

Introduction



This **quick reference guide (QRG)** provides instructions to effectively transact with NAB, via the SAP Ariba Network.

Reporting to extract reports from the SAP Ariba Network, please refer to the <u>General Functionality Guide</u> on the <u>Supplier Information Portal</u>.

This guide provides steps and hints for the below activities, to set you up to successfully manage receiving and fulfilling orders, as a NAB supplier.

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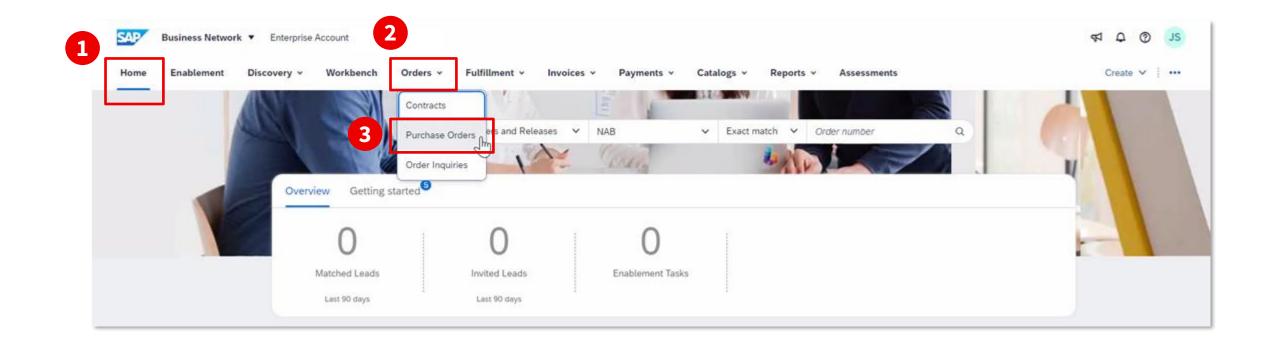
Accessing your SAP Business Network Account



Navigating to your Orders Inbox / Outbox Dashboard

Ensure that you are on the correct page

- 1. From the 'home' tab
- 2. Click on the 'Orders' tab
- 3. Select 'Purchase Orders' from the dropdown



Purchase Order Inbox / Outbox

Setting up Filters & Grouping Preferences



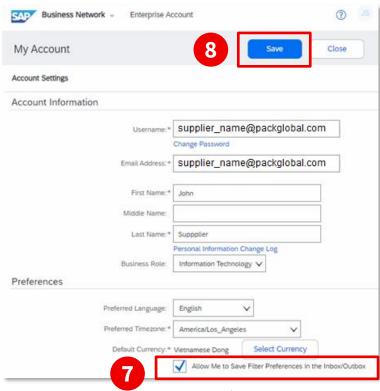


Use **Search Preferences** to identify and set order information, required for your user requirements. From your Orders Inbox/Outbox Dashboard, is where you will manage and track your open and historical Purchase Orders. **4.** Standard filter setting will appear, to change or add new filters: 5. Click on your initials **6.** Select '**My Account**' from the dropdown Business Network ▼ Enterprise Acco Orders Y Fulfillment Y John Suppplier test-Supplier.VN1@nab.com.au Orders My Account for of the data? Create your own tiles, save filters, and more by navigating to the Workbench page. Go to Workbench Need to customize your visit Link User IDs Contact Administrator Test Supplier Viet Nam 1 ANID: AN11186706055-T Items to confirm Items to ship Changed orders Return items New orders Orders to invoice Premium Package Last 31 days Company Profile Settings Orders (86) Logout → Edit filter Last 365 days Order numbers Creation date Last 365 days Select or type selections of ✓ Select or type

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The **Account** settings screen will display.

- 7. Tick the box 'Allow me to save filter Preferences in the Inbox/Outbox'
- 8. Click 'Save'

