



SAP Ariba Network Supplier Training Manual

البنك العربي
ARAB BANK



POST AWARD GUIDE



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Standard Account Introduction

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Introduction to Ariba Network, Standard Account

Your customer is pleased to announce a new initiative to streamline their procurement and accounts payable processes. By partnering with **SAP Ariba®** and implementing **Ariba Network, Standard account via interactive email**, this initiative indicates a shift to paperless and automated business transactions. Since 1996, Ariba has been transforming the global procurement landscape for businesses of all sizes, and we are excited to provide you with this opportunity.

➤ **What is Standard account?**

Standard account on Ariba Network gives you a fast, FREE way to do business with your customer via interactive emails.

➤ **What does this mean for you?**

Transacting on Ariba Network via a FREE Standard account will allow you to meet your customer's requirements to join them on Ariba Network with the option to avoid fees.

➤ **What are the benefits?**

[Standard account](#) provides access to quickly transact with SAP Ariba customers for FREE, improve customer retention, and get paid faster.

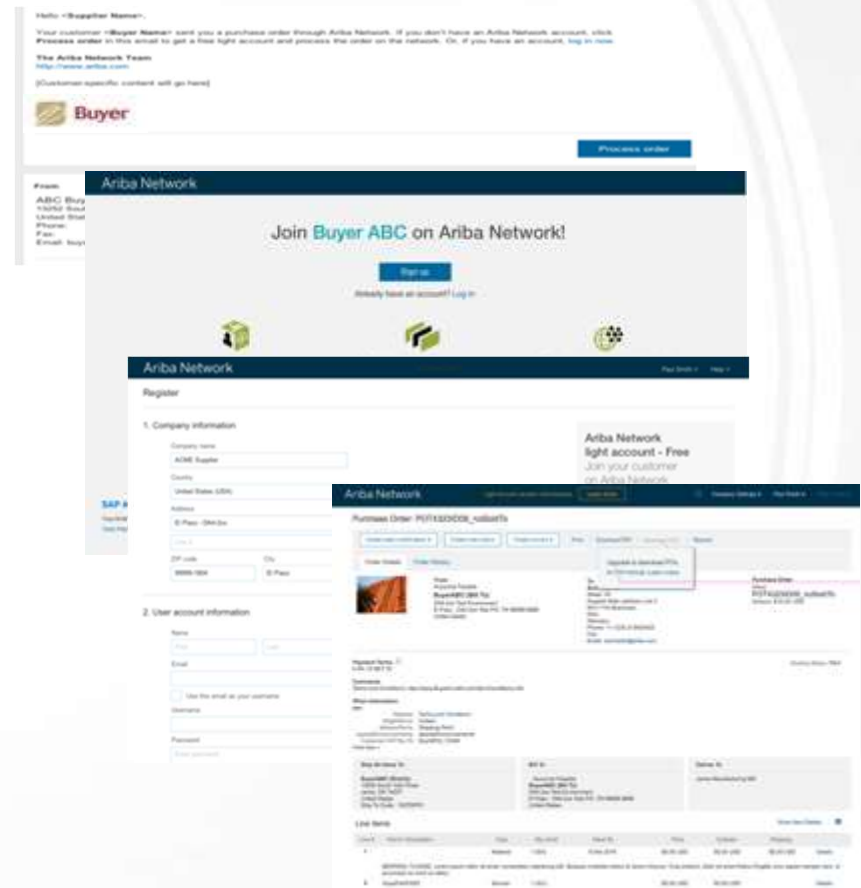


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Standard Account Benefits

- FREE for all basic transactions
- Create validated, electronic invoices and other business documents within seconds
- Improve invoice accuracy and get paid faster
- Receive real-time invoice status notifications
- Increase business with existing and future customers using Ariba Discovery
- Promote your company to other customers on Ariba Network
- Email notification and online download provide access to invoices for your local archiving
- Enjoy a single, unified user experience using one account for order fulfillment, selling, and mobile access



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Sign up for Standard Account from a Purchase Order

