

Supplier Training Document

Overview

Suppliers must register their company and create an account in Business Network to do business with DOLPHIN ENERGY LIMITED.

Registration on Business Network takes only a few minutes - all that's needed is basic company information such as the company name, address, and a business contact etc.

Below are the processes covered:

1. Understanding the dashboard
2. Receive PO on Business Network
3. Process Order via Supplier login or User creation in Business Network
4. Create Order Confirmation
5. Create Ship Notice
6. Create Invoice against SES/GR
7. Create Non PO Invoice
8. Invoice Status Update
9. Routing Notification Settings (Order/Invoice)
10. Update VAT ID (applicable for suppliers supplying in UAE)
11. Messaging Feature
12. User Creation

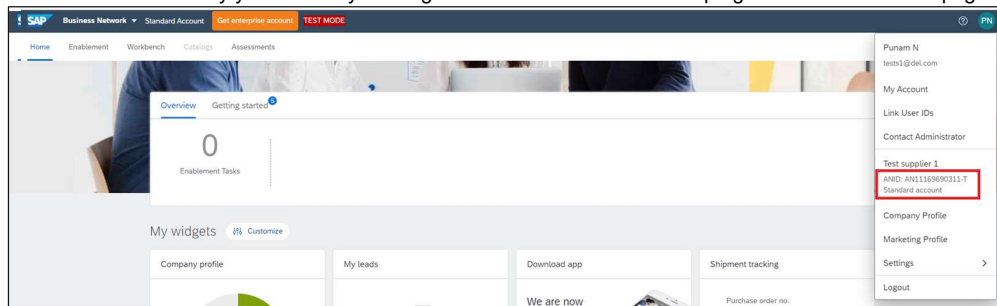
1. Understanding the Dashboard

LOGIN TO SUPPLIER BUSINESS NETWORK

Type the Business Network Supplier Portal URL: <https://supplier.ariba.com>
Insert your User Id and Password to login

You will be logged into the Supplier Business Network account

You will be able to verify your ANID by clicking on the name initials on the top right hand corner of the page



To comply with industry standards for session time-outs and to address security concerns, Ariba solutions time out after **30 minutes**.

If you close your browser window, the session on the server times out after 30 minutes. If you leave the browser window open and inactive for 30 minutes, a message is displayed indicating a session time-out will occur. If there are any long running operations in progress and you see a progress bar (including data downloads and uploads), the session will not time out.

Additional Information

Following 30 minutes of inactivity, a pop-up window displays to indicate that the session is ending with the time-out error, "You are about to be logged out due to inactivity. To continue using the application, press Cancel Logout." At that time, a user can choose to cancel this log out action or let the system log them out automatically after one minute, at which point, the message "Your connection has expired due to a long period of inactivity. You must login again" will be displayed to the user.

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This setting is configured as a system-wide parameter and cannot be customized on individual customer sites.

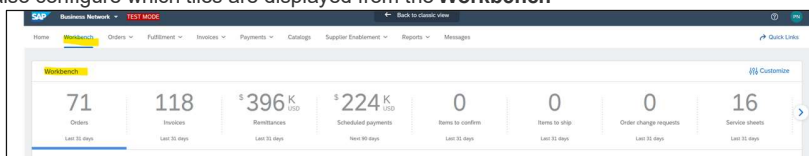
1.1 Dashboard

The SAP Business Network application user interface for buyers has the following key components:

1. **Home page**—The default page you see when you log in to SAP Business Network. Click Home to access your home page from anywhere in the application.
2. **Menu bar**—Provides access to the various pages in the application. Some menus go directly to a page, while others provide a dropdown list of commands. The menu bar that you see may vary depending on your account's entitlements.
3. **Header bar**—Provides helpful menus, commands, and information about you and your company.
 - Use the dropdown on the top-left corner of the header bar to switch between different SAP Ariba web applications.
 - Click the **Account Settings** icon to choose one of the following commands from the dropdown:
 - **ANID (Ariba Network ID)**—A number that uniquely identifies your company on SAP Business Network. You might need this number to contact some support services.
 - **Switch to Test Account**—Change from production to test account modes.
 - **Company Profile**—Configure your SAP Business Network Company profile.
 - **Marketing Profile**—Configure your company certifications, Category, Service Location, Industry etc
 - **Settings**—Access users and role configuration, self-service customization, and your audit log.
 - **Logout**—Exit SAP Business Network when you're done with your session.
 - **Click the Help** icon to activate SAP Companion in-app help.

The **Overview** tiles are displayed intelligently: if one or more **Pinned documents** exist, that tile is displayed first. Otherwise, it is moved to the end of the order.

You can also configure which tiles are displayed from the **Workbench**



The **Purchase Orders** Tile shows you the total number of purchase orders you have created in each month of the selected year. Data is displayed in your preferred currency.

Invoices Tile

The **Invoices** Tile shows you the total number of invoices you have received in each month of the selected year. Data is displayed in your preferred currency.

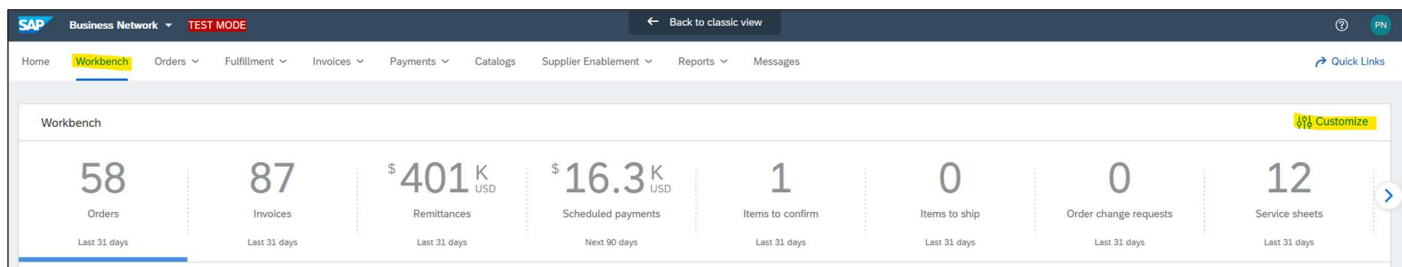
Payment Tile

The **Payment** Tile shows you the total value of **Remittances** and **Scheduled Payments** you have received in each month of the selected year. Data is displayed in your preferred currency.

Other

The **Other** Tile shows you the total number of **Service Entry Sheets** and **Return Items** you have received in each month of the selected year. Data is displayed in your preferred currency.

. You can reveal additional tiles with the **Customize** button.



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Select a tile ✓ Tiles already selected

Order

✓ Orders ? +

✓ Items to confirm ? +

✓ Items to ship ? +

✓ Order change requests ? +

Invoice

✓ Invoices ? +

Payment

✓ Remittances ? +

✓ Scheduled payments ? +

✓ Payment batch ? +

Other

✓ Service sheets ? +

✓ Return items ? +

You may add or remove which tiles you want to display. The no of tiles visible depends on the permissions granted to you.

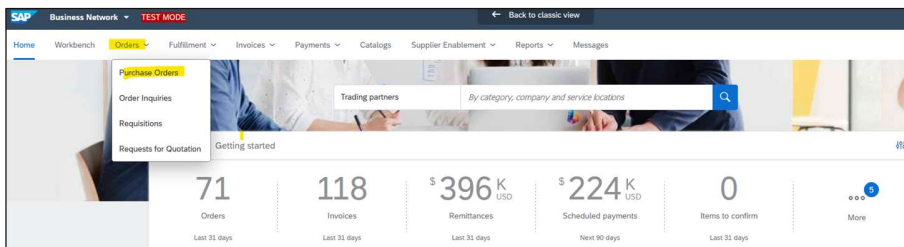
1.2 SAP Business Network Documents

You can use SAP Business Network object-oriented menus and the workbench to view incoming and outgoing documents.

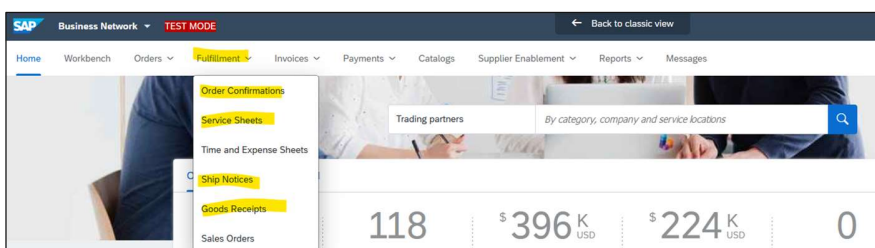
SAP Business Network acts as the intermediary for transactions between you and your suppliers. It allows you to manage many types of documents, including orders, releases, order confirmations, ship notices, invoices, credit memos, payment schedules, and remittance advice documents. SAP Business Network stores your account's electronic documents online for easy access.

View incoming and outgoing documents using the object-oriented menus. For a customized view of transaction documents, create tiles for the workbench.

Orders > Purchase Orders

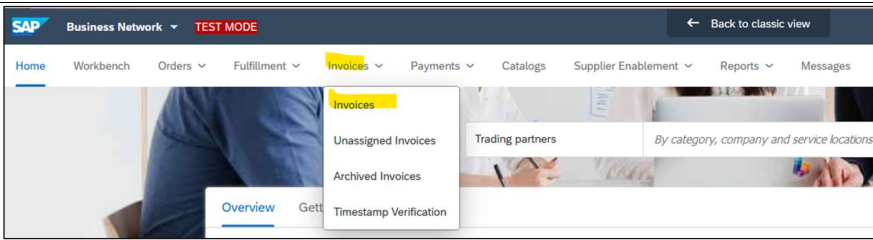


Fulfilment > Order Confirmations, Service Sheets, Ship Notices & Goods Receipts

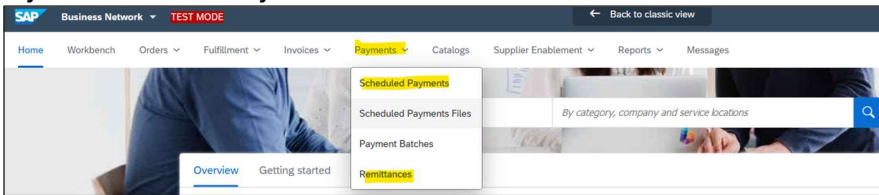


Invoices > Invoices

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Payments > Scheduled Payments and Remittances



1.3 Using Search Filters to Find Documents

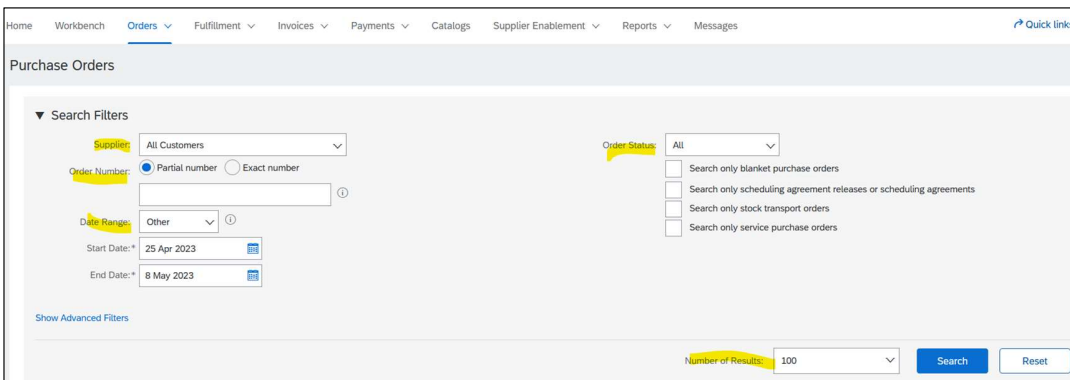
SAP Business Network provides different search filters for each type of document. You can use the filters to show only documents you are responsible for, documents from a particular date range, or documents that match amounts or status values.

