



Dialog Group Berhad

**SAP Ariba User Guide
Online Collaboration**

Version 3.3

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1 SAP Ariba DSN – Display Purchase Order

1.1 Lesson 1 – SAP Ariba DSN – Display Purchase Order

Overview:

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

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

1.1.1 Access the link and login to SAP Ariba Network

Trigger:

There is requirement to do activity in SAP Ariba Network

Business Process Description Overview

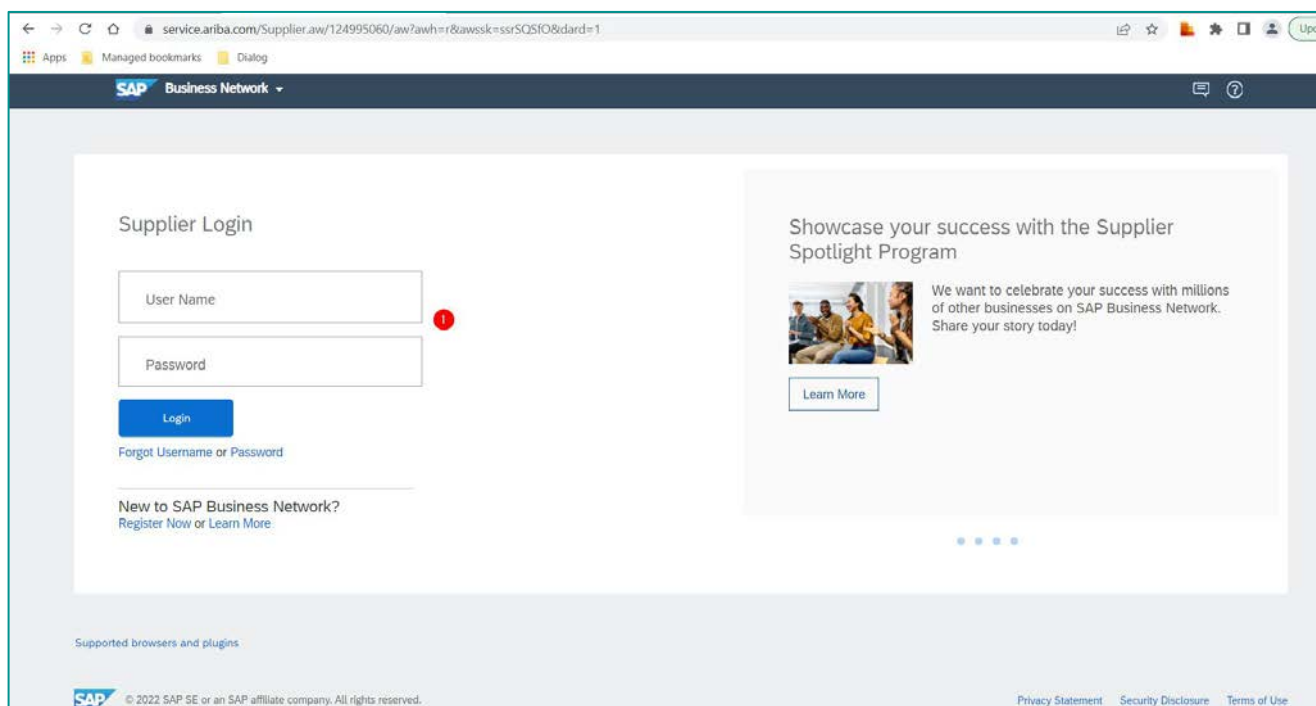
To check and display any purchase order, the user should log in to SAP Ariba Network. The registration process must be completed beforehand.

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

Procedural Steps:

Access transaction by:

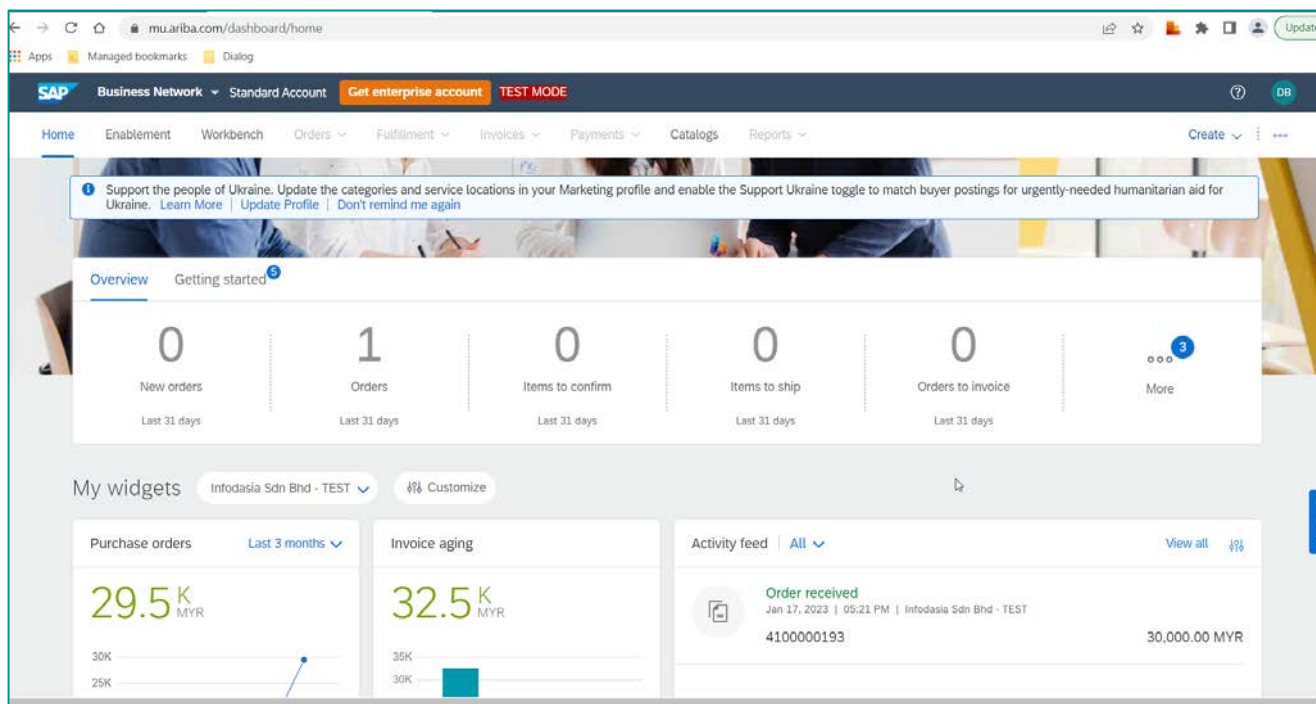
Link	https://service.ariba.com/Supplier.aw/
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1. At the SAP Ariba Network login screen, enter your username and password to login to your SAP Ariba account:

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	Enter the username
Password	Password of your buyer account	R	Enter the password, then Click Login button

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



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

1.1.2 Display Purchase Order

Trigger:

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

Business Process Description Overview

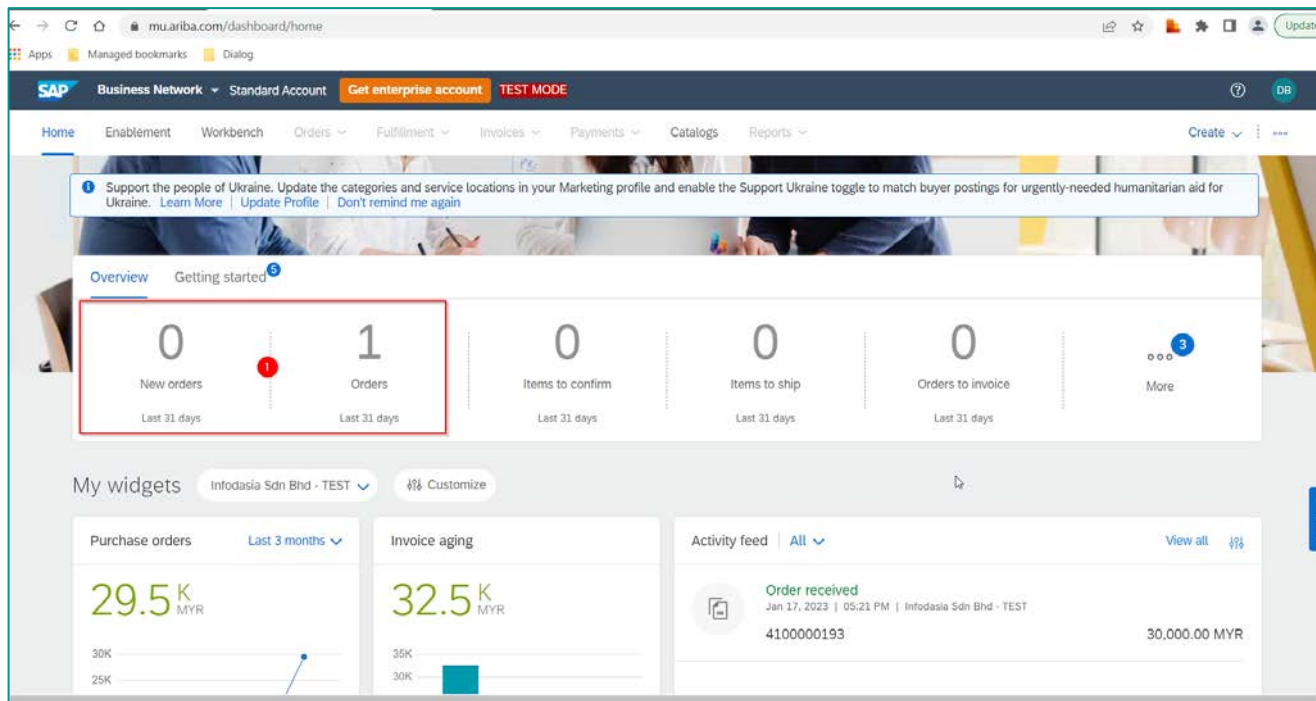
To check and display any purchase order in SAP Ariba Network.

Output - Results	Remarks
Purchase order displayed	N/A

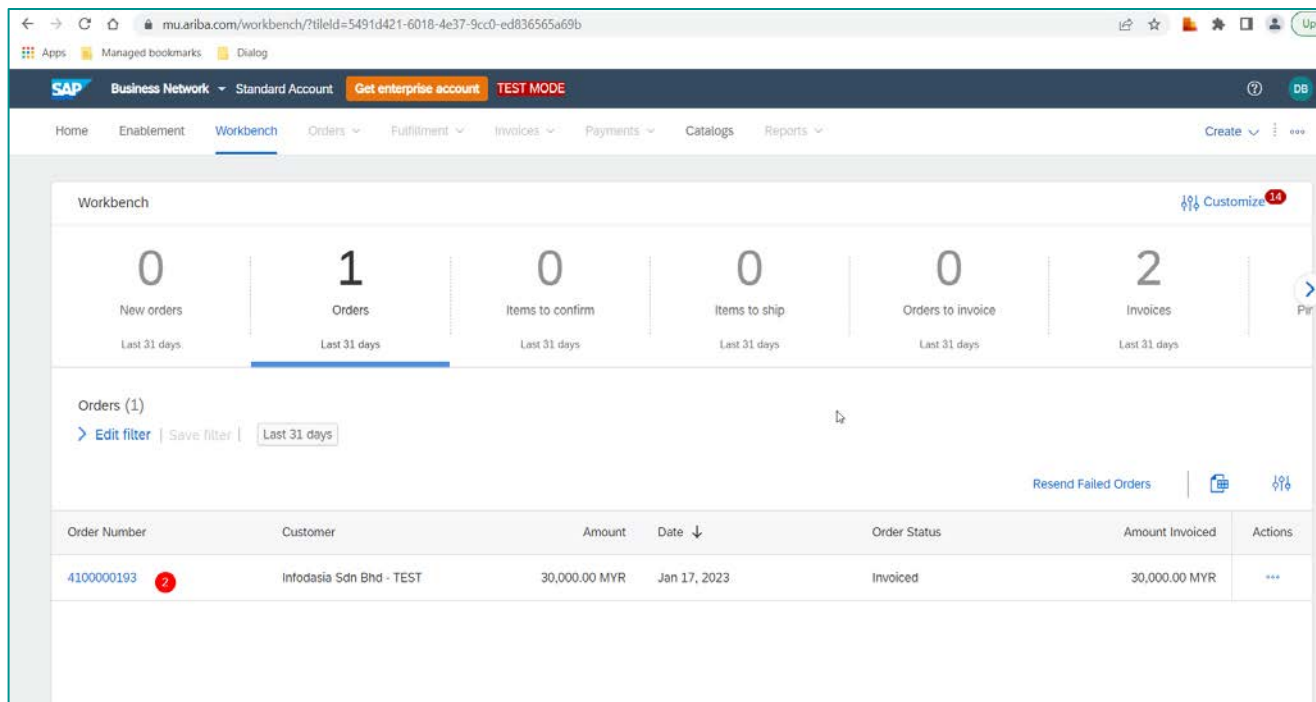
Procedural Steps:

Access transaction by:

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



1. Click on the option “New Orders” or “Orders”.



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

service.ariba.com/Supplier.aw/124995060/aw?awh=r&awssk=ssrSQSFO&dard=1

SAP Business Network Standard Account Get enterprise account TEST MODE

Purchase Order: 4100000193 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

DIALOG

From:
Customer
Dialog Group Berhad
Dialog Tower, No 15, Jalan PJU 7/5
47810 Petaling Jaya
Selangor
Malaysia
Phone: +60 (0) 603 7717 1111
Fax: +60 (0) 603 7722 3999

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

Purchase Order
(Invoiced)
4100000193
Amount: RM30,000.00 MYR
Version: 1
Supplier Order Number: Doc25454316

Track Order

Payment Terms
Due on Receipt

Comments
Due on Receipt

Contact Information
Supplier Address
SME ELECTRIC SDN BHD
Lot 1
58100 kl
Kuala Lumpur
Malaysia
Email: deepak.behl@pwc.com
Phone: +60 (0) 73948302
Fax:
Address ID: 20000025

Routing Status: Acknowledged
External Document Type: General PO (ZGP)
Effective Date: 17 Jan 2023
Expiration Date: 31 Dec 9999
Related Documents: IV-4100000193-2
IV-4100000193
CN-4100000193

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

2 SAP Ariba DSN – Order Confirmation

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

Overview:

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

2.1.1 Access the link and login to SAP Ariba Network

Trigger:

There is requirement to do activity in SAP Ariba Network.

Business Process Description Overview	
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.	
Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

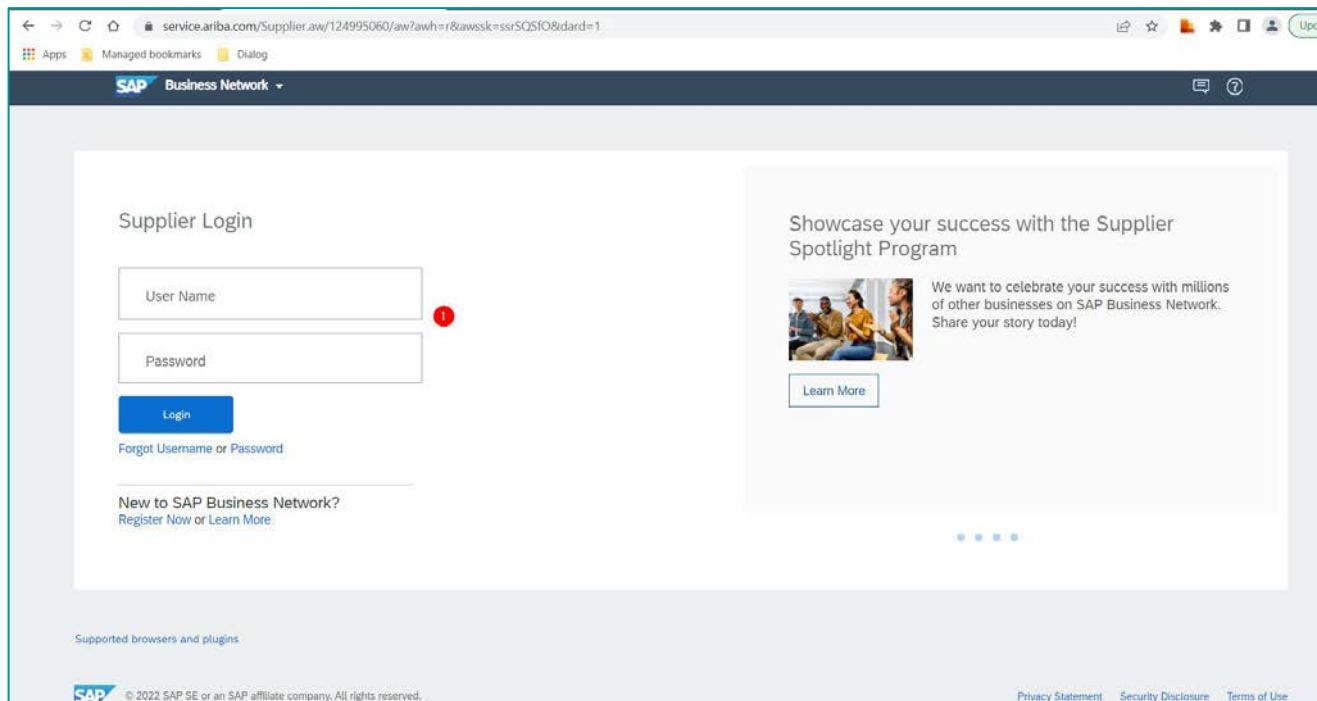
There is requirement to do activity in SAP Ariba Network.

Business Process Description Overview	
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.	
Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

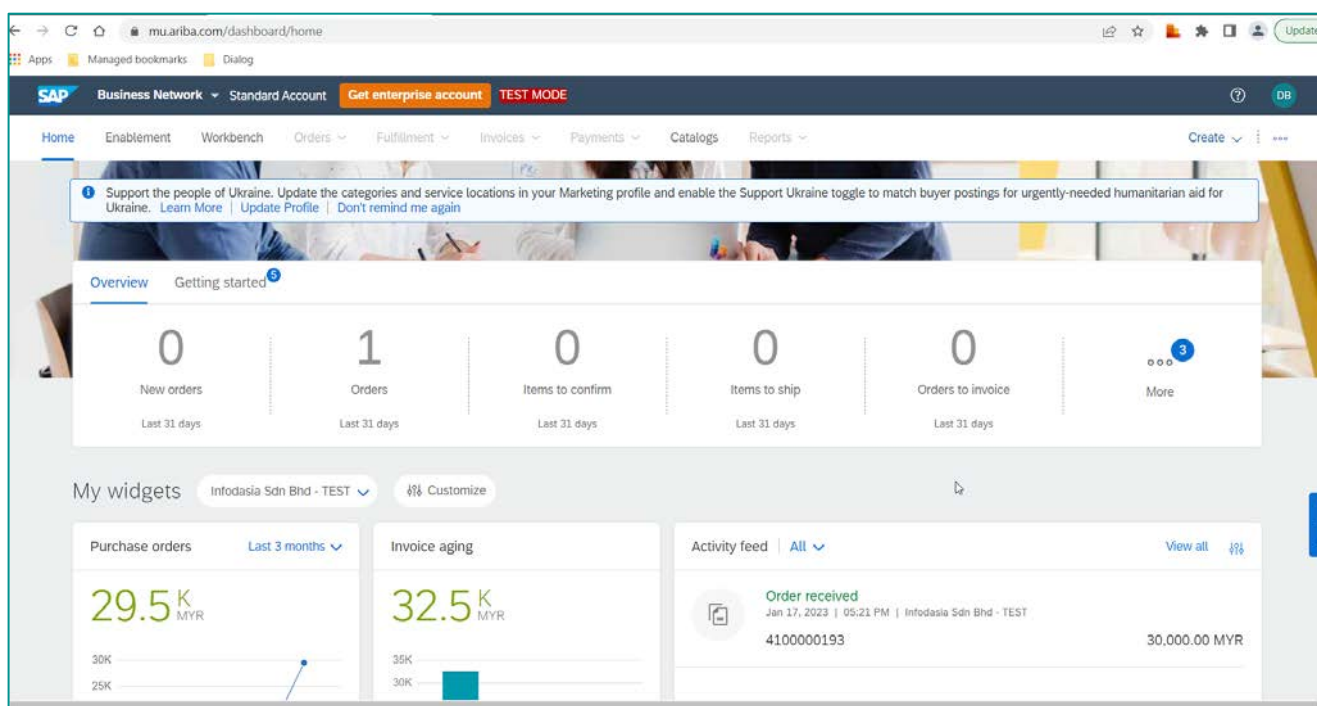
Link	https://service.ariba.com/Supplier.aw/
------	---



- At the SAP Ariba Network login screen, enter the following:

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	Enter the username
Password	Password of your buyer account	R	Enter the password, then click Login button

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



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

2.1.2 Display Purchase Order

Trigger:

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

Business Process Description Overview

To check and display any purchase order in SAP Ariba Network.