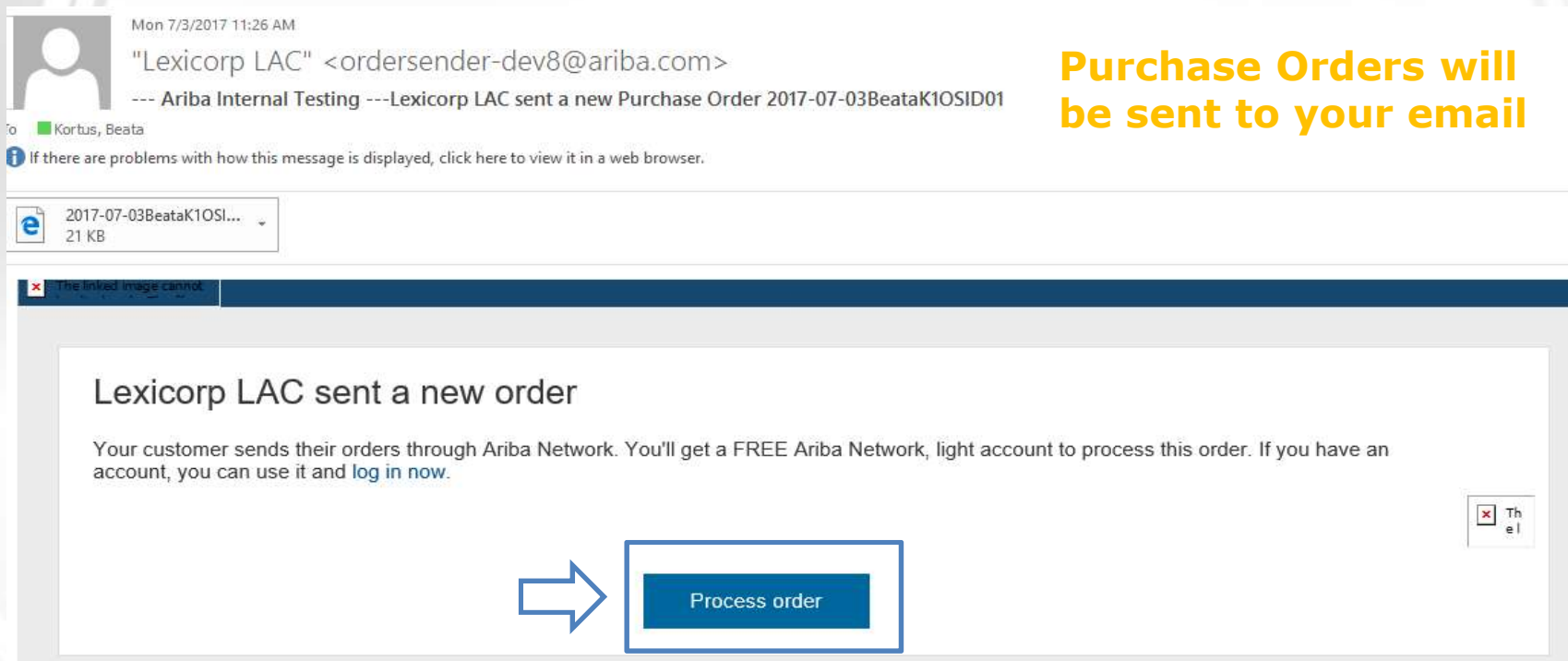
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Sign up for Standard Account from PO – When you receive your first PO from Arab Bank

- Open the PO in your email inbox
- Click on the **Process Order** Button to proceed

Purchase Orders will be sent to your email



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Sign up for Standard Account from PO – When you receive your first PO from Arab Bank


- Select the **Sign up** option to create your Standard Account and exchange documents free of charge on Ariba or use your existing account by clicking on **Log In** link

If you already created an Ariba Account when you registered your company profile with Arab Bank, click the 'Log In'


Join your customer on Ariba Network!

New Users → **Sign up** ← Existing Users


Already have an account? **Log in**



Strengthen relationships
Collaborate with your customer on the same secure network.



Connect faster
Exchange documents electronically and streamline communications.




Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**

[Learn more](#)

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Configure Account, Accept Terms of Use, and Register (New Users Only)

1 Review your **Company information**

Company information

* Indicates a required field

Company Name*

Country*

Address*

Line 2

Line 3

Line 4

City*

Postal Code*

State

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

2 Enter your **User account information**

User account information

Name*

Email*

☒ Use my email as my username

Username*

Password*

Language:

Email orders to:*

3 ☒ I have read and agree to the [Terms of Use](#) and the [Arriba Privacy Statement](#)

- Once you click Register, you will receive an **email** from Ariba to activate your account. Open the email and click the **link to activate** your account and you will then be able to process your Purchase Order
- Please Note that after your Standard Account is registered, future Purchase Orders will be sent to your **designated user email account**.

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Transact with Arab Bank using Standard Account

- Click on Create Order Confirmation, Create Ship Notice or Create Invoice to get started
- If you need assistance, please refer to the articles in the Help Center (right-hand side)

The screenshot displays the Arab Bank Standard Account interface. At the top, the Purchase Order number is 0170102_MEG_PO1. Below this, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A red box labeled '1' highlights these buttons. To the right of these buttons are links for 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. A 'Done' button is also visible. On the right side, there is a 'Po Invoice' section with a red box labeled '2' highlighting the 'Results for Po Invoice' section, which contains links for 'About PO-based invoices', 'How to create a PO-based invoice', 'How do I add a new customer?', and 'How do I add an attachment to my invoice?'. The main content area shows the 'Order Detail' tab selected, displaying the 'From' (Customer BuyerA USA, Jebenstrasse 7, 10623 Berlin) and 'To' (Test supplier SMO 01-TEST, Radicka 14, 150 00 Prague) information. The 'Purchase Order' section shows the number 0170102_MEG_PO1 and the amount \$400.00 USD.