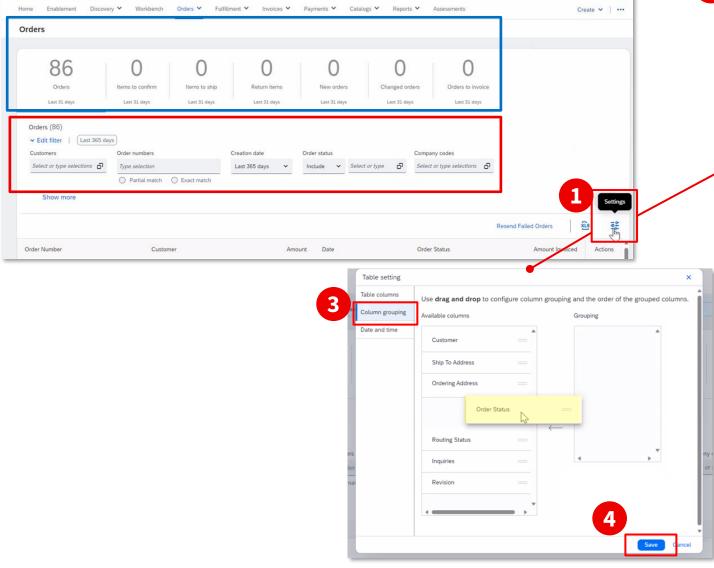


Purchase Order Inbox / Outbox

Setting up Filters & Grouping Preferences

From your Orders Inbox / Outbox Dashboard

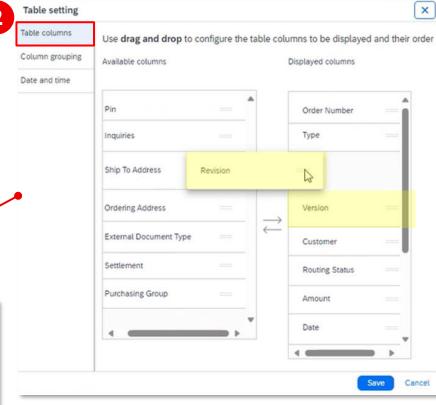
1. Select the 'Settings' icon



2. 'Table Setting' page appears.

From the 'Table Columns' menu

- 'click' on 'Version' & 'Revision' from the 'Available columns' list and drag into the 'Displayed columns' list.



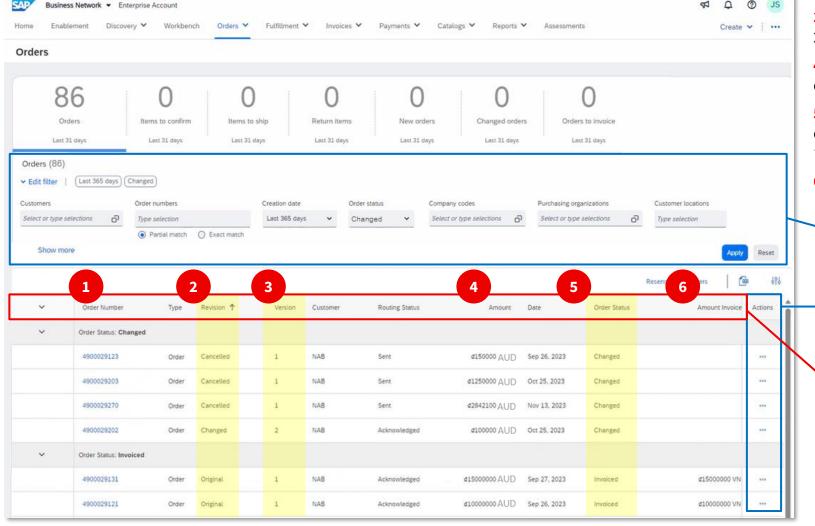
- 3. Select 'Column grouping' on side menu 'click' on 'Order Status' from the 'Available columns' list and drag into 'Grouping' list
- 4. Select 'Save'



Purchase Order Inbox /Outbox

Setting up Filters & Grouping Preferences

Your **Orders Inbox / Outbox Orders (Dashboard)** will now appear, with the additional filters you just added





- **1.** The **Order Number** is the Buyers unique Purchase Order for the goods/services.
- **2.** The **Revision** is the status of the version, e.g. Original, Changed, Cancelled.
- **3.** The **Version** is the number of the order. 1 = the original order, 2 = changed order and so on.
- **4.** The **Amount** is the total values of the purchase. It does not contain any taxes such as GST.
- **5.** The **Order Status** is the current status of the order, e.g. new, changed, invoiced. *Refer to page 20 for a full list of the Order Status Types and definitions.*
- **6.** The **Amount Invoiced** is the total amount invoiced to date.

Continue to next slide, to learn how to **Edit filters**

The **Actions** allows documentation creation without opening the order.

TIP: The Columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0-9 or 9-0) order by clicking on the column heading.

