

## 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 [businessconnect@sydneywater.com.au](mailto: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

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.

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. ⓘ	Yes
--	-----

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

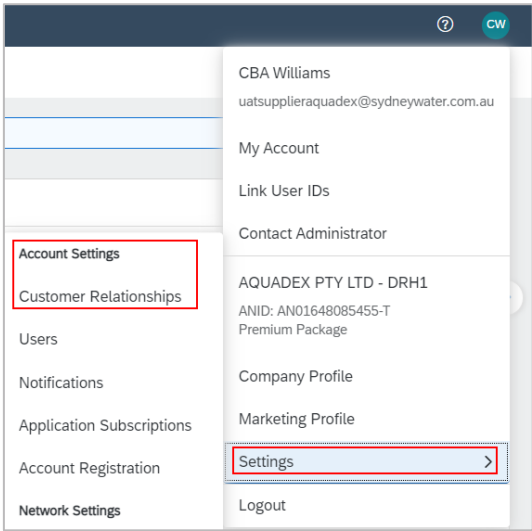
Suppliers in this group have the transaction rule ‘Auto-generate services sheets from service invoices’ set to **Yes**.

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

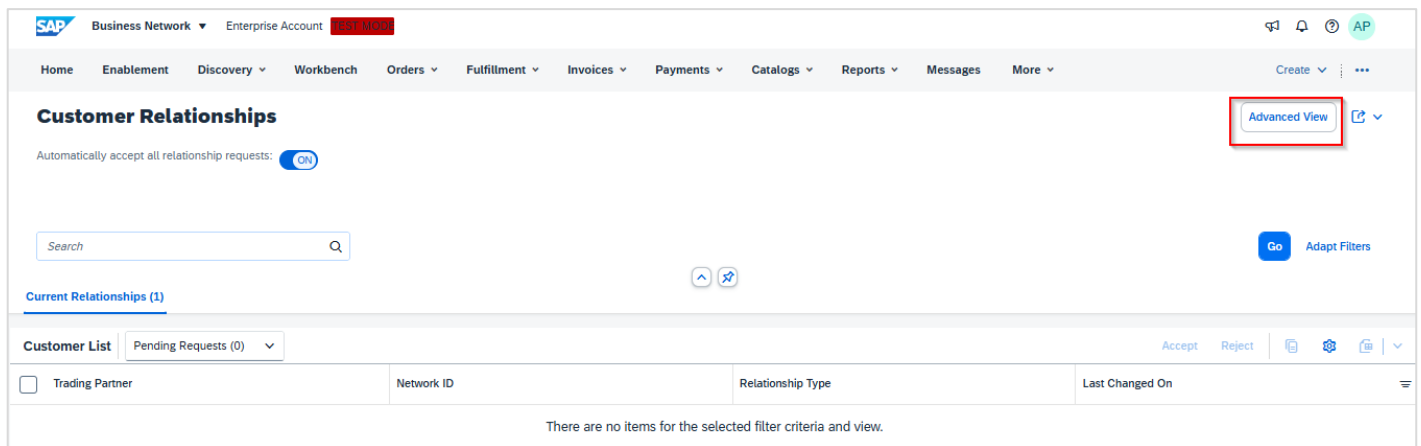
In addition, suppliers on enterprise account can submit invoices via CSV.

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

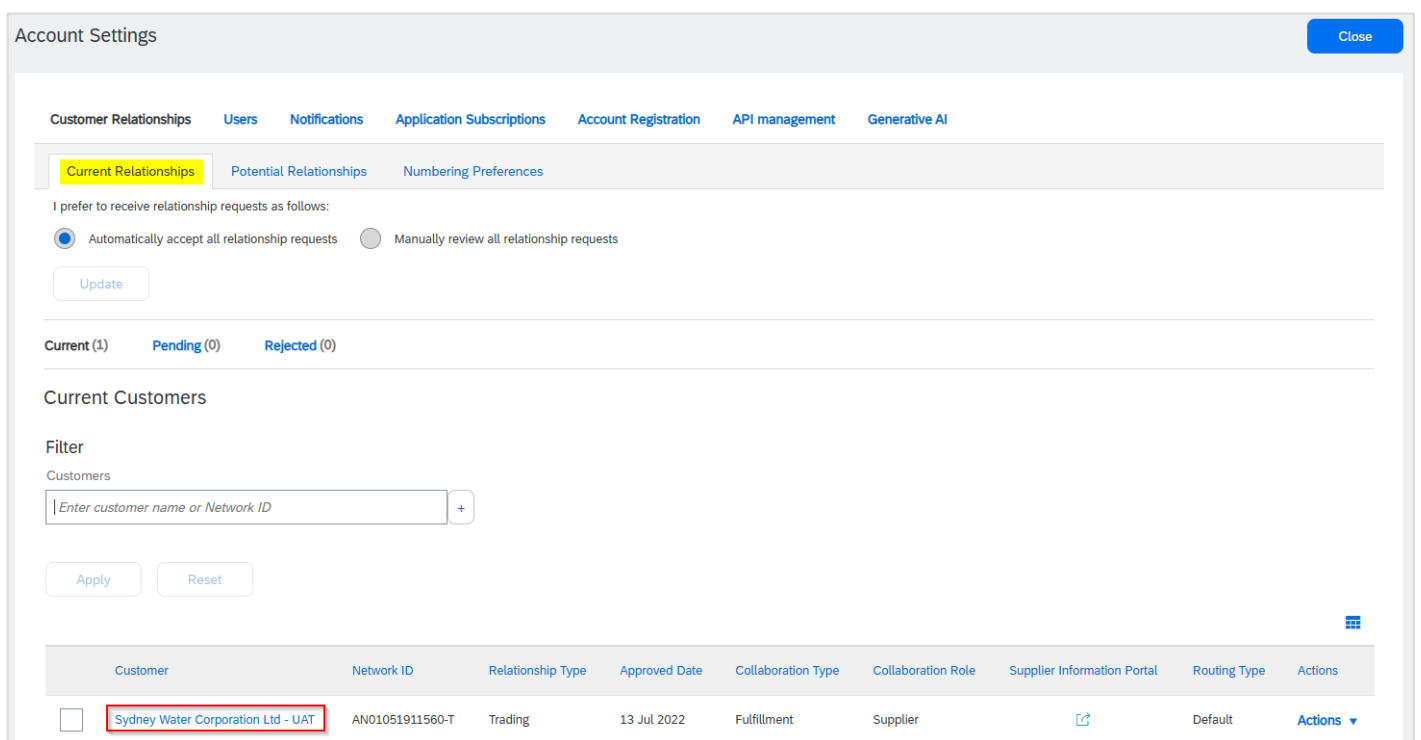
To identify your supplier group, go to **Settings > Account Settings > Customer Relationships**.



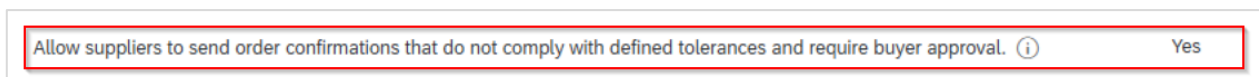
Click **Advanced View**.



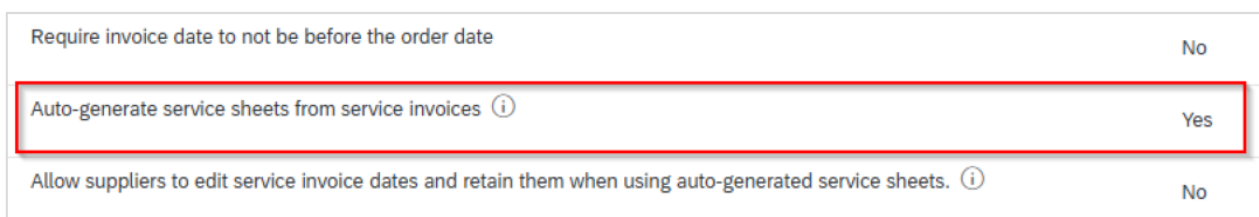
Under **Current Relationships**, select **Sydney Water**.



