



**DIALOG**

**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

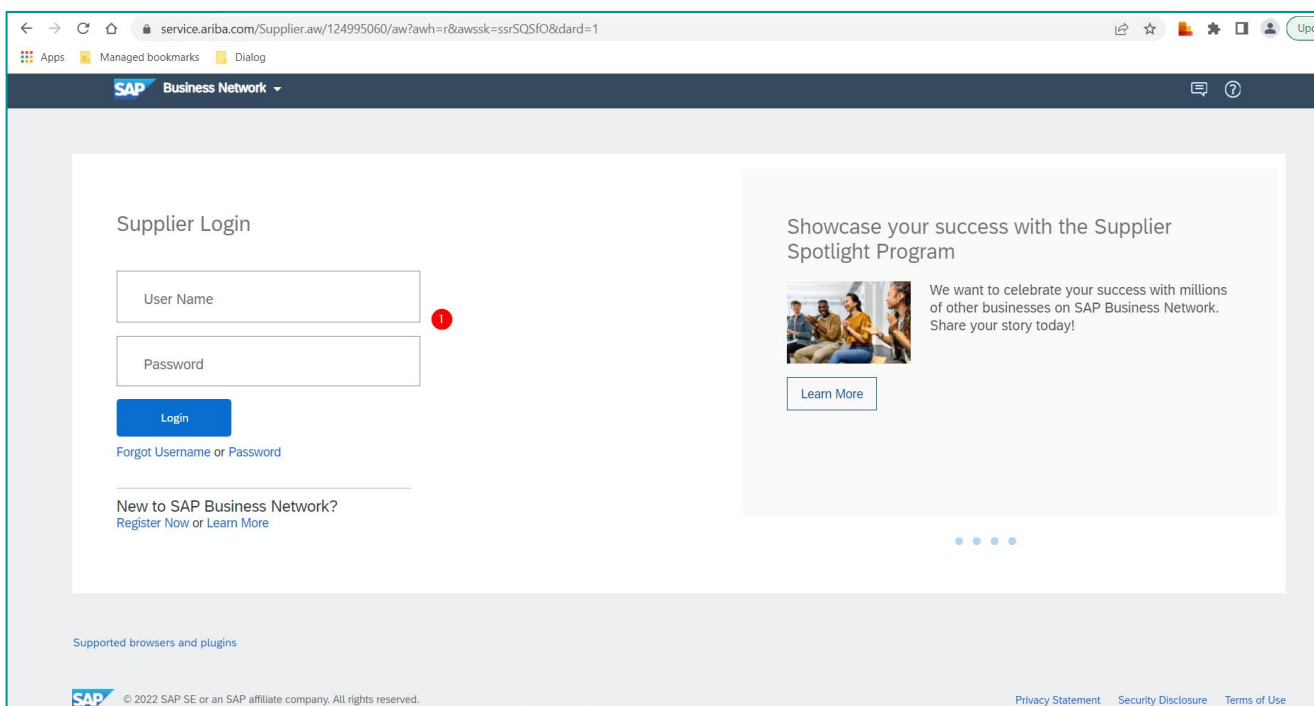
Business Process Description Overview	
To check and display any purchase order, the user should log in to SAP Ariba Network. The registration process must be completed beforehand.	

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

#### Procedural Steps:

Access transaction by:

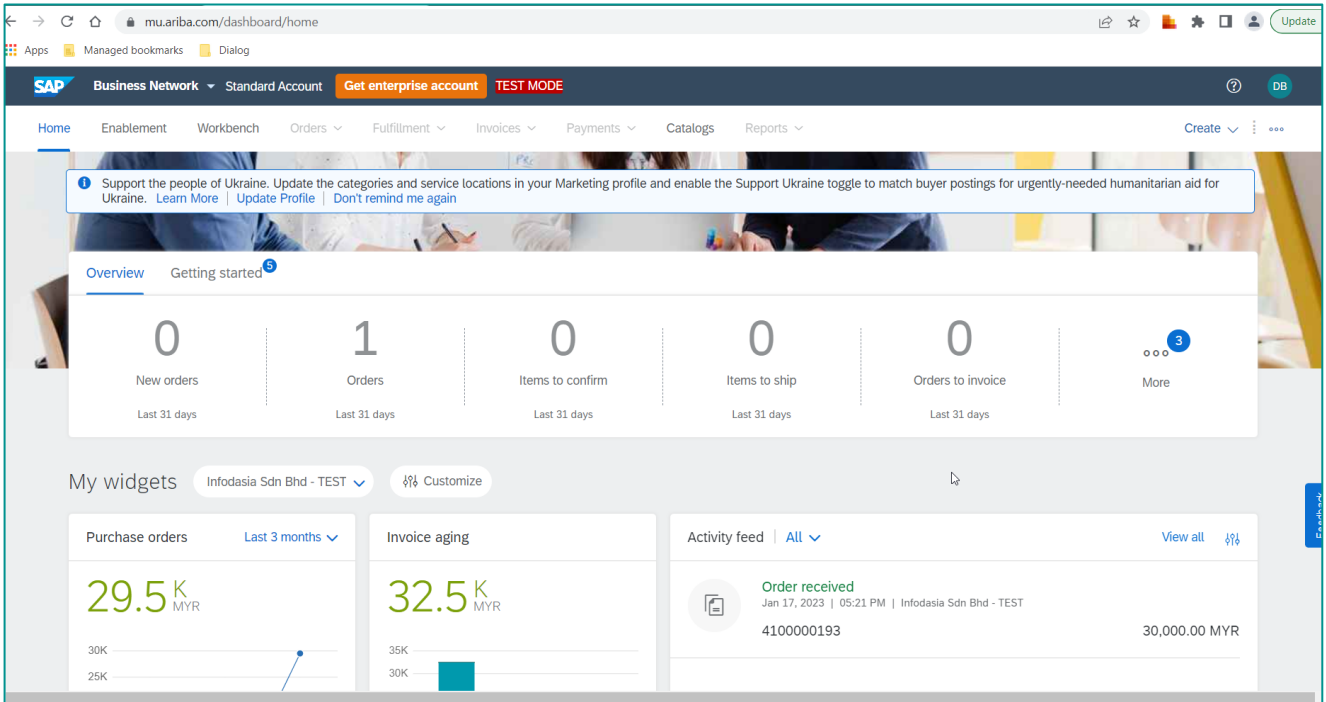
Link
<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>



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	<ul style="list-style-type: none"> <li>Enter the username</li> </ul>
Password	Password of your buyer account	R	<ul style="list-style-type: none"> <li>Enter the password, then Click Login button</li> </ul>

*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.

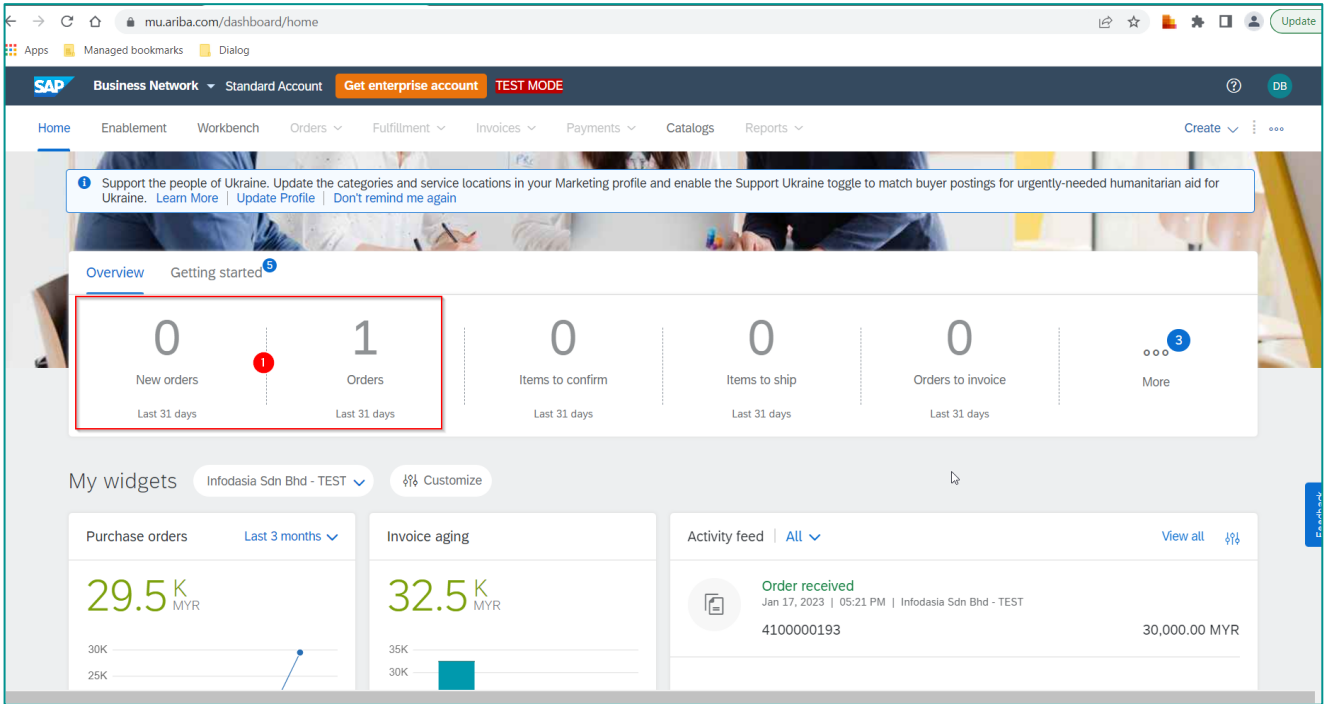
Business Process Description Overview	
To check and display any purchase order in SAP Ariba Network.	

Output - Results	Remarks
Purchase order displayed	N/A

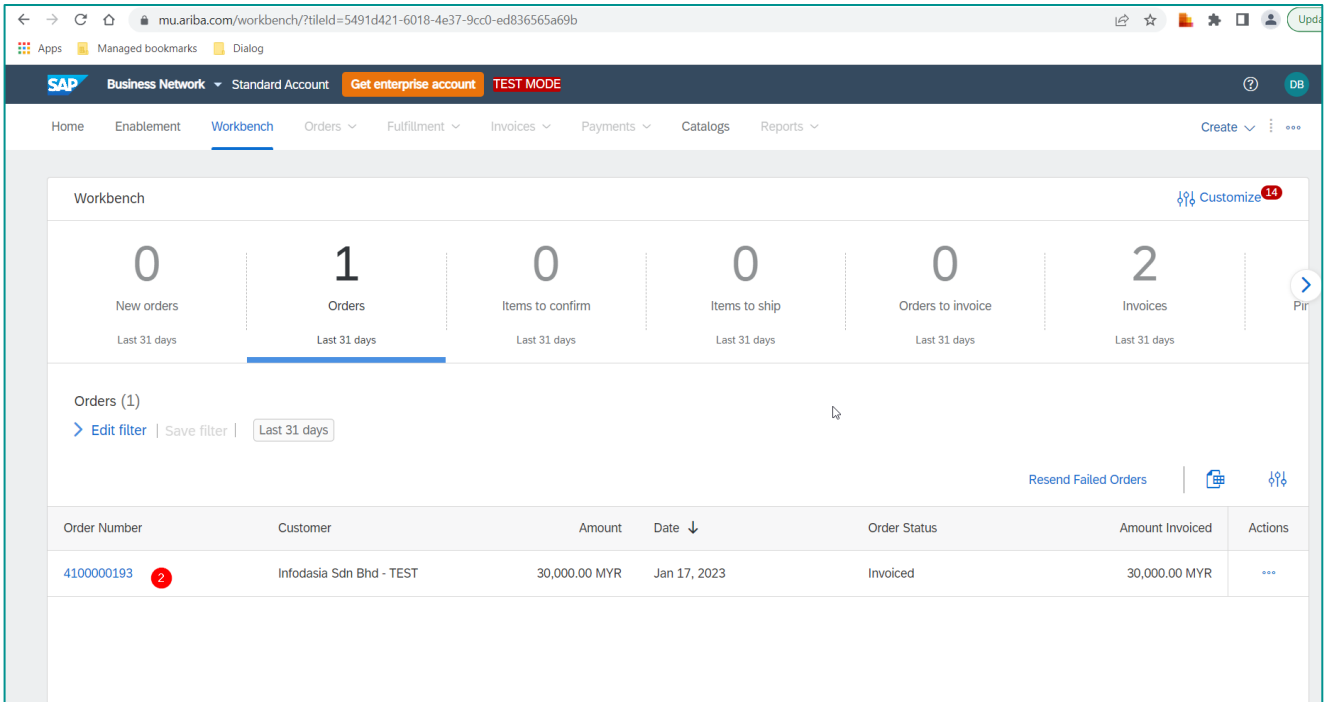
**Procedural Steps:**

Access transaction by:

Link
<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>



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.

The screenshot displays the SAP Business Network interface for a Purchase Order. The browser address bar shows the URL: `service.ariba.com/Supplier.aw/124995060/aw?awh=&awssk=ssrSQSfO&dard=1`. The SAP Business Network header includes the logo, account type (Standard Account), and a 'TEST MODE' indicator. The main content area shows the Purchase Order number 410000193 and provides options to 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below this, there are tabs for 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, displaying the following information:

<p><b>DIALOG</b></p> <p><b>From:</b> Customer Dialog Group Berhad Dialog Tower, No 15, Jalan PJU 7/5 47810 Petaling Jaya Selangor Malaysia Phone: +60 () 603 7717 1111 Fax: +60 () 603 7722 3999</p>	<p><b>To:</b> SME ELECTRIC SDN BHD Lot 1 58100 Kuala Lumpur Selangor Malaysia Phone: Fax: Email: <a href="mailto:deepak.behl@pwc.com">deepak.behl@pwc.com</a></p>	<p><b>Purchase Order</b> (Invoiced) <b>410000193</b> Amount: RM30,000.00 MYR Version: 1 <b>Supplier Order Number: Doc25454316</b></p> <p><a href="#">Track Order</a></p>
--	---	--

Additional details on the right side of the page include:

- Routing Status: Acknowledged
- External Document Type: General PO (ZGP)
- Effective Date: 17 Jan 2023
- Expiration Date: 31 Dec 9999
- Related Documents: IV-410000193-2, IV-410000193, CN-410000193

On the left side, there are sections for 'Payment Terms' (Due on Receipt), 'Comments' (Due on Receipt), and 'Contact Information' (Supplier Address for SME ELECTRIC SDN BHD).

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.	

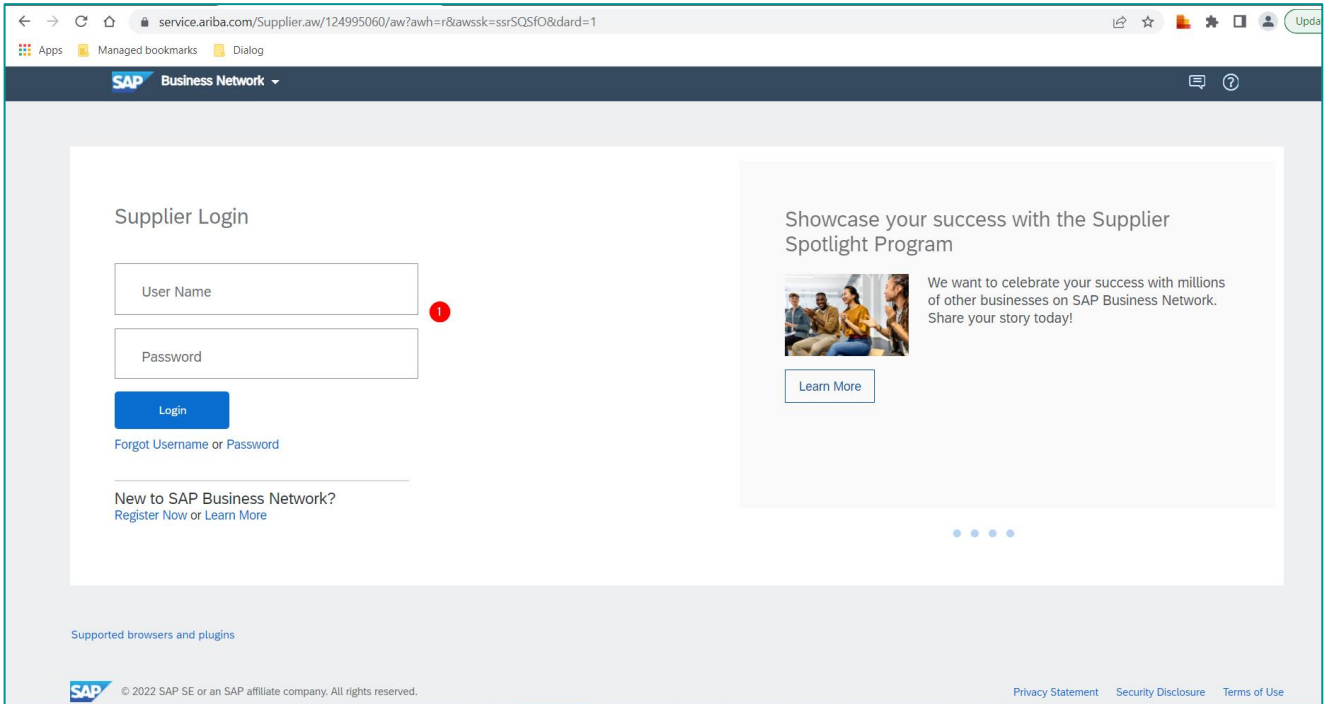
Output - Results	Remarks
Login to SAP Ariba Network	N/A

#### Procedural Steps:

Access transaction by:

Link
<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>

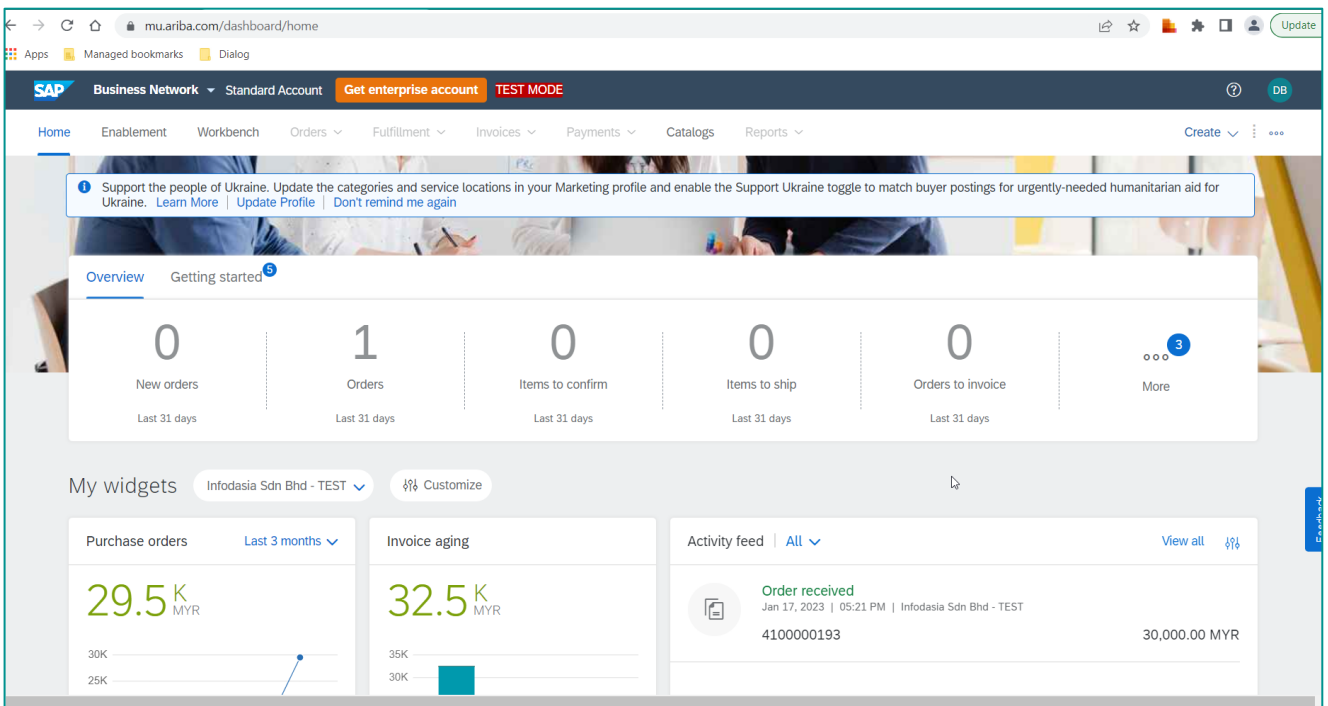




1. At the SAP Ariba Network login screen, enter the following:

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	<ul style="list-style-type: none"> <li>Enter the username</li> </ul>
Password	Password of your buyer account	R	<ul style="list-style-type: none"> <li>Enter the password, then click Login button</li> </ul>

*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.

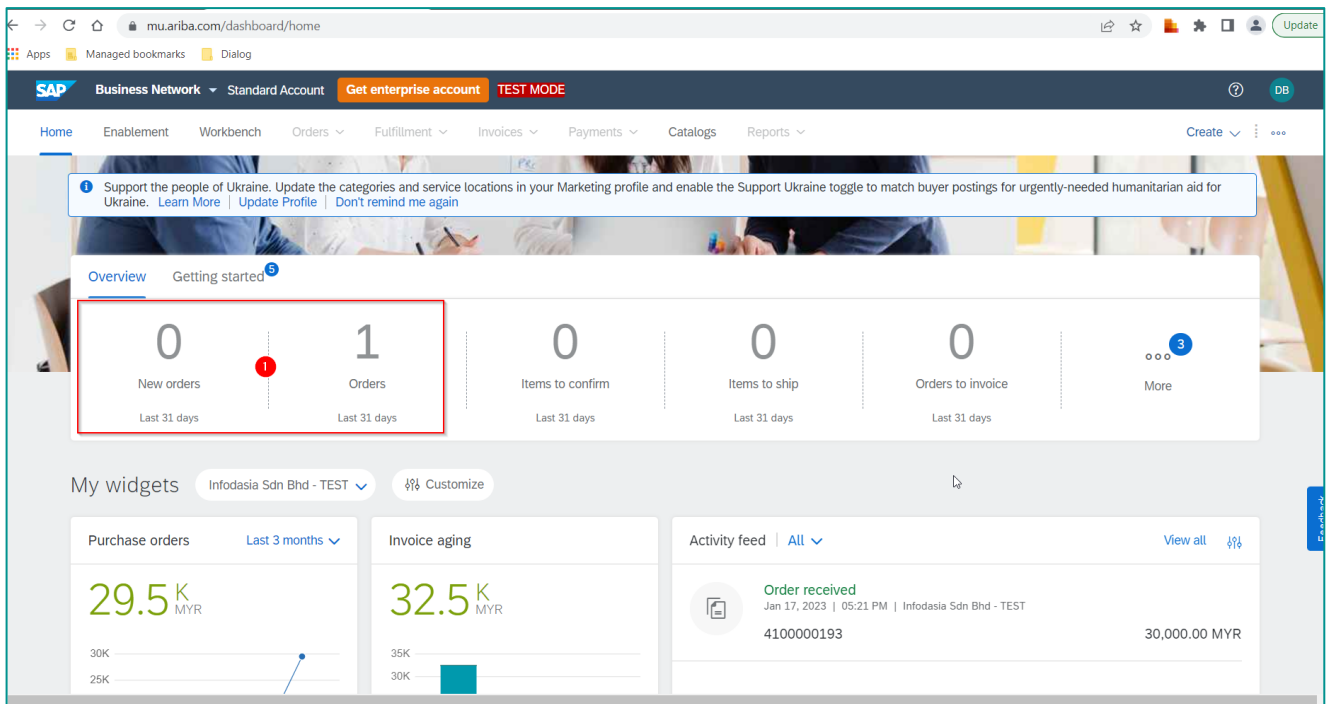
Business Process Description Overview	
To check and display any purchase order in SAP Ariba Network.	

Output - Results	Remarks
Purchase order displayed	N/A

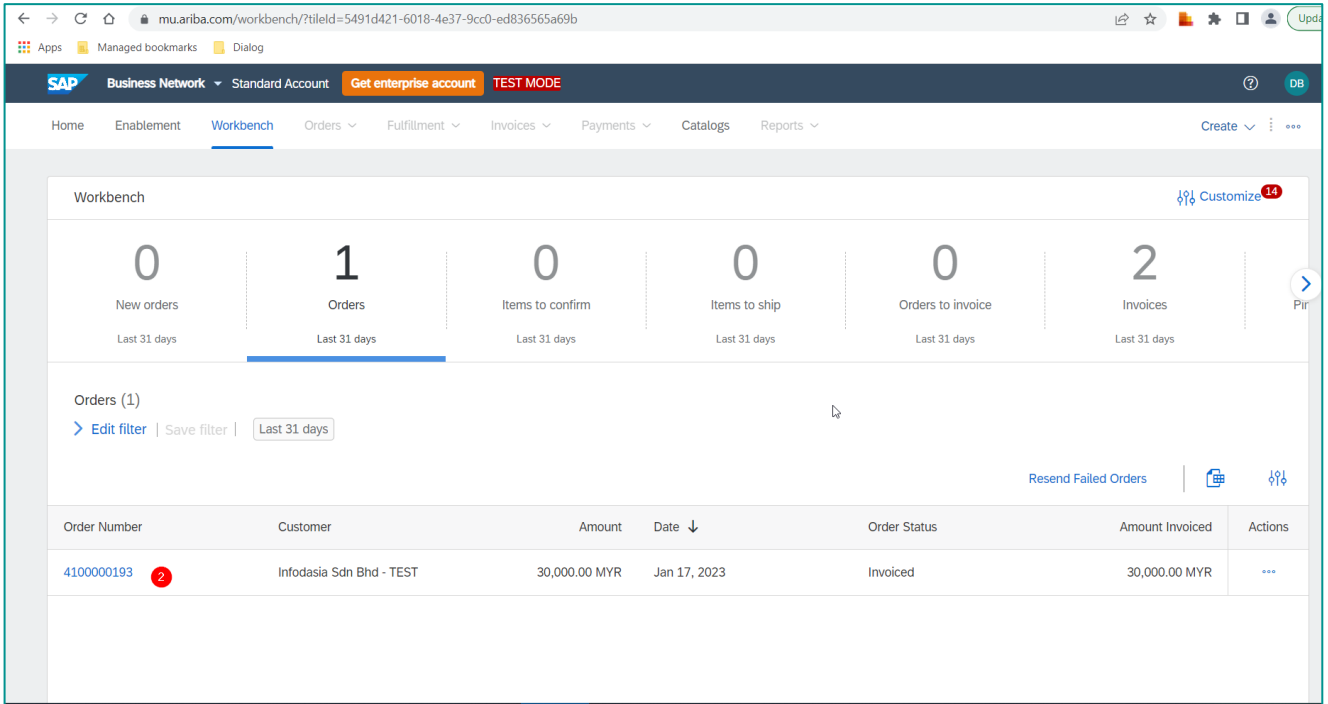
### Procedural Steps:

Access transaction by:

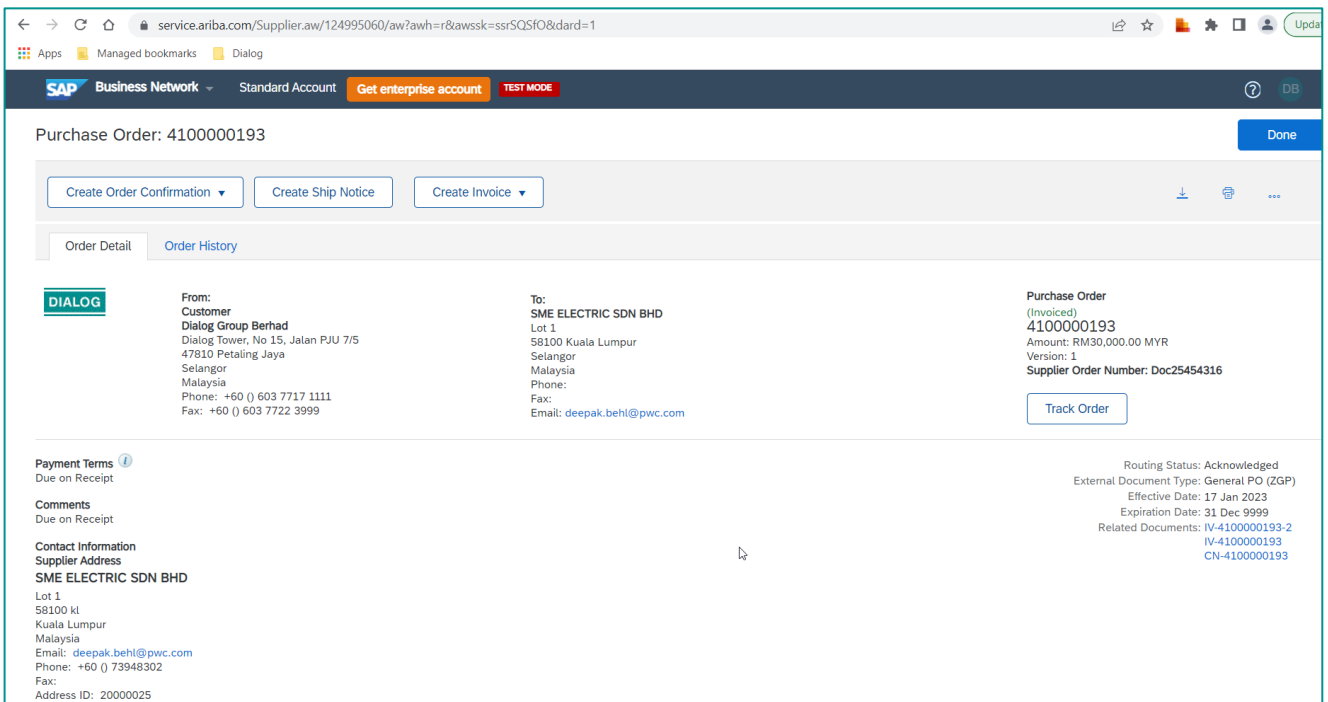
<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
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1. Click on “New Orders” or “Orders”.



