

Navigating our POs



As your organisation's authorised user for accessing POs, follow this guide to:

- Understand the following factors that can affect how you process our POs:
 - The supplier group we have assigned to your profile, **AND**
 - The type of PO.
- Understand how to navigate the POs we send, and the fulfilment documents you submit through the network.

For specifics on **how to process** each type of PO, refer [here](#) under **Processing purchase orders**.

Related **SAP** video tutorial:

Disclaimer: Please be aware that not all features demonstrated in the video may be enabled or available for Sydney Water.

[The workbench \(3:23 Mins\)](#)

Minimum requirements

You must be created as a user of the Ariba account your organisation has linked with Sydney Water for transactions (i.e., the network) with permission **Inbox and Order Access**.

- a. Email businessconnect@sydneywater.com.au if you need to confirm the Ariba Network ID (ANID) your organisation has linked with us.
- b. [Contact your Ariba account administrator](#) to understand the roles and permissions that have been assigned to you.

Refer to SAP documentation [Permissions you can assign to users](#) for the full list of Ariba permissions. Creating users and allocating permissions on your Ariba account is the responsibility of your administrator, not Sydney Water.

1. Supplier groups

Supplier groups set the overarching transaction rules a supplier must follow, **regardless of PO type**.

1.1 Portal / Non-integrated suppliers

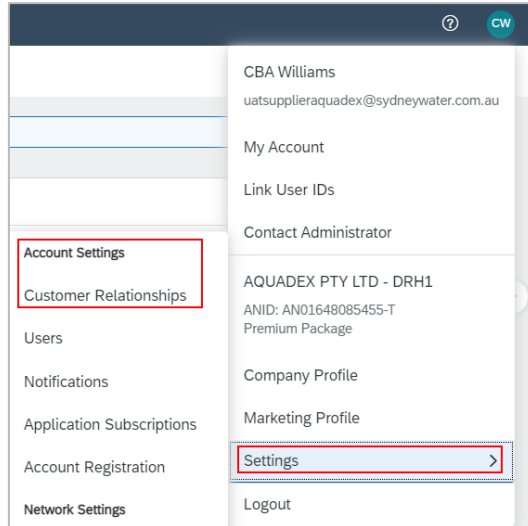
Network portal suppliers who log on to the network to do "PO flip" are grouped into:

1. Supply Chain Collaboration (SCC) suppliers – supply and repair suppliers

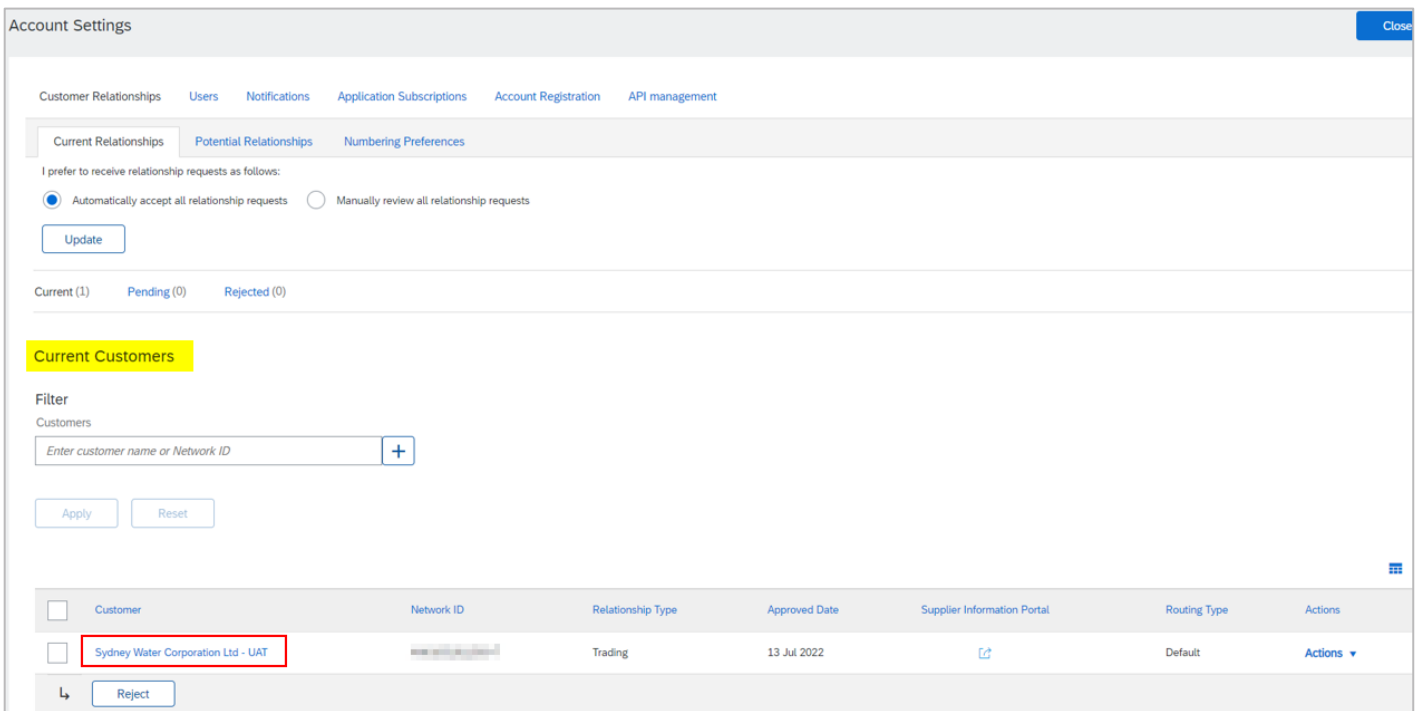
SCC suppliers are required to send order confirmations and advanced shipping notifications as these documents enable our supply chain team to efficiently manage supply and repair POs to support our core operations.

2. General suppliers – all other portal/non-integrated suppliers that are not SCC suppliers are grouped as General suppliers.

To identify your supplier group, go to **Settings > Account Settings > Customer Relationships**.



Under **Current Customers**, select **Sydney Water**.



Scroll down to the transaction rules and confirm as below.

Customer Details

Company Profile

Company Name: Sydney Water Corporation Ltd - UAT
 1 Smith St,
 Address: Parramatta New South Wales 2150
 Australia
 Phone: +61 (2) 88494883
 Fax:
 URL:
 Profile Last Updated: 4 Mar 2021

Order Confirmation and Ship Notice Rules

Allow suppliers to confirm an order multiple times. ⓘ	Yes
Allow suppliers to send order confirmations for material orders. ⓘ	Yes
Allow suppliers to send order confirmations for material orders at the line-item level. ⓘ	Yes
Allow suppliers to reject quantities for material orders at the line-item level in order confirmations. ⓘ	No
Require suppliers to send order confirmations for material orders at the schedule line-item level. ⓘ	Yes
Apply tolerance for quantity at the schedule line-item level.	No
Apply tolerance for delivery date at the schedule line-item level.	No
Allow suppliers to send order confirmations for service orders. ⓘ	Yes
Allow suppliers to send order confirmations for service orders at the line-item level. ⓘ	Yes
Allow suppliers to send order confirmations that do not comply with defined tolerances and require buyer approval. ⓘ	Yes
Except quantity deviations.	Yes
Except delivery date deviations.	No
Except unit price deviations.	No

**If set to Yes, then you are a Supply Chain Collaboration (SCC) supplier.
 If set to No, then you are a General supplier.**

1.2 Integrated suppliers

Suppliers may elect to have their system integrated with the network and receive our procurement transactional documents electronically without having to log on to the portal. Transaction rules for integrated suppliers are agreed upon individually through a Supplier Enablement Integration Project. For more information, refer to [SAP Business Network Integration of Supplier Systems](#).

2. PO types


The PO document type segregates our PO documents based on the nature of the purchase transaction.

2.1 Supply chain (47* PO)

This relates to the purchase of goods that are relevant for inventory management. Supply chain PO type is used to request suppliers to supply new or repaired items.

Purchase Order: 0470000043 Done

Order Detail Order History



From:
Customer
SYDNEY WATER CORPORATION
1 Smith Street
Parramatta New South Wales 2150
Australia
Phone: + () 02 8849 6900
Fax:

To:
Sydney Water Corporation
1111 St Georges Road
Sydney NSW 2000
Australia
Phone:
Fax:
Email: sw@sydneywater.com

Purchase Order
(Confirmed)
0470000043
AUD
Version: 1

[Track Order](#)

Payment Terms Routing Status: Acknowledged

External Document Type: ZSTK (Supply PO)
Related Documents: [View](#)

Comments
Header text:


Line Items [Show Item Details](#)

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1		00000000115	Material			1.000 (EA)	30 May 2023	\$1,732.00 AUD	\$1,732.00 AUD	\$173.20 AUD	Details

Example of a 47* Supply PO (i.e., supply of new inventory)

Purchase Order: 0470000043 Done

Order Detail Order History



From:
Customer
SYDNEY WATER CORPORATION
1 Smith Street
Parramatta New South Wales 2150
Australia
Phone: + () 02 8849 6900
Fax:

To:
Sydney Water Corporation
1111 St Georges Road
Sydney NSW 2000
Australia
Phone:
Fax:
Email: sw@sydneywater.com.au

Purchase Order
(Invoiced)
0470000043
AUD
Version: 1

[Track Order](#)

Payment Terms Routing Status: Acknowledged

External Document Type: ZSTK (Repair PO)
Related Documents: [View](#)

Line Items [Show Item Details](#)

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Category	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1		00000000111	Material	Subcontract			1.000 (EA)	21 Nov 2022	\$9,960.00 AUD	\$9,960.00 AUD	\$996.00 AUD	Details

Example of a 47* Repair PO (i.e., repair of inventory)

To assist our suppliers in prioritising our supply and repair POs, we tag them as urgent or not.

1. Urgent orders can be identified by adding the **External Document Type** column in the PO table.
2. If this column is not displayed, click the table **Settings** option.
3. Locate the **External Document Type** field under **Available** columns.
4. Drag the **External Document Type** field to the **Displayed** columns.
5. Click **Apply**.

The screenshot shows the Workbench interface with a table of orders and a 'Table setting' dialog box. The table has columns for Order Number, External Document Type, and Customer. The dialog box allows users to drag and drop columns between 'Available columns' and 'Displayed columns'. A red box highlights the 'External Document Type' column in the table and the dialog, with a callout: 'Drag from Available columns and drop to Displayed columns.'

Alternatively, refer to the External Document Type area in the PO detail screen.

The screenshot shows the Purchase Order detail screen for PO 0471001188. The screen displays the Sydney Water Corporation logo, contact information, and order details. The 'External Document Type' is highlighted as 'ZSTK (Urgent Supply PO)'.

2.2 General (48* PO)

This can be used for purchasing goods that are considered consumed upon receipt and do not need to be stored in our warehouses for inventory management.