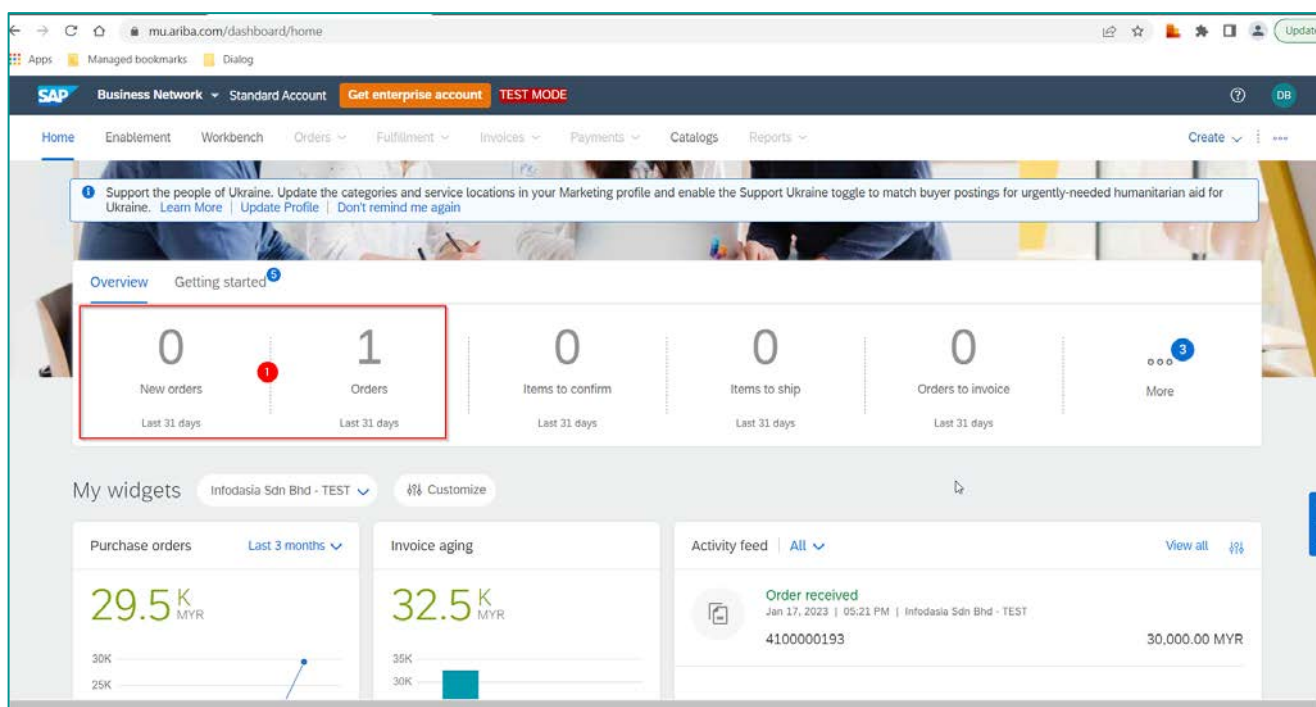
Output - Results	Remarks
Purchase order displayed	N/A

Procedural Steps:

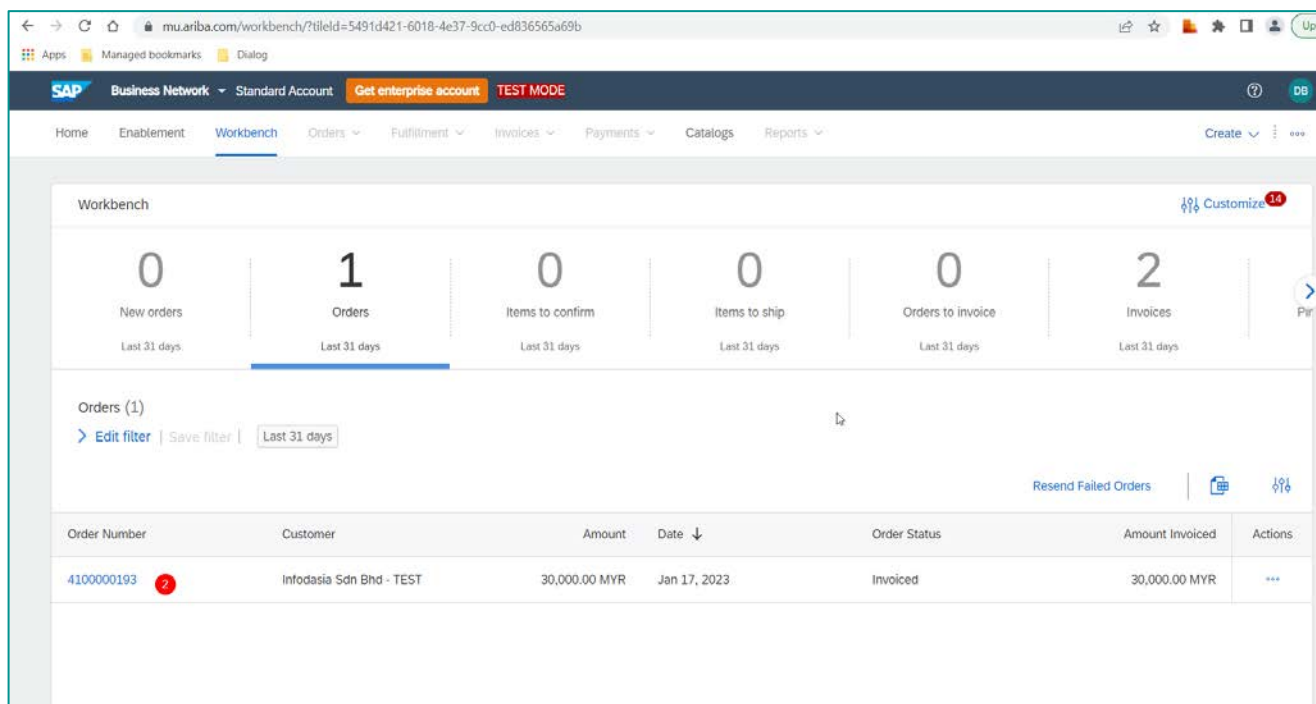
Access transaction by:

Link

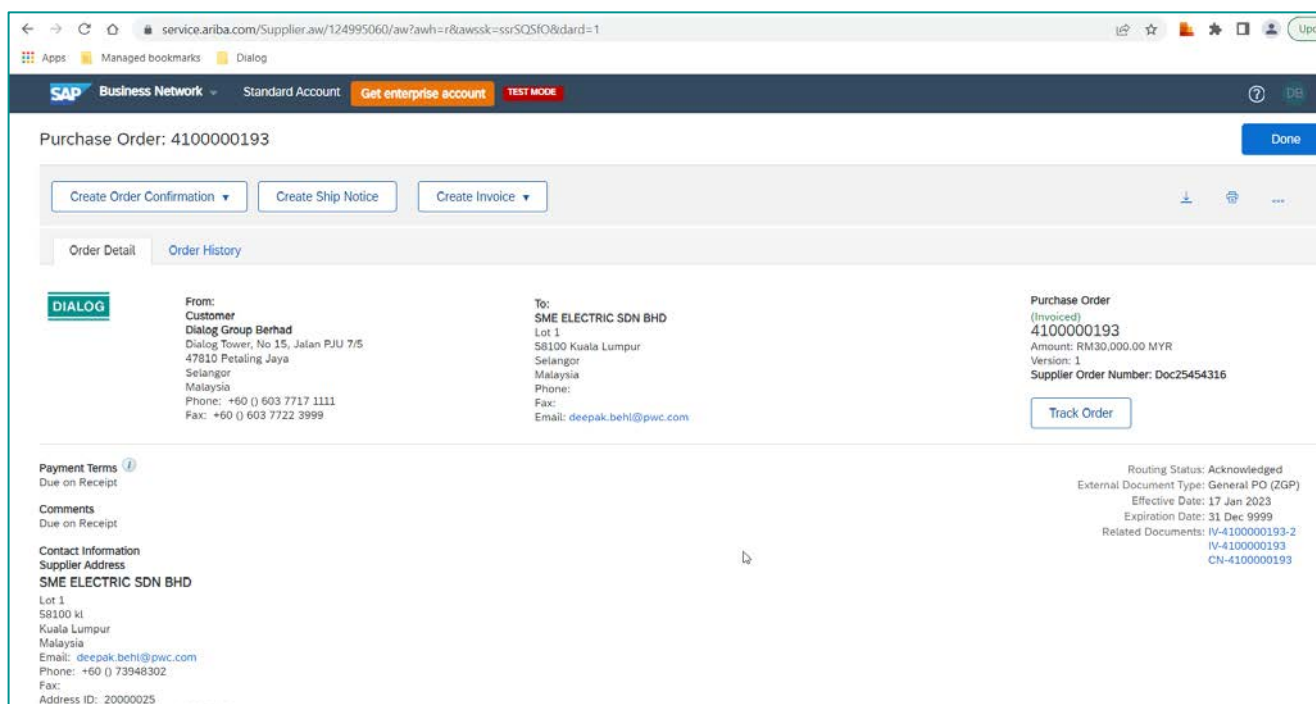
<https://service.ariba.com/Supplier.aw/>



1. Click on “New Orders” or “Orders”.



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

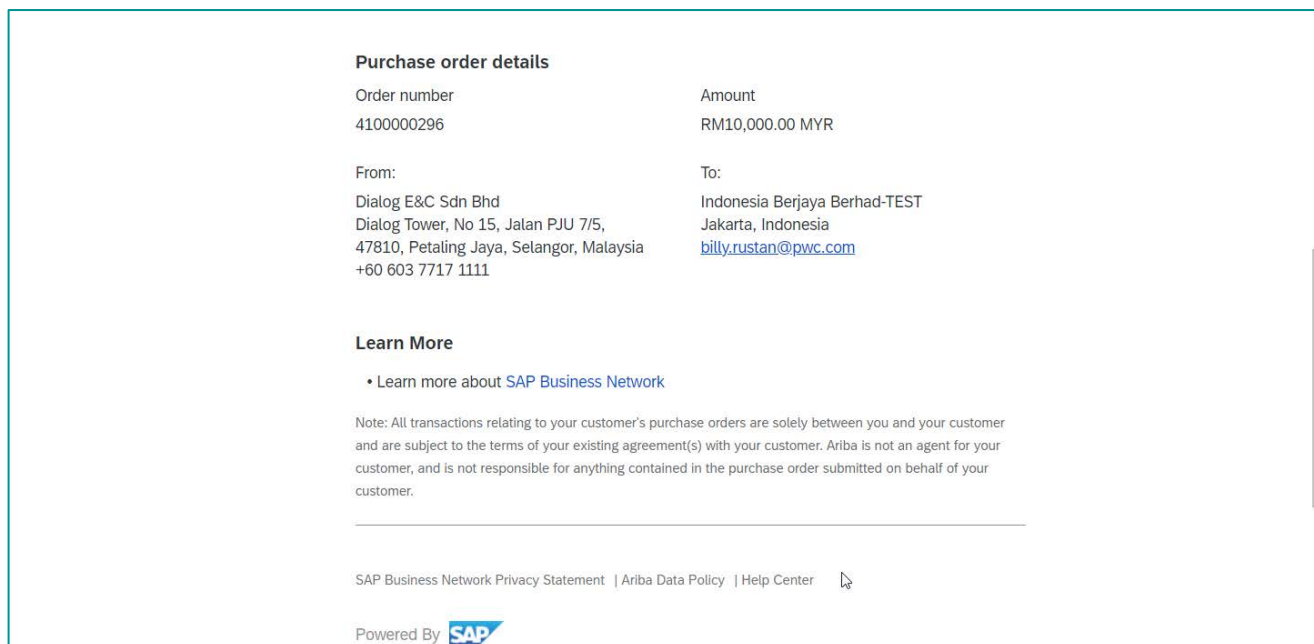
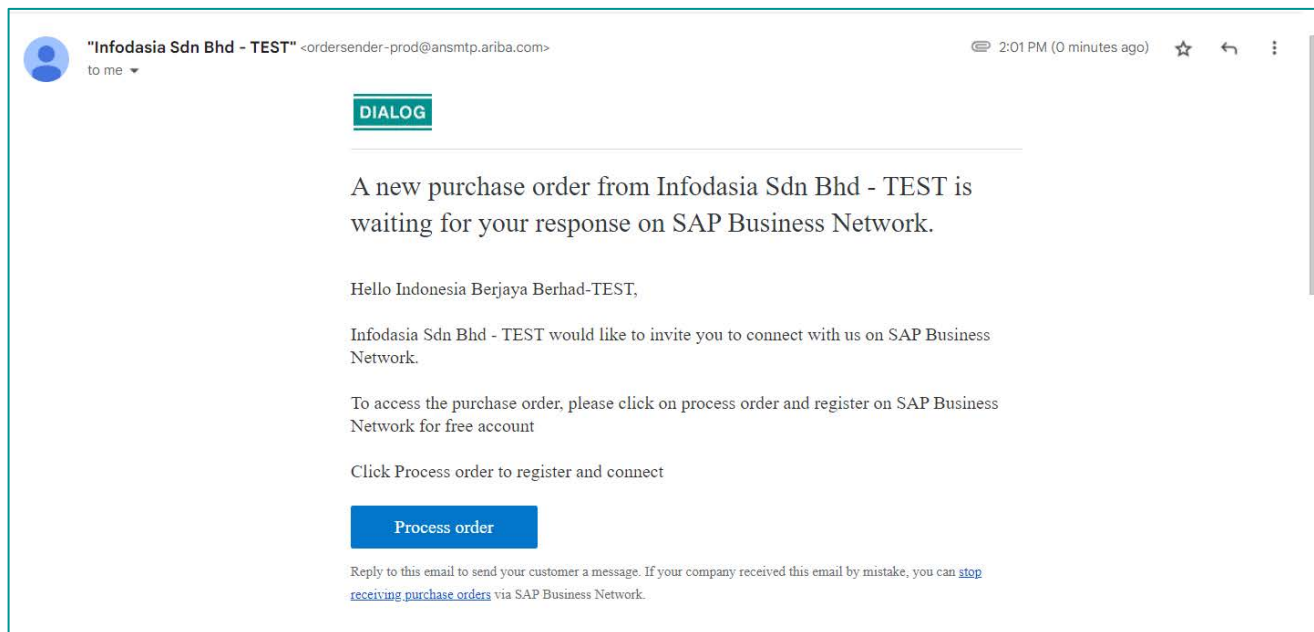


3. After clicking on the Purchase Order number, the Purchase Order is displayed.

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

Trigger:

When the Purchase Order (PO) has been finalized from Dialog Group, the purchase order will route to the Supplier to execute the order for the purchase. The Supplier will receive an email notification on the purchase order. Below is the example of the email:



Business Process Description Overview

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

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

Procedural Steps:

Access transaction by:

Link

<https://service.ariba.com/Supplier.aw/>

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

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

Fields	Description	R/O/C	User Action and Values
Confirmation #	Identification of Confirmation Number for the Purchase Order.	R	Enter the confirmation number from your side. The maximum character is 20 digit, please do not enter more than 20 digit.

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

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

Fields	Description	R/O/C	User Action and Values
Est. Shipping Date	The estimation date for you to do shipping for the ordered item/(s).	R	Enter estimated shipping date.
Est. Delivery Date	The estimation date for you to do delivery for the ordered item/(s).	R	Enter estimated delivery date.
Comments	Comments related to order confirmation.	O	Enter comments if necessary.

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

4. 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.

5. A summary of the Order Confirmation will appear. Click the “Submit” button to create an Order Confirmation.

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

6

Payment Terms Due on Receipt
Comments Due on Receipt

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

6. 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:

"Infodasia Sdn Bhd - TEST" <ordersender-prod@ansmtp.ariba.com>
to me

2:01 PM (0 minutes ago) ☆ ↶ ⋮

DIALOG

A new purchase order from Infodasia Sdn Bhd - TEST is waiting for your response on SAP Business Network.

Hello Indonesia Berjaya Berhad-TEST,

Infodasia Sdn Bhd - TEST would like to invite you to connect with us on SAP Business Network.

To access the purchase order, please click on process order and register on SAP Business Network for free account

Click Process order to register and connect

[Process order](#)

Reply to this email to send your customer a message. If your company received this email by mistake, you can [stop receiving purchase orders](#) via SAP Business Network.

Purchase order details

Order number 4100000296	Amount RM10,000.00 MYR
From: Dialog E&C Sdn Bhd Dialog Tower, No 15, Jalan PJU 7/5, 47810, Petaling Jaya, Selangor, Malaysia +60 603 7717 1111	To: Indonesia Berjaya Berhad-TEST Jakarta, Indonesia billy.rustan@pwc.com

Learn More

- Learn more about [SAP Business Network](#)

Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.

[SAP Business Network Privacy Statement](#) | [Ariba Data Policy](#) | [Help Center](#)

Powered By 

Business Process Description Overview

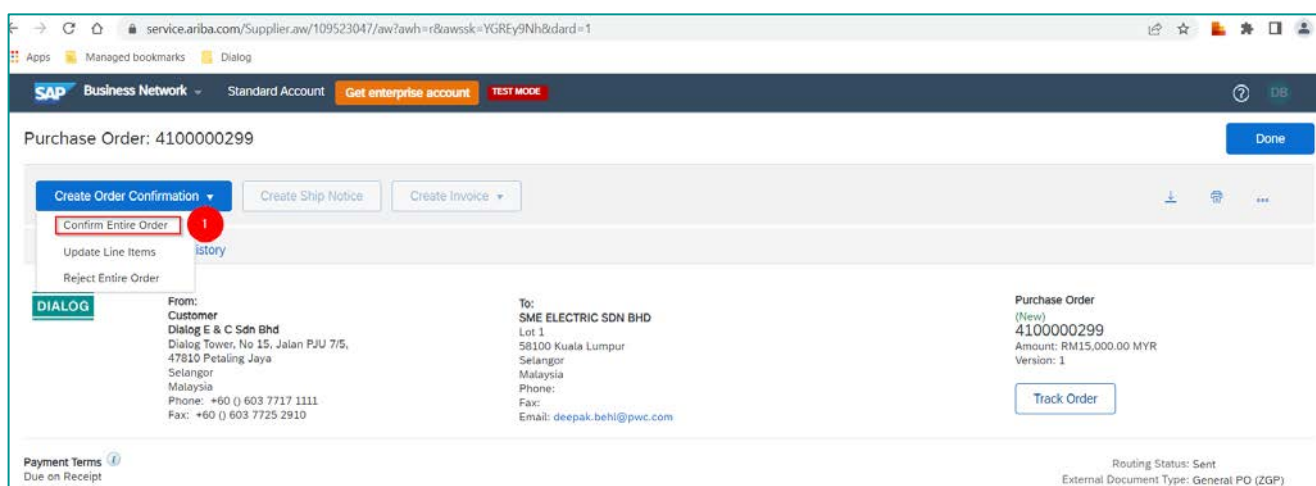
Supplier will create an Order Confirmation after the Supplier receives the Purchase Order (PO) from Dialog Group through email notification or through the SAP Ariba Supplier Network.

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

Procedural Steps:

Access transaction by:

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



The screenshot shows the SAP Business Network interface for a Supplier. The top navigation bar includes the SAP logo, 'Business Network', and links for 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main header displays 'Purchase Order: 4100000299' and a 'Done' button. Below the header, there is a section for 'Create Order Confirmation' with a dropdown menu. The dropdown menu is open, showing options: 'Confirm Entire Order' (highlighted with a red circle), 'Update Line Items', and 'Reject Entire Order'. To the right of the dropdown are buttons for 'Create Ship Notice' and 'Create Invoice'. Below this section, there is a 'From:' field with customer details for Dialog E & C Sdn Bhd, and a 'To:' field with supplier details for SME ELECTRIC SDN BHD. On the right, there is a 'Purchase Order' summary showing the order number, amount, and version. At the bottom, there is a 'Track Order' button and a 'Payment Terms' section.

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

Confirming PO Exit Next

1 Confirm Entire Order
2 Review Order Confirmation

▼ Order Confirmation Header

* Indicates required field

Confirmation #: 2

Associated Purchase Order #: 4100000300

Customer: Infodasia Sdn Bhd - TEST

Supplier Reference:

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

Fields	Description	R/O/C	User Action and Values
Confirmation #	Identification of Confirmation Number for the Purchase Order.	R	Enter the confirmation number from your side. The maximum character is 20 digit, please do not enter more than 20 digit.

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

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

Fields	Description	R/O/C	User Action and Values
Est. Shipping Date	The estimation for you to process the shipping for the ordered item/(s).	R	Enter your estimated shipping date.
Est. Delivery Date	The estimation for you to process the delivery for the ordered item/(s).	R	Enter your estimated delivery date.
Comments	Comments related to order confirmation	O	Enter any comments if necessary.

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

4. 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.