Prerequisites

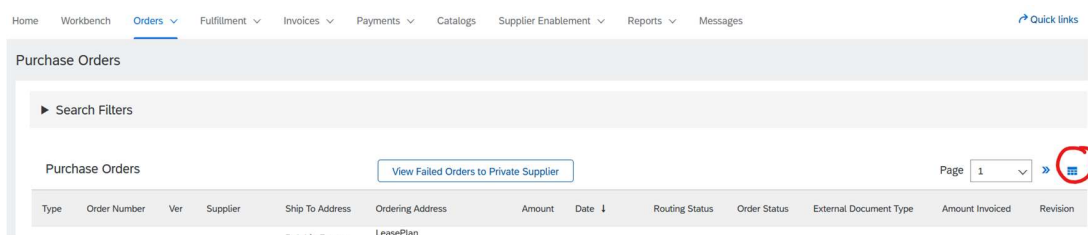
You are assigned a role with the **Inbox and Order Access** and **Outbox Access** permission.

Procedure

- 1.3.1 Choose a menu command to view documents, for example, **Orders > Purchase Orders** or **Invoices > Invoices**.
The associated page appears.
2. At the middle of the page, expand the **Search Filters** section.
3. Specify different filter values, such as a particular supplier, a date range, different amounts, or different status values.
4. Specify the number of results to display in the table: **100, 200, or 500**.
5. Click **Search**.



1.3.2 Using waffle icon to display/hide columns, Group by Column or Export to Excel



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SAP Aniba Network TEST MODE ← Back to classic view

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

Purchase Orders

Search Filters

Purchase Orders View Failed Orders to Private Supplier Page 1

Type	Order Number	Ver	Supplier	Ship To Address	Ordering Address	Amount	Date	Routing Status	Order Status	External Document Type	Amount In
Order	4700005245	1	LeasePlan Emirates Fleet Management	Dolphin Energy Limited Abu Dhabi United Arab Emirates	LeasePlan Emirates Fleet Management Abu Dhabi United Arab Emirates	-460,000.00 AED	8 May 2023	Sent	New	ZWS	0.0
Order	4900014877	1	LeasePlan Emirates Fleet Management	Dolphin Energy Limited Abu Dhabi United Arab Emirates	LeasePlan Emirates Fleet Management Abu Dhabi United Arab Emirates	240,000.00 AED	8 May 2023	Acknowledged	Received	ZSPO	0.0
Order	4700005244	1	LeasePlan Emirates Fleet Management	Dolphin Energy Limited Abu Dhabi United Arab Emirates	LeasePlan Emirates Fleet Management Abu Dhabi United Arab Emirates	200,000.00 AED	8 May 2023	Acknowledged	Serviced	ZWS	0.0
Order	4500002458	1	LeasePlan Emirates Fleet Management	Dolphin Energy Limited Abu Dhabi United Arab Emirates	LeasePlan Emirates Fleet Management Abu Dhabi United Arab Emirates	12,000.00 AED	8 May 2023	Credit	Minor	ZPO	0.0

Show / Hide Columns

- Type
- Order Number
- Ver
- Multi-Tier
- Copies
- Supplier
- Ship To Address
- Ordering Address
- Amount
- Date
- More...

Group by Column

- Supplier
- Ship To Address
- Ordering Address
- Routing Status
- Order Status
- Revision

Export to Excel

- Export all Rows
- Export Current Page

You can also sort the columns to change the display of values either in alphabetical order or oldest to newest or vice versa.

2 Receive PO on Business Network

2.1 Receive PO email notification with signed PO PDF in attachment and additional attachments if any

[EXTERNAL] Dolphin Energy Limited - TEST has changed Purchase Order 4900014876 sent to Supplier Authorization Test

To: Punam Nevatia Expires: Never

Reversion Policy: IBM Inbox (Never)

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

signedPOCopy.pdf 25 KB

PO Copy.rtf 279 bytes

4900014876.pdf 88 KB

This Message is From an External Sender

A new purchase order from Dolphin Energy Limited - TEST is waiting for your response on SAP Business Network.

Help: Supplier Authorization Test.

Dolphin Energy Limited - TEST has sent you a purchase order on SAP Business Network.

To access the purchase order, please click on process order to view the detailed information.

Click Process order to log in.

Process order

Help: To email your customer a message, click on the email icon in the top right corner.

Purchase order details

Order number	Amount
4900014876	240,000.00

From: Supplier Authorization Test

To: Supplier Authorization Test

Subject: Supplier Authorization Test

Date: Sun 16-04-2023 14:23

3. Process Order via Supplier login or User creation in Business Network

3.1 Click on Process Order

[EXTERNAL] Dolphin Energy Limited - TEST sent a new Purchase Order 4500002458

To: Punam Nevatia Expires: Never

Reversion Policy: IBM Inbox (Never)

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

4500002458.pdf 86 KB

Dolphin Energy Limited - TEST

A new purchase order from Dolphin Energy Limited - TEST is waiting for your response on SAP Business Network.

Help: Transmittal for Technology-TEST.

Dolphin Energy Limited - TEST would like to invite you to connect with us on SAP Business Network.

1 + purchase orders are waiting for your response. To access the purchase order, please click on process order and register on SAP Business Network for free account.

Click Process order to register and connect

Process order

Help: To email your customer a message, click on the email icon in the top right corner.

Purchase order details

Order number	Amount
4500002458	288.00 QAR

From: Supplier Authorization Test

To: Supplier Authorization Test

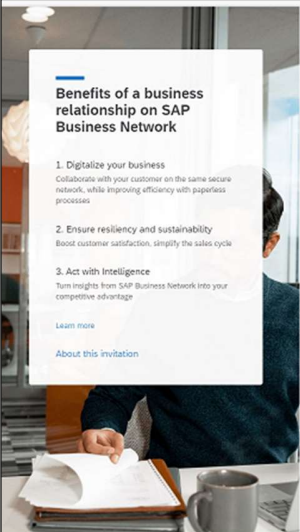
Subject: Supplier Authorization Test

Date: Tue 31-01-2023 13:30

3.2 Supplier Logs in to Ariba Network by either one of the 3 options as applicable

- Create New Account OR
- Review Accounts OR
- Login with existing credentials

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Benefits of a business relationship on SAP Business Network

- 1. Digitalize your business**
Collaborate with your customer on the same secure network, while improving efficiency with paperless processes
- 2. Ensure resiliency and sustainability**
Boost customer satisfaction, simplify the sales cycle
- 3. Act with Intelligence**
Turn insights from SAP Business Network into your competitive advantage

[Learn more](#)

[About this invitation](#)



Connect with Dolphin Energy Limited - TEST on SAP Business Network to collaborate.


We found existing accounts based on the information in the invite. Please review.

[Review accounts](#)

or

[Use existing account](#) ⓘ

[Create new account](#) ⓘ

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If your company is already registered with Business Network, please click on **Review accounts**, and contact your company's Administrator and request them to add you as a user within your company's Ariba account. This option is allowing company to add multiple users under same company's Business Network account.

If you have an account as admin, click **Use existing account**.

For New Registration click **Create New Account** and then continue with below process.



Create a free company account to connect with your customers on SAP Business Network

Company information

Company (legal) name *
ABC Limited

Country/Region *
India [IND]

Address line 1 *
spencer's

Address line 2

Address line 3

City *
Mumbai

State *
Maharashtra [IN-MH]

Postal code *
400096

Administrator account information

First name *
Punam

Last name *
Nevatia

Email *
nevatiapunam@gmail.com

☒ Use my email as my username

Password *


Repeat password *

Business role *
Manager

☒ I have read and agree with the [Terms of Use](#).

☒ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [Privacy Statement](#) to learn how we process personal data.

☐ I'm not a robot

 reCAPTCHA
Privacy - Terms

Create account

Account successfully created or Logged into the home page of Business Network

4. Create Order Confirmation

- Order Confirmation is Submitted
- Insert Confirmation No. (optional)
- Supplier will have to check the check box as this is a reminder for him/her to upload the countersigned PO copy under the attachments section
- Counter sign the PO and upload in the attachment section
- Confirm the order AS IS
- Click on Next

Confirming PO

Confirm Entire Order

Review Order Confirmation

Order Confirmation Header

Confirmation No. **CONF-0088**

Associated Purchase Order # **PO00000088**

Customer **Dolphin Energy Limited**

☒ **Additional information**
Confirm that you have attached signed Purchase Order

Attachments

Name	Size (Bytes)	Content Type
Signed PO.pdf	282342	application/pdf

Line Items

Line #	Part # / Description	Type	Qty (UoM)	Need By	Unit Price	Subtotal
1	000000	Service		26 Apr 2023		230,000.00 QAR
Current Order Status: Confirmed As Is						
000000.00		Service	100,000 (S4)		2,300.00 QAR	230,000.00 QAR

PO Status is changed from New to Confirmed



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Purchase Order: 4500002594

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

DOLPHIN ENERGY **دولفين للطاقة**

From: Customer
Dolphin Energy Ltd Qatar Branch
At: 1st Floor, 1st Floor
Qatar
Phone: +974 (0) 4338888
Fax: +974 (0) 4338888

To: Transgulf for Technology-TEST
G12 AL HABIBA BUILDING
Doha
Qatar
Phone: +974 (0) 4487 9534
Email: smahmed@gsk-bm.com

Purchase Order
Confirmed
4500002594
Amount: 200,000.00 QAR
Version: 1

Payment Terms (i)
Payable Immediately Due net

Contact Information
Supplier Address
Transgulf for Technology
G12 AL HABIBA BUILDING
Doha
Qatar
Email: punam.nevatia@fem.com
Phone: +974 (0) 4487 9537
Fax: +974 (0) 4487 9534
Address ID: 000004733
Buyer ID: 000004733

Routing Status: Acknowledged
External Document Type: Purchase Order (PEL) (DPO)
Related Document: [Purchase Order](#)

Other Information
Company Code: 1000
Purchase Group: 100
Purchase Organization: 1000

Message

Email notification received for PO status changed from New to Confirmed

[EXTERNAL] The status of <Order # 4500002573> has been changed to Confirmed by Transgulf for Technology-TEST

Transgulf for Technology-TEST <ordersender-prod@ansmtp.ariba.com>
To: Punam Nevatia

Retention Policy: IBM Inbox (Never) Expires: Never

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

This notification contains important information about your test Ariba account (ANID: AN1113756163-T).

