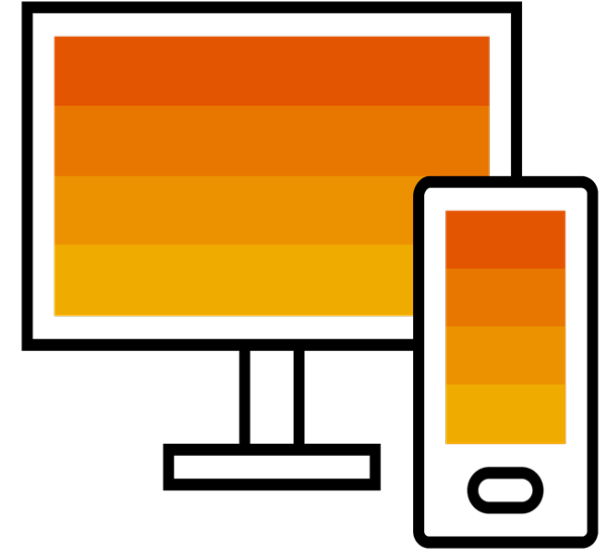


SAP Ariba 



# Emirates National Oil Company

## Standard Account -Supplier Guide

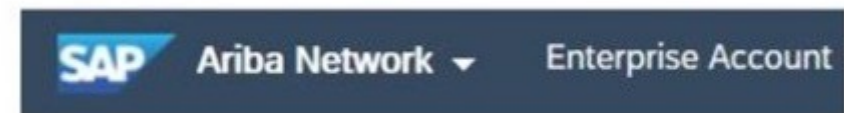
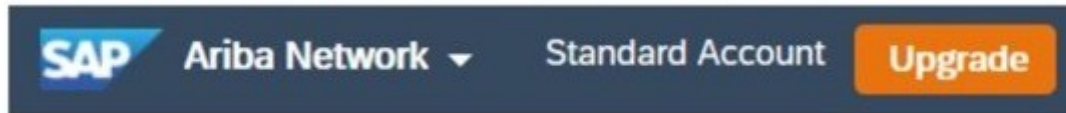
PUBLIC



THE BEST RUN 

# Identify your Account Type

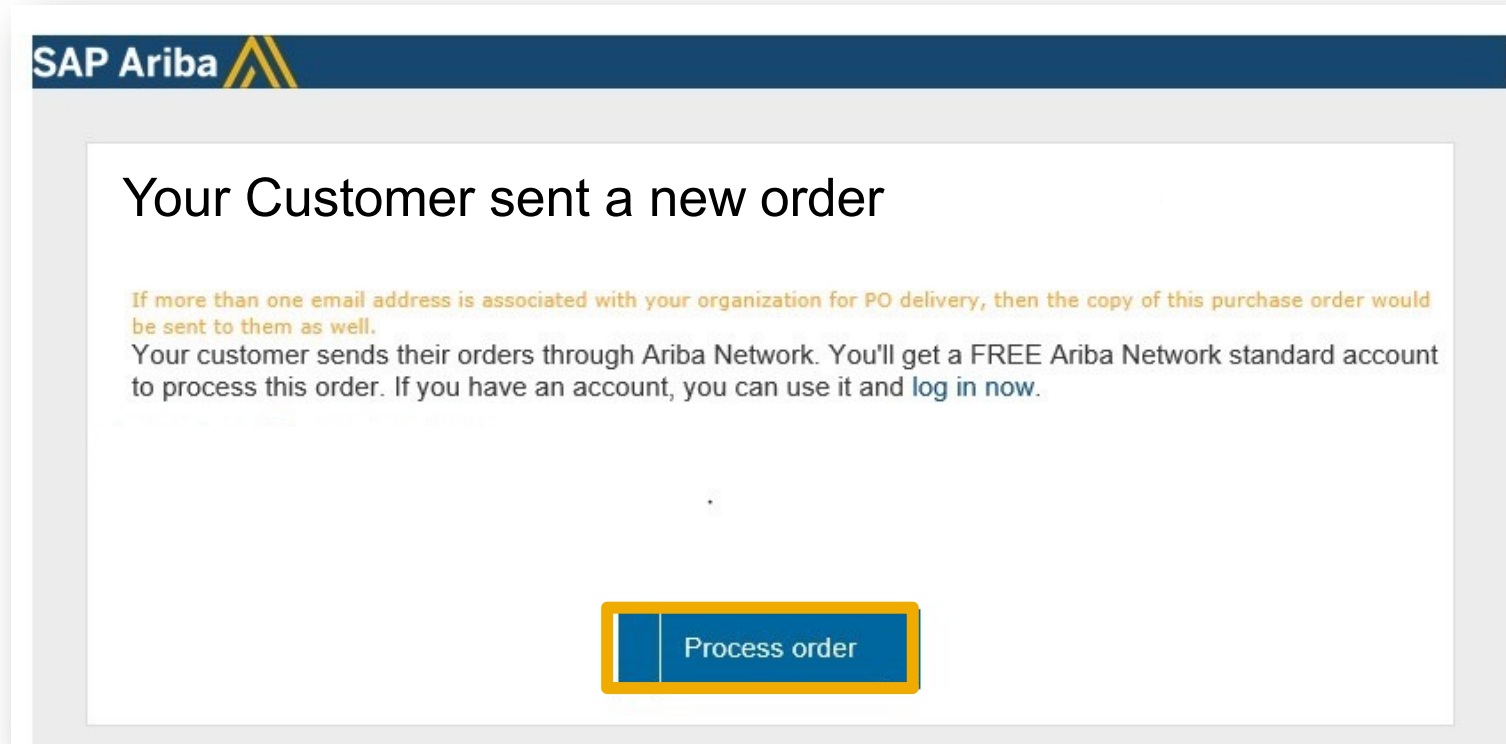
Not sure about which account type you are currently dealing with?  
Simply connect to your account and check the top bar.



Please note Enterprise account is the Paid account- if you do not wish to use the Enterprise account and pay fees to Ariba please create a ticket with Ariba support to downgrade your account to Standard account.

# Register For A Standard Account

## Receive Interactive Email Order From Customer



### **IMPORTANT:**

**Before You Click The “Process Order” Button For The First Time:**

1. Align Internally
2. Create An Email Folder
3. Designate / Know Administrator

### **To Get Started:**

Click The **Process Order** Button In The PO Notification (Interactive Email)

# When you Receive your first Purchase order

## Register For A Standard Account



[ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)

Receive Interactive Email PO



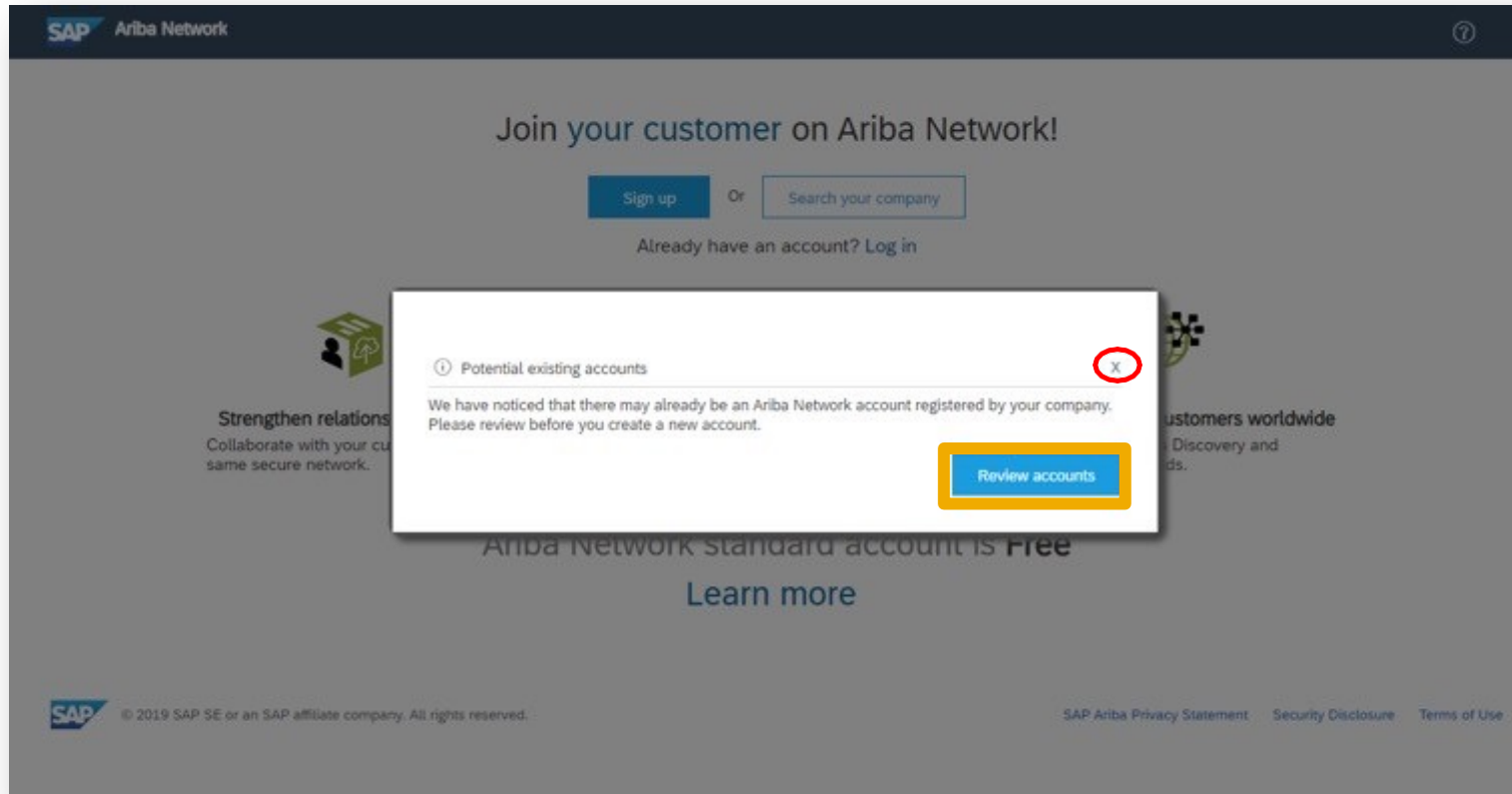
Click The Process Order Button



Sign Up Or Login

# Register For A Standard Account

## Review Potential Existing Accounts



### Ariba Network Automatically Checks For Potential Existing Accounts

- Click Review accounts If You Want To Check For An Existing Account For Your Company
- If You Want To Skip This Step, Press **X** In The Top Right Corner


# Register For A Standard Account

Sign Up Or Connect


Join your customer on Ariba Network!

