Quick reference guide for suppliers

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 to **Processing purchase orders** and getting paid.

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

Refer to SAP documentation <u>Permissions you can assign to users</u> 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

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.

Sydney

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Suppliers in this group have the transaction rule 'Allow suppliers to send order confirmations that do not comply with defined tolerances and require buyer approval' set to **Yes**.

Allow suppliers to send order confirmations that do not comply with defined tolerances and require buyer approval. (i) Yes	s
Allow suppliers to send order commandors that do not comply with defined toterances and require buyer approval. ()	_

2. General suppliers (enhanced) – suppliers that have been transitioned to use advanced functionalities implemented from May 2025.

Suppliers in this group have the transaction rule 'Auto-generate services sheets from service invoices' set to **Yes**.

Require invoice date to not be before the order date	No
Auto-generate service sheets from service invoices (i)	Yes
Allow suppliers to edit service invoice dates and retain them when using auto-generated service sheets. (i)	No

In addition, suppliers on enterprise account can submit invoices via CSV.

3. General suppliers - all other portal/non-integrated suppliers.

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

	(?) 🐨
	CBA Williams uatsupplieraquadex@sydneywater.com.au
	My Account
	Link User IDs
Account Settings	Contact Administrator
Customer Relationships	AQUADEX PTY LTD - DRH1 ANID: AN01648085455-T
Users	Premium Package
Notifications	Company Profile
Application Subscriptions	Marketing Profile
Account Registration	Settings >
Network Settings	Logout

Click Advanced View.

SAP Business Network Enterprise Account	8							4 2	D	? A	Р
Home Enablement Discovery ~ Workbench	Orders v Fulfillment v Invoices v	Payments 🗸	Catalogs 👻	Reports v	Messages	More v		(Create 🗸	-	
Customer Relationships Automatically accept all relationship requests:								Advar	nced View	ď	; ~
Search Q Current Relationships (1))					G	Ada	pt Filte	rs
Customer List Pending Requests (0) 🗸											
Trading Partner	Network ID		Relationship Type	•			Last Changed On				=
There are no items for the selected filter criteria and view.											

Under Current Relationships, select Sydney Water.

count Settings										Close
Customer Relationships	Users	Notifications	Application S	ubscriptions	Account Registration	API management	Generative AI			
Current Relationships	Potential	Relationships	Numbering	Preferences						
I prefer to receive relationship	requests as	follows:								
Automatically accept all	relationship	requests	Manually revie	w all relationship r	equests					
Update										
Current (1) Pending (0)	Pol	ected (0)								
Current Customers										
Enter customer name or Ne	twork ID		+							
Apply Reset										
Customer		Netw	ork ID	Relationship Typ	e Approved Date	Collaboration Type	Collaboration Role	Supplier Information Portal	Routing Type	Actions
Sydney Water Corp	oration Ltd	- UAT AN01	051911560-T	Trading	13 Jul 2022	Fulfillment	Supplier	۲	Default	Actions 🔻

Scroll down to the transaction rules and check which transaction rules apply.

Allow suppliers to send order confirmations that do not comply with defined tolerances and require buyer approval. (i)	Yes
SCC Suppliers	
Require invoice date to not be before the order date	No
Auto-generate service sheets from service invoices (i)	Yes
Allow suppliers to edit service invoice dates and retain them when using auto-generated service sheets. (i)	No

General suppliers (enhanced)

1.2 Integrated suppliers

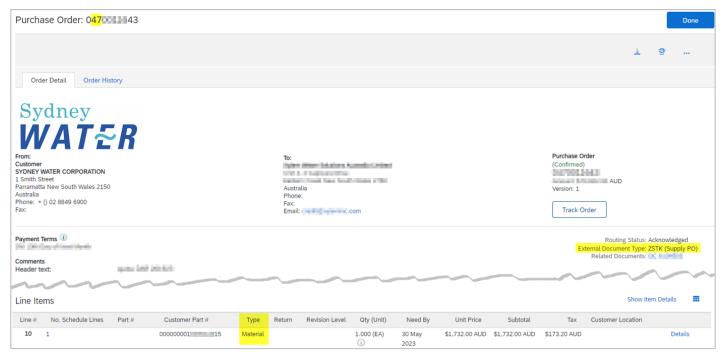
Suppliers may elect to have their system integrated with the network and receive our procurement transactional documents electronically without having to log on to the portal. Transaction rules for integrated suppliers are agreed upon individually through a Supplier Enablement Integration Project. For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

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.



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

Purchase Order: 0 <mark>47</mark> 43			Done
			<u>.</u> @
Order Detail Order History			
Sydney WATER Customer SYDNEY WATER CORPORATION 1 Smith Street Paramatia New South Wales 2150 Australia Phone: + () 02 8849 6900 Fax:	To: Benalt:		Purchase Order (Invoiced) Version: 1 Track Order
Payment Terms ()			Routing Status: Acknowledged External Document Type: ZSTK (Repair PO) Related Documents: UST
Line Items			Show Item Details
Line # No. Schedule Lines Part # Customer Part #	Type Category Return Revision Leve	Qty (Unit) Need By Unit Price	Subtotal Tax Customer Location
10 1 000000001	Material Subcontract	1.000 (EA) 21 Nov \$9,960.00 (i) 2022 AUD	\$9,960.00 \$996.00 AUD Details AUD

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.