Your purchase order status
Order #: 4500002573
Supplier: Transgulf for Technology-TEST
Order Date: 23 Mar 2023 11:59:33 AM GMT+03:00
Status: Confirmed

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
10	EN	2,000.000	KGM	CHEMICAL: SOLVENT, GENOSORB 1900	20 Jun 2023		100.00 QAR	200,000.00 QAR
Status				2,000 Confirmed As Is				

If you do not confirm Order within 24hrs then system will send reminder notification

[EXTERNAL] Confirm orders from your buyers

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

Retention Policy: IBM Inbox (Never)

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hello Supplier Authorization Test,

Your customers sent you purchase orders through [Ariba Network](#). You can select an order number to review the order and send a confirmation.

Order Number	Customer	Order Date	Order Status
4500002509	Dolphin Energy Limited	4 Jun 2023	Changed

The list contains up to 100 of the most recent unconfirmed orders only.

If you have any question regarding these orders, please contact the customer directly.
Please do not reply to this email. If you have any questions, contact the buyer directly.

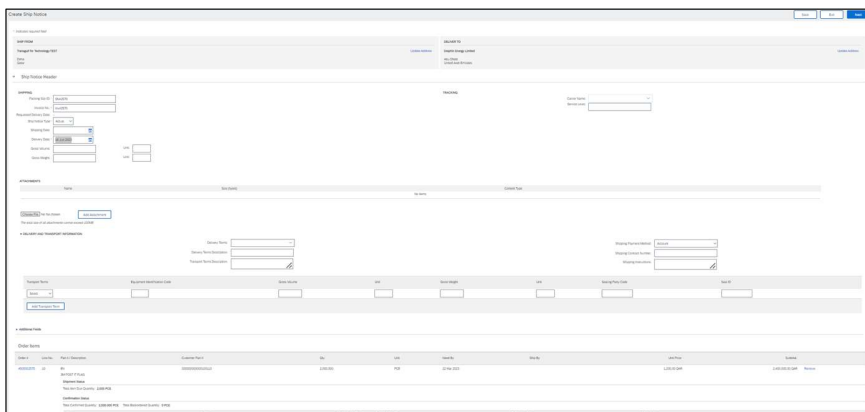
© 1996–2019 Ariba, Inc. All rights reserved.

Sincerely,
The Ariba Network Team
<https://www.ariba.com>

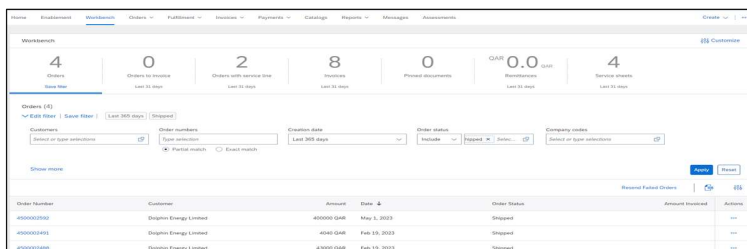
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5. Create Ship Notice

- Click on "Create Ship Notice" and fill the mandatory info like:
- Packing slip ID
- Invoice No
- Ship Notice Type
- Delivery Date
- Ship Quantity
- Optional info
- DELIVERY AND TRANSPORT INFORMATION
- Transport Term
- Order Items
- Changes to Ship Notice Line
- Order Line Item
- Verify the Line item details and Click on Next -> Submit. You may Print the document or just Exit the page and click on Done



PO status will be changed to Shipped/Partially Shipped and the respective Shipping document will be placed under the Related documents in PO



Order Number	Customer	Amount	Date	Order Status
4500002498	Dolphin Energy Limited	400000 QAR	May 5, 2023	Shipped
4500002499	Dolphin Energy Limited	400000 QAR	Feb 15, 2023	Shipped
4500002500	Dolphin Energy Limited	400000 QAR	Feb 15, 2023	Shipped

Email notification received for PO status changed from Confirmed to Shipped/Partially Shipped

[EXTERNAL] The status of <Order # 4500002498> has been changed to Shipped by Supplier Authorization Test

Supplier Authorization Test <ordersender-prod@ansmtp.ariba.com>
To: Panam Nevatia

Retention Policy: IBM Inbox (Never) Expires: Never

This notification contains important information about your test Ariba account (ANID: AN11113756163-T).

Your purchase order status
Order #: 4500002498
Supplier: Supplier Authorization Test
Order Date: 17 Apr 2023 12:09:09 PM GMT+03:00
Status: Shipped

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
10	EN	120.000	EA	Consumable-Material	17 Apr 2023		230.00 SAR	27,600.00 SAR

Status
120 Shipped Shipment Id: 12345678901234567890
120 Confirmed As Is

For External Use



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Goods receipt for Goods and Service Entry Sheet for Services received from Dolphin Energy

[EXTERNAL] The status of <Order # 4500002592> has been changed to Received by Transgulf for Technology-TEST

TF Transgulf for Technology-TEST <ordersender-prod@ansmtp.ariba.com>
To: Punam Nevatia

Retention Policy IBM Inbox (Never) Expires Never

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

This notification contains important information about your test Ariba account (ANID: AN1113756163-T).

Your purchase order status
Order #: 4500002592
Supplier: Transgulf for Technology-TEST
Order Date: 1 May 2023 7:36:14 AM GMT+03:00
Status: Received

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price
10	EN	2,000.000	PCE	ANCHOR-REFRACTORY,DWG#04C0056-01-19 #12	30 Jul 2023		200.00 QAR	400,000.00 QAR

Status
2,000 Shipped (Shipping Date: 1 May 2023) Shipment Id: SH01
2,000 Confirmed As Is
2,000 Received

Goods returned or Cancelled

Receipt: 5000220511

Print Export XML

Purchase Order: 4500002592

Order Detail Order History

Purchase Order: 4500002592
Order Status: Shipped
Submitted On: 1 May 2023 12:00:00 PM GMT+03:00

From Customer: Dolphin Energy Limited
Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	Order belonging to Transgulf for Technology-TEST is now routed to the account AN111698046/P2-T.	PropagationProcessor-109591056	1 May 2023 7:36:15 AM
Sent	Email order was sent to smahmood@pk.ibm.com.	OrderDispatcher - Email	1 May 2023 7:36:18 AM
	Email order was sent to smahmood@pk.ibm.com.	ANPODispatcher-109563008	1 May 2023 7:36:18 AM
Confirmed	Return	Sohaib Mahmood	1 May 2023 7:37:30 AM
Shipped	SH01	Sohaib Mahmood	1 May 2023 7:38:11 AM
Received	5000220510	Dolphin Energy Limited - TEST	1 May 2023 7:39:48 AM
	Received quantity 2000.000 for line item 10.	PropagationProcessor-109530031	1 May 2023 7:39:49 AM
Shipped	5000220511	Dolphin Energy Limited - TEST	1 May 2023 7:46:30 AM
	Quantity 2000 received for line item 10 has been reverted.	PropagationProcessor-109547040	1 May 2023 7:46:32 AM

Service Entry Sheet

Purchase Order: 4500002607

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

DOLPHIN ENERGY **دولفين**

From: Customer
Dolphin Energy Ltd Qatar Branch
C-Saudi Street 3rd Floor
Qatar
Phone: +974 (1) 4238888
Fax: +974 (1) 4238866

To: Transgulf for Technology-TEST
G22 AL RAHBA BUILDING
Doha
Qatar
Phone: +974 4487 9134
Fax: 4487 9134
Email: smahmood@pk.ibm.com

Purchase Order (Service)
4500002607
Amount: 200,000.00 QAR
Version: 1

Payment Terms (1)
Payable Immediately Due net

Contact Information
Supplier Address
Transgulf for Technology
G22 AL RAHBA BUILDING
Doha
Qatar
Email: punam.nevatia@ibm.com
Phone: +974 (1) 4487 9517
Fax: +974 (1) 4487 9514
Address ID: 0000014731
Buyer ID: 0000054733

Routing Status: Acknowledged
External Document Type: Purchase Order (PEL) (DPQ)
Related Documents: 5000117012
CONF12

Other Information
Commission Code: 1000

Email notification received for PO status changed from Confirmed to Serviced/Partially Serviced



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[EXTERNAL] Approved - Service sheet 1000117013 - to Dolphin Energy Limited - TEST (ANID: AN11113756163-T) - Notification from Ariba Network

N

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

Retention Policy: IBM Inbox (Never)

Expires: Never

Sun 16-04-2023 17:59

ⓧ

↩ Reply

↩ Reply All

➡ Forward

⋮

📧

We removed extra line breaks from this message.

This notification contains important information about your test Ariba account (ANID: AN11175582779-T).

One of your service sheet has been updated. You can view the service sheet in your online Outbox.

Customer: Dolphin Energy Limited - TEST

Purchase Order No.: 4500002496
Service Sheet #: 1000117013
Service Sheet Status: Approved
Description:

More details about the service outline line items are listed below:

Service Sheet Line No.: 10
Service Sheet Line Description: Service

SES Revoke message received either before or after Invoicing

DE

Dolphin Energy Limited - TEST <messaging-prod@smtp-c1.ariba.com>
To: Punam Nevatia

Retention Policy: IBM Inbox (Never)

Expires: Never

Mon 08-05-2023 13:08

ⓧ

↩ Reply

↩ Reply All

➡ Forward

⋮

📧

You replied to this message on 08-05-2023 23:04.
If there are problems with how this message is displayed, click here to view it in a web browser.

Message from Dolphin Energy Limited - TEST

Sent by Nevatia,Punam, Monday, May 8, 2023, 07:33 (GMT)

Order: 4700005244

Order date: Monday, May 8, 2023, 09:00 (GMT)

SES no is 1000117017 revoked and resent

SES status changed to Processing

Service Sheet: 1000117003

Done

Detail

History

Service Sheet: 1000117003
Routing Status: Acknowledged
Received By Ariba Network On: 4 May 2023 9:55:27 AM GMT+03:00

From: Transgulf for Technology-TEST
Submitted from the Supplier Organization's System: 4 May 2023 6:55:24 AM GMT+03:00
On:

History

Status	Comments	Changed By	Date and Time
	The Service Sheet status has been successfully updated to Processing by Dolphin Energy Limited - TEST.	ANCXMLDispatcher-309542002	4 May 2023 9:56:36 AM
	The Service Sheet status has been successfully updated to Approved by Dolphin Energy Limited - TEST. Description:	ANCXMLDispatcher-309567003	4 May 2023 9:58:06 AM
	The Service Sheet status has been successfully updated to Processing by Dolphin Energy Limited.	ANCXMLDispatcher-309523001	19 Jun 2023 1:18:12 PM

Done

If the SES is revoked by Dolphin Energy, then you will not be able to Invoice the PO and you will receive a revised/New SES Approved by Dolphin Energy

Related Documents		
Document Number	Date	Type
CMR52405ncltem	18 Apr 2023 11:57 AM AST	Invoice
CMR5240	18 Apr 2023 11:18 AM AST	Invoice
Inv#5240	17 Apr 2023 1:22 PM AST	Invoice
I-0900824	17 Apr 2023 11:01 AM AST	Invoice
1000117015	17 Apr 2023 7:37 AM AST	Service Sheet
1123409-1	17 Apr 2023 9:49 AM AST	Invoice
1000117014	17 Apr 2023 6:36 AM AST	Service Sheet
Untitled 04/17/2023	17 Apr 2023 9:29 AM AST	Order Confirmation

Done

Previous

SES Approved by Dolphin Energy

Supplier Training Document

[EXTERNAL] Approved - Service sheet 1000117015 - to Dolphin Energy Limited - TEST (ANID: AN1113756163-T) - Notification from Ariba Network

network_accounts@ansmtp.ariba.com <ordersender-prod@ansmtp.ariba.com>
To: Panam Nevada
Retention Policy: IBM Invoice (None) Expires: Never
Mon 17-04-2023 12:59

We removed extra line breaks from this message.

