

GET READY ..

We are
Transforming
Contracts &
Procurement to
SAP ARIBA



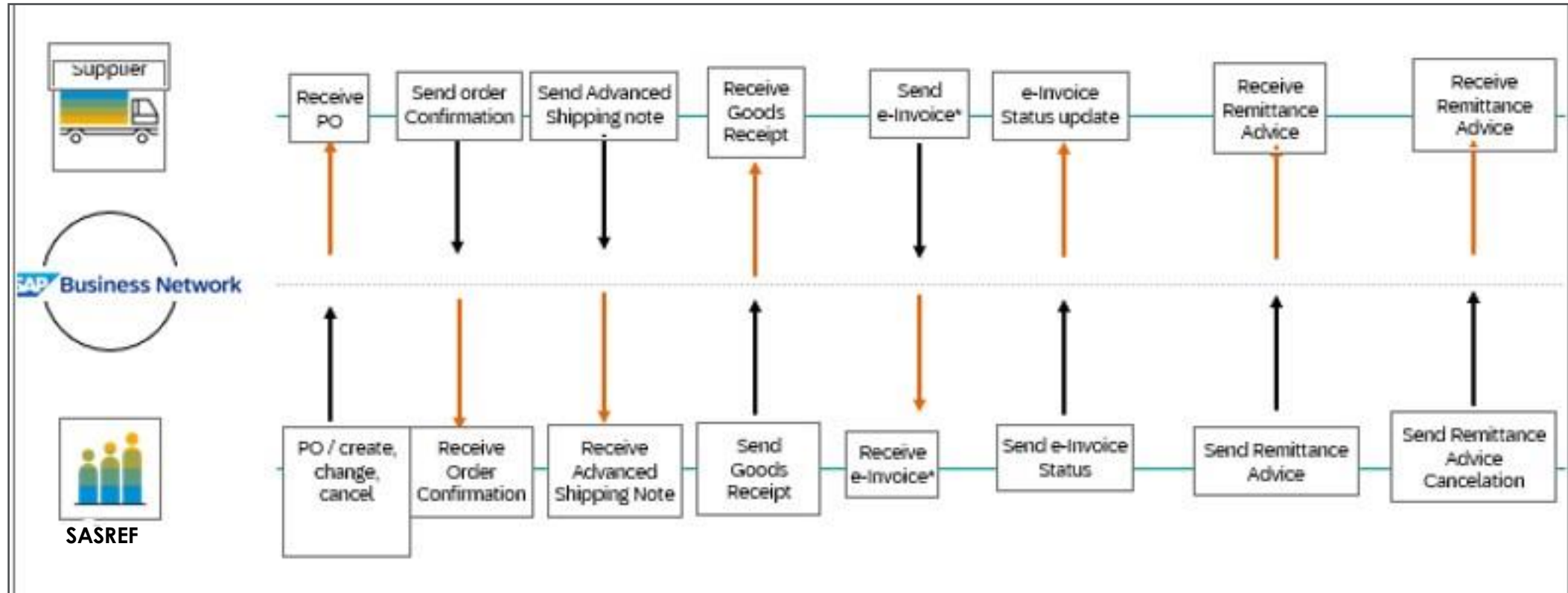
Training manual for SASREF suppliers to transact Material PO on the SAP Business Network

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1. Goods purchase through SAP Business Network




2. Material PO to Invoice Transaction Process for Supplier Registered in SAP Business Network

I. Ariba Supplier Portal Login Steps

1. Registered User email address of Supplier Ariba Account receive the notification of new PO from SASREF
2. Click on "Log in to SAP Business Network" button or access the:
URL: <https://supplier.ariba.com> or <https://service.ariba.com/Supplier.aw>

You have received a new order 8100000015

 SASREF Saudi Aramco Jubail Refinery - TEST <ordersender-prod@ansmtp.ariba.com>
To 


 If there are problems with how this message is displayed, click here to view it in a web browser.



You have received a new order.

ANID: AN11199731921-T

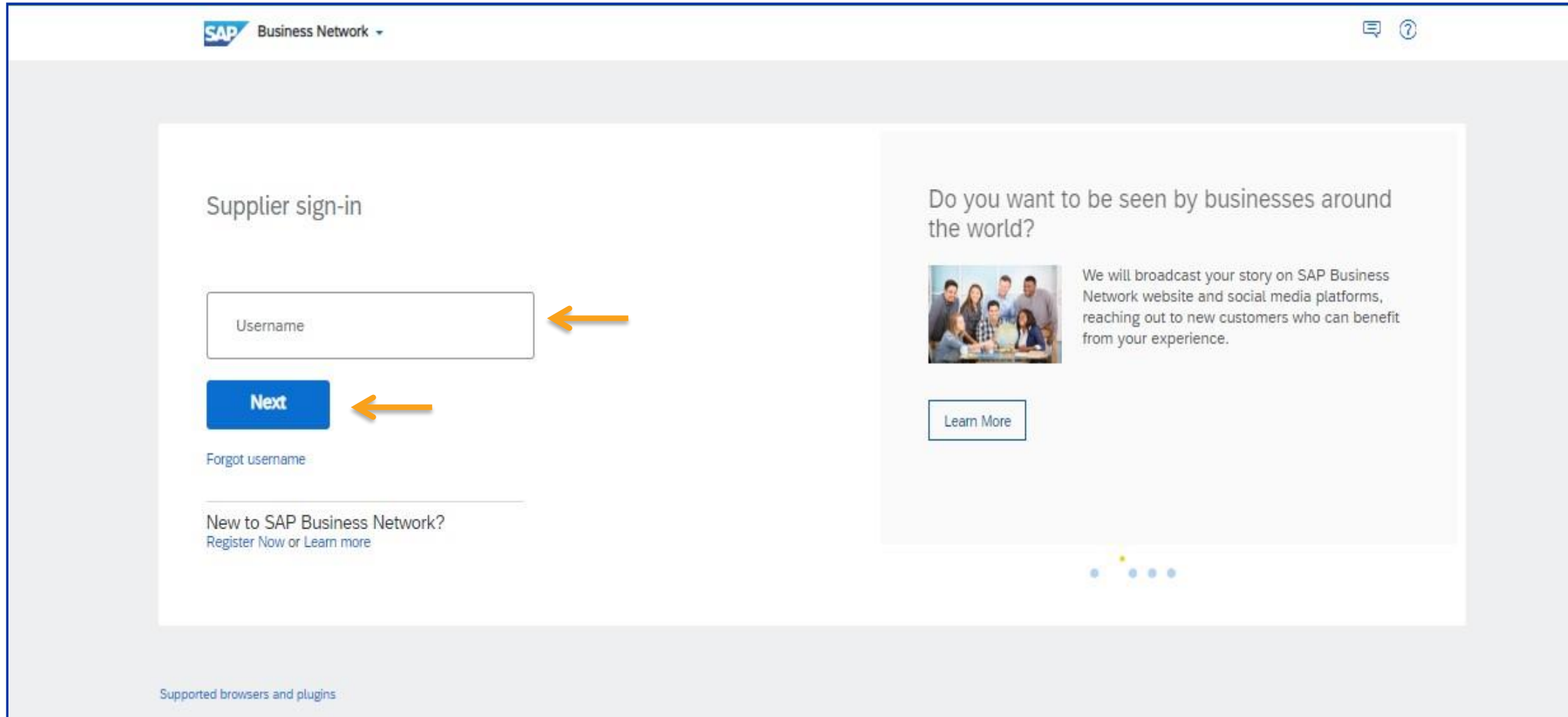
Customer	SASREF Saudi Aramco Jubail Refinery - TEST
Order No.	8100000015
Order Date	11 Dec 2024 4:15:13 AM GMT-08:00
Supplier	XYZ Power Tools
Total amount	4,500.00 SAR



[Log in to SAP Business Network](#) for more information about this order.

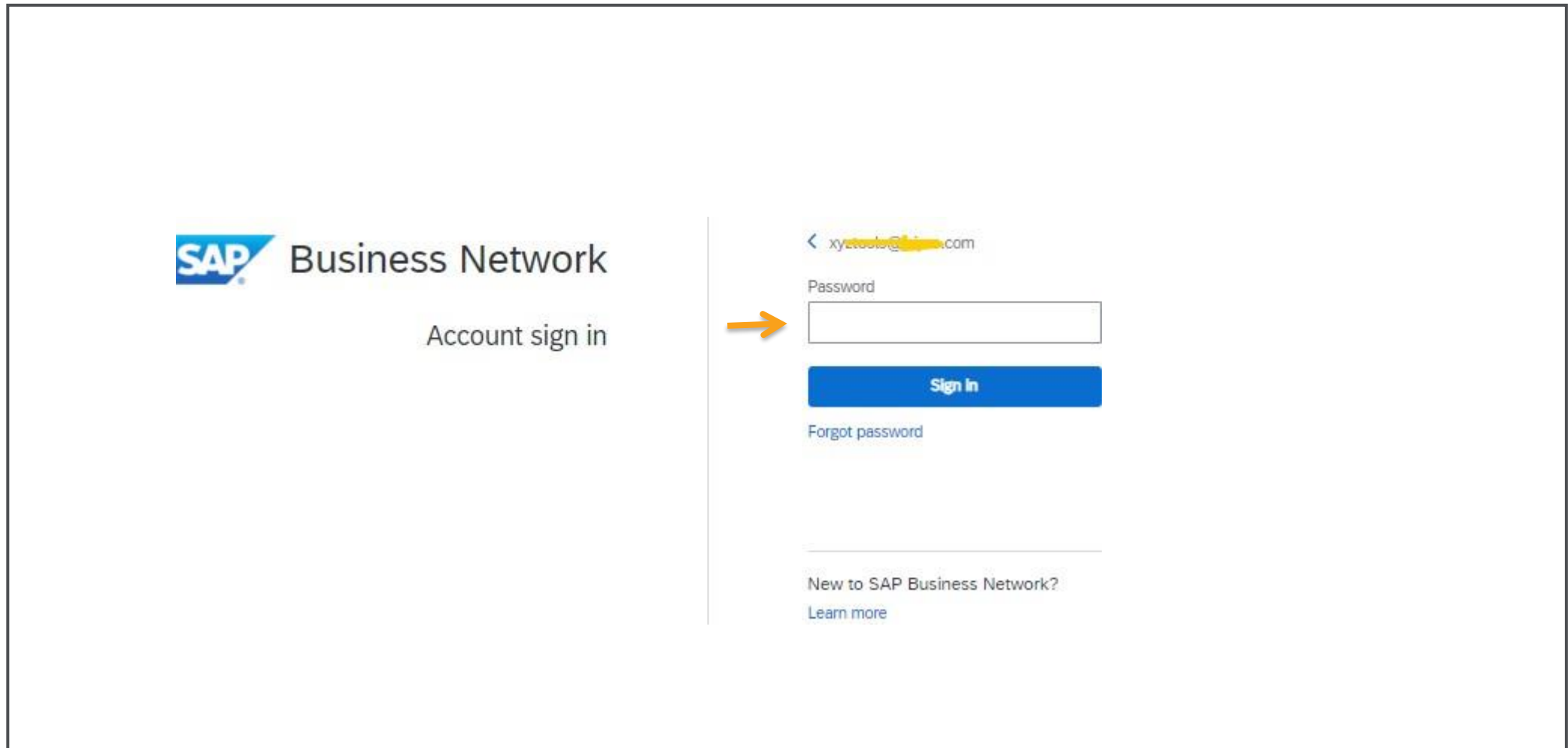
Ariba Supplier Portal Login Steps

3. Key in your Ariba Account Username in the “Username” field
4. Click on “Next” button



Ariba Supplier Portal Login Steps

5. Key in your Ariba Account password in the “Password” field
6. Click on “Sign In” button



II. PO Search Steps

1. View the Ariba Home Page
2. Go to “Orders” tab -> Click on “Purchase Orders”

The screenshot displays the SAP Business Network Ariba Home Page. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Orders' tab is selected, and a dropdown menu is open, highlighting 'Purchase Orders' with a blue arrow. Below the navigation bar, there is a search bar with filters for 'In Location' and 'By Product'. The main dashboard area features a 'Getting started' section with four key metrics: Open postings (0), Matched Leads (0), Invited Leads (0), and Enablement Tasks (0), all for the last 90 days. Below this, the 'My widgets' section is visible, showing a 'Purchase orders' widget with a value of 13.1M SAR, an 'Invoice aging' widget with a value of 17.1M SAR, and an 'Activity feed' widget showing recent order received notifications.