[Sign up](#)


Already have an account? [Log in](#)



**Strengthen relationships**  
Collaborate with your customer on the same secure network.



**Connect faster**  
Exchange documents electronically and streamline communications.



**Reach more customers worldwide**  
Sign up with Ariba Discovery and increase sales leads.

Ariba Network Standard Account is **Free**

[Learn more](#)

Select The **Sign Up** Option To Create A New Standard Account

-OR-

Use Your Existing Standard Account By Clicking On **Log in**

# Register For A Standard Account

## Configure Account, Accept Terms of Use, And Register

The screenshot displays the registration form for a standard account. It is divided into two main sections: "Company information" and "User account information".

**Company information section:**

- Company Name: MyCompany
- Country/Region: United States [USA]
- Address: Main Street
- Line 2: (empty)
- Line 3: (empty)
- City: BigTown
- State: Alabama [US-AL]
- Zip: (empty)

**User account information section:**

- Name: First Name, Last Name
- Email: (empty)
- Use my email as my username
- Username: (empty)
- Password: Enter Password
- Repeat Password: (empty)
- Language: English
- Email orders to: (empty)

At the bottom of the form, there are two checkboxes with arrows pointing to them:

- I have read and agree to the [Terms of Use](#)
- I have read and agree to the [SAP Ariba Privacy Statement](#)

1. Review your **Company Information**
2. Enter **your User Account Information**
3. Accept **Terms of Use** and click on **Register**

# Register For A Standard Account

## Transact With Your Customer

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History


From: Customer Energie  
Address ID: PO3

To: ...

Comments  
Header level comments like Terms and Conditions etc.

Contact Information  
Requisitioner Address  
Requisitioner user name  
New Street  
London  
L12345  
United Kingdom  
Email: requisitioner@test.com  
Address ID: 10000199

Supplier Address  
Supplier Company Ltd Bu  
New Street  
London  
LN155PP  
United Kingdom  
Address ID: SUP00

>> 

Search...

FAQ How do I update/edit/change a purchase order (PO)?

FAQ How do I find the remaining balance of a purchase order?

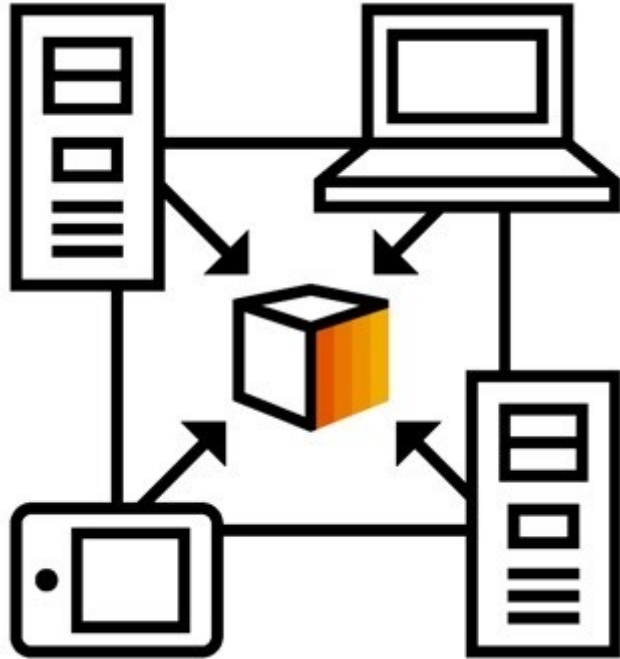
FAQ If I have already invoiced my purchase order once, how do I invoice for the remaining amount?

FAQ Why isn't the Create Invoice option available on my purchase order?

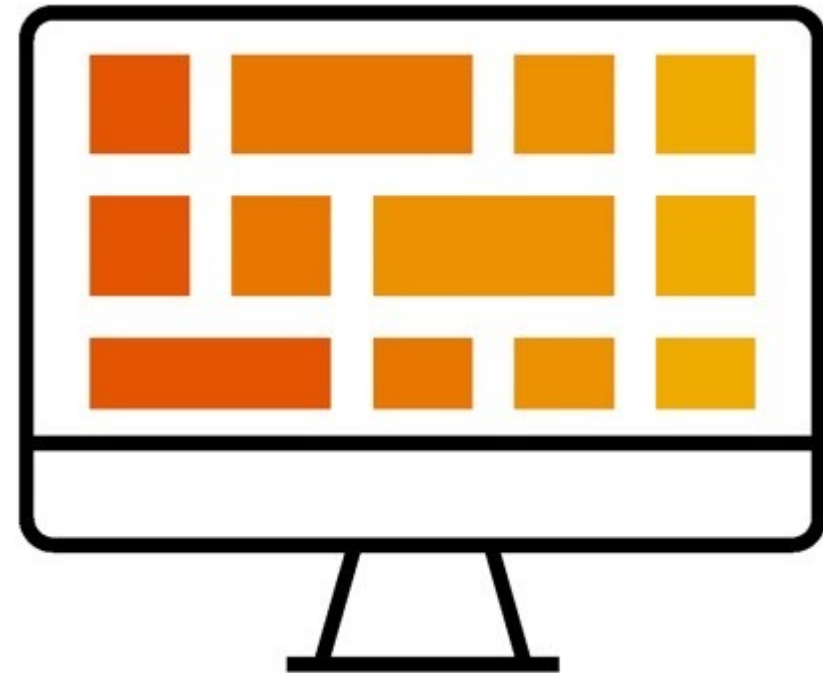
- Click On **Create Order Confirmation**, **Create Ship Notice**, Or **Create Invoice** To Get Started
- If You Need Assistance, Please Refer To The Articles In Yhe **Help Center** (Right-Hand Side)



# Already Have An Enterprise Account?



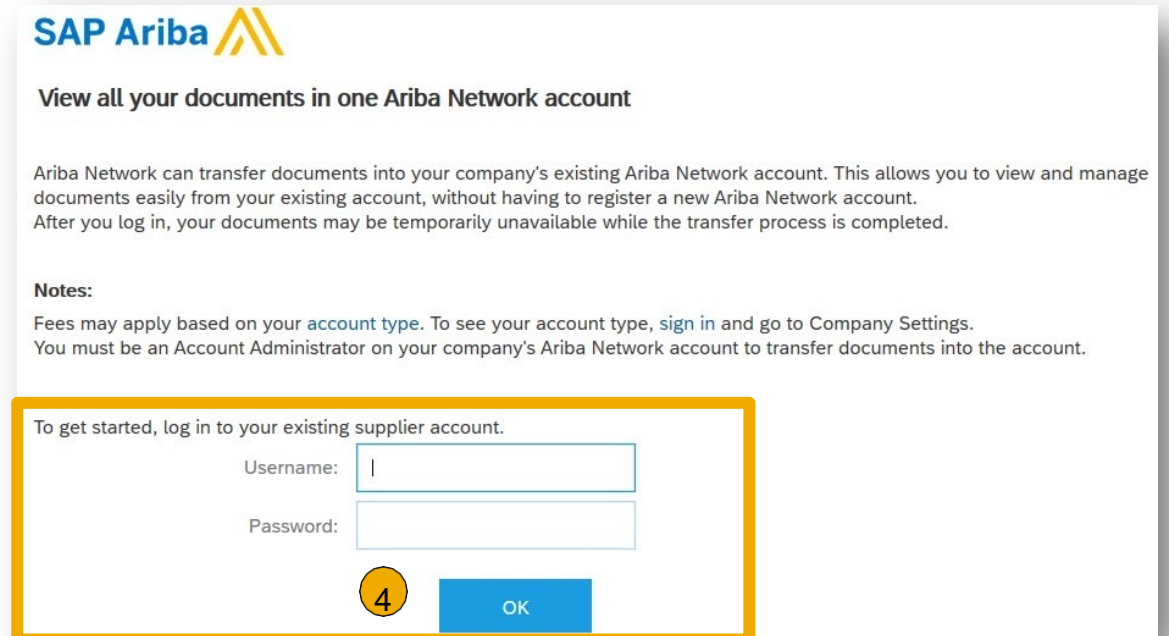
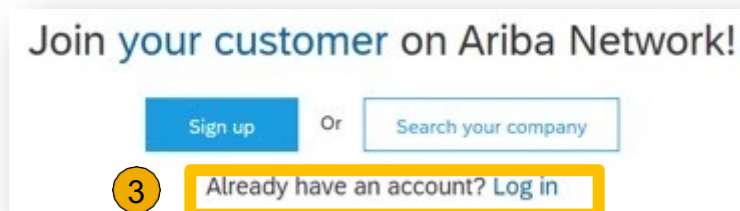
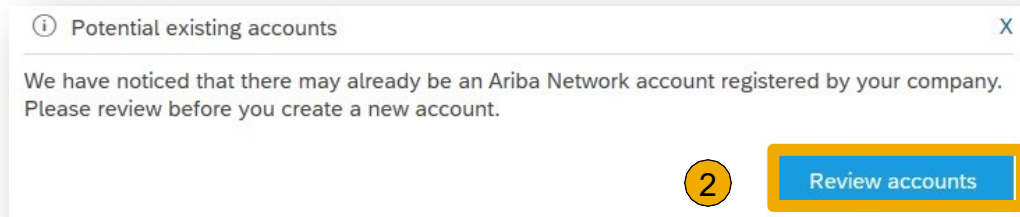
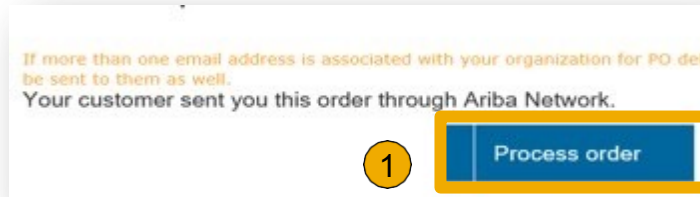
**Manage Two Separate Accounts**



