SAP Ariba

Nemak Supplier Portal Functional Training

THE BEST RUN SAP

Agenda

- SAP Business Network
- Nemak’s Specifications
- SAP Business Network Account
- Documents

SAP Business Network

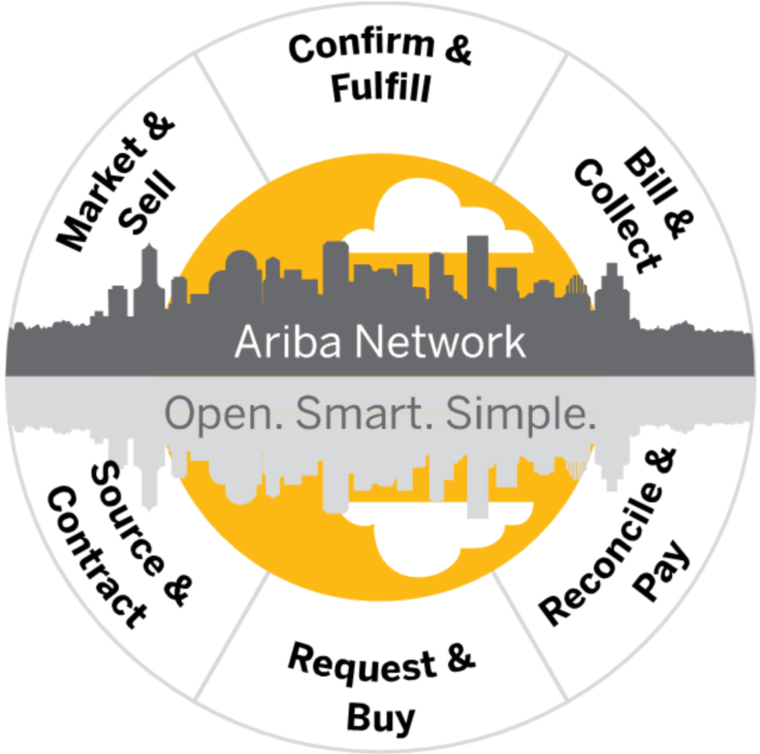
Why A Business Network?

Buyer Participants

Global Enterprises

Midmarket Companies

Individual Buyers



Supplier Participants

Direct Materials

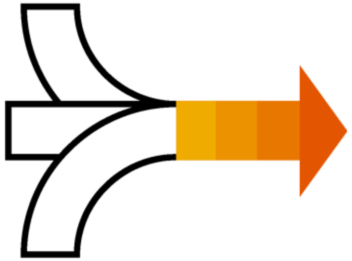
Indirect Materials

Services

Why Ariba Network?

World's Largest Trading Community over $3 trillion

- Helps active Global 2000 buyers find your products and services.
- Best in class expertise, experience, and advice for B2B eCommerce and Integration



Single Point for Business Collaboration

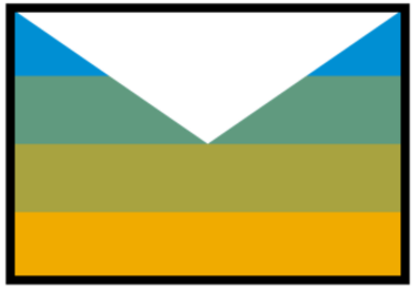
- Manage leads, proposals, contracts, orders, invoices, and payments.
- Collaborate with multiple customers.

Works With How You Do Business

- Access a wide range of transaction options.
- Use many browsers, formats, languages, and currencies.

How to get onboarded?

Enterprise Account (previous to go live)



Receive Trading Relationship Request (TRR)

Accept TRR with the help of an onboarding specialist

Ready to transact

Standard Account (after go live)

Receive Interactive Email PO

Click The Process Order Button

Sign Up Or Login

Nemak's Specifications

Review Nemak's Specifications
Supported Documents

Nemak project specifics:

- ***Tax data*** is accepted at the line level of the invoice.

- **Purchase Orders**
- **Purchase Order Confirmations**

  Apply against a whole PO or line items
- **ASN - Advance Shipment Notices**

  Apply against PO when items are shipped
- **SES - Service Entry Sheets**

  Apply against Service PO when service is executed
- **GR – Goods Receipt**
- **Detail Invoices / Partial Invoices**

  Apply against a single purchase order referencing a line item
- **Services Invoices**

  Invoices that require service line item details
- **Line Level Credit/Debit Memos**

  Item level credits/debits; price/quantity adjustments
- **Scheduled Payments**
- **Remittance Advise**

All purchase orders must be Confirmed and ASN issued via Ariba Network.

SAP Business Network Demonstration

Account Overview And Configurations

- Logging In/Home Page Tour
- Configurations
- Help Center Tour

Nemak Transactional Process

- Purchase Order and Change Order
- Order Confirmation and Rejection
- Advanced Ship Notice
- Service Entry Sheet (Approval and Rejection)
- Invoice
- Line Level Credit/Debit Memo
- Schedule Payments
- Remittance

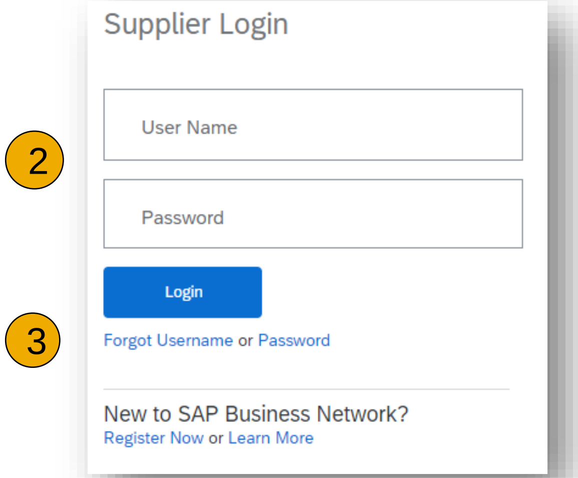
Account Overview And Configurations

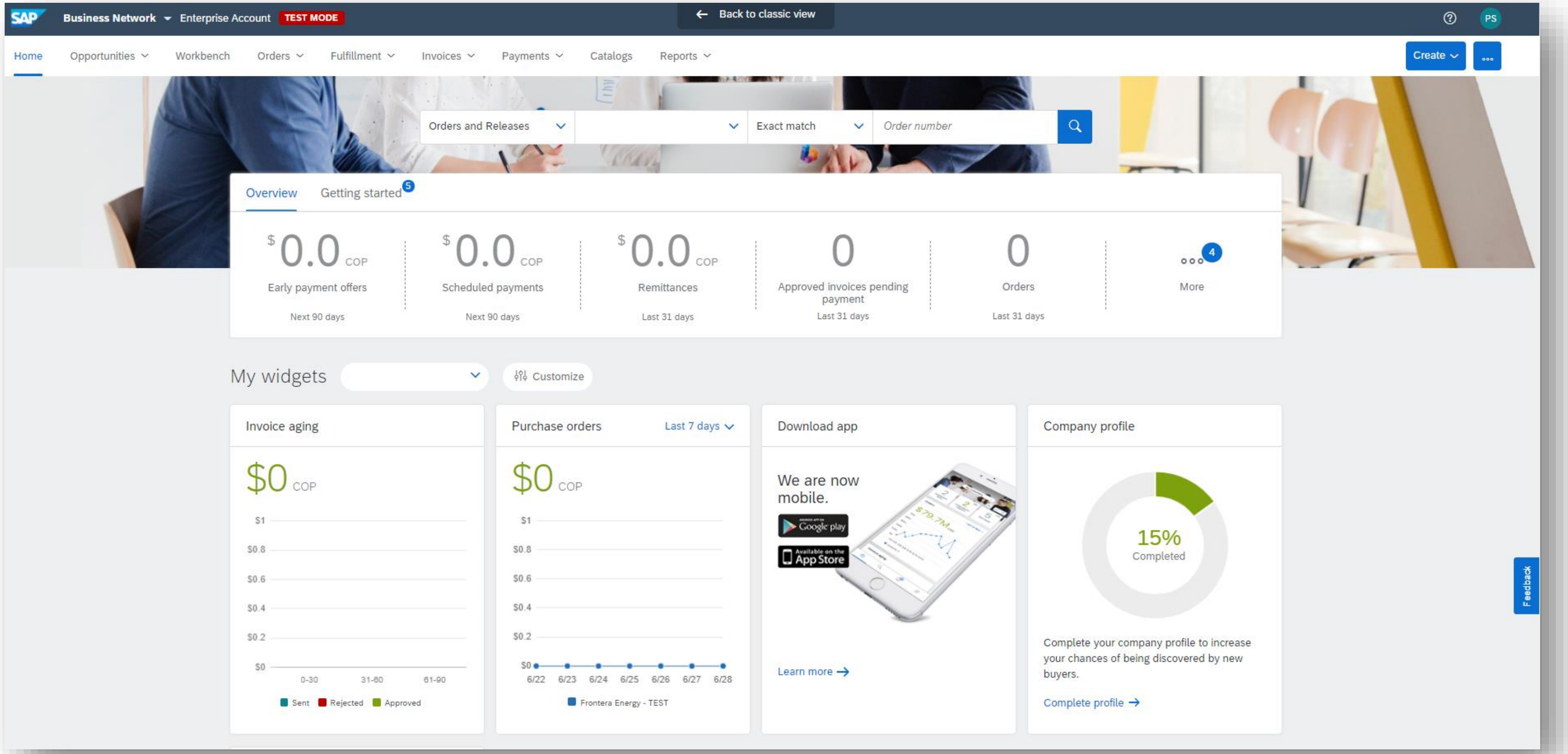
Logging In / Home Page

1. Go to supplier.ariba.com

2. **Use** your user name and password to log in

3. **Reset** your password or receive your username





In the home screen you will find all menus and options in order to transact with Nemak

Configurations

1. **Click** on the initials in the top right hand corner

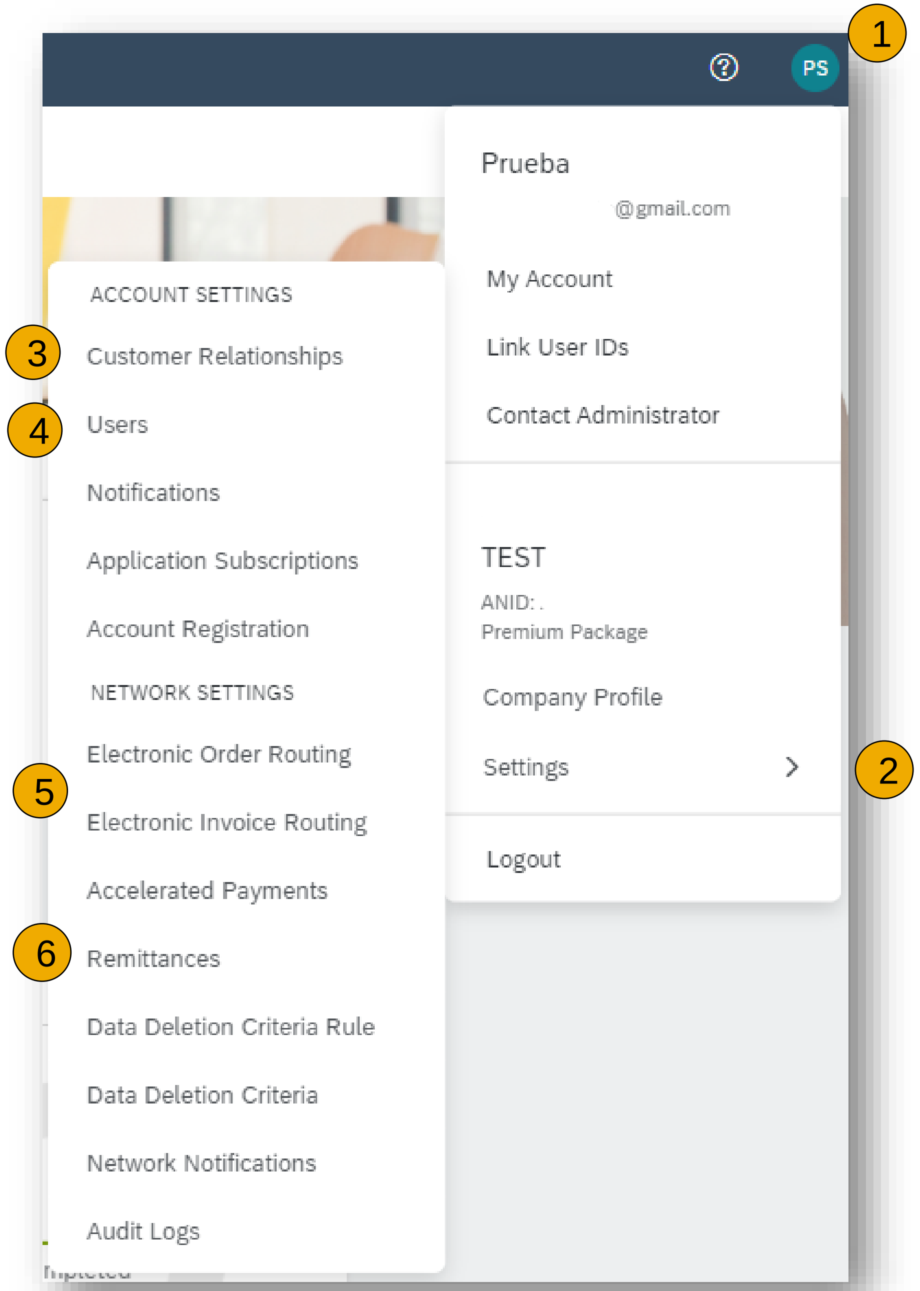
2. **Click** on the settings menu

3. **Review** your customer relationships: please make sure you have an active relationship with Nemak

4. **Configure** your users: create new users and passwords and assign functions to those users

5. **Configure** your routing methods

6. **Configure** Remittances, for to do that do need you update the information on this tab. It´s so important to create and review this information on Portal.