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



## SCC Suppliers



### General suppliers (enhanced)

## 2. PO types

## 2.1 Supply chain (47\* PO)

Purchase Order: 04700000043

Done

Order Detail

Order History

Sydney  
WATER

From:

Customer

SYDNEY WATER CORPORATION

1 Smith Street

Parramatta New South Wales 2150

Australia

Phone: + ( ) 02 8849 6900

Fax:

To:

Water Supply Corporation

1000 1000 1000 1000

1000 1000 1000 1000

Australia

Phone:

Fax:

Email: [water@sydneywater.com](mailto:water@sydneywater.com)

Purchase Order

(Confirmed)

04700000043

1000 1000 1000 1000 AUD

Version: 1

Track Order

Payment Terms ⓘ

1000 1000 1000 1000

Comments

Header text: 1000 1000 1000 1000

Routing Status: Acknowledged

External Document Type: ZSTK (Supply PO)

Related Documents: 1000 1000 1000 1000

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	Details
10	1		000000001100000015	Material			1,000 (EA) ⓘ	30 May 2023	\$1,732.00 AUD	\$1,732.00 AUD	\$173.20 AUD		

Page: 4 of 31  
Issue date: 6/06/2025

Purchase Order: 04711143 Done

Order Detail Order History

**Sydney WATER**

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

To: 0000 Technologies and Engineering Pty Ltd  
c/o Sydney Water  
Rembrandt House (Rembrandt) 200  
Sydney  
Phone: + ( ) 02 8849 6900  
Fax: + ( ) 02 8849 6900  
Email: [info@0000.com.au](mailto:info@0000.com.au)

Purchase Order (Invoiced)  
04711143  
AUD  
Version: 1  
Track Order

Payment Terms ⓘ  
30 days net 30

Routing Status: Acknowledged  
External Document Type: ZSTK (Repair PO)  
Related Documents: 1

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	\$9,960.00	\$996.00 AUD	<span>Details</span>

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**.

Home Enablement **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Messages Create

Workbench

22 New orders Last 31 days

32 Orders Last 31 days

0 Rejected invoices Last 31 days

New orders (22)  
[Edit filter](#) | [Save filter](#) | [Last 31 days](#) | [New](#)

Order Number	External Document Type	Customer
04711120	Supply PO	Sydney Water Corporation
04711193	Repair PO	Sydney Water Corporation
04711186	Urgent Supply PO	Sydney Water Corporation
04711195	Urgent Repair PO	Sydney Water Corporation

Table setting

Table columns

Column grouping

Date and time

Use **drag and drop** to configure the table columns to be displayed and their order

Available columns

Displayed columns

Pin

Type

Version

Inquiries

Ship To Address

Ordering Address

External Document Type

Routing Status

Order Number

Customer

Amount

Date

Order Status

Amount Invoiced

1 2 3 4 Apply Cancel

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




Purchase Order: 047

Done

Create Order Confirmation


Create Ship Notice

Create Invoice



Order Detail

Order History



From:

Customer

SYDNEY WATER CORPORATION

1 Smith Street


Parramatta New South Wales 2150

Australia

Phone: + ( ) 02 8849 6900

Fax:


To:



Australia

Phone:

Fax:

Email: 

Purchase Order

(+ Partially Confirmed)

047

Amount: \$1,000.00 AUD

Version: 2 (Previous Version)

Track Order

Payment Terms

Routing Status: Acknowledged

External Document Type: ZSTK (Urgent Supply PQ)

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: 04804

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:

Customer

SYDNEY WATER CORPORATION

1 Smith Street

Parramatta New South Wales 2150

Australia

Phone: + (0) 02 8849 6900

Fax:

Email: [info@sydneywater.com.au](mailto:info@sydneywater.com.au), [procurement@sydneywater.com.au](mailto:procurement@sydneywater.com.au)

Purchase Order

(Partially Invoiced)

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: 0480000024

Done

Order Detail

Order History

Sydney WATER

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

To: 

Sydney Water  
Level 11, 11th Street  
Sydney New South Wales 2000  
Australia  
Phone:  
Fax:  
Email: [water@sydneywater.nsw.gov.au](mailto:water@sydneywater.nsw.gov.au)

Purchase Order  
(New)  
0480000024  
SYDNEY WATER CORPORATION  
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	\$2,325.00 AUD	
Description: <a href="#">Maintenance Serv - Water/Facility</a>												
00010.10				Service			23,250.000 (EA) ⓘ		\$1.00 AUD	\$23,250.00 AUD		
Description: <a href="#">Maintenance Serv - Water/Facility</a>												
<div><div>Sub-total: \$23,250.00 AUD Est. Total Tax: \$ 2,325.00 AUD Est. Grand Total: \$25,575.00 AUD</div><div>Service Sheet Required</div></div>												

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 WATER

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

To: 

Sydney Water  
Level 11, 11th Street  
Sydney New South Wales 2000  
Australia  
Phone:  
Fax:  
Email: [water@sydneywater.nsw.gov.au](mailto:water@sydneywater.nsw.gov.au)

Purchase Order  
(Invoiced)  
0480000074  
SYDNEY WATER CORPORATION  
Version: 1

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 Jul 2022				
Description: <a href="#">Cloud Hosting co hosting</a>												

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			
		<a href="#">Order Confirmations</a>	<a href="#">Ship Notices</a>	<a href="#">Service Sheets</a>	<a href="#">Invoices</a>
Supply chain 47* PO	Material	✓	✓		✓
General 48* PO	Material <sup>(1)</sup>	✓			✓
General 48* PO	Service <sup>(2)</sup>	✓		✓	✓

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.

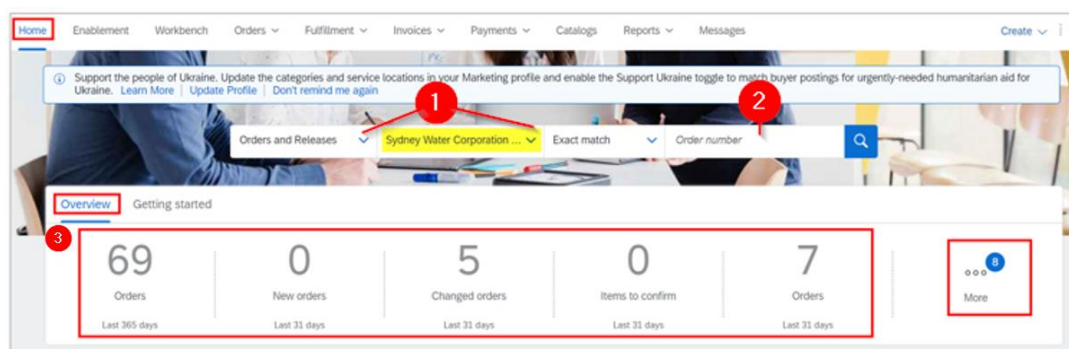
The next section provides an overview on how to navigate procurement transactional documents received from us or submitted by you on the network. For instructions on how to submit fulfilment documents, refer [here](#) under **Processing purchase orders**.

## 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.



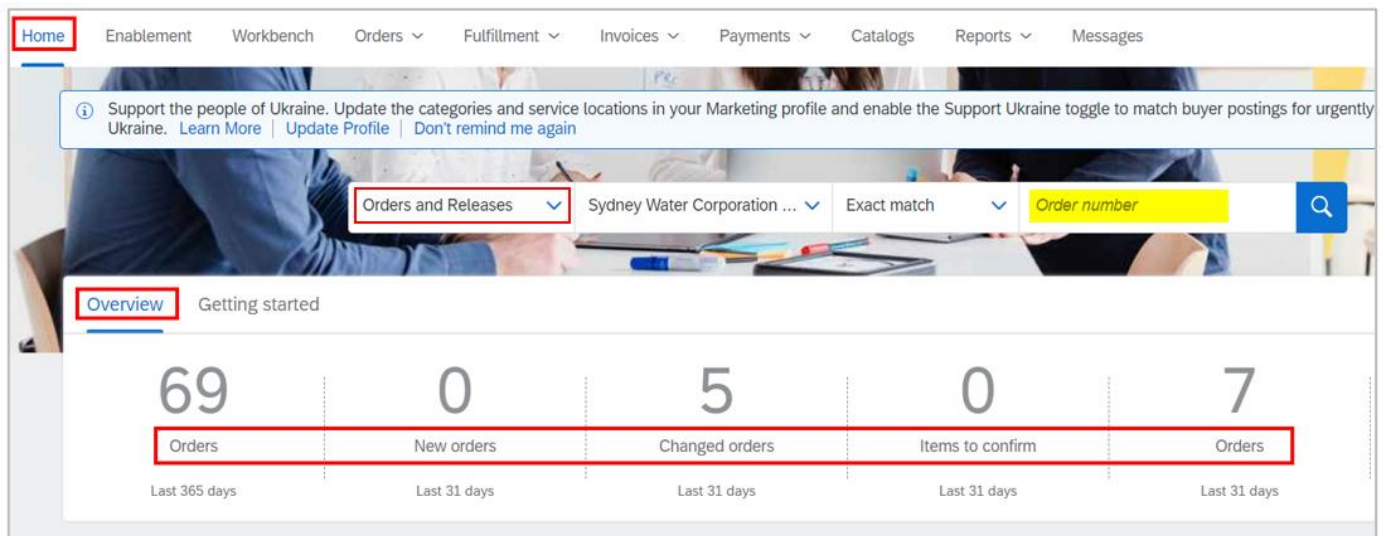
Refer to [Getting started with the SAP Business Network user interface for suppliers](#) for more information about this topic.