**Add Standard Account Relationship  
To Enterprise Account**

**(May Incur Fees!)**

# How To Merge Your Standard Account PO Into Your Existing Ariba Network Account

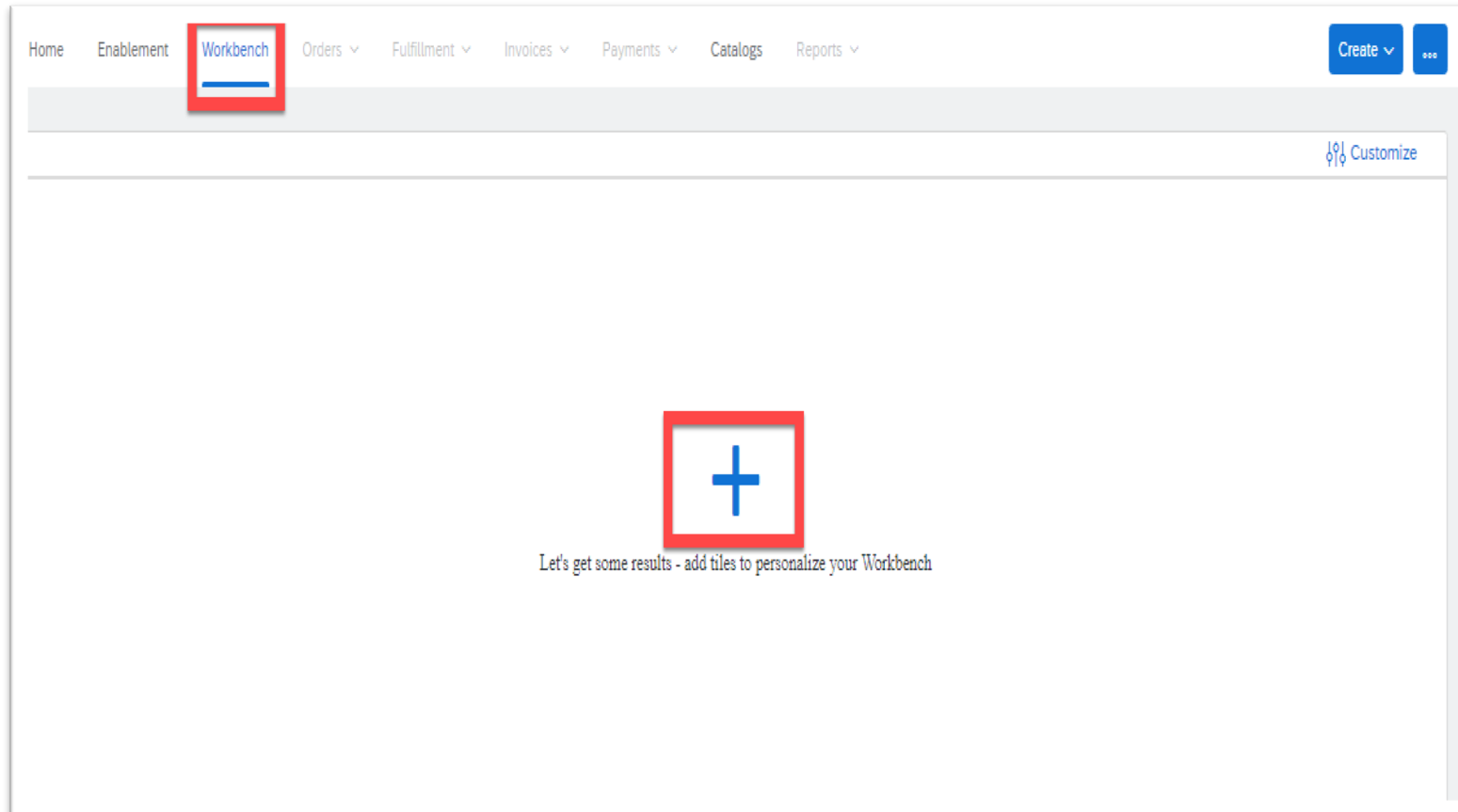


## Notes:

- PO email notifications will come from: [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)
- Please be aware that if the Standard Account is registered from the Standard Account PO invitation, then the PO can no longer be merged into an existing account.

# Workbench

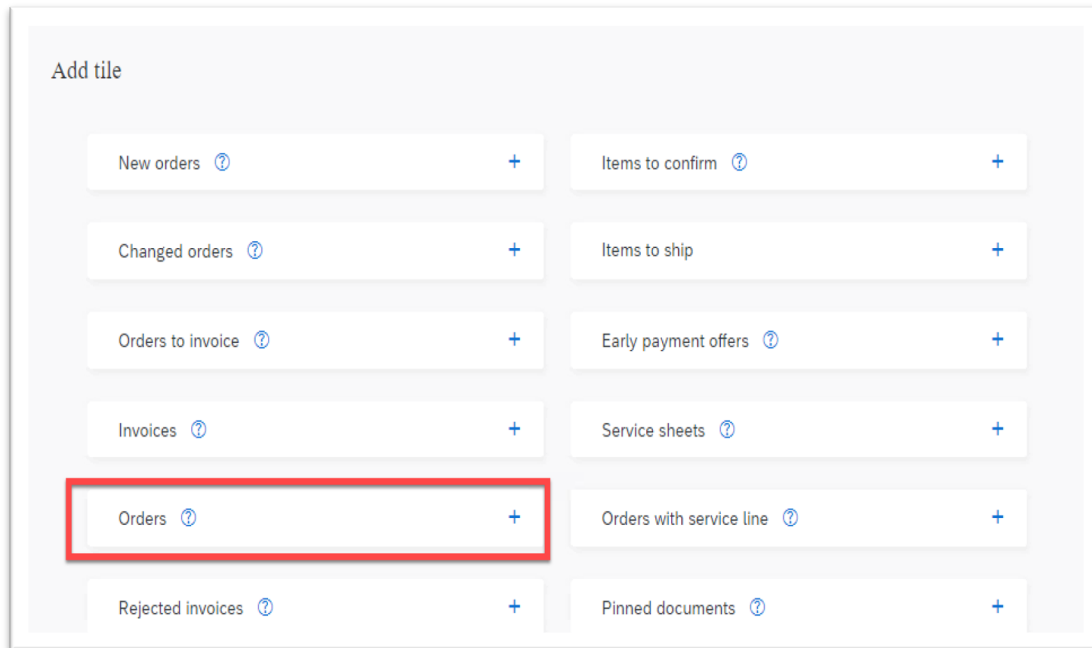
## Adding and adjusting your workbench



- On your home page click on “Workbench”
- Click on the “Plus” sign

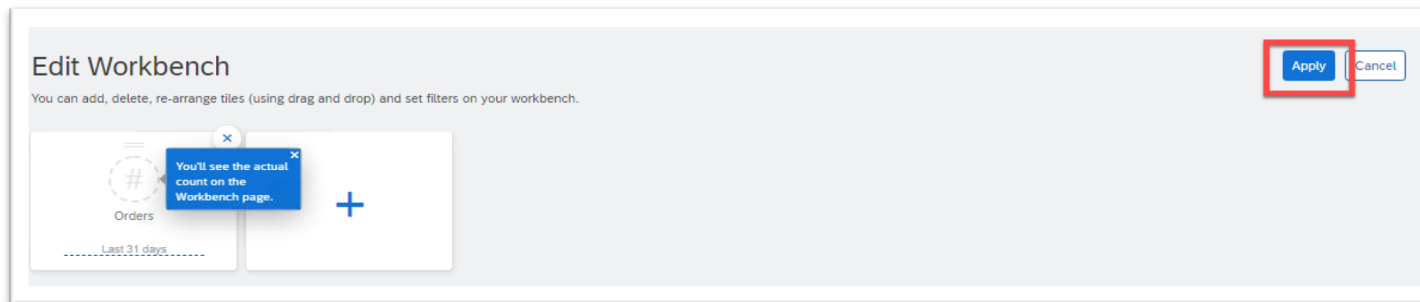
# Workbench

## Adding and adjusting your workbench



- Click on “Orders” to add it in your workbench.

