Notice is a way for Supplier to tell Dialog Group the shipping status of Purchase Order line items.
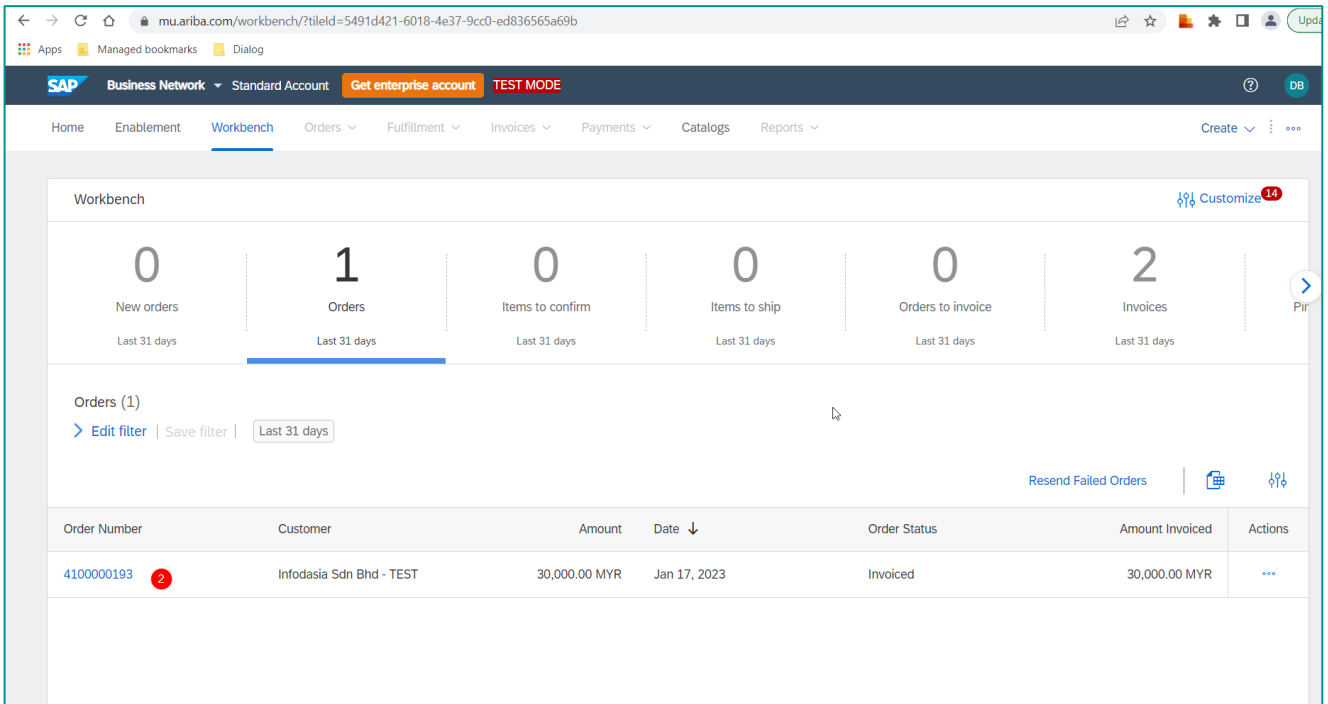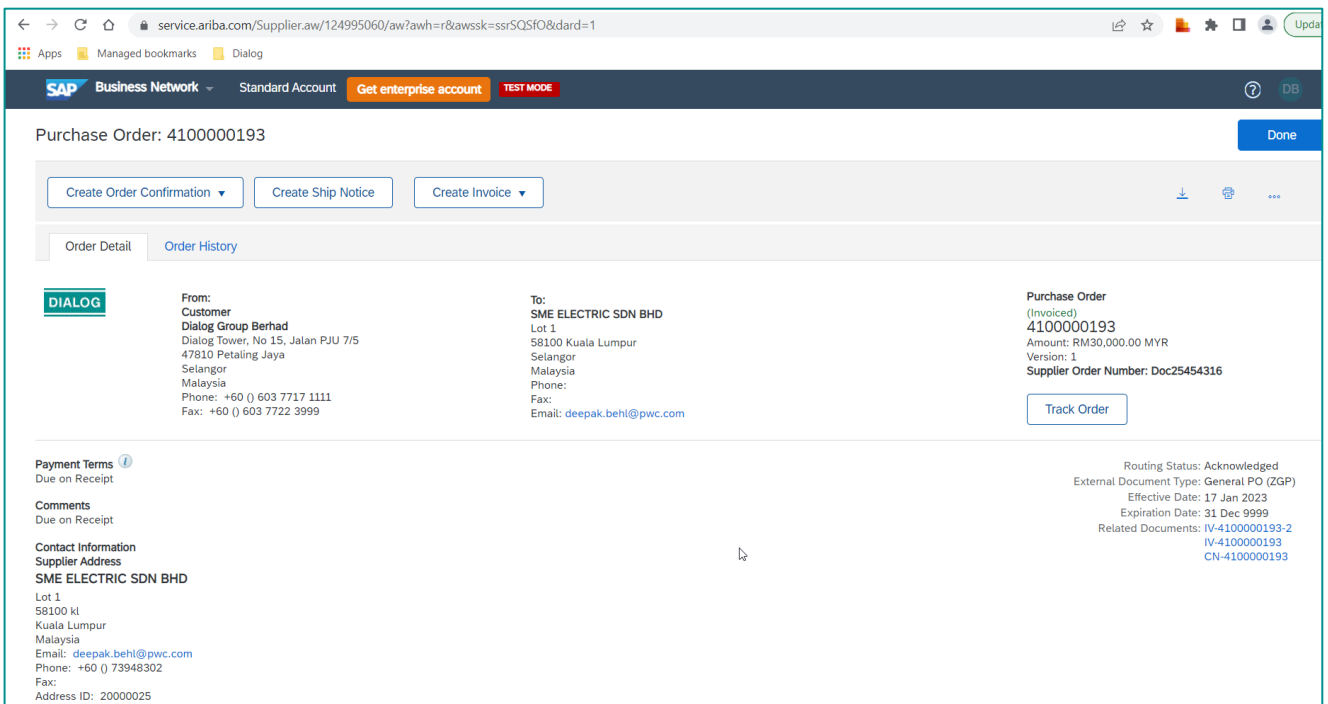
Business Process Description Overview
Supplier will create a Ship Notice in SAP Ariba Supplier Network whenever Supplier is ready to ship the purchase items to Dialog Group.

Output - Results	Remarks
Ship Notice is created and the PO will in "Shipped" status.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Supplier can create Ship Notice by clicking the "Create Ship Notice" button.

2. At the *<Create Ship Notice>* screen and under the Ship Notice Header section, enter the following field/(s), do not input the fields that not mentioned below:
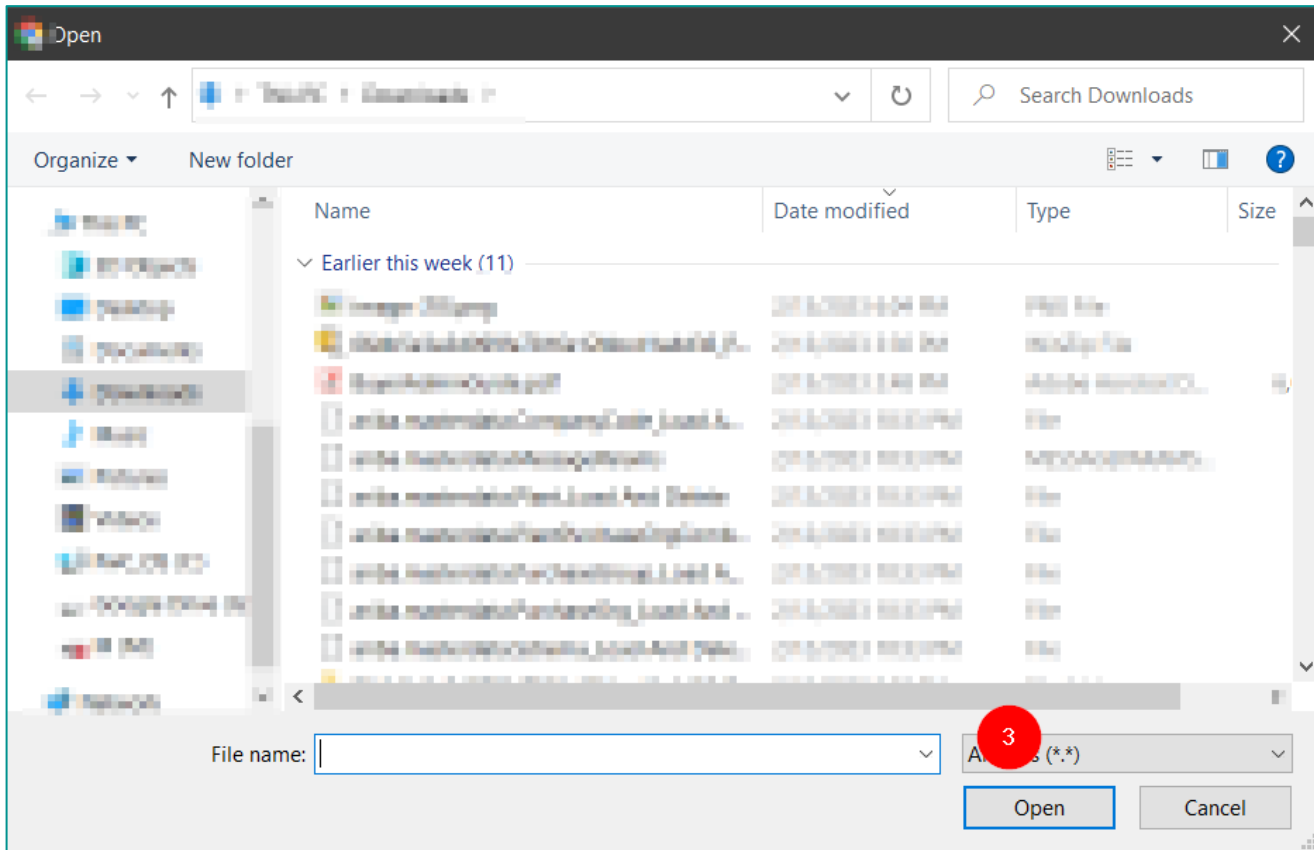
Fields	Description	R/O/C	User Action and Values
Packing Slip ID #	Identification of Ship Notice Number for the Purchase Order.	R	• Enter the ship notice number from your side. **The maximum character is 35 digits, please do not enter more than 35 digit.**

Ship Notice Type	The type of Ship Notice that is provided by SAP Ariba Network is either actual or estimated.	R	• Enter the Ship Notice Type:
			  - Actual
			  - Estimated

Shipping Date	The estimation or actual date for you to complete the shipping for the ordered item/(s).	R	• Enter your estimated or actual shipping date.
Delivery Date	The estimation or actual date for you to complete the delivery for the ordered item/(s).	R	• Enter your estimated or actual delivery date.
Gross Volume	The value of your gross volume of item/(s).	O	• Enter the number of your gross volume of item/(s).
Gross Volume Unit	The value of your unit of gross volume of item/(s).	O	• Enter the number of your unit of gross volume of item/(s).
Gross Weight	The value of your gross weight of item/(s).	O	• Enter the number of your gross weight of item/(s).
Gross Weight Unit	The value of your unit of gross weight of item/(s).	O	• Enter the number of your unit of gross weight of item/(s).
Reason for Shipment	Any reason for this shipment activity from your side.	O	• Enter your reason for shipment.
Comments	Comments related to order confirmation.	O	• Enter any comments if necessary.
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

3. At the *<Create Ship Notice>* screen and under the Ship Notice Header - Attachments section, enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Attachments	Add attachments that are related to your order confirmation. It can be in the form of hard copy documents.	O	• Click Choose file • Select any file from your end • Click Add Attachment button
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			
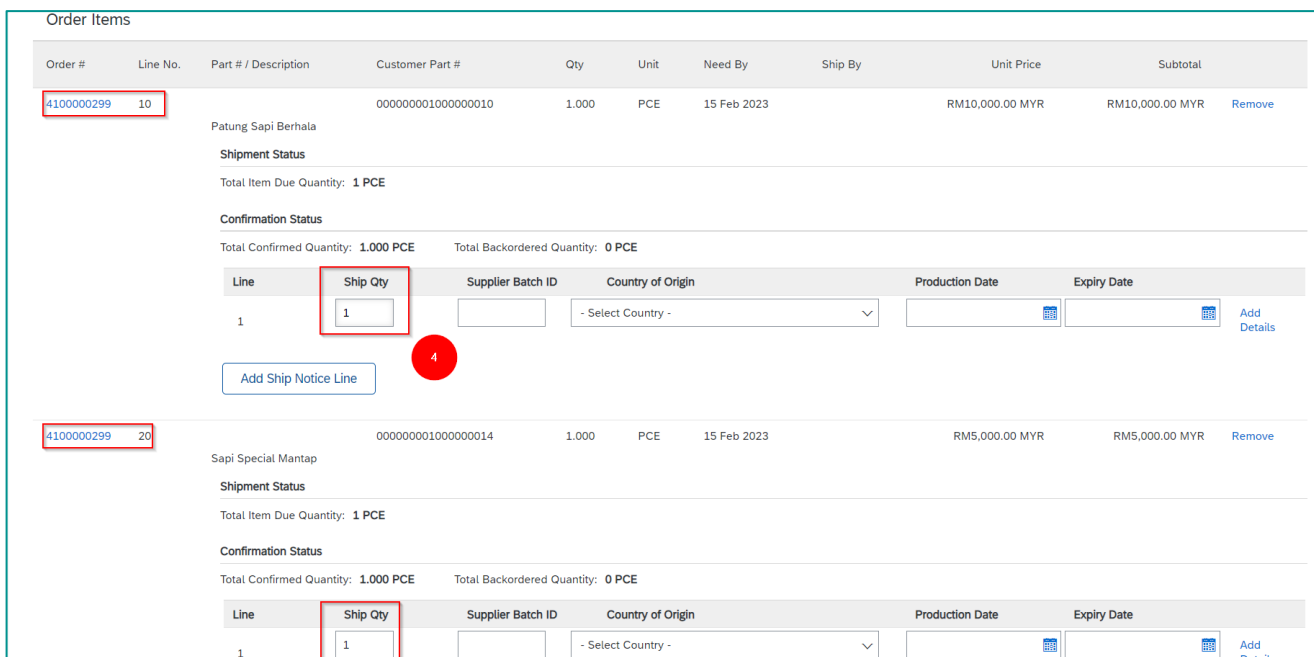
4. At the *<Create Ship Notice>* screen and under the Order Items section, Supplier need to specify the quantity of items that will be delivered to Dialog Group on this Ship Notice document, do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Ship Qty	The quantity of items in the purchase order that will be shipped.	R	• Input the number of quantity of items.
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

Note: For partial delivery, Supplier will need to reduce / remove the line items that are not yet ready to be shipped.

5. At the *<Create Ship Notice>* screen and under the Order Items section, if Supplier does not include the item on this Ship Notice document, Supplier can remove the item and include the item in the next Ship Notice document by completing the following steps:
   a. Click Remove button.
   b. Click Yes in the pop up of "CONFIRM DELETE LINE ITEM".

6. Once completed filling up the required fields, scroll down the screen and click "Next" button to proceed.

7. A summary of the Ship Notice screen will appear. After reviewing the Ship Notice, Supplier will need to click the "Submit" button to send the Ship Notice to Dialog Group.

8. Ship Notice has been created and the Purchase Order will be in "Shipped" or "Shipping" status for partial delivery.

3.1.4 Display Ship Notice for Purchase Order from Dialog Group

Trigger:

When the Ship Notice of Purchase Order (PO) from Dialog Group has been created, you can display the Ship Notice document from your side.

Business Process Description Overview
Supplier has created a Ship Notice of Purchase Order. The document has been saved and available to be displayed.

Output - Results	Remarks
Ship Notice of Purchase Order is displayed.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Display the Purchase Order, click the Ship Notice document in the Related Documents section as shown in the screenshot.

2. Order Confirmation document displayed.

4   SAP Ariba DSN – Service Sheet

4.1 Lesson 4 – Service Sheet in SAP Ariba Network-Digital Supplier Network

Overview:

As you have been receiving the Purchase Order from Dialog Group in your Ariba Network Account and done the first step you need to do is to confirm the purchase order whether you can deliver the services. Now as you have delivered the services, you can tell the Dialog Group the service has been done by submit the service sheet for PO in your Ariba Network account.

4.1.1   Access the link and login to SAP Ariba Network

Trigger:

There is requirement "to do" activity in SAP Ariba Network

Business Process Description Overview
To check and display any Purchase Order, Supplier should login to their SAP Ariba Network account. The registration process must be completed.

Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

There is requirement to do activity in SAP Ariba Network

Business Process Description Overview
To check and display any Purchase Order, user should login to SAP Ariba Network. The registration process must be completed.

Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. At the SAP Ariba Network login screen, enter the following:

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	• Enter the username
Password	Password of your buyer account	R	• Enter the password, then Click Login button
*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*			

2. After logging in, the SAP Ariba Network home page is displayed.

4.1.2   Display Purchase Order

Trigger:

There is requirement to display or check Purchase Order in SAP Ariba Network

Business Process Description Overview
To check and display any Purchase Order in SAP Ariba Network.

Output - Results	Remarks
Purchase Order displayed	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1.   Click to "New Orders" or "Orders".
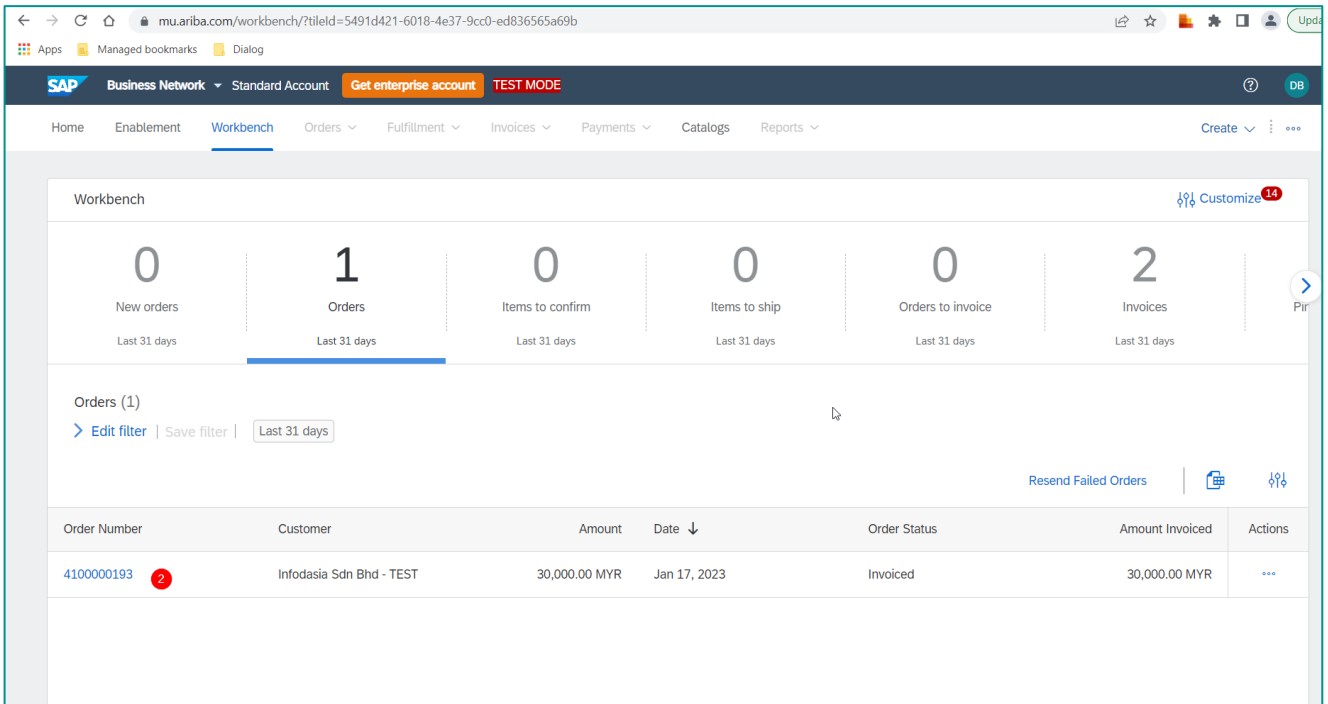
2. After clicking on "New Orders' or "Orders", a list of Purchase Orders is displayed. Click the Purchase Order number as shown in the screenshot.
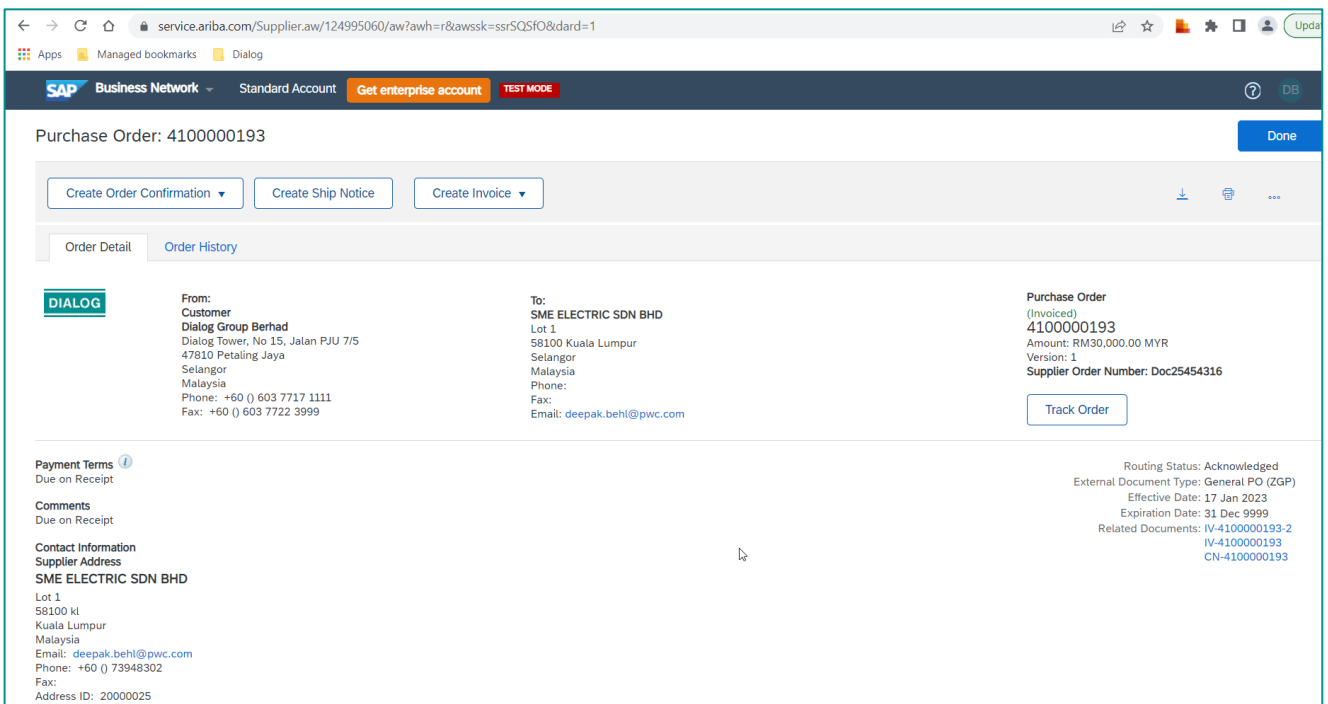
3. After clicking the Purchase Order number, the Purchase Order is displayed.

4.1.3 Create and Submit Service Sheet for Purchase Order to Dialog Group

Trigger:

When the Purchase Order (PO) has been finalized by Dialog Group, the order confirmation for the Purchase Order, and Supplier has delivered the service/(s) either partially or fully, Supplier will then need to inform Dialog Group that they have delivered the service by submitting Service Sheet in their SAP Ariba network account.

Business Process Description Overview
The supplier will create a Service Sheet in Ariba Supplier Network when the supplier has been delivered the service and going to submit the service delivered to Dialog Group.

Output - Results	Remarks
Service Sheet for Purchase Order is created.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/
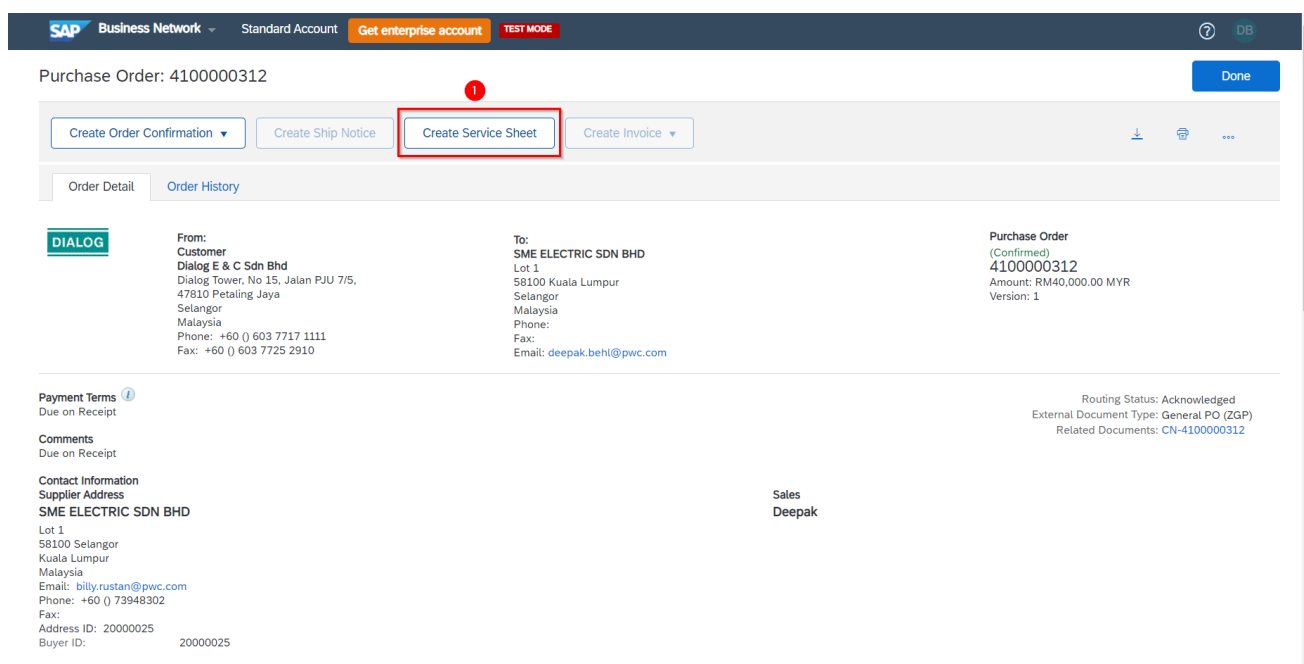
1. On the *<Purchase Order>* screen, Supplier can create the Service Sheet by clicking on the 'Create Service Sheet' option.

2. At the <*Create Service Sheet*> screen, enter the following field/(s), do not input the fields that are not mentioned below:

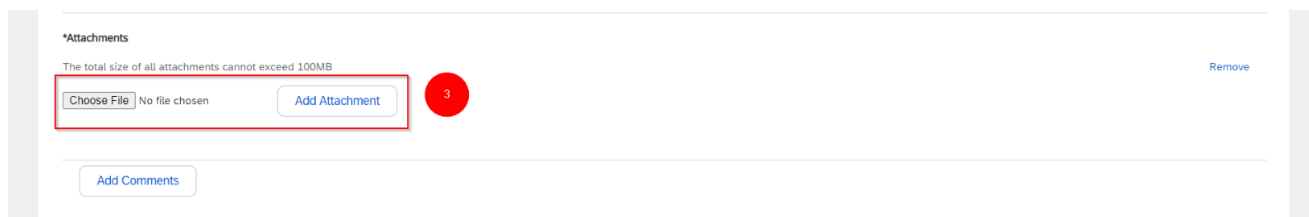| Fields	Description	R/O/C	User Action and Values
Service Sheet # (Under Service Sheet Header)	The number of service compilation number from your side.	R	• Enter the number of the service sheet Example: SE_4100000312 **The maximum character is 16 digits, must only use upper case alphabets and use _ (underscore) as shown in the example above.**
Service Sheet Date	The date when you submit the service sheet.	R	• Enter the date when you submit the service sheet
Final Service Sheet	The check box to indicate that the service sheet that you submit is the last service sheet for the purchase order, **if you submit the service sheet partially.**	O	• Only tick this if you submit the service sheet partially and for the last service sheet per purchase order.
Service Description	The general description of service that delivered.	O	• Enter the general description of service.
Service Start Date	The date when the delivery of service start.	R	• Enter the date when the delivery of service started.
Service End Date	The date when the delivery of service end.	R	• Enter the date when the delivery of service finished.
Field Engineer	The person responsible from the supplier to deliver the service.		• Enter the name, email, and phone number of your (supplier) representative to deliver the service to Dialog Group.

|			
Approver:	The person responsible from Dialog Group to approve the Service Sheet.	O	• Enter the name, email, and phone number of Dialog's representative tasked to approve the Service Sheet.
Attachments	This section is specifically for uploading of any attachments.	R	• Include and upload an attachment before submitting the service sheet. **After uploading the attachment, make sure to click on ''Add Attachment'**
Service Period	The time duration of the service period.	R	• Enter valid time for the duration of service period.

*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*

3. Still at the *<Create Service Sheet>* screen, section of Service Sheet Header, enter the following field/(s), do not input the fields that are not mentioned below:

Fields	Description	R/O/C	User Action and Values
Attachments	This section is specifically for uploading of any attachments.	R	• Include and upload an attachment before submitting the service sheet. **After uploading the attachment, make sure to click on ''Add Attachment'**

*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*
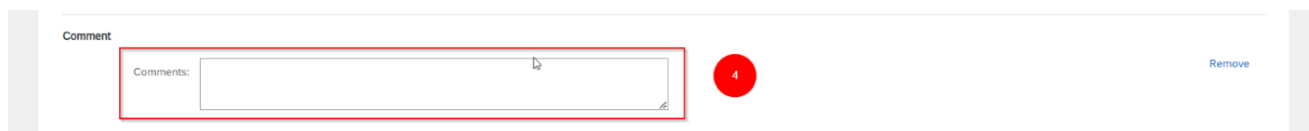
4. Still at the *<Create Service Sheet>* screen, section of Service Sheet Header, if you want to add any

    comments, click **Add Comments** button, then enter the following field/(s), do not input the fields that are not mentioned below:

Fields	Description	R/O/C	User Action and Values
Comments	The additional comments related to the service delivered.	R	• Input the additional comments related to the service delivered.

*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*

5. At the *<Create Service Sheet>* screen, section of Service Entry Sheet Lines, enter the following field/(s), do not input the fields that are not mentioned below:

Fields	Description	R/O/C	User Action and Values
Qty	The quantity of the service item delivered.	R	• Input the quantity of the service item delivered.
Add Comments	The additional comments related to the item of service delivered.	O	• Input the additional comments related to the service delivered.
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

Warning: Do not fill in field Part No, this will cause an error in the Invoice! If you have additional comment, please input it in Add Comments field.

6. After inputting all the fields that are required, click on 'Next' to proceed.

7. After reviewing the details, click on 'Submit'.

Service Sheet has been created and the Purchase Order will be in Serviced or Partially Serviced status for partial invoice.

4.1.4 Display Service Sheet for Purchase Order to Dialog Group

Trigger:

There is requirement to display or check service sheet for purchase order in SAP Ariba Network.

Business Process Description Overview
To check and display any service sheet for Purchase Order in SAP Ariba Network.

Output - Results	Remarks
Service Sheet for Purchase Order displayed.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. At the *<Purchase Order>* screen, you can display the Service Sheet for Purchase Order by navigating to the bottom right side of the page where you are able to see the 'Related Document'. Click on the Service Sheet that you have previously created '**SE_4100000312**'.

2. After clicking on the Service Sheet, you can view the Display Service Sheet for Purchase Order to Dialog Group.

4.1.5 Edit and Re-Submit Service Sheet for Purchase Order to Dialog Group If Rejected

Trigger:

If a submitted Service Sheet is rejected, you can view the Service Sheet's rejection and initiate a resubmission.

Business Process Description Overview
To check, edit and re-submit service sheet for any purchase order in SAP Ariba Network.

Output - Results	Remarks
Amended Service Sheet is resubmitted successfully.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. At the *<Purchase Order>* screen, click on the related document on the right-hand side of the page to open up the Service Sheet.

2. At the <Service Sheet> screen, you will be able to see if the Service Sheet has been approved or rejected. In the screenshot above, it shows that the Service Sheet has been rejected. You are also able to view the reason of rejection. Once you have viewed the reason of rejection, click on 'Edit and Resubmit' to resubmit the amended version of the Service Sheet.

3. The *<Edit Service Sheet>* screen appears.

4. After amending and updating the information on the Service Sheet, click on 'Next' to review the changes made.

5. A prompt asking to 'Confirm and submit this document' will appear. After reviewing the changes made to the sheet, click on 'Submit' to resubmit the Service Sheet.

6. A notification will indicate that the Service Sheet has been successfully resubmitted.

5 SAP Ariba DSN – Invoice

5.1 Lesson 5 – Create and Submit Invoice in SAP Ariba Network-Digital Supplier Network

Overview:

After you got the purchase order from Dialog Group in your Ariba Network Account and done the first step you need to do is to confirm the purchase order whether you can deliver the goods or services. The next step you have been create the ship notice and deliver the goods, as well as deliver the service. Now it is the time for you to do invoice to get the payment from Dialog Group, this is how you should post the invoice in your Ariba Network Account.

If you have any agreement for payment milestone, you also can create and submit the invoice for the number of milestones of the payment.