Configurations

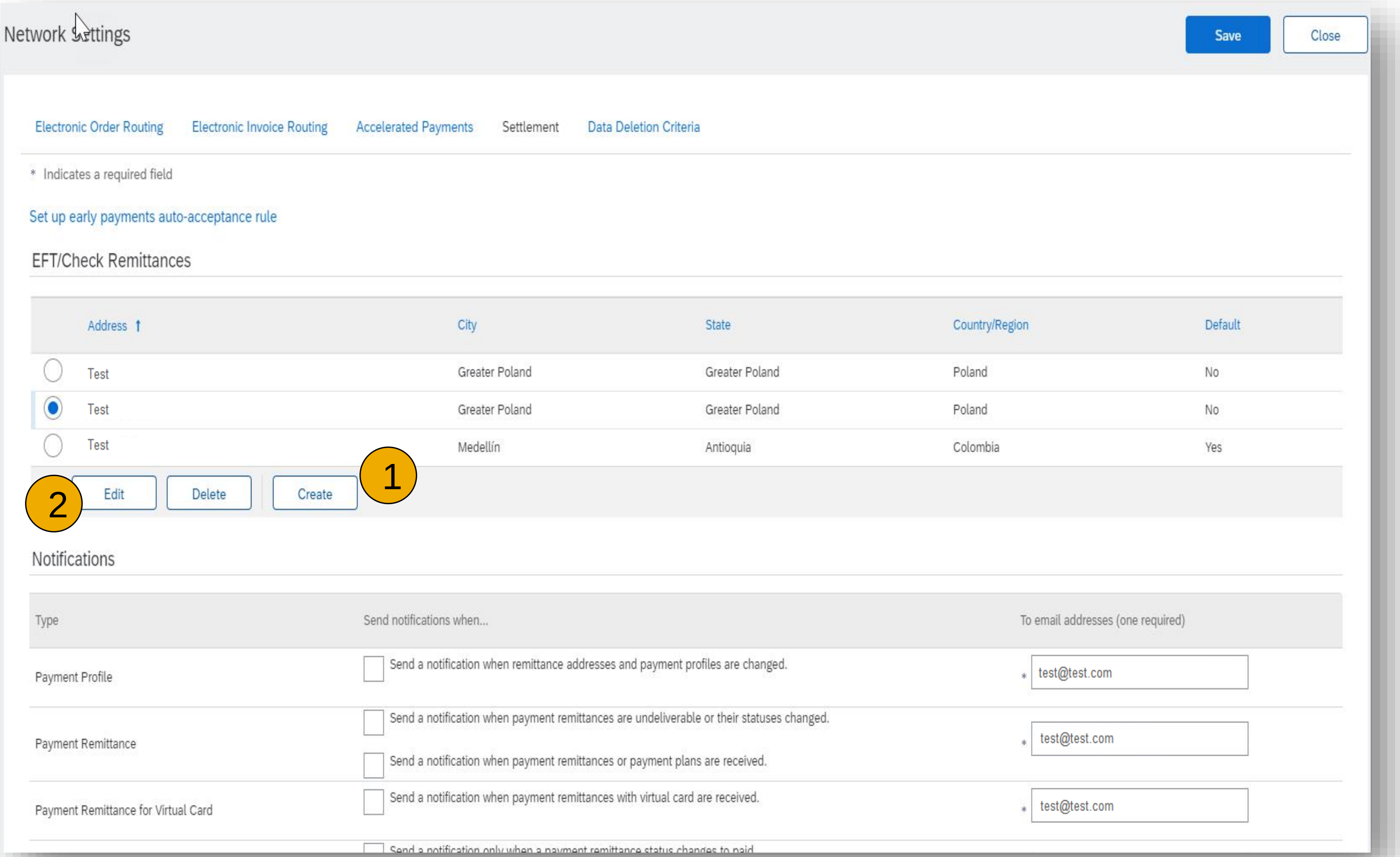
To Configure Remittance:

1. **Click** on create and fill in all the Required information;

2. **Click** on Edit to check or edit the information.

Notes: Its not allowed to use the vendor ID Code as the Remittance ID.

Please, note that can take a 2-3 days for the payment to be received in your bank account.



This step is mandatory for suppliers from any country distributing supplies to Europe

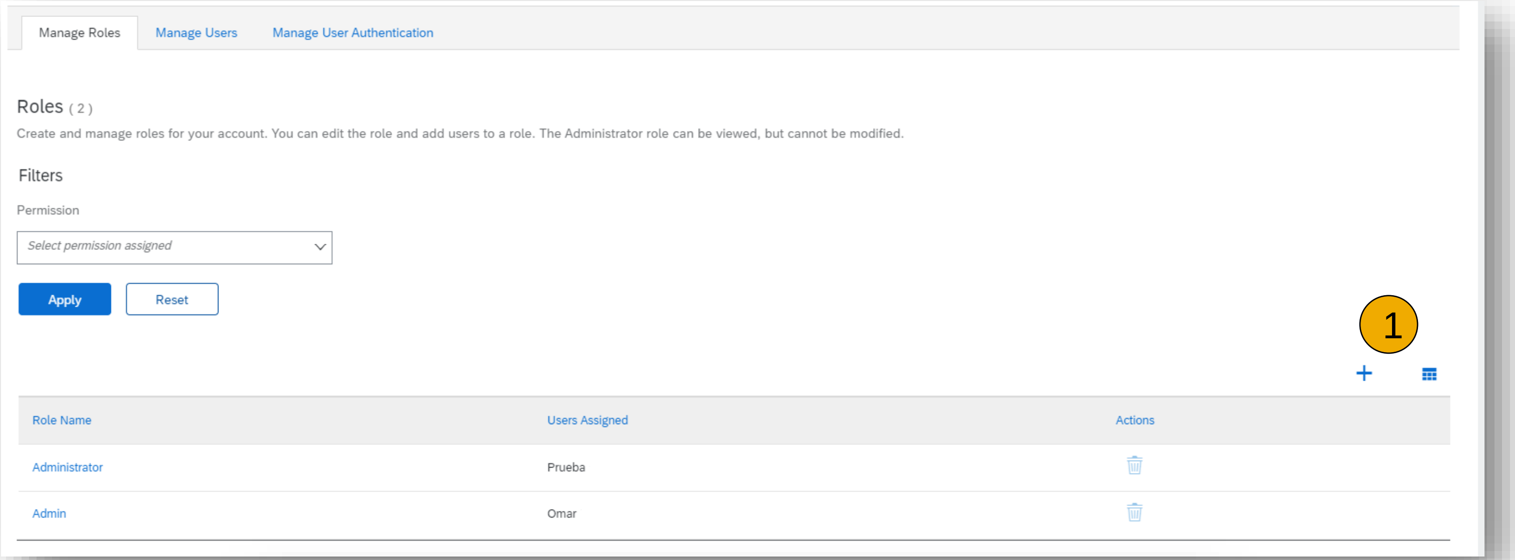
Users and Roles

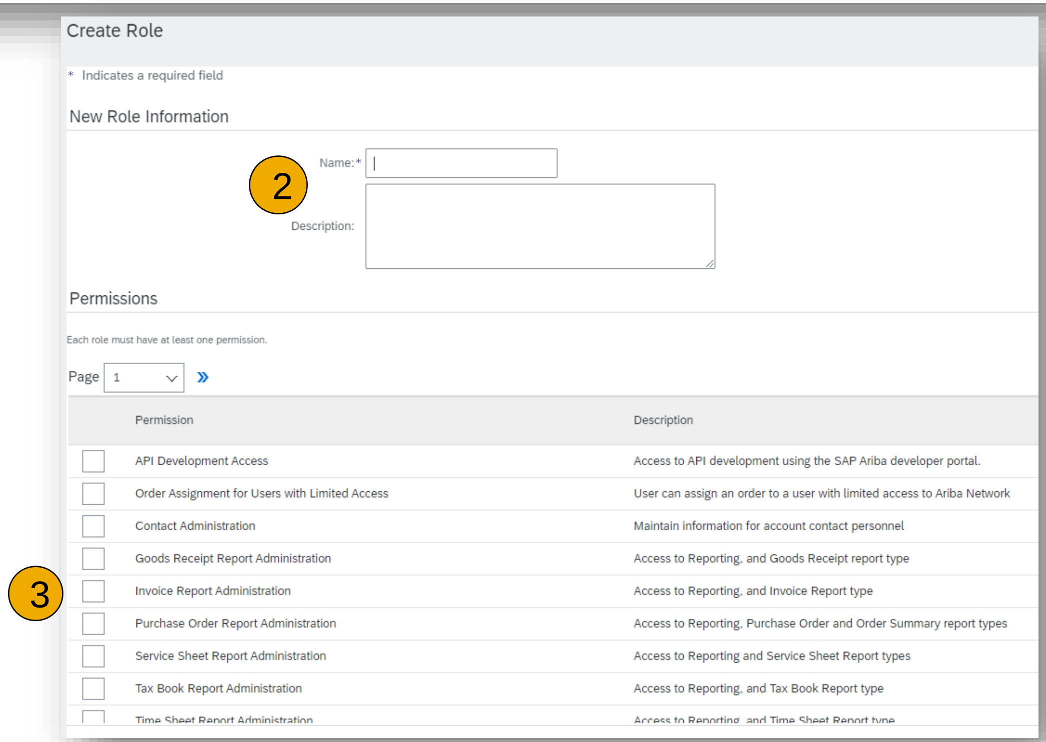
1. On the **Manage Roles** section, click on the plus sign

2. **Complete** the name and a description of the function

3. **Chose** the permissions you will give access to this role

4. **Click** save to finish the process





Users and Roles

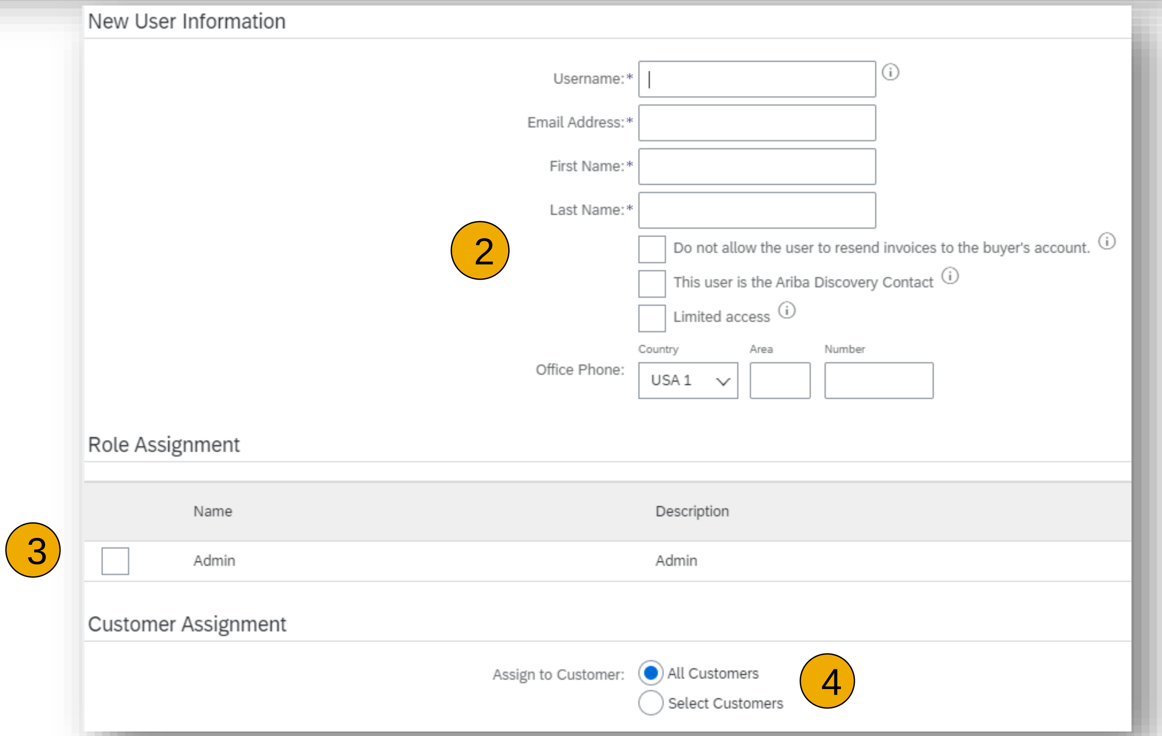
1. On the **Manage Users** section, click on the plus sign