Purchase Order Inbox /Outbox

Adjusting and selecting Filters & Grouping Preferences

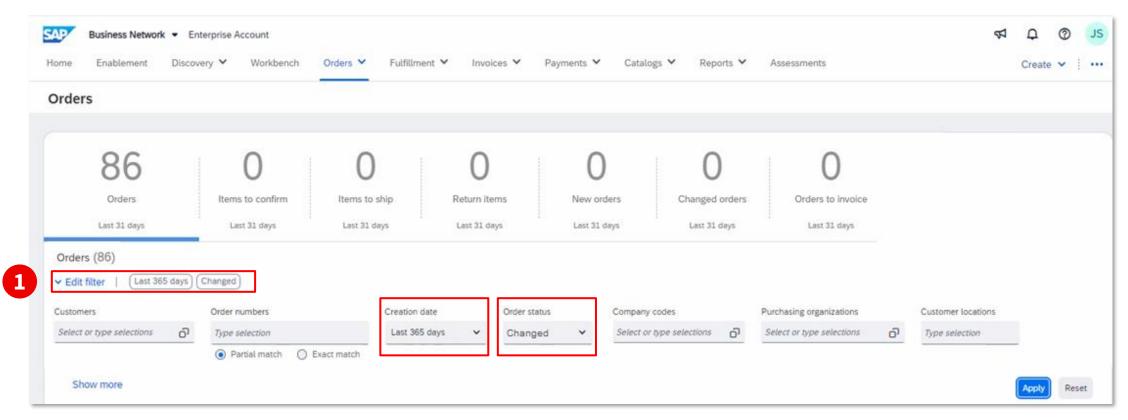


You can track and review all your Purchase Orders using the filter options.

From your **Orders Inbox / Outbox Dashboard**, filters can be applied to help you search for a specific purchase order or group of purchase orders.

For example you can filter by:

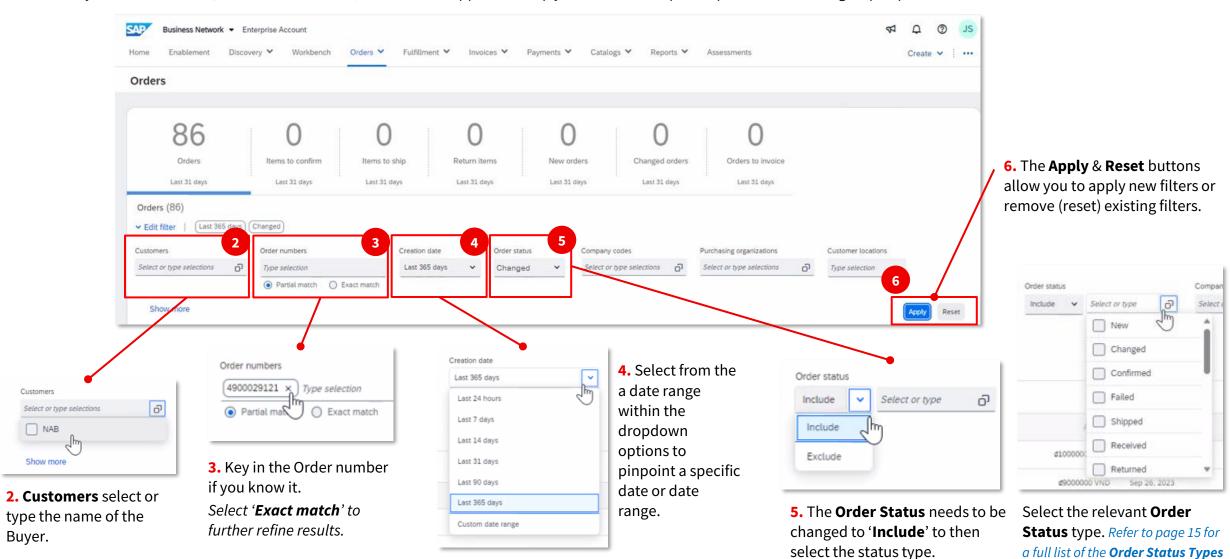
- all orders with a specific status e.g. 'changed'
- all orders that have been created in a particular date range e.g. 'Last 30 days'
- all orders for a specific company e.g. 'NAB'
- 1. You can apply multiple filters at the same time like, last 365 days with a status of 'changed'.



Purchase Order Inbox /Outbox

Adjusting and selecting Filters & Grouping Preferences

From your **Orders Inbox / Outbox Dashboard**, filters can be applied to help you search for a specific purchase order or group of purchase orders.



and definitions.

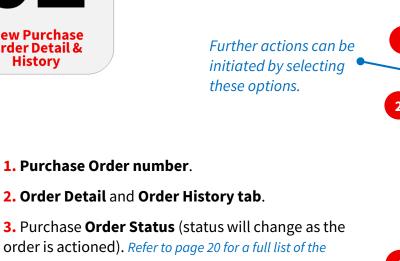


View Order Detail & History

Viewing Order Detail - Header Level

The **Purchase Order Header Level -** displays a summary of the key information for a purchase order or service order.