PO Search Steps

3. Key in the purchase order number in the “Order numbers” field and Press Enter button
4. Click on the PO number to open the purchase order

The screenshot displays a dashboard with summary cards and a search interface. The summary cards show: 69 Orders (Last 31 days), 1 Items to confirm (Last 31 days), 0 Items to ship (Last 31 days), 0 Return items (Last 31 days), 37 New orders (Last 31 days), and 1 Changed orders (Last 31 days). The search interface includes filters for Customers, Order numbers (with a dropdown arrow pointing to the field), Creation date (Last 31 days), and Order status (Include). The Order numbers filter is set to Partial match. Below the filters is a table of results.

Order Number	Customer	Amount	Date ↓	Order Status	Amount
8100000015	SASREF Saudi Aramco Jubail Refinery - TEST	4500 SAR	Dec 11, 2024	New	
8100000014	SASREF Saudi Aramco Jubail Refinery - TEST	125 SAR	Dec 11, 2024	New	

III. Material Purchase Order Confirmation Process

The order confirmation document is sent by suppliers as an acceptance of a purchase order.

1. View the Purchase Order details (“Type” column at the PO line item determine Material / Service PO)

SAP Business Network - Standard Account [Get enterprise account](#) **TEST MODE**

Purchase Order: 8100000015 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)

From:
Customer
Saudi Aramco Jubail Refinery Co.
Street 230-8890
Al Jubail Industrial City 35713
Saudi Arabia
Phone: +966 () (0) 13 357 2947
Fax: +966 () (0) 13 357 2089

To:
Customer
XYZ Power Tools
Central
Riyadh 34135
Saudi Arabia
Phone:
Fax:
Email: xxxxxxxxxxxx@xyz.com

Purchase Order
(New)
8100000015
Amount: 4,500.00 SAR
Version: 1

[Track Order](#)

Payment Terms ⓘ
0.000% 30
Based on Goods Receipt -30
Days from Doc Date

Contact Information
Supplier Address
XYZ Tools Private Ltd
Email:
xxxxxxxxxxxx@xyz.com
Fax:
Address ID: 0001009407
Buyer ID: 000100940

Other Information
Customer VAT/Tax ID: 300000432
Party Additional ID: 000100940

Routing Status: Sent
External Document Type: Material PO Ariba (ZAM)

Other Information
Customer VAT/Tax ID: 300000432310003
Party Additional ID: 0001009407
[View less >](#)
Delivery Terms: Transport Condition
Transport Terms: VTD : Aramco Vendor Truck Delivery
Transport Location: Aramco

Ship All Items To

Main Warehouse
Jubail
31961
Saudi Arabia
Ship To Code: 1000
Location Code: 1000
Storage Location ID: ST10

Bill To

Saudi Aramco Jubail Refinery Co.
Street 230-8890
Al Jubail Industrial City 35713
Saudi Arabia
Phone: +966 () (0) 13 357 2947
Fax: +966 () (0) 13 357 2089
Buyer ID: 1111

Line Items [Show Item Details](#) ⓘ

Line #	No. Schedule Lines	Part # / Description	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Details
1	1	123 GASKET D.E.26/21X2,P/N KBS002602120	00000005500015303	Material		150.000 (EA)	11 Oct 2025	30.00 SAR	4,500.00 SAR	675.00 SAR	

Order submitted on: Wednesday 11 Dec 2024 2:30 PM GMT+05:30
Received by SAP Business Network on: Wednesday 11 Dec 2024 5:45 PM GMT+05:30
This Purchase Order was sent by SASREF Saudi Aramco Jubail Refinery - TEST AN11074291396-T and delivered by SAP Business Network.

Sub-total: 4,500.00 SAR
Est. Total Tax: 675.00 SAR
Est. Grand Total: 5,175.00 SAR

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

Material Purchase Order Confirmation Process

1. Click on "Create Order Confirmation" drop down button. Confirmation numbers can be any value from your internal systems, such as your order-processing application.
- 2.If you don't have an internally generated confirmation number, you can use any value, such as the purchase order number, with 'OC' prefixed; for example: OC1234
3. Select " Confirm Entire Order" option.

The screenshot displays the SAP Business Network interface for a purchase order. At the top, it shows 'SAP Business Network' with a 'Standard Account' and a 'TEST MODE' indicator. The purchase order number is 8100000015. A 'Done' button is visible in the top right corner. Below the header, there are three main buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Order Confirmation' button is expanded, showing a dropdown menu with three options: 'Confirm Entire Order' (highlighted with a red arrow), 'Update Line Items', and 'Reject Entire Order'. Below the buttons, the customer information for Saudi Aramco Jubail Refinery Co. is displayed, including their address, phone, and fax. The supplier information for XYZ Power Tools is also shown. The purchase order details include the amount of 4,500.00 SAR and version 1. A 'Track Order' button is located to the right of the purchase order details. At the bottom left, there is a 'Payment Terms' section showing '0.000% 30' and 'Based on Goods Receipt -30 Days from Doc Date'. Below that is the 'Contact Information' for the supplier, XYZ Tools Private Ltd, including their address, phone, and fax. Finally, there is an 'Other Information' section with 'Customer VAT/Tax ID: 300000432310003' and 'Party Additional ID: 0001009407'. A 'View less >' link is at the bottom left.

Material Purchase Order Confirmation Process

4. Key in the Order confirmation reference number in "Confirmation#" field.(Mandatory)
5. Key in your reference number in "Supplier Reference" field (Optional) (It can be supplier internal code or name of the person dealing with order".
6. Provide the estimated shipping date in the "Est.Shipping Date" field (optional)
7. Provide the estimated Delivery date in the "Est. Delivery Date" field (Mandatory)
8. Key in your comments in the "Comments" field. (optional).

The screenshot displays the 'Confirming PO' interface in SAP Business Network. The page title is 'Confirming PO' with 'Exit' and 'Next' buttons. A sidebar on the left shows two steps: '1 Confirm Enter Order' and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains the following fields:

- Confirmation #: TESTCONFIRM (with a blue arrow pointing to the field)
- Estimated Purchase Order #: 8100000002
- Customer: SAGREP Saudi Refinery Jubail Refinery : TEST
- Supplier Reference: TEST123 (with a blue arrow pointing to the field)

Below this is the 'Shipping and Tax Information' section:

- Est. Shipping Date: 11 Dec 2024 (with a blue arrow pointing to the field)
- Est. Delivery Date: 01 Dec 2024 (with a blue arrow pointing to the field)
- Comments: TEST Comments (with a blue arrow pointing to the field)

At the bottom, there is an 'Attachments' table with columns: Name, Size (Bytes), File Name, and Content Type.

Material Purchase Order Confirmation Process

9. Under Attachments section->Click on "Choose file" -> Browse ->Select the file
10. Click "Add Attachment" - to provide more supporting information to your customers.
11. View the PO line-item information and check the Current Order status quantity.
12. Click on "Next" button.

Attachments

Name	Size (bytes)	Content Type
TESTPOOC.pdf	34870	application/pdf

No file chosen

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	123 GASKET D.E.26/21X2,P/N KBS002602120	000000005500015303	Material	150.000 (EA)	11 Oct 2025	30.00 SAR	4,500.00 SAR	675.00 SAR

Current Order Status: **150.000 Confirmed With New Date** (Estimated Shipment Date: 11 Dec 2024; Estimated Delivery Date: 31 Dec 2024)

Material Purchase Order Confirmation Process

13. View the Confirmation update section with provided details and PO line item with confirmed quantity details.
14. Click on "Submit" button. (Click on "Previous" button if wanted to make changes to confirmed data").

SAP Business Network - Standard Account [Get enterprise account](#) TEST MODE

Confirming PO Previous **Submit** Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: TESTCONFIRM
Supplier Reference: TEST121
Comments: TEST Comments
Attachments: TESTPOOC.pdf

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	123 GASKET D.E.26/21X2,P/N KBS002602120	000000005500015303	Material	150.000 (EA)	11 Oct 2025	30.00 SAR	4,500.00 SAR	675.00 SAR



Current Order Status:
150.000 Confirmed With New Date (Estimated Shipment Date: 11 Dec 2024; Estimated Delivery Date: 31 Dec 2024)





Previous **Submit** Exit

Material Purchase Order Confirmation Process


15. Order Confirmation email notification will be sent to user email address specified in the notification of Ariba account. Purchase Order can be seen in “Confirmed” status.

Order Confirmation TESTCONFIRM has been submitted to SASREF Saudi Aramco Jubail Refinery - TEST

 AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>
To 

  Reply  Reply All  Forward

Wed 12/11/

 If there are problems with how this message is displayed, click here to view it in a web browser.

This notification contains important information about your test SAP Business Network account (ANID: AN11199731921-T):
Your purchase order status

Order #: 8100000015
Buyer Name: SASREF Saudi Aramco Jubail Refinery - TEST
Buyer ANID: AN11074291386-T
Order Date: 11 Dec 2024 4:15:13 AM GMT-08:00
Status: Confirmed
Comments: TEST Comments

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price	Tax
1	123	150.000	EA	GASKET D.E.28/21X2,P/N KBS002802120	11 Oct 2025		30.00 SAR	4,500.00 SAR	675.00 SAR

Status
150.000 Confirmed With New Date(Comments: TEST Comments; Estimated Shipment Date: 10 Dec 2024; Estimated Delivery Date: 30 Dec 2024)

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IV. Ship Notice Submission

Suppliers can send a ship notice from SAP Business Network when they are ready to ship the items in the purchase order. The Ariba Network allows suppliers to easily submit a Ship Notice to notify customers when shipping occurs, so the customer can be prepared to accept delivery of the goods.

Multiple ship notices per purchase order can be sent. Ship notices can ONLY be created after the line you are shipping has been confirmed.

1. Open the PO
2. Click on "Create Ship Notice" button

The screenshot displays the SAP Business Network interface for a purchase order. At the top, it shows 'SAP Business Network' with a 'Standard Account' and a 'TEST MODE' indicator. The purchase order number is 8100000015. Below this, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a yellow arrow), and 'Create Invoice'. The 'Create Ship Notice' button is also highlighted with a yellow arrow. The interface is divided into two tabs: 'Order Detail' and 'Order History'. The 'Order Detail' tab is active, showing the following information:

- From:** Customer, Saudi Aramco Jubail Refinery Co., Street 230-8890, Al Jubail Industrial City 35713, Saudi Arabia, Phone: +966 (0) 13 357 2947, Fax: +966 (0) 13 357 2089.
- To:** XYZ Power Tools, Central, Riyadh 34135, Saudi Arabia, Phone: [redacted], Fax: [redacted], Email: [redacted].
- Purchase Order (Confirmed):** 8100000015, Amount: 4,500.00 SAR, Version: 1. A yellow arrow points to this section.
- Track Order** button.

Additional information includes:

- Payment Terms:** 0.000% 30, Based on Goods Receipt -30, Days from Doc Date.
- Contact Information:** Supplier Address: XYZ Tools Private Ltd, Email: [redacted], Fax: [redacted].
- Other Information:** Customer VAT/Tax ID: 300000432310003, Party Additional ID: 0001009407.
- Routing Status:** Acknowledged, External Document Type: Material PO Ariba (ZAM), Related Documents: TESTCONFIRM.

Ship Notice Submission

3. At "Shipping" section-under the "Ship Notice Header" -Key in your Ship Notice Number in "Ship Notice Number #:" field.(Mandatory).
4. Select the Ship Notice Type: "Actual" from the Drop down. (Mandatory). Supplier can select the value "Estimate" if it is the estimated ship notice info.
5. Key in the Date of Shipping in the "Shipping Date" field (optional) and "Delivery Date" field(Mandatory).
6. Key in your comments in the "Comments" field. (optional).
7. Click on "Choose file" -> click "Add Attachment" -> to provide more supporting information to your customers.