This notification contains important information about your test Ariba account (ANID: AN11175582779-T).

One of your service sheet has been updated. You can view the service sheet in your online Outbox.

Customer: Dolphin Energy Limited - TEST

Purchase Order No.: 4700005240
Service Sheet #: 1000117015
Service Sheet Status: Approved
Description:
More details about the service outline line items are listed below:
Service Sheet Line No.: 10
Service Sheet Line Description: Service - Testing

6. Create Invoice against SES/GR

Purchase Order: 4500002609

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

Order Detail Order History

DOLPHIN ENERGY **دولفين للطاقة**

From: Customer
Dolphin Energy Ltd Qatar Branch
Al Sadd Street 3rd Floor
Doha
Phone: +974 (0) 4138888
Fax: +974 (0) 4138866

To: Transgulf for Technology-TEST
112 AL RAEBIA BUILDING
Doha
Order
Phone: +974 4487 9534
Email: smfsmo@tqk.com

Purchase Order (Service):
4500002609
Amount: 16,700.00 QAR
Version: 1

Track Order

Payment Terms (i)
Payable Immediately Due net

Contact Information
Supplier Address
Transgulf for Technology
112 AL RAEBIA BUILDING
Doha
Email: panam-nava@ibm.com
Phone: +974 (0) 4487 9517
Fax: +974 (0) 4487 9534
Address ID: 000054733
Buyer ID: 000004733

Routing Status: Acknowledged
External Document Type: Purchase Order (DEL) (DPG)
Related Documents: 1000117020
1000117021
SPF123
Invoice(s) >

Other Information
Company Code: 1000
Purchase Group: 630

Messages

Fill all the relevant information

- Enter mandatory information like
- Invoice ID (this ID should be unique, less than 16 digits and same as mentioned in the Paper Invoice attached)
- Exchange Rate should be taken from Ministry of UAE website (if applicable)
- Tax Invoice mandatory as Attachment for UAE
- Header level tax - 0% for Qatar and 0% or 5% VAT for UAE
- Delivery Note Date for Material Invoices, Service Start and End Dates for Service Invoices
- Invoice Attachment
- Can add more header fields like comments.
- Select one or more line items/receipts/SES's to Invoice.
- Click on Next

Create Invoice

Update Save Exit Next

Invoice Header

Summary

InvoiceID should be same as paper invoice attached

Purchase Order: 4500002609

Invoice ID:

Invoice Date: 7 Sep 2023

Service Description:

Supplier Tax ID:

Remit To: 1234BC

Bill To: Doha, United Arab Emirates, Dolphin Energy Ltd Qatar Branch

Order

Tax

Header level tax ☒ Line level tax ☐

Category: 0% VAT / VO - 0 rated input Tax

Location:

Description: VO - 0 rated input Tax

Regime:

Taxable Amount: 16,700.00 QAR

Tax Rate Type:

Rate(%): 0

Tax Amount: 0.00 QAR

Exempt Detail: (no value)

Remove

View/Edit Addresses

Supplier Training Document

Shipping
☒ Header level shipping ☐ Line level shipping

Ship From: **Transgulf for Technology-TEST**
Doha
Qatar

Ship To: **Dolphin Energy Limited**
Lusail Area, Doha
Qatar

Deliver To: [View/Edit Addresses](#)

Payment Term
Net Term(days): Discount or Penalty Term(days): Percentage(%): [Add Discount/Penalty Term](#)

Payable Immediately Due net

Additional Fields

Supplier Account ID #: Service Start Date:

Customer Reference: Service End Date:

Supplier Reference:

Payment Note:

Supplier: **Transgulf for Technology-TEST**
Doha
Qatar

Customer: **Dolphin Energy Ltd Qatar Branch**
Qatar

Bill From: **Transgulf for Technology-TEST**
Doha
Qatar

Email: [View/Edit Addresses](#)

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Add to Header

Tax:

Shipping Cost:

Special Handling:

Allowance:

Charge:

Additional Reference Documents and Dates:

Comment:

Attachment:

2 Line Items, 2 Included, 0 Previously Fully Invoiced

HS VAT / VO - 0 rated Input Tax ☐ Shipping Documents ☐ Special Handling ☐ Discount ☐

Part #	Description	Quantity	Unit	Unit Price	Subtotal
EN	GSKTECHHAUST MAINFOLD.PIN V750-0000	120	PCE	120.00 QAR	14,400.00 QAR

Receipt Details
Receipt #: 000220563
Receipt Line #: 1

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

Shipping Documents
Packing Slip ID:
Packing Slip Date:
Delivery Note ID:
Delivery Note Line #:
Delivery Note Date: 17 Sep 2023

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	SERVICE		Services		1	LE	2,300.00 QAR	2,300.00 QAR

Service Sheet Details
Service Sheet #: 1000117020
Service Line No.: 10

[Line Item Actions](#)

Review and Submit the Invoice

Invoice 1000000000

Invoice Details

Invoice #: 1000000000
Invoice Date: 17 Sep 2023
Invoice To: Dolphin Energy Ltd
Invoice From: Transgulf for Technology-TEST

Invoice Items

Line Item	Description	Quantity	Unit	Unit Price	Subtotal
1	GSKTECHHAUST MAINFOLD.PIN V750-0000	120	PCE	120.00 QAR	14,400.00 QAR
2	Services	1	LE	2,300.00 QAR	2,300.00 QAR

Invoice Summary

Invoice Total: 16,700.00 QAR
Tax: 0.00 QAR
Total: 16,700.00 QAR

Invoice Footer

Transgulf for Technology-TEST
Doha
Qatar

Dolphin Energy Ltd
Lusail Area, Doha
Qatar

A copy of the Invoice pdf received on email



Supplier Training Document

[EXTERNAL] Invoice WF101121 for 23,000.00 QAR has been submitted to Dolphin Energy Limited

ordersender-prod@ansmtp.ariba.com
To Punam Nevatia

Retention Policy IBM Inbox (Never) Expires Never
Fri 25-08-2023 11:08

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

WF101121.pdf 80 KB
WF101121.xml 7 KB

Dear AED team member,

You have successfully submitted Invoice WF101121 for 23,000.00 QAR to Dolphin Energy Limited through the SAP Business Network.

A PDF copy of the invoice and the invoice data in XML format are attached to this email. Please click here to support your local business records storage and archiving requirements.

Important: Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving and storage.

Where can I get more information about SAP Business Network?
To access product documentation and tutorials, go to SAP Business Network Exchange User Community.

How do I view a PDF document?
Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: <https://get.adobe.com/reader/>

Sincerely,
The Ariba Network Team
network_accounts@ansmtp.ariba.com

You received this notification because your email address, or a group email address that you belong to, was used to create a purchase order.
Please do not reply to this email. This mailbox is not monitored and your email will not be read.

Email notification received for PO status changed from Received/Partially Received/Serviced/Partially Serviced to Invoiced/Partially Invoiced

[EXTERNAL] Sent - Invoice INV#2511 - to Dolphin Energy Limited (ANID: AN1113756163-T) - Notification from Ariba Network

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

Retention Policy IBM Inbox (Never) Expires Never
Mon 12-08

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

SAP Ariba

Your customer Dolphin Energy Limited updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN11175582779-T).

Country	QA
Customer	Dolphin Energy Limited
Invoice number	INV#2511
Invoice Status	Sent
Description:	Document Parked---

[View invoice](#)

Invoice Rejected

[EXTERNAL] Rejected - Invoice I-0909824 - to Dolphin Energy Limited - TEST (ANID: AN1113756163-T) - Notification from Ariba Network

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

Retention Policy IBM Inbox (Never) Expires Never
Mon 07

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

SAP Ariba

Your customer Dolphin Energy Limited - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN11175582779-T).

Country	QA
Customer	Dolphin Energy Limited - TEST
Invoice number	I-0909824
Invoice Status	Rejected
Rejected Reason:	

[View invoice](#)

Invoice resent after rectification



Supplier Training Document

Invoice: INVX3 Done

Edit Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Rejected Invoice:
Reasons:
INV-38: The Invoice was successfully received.
INV-54: Comments from Dolphin Energy Limited - TEST: Success
DOC-1:
INV-35: The Invoice status has been successfully updated to Processing by Dolphin Energy Limited - TEST: Description:Document Parked
INV-35: The Invoice status has been successfully updated to Rejected by Dolphin Energy Limited - TEST: Description:Document Manually Rejected/Deleted
Document Manually Rejected/Deleted
Edit & Resubmit

Attachment(s)

Standard Invoice

Status:	Rejected	Subtotal:	100,000.00 QAR
Invoice:	Rejected	Total Tax:	0.00 QAR
Routing:	Acknowledged	Total Amount without Tax:	100,000.00 QAR
Invoice Number:	INVX3	Amount Due:	100,000.00 QAR
Invoice Date:	Tuesday 18-Apr-2023 11:30 AM GMT+05:00		
Original Purchase Order:	4500002587		
Receipt:	500020505		
Submission Method:	Online		
Origin:	Supplier		
Source Document:	Order		

Invoice Approved

[EXTERNAL] Approved - Invoice I123409-1 - to Dolphin Energy Limited - TEST (ANID: AN11113756163-T) - Notification from Ariba Network

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

Reply Reply All Forward

Retention Policy IBM Inbox (Never) Expires Never Mon 17-04-2

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Your customer Dolphin Energy Limited - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN11175582779-T).