Purchase Order: 04800000004 Done

Order Detail Order History

From:
Customer
SYDNEY WATER CORPORATION
1 Smith Street
Parramatta New South Wales 2150
Australia
Phone: + (0) 02 8849 6900
Fax:

To:
Sydney Water
1 Smith Street
Parramatta New South Wales 2150
Australia
Phone: + (0) 02 8849 6900
Fax: + (0) 02 8849 6900
Email: sw@sw.com.au, sw@sw.com.au

Purchase Order
(Partially Invoiced)
Purchase Order # 04800000004
Amount Total: 1 AUD
Version: 1

Track Order

Payment Terms ⓘ Routing Status: Acknowledged
External Document Type: ZGEN (SW Gen Purc. Order)

Line Items Show Item Details

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1			Material			1,000 (EA) ⓘ	7 Sep 2022	\$41.12 AUD	\$41.12 AUD	\$4.11 AUD	

[Details](#)

Example of a 48* PO for supply of goods

General (48* PO) can also be used for purchasing services that may or may not require service entry prior to invoicing.

Purchase Order: 04800000024 Done

Order Detail Order History

From:
Customer
SYDNEY WATER CORPORATION
1 Smith Street
Parramatta New South Wales 2150
Australia
Phone: + (0) 02 8849 6900
Fax:

To:
Sydney Water
1 Smith Street
Parramatta New South Wales 2150
Australia
Phone: + (0) 02 8849 6900
Fax: + (0) 02 8849 6900
Email: sw@sw.com.au

Purchase Order
(New)
Purchase Order # 04800000024
Amount Total: 25,575 AUD
Version: 1

Payment Terms ⓘ Routing Status: Sent
External Document Type: ZGEN (SW Gen Purc. Order)

Line Items Show Item Details

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
00010	1			Service				18 Nov 2022		\$23,250.00 AUD	\$2,325.00 AUD	
Description: <i>Replacement Sewer Pipes</i>												
00010.10				Service			23,250,000 (EA) ⓘ		\$1.00 AUD	\$23,250.00 AUD		
Description: <i>Replacement Sewer Pipes</i>												

ⓘ **Service Sheet Required**

Sub-total: \$23,250.00 AUD
Est. Total Tax: \$ 2,325.00 AUD
Est. Grand Total: \$ 25,575.00 AUD

Example of a 48* PO for supply of services, claim process is applicable – service sheet required

Purchase Order: 0480005874

Done

Order Detail | Order History

Sydney WATER

From: Customer
 SYDNEY WATER CORPORATION
 1 Smith Street
 Parramatta New South Wales 2150
 Australia
 Phone: + (0) 02 8849 6900
 Fax:

To: [Supplier Name]
 [Supplier Address]
 [Supplier Phone]
 [Supplier Fax]
 [Supplier Email]

Purchase Order (Invoiced)
 [PO Number]
 [PO Amount] AUD
 Version: 1

Track Order

Payment Terms: [Terms]

Routing Status: Acknowledged
 External Document Type: ZGEN (SW Gen Purc. Order)

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1			Material			1,000 (EA)	7 Jul 2022				

Description: Google G Suite co hosting

Example of a 48* PO for supply of services, claim process is not applicable – service sheet not required

Each of the PO types are associated with certain order fulfilment processes and documents as summarised in Table 1.

Table 1. Overview of processes / documents applicable to each PO Type

PO Type	Line Type	Applicable Processes / Documents			
		<u>Order Confirmations</u>	<u>Ship Notices</u>	<u>Service Sheets</u>	<u>Invoices</u>
Supply chain 47* PO	Material	✓	✓		✓
General 48* PO	Material ⁽¹⁾	✓			✓
General 48* PO	Service ⁽²⁾	✓		✓	✓

Note:

- (1) Material orders are POs that do not contain service line items.
- (2) Service orders are POs that contain at least one service line item.

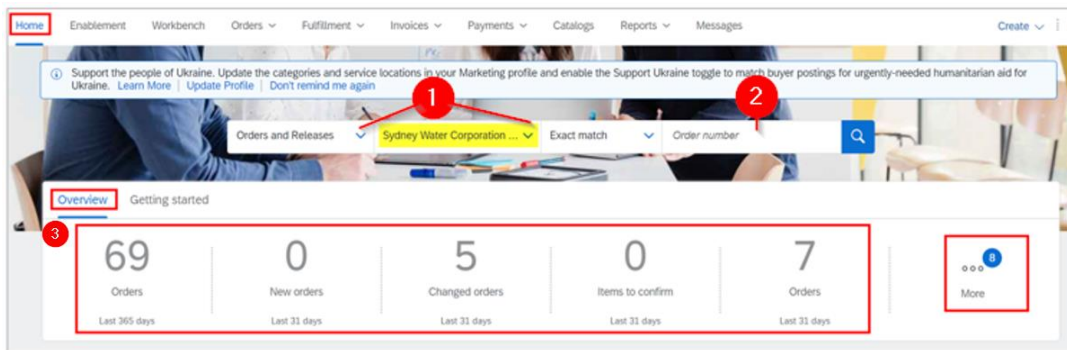
The next section provides an overview on how to navigate procurement transactional documents received from us or submitted by you on the network. For instructions on how to submit fulfilment documents, refer [here](#) under **Processing purchase orders**.

3. Navigation

3.1 The supplier homepage

The network supplier homepage features navigation consistent with other SAP cloud solutions, a powerful search bar, and an instant overview of your transactions in a tile-based design. You can:

1. Use the dropdown to select the required document type and buying organisation; or
2. Use the search bar if you know the document number.
3. If you need to set up, add or update tiles, refer to SAP video tutorial [The workbench](#) for steps on how to configure the tiles based on transaction documents, statuses, and additional filters.

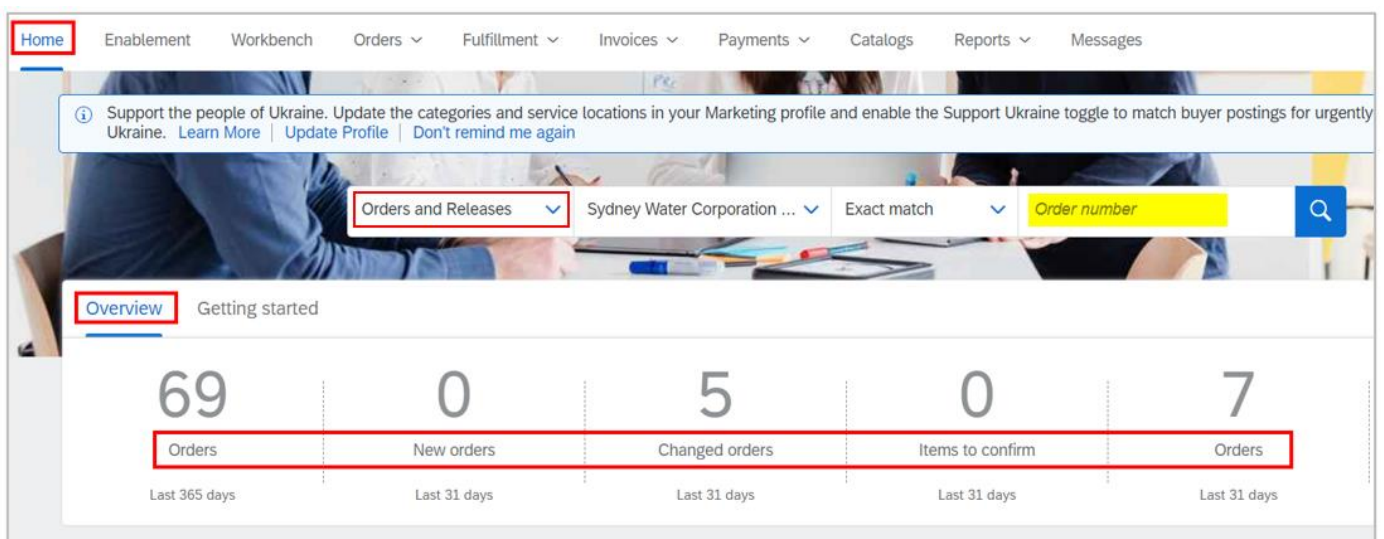


Refer to [Getting started with the SAP Business Network user interface for suppliers](#) for more information about this topic.

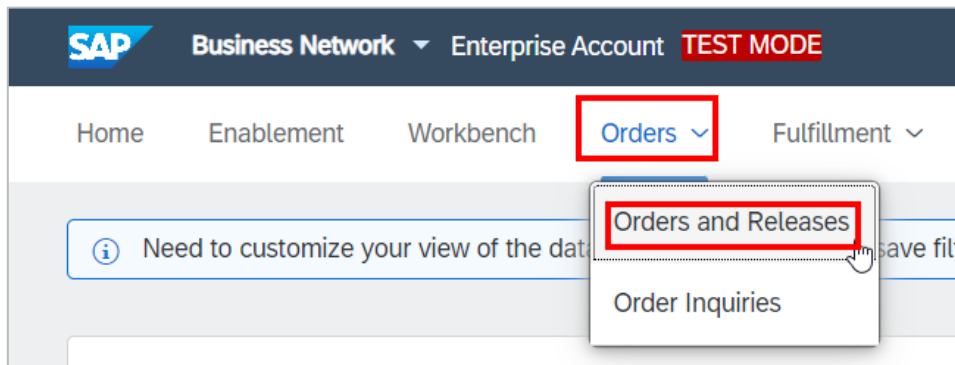
3.2 Purchase Orders

Once logged in to the network, POs can be accessed through:

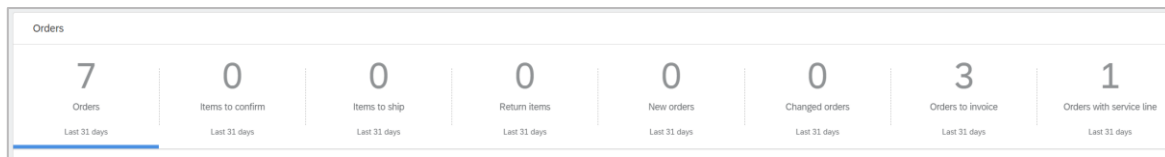
1. The **Home** screen via the search bar by applying filter **Orders and Releases** and entering the PO number, or via the **Overview** tiles.



2. **Orders > Orders and Releases** (available to enterprise account suppliers only)



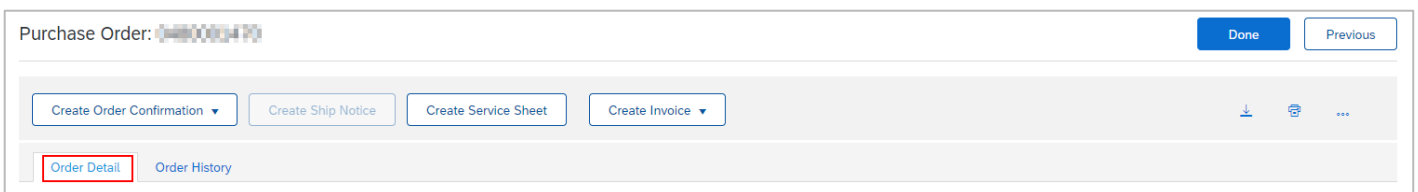
The screen will look like your workbench except all the tiles relate to orders only.