- As a Standard account supplier you do not have access to Inbox/Outbox functionality but you can see the overview of the last **50 documents** in the **dashboard view**. You can use the **Select option** to resend documents to your mailbox.
- You must process all POs by going back to your email and clicking the **Process Order** button. **You can't process POs by logging in directly to your supplier account**

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Transact with Arab Bank using Enterprise Account

- If you have an Ariba Network Enterprise account, you will be able to see all of your PO's directly from your Inbox on the Ariba Network
- Click on the Purchase Order you want to process, and you will be able to create the necessary documents (Order Confirmation, Advanced Ship Notice, Invoice)

Purchase Order: 0170102_MEG_PO1

1

2

Done

←

Po invoice

Results for Po invoice

- About PO-based invoices
- How to create a PO-based invoice
- How do I add a new customer?
- How do I add an attachment to my invoice?

Order Detail Order History

From: Customer
BuyerA USA
Jebenstrasse 7
10623 Berlin

To: Test supplier SMO 01-TEST
Radicka 14
150 00 Prague

Purchase Order
(New)
0170102_MEG_PO1
Amount: \$400.00 USD

Hide | Print | Download PDF | Export cXML | Download CSV | Resend

1 Create Order Confirmation 2 Create Ship Notice 3 Create Invoice

Ariba Network

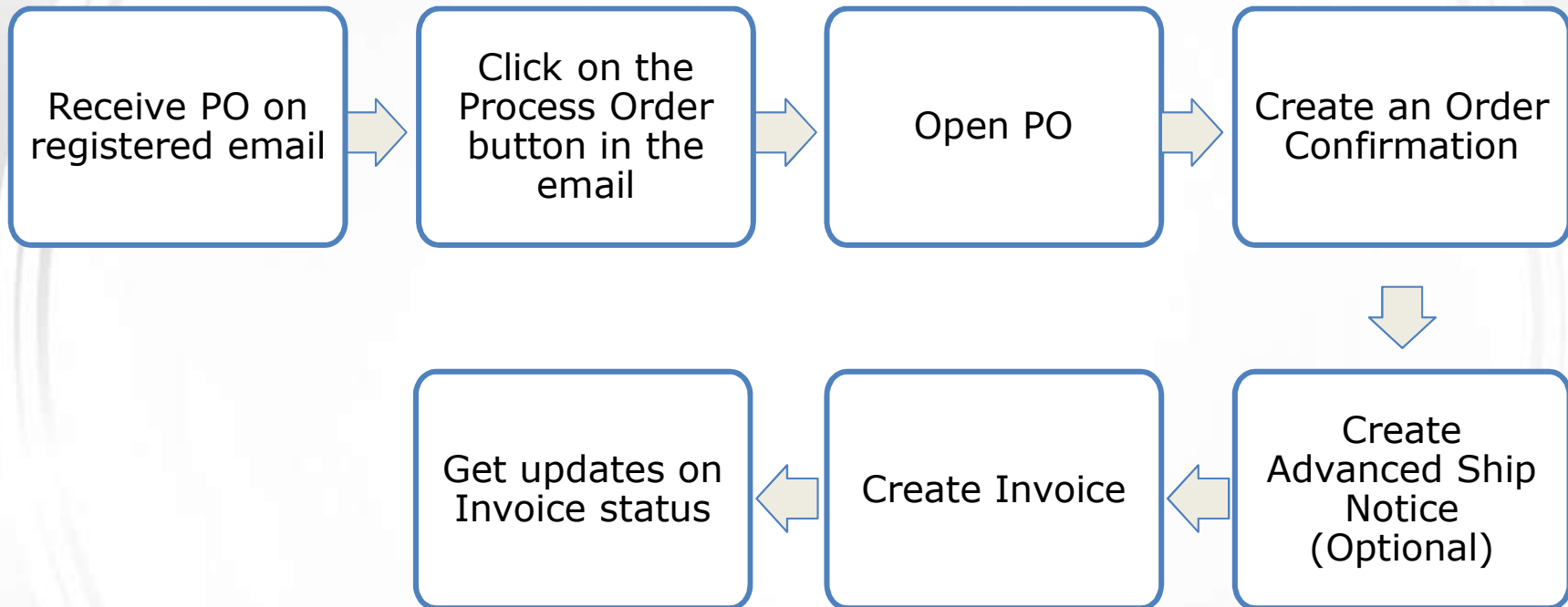
HOME INBOX OUTBOX CATALOGS REPORTS

Orders and Releases All Customers Order Number

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Process Flow- Material PO



- It is mandatory to create an Order Confirmation before creating the Invoice. Creating a Ship Notice is optional.