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.

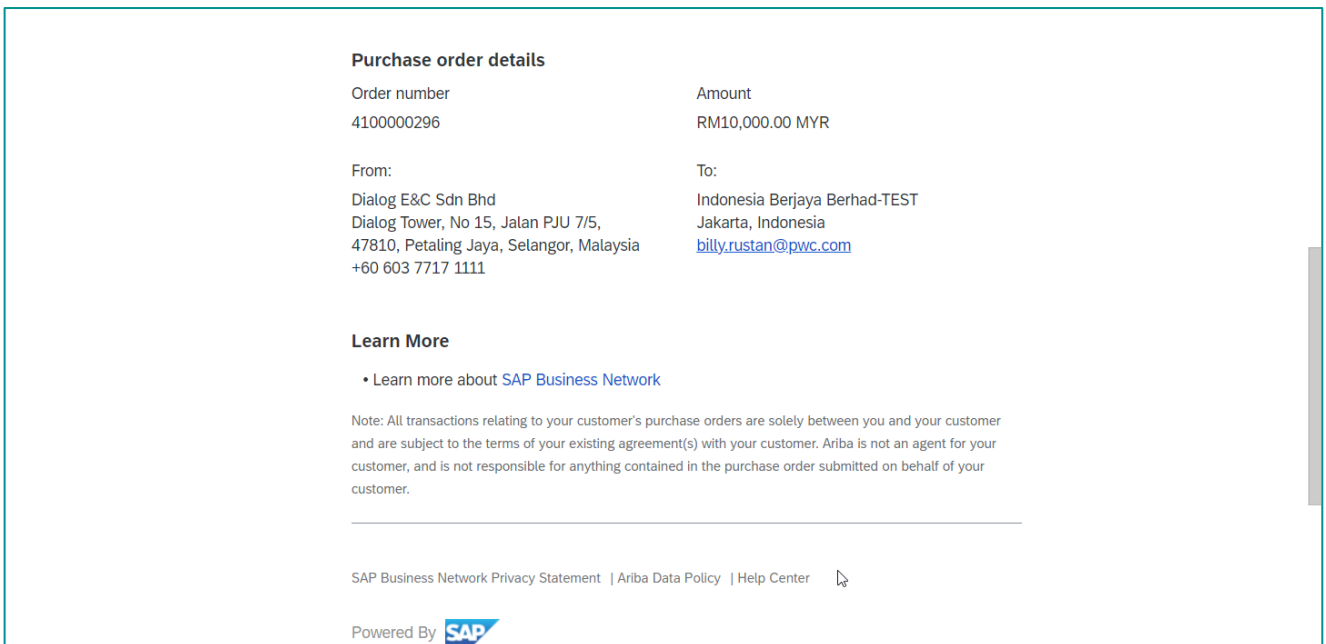
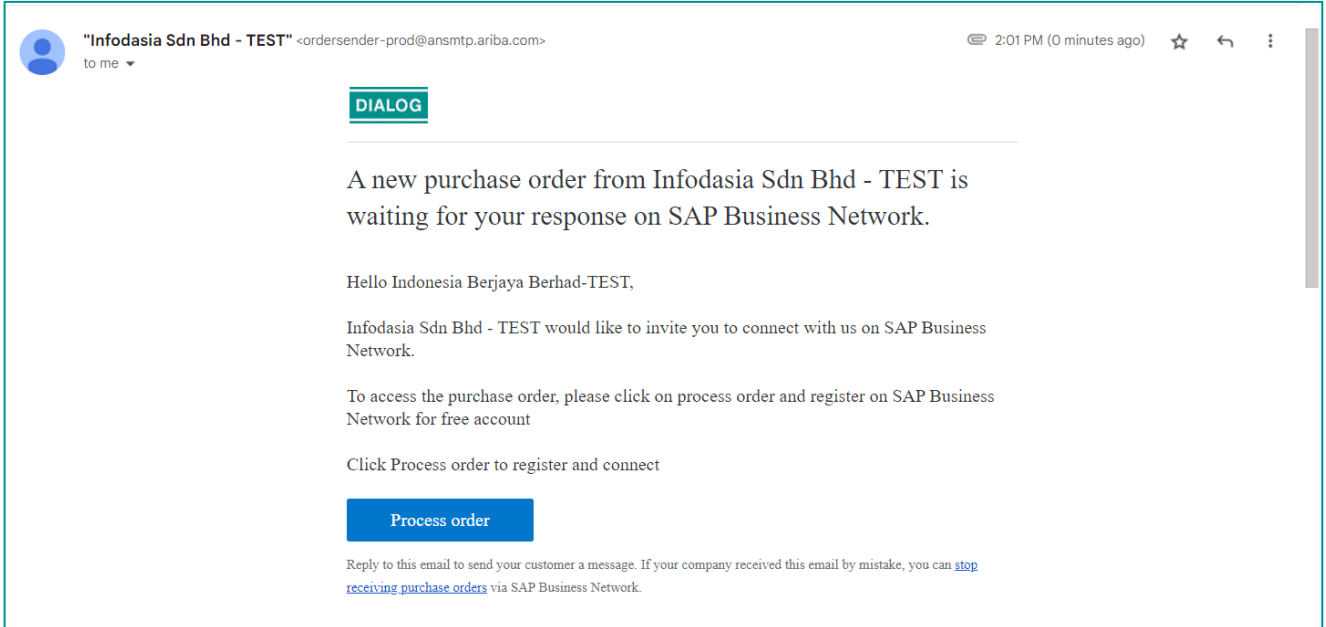


3. After clicking on the Purchase Order number, the Purchase Order is displayed.

## 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

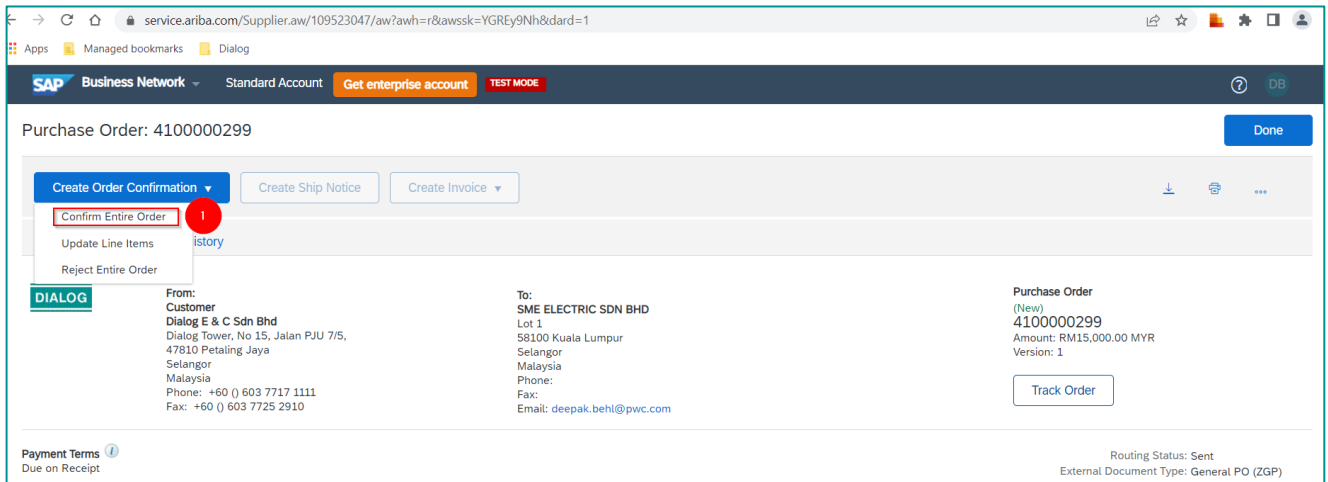
Supplier will create an Order Confirmation after they receive the Purchase Order (PO) from Dialog Group through email notification or SAP Ariba Supplier Network.

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

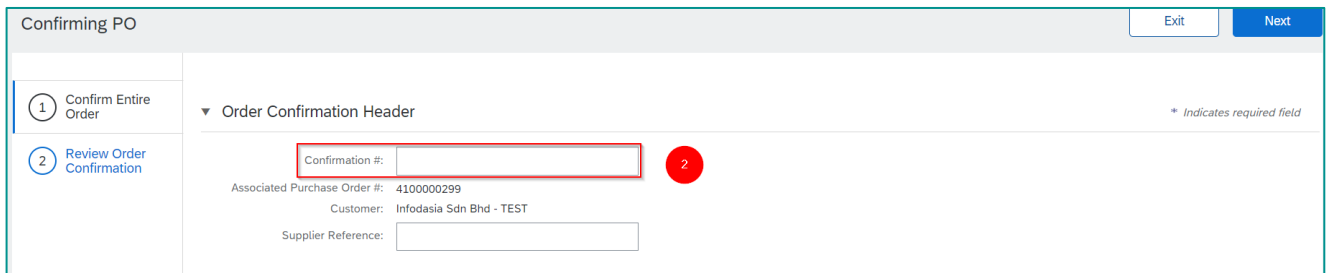
## Procedural Steps:

Access transaction by:

<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
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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:

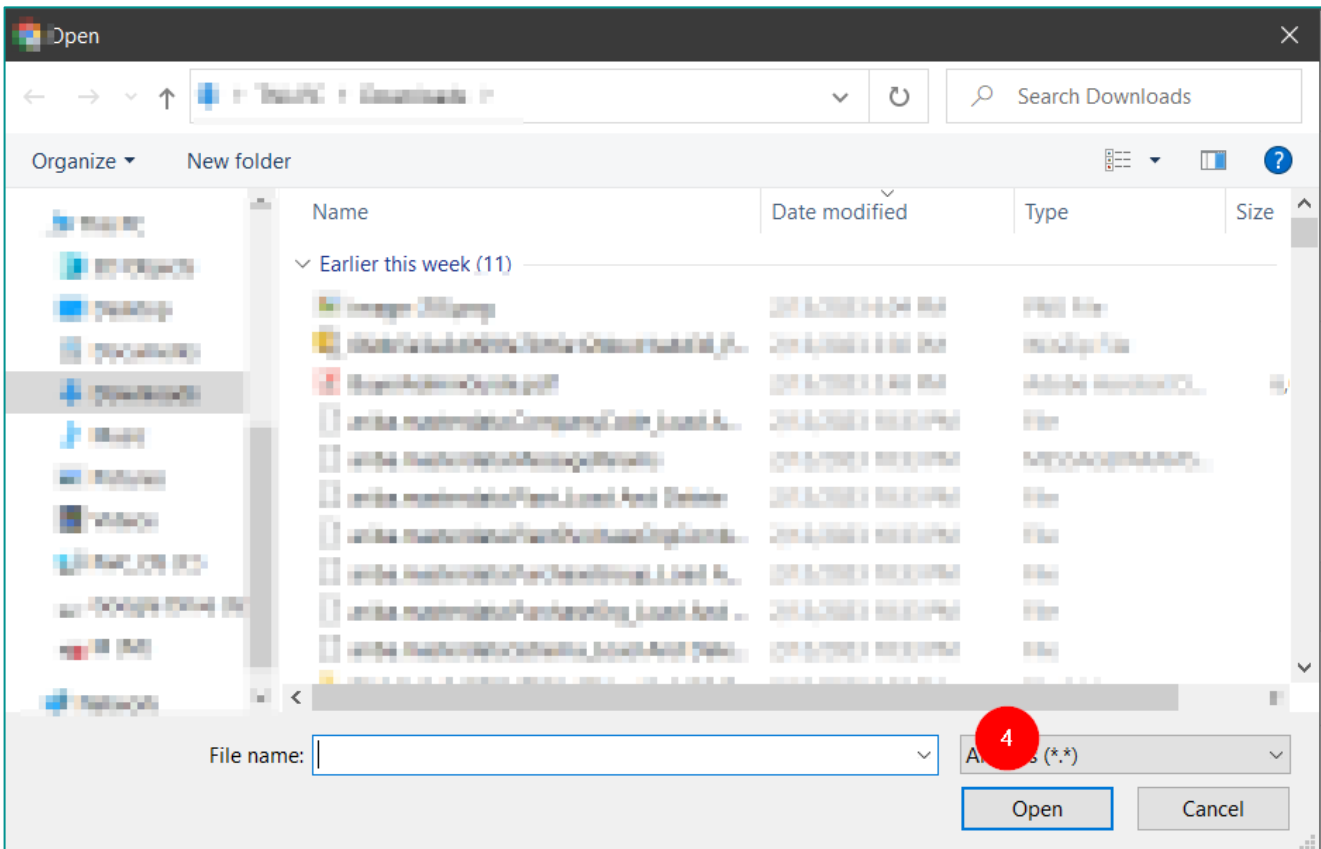
Fields	Description	R/O/C	User Action and Values
Confirmation #	Identification of Confirmation Number for the Purchase Order.	R	<ul style="list-style-type: none"> <li>Enter the confirmation number from your side.</li> </ul> <p><b>The maximum character is 20 digit, please do not enter more than 20 digit.</b></p>

*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	<ul style="list-style-type: none"> <li>Enter estimated shipping date.</li> </ul>
Est. Delivery Date	The estimation date for you to do delivery for the ordered item/(s).	R	<ul style="list-style-type: none"> <li>Enter estimated delivery date.</li> </ul>
Comments	Comments related to order confirmation.	O	<ul style="list-style-type: none"> <li>Enter comments if necessary.</li> </ul>

*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
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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	<ul style="list-style-type: none"> <li>Click Choose file.</li> <li>Select any file from your end.</li> <li>Click Add Attachment button.</li> </ul>

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

Line Items							
Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
10	Patung Sapi Berhala	000000001000000010	Material	1.000 (PCE)	15 Feb 2023	RM10,000.00 MYR	RM10,000.00 MYR
Current Order Status: <b>1.000 Confirmed As Is</b>							
20	Sapi Special Mantap	000000001000000014	Material	1.000 (PCE)	15 Feb 2023	RM5,000.00 MYR	RM5,000.00 MYR
Current Order Status: <b>1.000 Confirmed As Is</b>							

**5**

Exit Next

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.

Confirming PO		Previous	Submit	Exit																																								
<p>1 Confirm Entire Order</p> <p>2 Review Order Confirmation</p>	<p><b>Confirmation Update</b></p> <p>Confirmation #: CN-410000299</p> <p>Supplier Reference:</p> <p>Attachments: image (10).png</p> <p><b>Line Items</b></p> <table border="1"> <thead> <tr> <th>Line #</th> <th>Part # / Description</th> <th>Customer Part #</th> <th>Type</th> <th>Qty (Unit)</th> <th>Need By</th> <th>Unit Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>Patung Sapi Berhala</td> <td>000000001000000010</td> <td>Material</td> <td>1.000 (PCE)</td> <td>15 Feb 2023</td> <td>RM10,000.00 MYR</td> <td>RM10,000.00 MYR</td> </tr> <tr> <td colspan="8">Current Order Status: <b>1.000 Confirmed As Is</b> (Estimated Shipment Date: 15 Feb 2023; Estimated Delivery Date: 15 Feb 2023)</td> </tr> <tr> <td>20</td> <td>Sapi Special Mantap</td> <td>000000001000000014</td> <td>Material</td> <td>1.000 (PCE)</td> <td>15 Feb 2023</td> <td>RM5,000.00 MYR</td> <td>RM5,000.00 MYR</td> </tr> <tr> <td colspan="8">Current Order Status: <b>1.000 Confirmed As Is</b> (Estimated Shipment Date: 15 Feb 2023; Estimated Delivery Date: 15 Feb 2023)</td> </tr> </tbody> </table>	Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	10	Patung Sapi Berhala	000000001000000010	Material	1.000 (PCE)	15 Feb 2023	RM10,000.00 MYR	RM10,000.00 MYR	Current Order Status: <b>1.000 Confirmed As Is</b> (Estimated Shipment Date: 15 Feb 2023; Estimated Delivery Date: 15 Feb 2023)								20	Sapi Special Mantap	000000001000000014	Material	1.000 (PCE)	15 Feb 2023	RM5,000.00 MYR	RM5,000.00 MYR	Current Order Status: <b>1.000 Confirmed As Is</b> (Estimated Shipment Date: 15 Feb 2023; Estimated Delivery Date: 15 Feb 2023)										
Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal																																					
10	Patung Sapi Berhala	000000001000000010	Material	1.000 (PCE)	15 Feb 2023	RM10,000.00 MYR	RM10,000.00 MYR																																					
Current Order Status: <b>1.000 Confirmed As Is</b> (Estimated Shipment Date: 15 Feb 2023; Estimated Delivery Date: 15 Feb 2023)																																												
20	Sapi Special Mantap	000000001000000014	Material	1.000 (PCE)	15 Feb 2023	RM5,000.00 MYR	RM5,000.00 MYR																																					
Current Order Status: <b>1.000 Confirmed As Is</b> (Estimated Shipment Date: 15 Feb 2023; Estimated Delivery Date: 15 Feb 2023)																																												

**6**

Previous Submit Exit

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

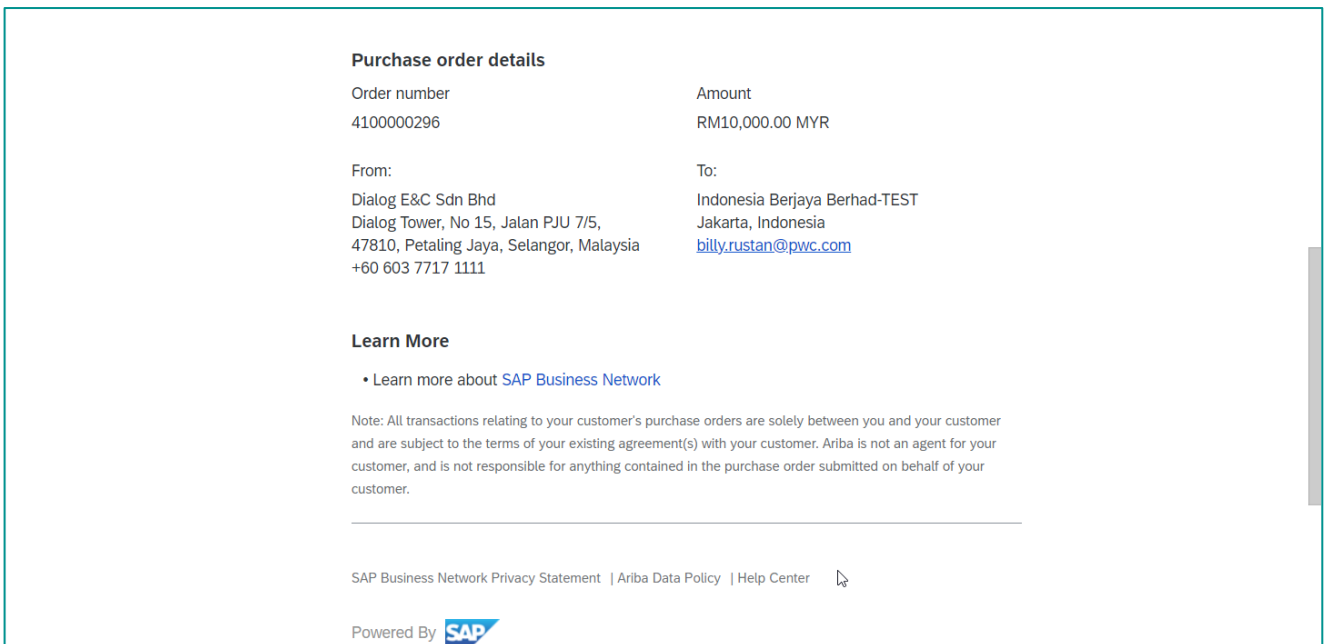
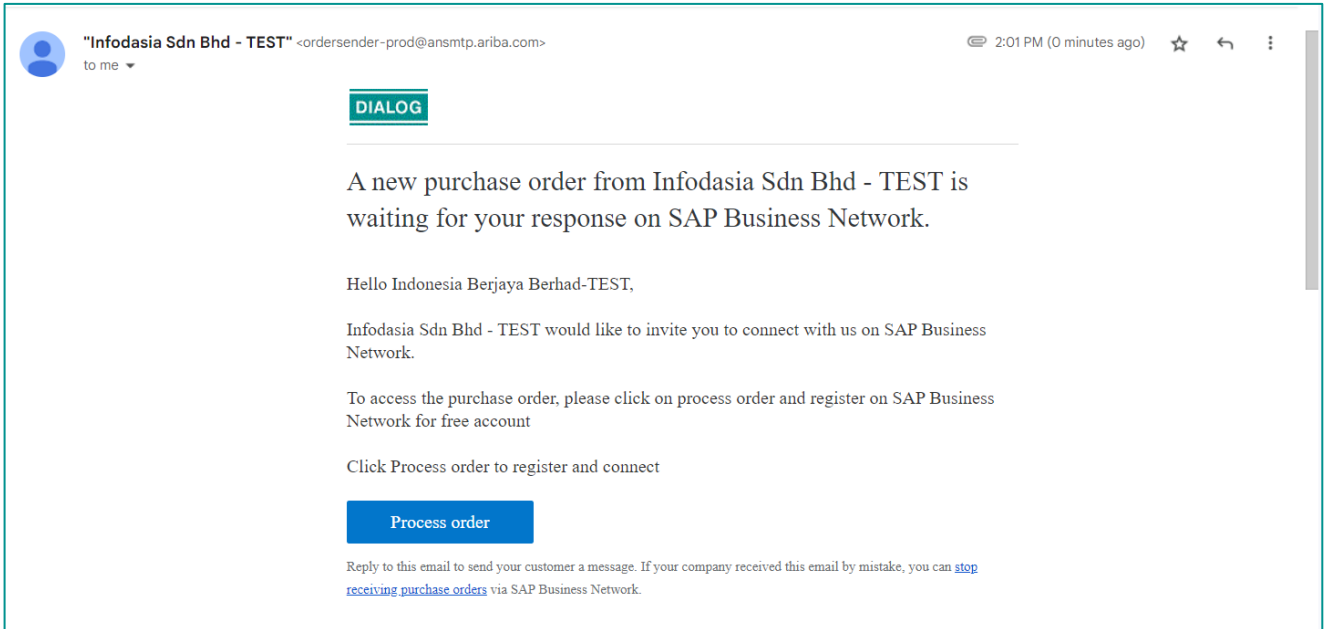
Purchase Order: 410000300		Done
<p>Create Order Confirmation</p> <p>Create Ship Notice</p> <p>Create Service Sheet</p> <p>Create Invoice</p>	<p>Order Detail</p> <p>Order History</p>	
<p><b>DIALOG</b></p> <p>From: Customer Dialog E &amp; C Sdn Bhd Dialog Tower, No 15, Jalan PJU 7/5, 47810 Petaling Jaya Selangor Malaysia Phone: +60 () 603 7717 1111 Fax: +60 () 603 7725 2910</p>	<p>To: SME ELECTRIC SDN BHD Lot 1 58100 Kuala Lumpur Selangor Malaysia Phone: Fax: Email: deepak.behl@pwc.com</p>	<p><b>Purchase Order (Confirmed)</b> 410000300 Amount: RM40,000.00 MYR Version: 1</p> <p><b>7</b></p>
<p>Payment Terms Due on Receipt</p> <p>Comments Due on Receipt</p>	<p>Routing Status: Acknowledged External Document Type: General PO (ZGP) Related Documents: CN-410000300</p>	

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.

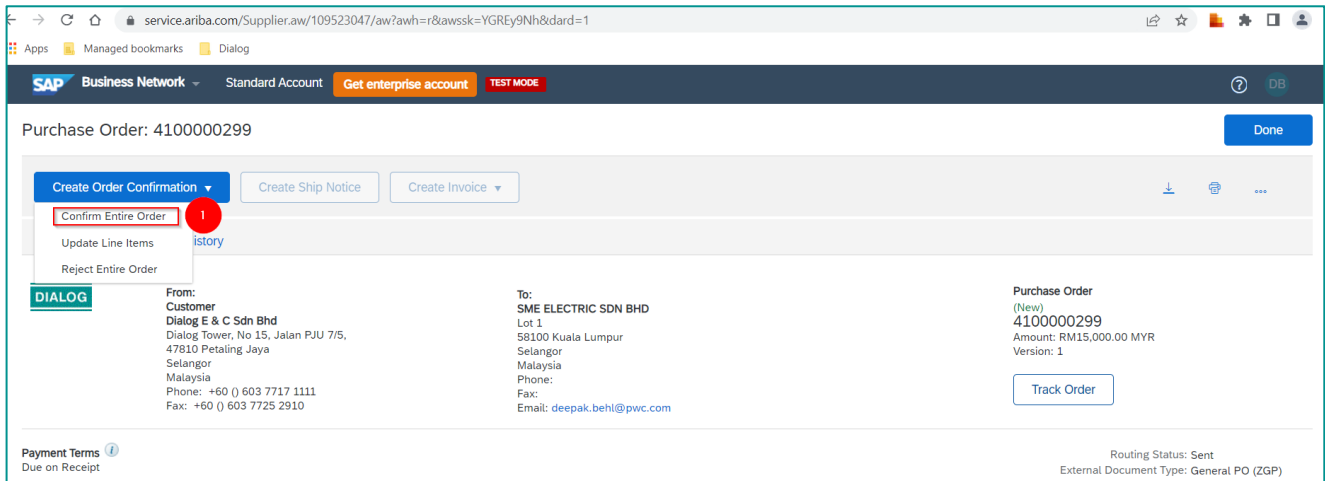
Output - Results	Remarks
Order Confirmation is created and the PO will be in "Confirmed" status.	N/A



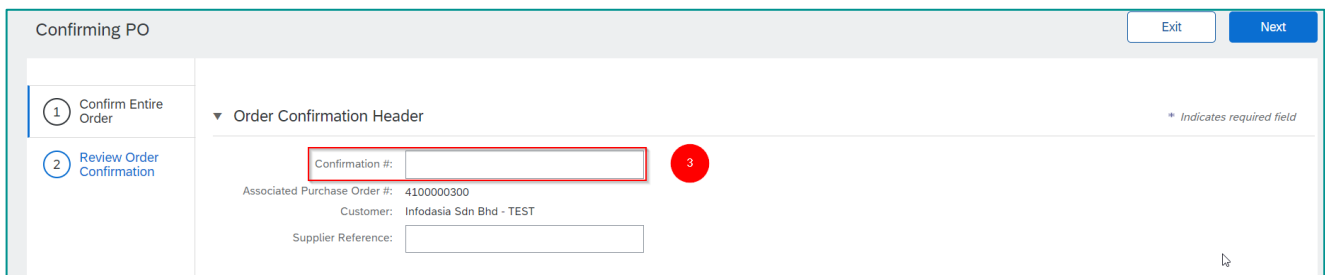
### Procedural Steps:

Access transaction by:

<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
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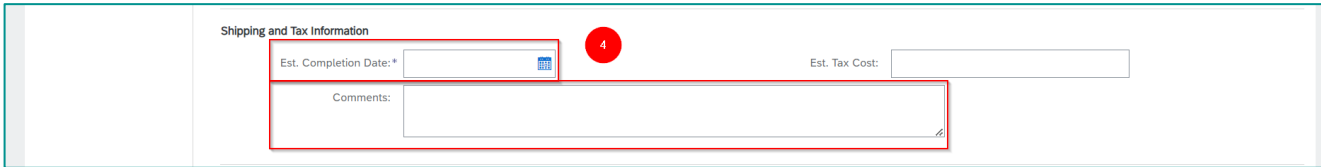
- Supplier must create the Order Confirmation to confirm the order made by Dialog Group. Supplier will then need to confirm entire order.