Ship Notice Header

Shipping

Ship Notice Number: Carrier Name:

Ship Notice Type:

Shipping Date:

Delivery Date:

Comments:

Delivery Terms: Transport Condition:
Transport Terms: VED - Armed Vendor Truck Delivery
Transport Location:

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 200MB

Ship Notice Submission

- Tracking section is an **Optional** section-provide the information as appropriate:
- Select Carrier Name:(optional)
- Tracking Number: (Mandatory)
- Tracking Date:(optional)
- Select the Shipping Method: Air/Motor/Rail/Ship/Mail from the drop down (optional)
- Service level :(optional)

SAP Business Network - Standard Account [Get enterprise account](#) TEST MODE

Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM	DELIVER TO
XYZ Power Tools Update Address	Main Warehouse Update Address
Riyadh Saudi Arabia	Saudi Arabia

▼ Ship Notice Header


SHIPPING

Ship Notice Number: *	SHIPNOTICE12345	Carrier Name:	DHL
Ship Notice Type *	Actual	Tracking No.:	
Shipping Date:	12 Dec 2024	Tracking Date:	
Delivery Date: *	31 Dec 2024	Shipping Method:	Select
Comments:	TEST		Select

Delivery Terms: Transport Condition
Transport Terms: VTD : Aramco Vendor Truck Delivery
Transport Location: Aramco

ATTACHMENTS

Shipping Method dropdown options: Select, Air, Motor, Rail, Ship, Mail



Ship Notice Submission

14. At "Order Items" section:

View the PO line items details such as Description, Customer Part#, Type, Quantity, Unit, Unit Price and Subtotal.

15. "Ship Qty" field reflects the quantity confirmed at Order Confirmation and update it with shipped quantity appropriate for the respective PO line item.

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
8100000015	1	123	000000005500015303	150.000	EA	11 Oct 2025		30.00 SAR	4,500.00 SAR	675.00 SAR	Remove

GASKET D.E.26/21X2,P/N KBS002602120

Shipment Status

Total Item Due Quantity: **150 EA**

Confirmation Status

Total Confirmed Quantity: **150.000 EA** Total Backordered Quantity: **0 EA**

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	<input type="text" value="150.000"/>	<input type="text"/>	<input type="text" value="- Select Country -"/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details

Other Information

Manufacturer Part ID: **KBS 002602120**

Ship Notice Submission

- Click on "Add Details" button at line item to provide Serial Number and Asset tag information as "Asset Details" and if needed provide Hazard details/Delivery Details. **This is non mandatory section.**
- Click on "Ok" button

Confirmation Status
Total Confirmed Quantity: 150.000 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	150.000		- Select Country -			Add Details

[Add Ship Notice Line](#)

Create Ship Notice OK Cancel

Order #	Line No.	Part / Description	Customer Part #	Qty	Unit	Issued By	Ship By	Unit Price	Subtotal	Tax
100000000	1	120 GASKET D.E.26(1)X2.PIN #85002601120 SHIPMENT STATUS	1000000000015000	150.000	EA	14 Oct 2025		30.00 SAR	4.500.00 SAR	675.00 SAR

1. Shipping 150.000 EA
ASSET DETAILS

Serial Number Asset Tag

[Add Asset](#)

HAZARD DETAILS

Hazard Type: Hazard Description:

Code:

PACKAGING

Package 1
Packing Details

Description: Global Individual Asset ID:

Description Code: Returnable Package ID:

18. Click on "Next" button

Transit Direction:

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
8100000015	1	123 GASKET D.E.26/21X2,P/N KBS002602120	00000005500015303	150.000	EA	11 Oct 2025		30.00 SAR	4,500.00 SAR	675.00 SAR	Remove

Shipment Status
Total Item Due Quantity: **150 EA**

Confirmation Status
Total Confirmed Quantity: **150.000 EA** Total Backordered Quantity: **0 EA**

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	<input type="text" value="150.000"/>	<input type="text"/>	<input type="text" value="- Select Country -"/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details

[Add Ship Notice Line](#)

Other Information
Manufacturer Part ID: **KBS 002602120**

[Add Order Line Item](#)

19. View the summary page and click on "Submit" button. (Click on "Previous" button if wanted to make changes to Ship notice data".

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Previous Save **Submit** Exit

Confirm and submit this document.

SHIP FROM
XYZ Power Tools
Central
Riyadh 34135
Saudi Arabia

DELIVER TO
Main Warehouse
Jubail
31961
Saudi Arabia

Ship Notice Header

SHIPPING
Packing Slip ID: SHIPNOTICE12345
Invoice No.: --
Requested Delivery Date: --
Ship Notice Type: Actual
Actual Shipping Date: 12 Dec 2024
Actual Delivery Date: 31 Dec 2024 12:00:00 PM
Gross Volume: --
Gross Weight: --

TRACKING
Carrier Name: DHL
Carrier Code: --
Tracking No.: DHL1212
Tracking Date: 12 Dec 2024
Shipping Method: Ship
Service Level: --

ADDITIONAL FIELDS
Transport Location: Aramco
Delivery Terms: Transport Condition
Transport Terms: VTD : Aramco Vendor Truck Delivery

Supplier Reference: --
Transit Direction: --

Order Items [Hide Item Details](#)

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
810000015	1	123 GASKET D.E.26/21X2,P/N KBS002602120	00000005500015303	150.000	EA	11 Oct 2025		30.00 SAR	4,500.00 SAR	675.00 SAR

SHIPMENT STATUS
1. Ship Qty: 150.000 EA [⌵](#) [⌶](#) [Hide Details](#)
No detail information provided.

OTHER INFORMATION
Manufacturer Part ID: KBS 002602120

Previous Save **Submit** Exit


20. Status of the PO in “Shipped” when the Ship notice is submitted

21. View the related documents as appropriate

Purchase Order: 8100000015 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ ↻ ⋮

Order Detail Order History



From:
Customer
Saudi Aramco Jubail Refinery Co.
Street 230-8890
Al Jubail Industrial City 35713
Saudi Arabia
Phone: +966 () (0) 13 357 2947
Fax: +966 () (0) 13 357 2089

To:
XYZ Power Tools
Central
Riyadh 34135
Saudi Arabia
Phone:
Fax:
Email: praveen.narayanv@wipro.com

Purchase Order
(Shipped) ←
8100000015
Amount: 4,500.00 SAR
Version: 1

Track Order

Payment Terms ⓘ
0.000% 30
Based on Goods Receipt -30
Days from Doc Date

Contact Information
Supplier Address
XYZ Tools Private Ltd
Email:
a.janakiraman@sasref.com.sa
Fax:
Address ID: 0001009407
Buyer ID: 0001009407

Other Information
Customer VAT/Tax ID: 300000432310003
Party Additional ID: 0001009407
[View less »](#)

Order Response Comment
TEST Comments
Delivery Terms: Transport Condition

Routing Status: Acknowledged
External Document Type: Material PO Ariba (ZAM)
Related Documents: SHIPNOTICE12345
TESTCONFIRM


↗




V. Goods Receipt View


1. Receive a Notice of new Receipt as email notification when SASREF perform Goods Receipting for the shipped quantity.

Notice of new Receipt for Order No. 8100000015 on SAP Business Network

ordersender-prod@ansmtp.ariba.com
To: [redacted]

 OP

 Reply  Reply All 

 If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Dear XYZ Power Tools,

You have received a new receipt. You can find this receipt in your online Inbox.

Customer: SASREF Saudi Aramco Jubail Refinery - TEST
Supplier: XYZ Power Tools
Receipt No.: 5000053483
Receipt date: 2024-12-14 19:39:15 America/Los_Angeles
Order No.: 8100000015

This receipt is available to you online: [5000053483](#)

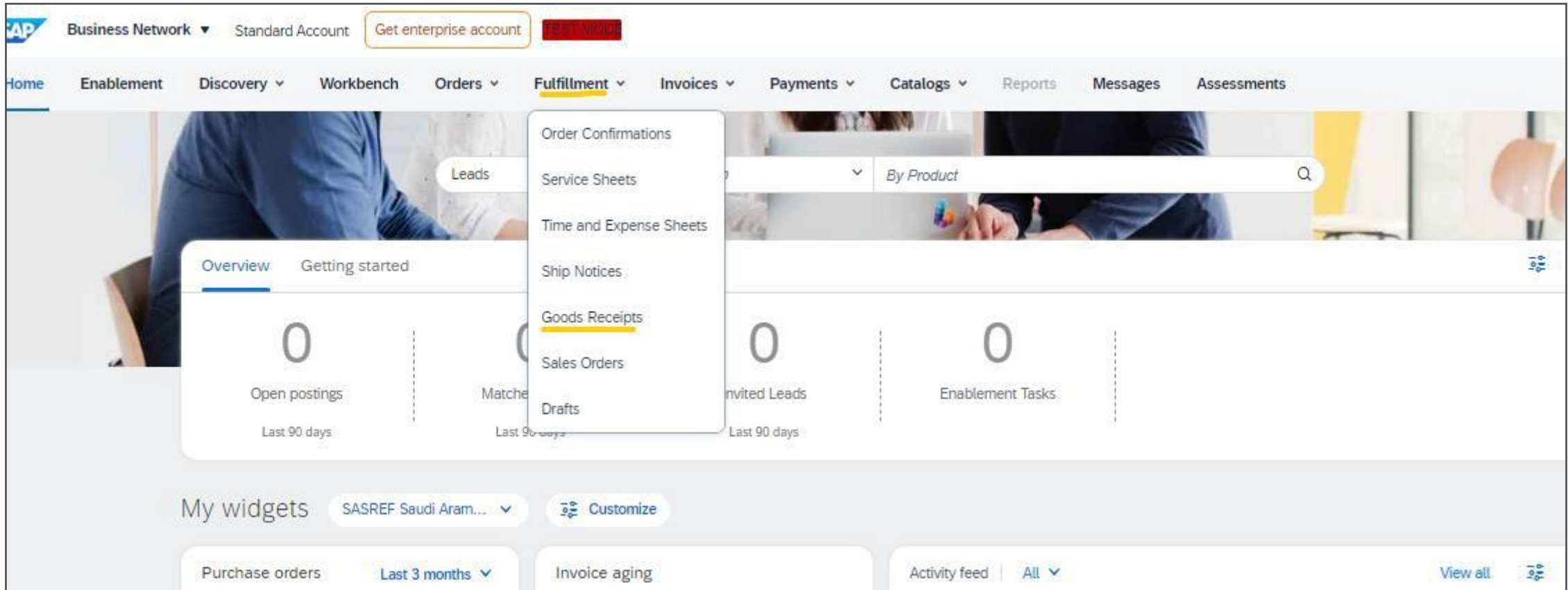
If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

If you have any questions regarding this receipt, please contact SASREF Saudi Aramco Jubail Refinery - TEST directly.

Please do not reply to this email. Replies to this email will not be responded to or read.

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2. At Ariba Home Page -> Go to “Fulfilment” tab -> Select “Goods Receipts”



3. Click on the Goods Receipt ID to see the GR details

Goods Receipts

► Search Filters

Goods Receipts (91)

Page 1

Receipt Number	Reference	Customer	Date	Routing Status
5000053483	8100000015	SASREF Saudi Aramco Jubail Refinery - TEST	15 Dec 2024 12:09:18 PM	Sent
5000053481	8100000035	SASREF Saudi Aramco Jubail Refinery - TEST	15 Dec 2024 11:47:01 AM	Sent
5000053479	8100000035	SASREF Saudi Aramco Jubail Refinery - TEST	15 Dec 2024 11:46:11 AM	Sent

- View the received quantity with GRN information
- Click on the PO number in the “Related Documents” to raise Invoice

Receipt: 5000053483 Done Previous


Print | Export cXML

Detail History

From:
 SASREF Saudi Aramco Jubail Refinery - TEST
 Street 230-8890
 Al Jubail Industrial City 35713
 Saudi Arabia

To:
 XYZ Power Tools
 Central
 Riyadh 34135
 Saudi Arabia
 Phone:
 Fax:
 Email: 820497227@xyz.com