Country	QA
Customer	Dolphin Energy Limited - TEST
Invoice number	I123409-1
Invoice Status	Approved
Description:	

View invoice

Invoice Due date tracking

Customer	Reference	Invocied Date	Amount	Routing Status	Invoice Status ↑	Status change date	Payment net due date	From address	To address	Actions
Dolphin Energy Limited	4500002587	Jun 11, 2023	100000 QAR	Acknowledged	Sent	Jun 11, 2023	Jun 11, 2023	Transguill for Technology-T EST, Doha, Ar Rayyan, QAT	Dolphin Energy Ltd Qatar B ranch, QAT	...
Dolphin Energy Limited	4500002608	Jun 11, 2023	230000 QAR	Acknowledged	Sent	Jun 11, 2023	Jun 11, 2023	Transguill for Technology-T EST, Doha, Ar Rayyan, QAT	Dolphin Energy Ltd Qatar B ranch, QAT	...
Dolphin Energy Limited	4500002587	Jun 11, 2023	100000 QAR	Acknowledged	Sent	Jun 11, 2023	Jun 11, 2023	Transguill for Technology-T EST, Doha, Ar Rayyan, QAT	Dolphin Energy Ltd Qatar B ranch, QAT	...
Dolphin Energy Limited	4500002587	Jun 11, 2023	100000 QAR	Acknowledged	Sent	Jun 11, 2023	Jun 11, 2023	Transguill for Technology-T EST, Doha, Ar Rayyan, QAT	Dolphin Energy Ltd Qatar B ranch, QAT	...
Dolphin Energy Limited	4500002587	Jun 11, 2023	100000 QAR	Acknowledged	Sent	Jun 11, 2023	Jun 11, 2023	Transguill for Technology-T EST, Doha, Ar Rayyan, QAT	Dolphin Energy Ltd Qatar B ranch, QAT	...
Dolphin Energy Limited	4500002604	Jun 7, 2023	10000 QAR	Acknowledged	Sent	Jun 11, 2023	Jun 7, 2023	Transguill for Technology-T EST, Doha, Ar Rayyan, QAT	Dolphin Energy Ltd Qatar B ranch, QAT	...
Dolphin Energy Limited	4500002587	Jun 8, 2023	100000 QAR	Acknowledged	Sent	Jun 11, 2023	Jun 8, 2023	Transguill for Technology-T EST, Doha, Ar Rayyan, QAT	Dolphin Energy Ltd Qatar B ranch, QAT	...
Dolphin Energy Limited	4500002587	Jun 11, 2023	100000 QAR	Acknowledged	Sent	Jun 11, 2023	Jun 11, 2023	Transguill for Technology-T EST, Doha, Ar Rayyan, QAT	Dolphin Energy Ltd Qatar B ranch, QAT	...

Can Check various Invoice statuses on Business Network

Invoice	Payment Proposal	Customer	Method	Scheduled Payment Date ↓	Settlement Date	Remaining Days	Amount Due	Status	Early Pay Status
I-09XX	510010078920230031000D02	Dolphin Energy Limited	Other	Jun 15, 2023		0	5000 QAR	Scheduled	Not Eligible
INVX12	510010078820230031000D02	Dolphin Energy Limited	Other	Jun 15, 2023		0	11500 QAR	Scheduled	Not Eligible
INVX10	510010078420230031000D02	Dolphin Energy Limited	Other	Jun 14, 2023		0	500 QAR	On Hold	Not Eligible
INV-08612	510010082620230031000D02	Dolphin Energy Limited	Other	Jun 11, 2023		0	230000 QAR	Scheduled	Not Eligible
INV01-35	510010082520230031000D02	Dolphin Energy Limited	Other	Jun 11, 2023		0	100000 QAR	On Hold	Not Eligible

Check the Scheduled Payment Tab

For External Use



Supplier Training Document

Scheduled payment:510010082620230011000D02 Done

Your customer approved this scheduled payment.

Expected settlement date	Total invoice amount	Status	Early payment status	Total settlement amount
Jun 11, 2023	230,000.00 QAR	Scheduled	Not Eligible	230,000.00 QAR

Details Payment timeline and history History

Payment timeline

0

Invoice Approved
Payment Proposal Received
11 Jun 2023

Invoice Created
230,000.00 QAR
11 Jun 2023

Original Due Date
11 Jun 2023

Email notification received with Payment information

[EXTERNAL] Notice of new scheduled payment

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

To Punam Nevatia

Expires Never

Mon 17-04-2023 12:51

Retention Policy IBM Inbox (Never)

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

Business Network

You have a new scheduled payment

\$100

by Dolphin Energy Limited - TEST

Amount due	\$100.00 USD
Scheduled payment date	Apr 17, 2023
Payment proposal ID	\$10010072120230011000001
Invoice number	I123409-1
Original amount	\$100.00 USD
Payment method	Other
Status	Scheduled

To view scheduled payment and summary terms of this offer, log in to SAP Business Network.

Login

Can seek or receive clarification message in context of the Invoice

[EXTERNAL] Message from Dolphin Energy Limited - Invoice: I-1221: Invoice I-1221 after...

DE Dolphin Energy Limited <messaging-prod@smtp-c1.ariba.com>

To Punam Nevatia

Expires Never

Mon 12-06-2023 14:00

Retention Policy IBM Inbox (Never)

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

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Message from Dolphin Energy Limited

Sent by Nevatia,Punam, Monday, June 12, 2023, 13:26 (GMT)

Invoice: I-1221

Invoice date: Sunday, April 16, 2023, 12:32 (GMT)

Hi Supplier,
Invoice I-1221 after Posting because of quantity mismatch

Questions or comments? Reply to this email.

Invoice Paid

[EXTERNAL] Paid - Invoice I123409-1 - to Dolphin Energy Limited - TEST (ANID: AN11113756163-T) - Notification from Ariba Network

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

To Punam Nevatia

Expires Never

Mon 17-04-2023 12:51

Retention Policy IBM Inbox (Never)

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

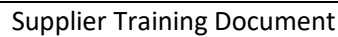
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Your customer Dolphin Energy Limited - TEST updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN11175582779-T).

Country	QA
Customer	Dolphin Energy Limited - TEST
Invoice number	I123409-1
Invoice Status	Paid
Description:	

View invoice

For External Use



A screenshot of a phishing email. The header shows the email is from 'Dolphin Energy Limited' with a sender address 'cordersender-prod@ansmp.ariba.com'. The email is addressed to 'Punam Nehra, Saval S. Mahmood; Abhijeet Bhattacharya1'. The subject line is '[EXTERNAL] Remittance Advice-Z2030613.2000066259, Dolphin Energy Limited, AN-DOC-ID:prod:90000000000000000836751095'. The email body contains a notification about a remittance advice on the Ariba account, providing a URL to view the document. The URL is a long, complex string of characters. At the bottom, there is a 'Thank you for using Ariba Network.' message and a signature for 'The Ariba Team' with a link to 'https://aribadefense.proofpoint.com/v2/url?u=https:'. The email interface shows a 'Reply' button and a 'Forward' button. The email was received on 'Tue 13-06-2023 12:05'.

Remittance Advice: Z.20230427.2000066300

Done

PrintExport cXMLDownload CSV

DetailHistory

DOLPHIN ENERGY

دولفين للطاقة

From

Dolphin Energy Limited

PAYER: Dolphin Energy Ltd Qatar

(Show Payer Details)

To

Transgulf for Technology-TEST

(Show Payee Details)

REMITTANCE ADVICE
Z.20230427.2000066300 (Canceled)

Gross Amount: 100,000.00 QAR
Withholding Tax: (5,000.00 QAR)
Amount Paid: 95,000.00 QAR
Estimated Settlement on 27 Apr 2023

For External Use

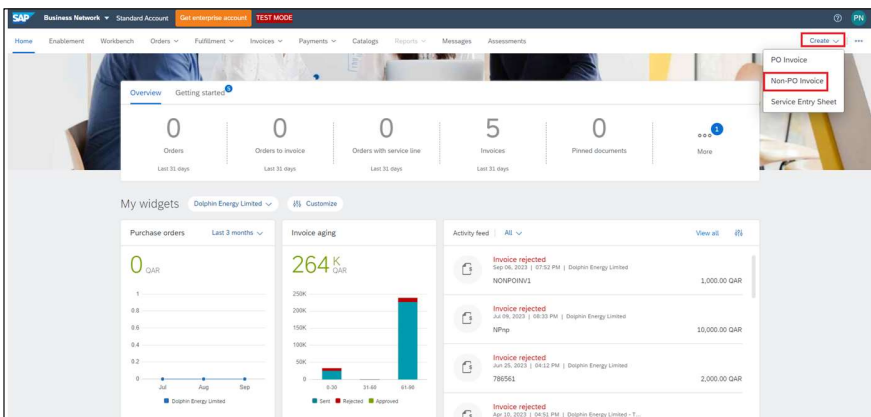
Supplier Training Document

Invoice	Payment Proposal	Customer	Method	Scheduled Payment Date ↓	Settlement Date	Remaining Days	Amount Due	Status	Early Pay Status
I-090X	510010078920230031000002	Dolphin Energy Limited	Other	Jun 15, 2023		0	5000 QAR	Scheduled	Not Eligible
INVX12	510010078920230031000002	Dolphin Energy Limited	Other	Jun 15, 2023		0	11500 QAR	Scheduled	Not Eligible
INVX10	510010078420230031000002	Dolphin Energy Limited	Other	Jun 14, 2023		0	500 QAR	On Hold	Not Eligible
INV-09812	510010082620230031000002	Dolphin Energy Limited	Other	Jun 11, 2023		0	230000 QAR	Scheduled	Not Eligible
INV01_15	510010082520230031000002	Dolphin Energy Limited	Other	Jun 11, 2023		0	100000 QAR	On Hold	Not Eligible

7. Create Non PO Invoice

Click on the top right hand corner of the Home Page and Click on Create Non PO Invoice

(in case you do not have access to create one please reach out to Dolphin Energy held desk to provide you the necessary permissions)



Choose the respective customer > Standard Invoice > Next

Create Non-PO Invoice

For a trading relationship already on Ariba Network

Customer:

Type of Invoice: ☒ Standard Invoice ☐ Credit Memo

For a new trading relationship

You can create a non-PO invoice for a buying organization with whom you want to establish a trading relationship and transact on SAP Business Network. To create a non-PO invoice, you must request your customer to send you their unique customer code. After your customer accepts the invoice, an active invoice is created. [Invoice New Customer \(Requires Customer Code\)](#)

Next Exit

Fill the respective Invoice No, Invoice Date, Remit To address, choose applicable taxes, Date of supply or date of VAT document, Line item details, Delivery Date for Materials/Start Date & Completion Date for Services and Attachments (approved DTR/Rotation Form attachment mandatory for Travel invoices and pick exchange rate from Central Bank of UAE website if applicable)

Create Invoice

Invoice Header

Summary

Invoice ID:
 Invoice Date:
 Service Description:
 Supplier Tax ID:
 Remit To:
 Choose Address:
 Bill To:

Subtotal: 0.00 QAR
 Total Tax: 0.00 QAR
 Total Amount without Tax: 0.00 QAR
 Amount Due: 0.00 QAR

Order Information

Customer Order #:
 Sales Order #:
 Contract Number:
 Sales Order Date:

Supplier Training Document

Tax

☒ Header level tax ☐ Line level tax

Category: Taxable Amount: [Remove](#)

Location: Tax Rate Type:

Description: Rate/Qty: [View/Edit Addresses](#)

Region: Tax Amount: Exempt Detail: [View/Edit Addresses](#)

Date Of Pre Payment: Date Of Supply: [View/Edit Addresses](#)

Law Reference: ☐ Recurring Transaction

Shipping

☒ Header level shipping ☐ Line level shipping

Ship From: Ship To: [View/Edit Addresses](#)

doha Qatar Doha Qatar

Deliver To:

Additional Fields

Supplier Account ID #: Service Start Date: [View/Edit Addresses](#)

Customer Reference: Service End Date: [View/Edit Addresses](#)

Supplier Reference:

Payment Note: Choose Address: [View/Edit Addresses](#)

Supplier: Customer:

doha Qatar

Email:

Additional Fields

Supplier Account ID #: Service Start Date: [View/Edit Addresses](#)

Customer Reference: Service End Date: [View/Edit Addresses](#)

Supplier Reference:

Payment Note: Choose Address: [View/Edit Addresses](#)

Supplier: Customer:

doha Qatar

Email:

Bill From: [View/Edit Addresses](#)

doha Qatar

Supplier Commercial Identifier:

Supplier Commercial Credentials:

If you're submitting Thank Invoice, kindly attach the approved Certification Form without fail.