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

Purchase Order: 4100000300

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

6

Payment Terms Due on Receipt

Comments Due on Receipt

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

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

2.1.5 Display Order Confirmation for Purchase Order from Dialog Group

Trigger:

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

Business Process Description Overview

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

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

Procedural Steps:

Access transaction by:

Link

<https://service.ariba.com/Supplier.aw/>

Purchase Order: 4100000300

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

1

Payment Terms Due on Receipt

Comments Due on Receipt

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

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

Order Confirmation: CN-4100000300
2
Done
Previous

[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 Current Order Status: 1. Confirmed As Is (Estimated Completion Date: 15 Feb 2023)								
00010.10			000000008200000012		20,000 (DAY)			RM2,000.00 MYR	RM40,000.00 MYR	
SAP IT Consultancy										

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

3 SAP Ariba DSN - Ship Notice

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

Overview:

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

3.1.1 Access the link and login to SAP Ariba Network

Trigger:

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

Business Process Description Overview	
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.	
Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

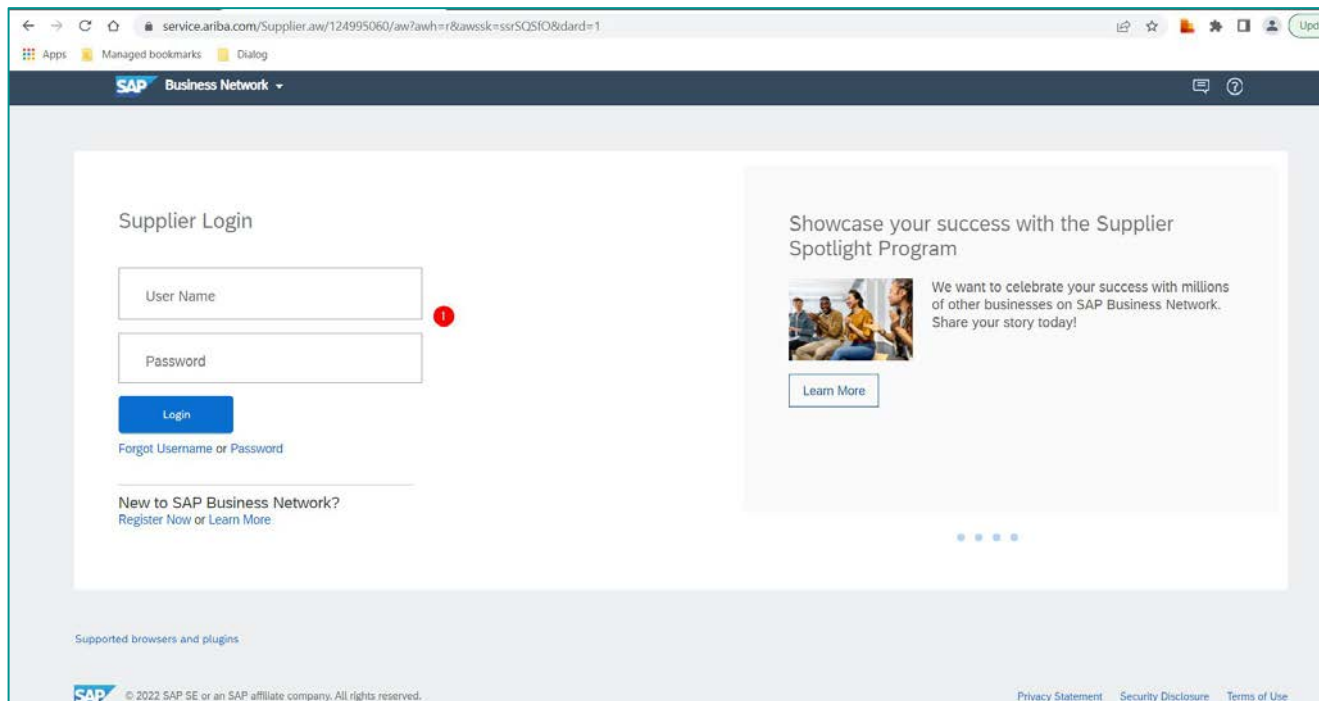
There is requirement “to do” activity in SAP Ariba Network.

Business Process Description Overview	
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.	
Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

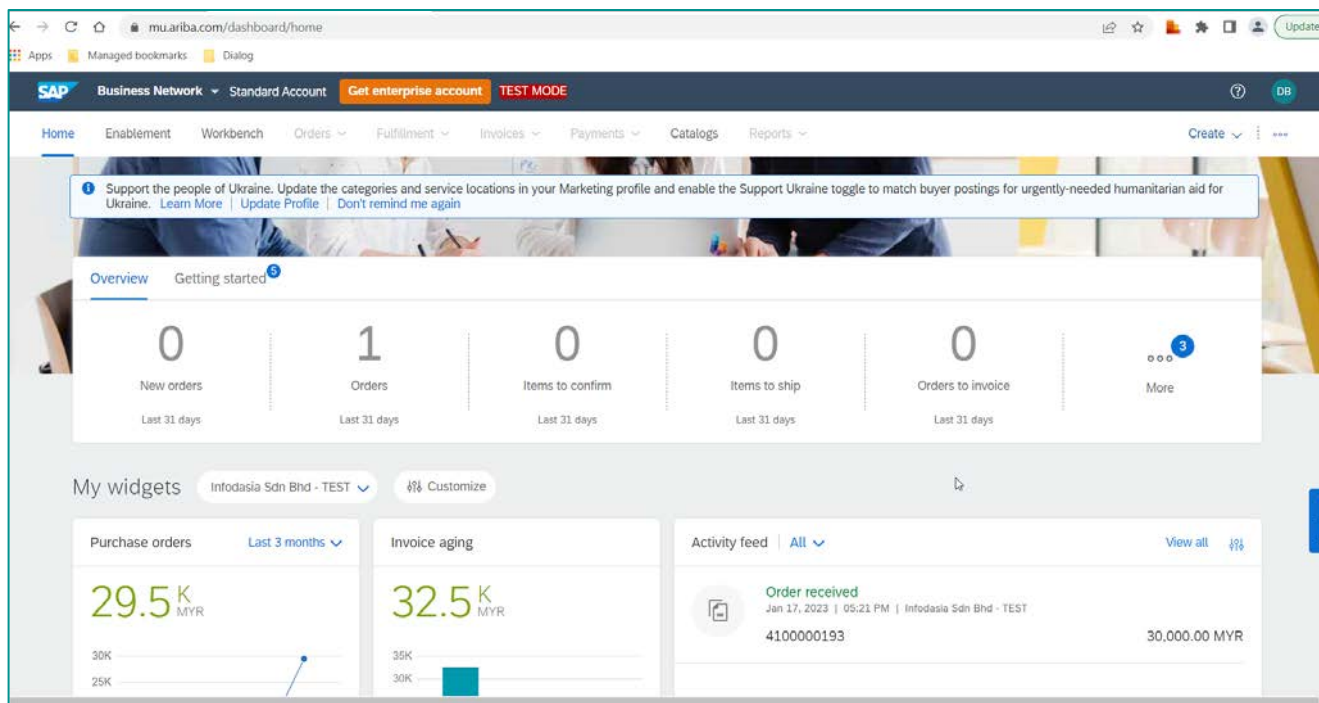
Link	https://service.ariba.com/Supplier.aw/
------	---



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

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	Enter the username
Password	Password of your buyer account	R	Enter the password, then Click Login button

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



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

3.1.2 Display Purchase Order

Trigger:

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

Business Process Description Overview

To check and display any purchase order in SAP Ariba Network.

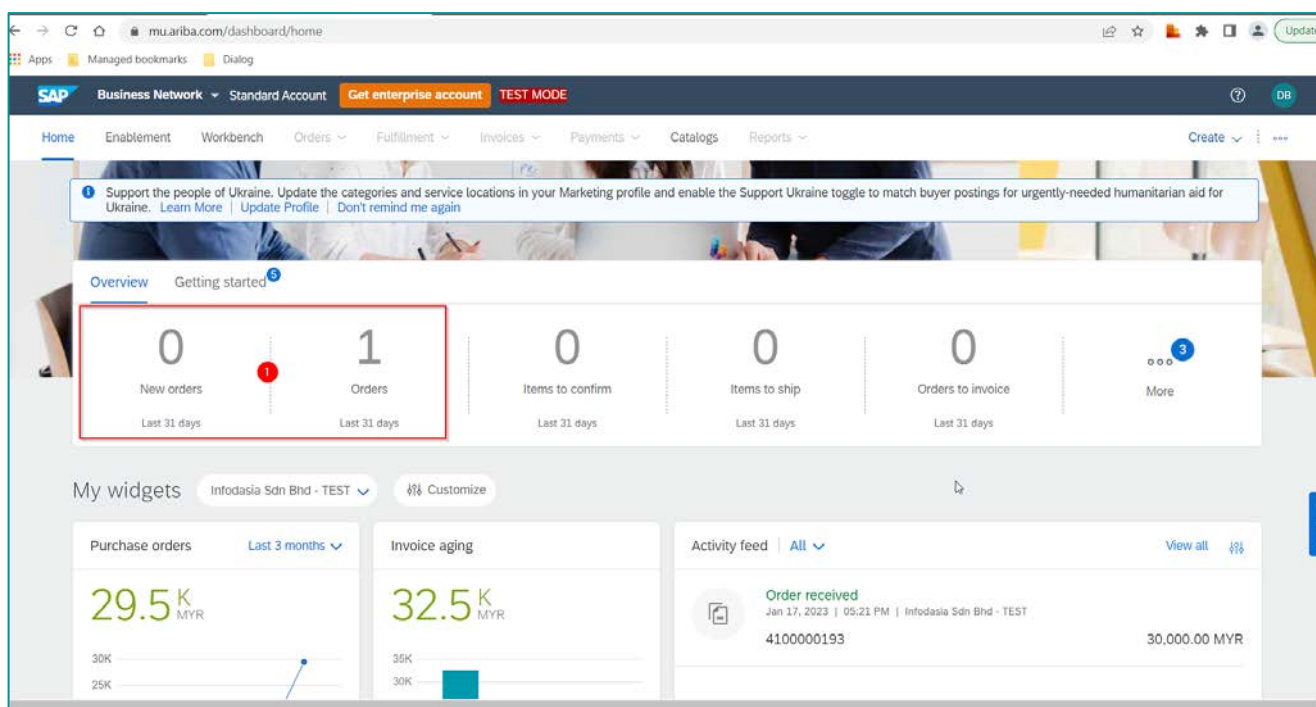
Output - Results	Remarks
Purchase order displayed	N/A

Procedural Steps:

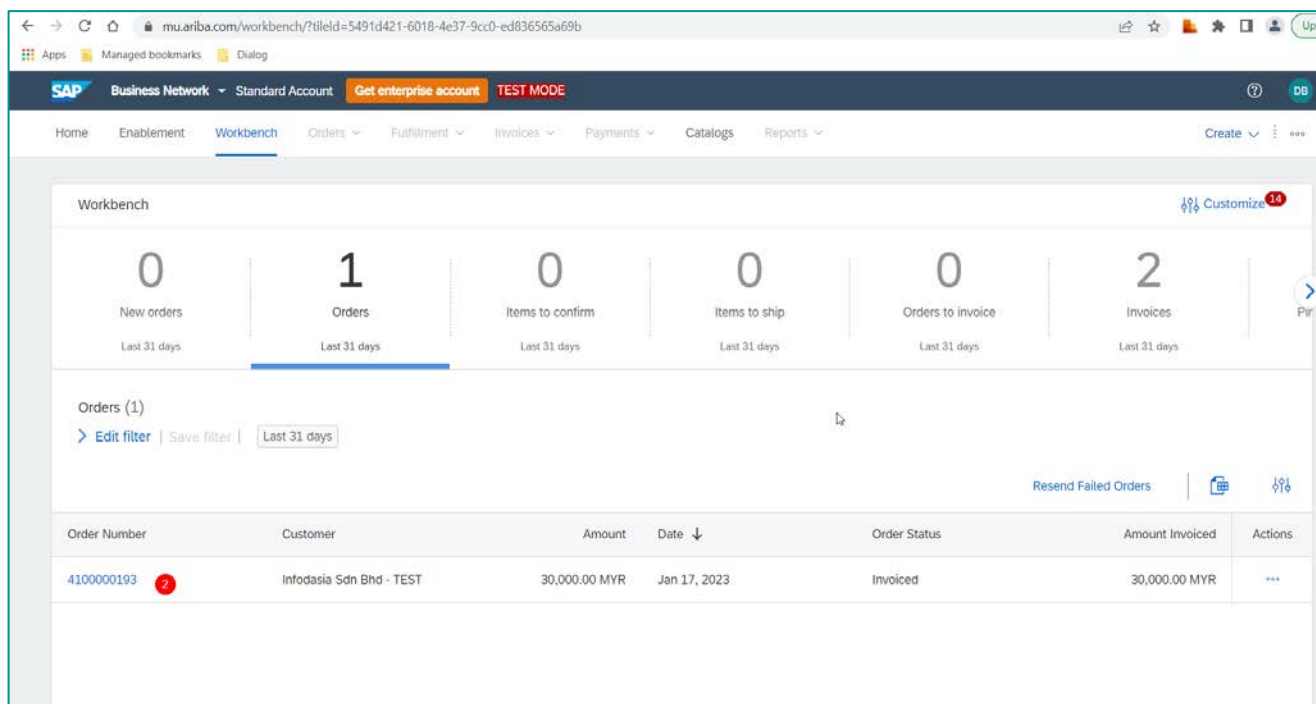
Access transaction by:

Link

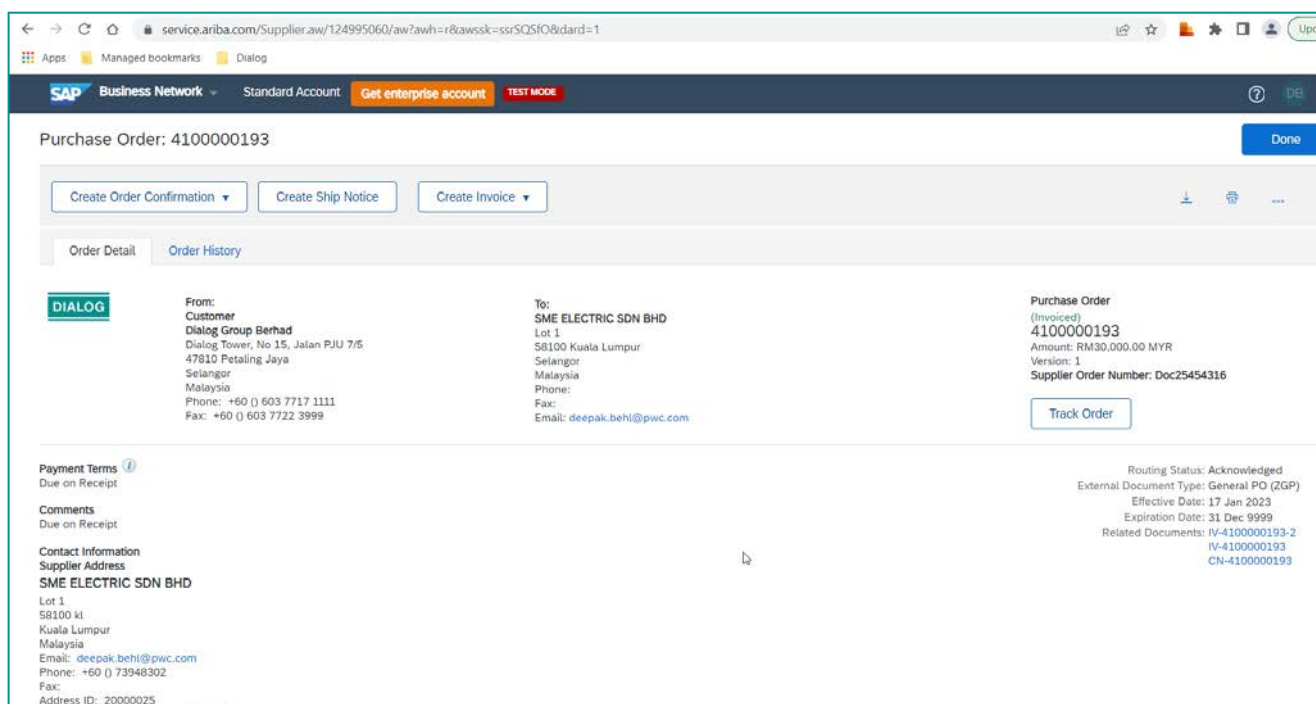
<https://service.ariba.com/Supplier.aw/>



1. Click on “New Orders” or “Orders”.



- After clicking on “New Orders” or “Orders”, a list of Purchase Orders is displayed. Click the Purchase Order number as shown in the screenshot.



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

3.1.3 Create Ship Notice for Purchase Order from Dialog Group

Trigger:

Supplier is recommended to create a Ship Notice to notify Dialog Group that the item is ready to be shipped as the Ship Notice is optional in Dialog Group. Ship Notice is a way for Supplier to tell Dialog Group the shipping status of Purchase Order line items.

Business Process Description Overview

Supplier will create a Ship Notice in SAP Ariba Supplier Network whenever Supplier is ready to ship the purchase items to Dialog Group.

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

Procedural Steps:

Access transaction by:

Link

<https://service.ariba.com/Supplier.aw/>

Purchase Order: 4100000299

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 PUJ 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

Track Order

Payment Terms: Due on Receipt

Comments

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

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

Create Ship Notice

Buttons: Save, Exit, Next

* Indicates required field

SHIP FROM

SME ELECTRIC SDN BHD
Kuala Lumpur
Selangor
Malaysia

Update Address

DELIVER TO

Dialog E & C HQ
Petaling Jaya, Selangor Darul Ehsan
Selangor
Malaysia

Update Address

▼ Ship Notice Header

SHIPPING

Packing Slip ID: *

Invoice No.:

Requested Delivery Date: **

Ship Notice Type: * Select

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	Enter the ship notice number from your side. The maximum character is 35 digits, please do not enter more than 35 digit.
Ship Notice Type	The type of Ship Notice that is provided by SAP Ariba Network is either actual or estimated.	R	- Enter the Ship Notice Type: - Actual - Estimated
Shipping Date	The estimation or actual date for you to complete the shipping for the ordered item/(s).	R	Enter your estimated or actual shipping date.
Delivery Date	The estimation or actual date for you to complete the delivery for the ordered item/(s).	R	Enter your estimated or actual delivery date.
Gross Volume	The value of your gross volume of item/(s).	O	Enter the number of your gross volume of item/(s).
Gross Volume Unit	The value of your unit of gross volume of item/(s).	O	Enter the number of your unit of gross volume of item/(s).
Gross Weight	The value of your gross weight of item/(s).	O	Enter the number of your gross weight of item/(s).
Gross Weight Unit	The value of your unit of gross weight of item/(s).	O	Enter the number of your unit of gross weight of item/(s).
Reason for Shipment	Any reason for this shipment activity from your side.	O	Enter your reason for shipment.
Comments	Comments related to order confirmation.	O	Enter any comments if necessary.

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

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal															
4100000299	10	Patung Sapi Berhala	000000001000000010	1.000	PCE	15 Feb 2023		RM10,000.00 MYR	RM10,000.00 MYR	Remove														
Shipment Status Total Item Due Quantity: 1 PCE Confirmation Status Total Confirmed Quantity: 1.000 PCE Total Backordered Quantity: 0 PCE <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> Add Ship Notice Line											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																		
4100000299	20	Sapi Special Mantap	000000001000000014	1.000	PCE	15 Feb 2023		RM5,000.00 MYR	RM5,000.00 MYR	Remove														
Shipment Status Total Item Due Quantity: 1 PCE Confirmation Status Total Confirmed Quantity: 1.000 PCE Total Backordered Quantity: 0 PCE <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> Add Ship Notice Line											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																		

3. At the <Create Ship Notice> screen and under the Order Items section, Supplier need to specify the quantity of items that will be delivered to Dialog Group on this Ship Notice document, do not input the fields that not mentioned below:

Fields	Description	R/O/C	User Action and Values
Ship Qty	The quantity of items in the purchase order that will be shipped.	R	Input the number of quantity of items.

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

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

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal															
4100000299	10	Patung Sapi Berhala	000000001000000010	1.000	PCE	15 Feb 2023		RM10,000.00 MYR	RM10,000.00 MYR	Remove														
Shipment Status Total Item Due Quantity: 1 PCE Confirmation Status Total Confirmed Quantity: 1.000 PCE Total Backordered Quantity: 0 PCE <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> Add Ship Notice Line											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																		
4100000299	20	Sapi Special Mantap	000000001000000014	1.000	PCE	15 Feb 2023		RM5,000.00 MYR	RM5,000.00 MYR	Remove														
Shipment Status Total Item Due Quantity: 1 PCE Confirmation Status Total Confirmed Quantity: 1.000 PCE Total Backordered Quantity: 0 PCE <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> Add Ship Notice Line											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
4100000306	10	Patung Sapi Berhala	000000001000000010	1,000	PCE	15 Feb 2023		RM10,000.00 MYR	RM10,000.00 MYR
Shipment Status Total Item Due Quantity: 1 PCE Confirmation Status Total Confirmed Quantity: 1,000 PCE Total Backordered Quantity: 0 PCE									
		Line	Ship Qty	Supplier	Production Date		Expiry Date		Add Details
		1	1						
Add Ship Notice Line									
4100000306	20	Sapi Special Mantap	000000001000000014					RM5,000.00 MYR	RM5,000.00 MYR

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

5. 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

Ship Notice Header

SHIPPING

Packing Slip ID: SN-4100000299
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.