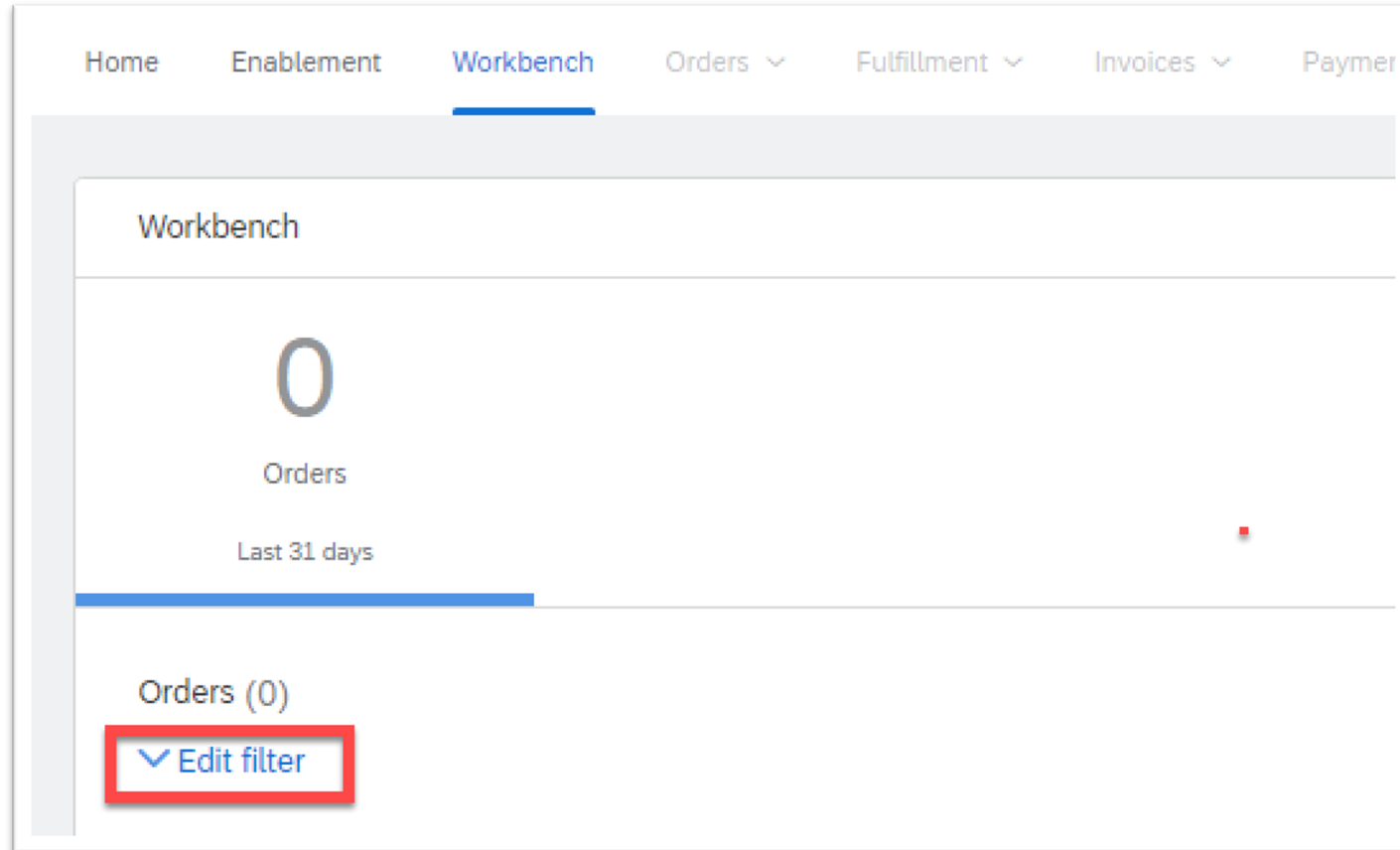
N.B: You can adjust/edit all other tabs needed based on your personal preference



- Click on “Apply” to save the view.

# Workbench

## Search for POs



Now all the orders are added to your workbench.

- Click on “Edit Filter” field to search for a PO.

# Workbench

## Search for POs

0  
Orders  
Last 31 days

Orders (0)  
Edit filter

Customers  
Select or type selections

Order numbers  
Type selection  
Partial match Exact match

Creation date  
Last 31 days  
Last 24 hours  
Last 7 days  
Last 14 days  
Last 31 days  
Last 90 days  
Last 365 days  
Custom date range

Order status  
Include Select or type ...

Company codes  
Select or type selections

Purchasing organizations  
Select or type selections

Order type  
All  
Show hidden orders only

Routing status  
All

Min amount Max amount Currency  
AED

Apply Reset

Chose the search field you want to use:

- Under the (Order Numbers) field, You can chose the order number:
  - Partial match if you don't have the full PO number.
  - Exact match if you have the full PO number.
- Under the (Creation Date) field, you can filter by the creation date of the PO.
- When you finish your filters click on "Apply".

# Workbench

## Search for POs

Workbench Customize

1  
Orders  
Save filter

Orders (1)  
> Edit filter | Save filter | 7100004703

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
7100004703		7,600.00 AED	Oct 1, 2021	Serviced		...

Now the PO will be visible to you and you can click on it to navigate it's details.

# Account Settings

## Adding VAT details

The screenshot shows the SAP Account Settings interface. At the top, there is a dark blue header bar with a 'Back to classic view' button on the left and a user profile icon with the initials 'MQ' on the right. Below the header, there are navigation tabs for 'Payments', 'Catalogs', and 'Reports'. The main content area is mostly blank, with a table at the bottom showing order details. A user menu is open on the right side, listing options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch to Test Account', 'Company Profile', 'Service Subscriptions', 'Settings', and 'Logout'. The 'Company Profile' option is highlighted with a red box.

Amount	Date ↓	Order Status
7,600.00 AED	Oct 1, 2021	Serviced

- On your homepage, click on the initials appearing on the top right corner of the screen.
- Chose “Company Profile”



# Account Settings

## Adding VAT details

Address

Address 1:\*

Address 2:

Postal Code:

City:\*

State:\*

Country/Region:\*

Additional Company Addresses

Address Name ↑	Address ID	VAT ID	Tax ID	Address	Country/Region	Legal Profile Status**
----------------	------------	--------	--------	---------	----------------	------------------------

No items

Create

\*\* This column displays your registration status with Ariba's accredited service provider.

- Scroll down till you reach the field named (Additional Company Address).
- Click on “Create”

# Account Settings

## Adding VAT details

Configure Supplier Addresses Served by This Account Save Close

\* Indicates a required field

Address Name

Address Name: QUEST CONSULTANTS FZE ⓘ

Address ID:

Are you VAT registered?:  Yes  No ⓘ

VAT ID:

Tax ID:

Address

Address 1:\*

Address 2:

Postal Code:

City:\*

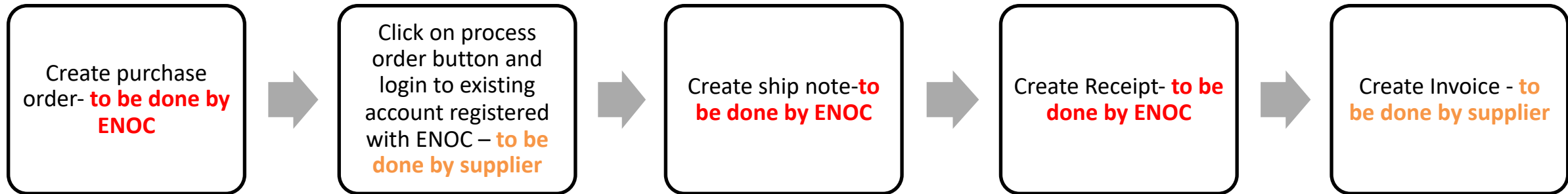
State:\*

Country/Region:\* United Arab Emirates [ARE]

- Fill in the below fields:
  - **Address Name**
  - **Address ID**
  - **Are you VAT Registered**, mark as “Yes”
  - **VAT ID** - The field VAT ID is mandatory if you are VAT registered.
- Click on “Save”