### 3.2 Purchase Orders

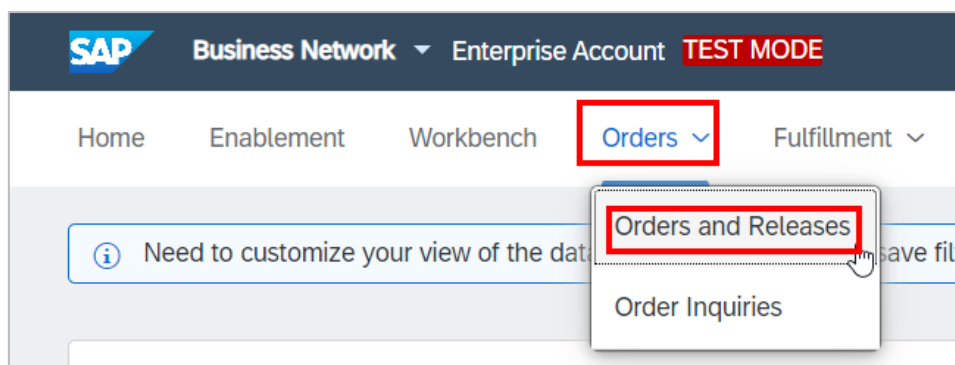
Once logged in to the network, POs can be accessed through:



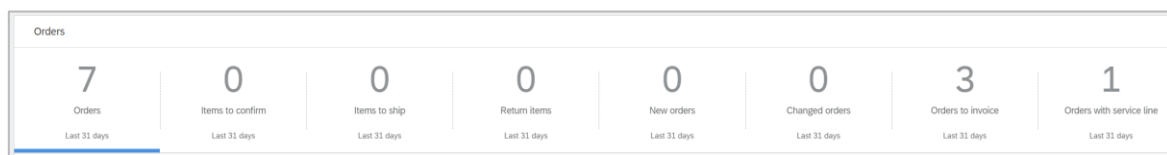
1. The **Home** screen via the search bar by applying filter **Orders and Releases** and entering the PO number, or via the **Overview** tiles.



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

Purchase Order: 


Done Previous

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet Create Invoice ▼

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: 


Done


Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History



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

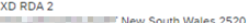




To: SCC-20000324@SW - TEST  
SCC-20000324@SW Address Line 1  
PARRAMATTA 2150  
Australia  
Phone:  
Fax:  
Email: 


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

Track Order

Payment Terms ⓘ  
10% 30

Payment Terms ⓘ  
SW 10th Day of Next Month

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

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

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

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 Items										
Line #	No. Schedule Lines	Part #	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1		00000000103	Material	2,000 (EA)	28 Mar 2022	\$11.00 AUD	\$22.00 AUD	\$2.20 AUD	

Description: PUMP,DOSING

Annotations: 1 (Type), 2 (Part #), 3 (Details), 4 (Show Item Details)

5. Check the fulfilment status.

6. Review our confirmation approval status and comments.

Status	
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	
Comments: We need the same part as we already have spares for same.	

Annotations: 5 (Status), 6 (Approved)

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

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

Annotation: 7 (Priority)

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

Schedule Lines				
Schedule Line #	Change	Delivery Date	Ship Date	Quantity (Unit)
1	→ Edited	29 Apr 2022 12:00 PM AEST		1,000 ±0.000 (EA)
2	→ New	13 May 2022 12:00 PM AEST		9,000 (EA)

Annotation: 8 (Schedule Lines)

9. Check **Manufacturer Part ID**.

Other Information

External Line Number:

00010

Estimated days for inspection:

0

Manufacturer Part ID:

3312.710.474-10000 550MM

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 Items

Line #	No. Schedule Lines	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
00010	1			Service			158.210 (EA)	29 Jun 2022	\$1.00 AUD	\$158.21 AUD	\$15.62 AUD	
00010.10				Service								

Service Sheet Required

Sub-total: \$158.21 AUD  
Total Serviced: \$158.21 AUD  
Total Invoiced: \$158.21 AUD  
Est. Total Tax: \$ 15.62 AUD  
Est. Grand Total: \$173.83 AUD

7. Check the fulfilment status.

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.

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: <b>Work on the...</b>										
<b>Status</b>										
158.21 Invoiced Invoiced Amount: \$158.21 AUD										
158.21 Serviced Serviced Amount: \$158.21 AUD										
<b>Accounting</b>										
General Ledger	ID								0000552800	
SAP Serial Number	SAP Serial Number								01	
Project/WBS	ID									
ID	100.0									
									9	EN.P0000021.01.01.1

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.

If a PO is serviced and invoiced, the total shows the amount for both.	<div> 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 </div>
If a PO is serviced, the total shows the amount.	<div> 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> 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> 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: **00000000000000000000**

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Order Detail   **Order History**

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

**To:**  
[Redacted]  
[Redacted]  
[Redacted]  
Australia  
Phone:  
Fax:  
Email: [Redacted]

**Purchase Order (Invoiced)**  
00000000000000000000  
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: **00000000000000000000** Done

---

Order Detail   **Order History** <sup>1</sup>

---

**2**

Purchase Order: **00000000000000000000**  
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

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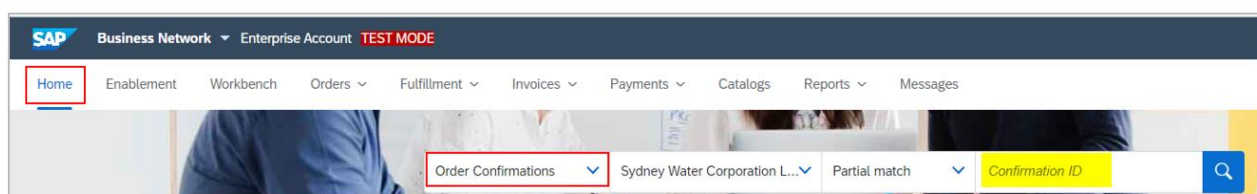
**History** <sup>3</sup>

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 <b>00000000000000000000</b> is now routed to the account <b>00000000000000000000</b> .	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 <b>00000000000000000000</b> .	TXNDocSupplierApp-125009045	9 Nov 2022 3:50:47 PM
Sent	Email order was sent to <b>00000000000000000000</b> .	OrderDispatcher - Email	9 Nov 2022 3:50:47 PM
Confirmed	<b>4</b> <b>conf4820148</b>	<b>00000000000000000000</b>	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,



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

Purchase Order: 0470000447

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

Tabs: 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]

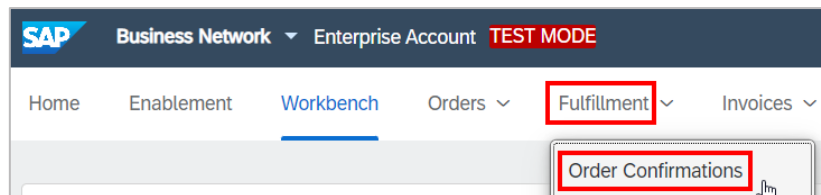
Purchase Order  
(+ Confirmed)  
Amount: \$24.00 AUD  
Amount: \$20.00 AUD  
Version: 2 (Previous Version)  
Track Order