5.1.1 Access the link and login to SAP Ariba Network

Trigger:

There is requirement "to do" activity in SAP Ariba Network.

Business Process Description Overview
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.

Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

There is requirement to do activity in SAP Ariba Network.
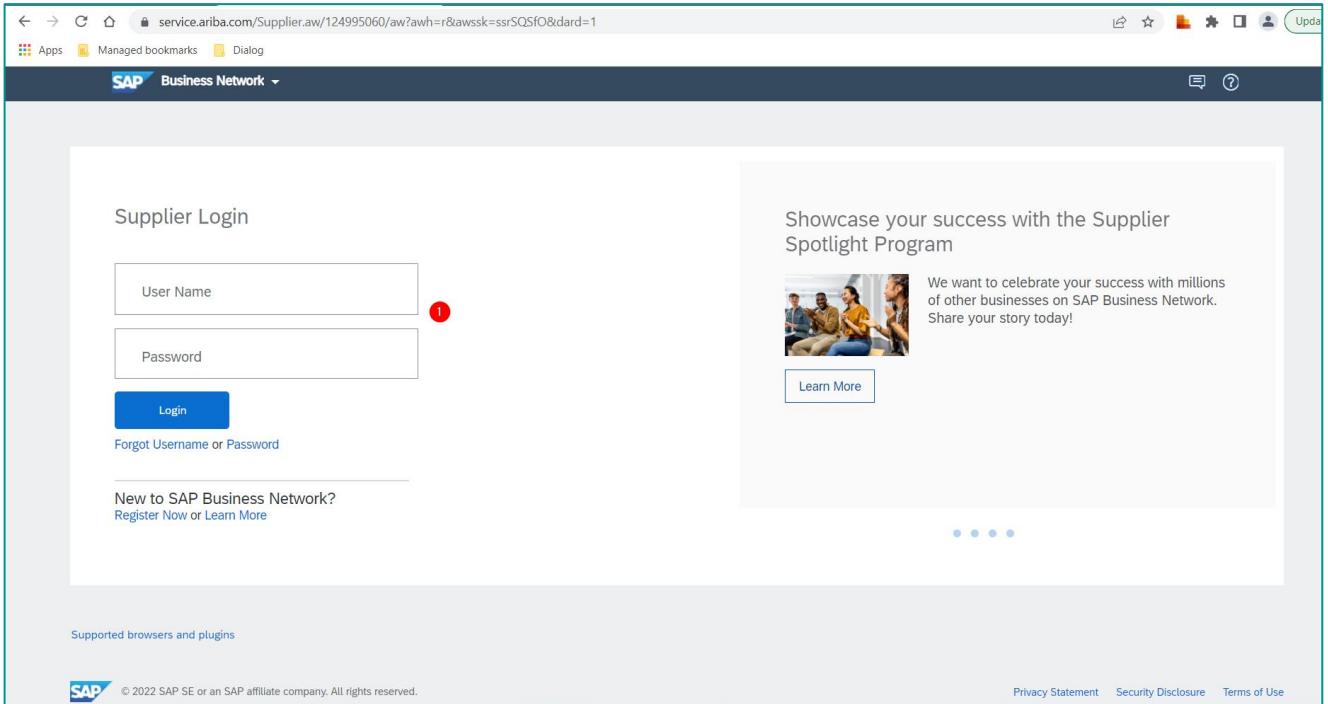
Business Process Description Overview
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.

Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. At the SAP Ariba Network login screen, enter the following:

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	• Enter the username
Password	Password of your buyer account	R	• Enter the password, then Click Login button
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

2. After logging in, the SAP Ariba Network home page is displayed.

5.1.2 Display Purchase Order

Trigger:

There is requirement to display or check Purchase Order in SAP Ariba Network.

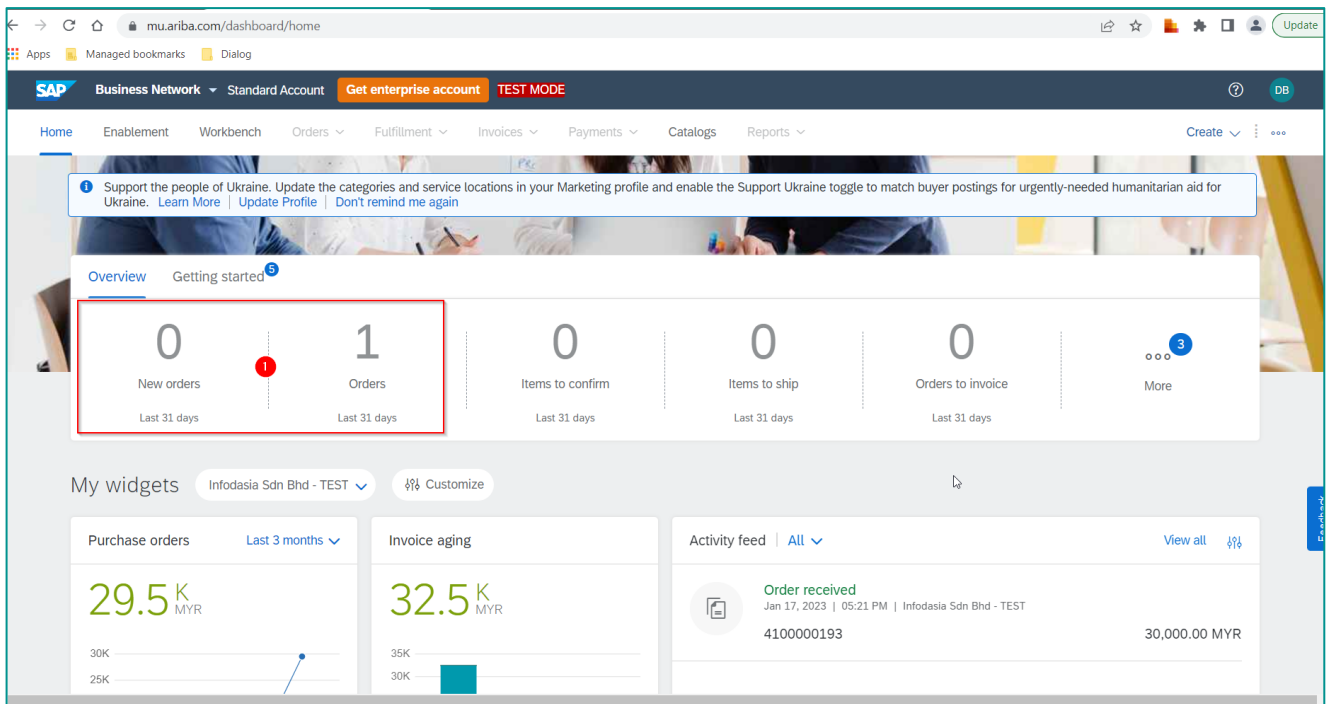| Business Process Description Overview |
|---|
| To check and display any Purchase Order in SAP Ariba Network. |

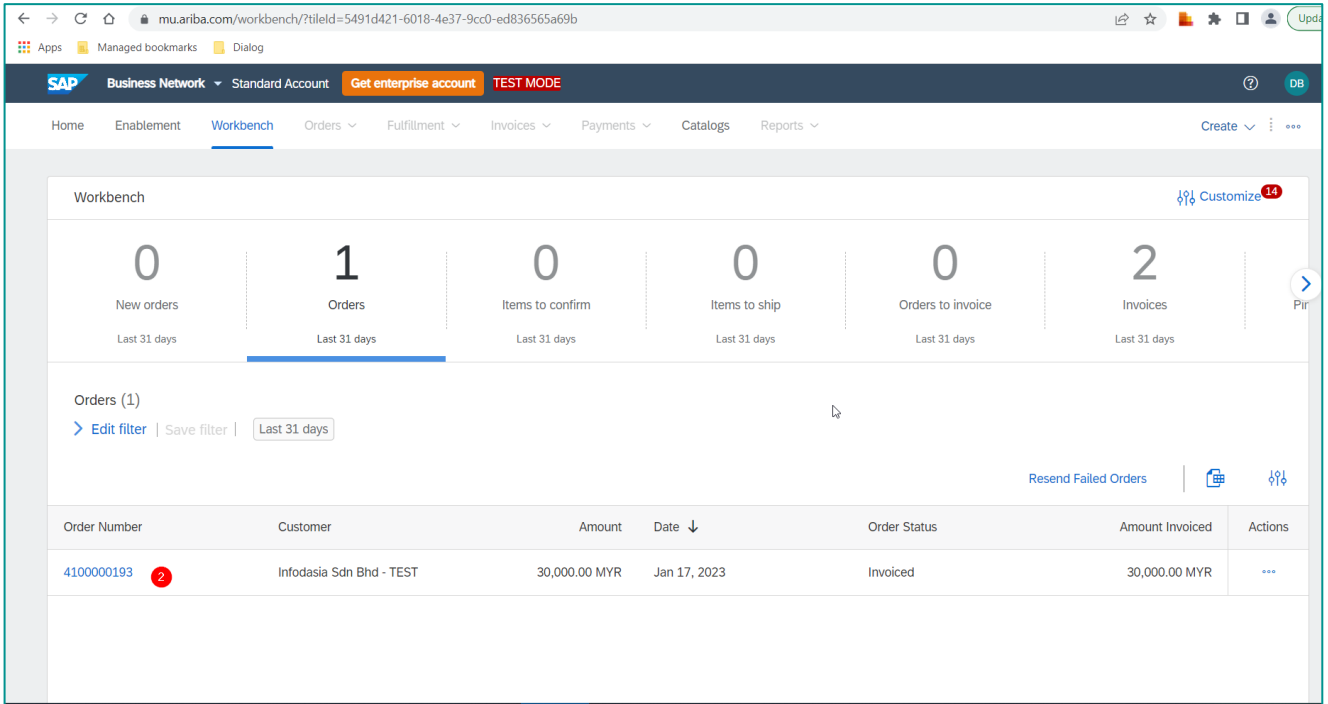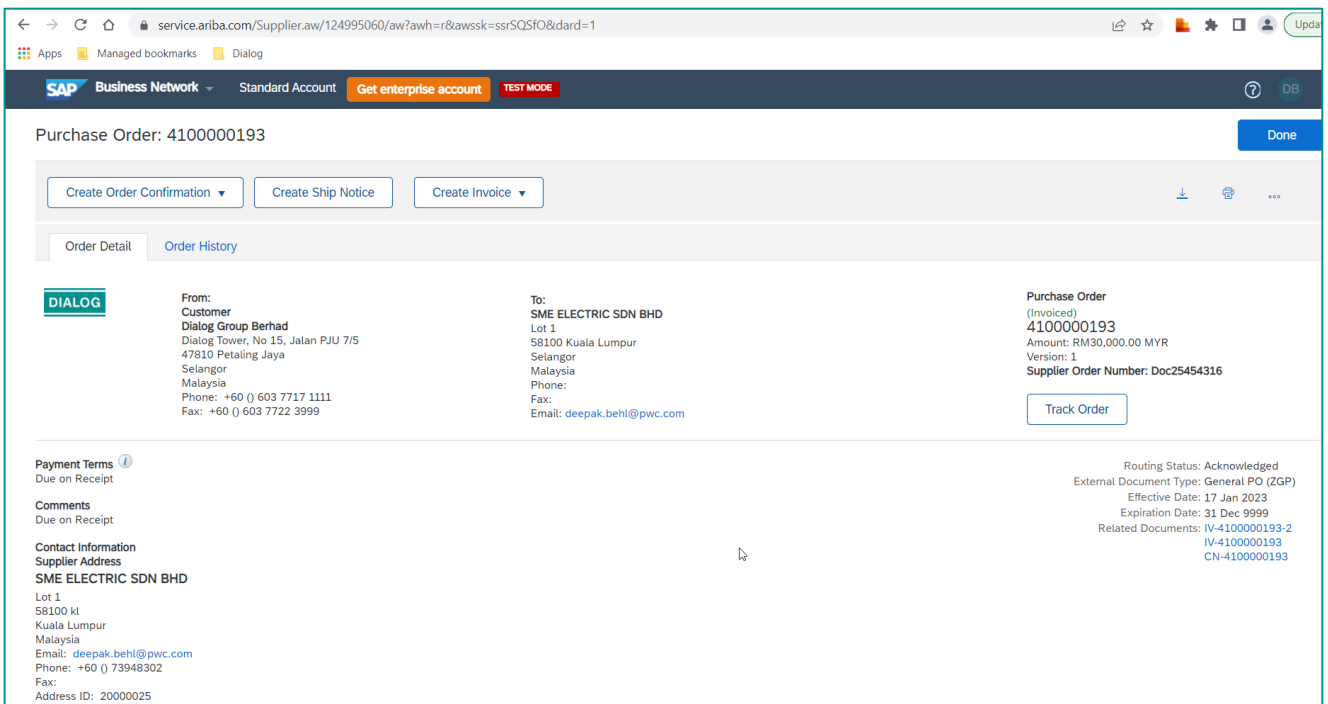| Output - Results	Remarks
Purchase order displayed	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Click on "New Orders" or "Orders".

2. After clicking on "New Orders' or "Orders", a list of Purchase Orders is displayed. Click the Purchase Order number as shown in the screenshot.

3. After clicking on the Purchase Order number, the Purchase Order is displayed.

5.1.3 Create and Submit Invoice for Purchase Order Materials to Dialog Group

Trigger:

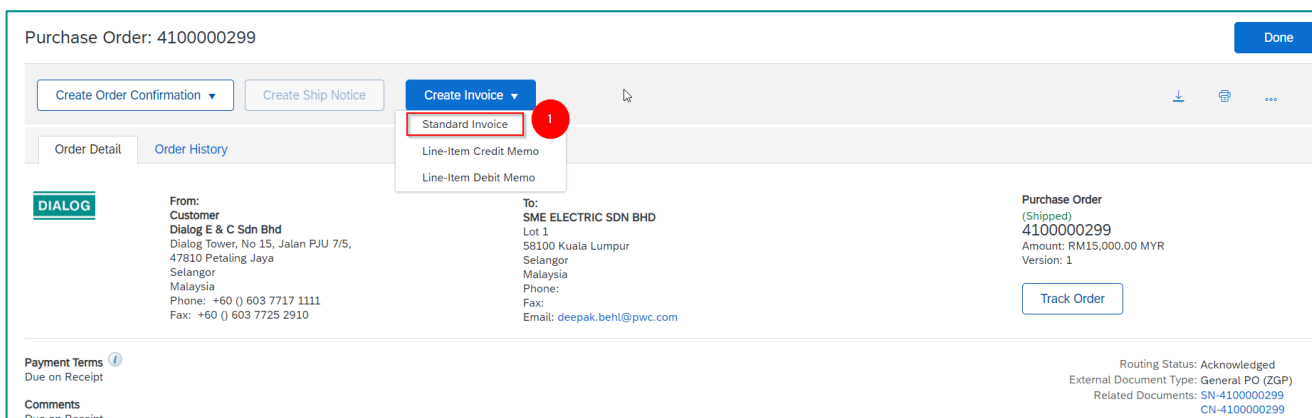After Dialog Group received goods / materials, Supplier can create invoice in SAP Ariba Network.

Business Process Description Overview
Supplier can create invoice only after they perform the necessary steps and Dialog Group received the goods/materials.

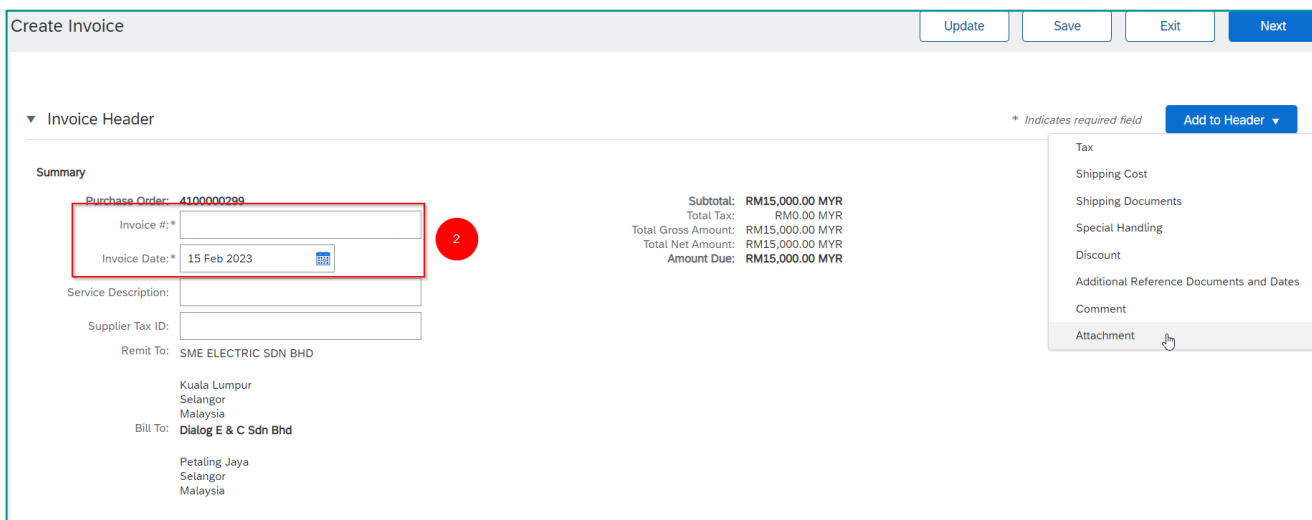| Output - Results	Remarks
Invoice is submitted to Dialog Group and the PO will be in "Invoiced" or "Partially Invoiced" status.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Supplier can create Invoice by clicking the 'Create Invoice' button and proceed with Standard Invoice as shown in the screenshot.