3.2.1 Order Detail

All information regarding the PO can be found under the **Order Detail** tab where the following information are available:

- Header details
- Line details
- Order value summary
- Order status



3.2.1.1 PO header

1. View available actions based on PO status.
2. Use **Track Order** to find information about a PO's status, history, and execution.
3. Verify **Payment Terms**.
4. Read the **Comments** section for additional notes which include, but not limited to, Work Order number and Quote number.
5. Check **Attachments** that we have provided as part of the PO.
6. The **Related Documents** area displays subsequent documents created against the PO.
 - The document title depends on how the document is entered.
 - Hover on the document name to know what type of document it is, e.g., invoice.
 - Click the document title to navigate to the document.

Purchase Order: [Redacted]

Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice

Sydney WATER

From: Customer SYDNEY WATER CORPORATION
 1 Smith Street
 Parramatta New South Wales 2150
 Australia
 Phone: + (0) 02 8849 6900
 Fax:

To: SCC-20000324@SW - TEST
 SCC-20000324@SW Address Line 1
 PARRAMATTA 2150
 Australia
 Phone:
 Fax:
 Email:

Purchase Order (New)
 Amount: \$100.00 AUD
 Version: 1

Track Order

Payment Terms: SW 10th Day of Next Month

Routing Status: Sent
 External Document Type: ZSTK (Urgent Supply PO)
 Related Documents: OC 4248151
 Order Confirmation: OC 4248151

Contact Information
 Supplier Address: LJMHWG LSIWYF WTTSSBMS WYQ
 XD RDA 2
 New South Wales 2520
 Australia
 Email:
 Phone:
 Fax:
 Address ID:
 Buyer ID:

Buyer Contact
 Zsmkwy VDMPSY
 Email: @sydneywater.com.au

Comments
 Header text: Header text comment Deadlines: Header deadlines comment Terms of delivery: Header Terms of delivery comment Shipping instructions: Header Shipping instructions comment

Attachments
 Repair_PO_-_attach2_1.docx (application/octet-stream; charset=UTF-8) Repair_PO_-_attach1_1.docx (application/octet-stream; charset=UTF-8) Repair_PO_-_attach1.docx (application/octet-stream; charset=UTF-8) TEST.docx (application/octet-stream; charset=UTF-8) View more »

3.2.1.2 PO line-items of Type 'Material'

1. PO line-items of Type 'Material' can be found in:

- 47* POs - POs for supply and repair of stock/inventory goods,
- 48* POs – POs for supply of non-stock goods or services that do not require submission of service sheet (i.e., service claim process is **not** applicable).

2. **Customer Part#** is our inventory material number. **Part#** is your part number as recorded in our system.

3. Click **Details** or **Show Item Details** to review more information about the order such as control keys and scheduling lines.

4. Configure your view by clicking the **Table Option** icon.

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1	[Redacted]	000000001[Redacted]03	Material	2.000 (EA)	28 Mar 2022	\$11.00 AUD	\$22.00 AUD	\$2.20 AUD	[Redacted]

Description: PUMP,DOSING

Buttons: Show Item Details, Details

5. Check the fulfilment status.

6. Review our confirmation approval status and comments.

Status 5	
2 Shipped	(Carrier Name: Linfox (Australia)) Tracking Number: TESTFORFEH2704 Shipment Id: TESTPS2704FEH
2 Confirmed As Is	(Schedule line number: 1; Estimated Delivery Date: 24 Apr 2022 - defaulted from Requested Delivery Date in order)
Buyer confirmation approval status Approved 6	
Comments: We need the same part as we already have spares for same.	

7. Check delivery **Priority** assigned to the PO. This is also indicated on **External Document Type**.

Priority 7
Level: Urgent
Date and Time: Thursday 21 Apr 2022 12:18 PM GMT+10:00

8. View **Schedule Line** details such as quantities requested to be delivered on specified dates.

Schedule Lines 8				
Schedule Line #	Change	Delivery Date	Ship Date	Quantity (Unit)
1	→ Edited	29 Apr 2022 12:00 PM AEST		1.000 10.000 (EA)
2	→ New	13 May 2022 12:00 PM AEST		9.000 (EA)

9. Check **Manufacturer Part ID**.

Other Information	
External Line Number:	00010
Estimated days for inspection:	0
Manufacturer Part ID:	3312.782-170-180001 250MM 9
Classification Domain:	ERPCommodityCode
Classification Code:	40151513
Classification Domain:	ERPCommodityCodeDescription
Classification Code:	Submersible pumps

3.2.1.3 PO line-items of Type 'Service'

1. PO line-items of Type 'Service' can be found in 48* POs for supply of services that require submission of service sheet (i.e., service claim process is applicable)
2. **Customer Part#** and **Part#** are blank for services.
3. Service PO lines may be created with parent-child relationship or not. For example, parent service line 00010 would indicate the service being procured, and the child service line 00010.10 would indicate service specifications or activities involved to deliver the service. Further information is provided in guide [Submitting service sheets](#).
4. Click **Details** or **Show Item Details** to review more information about the order such as control keys and scheduling lines.

5. Configure your view by clicking **Table Option** icon.

6. The note **Service Sheet Required** indicates that claim process is applicable for this PO. A service sheet must be submitted by the supplier and approved by us prior to invoicing.

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
00010	1			Service				29 Jun 2022		\$158.21 AUD	\$15.82 AUD	
00010.10				Service			158.210 (EA)		\$1.00 AUD	\$158.21 AUD		

Order submitted on Friday 1 Jul 2022 12:00 PM GMT+10:00
Received by Ariba Network on Monday 4 Jul 2022 12:00 PM GMT+10:00
This Purchase Order was sent by Saffrey Water Corporation Ltd AN0102211250 and delivered by Ariba Network.

Sub-total: \$158.21 AUD
Total Serviced: \$158.21 AUD
Total Invoiced: \$158.21 AUD
Est. Total Tax: \$ 15.82 AUD
Est. Grand Total: \$174.03 AUD

7. Check the fulfilment status.

7 Status	
Invoiced Amount:	\$158.21 AUD
Serviced Amount:	\$158.21 AUD
	1.000 Unconfirmed

8. View **Schedule Line** details such as quantities requested to be delivered on specified dates.

8 Schedule Lines			
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	29 Jun 2022 12:00 PM AEST		1.000 (C62)

9. Details for service child lines show slightly different information. For example, if the service relates to a project, the Project Work Breakdown Structure (WBS) ID is shown.

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
00010.10				Service			158.210 (EA)		\$1.00 AUD	\$158.21 AUD

Description: **Water Services Plan - Upgrade**

Status

158.21 Invoiced	Invoiced Amount: \$158.21 AUD
158.21 Serviced	Serviced Amount: \$158.21 AUD

Accounting

General Ledger	ID	0000552800
SAP Serial Number	SAP Serial Number	01
Project/WBS ID		EN.P0000021.01.01.1
ID	100.0	

Decimal indicates this is a service child line / service specification / activity.

3.2.1.4 PO total

Under the **Line Items** table, the PO total is enclosed in a box.

<p>If a PO is serviced and invoiced, the total shows the amount for both.</p>	<table border="1"> <tr> <td>Sub-total: \$4,202.02 AUD</td> </tr> <tr> <td>Total Serviced: \$4,202.02 AUD</td> </tr> <tr> <td>Total Invoiced: \$4,202.02 AUD</td> </tr> <tr> <td>Est. Total Tax: \$ 420.20 AUD</td> </tr> <tr> <td>Est. Grand Total: \$4,622.22 AUD</td> </tr> </table>	Sub-total: \$4,202.02 AUD	Total Serviced: \$4,202.02 AUD	Total Invoiced: \$4,202.02 AUD	Est. Total Tax: \$ 420.20 AUD	Est. Grand Total: \$4,622.22 AUD
Sub-total: \$4,202.02 AUD						
Total Serviced: \$4,202.02 AUD						
Total Invoiced: \$4,202.02 AUD						
Est. Total Tax: \$ 420.20 AUD						
Est. Grand Total: \$4,622.22 AUD						


If a PO is serviced, the total shows the amount.	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Sub-total: \$1,449.80 AUD Total Serviced: \$1,449.80 AUD Est. Total Tax: \$ 144.98 AUD Est. Grand Total: \$1,594.78 AUD </div>
If a PO is invoiced, the total shows the amount.	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Sub-total: \$495.60 AUD Total Invoiced: \$495.60 AUD Est. Total Tax: \$ 49.56 AUD Est. Grand Total: \$545.16 AUD </div>
If the PO is not yet processed, the total shows the sub-total amount, the tax amount, and the estimated grand total amount.	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Sub-total: \$47,600.00 AUD Est. Total Tax: \$ 4,760.00 AUD Est. Grand Total: \$52,360.00 AUD </div>

3.2.1.5 PO statuses

Refer to SAP documentation [Order statuses](#) for details about routing status, order status and settlement status.

Purchase Order: XXXXXXXXXX

Order Detail
Order History



From:
Customer
SYDNEY WATER CORPORATION
1 Smith Street
Parramatta New South Wales 2150
Australia
Phone: + () 02 8849 6900
Fax:

To:
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
Australia
Phone:
Fax:
Email: XXXXXXXXXX@XXXXXXXXXX

Purchase Order
(Invoiced)
XXXXXXXXXX
Amount: \$158.21 AUD
Version: 1

3.2.2 Order History

1. A summary of the PO status and history can be found in the **Order History** tab.
2. Order history summary is shown with the recent status.
3. The **History** table shows every status change.
4. If a document is related to a particular change in status, a link to the document can be found in the **Comments**.

Purchase Order: 0470009447 Done

Order Detail 1 Order History

2 Purchase Order: 0470009447
 Order Status: Partially Serviced
 Submitted On: 9 Nov 2022 1:00:00 PM GMT+11:00

From Customer: Sydney Water Corporation Ltd - UAT
 Routing Status: Acknowledged

History 3

Status	Comments	Changed By	Date and Time
	The document has been successfully validated by Ariba Network and started processing.	CommunityWeb-125013063	9 Nov 2022 3:50:36 PM
	Order belonging to 0470009447 is now routed to the account 0470009447.	TXNDocSupplierApp-124768051	9 Nov 2022 3:50:38 PM
	The order was queued.	TXNDocSupplierApp-124768051	9 Nov 2022 3:50:38 PM
	The document has been successfully processed in Ariba Network.	CommunityWeb-125013063	9 Nov 2022 3:50:47 PM
	Email order was sent to ariba@sydneywater.nsw.gov.au .	TXNDocSupplierApp-125009045	9 Nov 2022 3:50:47 PM
Sent	Email order was sent to ariba@sydneywater.nsw.gov.au .	OrderDispatcher - Email	9 Nov 2022 3:50:47 PM
Confirmed	4 conf4820148	OrderDispatcher	9 Nov 2022 3:52:15 PM

3.3 Order Confirmations

Order Confirmations ('OC') can be accessed through:

1. The **Home** screen via the search bar by applying filter **Order Confirmations** and entering an OC number you have submitted,

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages

Order Confirmations Sydney Water Corporation L... Partial match Confirmation ID

2. Under **Related Documents** in the **Order Detail** screen,

Purchase Order: 0470009447 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

Sydney WATER

From: Customer
 SYDNEY WATER CORPORATION
 1 Smith Street
 Parramatta New South Wales 2150
 Australia
 Phone: + (0) 02 8849 6900
 Fax:

To: ariba@sydneywater.nsw.gov.au
 Australia
 Phone: +61 2 8849 6900
 Fax: +61 2 8849 6900
 Email: ariba@sydneywater.nsw.gov.au

Purchase Order
 (+ Confirmed)
 0470009447
 Amount: \$24.00 AUD
 Amount: \$26.00 AUD
 Version: 2 (Previous Version)

Track Order

Payment Terms

Contact Information Supplier Address Buyer Contact

Routing Status: Acknowledged
 External Document Type: ZSTK (Supply PO)
 Related Documents: Defect_7298 Testing 1
 Order Confirmation: Defect_7298

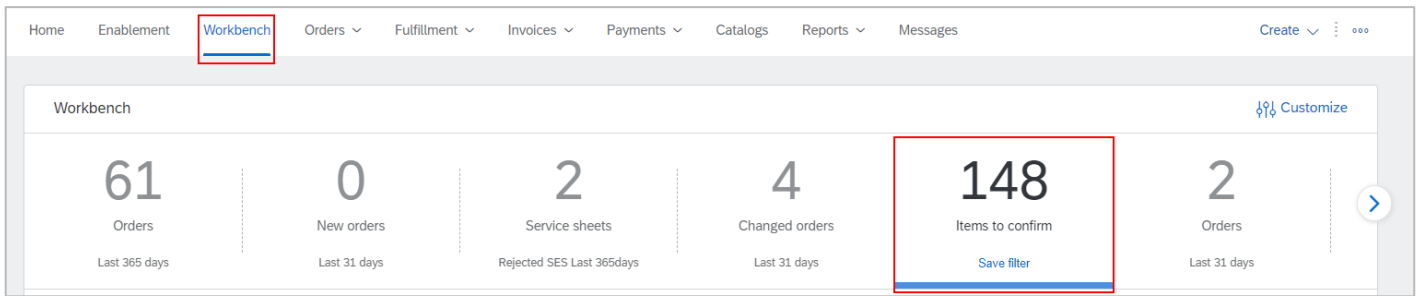
3. Under **Fulfillment > Order Confirmations** (available to enterprise account suppliers only). Note that the Status in this page does not represent the actual OC confirmation approval,

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices

Order Confirmations

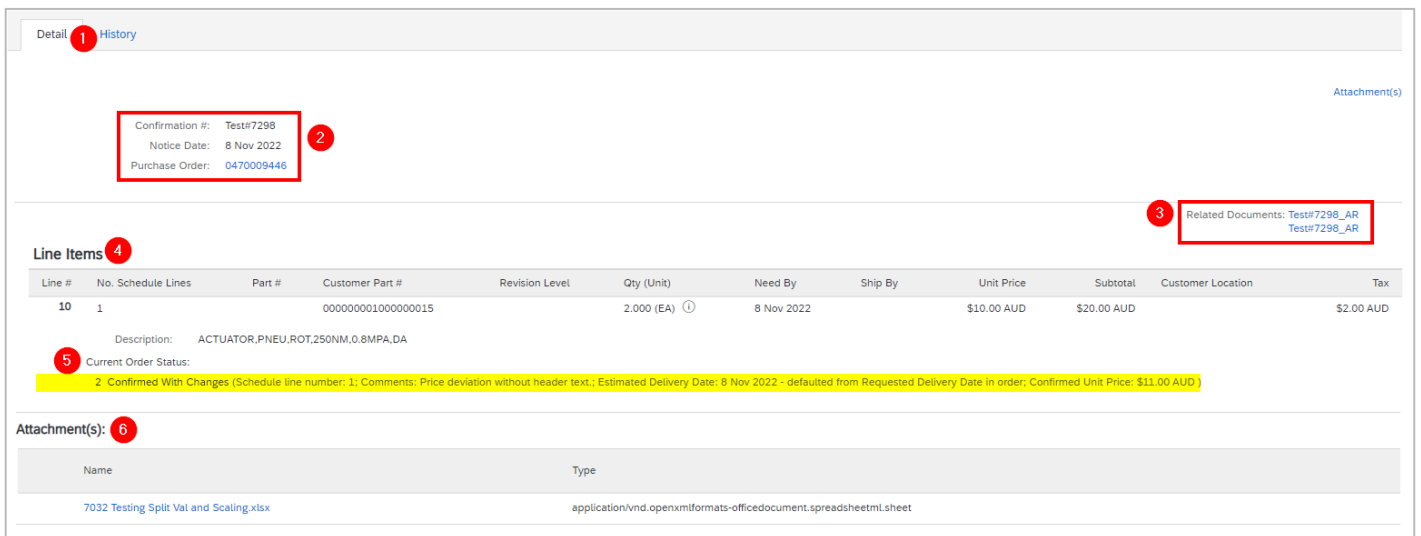
4. In the **Workbench** if a tile has been created for it. Configure **Items to confirm** tile to create tile for OC by approval status. Note that the OC number is not a display column in this view.



Refer to guide [Submitting order confirmations](#) for steps on how to create OCs.

3.3.1 Detail

1. All information regarding the OC can be found under the **Detail** tab.
2. A summary of the OC is detailed at the top of the screen.
3. OCs trigger approval requests. The approval request can be found under **Related Documents** area. Click the document to check the approval status.
4. The **Line Items** table summarises confirmed items.
5. Item changes can be found on the **Current Order Status** area. The agreed deviations or confirmation are also displayed on this line.
6. The **Attachment(s)** table is displayed if there are any.



3.3.2 History

1. A summary of the OC status and history can be found in the **History** tab.
2. OC history summary is shown with the recent status.
3. The **History** table shows every status change. The highlighted text shows examples of comments from us or system messages from our financial system. Any approval or rejection can be found under **Comments**.

Order Confirmation: **DN123456** Done

Export cXML

Detail **History** ¹

Order Confirmation: **DN123456** To: Sydney Water Corporation Ltd - UAT
 Routing Status: **Acknowledged**
 Received By Ariba Network On: 8 Nov 2022 3:21:45 PM GMT+11:00
 Submitted By: **CommunityWeb-125016077**

History ³

Status	Comments	Changed By	Date and Time
	The document is ready to be picked up by the recipient.	CommunityWeb-125016077	8 Nov 2022 3:23:24 PM
	The document has been transferred to the next integration point.	CommunityWeb-125016077	8 Nov 2022 3:23:24 PM
Sent		CXML ApprovalRequest	8 Nov 2022 3:23:31 PM
Acknowledged	OCA waiting for an approval for item 00010 Purchase Order details successfully updated OCA was rejected by the buyer for item 10 Releases already effected are liable to be reset Instance 470009445 of object type PurchaseOrder has been changed.	TXNDocSupplierApp-124768051	8 Nov 2022 3:23:37 PM
	The recipient has processed the document and has acknowledged the processing Reason: OK - OCA waiting for an approval for item 00010 Purchase Order details successfully updated OCA was rejected by the buyer for item 10 Releases already effected are liable to be reset Instance 470009445 of object type PurchaseOrder has been changed.	CommunityWeb-125016077	8 Nov 2022 3:23:37 PM
	The recipient has processed the document and has acknowledged the processing Reason: OK - SW Stock Purc-Order 470009445 changed Vendor price not updated as vendor price transfer not activated in the confirmation control key (transaction OMGZ) for item 10 Releases already effected are liable to be reset Instance 470009445 of object type PurchaseOrder has been changed. Purchase Order Confirmation details successfully updated	CommunityWeb-125016077	8 Nov 2022 3:25:13 PM
	The recipient has processed the document and has acknowledged the processing Reason: OK - No data changed Releases already effected are liable to be reset Please also populate interface parameter POITEMX Purchase Order details successfully updated Vendor price not updated as vendor price transfer not activated in the confirmation control key (transaction OMGZ) for item 10 Instance 470009445 of object type PurchaseOrder has been changed.	CommunityWeb-125016077	8 Nov 2022 3:25:46 PM
	Releases already effected are liable to be reset Purchase Order Confirmation details successfully updated		
	The recipient has processed the document and has acknowledged the processing Reason: OK - No data changed Releases already effected are liable to be reset Please also populate interface parameter POITEMX Purchase Order details successfully updated Vendor price not updated as vendor price transfer not activated in the confirmation control key (transaction OMGZ) for item 10 Instance 470009445 of object type PurchaseOrder has been changed.	CommunityWeb-125016077	8 Nov 2022 3:25:54 PM
	Releases already effected are liable to be reset Purchase Order Confirmation details successfully updated		

Export cXML

3.4 Ship Notices

A Ship Notice, sometimes called Advanced Shipping Notification ('ASN'), is submitted before or after the despatch of items to notify Sydney Water of upcoming delivery. This facilitates the goods receiving process, which takes into consideration safety procedures that must be followed. ASNs can be accessed through:

1. The **Home** screen via the search bar by applying filter **Ship Notices** and entering an ASN number you have submitted,

2. Under **Related Documents** in the **Order Detail** screen,

Purchase Order: **DN123456** Done Previous

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

Sydney WATER

From: Customer
 SYDNEY WATER CORPORATION
 1 Smith Street
 Parramatta New South Wales 2150
 Australia
 Phone: + (0) 02 8849 6900
 Fax:

To: **Sydney Water Corporation Ltd**
 100 Pitt Street
 Sydney NSW 2000
 Australia
 Phone: +61 1-1-1-1-1-1-1-1-1-1
 Fax: +61 1-1-1-1-1-1-1-1-1-1
 Email: ariba@sydneywater.com.au

Purchase Order (Shipped)
 Amount: \$30.00 AUD
 Version: 1

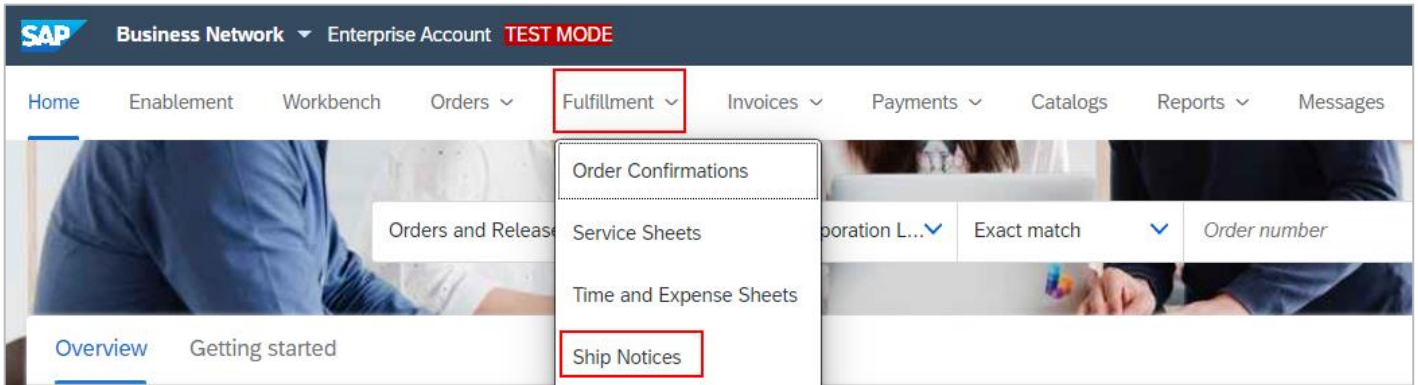
[Track Order](#)