# PROCESS FLOWS

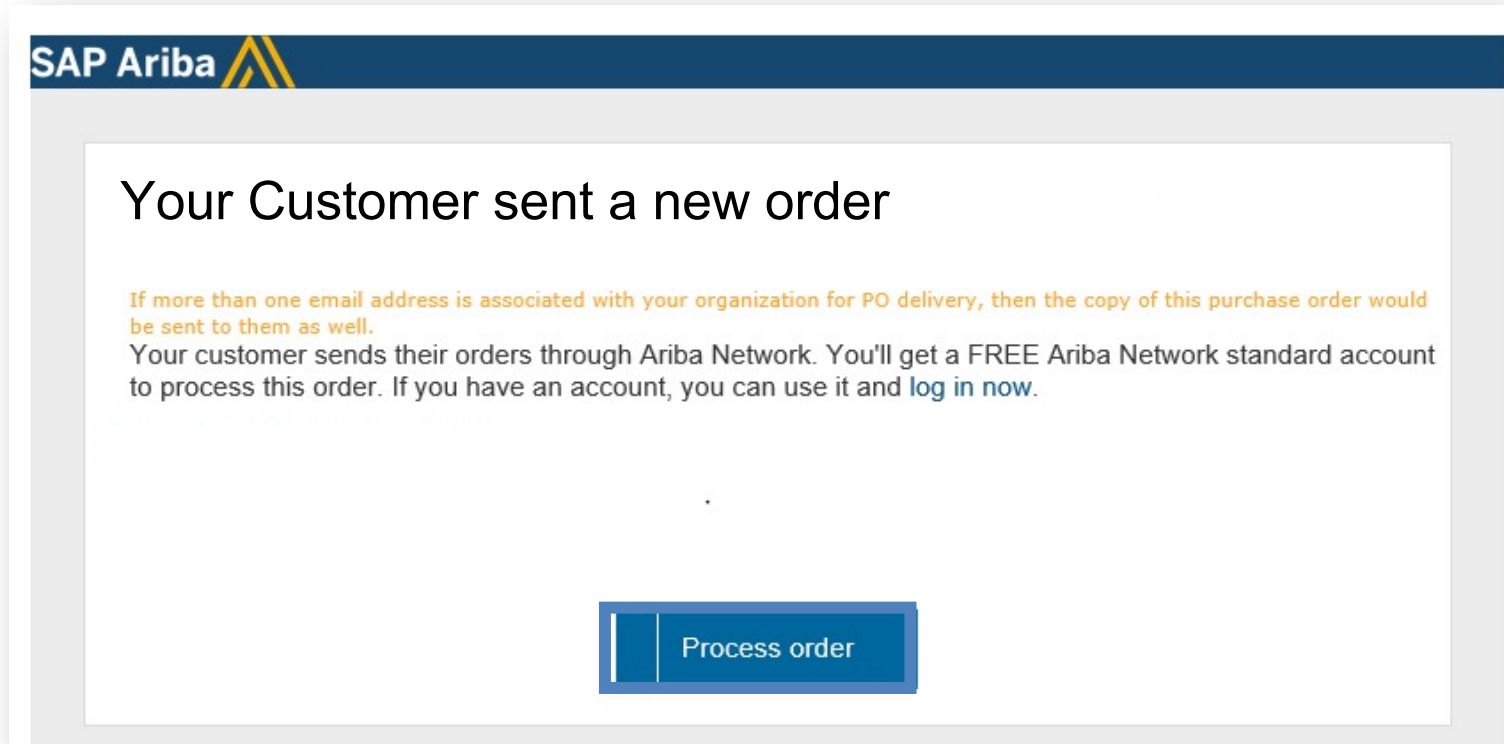
## Material Purchase order



- Tax at line level
- Select from Tax codes defined for suppliers
- Attachment is mandatory

# Register For A Standard Account

Receive Interactive Email Order From Customer



Click The **Process Order** Button In The PO Notification (Interactive Email)

# When you Receive your first Purchase order

## Register For A Standard Account



Receive Interactive Email PO



Click The Process Order Button



Login with your existing Ariba account used for ENOC registration

# Creating the invoice- Goods receipt is created by Buyer and sent to Ariba Network

Purchase Order: 5100000536 Done

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

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

**From:**  
ENOC Lubricants and Grease Manufacturing  
ENOC  
4037 Fujairah  
United Arab Emirates

**To:**  
INTERNATIONAL SHIP REPAIR FZE-TEST  
FUJAIRAH FREE ZONE PHASE 1  
2321 Fujairah  
United Arab Emirates

**Purchase Order**  
( = Partially Received)  
**5100000536**  
Amount: 50,000.00 AED  
[\(Previous Version\)](#)

Routing Status: Acknowledged  
External Document Type: Standard PO (NR)  
Related Documents: 5000008670  
SN-536-1  
[More\(4\) >](#)

- Once the receipt is created by buyer , the order status will be received or partially received depending on the scenario
- The documents can be viewed under related documents at any point in time
- Click on **Create Invoice** → **standard invoice** to proceed

# Creating the invoice

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

Purchase Order: 5100000536 Subtotal: 47,500.00 AED  
 Invoice #: \*  Total Tax: 0.00 AED  
 Invoice Date: \* 6 Jul 2021  Amount Due: 47,500.00 AED  
 Service Description:  [View/Edit Addresses](#)  
 Supplier Tax ID: \*   
 Remit To: DUBAI ▼  
 DUBAI  
 United Arab Emirates  
 Bill To: ENOC Lubricants and Grease Manufacturing  
 Fujairah  
 United Arab Emirates

- Start by entering an invoice number
- Supplier Tax id
- All fields marked with an Asterix are mandatory
- You will see all the received line items flipped on invoice

Shipping  Header level shipping  Line level shipping

Ship From: INTERNATIONAL SHIP REPAIR FZE-TEST  
Fujairah  
United Arab Emirates

Ship To: ENOC LUBRICANTS & GREASE MANUFACTUR  
Dubai  
United Arab Emirates

Deliver To:

Payment Term  
Discount or Penalty Term(days): 60 Percentage(%): 0.000

SONET

Additional Fields

Supplier Account ID #:  Service Start Date:

Customer Reference:  Service End Date:

Supplier Reference:

Payment Note:

Supplier: INTERNATIONAL SHIP REPAIR FZE-TEST  
Fujairah  
United Arab Emirates

Customer: ENOC Lubricants and Grease Manufacturing  
Fujairah  
United Arab Emirates

Email:

Bill From: INTERNATIONAL SHIP REPAIR FZE-TEST  
Fujairah  
United Arab Emirates

Add to Header ▼

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options  Tax Category: 0% VAT / ZP - Zero Rated - Procurement  Shipping Documents  Special Handling  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10	<input checked="" type="checkbox"/>	MATERIAL		EXPENSE PRTS-NM	00000001500014474	95	EA	500.00 AED	47,500.00 AED

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

Tax

Line Item Actions ▼ Delete Reset Tax from PO

# Creating the invoice

The screenshot shows a form for creating an invoice. It is divided into two main sections: 'Supplier VAT' and 'Customer VAT'.  
In the 'Supplier VAT' section, there are fields for 'Supplier VAT/Tax ID' (123456789012345), 'Supplier Commercial Identifier', and 'Supplier Commercial Credentials'.  
In the 'Customer VAT' section, there is a field for 'Customer VAT/Tax ID' (100219303300003).  
Below these sections is a blue button labeled 'Add to Header'.  
The next section is 'Additional UAE Specific Information', containing fields for 'Supplier TRN' (123456789012345), 'Tax Invoice Number', 'Customer TRN' (8101010101010), and 'Supplier Commercial Credentials'.  
At the bottom, there is another 'Add to Header' button. A yellow box highlights this button, and an arrow points to a text instruction: 'Scroll down to add attachment –actual copy of invoice) → click on Add to Header → Attachment'.  
Below the instruction, a dropdown menu is open, showing options: 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Attachment' option is highlighted with a yellow box.  
At the very bottom, there are checkboxes for 'Shipping Documents', 'Special Handling', and 'Discount', followed by an 'Add' button.

- If you are a UAE based supplier please enter your VAT id if not enter any dummy number to proceed (15 digits)
- Enter the Customer VAT id
- Click on Add to header and Select Attachment. Please note attachments are mandatory



# Creating the invoice

Line Items

Insert Line Item Options

Tax Category: 0% VAT / ZP - Zero Rated - Procurement

Shipping Documents  Special Handling  Discount

No. 10 Include  Type MATERIAL Part #

Quantity Unit Unit Price Subtotal

95 EA 500.00 AED 47,500.00 AED

Pricing Details Price Unit: EA Unit Conversion: 1

Tax

Line Item Actions Delete Reset Tax from PO

Add to Included Lines

Taxes

- 0% VAT / ZP - Zero Rated - Procurement
- 5% VAT / RP - Reverse Charge - Standard Rated - Procurement
- 5% VAT / RP - Reverse Charge - Standard Rated - Procurement
- 0% VAT / RZ - Reverse Charge - Zero Rated - Procurement
- 5% VAT / SP - Standard Rated - Procurement
- 0% VAT / OI - Out of Scope - ENOC VAT Group
- 0% VAT / OU - Out of Scope - Unregistered
- 0% VAT / OD - Out of Scope - Designated Zone
- 0% VAT / XP - Exempt - Procurement

- Scroll down to the line item. Taxes are at line level and must be selected from the dropdown
- Select tax category , select tax rate and click on Add to included lines- Taxes will automatically be added and calculated
- Click on Next

Line Items

Insert Line Item Options

Tax Category: 5% VAT / RP - Reverse Charge - Standan  Shipping Documents  Special Handling  Discount

No. 10 Include  Type MATERIAL Part # Description EXPENSE PRITS.NM Customer Part # 00000001500014474 Quantity 95 Unit EA Unit Price 500.00 AED Subtotal 47,500.00 AED

Pricing Details Price Unit: EA Unit Conversion: 1

Tax

Category: 5% VAT / RP - Reverse Charge - Standan Taxable Amount: 47,500.00 AED

Location: Rate(%): 5

Description: RP - Reverse Charge - Standard Rated - Procurement Tax Amount: 2,375.00 AED

Regime: Exempt Detail: (no value)