- 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	<ul style="list-style-type: none"> <li>Enter the confirmation number from your side.</li> </ul> <p><b>The maximum character is 20 digit, please do not enter more than 20 digit.</b></p>

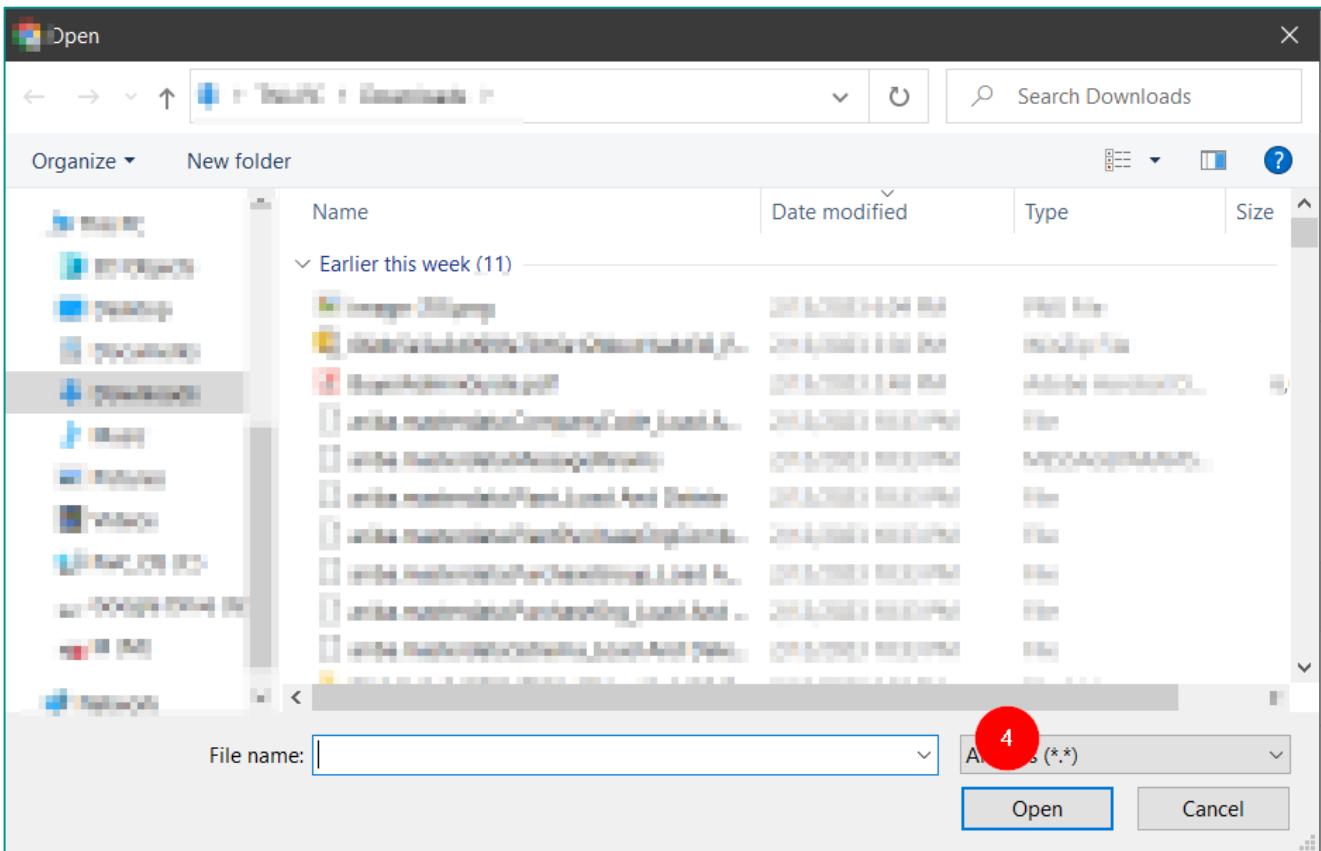
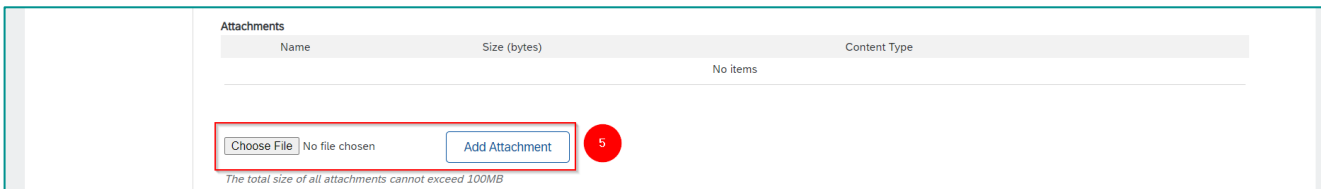
*Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional*



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	<ul style="list-style-type: none"> <li>Enter your estimated shipping date.</li> </ul>
Est. Delivery Date	The estimation for you to process the delivery for the ordered item/(s).	R	<ul style="list-style-type: none"> <li>Enter your estimated delivery date.</li> </ul>
Comments	Comments related to order confirmation	O	<ul style="list-style-type: none"> <li>Enter any comments if necessary.</li> </ul>

*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	<ul style="list-style-type: none"> <li>Click Choose file.</li> <li>Select any file from your end.</li> <li>Click Add Attachment button.</li> </ul>

*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:

<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
-------------	---

Purchase Order: 4100000300

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, 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.behi@pwc.com

**Purchase Order (Confirmed)**  
4100000300  
Amount: RM40,000.00 MYR  
Version: 1

Payment Terms: Due on Receipt

Comments: Due on Receipt

Routing Status: Acknowledged  
External Document Type: General PO (ZGP)  
Related Documents: CN-4100000300

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

Order Confirmation: CN-4100000300

Buttons: Resend, Print, Export cXML

Detail | History

Confirmation #: CN-4100000300  
Notice Date: 15 Feb 2023  
Purchase Order: 4100000300  
Est. Delivery Date: 15 Feb 2023

**Line Items**

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location
00010	1	SAP Consultant				15 Feb 2023				
		SAP IT Consultancy								
		00010.10	000000008200000012		20,000 (DAY)			RM2,000.00 MYR	RM40,000.00 MYR	

Current Order Status:  
1 Confirmed As Is (Estimated Completion Date: 15 Feb 2023)

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

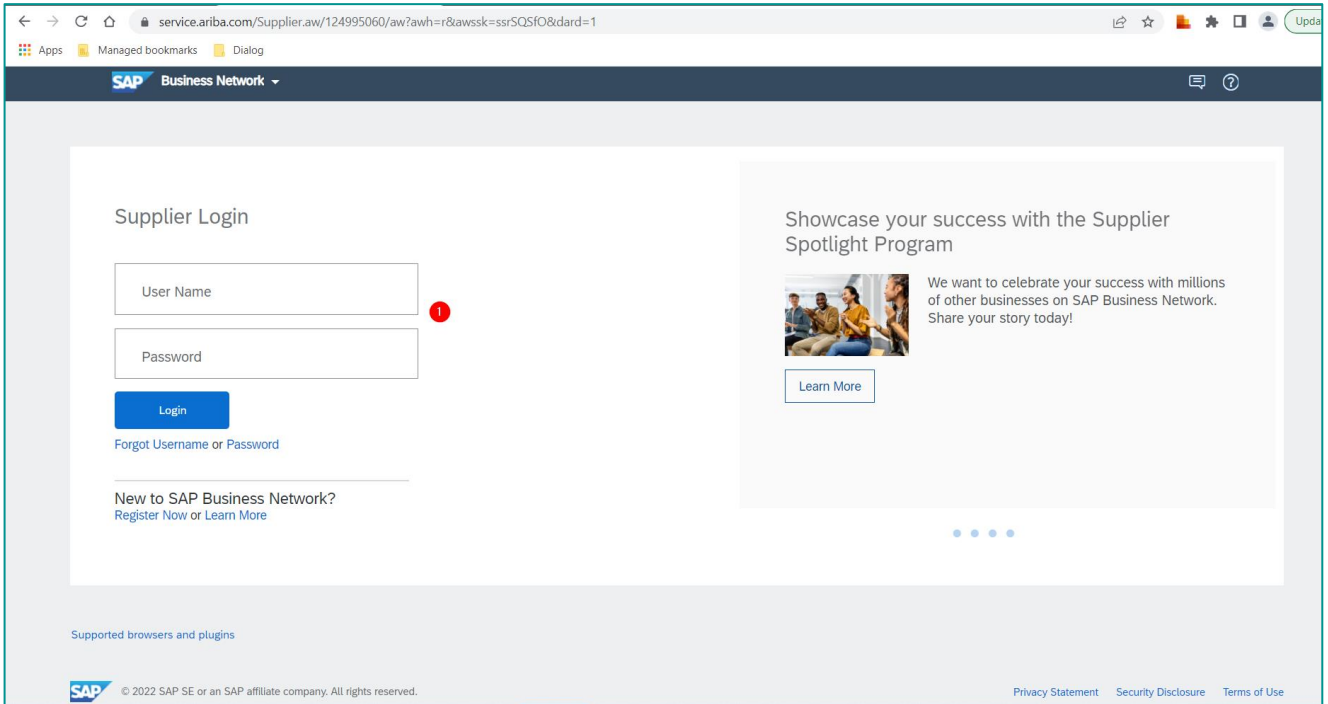
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.

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

#### Procedural Steps:

Access transaction by:

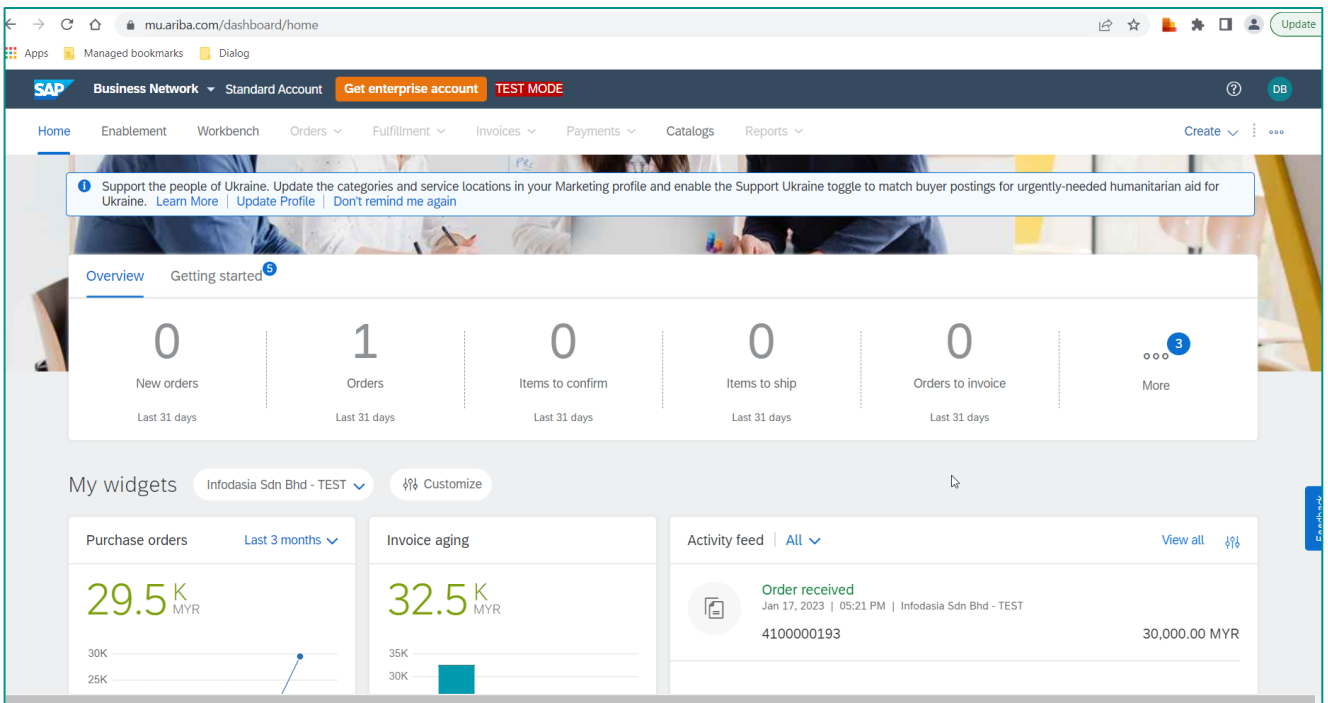
Link
<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>



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	<ul style="list-style-type: none"> <li>Enter the username</li> </ul>
Password	Password of your buyer account	R	<ul style="list-style-type: none"> <li>Enter the password, then Click Login button</li> </ul>

*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.

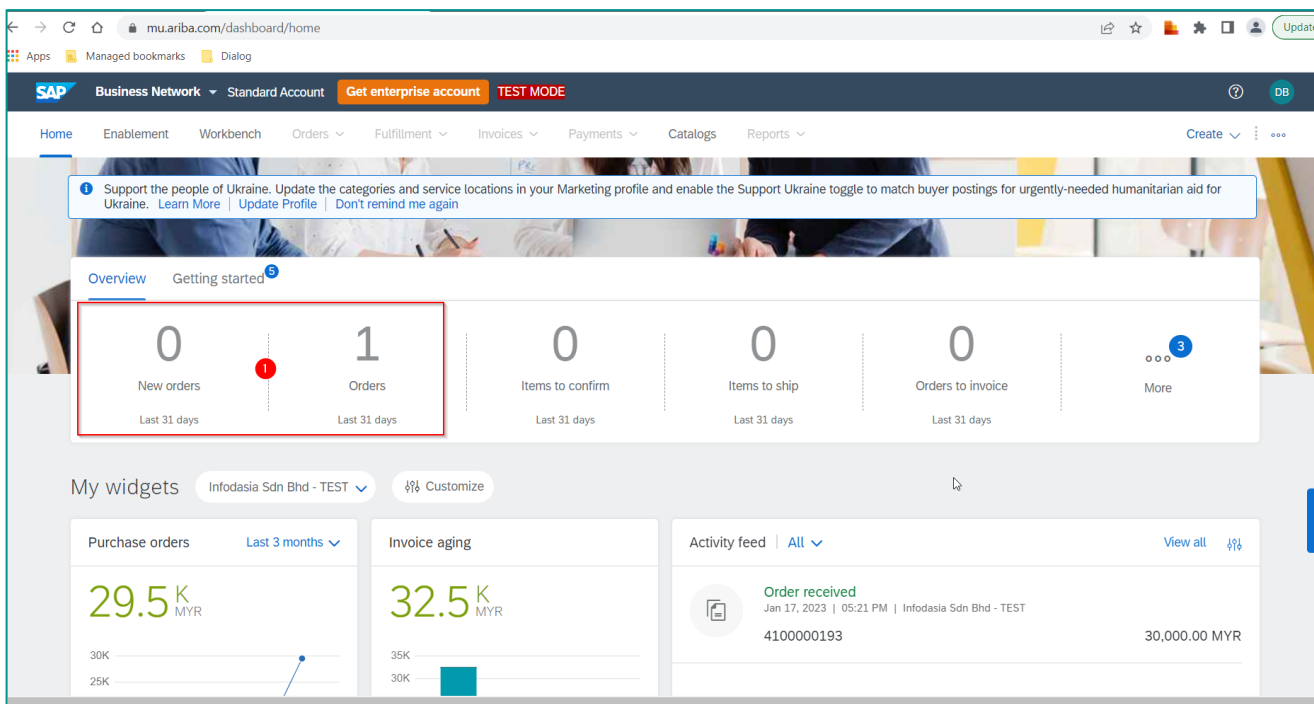
Business Process Description Overview
To check and display any purchase order in SAP Ariba Network.

Output - Results	Remarks
Purchase order displayed	N/A

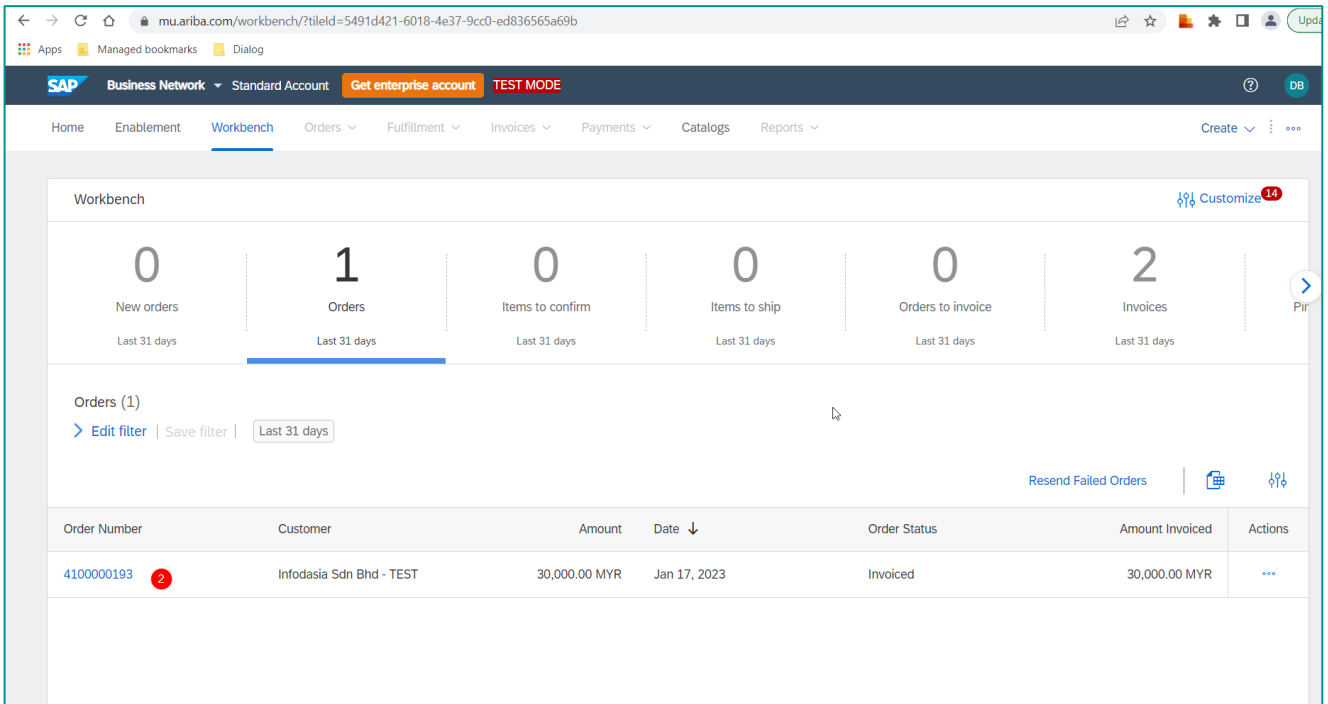
**Procedural Steps:**

Access transaction by:

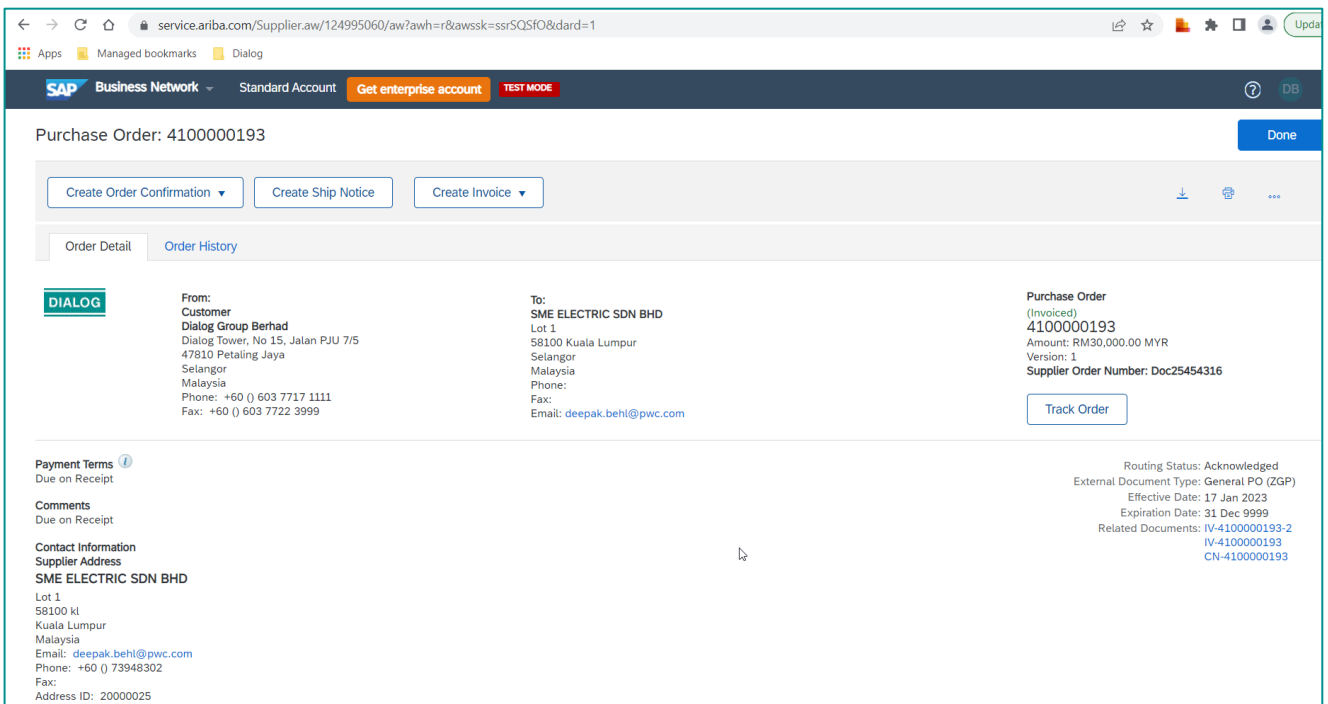
<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
-------------	---



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	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
------	---

Purchase Order: 4100000299 Done

Order Detail | Order History 1

---

**DIALOG**

**From:**  
Customer  
Dialog E & C Sdn Bhd  
Dialog Tower, No 15, Jalan PJU 7/5,  
47810 Petaling Jaya  
Selangor  
Malaysia  
Phone: +60 (0) 603 7717 1111  
Fax: +60 (0) 603 7725 2910

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

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

Payment Terms ⓘ  
Due on Receipt

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

Comments

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

Create Ship Notice

\* Indicates required field

**SHIP FROM**

SME ELECTRIC SDN BHD Update Address

Kuala Lumpur  
Selangor  
Malaysia

**DELIVER TO**

Dialog E & C HQ Update Address

Petaling Jaya, Selangor Darul Ehsan  
Selangor  
Malaysia

▼ Ship Notice Header

**SHIPPING**

Packing Slip ID: \*  2

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: \*  2

Shipping Date: \*

Delivery Date: \*

Gross Volume:  Unit:

Gross Weight:  Unit:

**TRACKING**

Carrier Name:

Service Level:

Additional Fields

Reason for Shipment:

Comments:

Government Issued Shipping ID:

Document Title:

Supplier Reference:

Transit Direction:

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:

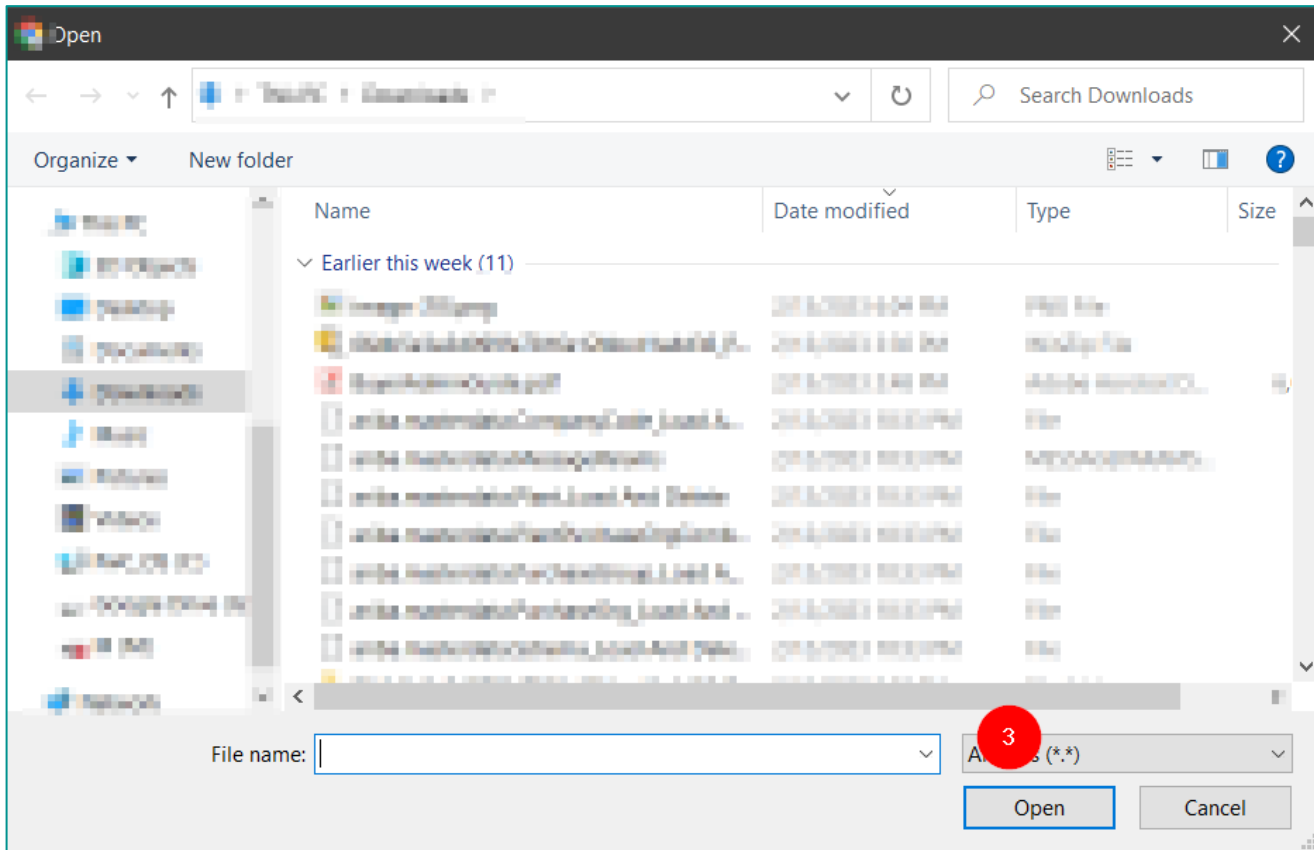
Fields	Description	R/O/C	User Action and Values
Packing Slip ID #	Identification of Ship Notice Number for the Purchase Order.	R	<ul style="list-style-type: none"> <li>Enter the ship notice number from your side.</li> </ul> <p><b>The maximum character is 35 digits, please do not enter more than 35 digit.</b></p>
Ship Notice Type	The type of Ship Notice that is provided by SAP Ariba Network is either actual or estimated.	R	<ul style="list-style-type: none"> <li>Enter the Ship Notice Type:                             <ul style="list-style-type: none"> <li>- Actual</li> <li>- Estimated</li> </ul> </li> </ul>
Shipping Date	The estimation or actual date for you to complete the shipping for the ordered item/(s).	R	<ul style="list-style-type: none"> <li>Enter your estimated or actual shipping date.</li> </ul>
Delivery Date	The estimation or actual date for you to complete the delivery for the ordered item/(s).	R	<ul style="list-style-type: none"> <li>Enter your estimated or actual delivery date.</li> </ul>
Gross Volume	The value of your gross volume of item/(s).	O	<ul style="list-style-type: none"> <li>Enter the number of your gross volume of item/(s).</li> </ul>
Gross Volume Unit	The value of your unit of gross volume of item/(s).	O	<ul style="list-style-type: none"> <li>Enter the number of your unit of gross volume of item/(s).</li> </ul>
Gross Weight	The value of your gross weight of item/(s).	O	<ul style="list-style-type: none"> <li>Enter the number of your gross weight of item/(s).</li> </ul>
Gross Weight Unit	The value of your unit of gross weight of item/(s).	O	<ul style="list-style-type: none"> <li>Enter the number of your unit of gross weight of item/(s).</li> </ul>
Reason for Shipment	Any reason for this shipment activity from your side.	O	<ul style="list-style-type: none"> <li>Enter your reason for shipment.</li> </ul>
Comments	Comments related to order confirmation.	O	<ul style="list-style-type: none"> <li>Enter any comments if necessary.</li> </ul>

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

\*Attachments

The total size of all attachments cannot exceed 100MB Remove

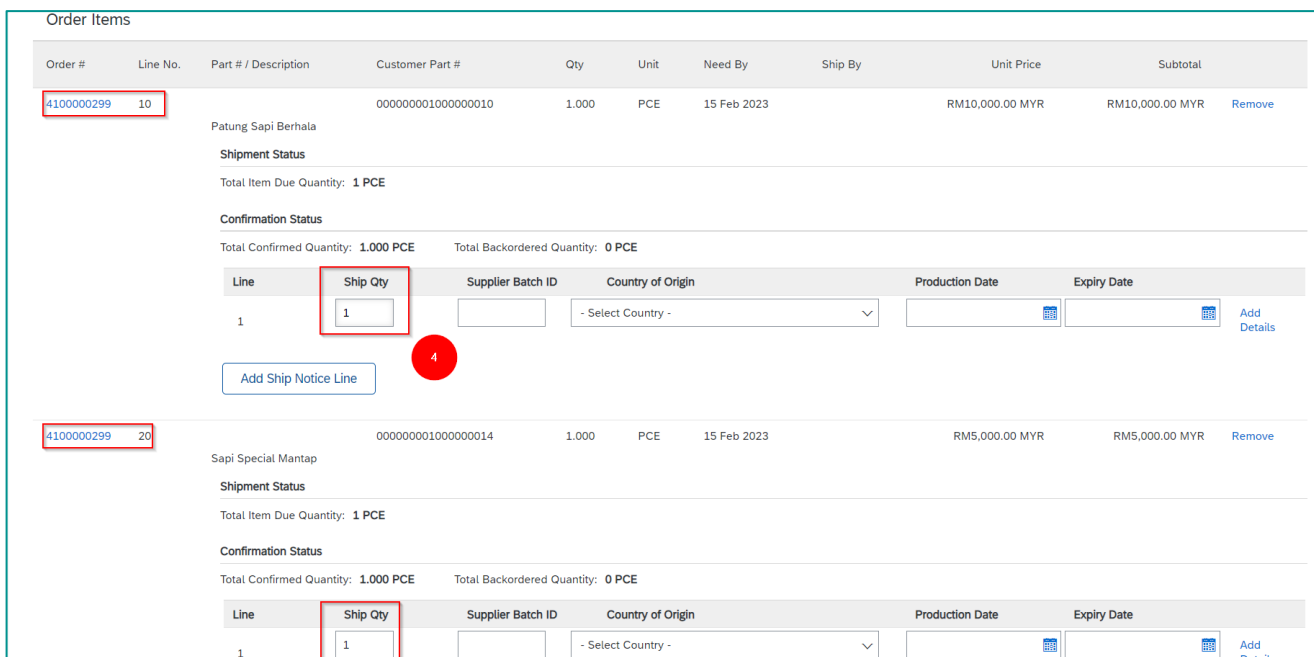
Choose File | No file chosen Add Attachment



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	<ul style="list-style-type: none"> <li>Click Choose file</li> <li>Select any file from your end</li> <li>Click Add Attachment button</li> </ul>

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



- 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	<ul style="list-style-type: none"> <li>Input the number of quantity of items.</li> </ul>

*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.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal															
410000299	10	Patung Sapi Berhala	000000001000000010	1.000	PCE	15 Feb 2023		RM10,000.00 MYR	RM10,000.00 MYR	Remove														
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 1 PCE</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 1.000 PCE    Total Backordered Quantity: 0 PCE</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> <td>Add Details</td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>											Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	1		- Select Country -			Add Details
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																			
1	1		- Select Country -			Add Details																		
410000299	20	Sapi Special Mantap	000000001000000014	1.000	PCE	15 Feb 2023		RM5,000.00 MYR	RM5,000.00 MYR	Remove														
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 1 PCE</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 1.000 PCE    Total Backordered Quantity: 0 PCE</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> <td>Add Details</td> </tr> </tbody> </table>											Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	1		- Select Country -			Add Details
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																			
1	1		- Select Country -			Add Details																		

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal															
410000306	10	Patung Sapi Berhala	000000001000000010	1.000	PCE	15 Feb 2023		RM10,000.00 MYR	RM10,000.00 MYR	Remove														
<p><b>Shipment Status</b></p> <p>Total Item Due Quantity: 1 PCE</p> <p><b>Confirmation Status</b></p> <p>Total Confirmed Quantity: 1.000 PCE    Total Backordered Quantity: 0 PCE</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> <td>Add Details</td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>											Line	Ship Qty	Supplier	Country of Origin	Production Date	Expiry Date		1	1		- Select Country -			Add Details
Line	Ship Qty	Supplier	Country of Origin	Production Date	Expiry Date																			
1	1		- Select Country -			Add Details																		
410000306	20	Sapi Special Mantap	000000001000000014					RM5,000.00 MYR	RM5,000.00 MYR	Remove														

**CONFIRM DELETE LINE ITEM**

Are you sure you want to delete this line item?