6. 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.

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

3.1.4 Display Ship Notice for Purchase Order from Dialog Group

Trigger:

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

Business Process Description Overview

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

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

Procedural Steps:

Access transaction by:

Link

<https://service.ariba.com/Supplier.aw/>

Purchase Order: 4100000299 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼ ⬇ 🗑 ⋮

Order Detail Order History

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
S8100 Kuala Lumpur
Selangor
Malaysia
Phone:
Fax:
Email: deepak.behl@pwc.com

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

Track Order

Payment Terms ⓘ
Due on Receipt

Comments
Due on Receipt

Routing Status: 1 Pending
External Document Type: General PO (ZGP)
Related Documents: SN-4100000299
CN-4100000299

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

Ship Notice: SN-4100000299 Done Previous

Print Export cXML

Detail History

SHIP FROM

SME ELECTRIC SDN BHD

Postal Address:
Lot 1
S8100 Kuala Lumpur
Selangor
Malaysia

DELIVER TO

Dialog E & C HQ

Postal Address:
Dialog Tower, No 15
47810 Petaling Jaya, Selangor Darul Ehsan
Selangor
Malaysia
Address ID: M10A

SHIPPING

Packing Slip ID: SN-4100000299
Notice Date: 15 Feb 2023
Service Level: --
Requested Delivery Date: --
Ship Notice Type: Estimated
Estimated Shipping Date: 15 Feb 2023
Estimated Delivery Date: 15 Feb 2023 12:00:00 PM

Related Documents: 4100000299

TRACKING
Tracking information not provided.

STATUSES BASED ON GOODS RECEIPT

Completion Status: None
Receipt Status: None

2. Order Confirmation document displayed.

4 SAP Ariba DSN – Service Sheet

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

Overview:

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

4.1.1 Access the link and login to SAP Ariba Network

Trigger:

There is requirement “to do” activity in SAP Ariba Network

Business Process Description Overview	
To check and display any Purchase Order, Supplier should login to their SAP Ariba Network account. The registration process must be completed.	
Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

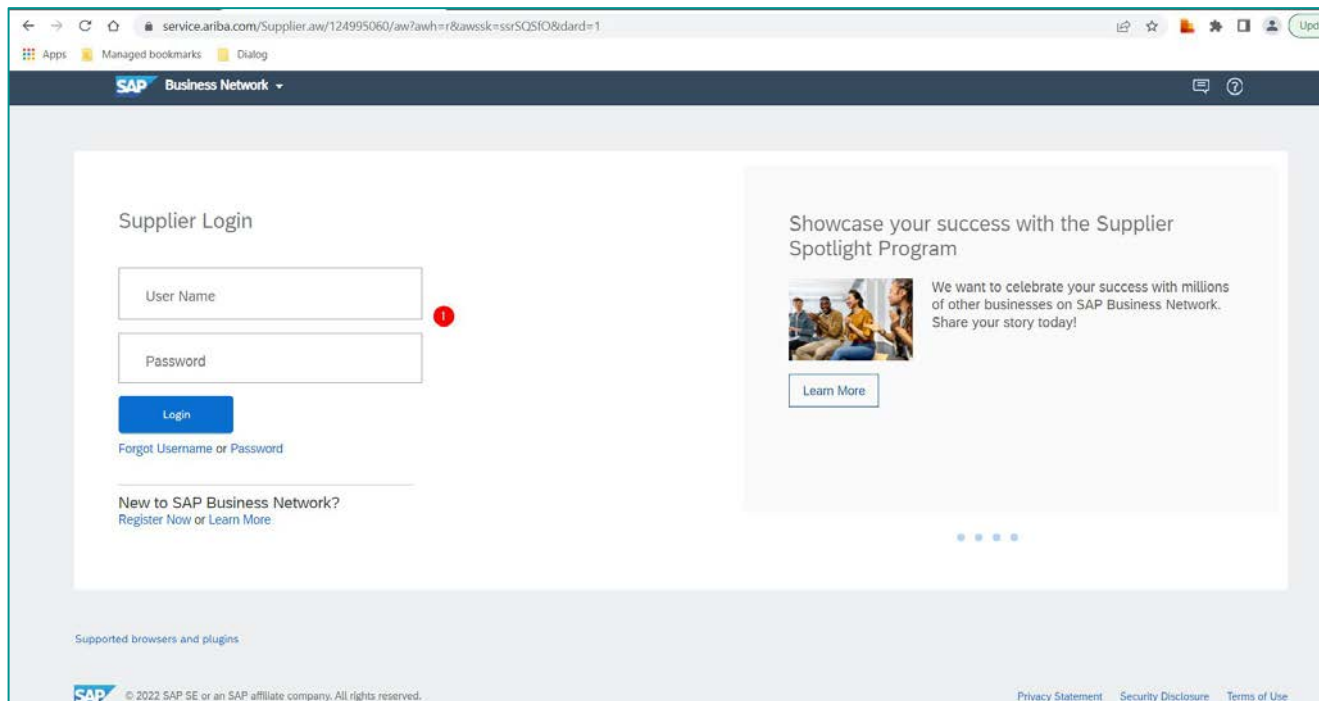
There is requirement to do activity in SAP Ariba Network

Business Process Description Overview	
To check and display any Purchase Order, user should login to SAP Ariba Network. The registration process must be completed.	
Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

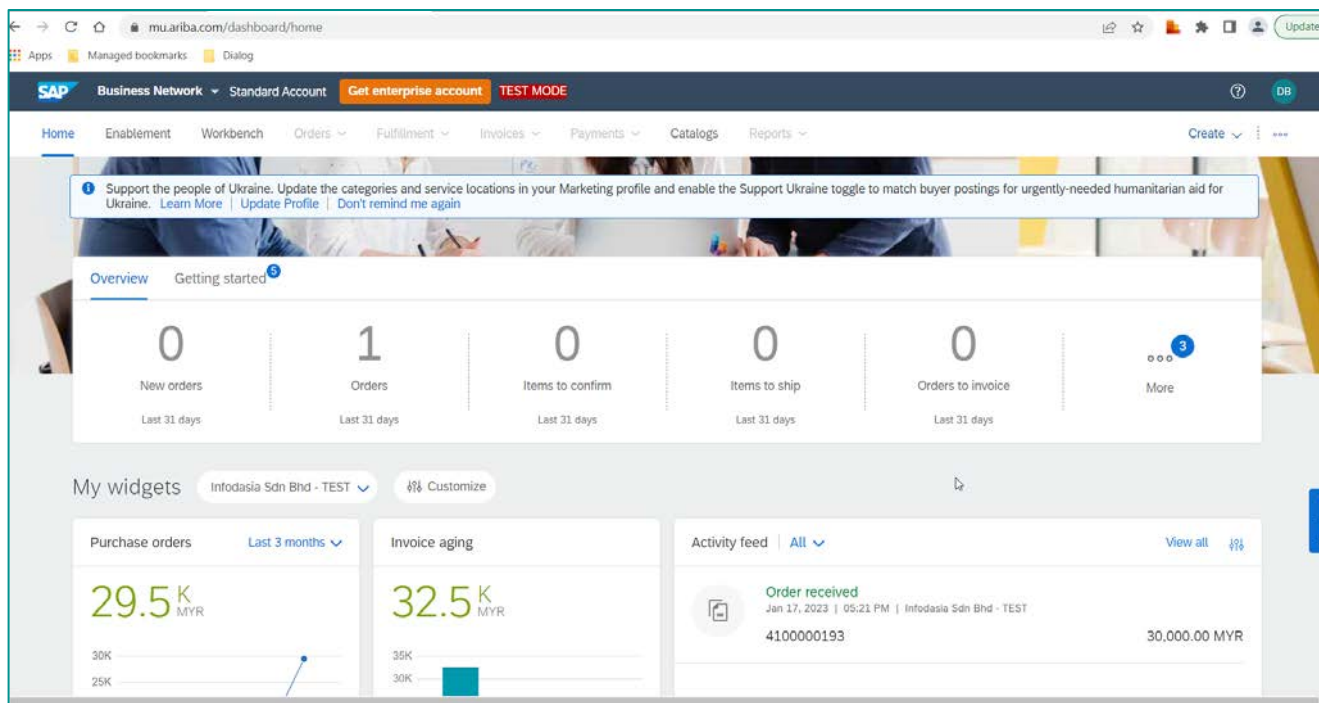
Link	https://service.ariba.com/Supplier.aw/
------	---



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

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	Enter the username
Password	Password of your buyer account	R	Enter the password, then Click Login button

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



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

4.1.2 Display Purchase Order

Trigger:

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

Business Process Description Overview

To check and display any Purchase Order in SAP Ariba Network.

Output - Results

Purchase Order displayed

Remarks

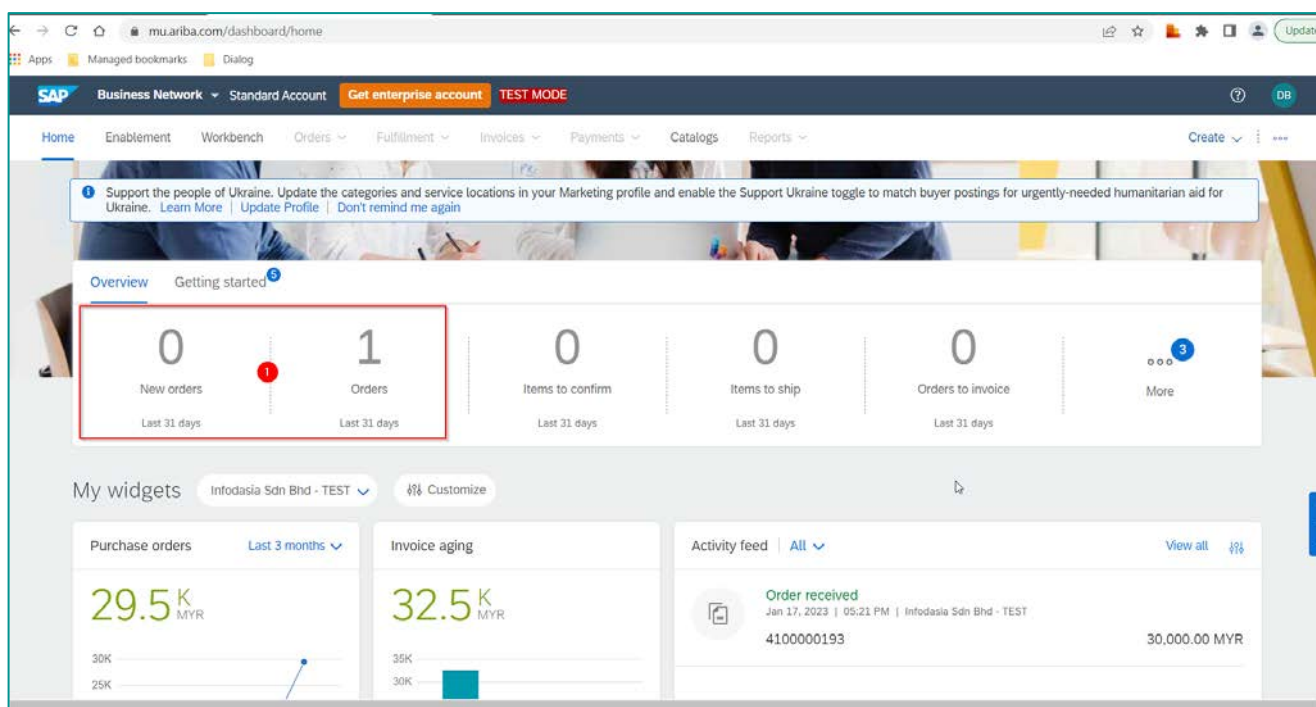
N/A

Procedural Steps:

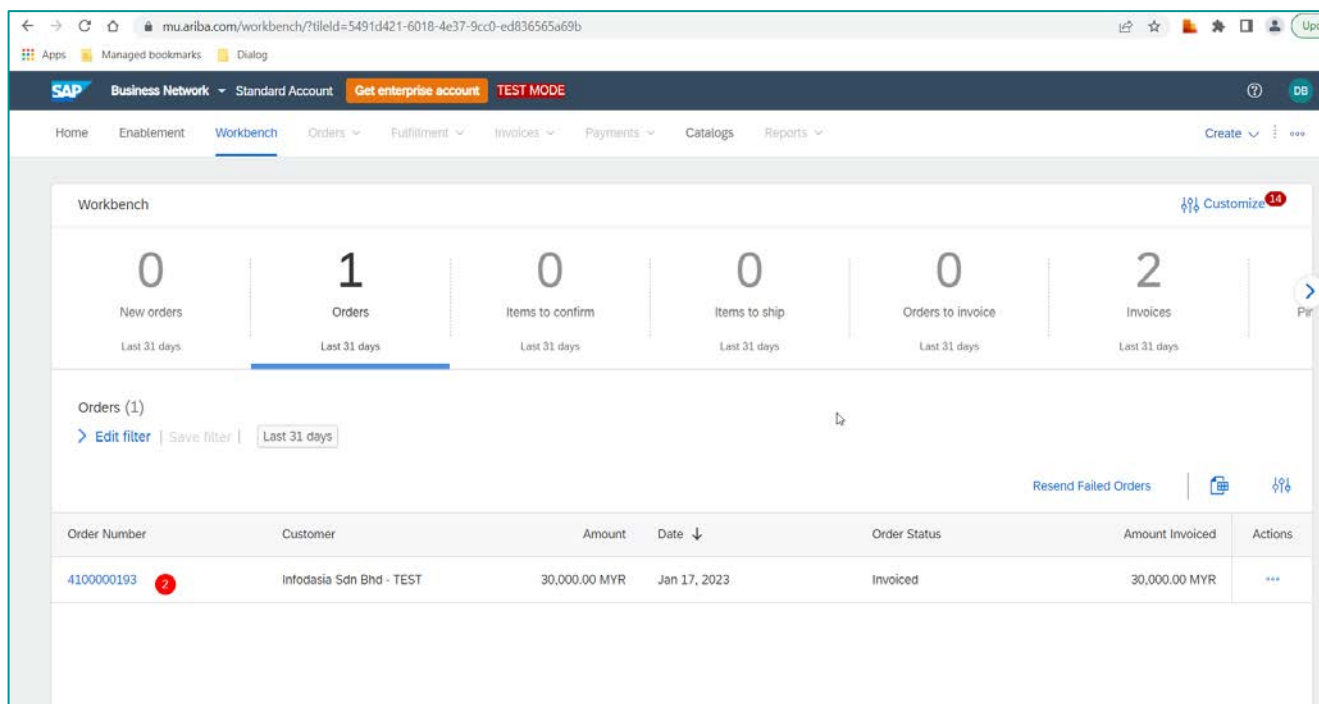
Access transaction by:

Link

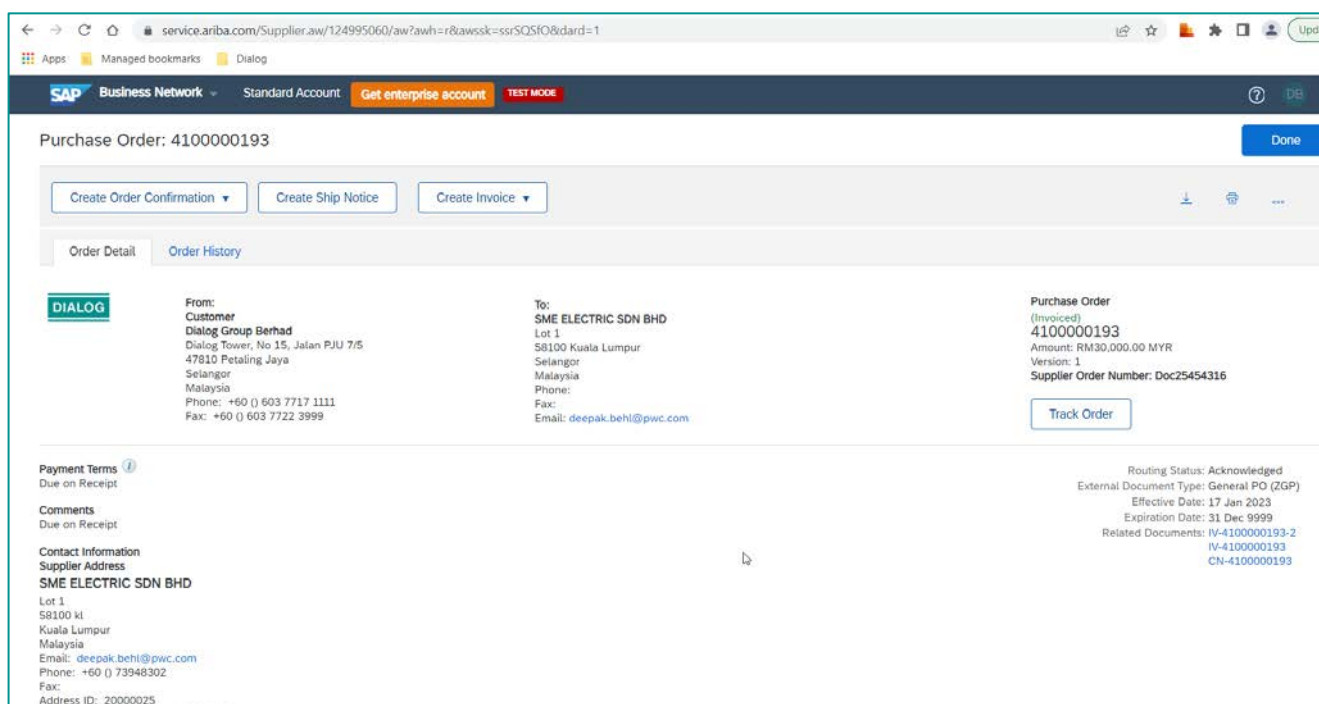
<https://service.ariba.com/Supplier.aw/>



1. Click to "New Orders" or "Orders".



- After clicking on “New Orders’ or “Orders”, a list of Purchase Orders is displayed. Click the Purchase Order number as shown in the screenshot.



- After clicking the Purchase Order number, the Purchase Order is displayed.

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

Trigger:

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

Business Process Description Overview

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

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

Procedural Steps:

Access transaction by:

Link

<https://service.ariba.com/Supplier.aw/>

The screenshot displays the SAP Ariba Business Network interface for a Purchase Order (PO) with ID 4100000312. The top navigation bar includes 'SAP Business Network', 'Standard Account', 'Get enterprise account', and 'TEST MODE'. The main header shows the PO number and a 'Done' button. Below the header, there are four buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet' (highlighted with a red box and a red circle), and 'Create Invoice'. The 'Create Service Sheet' button is the target for the procedural step. The interface also shows tabs for 'Order Detail' and 'Order History'. The main content area displays contact information for the customer (Dialog E & C Sdn Bhd) and the supplier (SME ELECTRIC SDN BHD), along with the PO details (Confirmed, Amount: RM40,000.00 MYR, Version: 1). The 'Payment Terms' section indicates 'Due on Receipt'. The 'Comments' section is empty. The 'Contact Information' section lists the supplier's address and contact details. The 'Routing Status' is 'Acknowledged', and the 'External Document Type' is 'General PO (ZGP)'. The 'Related Documents' section shows 'CN-4100000312'.

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

Create Service Sheet

Update Save Exit Next

Service Sheet Header

* Indicates required field Add to Header

Summary

Purchase Order: 4200004631

Service Sheet #:

Service Sheet Date: 15 Jan 2024

Final Service Sheet: ☐

Service Description:

Subtotal: \$100,000.00 SGD

Service Start Date:

Service End Date:

Additional Fields

Supplier Reference:

From: Brown Energy Sdn Bhd

Jl. Kerinci No. 20
59200 Kuala Lumpur
Wilayah Persekutuan Kuala Lumpur
Malaysia

To: Overseas Technical Engineering And

10 Tuas Avenue 16,
Singapore 638931
Singapore

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

Approver:

Name:

Email:

Phone: USA 1

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

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

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

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

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

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

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

4. Still at the <Create Service Sheet> screen, section of Service Sheet Header, if you want to add any comments, click **Add Comments** button, then enter the following field/(s), do not input the fields that are not mentioned below:

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

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

Line No. 00010 Part No. / Description Contract #

Piping Installation

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
☐		000000008200000128	Material	Planned	98 C62	\$1,000.00 SGD	\$98,000.00 SGD	Delete Copy

Pip-Installation

PRICING DETAILS

Price Unit: C62 Price Unit Quantity: 1.000
Unit Conversion: 1 Description:

COMMENTS

Add Comments:

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

Fields	Description	R/O/C	User Action and Values
Qty	The quantity of the service item delivered.	R	Input the quantity of the service item delivered.
Add Comments	The additional comments related to the item of service delivered.	O	Input the additional comments related to the service delivered.