Creating an Order Confirmation

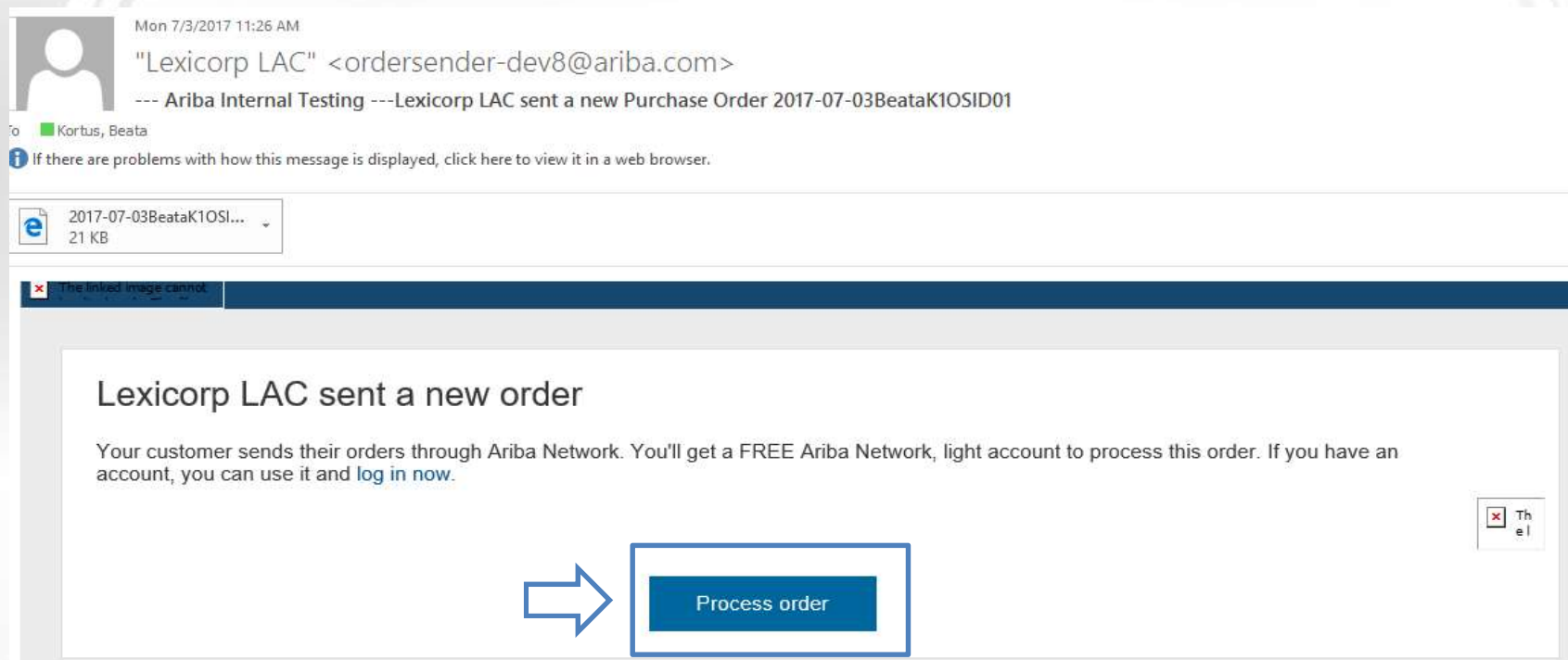
- Material Purchase Order

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Order Confirmation

- Open the PO in your email inbox
- Click on the **Process Order** Button to proceed



***Note if you have a Enterprise account, the PO will be accessible directly from your Ariba Network account Inbox**

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Order Confirmation

- Open your PO from your email inbox and click **Process order**
- Click **Create Order Confirmation – Confirm Entire Order**



The screenshot displays the Ariba Network interface for a Purchase Order (PO) with ID 2018400017. The header bar includes the Ariba Network logo, a 'Test Mode' indicator, and user information for 'Sawsan Hamad'. A blue arrow points to the PO number. Below the PO number, a toolbar contains several action buttons: 'Create Order Confirmation' (highlighted with a dropdown menu), 'Create Ship Notice', 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. The dropdown menu for 'Create Order Confirmation' is open, showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The background shows a table with columns for 'From' and 'Purchase Order'.

***Note : You cannot partially confirm an order. Before rejecting an Order please contact your buyer**

Order Confirmation

- Enter the **Confirmation Number**
- Enter **PO Delivery Date**
- Scroll to the bottom to review the items
- Click **Next**

Ariba Network

Test Mode

Company Settings

Saman Hamad

Confirming PO

Exit

Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #

Associated Purchase Order # 2018400017

Customer Arab Bank PLC - TEST

Supplier Reference

Arab Bank PLC - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

SHIPPING AND TAX INFORMATION

Est. Shipping Date

Est. Shipping Cost

Est. Delivery Date

Est. Tax Cost

Comments

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Order Confirmation

- **Review** the Details
- Click on **Submit**



Confirming PO

Previous

Submit

Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 3456798

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10		10000011	5.0 (EA)	30 Jul 2018	23.000 JOD	115.000 JOD

testsrnumber4

Current Order Status:

5.0 Confirmed With New Date (Estimated Delivery Date: 21 Jul 2018)

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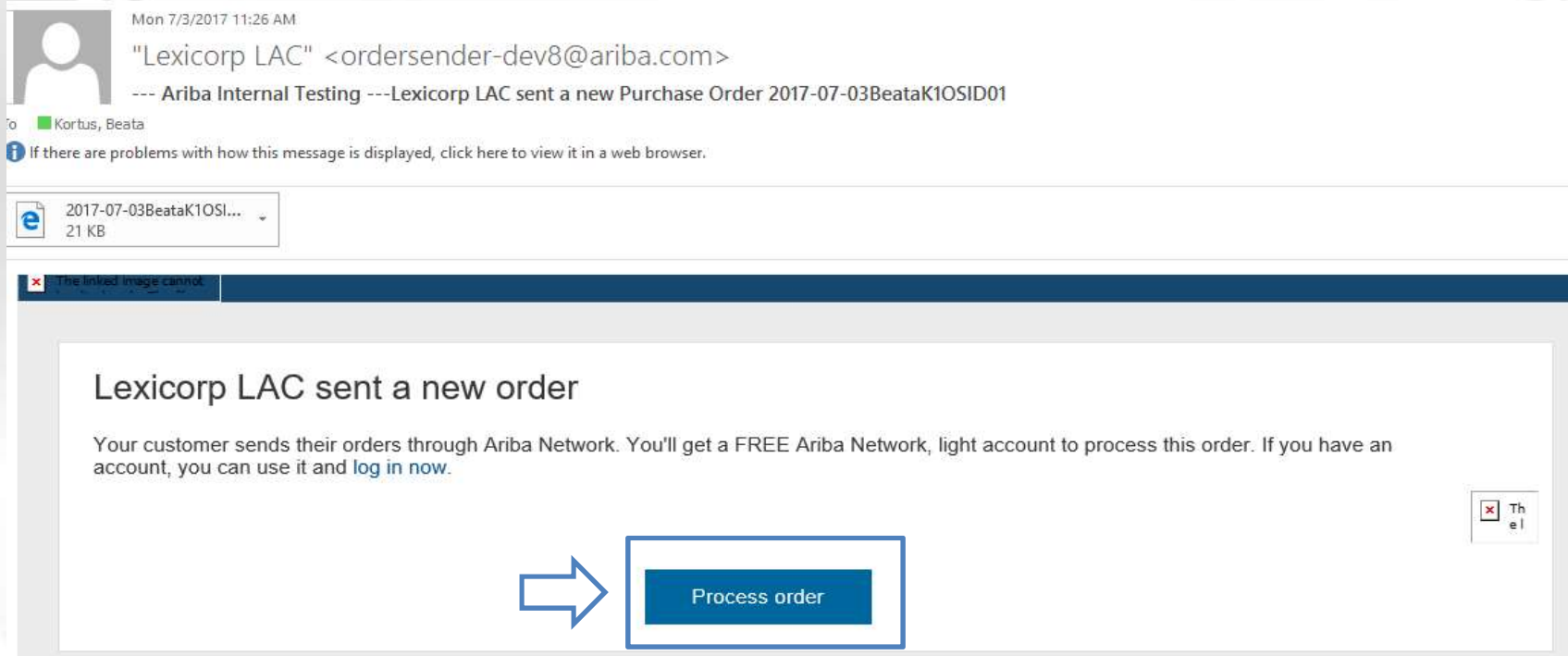


Creating an Advanced Ship Notice

- It is mandatory to create an Order Confirmation before creating the Invoice. Creating a Ship Notice is optional.

Create an Advanced Ship Notice

- Open the PO in your email inbox
- Click on the **Process Order** Button to proceed



***Note if you have a Enterprise account, the PO will be accessible directly from your Ariba Network account Inbox**

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Create an Advanced Ship Notice

- Open PO from email click on Process Order
- Click Create **Ship Notice**

Purchase Order: 2018400017

Done

Create Order Confirmation  Create Ship Notice  Create Invoice  Hide | Print  | Download PDF | Export cXML | Download CSV | Resend

Order Detail

Order History

From:

Arab Bank PLC

9 Prince Shaker Bin Zaid Street
Shmeisani area Amman11195
Jordan

To:

Arab Bank PLC - TEST

210 Sixth Ave
Amman15222
Jordan
Phone:
Fax:
Email: NoReplyAribaCS@ariba.com

Purchase Order

(Confirmed)

2018400017

Amount: 115.000 JOD
Version: 1

Payment Terms 

0.00% 0

Contact Information

Supplier Address

Test company

LA Street house number 45
Amman234322

Jordan

Address ID: 0005000000

buyerID: 5000000

Routing Status: Acknowledged
Related Documents:  3456798

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Create an Advanced Ship Notice

- Enter **Packing Slip ID**
- Choose Ship Notice Type- **Actual or Estimated**
- Enter **Delivery Date**

* Indicates required field

SHIP FROM	DELIVER TO
Arab Bank PLC - TEST Amman Jordan Update Address	AB : WH AL WEHDAT AB : WH AL WEHDAT Amman Jordan Update Address