Yes    No

- 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:
  - Click Remove button.
  - Click Yes in the pop up of "CONFIRM DELETE LINE ITEM".

<input type="button" value="Save"/> <input type="button" value="Remove"/> <input type="button" value="Next"/>
---

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

Create Ship Notice

Confirm and submit this document.

SHIP FROM: SME ELECTRIC SDN BHD  
 Lot 1  
 58100 Kuala Lumpur  
 Selangor  
 Malaysia

DELIVER TO: Dialog E & C HQ  
 Dialog Tower, No 15  
 47810 Petaling Jaya, Selangor Darul Ehsan  
 Selangor  
 Malaysia

SHIPPING: Packing Slip ID: SN-410000299  
 Invoice No.: --  
 Requested Delivery Date: --  
 Ship Notice Type: Estimated  
 Estimated Shipping Date: 15 Feb 2023  
 Estimated Delivery Date: 15 Feb 2023 12:00:00 PM  
 Gross Volume: --  
 Gross Weight: --

TRACKING: Tracking information not provided.

ADDITIONAL FIELDS: Additional information not provided.

Buttons: Previous, Save, **Submit**, Exit

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
410000299	10	Patung Sapi Berhala	000000001000000010	1.000	PCE	15 Feb 2023		RM10,000.00 MYR	RM10,000.00 MYR
SHIPMENT STATUS									
▼ 1. Ship Qty: 1 PCE ⓘ									
No detail information provided.									
410000299	20	Sapi Special Mantap	000000001000000014	1.000	PCE	15 Feb 2023		RM5,000.00 MYR	RM5,000.00 MYR
SHIPMENT STATUS									
▼ 1. Ship Qty: 1 PCE ⓘ									
No detail information provided.									

Buttons: Previous, Save, **Submit**, Exit

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.

Purchase Order: 410000299

Buttons: 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 (0) 603 7717 1111  
 Fax: +60 (0) 603 7725 2910

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

Purchase Order (Shipped)  
 410000299  
 Amount: RM15,000.00 MYR  
 Version: 1

Track Order

Payment Terms: Due on Receipt

Routing Status: Acknowledged  
 External Document Type: General PO (ZGP)  
 Related Documents: SN-410000299  
 CN-410000299

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	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
------	---

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

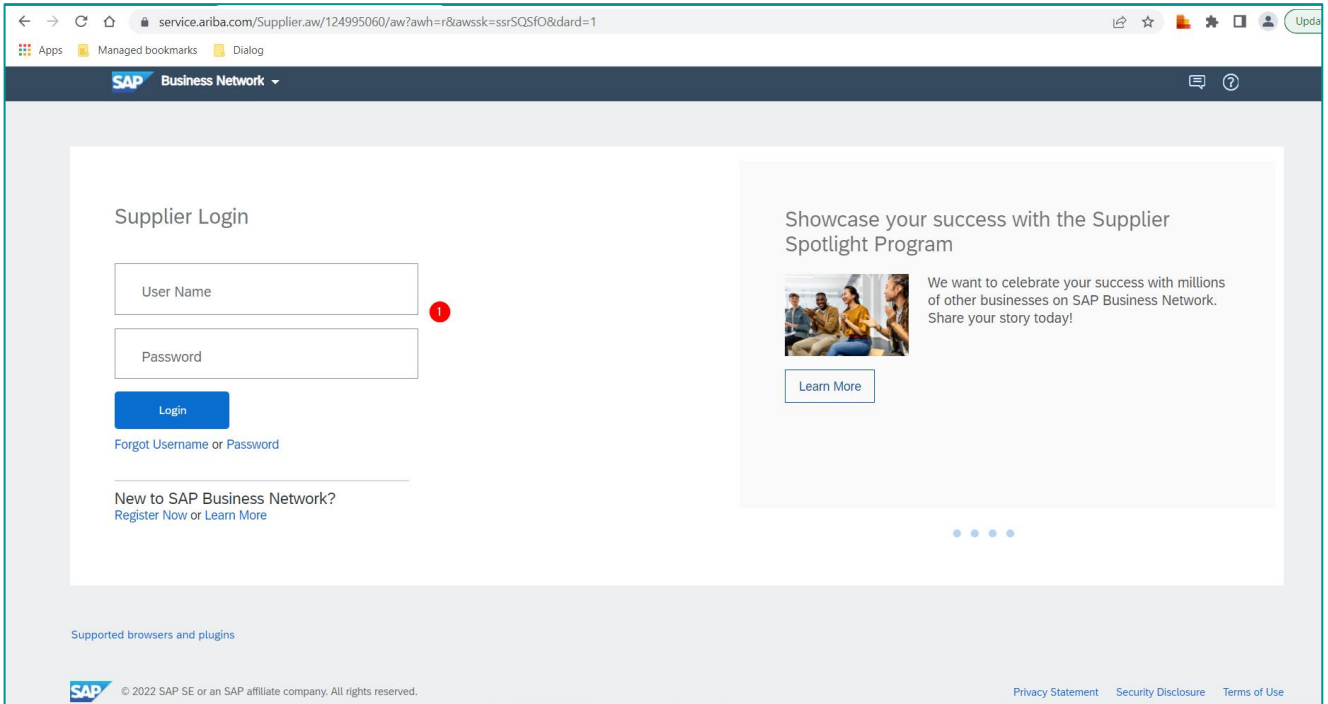
Business Process Description Overview	
To check and display any Purchase Order, user should login to SAP Ariba Network. The registration process must be completed.	

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

#### Procedural Steps:

Access transaction by:

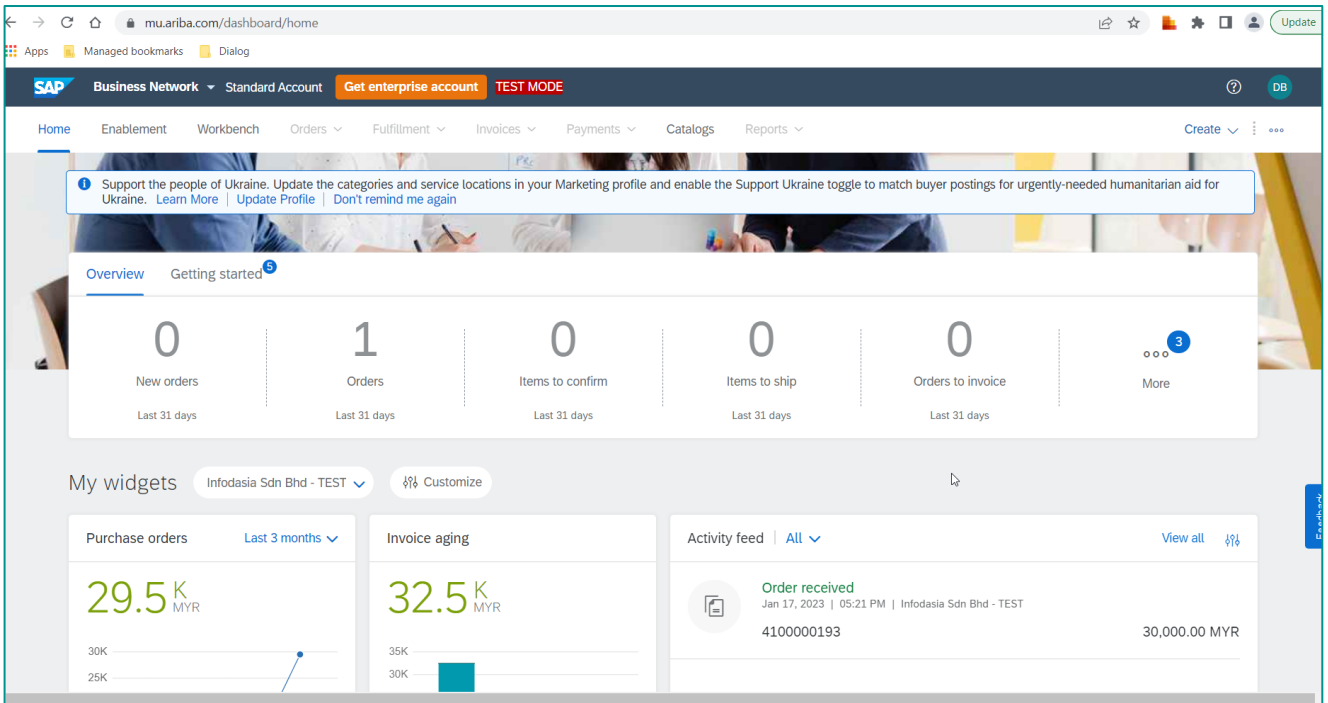
Link
<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>



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	<ul style="list-style-type: none"> <li>Enter the username</li> </ul>
Password	Password of your buyer account	R	<ul style="list-style-type: none"> <li>Enter the password, then Click Login button</li> </ul>

*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

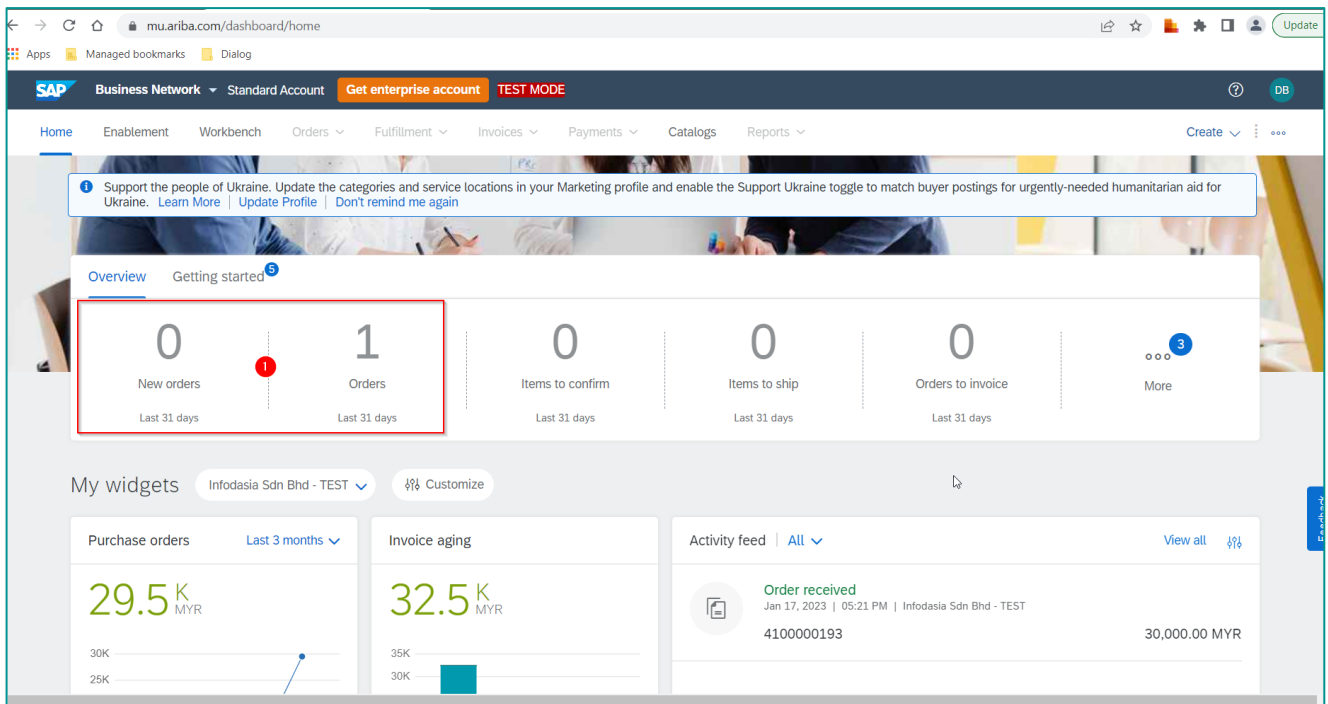
Business Process Description Overview
To check and display any Purchase Order in SAP Ariba Network.

Output - Results	Remarks
Purchase Order displayed	N/A

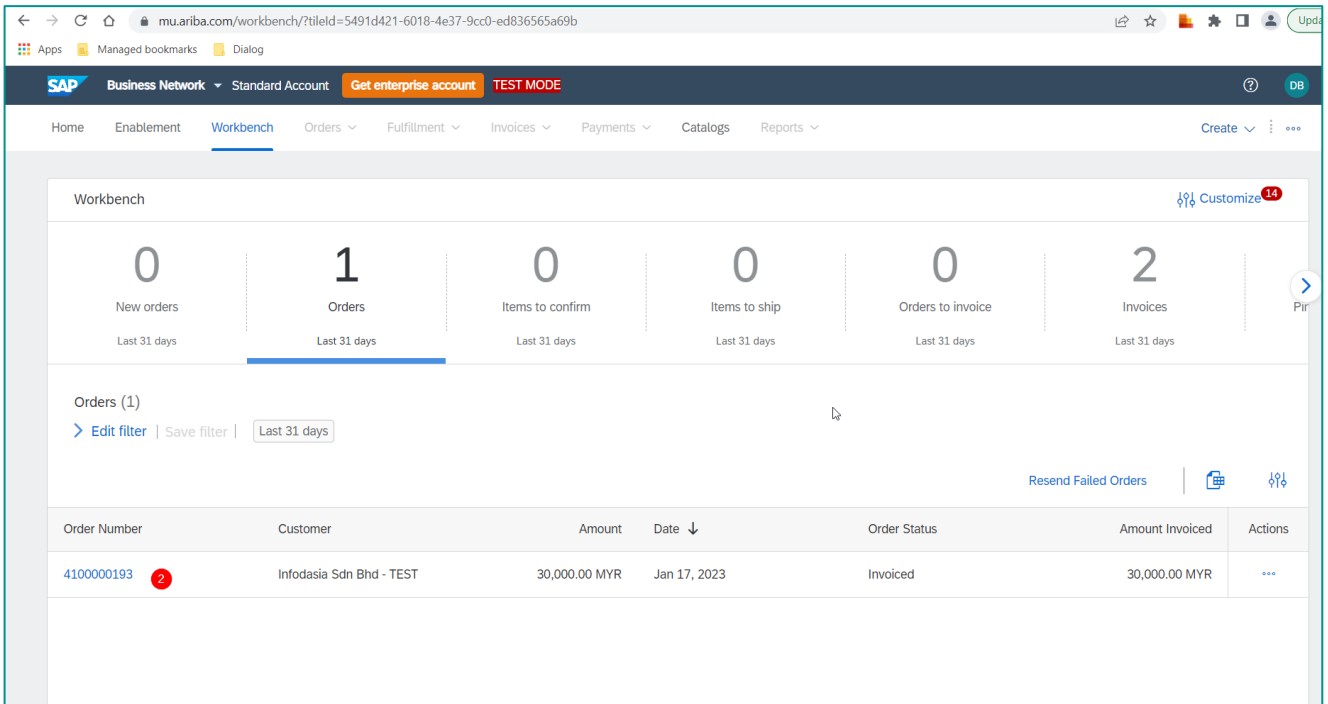
### Procedural Steps:

Access transaction by:

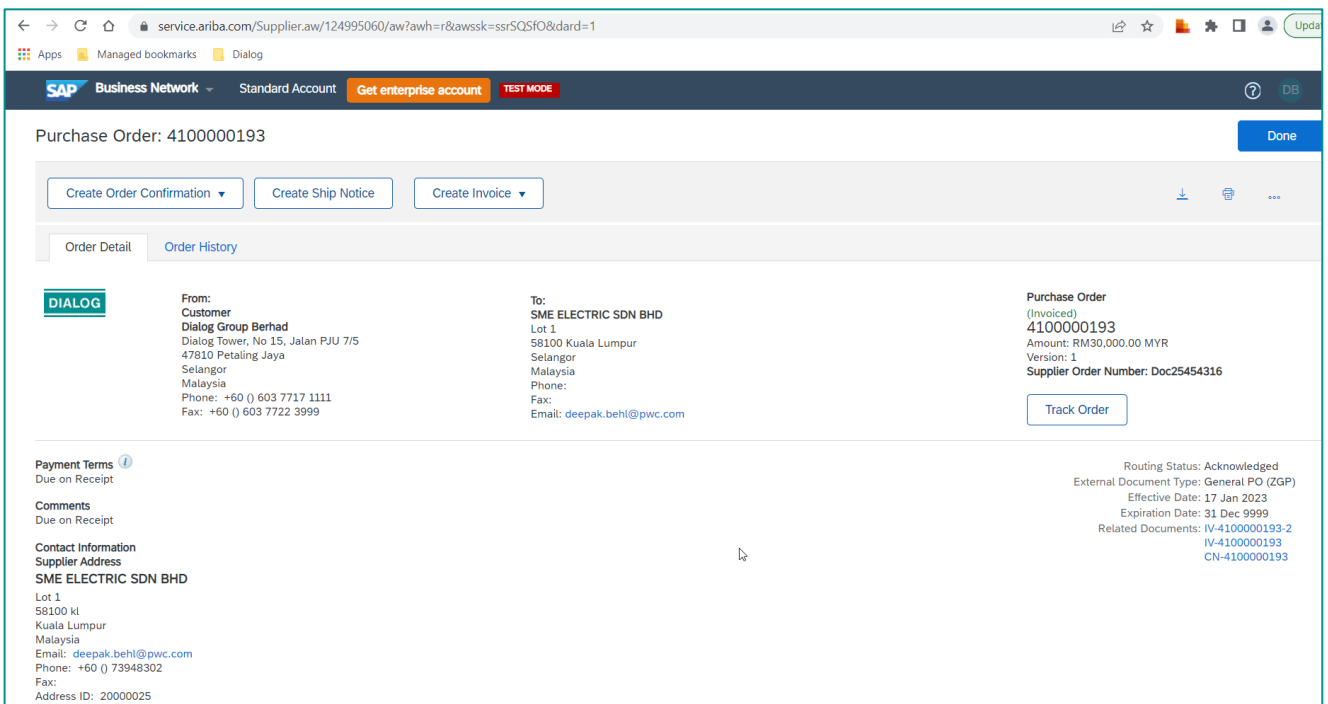
<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
-------------	---



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.

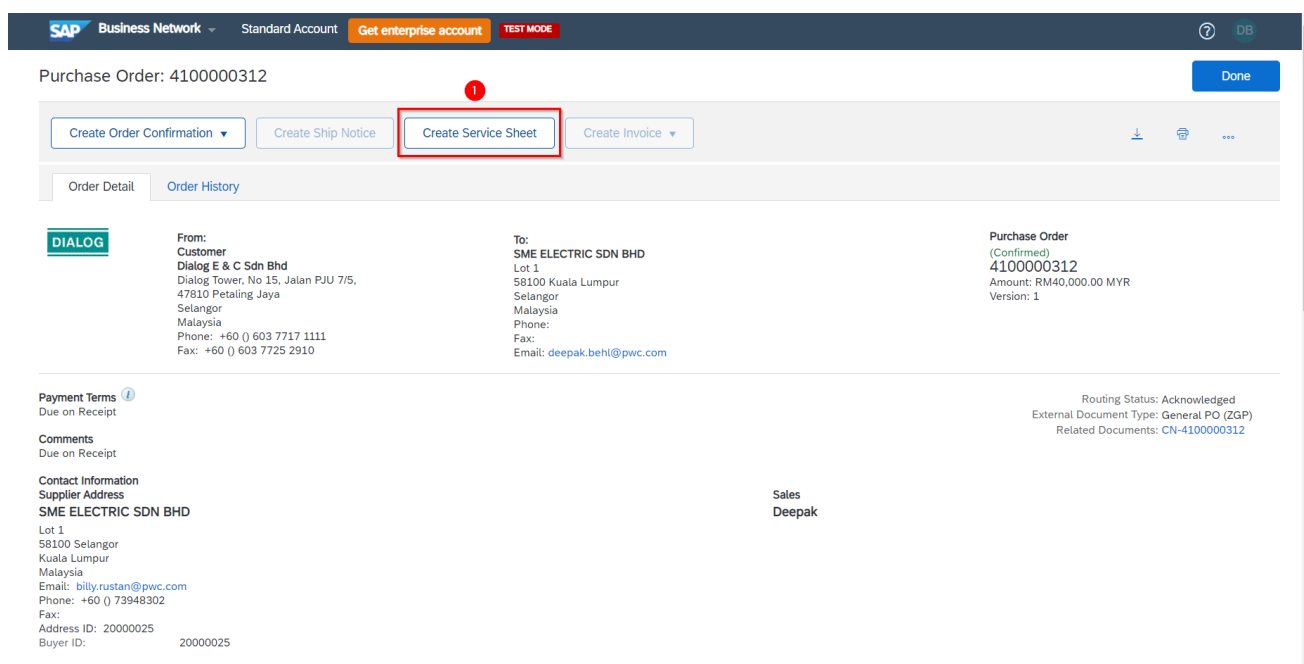
Business Process Description Overview	
The supplier will create a Service Sheet in Ariba Supplier Network when the supplier has been delivered the service and going to submit the service delivered to Dialog Group.	

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

**Procedural Steps:**

Access transaction by:

<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
-------------	---



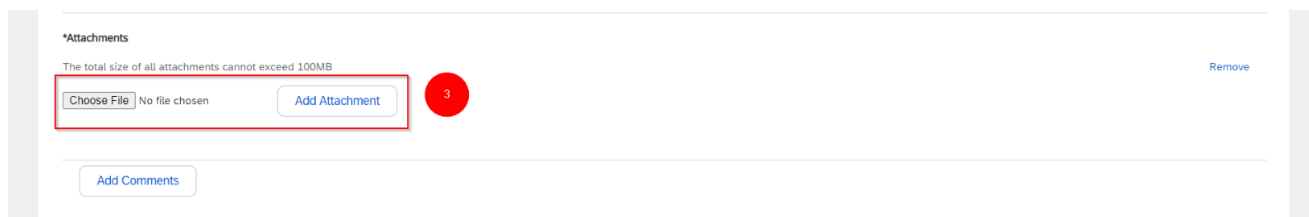
1. On the <Purchase Order> screen, Supplier can create the Service Sheet by clicking on the 'Create Service Sheet' option.

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	<ul style="list-style-type: none"> <li>Enter the number of the service sheet Example: SE_410000312 <b>The maximum character is 16 digits, must only use upper case alphabets and use _ (underscore) as shown in the example above.</b></li> </ul>
Service Sheet Date	The date when you submit the service sheet.	R	<ul style="list-style-type: none"> <li>Enter the date when you submit the service sheet</li> </ul>
Final Service Sheet	The check box to indicate that the service sheet that you submit is the last service sheet for the purchase order, <b>if you submit the service sheet partially.</b>	O	<ul style="list-style-type: none"> <li>Only tick this if you submit the service sheet partially and for the last service sheet per purchase order.</li> </ul>
Service Description	The general description of service that delivered.	O	<ul style="list-style-type: none"> <li>Enter the general description of service.</li> </ul>
Service Start Date	The date when the delivery of service start.	R	<ul style="list-style-type: none"> <li>Enter the date when the delivery of service started.</li> </ul>
Service End Date	The date when the delivery of service end.	R	<ul style="list-style-type: none"> <li>Enter the date when the delivery of service finished.</li> </ul>
Field Engineer	The person responsible from the supplier to deliver the service.		<ul style="list-style-type: none"> <li>Enter the name, email, and phone number of your (supplier) representative to deliver the service to Dialog Group.</li> </ul>

Approver:	The person responsible from Dialog Group to approve the Service Sheet.	O	<ul style="list-style-type: none"> <li>Enter the name, email, and phone number of Dialog’s representative tasked to approve the Service Sheet.</li> </ul>
Attachments	This section is specifically for uploading of any attachments.	R	<ul style="list-style-type: none"> <li>Include and upload an attachment before submitting the service sheet. <b>After uploading the attachment, make sure to click on “Add Attachment”</b></li> </ul>
Service Period	The time duration of the service period.	R	<ul style="list-style-type: none"> <li>Enter valid time for the duration of service period.</li> </ul>

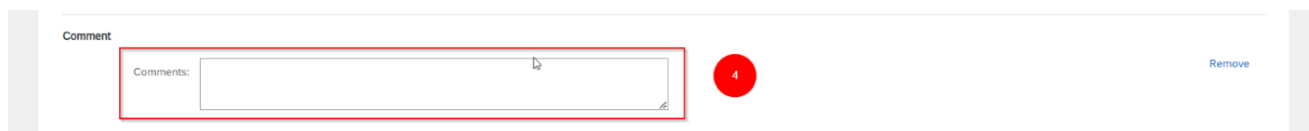
*Note: In column “R/O/C” of above table, “R” = Required, “O” = Optional, “C” = Conditional*




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	<ul style="list-style-type: none"> <li>Include and upload an attachment before submitting the service sheet. <b>After uploading the attachment, make sure to click on “Add Attachment”</b></li> </ul>

*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  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	<ul style="list-style-type: none"> <li>Input the additional comments related to the service delivered.</li> </ul>

*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	<ul style="list-style-type: none"> <li>Input the quantity of the service item delivered.</li> </ul>
Add Comments	The additional comments related to the item of service delivered.	O	<ul style="list-style-type: none"> <li>Input the additional comments related to the service delivered.</li> </ul>

*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
<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>

Purchase Order: 410000312

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  
(Served)  
410000312  
Amount: RM40,000.00 MYR  
Version: 1

Payment Terms  
Due on Receipt

Comments  
Due on Receipt

Contact Information  
Supplier Address  
SME ELECTRIC SDN BHD  
Lot 1  
58100 Selangor  
Kuala Lumpur  
Malaysia  
Email: billy.rustan@pwc.com  
Phone: +60 () 73948302  
Fax:  
Address ID: 20000025  
Buyer ID: 20000025

Other Information

Routing Status: Acknowledged  
External Document Type: General PO (ZGP)  
Related Documents: SE\_410000312  
CN-410000312

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\_410000312'.

Service Sheet: SE\_410000312

From: SME ELECTRIC SDN BHD  
SME ELECTRIC SDN BHD  
Lot 1  
58100 Kuala Lumpur  
Selangor  
Malaysia

To: Dialog E & C Sdn Bhd  
Infodasia Sdn Bhd - TEST  
Dialog Tower, No 15, Jalan PJU 7/5,  
47810 Petaling Jaya  
Selangor  
Malaysia  
Address ID: M100

Subtotal: RM40,000.00 MYR

Comments

Attachments  
Screenshot\_(143).png (image/png)

Routing Status: Acknowledged  
Related Documents: 410000312

Field Engineer  
Field Contractor  
Approver

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:

<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
-------------	---

**Purchase Order: 4100000312** 1 Done

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, Create Invoice

**From:** Customer  
Dialog E & C Sdn Bhd  
Dialog Tower, No 15, Jalan PJU 7/5,  
47810 Petaling Jaya  
Selangor  
Malaysia  
Phone: +60 (0) 603 7717 1111  
Fax: +60 (0) 603 7725 2910

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

**Purchase Order (Confirmed)**  
4100000312  
Amount: RM40,000.00 MYR  
Version: 1

**Payment Terms:** Due on Receipt

**Comments:** Due on Receipt

**Contact Information:** Supplier Address  
**SME ELECTRIC SDN BHD** Sales  
Deepak

**Routing Status:** Acknowledged  
External Document Type: General PO (ZGP)  
Related Documents: SE\_4100000312, CN-4100000312

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

**Service Sheet: SE\_4100000312** Done Previous

Buttons: Create Invoice, Edit, Copy SES

**Rejected Service Entry Sheet:**

Reasons:  
SES-23: The service sheet was successfully received.  
SES-25: Comments from Infodasia Sdn Bhd - TEST: Success  
DOC-1: Success  
SES-25: Comments from Infodasia Sdn Bhd - TEST: Entry sheet 1000000149 created  
SES-21: The Service Sheet status has been successfully updated to Rejected by Infodasia Sdn Bhd - TEST.

2 Subtotal: RM40,000.00 MYR

**Service Sheet (Rejected)**  
SE\_4100000312  
Date: 17 Feb 2023  
Final Service Sheet: No  
Purchase Order: 4100000312  
ERP SES ID: 1000000149  
Subtotal: RM40,000.00 MYR

**From:** SME ELECTRIC SDN BHD  
SME ELECTRIC SDN BHD  
Lot 1  
58100 Kuala Lumpur  
Selangor  
Malaysia

**To:** Dialog E & C Sdn Bhd  
Infodasia Sdn Bhd - TEST  
Dialog Tower, No 15, Jalan PJU 7/5,  
47810 Petaling Jaya  
Selangor  
Malaysia  
Address ID: M100

- 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.

**Service Sheet Header**

**Summary**

Purchase Order: 4100000312  
 Service Sheet #:\* SE\_4100000312  
 Service Start Date: 17 Feb 2023  
 Service Description:

Subtotal: RM40,000.00 MYR  
 Service Start Date:  
 Service End Date:

**Additional Fields**

Supplier Reference:  
 From: SME ELECTRIC SDN BHD  
 Lot 1  
 58100 Kuala Lumpur  
 Selangor  
 Malaysia

To: Dialog E & C Sdn Bhd  
 Dialog Tower, No 15, Jalan PJU 7/5,  
 47810 Petaling Jaya  
 Selangor  
 Malaysia

Field Contractor:  
 Name:\* Vishag Ramakrishnan  
 Email: vishag.ramakrishnan@pwc.com  
 Phone: USA 1

Field Engineer:  
 Name:\* Deepak Behl  
 Email: Deepak.behl@pwc.com  
 Phone: USA 1

Approver:  
 Name:\* billy.rustan@pwc.com

- The <Edit Service Sheet> screen appears.
- After amending and updating the information on the Service Sheet, click on 'Next' to review the changes made.