2. **Complete** the information requested

3. **Assign** the roles you will be giving to this user

4. **Assign** this user to view all customers or only selected ones

5. **Click** done to finish the process

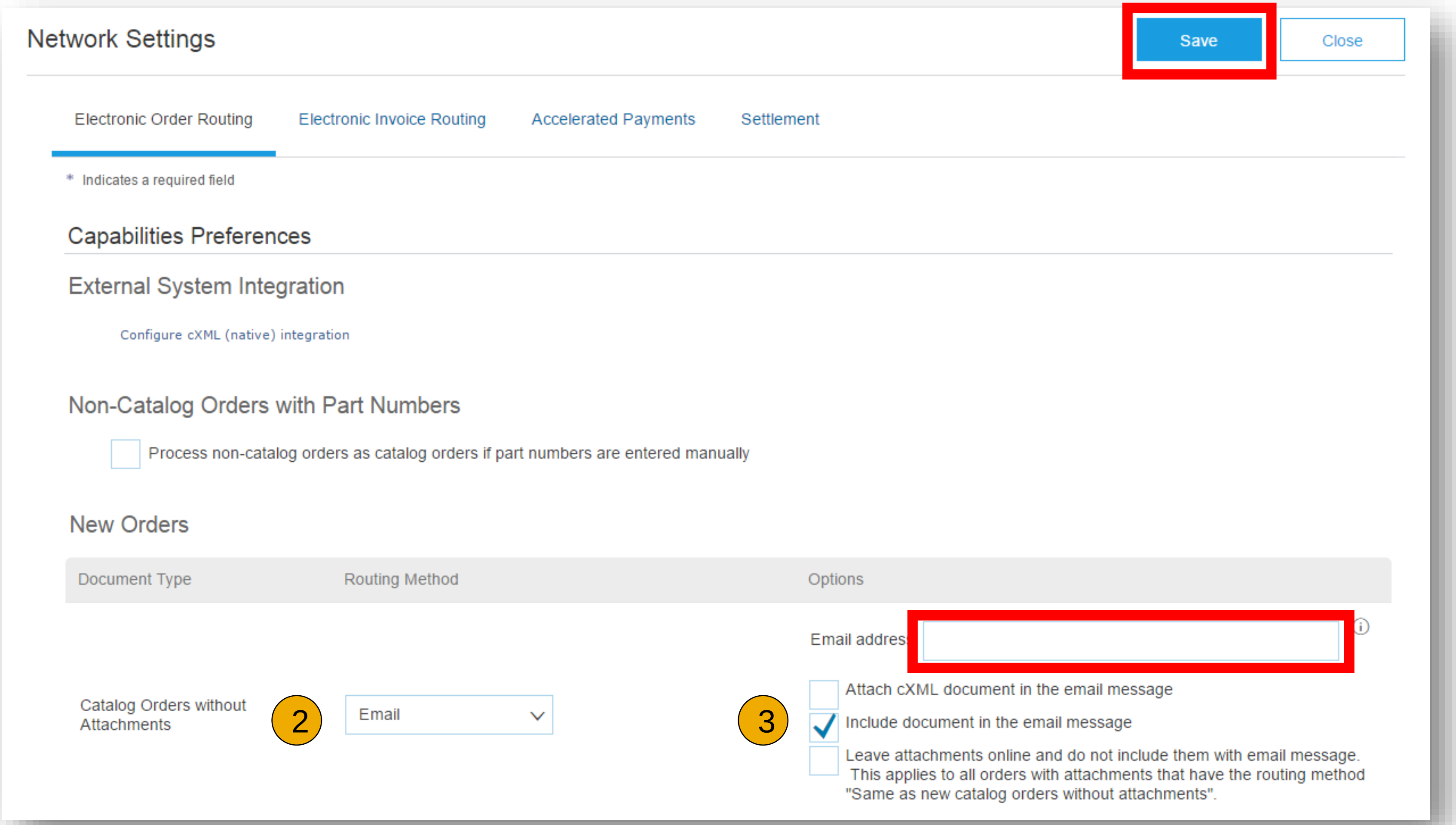


Select Electronic Order Routing Method

1. **Begin** Account Configuration

2. Choose the routing method **email**

3. **Configure** email notifications



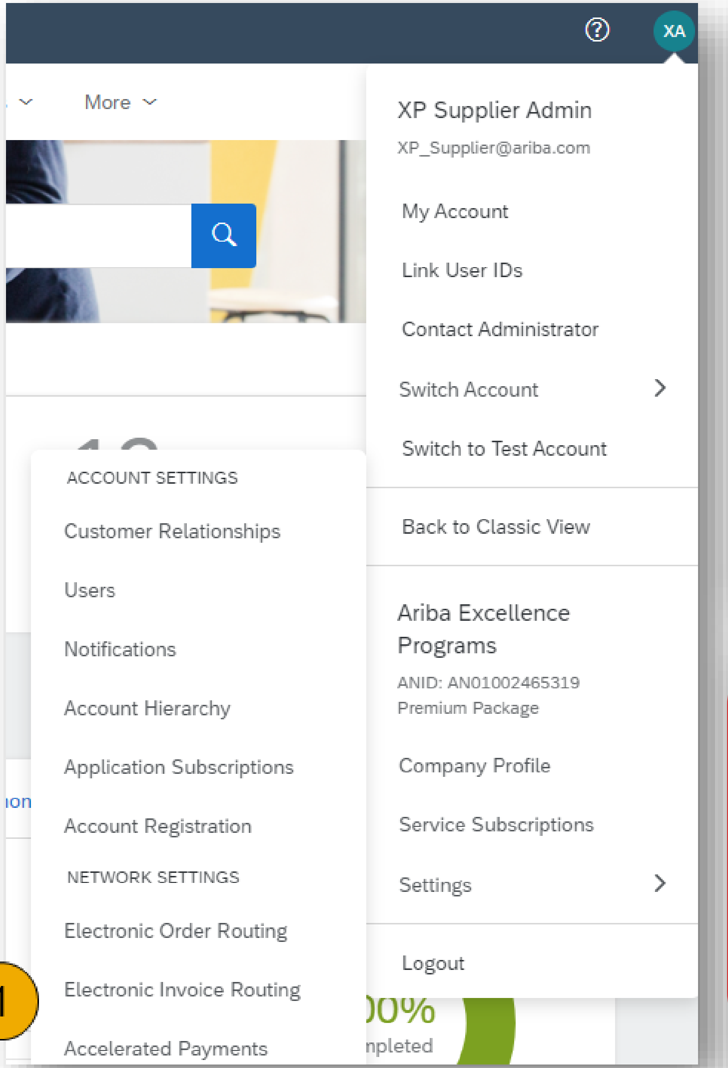
Select Electronic Invoice Routing Method

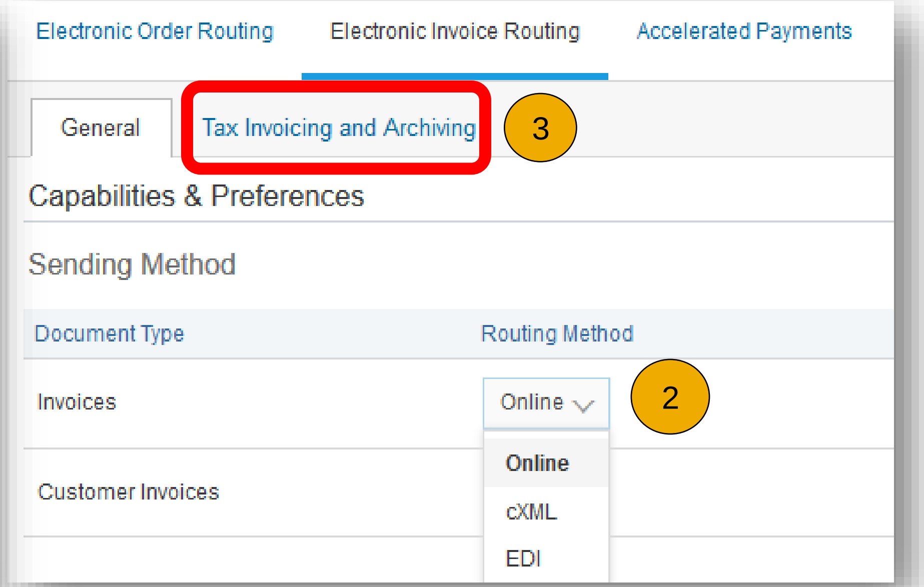
Methods and Tax Details

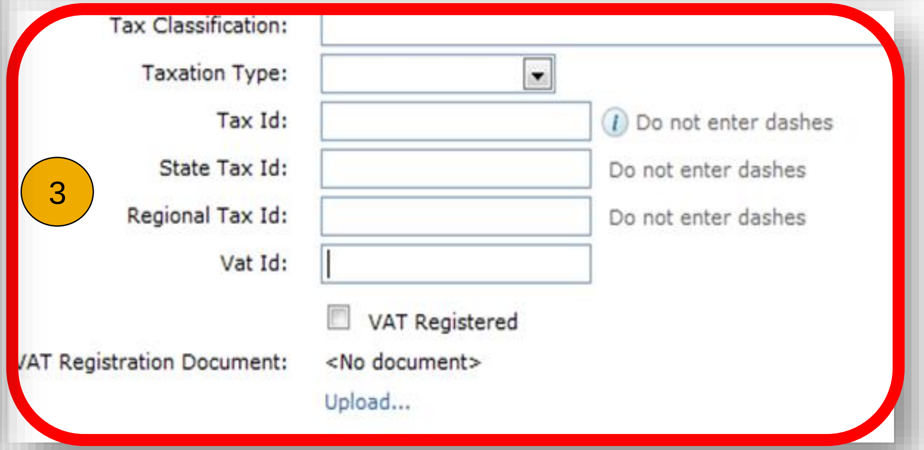
1. **Select** Electronic Invoice Routing.

2. Choose the routing method **online** and turn on notifications as needed

3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT ID and other supporting data.







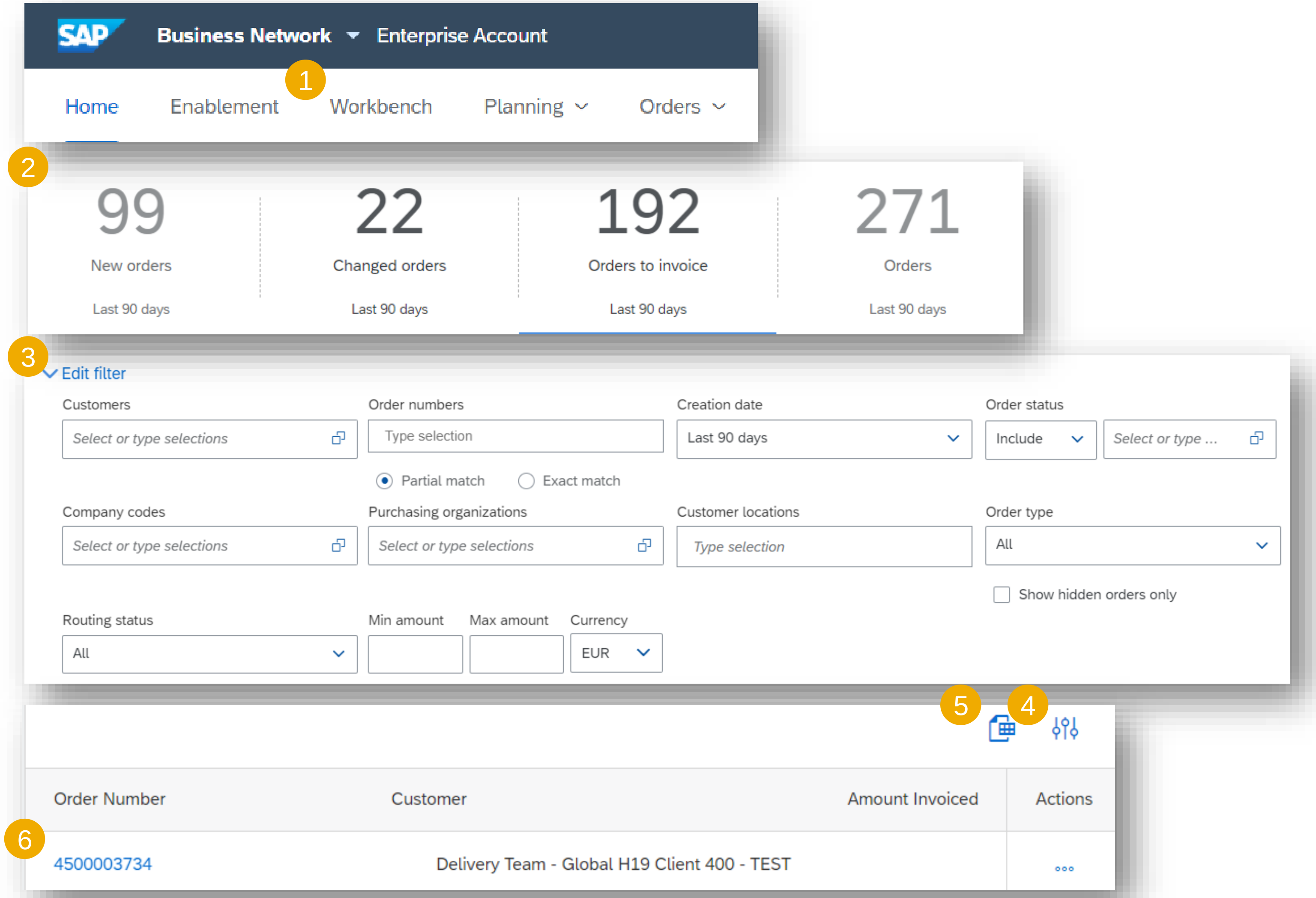
Nemak Transactional Process

Purchase Order

Search and Identify the PO

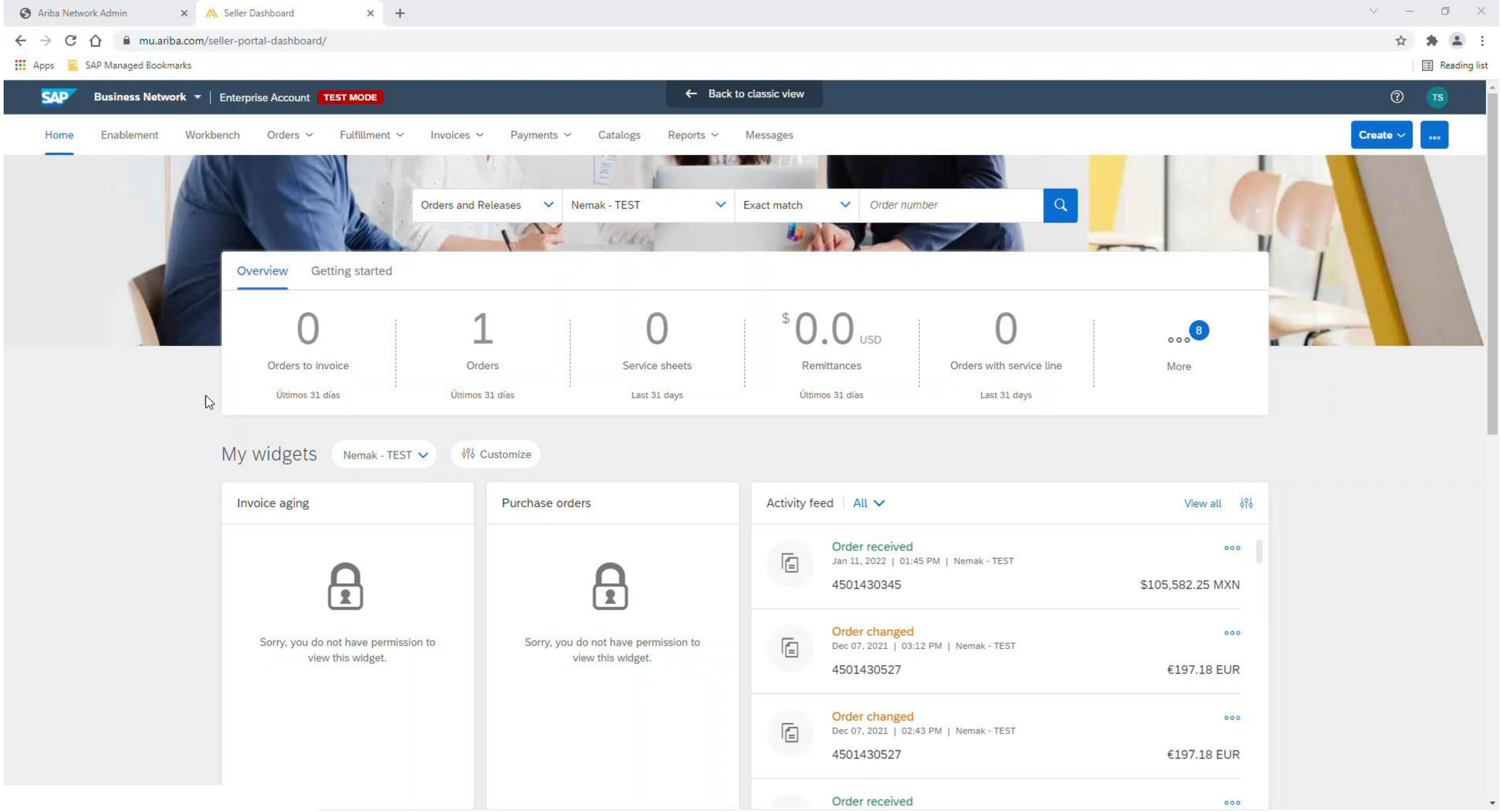
From the Supplier´s Homepage :

1. Click **Workbench**.
2. Select any of **Orders** tile.
3. Use **filters** to identify the right document.
4. Search results will appear. Click **configure** button to customize the view.
5. Click **export** button to download data in Excel.
6. Open PO by clicking its **number**.