			Table setting		•			1	
Workbench			Table setting	Use drag and drop to configu	ing the table colum	and the displayed and their o	×	် နံဂိုန် Custo	omize ¹⁴
22	22		Column grouping	Available columns	are the table colum	Displayed columns	rder		
22 New orders	32 Orders	Rejected invoices	Date and time	Pin		Order Number	^		
Last 31 days	Last 31 days	Last 31 days		Туре		Customer			
New orders (22) Four Save filter La	st 31 days New			Version		Amount Date			2 #
rder Number	External Document Type	Customer		Ship To Address	=	Order Status		hvoiced	Actio
47 20 5	Supply PO	Sydney Water Corporatio	Drag from Available columns and drop to	Ordering Address		Amount Invoiced			
47 93 F	Repair PO	Sydney Water Corporation	Displayed columns.		_				
471 186	Jrgent Supply PO	Sydney Water Corporatio		3 External Document Type					
47 95	Urgent Repair PO	Sydney Water Corporatio		Routing Status					
				•	* •	4	Ψ	*	

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

Purchase Order: 0471001100		Done
Create Order Confirmation Create Ship Notice Create Invoice		<u>+</u> @
Order Detail Order History		
Sydney WATECROP Customer SYDNEY WATER CORPORATION 1 Smith Street Parramatia New South Wales 2150 Australia Phone: + () 02 8849 6900 Fax:	To: Australia Phone: Fax: Email:	Purchase Order (+ Partially Confirmed) 047 Amount: 51,000.00 AUD Version: 2 (Previous Version) Track Order
Payment Terms ()		Routing Status: Acknowledged External Document Type: ZSTK (Urgent Supply PO) Related Documents: CNF_86

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: 048			Done
			± @
Order Detail Order History			
Sydney WATER			
From: Customer SYDNEY WATER CORPORATION	To:	Purchase Order (Partially Invoiced)	
1 Smith Street Parramatta New South Wales 2150 Australia	(10-10 Member (1) Kara kuzeli Hades Mantel Nazi Nozeli Hades protei Kardinas	AUD Version: 1	
Phone: + () 02 8849 6900 Fax:	Email:	Track Order	
Payment Terms ()			tus: Acknowledged pe: 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 Custome	r Location
10 1 Material	1.000 (EA) (i)	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 <u>**may or may not**</u> require service entry prior to invoicing.

set of a												
Purchase Order: 0 <mark>48.0000</mark> 24												Done
										<u>+</u>	•	
Order Detail Order History												
Sydney WATER												
From: Customer SYDNEY WATER CORPORATION 1 Smith Street Paramata New South Wales 2150 Australia Phone: + () 02 8849 6900 Fax:		Au Pi Fa	ustralia none: ix:	nadi Para Line Internationaliti	.com.a	u			Purchase Order (New) Version: 1			
	~	~					~	~		uting Status: Sent ument Type: ZGEN (:	SW Gen Pu	~
ine Items										Show Ite	m Details	
Line # No. Schedule Lines Part # Customer Part		Type Service	Return	Revision Level	Qty (Unit)	Need By 18 Nov 2022	Unit Price	Subtotal \$23,250.00 AUD	Tax \$2.325.00 AUD	Customer Location		etails
00010.10		Service			23,250.000 (EA) (i)		\$1.00 AUD	\$23,250.00 AUD			De	etails
Description:												
en sindering (m. 1999) (S. 1997) (S. 1997) (S. 1997) Henri & Han Amerika in Proceeding (March 1997) (S. 1997) (S. 1997) Process (S. 1997) (S. 1997	iner,							E Ser	vice Sheet Requi	Sub-tota	l: \$23,250 c: \$ 2,325	

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

Purchase Order: 0480000074		Done
		± @
Order Detail Order History		
Sydney WATECORPATION 1 Smith Street Parramatta New South Wales 2150 Australia Phone: + () 02 8849 6900 Fax:	To: Fax: Email:	Purchase Order (Invoiced) AUD Version: 1 Track Order
Payment Terms ①		Routing Status: Acknowledged External Document Type: ZGEN (SW Gen Purc. Order)
· · · · · · · · · · · · · · · · · · ·		Show Item Details
Line Items		
Line # No. Schedule Lines Part # Customer Part # Type Return 10 1 Material	Revision Level Qty (Unit) Need By Unit Price Subtotal	Tax Customer Location Details
Description:	1000(219 0 .001202	0000

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

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

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 <u>here</u> 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 <u>The workbench</u> for steps on how to configure the tiles based on transaction documents, statuses, and additional filters.

e Enablement Workbench	Orders ~ Fulfillment ~	Invoices v Payments v	Catalogs Reports ~ Messa	ges	Create ~
		14			
	Update the categories and service Profile Don't remind me again	locations in your Marketing profile an	nd enable the Support Ukraine toggle t		eeded humanitarian aid for
onume: court more opunt	Tronce Dorre commonie again			2	
	A				
	Orders and Releases	Sydney Water Corporation V	Exact match V Order numt	ber Q	
	Home Asia				
	North Carl		>		
Overview Getting started	NTO A TO A		5		
Overview Getting started				7	
	0	5	0	7	
³ 69	0	5	0	7	
	O New orders	5 Changed orders	O Items to confirm	7 Orders	o o o O More

Refer to <u>Getting started with the SAP Business Network user interface for suppliers</u> for more information about this topic.