Receipt:
 Receipt No.: 5000053483
 Receipt Date: 15 Dec 2024

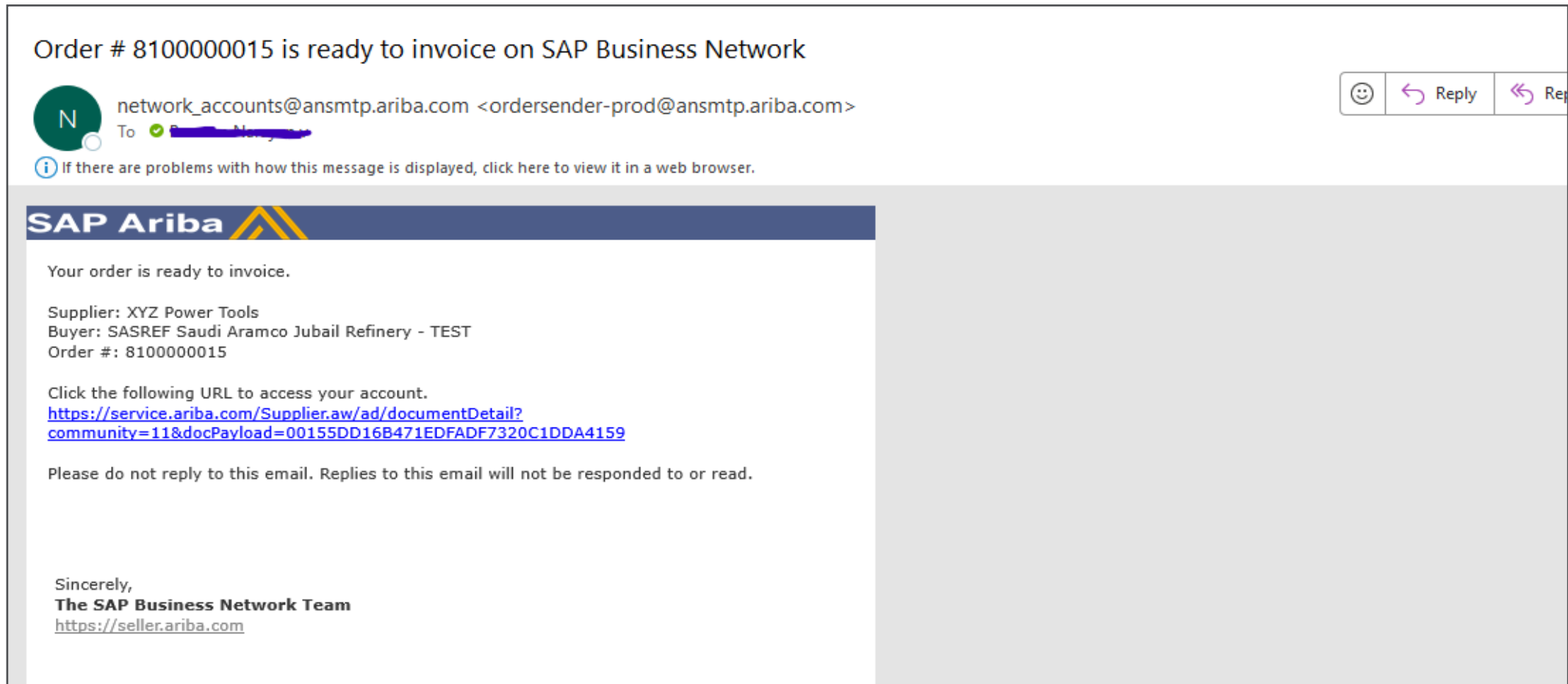
Routing Status: Sent 
 Related Documents: 8100000015

Receipt Line Number	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: <u>8100000015</u> (Closed For Receiving)													
1	1	123 GASKET D.E.26/21X2,P/N KBS002602120	000000005500015303			<u>SHIPNOTICE12345</u>	11 Dec 2024	<u>150.000 EA</u>	Not Specified	<u>Received</u>	30.00 SAR	4,500.00 SAR	Completed
Comments													

Receipt received on: Sunday 15 Dec 2024 9:09 AM GMT+05:30

VI. Material Invoice submission process

1. Receive an email notification stating the PO is ready to invoice when SASREF perform Goods Receipting for the shipped quantity.



2. Purchase order can be in “Received/Partially Received” status
3. Click on "Create Invoice"->"Standard Invoice”

Purchase Order: 8100000015 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)

From:
Customer
Saudi Aramco Jubail Refinery Co.
Street 230-8900
Al Jubail Industrial City 25713
Saudi Arabia
Phone: +966 (0) 13 357 2947
Fax: +966 (0) 13 357 2080

To:
XYZ Power Tools
Central
Riyadh 34135
Saudi Arabia
Phone:
Fax:
Email: [purchasing@xyz.com.sa](#)

Purchase Order
(Received)
8100000015
Amount: 4,500.00 SAR
Version: 1
[Track Order](#)

Payment Terms
0.000% 30
Based on Goods Receipt -30
Days from Doc Date

Contact Information
Supplier Address
XYZ Tools Private Ltd
Email:
Fax:
Address ID: 0001009407
Buyer ID: 0001009407

Other Information
Customer VIKT/Tax ID: 300000422310003
[View more](#)

Routing Status: Acknowledged
External Document Type: Material PO Arriba (ZAM)
S0000536E3
SHIPNOTICE1234E
TESTCONFIRM

Material Invoice submission process steps

4. Key in Invoice #, Invoice Date as per Invoice and Supplier Tax ID (Mandatory)

SAP Business Network - Standard Account [Get enterprise account](#) TEST MODE

Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 8100000015

Invoice #: ←

Invoice Date: 16 Dec 2024 ←

Service Description:

Supplier Tax ID: ←

Remit To: XYZ Power Tools

Riyadh
Saudi Arabia

Bill To: Saudi Aramco Jubail Refinery Co.

At Jubail Industrial City
Saudi Arabia

Subtotal: 4,500.00 SAR
Total Tax: 675.00 SAR
Amount Due: 5,175.00 SAR

[View/Edit Addresses](#)

Payment Term

Discount or Penalty Term(days): 30 Percentage(%): 0.000
Based on Goods Receipt -30 Days from Doc Date

Additional Fields

Material Invoice submission process steps

5. Key in Service Start Date and Service End Date with Invoice Date (Mandatory)

Remit To: XYZ Power Tools
Riyadh
Saudi Arabia

Bill To: Saudi Aramco Jubail Refinery Co.
Al Jubail Industrial City
Saudi Arabia

Payment Term

Discount or Penalty Term(days): 30 Percentage(%): 0.000
Based on: Goods Receipt -30 Days from Doc Date

Additional Fields

Service Start Date: ←

Service End Date: ←

Supplier: XYZ Power Tools
Riyadh
Saudi Arabia

Customer: Saudi Aramco Jubail Refinery Co.
Al Jubail Industrial City
Saudi Arabia [View/Edit Address](#)

Bill From: XYZ Power Tools
Riyadh
Saudi Arabia [View/Edit Address](#)

Tax paid through a Tax Representative

Supplier VAT
Supplier VAT/Tax ID:

Customer VAT
Customer VAT/Tax ID:

Material Invoice submission process steps

6. Key in your VAT ID in the “Supplier VAT ID” and Buyer VAT ID with SASREF VAT ID in the “Supplier VAT” section (Mandatory)
7. At “Additional Saudi Arabia Specific Information” section (optional)-Key in Supplier and Buyer VAT Group Id and select the Invoice transaction type (Third Party/Nominal/Export) as appropriate.

The screenshot displays a web form for invoice submission. At the top, it shows 'Bill From: XXZ Power Tools' and 'Riyadh, Saudi Arabia'. There are two main sections for VAT information. The first section, 'Supplier VAT', contains a 'Supplier VAT/Tax ID' field with a red asterisk and 'Required field' label, and a 'Customer VAT' field containing the value '300000432310003'. Blue arrows point to these fields. The second section, 'Additional Saudi Arabia Specific Information', contains 'Supplier Group VAT ID' and 'Buyer Group VAT ID' fields. Below this is an 'Invoice Transaction Type' dropdown menu with options: 'Select', 'Third Party', 'Nominal', and 'Export'. An 'Add to Header' button is next to it. A summary line indicates '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. The 'Insert Line Item Options' section includes checkboxes for 'Tax Category', 'Shipping Documents', 'Special Handling', and 'Discount', along with an 'Add to Included Lines' button. At the bottom is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The table contains one row with the following data:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	123	GASKET D.E.26/21K2,PH KB5002602120	00000000500015303	1501	EA	30.00 SAR	4,500.00 SAR


Material Invoice submission process steps


8. Click on "Add to Header" -> Select "Attachment" Option

Additional Saudi Arabia Specific Information

Supplier Group VAT ID: Buyer Group VAT ID:

Invoice Transaction Type:

Add to Header 

- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment** 

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Tax Category: Shipping Documents Special Handling Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	123	GASKET D.E.26/21X2,P/N KBS002602120	000000005500015303	150.0	EA	30.00 SAR	4,500.00 SAR

Receipt Details Receipt #: 5000053483 Receipt Line #: 1

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

Tax Category:* VAT Taxable Amount: 4,500.00 SAR
Rate(%): 15
Tax Amount: 675.00 SAR
Location: Inputtax
Regime:

Material Invoice submission process steps

9. Read and follow the Invoice attachment upload instructions and then "Choose file" -> "Add Attachment" - and attach the file and see the file name attached.

⚠ Please strictly follow the suppliers invoice upload instructions, as below:

⚠ 1. Ensure the invoice Includes the following details before upload:

⚠ a) The Correct and complete SASREF Company name.

⚠ b) The Contract number, contract variance order number, or Purchase order number.

⚠ c) The Delivery note and bill of lading (for imported goods).

⚠ 2. If the KSA-VAT Law applies to your invoice, Please ensure the following:

⚠ a) For vendor obligated to follow by KSA E-Invoicing regulations, Please upload the approved PDF invoice from ZATCA (KSA-Tax Authority) along with the relevant XML file. ←

⚠ b) Ensure your invoice complies with the KSA-VAT requirements by including:

⚠ i. Vendor VAT registration number.

⚠ ii. Invoice language in Arabic.

⚠ iii. Invoice number, date, and supply/service date.

⚠ iv. VAT percentage and VAT amount in Saudi Riyals.

⚠ 3. Important Note: Delays in payment caused by incorrect invoices with missing or inaccurate information are the supplier's/Vendor's responsibility

***Attachments**

The total size of all attachments cannot exceed 100MB Remove

No file chosen ←

Name	Size (bytes)	Content Type
<input type="checkbox"/> Invoice.pdf ←	34870	application/pdf

↳

Material Invoice submission process steps

10. At "Line items" section-Select the PO line item to Invoice by ticking the Check box and ensure the icon in the "Include" column is active.
11. View the PO line items details such as Description, Type, Quantity, Unit, Unit Price and Subtotal
12. Ariba will automatically calculate tax and tax rate as set in the PO by SASREF.
13. Update the quantity as per Invoice in the "Quantity" field.
14. Click on "Update" button

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	123	GASKET D.E.26/21X2,P/N KBS002602120	000000005500015303	50	EA	30.00 SAR	4,500.00 SAR

Receipt Details: Receipt #: 5000053483 Receipt Line #: 1

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

Tax: Category: VAT Taxable Amount: 4,500.00 SAR Rate(%): 15 Tax Amount: 675.00 SAR Location: Description: Inputtax Regime:

Additional Fields: taxFormCode: 0V

[Line Item Actions](#) [Delete](#)

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

Material Invoice submission process steps

15. Scroll up to the top of the screen
16. Click on “Next” button if you do not find any errors

Create Invoice

Update Save Exit **Next**

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 8100000015 Subtotal: 1,500.00 SAR
Invoice #: ABC Invoice Date: 16 Dec 2024 Total Tax: 225.00 SAR
Service Description: Amount Due: 1,725.00 SAR
Supplier Tax ID: S123456
Remit To: XYZ Power Tools
Riyadh
Saudi Arabia
Bill To: Saudi Aramco Jubail Refinery Co.
Al Jubail Industrial City
Saudi Arabia

View/Edit Addresses

Payment Term

Discount or Penalty Term(days): 30 Percentage(%): 0.000
Based on Goods Receipt -30 Days from Doc Date

Additional Fields

Service Start Date: 9 Dec 2024

Material Invoice submission process steps

17. View and validate the summary page of the Invoice
18. Click on "Submit" button. (Click on "Previous" button if wanted to make changes to Invoice data/Ensure the Invoice information is accurate)

Please note: After submission of Invoice, if you find any mistake/incorrect info in the Invoice then inform SASREF Buyer/contact to reject the invoice in SASREF system so that you can resubmit in Ariba.

The screenshot displays the 'Create Invoice' interface. At the top right, there are four buttons: 'Previous', 'Save', 'Submit', and 'Exit'. The 'Submit' button is highlighted in blue, and a blue arrow points to it from below. Below the buttons, a confirmation message reads: '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 Saudi Arabia. The document's destination country is Saudi Arabia.'