2. At the *<Create Invoice>* screen and under the Invoice Header section, enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values

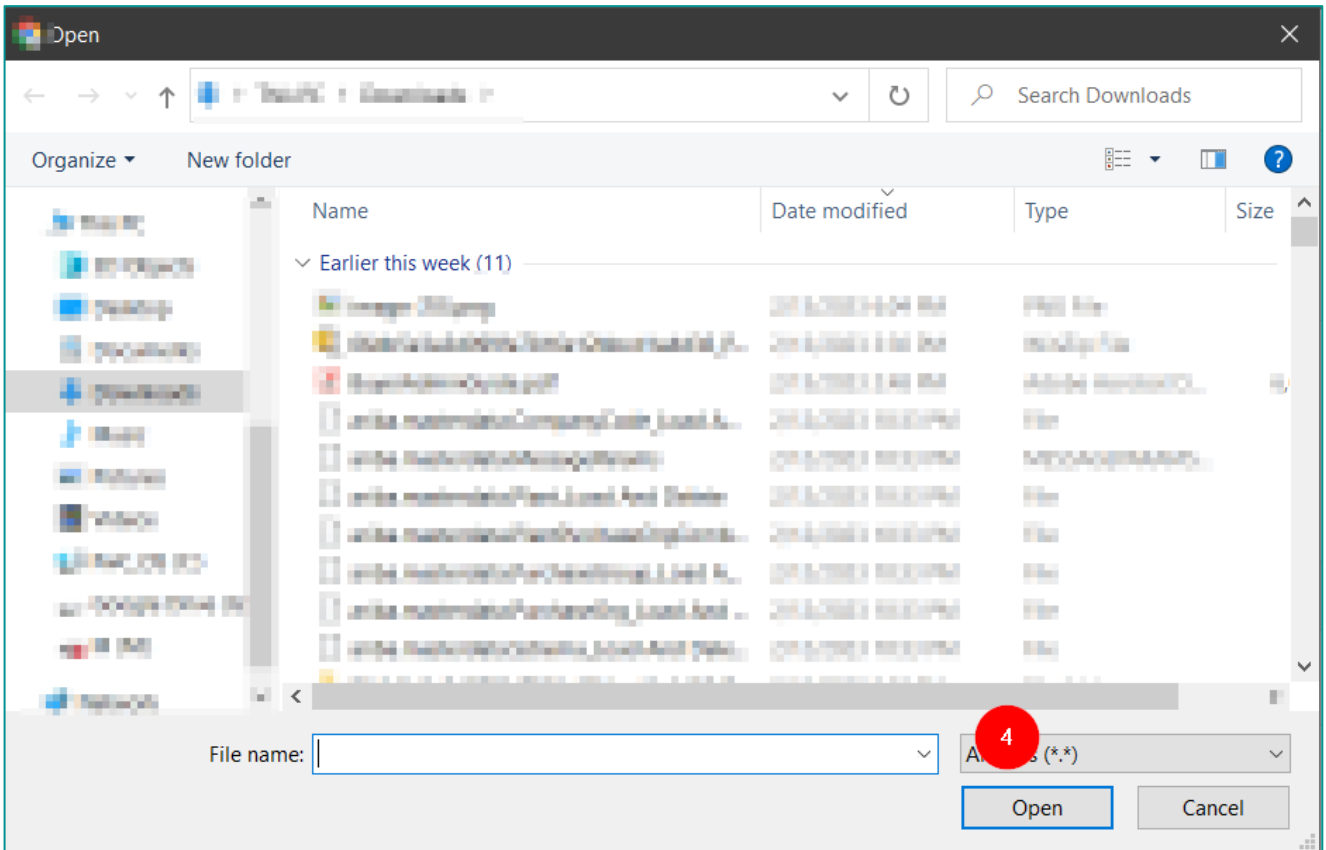| Fields	Description	R/O/C	User Action and Values
Invoice #	Identification of Invoice Number for the Purchase Order.	R	• Enter the invoice number from Supplier side. **The maximum character is 16 digit, please do not enter more than 16 digit.**
Invoice Date	The date of the invoice.	R	• Enter date of invoice.
*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*			

3. You are required to attach the Delivery Note and Invoice document. This is how you attach the documents. At the *<Create Invoice>* screen and Invoice Header, click "Add to Header", then click on the "Attachment" option.

   Note: Kindly put the attachment in the Header level, not Item level, otherwise the invoice can be rejected by Finance.
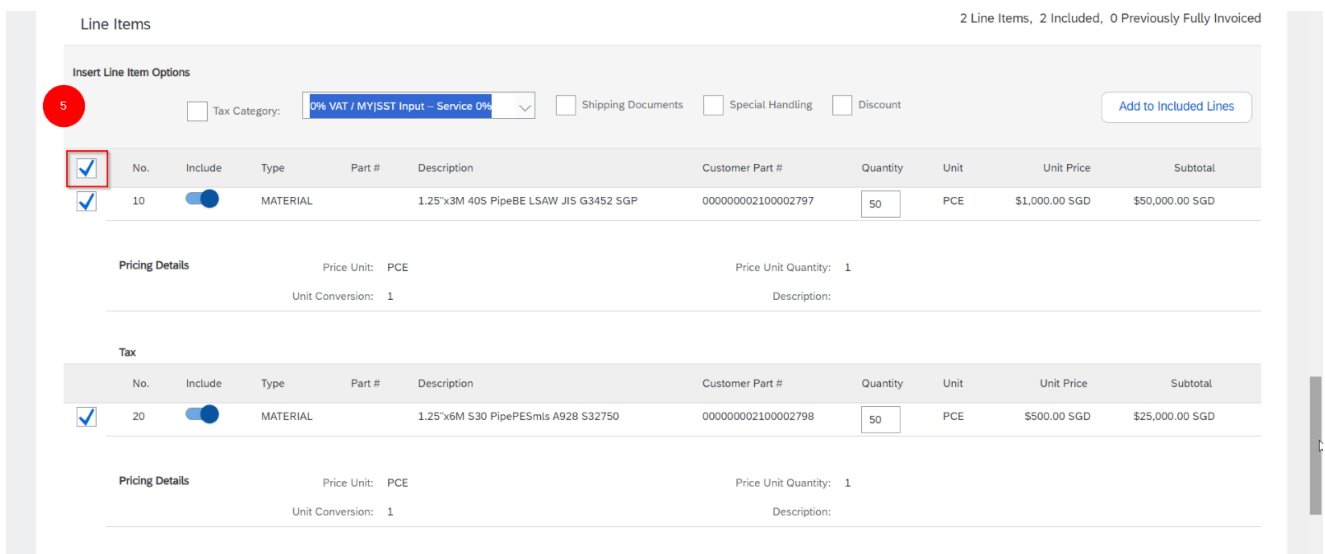
4. The section of attachments will appear. At the *<Create Invoice>* screen and Invoice Header - Attachments section, enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Attachments	Add attachments that are related to Order Confirmation. It can be your hard copy of the documents. You are required to attach the Delivery Note and Invoice document	R	• Click Choose file • Select any file from your end • Click Add Attachment button
Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional			

5. Tick the item check box which in line with the title of the items.
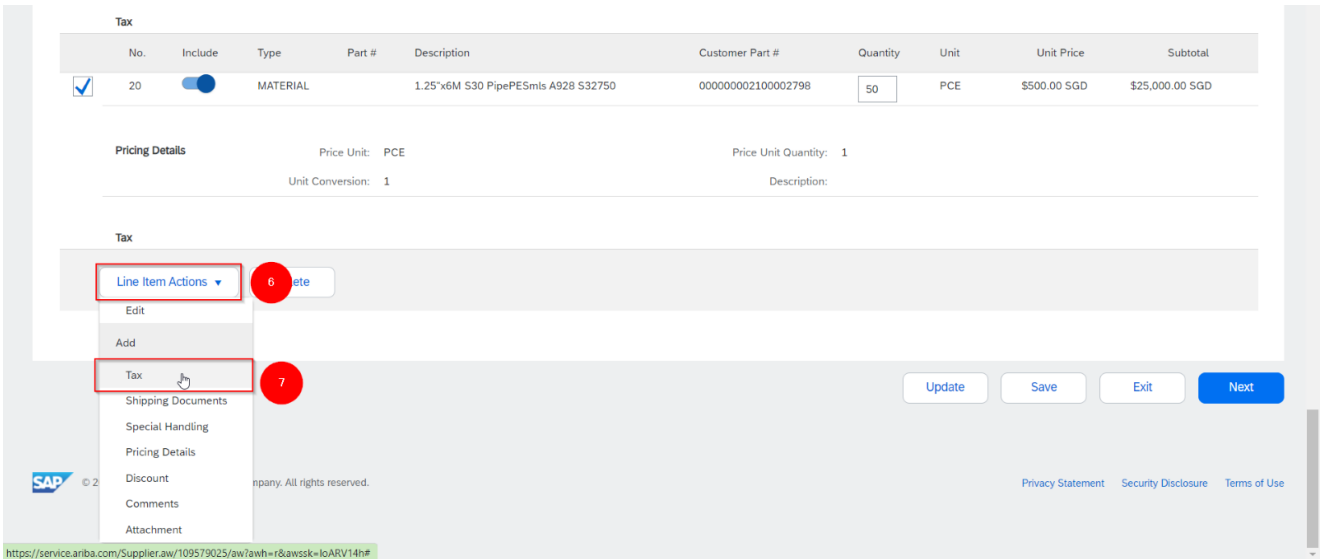
6. Click **Line Item Actions ▾** button.
7. Click Tax button.

8. Click to expand the option.

9. At the Create Invoice screen and Line Items – Tax section, you choose tax. Enter the following field/(s), do not input the fields that not mentioned below:

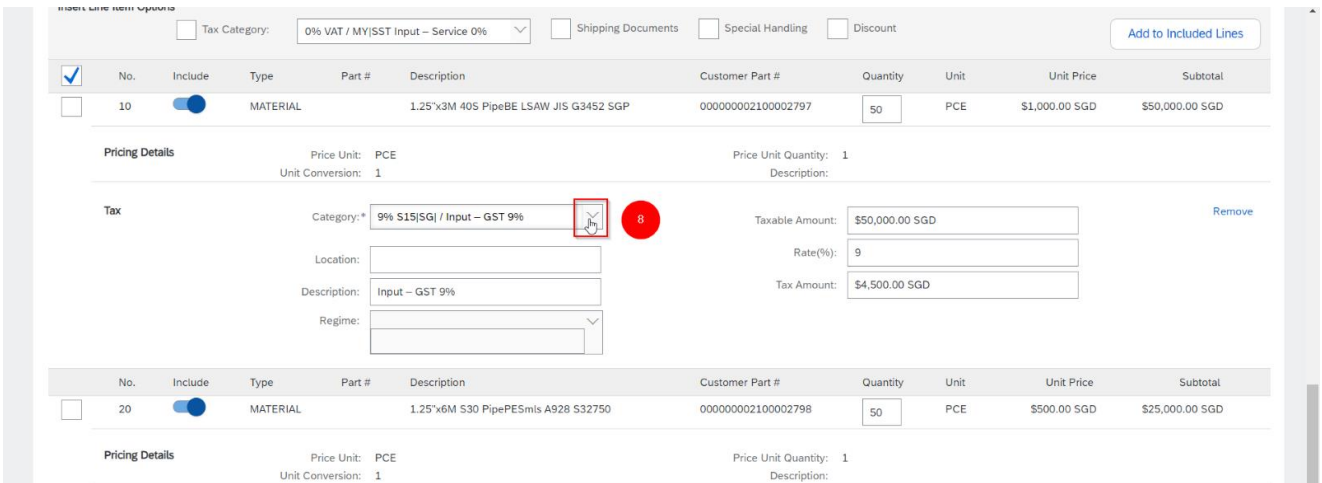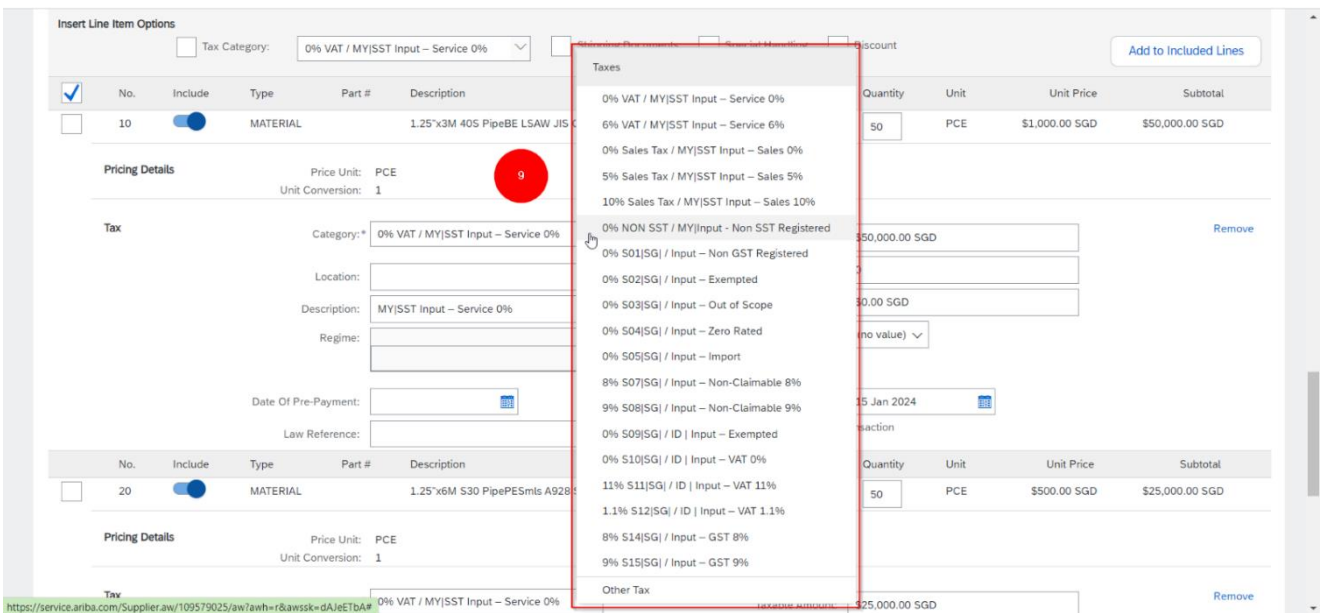| Fields	Description	R/O/C	User Action and Values
Category	The tax category. It can be VAT, SST, or GST.	R	• For Dialog Malaysia Company Choose the value of tax category: - 0% VAT / MY|SST Input – Service 0% - 6% VAT / MY|SST Input – Service 6% - 5% Sales Tax / MY|SST Input – Sales 5% - 0% Sales Tax / MY|SST Input – Sales 0% - 0% Sales Tax / MY|SST Input – Sales 10% - 0% NON SST / MY|Input - Non SST Registered • For Dialog Singapore Company Choose the value of tax category: - 0% S01|SG| / Input - Non GST Registered - 0% S02|SG| / Input - Exempted - 0% S03|SG| / Input - Out of Scope - 0% S04|SG| / Input - Zero Rated - 0% S05|SG| / Input - Import - 8% S07|SG| / Input - Non-Claimable 8% - 9% S08|SG| / Input - Non-Claimable 9% - 0% S09|SG| / ID | Input - Exempted - 0% S10|SG| / ID | Input - VAT 0% - 11% S11|SG| / ID | Input - VAT 11% - 1.1% S12|SG| / ID | Input - VAT 1.1% - 8% S14|SG| / Input - GST 8% - 9% S15|SG| / Input - GST 9% • Do not select other value that these.

*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*

10. Do step 8 to 9 for every line item.
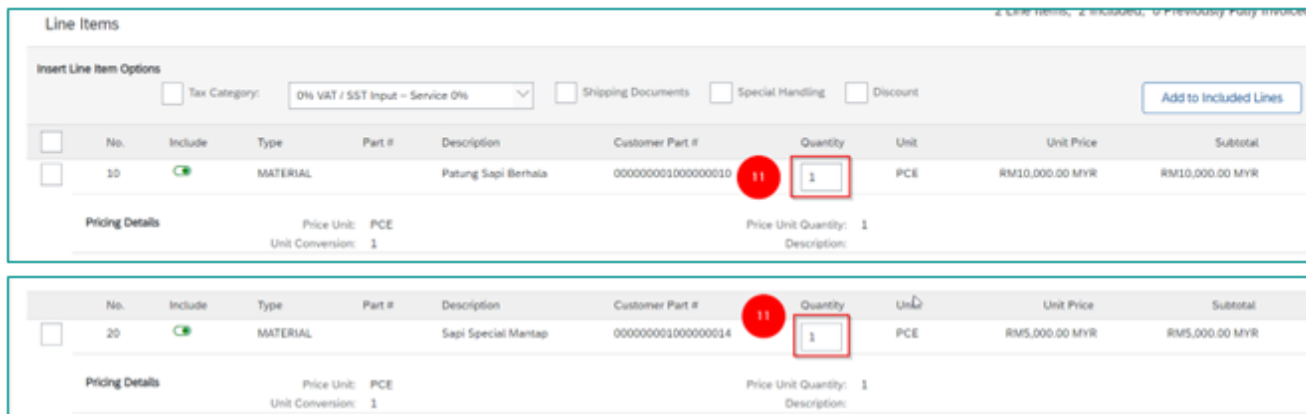
11. At the Create Invoice screen and in Line Items section, supplier can see the quantity that Dialog Group has received. Select the items to be included in the invoice by using Include indicator.