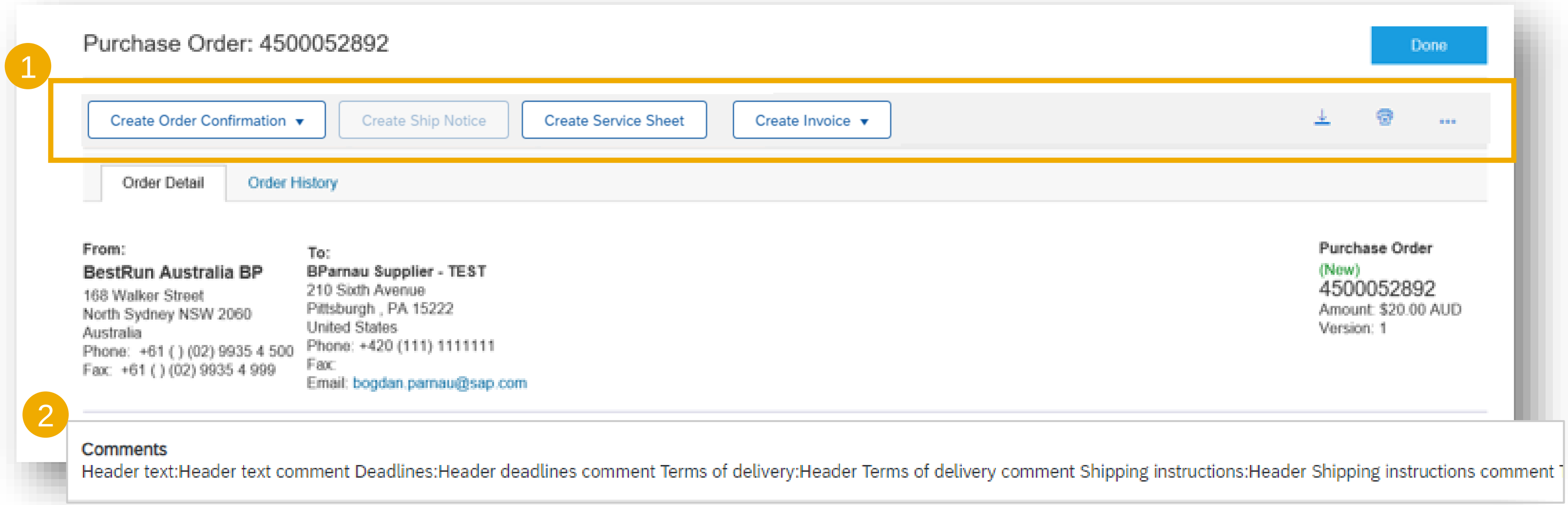
Purchase Order

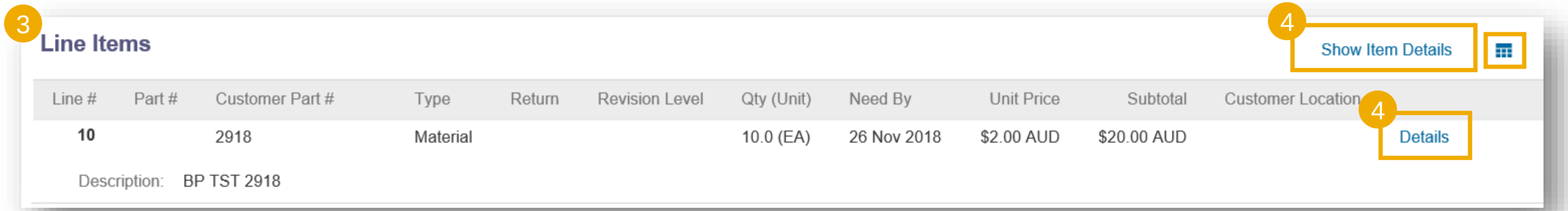
Search and Identify the PO (video)



Purchase Order
View PO Details

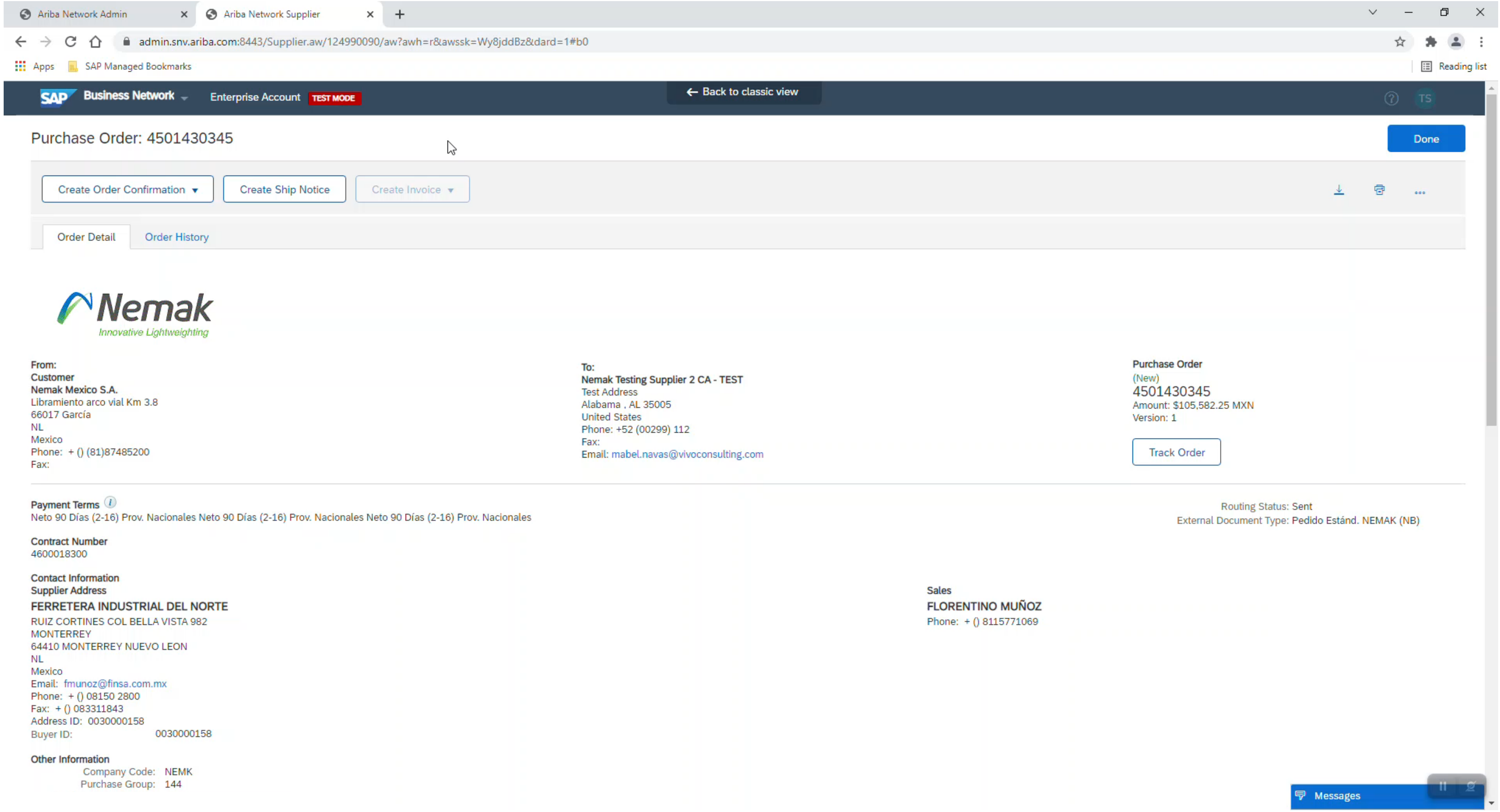
1. View the details of your order and allowed actions.
2. View the comments.
3. Line Items section describes the ordered items.
4. Click **Details** or **Show Item Details** to review more information about the order such as control keys, scheduling lines and others.





Purchase Order

View PO Details (video)



Order Confirmation

Allowed Actions

You can confirm, update or reject your orders.

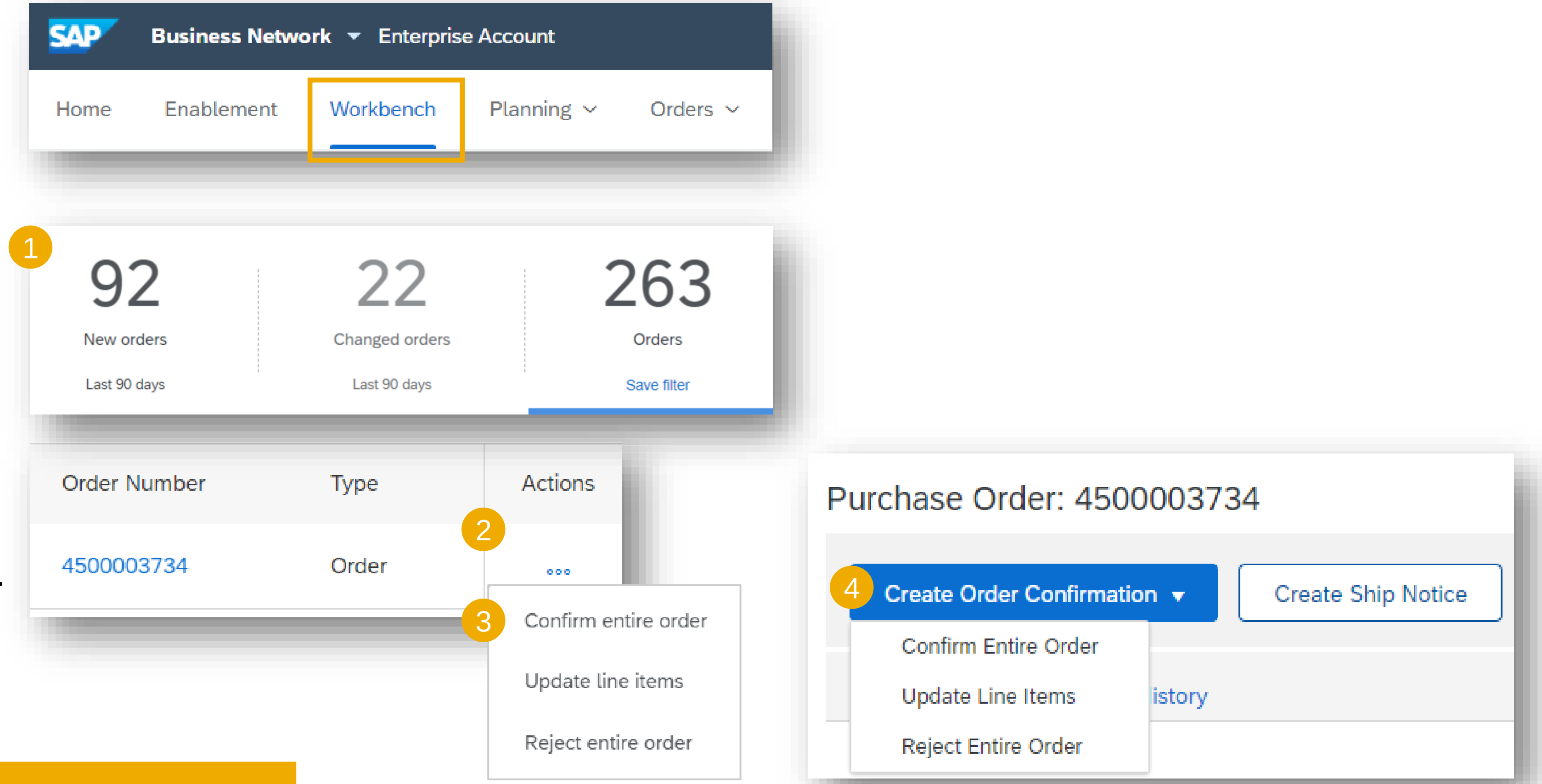
From the **Workbench**:

1. Select **Orders** tile.
2. Identify the right document and click **Actions** button.
3. Select an action.

OR

4. The same actions are available from the **PO screen.** Click **Create Order Confirmation** button.

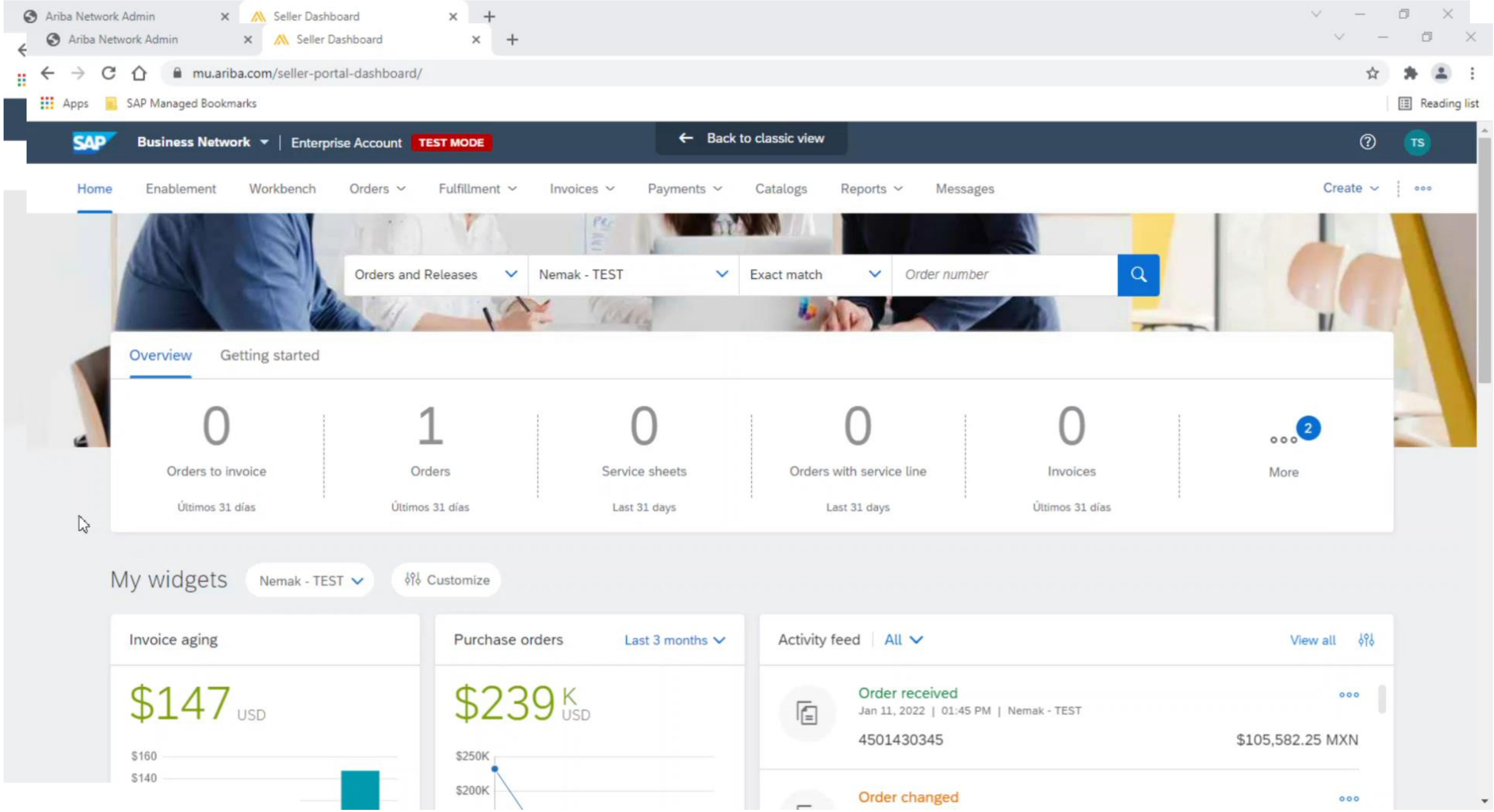
Note: order confirmation will be part of the supplier performance metrics.



All purchase orders must be confirmed within 3 days of PO receipt.
Confirmation is required to be able to issue the ASN.