Date Of Pre-Payment: Date Of Supply: 6 Jul 2021

Law Reference:  Triangular Transaction

Line Item Actions Delete Reset Tax from PO

Update Save Exit Next

# Creating an Invoice

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United Arab Emirates. The document's destination country is:United Arab Emirates.  
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 37341	Subtotal: 47,500.00 AED
Invoice Date: Tuesday 6 Jul 2021 9:35 AM GMT+04:00	Total Tax: 2,375.00 AED
Original Purchase Order: 5100000536	Amount Due: 49,875.00 AED

<b>REMIT TO:</b> INTERNATIONAL SHIP REPAIR FZE-TEST Postal Address: DUBAI DUBAI United Arab Emirates Remit To ID: 12221 Tax ID of Supplier: 123456789012345	<b>BILL TO:</b> ENOC Lubricants and Grease Manufacturing Postal Address: ENOC 4037 Fujairah United Arab Emirates Address ID: 402	<b>SUPPLIER:</b> INTERNATIONAL SHIP REPAIR FZE-TEST Postal Address: FUJAIRAH FREE ZONE PHASE 1 2321 Fujairah United Arab Emirates
<b>BILL FROM:</b> INTERNATIONAL SHIP REPAIR FZE-TEST Postal Address: FUJAIRAH FREE ZONE PHASE 1 2321 Fujairah United Arab Emirates	<b>CUSTOMER:</b> ENOC Lubricants and Grease Manufacturing Postal Address: ENOC 4037 Fujairah United Arab Emirates Address ID: 402	

SHIPPING INFORMATION:

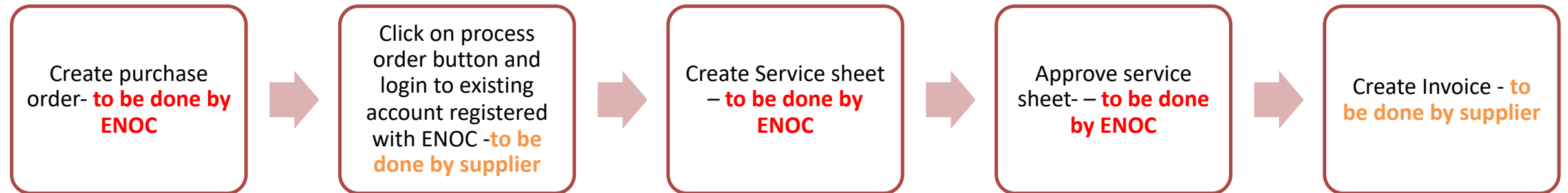
- Review and Submit

# How to Process a Service Purchase order

INTERNAL

# PROCESS FLOWS

## Service Purchase order



- Tax at line level
- Select from Tax codes defined for suppliers
- Attachment is mandatory

# When you Receive your Purchase order

## Register For A Standard Account



Receive Interactive Email PO



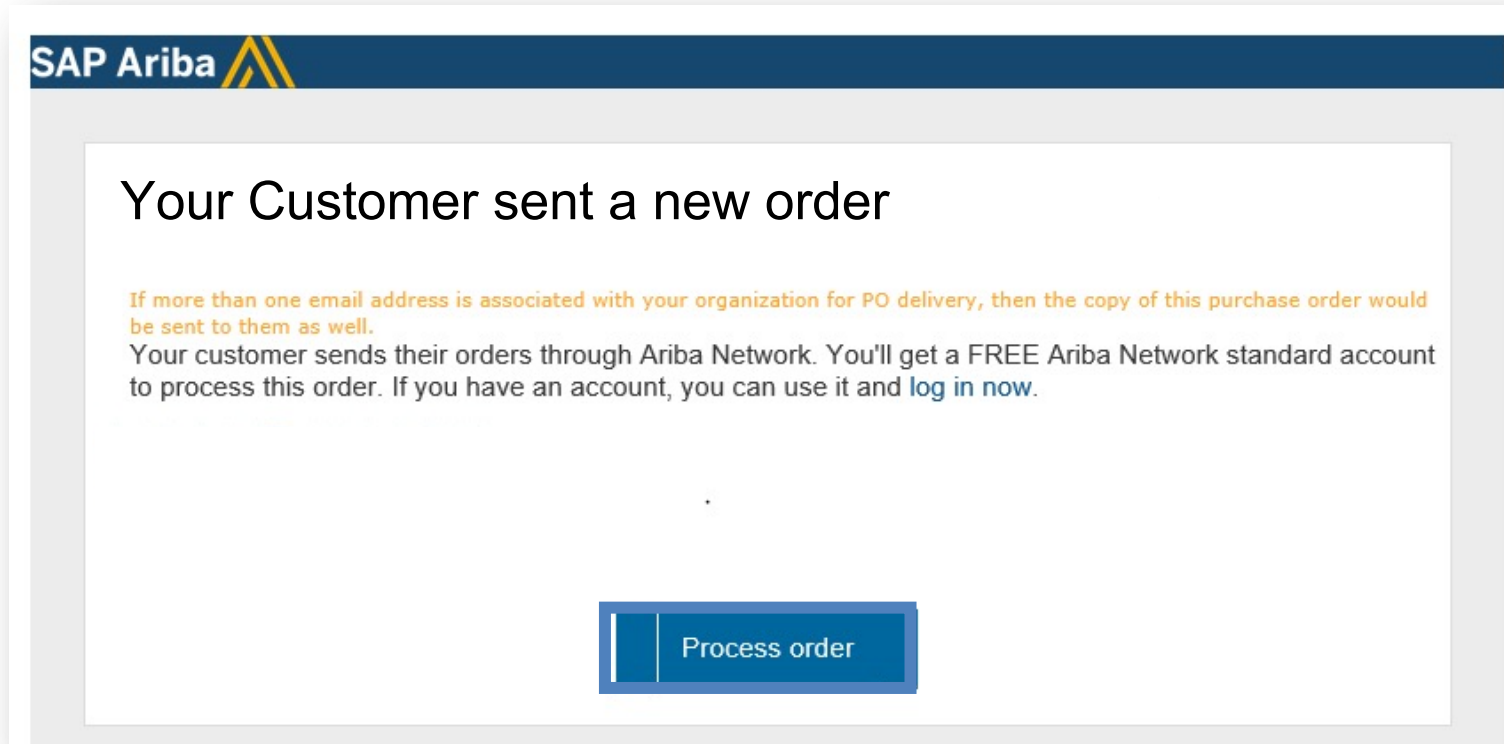
Click The Process Order Button



Login with your existing Ariba account used for ENOC registration

# Register For A Standard Account

Receive Interactive Email Order From Customer



Click The **Process Order** Button In The PO Notification (Interactive Email)

# Creating a Service Invoice (if Approved)

Purchase Order  
(Partially Serviced)  
5100000761  
Amount: 3,000.00 AED

Routing Status: Acknowledged  
External Document Type: Standard PO (NB)  
Related Documents: SES-761\_2  
SES-761\_1  
OC-761

- Click on the SES created by you under related documents in the purchase order to check status
- If Approved proceed by clicking on the Create invoice button

Service Sheet: SES-761\_1

Create Invoice

Copy This SES

Detail

History

Service Sheet  
(Approved)  
SES-761\_1  
Date: 6 Jul 2021  
Final Service Sheet: No  
Purchase Order: 5100000761  
Subtotal: 2,600.00 AED

Subtotal: 2,600.00 AED

From  
INTERNATIONAL SHIP REPAIR FZE-TEST  
INTERNATIONAL SHIP REPAIR FZE-TEST  
FUJAIRAH FREE ZONE PHASE 1  
2321 Fujairah  
United Arab Emirates

To  
ENOC Lubricants and Grease Manufacturing  
Emirates National Oil Company - TEST  
ENOC  
4037 Fujairah  
United Arab Emirates  
Address ID: 402

Comments

Routing Status: Acknowledged  
Related Documents: 5100000761

Attachments

SES.pdf (application/pdf)

# Creating a Service Invoice

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

Purchase Order: S100000761 Subtotal: 2,600.00 AED  
Invoice #:  Total Tax: 0.00 AED  
Invoice Date: 6 Jul 2021 Amount Due: 2,600.00 AED [View/Edit Addresses](#)

Service Description:

Supplier Tax ID:

Remit To: DUBAI ▼

DUBAI  
United Arab Emirates  
Bill To: ENOC Lubricants and Grease Manufacturing  
Fujairah  
United Arab Emirates

Shipping

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: INTERNATIONAL SHIP REPAIR FZE-TEST Ship To: ENOC LUBRICANTS & GREASE MANUFACTUR  
Fujairah Dubai  
United Arab Emirates United Arab Emirates [View/Edit Addresses](#)

Deliver To:

Payment Term

Discount or Penalty Term(days): 60 Percentage(%): 0.000  
60NET

Additional Fields

Supplier Account ID #:  Service Start Date:   
Customer Reference:  Service End Date:   
Supplier Reference:   
Business Name:

- Add invoice number
- Tax id
- All fields marked with an Asterix are mandatory



# Creating a Service invoice

The screenshot shows a form for creating a service invoice. It is divided into two main sections: 'Supplier VAT' and 'Customer VAT'.  
In the 'Supplier VAT' section, there are fields for 'Supplier VAT/Tax ID' (123456789012345), 'Supplier Commercial Identifier', and 'Supplier Commercial Credentials'.  
In the 'Customer VAT' section, there is a field for 'Customer VAT/Tax ID' (100219303300003).  
Below these sections is a blue button labeled 'Add to Header'.  
The next section is 'Additional UAE Specific Information', containing fields for 'Supplier TRN' (123456789012345), 'Tax Invoice Number', 'Customer TRN' (8101010101010), and 'Supplier Commercial Credentials'.  
At the bottom, there is another 'Add to Header' button. A yellow box highlights this button, and an arrow points to a text instruction: 'Scroll down to add attachment –actual copy of invoice) → click on **Add to Header** → **Attachment**'.  
Below the instruction, a dropdown menu is open, showing options: 'Shipping Cost', 'Shipping Documents', 'Special Handling', 'Additional Reference Documents and Dates', 'Comment', and 'Attachment'. The 'Attachment' option is highlighted with a yellow box.  
At the very bottom, there are checkboxes for 'Shipping Documents', 'Special Handling', and 'Discount', followed by an 'Add' button.