Update   Save   Exit 12   Next

12. Once completed filling in the required fields, go down on screen, Click Next button to process the next step.

Create Invoice   Previous   Save   **Submit**   Exit

13

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Malaysia. The document's destination country is:Malay...

invoice

Invoice Number: IV-4100000299	Subtotal:	RM15,000.00 MYR
Invoice Date: Thursday 16 Feb 2023 4:23 PM GMT+08:00	Total Tax:	RM1,250.00 MYR
Original Purchase Order: 4100000299	Total Gross Amount:	RM16,250.00 MYR
	Total Net Amount:	RM16,250.00 MYR
	Amount Due:	RM16,250.00 MYR

REMIT TO:

SME ELECTRIC SDN BHD

Postal Address:
Lot 1
58100 Kuala Lumpur
Selangor
Malaysia

BILL TO:

Dialog E & C Sdn Bhd

Postal Address:
Dialog Tower, No 15, Jalan PJU 7/5,
47810 Petaling Jaya
Selangor
Malaysia
Address ID: M100

Phone : +60 () 603 7717 1111
Fax : +60 () 603 7725 2910

SUPPLIER:

SME ELECTRIC SDN BHD

Postal Address:
Lot 1
58100 Kuala Lumpur
Selangor
Malaysia

BILL FROM:

SME ELECTRIC SDN BHD

CUSTOMER:

Dialog E & C Sdn Bhd

13. A summary of the invoice screen will appear. After reviewing the invoice, the supplier will need to click the Submit button to send the invoice to Dialog Group.

Purchase Order: 4100000299   Done

Create Order Confirmation ▼   Create Ship Notice   Create Invoice ▼   ⤓ 🖨 •••

Order Detail   Order History

DIALOG

From:
Customer
Dialog E & C Sdn Bhd
Dialog Tower, No 15, Jalan PJU 7/5,
47810 Petaling Jaya
Selangor
Malaysia
Phone: +60 () 603 7717 1111
Fax: +60 () 603 7725 2910

To:
SME ELECTRIC SDN BHD
Lot 1
58100 Kuala Lumpur
Selangor
Malaysia
Phone:
Fax:
Email: deepak.behl@pwc.com

Purchase Order
(Invoiced)
4100000299
Amount: RM15,000.00 MYR
Version: 1

14

Track Order

Payment Terms ⓘ
Due on Receipt

Comments
Due on Receipt

Contact Information

Routing Status: Acknowledged
External Document Type: General PO (ZGP)
Related Documents: IV-4100000299
5000000164
SN-4100000299
More(1) »

14. Invoice has been created and the Purchase Order will be in Invoiced or Partially Invoiced status for partial invoice.

5.1.4 Create and Submit Invoice with Payment Milestone for Purchase Order Materials to Dialog Group

Trigger:

After Dialog Group received goods / materials, Supplier can create invoice in SAP Ariba Network.

Business Process Description Overview
If there is an agreement that is related to Payment Milestone, Dialog will do the payment based on the milestone and Supplier can create invoice only after Supplier performs the necessary steps and before Dialog Group received the goods/materials.

Output - Results	Remarks
Invoice is submitted to Dialog Group and the PO will be in "Invoiced" or "Partially Invoiced" status.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Supplier can create Invoice by clicking the "Create Invoice" button and proceed with Standard Invoice.

2. At the <Create Invoice> screen and under the Invoice Header section, enter the following field/(s), do not input the fields that are not mentioned below:

Fields	Description	R/O/C	User Action and Values
Invoice #	Identification of Invoice Number for the Purchase Order.	R	• Enter the invoice number from your side. **The maximum character is 16 digit, please do not enter more than 16 digit.**
Invoice Date	The date of the invoice.	R	• Enter date of invoice.
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

3. You are required to attach the Delivery Note and Invoice document. This is how you attach the documents. At the <Create Invoice> screen and Invoice Header, click Add to Header, then Attachment button.

You are also required to put a comment to mark the number of the milestone of payment.

Note: Kindly put the attachment in the Header level, not Item level, otherwise the invoice can be rejected by Finance.
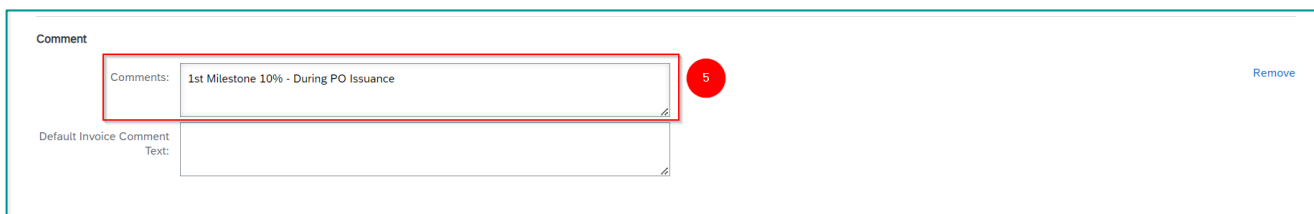
4. The section of attachments will appear. At the *<Create Invoice>* screen and Invoice Header - Attachments section, enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Attachments	Add attachments that are related to order confirmation. It can be your hard copy of documents. You are required to attach the Delivery Note and Invoice document	R	• Click Choose file • Select any file from your end • Click Add Attachment button
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

5. Put the comment as milestone. At the *<Create Invoice>* screen and Invoice Header - Comment section, enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Comments	Put the comment that related to the milestone of payment and its description or explanation	R	• Put the explanation of milestone of payment
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

6. Tick the item check box which in line with the title of the items.

7. Click **Line Item Actions ▼** button.
8. Click Tax button.

9. Click ⌄ to expand the option.

10. At the Create Invoice screen and Line Items – Tax section, you choose tax. Enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values

Category	The tax category. It can be VAT, SST, or GST.	R	• For Dialog Malaysia Company Choose the value of tax category:
			  - 0% VAT / MY|SST Input – Service 0%
			  - 6% VAT / MY|SST Input – Service 6%
			  - 5% Sales Tax / MY|SST Input – Sales 5%
			  - 0% Sales Tax / MY|SST Input – Sales 0%
			  - 0% Sales Tax / MY|SST Input – Sales 10%
			  - 0% NON SST / MY|Input - Non SST Registered
			
			• For Dialog Singapore Company Choose the value of tax category:
			  - 0% S01|SG| / Input - Non GST Registered
			  - 0% S02|SG| / Input - Exempted
			  - 0% S03|SG| / Input - Out of Scope
			  - 0% S04|SG| / Input - Zero Rated
			  - 0% S05|SG| / Input - Import
			  - 8% S07|SG| / Input - Non-Claimable 8%
			  - 9% S08|SG| / Input - Non-Claimable 9%
			  - 0% S09|SG| / ID | Input - Exempted
			  - 0% S10|SG| / ID | Input - VAT 0%
			  - 11% S11|SG| / ID | Input - VAT 11%
			  - 1.1% S12|SG| / ID | Input - VAT 1.1%
			  - 8% S14|SG| / Input - GST 8%
			  - 9% S15|SG| / Input - GST 9%

			• Do not select other value that these.

11. Do step 9 to 10 for every line item.

12. At the Create Invoice screen and in Line Items section, input the quantity of invoice the calculation result of percentage of payment milestone times the quantity in purchase order for every line item. For example:

  a.   If the percentage of payment milestone is 10% and the quantity in purchase order is 1, then 10% * 1 = 0.1
  b.   If the percentage of payment milestone is 20% and the quantity in purchase order is 4, then 20% * 4 = 0.8

  Select the items to be included in the invoice by using Include indicator.

13. Once completed filling in the required fields, go down on screen, Click Next button to process the next step.

14. A summary of the invoice screen will appear. After reviewing the invoice, the supplier will need to click the Submit button to send the invoice to Dialog Group.

15. Invoice has been created and the Purchase Order will be in Invoiced or Partially Invoiced status for partial invoice.

5.1.5 Create and Submit Invoice for Purchase Order Services to Dialog Group

Trigger:

After Dialog Group received services, supplier can create invoice in SAP Ariba Network.

Business Process Description Overview
Supplier can create invoice only after Supplier performs the necessary steps and when Dialog Group has received and approved of the services.

Output - Results	Remarks
Invoice is submitted to Dialog Group and the PO will be in "Invoiced" or "Partially Invoiced" status.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. When Purchase Order is displayed, locate the Service Sheet document as shown in the screenshot.

   Note: for invoice of service, kindly create the invoice from service sheet (follow step 1), not from purchase order to avoid any issues in the future.

2. In the Service Sheet document, Supplier can create Invoice by clicking the "Create Invoice" button.

3. At the Create Invoice screen and under the Invoice Header section, enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Invoice #	Identification of Invoice Number for the Purchase Order.	R	• Enter the invoice number from your side. **The maximum character is 16 digit, please do not enter more than 16 digit.**
Invoice Date	The date of the invoice.	R	• Enter date of invoice.
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

4. You are required to attach the Delivery Note and Invoice document. This is how you attach the documents. At the Create Invoice screen and under the Invoice Header, click "Add to Header", then click on "Attachment" button.

   Note: Kindly put the attachment in the Header level, not Item level, otherwise the invoice can be rejected by Finance.
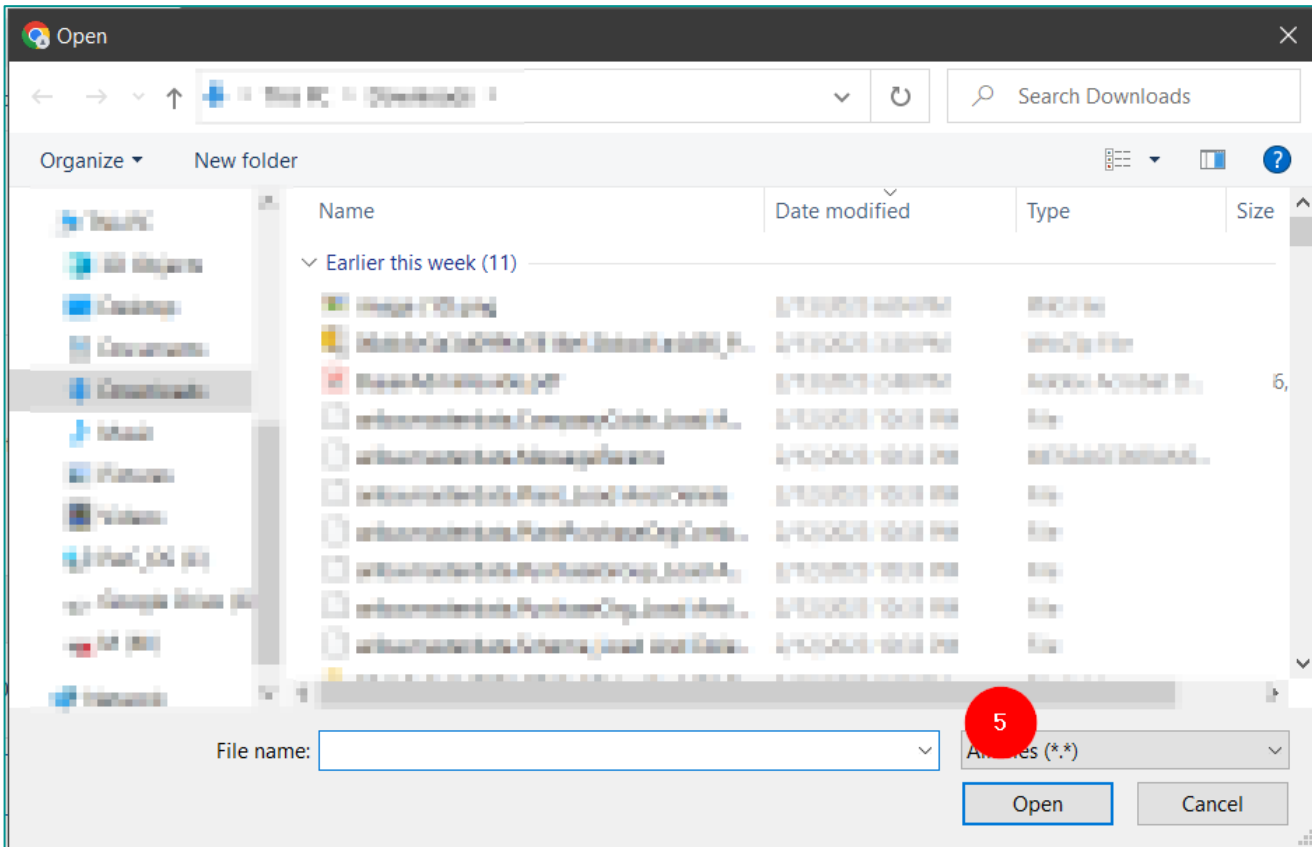
5. The section of attachments will appear. At the Create Invoice screen and under the Invoice Header - Attachments section, enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Attachments	Add attachments that are related to Order Confirmation. It can be your hard copy of the documents. You are required to attach the Delivery Note and Invoice document.	R	• Click Choose file • Select any file from your end • Click Add Attachment button
Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional			

6. Tick the item check box which in line with the title of the items.

7. Click ![Line Item Actions ▼] button.

8. Click Tax button.

9. Click ![dropdown] to expand the option.

10. At the Create Invoice screen and Line Items – Tax section, you choose tax. Enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Category	The tax category. It can be VAT, SST, or GST.	R	• For Dialog Malaysia Company Choose the value of tax category: - 0% VAT / MY|SST Input – Service 0% - 6% VAT / MY|SST Input – Service 6% - 5% Sales Tax / MY|SST Input – Sales 5% - 0% Sales Tax / MY|SST Input – Sales 0% - 0% Sales Tax / MY|SST Input – Sales 10% - 0% NON SST / MY|Input - Non SST Registered • For Dialog Singapore Company Choose the value of tax category: - 0% S01|SG| / Input - Non GST Registered - 0% S02|SG| / Input - Exempted - 0% S03|SG| / Input - Out of Scope - 0% S04|SG| / Input - Zero Rated - 0% S05|SG| / Input - Import - 8% S07|SG| / Input - Non-Claimable 8% - 9% S08|SG| / Input - Non-Claimable 9% - 0% S09|SG| / ID | Input - Exempted - 0% S10|SG| / ID | Input - VAT 0% - 11% S11|SG| / ID | Input - VAT 11% - 1.1% S12|SG| / ID | Input - VAT 1.1% - 8% S14|SG| / Input - GST 8% - 9% S15|SG| / Input - GST 9% • Do not select other value that these.