Order Confirmation

Allowed Actions (video)



Order Confirmation

Confirm Entire Order

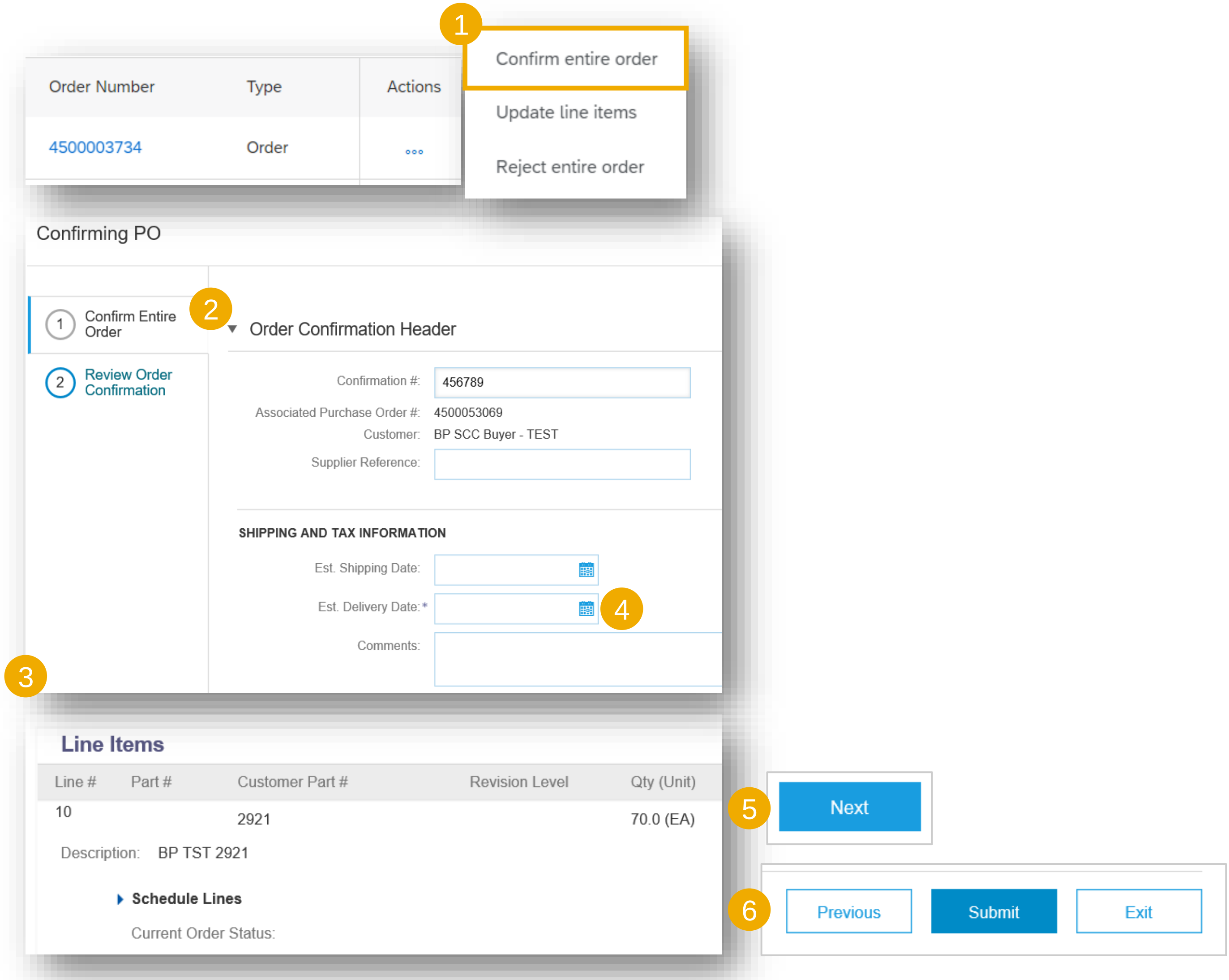
Confirmation date must not exceed 4 days after the requested delivery date in the PO.

- Consult a buyer if a longer lead time is required

This slide explains how to Confirm Entire Order.

1. Select **Confirm entire order** action.
2. Complete the mandatory fields in **the Order Confirmation Header**.
3. Review the **Line Items**.
4. Complete the estimated **delivery date**.
5. Click **Next** button in the bottom of the screen when finished.
6. Review the order confirmation and select the next action:
   - Click **Previous** to go to the previous page.
   - Click **Submit** to send order conformation to the buyer.
   - Click **Exit** to leave the page without saving any changes.

Notes: Once the order confirmation is submitted, the order status will display as **Confirmed**.



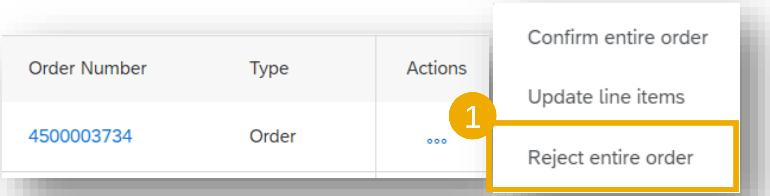
Order Confirmation

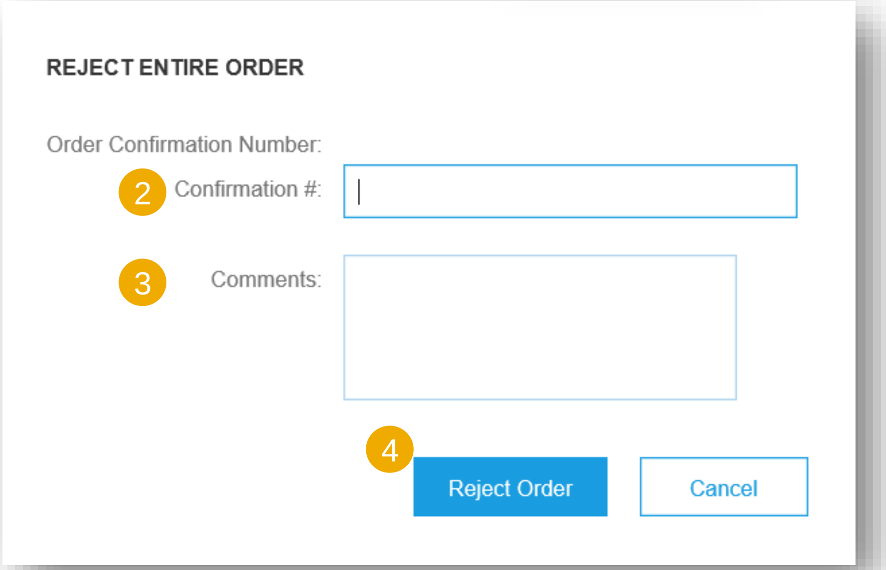
Reject Entire Order

This example demonstrates the Reject Entire Order option.

1. Select the option **Reject Entire Order.** A pop-up window will appear.
2. Enter your order confirmation number.
3. Please provide the reason for rejection in the **Comments** section.
4. Select the next applicable action:
   - Click **Reject Order** to reject.
   - Click **Cancel** to exit the page without saving changes.

Notes: Once the order confirmation is rejected, the Order Status will display as **Rejected.**



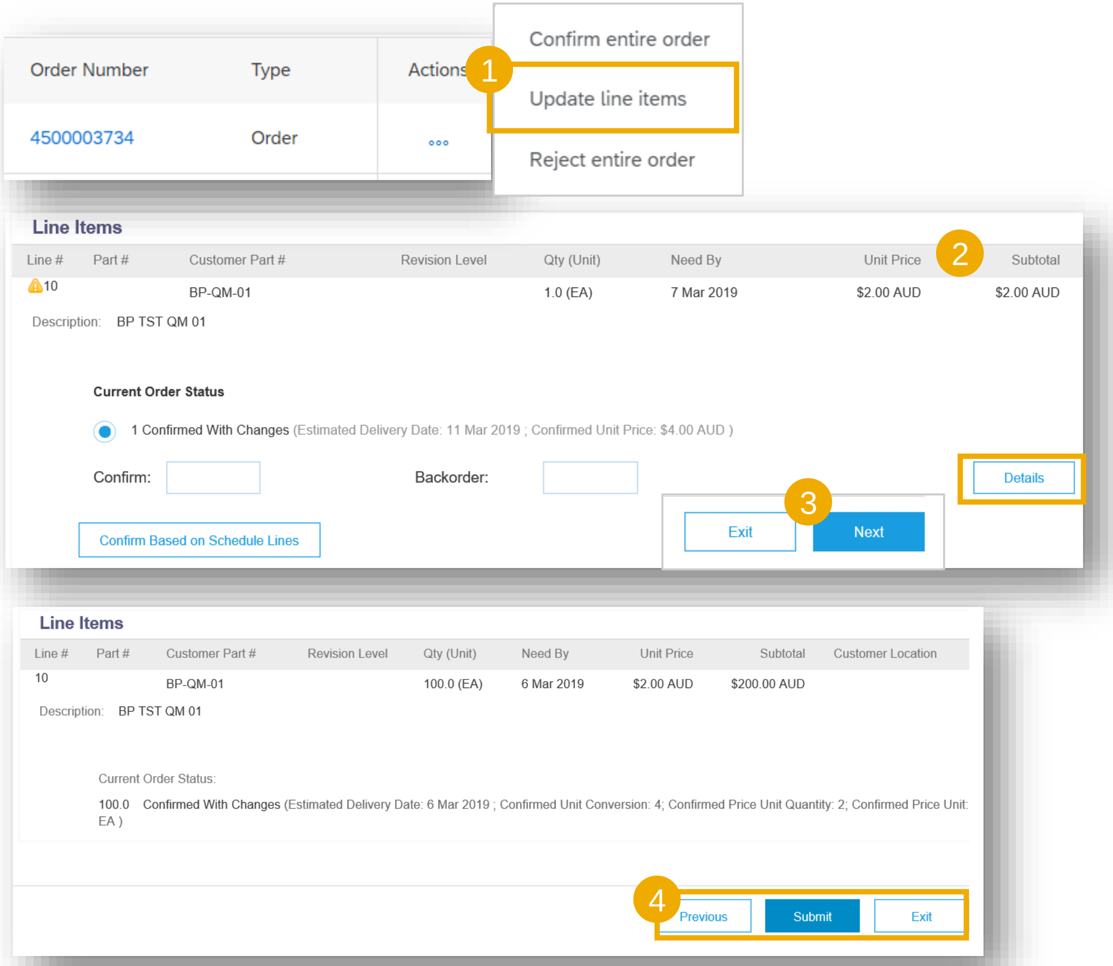


Order Confirmation

Update Line Items

1. If you select **Update Line Items**, you can confirm, reject and update line item information. Order confirmations have a **header** and a **line** items section.
   - At a **header** level, you can add comments, attachments and further order confirmation details.
   - At a **line** level, you can confirm or reject items, fully or partially.
2. Click **Details** button at a line level to modify information about the price, shipping and delivery dates or add comments. Once completed, click OK to return to main screen.
3. After confirming all requested items, click **Next** button in the bottom of the screen.
4. Review the order confirmation and click **Submit** to send it to buyer's system. Click **Exit** to leave the page without saving any changes. Click **Previous** to return line items update.

Notes: You are able to submit order confirmation only after all requested items are confirmed. Otherwise, you would get an error message.



ASN - Advanced Shipping Notification

Create ASN

There are 2 possible ways to start creating an individual shipping notice.

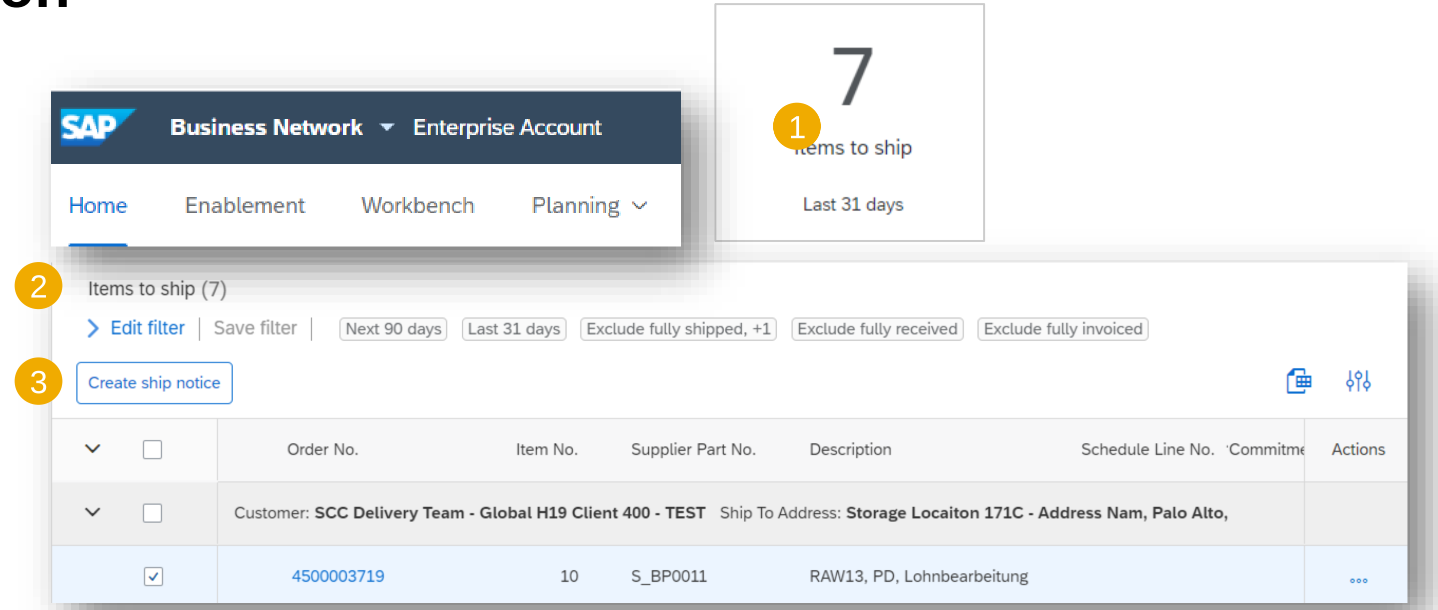
From the **Workbench**:

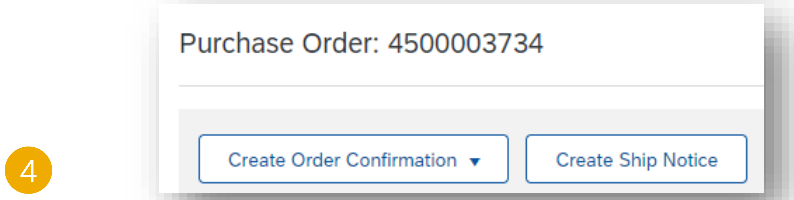
1. Click on **Items to Ship** tile.
2. Identify the right items using **filters**.
3. Select and click **Create ship notice**.

OR

4. You can also create ASN from the PO screen. Click **Create Ship Notice.**

The supplier can modify the ASN document it if it´s necessary and resend the document, It´s not allow to cancel the document.