**Confirm and submit this document.**

**Service Sheet**  
 SE\_4100000312  
 Date: 17 Feb 2023  
 Final Service Sheet: No  
 Purchase Order: 4100000312  
 Subtotal: RM40,000.00 MYR

Subtotal: RM40,000.00 MYR

**From**  
**SME ELECTRIC SDN BHD**  
 SME ELECTRIC SDN BHD  
 Lot 1  
 58100 Kuala Lumpur  
 Selangor  
 Malaysia

**To**  
**Dialog E & C Sdn Bhd**  
 Infodasia Sdn Bhd - TEST  
 Dialog Tower, No 15, Jalan PJU 7/5,  
 47810 Petaling Jaya  
 Selangor  
 Malaysia  
 Address ID: M100

**Comments**

**Attachments**  
 Screenshot\_(143).png (image/png)

**Field Engineer**  
 Deepak Behl  
 Email: Deepak.behl@pwc.com

**Field Contractor**  
 Vishag Ramakrishnan  
 Email: vishag.ramakrishnan@pwc.com

**Approver**  
 billy.rustan@pwc.com  
 Email: billy.rustan@pwc.com

- 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.

**Service Sheet SE\_4100000312 has been submitted.**

- Print a copy of the service sheet.
- Exit service sheet creation.

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 Privacy Statement Security Disclosure Terms of Use

- 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

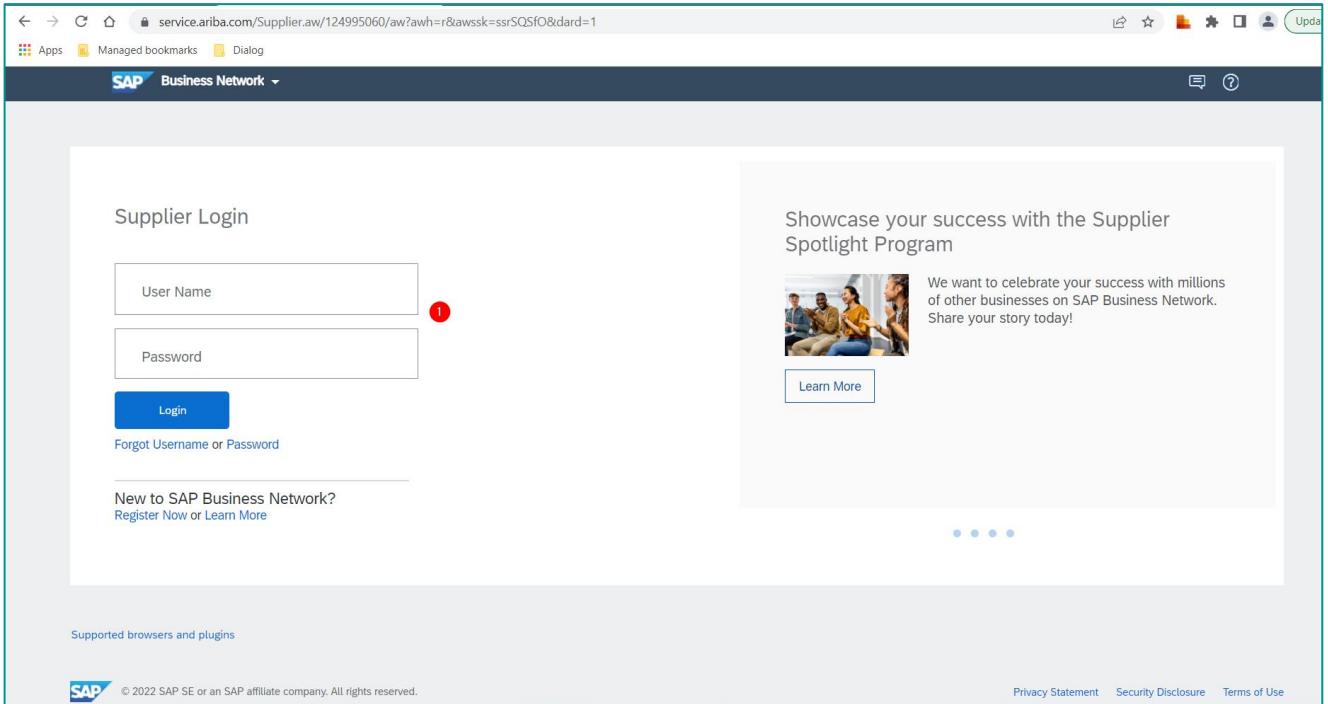
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.

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

#### Procedural Steps:

Access transaction by:

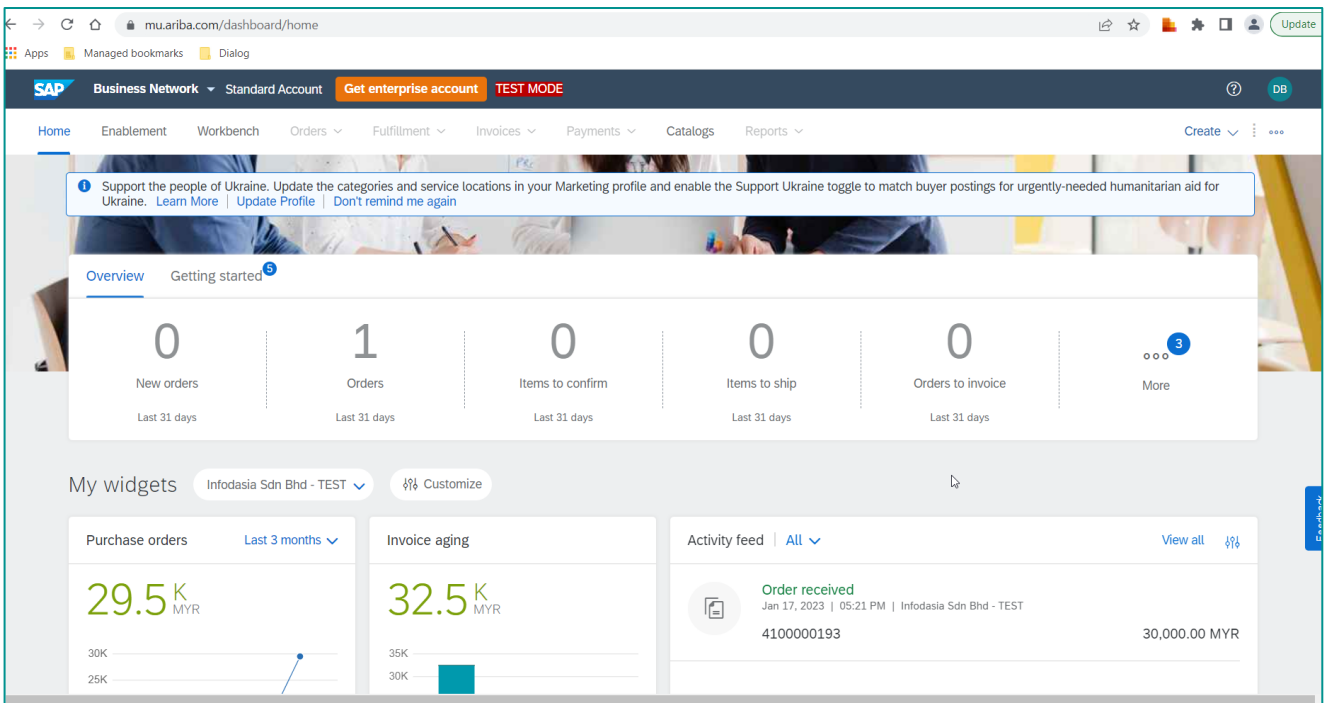
Link	
	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>



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	<ul style="list-style-type: none"> <li>Enter the username</li> </ul>
Password	Password of your buyer account	R	<ul style="list-style-type: none"> <li>Enter the password, then Click Login button</li> </ul>

*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.

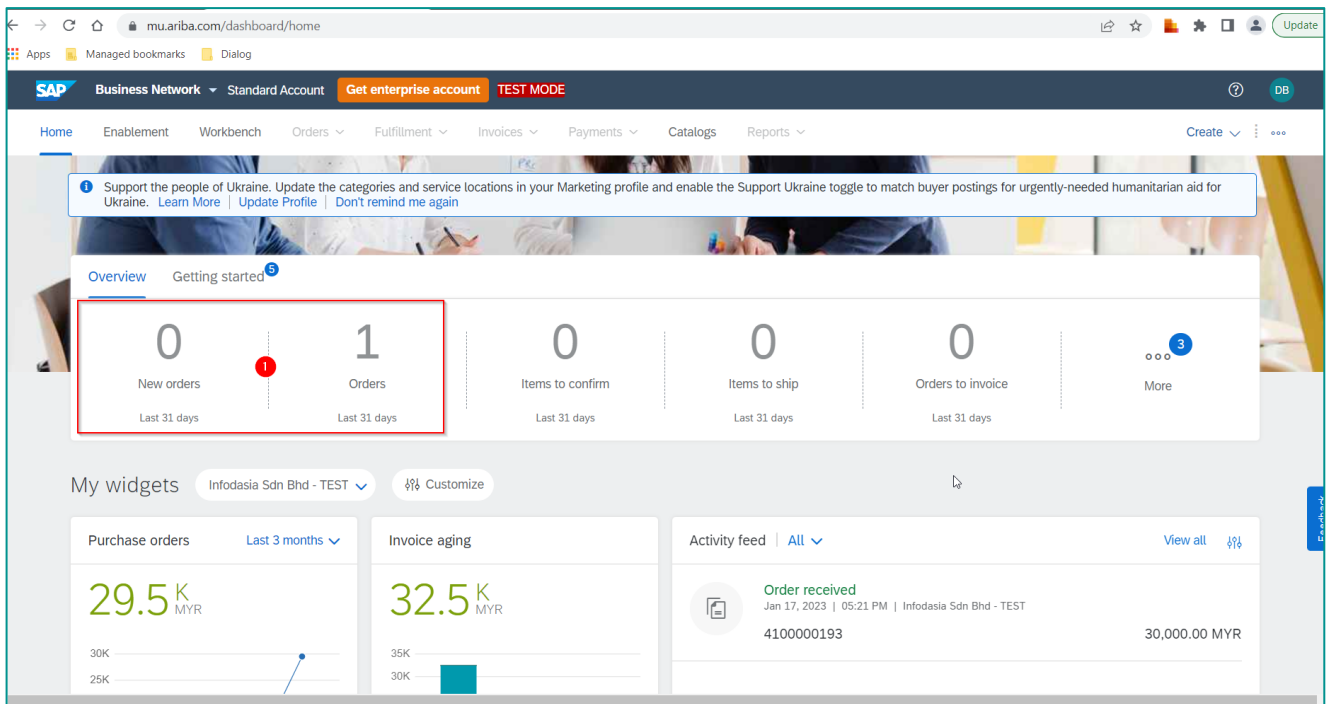
Business Process Description Overview	
To check and display any Purchase Order in SAP Ariba Network.	

Output - Results	Remarks
Purchase order displayed	N/A

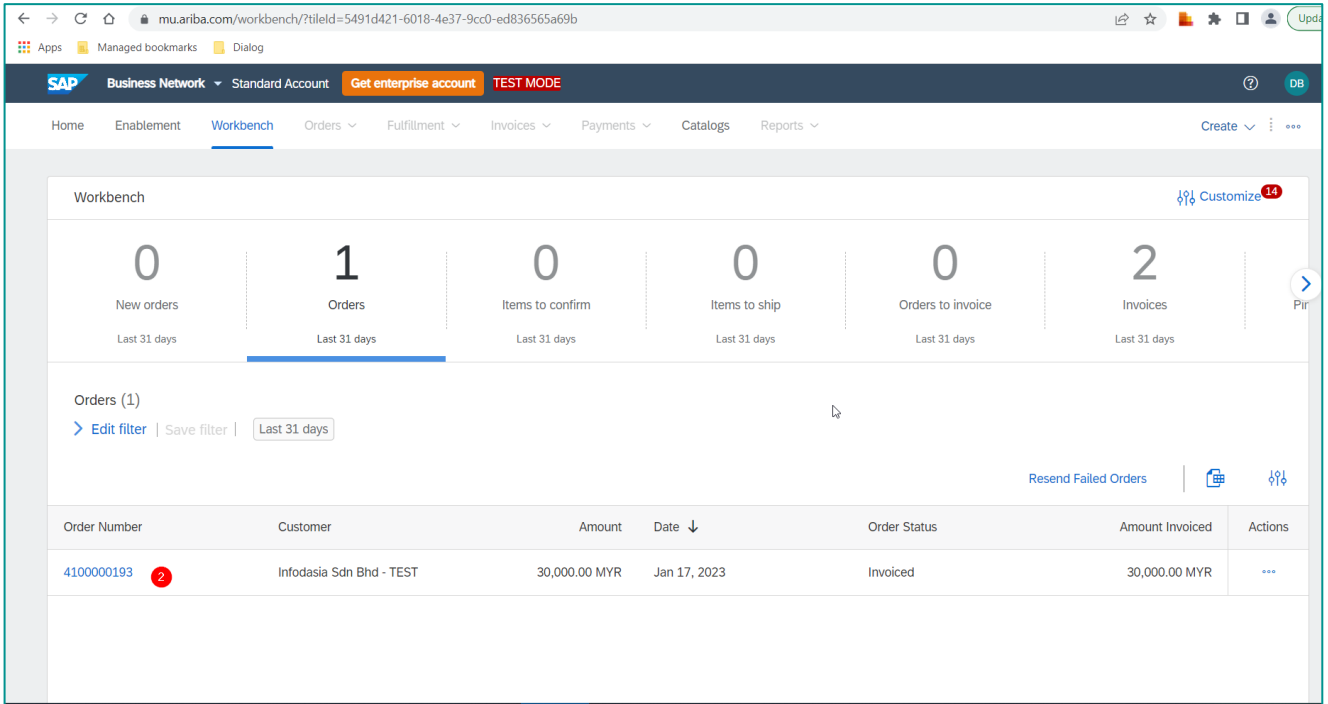
### Procedural Steps:

Access transaction by:

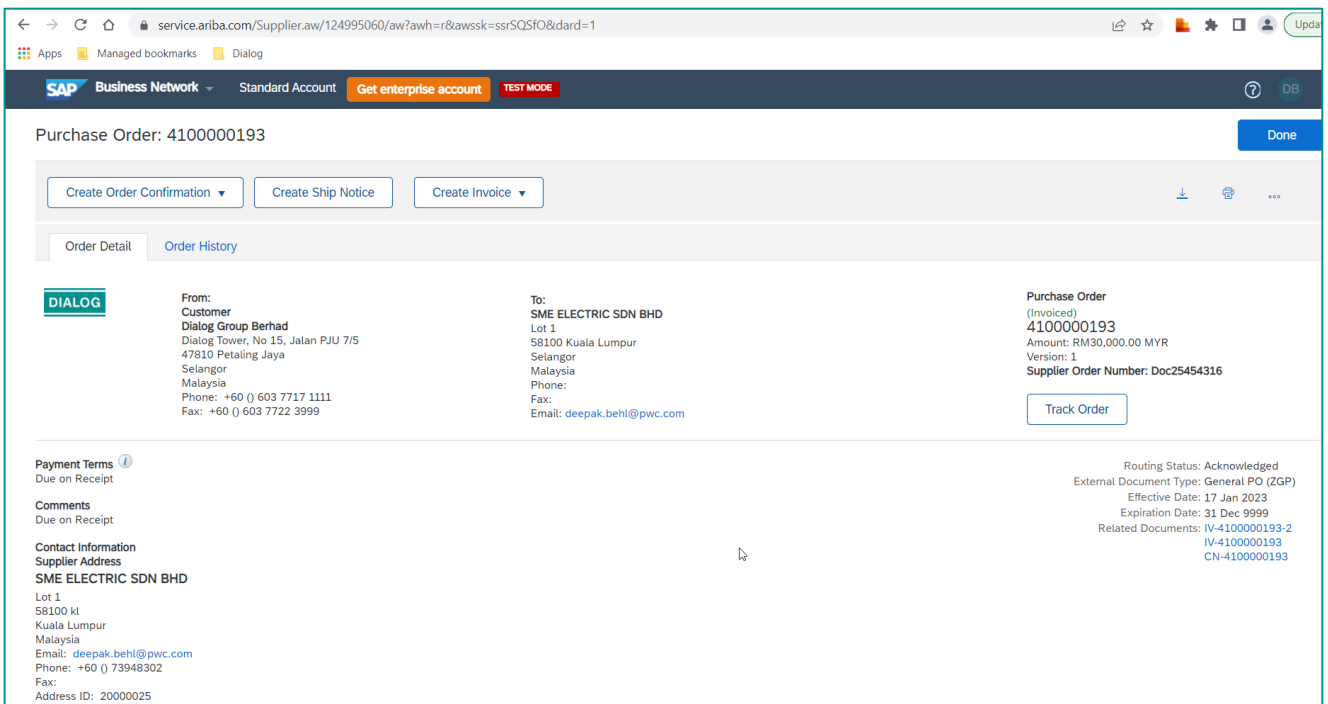
<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
-------------	---



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.

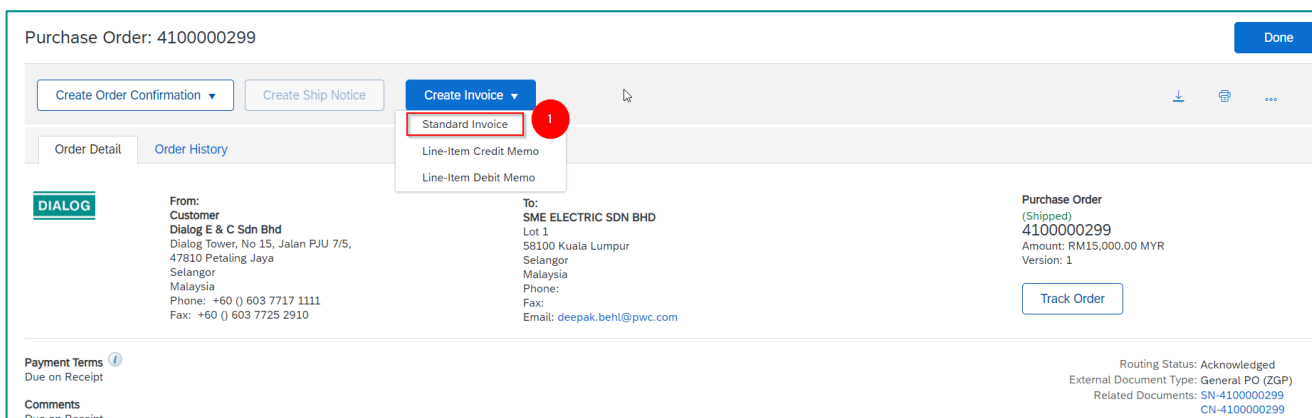
Business Process Description Overview	
Supplier can create invoice only after they perform the necessary steps and Dialog Group received the goods/materials.	

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

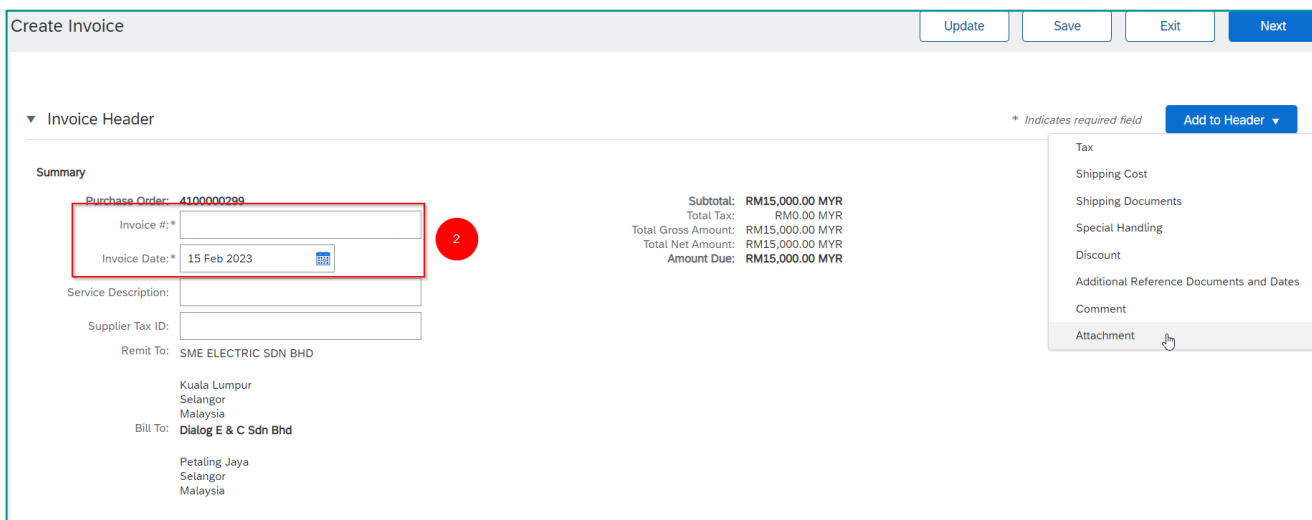
**Procedural Steps:**

Access transaction by:

<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
-------------	---



- Supplier can create Invoice by clicking the ‘Create Invoice’ button and proceed with Standard Invoice as shown in the screenshot.



- 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	<ul style="list-style-type: none"> <li>Enter the invoice number from Supplier side.</li> </ul> <p><b>The maximum character is 16 digit, please do not enter more than 16 digit.</b></p>
Invoice Date	The date of the invoice.	R	<ul style="list-style-type: none"> <li>Enter date of invoice.</li> </ul>

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

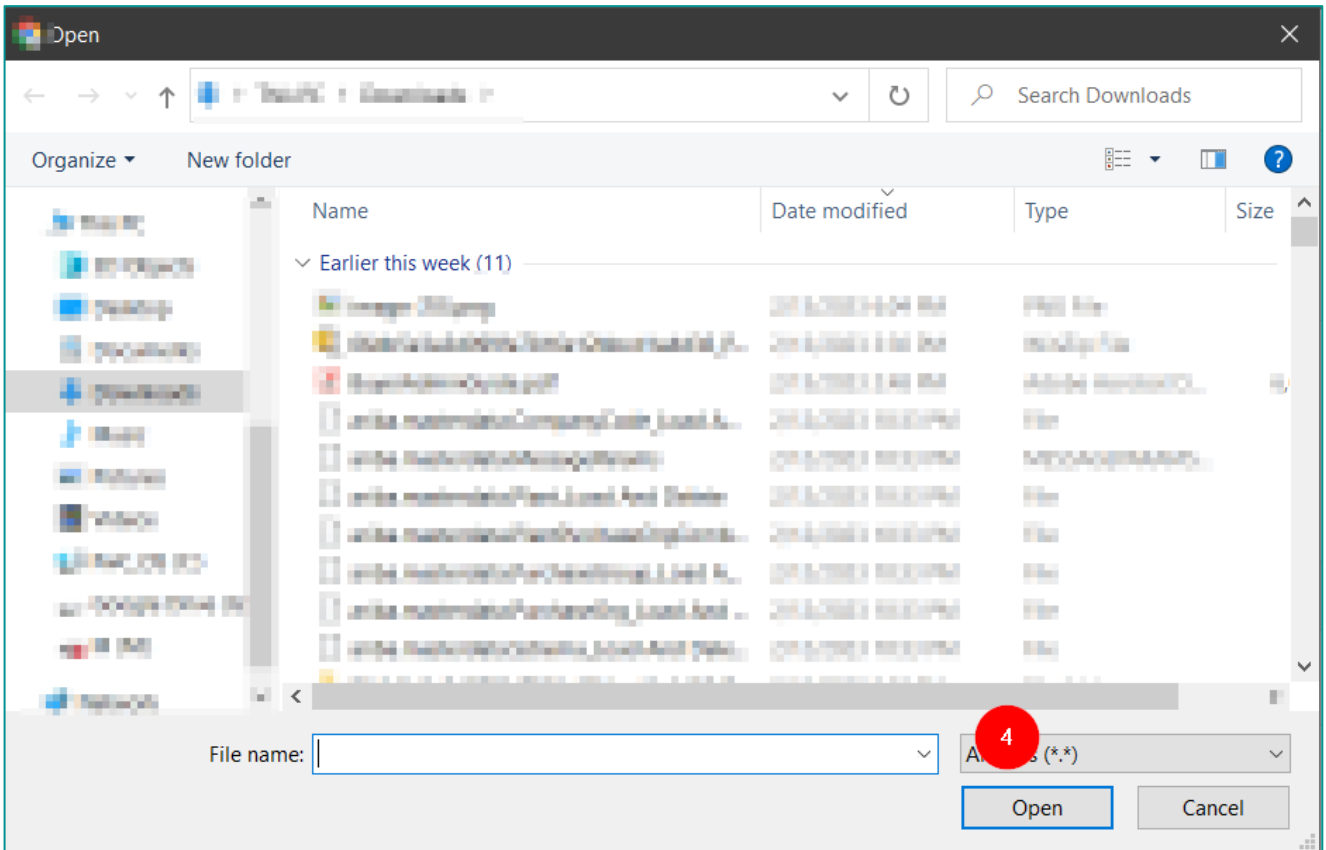
The screenshot shows the 'Create Invoice' interface. In the 'Invoice Header' section, the 'Add to Header' dropdown menu is open, listing options like Tax, Shipping Cost, and Attachment. The 'Attachment' option is highlighted with a red box, and a red circle with the number '3' is placed next to it. The main form contains fields for Purchase Order (4100000299), Invoice #, Invoice Date (15 Feb 2023), Service Description, and Supplier Tax ID. Summary statistics show a Subtotal of RM15,000.00 MYR. Remit To: SME ELECTRIC SDN BHD. Bill To: Dialog E & C Sdn Bhd.

- 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.**

The screenshot shows the 'Attachments' section. It includes a note: 'The total size of all attachments cannot exceed 100MB'. There is a 'Choose File' button (highlighted with a red box) and an 'Add Attachment' button. A red circle with the number '4' is placed next to the 'Add Attachment' button. A 'Remove' link is visible on the right.