*Note: In column "R/O/C" of above table, "**R**" = Required, "**O**" = Optional, "**C**" = Conditional*

11. Do step 9 to 10 for every line item.

12. At the Create Invoice screen and in Line Items section, supplier can see the quantity of service that Dialog Group has received and approved. Select the items to be included in the invoice by using Include indicator.
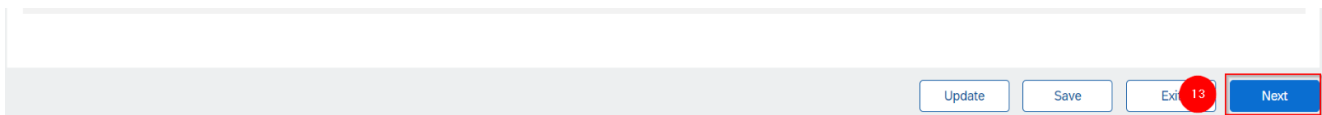
13. Once completed filling in the required fields, go down on screen, Click Next button to process the next step.
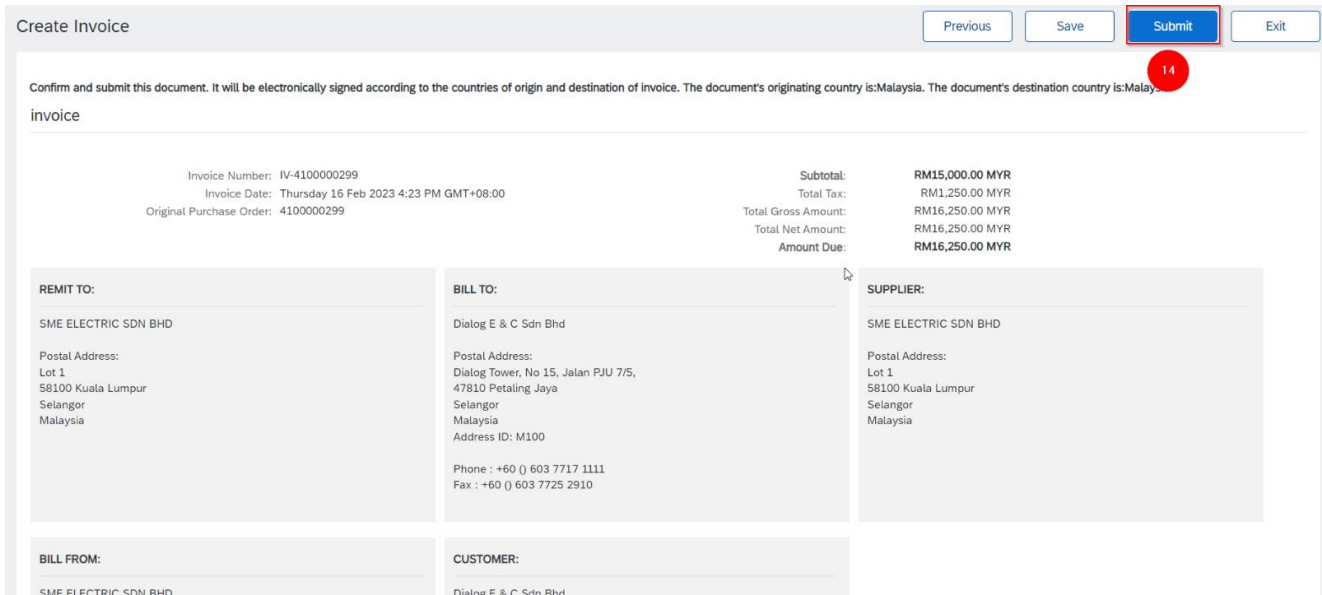
14. A summary of the invoice screen will appear. After reviewing the invoice, the supplier will need to click the Submit button to send the invoice to Dialog Group.
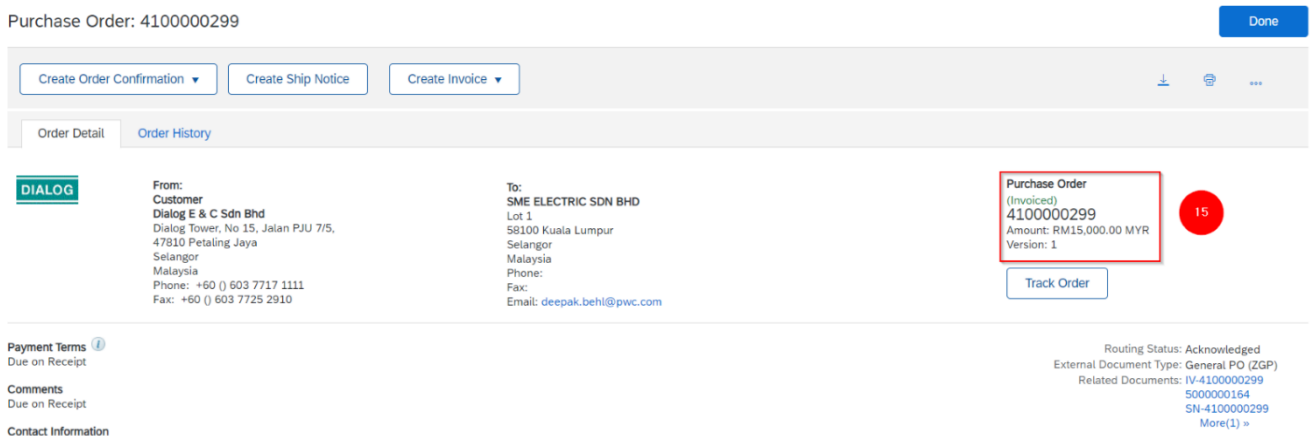
15. Invoice has been created and the Purchase Order will be in Invoiced or Partially Invoiced status for partial invoice.

5.1.6 Display Invoice

Trigger:

When the Invoice of Purchase Order (PO) or Service Sheet (SS) from Dialog Group has been created, you can display the invoice document from your side.

Business Process Description Overview
The supplier has created an Invoice of Purchase Order. The document has been saved and available to be displayed.

Output - Results	Remarks
Invoice is displayed.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Display the Purchase Order, click the invoice document available in the Related Documents section.

2. Invoice document displayed.

6 SAP Ariba DSN – Credit Memo

6.1 Lesson 6 – Create and Submit Credit Memo in SAP Ariba Network-Digital Supplier Network

Overview:

This section will cover how Suppliers can issue a credit memo After Dialog Group received the invoice, supplier can create credit memo based on invoice if required in Ariba Network.

Whenever Dialog Group returned / rejected the goods or services after supplier already submit invoice.

6.1.1 Access the link and login to SAP Ariba Network

Trigger:

Access transaction by:

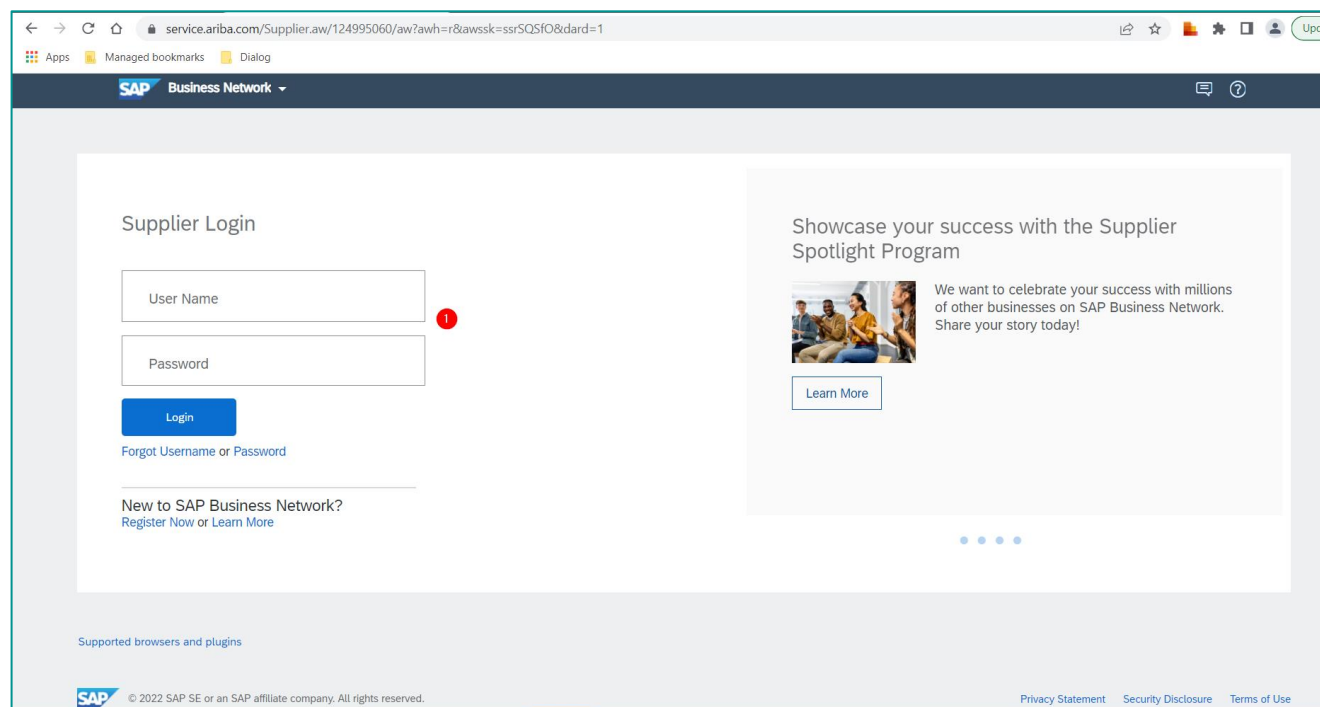There is requirement to do activity in SAP Ariba Network.

Business Process Description Overview
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed beforehand.

Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

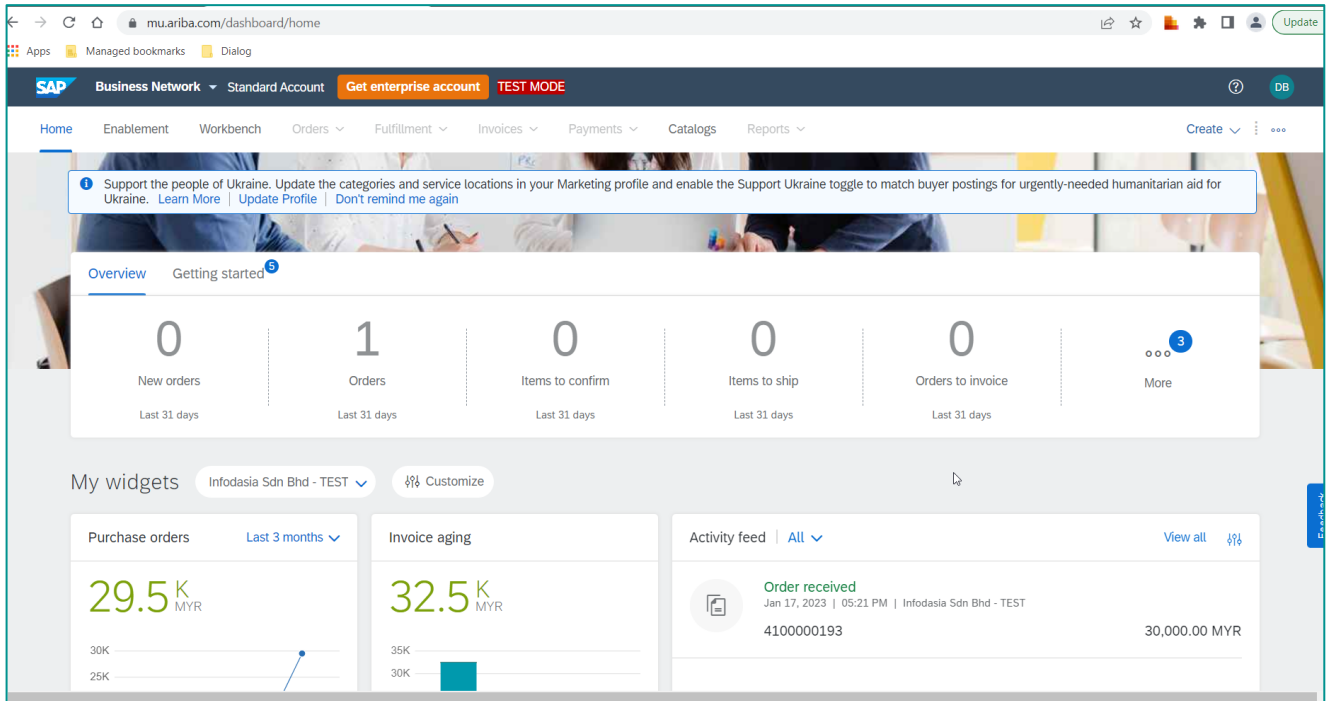1. At the SAP Ariba Network screen, enter the following:

Fields	Description	R/O/C	User Action and Values

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	• Enter the username
Password	Password of your buyer account	R	• Enter the password, then Click Login button
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional				

2. At the SAP Ariba Network home page is displayed.

6.1.2 Display Purchase Order

Trigger:

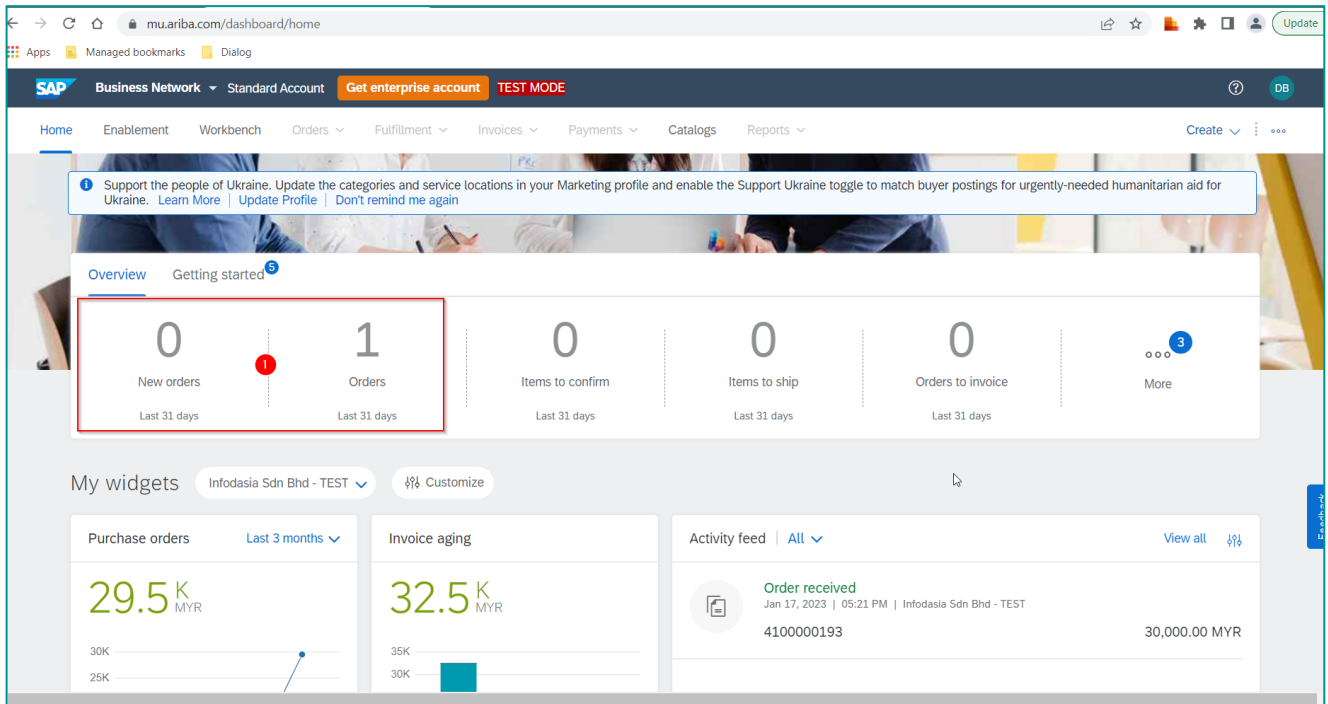When there is a requirement to display or check purchase order in SAP Ariba Network.

Business Process Description Overview
To check and display any purchase order in SAP Ariba Network.