- If you are a UAE based supplier please enter your VAT id if not enter any dummy number to proceed (15 digits)
- Enter the Customer VAT id
- Click on Add to header and Select Attachment. Please note attachments are mandatory

# Creating a Service Invoice

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% VAT / ZP - Zero Rated - Procurement

Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>			Advertisement				
<input checked="" type="checkbox"/>	SERVICE		ADVT,DANGLER	8	EA	200.00 AED	1,600.00 AED

Service Sheet Details: Service Sheet #: SES-761\_1

Pricing Details: Price Unit: EA, Unit Conversion: 1

Tax

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	SERVICE		ADVT#RAN#AMKTG	3000002	10	LS	100.00 AED	1,000.00 AED

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 5% VAT / RP - Reverse Charge - Standar  Discount

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>			Advertisement					
<input checked="" type="checkbox"/>	SERVICE		ADVT,DANGLERS/FOAM,BD,A3	3000014	8	EA	200.00 AED	1,600.00 AED

Service Sheet Details: Service Sheet #: SES-761\_1, Service Line No.: 1

Pricing Details: Price Unit: EA, Unit Conversion: 1, Price Unit Quantity: 1.000

Tax

Category: 5% VAT / RP - Reverse Charge - Standar

Location:

Description: RP - Reverse Charge - Standard Rated - Procurement

Region:

Date Of Pre-Payment:

Date Of Supply: 6 Jul 2021

Triangular Transaction

Taxable Amount: 1,600.00 AED

Tax Rate Type:

Rate(%): 5

Tax Amount: 80.00 AED

Exempt Detail: (no value)

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>								

- Scroll down to the line item. Taxes are at line level and must be selected from the dropdown
- Select tax category, select tax rate and click on Add to included lines- Taxes will automatically be added and calculated
- Click on Next

# Creating a Service Invoice

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United Arab Emirates. The document's destination country is:United Arab Emirates.  
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

**Standard Invoice**

Invoice Number: 213676243	Subtotal: 1,600.00 AED
Invoice Date: Tuesday 6 Jul 2021 10:39 AM GMT+04:00	Total Tax: 80.00 AED
Original Purchase Order: 5100000761	Amount Due: 1,680.00 AED

<b>REMIT TO:</b> INTERNATIONAL SHIP REPAIR FZE-TEST Postal Address: DUBAI DUBAI United Arab Emirates Remit To ID: 12221 Tax ID of Supplier: 123456789012345	<b>BILL TO:</b> ENOC Lubricants and Grease Manufacturing Postal Address: ENOC 4037 Fujairah United Arab Emirates Address ID: 402	<b>SUPPLIER:</b> INTERNATIONAL SHIP REPAIR FZE-TEST Postal Address: FUJAIRAH FREE ZONE PHASE 1 2321 Fujairah United Arab Emirates
--	--	--

<b>BILL FROM:</b> INTERNATIONAL SHIP REPAIR FZE-TEST Postal Address: FUJAIRAH FREE ZONE PHASE 1 2321 Fujairah United Arab Emirates	<b>CUSTOMER:</b> ENOC Lubricants and Grease Manufacturing Postal Address: ENOC 4037 Fujairah United Arab Emirates Address ID: 402
---	---

**SHIPPING INFORMATION:**

- Review and Submit

# Account configuration

This section is designed for the **Administrator** of your Ariba Network Account in order to complete registration, perform account configurations and create additional user accesses to the account.

Please refer to the instructions provided by your Buyer to know which sections are mandatory to complete before starting transacting documents

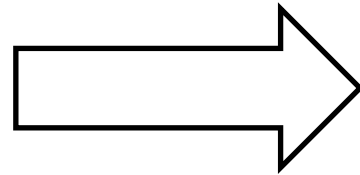
If you are using a **Standard Account**, you can also visit [this page](#) for dedicated instructions.

<https://support.ariba.com/item/view/183459>

# To set up your account

Visit the link below to configure your account and select the Tile shown :

[https://support.ariba.com/Adapt/Ariba\\_Network\\_Supplier\\_Training/#/](https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/)



## Basic Configuration Settings

Click the items below to complete the configuration of your Ariba account. Refer to the instructions from your Buyer customer to know which sections are mandatory within a given relationship.

Complete Your Profile	+
Configure Your Email Notifications	+
Complete Enablement Tasks	+
Select Electronic Order Routing Method	+
Select Electronic Invoice Routing Method	+
Invoicing Tax Information	+
Invoice Archival	+
Configure Your Remittance Information	+
Set Up a Test Account	+

## Additional Settings

Below items give you more options to further adapt your Ariba Network account to the structure and needs of your company.

Account Settings	+
Review Your Relationships - Current and Potential	+
Account Users and Administrator	+
Create Roles and Users (Administrator Only)	+
Edit and Modify Users (Administrator Only)	+
Managing Multiple Accounts - Account Hierarchy	+
Managing Multiple Accounts - Multi-Org	+

# Support Options For Assistance

Help Center

Ariba Network [Standard Account Support Page](#)

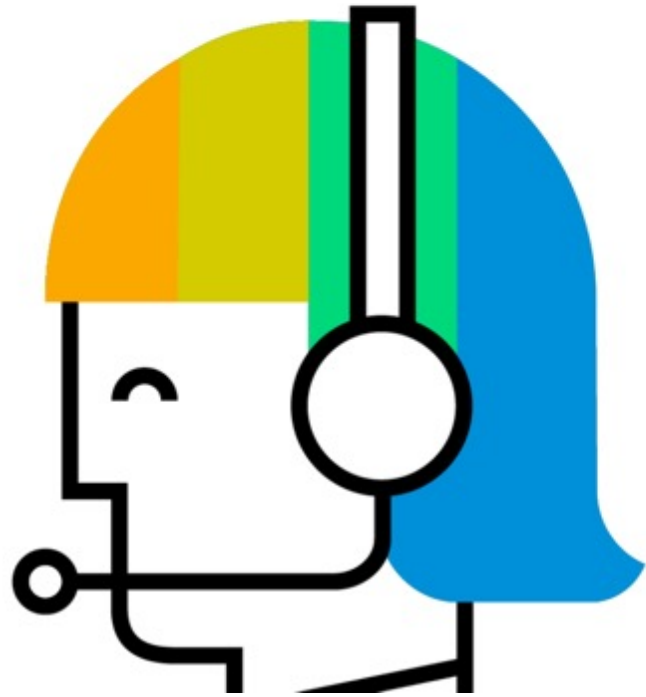
Weekly Webinars With Live Q&A

- [Best Practices](#)
- [Supplier Live Demos](#)

Your Customer: **vendor.registration@ENOC.com**



# How to Contact SAP Ariba Support Team



# How to Contact SAP Ariba Support Team



## Supplier Login

Login

[Forgot Username or Password](#)

New to Ariba?  
[Register Now](#) or [Learn More](#)

On the **Supplier Login** page, enter your Username and Password and click the **Login** button





# How to Contact SAP Ariba Support Team

On the **Home** page, click the **Help** icon.

The screenshot shows the SAP Ariba Business Network Enterprise Account Home page. The top navigation bar includes the SAP logo, 'Business Network', and 'Enterprise Account'. A green callout box highlights the Help icon (a question mark) in the top right corner. Below the navigation bar, there are tabs for 'Home', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', and 'Catalog'. A search bar is visible with filters for 'Orders and Releases', 'All customers', 'Exact match', and 'Order number'. The main content area features a 'Getting started' section with five metrics: 'New orders' (0), 'Orders to invoice' (0), 'Rejected invoices' (0), 'Invoices' (2), and 'Invoices pending approval' (2), all for the last 31 days. Below this is a 'My widgets' section with filters for 'All customers' and 'Customize'. The widgets include 'Purchase orders' (€34.9K EUR), 'Invoice aging' (€10.8K EUR), 'Company profile' (50% Completed), and 'Download app' (We are now mobile).

**Purchase orders** Last 3 months ▼  
€34.9<sup>K</sup><sub>EUR</sub>

**Invoice aging**  
€10.8<sup>K</sup><sub>EUR</sub>

**Company profile**  
50% Completed

**Download app**  
We are now mobile.  
Available on Google play  
Available on the App Store

# How to Contact SAP Ariba Support Team

The screenshot shows the SAP Ariba Business Network interface. At the top, there is a navigation bar with the SAP logo and 'Business Network' and 'Enterprise Account' labels. Below this is a menu with options: Home, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A central banner area contains a dropdown menu for 'Orders and Releases' and 'All customers'. A green callout box with a black border and white text points to the 'Support' button in the 'Help Topics' sidebar, stating: 'The **Help Center** will be displayed. Click the **Support** button.' The 'Help Topics' sidebar is open, showing a search bar and a list of help topics. The 'Support' button is highlighted with a red rectangle. Below the sidebar, there are several widgets: 'Purchase orders' showing €34.9K EUR, 'Invoice aging' showing €10.8K EUR, and 'Company profile' showing 50% Completed. A 'Download app' section is also visible.