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

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

Line No. 00010 Part No. / Description Contract #

Piping Installation

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
☐		000000008200000128	Material	Planned	98 C62	\$1,000.00 SGD	\$98,000.00 SGD	Delete Copy

Pip-Installation

SAP Business Network Standard Account TEST MODE

Create Service Sheet

Update Save Exit **Next**

Service Sheet Header

Summary

Purchase Order: 4200004630 Subtotal: \$1,000.00 SGD
Service Sheet #: SE_4200004630_3 Service Start Date: 15 Jan 2024
Service Sheet Date: 15 Jan 2024 Service End Date: 15 Jan 2024
Service Description:

Add to Header

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

Service Entry Sheet Lines

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
00010			Piping Installation					
	1	Material	000000008200000128 Pip-Installation	Planned		1 (C62)	\$1,000.00 SGD	\$1,000.00 SGD

Service Entry Summary

Subtotal: \$1,000.00 SGD

Previous Save **Submit** Exit

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

Purchase Order: 4100003034

Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

DIALOG

From: Overseas Technical Engineering And
10 Tuas Avenue 16,
Singapore 639931
Singapore
Phone: +65 (6) 36 3377
Fax: +65 (6) 78 3822

To: Brown Energy Sdn Bhd
JL Kerinci No. 20
59200 Kuala Lumpur
Wilayah Persekutuan Kuala Lumpur
Malaysia
Phone:
Fax:
Email: billy.rustan@pwc.com

Purchase Order
(Partially Serviced)
4100003034
Amount: \$23,000.00 SGD
Version: 1

Track Order

Payment Terms Net 30 days

Comments Header Text: ***Header Text***

Routing Status: Acknowledged
External Document Type: General PO (ZGP)
Related Documents: SE_4100003034_1
CN-4100003034

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

4.1.4 Display Service Sheet for Purchase Order to Dialog Group

Trigger:

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

Business Process Description Overview

To check and display any service sheet for Purchase Order in SAP Ariba Network.

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

Procedural Steps:

Access transaction by:

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

Purchase Order: 4100000312

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
(Served)
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
Lot 1
58100 Selangor
Kuala Lumpur
Malaysia
Email: billy.rustan@pwc.com
Phone: +60 (0) 73948302
Fax:
Address ID: 20000025
Buyer ID: 20000025

Sales
Deepak

Routing Status: Acknowledged
External Document Type: General PO (ZGP)
Related Document: SE_4100000312
CN-4100000312

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

Service Sheet: SE_4100000312

Create Invoice Copy SES

Detail History

Service Sheet
(Sent)
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)

Routing Status: Acknowledged
Related Documents: 4100000312

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:

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

Purchase Order: 4100000312

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
Lot 1
58100 Selangor
Kuala Lumpur
Malaysia
Email: billy.rustan@pwc.com
Phone: +60 (0) 73948302
Fax:
Address ID: 20000025
Buyer ID: 20000025

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

Create Invoice Edit Copy SES

Detail History

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.

Edit & Resubmit

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

Subtotal: RM40,000.00 MYR

- 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.

Edit Service Sheet

Service Sheet Header

Summary

Purchase Order: 4100000312
 Service Sheet #: SE_4100000312
 Service Sheet 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
 50100 Kuala Lumpur
 Selangor
 Malaysia

To: Dialog E & C Sdn Bhd
 Dialog Tower, No 15, Jalan PUJ 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

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

Edit Service Sheet

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

From
 SME ELECTRIC SDN BHD
 SME ELECTRIC SDN BHD
 Lot 1
 50100 Kuala Lumpur
 Selangor
 Malaysia

To
 Dialog E & C Sdn Bhd
 Infodasia Sdn Bhd - TEST
 Dialog Tower, No 15, Jalan PUJ 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

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

Service Sheet SE_4100000312 has been submitted.

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

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

5 SAP Ariba DSN – Invoice

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

Overview:

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

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

5.1.1 Access the link and login to SAP Ariba Network

Trigger:

There is requirement “to do” activity in SAP Ariba Network.

Business Process Description Overview	
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.	
Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

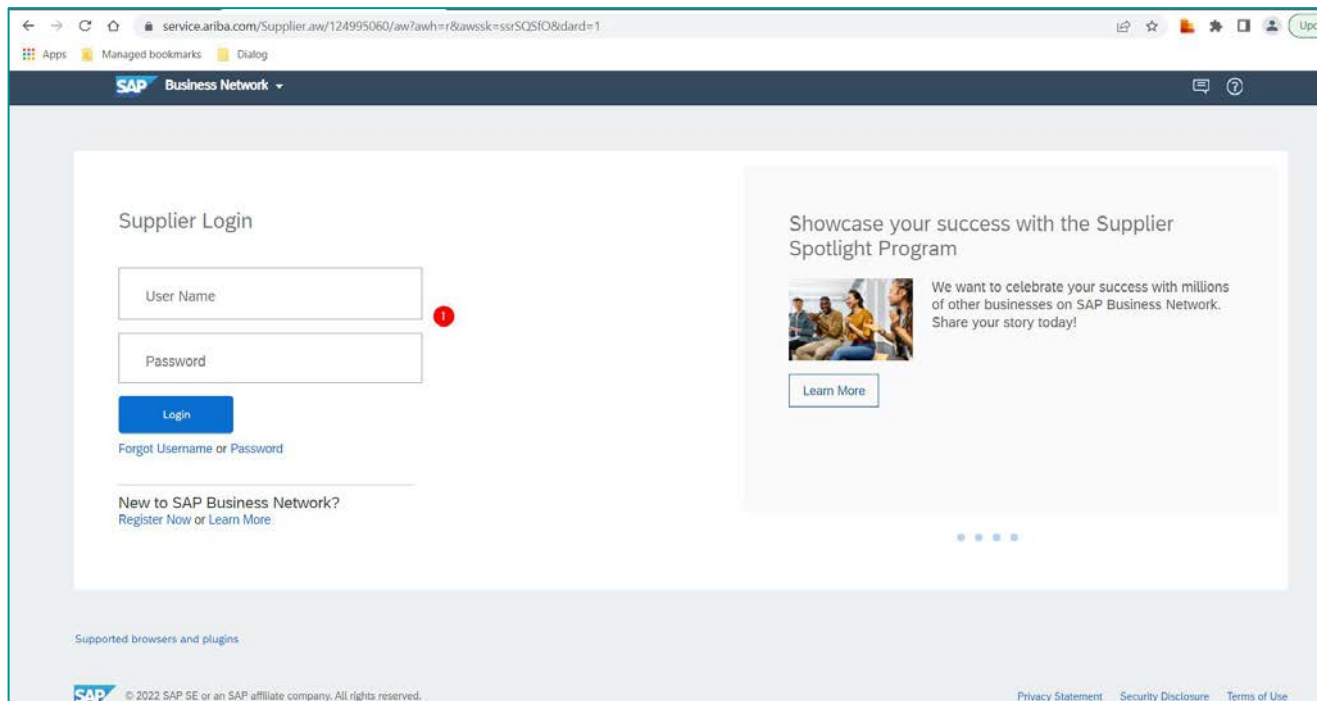
There is requirement to do activity in SAP Ariba Network.

Business Process Description Overview	
To check and display any purchase order, user should login to SAP Ariba Network. The registration process must be completed.	
Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

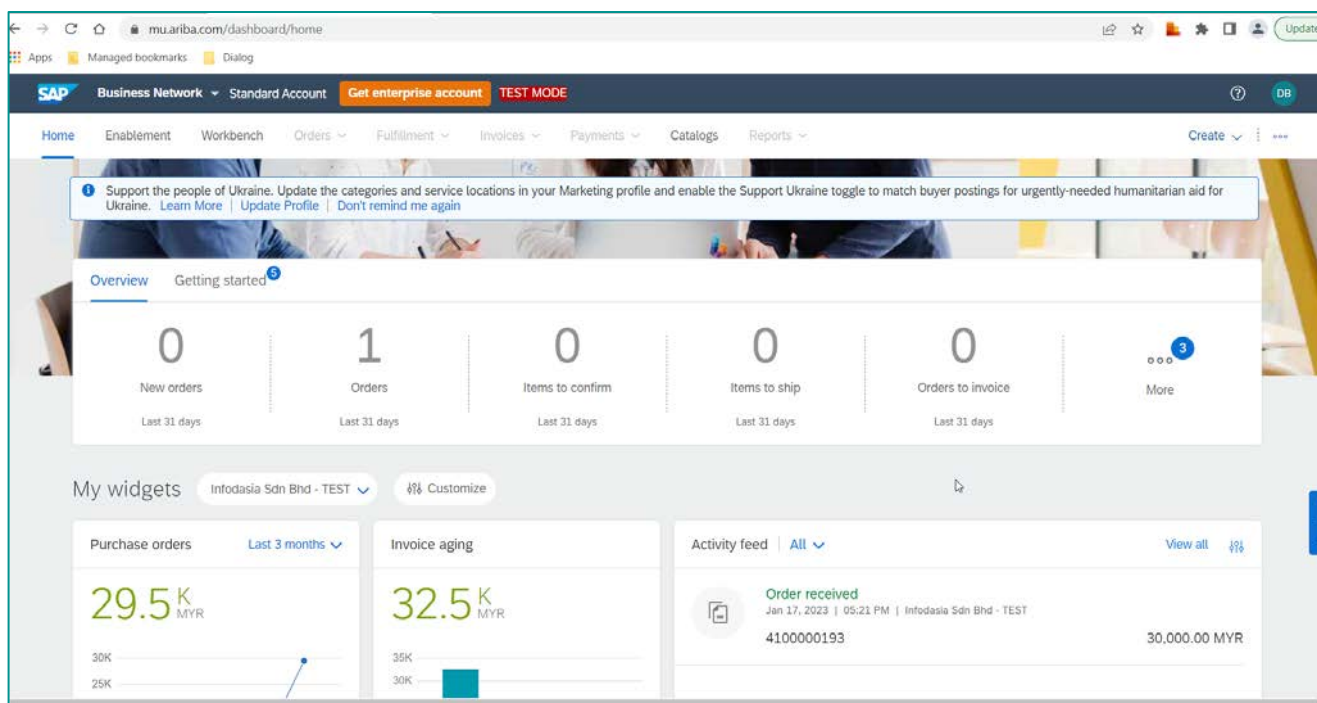
Link	https://service.ariba.com/Supplier.aw/
------	---



- At the SAP Ariba Network login screen, enter the following:

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	Enter the username
Password	Password of your buyer account	R	Enter the password, then Click Login button

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



- 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

Purchase order displayed

Remarks

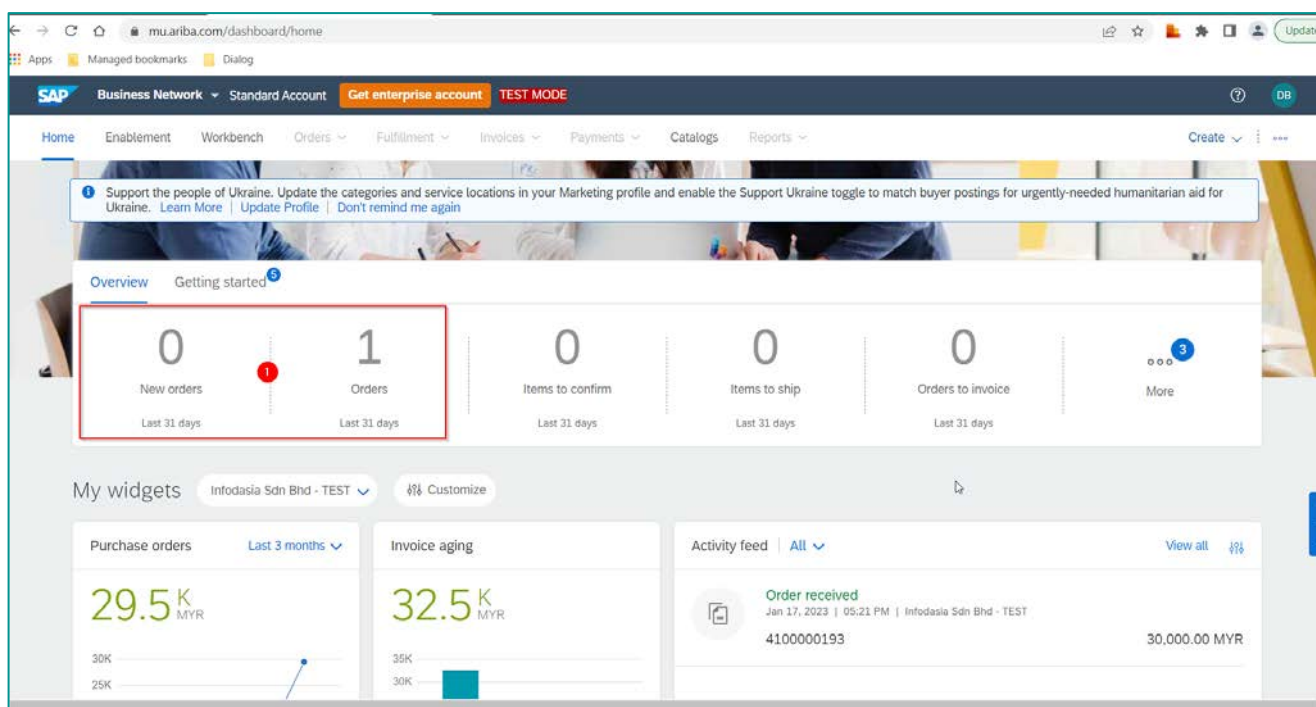
N/A

Procedural Steps:

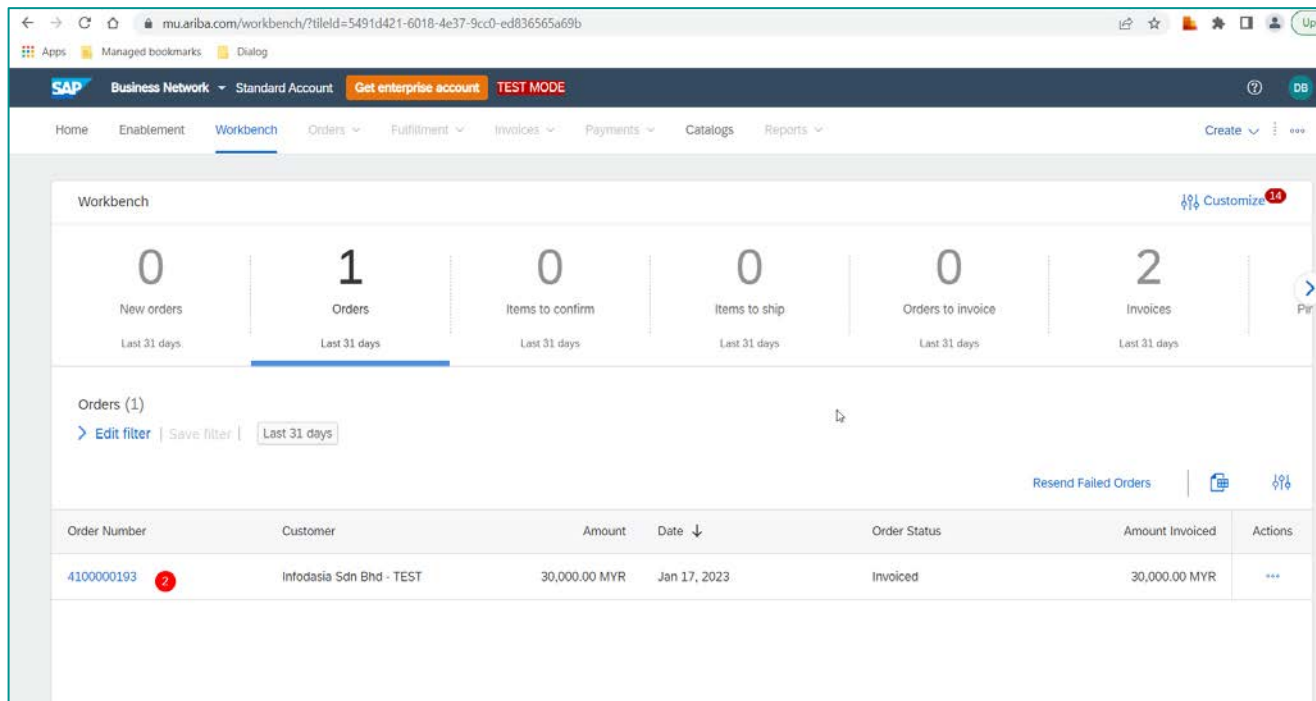
Access transaction by:

Link

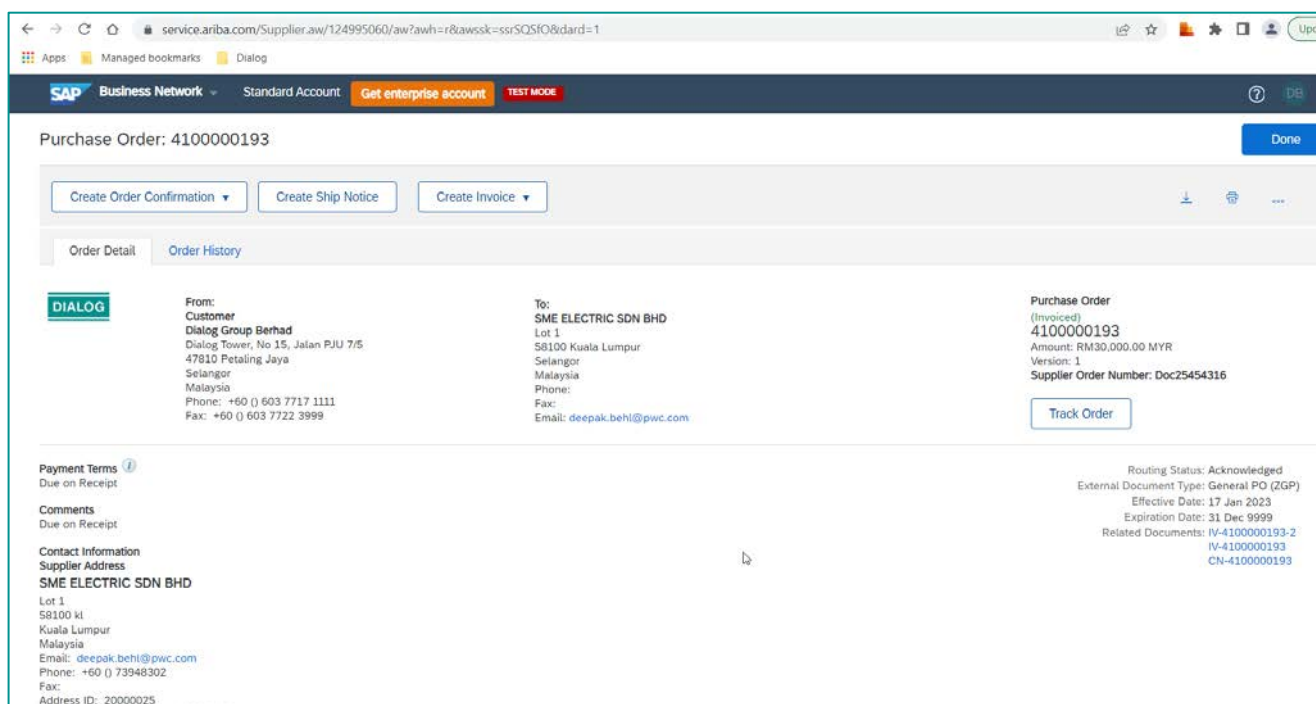
<https://service.ariba.com/Supplier.aw/>



1. Click on “New Orders” or “Orders”.



- After clicking on “New Orders’ or “Orders”, a list of Purchase Orders is displayed. Click the Purchase Order number as shown in the screenshot.



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

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

Trigger:

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

Business Process Description Overview

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

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

Procedural Steps:

Access transaction by:

Link

<https://service.ariba.com/Supplier.aw/>

Purchase Order: 4100000299

Done

Create Order Confirmation Create Ship Notice **Create Invoice**

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

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)
4100000299
Amount: RM15,000.00 MYR
Version: 1

Track Order

Payment Terms
Due on Receipt

Comments
Due on Receipt

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

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

Create Invoice

Update Save Exit Next

▼ Invoice Header

Summary

Purchase Order: 4100000299

Invoice #: * [Field]

Invoice Date: * 15 Feb 2023

Service Description: [Field]

Supplier Tax ID: [Field]

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

** Indicates required field

Add to Header

Tax

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

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

Fields	Description	R/O/C	User Action and Values
Invoice #	Identification of Invoice Number for the Purchase Order.	R	Enter the invoice number from Supplier side. The maximum character is 16 digit, please do not enter more than 16 digit.
Invoice Date	The date of the invoice.	R	Enter date of invoice.