Output - Results	Remarks
Purchase order displayed	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Click New Orders or Orders
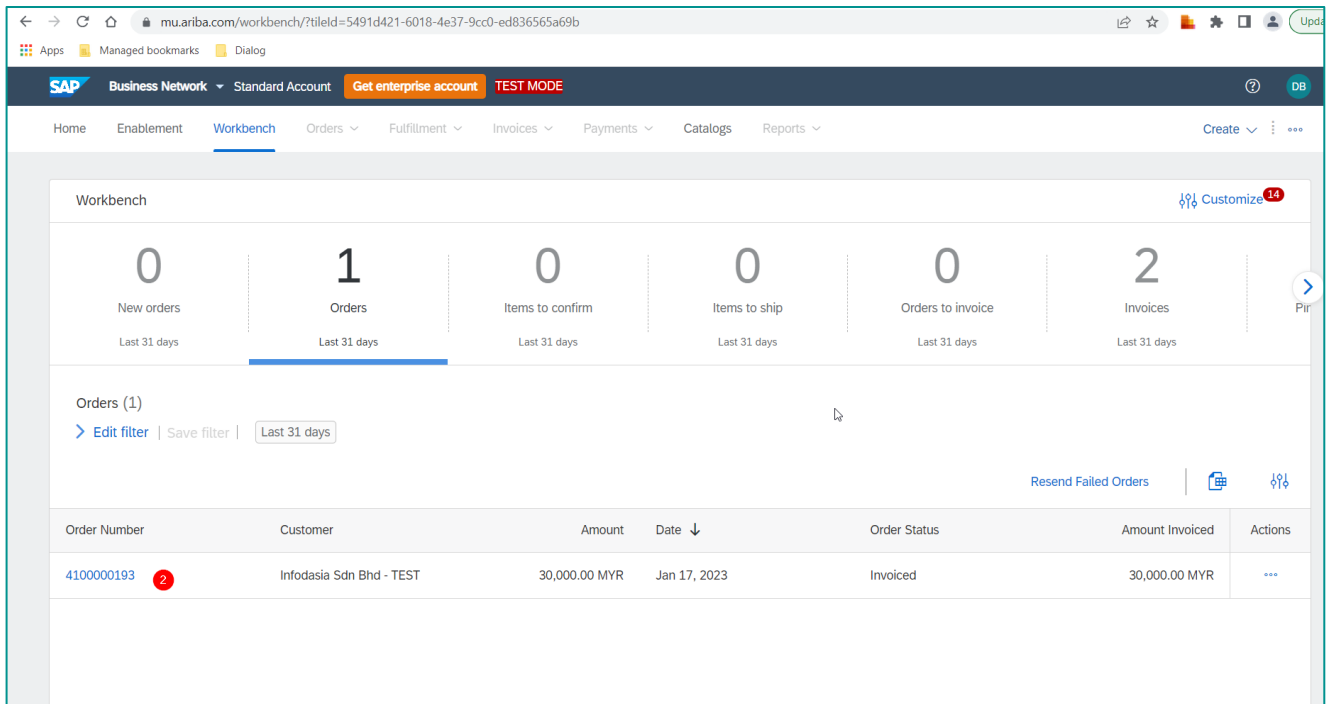
2. A list of purchase order(s) will be available, click the specific purchase order number to be displayed.
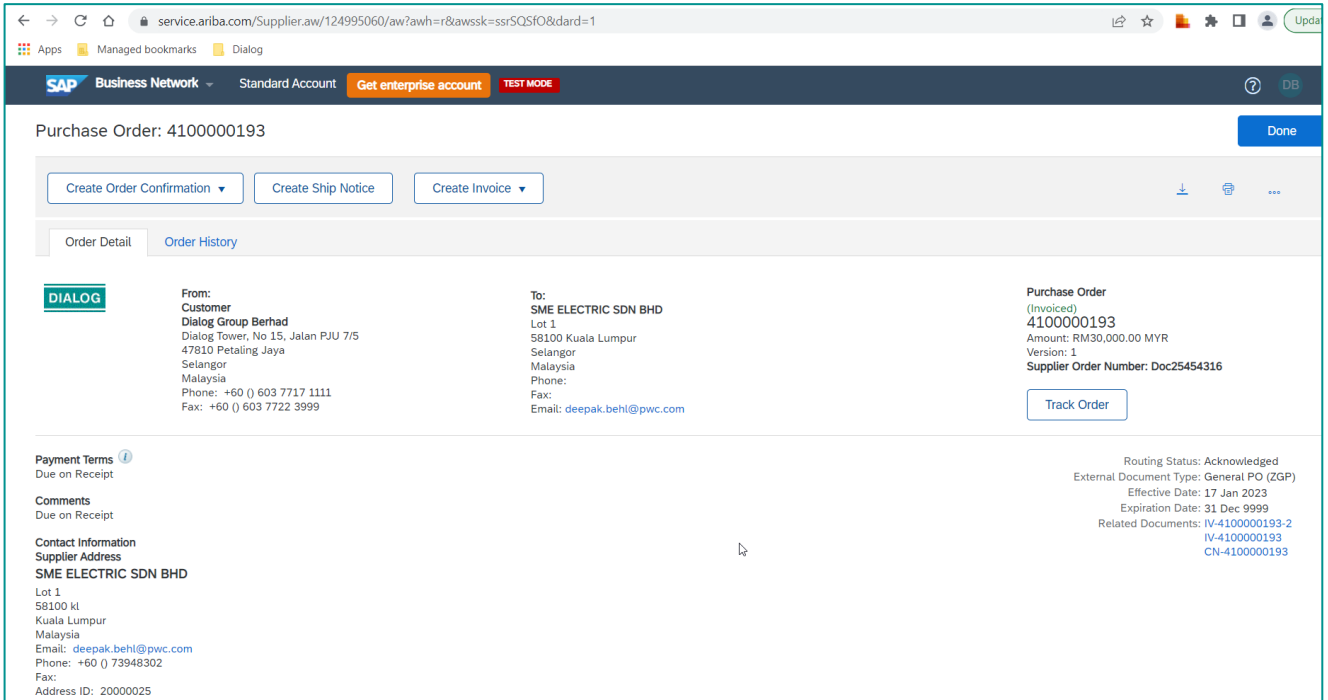
3. The purchase order is displayed.

6.1.3 Create and Submit Credit Memo to Dialog Group

Trigger:

After Dialog Group received the invoice, supplier can create credit memo based on invoice if required in Ariba Network. Whenever Dialog Group returned / rejected the goods or services after supplier already submit invoice.

Business Process Description Overview
This process is applicable when Dialog Group return the goods / services after invoice process. You should create the credit memo based on the invoice.

Output - Results	Remarks
Credit Memo is submitted to Dialog Group for approval and amend the amount needed to be paid to the supplier.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Display the Purchase Order and click on the invoice document under 'Related Documents'

2. Supplier can create Credit Memo by clicking the Create Line Item – Credit Memo button and proceed with Standard Invoice.

3. At the Create Line-item Credit Memo screen and Invoice Header section, enter the following field/(s), do not input the fields that are not mentioned below:

Fields	Description	R/O/C	User Action and Values
Credit Memo #	Identification of Invoice Number for the Purchase Order.	R	• Enter the credit memo number from your side. **The maximum character is 16 digits, please do not enter more than 16**

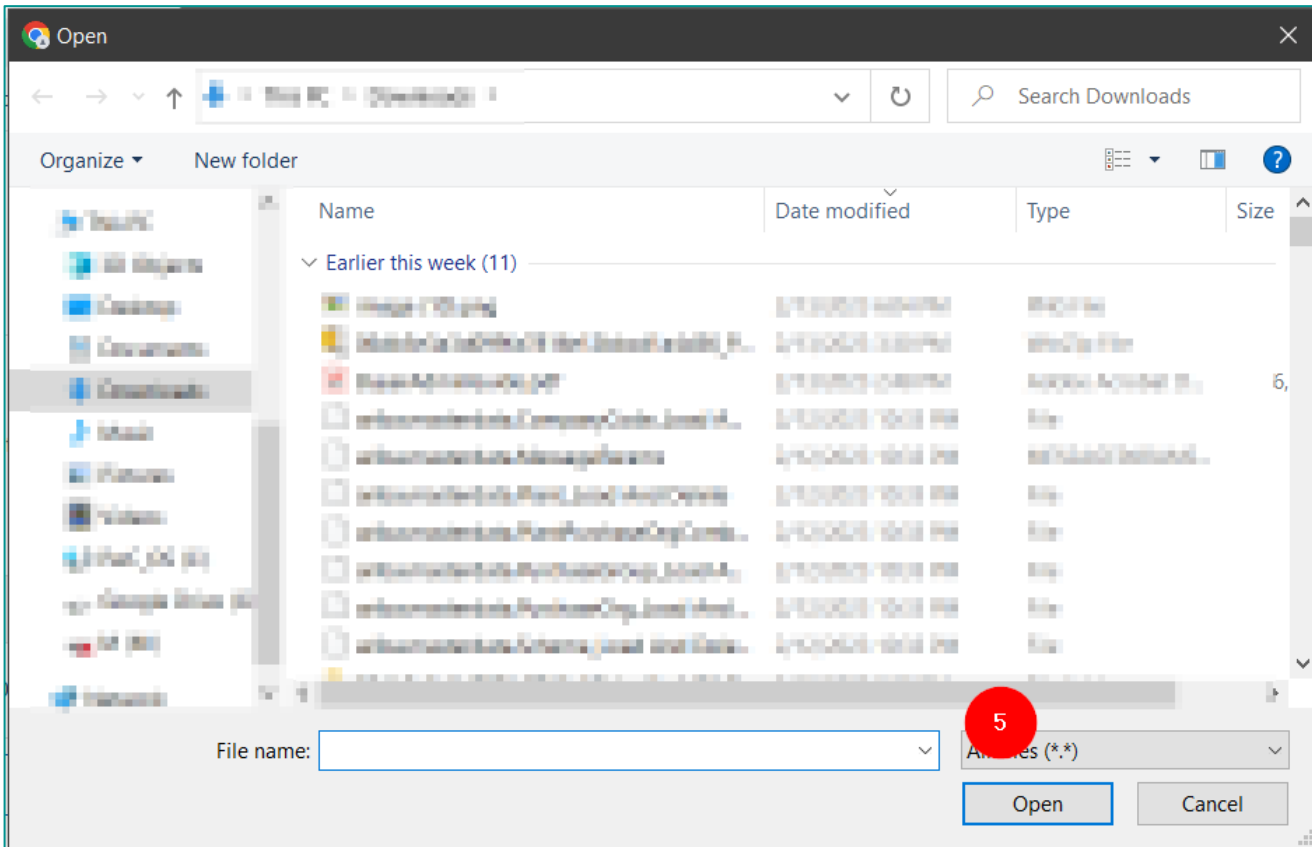| Fields	Description	R/O/C	User Action and Values
			digits.
Credit Memo Date	The date of the invoice.	R	• Enter date of credit memo.
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

4. You are required to attach the Credit Memo / Credit Note document. At the Create Line-item Credit Memo screen and Invoice Header, click Add to Header, then click on the Attachment button.

5. The section of attachments will appear. enter the following field/(s), do not input the fields that are not mentioned below:

Fields	Description	R/O/C	User Action and Values
Attachments	Attachment that related to order confirmation, it can be your hard copy of the documents. You are required to attach the Delivery Note and Invoice document	R	• Click Choose file • Select any file from your end • Click Add Attachment button
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			
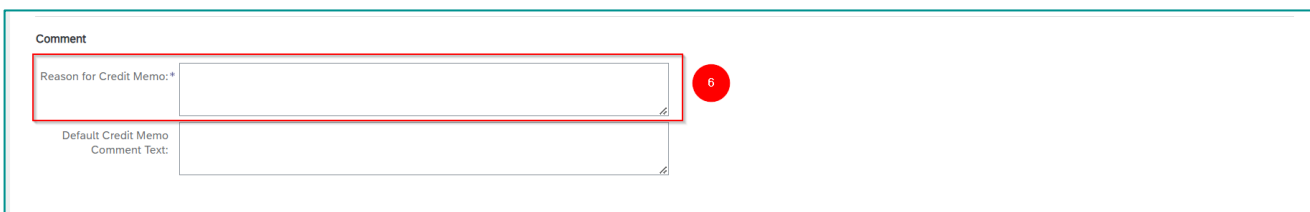
6. Input comments under 'Reason for Credit Memo' section, enter the following field/(s), do not input the fields that are not mentioned below:

Fields	Description	R/O/C	User Action and Values
Reason for Credit Memo	Put the reason for the credit memo of the invoice.	R	• Put the reason for the credit memo or credit note.
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

Line Items

Insert Line Item Options

Tax Category: ☐   0% VAT / SST Input – Service 0% ▼   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	10	●○	MATERIAL		Patung Sapi Berhala	000000001000000010	-1 ⑦	PCE	RM10,000.00 MYR	RM-10,000.00 MYR

Pricing Details   Price Unit: PCE   Price Unit Quantity: 1
Unit Conversion: 1   Description:

	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	20	●○	MATERIAL		Sapi Special Mantap	000000001000000014	-1 ⑦	PCE	RM5,000.00 MYR	RM-5,000.00 MYR

Pricing Details   Price Unit: PCE   Price Unit Quantity: 1
Unit Conversion: 1   Description:

7. At the Create Line-item Credit Memo screen and in Line Items section, Suppliers can see the quantity that Dialog Group has invoiced. Suppliers should maintain the quantity accordingly with negative value. Select the items to be included in the invoice by using Include indicator.

[Update] [Save] [Exit] ⑧ [Next]

8. Once completed filling in the required fields, go down on screen, Click Next button to process the next step.

Create Line-Item Credit Memo   [Previous] [Submit] [Save] [Exit]

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Malaysia. The docum⑨stination country is:Malaysia.

Line-Item Credit Memo

(Original Invoice No: IV-4100000314-1)

Credit Memo Number: CM-4100000314-1
Credit Note Date: Friday 17 Feb 2023 11:52 AM GMT+08:00
Original Invoice Number: IV-4100000314-1
Original Invoice Date: Friday 17 Feb 2023 11:45 AM GMT+08:00
Original Purchase Order: 4100000314

Subtotal: RM-1,000.00 MYR
Total Tax: RM-100.00 MYR
Total Gross Amount: RM-1,100.00 MYR
Total Net Amount: RM-1,100.00 MYR
Amount Due: **RM-1,100.00 MYR**

REMIT TO:

SME ELECTRIC SDN BHD

Postal Address:
Lot 1
58100 Kuala Lumpur
Selangor
Malaysia

BILL TO:

Dialog E & C Sdn Bhd

Postal Address:
Dialog Tower, No 15, Jalan PJU 7/5,
47810 Petaling Jaya
Selangor
Malaysia
Address ID: M100

Phone : +60 () 603 7717 1111
Fax : +60 () 603 7725 2910

SUPPLIER:

SME ELECTRIC SDN BHD

Postal Address:
Lot 1
58100 Kuala Lumpur
Selangor
Malaysia

BILL FROM:

SME ELECTRIC SDN BHD

CUSTOMER:

Dialog E & C Sdn Bhd

9. A summary of the credit memo screen will appear. After reviewing the credit memo, Suppliers will need to click the Submit button to send the credit memo to Dialog Group.

Purchase Order: 4100000299   [Done]

[Create Order Confirmation ▼] [Create Ship Notice] [Create Invoice ▼]   ⬇ 🖨 ⋯

Order Detail   Order History

DIALOG

From:
Customer
Dialog E & C Sdn Bhd
Dialog Tower, No 15, Jalan PJU 7/5,
47810 Petaling Jaya
Selangor
Malaysia
Phone: +60 () 603 7717 1111
Fax: +60 () 603 7725 2910

To:
SME ELECTRIC SDN BHD
Lot 1
58100 Kuala Lumpur
Selangor
Malaysia
Phone:
Fax:
Email: deepak.behl@pwc.com

⑩ Purchase Order
(Received)
4100000299
Amount: RM15,000.00 MYR
Version: 1

[Track Order]

Payment Terms ⓘ
Due on Receipt

Comments
Due on Receipt

Routing Status: Acknowledged
External Document Type: General PO (ZGP)
Related Documents: CM-4100000299
IV-4100000299
5000000164

10. The invoice has been created. The Purchase Order status will be in Received for full credit memo or Partially Invoiced for partial credit memo.

6.1.4 Display Credit Memo

Trigger:

When the Credit Memo of Invoice to Dialog Group has been created, you can display the credit memo document from your side.

Business Process Description Overview
The supplier has created a Credit Memo of Purchase Order. The document has been saved and available to be displayed.

Output - Results	Remarks
Credit memo is displayed.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

1. Display the Purchase Order, click the credit memo document under Related Documents.

2. Credit memo document is displayed.

7 SAP Ariba DSN – Supplier Contact Administrator

7.1 Lesson 7 – Create new user and grant access to other team member in SAP Ariba Network-Digital Supplier Network

Overview:

This section will cover how Supplier Contact Administrator manage the access for multiple users on supplier side. The Supplier Contact Administrator can grant access to additional user on supplier side to receive PO email notification from DIALOG.

Important Note:

If there is a change in Supplier Contact Administrator (Eg : resignation , change in admin) , the current Supplier Contact Administrator **MUST** reassign to the new user. If supplier face difficulty to update this, please raise a ticket to SAP help center.

7.1.1 Login to SAP Ariba Network and check Contact Administrator Access

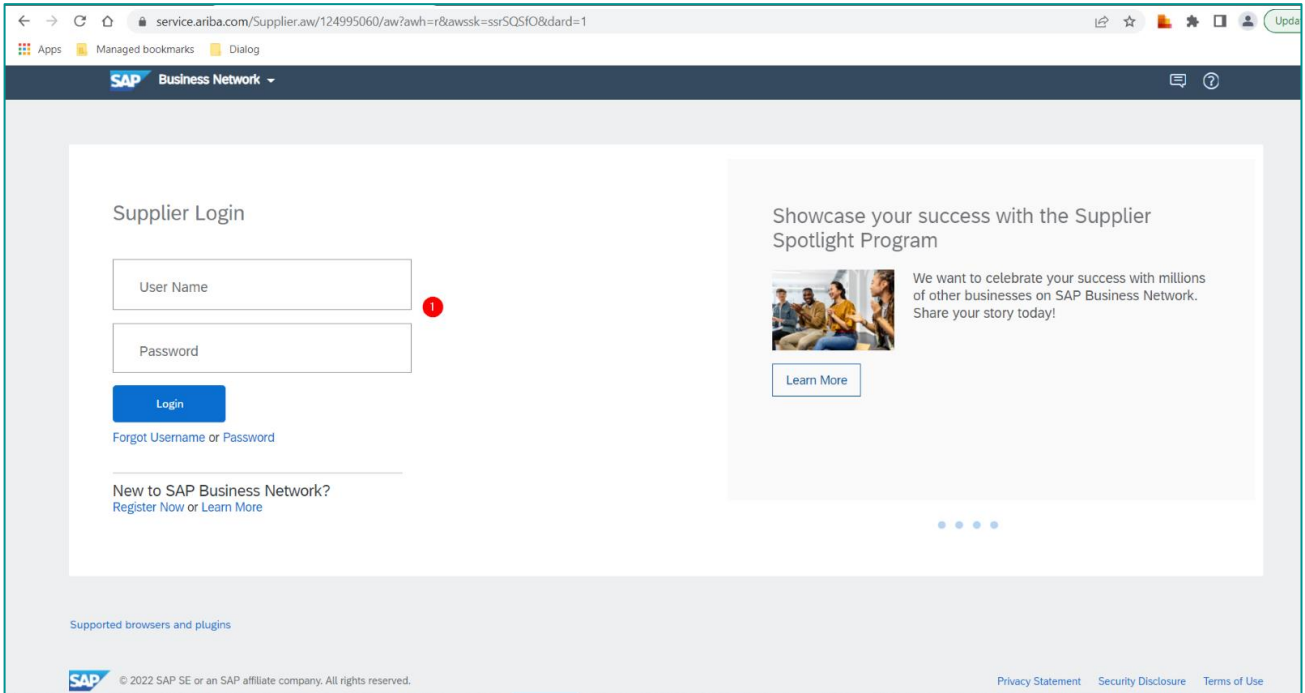| Business Process Description Overview |
|---|
| The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time.