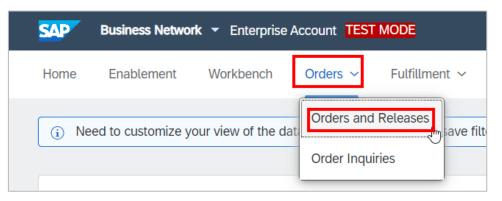
3.2 Purchase Orders

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.

_	10510				Per						
			Update the cat		locations in your M	larketing profile	and enable the	Support Ukrair	e toggle to mate	ch buyer postings	s for urg
			a suit	X	· ()	-		21			
			Orders and	i Releases 🗸 🗸	Sydney Water Cor	poration 🗸	Exact match	~ 0	rder number		Q
1000			-								
	E/A		NURDIS			50				X	
	erview Get	ting started	NT TS			520					1
	erview Get	ting started						-			1
	erview Get	ting started	75	0				0		7	
	erview Get	ting started		0	Ę	5		0		7	
	erview Get 69 Orders	ting started	Nev	0 v orders	Changed	D d orders	Iter	O ns to confirm		7 Orders]

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

Purchase Order:	Done	Previou	5
Create Order Confirmation 🔹 Create Ship Notice Create Service Sheet Create Invoice 🔹	<u>+</u>	ē	
Order Detail Order History			

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:		¢ ^u ¢
Create Order Confirmation Create Ship Notice	Create Invoice 💌	± 🖶
Order Detail Order History		
Sydney WATER		
Fom: Customer SYDNEY WATER CORPORATION 1 Smith Street Parramata New South Wales 2150 Australia Phone: + () 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 2 Track Order
ayment Terms ayment Terms ayment Terms W 10th Day of Next Month		Routing Status: Sent External Document Type: ZSTK (Urgent Supply PO) 6 Related Documents: OC 4248151 Order Confirmation: OC 4248151
Jontact Information Jupplier Address JUMT TWHG LSIWYF WTTSBSMMS WYQ ID RDA 2 New South Wales 2520 Justralia Imail: Justralia Address ID: Justralia Address ID: Justralia	Buyer.Contact Zsmkwy VDMPSY Email:	
Comments Header text:Header text comment Deadlines:Header	deadlines comment Terms of delivery:Header Terms of delive	ery comment Shipping instructions:Header Shipping instructions con
	ream; charset=UTF-8)	lication/octet-stream; charset=UTF-8) @ Repair_POattach1.doc

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 <u>not</u> 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 Ite	ms)		•						Show Item Details
Line #	No. Schedule Lines	Part #	Customer Part #	Туре	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location 3
10	1		00000001	Material	2.000 (EA) (i)	28 Mar 2022	\$11.00 AUD	\$22.00 AUD	\$2.20 AUD	Details
	Description: PUN	MP, DOSING								

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 nee	d 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.

chedule Lines				
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:	3312.705-676-LINORIN 550MM 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.
- 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 <u>Submitting service sheets</u>.
- 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 Items		2		(Show Item Details
3 Line#	No. Schedule Lines	Part #	Customer Part #		Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax Customer Location	1
▼ 00010	1 Description:	•		6	Service				29 Jun 2022		\$158.21 AUD	\$15.82 AUD	Details
000	0.10 Description:				Service			158.210 (EA) 🛈		\$1.00 AUD	\$158.21 AUD	6	Details
	1 Jul 2022 12:00 PM GMT+10:00 on: Monday 4 Jul 2022 3:32 PM GMT+10:00											🖺 Service Sheet Requ	red.
	nt by Sydney Water Corporation Ltd AN01051911560 and deliv	ered by Arba 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.

0	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 #			
	Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
	1	29 Jun 2022 12:00 PM AEST		1.000 (C62) (i)

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 Lin	es Part #	Customer Part #	Туре	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
00010.10				Service			158.210 (EA) (i)		\$1.00 AUD	\$158.21 AU
	Description:	Table Second Proc. All								
Decimal indicates this is a service child line / service	Status									
	158.21 Invoiced	Invoiced Amount: \$	158.21 AUD							
specification /	158.21 Serviced	Serviced Amount: \$	158.21 AUD							
activity.										
	Accounting									
	General Ledger	ID							0000552800	0
	SAP Serial Number	SAP Serial Number							01	
	Project/WBS	ID							9 EN.P000002	21.01.01.1
	ID	100.0							-	

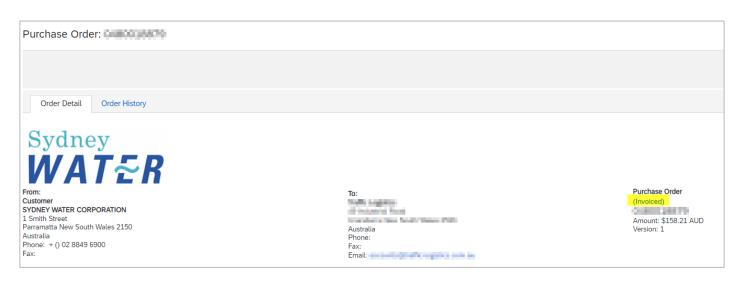
3.2.1.4 PO total

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

If a PO is serviced and invoiced, the total shows the amount for both.	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.	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
If a PO is invoiced, the total shows the amount.	Sub-total: \$495.60 AUD Total Invoiced: \$495.60 AUD Est. Total Tax: \$49.56 AUD Est. Grand Total: \$545.16 AUD
If the PO is not yet processed, the total shows the sub-total amount, the tax amount, and the estimated grand total amount.	Sub-total: \$47,600.00 AUD Est. Total Tax: \$ 4,760.00 AUD Est. Grand Total: \$52,360.00 AUD

3.2.1.5 PO statuses

Refer to SAP documentation <u>Order statuses</u> for details about routing status, order status and settlement status.