[Add to Header](#)

Line Items

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Discount [Add to Included Lines](#)

No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
No item selected												

[Line Item Actions](#) [Delete](#) [Add General Service](#) [Add Labor Service](#) [Add Material](#)

Invoice processing of PO based, and Non PO invoice is same. Please refer to the above screenshots for clarification.

8. Invoice Status Update

Update message is sent to Business Network and transfers the invoice status in the following situations:

After an invoice has been received and processed by the SAP S/4 HANA system

When relevant changes have been made to the invoice or to the follow-on FI document

The following Invoice Statuses are shown on the Business Network.

S/no	Invoice Status on AN	Action which leads to Invoice Status
1	Sent	Invoice is sent from Business Network to Customer
2	Approved	Invoice has been posted and awaiting payment
3	Rejected	Invoice was Rejected after error in Dolphin system or customer deletes a Parked Invoice
4	Failed	Business Network experienced a problem routing the invoice.
5	Canceled	The customer canceled the invoice.
6	Paid	Invoice is Paid

Invoice Routing status

Supplier Training Document

These are standard Business Network technical statuses for integration between S/4HANA and Business Network

S/no	Status Level	Description
1	Queued	Initial state, invoice may be in queue, but no further action has been taken.
2	Sent	Business Network successfully sent the invoice to the external system
3	Acknowledged	The customer received the invoice successfully in SAP S/4Hana system
4	Failed	Business Network experienced a problem with routing the invoice to the customer. Vendor can resend failed orders.
5	Obsolete	The customer canceled the invoice.

9. Routing Notification Settings (Order/Invoice)

To change the notifications, you receive from SAP Ariba and edit the associated email address(es):

- In the upper-right corner of the application, click **[user initials] > Settings** and select **Notifications**.
- Click the tabs along the top depending on desired notification types (**General**, **Network**, **Discovery**, and **Sourcing & Contracts** tabs).
 - You can update the email address(es) for each individual notification type by changing the address(es) in the **To email addresses** column. Enter up to three email addresses per notification type, separated by a comma and no space.
 - You can remove a particular notification by unchecking the box next to the specific notification you want to change.
- Click **Save**.

To update where your purchase orders are sent:

- In the upper-right corner of the application, click **[user initials] > Settings** and select **Electronic Order Routing**.
- Under **Routing Method > Email**, you can enter up to five email addresses separated by a comma and no space for each notification.
- Click **Save**.

To update notifications about Invoice status:

- In the upper-right corner of the application, click **[user initials] > Settings** and select **Electronic Invoice Routing**.
- Under **Notifications**, check the box to turn on/off notification types.
- You can enter up to three email addresses separated by a comma and no space for each notification.
- Click **Save**.

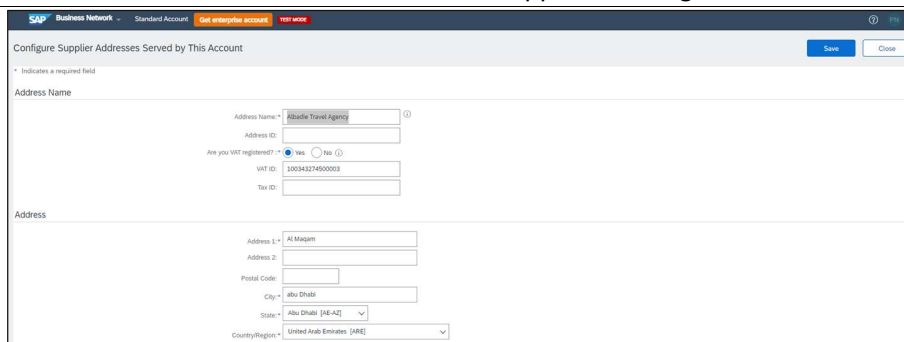
To update notifications about remittance advice:

- In the upper-right corner of the application, click **[user initials] > Settings** and select **Remittances**.
- Under **Notifications**, check the box to turn on/off notification types.
- You can enter up to three email addresses separated by a comma and no space for each notification.
- Click **Save**.

10. Update VAT ID

- The step must be done once prior to creating your first UAE VAT Invoice
- Go to supplier.ariba.com
- From the Home Screen click the Company Settings menu dropdown.
- Click on Company Profile
- Under the Basic tab, go to the Additional Company Addresses section and click 'Create'
- Fill in Address Name (i.e., 'UAE'), Address, Postal Code, City, Country
- Fill in your VAT ID (15 digit numeric)
- Answer YES, for question 'Are you VAT registered'
- Click Save

Supplier Training Document



SAP Business Network - Standard Accounts - **Get enterprise account** - **Test mode**

Configure Supplier Addresses Served by This Account

* Indicates a required field

Address Name

Address Name: ⓘ

Address ID:

Are you VAT registered? ☒ Yes ☐ No ⓘ

VAT ID:

Tax ID:

Address

Address 1:

Address 2:

Postal Code:

City:

State: ⓘ

Country/Region: ⓘ

Buttons: Save, Close

11. Messaging Feature

This section will guide you on how to communicate or collaborate with Dolphin Energy to get clarifications on purchase order details or follow up on orders, invoicing, or payment statuses.

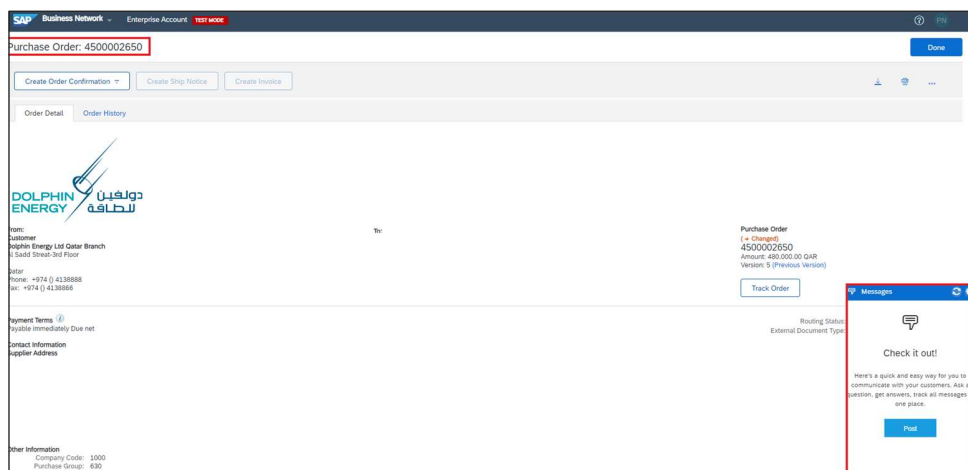
The SAP Business Network Messaging feature allows trading partners/suppliers to exchange messages on the Business Network platform.

This capability means that the communications related to specific documents such as purchase orders or invoices that were previously done offline are now captured and made available in the context of the document itself. Users can exchange messages in the context of the following documents:

- Purchase orders
- PO-based invoices
- Non-PO invoices

The Messaging feature supports the following communication channels:

Online messaging: Users send and receive messages using the Messages panel on SAP Business Network. By default, SAP Business Network sends an email with the message conversation to all the participants having an SAP Business Network account. The participants can respond either by using the message panel or by replying to the email.



SAP Business Network - Enterprise Account - **Test mode**

Purchase Order: 4500002650

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

Order Detail | Order History

From: Customer
Dolphin Energy Ltd Qatar Branch
11 Street Street 3rd Floor
Abu Dhabi
Phone: +974 (0) 4139888
Fax: +974 (0) 4139888

To: Supplier

Purchase Order
I = Changed
4500002650
Amount: 450,000.00 QAR
Version: 5 (Previous Version)

Buttons: Track Order

Payment Terms ⓘ
Payable Immediately Due net

Contact Information
Supplier Address

Other Information
Company Code: 1000
Purchase Group: 000

Messages Panel:

Check it out!

Here's a quick and easy way for you to communicate with your customers. Ask a question, get answers, track all messages in one place.

Buttons: Post

Email messaging:

Suppliers who receive Interactive Email - Order and Invoice Status emails can communicate with the buyer by replying to the emails. Buyers can choose to respond either by using the messages panel or by replying to the email reply.

Supplier Training Document

[EXTERNAL] Message from Dolphin Energy Limited - TEST - Order: 4700005244: SES no is 1000117017...

DE Dolphin Energy Limited - TEST <messaging-prod@smtp-c1.ariba.com>
To: Punam Nevatia

Retention Policy IBM Inbox (Never) Expires Never

Mon 08-05-2023 11:38

You replied to this message on 08-05-2023 21:34.
If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

Message from Dolphin Energy Limited - TEST
Sent by Nevatia,Punam, Monday, May 8, 2023, 07:33 (GMT)

Order: 4700005244
Order date: Monday, May 8, 2023, 09:00 (GMT)

SES no is 1000117017 revoked and resent

Questions or comments? [Reply to this email](#)

A copy of this reply will be sent on Business Network and to the outlook also.

[EXTERNAL] Message from LeasePlan Emirates Fleet Management - Order: 4700005244: SES no is 1000117017...

LE LeasePlan Emirates Fleet Management <messaging-prod@smtp-c1.ariba.com>
To: Punam Nevatia

Retention Policy IBM Inbox (Never) Expires Never

Mon 08-05-2023 21:36

You replied to this message on 08-05-2023 21:34.
If there are problems with how this message is displayed, click here to view it in a web browser.

Message from LeasePlan Emirates Fleet Management
Sent by Lease,Punam, Monday, May 8, 2023, 17:34 (GMT)

Order: 4700005244
Order date: Monday, May 8, 2023, 09:00 (GMT)

Testing the reply option via email
Thanks & Regards,
Punam Nevatia
Phone: (IND) +91 909663236
Email: punam.nevatia@dm.com-mailto:punam.nevatia@dm.com-
IBM Consulting
SAP Ariba SLP, Sourcing, Contracts & Design Thinking certified

Message from Dolphin Energy Limited - TEST, Monday, May 8, 2023, 07:33 (GMT)

SES no is 1000117017 revoked and resent

Questions or comments? [Reply to this email](#)

Advantages of the Messaging Feature

The Messaging feature provides the following advantages:

Reduces processing delays in the procurement workflow.

Tracks communication within the context of a specific document.

Resolves disputes in the context of a document and allows audit of the messages to understand the cause of the dispute and the actions taken to resolve it.

Requests information and clarifications regarding a document.

Stores all messages in the context of a document.