Payment Terms ⓘ

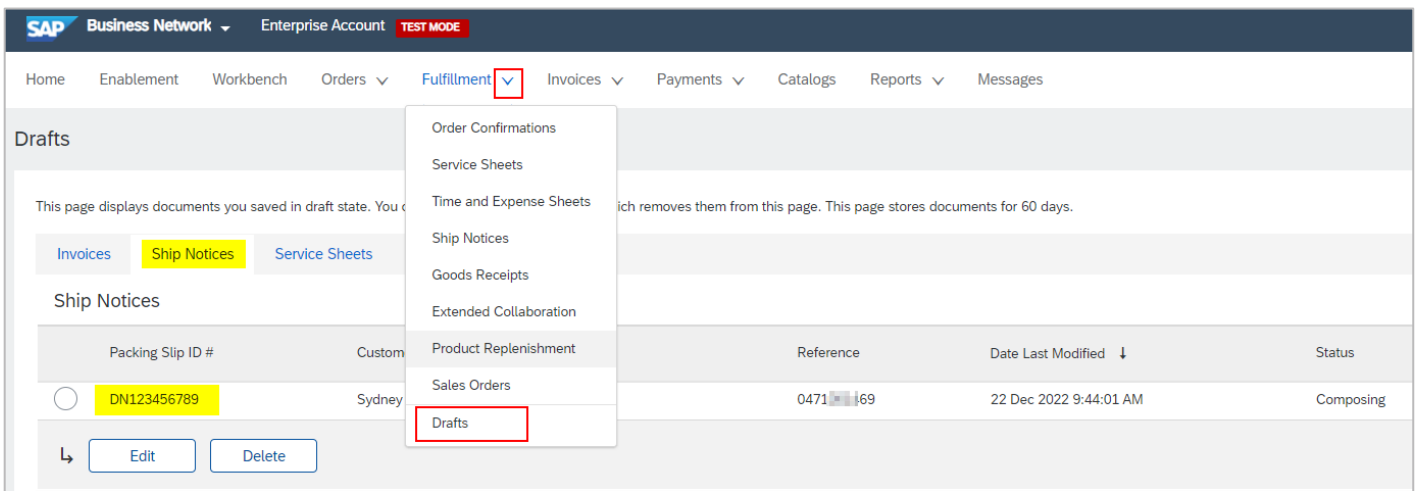
Contact Information Supplier Address Buyer.Contact

Routing Status: Acknowledged
 External Document Type: ZSTK (Supply PO)
 Related Documents **DN123456**
 Ship Notice **DN123456**

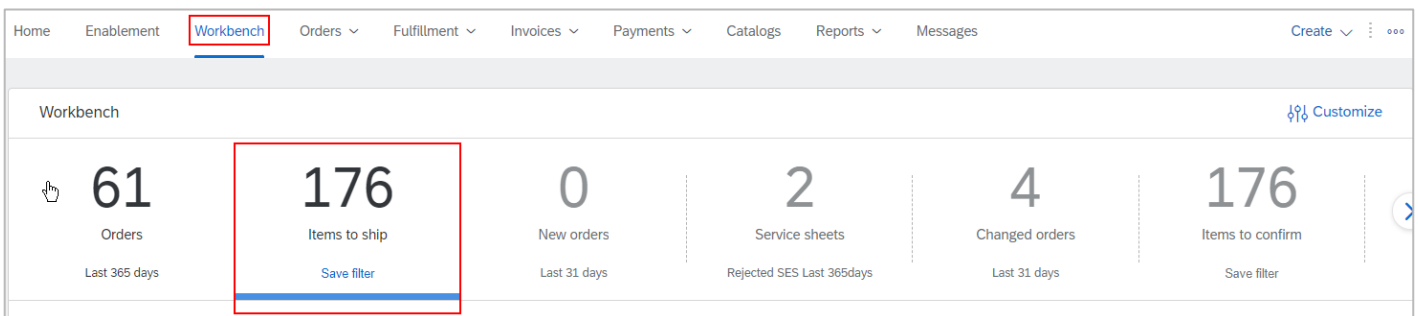
3. Under **Fulfillment > Ship Notices** (available to enterprise account suppliers only), or



Under **Fulfillment > Drafts > Ship Notices** (available to enterprise account suppliers only) for draft ASNs,



4. In the **Workbench** if a tile has been created for it. Configure **Items to ship** tile to group POs by Need By date. Note that the ASN number is not a display column in this view.



Refer to guide [Submitting ship notices](#) for steps on how to create ASNs.

3.4.1 Detail

1. All information regarding the ASN can be found under the **Detail** tab.
2. The delivery location is adopted from the PO.
3. The **Shipping** area indicates the delivery note ID, key dates and whether the shipment includes dangerous goods.
4. **Tracking** provides tracking information.

5. **Dimensions** provides us with additional details to assist with shipment handling.
6. The related invoice can be found in **Additional Information** area.

Ship Notice: DN 123456 Done

Cancel Print Export cXML

1 **Detail** History

SHIP FROM

Postal Address:
Nelson Short St
Potts Hill NSW 2143
Australia
Address ID: 1000

2 **DELIVER TO**

POTTS HILL MAIN

Postal Address:
Nelson Short St
Potts Hill NSW 2143
Australia
Address ID: 1000

3 **SHIPPING**

Packing Slip ID: DN 123456
Notice Date: 8 Dec 2022
Service Level: --
Requested Delivery Date: --
Ship Notice Type: Actual
Actual Shipping Date: --
Actual Delivery Date: 15 Dec 2022 12:00:00 PM
Hazard Type: United Nations Dangerous Goods
Code: --

4 **TRACKING**

Carrier Name: Toll Australia
Carrier Code: --
Tracking No.: TA 123456789
Bill of Lading No.: --
Shipping Method: Mail
Carrier Contacts: --
Shipping Contract Number: --
Shipping Instructions: --

Related Documents: 047 123456

DIMENSIONS

Gross Volume: --
Gross Weight: 5 TNE ⓘ
Total Length: 4 MTR ⓘ
Total Width: 2 MTR ⓘ
Total Height: 3 MTR ⓘ

5

ADDITIONAL INFORMATION

Reason for Shipment: --
Comments: --
Invoice Number: 000 123456

Government Issued Shipping ID: --
Document Title: --
Supplier Reference: --
Transit Direction: --

6

STATUSES BASED ON GOODS RECEIPT

Completion Status: None
Receipt Status: None

SHIP NOTICE TRACKING

Execution status: None
Estimated arrival date: --

7. The **Order Items** table summarises PO details along with shipment status.

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
047 123456	10		0000000100	2,000	EA ⓘ	24 Nov 2022		\$15.00 AUD	\$30.00 AUD	\$3.00 AUD	1000
Description: FURNITURE											
<p>7 SHIPMENT STATUS</p> <p>1. Shipped 2. EA ⓘ (Production Date: 1 Jan 2022) Show Details</p>											

3.4.2 History

1. A summary of the ASN status and history can be found in the **History** tab.
2. ASN history summary is shown with the recent status.
3. The **History** table shows every status change. Any approval or rejection can be found under **Comments**.

Navigating our POs

- The highlighted text shows an example of comments from us or system messages from our financial system. Any approval or rejection can be found under **Comments**.
- ASN submitted by suppliers create a corresponding entry in our financial system. The message **0001 inbound delivery/deliveries created (nos. 18xxxxxxx)** indicates the ASN has been posted successfully. If you do not see this message, send an email to businessconnect@sydneywater.com.au.

Ship Notice: DN123456 Done

Cancel Export cXML

Detail **1** History

2

Ship Notice: DN123456 To: Sydney Water Corporation Ltd - UAT
Routing Status: Acknowledged
Received By Ariba Network On: 8 Dec 2022 9:50:18 AM GMT+11:00
Submitted By: [User]

History **3**

Status	Comments	Changed By	Date and Time
	Processing cXML	SCMSupplierQueueProcessor-125017074	8 Dec 2022 9:57:17 AM
	The document has been transferred to the next integration point.	CommunityWeb-125041049	8 Dec 2022 9:57:18 AM
	The document is ready to be picked up by the recipient.	CommunityWeb-125041049	8 Dec 2022 9:57:18 AM
Acknowledged	Success	CXML StatusUpdateRequest	8 Dec 2022 9:57:19 AM
	5 The recipient has processed the document and has acknowledged the processing. Reason: OK. 0001 inbound delivery/deliveries created (nos. 180001856 to 180001856)	CommunityWeb-125041049	8 Dec 2022 9:57:36 AM

4

3.5 Service Sheets

A Service Sheet, sometimes called Service Entry Sheet ('SES'), are required for service POs that are subject to the claim process. SES can be accessed through:

- The **Home** screen via the search bar by applying filter **Service Sheets** and entering an SES number you have submitted,

SAP Business Network Enterprise Account TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Create

Service Sheets Sydney Water Corporation Ltd... Exact match Service Sheet Number

- Under **Related Documents** in the **Order Detail** screen,

Purchase Order: 00000000000000000000 Done Previous

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

Sydney WATER

From: Customer SYDNEY WATER CORPORATION 1 Smith Street Parramatta New South Wales 2150 Australia Phone: + (0) 02 8849 6900 Fax:

To: [Supplier Information]

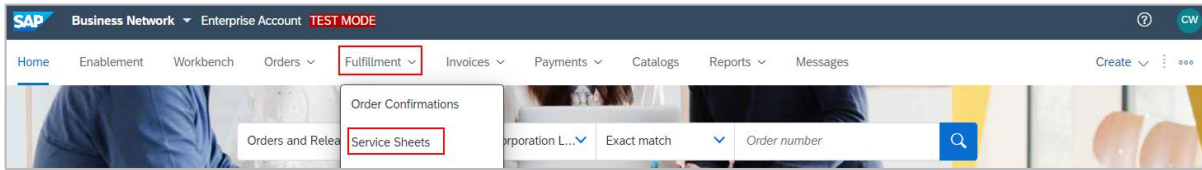
Purchase Order (Partially Serviced) Amount: \$1,000.00 AUD Version: 1