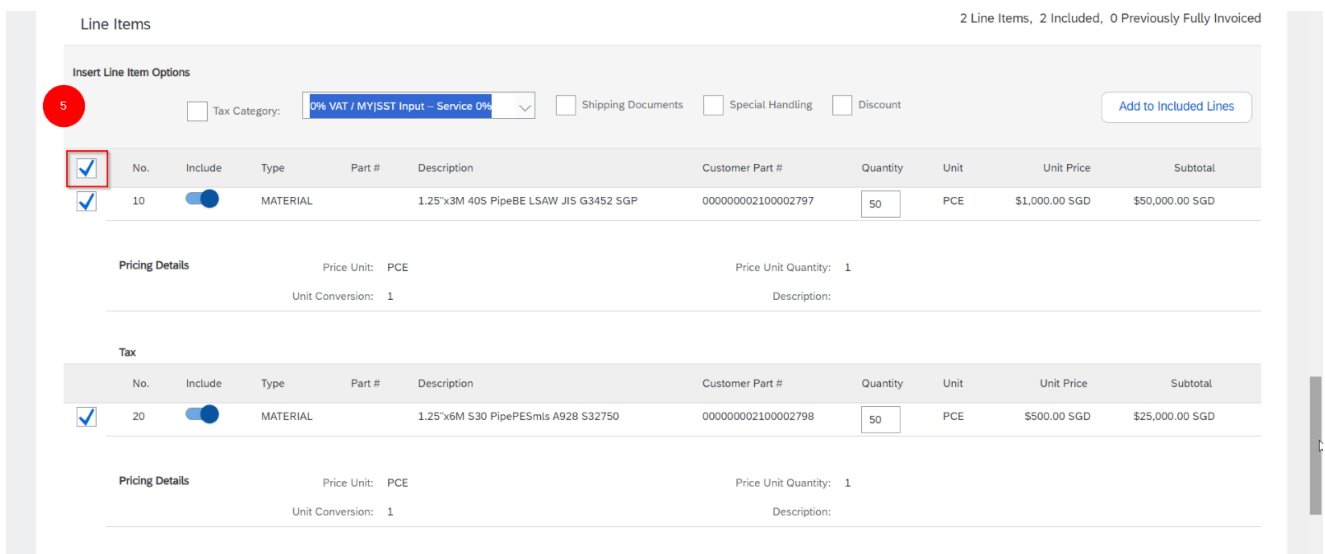




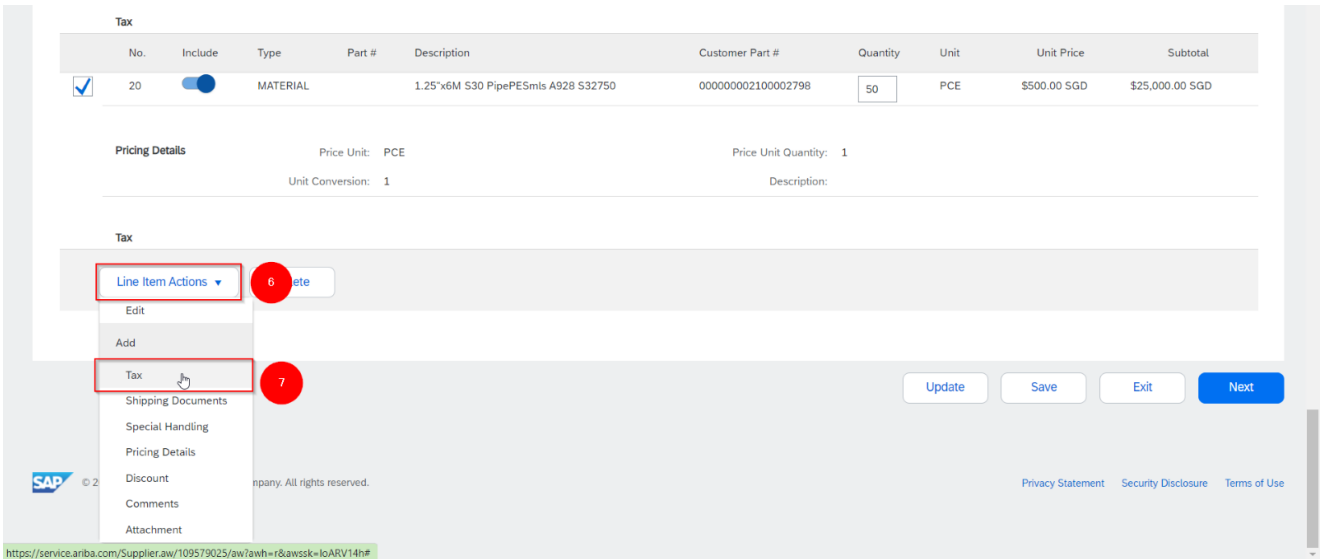
4. The section of attachments will appear. At the <Create Invoice> screen and Invoice Header - Attachments section, enter the following field/(s), do not input the fields that not mentioned below:


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	<ul style="list-style-type: none"> <li>Click Choose file</li> <li>Select any file from your end</li> <li>Click Add Attachment button</li> </ul>

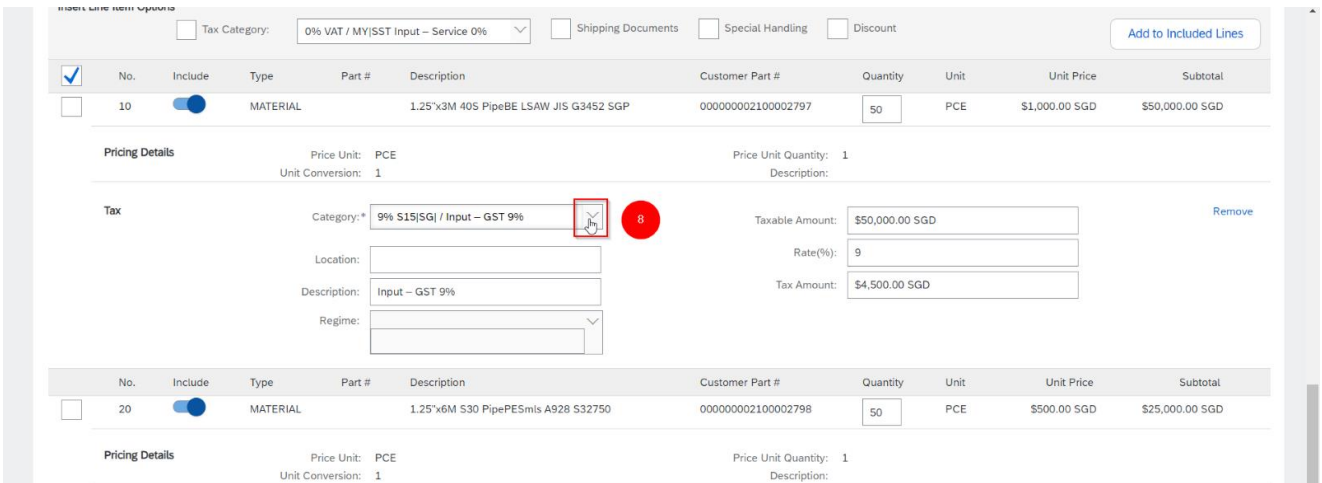
*Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional*




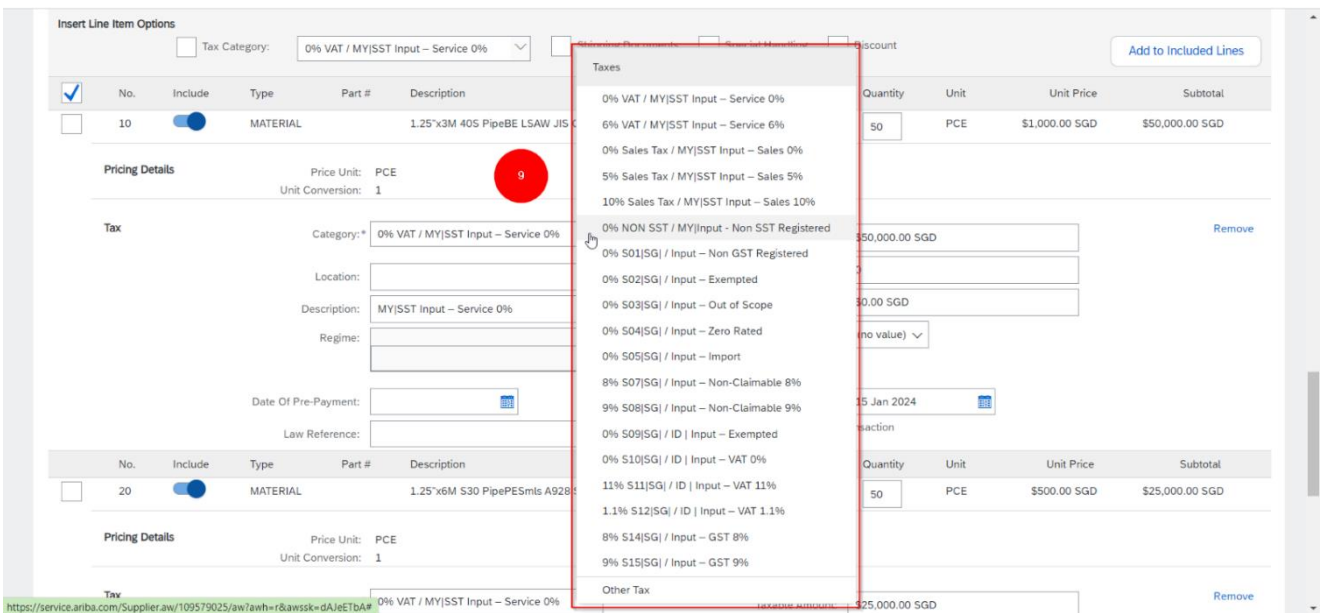
5. Tick the item check box which in line with the title of the items.



6. Click  button.
7. Click Tax button.



8. Click  to expand the option.

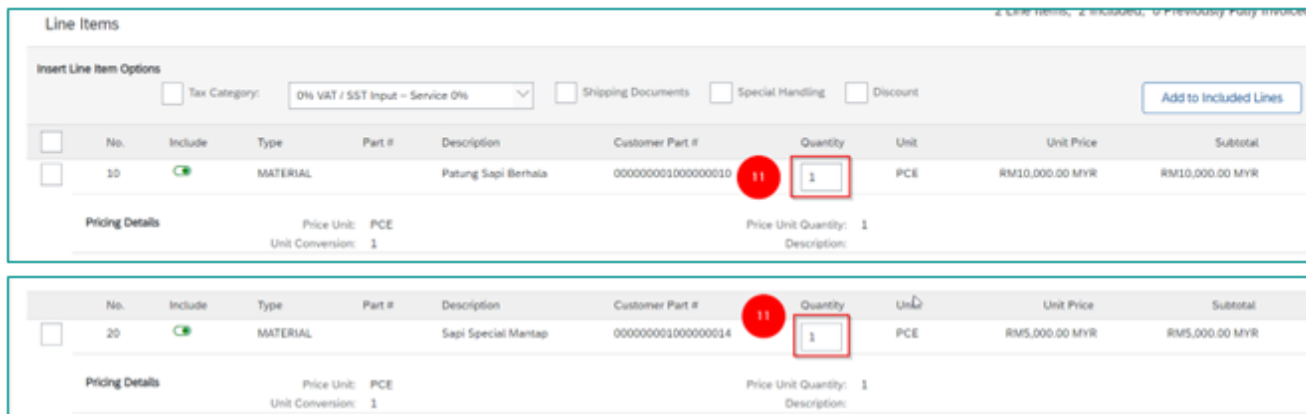


9. At the Create Invoice screen and Line Items – Tax section, you choose tax. Enter the following field/(s), do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Category	The tax category. It can be VAT, SST, or GST.	R	<ul style="list-style-type: none"> <li>For Dialog Malaysia Company Choose the value of tax category:                             <ul style="list-style-type: none"> <li>0% VAT / MY SST Input – Service 0%</li> <li>6% VAT / MY SST Input – Service 6%</li> <li>5% Sales Tax / MY SST Input – Sales 5%</li> <li>0% Sales Tax / MY SST Input – Sales 0%</li> <li>0% Sales Tax / MY SST Input – Sales 10%</li> <li>0% NON SST / MY Input - Non SST Registered</li> </ul> </li> <li>For Dialog Singapore Company Choose the value of tax category:                             <ul style="list-style-type: none"> <li>0% S01 SG  / Input - Non GST Registered</li> <li>0% S02 SG  / Input - Exempted</li> <li>0% S03 SG  / Input - Out of Scope</li> <li>0% S04 SG  / Input - Zero Rated</li> <li>0% S05 SG  / Input - Import</li> <li>8% S07 SG  / Input - Non-Claimable 8%</li> <li>9% S08 SG  / Input - Non-Claimable 9%</li> <li>0% S09 SG  / ID   Input - Exempted</li> <li>0% S10 SG  / ID   Input - VAT 0%</li> <li>11% S11 SG  / ID   Input - VAT 11%</li> <li>1.1% S12 SG  / ID   Input - VAT 1.1%</li> <li>8% S14 SG  / Input - GST 8%</li> <li>9% S15 SG  / Input - GST 9%</li> </ul> </li> <li>Do not select other value that these.</li> </ul>

*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.

**12**

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

**Create Invoice**

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:Malaysia. **13**

invoice

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

<b>REMIT TO:</b> SME ELECTRIC SDN BHD  Postal Address: Lot 1 58100 Kuala Lumpur Selangor Malaysia	<b>BILL TO:</b> 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	<b>SUPPLIER:</b> SME ELECTRIC SDN BHD  Postal Address: Lot 1 58100 Kuala Lumpur Selangor Malaysia
<b>BILL FROM:</b> SME ELECTRIC SDN BHD	<b>CUSTOMER:</b> 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

↓ ↻ ⋮

Order Detail Order History

<b>DIALOG</b> From: <b>Customer</b> 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: <b>SME ELECTRIC SDN BHD</b> Lot 1 58100 Kuala Lumpur Selangor Malaysia Phone: Fax: Email: deepak.behl@pwc.com	<div style="border: 1px solid red; padding: 5px;"> <b>Purchase Order</b>                      (Invoiced)  <b>4100000299</b>                      Amount: RM15,000.00 MYR                      Version: 1                 </div> <span style="float: right;"><b>14</b></span> <input type="button" value="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  
 500000164  
 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:

<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
-------------	---

Purchase Order: 4100000299 Done

**From:** Customer  
 Dialog E & C Sdn Bhd  
 Dialog Tower, No 15, Jalan PJU 7/5,  
 47810 Petaling Jaya  
 Selangor  
 Malaysia  
 Phone: +60 (0) 603 7717 1111  
 Fax: +60 (0) 603 7725 2910

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

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

Payment Terms  ⓘ  
 Due on Receipt

Comments  ⓘ  
 Due on Receipt

Routing Status: Acknowledged  
 External Document Type: General PO (ZGP)  
 Related Documents: SN-4100000299  
 CN-4100000299

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

Create Invoice

▼ Invoice Header \* Indicates required field

Summary

Purchase Order: 4100000299  
 Invoice #:  2  
 Invoice Date: 15 Feb 2023

Subtotal: RM15,000.00 MYR  
 Total Tax: RM0.00 MYR  
 Total Gross Amount: RM15,000.00 MYR  
 Total Net Amount: RM15,000.00 MYR  
 Amount Due: RM15,000.00 MYR

Service Description:  
 Supplier Tax ID:  
 Remit To: SME ELECTRIC SDN BHD  
 Kuala Lumpur  
 Selangor  
 Malaysia  
 Bill To: Dialog E & C Sdn Bhd  
 Petaling Jaya  
 Selangor  
 Malaysia

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

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	<ul style="list-style-type: none"> <li>Enter the invoice number from your side.</li> </ul> <p><b>The maximum character is 16 digit, please do not enter more than 16 digit.</b></p>
Invoice Date	The date of the invoice.	R	<ul style="list-style-type: none"> <li>Enter date of invoice.</li> </ul>

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

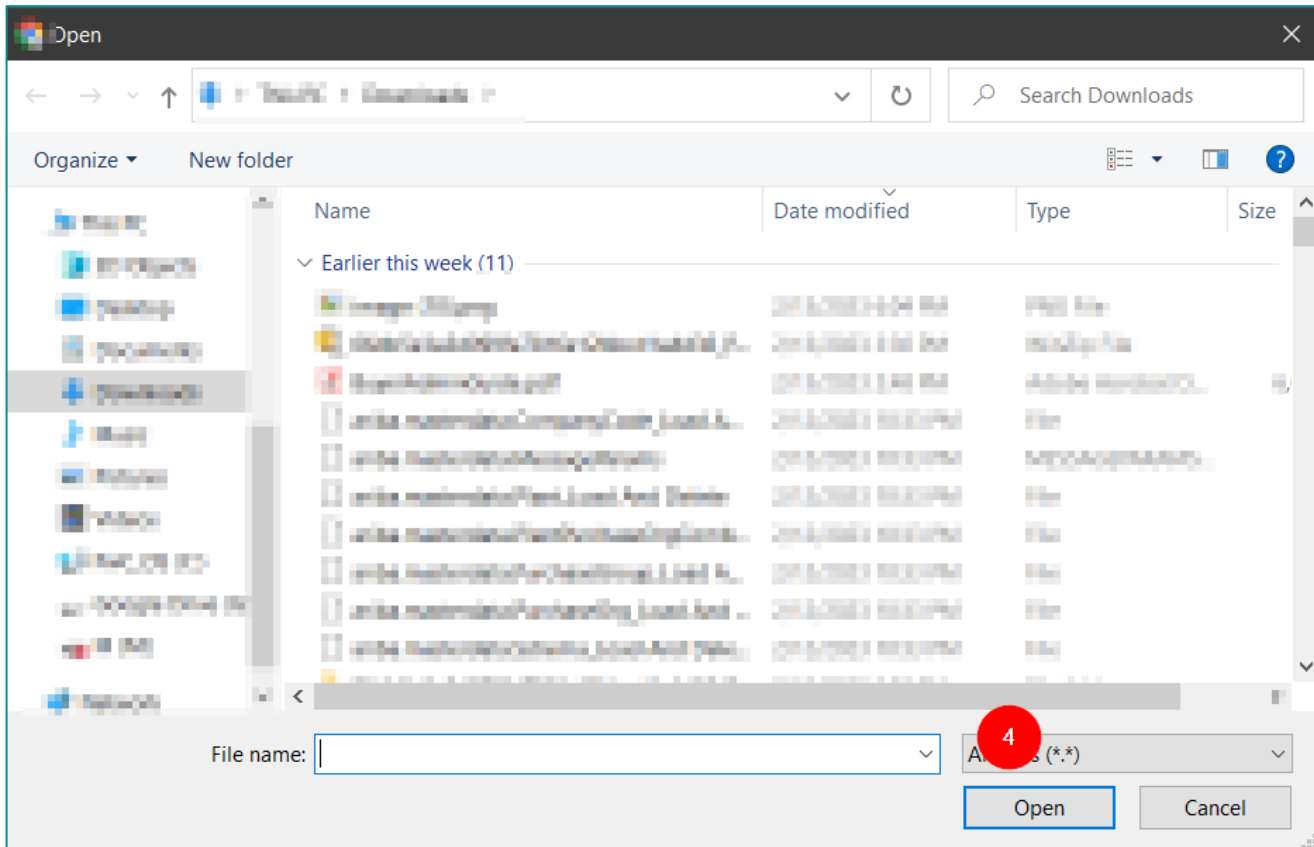
The screenshot shows the 'Create Invoice' interface. In the 'Invoice Header' section, the 'Add to Header' dropdown menu is expanded, showing options like Tax, Shipping Cost, and Attachment. The 'Attachment' option is highlighted with a red box. A red circle with the number 3 is positioned to the left of the dropdown menu.

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.**

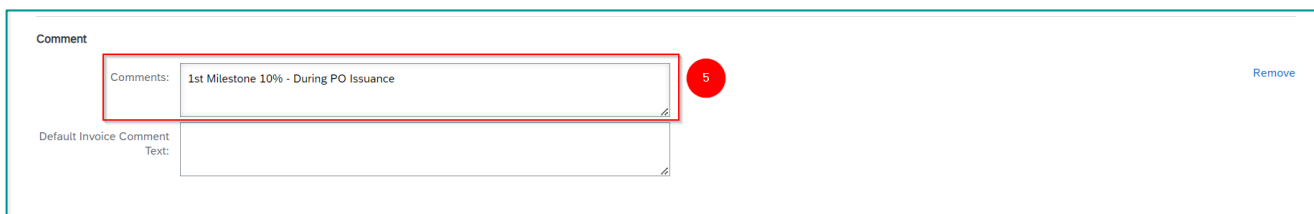
The screenshot shows the 'Attachments' section. It includes a 'Choose File' button, the text 'No file chosen', and an 'Add Attachment' button. A red circle with the number 4 is placed to the right of the 'Add Attachment' button.



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	<ul style="list-style-type: none"> <li>Click Choose file</li> <li>Select any file from your end</li> <li>Click Add Attachment button</li> </ul>

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	<ul style="list-style-type: none"> <li>Put the explanation of milestone of payment</li> </ul>

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

Insert Line Item Options

6

Tax Category: 0% VAT / MY/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
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL		1.25"x3M 40S PipeBE LSAW JIS G3452 SGP	00000002100002797	50	PCE	\$1,000.00 SGD	\$50,000.00 SGD

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

**Tax**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL		1.25"x6M S30 PipePEsmis A928 S32750	00000002100002798	50	PCE	\$500.00 SGD	\$25,000.00 SGD

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

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

**Tax**

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL		1.25"x6M S30 PipePEsmis A928 S32750	00000002100002798	50	PCE	\$500.00 SGD	\$25,000.00 SGD

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

**Tax**

Line Item Actions Delete

- Edit
- Add
- Tax 8
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Comments
- Attachment

Update Save Exit Next

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<https://service.ariba.com/Supplier.aw/109579025/aw?awh=r&awssk=loARV14h#>



7. Click Line Item Actions button.

8. Click Tax button.

Tax Category: 0% VAT / MY/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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL		1.25"x3M 40S PipeBE LSAW JIS G3452 SGP	00000002100002797	50	PCE	\$1,000.00 SGD	\$50,000.00 SGD

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

**Tax**

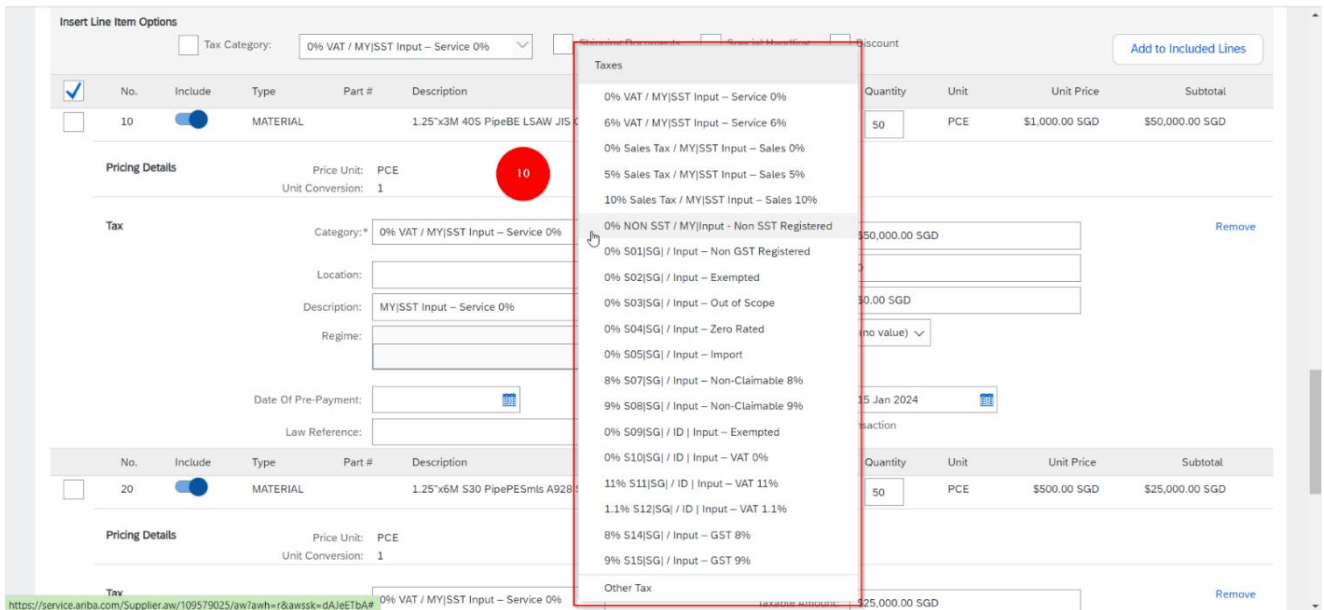
Category: 9% S15[SG] / Input - GST 9% 9 Taxable Amount: \$50,000.00 SGD Remove  
 Location:   
 Description: Input - GST 9% Rate(%): 9  
 Regime:  Tax Amount: \$4,500.00 SGD

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL		1.25"x6M S30 PipePEsmis A928 S32750	00000002100002798	50	PCE	\$500.00 SGD	\$25,000.00 SGD

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

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	<ul style="list-style-type: none"> <li>For Dialog Malaysia Company Choose the value of tax category:                             <ul style="list-style-type: none"> <li>0% VAT / MY SST Input – Service 0%</li> <li>6% VAT / MY SST Input – Service 6%</li> <li>5% Sales Tax / MY SST Input – Sales 5%</li> <li>0% Sales Tax / MY SST Input – Sales 0%</li> <li>0% Sales Tax / MY SST Input – Sales 10%</li> <li>0% NON SST / MY Input - Non SST Registered</li> </ul> </li> <li>For Dialog Singapore Company Choose the value of tax category:                             <ul style="list-style-type: none"> <li>0% S01 SG  / Input - Non GST Registered</li> <li>0% S02 SG  / Input - Exempted</li> <li>0% S03 SG  / Input - Out of Scope</li> <li>0% S04 SG  / Input - Zero Rated</li> <li>0% S05 SG  / Input - Import</li> <li>8% S07 SG  / Input - Non-Claimable 8%</li> <li>9% S08 SG  / Input - Non-Claimable 9%</li> <li>0% S09 SG  / ID   Input - Exempted</li> <li>0% S10 SG  / ID   Input - VAT 0%</li> <li>11% S11 SG  / ID   Input - VAT 11%</li> <li>1.1% S12 SG  / ID   Input - VAT 1.1%</li> <li>8% S14 SG  / Input - GST 8%</li> <li>9% S15 SG  / Input - GST 9%</li> </ul> </li> </ul>

- Do not select other value than 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.

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

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
<input type="checkbox"/> 10	<input checked="" type="checkbox"/>	MATERIAL		Patung Sapi Berhala	000000001000000010	0.1	PCE	RM10,000.00 MYR	RM1,000.00 MYR

Pricing Details Price Unit: PCE Price Unit Quantity: 1

Unit Conversion: 1 Description: 12

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/> 20	<input checked="" type="checkbox"/>	MATERIAL		Sapi Special Mantap	000000001000000014	0.1	PCE	RM5,000.00 MYR	RM500.00 MYR

Pricing Details Price Unit: PCE Price Unit Quantity: 1

Unit Conversion: 1 Description:

Line Item Actions

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:
- If the percentage of payment milestone is 10% and the quantity in purchase order is 1, then  $10\% * 1 = 0.1$
  - 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.

Create Invoice

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:Malaysia.

invoice

Invoice Number: IV-4100000299  
 Invoice Date: Thursday 16 Feb 2023 4:23 PM GMT+08:00  
 Original Purchase Order: 4100000299

Subtotal: **RM15,000.00 MYR**  
 Total Tax: RM1,250.00 MYR  
 Total Gross Amount: RM16,250.00 MYR  
 Total Net Amount: RM16,250.00 MYR  
 Amount Due: **RM16,250.00 MYR**

<b>REMIT TO:</b> SME ELECTRIC SDN BHD Postal Address: Lot 1 58100 Kuala Lumpur Selangor Malaysia	<b>BILL TO:</b> 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 (0) 603 7717 1111 Fax : +60 (0) 603 7725 2910	<b>SUPPLIER:</b> SME ELECTRIC SDN BHD Postal Address: Lot 1 58100 Kuala Lumpur Selangor Malaysia
<b>BILL FROM:</b> SME ELECTRIC SDN BHD	<b>CUSTOMER:</b> Dialog E & C Sdn Bhd	

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.

Purchase Order: 4100000299

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

<b>DIALOG</b> From: Customer Dialog E & C Sdn Bhd Dialog Tower, No 15, Jalan PJU 7/5, 47810 Petaling Jaya Selangor Malaysia Phone: +60 (0) 603 7717 1111 Fax: +60 (0) 603 7725 2910	To: SME ELECTRIC SDN BHD Lot 1 58100 Kuala Lumpur Selangor Malaysia Phone: Fax: Email: deepak.behl@pwc.com	<b>Purchase Order</b> (Invoiced) 4100000299 Amount: RM15,000.00 MYR Version: 1 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  
 500000154  
 SN-4100000299  
 More(1) >

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:

<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
-------------	---

Purchase Order: 4100000311 Done

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**  
 (Partially Served)  
 4100000311  
 Amount: RM40,000.00 MYR  
 Version: 1

Payment Terms: Due on Receipt  
 Comments: Due on Receipt

Routing Status: Acknowledged  
 External Document Type: General PO (ZGP)  
 Related Documents: SE\_4100000311, CN-4100000311

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.**

Service Sheet: SE\_4100000311 Done Previous

Detail | History

**Service Sheet**  
 (Approved)  
 SE\_4100000311  
 Date: 16 Feb 2023  
 Final Service Sheet: No  
 Purchase Order: 4100000311  
 ERP SES ID: 1000000146  
 Subtotal: RM4,000.00 MYR

Subtotal: RM4,000.00 MYR

**From:**  
 SME ELECTRIC SDN BHD  
 SME ELECTRIC SDN BHD  
 Lot 1  
 58100 Kuala Lumpur  
 Selangor  
 Malaysia

**To:**  
 Dialog E & C Sdn Bhd  
 Infodasia Sdn Bhd - TEST  
 Dialog Tower, No 15, Jalan PJU 7/5,  
 47810 Petaling Jaya  
 Selangor  
 Malaysia  
 Address ID: M100

Comments  
 Attachments

Routing Status: Acknowledged  
 Related Documents: 4100000311

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

Create Invoice Update Save Exit Next

Invoice Header \* Indicates required field Add to Header

Summary

Purchase Order: 4100000311  
 Invoice #:\*   
 Invoice Date:\* 16 Feb 2023

Subtotal: RM4,000.00 MYR  
 Total Tax: RM0.00 MYR  
 Total Gross Amount: RM4,000.00 MYR  
 Total Net Amount: RM4,000.00 MYR  
 Amount Due: RM4,000.00 MYR

Service Description:  
 Supplier Tax ID:  
 Remit To: SME ELECTRIC SDN BHD  
 Kuala Lumpur  
 Selangor  
 Malaysia  
 Bill To: Dialog E & C Sdn Bhd  
 Petaling Jaya  
 Selangor  
 Malaysia

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	<ul style="list-style-type: none"> <li>Enter the invoice number from your side.</li> </ul> <p><b>The maximum character is 16 digit, please do not enter more than 16 digit.</b></p>
Invoice Date	The date of the invoice.	R	<ul style="list-style-type: none"> <li>Enter date of invoice.</li> </ul>

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

**Create Invoice** [Update] [Save] [Exit] [Next]

▼ Invoice Header \* Indicates required field [Add to Header ▼]

**Summary**

Purchase Order: 4100000299  
 Invoice #:   
 Invoice Date: 15 Feb 2023   
 Service Description:   
 Supplier Tax ID:   
 Remit To: SME ELECTRIC SDN BHD  
 Kuala Lumpur  
 Selangor  
 Malaysia  
 Bill To: Dialog E & C Sdn Bhd  
 Petaling Jaya  
 Selangor  
 Malaysia

Subtotal: RM15,000.00 MYR  
 Total Tax: RM0.00 MYR  
 Total Gross Amount: RM15,000.00 MYR  
 Total Net Amount: RM15,000.00 MYR  
 Amount Due: RM15,000.00 MYR

Additional Reference Documents and Dates

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Comment
- Attachment**

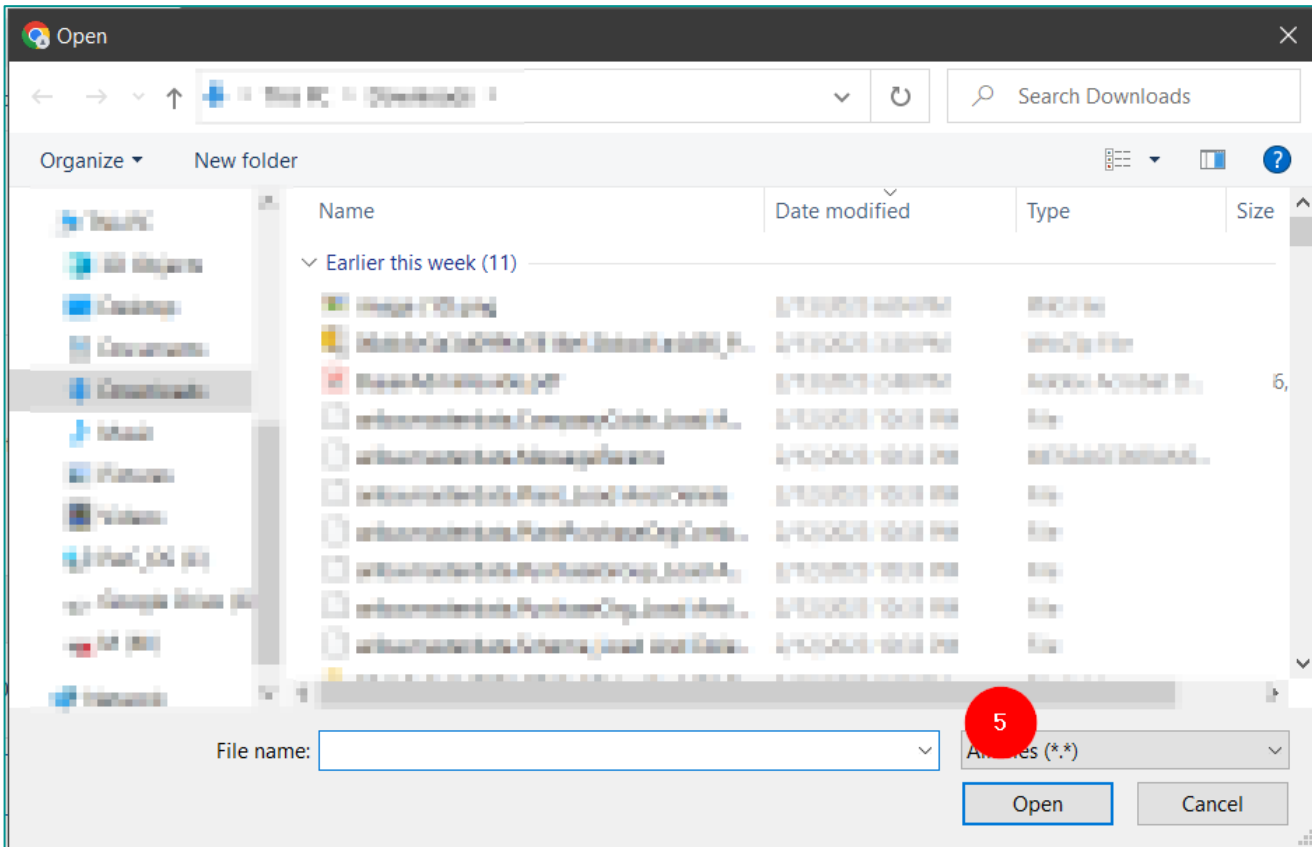
4. You are required to attach the Delivery Note and Invoice document. This is how you attach the documents. At the Create Invoice screen and under the Invoice Header, click "Add to Header", then click on "Attachment" button.