The Messaging Policy

The Messaging Policy for SAP Ariba Cloud Services is a legal statement describing the messaging policy for using the Messaging feature. A summary of the Messaging Policy is included in all messaging emails. The Messaging Policy consent statement contains a public URL which users can access to read the full text of the Messaging Policy for the SAP Ariba Cloud Services.

You can read the Messaging Policy at the following URL: <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>

When a user responds for the first time and the response email contains the Messaging Policy consent statement, the Messaging feature sends the Messaging Policy Consent notification email to the user. The Messaging feature also adds their email address to the list of consenters.

Supplier Training Document

[EXTERNAL] Messaging policy consent

M

messaging-prod@smtp-c1.ariba.com

To Punam Nevatia

Retention Policy IBM Inbox (Never)

Expires Never

Mon 08-05-2023 22:11

↩ Reply

↩ Reply All

➡ Forward

⋮

?

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

?

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You have accepted the [Messaging Policy](#) for the SAP Ariba Cloud Services

- Your email address Punam.Nevatia@ibm.com is registered as an email participant of the messaging feature related to the Ariba Network, other Ariba Cloud Services and any Optional Services referencing the Terms of Use (Suppliers) for the Ariba Network or another SAP Ariba subscription agreement.
- Your messages are stored and processed according to the policy found at <https://service.ariba.com/w/collab-platform/common/tou/en/MessagingPolicy.html>
- We won't send another confirmation email, so please **retain this email**.
- You can see your email message history online if your organization has an account with Ariba Network or other Ariba Cloud Services.
- To register your organization, see the previous email that your trading partner sent you.
- To opt out of receiving messages via email from this feature, click [Email Messaging Opt-Out](#)

If an email response doesn't contain the Messaging Policy consent statement, it signifies that the sender of the email doesn't accept the Messaging Policy for the SAP Ariba Cloud Services. In such a scenario, the Messaging feature doesn't store and deliver the email to the recipient. Instead, the Messaging feature sends a Missing consent for the Messaging Policy notification email to the sender of the email. The sender of the email can choose to resend the email by including the Messaging Policy consent statement in the email response.

Limitations

You can't recall any message sent either from the Messages panel or as a response to an email.

For online messaging, the maximum size of the message is 1024 characters.

For online messaging, the maximum size of the subject line is 20 characters.

Suppliers can't reply to broadcast messages.

Prerequisites

To communicate using the Messages panel, suppliers and buyers must be registered on SAP Business Network.

To allow unregistered and registered suppliers to respond to interactive email-order emails, Check with Dolphin if standard enablement using interactive email-order is turned on for the SAP Business Network buyer account.

Management of Messaging Conversations

You can close, reopen, and delete messages and conversations.

Some customers might want to close conversations that have outlived their purpose. Buyer and supplier users can close a conversation if it's not needed anymore.

Only the initiator of a conversation or the initiator's administrator can close a conversation, to avoid accidentally replying to a message. If necessary, the initiator of a conversation or the initiator's administrator can reopen a closed conversation.

Every conversation is associated with a unique alphanumeric string that denotes the conversation ID. The administrator can refer to the conversation ID while interacting with the SAP Ariba Support representative.

Note

Only the administrator for an account can view the conversation ID. After a conversation is deleted, it's later purged from the system according to the system's schedule. Any user's SAP Business Network administrator can delete their user-initiated conversations. For example, if a supplier user initiated a conversation, then only that supplier's SAP Business Network administrator can delete the conversation.

Closing a Conversation

Use this procedure to deactivate or remove a conversation that you created.

For External Use


Supplier Training Document

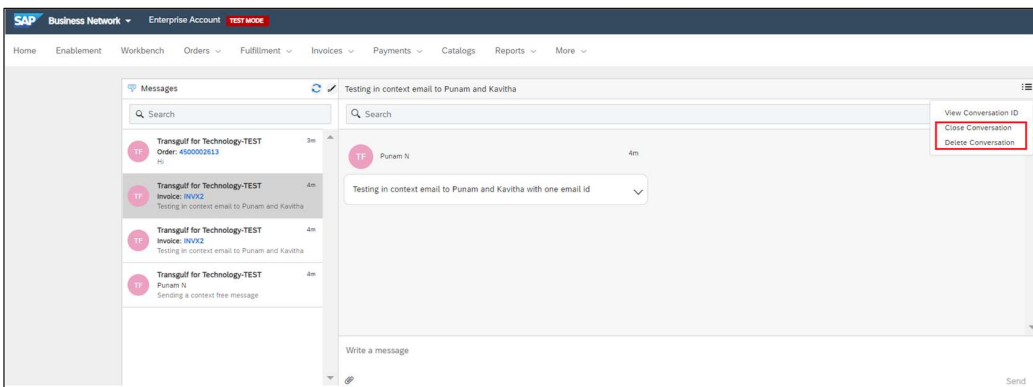
Context Initiators of a conversation can either close or delete the conversation. You can also delete a closed conversation.

Procedure

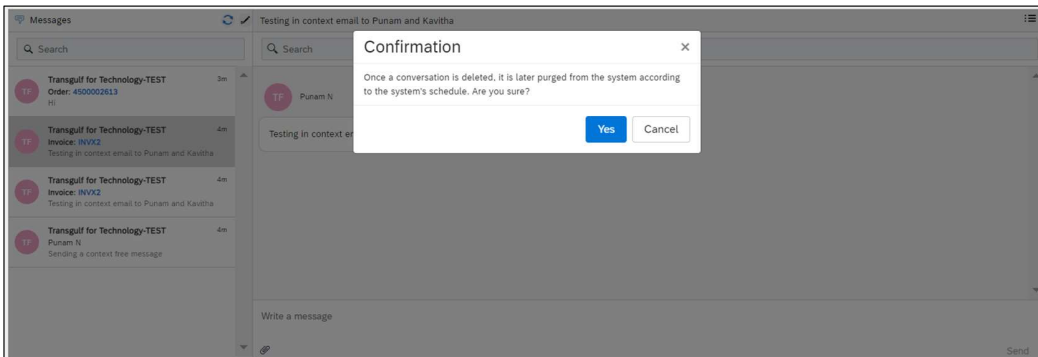
1. Go to the **Messaging** tab and open a conversation you initiated.
2. Choose whether to **Close the conversation**.

To close a conversation, perform the following steps:

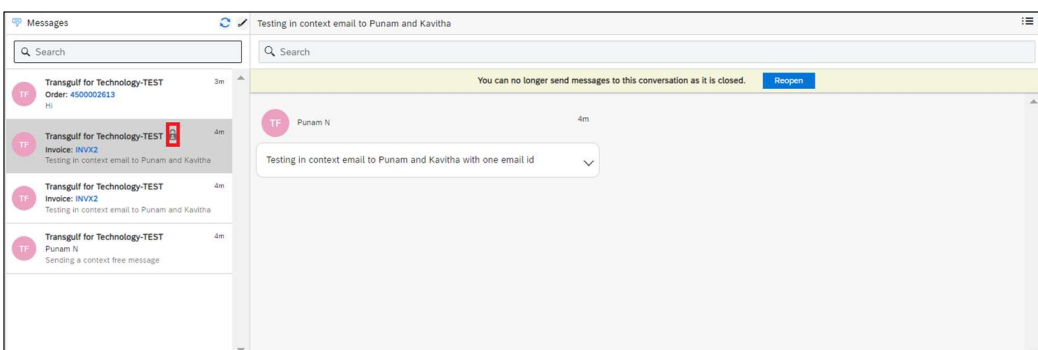
Click the vertical ellipsis icon () and then click **Close Conversation** from the dropdown. SAP Business Network displays a Confirmation window.



3. Click **Yes**.



4. The Messaging feature closes the conversation. A lock icon denotes a closed conversation. After a conversation is closed, no participant of the conversation can respond in the conversation.



Reopening a Conversation

Supplier Training Document

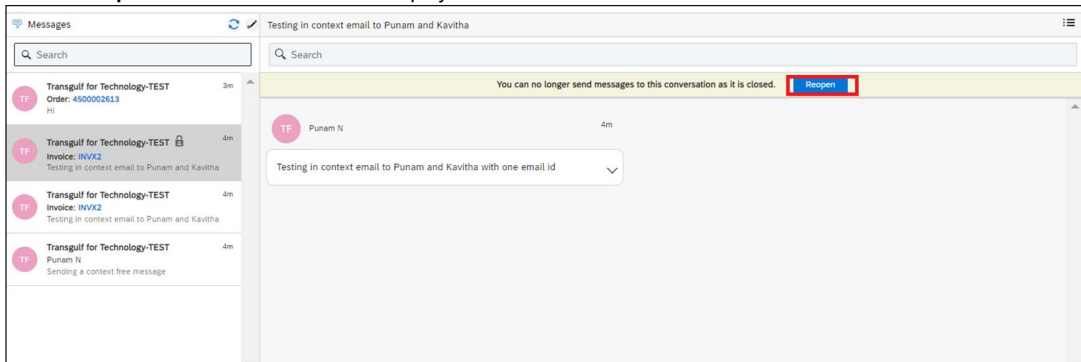
Use this procedure to reopen a conversation that you initiated and later closed.

Context

After a conversation is closed, the initiator can reopen the conversation.

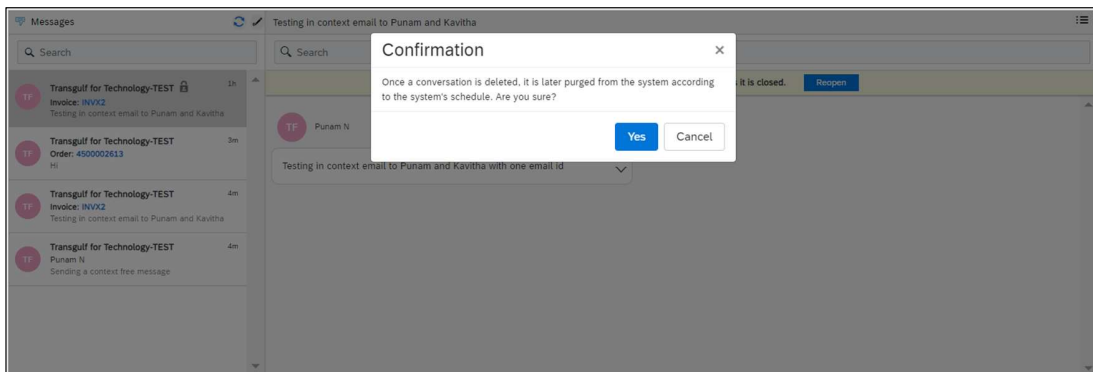
Procedure

1. Go to the Messaging tab and **open a conversation** that you closed.
2. Click **Reopen**. SAP Business Network displays a Confirmation window.



3. Click **Yes**.

The Messaging feature reopens the conversation. Any participant of the conversation can now respond.



The Messages Tab

The Messages tab displays all conversations. Participants can use the Messages tab to perform the following tasks:

- Reply to in-context messages.
- Use the drag-and-drop feature to add attachments to the messages.
- Search for messages.
- Open a document related to an in-context conversation.
- All unread messages are shown on a blue background.

Adding Attachments to a Message

While initiating a message or responding to a message, you can add attachments to the message.