Payment Terms

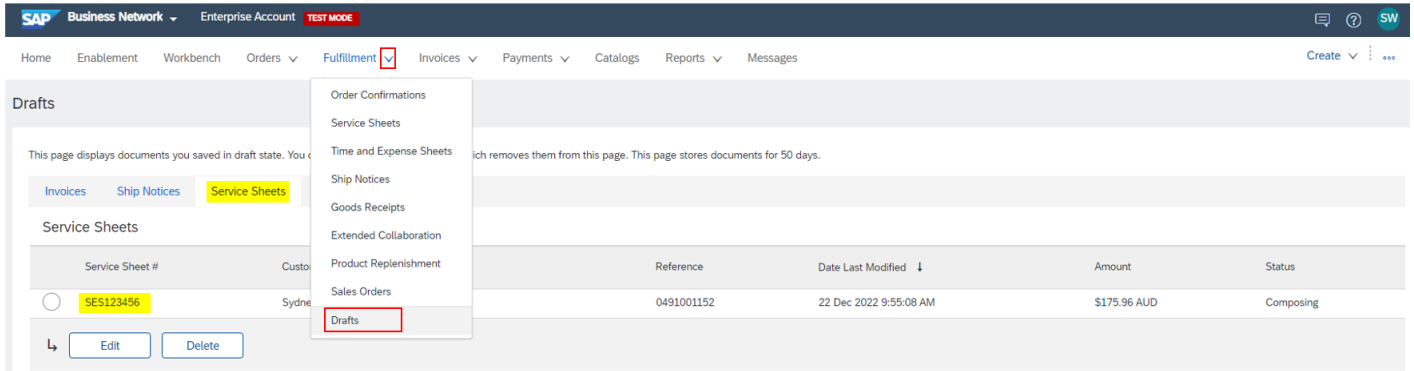
Contact Information Supplier Address Buyer Contact

Routing Status: Acknowledged External Document Type: ZGEN (SW Gen Purc. Order) **Related Documents** SES48-20148 **Service Sheet: SES48-20148**

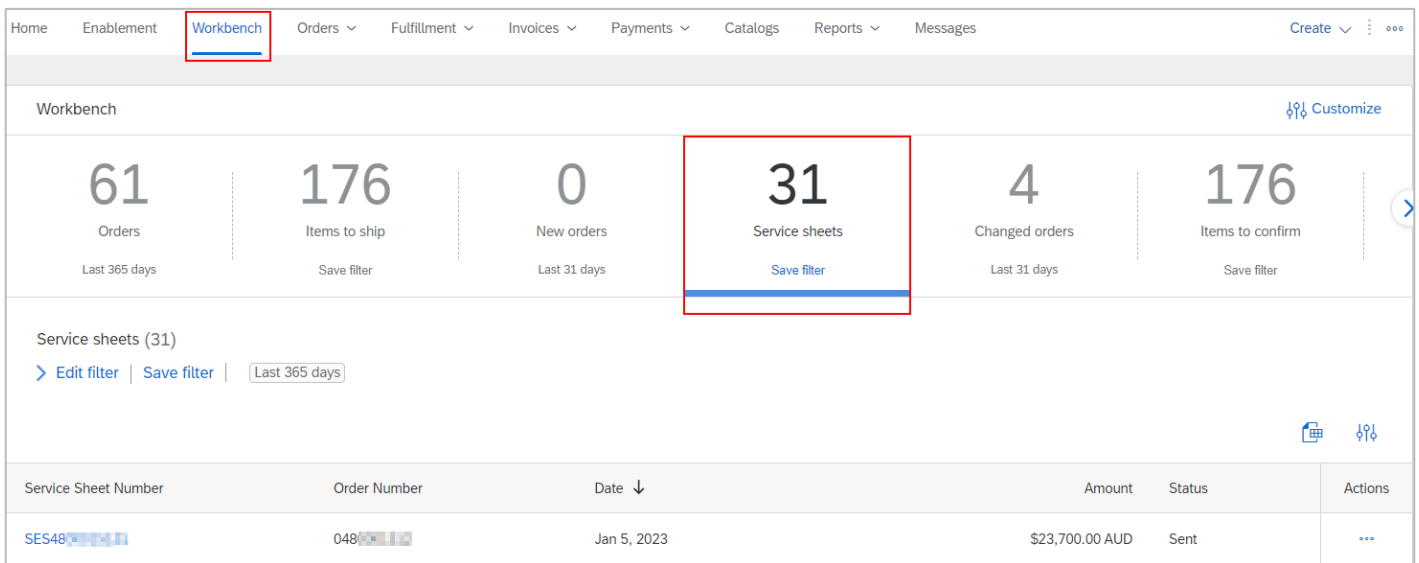
3. Under **Fulfillment > Service Sheets** (available to enterprise account suppliers only), or



Under **Fulfillment > Drafts > Service Sheets** (available to enterprise account suppliers only) for draft SES,



4. In the **Workbench** if a tile has been created for it. The SES can be directly accessed from this view.



Refer to guide [Submitting service sheets](#) for steps on how to create SES.

3.5.1 Detail

1. All information regarding the SES can be found under the **Detail** tab.
2. Apply actions based on the status of the SES. The **Create Invoice** option will only be available once the SES is approved.
3. The status of the SES is displayed.
4. A summary of important SES information can be found below the status.
5. The **Related Documents** area displays linked documents such as PO and invoice.
6. Click **Details** or **Show Item Details** for more line-item level information.
7. The **Line Type** indicates whether the SES was created for a planned or unplanned item.

8. The **Service Entry Summary** displays the subtotal amount being claimed. This value excludes GST.

Service Sheet: SES48[redacted]81 Done

1 2 3

Create Invoice Copy SES

1 Detail History

Service Sheet 3
 (Approved)
 SES48[redacted]81
 Date: 9 Nov 2022
 Final Service Sheet: No
 Purchase Order: 048[redacted]18
 ERP SES ID: 1000[redacted]1
 Subtotal: \$50.00 AUD
 Service Start Date: 9 Nov 2022
 Service End Date: 9 Nov 2022

Subtotal: \$50.00 AUD

From: [redacted]
 Australia

To: SYDNEY WATER CORPORATION
 Sydney Water Corporation Ltd - UAT
 1 Smith Street
 Parramatta NSW 2150
 Australia
 Address ID: 1000

5 Routing Status: Acknowledged
 Related Documents 048[redacted]8

Service Entry Sheet Lines

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
1	Service	Testing Ariba SES	Testing Ariba SES		50 (EA)	\$1.00 AUD	\$50.00 AUD

7 Planned 6 Show Item Details 8 Service Entry Summary

Subtotal: \$50.00 AUD

3.5.2 History

1. A summary of the SES status and history can be found in the **History** tab.
2. SES history summary is shown with the recent status.
3. The **History** table shows every status change.
4. SES submitted by suppliers create a corresponding entry in our financial system. The message **Entry sheet 100xxxxxxx created** indicates the SES has been posted successfully and visible for review and approval. If you do not see this message, send an email to businessconnect@sydneywater.com.au.
5. The highlighted text shows an example of comments from us or system messages from our financial system. Any approval or rejection can be found under **Comments**.
6. We need to approve SES submitted by suppliers prior to invoicing. Contact your Sydney Water contact if your SES stays in status **Sent** and the log of SES being approved is not available.

Service Sheet: SES48[REDACTED]81 Done Previous

Detail 1 History

2 Service Sheet: SES48[REDACTED]81
 Routing Status: Acknowledged To: Sydney Water Corporation Ltd - UAT
 Received By Ariba Network On: 9 Nov 2022 3:53:34 PM GMT+11:00
 Submitted By: [REDACTED]

History 3

Status	Comments	Changed By	Date and Time
	The service sheet was successfully received.	[REDACTED]	9 Nov 2022 3:53:37 PM
Acknowledged	Success	PropogationDispatcher-125005043	9 Nov 2022 3:53:51 PM
	Comments from Sydney Water Corporation Ltd - UAT: Success	TXNDocSupplierApp-125009045	9 Nov 2022 3:53:52 PM
	Comments from Sydney Water Corporation Ltd - UAT: 4 Entry sheet 5 1000227681 created	TXNDocSupplierApp-125004039	9 Nov 2022 3:54:22 PM
	The recipient has processed the document and has acknowledged the processing. Reason: 5 OK - Entry sheet 1000227681 created	CommunityWeb-125016077	9 Nov 2022 3:54:23 PM
	6 The Service Sheet status has been successfully updated to Approved by Sydney Water Corporation Ltd - UAT.	TXNDocSupplierApp-125010043	9 Nov 2022 3:56:25 PM

3.6 Invoices

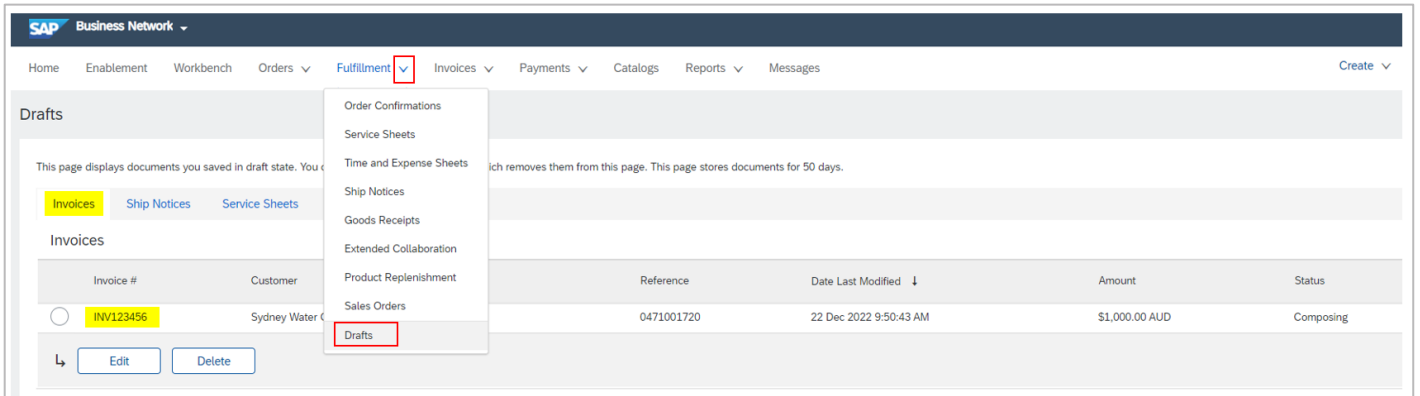
Invoices submitted through the network facilitate the payment process. The invoice can be accessed through:

1. The **Home** screen via the search bar by applying filter **Invoices** and entering an invoice number you have submitted,

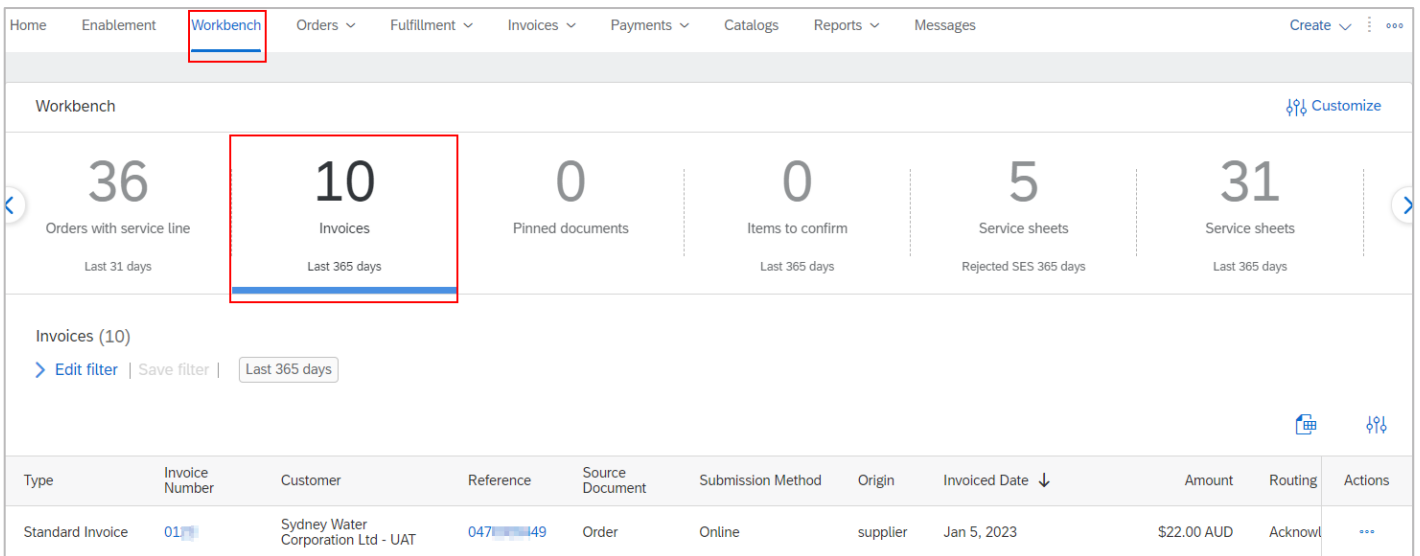
2. Under **Related Documents** in the **Order Detail** screen,