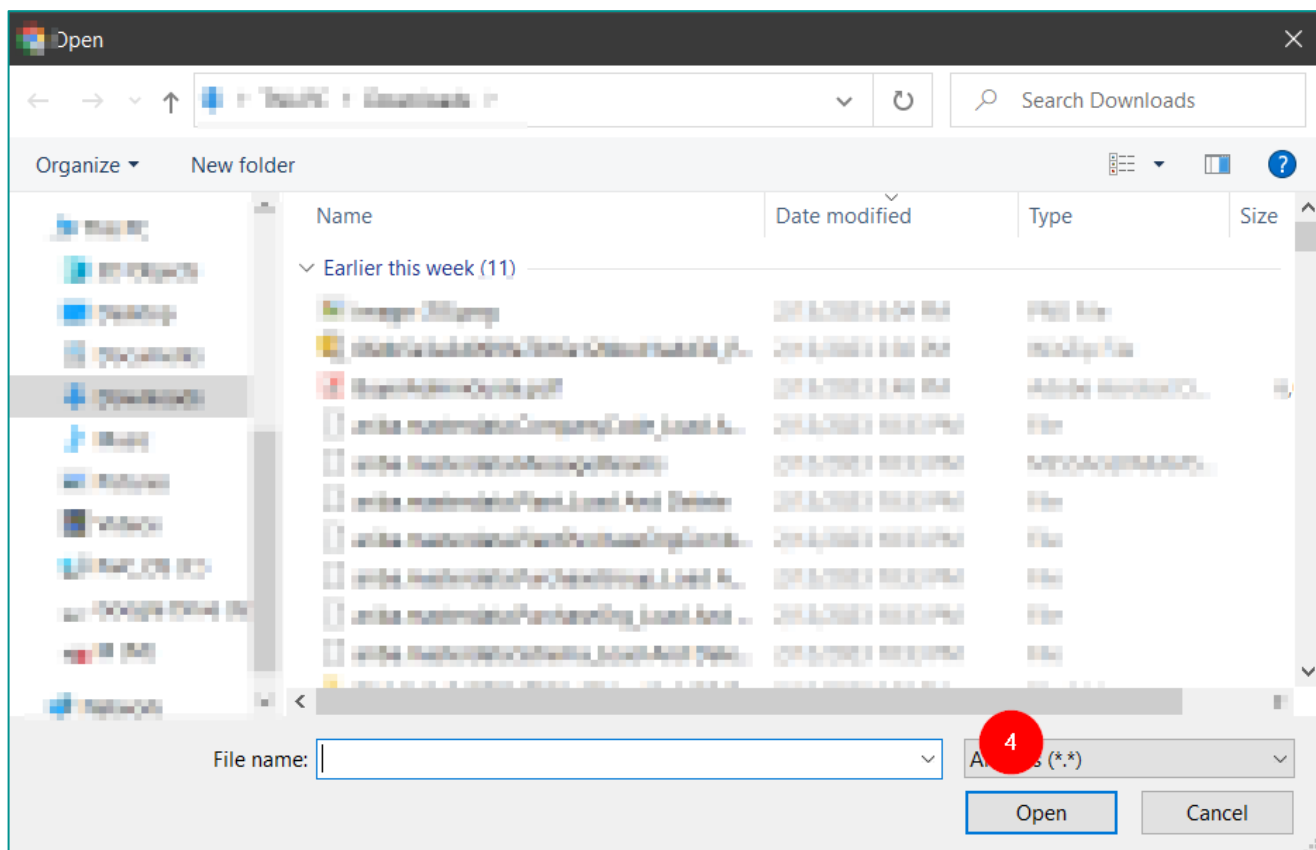
Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional

The screenshot shows the 'Create Invoice' interface. In the 'Invoice Header' section, the 'Add to Header' dropdown menu is open, displaying options like Tax, Shipping Cost, Shipping Documents, Special Handling, Discount, Additional Reference Documents and Dates, Comment, and Attachment. The 'Attachment' option is highlighted with a red box, and a red circle with the number 3 is placed next to it.

- 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 with a message: 'The total size of all attachments cannot exceed 100MB'. Below this, there is a 'Choose File' button and an 'Add Attachment' button. The 'Choose File' button is highlighted with a red box, and a red circle with the number 4 is placed next to it.



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

Fields	Description	R/O/C	User Action and Values
Attachments	Add attachments that are related to Order Confirmation. It can be your hard copy of the documents. You are required to attach the Delivery Note and Invoice document	R	- Click Choose file - Select any file from your end - Click Add Attachment button

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

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

The screenshot shows a SAP Ariba interface with a line item table. The first line item is selected, and the 'Line Item Actions' dropdown menu is open. The 'Tax' option is highlighted with a red circle and a red arrow. The interface also shows a 'Pricing Details' section and a 'Tax' section with a 'Tax Category' dropdown.

6. Click  button.
7. Click Tax button.

The screenshot shows the 'Tax' section of the SAP Ariba interface. The 'Tax Category' dropdown is expanded, and the '0% VAT / MY|SST Input - Service 0%' option is highlighted with a red circle and a red arrow. The interface also shows a 'Pricing Details' section and a 'Tax' section with a 'Tax Category' dropdown.

8. Click  to expand the option.

The screenshot shows the 'Tax' section of the SAP Ariba interface. The 'Tax Category' dropdown is expanded, and the '0% NON SST / MY|Input - Non SST Registered' option is highlighted with a red circle and a red arrow. The interface also shows a 'Pricing Details' section and a 'Tax' section with a 'Tax Category' dropdown.

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

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

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

10. Do step 8 to 9 for every line item.

The screenshot displays the 'Line Items' section of a software interface. It features two line items, 10 and 20, each with a table of details. The tables include columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. Red circles highlight the 'Include' column and the 'Quantity' field for both items. The 'Include' column contains a green 'C' icon, and the 'Quantity' field contains the value '1'. The 'Unit' column contains the value 'PCS'. The 'Unit Price' column contains the value 'RM10,000.00 MYR' for item 10 and 'RM5,000.00 MYR' for item 20. The 'Subtotal' column contains the value 'RM10,000.00 MYR' for item 10 and 'RM5,000.00 MYR' for item 20. Below each table, there are 'Pricing Details' including 'Price Unit: PCE', 'Unit Conversion: 1', 'Price Unit Quantity: 1', and 'Description: 1'.

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

Update Save Exit **12** Next

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

Create Invoice Previous Save **Submit** Exit

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: 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

REMIT TO:	BILL TO:	SUPPLIER:
SME ELECTRIC SDN BHD	Dialog E & C Sdn Bhd	SME ELECTRIC SDN BHD
Postal Address: Lot 1 58100 Kuala Lumpur Selangor Malaysia	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	Postal Address: Lot 1 58100 Kuala Lumpur Selangor Malaysia

BILL FROM:	CUSTOMER:
SME ELECTRIC SDN BHD	Dialog E & C Sdn Bhd

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

Purchase Order: 4100000299

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

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

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

Track Order

Payment Terms Due on Receipt

Comments Due on Receipt

Contact Information

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

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

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

Trigger:

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

Business Process Description Overview

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

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

Procedural Steps:

Access transaction by:

Link

<https://service.ariba.com/Supplier.aw/>

Purchase Order: 4100000299

Buttons: Create Order Confirmation, Create Ship Notice, **Create Invoice** (highlighted), Track Order

Order Detail | Order History

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.behi@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

Buttons: Update, Save, Exit, Next

Invoice Header

Summary

Purchase Order: 4100000299

Invoice #: (highlighted with red box)

Invoice Date: 15 Feb 2023 (highlighted with red box)

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

Buttons: Add to Header

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	Enter the invoice number from your side. The maximum character is 16 digit, please do not enter more than 16 digit.
Invoice Date	The date of the invoice.	R	Enter date of invoice.

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

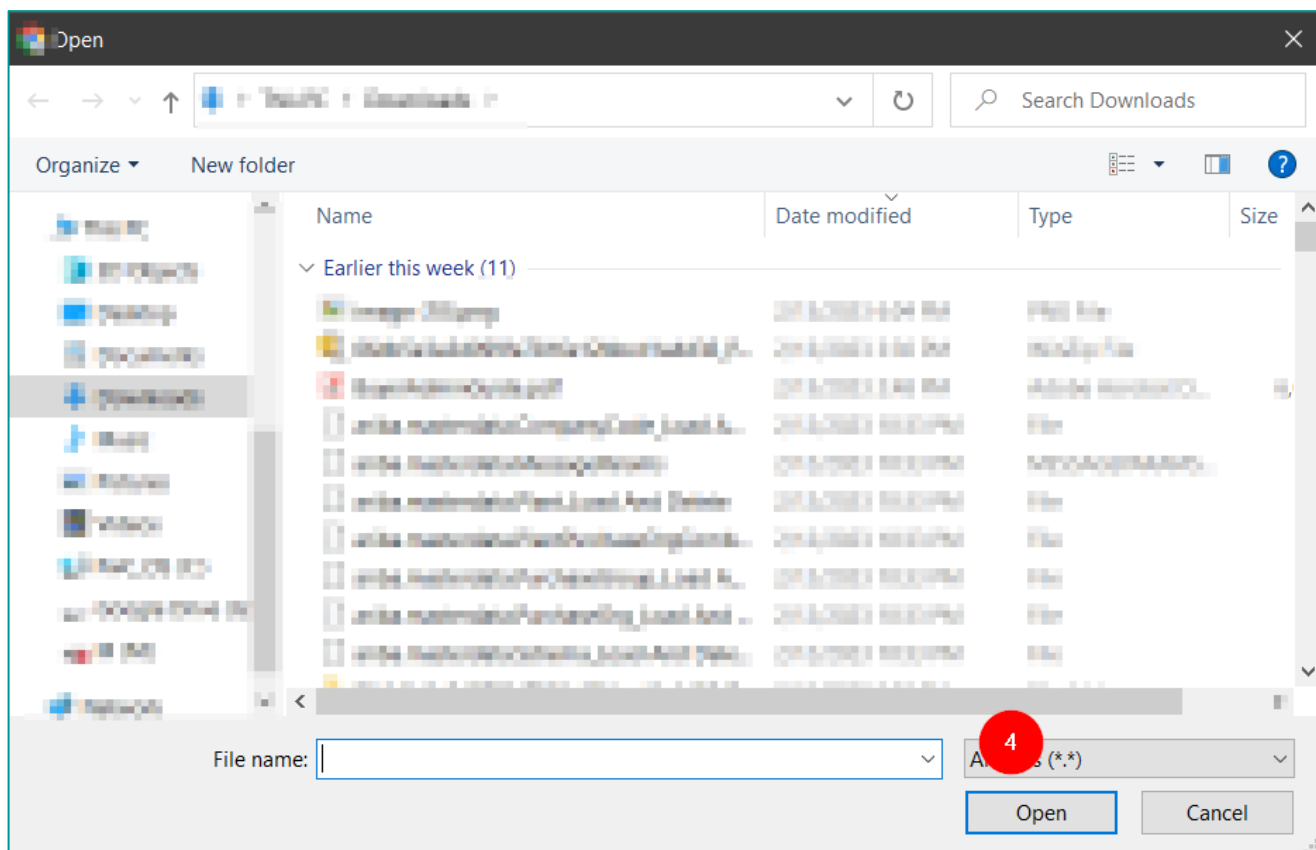
The screenshot shows the 'Create Invoice' interface. In the 'Invoice Header' section, there are fields for 'Purchase Order' (4100000299), 'Invoice #', 'Invoice Date' (15 Feb 2023), 'Service Description', 'Supplier Tax ID', and 'Remit To' (SME ELECTRIC SDN BHD). A summary box on the right shows financial totals. On the far right, a dropdown menu is open, showing options like 'Tax', 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Discount', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Attachment' option is highlighted with a red box. A red circle with the number '3' is next to the 'Add to Header' button.

3. You are required to attach the Invoice along with the endorsed Delivery Note and/or any other supporting documents. 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 note: 'The total size of all attachments cannot exceed 100MB'. There are two buttons: 'Choose File' and 'Add Attachment'. The 'Add Attachment' button is highlighted with a red box. A red circle with the number '4' is next to 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	- Click Choose file - Select any file from your end - Click Add Attachment button

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

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

Fields	Description	R/O/C	User Action and Values
Comments	Put the comment that related to the milestone of payment and its description or explanation	R	Put the explanation of milestone of payment

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

Line Items

2 Line Items, 2 Included, 0 Previously Fully Invoiced

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
☒	10	☒	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
☒	20	☒	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
☒	20	☒	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

7

Edit

Add

Tax

8

Shipping Documents

Special Handling

Pricing Details

Discount

Comments

Attachment

Update

Save

Exit

Next

SAP

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https://service.ariba.com/Supplier.asp?Supplier=109579025/aw/tax/r8anssk=loARV14h#

Line Item Actions

7. Click button.

8. Click Tax button.

Insert Line Item Options

☐

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
☐	10	☒	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:

Rate(%):

Description: Input - GST 9%

Tax Amount: \$4,500.00 SGD

Regime:

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	20	☒	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	- For Dialog Malaysia Company Choose the value of tax category: 0% VAT / MY SST Input – Service 0% 6% VAT / MY SST Input – Service 6% 5% Sales Tax / MY SST Input – Sales 5% 0% Sales Tax / MY SST Input – Sales 0% 0% Sales Tax / MY SST Input – Sales 10% 0% NON SST / MY Input - Non SST Registered - For Dialog Singapore Company Choose the value of tax category: 0% S01 SG / Input - Non GST Registered 0% S02 SG / Input - Exempted 0% S03 SG / Input - Out of Scope 0% S04 SG / Input - Zero Rated 0% S05 SG / Input - Import 8% S07 SG / Input - Non-Claimable 8% 9% S08 SG / Input - Non-Claimable 9% 0% S09 SG / ID Input - Exempted 0% S10 SG / ID Input - VAT 0% 11% S11 SG / ID Input - VAT 11% 1.1% S12 SG / ID Input - VAT 1.1% 8% S14 SG / Input - GST 8% 9% S15 SG / Input - GST 9% - Do not select other value that these.

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

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

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	☒	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
20	☒	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 Delete

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.

Update Save Exit Next

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

REMIT TO:	BILL TO:	SUPPLIER:
SME ELECTRIC SDN BHD	Dialog E & C Sdn Bhd	SME ELECTRIC SDN BHD
Postal Address: Lot 1 58100 Kuala Lumpur Selangor Malaysia	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	Postal Address: Lot 1 58100 Kuala Lumpur Selangor Malaysia

BILL FROM:	CUSTOMER:
SME ELECTRIC SDN BHD	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

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

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

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
 5000000154
 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:

Link

<https://service.ariba.com/Supplier.aw/>

Purchase Order: 4100000311 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
S8100 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

Create Invoice Copy SES

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
S8100 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 #: 3

Invoice Date: 16 Feb 2023 Calendar

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: 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

View/Edit Addresses

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

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

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

▼ Invoice Header

* Indicates required field [Add to Header ▼]

Summary

Purchase Order: 4100000299

Invoice #: [Field]

Invoice Date: 15 Feb 2023 [Calendar Icon]

Service Description: [Field]

Supplier Tax ID: [Field]

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

4 [Add to Header ▼]

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Additional Reference Documents and Dates
- 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.

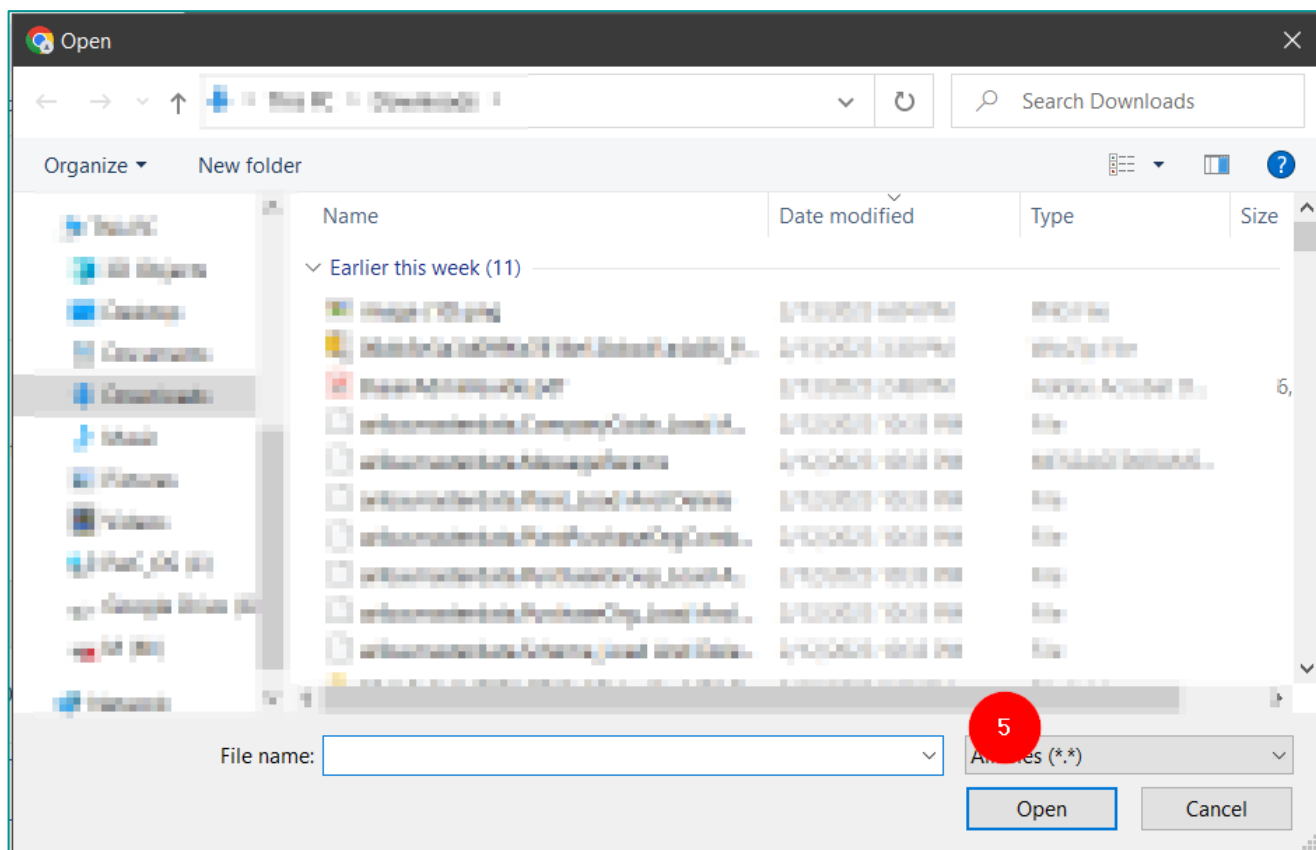
***Attachments**

The total size of all attachments cannot exceed 100MB

[Choose File] No file chosen [Add Attachment]

5

[Remove]



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

Fields	Description	R/O/C	User Action and Values
Attachments	Add attachments that are related to Order Confirmation. It can be your hard copy of the documents. You are required to attach the Delivery Note and Invoice document.	R	- Click Choose file - Select any file from your end - Click Add Attachment button

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

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

Line Item Actions

7. Click Line Item Actions button.

8. Click Tax button.

9. Click Tax button.

10. Click Tax button.

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

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

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

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

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
	☒	00010		SAP Consultant					
	☒	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

Unit Conversion: 1

Price Unit Quantity: 1.000

Description:

Service Period

Service Start Date: 16 Feb 2023

Service End Date: 16 Feb 2023

Line Item Actions

Delete

- 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.

The screenshot shows the top right corner of the 'Create Invoice' screen. There are four buttons: 'Update', 'Save', 'Exit', and 'Next'. The 'Next' button is highlighted with a red circle and the number 13.

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

The screenshot shows the 'Create Invoice' screen. At the top right, there are buttons for 'Previous', 'Save', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a red circle and the number 14. Below the buttons, there is a confirmation message: '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.' The main body of the screen displays invoice details: Invoice Number: IV-4100000299, Invoice Date: Thursday 16 Feb 2023 4:23 PM GMT+08:00, Original Purchase Order: 4100000299. A summary table shows 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, and Amount Due: RM16,250.00 MYR. Below this, there are sections for 'REMIT TO:', 'BILL TO:', 'SUPPLIER:', 'BILL FROM:', and 'CUSTOMER:', each containing contact information for SME ELECTRIC SDN BHD and Dialog E & C Sdn Bhd.

- 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.

The screenshot shows the 'Purchase Order' screen for Purchase Order: 4100000299. At the top right, there is a 'Done' button. Below it, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The main body of the screen displays the 'Order Detail' tab. On the left, there is a 'From:' section for 'Customer' (Dialog E & C Sdn Bhd) and a 'To:' section for 'SME ELECTRIC SDN BHD'. On the right, there is a 'Purchase Order' box with the text: '(Invoiced) 4100000299 Amount: RM15,000.00 MYR Version: 1'. Below this box is a 'Track Order' button. At the bottom, there is a 'Payment Terms' section with 'Due on Receipt', a 'Comments' section with 'Due on Receipt', and a 'Contact Information' section. On the right side, there is a 'Routing Status' section with 'Acknowledged', 'External Document Type: General PO (ZGP)', and 'Related Documents: IV-4100000299, 5000000154, SN-4100000299, More(1) »'.