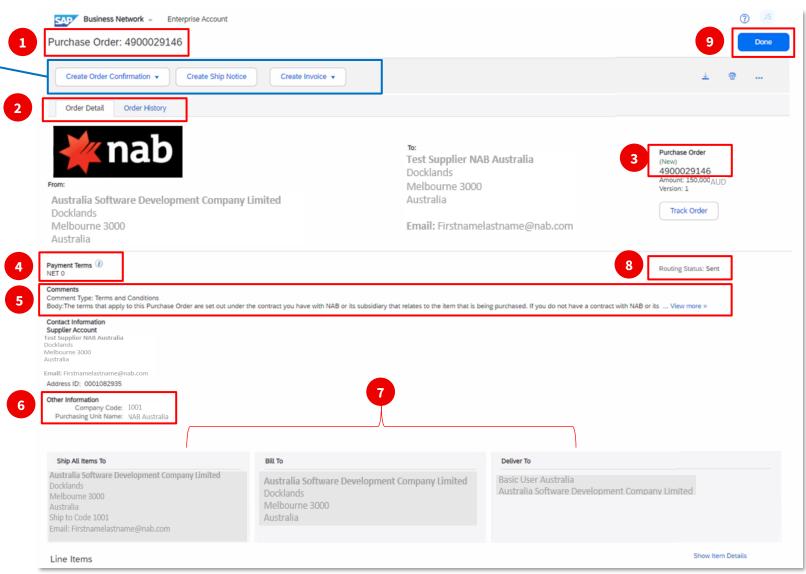




- 3. Purchase Order Status (status will change as the order is actioned). Refer to page 20 for a full list of the **Status Types** and definitions.
- 4. Payment Terms.

1. Purchase Order number.

- **5. Comments** entered by the Buyer when placing the order.
- 6. Other information.
- 7. Ship all items To, Bill To and Deliver To details.
- **8. Routing Status.** Refer to page 16 for a full list of the **Routing Status** Types and definitions.
- **9. Done** button will return 'user' to the previous menu.



View Order Detail & History

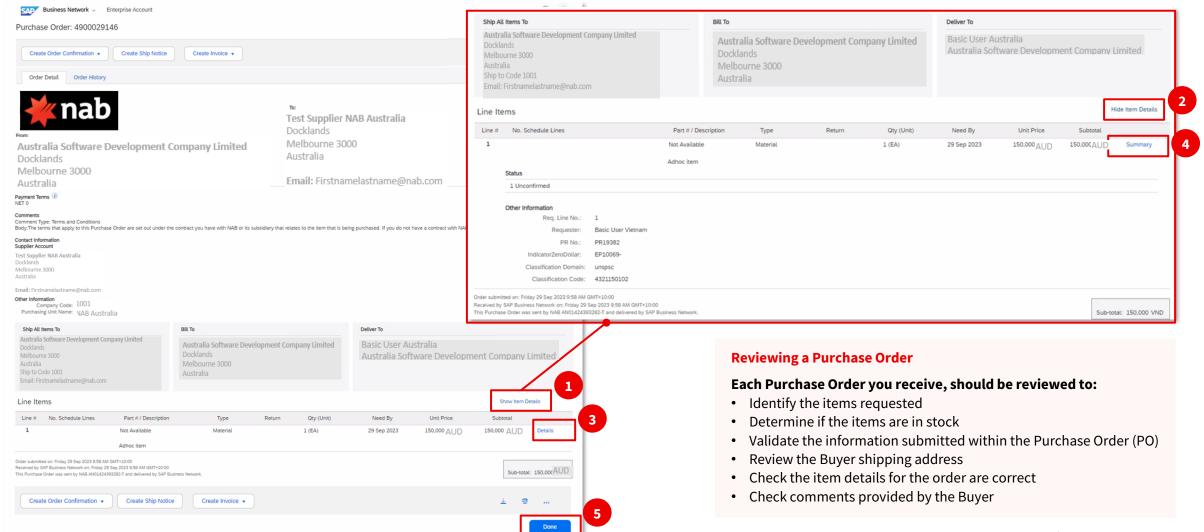
Viewing Order Detail - Line Items Details & Summary

The **Line Items Detail level -** displays further information about the order, one line item at a time. Including comments and further information provided by the Buyer.

- 1. To see all Line item details click on 'Show Item Details'.
- 2. To hide all Line item details click on 'Hide Item Details'.