You can also add attachments while replying to an email message. All participants of a conversation can view the list of attachments either online in SAP Business Network or in the email message. You can download attachments either in SAP Business Network or from the email message.

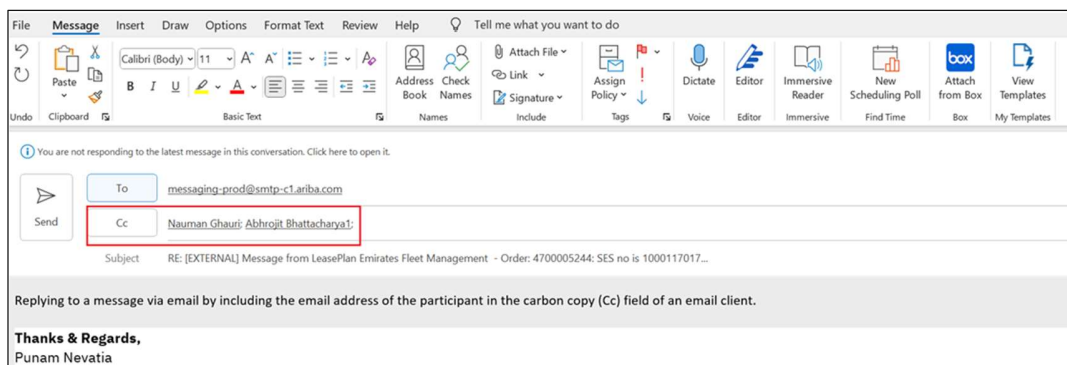
You can add a maximum of 5 attachments to a message. The size of each attachment can't exceed 10 MB. SAP Business Network rejects all email messages containing more than 5 attachments or if the size of any attachment exceeds 10 MB. Attachments having executable file extensions aren't allowed.

Standard account suppliers can also add attachments while replying to a message via email.

Adding a Participant to an Email Conversation

Supplier Training Document

Suppliers can include participants who don't have access to SAP Business Network by including the email address of the participant in the carbon copy (Cc) field of an email client. When the participant responds, buyers and suppliers can continue the conversation by responding to the emails. When a participant is included in an email, it must contain the Messaging Policy consent statement to ensure that the participant consents to the Messaging Policy of the SAP Ariba Cloud Services.



Note

When a user initiates a message from SAP Business Network, the user can add only one participant. However, when the responding participant replies to a message via an email client, multiple participants can be added.

When any subuser is deleted, SAP Business Network deletes all personal information of the subuser and stops sending any email notifications to the subuser. In this scenario, when a participant (either a buyer subuser or a supplier subuser) of a conversation is deleted, the Messaging feature deletes the details of the participant. SAP Business Network doesn't delete any conversation. Any other user having access to the document in SAP Business Network can participate in the conversation.

11. Additional User Creation

A supplier user with the Administrator role can create a role with certain permissions and assign the role to coworkers.

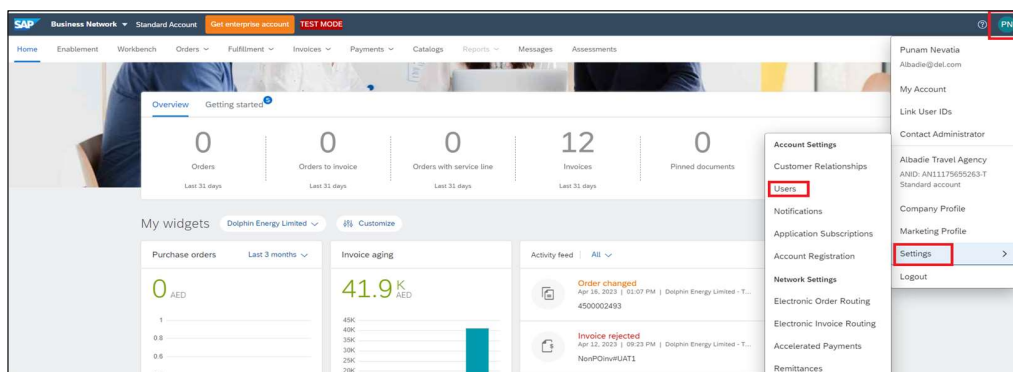
By creating roles and then assigning permissions and adding users to them, the SAP Business Network administrator controls who can log in to your organization's business network account and which areas of the service each user can access.

Only one SAP Business Network user can be assigned to the **Administrator** role so make sure you have the proper credentials

Before creating a User, we need to create the role and assign necessary permissions to the role so that it can be assigned to the necessary user.

Choose **Settings > Users**.

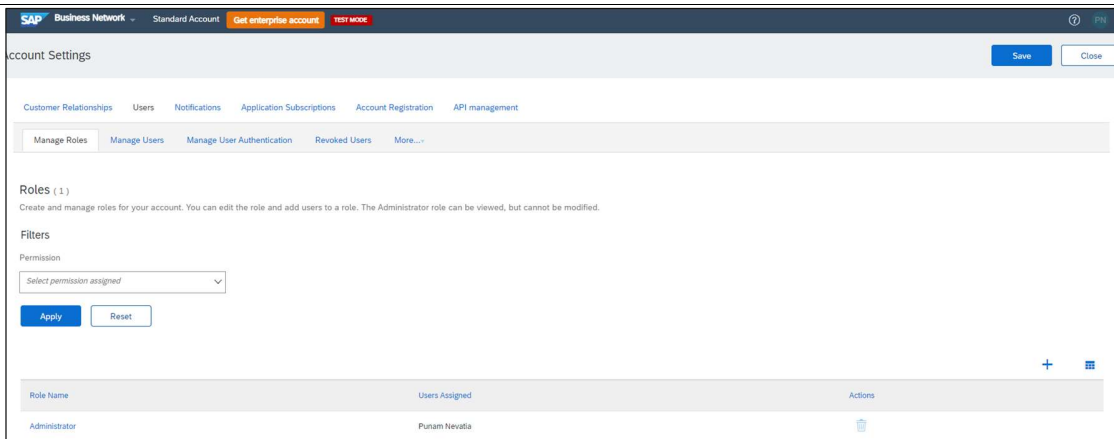
The **Users** page appears, with the **Manage Roles** tab selected by default.



Manage Roles Tab

Click the **Create Role** icon (+) at the top right of the role results table.

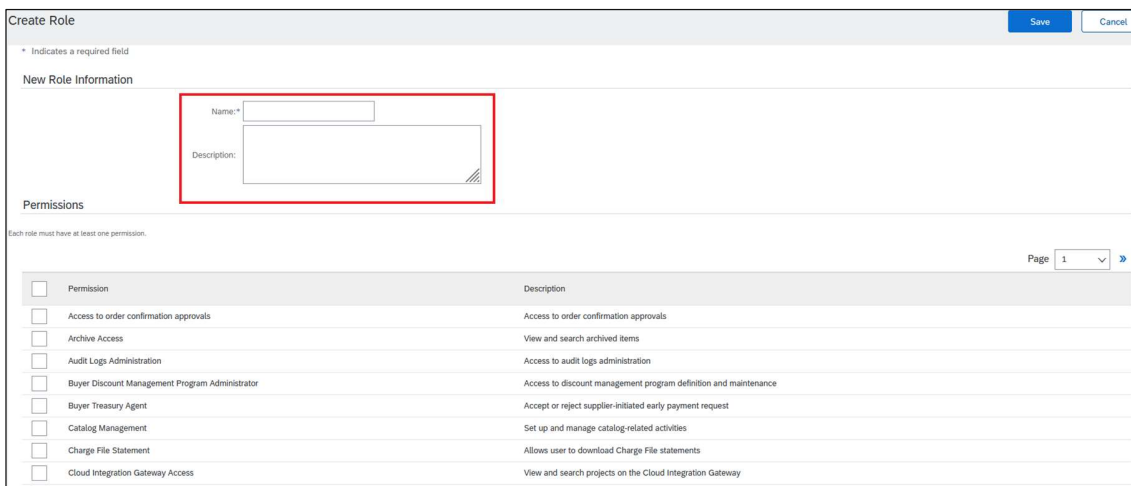
Supplier Training Document



The screenshot shows the 'Account Settings' page in SAP Business Network. The 'Roles' tab is selected, showing a list of roles. The 'Administrator' role is listed with the user 'Punam Nevatia' assigned to it. The page includes a 'Save' button and a 'Close' button. The breadcrumb trail is: Customer Relationships > Users > Notifications > Application Subscriptions > Account Registration > API management > Manage Roles.

Enter a distinctive name for the role.

Enter a description to record your intentions for this role.



The screenshot shows the 'Create Role' page in SAP Business Network. The 'New Role Information' section is highlighted with a red box, showing the 'Name' and 'Description' fields. The 'Permissions' section below lists various permissions with checkboxes. The page includes a 'Save' button and a 'Cancel' button. The breadcrumb trail is: Customer Relationships > Users > Notifications > Application Subscriptions > Account Registration > API management > Create Role.

Descriptions can be useful later, if you want to review or revise the structure of your roles.

Select one or more permissions for the new role. Each role must have at least one permission.

You can also select all permissions by clicking on the checkbox at the top left of the list of permissions.

Supplier Training Document

Create Role

SaveCancel

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.
Upgrade your Arriba Network, standard account to an enterprise account to enable all permissions.

« Page 2 »

Permission	Description
<input type="checkbox"/> DOX Extraction Access	Access to SAP DOX Service to create/edit templates
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Integration Management Full Access	Access and update the questionnaire. View the compatibility dashboard. Access the comparison tool to reconcile, save, and download updated templates
<input type="checkbox"/> Integration Management Read-Only Access	Read-only access to the questionnaire, compatibility dashboard, and comparison tool
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Managed Gateway for Spend/Network Access	View and search projects on the Managed Gateway for Spend/Network

Click **Save**.

Create Role

SaveCancel

* Indicates a required field

New Role Information

Name: *

Description:

Permissions

Each role must have at least one permission.
Upgrade your Arriba Network, standard account to an enterprise account to enable all permissions.

« Page 2 »

Permission	Description
<input type="checkbox"/> DOX Extraction Access	Access to SAP DOX Service to create/edit templates
<input type="checkbox"/> Folio Management	Create, activate and delete folio ranges used for tax invoicing.
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> ID Registration Access	Register unique identifiers, like email domains
<input checked="" type="checkbox"/> Inbox and Order Access	View and search documents in Inbox and take actions based on your role
<input type="checkbox"/> Integration Management Full Access	Access and update the questionnaire. View the compatibility dashboard. Access the comparison tool to reconcile, save, and download updated templates
<input type="checkbox"/> Integration Management Read-Only Access	Read-only access to the questionnaire, compatibility dashboard, and comparison tool
<input checked="" type="checkbox"/> Invoice Generation	Generate invoices, as supported by customers (requires Inbox and Outbox Access)
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Managed Gateway for Spend/Network Access	View and search projects on the Managed Gateway for Spend/Network

SAP Business Network creates the role and returns you to the **Manage Roles** page. Now Proceed to create a User and assign the role to this user.

Click **[user initials]** in the upper-right corner of the application.

Click **Settings > Users**

Click the **Manage Users** tab

Scroll down to the top right of the user results table and click the **Create User (+)** icon.