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

5.1.6 Display Invoice

Trigger:

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

Business Process Description Overview

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

Output - Results	Remarks
Invoice is displayed.	N/A

Procedural Steps:

Access transaction by:

Link

<https://service.ariba.com/Supplier.aw/>

Purchase Order: 4100000299 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

DIALOG

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

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

Purchase Order
(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 ID: General PO (ZGP)
Related Documents: IV-4100000299
5000000104
SN-4100000299
More(1) »

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

Invoice: IV-4100000311 Done Previous

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

Detail Scheduled Payments History

invoice

Status
Invoice: Sent
Routing: Queued
Invoice Number: IV-4100000311
Invoice Date: Thursday 16 Feb 2023 7:16 PM GMT+08:00
Original Purchase Order: 4100000311
Origin: Supplier

Subtotal: RM4,000.00 MYR
Total Tax: RM240.00 MYR
Total Gross Amount: RM4,240.00 MYR
Total Net Amount: RM4,240.00 MYR
Amount Due: RM4,240.00 MYR

REMIT TO:
SME ELECTRIC SDN BHD
Postal Address:
Lot 1
58100 Kuala Lumpur
Selangor
Malaysia

BILL TO:
Dialog E & C Sdn Bhd
Postal Address:
Dialog Tower, No 15, Jalan PJU 7/5,
47810 Petaling Jaya
Selangor
Malaysia
Address ID: M100
Phone : +60 () 603 7717 1111

SUPPLIER:
SME ELECTRIC SDN BHD
Postal Address:
Lot 1
58100 Kuala Lumpur
Selangor
Malaysia

2. Invoice document displayed.

6 SAP Ariba DSN – Credit Memo

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

Overview:

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

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

6.1.1 Access the link and login to SAP Ariba Network

Trigger:

Access transaction by:

There is requirement to do activity in SAP Ariba Network.

Business Process Description Overview

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

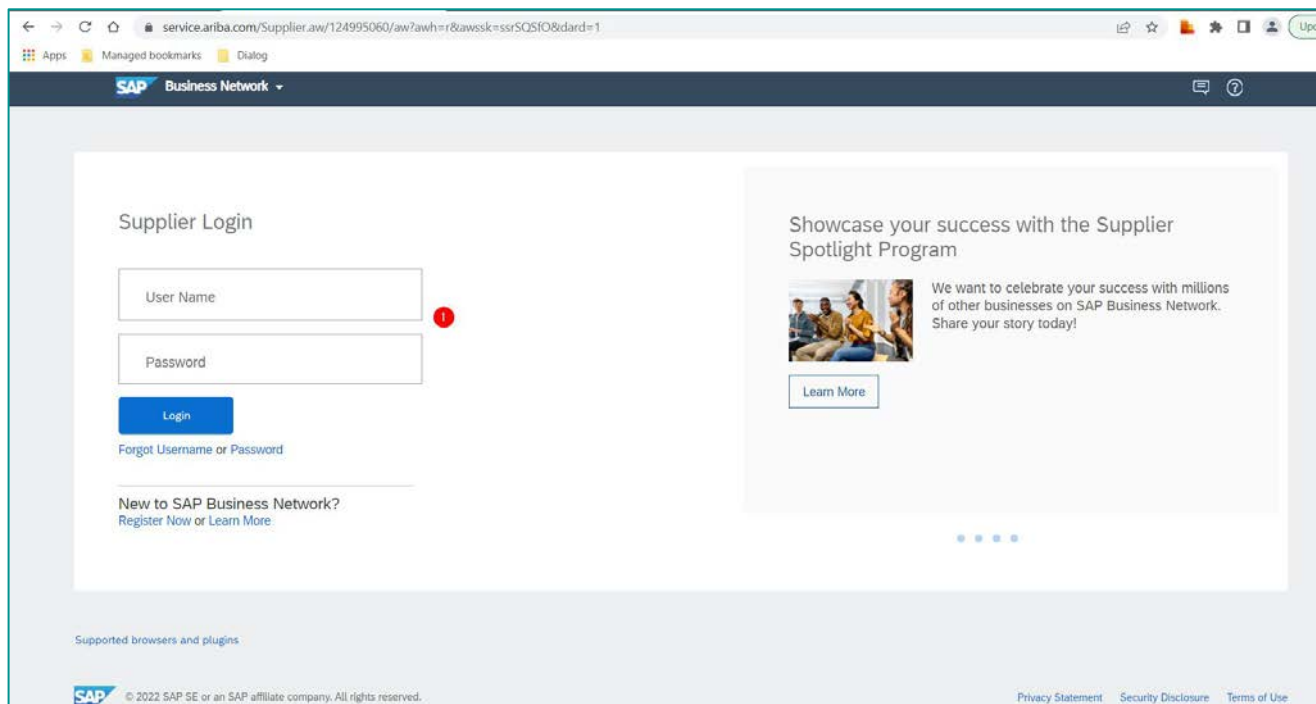
Output - Results	Remarks
Login to SAP Ariba Network	N/A

Procedural Steps:

Access transaction by:

Link

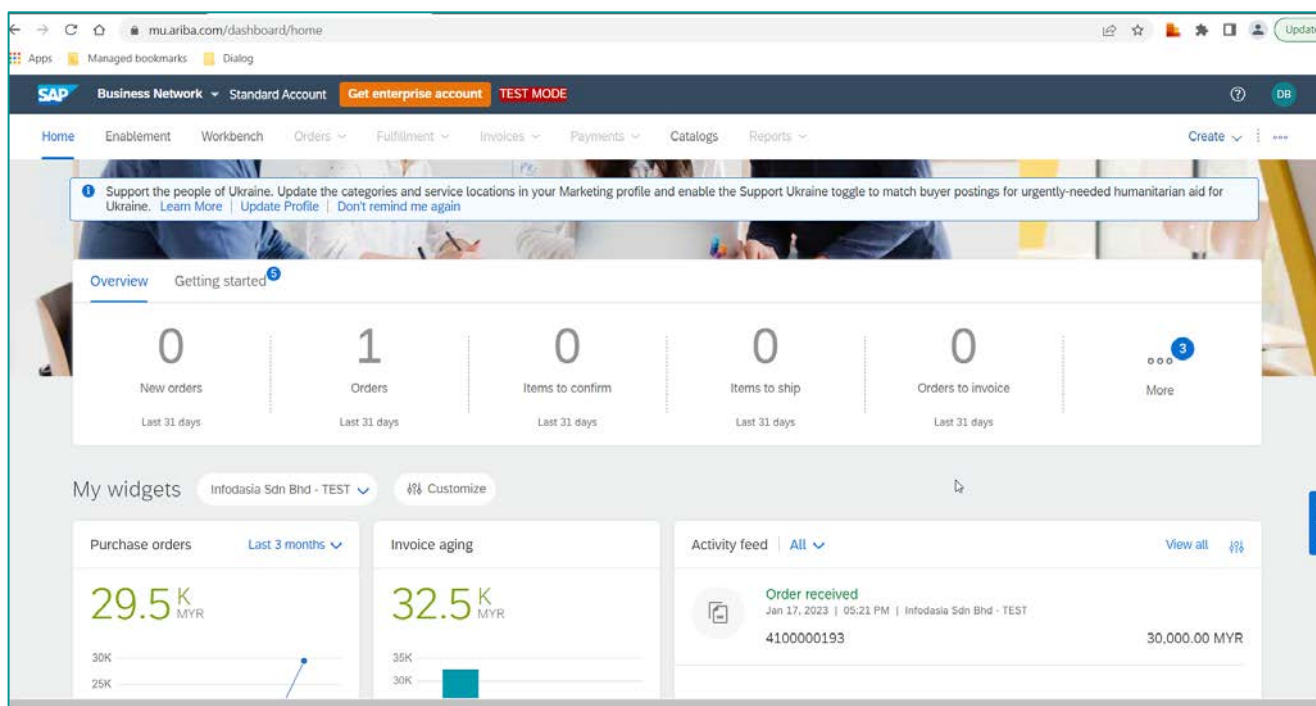
<https://service.ariba.com/Supplier.aw/>



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

Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	Enter the username

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



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

6.1.2 Display Purchase Order

Trigger:

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

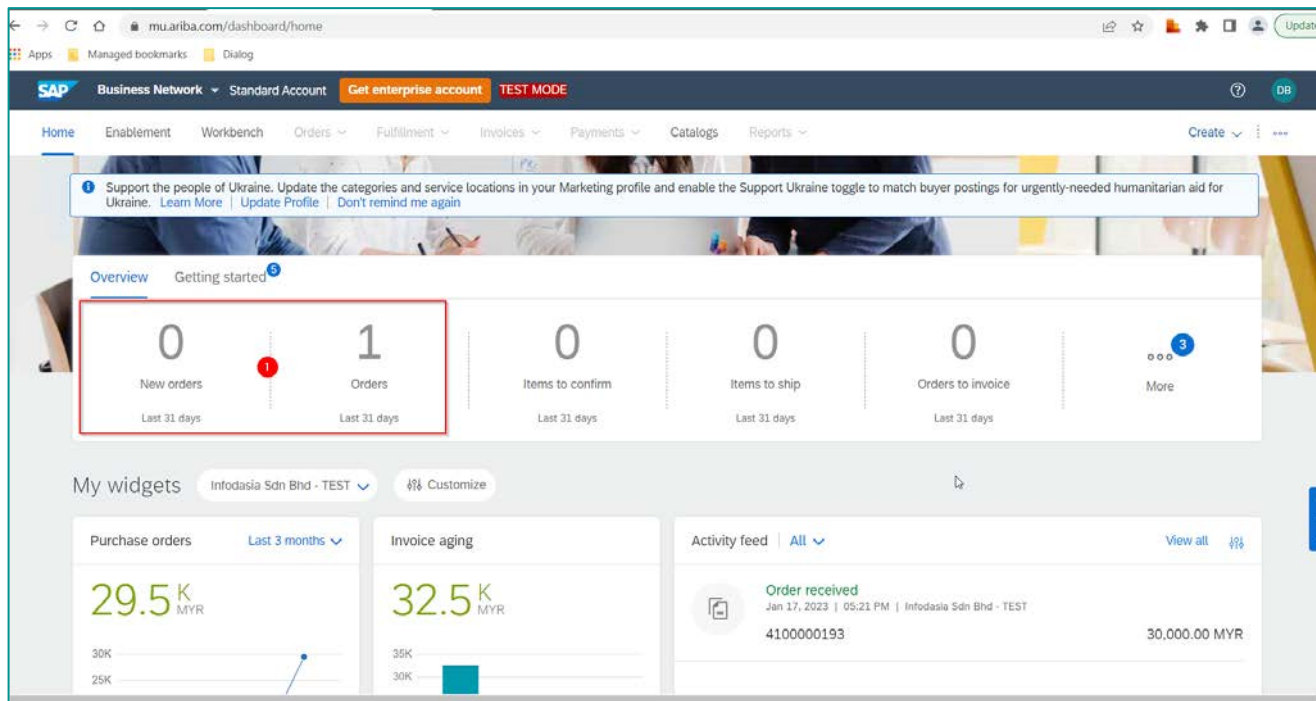
Business Process Description Overview
To check and display any purchase order in SAP Ariba Network.

Output - Results	Remarks
Purchase order displayed	N/A

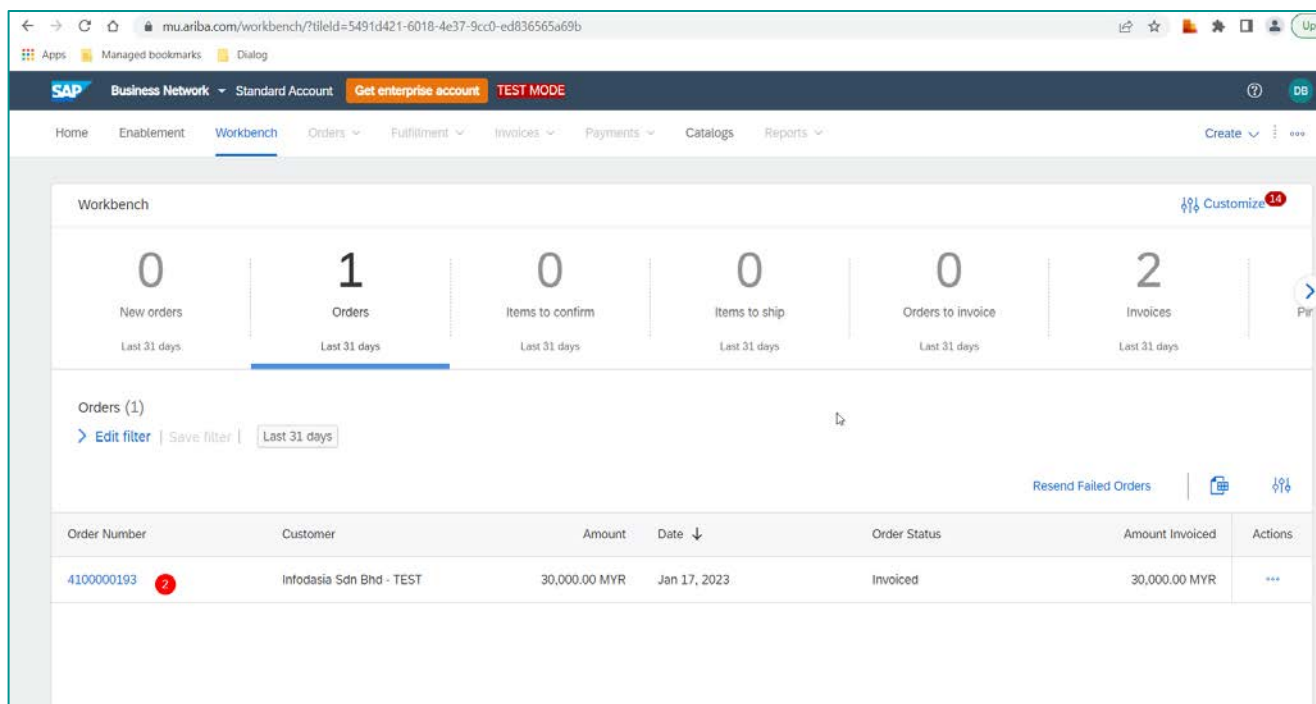
Procedural Steps:

Access transaction by:

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



1. Click New Orders or Orders



2. A list of purchase order(s) will be available, click the specific purchase order number to be displayed.

The screenshot displays the SAP Ariba Supplier portal interface. At the top, the browser address bar shows the URL: service.ariba.com/Supplier.aw/124995060/aw?awh=r&awssk=ssrSQSFO&dard=1. The SAP Business Network header is visible, including a 'Standard Account' status and a 'Get enterprise account' button. The main content area is titled 'Purchase Order: 4100000193' with a 'Done' button. Below this, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is active, showing a 'DIALOG' logo and contact information for the customer (Dialog Group Berhad) and the supplier (SME ELECTRIC SDN BHD). The purchase order details include the amount (RM30,000.00 MYR), version (1), and supplier order number (Doc25454316). A 'Track Order' button is present. The bottom section contains 'Payment Terms' (Due on Receipt), 'Comments' (Due on Receipt), and 'Contact Information' (Supplier Address: SME ELECTRIC SDN BHD). The routing status is 'Acknowledged' with an effective date of 17 Jan 2023 and an expiration date of 31 Dec 9999.

3. The purchase order is displayed.

6.1.3 Create and Submit Credit Memo to Dialog Group

Trigger:

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

Business Process Description Overview

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

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

Procedural Steps:

Access transaction by:

Link

<https://service.ariba.com/Supplier.aw/>

Purchase Order: 4100000311 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 PUJ 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
S8100 Kuala Lumpur
Selangor
Malaysia
Phone:
Fax:
Email: deepak.behi@pwc.com

Purchase Order
(Partially Invoiced)
4100000311
Amount: RM40,000.00 MYR
Version: 1

Payment Terms
Due on Receipt

Comments
Due on Receipt

Contact Information

Routing Status: Acknowledged
External Document Type: General PO (ZGP)
Related Documents: SE_4100000311_2
CM_4100000311
IV-4100000311
More(2) »

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

Invoice: IV-4100000311 Done Previous

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

Detail Scheduled Payments History

invoice

Attachment(s)

Status
Invoice: Approved
Routing: Acknowledged
Invoice Number: IV-4100000311
Invoice Date: Thursday 16 Feb 2023 7:16 PM GMT+08:00
Original Purchase Order: 4100000311
Submission Method: Online
Origin: Supplier
Source Document: Order

Subtotal: RM4,000.00 MYR
Total Tax: RM240.00 MYR
Total Gross Amount: RM4,240.00 MYR
Total Net Amount: RM4,240.00 MYR
Amount Due: RM4,240.00 MYR

REMIT TO: SME ELECTRIC SDN BHD
BILL TO: Dialog E & C Sdn Bhd
SUPPLIER: 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 ☐ Price Adjustment

Invoice Header * Indicates required field Add to Header

Summary

Credit Memo #: CM-4100000311-2 3
Credit Memo Date: 17 Feb 2023
Original Invoice No: IV-4100000311-2
Original Invoice Date: 17 Feb 2023
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: RM-6,000.00 MYR
Total Tax: RM-360.00 MYR
Total Gross Amount: RM-6,360.00 MYR
Total Net Amount: RM-6,360.00 MYR
Amount Due: RM-6,360.00 MYR

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	Enter the credit memo number from your side.

Fields	Description	R/O/C	User Action and Values
			The maximum character is 16 digits, please do not enter more than 16 digits.
Credit Memo Date	The date of the invoice.	R	Enter date of credit memo.

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

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 #: Subtotal: RM-6,000.00 MYR
 Credit Memo Date: Total Tax: RM-360.00 MYR
 Original Invoice No: IV-4100000311-2 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: Amount Due: RM-6,360.00 MYR

Remit To: SME ELECTRIC SDN BHD

Kuala Lumpur
 Selangor
 Malaysia
 Bill To: Dialog E & C Sdn Bhd

Petaling Jaya
 Selangor
 Malaysia

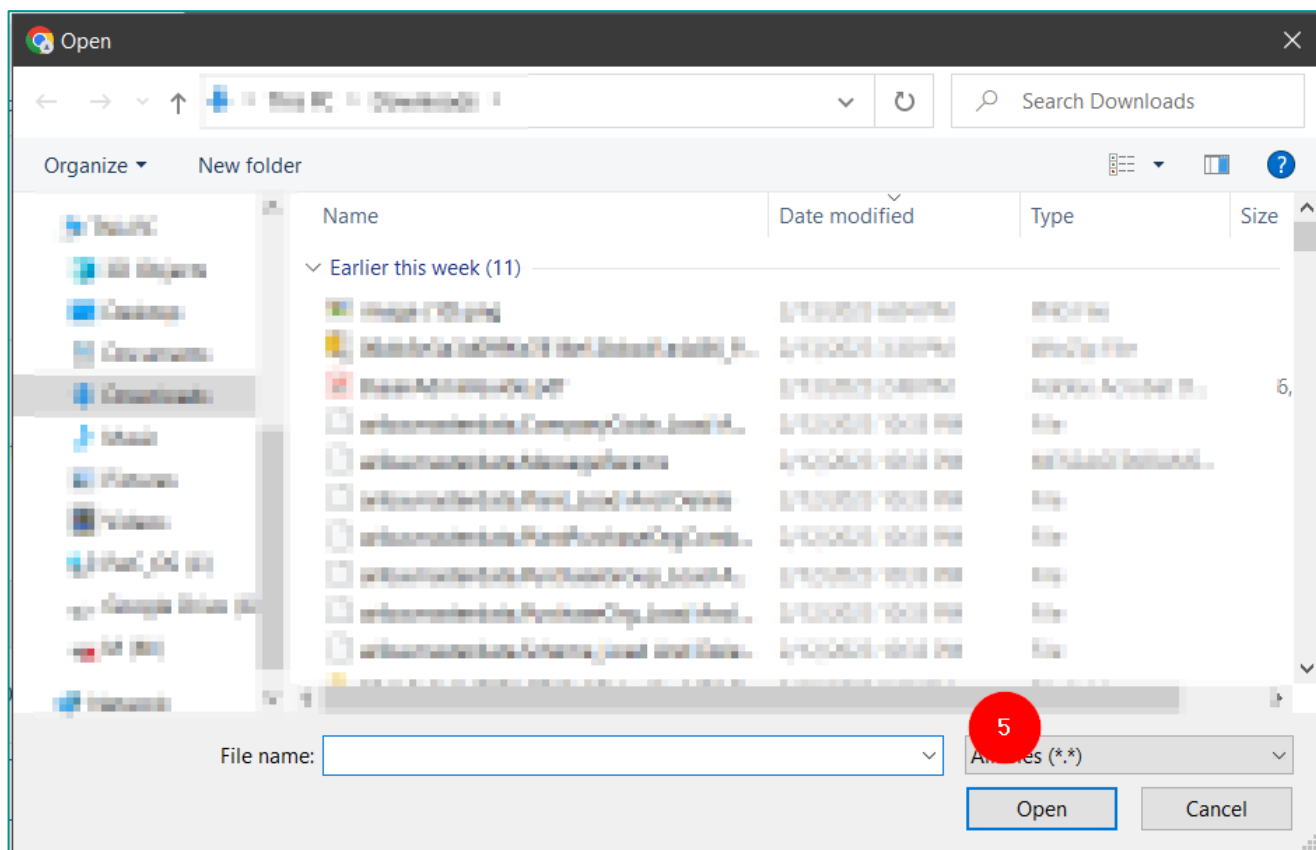
4 Add to Header ▾
 Tax
 Shipping Cost
 Special Handling
 Discount
 Attachment

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

The total size of all attachments cannot exceed 100MB Remove

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	- Click Choose file - Select any file from your end - Click Add Attachment button

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

6. Input comments under 'Reason for Credit Memo' section, enter the following field/(s), do not input the fields that are not mentioned below:

Fields	Description	R/O/C	User Action and Values
Reason for Credit Memo	Put the reason for the credit memo of the invoice.	R	Put the reason for the credit memo or credit note.