**

- 3. To see specific line item details, click on 'Details'.
- **4.** To **hide** specific line item details, click on 'Summary'.
- 5. Select 'Done' from the Header Level summary, to return to the Inbox / Outbox (Dashboard)



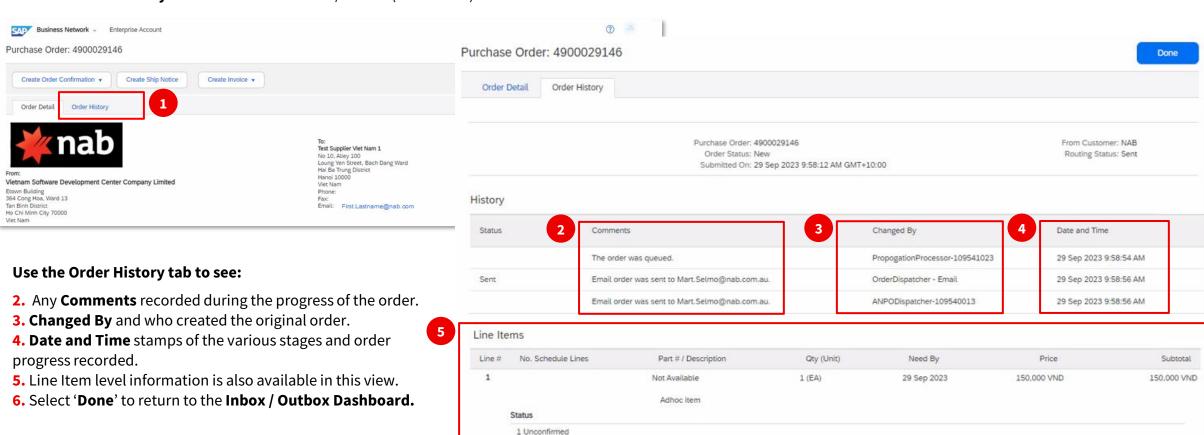
View Order Detail & History

Viewing Order History - Header level



The **Purchase Order History** - displays further information about the history of the order.

1. Select Order History tab from the Order inbox/outbox (Dashboard) screen



Sub-total: 150,000 VND

Done



Reviewing Purchase Orders Status

Changed and Cancelled orders

*

Your **Orders Inbox/Outbox (Dashboard)** contains filters that will help find orders with a Status of **'Changed'**.

1. Ensure that you are on the correct page

Select 'Purchase Orders' from the dropdown

- 2. Select **Changed** from the **Order Status** filter to show all orders that have a status of '**Changed**'.
- 3. Select Creation Date to refine your search further, to display within a chosen timeframe.

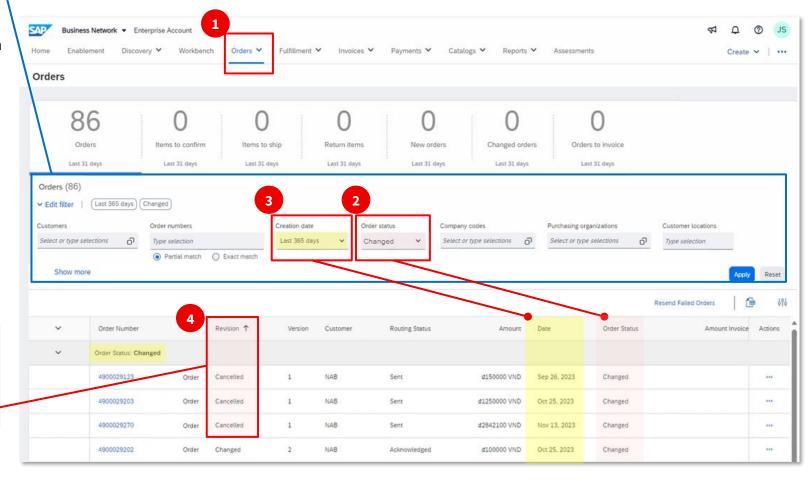
A Changed order is triggered when:

- The Supplier has proposed changes on the Order Confirmation or contacted the requestor.
- A price change has been accepted by the Buyer.
- The order was rejected because the wrong information was sent by the Buyer.
- The purchase order had too many errors for the Supplier to correct.
- The Buyer will contact the supplier where the proposed changes are not accepted based on trading agreements.
- Invoicing for an amount different to that shown on the Purchase Order will result in the invoice being rejected and the may delay the process.

IMPORTANT - All **Changed AND Cancelled** orders will display an **Order Status = 'Changed'**.

4. Only the **Revision** filter will help indicate if the order has been **cancelled or changed**.

To add the **Revision** filter – refer back to page 5 of this quide.