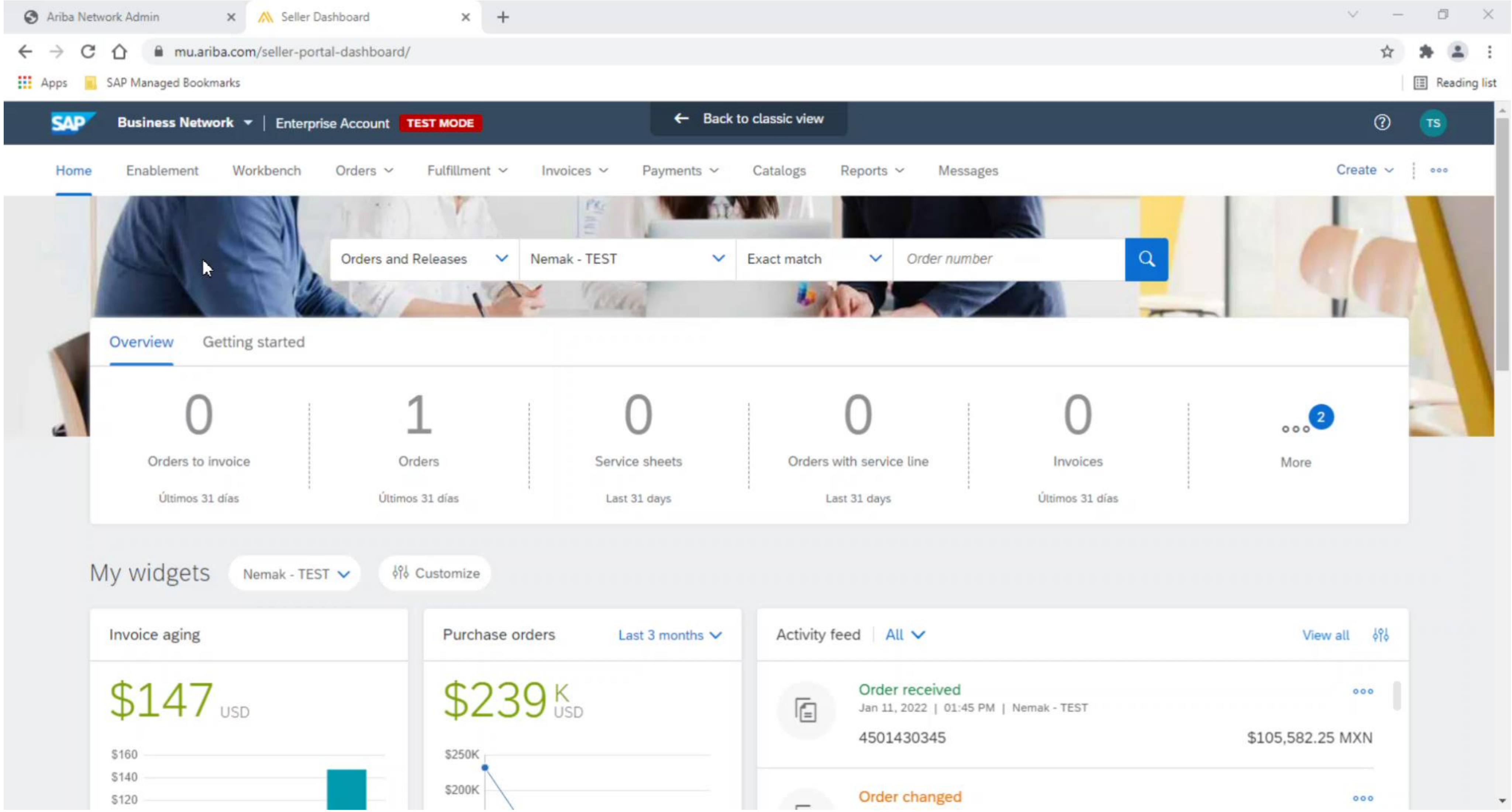




For materials, it is mandatory to issue the ASN when the material is shipped to Nemak.
Without the ASN, it will not be possible to receive the materials when they arrive to Nemak's facilities.

ASN - Advanced Shipping Notification

Create ASN (video)

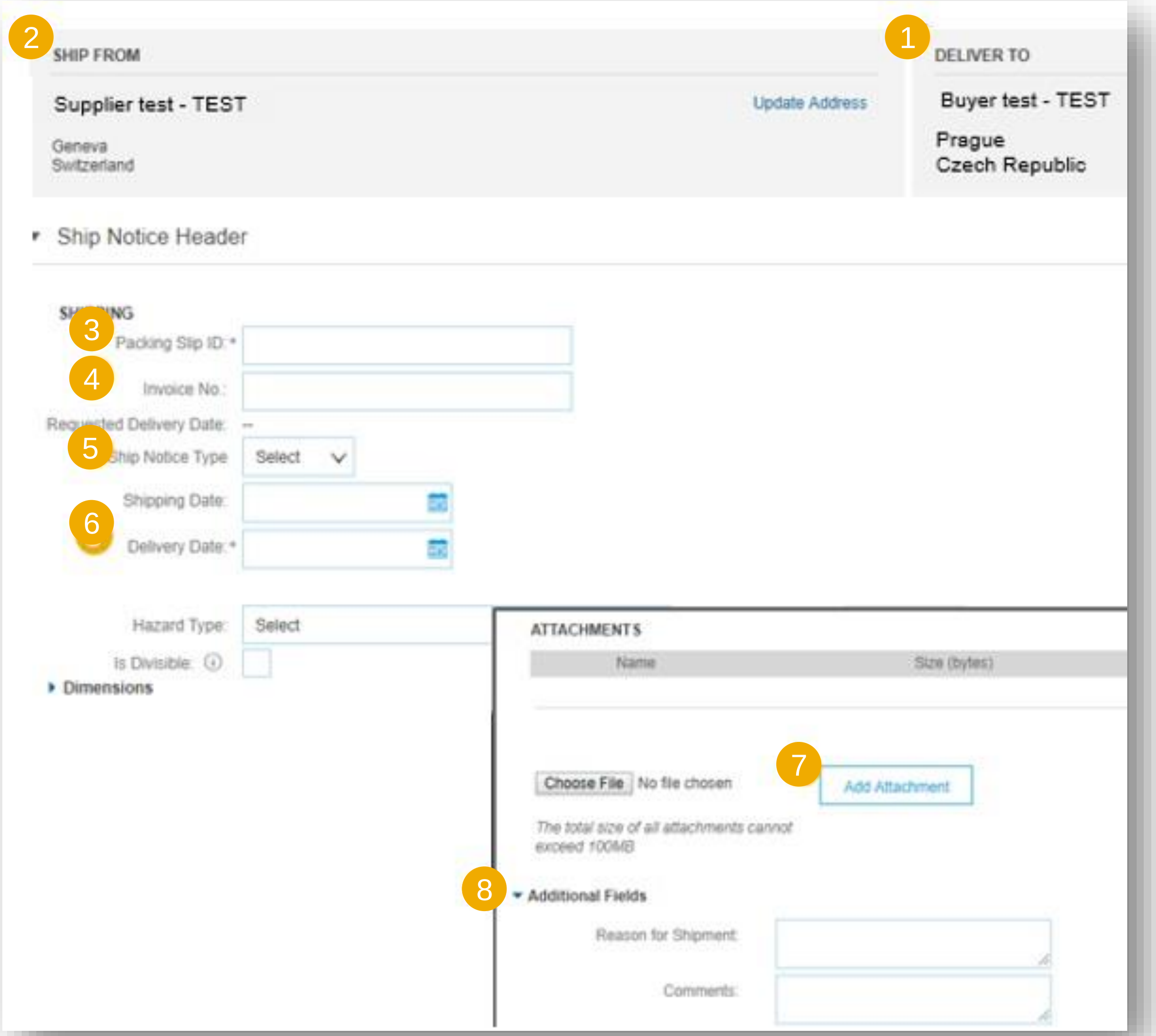


Advanced Shipping Notification

Create ASN – Header Level

Fill out the requested information on the Shipping PO form.

1. Do not modify the “Deliver To” address at the top.
2. Do not edit the “Ship From” address. By default this is your company address in your Ariba Network account.
3. The Packing Slip ID is a mandatory field. Enter there supplier unique delivery number.
4. Provide the invoice number for these items if applicable.
5. Specify the Ship Notice Type.
6. Provide shipping / delivery date.
7. Upload tool to attach additional documents if needed.
8. In section “additional fields”, provide comments.



Advanced Shipping Notification

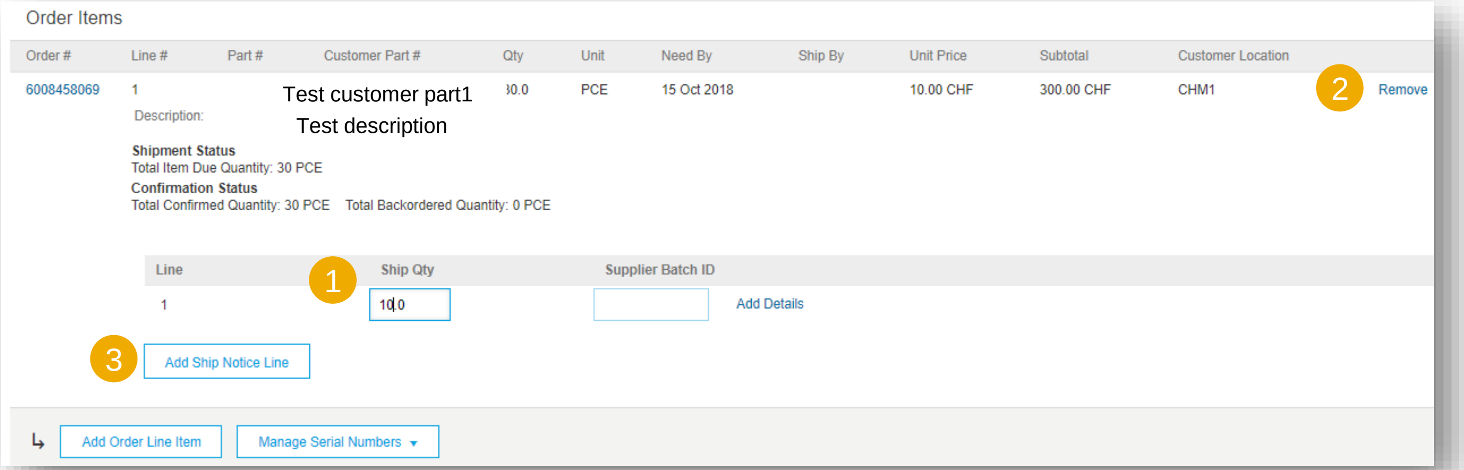
Create ASN – Line Level

Information from the purchase order is copied to the ship notice (part ID, qty, need by, price, etc.).

Scroll down to view line item information and update the quantity shipped for each line item.

1. Populate all required fields for your product type at line level. For all orders, the quantity can be equal or lower than the purchase order line. Also, over-delivery may apply (the system will show what is possible).
2. Click **Remove** button to exclude the whole line from this ship notice.
3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID's per quantity.

Note: Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.

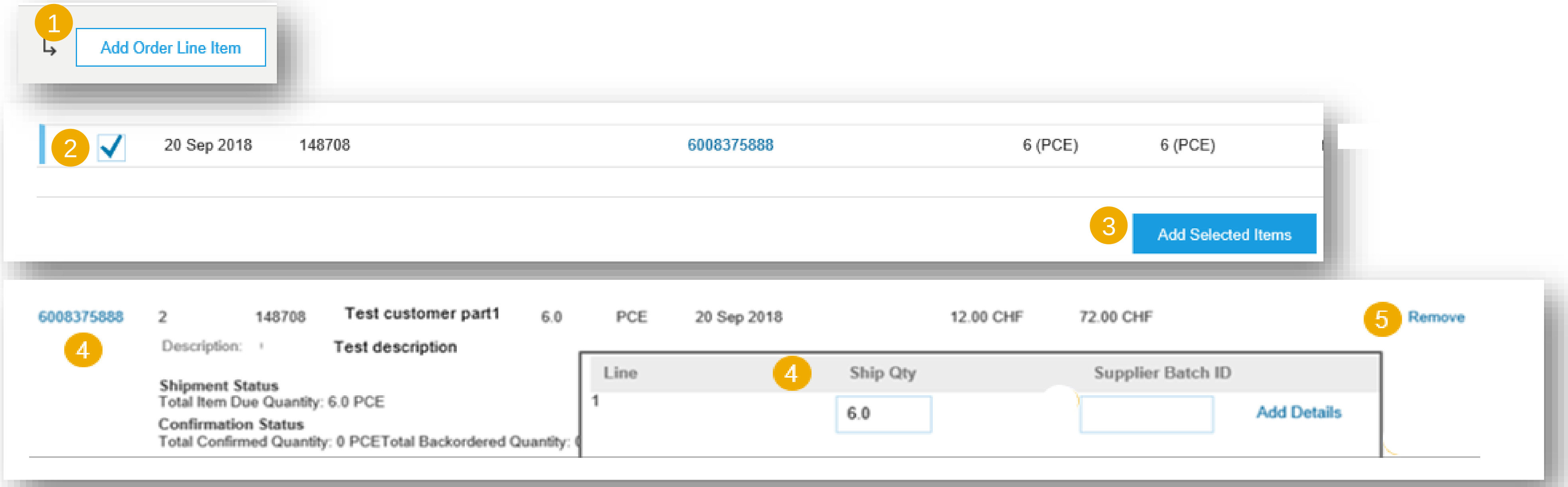


Advanced Shipping Notification

Create ASN – Manage Line Items

The individual shipping notice interface will propose by default the lines of the initial purchase order that are not shipped yet. You can also add additional line items that do not belong to this purchase order. Your shipping notice can contain PO lines from different PO's.