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

Line Items

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	☒	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:									
20	☒	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
Credit Note Date: Friday 17 Feb 2023 11:52 AM GMT+08:00
Original Invoice Number: IV-4100000314-1
Original Invoice Date: Friday 17 Feb 2023 11:45 AM GMT+08:00
Original Purchase Order: 4100000314

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

REMIT TO:

SME ELECTRIC SDN BHD

Postal Address:
Lot 1
58100 Kuala Lumpur
Selangor
Malaysia

BILL TO:

Dialog E & C Sdn Bhd

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

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

SUPPLIER:

SME ELECTRIC SDN BHD

Postal Address:
Lot 1
58100 Kuala Lumpur
Selangor
Malaysia

BILL FROM:

SME ELECTRIC SDN BHD

CUSTOMER:

Dialog E & C Sdn Bhd

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

Purchase Order: 4100000299

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

DIALOG

From:
Customer
Dialog E & C Sdn Bhd
Dialog Tower, No 15, Jalan PUJ 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.beht@pwc.com

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

Track Order

Payment Terms [?]
Due on Receipt

Comments
Due on Receipt

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

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

6.1.4 Display Credit Memo

Trigger:

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

Business Process Description Overview

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

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

Procedural Steps:

Access transaction by:

Link

<https://service.ariba.com/Supplier.aw/>

Purchase Order: 4100000299 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

DIALOG

From: Customer
Dialog E & C Sdn Bhd
Dialog Tower, No 15, Jalan PJU 7/5,
47810 Petaling Jaya
Selangor
Malaysia
Phone: +60 (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.beht@pwc.com

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

Track Order

Payment Terms
Due on Receipt

Comments
Due on Receipt

Routing Status: Acknowledged
External Document ID: General PO (Z0P)
Related Documents: CM-4100000299
IV-4100000299
5000000164

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

Invoice: CM-4100000299 Done Previous

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Attachment(s)

Line-Item Credit Memo

(Original Invoice No: IV-4100000299)

Status
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

REMIT TO:
SME ELECTRIC SDN BHD
Postal Address:
Lot 1
58100 Kuala Lumpur

BILL TO:
Dialog E & C Sdn Bhd
Postal Address:
Dialog Tower, No 15, Jalan PJU 7/5,
47810 Petaling Jaya

SUPPLIER:
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

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

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

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

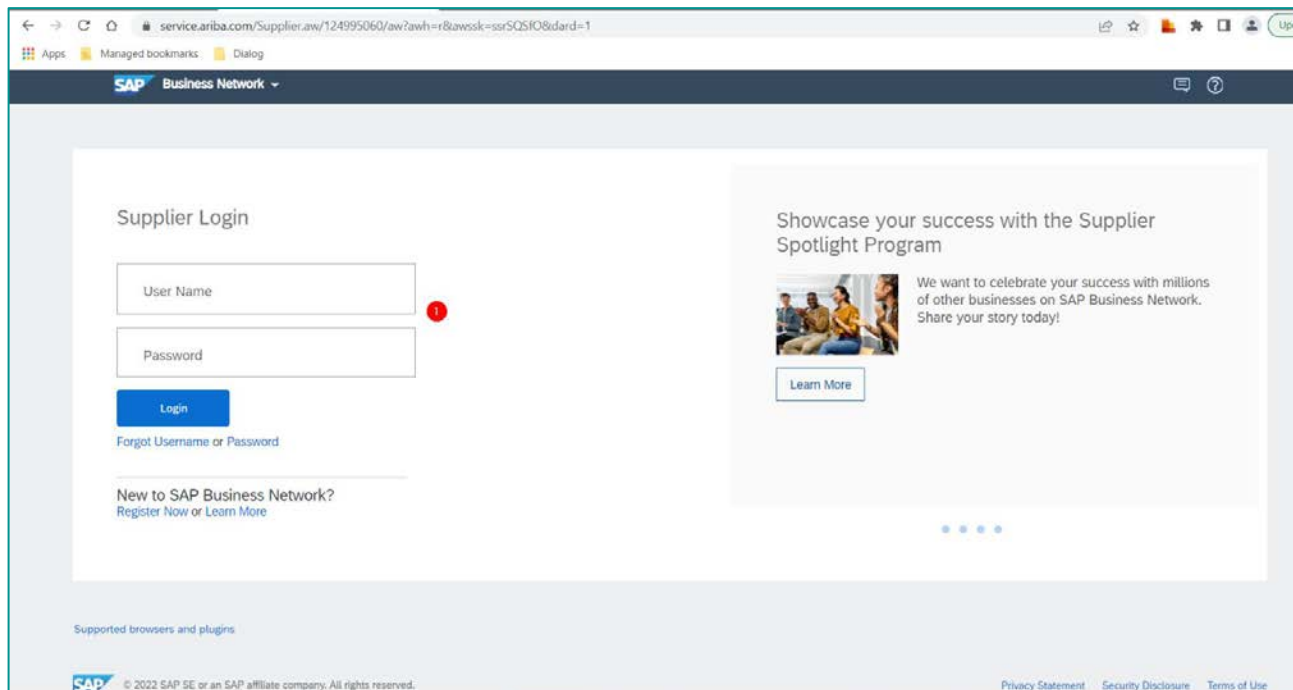
Output - Results	Remarks
Identify Supplier Contact Administrator	N/A

Procedural Steps:

Access transaction by:

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

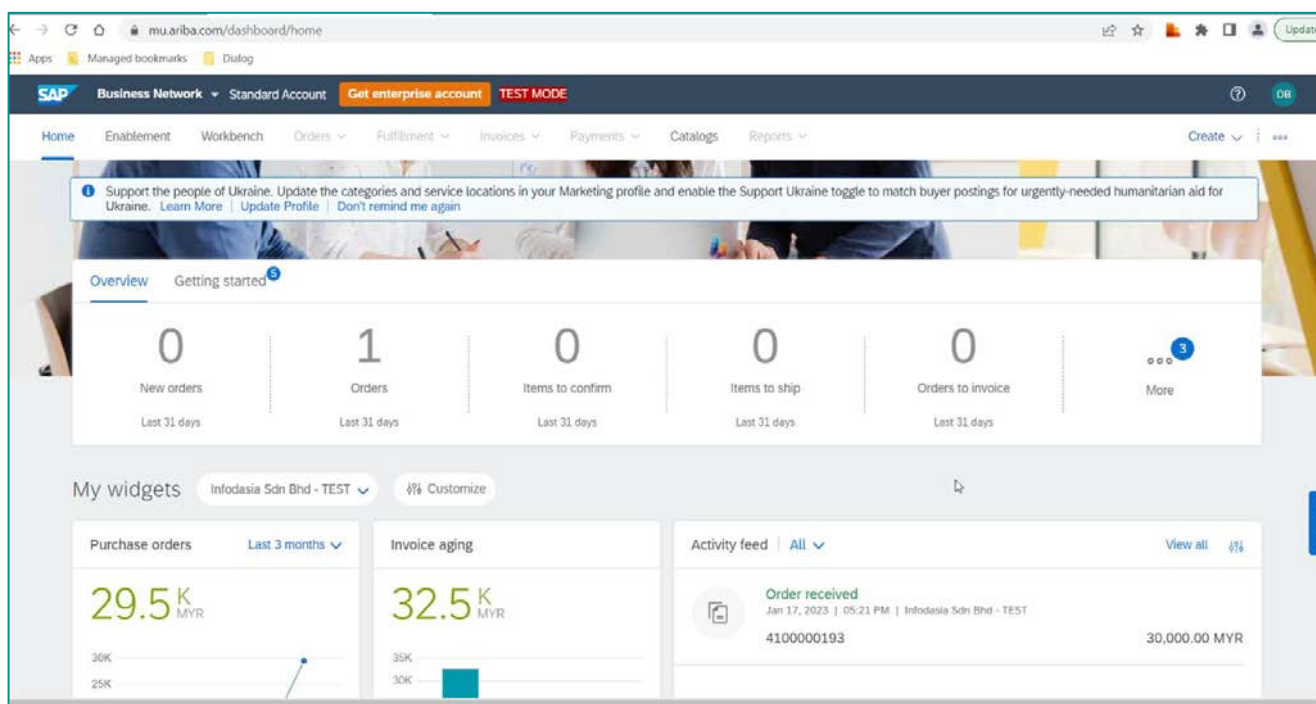
1. At the SAP Ariba Network screen, enter the following:



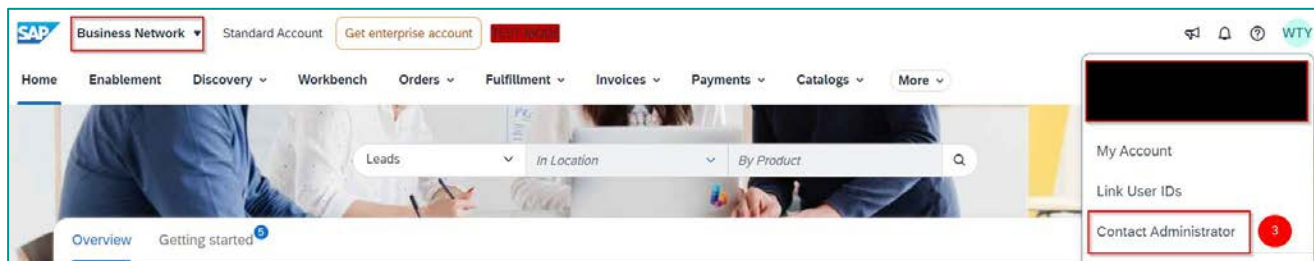
Fields	Description	R/O/C	User Action and Values
User Name	Username of your buyer account	R	Enter the username
Password	Password of your buyer account	R	Enter the password, then Click Login button

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

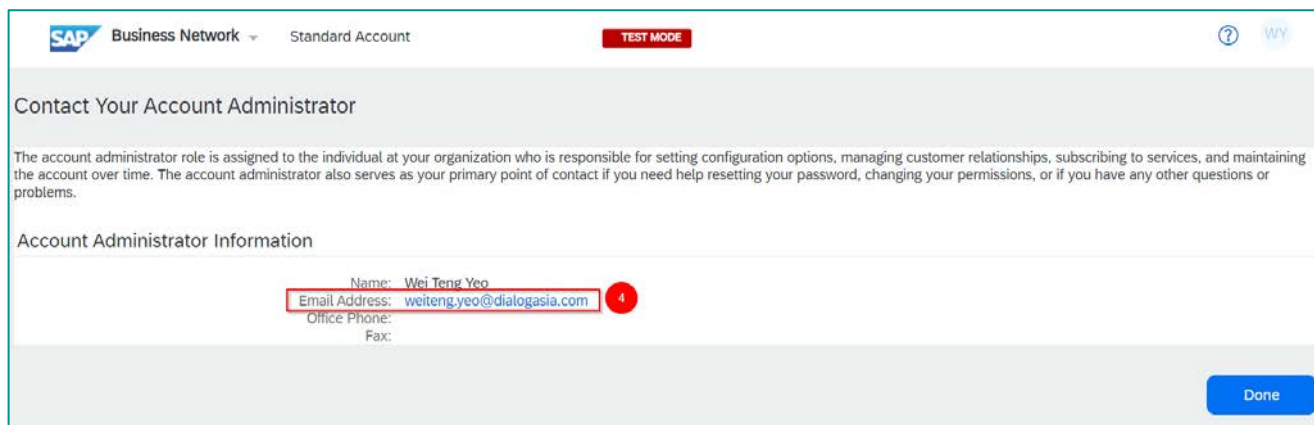
2. At the SAP Ariba Network home page is display.



3. Go to right corner, click on the Account setting icon. Select Contact Administrator.



4. Check the email address list out, it is the contact administrator account email address.



7.1.2 Create new user and grant access to receive PO email notification and view PO in Ariba Network

Trigger:

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

Business Process Description Overview

To create and grant access to team member in SAP Ariba Network.

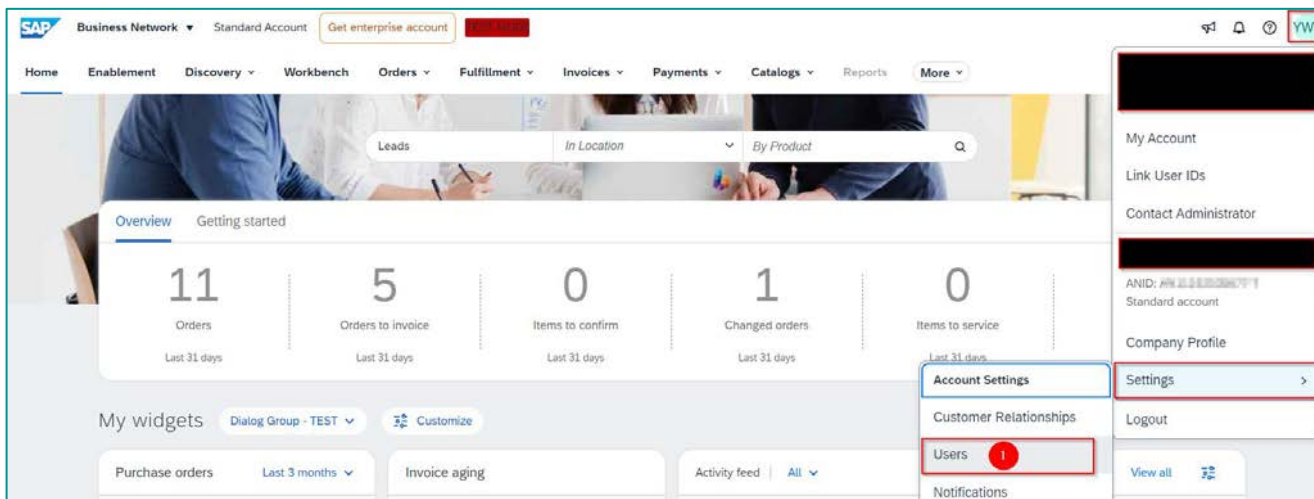
Output - Results	Remarks
1. New User ID under same company account created. 2. New user ID able to receive PO email notification.	N/A

Procedural Steps:

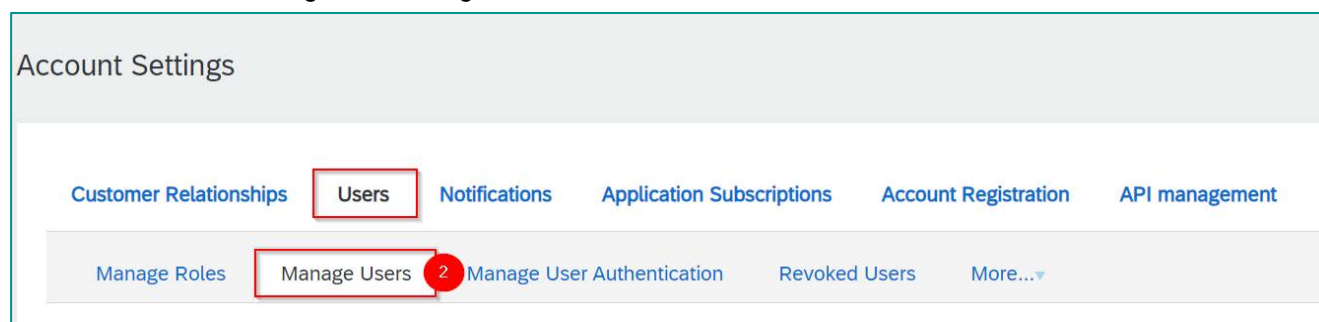
Access transaction by:

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

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



2. Under Users tab, navigate to Manage Users.

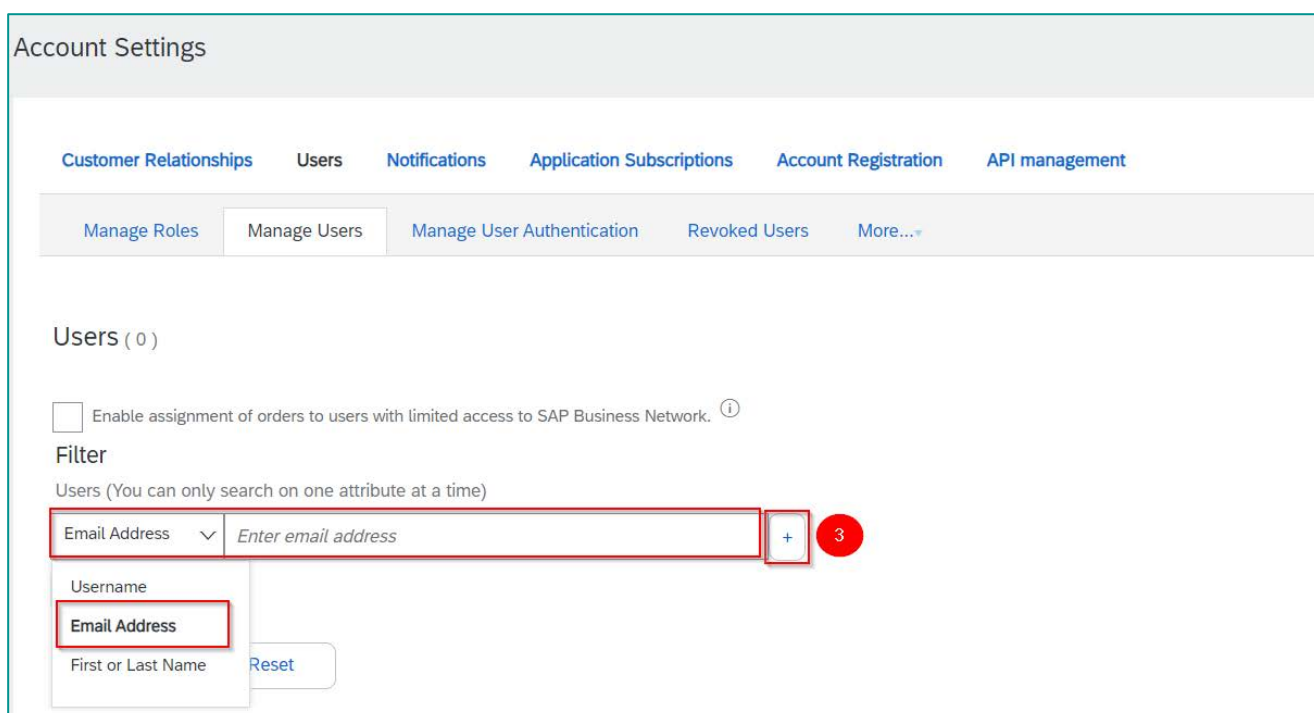


3. Before creating new user ID, Supplier Contact Administrator to check whether the team member currently has Ariba user ID:

Step 1 & 2: Select Email Address.

Step 3: Key in email address of the new user that wish to provide access to.

Step 4: Click “+” and click “Apply” button



4. If the user ID does not exist, then create new user ID by clicking on “+”.

5. Key in the mandatory information:

Fields	Description	R/O/C	User Action and Values
Username	User ID used to login to Ariba account.	R	Enter the email address from your side. Must have the form of an email address.
Email Address	Email address of new user	R	Enter new user email address.
First Name	New user first name	R	Enter new user first name
Last Name	New user last name	R	Enter new user last name

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

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

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

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

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

Create Role

Save

Cancel

* Indicates a required field

New Role Information

Name: PO and invoice access

Description:

Create any role name for your own reference.

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

Save

Cancel

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

Role Assignment

Name	Description
☒ 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

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.

Customer Relationships Users Notifications Application Subscriptions Account Registration API management

Manage Roles Manage Users Manage User Authentication Revoked Users More...

Users (2)

☐ Enable assignment of orders to users with limited access to SAP Business Network ⓘ

Filter

Users (You can only search on one attribute at a time)

Username +

☐	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 +?		All(1)	Yes	
☐	testingacc_1@dialogasia.com	weiteng.yeo@dialogasia.com	Testin	Yeo	No	PO and invoice access		All(1)	Yes	Actions ▾