Payment Terms  
Contact Information  
Supplier Address

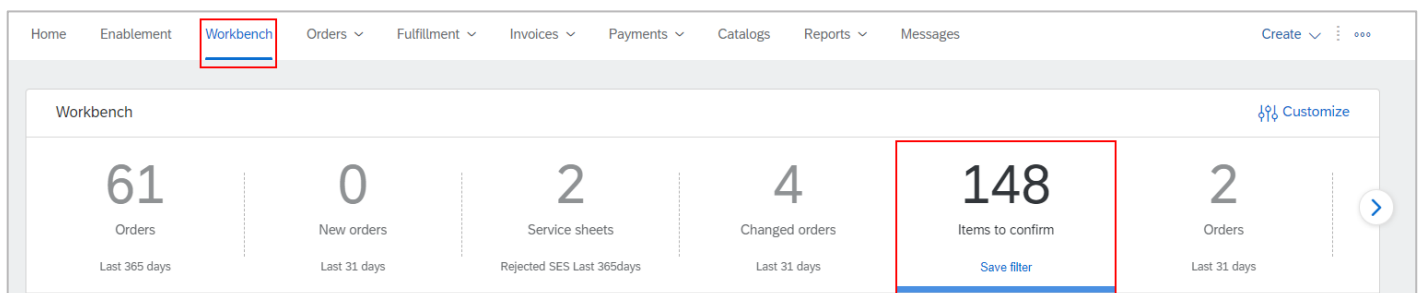
Buyer/Contact

Routing Status: Acknowledged  
External Document Type: ZSTK (Supply PO)  
Related Documents: Defect\_7298 Testing 1  
Order Confirmation Defect\_7298

- 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,



- 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

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



Detail
History

Confirmation #: Test#7298  
Notice Date: 8 Nov 2022  
Purchase Order: 0470009446

Related Documents: Test#7298\_AR  
Test#7298\_AR

Line Items

Line #	No. Schedule Lines	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Ship By	Unit Price	Subtotal	Customer Location	Tax
10	1		000000001000000015		2,000 (EA)	8 Nov 2022		\$10.00 AUD	\$20.00 AUD		\$2.00 AUD

Description: ACTUATOR,PNEU,ROT,250NM,0.8MPA,DA  
Current Order Status: 2 Confirmed With Changes (Schedule line number: 1; Comments: Price deviation without header text; Estimated Delivery Date: 8 Nov 2022 - defaulted from Requested Delivery Date in order; Confirmed Unit Price: \$11.00 AUD)

Attachment(s)

Name	Type
7032 Testing Split Val and Scaling.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

### 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: 

Done

Export CXML

Detail
History

Order Confirmation:   
Routing Status: Acknowledged  
Received By Arba Network On: 8 Nov 2022 3:21:45 PM GMT+11:00  
Submitted By:

To: Sydney Water Corporation Ltd - UAT

History

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.	TXNDDocSupplierApp-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.	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
	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

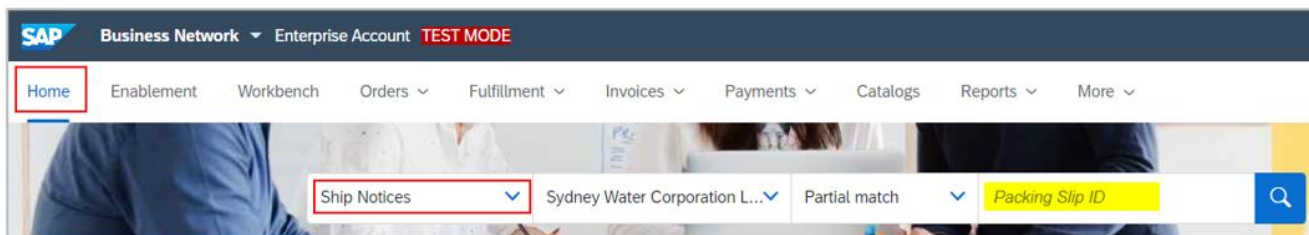
Export CXML

### 3.4 Ship Notices

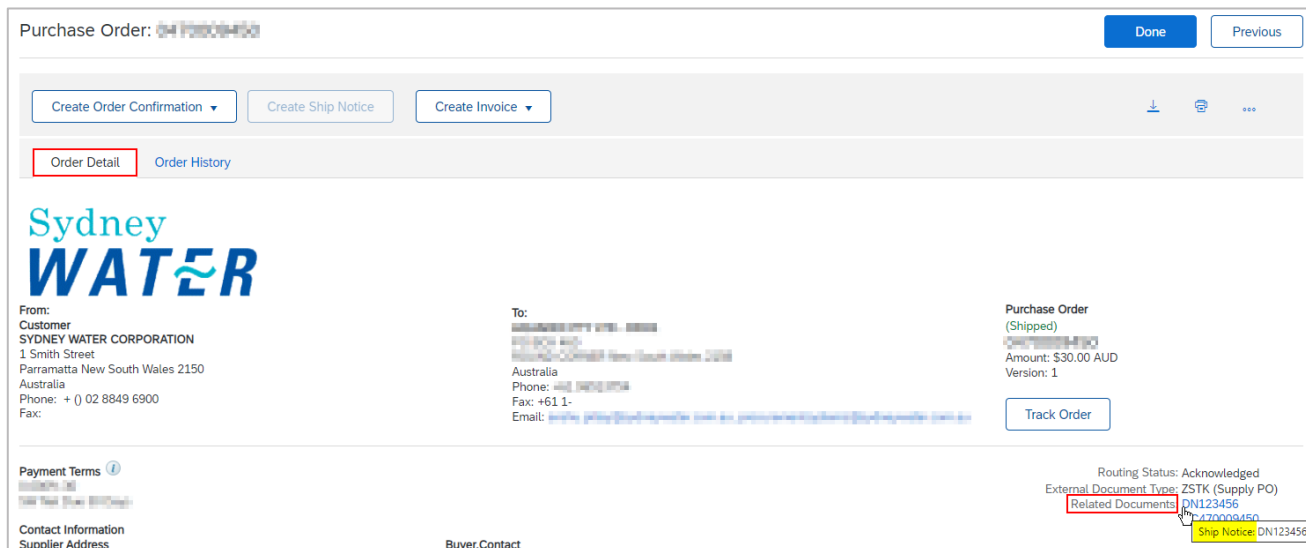
A Ship Notice, sometimes called Advanced Shipping Notification ('ASN'), is submitted before or after the despatch of items to notify Sydney Water of upcoming delivery. This facilitates the goods receipting process, which takes into consideration safety procedures that must be followed. ASNs can be accessed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