Reviewing Purchase Orders Status

Reviewing Changed orders - Header and Line Level

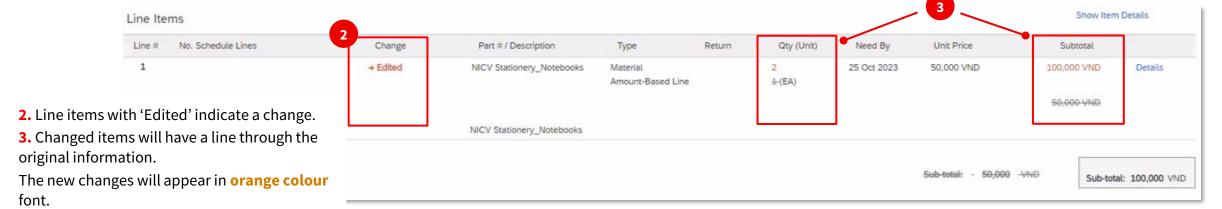


1. All Changed orders will appear in orange colour font, for both the Status and the Amount

Examples of changes include:

 Quantity of goods ordered and subtotals in relation to that





Subtotal will reflect the changed amount.

Reviewing Purchase Orders Status

Reviewing Cancelled orders - Header Level



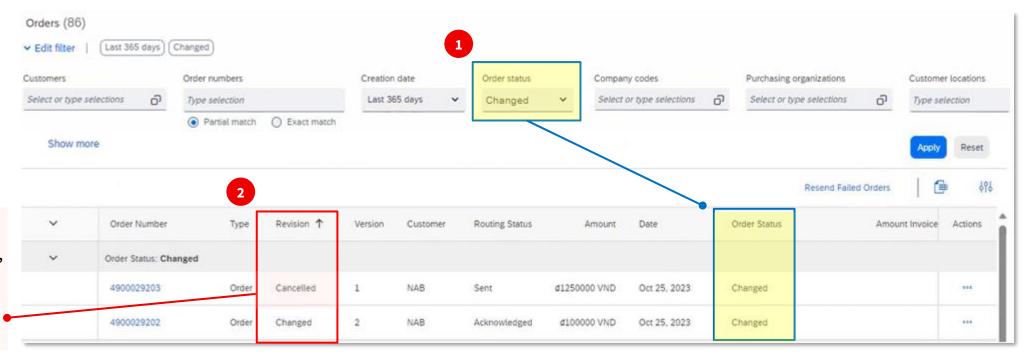
- To find Cancelled orders, first filter on Order Status = 'Changed'
- 2. Filter on Revision = 'Cancelled'

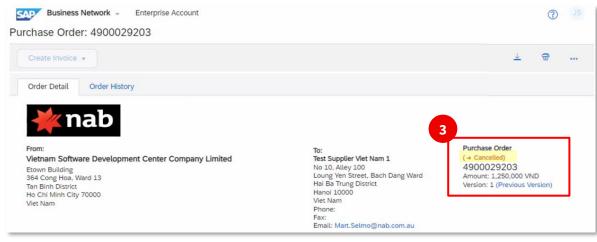
IMPORTANT

All Cancelled orders will display with an Order Status = 'Changed'

Only the **Revision** filter will indicate if the order has been cancelled.

To add the Revision filter – refer back to page 5 of this guide.





3. All **Cancelled** orders will appear in orange colour font in the Header Level.

Examples of cancellations include:

- Items have become obsolete, supplier unable to fulfil order.
- Buyer change of mind, no longer require goods / services.

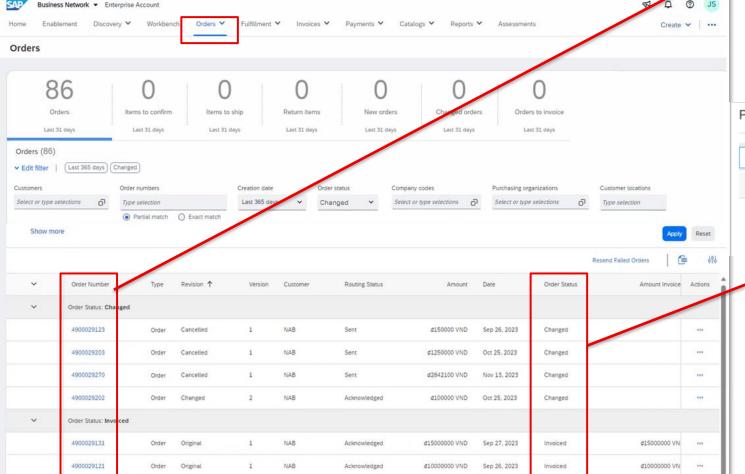


Invoice Creation Process - Standard Invoice



Ensure that you are on the correct page

- From the Orders Inbox / Outbox Orders (Dashboard)
- Select Order Number (your 'Purchase Order')
 from the dropdown you wish to invoice. This may be from a Partially Invoiced Invoice.
- 3. The screen displays the Purchase Order
- 4. Select Create Invoice
- 5. Select Standard Invoice
- 6. Screen displays Create Invoice





①Use the **Order Status** to sort invoices by **Partially Invoiced Status** to locate and open a Partial Invoice.