3. Under **Invoices > Invoices** or **Invoices > Drafts** (available to enterprise account suppliers only), or

Under **Fulfillment > Drafts > Invoices** (available to enterprise account suppliers only) for draft invoices,



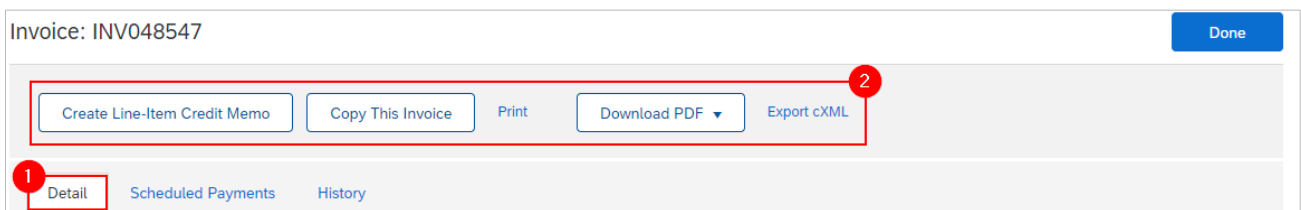
4. In the **Workbench** if a tile has been created for it. The invoice can be directly accessed from this view.



Refer to guide [Submitting invoices](#) for steps on how to create invoices.

3.6.1 Detail

1. All information regarding the invoice can be found under the **Detail** tab.
2. Apply actions based on the status of the invoice.



3. The status of the invoice is displayed.
4. The tax and non-tax component of your invoice is summarised.

Tax Invoice		
<p>3</p> <p>Status Invoice: Approved Routing: Acknowledged Invoice Number: INV048 Invoice Date: Thursday 10 Feb 2022 2:39 PM GMT+11:00 Original Purchase Order: 048 Submission Method: Online Origin: Supplier Source Document: Order</p>	<p>4</p> <p>Subtotal: \$15,100.00 AUD Total Tax: \$1,510.00 AUD Total Gross Amount: \$16,610.00 AUD Total Net Amount: \$16,610.00 AUD Amount Due: \$16,610.00 AUD</p>	
<p>REMIT TO:</p> <p>ACQUORA PTY LTD - DRINK</p> <p>Postal address: PO Box 800 BRUNNICK ROAD NSW 2150 Australia</p>	<p>BILL TO:</p> <p>SYDNEY WATER CORPORATION</p> <p>Postal Address: 1 Smith Street Parramatta NSW 2150 Australia Address ID: 1000</p>	<p>SUPPLIER:</p> <p>ACQUORA PTY LTD - DRINK</p> <p>Postal address: PO Box 800 BRUNNICK ROAD NSW 2150 Australia</p>
<p>BILL FROM:</p> <p>ACQUORA PTY LTD - DRINK</p> <p>Postal address: PO Box 800 BRUNNICK ROAD NSW 2150 Australia</p>	<p>CUSTOMER:</p> <p>SYDNEY WATER CORPORATION</p> <p>Postal Address: 1 Smith Street Parramatta NSW 2150 Australia Address ID: 1000</p>	

5. The applicable payment term is copied over from the PO.
6. The PO is linked for easy navigation and reference.
7. Line-item level information is summarised.
8. Line-item level tax is shown.
9. Line-item tax and non-tax component of your invoice is summarised.

SHIPPING INFORMATION:

<p>SHIP FROM:</p> <p>WATERLOO POLY (AU) PTY LTD</p> <p>Postal Address:</p> <p>WATERLOO POLY (AU) PTY LTD</p> <p>WATERLOO POLY (AU) PTY LTD</p> <p>Australia</p>	<p>SHIP TO:</p> <p>SYDNEY WATER CORPORATION</p> <p>Postal Address (Default):</p> <p>20 William Holmes</p> <p>Potts Hill NSW 2143</p> <p>Australia</p> <p>Address ID: 1000</p>
--	--

PAYMENT TERMS:

Net Term: Days 5

ADDITIONAL INFORMATION:

Original Purchase Order: 0486

Line No.	Line Ref No.	Type	Part No.	Qty / Unit	Unit Price	Sub Total
00010						
1	00010.10	SERVICE		100 / (EA) ⓘ	\$151.00 AUD	\$15,100.00 AUD

Description:

7 **DETAILS**

Auxiliary Part ID:

Manufacturer Part No.:

Manufacturer Name:

Country of Origin:

Service Sheet No. SES0485

Accounting Reference ID: 0000555000

Accounting Description: ID

Accounting Reference ID: 01

Accounting Description: SAP Serial Number

Accounting Reference ID: IN.20029032.03.01.000001

Accounting Description: ID

Accounting Reference ID: 100.0

Accounting Description: ID

Classification Domain: UNSPSC

Service Classification: 11111500

Classification Domain: ERPCommodityCode

Service Classification: 11111500

Classification Domain: ERPCommodityCodeDescription

Service Classification: Const&mat supplies

Additional Information:

10

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
GST	10%		\$15,100.00 AUD	\$1,510.00 AUD				

Tax Description:

GST

Subtotal:	\$15,100.00 AUD
Tax:	\$1,510.00 AUD
Gross Amount:	\$16,610.00 AUD
Net Amount:	\$16,610.00 AUD

10. Tax Summary for the overall invoice is shown.

11. Invoice Summary for the overall invoice is shown.

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
GST	10%		\$15,100.00 AUD	\$1,510.00 AUD				

Tax Description:
GST

Invoice Summary

Subtotal:	\$15,100.00 AUD
Total Tax:	\$1,510.00 AUD
Total Gross Amount:	\$16,610.00 AUD
Total Net Amount:	\$16,610.00 AUD
Amount Due:	\$16,610.00 AUD

3.6.2 Scheduled Payments

Scheduled Payments summarises the planned payment against the invoice. Refer to [3.7 Scheduled Payments](#) for further information.

Invoice: **INVOICE1** Done

Export cXML

[Detail](#)
Scheduled Payments
[History](#)

Payment Proposal ↑	Received Date	Accepted Date	Planned Payment Date	Method	Original Amount	Discount	Adjustment	Amount Due	Status	Action
510000027320220011000ER5	20 Apr 2022		12 Mar 2022	Other	\$16,610.00 AUD	\$0.00 AUD		\$16,610.00 AUD	Scheduled	

3.6.3 History

1. A summary of the invoice status and history can be found in the **History** tab.
2. Invoice history summary is shown with the recent status.
3. The **History** table shows every status change.
4. The highlighted text shows that the invoice has been successfully posted in our financial system and will be included in the next payment run. If the status shows as **Indexed** instead of Approved, this indicates that we are processing it or have encountered an issue. If you find that your invoice is stuck status **Indexed** and have not received any communication, send an email to businessconnect@sydneywater.com.au.
5. This message indicates the invoice has been processed as part of the payment run and is scheduled for payment according to the payment terms.

Invoice: **INVOICE1** Done

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History](#)

Invoice: **INVOICE1**
 Invoice Status: **Approved**
 Received By Ariba Network On: 10 Feb 2022 2:39:22 PM GMT+11:00
 Submitted By: CBA Williams

To: Sydney Water Corporation Ltd - UAT
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	PropogationProcessor-125009031	10 Feb 2022 2:39:26 PM
Acknowledged		Supplier	10 Feb 2022 2:39:42 PM
	Comments from Sydney Water Corporation Ltd - TEST: Success	PropogationProcessor-125009031	10 Feb 2022 2:39:42 PM
	The invoice status has been successfully updated to Approved by Sydney Water Corporation Ltd - TEST. Description:	PropogationProcessor-124768045	10 Feb 2022 3:00:06 PM
	Payment proposal 510000027320220011000ER5 was received.	PropogationProcessor-125008042	20 Apr 2022 12:12:33 PM

3.7 Scheduled Payments

Invoices posted successfully in our financial system get included in the payment run for scheduling actual payments. Scheduled payments can be accessed through:

1. The **Home** screen via the search bar by applying filter **Payments** and entering a payment proposal ID received from us,

2. Under **Scheduled Payments** tab of the invoice document,

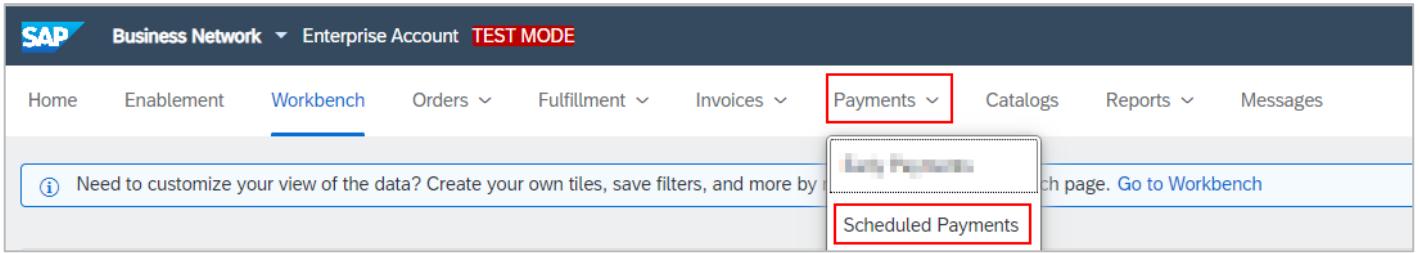
Invoice: **INVOICE1** Done

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Download PDF](#)
[Export cXML](#)