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:	ONECOSTONE		Done
Order Detail	2rder History		
	2		
	Purchase Order: Jean and Jean Control of Con	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 is now routed to the account	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	TXNDocSupplierApp-125009045	9 Nov 2022 3:50:47 PM
Sent	Email order was sent to	OrderDispatcher - Email	9 Nov 2022 3:50:47 PM
Confirmed	4 conf4820148	minu Pilay	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,

Business Network - Enterprise Account TEST MODE									
Home Enablement Workbench	Orders ~ Fulfillm	nent ~ Invoices ~	Payments ~ Catalogs Re	eports ~ Messages					
492									
		Order Confirmations	Sydney Water Corporation L V	Partial match 🗸	Confirmation ID	Q			

2. Under Related Documents in the Order Detail screen,

Purchase Order:		Done
Create Order Confirmation Create Ship Notice Create I Order Detail Order History	voice 🔹	± @
Sydney WATERCORPORTER CUSTORE SYDNEY WATER CORPORATION 1 Smth Street Paramatta New South Wales 2150 Australia Phome: + 0.02.8849.6900 Fax:	To: Austalia Phone: Fax: Emal:	Purchase Order (+ Confirmed) Amourt: 524.00 AUD Amourt: 520.00 AUD Version: 2 (Previous Version) Track Order
Payment Terms ()		Routing Status: Acknowledged External Document Type: ZSTK (Supply PO) Related Documents: Defect_7298 Testing 1
Contact Information Supplier Address	Buyer.Contact	Order Confirmation: Defect_7.

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

SAP	Business Networ	k – Enterprise	Account TES	MODE	
Home	Enablement	Workbench	Orders ~	Fulfillment \sim	Invoices ~
				Order Confirma	ations

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.

Home E	nablement	Workbench	Orders ~	Fulfillment ~	Invoices ~	Payments ~	Catalogs	Reports ~	Messages		c	Create 🗸 🕴 🚥
Workber	ench										ţ	}↓ Customize
	61		0		2		Z	1	148	3	2	
	Orders		ders New orders Service sheets		ets	Changed orders Items to confirm			Orders	Y		
La	ast 365 days		Last 31 days		Rejected SES Last	365days	Last 3	1 days	Save filter		Last 31 days	

Refer to guide <u>Submitting order confirmations</u> 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.

Detail 1 History									
Confirmation #: Test#72 Notice Date: 8 Nov 2 Purchase Order: 047000	022 2								Attachment(s)
Line Items	irt # Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	3 Related Documents: Customer Location	Test#7298_AR Test#7298_AR Tax
10 1 Description: ACTUATOR,F 5 Current Order Status:	NEU.ROT.250NM.0.8MPA.DA		2.000 (EA) i	8 Nov 2022		\$10.00 AUD	\$20.00 AUD		\$2.00 AUD
Attachment(s): 6									
Name		Туре							
7032 Testing Split Val and Scaling.xts	х	applic	ation/vnd.openxmlformat	s-officedocument.spre	adsheetmLsheet				

3.3.2 History

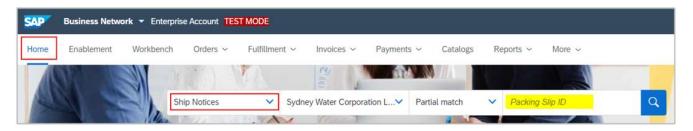
- 1. A summary of the OC status and history can be found in the History tab.
- 2. OC history summary is shown with the recent status.
- The History table shows every status change. The highlighted text shows examples of comments from us or system messages from our financial system. Any approval or rejection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

Order Conf	irmation:		Done
Export cXN	a.		
Detail	History		
	2 Order Confirmation: The South of the South	r	
History 3			
Status	Comments	Changed By	Date and Time
	The document is ready to be picked up by the recipient.	Communityweb- 125016077	8 INOV 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
Acknowledge	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 wailing for a approval for item 00010 Purchase Order details successfully updated OCA was rejected by the buyer for item 10 Relasses and related to the rest or that instance 47000445 of or loter 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 Stack Puic. Order 47000445 changed Vendor price not updated as vendor price transfer not activated in the confirmation control key (transaction OMG2) for them 10 Releases already effected are liable to be resent Instance 47000445 of object type Sheen changed. Purchase Order for Anna Sheen changed. Purchase Order	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 Release 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. Releases already effect are liable to be reset Purchase Order Confirmation details uscessfully updated Vendor price transfer PURCHASE Order has been changed.	CommunityWeb- 125016077	8 Nov 2022 3:25:46 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 view of words or price transfer not activated in the continuation control key (transaction OMG2) for item 10 Instance 470009445 of object type PurchaseOrder has been changed. Releases already effected are liable to be reset Purchase Order Confirmation details successfully updated	CommunityWeb- 125016077	8 Nov 2022 3:25:54 PM
Export cXN	AL CONTRACTOR OF A CONTRACTOR OFTA		