**Note: Kindly put the attachment in the Header level, not Item level, otherwise the invoice can be rejected by Finance.**

**\*Attachments** Remove

The total size of all attachments cannot exceed 100MB

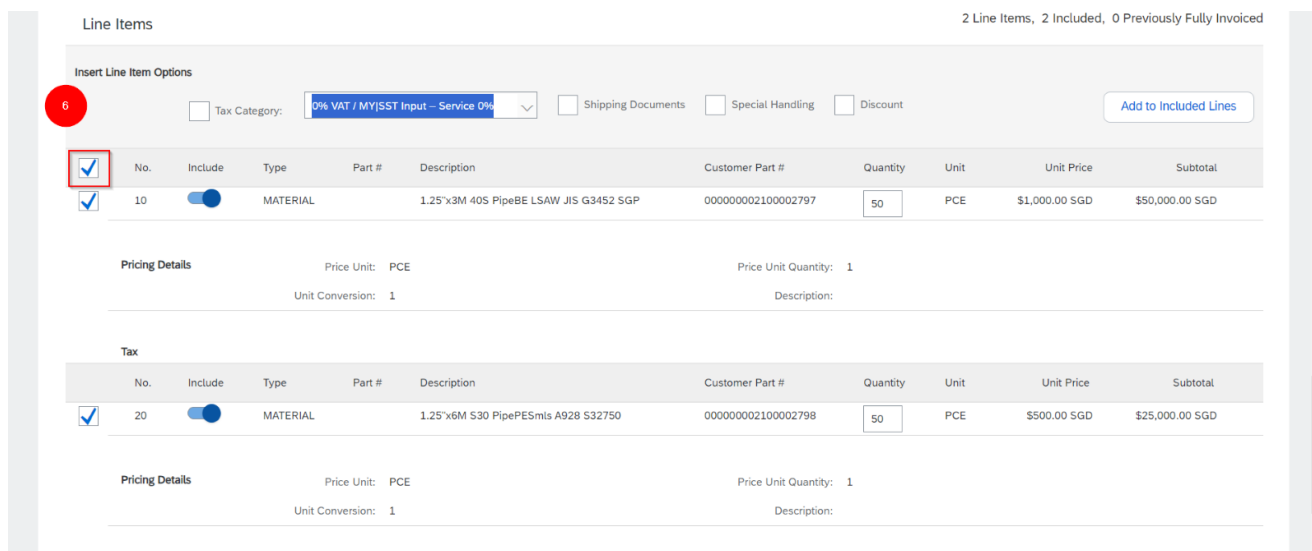
No file chosen



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	<ul style="list-style-type: none"> <li>Click Choose file</li> <li>Select any file from your end</li> <li>Click Add Attachment button</li> </ul>

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.

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

9. Click  to expand the option.

10. Select **0% VAT / MY|SST Input - Service 0%** from the expanded list.

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	<ul style="list-style-type: none"> <li>For Dialog Malaysia Company Choose the value of tax category:                             <ul style="list-style-type: none"> <li>0% VAT / MY SST Input – Service 0%</li> <li>6% VAT / MY SST Input – Service 6%</li> <li>5% Sales Tax / MY SST Input – Sales 5%</li> <li>0% Sales Tax / MY SST Input – Sales 0%</li> <li>0% Sales Tax / MY SST Input – Sales 10%</li> <li>0% NON SST / MY Input - Non SST Registered</li> </ul> </li> <li>For Dialog Singapore Company Choose the value of tax category:                             <ul style="list-style-type: none"> <li>0% S01 SG  / Input - Non GST Registered</li> <li>0% S02 SG  / Input - Exempted</li> <li>0% S03 SG  / Input - Out of Scope</li> <li>0% S04 SG  / Input - Zero Rated</li> <li>0% S05 SG  / Input - Import</li> <li>8% S07 SG  / Input - Non-Claimable 8%</li> <li>9% S08 SG  / Input - Non-Claimable 9%</li> <li>0% S09 SG  / ID   Input - Exempted</li> <li>0% S10 SG  / ID   Input - VAT 0%</li> <li>11% S11 SG  / ID   Input - VAT 11%</li> <li>1.1% S12 SG  / ID   Input - VAT 1.1%</li> <li>8% S14 SG  / Input - GST 8%</li> <li>9% S15 SG  / Input - GST 9%</li> </ul> </li> <li>Do not select other value that these.</li> </ul>

*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.

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

---

**Insert Line Item Options**

Tax Category: 0% VAT / SST Input – Service 0%  Discount Add to Included Lines

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	00010		SAP Consultant					
<input type="checkbox"/>	SERVICE		SAP IT Consultancy	000000008200000012	2	DAY	RM2,000.00 MYR	RM4,000.00 MYR

**Service Sheet Details** Service Sheet #: SE\_4100000311 Service Line No.: 1

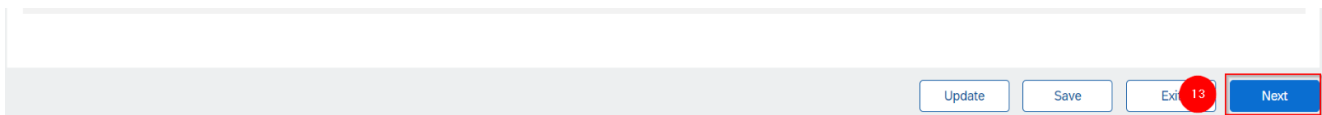
**Pricing Details** Price Unit: DAY Price Unit Quantity: 1.000  
Unit Conversion: 1 Description:

**Service Period** Service Start Date: 16 Feb 2023 Service End Date: 16 Feb 2023

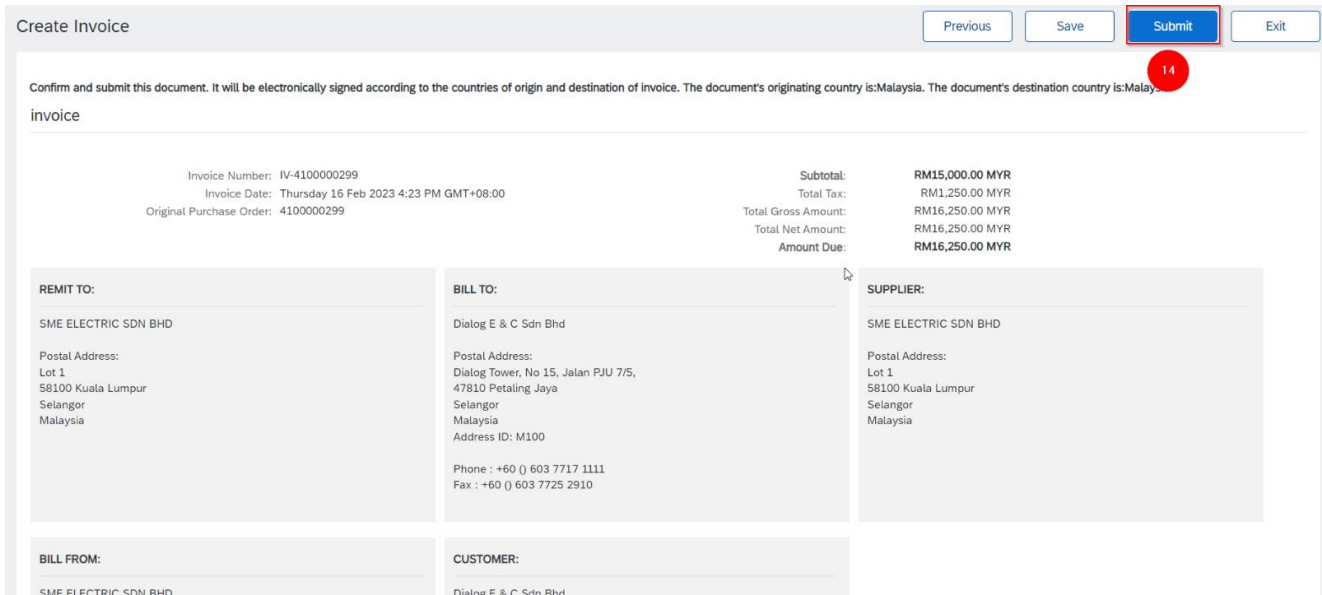
Line Item Actions



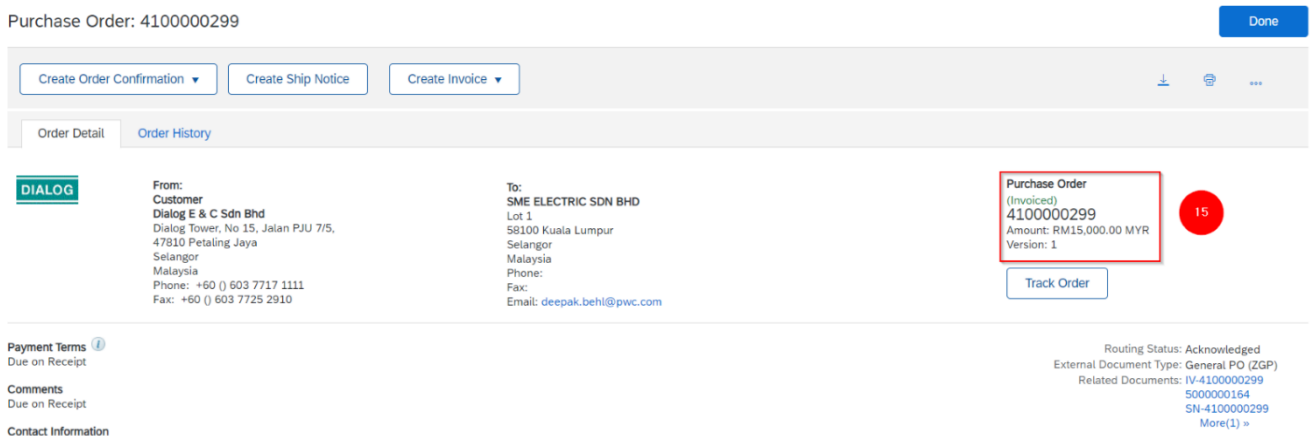
- At the Create Invoice screen and in Line Items section, supplier can see the quantity of service that Dialog Group has received and approved. Select the items to be included in the invoice by using Include indicator.



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



- 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.



- 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	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
------	---

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.

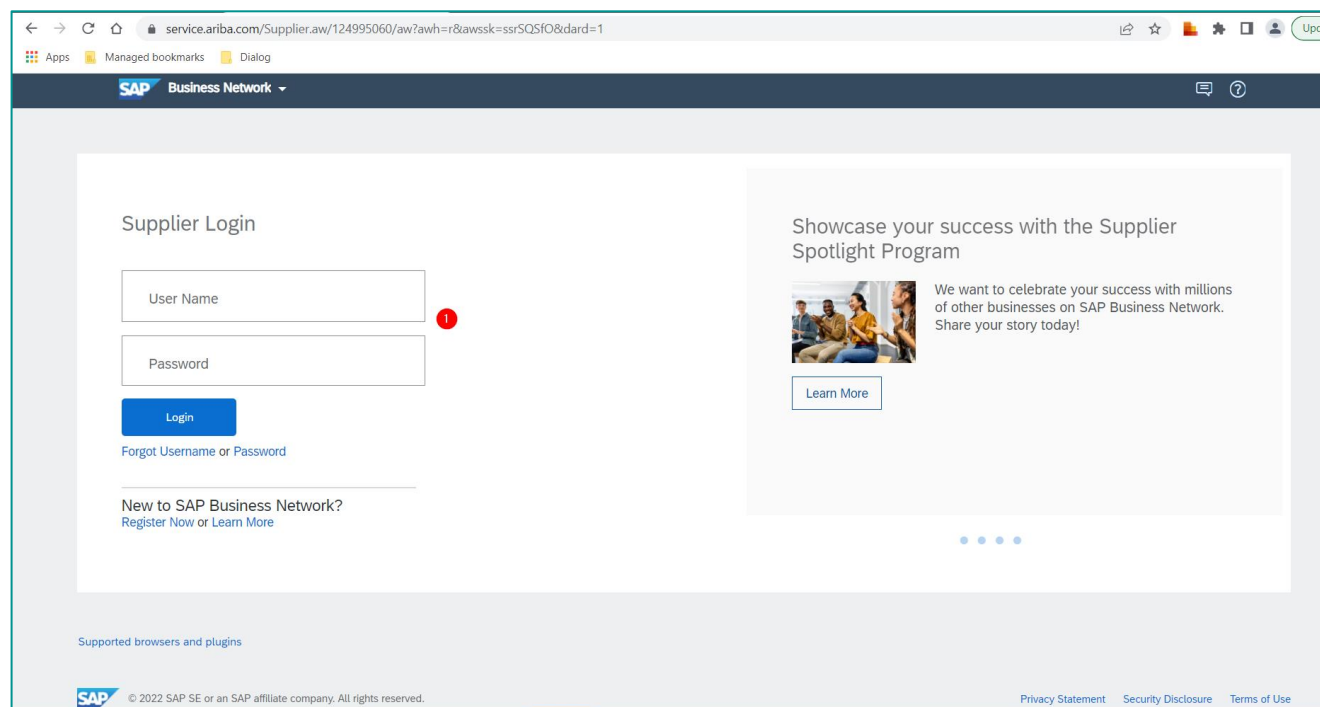
Business Process Description Overview	
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed beforehand.	

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

**Procedural Steps:**

Access transaction by:

Link
<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>

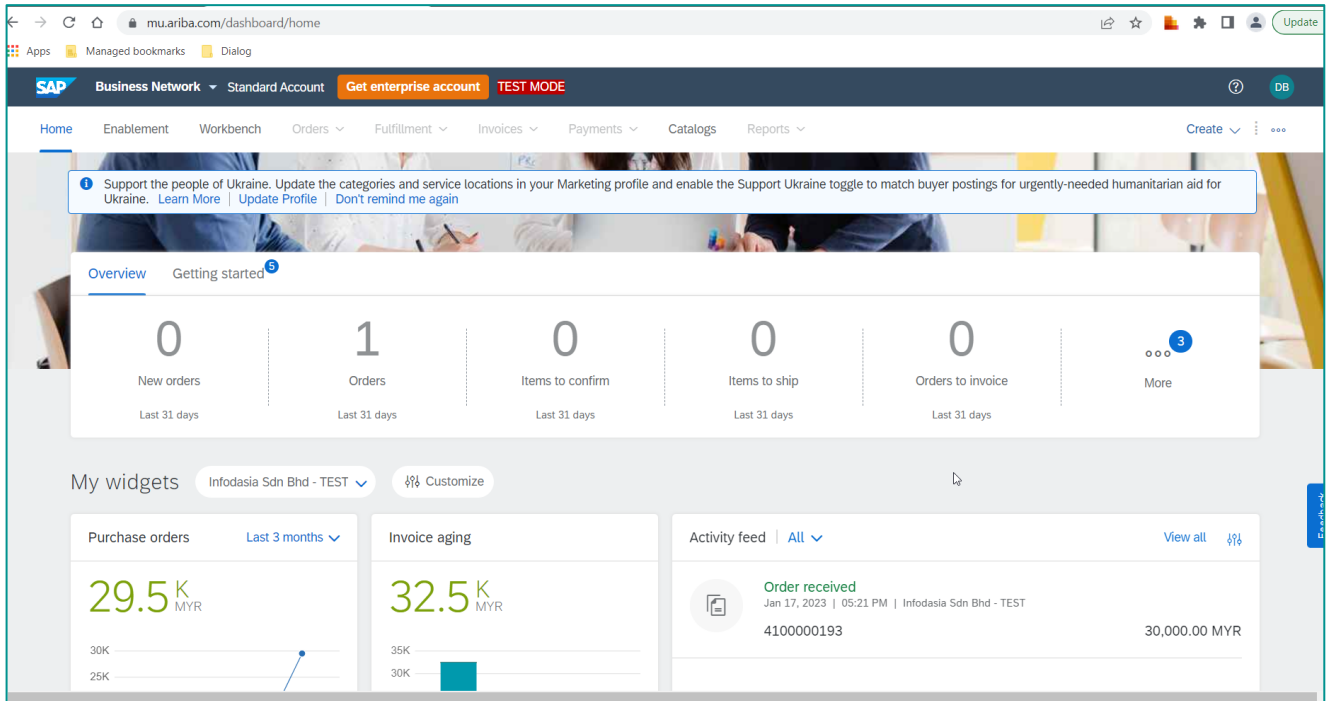


1. At the SAP Ariba Network screen, enter the following:

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	<ul style="list-style-type: none"> <li>Enter the username</li> </ul>
Password	Password of your buyer account	R	<ul style="list-style-type: none"> <li>Enter the password, then Click Login button</li> </ul>

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.

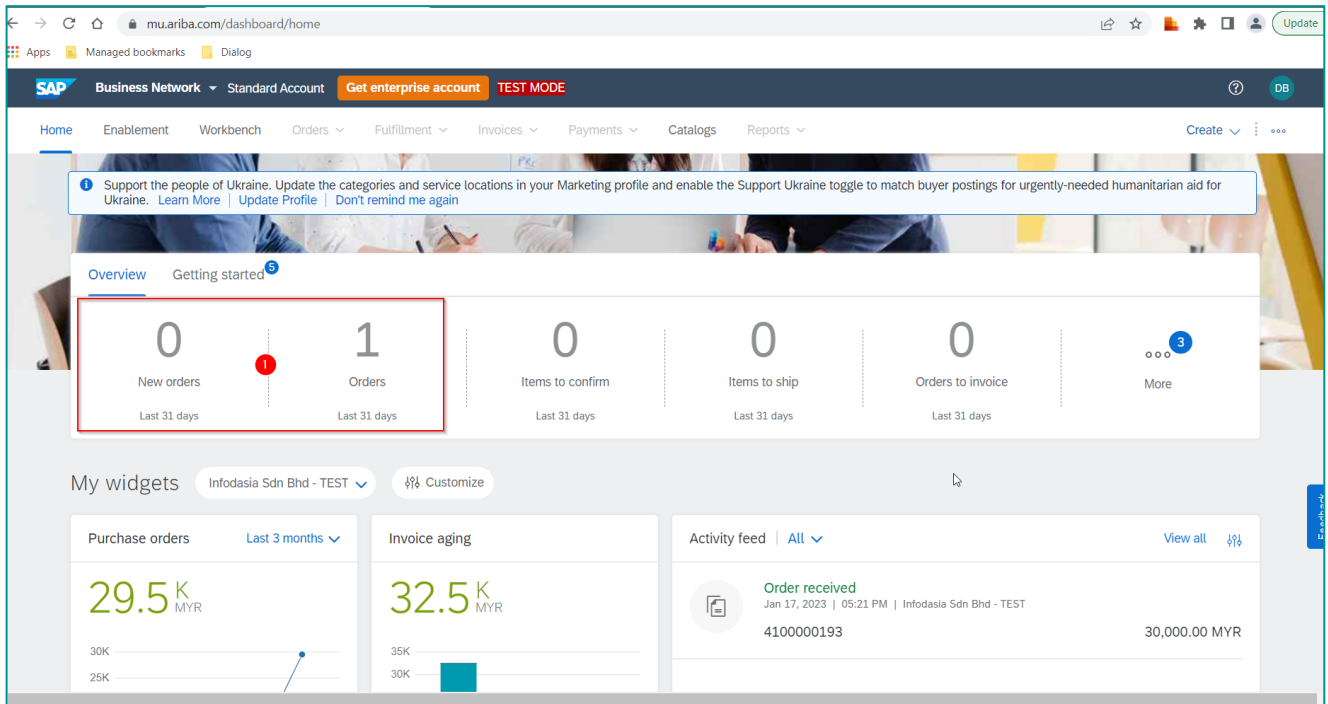
Business Process Description Overview	
To check and display any purchase order in SAP Ariba Network.	

Output - Results	Remarks
Purchase order displayed	N/A

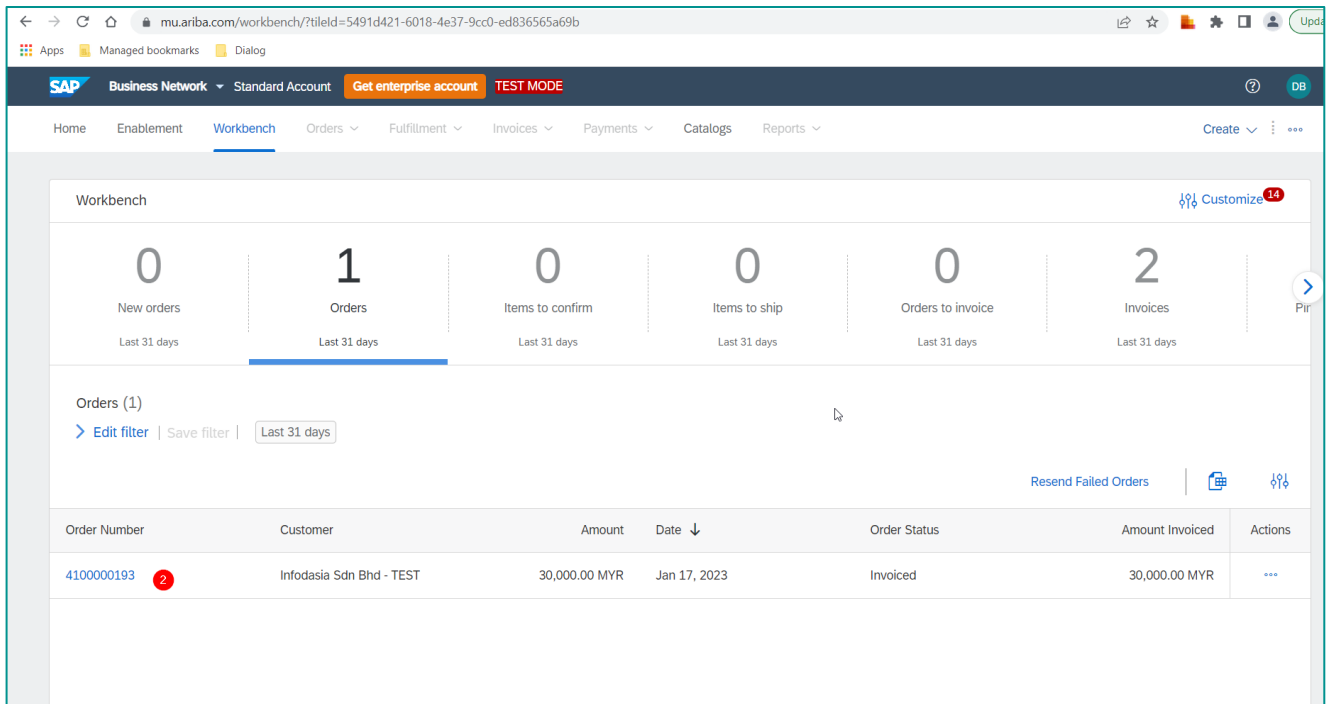
**Procedural Steps:**

Access transaction by:

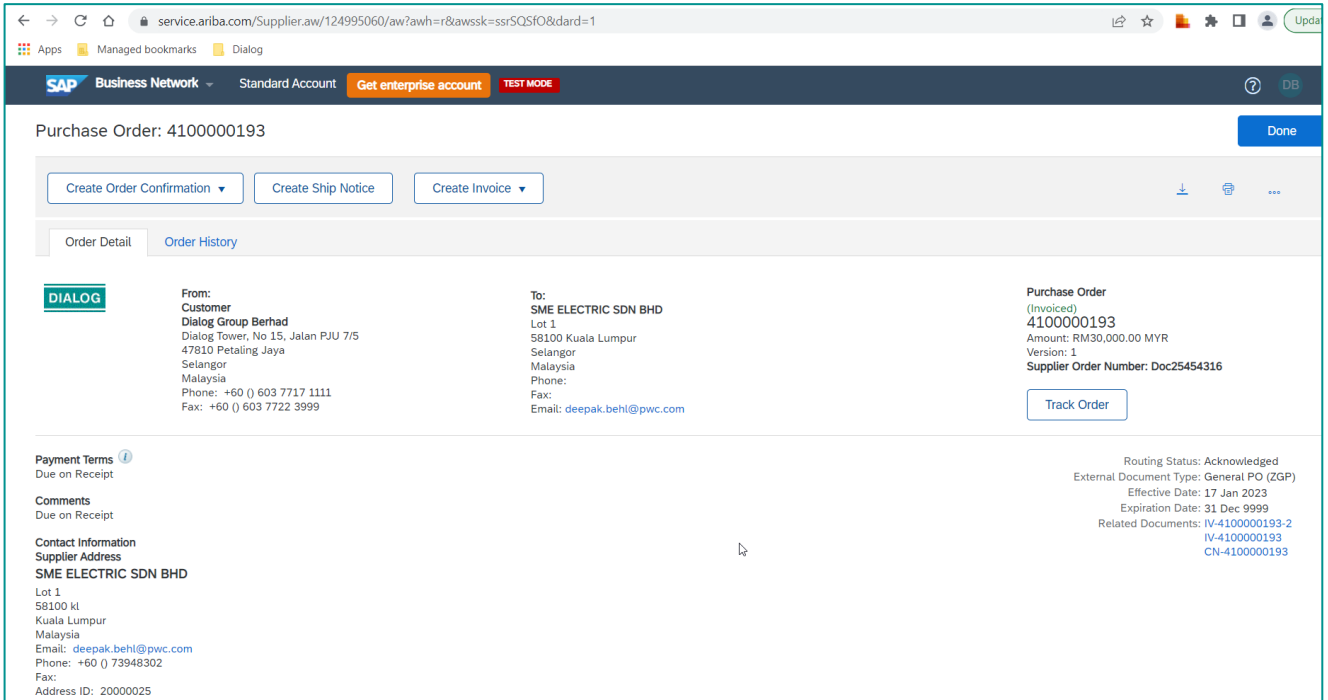
Link
<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>



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:

<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
-------------	---

Purchase Order: 410000311 Done

Create Order Confirmation Create Ship Notice Create Service Sheet 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 (0) 603 7717 1111  
 Fax: +60 (0) 603 7725 2910

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

**Purchase Order**  
 (Partially Invoiced)  
**410000311**  
 Amount: RM40,000.00 MYR  
 Version: 1

Payment Terms <sup>i</sup>  
 Due on Receipt

Comments  
 Due on Receipt

Contact Information

Routing Status: Acknowledged  
 External Document Type: General PO (ZGP)  
 Related Documents: SE\_410000311\_2  
CM-410000311  
IV-410000311  
[More\(2\)](#)

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

Invoice: IV-410000311 Done Previous

Create Line-Item Credit Memo 2 This Invoice Print Download PDF Export cXML

Detail | Scheduled Payments | History

Attachment(s)

invoice

<b>Status</b> Invoice: Approved Routing: Acknowledged Invoice Number: IV-410000311 Invoice Date: Thursday 16 Feb 2023 7:16 PM GMT+08:00 Original Purchase Order: 410000311 Submission Method: Online Origin: Supplier Source Document: Order	Subtotal: <b>RM4,000.00 MYR</b> Total Tax: RM240.00 MYR Total Gross Amount: RM4,240.00 MYR Total Net Amount: RM4,240.00 MYR Amount Due: <b>RM4,240.00 MYR</b>
--	---

<b>REMIT TO:</b>	<b>BILL TO:</b>	<b>SUPPLIER:</b>
SME ELECTRIC SDN BHD	Dialog E & C Sdn Bhd	SME ELECTRIC SDN BHD

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

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type

Quantity Adjustment <sup>i</sup>  Price Adjustment <sup>i</sup>

Invoice Header \* Indicates required field Add to Header

Summary

Credit Memo #:* <span style="border: 1px solid red; padding: 2px;">CM-410000311-2</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">3</span> Credit Memo Date:* 17 Feb 2023 <sup>i</sup> Original Invoice No: IV-410000311-2 Original Invoice Date: 17 Feb 2023 Supplier Tax ID: Remit To: SME ELECTRIC SDN BHD Kuala Lumpur Selangor Malaysia Bill To: <b>Dialog E &amp; C Sdn Bhd</b> Petaling Jaya Selangor Malaysia	Subtotal: <b>RM-6,000.00 MYR</b> Total Tax: RM-360.00 MYR Total Gross Amount: RM-6,360.00 MYR Total Net Amount: RM-6,360.00 MYR Amount Due: <b>RM-6,360.00 MYR</b>
---	--

Tax  
 Shipping Cost  
 Special Handling  
 Discount  
 Attachment

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	<ul style="list-style-type: none"> <li>Enter the credit memo number from your side.</li> </ul> <p><b>The maximum character is 16 digits, please do not enter more than 16</b></p>