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

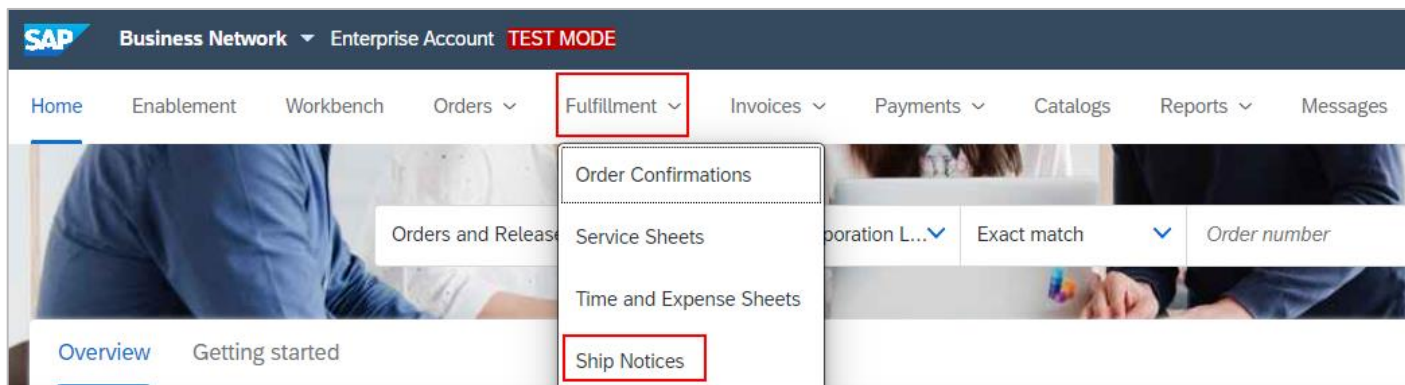




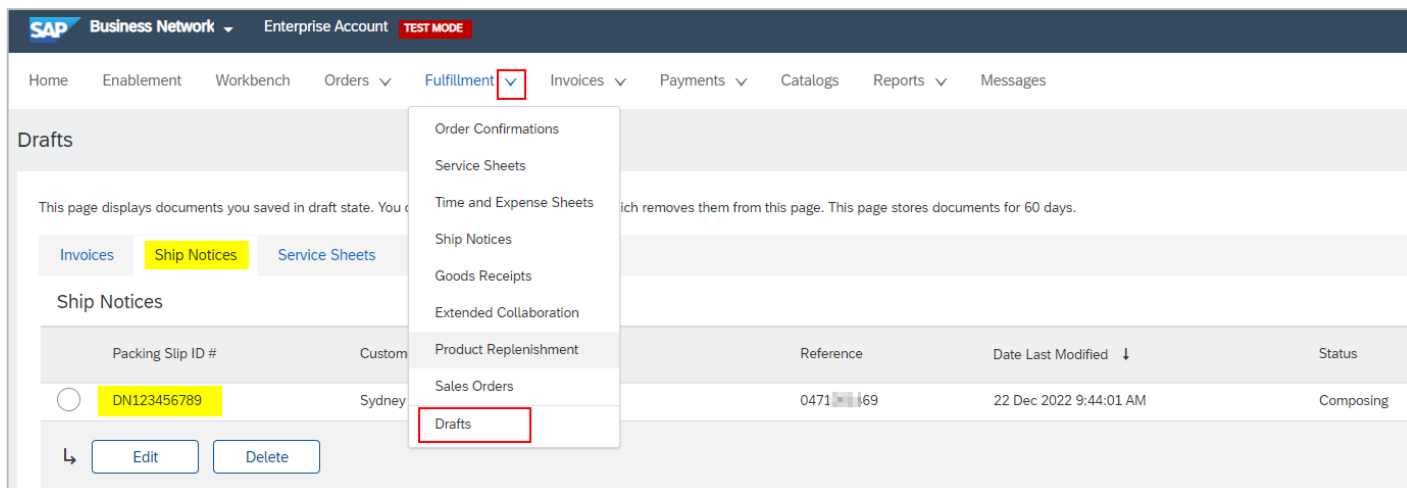
2. Under **Related Documents** in the **Order Detail** screen,



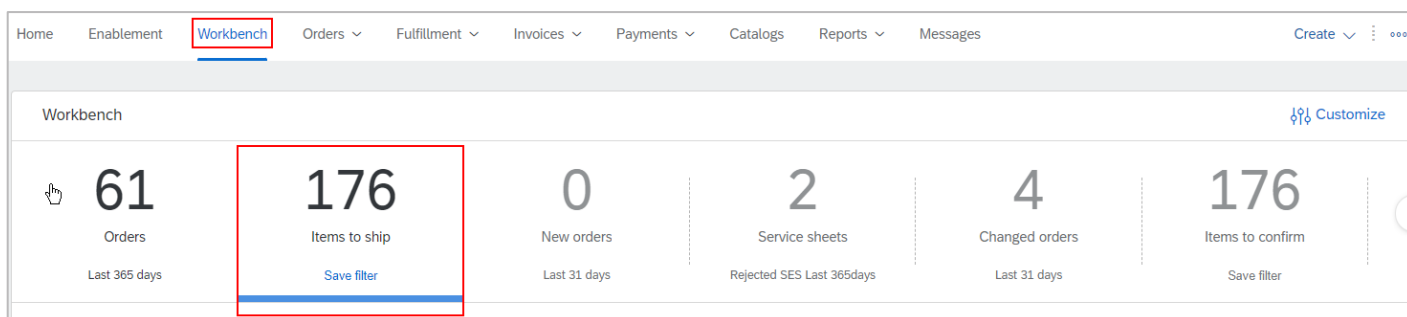
3. Under **Fulfillment > Ship Notices** (available to enterprise account suppliers only), or



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

Done

CancelPrintExport cXML

1DetailHistory

SHIP FROM

Australia

2DELIVER TO

POTTS HILL MAIN

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

3SHIPPING

Packing Slip ID: DN

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: --

DIMENSIONS

Gross Volume: --

Gross Weight: 5 TNE ⓘ

Total Length: 4 MTR ⓘ

Total Width: 2 MTR ⓘ

Total Height: 3 MTR ⓘ

4TRACKING

Related Documents: 047 ⓘ ⓘ ⓘ

Carrier Name: Toll Australia

Carrier Code: --

Tracking No.: TA ⓘ ⓘ ⓘ ⓘ

Bill of Lading No.: --

Shipping Method: Mail

Carrier Contacts: --

Shipping Contract Number: --

Shipping Instructions: --

STATUSES BASED ON GOODS RECEIPT

Completion Status: None

Receipt Status: None

SHIP NOTICE TRACKING

Execution status: None

Estimated arrival date: --

6ADDITIONAL INFORMATION

Reason for Shipment: --

Comments: --

Invoice Number: 000 ⓘ

Government Issued Shipping ID: --

Document Title: --

Supplier Reference: --

Transit Direction: --

Order Items

[Show Item Details](#)

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
047	10		00000000100	2.000	EA ⓘ	24 Nov 2022		\$15.00 AUD	\$30.00 AUD	\$3.00 AUD	1000
Description: FAN COIL ASSEMBLY											
SHIPMENT STATUS											
7 1. <span>Shipped</span> 2 EA ⓘ (Production Date: 1 Jan 2022 ) <a href="#">Show Details</a>											

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. 18xxxxxxx)** indicates the ASN has been posted successfully. If you do not see this message, send an email to [businessconnect@sydneywater.com.au](mailto:businessconnect@sydneywater.com.au).

Ship Notice: DN111111 Done

Cancel Export cXML

**Detail** 1 History 2

Ship Notice: DN111111  
 Routing Status: **Acknowledged**  
 Received By Ariba Network On: 8 Dec 2022 9:50:18 AM GMT+11:00  
 Submitted By: [User Name]

To: 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
Acknowledged	Success	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 to 180001856).	CommunityWeb-125041049	8 Dec 2022 9:57:36 AM

4 5

## 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 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

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

Purchase Order: 0000000000 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) 2 8849 6900  
 Fax:

To: [Supplier Name]  
 [Address]  
 Australia  
 Phone: [Phone]  
 Fax: +61 1-  
 Email: [Email]