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 receipting 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:			Done	Previous
Create Order Confirmation	lotice Create Invoice 🔻		<u>+</u>	ē
Order Detail Order History				
Sydney				
Sydney WATER				
rom:	To:	Purchase Order		
ustomer YDNEY WATER CORPORATION	ADDARD IVY 200. BINK	(Shipped)		
Smith Street	ADD/AD-COMMER-Terry Cause attaine. 2018	Amount: \$30.00 AUD		
arramatta New South Wales 2150 ustralia	Australia Phone:	Version: 1		
hone: + () 02 8849 6900	Fax: +61 1-			
ax:	Email:	Track Order		
layment Terms 🕧				knowledged
nilon-ol W Tex Doc Billion		External Docum	nent Type: ZS	TK (Supply PO)
		Related Di	h	C470009450
Contact Information				Ship Notice: DN12

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

ар в	usiness Netwo	rk 🔻 Enterprise	e Account TEST	MODE						
Home I	Enablement	Workbench	Orders ~	Fulfillment 🗸	Invoices \sim	Payments	 Catalogs 	Rej	oorts ~	Messages
				Order Confirma	ations			1		
200		Or	ders and Releas	Service Sheets	D	oration L 🗸	Exact match	~	Order nu	mber
		1 Mar	11-	Time and Expe	nse Sheets		10	P.		7
Overvie	w Getting	started		Ship Notices						

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

SAP Business Network - Enterprise Account	ST MODE				
Home Enablement Workbench Orders V	Fulfillment V Invoices	🗸 Payments 🗸 Catalogs	Reports 🗸	Messages	
Drafts	Order Confirmations				
	Service Sheets Time and Expense Sheets	· · · · · · · · · · · · · · · · · · ·			
This page displays documents you saved in draft state. You o	Ship Notices	ich removes them from this page. This p	page stores docume	ents for 60 days.	
Invoices Ship Notices Service Sheets					
Ship Notices	Goods Receipts Extended Collaboration				
Packing Slip ID # Custom	Product Replenishment	Reference)	Date Last Modified ↓	Status
DN123456789 Sydney	Sales Orders	0471 =	69	22 Dec 2022 9:44:01 AM	Composing
L Edit Delete	Drafts				

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.

Workbench 81 176 0 2 4 176	ustomize
• 61 176 0 2 4 176	
	C
Orders Items to ship New orders Service sheets Changed orders Items to confirm	
Last 365 days Save filter Last 31 days Rejected SES Last 365 days Last 31 days Save filter	

Refer to guide <u>Submitting ship notices</u> 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.

p Notice: DN			Dor
Cancel Print Export cXML			
Detail History			
		•	
		2	
SHIP FROM		DELIVER TO	
doolde PTe CI- Silve		POTTS HILL MAIN	
Page Address		Postal Address:	
CONTRACTOR AND AND AND		Nelson Short St Potts Hill NSW 2143	
Australia		Australia	
		Address ID: 1000	
SHIPPING		Related Documents:	047
Packing Slip ID:	DN	4	047-1-1
Notice Date:	8 Dec 2022	TRACKING	
Service Level:		Carrier Name:	Toll Australia
Requested Delivery Date:	-	Carrier Code:	
Ship Notice Type:		Tracking No.:	TA
Actual Shipping Date:		Bill of Lading No.:	
	15 Dec 2022 12:00:00 PM	Shipping Method:	Mail
	United Nations Dangerous Goods	Carrier Contacts:	
Code:		Shipping Contract Number:	
DIMENSIONS		Shipping Instructions:	
Gross Volume:		STATUSES BASED ON GOODS RECEIPT	
Gross Weight:			Nege
Total Length:		Completion Status: Receipt Status:	
Total Width:		Receipt Status.	14010
Total Height:		SHIP NOTICE TRACKING	
		Execution status:	None
		Estimated arrival date:	
ADDITIONAL INFORMATION			
Reason for Shipment:		Government Issued Shipping ID:	
Comments:		Document Title:	
Invoice Number:	0001	Supplier Reference:	-
		Transit Direction:	

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

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
10 Description: F	-	0000000100	2.000	ea i	24 Nov 2022		\$15.00 AUD	\$30.00 AUD	\$3.00 AUD	1000
SHIPMENT STAT	'US 2 EA (i)	(Production Date: 1 Jan 2022)	Show Details							
	10 Description: F	10 Description: FLOOR BLOOD	10 0000000100 Description: FL	10 0000000100 2.000 Description: FL	10 0000000100 2.000 EA () Description: Flate La Contraction Contra	10 00000000100 2.000 EA ① 24 Nov 2022 Description: FL SHIPMENT STATUS	10 00000000100 2.000 EA (i) 24 Nov 2022 Description: FL	10 0000000100 2.000 EA (2 24 Nov 2022 \$15.00 AUD Description: Fland and a constant of the status	10 00000000100 2.000 EA ① 24 Nov 2022 \$15.00 AUD \$30.00 AUD Description: Flucture SHIPMENT STATUS SHIPMENT STATUS SHIPMENT STATUS SHIPMENT STATUS	10 00000000100 2.000 EA ① 24 Nov 2022 \$15.00 AUD \$30.00 AUD \$3.00 AUD Description: File SHIPMENT STATUS SHIPMENT STATU

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.
- 4. 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**.

5. ASN submitted by suppliers create a corresponding entry in our financial system. The message 0001 inbound delivery/deliveries created (nos. 18xxxxxx) indicates the ASN has been posted successfully If you do not see this message, send an email to <u>businessconnect@sydneywater.com.au</u>.