The main section is titled 'Tax Invoice' and contains the following details:

Invoice Number: ABC	Subtotal: 1,500.00 SAR
Invoice Date: Monday 18 Dec 2024 4:32 PM GMT+05:30	Total Tax: 225.00 SAR
Original Purchase Order: 8100000019	Amount Due: 1,725.00 SAR
Receipt: 5000093483	

SERVICE PERIOD

Start Date: 0 Dec 2024
End Date: 18 Dec 2024

The interface is divided into four main sections for 'REMIT TO:', 'BILL TO:', 'SUPPLIER:', and 'BILL FROM:'. Each section contains contact information for XYZ Power Tools and Saudi Aramco Jubail Refinery Co.

REMIT TO: XYZ Power Tools, Postal Address: Central, Riyadh 34125, Saudi Arabia. Tax ID of Supplier: 5123456.

BILL TO: Saudi Aramco Jubail Refinery Co., Postal Address: Street 230-8090, Al Jubail Industrial City 30713, Saudi Arabia, Address ID: 1111. Phone: +966 () (0) 13 357 2047, Fax: +966 () (0) 13 357 2099.

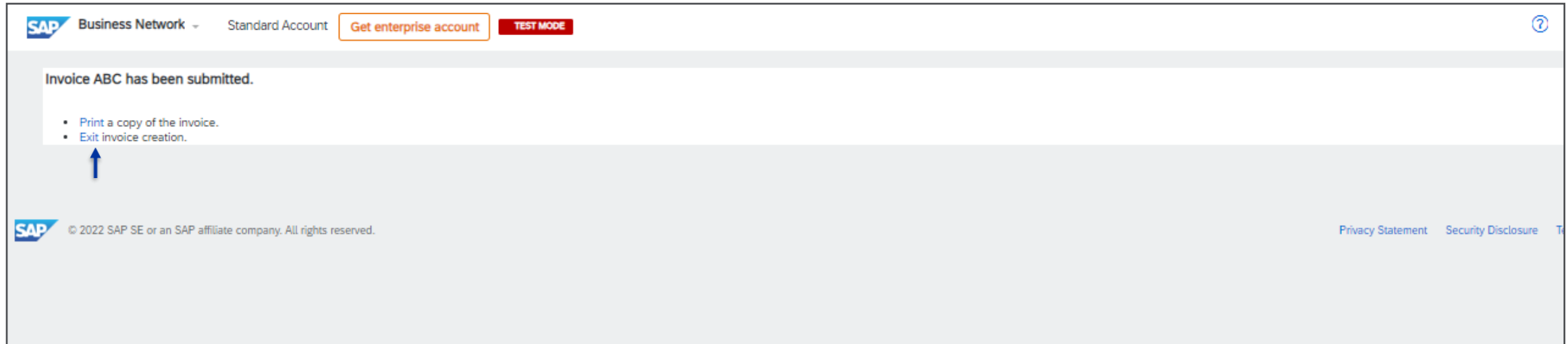
SUPPLIER: XYZ Power Tools, Postal Address: Central, Riyadh 34125, Saudi Arabia.

BILL FROM: XYZ Power Tools, Postal Address: [Redacted].

CUSTOMER: Saudi Aramco Jubail Refinery Co., Postal Address: [Redacted].

Material Invoice submission process steps



19. Click on “Exit” button








Material Invoice submission process steps


20. Receive an email notification related to the Invoice submission. Invoice in “Sent” status.
21. Click on “View Invoice” button to view the Invoice details


Sent - Invoice ABC - to SASREF Saudi Aramco Jubail Refinery - TEST (ANID: AN11074291386-T) - Notification from SAP Business Network

 network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>
To: 

  Reply  Reply All  Forward 


Mon 12/16/2024 4:00 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba 

Your customer SASREF Saudi Aramco Jubail Refinery - TEST updated your invoice on SAP Business Network. Click **View Invoice** to log into your SAP Business Network account (ANID: AN11199731921-T).

Country	SA
Customer	SASREF Saudi Aramco Jubail Refinery - TEST
Invoice number	ABC
Invoice Status	Sent
Description:	This document has been digitally signed.

 [View invoice](#)


Material Invoice submission process steps

22. Purchase Order will be in “Invoiced/Partially Invoiced” Status as per the quantity/value invoiced

Purchase Order: 8100000015 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ ☰ ...

Order Detail Order History



From:
Customer
Saudi Aramco Jubail Refinery Co.
Street 230-8890
Al Jubail Industrial City 35713
Saudi Arabia
Phone: +966 () (0) 13 357 2947
Fax: +966 () (0) 13 357 2089

To:
XYZ Power Tools
Central
Riyadh 34135
Saudi Arabia
Phone:
Fax:
Email:

Purchase Order
(Partially Invoiced) ▬
8100000015
Amount: 4,500.00 SAR
Version: 1

Track Order

Payment Terms ⓘ
0.000% 30
Based on Goods Receipt -30
Days from Doc Date

Contact Information
Supplier Address
XYZ Tools Private Ltd
Email: sajjad.hirani@xyz.com.sa
Fax:
Address ID: 0001009407
Buyer ID: 0001009407

Other Information
Customer VAT/Tax ID: 300000432310003
[View more »](#)

Routing Status: Acknowledged
External Document Type: Material PO Ariba (ZAM)
Related Documents: ABC
5000053483
SHIPNOTICE12345
[More\(1\) »](#)

3. Partial confirmation of Material Purchase Order

- 1. Open the Purchase Order
- 2. Click on “Update Line items” button

Purchase Order: 8100000007 Done

Create Order Confirmation ▼ | Create Ship Notice | Create Invoice ▼

Confirm Entire Order
Update Line Items ←
Reject Entire Order

From:
Customer: Saudi Aramco Jubail Refinery Co.
Street: 230-8800
Al Jubail Industrial City 35713
Saudi Arabia
Phone: +966 () (0) 13 357 2947
Fax: +966 () (0) 13 357 2080

To:
XYZ Power Tools
Central
Riyadh 34135
Saudi Arabia
Phone:
Fax:
Email:

Purchase Order (New)
8100000007
Amount: 25,000.00 SAR
Version: 1

Track Order

Payment Terms ⓘ
0.000% 30
Based on Goods Receipt -30
Days from Doc Date

Contact Information
Supplier Address
XYZ Tools Private Ltd
Email:
Fax:
Address ID: 0001009407
Buyer ID: 0001009407

Other Information
Customer VAT/Tax ID: 300000432310003
Party Additional ID: 0001009407
View less »
Delivery Terms: Transport Condition
Transport Terms: VTD :Aramco Vendor Truck Delivery
Transport Location: Aramco

Routing Status: Sent
External Document Type: Material PO Arba (ZAM)

Ship All Items To _____ | Bill To _____

Partial confirmation of Material Purchase Order

- ❑ Partial confirmation of the material PO can be:
 - A. Confirmation of partial quantity in a PO line item
 - B. Confirmation of the Partial line/few lines (i.e., not all line items) in the PO

A. Confirmation of partial quantity in a PO line item

1. Update the partial quantity in the “Confirm” field
2. Click on “Details” button

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1		000000002200007546	Material	100.000 (EA)	11 Oct 2024	125.00 SAR	12,500.00 SAR	625.00 SAR

SHT PLT SLD MET A283GRC 2000X1000 2MM

Current Order Status

100.000 Unconfirmed

Confirm: ←

Reject:

[Details](#) ⓘ ←

Attachments:

Name	Size (bytes)	Content Type
No items		

Partial confirmation of Material Purchase Order

3. Provide the shipping date in the “Est.Shipping Date” field (optional)
4. Provide the Delivery date in the “Est.Delivery Date” field (Mandatory) and provide your comments in “Comments” field(optional).
5. Click on “Ok” button

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
1	SHT PLT SLD MET A283GRC 2000X1000 2MM New Order Status: 7 Confirmed	100.000	EA	11 Oct 2024		125.00 SAR	12,500.00 SAR	625.00 SAR

Est. Shipping Date:

Est. Delivery Date: *

Unit Price:

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part:
Auxiliary Part ID:
Manufacturer Part ID: -
Manufacturer Name:
Supplier Batch ID:

Comments:

Description: SHT PLT SLD MET A283GRC 2000X1000 2MM
Pricing Description:

Subtotal: ⓘ 875.00 SAR

Partial confirmation of Material Purchase Order

B. Confirmation of partial /few lines (not all the PO line item) of the PO line item

1. Update the quantity in the “Confirm” field of the line item to be confirmed
2. Click on “Details” button and proceed with next steps.

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax						
1	SHT PLT SLD MET A283GRC 2000X1000 2MM	000000002200007546	Material	100.000 (EA)	11 Oct 2024	125.00 SAR	12,500.00 SAR	625.00 SAR						
Current Order Status														
<input checked="" type="radio"/> 100.000 Unconfirmed														
Confirm: <input type="text"/>			Reject: <input type="text"/>			Details ⓘ								
Attachments:														
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No items</td></tr></tbody></table>									Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type												
No items														
Choose File No file chosen Add Attachment														
<small>The total size of all attachments cannot exceed 100MB</small>														
2	SHT PLT SLD MET A283GRC 2000X1000 2MM	000000002200007546	Material	100.000 (EA)	11 Oct 2024	125.00 SAR	12,500.00 SAR	625.00 SAR						
Current Order Status														
<input checked="" type="radio"/> 100.000 Unconfirmed														
Confirm: <input type="text" value="100"/>			Reject: <input type="text"/>			Details ⓘ								
Attachments:														
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No items</td></tr></tbody></table>									Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type												
No items														

←

←

4.Rejection of entire Material Purchase Order

1. Open the Purchase Order in “New” status
2. Click on “Reject Entire Order” button

Purchase Order: 8100000011 Done

Create Order Confirmation ▼ | Create Ship Notice | Create Invoice ▼ | ↑ 🔍 ⋮

Confirm Entire Order ← | Update Line Items | History | Reject Entire Order

SASREF | **From:** Customer
Saudi Aramco Jubail Refinery Co.
Street 230-8890
Al Jubail Industrial City 30713
Saudi Arabia
Phone: +966 (0) (0) 13 257 2947
Fax: +966 (0) (0) 13 257 2089

To: XYZ Power Tools
Central
Riyadh 34135
Saudi Arabia
Phone:
Fax:
Email

Purchase Order
(New)
8100000011
Amount: 1,500.00 SAR
Version: 1

Track Order

Payment Terms ⓘ
0.000% 30
Based on Goods Receipt -30
Days from Doc Date

Contact Information
Supplier Address
XYZ Tools Private Ltd
Email: ..
Fax:
Address ID: 0001009407
Buyer ID: 0001009407

Other Information
Customer VAT/Tax ID: 300000432310003
Party Additional ID: 0001009407
[View less](#) +

Delivery Terms: Transport Condition
Transport Terms: VTD - Aramco Vendor Truck Delivery
Transport Location: Aramco

Routing Status: Sent
External Document Type: Material PO Aramco (ZAM)

Ship All Items To Bill To

Rejection of Entire Material Purchase Order

3. Provide the rejection confirmation number in the “Confirmation #” field.
4. Select the reason for rejection from the drop downlist in the “Rejection Reason” field

Purchase Order: 8100000011 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

ساسرف SASREF

From: Customer
Saudi Aramco Jubail Refinery Co.
Street 230-8890
Al Jubail Industrial City 35713
Saudi Arabia
Phone: +966 () (0) 13 357 2947
Fax: +966 () (0) 13 357 2089

Purchase Order (New)
8100000011
Amount: 4,500.00 SAR
Version: 1

Track Order

Routing Status: Sent
External Document Type: Material PO Ariba (ZAM)

Payment Terms
0.000% 30
Based on Goods Receipt -30
Days from Doc Date

Contact Information
Supplier Address
XYZ Tools Private Ltd
Email:
Address ID: 0001009407
Buyer ID: 0001009407

Other Information
Customer VAT/Tax ID: 300000432310003
Party Additional ID: 0001009407
View less »
Delivery Terms: Transport Condition
Transport Terms: VTD - Aramco Vendor Truck Delivery
Transport Location: Aramco

Ship All Items To

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: REJFULLPO1

Rejection Reason: Please Select

Comments: Please Select

- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

Rejection of Entire Material Purchase Order

5. Key in your comments for rejection in the “Comments” field.
6. Click on “Reject Order” button

Purchase Order: 8100000011 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From:
Customer
Saudi Aramco Jubail Refinery Co.
Street 230-8890
Al Jubail Industrial City 35713
Saudi Arabia
Phone: +966 (0) 13 357 2947
Fax: +966 (0) 13 357 2089

Purchase Order
(New)
8100000011
Amount: 4,500.00 SAR
Version: 1

[Track Order](#)

Routing Status: Sent
External Document Type: Material PO Ariba (ZAM)

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: REJFULLPO1

Rejection Reason: Duplicate Order

Comments: Purchase order already received.