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

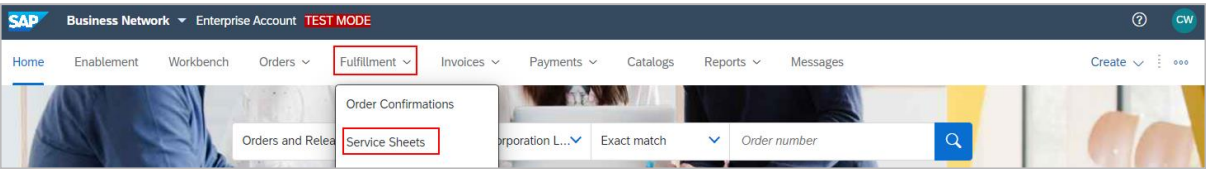
Payment Terms

Contact Information  
 Supplier Address

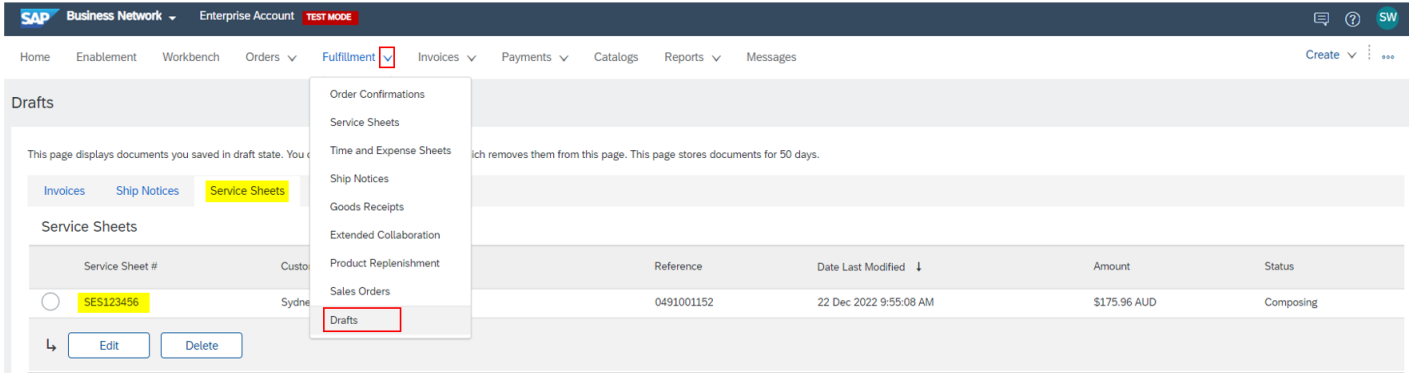
Buyer Contact

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

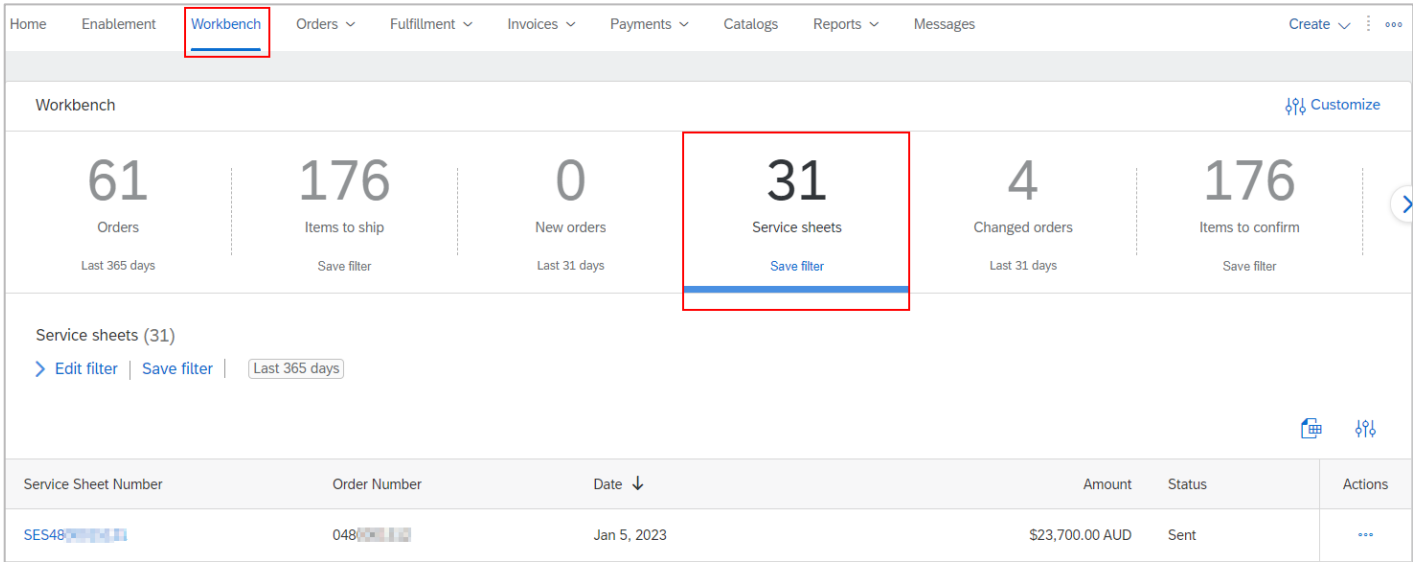
3. Under **Fulfillment > Service Sheets** (available to enterprise account suppliers only), or



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: SES4881

Done

Create Invoice

Copy SES

Detail

History

Service Sheet

(Approved)

SES4881

Date: 9 Nov 2022

Final Service Sheet: No

Purchase Order: 048818

ERP SES ID: 100081

Subtotal: \$50.00 AUD

Service Start Date: 9 Nov 2022

Service End Date: 9 Nov 2022

Subtotal: \$50.00 AUD

From

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

To

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

Routing Status:

Acknowledged

Related Documents

048818

Service Entry Sheet Lines

SES Line

Type

Service # / Description

Line Type

Contract #

Qty (Unit)

Unit Price

Subtotal

00010

Testing Ariba SES

1

Service

Planned

50 (EA)

\$1.00 AUD

\$50.00 AUD

Details

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](mailto: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.

### 3.6 Invoices

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

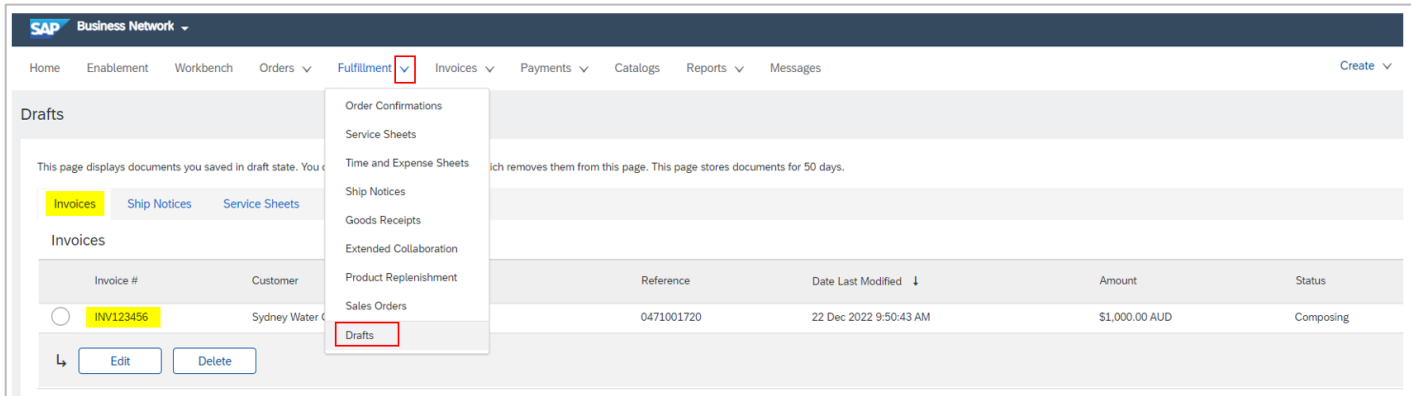
2. Under **Related Documents** in the **Order Detail** screen,