Ship Notic	e: DN		Done
Cancel	Export cXML		
Detail	History		
2	Ship Notice: DN	o: Sydney Water Corporation Ltd - UAT	
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
Acknowledg		CXML StatusUpdateRequest	8 Dec 2022 9:57:19 AM
	The recipient has processed the document and has acknowledged the processing. Reason: OK- 0001 inbound delivery/deliveries created (nos. 180001856)	CommunityWeb-125041049	8 Dec 2022 9:57:36 AM

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:

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

SAP	Business Netwo	rk 🔻 Enterpri	ise Account TES	TMODE								0	cw
Home	Enablement	Workbench	Orders ~	Fulfillment	Invoices ~	Payments ~	Catalogs	Reports ~	Messages		Cr	reate 🧹 🕴	000
	08 1			T.	City I.	V m							
A	0 <		Service Sheets	~	Sydney Water Corpo	oration L V	Exact match	✓ Ser	vice Sheet Number	Q			
	1 4	1 Mar	111-	N.	2 Para								

2. Under Related Documents in the Order Detail screen,

Purchase Order:		Done Previous
Create Order Confirmation Create Ship Notice Create Service Ship	Create Invoice 🔻	± @
Order Detail Order History		
Sydney		
WAT & R		
From:	To:	Purchase Order
Customer		(Partially Serviced)
SYDNEY WATER CORPORATION	THE BOOK AND	0-4000203-40
1 Smith Street Parramatta New South Wales 2150	A DATA CONTRACTOR AND A DATA CONTRACTOR	Amount: \$1,000.00 AUD
Australia	Australia	Version: 1
Phone: + () 02 8849 6900	Phone: Fax: +61 1-	
Fax:	Fax. For 1.	
Payment Terms 🕡		Routing Status: Acknowledged External Document Type; ZGEN (SW Gen Purc. Order) Related Documents] <u>SES48-20148</u>
Contact Information		Service Sheet: SES48-20148
Supplier Address	Buyer.Contact	

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

SAP	Business Netwo	ork 🔻 Enterpri	se Account TES	TMODE						0	cw
Home	Enablement	Workbench	Orders ~	Fulfillment ~ Invoice	s ∽ Payments	 Catalogs 	Reports	s 🗸 Messages		Create 🗸	000
	02 1			Order Confirmations	at .						
			Orders and Rele	Service Sheets	prporation L V	Exact match	~	Order number	Q		

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

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Create Invoices Create Invoices Create Invoices Invoices Payments Create Invoices Invoices Invoices Payments </th <th>Business Network - Enterpris</th> <th>se Account TE</th> <th>IST MODE</th> <th></th> <th></th> <th></th> <th></th> <th>📮 🕐 😒</th>	Business Network - Enterpris	se Account TE	IST MODE					📮 🕐 😒
Drafts Service Sheets This page displays documents you saved in draft state. You Time and Expense Sheets Invoices Ship Notices Service Sheets Goods Receipts Extended Collaboration Extended Collaboration	Home Enablement Workbench	Orders 🗸	Fulfillment V Invoices	✓ Payments ✓ Catalogs	Reports 🗸 Messages			Create 🗸 🛛 🚥
Involces Ship Notices Service Sheets Science Sheets Extended Collaboration Extended Collaboration	Drafts							
Goods Receipts Extended Collaboration				ich removes them from this page. Th	nis page stores documents for 50 d	ays.		
Service Sheet # Custo Product Replenishment Reference Date Last Modified 4 Amount Status		c onces						
	Service Sheet #	Custo			Reference	Date Last Modified	Amount	Status
SES123456 Syde L Delete		Sydne			0491001152	22 Dec 2022 9:55:08 AM	\$175.96 AUD	Composing

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

Home Enablement Workbe	ench Orders ~ Fulfillment <	 Invoices < Payments 	✓ Catalogs Reports ✓	Messages	Crea	ate 🗸 🕴 👓
Workbench					နံရန် င	Customize
61 Orders Last 365 days	176 Items to ship Save filter	O New orders Last 31 days	31 Service sheets Save filter	4 Changed orders Last 31 days	176 Items to confirm Save filter	
Service sheets (31) Edit filter Save filter 	Last 365 days				Œ	⊨ ∳የ↓
Service Sheet Number	Order Number	Date 🗸		Amount	Status	Actions
SES48	048	Jan 5, 2023		\$23,700.00 AUD	Sent	

Refer to guide <u>Submitting service sheets</u> for steps on how to create SES.