[Reject Order](#) [Cancel](#)

Payment Terms
00% 30
Paid on Goods Receipt -30
Days from Doc. Date

Contact Information
Supplier Address
[Redacted]
Email: anakiraman@sasref.com.sa
Address ID: 0001009407
Party ID: 0001009407

Header Information
Customer VAT/Tax ID: 300000432310003
Party Additional ID: 0001009407
Delivery Terms: Transport Condition
Transport Terms: VTD - Aramco Vendor Truck Delivery
Transport Location: Aramco


Rejection of Entire Material Purchase Order

7. Purchase Order moves to “Rejected” status

Purchase Order: 8100000011 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ ☰ ...

Order Detail Order History



From:
Customer
Saudi Aramco Jubail Refinery Co.
Street 230-8890
Al Jubail Industrial City 35713
Saudi Arabia
Phone: +966 () (0) 13 357 2947
Fax: +966 () (0) 13 357 2089

To:
XYZ Power Tools
Central
Riyadh 34135
Saudi Arabia
Phone:
Fax:
Email: praveen.narayanv@wipro.com

Purchase Order
(Rejected) ←
8100000011
Amount: 4,500.00 SAR
Version: 1

Track Order

Payment Terms ⓘ
0.000% 30
Based on Goods Receipt -30
Days from Doc Date

Routing Status: Acknowledged
External Document Type: Material PO Ariba (ZAM)

Contact Information
Supplier Address
XYZ Tools Private Ltd
Email:
a.janakiraman@sasref.com.sa
Fax:
Address ID: 0001009407
Buyer ID: 0001009407

Other Information
Customer VAT/Tax ID: 300000432310003
Party Additional ID: 0001009407
[View less »](#)
Delivery Terms: Transport Condition
Transport Terms: VTD : Aramco Vendor Truck Delivery
Transport Location: Aramco

Ship All Items To Bill To

5. Rejection of Partial Material Purchase Order

1. A material purchase order can be partially rejected by providing the partial quantity for rejection in the “Reject” field at the PO line item.
2. Click on “Create Order Confirmation” -> Update Line Items

Purchase Order: 8100000010 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

Confirm Entire Order [Update Line Items](#) [History](#) [Reject Entire Order](#)

From:
Customer
Saudi Aramco Jubbil Refinery Co.
Soven 230-8690
Al Jubbil Industrial City 35713
Saudi Arabia
Phone: +966 (0) (0) 13 357 2947
Fax: +966 (0) (0) 13 357 2989

To:
XYZ Power Tools
Central
Riyadh 34135
Saudi Arabia
Phone:
Fax:
Email:

Purchase Order
(New)
8100000010
Amount: 18,560.00 SAR
Version: 1

[Track Order](#)

Payment Terms ⓘ
0.000% 30
Based on Goods Receipt -30 Days from Doc Date

Contract Number
4800000003

Contact Information
Supplier Address
XYZ Tools Private Ltd
Email:
Fax:
Address ID: 000009407
Buyer ID: 0001009407

Routing Status: Sent
External Document Type: Material PO Arba (ZAM)

Other Information
Customer VAT Tax ID: 3000043230003
Party Additional ID: 0001009407

[View less](#)

- 3. After providing the Order confirmation Header details-At Material PO line items-> Update the Quantity to be rejected in the “Reject” field.
- 4. Click on “Details” button

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	PCKNG C GRAPH DISP 19MM 6.05M	000000002200008184	Material	10.000 (RO)	8 Dec 2025	1,856.00 SAR	18,560.00 SAR	2,784.00 SAR

Current Order Status

10.000 Unconfirmed

Confirm:

Reject: ←

[Details](#) ⓘ ←

Attachments:

Name	Size (bytes)	Content Type
No items		

5. Select the reason for rejection from the drop-down list in the “Rejection Reason” field.
6. Key in your comments in “Comments” field.
7. Click on “Ok” button

The screenshot shows a SAP dialog box for rejecting an order. At the top right, there are 'OK' and 'Cancel' buttons. Below is a table with the following data:

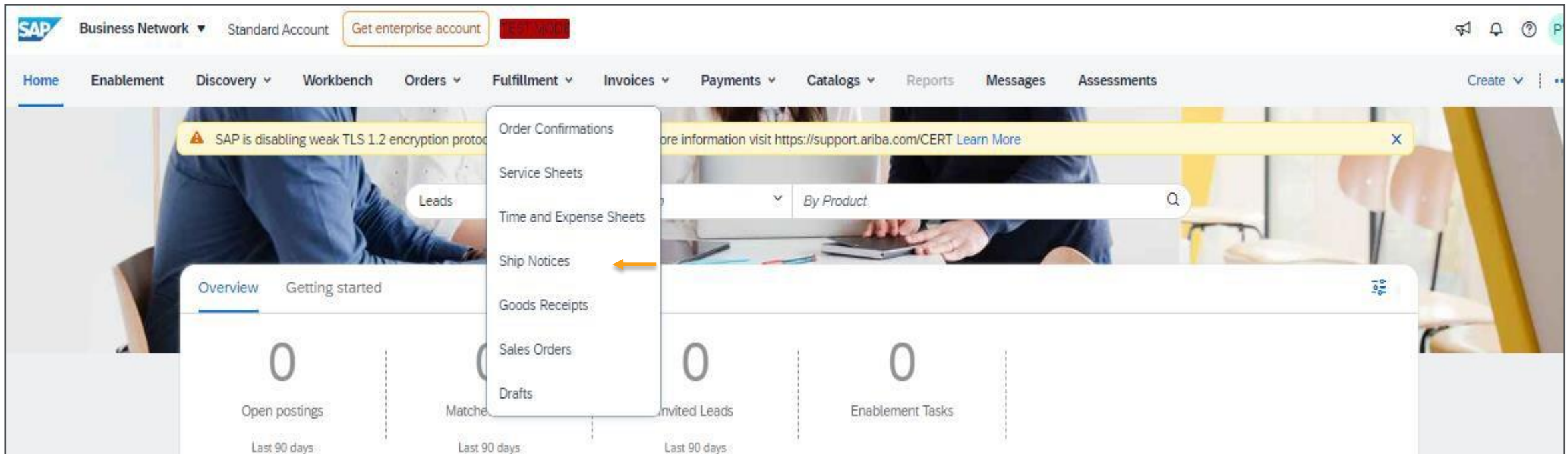
Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
1	PCKNG C GRAPH DISP 19MM 6.05M New Order Status: 4 Rejected	10.000	RO	8 Dec 2025		1,856.00 SAR	18,560.00 SAR	2,784.00 SAR

Below the table, there is a 'Rejection Reason: *' field with a dropdown menu currently showing 'Please Select'. A blue arrow points to this dropdown. To its right is a 'Comments:' text area with a small square icon, also indicated by a blue arrow. At the bottom right, there are 'OK' and 'Cancel' buttons, with a blue arrow pointing to the 'OK' button. A footer at the bottom left contains the SAP logo and copyright information: '© 2022 SAP SE or an SAP affiliate company. All rights reserved.' The bottom right footer contains links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

6. Edit the Ship Notice

A submitted ship notice (before the Goods Received) can be edited/update and resubmitted if the data found is incorrect/wrongly submitted.

1. At Ariba Home Page -> Go to “Fulfillment” tab -> Select “Ship Notices”



The screenshot displays the SAP Ariba Home Page interface. At the top, the SAP logo is on the left, followed by 'Business Network', 'Standard Account', and a 'Get enterprise account' button. A red 'Logout' button is also visible. The main navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. A yellow banner at the top right contains a warning: 'SAP is disabling weak TLS 1.2 encryption protocol. For more information visit https://support.ariba.com/CERT Learn More'. Below the navigation bar, a dropdown menu is open under the 'Fulfillment' tab, listing 'Order Confirmations', 'Service Sheets', 'Time and Expense Sheets', 'Ship Notices' (highlighted with an orange arrow), 'Goods Receipts', 'Sales Orders', and 'Drafts'. The background shows a dashboard with 'Overview' and 'Getting started' tabs, and several cards for 'Open postings', 'Matched Leads', 'Invited Leads', and 'Enablement Tasks', each showing a '0' and 'Last 90 days'.

2. Click on the Ship Notice Number to be Edited/modified

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Ship Notices

Search Filters

Ship Notices (118) Page 1

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Ship Notice Status
Ship Notice Status: (99)						
70A	SASREF Saudi Aramco Jubail Refinery - TEST	8100000071	29 Dec 2024 2:13:48 PM			
20A	SASREF Saudi Aramco Jubail Refinery - TEST	8100000071	29 Dec 2024 2:11:59 PM			
65765	SASREF Saudi Aramco Jubail Refinery - TEST	4500003865	4 Dec 2024 1:38:06 PM			
SN	SASREF Saudi Aramco Jubail Refinery - TEST	4500003814	19 Nov 2024 11:57:37 AM			
3813S	SASREF Saudi Aramco Jubail Refinery - TEST	4500003813	19 Nov 2024 11:51:43 AM			
ASN4744	SASREF Saudi Aramco Jubail Refinery - TEST	4200004744	14 Nov 2024 12:56:08 PM			
ASN1	SASREF Saudi Aramco Jubail Refinery - TEST	4500003750	28 Oct 2024 1:21:07 PM			

3. Click on “Edit” button

Ship Notice: 70A Done

Cancel Edit Print Export cXML

Detail History

SHIP FROM

XYZ Power Tools

Postal Address:
Central
Riyadh 34135
Saudi Arabia

DELIVER TO

Main Warehouse

Postal Address:
Jubail
31961
Saudi Arabia
Address ID: 1000

SHIPPING

Packing Slip ID: 70A
Notice Date: 29 Dec 2024
Service Level: --
Requested Delivery Date: --
Ship Notice Type: Actual
Actual Shipping Date: --
Actual Delivery Date: 29 Dec 2024 12:00:00 PM

Related Documents: 70A
8100000071

TRACKING

Tracking information not provided.

STATUSES BASED ON GOODS RECEIPT

Completion Status: None

Edit the Ship Notice

4. View the Edit Ship Notice screen
5. Update the Ship Notice information in the relevant fields.
6. Click on “Next” button and then “Submit” button.

Edit Ship Notice. Save Exit Next

** Indicates required field*

SHIP FROM	DELIVER TO
XYZ Power Tools Update Address	Main Warehouse Update Address
Riyadh Saudi Arabia	Saudi Arabia

▼ Ship Notice Header

SHIPPING Ship Notice Number: 70A Carrier Name:

Ship Notice Type*

Shipping Date:

Delivery Date:*

Comments:

Delivery Terms: Transport Condition
Transport Terms: VTD : Aramco Vendor Truck Delivery
Transport Location: Aramco

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

7. Cancel the Ship Notice

- In certain circumstances, you can cancel a ship notice that you've submitted. A supplier can cancel a submitted ship notice for business or technical reasons, where the goods were not yet fully received.
- If your order is in received or invoiced status, ship notice cannot be cancelled.