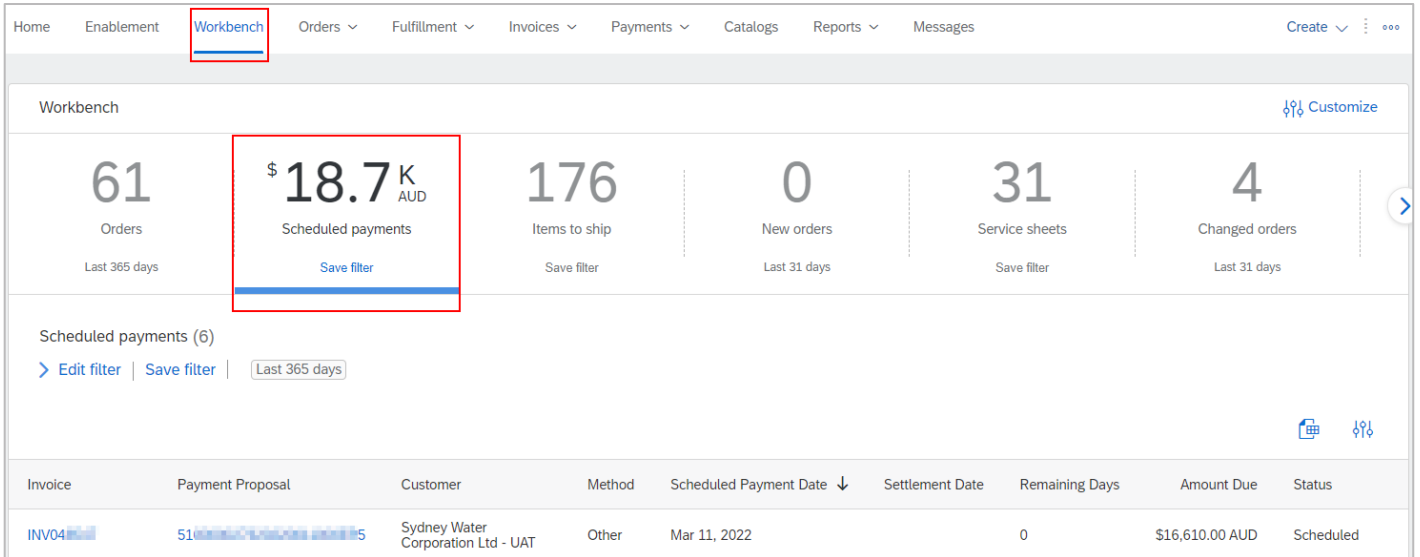
[Detail](#)
[Scheduled Payments](#)
[History](#)

Payment Proposal ↑	Received Date	Accepted Date	Planned Payment Date	Method	Original Amount	Discount	Adjustment	Amount Due	Status	Action
510000027320220011000ER5	20 Apr 2022		12 Mar 2022	Other	\$16,610.00 AUD	\$0.00 AUD		\$16,610.00 AUD	Scheduled	

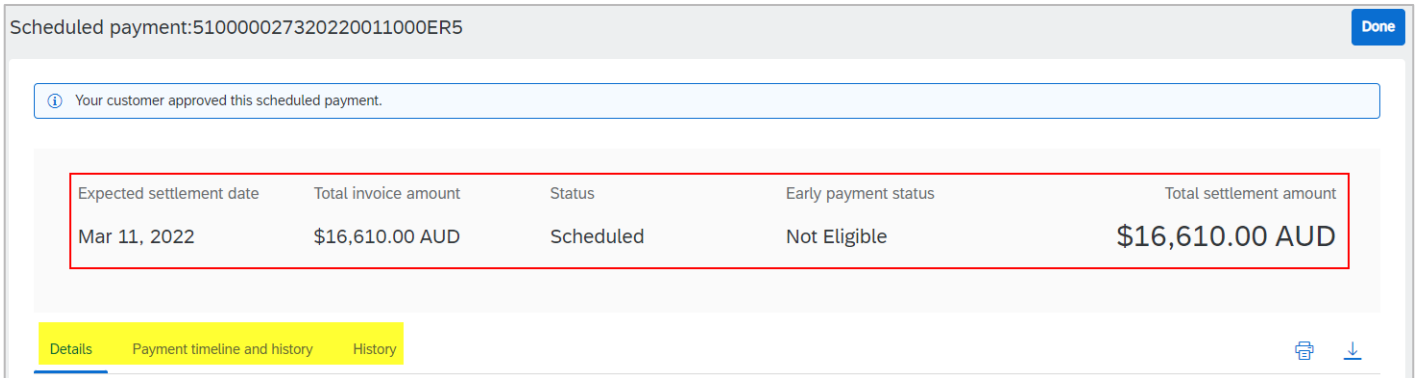
3. Under **Payments > Scheduled Payments** (available to enterprise account suppliers only),



4. In the **Workbench** if a tile has been created for it.





A summary of the payment proposal is shown and remains displayed even if you navigate to the highlighted subpages.




3.7.1 Details

1. All information regarding the scheduled payment can be found under the **Details** tab.
2. The **Payment details** table provides the invoice the scheduled payment is linked to, invoice amount and settlement amount.
3. **Payment method** is shown.

Navigating our POs

Details **1** Payment timeline and history History  



Payment details **2**

Customer	Invoice	Scheduled payment	Invoice amount	Settlement amount
Sydney Water Corporation Ltd - UAT	INV048 	510000027320220011000ER5	\$16,610.00 AUD	\$16,610.00 AUD

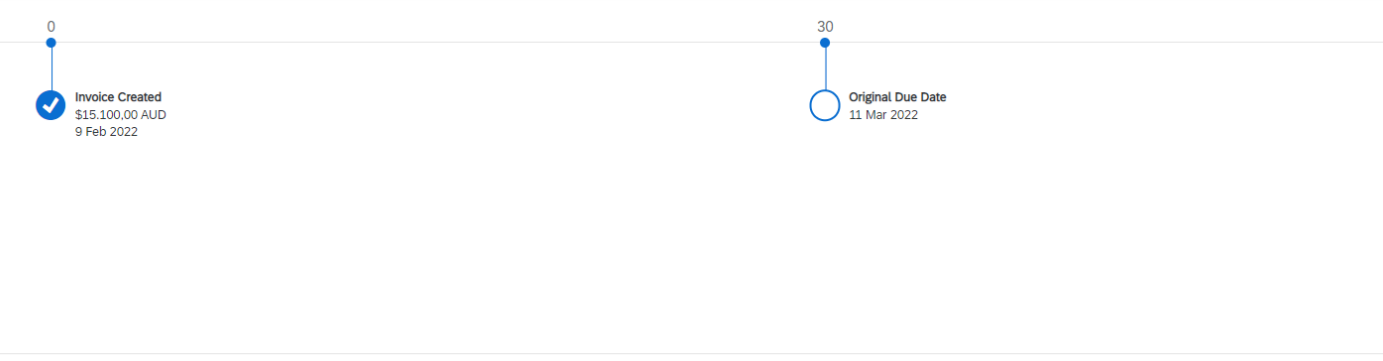
Additional information

Payment method **3** Other Paying company code
1000

3.7.2 Payment timeline and history



Details Payment timeline and history History  

Payment timeline




The chart displays a horizontal timeline from day 0 to 50. At day 0, there is a blue checkmark icon with the text 'Invoice Created \$15,100.00 AUD 9 Feb 2022'. At day 30, there is a blue circle icon with the text 'Original Due Date 11 Mar 2022'.

3.7.3 History

Details Payment timeline and history History  

Scheduled payment 510000027320220011000ER5 From Sydney Water Corporation Ltd - UAT Routing status Sent Date received by Ariba Network Apr 19, 2022 07:12:33 PM

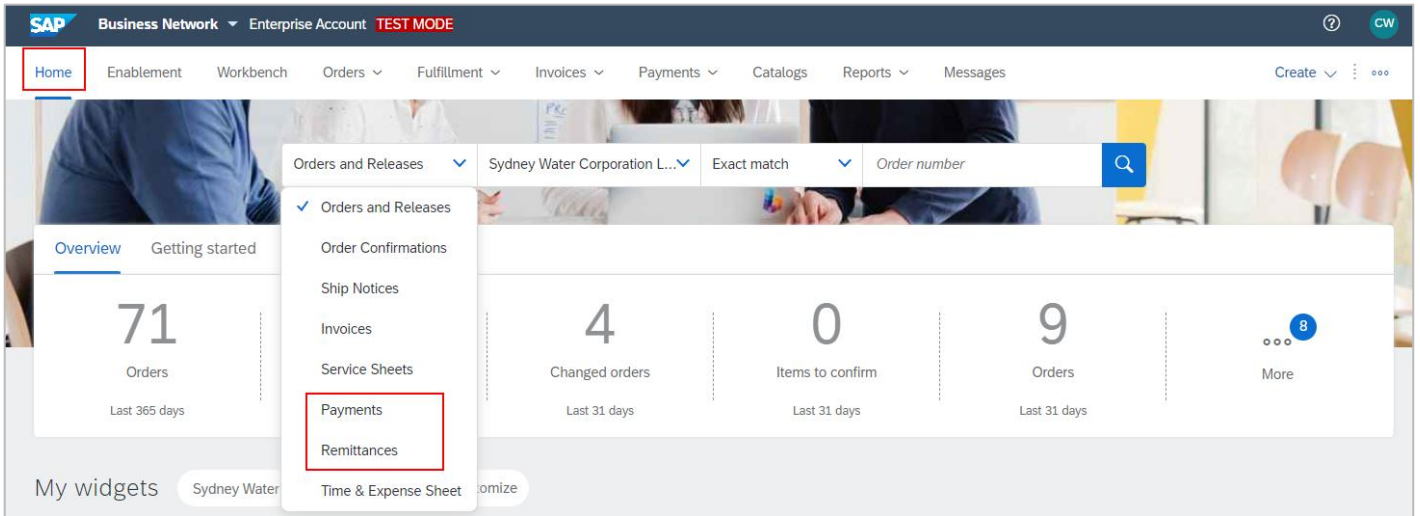
History

Status	Comments	Change by	Date and time
 There is currently no history available to view.			

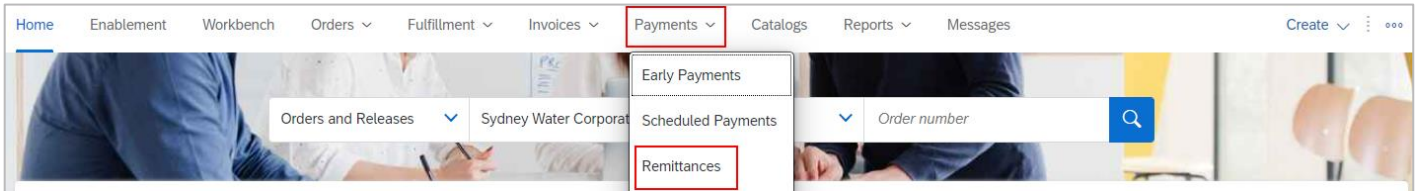
3.8 Payments / Remittances

Payments and remittances can be accessed through:




1. The **Home** screen via the search bar by applying filter **Payments** or **Remittances** and entering a payment proposal ID or transaction number, respectively,



2. Additionally, remittances can be accessed through **Payments > Remittances** (available to enterprise account suppliers only)



4. Support

	<p>Did not find what you're looking for? Access all Sydney Water supplier support resources here.</p>
	<p>To get assistance specific to your situation, contact us at businessconnect@sydneywater.com.au.</p>
	<p>For SAP product documentation and supplier support, visit the SAP Help Centre.</p>