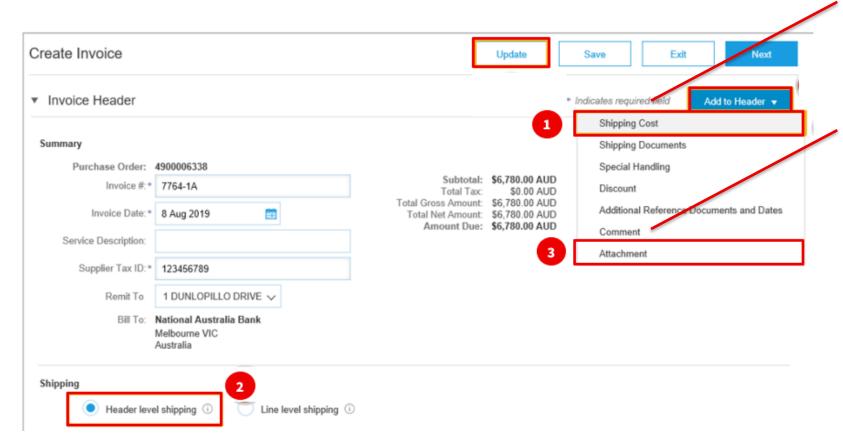
June 2024 | National Australia Bank Limited



Invoice Creation Process - Standard Invoice update at a Header Level.

Ensure that you are on the correct page

On the **Create Invoice** page you can add the Invoice number and multiple items at **Header Level** (except tax which is added a line level)

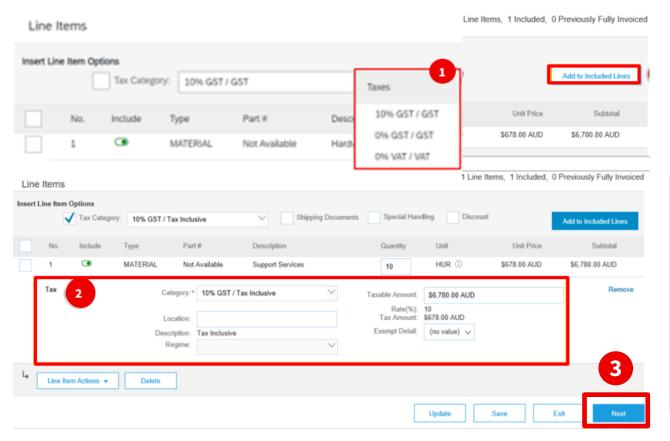


Update Items at Header Level

- From here you can add Shipping Cost if not already included in the cost of goods purchased by National Australia Bank
- 2. Shipping can be added at **Header Level** (for the entire PO) or at **Line Level** (only associated with one line item in the PO)
- 3. You can add **Attachments** to your invoice. Please add the PDF of your invoice

Invoice Creation Process - Standard Invoice update at Line Level.

1 There is no need to enter any Withholding tax rate as Sourceline will automatically determine based on the tax table.





Update Items at the Item Level

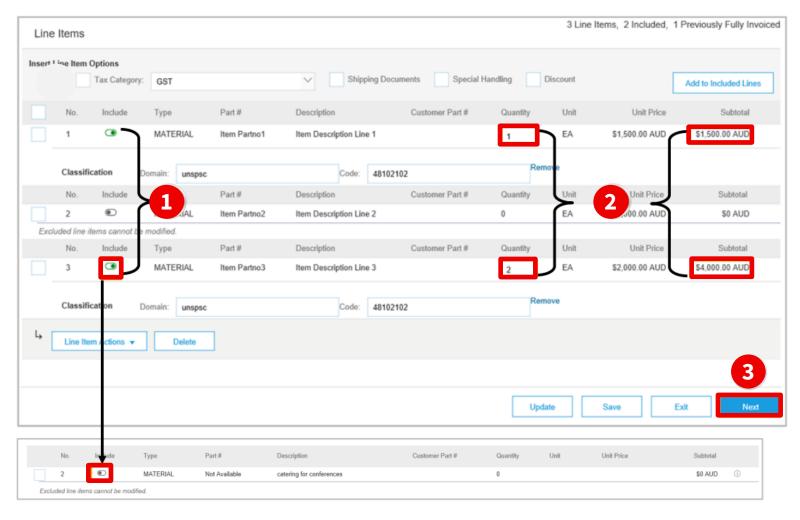
- 1. Select Insert Line Item; you can add Tax Line Level
- 2. Select the correct tax rate
- 3. Select **Next** for the next step