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

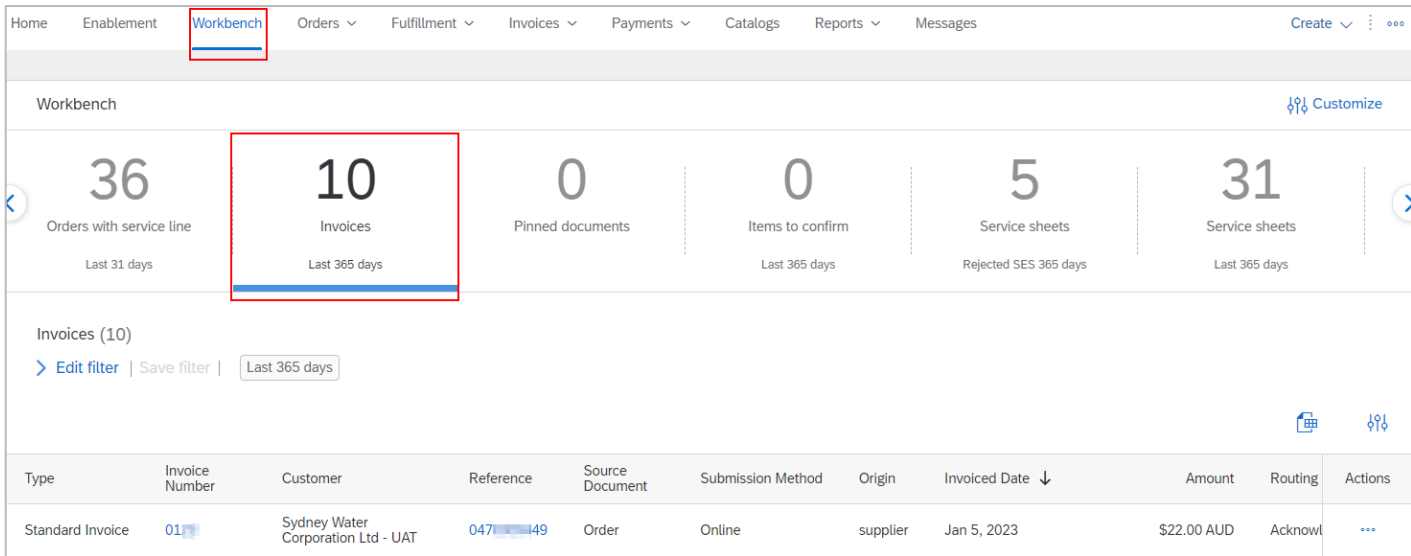
Page: 23 of 31  
Issue date: 6/06/2025



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



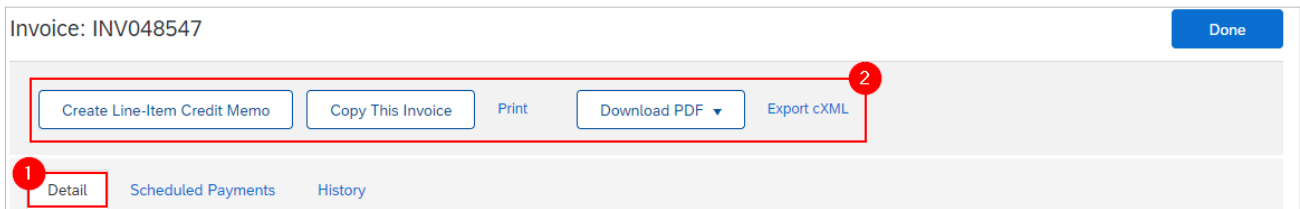
4. In the **Workbench** if a tile has been created for it. The invoice can be directly accessed from this view.



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		
<div>3</div> <p> <b>Status</b>            Invoice: <b>Approved</b>            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>		<div>4</div> <p>           Subtotal: <b>\$15,100.00 AUD</b>            Total Tax: <b>\$1,510.00 AUD</b>            Total Gross Amount: <b>\$16,610.00 AUD</b>            Total Net Amount: <b>\$16,610.00 AUD</b>            Amount Due: <b>\$16,610.00 AUD</b> </p>
<b>REMIT TO:</b> AQUADUX PTY LTD - (DRN) Postal Address: PO BOX 800 BRUNNICK ROAD NEWCASTLE Australia	<b>BILL TO:</b> SYDNEY WATER CORPORATION Postal Address: 1 Smith Street Parramatta NSW 2150 Australia Address ID: 1000	<b>SUPPLIER:</b> AQUADUX PTY LTD - (DRN) Postal Address: PO BOX 800 BRUNNICK ROAD NEWCASTLE Australia
<b>BILL FROM:</b> AQUADUX PTY LTD - (DRN) Postal Address: PO BOX 800 BRUNNICK ROAD NEWCASTLE Australia	<b>CUSTOMER:</b> SYDNEY WATER CORPORATION Postal Address: 1 Smith Street Parramatta NSW 2150 Australia Address ID: 1000	

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

SHIPPING INFORMATION:

SHIP FROM:

PO BOX 1000

PO BOX 1000

PO BOX 1000

Australia

SHIP TO:

SYDNEY WATER CORPORATION

Postal Address (Default):  
20 William Holmes  
Potts Hill NSW 2143  
Australia  
Address ID: 1000

PAYMENT TERMS:

Net Term: 30 Days

ADDITIONAL INFORMATION:

Original Purchase Order: 0480000017

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:						

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.

Navigating our POs  
Version: 3

Document uncontrolled when printed

Page: 26 of 31  
Issue date: 6/06/2025

Tax Summary

Tax Details:

10

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

11

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: 510000027320220011000ER5

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	

## 3.6.3 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](mailto: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: **INVOICE** Done

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

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

Invoice: **INVOICE**  
 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 <b>Approved</b> 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,

SAP Business Network Enterprise Account TEST MODE

[Home](#)
[Enablement](#)
[Workbench](#)
[Orders](#)
[Fulfillment](#)
[Invoices](#)
[Payments](#)
[Catalogs](#)
[Reports](#)
[More](#)

Payments Sydney Water Corporation L... Exact match Payment Proposal ID

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

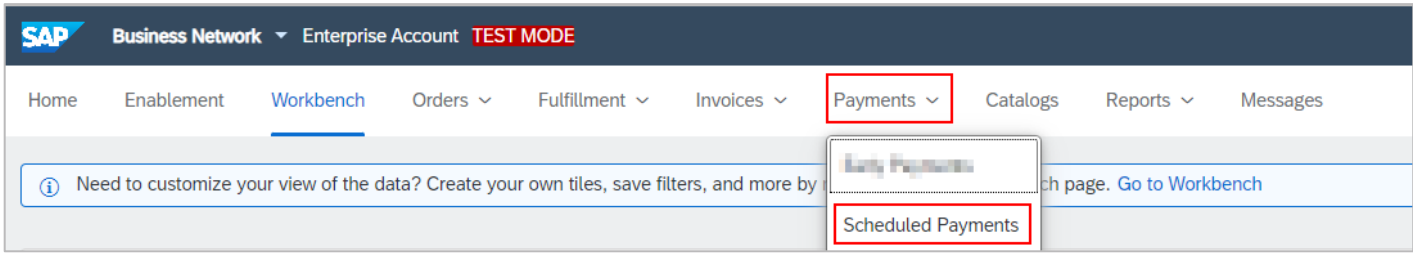
Invoice: **INVOICE** Done

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

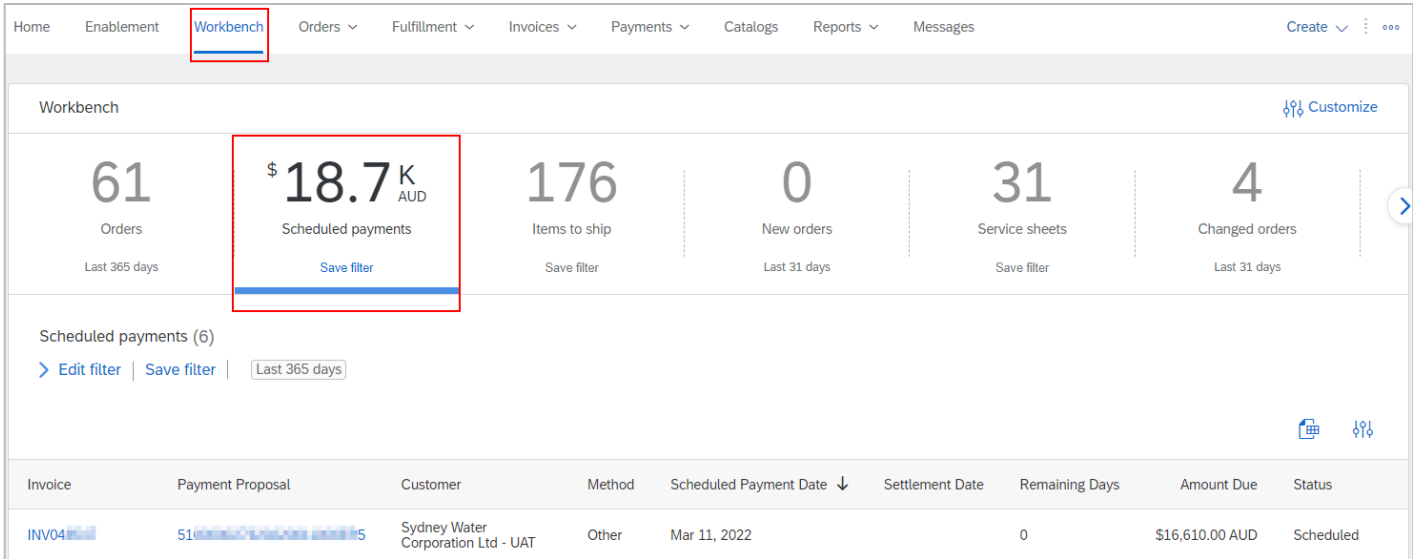
[Detail](#)
[Scheduled Payments](#)
[History](#)