3.5.1 Detail

- 1. All information regarding the SES can be found under the **Detail** tab.
- 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 81							Done
Create Invoice Copy SES						Ŧ	. ē
Detail History							
Service Sheet (Approved) SES48 81 Date: 9 Nov 2022 Final Service Sheet: No Purchase Order: 048 8 ERP SES ID: 1000 1 Subtotal: \$50.00 AUD Service Start Date: 9 Nov 2022 Service End Date: 9 Nov 2022	Te	Subtotal: \$5	50.00 AUD				
From Australia	To SYDNEY WATER CORPORATION Sydney Water Corporation Ltd - UAT 1 Smith Street Parramatta NSW 2150 Australia Address ID: 1000						
				Routing Status: Related Document	Acknowledged s 048	1	
Service Entry Sheet Lines						Show Item D	Details 🗰
SES Line Type		Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
▽ 00010			Testing Ariba SES			6	
1 Service Testing Ariba SES	7	Planned		50 (EA) (i)	\$1.00 AUD	\$50.00 AUD	Details
						8 Subtotal:	Entry Summary \$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 100xxxxxx 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 <u>businessconnect@sydneywater.com.au</u>.
- 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	SES480000081		Done Previous
Detail His	tory		
2 Rece	Service Sheet: SES48 81 Routing Status: Acknowledged ived By Ariba Network On: 9 Nov 2022 3:53:34 PM GMT+11:00 Submitted By:	To: Sydney Water Corporation Ltd - UAT	
History 3			
Status	Comments	Changed By	Date and Time
	The service sheet was successfully received.	1000000 PT-100.0000	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: Entry sheet 1000227681 created	TXNDocSupplierApp-125004039	9 Nov 2022 3:54:22 PM
	The recipient has processed the document and has acknowledged the processing. Reason: OK - Entry sheet 1000227681 created	CommunityWeb-125016077	9 Nov 2022 3:54:23 PM
e	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,

SAP Business Network - Enterprise Account TEST MODE	0 🐨
Home Enablement Workbench Orders - Fulfillment - Invoices - Payments - Catalogs Reports - Messages	Create 🗸 🅴 👓
Invoices V Sydney Water Corporation LV Exact match V Invoice Number	
	-

2. Under Related Documents in the Order Detail screen,

Purchase Order: C-1 C C C C C C C C C C C C C C C C C C			Done		Previous
Create Order Confirmation Create Ship Notice Create Service	Sheet Create Invoice +		Ŧ		•••
Order Detail Order History					
Sydney					
VVATER From: Customer 9 storm Strett Parramatta New Soch Woles 2150 Australia Phone: + 0.02840 6900 Fax:	To: A constraints of the second seco	Purchase Order (Involced) Amount: \$15,100,00 AUD Version: 1			
Payment Terms 10 Contact Information Byoper Contact Vidya and an	Supplier Address	Routing State External Document Typ [Prelated Documen	ts: 4/V048547	irc. Orde	er (ZGEN) NVD48547

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

Home	Enablement	Workbench	Orders ~	Fulfillment \sim	Invoices ~ P	ayments	~	Catalogs	Reports ~	Messages
(j Ne	ed to customize y	our view of the da	ata? Create you	r own tiles, save filte	Invoices		the V	/orkbench pa	ige. Go to Worki	pench
					Credit Memos					
Invo	pices				Debit Memos					
<		0		0	Timestamp Verifi Drafts	ication)		()

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

SAP Business Network -							
Home Enablement Workbench	o Orders 🗸	Fulfillment 🗸 Invoices 🗸	Payments 🗸 Cata	logs Reports ∨ Messa	ages		Create 🗸
rafts		Order Confirmations Service Sheets					
This page displays documents you save	d in draft state. You o	Time and Expense Sheets j Ship Notices	ch removes them from this pag	ge. This page stores documents for	50 days.		
Invoices		Goods Receipts Extended Collaboration					
Invoice #	Customer	Product Replenishment		Reference	Date Last Modified	Amount	Status
L Edit Delete	Sydney Water (Sales Orders Drafts		0471001720	22 Dec 2022 9:50:43 AM	\$1,000.00 AUD	Composing

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

lome Enableme	nt Workb	ench Orders ~ Fulfillmer	ıt ∽ Invoices ∽ Payments ∽ Catalogs Reports ∽		oorts ~ N	; ← Messages			• • • ••	
Workbench									<u></u> ϟΫϟ Cι	istomize
Orders with serv Last 31 day		10 Invoices Last 365 days	Pinned d	documents	O Items to confir Last 365 days		5 Service sheets Rejected SES 365 days		1 sheets 55 days	
Invoices (10)	ave filter	Last 365 days	_						Ē	٩٩
Туре	Invoice Number	Customer	Reference	Source Document	Submission Method	Origin	Invoiced Date $~\downarrow~$	Amount	Routing	Actions
Standard Invoice	01	Sydney Water Corporation Ltd - UAT	047 49	Order	Online	supplier	Jan 5, 2023	\$22.00 AUD	Acknowl	•••

Refer to guide <u>Submitting invoices</u> 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.

Invoice Number:	Acknowledged INV048 Thursday 10 Feb 2022 2:39 PM GMT+11:00 048 Supplier	To Total Gross A Total Net A	
REMITTO: HOUROUR FITE CTE - DANE. Hourour demonstration Hourour demonstration Australia	BILL TO: SYDNEY WATER CO Postal Address: 1 Smith Street Parramatta NSW 218 Australia Address ID: 1000		SUPPLIER:
	CUSTOMER: SYDNEY WATER CO Postal Address: 1 Smith Street Parramatia NSW 215 Australia Address ID: 1000		