▼ Ship Notice Header

SHIPPING	TRACKING
<div>Packing Slip ID * <input type="text"/></div> <div>Invoice # <input type="text"/></div> <div>Requested Delivery Date: --</div> <div>Ship Notice Type: <input type="text" value="Select"/></div> <div>Actual Shipping Date: <input type="text"/></div> <div>Actual Delivery Date * <input type="text"/></div> <div>Gross Volume: <input type="text"/> Unit: <input type="text"/></div> <div>Gross Weight: <input type="text"/> Unit: <input type="text"/></div>	<div>Carrier Name: <input type="text"/></div> <div>Service Level: <input type="text"/></div>

Create an Advanced Ship Notice

- Scroll to the bottom and update the **shipment quantities** if needed
- You can add line items from other POs to this Shipping Notice by clicking on **Add Order Line Items**
- Click **Next** to continue

Order Items

Order #	Item	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	
2018400017	10	testnumber4	10000011	5.0	EA	30 Jul 2018		23.000 JOD	115.000 JOD	Remove

Shipment Status

Total Item Due Quantity: 5.0 EA

Confirmation Status

Total Confirmed Quantity: 5.0 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	<input type="text" value="5.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details

[Add Ship Notice Line](#)

[Add Order Line Item](#)

[Save](#) [Exit](#) [Next](#)

Create an Advanced Ship Notice

- **Review** your Shipment Notice
- Click **Submit**

Create Ship Notice

Previous

Save

Submit

Exit

Confirm and submit this document.

SHIP FROM

Arab Bank PLC - TEST

210 Sixth Ave
Amman15222
Jordan

DELIVER TO

AB : WH AL WEHDAT AB : WH AL WEHDAT

2260333
Amman345564
Jordan

Ship Notice Header

SHIPPING

Packing Slip ID: 213r3qfr
Invoice #: --
Requested Delivery Date: --
Ship Notice Type: Estimated
Estimated Shipping Date: --
Estimated Delivery Date: 28 Jul 2018 12:00:00 PM
Gross Volume: --

TRACKING

Tracking information not provided.

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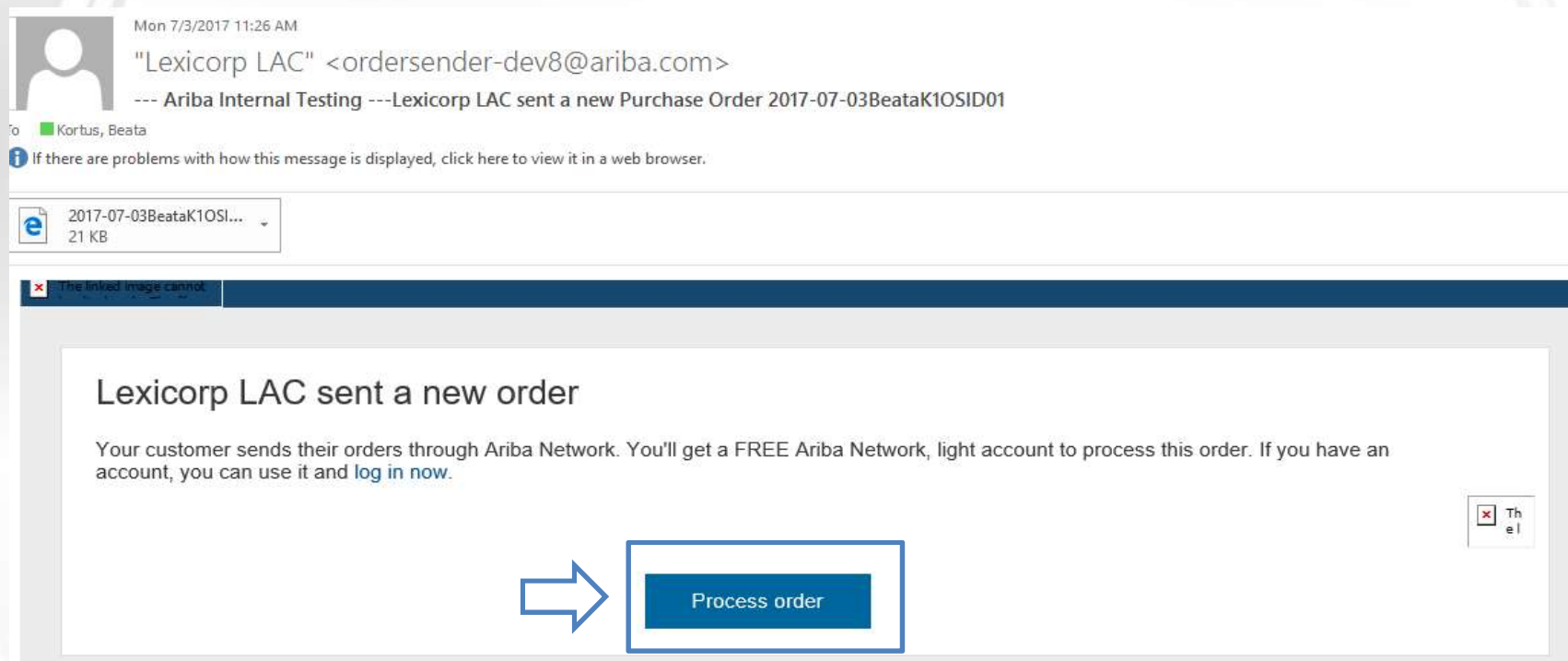
Creating an Invoice