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	

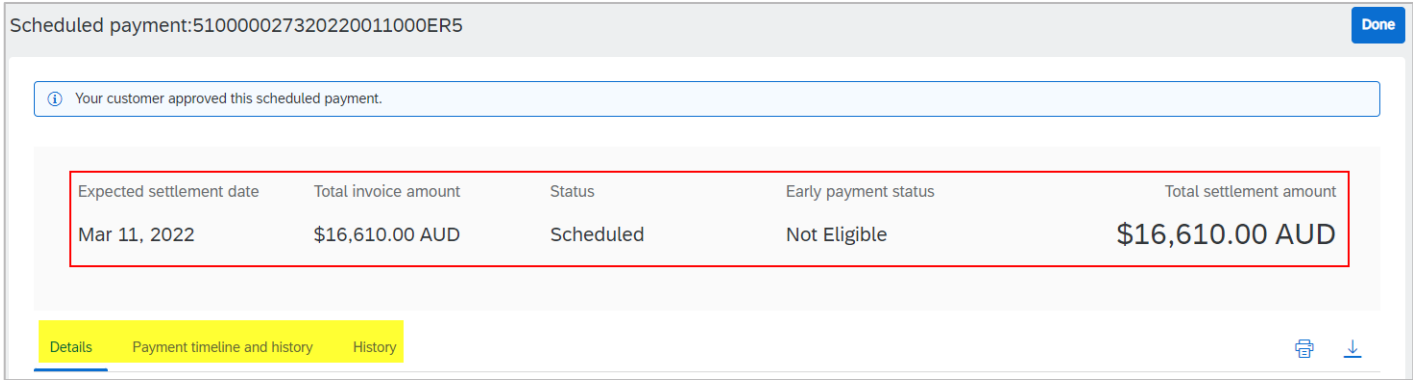
3. Under **Payments > Scheduled Payments** (available to enterprise account suppliers only),



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.

Details

Payment timeline and history

History

Payment details

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

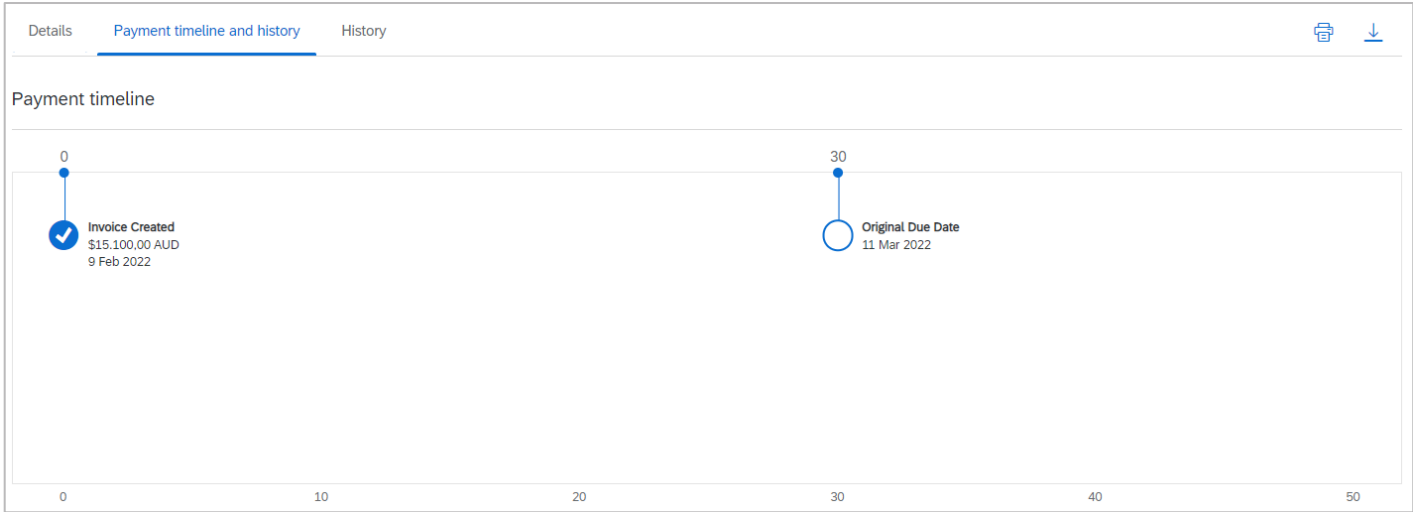
Payment method

Other

Paying company code

1000

3.7.2 Payment timeline and history



3.7.3 History

Details

Payment timeline and history

History

Scheduled payment

From

Routing status

Date received by Ariba Network

510000027320220011000ER5

Sydney Water Corporation Ltd - UAT

Sent

Apr 19, 2022 07:12:33 PM

History

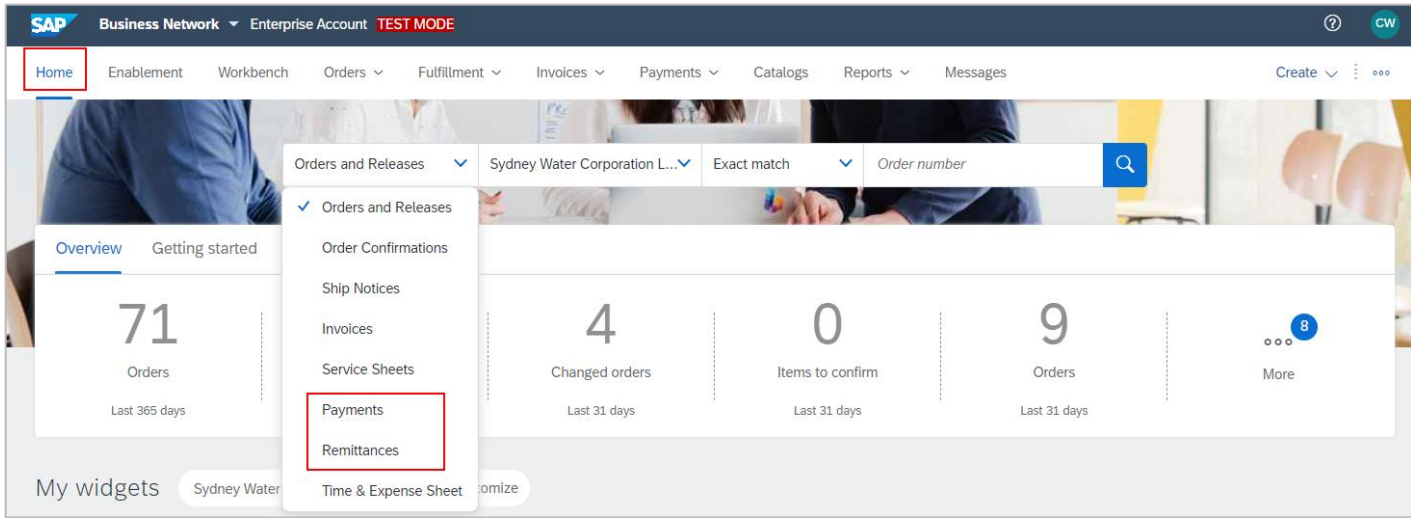
Status	Comments	Change by	Date and time
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There is currently no history available to view.

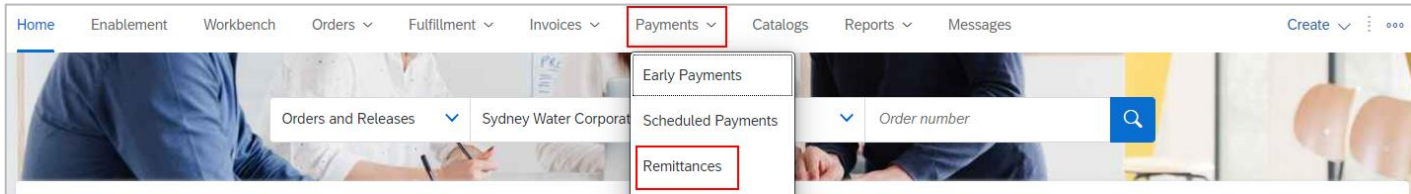
3.8 Payments / Remittances

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

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