Fields	Description	R/O/C	User Action and Values
			<b>digits.</b>
Credit Memo Date	The date of the invoice.	R	<ul style="list-style-type: none"> <li>Enter date of credit memo.</li> </ul>

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

Create Line-Item Credit Memo Update Save Exit Next

Credit Memo Type  
 Quantity Adjustment ⓘ  Price Adjustment ⓘ

Invoice Header \* Indicates required field Add to Header ▾

Summary

Credit Memo #:* <input type="text" value="CM-410000311-2"/>	Subtotal: <b>RM-6,000.00 MYR</b>
Credit Memo Date:* <input type="text" value="17 Feb 2023"/>	Total Tax: RM-360.00 MYR
Original Invoice No: IV-410000311-2	Total Gross Amount: RM-6,360.00 MYR
Original Invoice Date: 17 Feb 2023	Total Net Amount: RM-6,360.00 MYR
Supplier Tax ID: <input type="text"/>	Amount Due: <b>RM-6,360.00 MYR</b>

Remit To: SME ELECTRIC SDN BHD

Kuala Lumpur  
Selangor  
Malaysia

Bill To: **Dialog E & C Sdn Bhd**

Petaling Jaya  
Selangor  
Malaysia

4

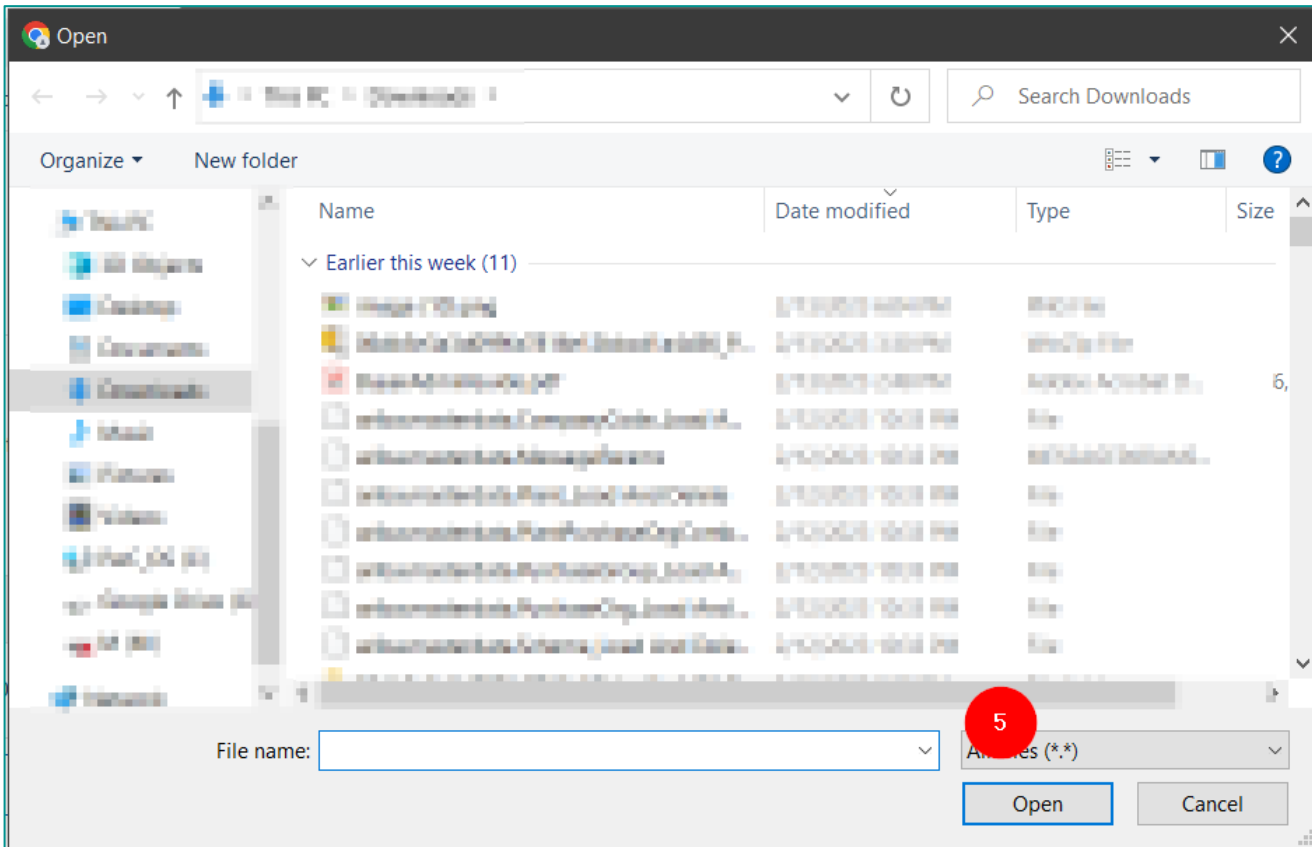
4. You are required to attach the Credit Memo / Credit Note document. At the Create Line-item Credit Memo screen and Invoice Header, click Add to Header, then click on the Attachment button.

\*Attachments Remove

The total size of all attachments cannot exceed 100MB

No file chosen  5

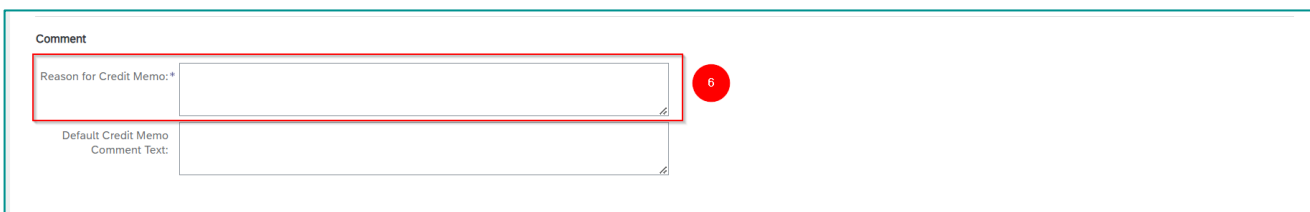




5. The section of attachments will appear. enter the following field/(s), do not input the fields that are not mentioned below:

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	<ul style="list-style-type: none"> <li>Click Choose file</li> <li>Select any file from your end</li> <li>Click Add Attachment button</li> </ul>

*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	<ul style="list-style-type: none"> <li>Put the reason for the credit memo or credit note.</li> </ul>

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

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

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	<input checked="" type="checkbox"/>	MATERIAL		Patung Sapi Berhala	000000001000000010	-1	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	<input checked="" type="checkbox"/>	MATERIAL		Sapi Special Mantap	000000001000000014	-1	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 **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 document's destination country is:Malaysia.

**Line-Item Credit Memo**

(Original Invoice No: IV-4100000314-1)

Credit Memo Number: CM-4100000314-1	Subtotal: RM-1,000.00 MYR
Credit Note Date: Friday 17 Feb 2023 11:52 AM GMT+08:00	Total Tax: RM-100.00 MYR
Original Invoice Number: IV-4100000314-1	Total Gross Amount: RM-1,100.00 MYR
Original Invoice Date: Friday 17 Feb 2023 11:45 AM GMT+08:00	Total Net Amount: RM-1,100.00 MYR
Original Purchase Order: 4100000314	Amount Due: RM-1,100.00 MYR

<p><b>REMIT TO:</b></p> <p>SME ELECTRIC SDN BHD</p> <p>Postal Address: Lot 1 58100 Kuala Lumpur Selangor Malaysia</p>	<p><b>BILL TO:</b></p> <p>Dialog E &amp; C Sdn Bhd</p> <p>Postal Address: Dialog Tower, No 15, Jalan PJU 7/5, 47810 Petaling Jaya Selangor Malaysia Address ID: M100</p> <p>Phone : +60 () 603 7717 1111 Fax : +60 () 603 7725 2910</p>	<p><b>SUPPLIER:</b></p> <p>SME ELECTRIC SDN BHD</p> <p>Postal Address: Lot 1 58100 Kuala Lumpur Selangor Malaysia</p>
<p><b>BILL FROM:</b></p> <p>SME ELECTRIC SDN BHD</p>	<p><b>CUSTOMER:</b></p> <p>Dialog E &amp; C Sdn Bhd</p>	

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

<p><b>DIALOG</b></p> <p>From: Customer Dialog E &amp; 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</p>	<p>To: SME ELECTRIC SDN BHD Lot 1 58100 Kuala Lumpur Selangor Malaysia Phone: Fax: Email: deepak.behl@pwc.com</p>	<p><b>Purchase Order</b> (Received) <b>4100000299</b> Amount: RM15,000.00 MYR Version: 1</p> <p>Track Order</p>
---	---	---

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	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
------	---

Purchase Order: 4100000299

From: **DIALOG** 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 (Received)  
4100000299  
Amount: RM15,000.00 MYR  
Version: 1

Payment Terms: Due on Receipt

Routing Status: Acknowledged  
External Document Type: General PO (ZGP)  
Related Documents: CM-410000299, IV-410000299, 500000164

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

Invoice: CM-4100000299

Line-Item Credit Memo

(Original Invoice No: IV-4100000299)

<b>Status</b> Invoice: Sent Routing: Acknowledged Credit Memo Number: CM-4100000299 Credit Note Date: Friday 17 Feb 2023 11:43 AM GMT+08:00 Original Invoice Number: IV-4100000299 Original Invoice Date: Thursday 16 Feb 2023 4:23 PM GMT+08:00 Original Purchase Order: 4100000299 Submission Method: Online Origin: Supplier Source Document: Order	Subtotal: RM-15,000.00 MYR Total Tax: RM-1,250.00 MYR Total Gross Amount: RM-16,250.00 MYR Total Net Amount: RM-16,250.00 MYR Amount Due: RM-16,250.00 MYR
--	--

<b>REMIT TO:</b> SME ELECTRIC SDN BHD Postal Address: Lot 1 58100 Kuala Lumpur	<b>BILL TO:</b> Dialog E & C Sdn Bhd Postal Address: Dialog Tower, No 15, Jalan PJU 7/5, 47810 Petaling Jaya	<b>SUPPLIER:</b> SME ELECTRIC SDN BHD Postal Address: Lot 1 58100 Kuala Lumpur
--	--	--

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

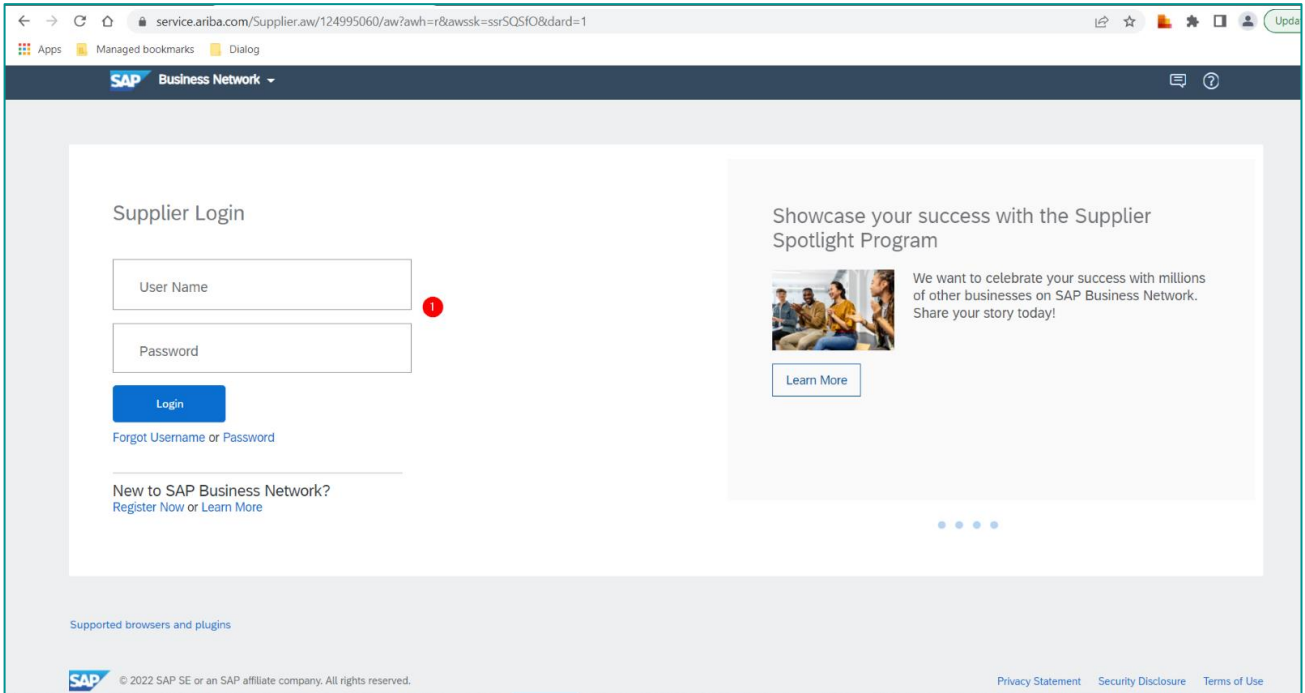
Output - Results	Remarks
Identify Supplier Contact Administrator	N/A

**Procedural Steps:**

Access transaction by:

Link
<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>

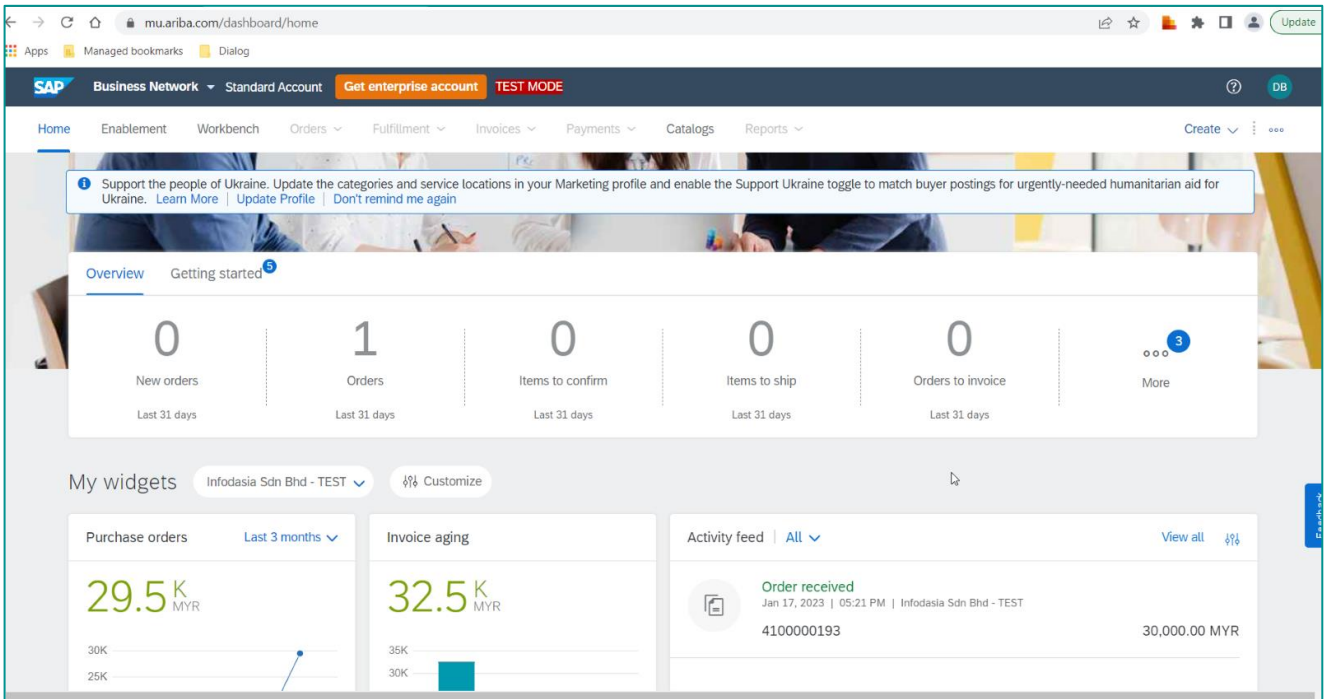
1. At the SAP Ariba Network screen, enter the following:



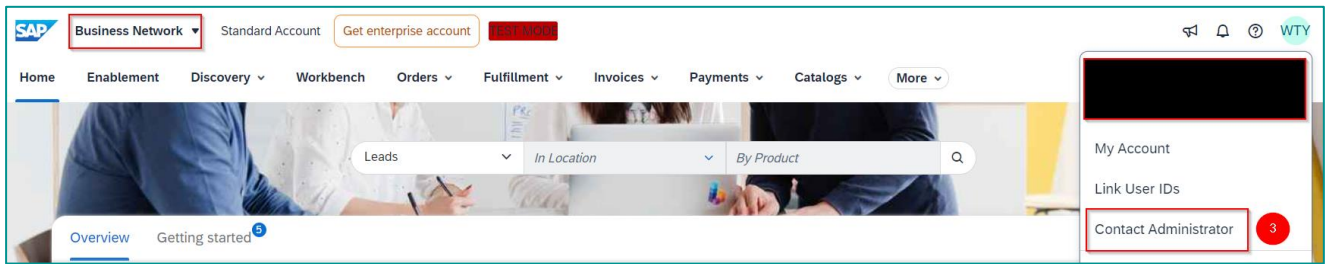
Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	<ul style="list-style-type: none"> <li>Enter the username</li> </ul>
Password	Password of your buyer account	R	<ul style="list-style-type: none"> <li>Enter the password, then Click Login button</li> </ul>

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

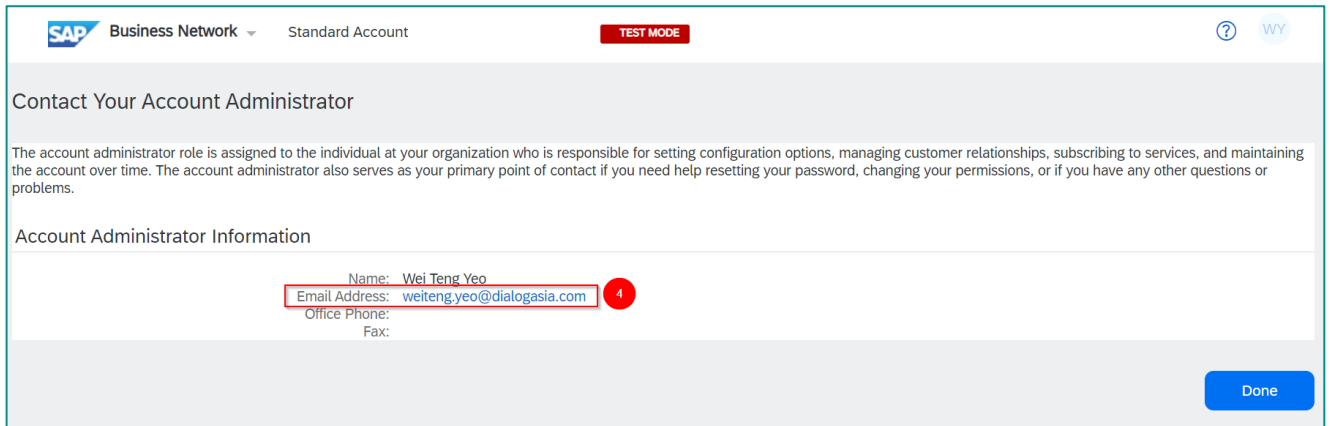
2. At the SAP Ariba Network home page is display.



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.	

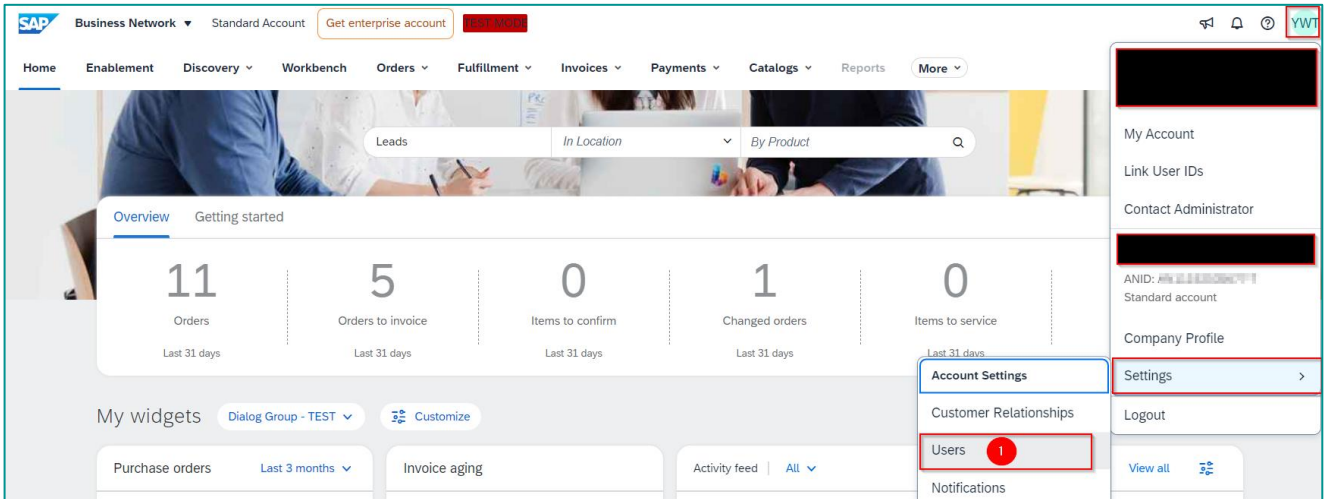
Output - Results	Remarks
1. New User ID under same company account created. 2. New user ID able to receive PO email notification.	N/A

**Procedural Steps:**

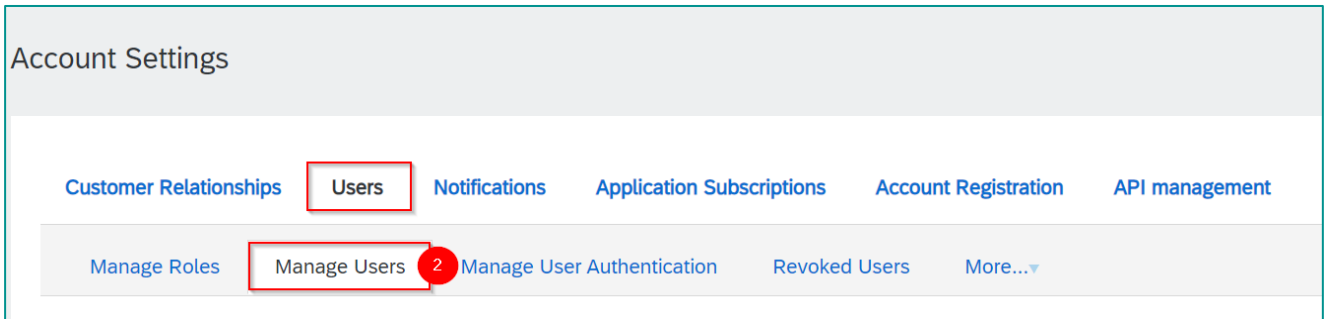
Access transaction by:

<b>Link</b>	<a href="https://service.ariba.com/Supplier.aw/">https://service.ariba.com/Supplier.aw/</a>
-------------	---

1. Go to right corner, click on Settings > User.

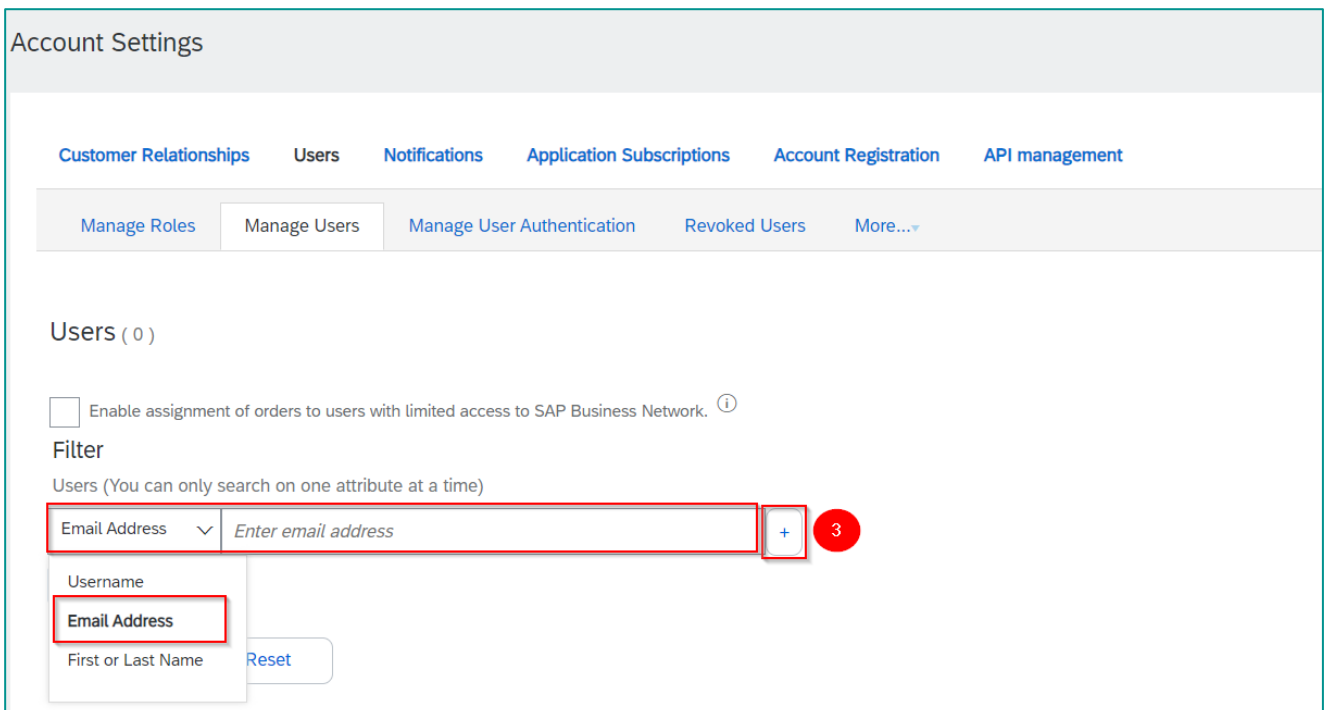


2. Under Users tab, navigate to Manage Users.



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	<ul style="list-style-type: none"> <li>Enter the email address from your side.</li> </ul> <p><b>Must have the form of an email address.</b></p>
Email Address	Email address of new user	R	<ul style="list-style-type: none"> <li>Enter new user email address.</li> </ul>
First Name	New user first name	R	<ul style="list-style-type: none"> <li>Enter new user first name</li> </ul>
Last Name	New user last name	R	<ul style="list-style-type: none"> <li>Enter new user last name</li> </ul>

*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	<ul style="list-style-type: none"> <li>Enter the new role name. <b>The maximum character is 50 digits, please do not enter more than 50 digits.</b></li> </ul>

**Create Role** Save Cancel

\* Indicates a required field

**New Role Information**

Name: PO and invoice access 7 Create any role name for your own reference.

Description:

**Permissions**

Each role must have at least one permission.  
Upgrade your SAP Business Network, standard account to an enterprise account to enable all permissions.

Page 2

Permission	Description
<input type="checkbox"/> DOX Extraction Access	Access to SAP DOX Service to create/edit templates
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input checked="" type="checkbox"/> <b>Inbox and Order Access</b>	<b>View and search documents in inbox and take actions based on your role</b>
<input type="checkbox"/> Integration Management Full Access	Access and update the questionnaire. View the compatibility dashboard. Access the comparison tool to reconcile, save, and download updated templates
<input type="checkbox"/> Integration Management Read-Only Access	Read-only access to the questionnaire, compatibility dashboard, and comparison tool
<input checked="" type="checkbox"/> <b>Invoice Generation</b>	<b>Generate invoices, as supported by customers (requires Inbox and Outbox Access)</b>
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Managed Gateway for Spend&Network Access	View and search projects on the Managed Gateway for Spend&Network
<input type="checkbox"/> Managed Gateway for Spend&Network Configuration	Create, modify, and maintain projects on the Managed Gateway for Spend&Network
<input type="checkbox"/> Network Catalog Product Approver	Approve products from catalog staged version to catalog online version for Network Catalog
<input type="checkbox"/> Network Catalog Product Manager	Manage all products in staged and online catalog versions for Network Catalog
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Order Change Request Acceptance	Allows the user to accept the changes proposed for the purchase order in the order change request

**Assign Users (0)**

You can add users to this role.

Username	Email Address	First Name	Last Name	Role Assigned
No users assigned yet.				

7 Save Cancel

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

**Role Assignment**

Name	Description
<input checked="" type="checkbox"/> PO and invoice access	

**Customer Assignment**

Assign to Customer:  All Customers  Select Customers

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

Done Cancel

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](mailto: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.

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.

The screenshot shows the 'Users' management page in SAP Ariba. At the top, there are navigation tabs: Customer Relationships, Users, Notifications, Application Subscriptions, Account Registration, and API management. Below these are sub-tabs: Manage Roles, Manage Users, Manage User Authentication, Revoked Users, and More... The main content area is titled 'Users (2)'. There is a checkbox to 'Enable assignment of orders to users with limited access to SAP Business Network.' and a 'Filter' section with a dropdown menu set to 'Username' and an input field 'Enter username'. Below the filter are 'Apply' and 'Reset' buttons. A table lists the users with columns: Username, Email Address, First Name, Last Name, SAP Business Network Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, AN Access, and Actions. The second user, 'testingacc\_1@dialogasia.com', is highlighted with a red box. Below the table are buttons for 'Add to Contact List' and 'Remove from Contact List'. At the bottom right, there are 'Save' and 'Close' buttons, with the 'Save' button highlighted by a red box.

Username	Email Address	First Name	Last Name	SAP Business Network Discovery Contact	Role Assigned	Authorization Profiles Assigned	Customer Assigned	AN Access	Actions
test9-weiteng.yeo@dialogasia.com	weiteng.yeo@dialogasia.com	Yeo	Wei Teng	No	PROFILE_MGMT_ROLE,+7		All(1)	Yes	
testingacc_1@dialogasia.com	weiteng.yeo@dialogasia.com	Testin	Yao	No	PO and invoice access		All(1)	Yes	Actions