The **account administrator** also serves as your primary point of contact if you need help **resetting your password**, **changing your permissions**, or **if you have any other questions or problems**.

Only Supplier Contact Administrator have access to create new user ID, and manage any changes. It is recommended to complete the supplier registration entirely before granting user access. |

Output - Results	Remarks
Identify Supplier Contact Administrator	N/A

Procedural Steps:

Access transaction by:
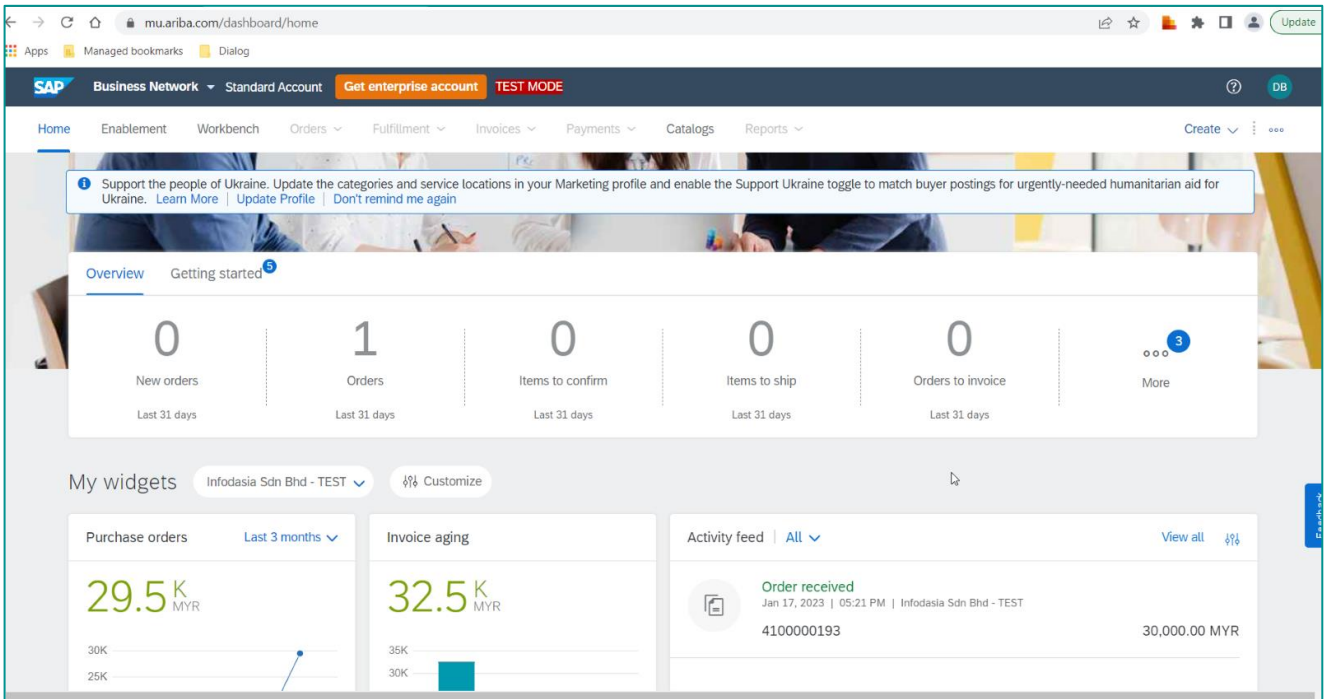
| Link	https://service.ariba.com/Supplier.aw/

1. At the SAP Ariba Network screen, enter the following:

| Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	• Enter the username
Password	Password of your buyer account	R	• Enter the password, then Click Login button
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

2.   At the SAP Ariba Network home page is display.

3. Go to right corner, click on the Account setting icon. Select Contact Administrator.
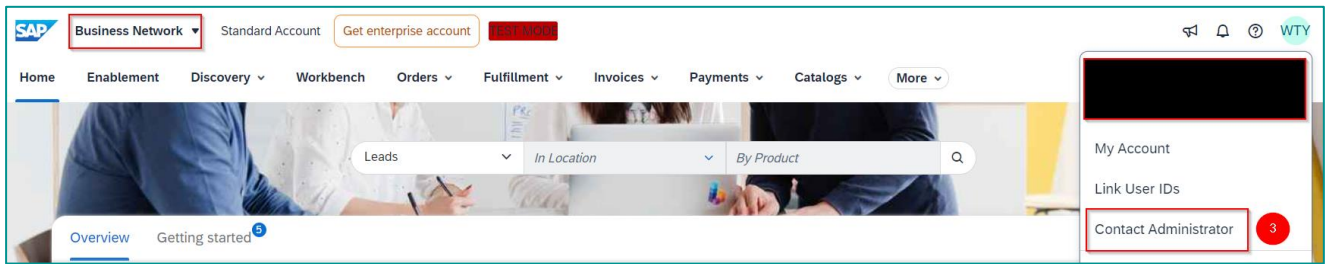
4. Check the email address list out, it is the contact administrator account email address.
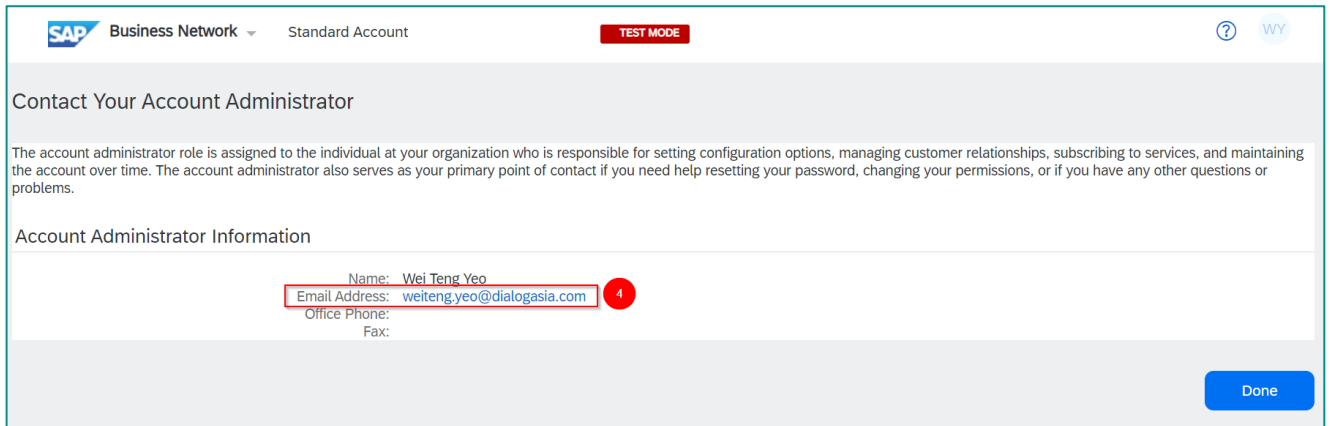
7.1.2 Create new user and grant access to receive PO email notification and view PO in Ariba Network

Trigger:

When other team member wish to receive purchase order email notification in SAP Ariba Network.

Business Process Description Overview
To create and grant access to team member in SAP Ariba Network.

Output - Results	Remarks
1. New User ID under same company account created. 2. New user ID able to receive PO email notification.	N/A

Procedural Steps:

Access transaction by:

Link	https://service.ariba.com/Supplier.aw/

DIALOG

1. Go to right corner, click on Settings > User.
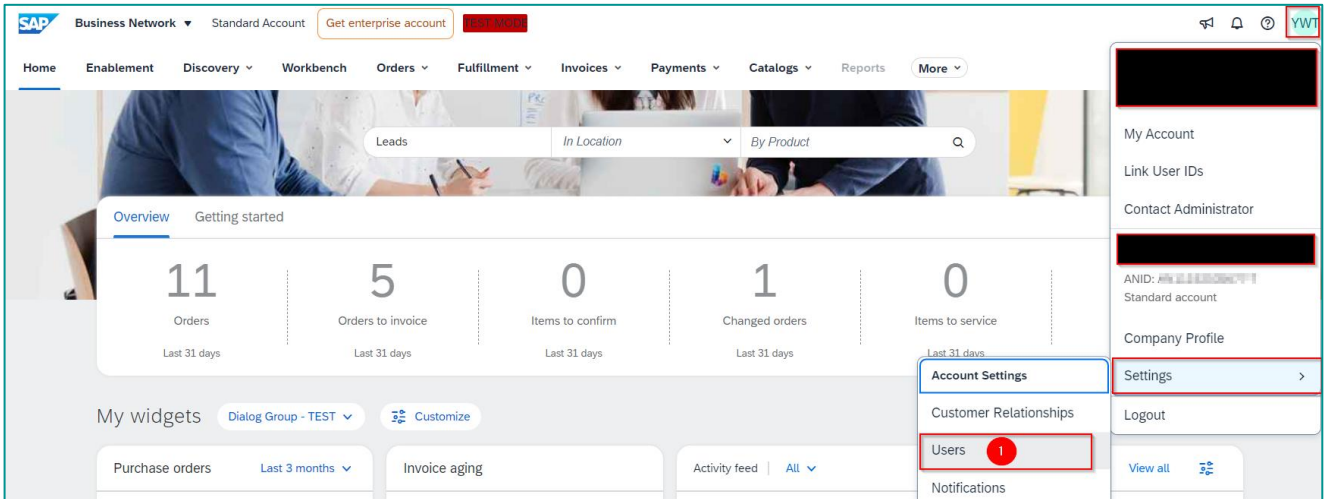
2. Under Users tab, navigate to Manage Users.
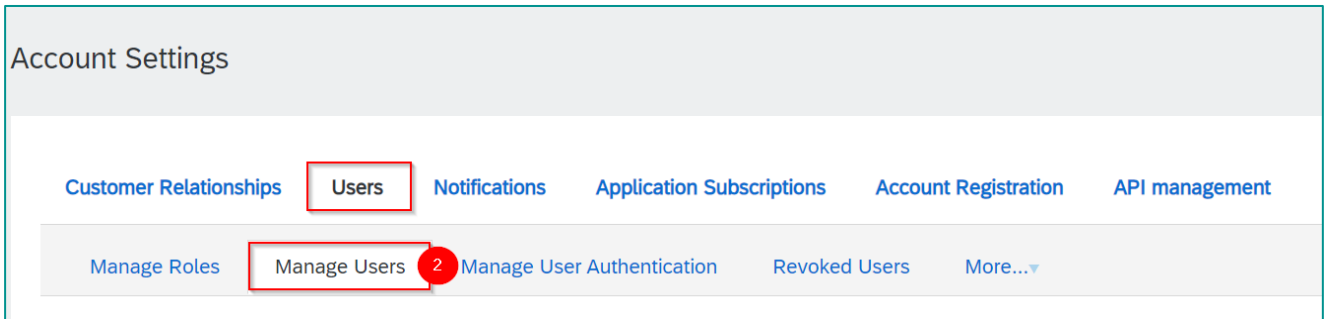
3. Before creating new user ID, Supplier Contact Administrator to check whether the team member currently has Ariba user ID:

Step 1 & 2: Select Email Address.
Step 3: Key in email address of the new user that wish to provide access to.
Step 4: Click "+" and click "Apply" button
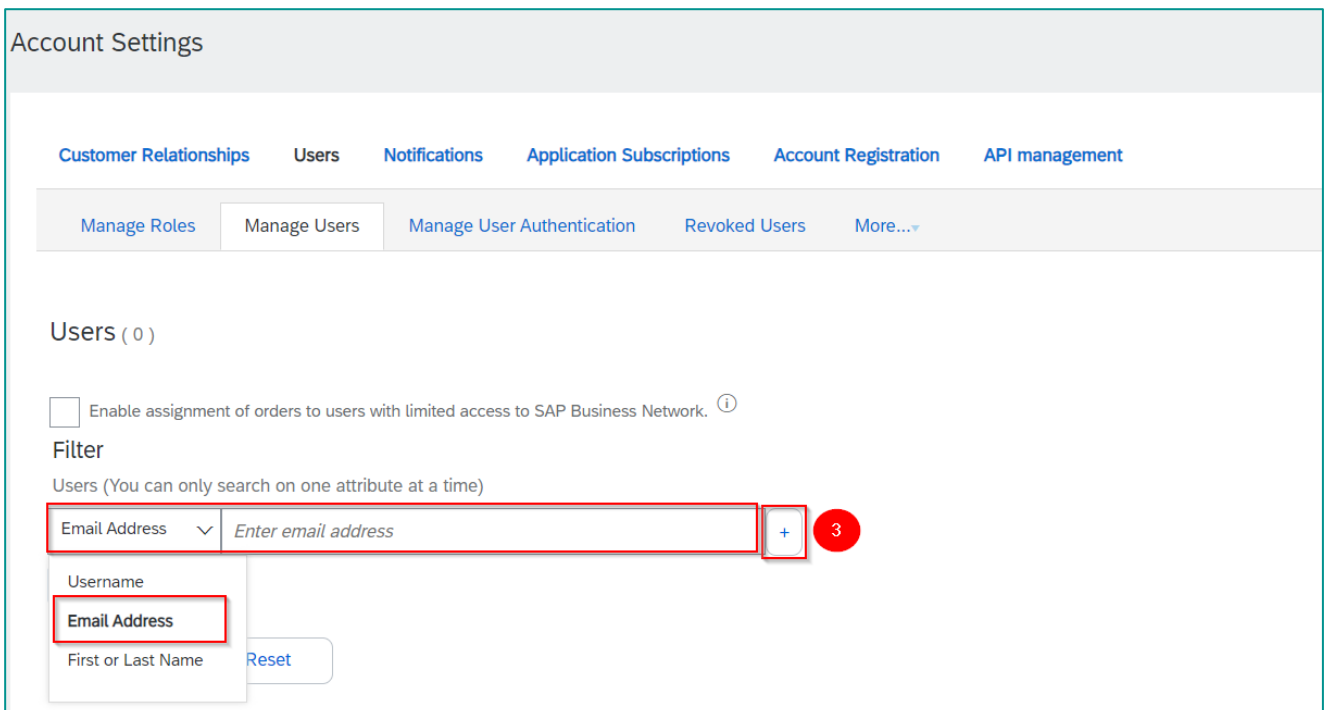
4. If the user ID does not exist, then create new user ID by clicking on "+".

5. Key in the mandatory information:

Fields	Description	R/O/C	User Action and Values
Username	User ID used to login to Ariba account.	R	• Enter the email address from your side. **Must have the form of an email address.**
Email Address	Email address of new user	R	• Enter new user email address.
First Name	New user first name	R	• Enter new user first name
Last Name	New user last name	R	• Enter new user last name
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional			

6. Click on "Create Role" button to create new role for new user. (*You can also select existing role in the drop down if available.*)

7. You are required to create new role with the required permission shown in the image above.

    Note : if you are unable to see the list of permission above, please ensure that you complete the supplier account register questionnaire.

Fields	Description	R/O/C	User Action and Values
Role name	Role name for new created role.	R	• Enter the new role name. **The maximum character is 50 digits, please do not enter more than 50 digits.**

8. Once the new role is created, select the particular role created and click "Done".

9. New sub-user will receive email notification for temporary password and ask to login using temporary password.

Your password on the SAP Business Network

Your temporary password

Dear Testin Yao,

This message contains important information about your new user account related to your company's SAP Business Network account(AN11192535677-T).

Your temporary password:

m89O(m%J

For security reasons, your username has been sent in a separate email, which also includes instructions to log into your new SAP Business Network account.

If you have any questions, contact your Account Administrator:
Yeo Wei Teng
weiteng.yeo@dialogasia.com

Sincerely,
SAP Business Network team

If you do not want to receive future notifications, update the email address for your account or discuss this with your company's SAP Business Network account administrator.

Your User ID on the SAP Business Network.

Important: your sub-user username

Dear Testin Yao,

You have been enabled to access your company's SAP Business Network account(ANID:AN11192535677-T) with the following username:

testingacc_1@dialogasia.com

Important note:

- Please keep your username confidential.
- Your temporary password has been sent via a separate email.

Please click on "Log in" to access your user account using your username and temporary password:

Log in

Sincerely,
SAP Business Network team

If you do not want to receive future notifications, update the email address for your account or discuss this with your company's SAP Business Network account administrator.

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10. After new sub-user ID has been created, will be auto added to the list. Click "Save" button to save all the changes for user settings.