Business Network Enterprise Account

Home Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages

Orders and Releases All customers

The **Help Center** will be displayed. Click the **Support** button.

Help Topics

Search Help Topics

Documentation

Support

What's new in Enterprise ac...

What is SAP Business Netw...

Introducing the new SAP Busin...

Introducing the new help ce...

Finding orders, invoices, an...

Adding payment tiles (2:48)

Discovering new insights

Common browser issues

How do I create an invoice?

I need help accessing a sou...

Why has my invoice or servi...

When will my invoice be paid?

Overview Getting started

0 New orders Last 31 days

0 Orders to invoice Last 31 days

0 Rejected invoices Last 31 days

2 Invoices Last 31 days

2 Invoices pending approval Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months

€34.9K EUR

€35K

€30K

€25K

€20K

Invoice aging

€10.8K EUR

€12K

€10K

€8K

Company profile

50% Completed

Download app

We are now mobile.

Google play

Available on the App Store

# How to Contact SAP Ariba Support Team

The screenshot shows the SAP Help Center Home page. The top navigation bar includes the SAP logo, the text 'Help Center Home', and a user profile icon. Below the navigation bar are three tabs: 'Home', 'Learning', and 'Contact us'. The 'Contact us' tab is highlighted with a red rectangular box. A green callout box with a black border is positioned over the 'Contact us' tab and contains the text: 'The **Help Center Home** page will be displayed. Click the **Contact Us** tab.' The main content area features a search bar with the text 'How can we help you?' and a search icon. Below the search bar, there is a 'Welcome to Help Center 2.0' message. The 'Topics we recommend for you' section includes an article titled 'Coming May 21: New portal for Enterprise accounts' with a video icon and the word 'Article' next to it. Below this is another article titled 'How do I create an invoice?' with a question mark icon.

**SAP** Help Center Home

Home Learning **Contact us**

How can we help you?

Search for articles, and tutorials

mail notifications", "user authorization"

Welcome to Help Center 2.0

Topics we recommend for you

**Coming May 21: New portal for Enterprise accounts**

Welcome to the New Supplier Portal and Workbench Watch the video below to learn what's new for Enterprise account users . Click the icons to the right for additional videos! Note: Videos are only available in English, German, French, Italian, Chinese, Japanese, Spanish, and Portuguese Discovering new insights in the...

View homepage Supplier workbench

May 6, 2021

**Article**

**How do I create an invoice?**

Question How do I submit an invoice? Answer First, you will need a trading relationship with your customer. Then, you will need to determine what type of invoice you are submitting. Please see the article " How do I know which type of invoice to create? " to


# How to Contact SAP Ariba Support Team

The screenshot shows the SAP Help Center 'Contact us' page. At the top, there is a dark blue header with the SAP logo, 'Help Center Contact us', and a user profile icon. Below the header, there are navigation links for 'Home', 'Learning', and 'Contact us'. The main content area features a search bar with the placeholder text 'How can we help you?' and a search icon. A red rectangular box highlights the search bar. A green rectangular box with a black border is connected to the search bar by a vertical line. The text inside the green box reads: 'Enter your query in the **Search** field, and click the **Search** icon.' At the bottom of the page, there are links for 'Terms of Use', 'Copyright', 'Security Disclosure', 'Privacy', and 'Impressum'.

SAP Help Center Contact us

Home Learning [Contact us](#)


Start here to find your answer.

How can we help you? 


Enter your query in the **Search** field, and click the **Search** icon.


[Terms of Use](#) [Copyright](#) [Security Disclosure](#) [Privacy](#) [Impressum](#)

# How to Contact SAP Ariba Support Team

**SAP** Help Center Contact us 

[Home](#) [Learning](#) [Contact us](#)

**How do I set up automatic invoicing for my account?**  
Question How do I set up automatic invoicing for my account? Answer First, review your customer's transaction rules to check if the Enable automatic invoice creation from receipts rule is enabled. If your customer has enabled this  FAQ Apr 1, 2021

**Invoice creation in ERP failed with error: Interval does not exist for object RF\_BELEG 0044 FBN1**  
Issue After upgrade to CI-9HF1 invoice creation fail with error as attached (it used to work for CI-8) Manual creation in ERP using Miro work property. Missing invoices completely stop UAT test phase. Issue blocks project testing phase Error me  Support Note Feb 6, 2017

\*Powered by SAP Incident Solution Matching

Choose from the options below to continue.

**What do you need to do?**

Create new invoice Create credit memo Raise another invoice against PO Invoice was rejected Edit and resubmit invoice Receive payment

**Something else**

Scroll down to **What do you need to do?** section. Click the **Something Else** button to speak to a customer support representative.

# How to Contact SAP Ariba Support Team

The screenshot shows the SAP Help Center 'Contact us' page. At the top, there is a navigation bar with the SAP logo, 'Help Center Contact us', and a user profile icon. Below the navigation bar are links for 'Home', 'Learning', and 'Contact us'. The main content area features two search results. The first result is a FAQ titled 'How do I set up automatic invoicing for my account?' with a question and answer snippet, dated April 1, 2021. The second result is a support note titled 'Invoice creation in ERP failed with error: Interval does not exist for object RF\_BELEG 0044 FBN1' with a detailed issue description, dated February 6, 2017. Below the search results is a section titled 'Choose from the options below to continue.' with the question 'What do you need to do?'. It contains six buttons: 'Create new invoice', 'Create credit memo', 'Raise another invoice against PO', 'Invoice was rejected', 'Edit and resubmit invoice', and 'Receive payment'. A seventh button, 'Something else', is highlighted in orange. A green callout box with a black border points to the 'Something else' button, containing the text: 'The **Can't find what you are looking for?** pop-up will be displayed. Click the **Contact us** button.' At the bottom of the page, a red-bordered footer contains the text 'Can't find what you're looking for?' on the left and a blue 'Contact us' button on the right.

SAP Help Center Contact us

Home Learning Contact us

**How do I set up automatic invoicing for my account?**  
Question How do I set up automatic invoicing for my account? Answer First, review your customer's transaction rules to check if the Enable automatic invoice creation from receipts rule is enabled. If your customer has enabled this

FAQ  
Apr 1, 2021

**Invoice creation in ERP failed with error: Interval does not exist for object RF\_BELEG 0044 FBN1**  
Issue After upgrade to CI-9HF1 invoice creation fail with error as attached (it used to work for CI-8) Manual creation in ERP using Miro work properly. Missing invoices completely stop UAt test phase. Issue blocks project testing phase Error me

Support Note  
Feb 6, 2017

\*Powered by SAP Incident Solution Matching

Choose from the options below to continue.

What do you need to do?

Create new invoice Create credit memo Raise another invoice against PO Invoice was rejected Edit and resubmit invoice Receive payment

Something else

The **Can't find what you are looking for?** pop-up will be displayed. Click the **Contact us** button.

Can't find what you're looking for? [Contact us](#)



# How to Contact SAP Ariba Support Team



Requested language of support: English [Change?](#)

Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

## 1. Tell us what you need help with.

Subject: \*

Full description: \*

Attachment:

Issue type: \*

Issue area: \*

PO/Invoice Number:

### Top Recommendations:

- How do I enable non-PO invoice creation in Guided Buying?
- BHP/ South32/ Sasol Enable/ Disable Automatic Invoice Creation from Receipt

### Recommendations\*

- How do I enable non-PO invoice creation in Guided Buying?
- BHP/ South32/ Sasol Enable/ Disable Automatic Invoice Creation from Receipt
- Invoice number assignments for automatically-generated invoices in automatic invoice creation from receipts flow
- How do I set up automatic invoicing for my account?
- Invoice creation in ERP failed with error: Interval does not exist for object RF\_BELEG 0044 FBN1

Enter information in all fields marked with an asterisk (\*). Click the **One last step** button.

## 2. How does this impact your normal business processes?

- Why is the VAT ID field on my invoice not editable?

**One last step**

# How to Contact SAP Ariba Support Team



Choose this contact method for the fastest resolution of your issue:



Phone

A support engineer will respond to your Service Request by phone.

Estimated wait time in minutes: 146

Do not record my phone call.

Other methods you may choose:



Live chat: [open](#)

You will chat with the same product expert that would normally work your Service Request, soon after you click Submit.

Note: Pop-ups need to be enabled in your browser.

Select the contact method to resolve your issue.




# How to Contact SAP Ariba Support Team

SAP Help Center Contact us 8

Home Learning Contact us

Choose this contact method for the fastest resolution of your issue:


 **Recommended**  
Phone

A support engineer will respond to your Service Request by phone.

Estimated wait time in minutes: 146

Do not record my phone call.

Other methods you may choose:

  
Live chat: [open](#)

You will chat with the same product expert that would normally work your Service Request, soon after you click Submit.

Note: Pop-ups need to be enabled in your browser.

[Back](#) **Submit** [Cancel](#)

Click the **Submit** button. If you have selected **Phone**, you will receive a call from the SAP Ariba Support team within the estimated wait time.

# Thank you.