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Creating an Invoice

- Open the PO in your email inbox
- Click on the **Process Order** Button to proceed



***Note if you have a Enterprise account, the PO will be accessible directly from your Ariba Network account Inbox**

Creating an Invoice

- Click on **Create Invoice**
- Click **Standard Invoice**

Purchase Order: 2018400020 Done

Create Order Confirmation **Create Invoice** Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail **Order** Standard Invoice Credit Memo

From:
Arab Bank PLC
9 Prince Shaker Bin Zaid Street
Shmeisani area Amman11195
Jordan

To:
Arab Bank PLC - TEST
210 Sixth Ave
Amman15222
Jordan
Phone:
Fax:
Email: NoReplyAribaCS@ariba.com

Purchase Order
(Shipped)
2018400020
Amount: 115.000 JOD
Version: 1

Payment Terms ⓘ
0.00% 0

Contact Information
Supplier Address
Test company
LA Street house number 45
Amman234322
Jordan
Address ID: 0005000000
buyerID: 5000000

Routing Status: Acknowledged
Related Documents: 213r3qfr
4638826
5748839
More(1) »

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Creating an Invoice

- Enter **Invoice Number**
- Enter **Commercial Identifier** and **credentials**

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼


Summary

 Purchase Order: 2018400020
Invoice #:
Invoice Date: 19 Jul 2018 
Supplier Tax ID:
Remit To: Arab Bank PLC - TEST
Amman
Jordan
Bill To: Arab Bank PLC
Shmeisani area Amman
Jordan

Subtotal: 115.000 JOD
Total Tax: 0.000 JOD
Total Gross Amount: 115.000 JOD
Total Net Amount: 115.000 JOD
Amount Due: 115.000 JOD

[View/Edit Addresses](#)

Customer VAT

 Customer VAT/Tax ID: 125456789054
Supplier Commercial Identifier:
Supplier Commercial Credentials:

Creating an Invoice – **ADDING AN ATTACHMENT IS NOW MANDATORY**

- Click on **Add to Header**
- Select **Attachment**
- Select **Choose File**
- Add the attachment which is the scanned copy of your invoice
- Click **'Add Attachment'**

Customer VAT

Customer VAT/Tax ID:

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Add to Header ▼

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

***Attachments**

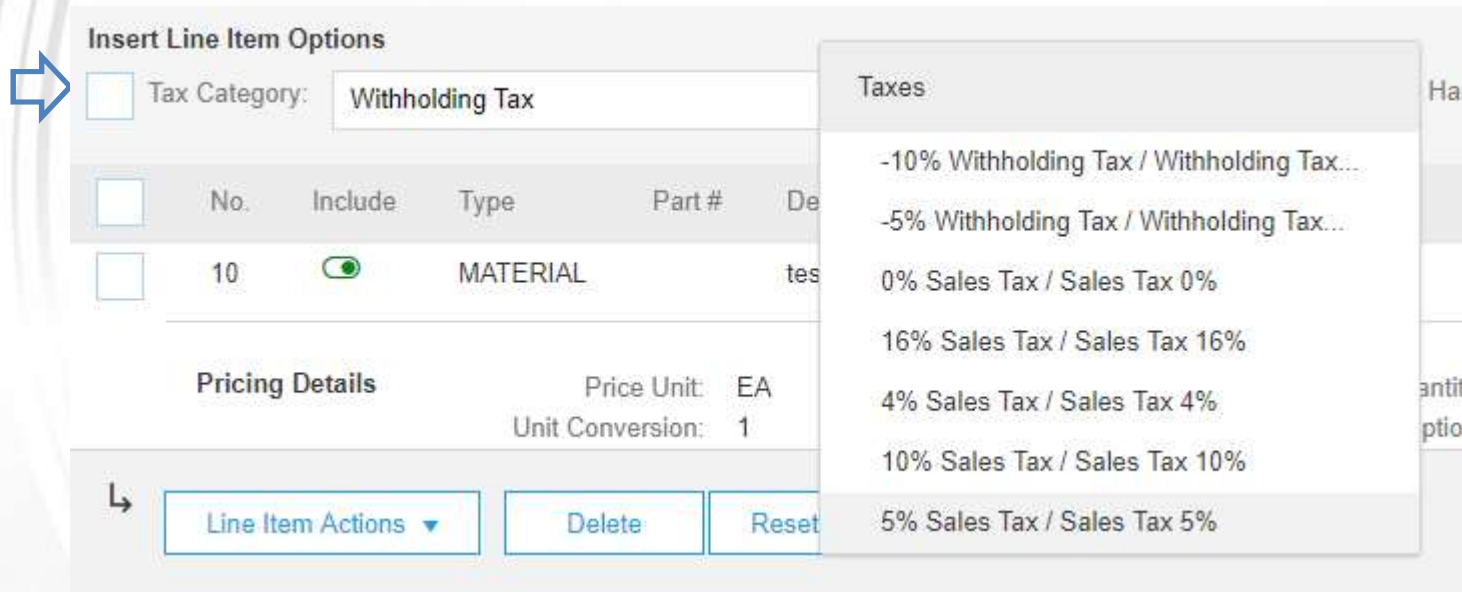
The total size of all attachments cannot exceed 10MB