(i) IMPORTANT

- For international suppliers **supplying to Australia**; please select GST (ideally the **0% GST**). If you are required to add indirect tax to your prices, such as VAT or GST which is applicable to and payable by you in your country, *please advise us as soon as possible*.
- For international suppliers supplying to Australia with Australian GST charged from international locations: If your Ariba Account address is not in Australia, and you charge Australian GST on your invoices, NAB requests you to change the "Ship From" address in the invoice header to an Australian location

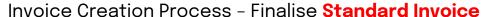
Invoice Creation Process - Standard Invoice update Multiple Line Items Invoicing



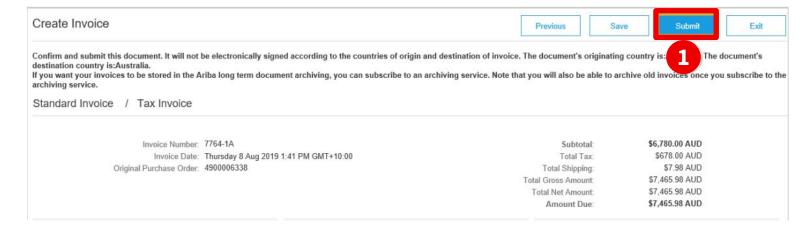


Update Multiple Line Items

- 1. Exclude Line items from the **Purchase Order** that you do not want to invoice against in this invoice (from green to grey).
- 2. Confirm or enter the **Quantity or Subtotal** for each item to be invoiced, repeat for all items on the invoice.
- Only change the tax rate for a Line item where the tax rate is different to the one applied then select **Next** to finalise the invoice.







Finalise the Standard Invoice

- 1. Review the Invoice and select **Submit**
- 2. Select **Exit** and the screen will return to the Purchase Order where the order status will be displayed as either Invoiced or Partially Invoiced.
- 3. Select **Done** and the screen displays the Orders and Releases.



Purchase Order (Invoiced) 4900006338 Amount: \$6,780.00 AUD

Version: 1

Purchase Order (Partially Invoiced) 4900006264 Amount: \$500.00 AUD Version: 1



Purchase Order Status



The order status identifies the journey of the documents (order confirmation & invoices) through the SAP Ariba Network between NAB and the supplier.

Order Status	Definition
New	Initial state. You have not updated the order status.
Changed (includes cancelled orders)	Your customer cancelled or replaced the order by sending a subsequent (changed) order.
Confirmed	You agreed to ship all line items.
Confirmed with New Date	The order confirmation has a different Start Date or End Date than the order, but no other change(s).
Confirmed with Changes	The order confirmation has a different Expected Value than the order, and also has a different Start Date or End Date , or both.
Partially Confirmed Partially Shipped Partially Serviced Partially Invoiced Partially Rejected	The order is in progress. If you update part of the purchase order, SAP Business Network reports the partial status for the entire order. For example, if you partially confirmed an order and then you partially ship either the previously confirmed order line or a different order line, the purchase order status is set to Partially Shipped. You can still continue to confirm order line items regardless of the shipping status until you have confirmed all order lines. For service orders, you can continue to create service sheets for unplanned service lines up to their hidden maximum amounts (which might be larger than their subtotals) or planned service lines up to their subtotals. The service order status is set to Partially Serviced until all of the service lines are serviced.
Serviced	The order is fully serviced. You cannot create any more service sheets for any more service lines in the order.
Shipped	Final state. You shipped the entire order.
Invoiced	The order is fully invoiced. The Amount Invoiced column shows how much money you have invoiced or charged against the purchase order. For older purchase orders, SAP Business Network displays Yes to indicating that you have submitted invoices.
Received Partially Received Returned	Statuses for receipts that are sent by the Buyer from their ERP system. The purchase order status is updated based on this information. On the Order Detail page, each line item-detail section displays the quantity of goods received or returned for that line item, based on the information in the receipts.
Failed	SAP Business Network experienced a problem routing the order to your account. You can resend failed orders.





The routing status identifies the journey of the documents (order confirmation & invoices) through the SAP Ariba Network between NAB and you, the supplier.

Routing Status indicates whether a purchase order or service order is queued, sent, acknowledged, or if routing failed. SAP Business Network displays the following routing statuses for orders.

Routing Status	Definition
Queued	Initial state. SAP Business Network received the purchase order but no further action was taken.
Sent	SAP Business Network sent the purchase order to your account.
Acknowledged	You received the order.
Failed	SAP Business Network experienced a problem routing the order to your preferred purchase order routing method. For example, your back end order fulfilment system could have experienced a problem that prevented SAP Business Network from successfully routing the order. You can resend orders that have a Failed routing status.
Approved	NAB has reviewed the invoice and it has been approved for payment.
Paid	The invoice has been paid