1. Open the Ship Notice and Click on “Cancel” button

Ship Notice: 20A Done

Cancel Edit Print Export cXML

Detail History

SHIP FROM

XYZ Power Tools

Postal Address:
Central
Riyadh 34135
Saudi Arabia

DELIVER TO

Main Warehouse

Postal Address:
Jubail
31961
Saudi Arabia
Address ID: 1000

SHIPPING

Packing Slip ID: 20A
Notice Date: 29 Dec 2024
Service Level: --
Requested Delivery Date: --
Ship Notice Type: Actual
Actual Shipping Date: --
Actual Delivery Date: 31 Dec 2024 12:00:00 PM

Related Documents: 8100000071

TRACKING

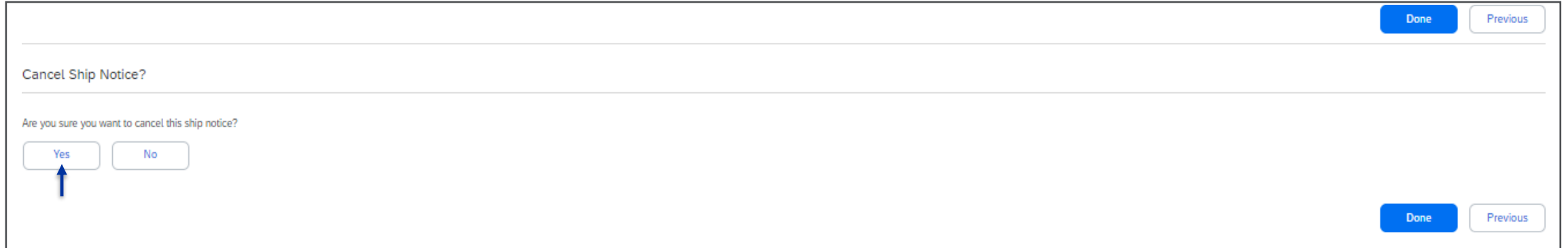
Tracking information not provided.

STATUSES BASED ON GOODS RECEIPT

Completion Status: None
Receipt Status: None

Cancel the Ship Notice

2. View the message “Are you sure you want to cancel this ship notice?”
3. Click on “Yes” button

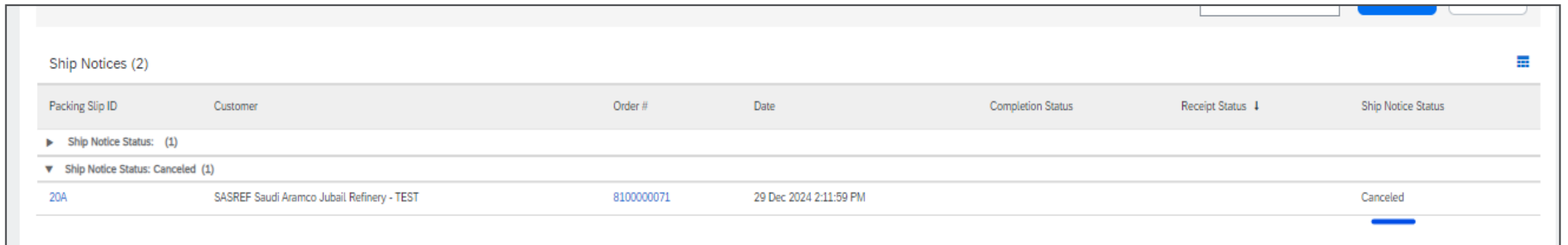


Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

The screenshot shows a confirmation dialog box with a title bar containing "Cancel Ship Notice?". Below the title bar, the question "Are you sure you want to cancel this ship notice?" is displayed. There are two buttons: "Yes" and "No". A blue arrow points to the "Yes" button. At the bottom right of the dialog, there are two more buttons: "Done" (highlighted in blue) and "Previous".

- Ship Notice in “Canceled” status



Ship Notices (2)

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status ↓	Ship Notice Status
▶ Ship Notice Status: (1)						
▼ Ship Notice Status: Canceled (1)						
20A	SASREF Saudi Aramco Jubail Refinery - TEST	8100000071	29 Dec 2024 2:11:59 PM			Canceled

The screenshot shows a table of ship notices. The table has seven columns: Packing Slip ID, Customer, Order #, Date, Completion Status, Receipt Status, and Ship Notice Status. There are two rows of data. The first row is expanded to show "Ship Notice Status: (1)". The second row is expanded to show "Ship Notice Status: Canceled (1)". The third row is highlighted in blue and contains the following data: Packing Slip ID: 20A, Customer: SASREF Saudi Aramco Jubail Refinery - TEST, Order #: 8100000071, Date: 29 Dec 2024 2:11:59 PM, Completion Status: (empty), Receipt Status: (empty), Ship Notice Status: Canceled.

8. Credit Invoice Submission

Supplier can submit the line level credit Invoice against the submitted/approved/paid original Invoice:

1. At Ariba Home Page- > Go to the “Invoices” tab -> Click on “Invoices” option
2. Key in the Invoice number in the “Invoice number” field to retrieve the invoice.
3. Click on “Apply” button
4. Click on the Invoice Number against which Credit should be raised.

The screenshot displays the Ariba Invoices interface. At the top, a navigation bar includes tabs for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. The 'Invoices' tab is active, and a dropdown menu is open, showing options: Invoices, Credit Memos, Debit Memos, Timestamp Verification, and Drafts. Below the navigation bar, a summary section shows various invoice counts: 1 Invoices (Last 31 days), 2 Rejected invoices (Last 31 days), 0 Overdue invoices - No approved (Last 31 days), 20 Invoices - Approved (Last 31 days), 15 Invoices pending approval (Last 31 days), 1 Approved invoices pending payment (Last 31 days), 1 Paid invoices (Last 31 days), and 0 Draft invoices (Last 50 days). The main section, 'Invoices (1)', features search filters: 'Edit filter' with 'ABC' and 'Last 90 days', 'Customers' with 'Select or type selections', 'Invoice number' with 'ABC' and 'Type selection', 'Reference' with 'Type input', 'Invoice date' with 'Last 31 days', and 'Invoice type' with 'All'. Match options include 'Partial match' (selected) and 'Exact match'. An 'Apply' button and a 'Reset' button are at the bottom right. Below the filters is a table of invoices:

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
ABC	SASREF Saudi Aramco Jubail Refinery - TEST	8100000015	Dec 16, 2024	1725 SAR	Acknowledged	Approved	XYZ Power Tools, Riyadh, Ar Riyadh, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...

Credit Invoice Submission

5. Click on “Create Line-Item Credit Memo” button.

Invoice: ABC Done

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

Detail Scheduled Payments History

Attachment(s)

Tax Invoice

Status		Subtotal:	1,500.00 SAR
Invoice:	Approved	Total Tax:	225.00 SAR
Routing:	Acknowledged	Amount Due:	1,725.00 SAR
Invoice Number:	ABC		
Invoice Date:	Monday 16 Dec 2024 4:52 PM GMT+05:30		
Original Purchase Order:	8100000015		
Receipt:	5000053483		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

SERVICE PERIOD

Start Date : 9 Dec 2024
End Date : 16 Dec 2024

This document is digitally signed

Credit Invoice Submission


6. Key in the Credit Invoice number in the “Credit Memo#:” field as per Invoice.
7. Key in the Credit Invoice date in the “Credit Memo Date:” field as per Invoice
8. Details of Original Invoice Number and Invoice Date gets displayed from the original 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 #:* 

Credit Memo Date:* 7 Jan 2025 

Original Invoice No: ABC

Original Invoice Date: 16 Dec 2024 

Supplier Tax ID:*

Remit To: XYZ Power Tools

Riyadh
Saudi Arabia

Bill To: Saudi Aramco Jubail Refinery Co.

Al Jubail Industrial City
Saudi Arabia

Subtotal: -1,500.00 SAR
Total Tax: -225.00 SAR
Amount Due: -1,725.00 SAR

[View/Edit Addresses](#)

Shipping
 Header level shipping Line level shipping

Ship From: XYZ Power Tools

Riyadh
Saudi Arabia

Ship To: Main Warehouse

Saudi Arabia

Deliver To:

[View/Edit Addresses](#)

9. Provide the reason for raising the credit memo in the “Reason for Credit Memo” box. (Mandatory)
10. At "Additional Saudi Arabia Specific Information" (optional) section - Key in Supplier and Buyer Group Vat ID (optional) and select the Invoice transaction type (Third Party/Nominal/Export) as appropriate (optional).

Comment

Reason for Credit Memo: *

! Required field

Default Credit Memo Comment Text:

Additional Saudi Arabia Specific Information

Supplier Group VAT ID:

Buyer Group VAT ID:

Invoice Transaction Type:

- Third Party
- Nominal
- Export

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

11. Read and follow the Invoice attachment upload instructions and then "Choose file" -> "Add Attachment" -> and attach the file and see the file name attached.

⚠ Please strictly follow the suppliers invoice upload instructions, as below:

⚠ 1. Ensure the invoice Includes the following details before upload:

⚠ a) The Correct and complete SASREF Company name.

⚠ b) The Contract number, contract variance order number, or Purchase order number.

⚠ c) The Delivery note and bill of lading (for imported goods).

⚠ 2. If the KSA-VAT Law applies to your invoice, Please ensure the following:

⚠ a) For vendor obligated to follow by KSA E-Invoicing regulations, Please upload the approved PDF invoice from ZATCA (KSA-Tax Authority) along with the relevant XML file.

⚠ b) Ensure your invoice complies with the KSA-VAT requirements by including:

⚠ i. Vendor VAT registration number.

⚠ ii. Invoice language in Arabic. ←

⚠ iii. Invoice number, date, and supply/service date.

⚠ iv. VAT percentage and VAT amount in Saudi Riyals.

⚠ 3. Important Note: Delays in payment caused by incorrect invoices with missing or inaccurate information are the supplier's/Vendor's responsibility

***Attachments**

The total size of all attachments cannot exceed 100MB Remove

No file chosen ←

Name	Size (bytes)	Content Type
<input type="checkbox"/> Invoice.pdf	34870	application/pdf

↳

Credit Invoice Submission



- At " Line items" section-Select the PO line item to Invoice by ticking the Check box and the icon in the "Include" column in active.
- View the PO line items details such as Description, Type, Quantity ,Unit ,Unit Price and Subtotal
- Ariba will automatically calculate tax and tax rate as set in the PO by SASREF.
- Update the quantity as per credit Invoice in the "Quantity" field.
- Click on "Update" button

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	INTERNAL	123	GASKET D 6 2012142.PIN #R0000002120	000000000000000000	1.00	EA	1500.00 SAR	1,500.00 SAR

Receipt Details Receipt Line #: 1

Pricing Details Price Unit: EA Price Unit Quantity: 1

Tax Taxable Amount: 1,500.00 SAR

Category: Rate(%): 15

Location Description: Inputter Tax Amount: 225.00 SAR

Regime:

Additional Fields saFormCode: DV

Line Item Actions:

Credit Invoice Submission

- 19. Scroll up to the top of the screen
- 20. Click on “Next” button if you do not find any errors

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 #:	CRABC1	Subtotal:	-1,500.00 SAR	View/Edit Addresses
Credit Memo Date:	7 Jan 2025	Total Tax:	-225.00 SAR	
Original Invoice No:	ABC	Amount Due:	-1,725.00 SAR	
Original Invoice Date:	16 Dec 2024			
Supplier Tax ID:	S123456			

Remit To: XYZ Power Tools

Riyadh
Saudi Arabia

Bill To: Saudi Aramco Jubail Refinery Co.

At Jubail Industrial City
Saudi Arabia

Credit Invoice Submission

19. View and validate the summary page of the Line item credit Invoice
20. Click on "Submit" button. (Click on "Previous" button if wanted to make changes to Invoice data/Ensure the Invoice information is accurate)

Please note : After submission of Invoice , if you find any mistake/incorrect info in the Invoice then inform SASREF Buyer/contact to reject the invoice in SASREF system so that you can resubmit in Ariba.

Business Network - Standard Account [Get enterprise account](#) [Test mode](#)

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 Saudi Arabia. The document's destination country is Saudi Arabia.

Line-Item Credit Memo

(Original Invoice No: ABC)

Credit Memo Number: CR4BC1	Subtotal: -1,500.00 SAR
Credit Memo Date: Tuesday 7 Jan 2025 7:00 PM GMT+05:30	Total Tax: -225.00 SAR
Original Invoice Number: ABC	Amount Due: -1,725.00 SAR
Original Invoice Date: Monday 16 Dec 2024 6:52 PM GMT+05:30	
Original Purchase Order: 810000015	
Invoice: 5000033482	

SERVICE PERIOD

Start Date : 9 Dec 2024
End Date : 16 Dec 2024

REMIT TO: XYZ Power Tools Postal Address: Central Riyadh 34135 Saudi Arabia Tax ID of Supplier: 5123456	BILL TO: Saudi Arabia: Jabel Refinery Co. Postal Address: Street 230-8890 Al Jubail Industrial City 35713 Saudi Arabia Address ID: 1111 Phone : +966 (0) 13 357 2947 Fax : +966 (0) 13 357 2080	SUPPLIER: XYZ Power Tools Postal Address: Central Riyadh 34135 Saudi Arabia
--	--	---

Credit Invoice Submission

21. Click on “Exit” button

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Invoice CRABC1 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.



