

# ARIBA NETWORK OVERVIEW

Supply Chain is committed to implementing electronic procurement technology as a standard platform for conducting business with our Suppliers. The use of an electronic document exchange solution will allow us to transact with our Suppliers more effectively, efficiently and reliably.

## MUST SUPPLIERS TRANSACT WITH ANGLO AMERICAN VIA THE ARIBA NETWORK?

eProcurement via the Ariba Network has become the way Anglo American transacts with our Suppliers. As such we are in the process of enabling all of our existing and new Suppliers to transact with us electronically via the Ariba Network.

## WHERE CAN I GET SUPPORT?

**Mandatory Ariba Online Training**

<https://bookwhen.com/ariba-training>

**Ariba Training Guide**

[SIPSA-AngloAmerican](#)

**Frequently Asked Questions**

<https://www.angloamerican.com/suppliers/tools-for-suppliers/procure-to-pay>

**Additional Ariba Network training material**

<https://connect.ariba.com/KAAcontent/1..173443.00.html>

**Procurement Process related queries**

Your Supply Chain Buyer

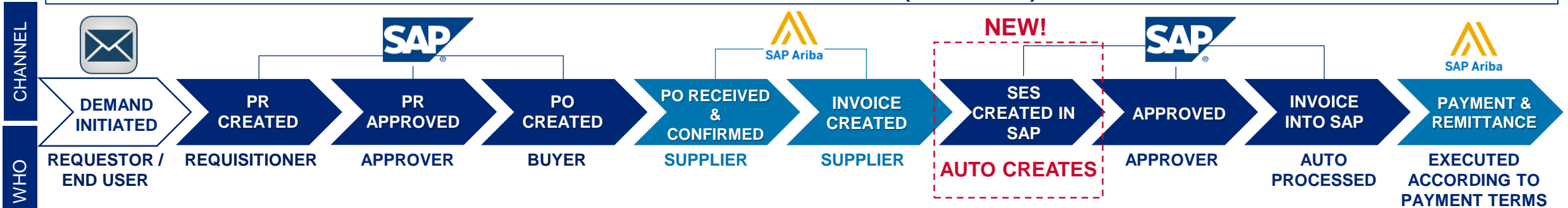
**Ariba Network related queries**

<https://connectsupport.ariba.com/sites/Company?ANID=AN01048242614AFR&h=Rk6BWmIXu8swx913cAzQ#Enablement-Inquiry>

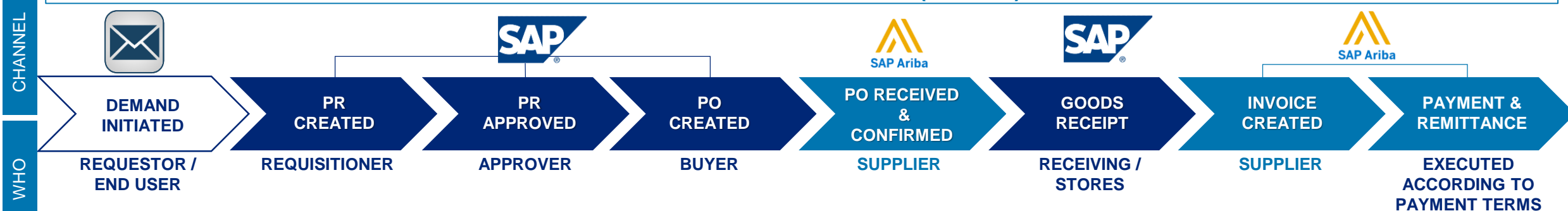


**PLEASE NOTE:** Nothing in this document should be relied upon by you, as constituting any representation or offer that transacting via the Ariba Network will result in Anglo American or any of its subsidiary organisations awarding future business to your organisation.

## PROCURE TO PAY PROCESS (SERVICES)



## PROCURE TO PAY PROCESS (GOODS)



**PLEASE NOTE - EACH STEP IN THESE ELECTRONIC PROCESSES IS DEPENDENT ON THE ONE BEFORE IT. IF ONE IS NOT ACTIONED, THE SYSTEM WILL NOT ALLOW THE NEXT STEP TO BE COMPLETED**

### IMPORTANT INFORMATION – PURCHASE ORDERS

- Always confirm all electronic purchases orders (PO) received via SAP Ariba** as soon as possible. If you do not do this, the system **will not allow** you to create an electronic invoice – **this is vital**
- Check the accuracy of the PO** you receive from us at an **item level**. The price & delivery date are most important
- Reject the PO if it is incorrect**. This does not mean you are rejecting doing business with us. The rejected PO will workflow back to the buyer in the system & prompt them to send a corrected PO. **Always check** that the correct VAT applies to your PO
- Always provide a reason for your rejection** in the system when you reject your PO

### IMPORTANT INFORMATION – eINVOICING

- Check** that you're eInvoicing against the **correct Goods Receipt Note**
- The date** on your SAP Ariba eInvoice **must be identical** to the date on your internal system generated invoice AND the unit of measure must also be in capital letters for **Ad Hoc services**
- Always choose 'VAT'** from the drop down menu and not 'Sales Tax' (vital for suppliers in the United Kingdom)
- Invoice numbers must not contain special characters** – the system only accepts alpha numeric characters for invoice numbers
- Do not** re-invoice against your services PO if the status reflects as 'on hold' – it means that your service entry sheet (SES) is **awaiting approval from us**. Once that has been done the status will reflect as 'Approved'

**IMPORTANT – DO NOT start work** for Anglo American **without a valid PO number** & **DO NOT deliver goods** to Anglo American **without confirming your PO electronically** in the system first – **they will not be accepted**