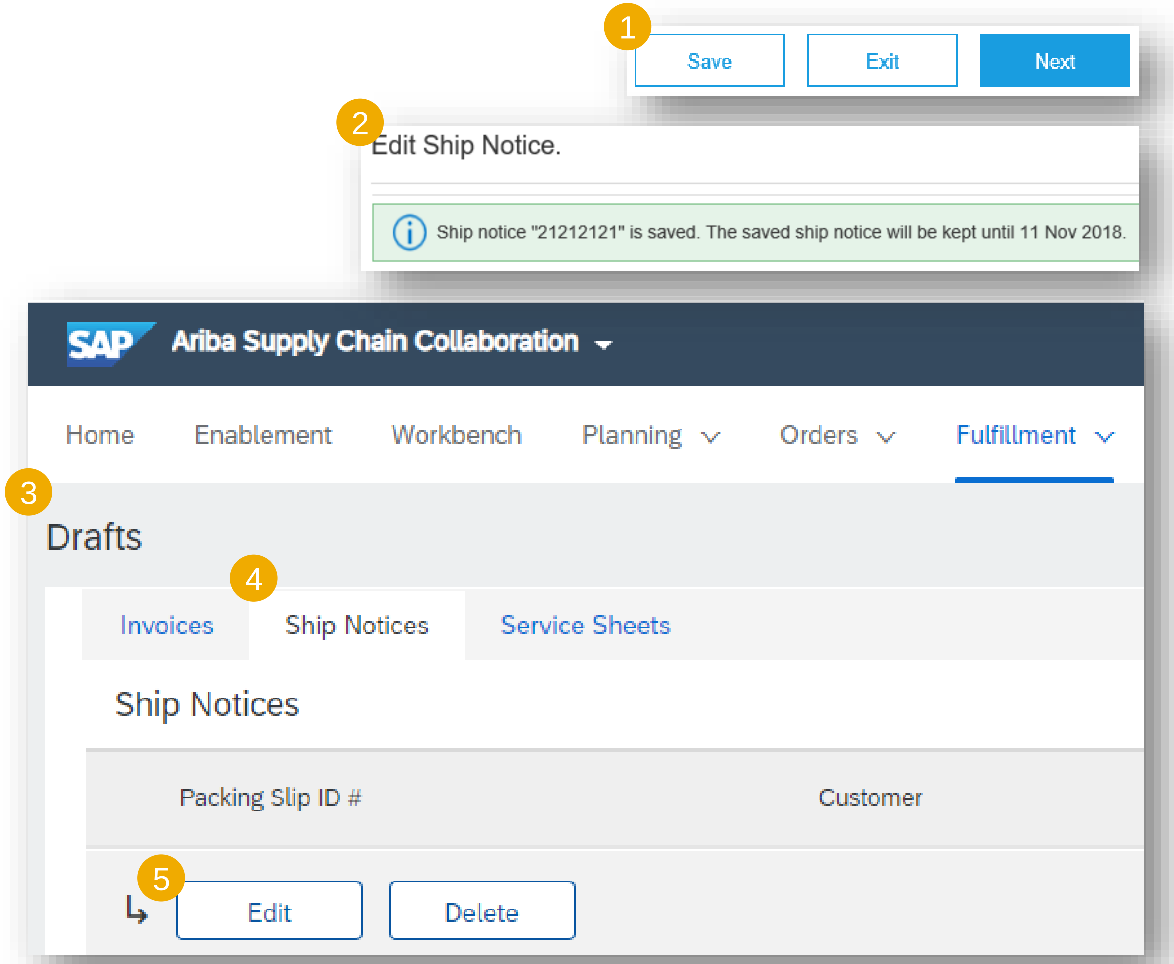
1. Click **Add order line item**.
2. Access a list of PO lines that need to be shipped. Use search filters such as order number, date or others to identify the right line.
3. Select the line, click **Add selected items**.
4. Back to the ship notice, the line has been added. You can adjust the quantity and populate required information.
5. Click **Remove** button if you need to delete a complete PO line from your document.



Advanced Shipping Notification

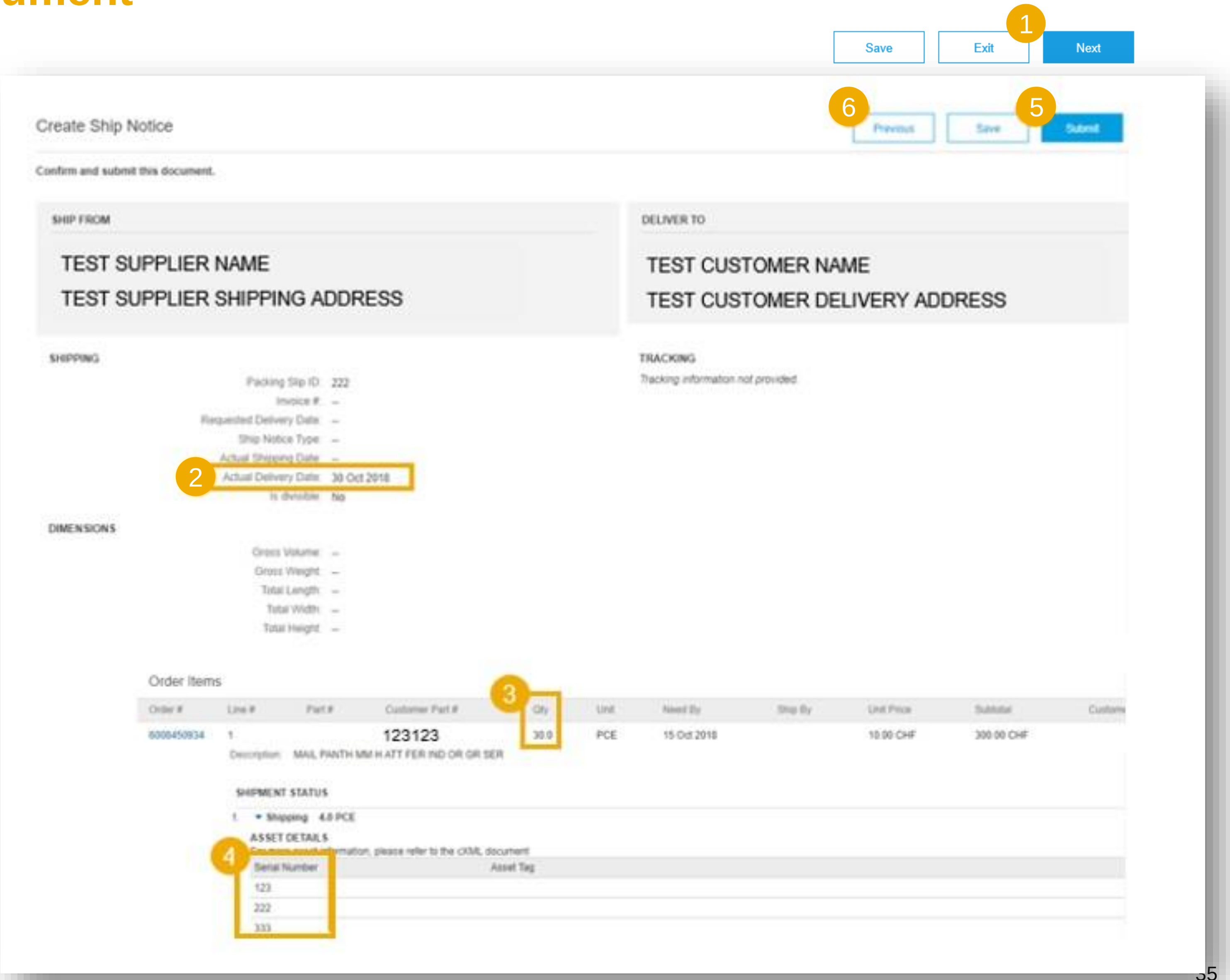
Create ASN – Review Before Submitting

1. To save a draft document click **Save** on the top of ASN screen. Saved draft will not be sent to the customer.
2. The saved ASN will be saved for 60 days.
3. The draft can be accessed and modified from **Fulfillment/ Drafts**.
4. Select **Ship notice**.
5. Click **Edit** to modify the document and finalize it.



Advanced Shipping Notification

Create ASN – Submit the Final Document



1. In ASN main screen check if all required fields (*) were populated. Click **Next** on the top of the screen.
2. At header level, please review the delivery date applicable to all shipped lines.
3. At line level, check the shipped quantity
4. And review the serial numbers, if applicable.
5. Click **Submit** to send ASN to the customer.
6. In case there is information to be edited, click **Previous**.

Note: After submitting your shipping notice, the Order Status will be updated to Shipped (if fully shipped), or Partially Shipped.

SES - Service Entry Sheet

Search and Identify the SES

For services, it is **required** to generate the SES when the service is executed.

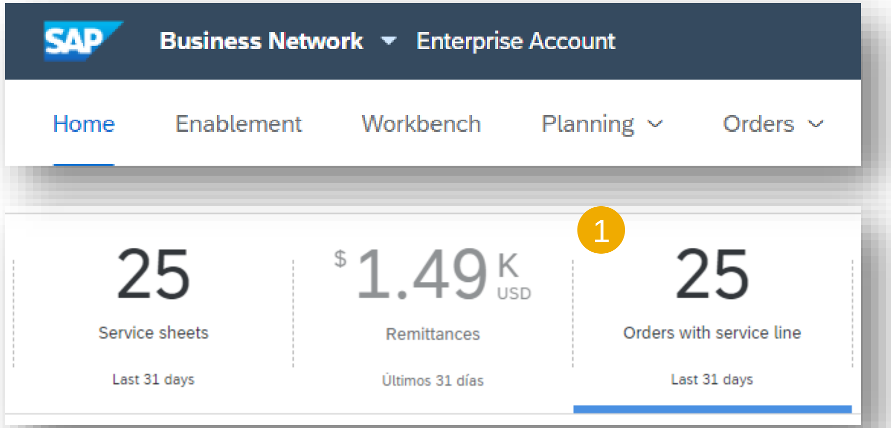
There are 2 possible ways to start creating a service sheet.

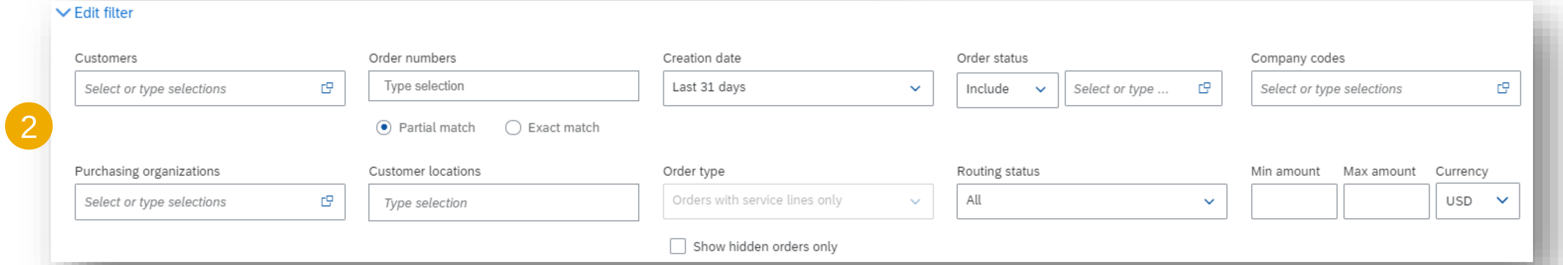
From the **Workbench**:

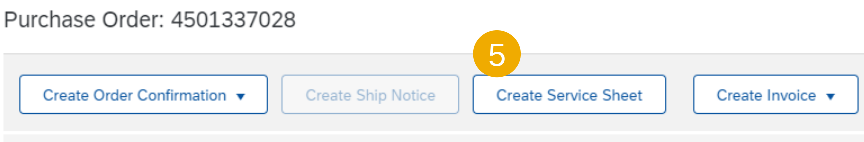
1. Click on **Orders with Service line** tile.
2. Identify the right items using **filters**.
3. Search results will appear. Click **configure** button to customize the view.
4. Select and click **Create service sheet**.

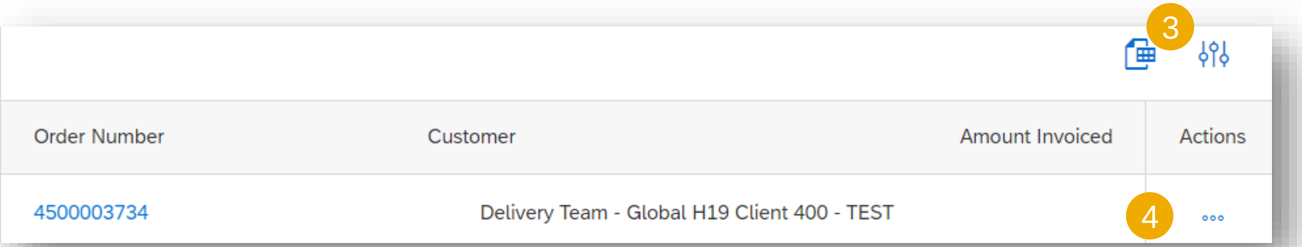
OR

5. You can also create SES from the PO screen. Click **Create Service Sheet.**



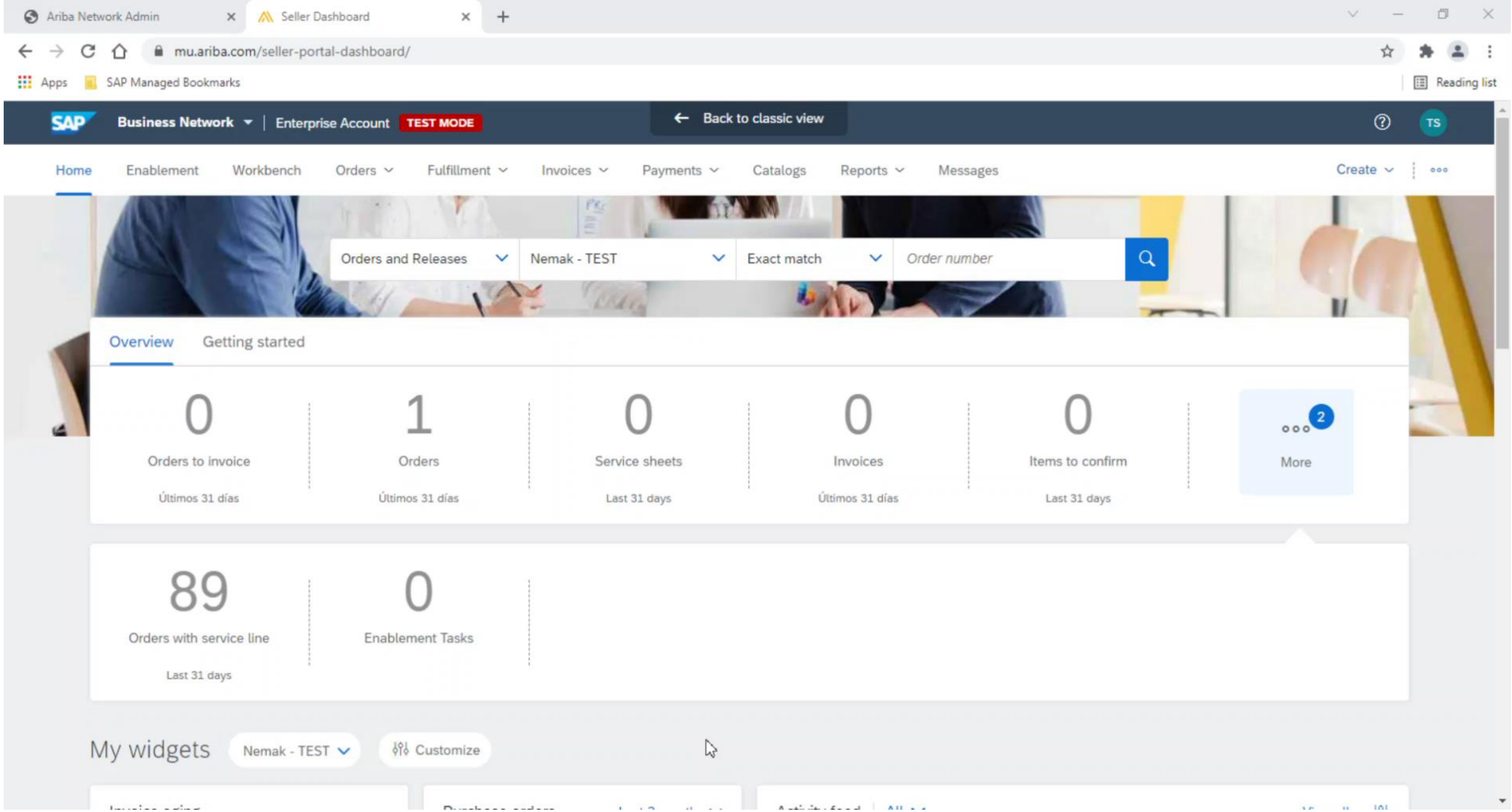






SES - Service Entry Sheet

Search and Identify the SES (video)