- 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:							
SHIP FROM:			SHIP TO:				
AND REAL PROPERTY AND ADDRESS			SYDNEY WATER COR	PORATION			
Australia			Postal Address (Defau 20 William Holmes Potts Hill NSW 2143 Australia				
			Address ID: 1000				
PAYMENT TERMS:	•						
Net Term: 📖 🕻	Days						
on hel bur (K big)							
ADDITIONAL INFORMATION:							
Original Purchase Order: 048							
Line No. Line Ref No. Type	Part No. Qty / U	Unit	Un	it Price		Sub Total	
00010							
1 00010.10 SERVICE	100 / ((EA) 🛈	\$1	51.00 AUD		\$15,100.00 AUD	
Description:							
Service Classification: 11111 Classification Domain: ERPC	0000555000 D SAP Serial Number NJ.20029032,03.01.000001 D 100.0 D PSC 1500 CommodityCode 1500						
Tax Category Tax Rate Ta	ax Rate Type Taxable Amour	nt Tax Am	unt Tax Location	Description	Tax Regime	Exempt Detail	
GST 10%	\$15.100.00 AUD	\$1,510. AUD	00				
Tax Description: GST					9		
						Subtotal: \$1 Tax: \$ Gross Amount: \$10 Net Amount: \$10	1,510.00 AUD 5,610.00 AUD

- 10. **Tax Summary** for the overall invoice is shown.
- 11. **Invoice Summary** for the overall invoice is shown.

x 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				
x Description: ST Ivoice Summa	iry							
ST	ary					•		
ST	ary					Φ	Subtotal:	\$15,100.00 AUD
ST	ary					•		\$15,100.00 AUD \$1,510.00 AUD
ST	ary					0		\$1,510.00 AUD \$16,610.00 AUD

3.6.2 Scheduled Payments

Scheduled Payments summarises the planned payment against the invoice. Refer to <u>3.7 Scheduled</u> Payments for further information.

Invoice:									Done
Create Line-Item Credit Me	emo Copy This Invoice	Download PDF 🗸	Export	cXML					
Detail Scheduled Paym	History								
Payment Proposal †	Received Date Accepted Date	e 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 <u>businessconnect@sydneywater.com.au</u>.
- 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:	40547		Done
Create Line	Item Credit Memo Copy This Invoice Download PDF Export cXML		
	cheduled Payments History		
Received	Invoice: Approved Routing : Invoice Status: Approved Routing : By Ariba Network On: 10 Feb 2022 2:39:22 PM GMT+11:00 Submitted By: CBA Williams	To: Sydney Water Corporation Ltd - Status: Acknowledged	UAT
Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	000000 PT1.01.0000	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
4	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
5	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,

SAP Business N	etwork 🔻 Enterpris	se Account TES	TMODE					
Home Enableme	nt Workbench	Orders ~	Fulfillment \sim	Invoices ~ Paym	nents ~ Catalog	s Reports ~	More ~	
102			P	el inc	TAL W IA-			
ALC: 1	Pa	ayments	✓ Syd	dney Water Corporation L	 Exact match 	✓ Paymer	nt Proposal ID	Q

2. Under Scheduled Payments tab of the invoice document,

Invoice:									Done
Create Line-Item Credit M	lemo Copy This Invoice	Download PDF 🔻	Export	cXML					
Detail Scheduled Payn	nents 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),

SAP	Business Networ	k – Enterprise	Account TEST	MODE		
Home	Enablement	Workbench	Orders ~	Fulfillment \sim	Invoices ~	Payments ~ Catalogs Reports ~ Messages
(i) Ne	ed to customize yo	our view of the d	ata? Create you	r own tiles, save fi	lters, and more by	ch page. Go to Workbench
						Scheduled Payments

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

Workbench							႕၀ို႕ Custor	nize
61 Orders Last 365 days	\$ 18.7 Å Scheduled payment Save filter		O New orders Last 31 days	32 Service s Save fil	heets	4 Changed order Last 31 days		
Scheduled payments (6) Cell Edit filter Save filter	Last 365 days						ſ	ቀየቀ

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

Your customer approved this sche	duled payment.			
Expected settlement date	Total invoice amount	Status	Early payment status	Total settlement amoun
Mar 11, 2022	\$16,610.00 AUD	Scheduled	Not Eligible	\$16,610.00 AUD

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.

Details 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 Paying company code Other 1000	e			

3.7.2 Payment timeline and history

Details	Payment timeline and history	History				đ	<u> </u>
Payment t	imeline						
0				30 •			
📔 💙 s	nvoice Created 15.100,00 AUD Feb 2022			Original Due Date 11 Mar 2022			
0		10	20	30	40	5	0

3.7.3 History

Details Payment timeline and	history History			ē	<u> </u>
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,

ome Enablement Workbenc	h Orders ~ Fulfillment ~	Invoices ~ Payments	 Catalogs Reports 	Messages	Create 🗸 🗄
100 201					
	Orders and Releases 💙 Sy	vdney Water Corporation L 🗸	Exact match 🗸 Order num	ber Q	
	✓ Orders and Releases	Carden			
Overview Getting started	Order Confirmations				
	Ship Notices				
71	Invoices	4	0	9	8
Orders	Service Sheets	Changed orders	Items to confirm	Orders	More
Last 365 days	Payments	Last 31 days	Last 31 days	Last 31 days	
	Remittances				

 Additionally, remittances can be accessed through Payments > Remittances (available to <u>enterprise</u> account suppliers only)

Home	Enablement	Workbench	Orders ~ F	- <mark>ul</mark> fillment	v Invoices v	Payments ~ Catal	ogs Rej	ports ~	Messages		Create 🤝 🕴 👓
	12 13				El Inte	Early Payments					
2		Or	ders and Releases	• •	Sydney Water Corporat	Scheduled Payments	~	Order n	umber	Q	
		1 Ma	11-	11	2 Bars	Remittances	NA		22	-	W

4. Support

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