No file chosen

Name	Size (bytes)	Content Type
<input type="checkbox"/> ARAB BANK.docx	11725	application/vnd.openxmlformats-officedocument.wordprocessingml.document

Creating an Invoice

- Add **Tax** at the line item level or header level if it is not already included on the invoice or needs to be changed
- Tick Tax Category



The screenshot shows the 'Insert Line Item Options' dialog box. A blue arrow points to the 'Tax Category' dropdown, which is currently set to 'Withholding Tax'. Below this is a table with columns: No., Include, Type, Part #, and Description. The first row has '10' in the 'No.' column, a green toggle in the 'Include' column, and 'MATERIAL' in the 'Type' column. Below the table is the 'Pricing Details' section, showing 'Price Unit: EA' and 'Unit Conversion: 1'. At the bottom are buttons for 'Line Item Actions', 'Delete', and 'Reset'. A 'Taxes' dropdown menu is open, showing a list of tax options: '-10% Withholding Tax / Withholding Tax...', '-5% Withholding Tax / Withholding Tax...', '0% Sales Tax / Sales Tax 0%', '16% Sales Tax / Sales Tax 16%', '4% Sales Tax / Sales Tax 4%', '10% Sales Tax / Sales Tax 10%', and '5% Sales Tax / Sales Tax 5%'.

No.	Include	Type	Part #	Description
10	<input checked="" type="checkbox"/>	MATERIAL		tes

Pricing Details
Price Unit: EA
Unit Conversion: 1

Line Item Actions ▼ Delete Reset

Taxes

- 10% Withholding Tax / Withholding Tax...
- 5% Withholding Tax / Withholding Tax...
- 0% Sales Tax / Sales Tax 0%
- 16% Sales Tax / Sales Tax 16%
- 4% Sales Tax / Sales Tax 4%
- 10% Sales Tax / Sales Tax 10%
- 5% Sales Tax / Sales Tax 5%

Creating an Invoice

- Choose the **tax category** from the dropdown
- Click on **'Add to Included Lines'**
- Tax amount will be automatically calculated
- Click **Next**

Insert Line Item Options

☒ Tax Category: **16% Sales Tax / Sales Tax 16%** ☐ 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	testsrnumber4	10000011	5	EA	23.000 JOD	115.000 JOD	

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

Tax Category: * **16% Sales Tax / Sales Tax 16%** Taxable Amount: 115.000 JOD Remove
Location: Rate(%): 16
Description: Sales Tax 16% Tax Amount: 18.400 JOD
Regime:

↳ **Line Item Actions**

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Creating an Invoice

- Review and Submit

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Jordan. The document's destination country is: Jordan.



Standard Invoice

Invoice Number :	25437hre	Subtotal :	115.000 JOD
Invoice Date :	Thursday 19 Jul 2018 12:21 PM GMT+04:00	Total Tax :	18.400 JOD
Original Purchase Order :	2018400020	Total Gross Amount :	133.400 JOD
		Total Net Amount :	133.400 JOD
		Amount Due :	133.400 JOD

REMIT TO:	BILL TO:	SUPPLIER:
Arab Bank PLC - TEST	Arab Bank PLC	Arab Bank PLC - TEST
Postal Address: 210 Sixth Ave Amman15222 Jordan	Postal Address: 9 Prince Shaker Bin Zaid Street Shmeisani area Amman11195 Jordan	Postal Address: 210 Sixth Ave Amman15222 Jordan

Creating an Invoice

- Once submitted the status of the invoice will change to **Invoiced**

	Order	2018400013	1	Arab Bank PLC - TEST	AB : WH AL WEHDAT AB : WH AL WEHDAT Amman Jordan	Test company Amman Jordan	115.000 JOD	15 Jul 2018	Invoiced
	Order	2018400012	1	Arab Bank PLC - TEST	AB : WH AL WEHDAT AB : WH AL WEHDAT Amman Jordan	Test company Amman Jordan	115.000 JOD	14 Jul 2018	Invoiced

Accessing your Purchase Orders

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Accessing your Purchase Orders

- As a Standard account supplier you do not have access to Inbox/Outbox functionality but you can see the overview of the last **50 documents** in the **dashboard view**. You can use the **Select option** to resend documents to your mailbox.
- You must process all POs by going back to your email and clicking the **Process Order** button. You can't process POs by logging in directly to your supplier account
- If you have a Enterprise account, you will be able to access your Ariba Network Inbox and Outbox directly from your supplier account and will have access to view and process your PO's