Show more Apply Reset

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
CRABC1	SASREF Saudi Aramco Jubail Refinery - TEST	8100000015	Jan 7, 2025	-1725 SAR	Acknowledged	Sent	XYZ Power Tools, Riyadh, Ar Riyadh, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...
ABC	SASREF Saudi Aramco Jubail Refinery - TEST	8100000015	Dec 16, 2024	1725 SAR	Acknowledged	Approved	XYZ Power Tools, Riyadh, Ar Riyadh, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...

9.Rejection of Invoice by SASREF

When SASREF reject the Invoice with a rejection reason. Supplier receives the email notification stating the invoice is rejected with reason.

1. Click on “View Invoice” button

Rejected - Invoice REMAININGINV - to SASREF Saudi Aramco Jubail Refinery - TEST (ANID: AN11074291386-T) - Notification from SAP Business Network

network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>
To [redacted]

Mon 12/30/2024 1:36 PM

You forwarded this message on 12/30/2024 1:48 PM.
If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Your customer SASREF Saudi Aramco Jubail Refinery - TEST updated your invoice on SAP Business Network. Click **View Invoice** to log into your SAP Business Network account (ANID: AN11199731921-T).

Country	SA
Customer	SASREF Saudi Aramco Jubail Refinery - TEST
Invoice number	REMAININGINV
Invoice Status	Rejected
Rejected Reason:	Rejection Ariba Training---Document Manually Rejected/Deleted---

[View invoice](#)

2. Invoice in “Rejected” status

3. Click on “Edit & Resubmit” button in case Invoice need to be resubmitted as per rejection reason

Show more Apply Re

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Action
REMAININGINV	SASREF Saudi Aramco Jubail Refinery - TEST	8100000012	Dec 30, 2024	1035 SAR	Acknowledged	<u>Rejected</u>	XYZ Power Tools, Riyadh h, Ar Riyad, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...

Invoice: REMAININGINV Done

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

Detail Scheduled Payments History

Rejected Invoice:
Reasons:
INV-38: The invoice was successfully received.
DOC-52: This document has been digitally signed.
DOC-53: This document has been digitally verified.
INV-54: Comments from SASREF Saudi Aramco Jubail Refinery - TEST: Success
DOC-1:
INV-54: Comments from SASREF Saudi Aramco Jubail Refinery - TEST: Rejection Ariba Training
INV-54: Comments from SASREF Saudi Aramco Jubail Refinery - TEST: Document Manually Rejected/Deleted
INV-55: The invoice status has been successfully updated to Rejected by SASREF Saudi Aramco Jubail Refinery - TEST.
INV-54: Comments from SASREF Saudi Aramco Jubail Refinery - TEST: Rejection Ariba Training
INV-54: Comments from SASREF Saudi Aramco Jubail Refinery - TEST: Document Manually Rejected/Deleted
INV-55: The invoice status has been successfully updated to Rejected by SASREF Saudi Aramco Jubail Refinery - TEST.

Rejection Ariba Training Document Manually Rejected/Deleted ←

Edit & Resubmit ←

Tax Invoice Attachment(s)

Status:	Rejected	Subtotal:	900.00 SAR
Invoice:	Rejected	Total Tax:	135.00 SAR
Routing:	Acknowledged	Amount Due:	1,035.00 SAR
Invoice Number:	REMAININGINV		

10. Invoice status search steps

1. At Ariba Home Page- > Go to the “Invoices” tab -> Click on “Invoices” option
2. Key in the Invoice number in the “Invoice number” field to search for the status of the submitted invoices.
3. Click on “Apply” button

The screenshot displays the SAP Business Network interface for the 'Invoices' section. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Invoices' menu is expanded, showing options like 'Invoices', 'Credit Memos', 'Debit Memos', 'Timestamp Verification', and 'Drafts'. Below the navigation, a summary dashboard shows the following counts for the last 31 days: 37 Invoices, 3 Rejected invoices, 0 Overdue invoices - Not approved, 17 Invoices pending approval, 16 Approved invoices pending payment, and 1 Paid invoices. The search filter section includes fields for 'Customers', 'Invoice number' (containing 'ABC'), 'Reference', 'Invoice date' (set to 'Last 31 days'), and 'Invoice type' (set to 'All'). The search options are set to 'Partial match'. An 'Apply' button is visible at the bottom right of the filter section.

11. Invoice status when submitted




- Invoice when submitted and sent to SASREF system. It will be in “Sent” status





Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
ABC	SASREF Saudi Aramco Jubail Refinery - TEST	8100000015	Dec 16, 2024	1725 SAR	Acknowledged	Sent	XYZ Power Tools, Riyadh, Ar Riyad, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...

12. Invoice status when ready for payment


1. Receive an email notification when the Invoice is ready for payment. Invoice in “Approved” status.
2. Click on the “View Invoice” button to view the Invoice details


Approved - Invoice ABC - to SASREF Saudi Aramco Jubail Refinery - TEST (ANID: AN11074291386-T) - Notification from SAP Business Network

 network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>
To  

  Reply  Reply All  Forward


Tue 12/31

 If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba 

Your customer SASREF Saudi Aramco Jubail Refinery - TEST updated your invoice on SAP Business Network. Click **View Invoice** to log into your SAP Business Network account (ANID: AN11199731921-T).

Country	SA
Customer	SASREF Saudi Aramco Jubail Refinery - TEST
Invoice number	ABC
Invoice Status	Approved
Description:	

 [View invoice](#)

Invoice status when ready for payment

3. When SASREF system post the invoice and ready for payment. Invoice will be in “Approved” status.

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
ABC	SASREF Saudi Aramco Jubail Refinery - TEST	8100000015	Dec 16, 2024	1725 SAR	Acknowledged	<u>Approved</u>	XYZ Power Tools, Riyadh, Ar Riyadh, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...

13. Invoice status when Paid

When SASREF system process the Invoice and make the payment. Invoice will be in “Paid” status
1. Click on the Invoice Number

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
TESTINV30122024	SASREF Saudi Aramco Jubail Refinery - TEST	8100000012	Dec 29, 2024	3105 SAR	Acknowledged	<u>Paid</u>	XYZ Power Tools, Riyadh, Ar Riyadh, SAU	Saudi Aramco Jubail Refinery Co., Al Jubail In...	...

14.Payment Remittance Advice

2. Select “Remittance” tab -> Click on Reference Number to view the remittance advice information

Invoice: TESTINV30122024 Done

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

Detail Scheduled Payments **Remittance** History

Reference No.	Type	Payment Proposal	Status	Payment Date	Method	Received On
Z.20241230.2000000053			Paid	30 Dec 2024	Other	30 Dec 2024

Gross: 3,105.00 SAR
Discount: 0.00 SAR
Adjustment:
Net: 3,105.00 SAR

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

Done

Remittance Advice: Z.20241230.2000000053 (Paid)

Done

Previous

Print Export cXML Download CSV

Detail History



From
SASREF Saudi Aramco Jubail Refinery - TEST
PAYER: SASREF
(Show Payer Details)

To
XYZ Power Tools
(Show Payee Details)

REMITTANCE ADVICE
Z.20241230.2000000053 (Paid)
Gross Amount: 3,105.00 SAR
Withholding Tax: (0.00 SAR)
Amount Paid: 3,105.00 SAR
Estimated Settlement on 30 Dec 2024

Payment Detail

Payment Method: **Other (unknown)**
Reference Number: **2000000053** ⓘ
Related Payment: **Z.20241230.2000000053** ⓘ
Identified Differences: **None**

Routing Status: **Sent**
Transaction Date: **30 Dec 2024**

ADDITIONAL INFORMATION ⓘ

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: TESTINV3012... (Show Details)	3,105.00 SAR	0.00 SAR			3,105.00 SAR	

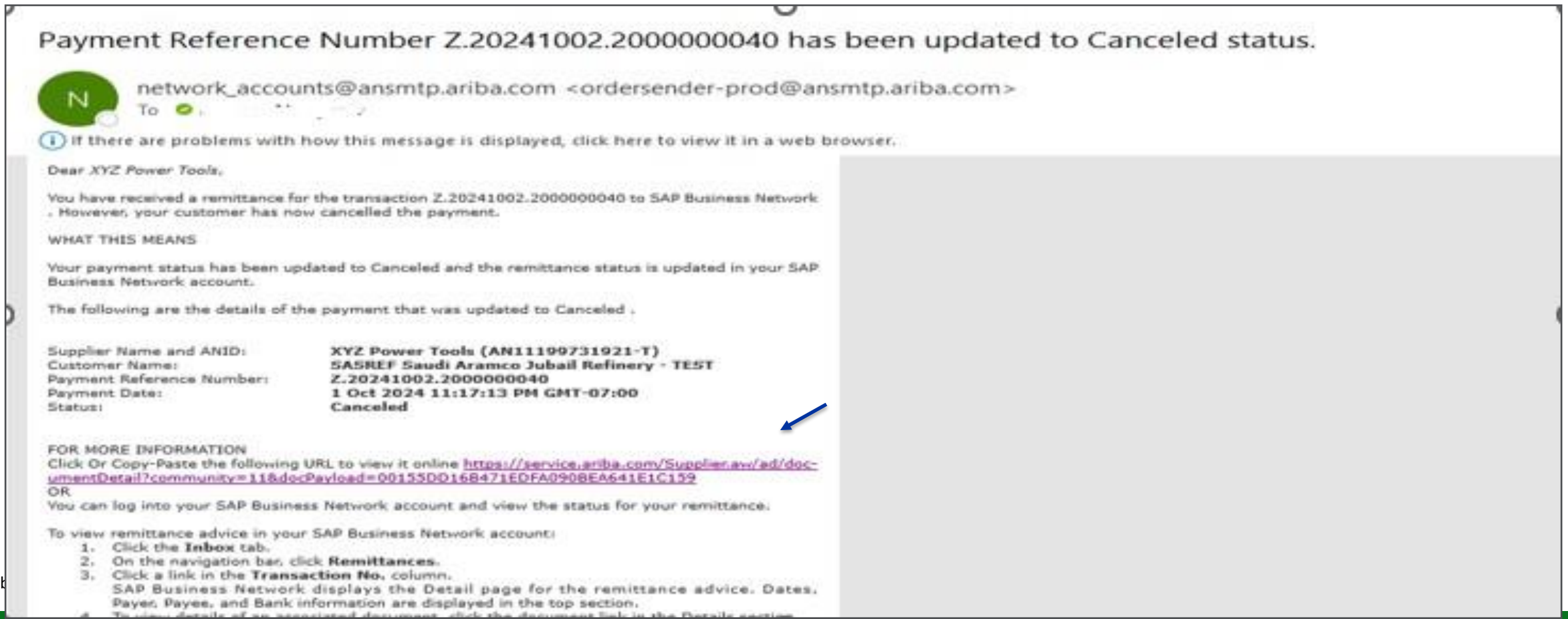
ADDITIONAL INFORMATION

buyerInvoiceID: 5100000564
OriginalInvoiceNo: TESTINV30122024
Company Code: 1111
fiscalYear: 2024

15. Invoice payment cancellation

When the payment of Invoice gets cancelled. Supplier receives the email notification stating the payment is cancelled. Invoice in “Canceled” status.

1. Click on “URL in the email notification” to view the canceled remittance information




2. View the remittance advice in “Canceled” status

Remittance Advice: Z.20241002.2000000040 Done

Print Export cXML Download CSV

Detail History



From
SASREF Saudi Aramco Jubail Refinery - TEST
PAYER: SASREF
(Show Payer Details)

To
XYZ Power Tools
(Show Payee Details)

REMITTANCE ADVICE
Z.20241002.2000000040 (Canceled)

Gross Amount: 172.50 SAR
Withholding Tax: (0.00 SAR)

Amount Paid: 172.50 SAR

Estimated Settlement on 2 Oct 2024

Payment Detail

Payment Method: Other (unknown)

Reference Number: 2000000040 ⓘ

Related Payment: Z.20241002.2000000040 ⓘ

Identified Differences: None

ADDITIONAL INFORMATION ⓘ

Routing Status: Sent

Transaction Date: 2 Oct 2024

Line Items (0)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
<i>This remittance advice does not contain any line items.</i>							

Gross Amount: 172.50 SAR
Discount Applied: (0.00 SAR)
Withholding Tax: (0.00 SAR)