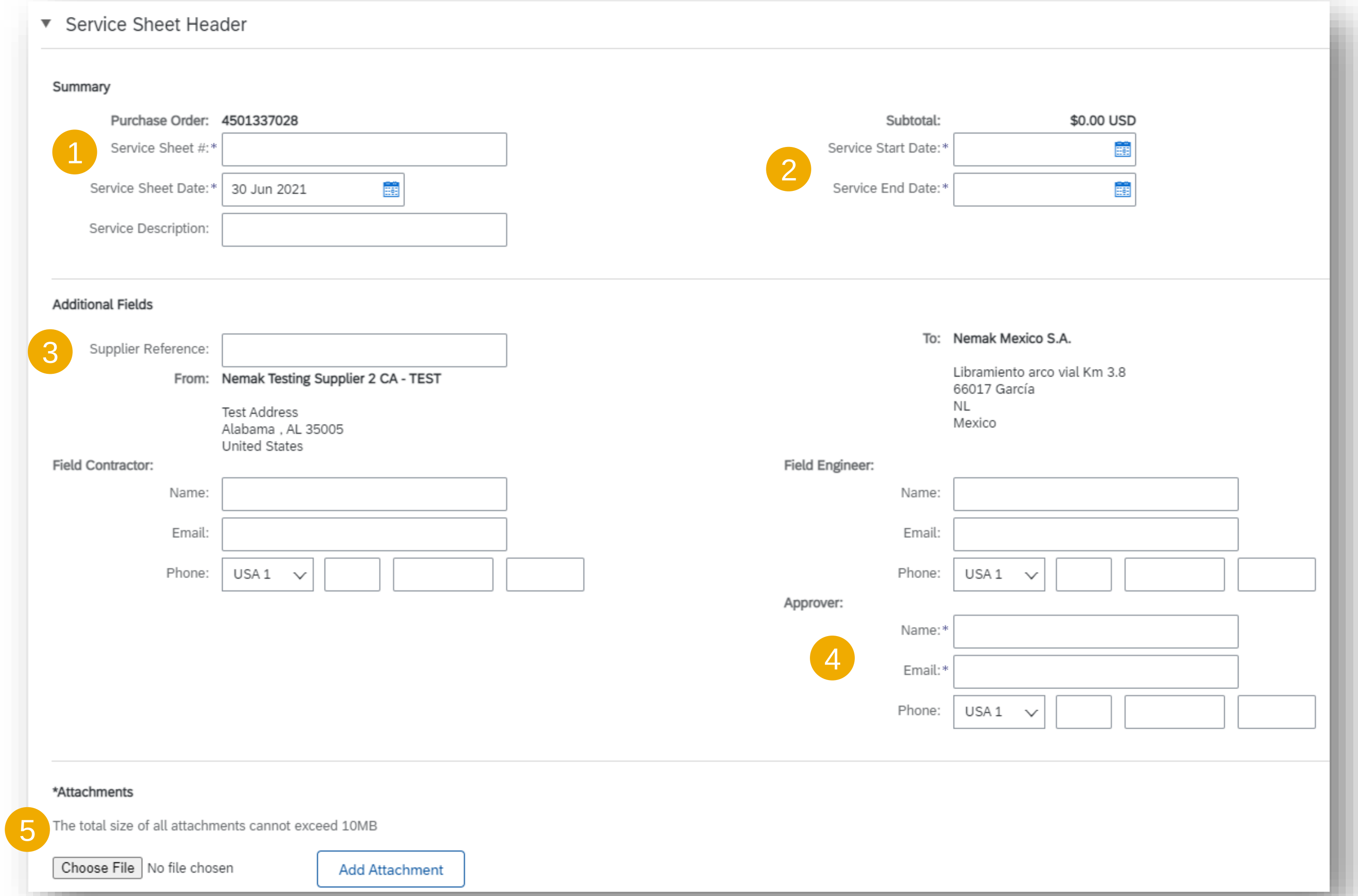


Service Entry Sheet

Create SES – Header Level

Fill out the requested information on the SES form.

1. The service sheet ID is a mandatory field (Supplier internal number).
2. Provide start / end dates of the service.
3. Complete additional fields if needed.
4. Please fill in the name and email of Nemak's approver (if this information is not completed, the SES will not be approved).
5. Mandatory to attach documents needed.



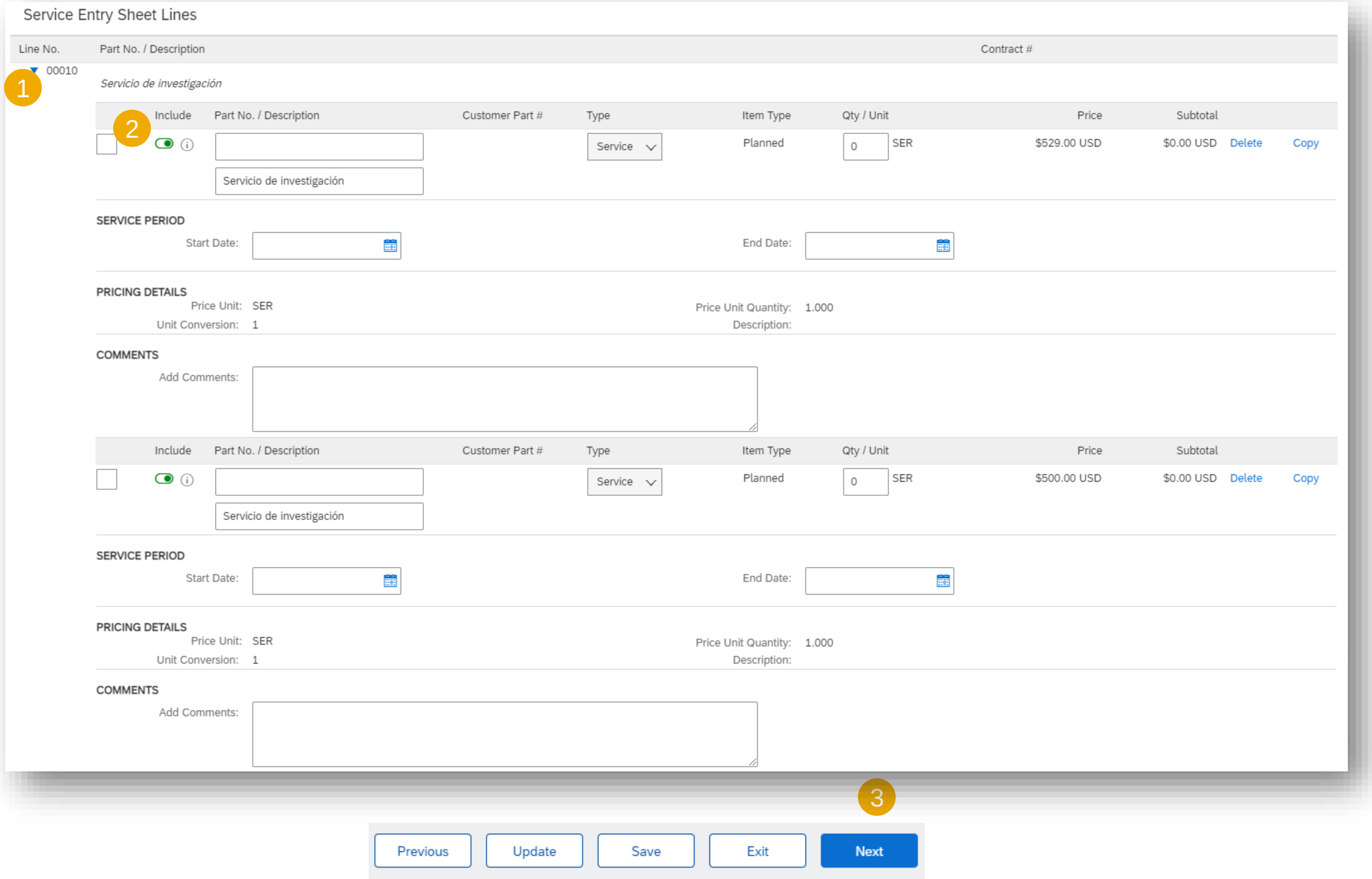
Service Entry Sheet

Create SES – Line Level

Information from the purchase order is copied to the service sheet.

Scroll down to view line item information and update the information for each line item.

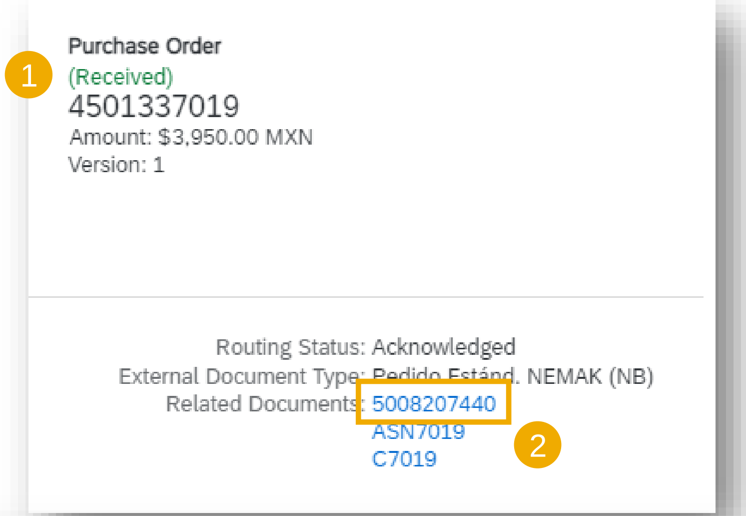
1. Populate all required fields for your service at line level.
2. Click **Include** button to include/exclude the whole line from this SES.
3. Click next and review the information before submitting.

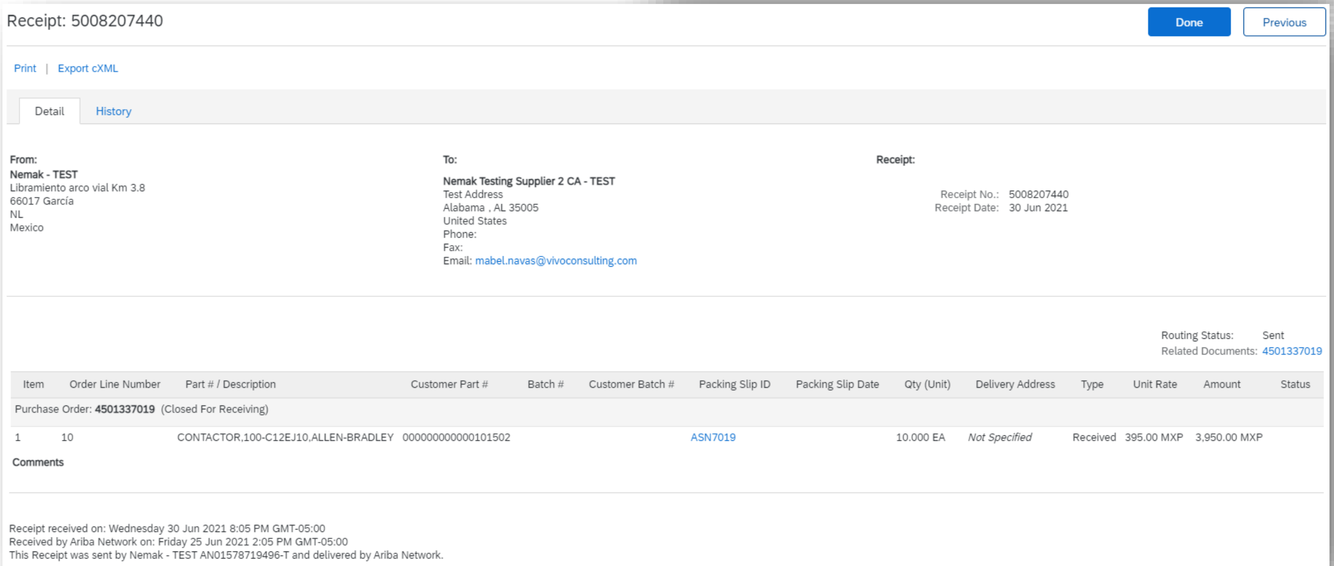


Goods Receipt

Review Goods Receipt

1. After and order has been delivered or serviced the status of the document will change to Received.
2. The Goods Receipt (GR) can be found in the **Related Documents** of the order.
3. Click on the GR in order to see the details.



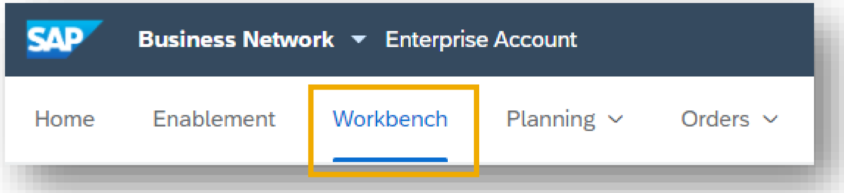


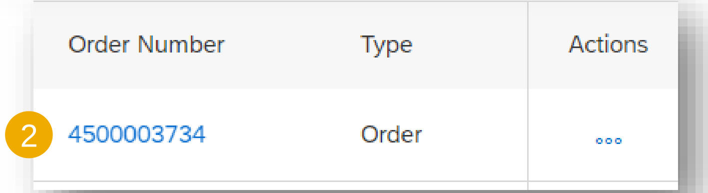
Invoicing
Allowed Actions

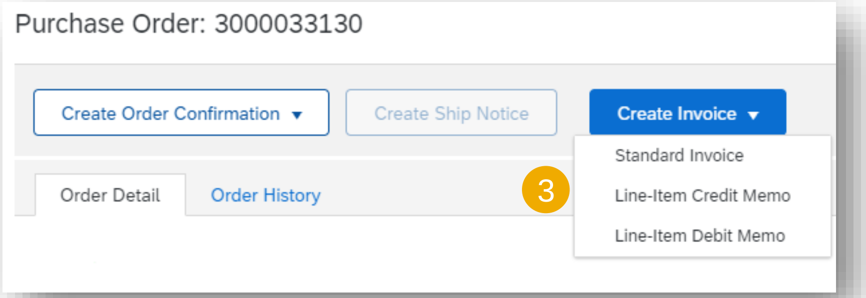
You can create an standard invoice, a line-item credit memo or a line-item debit memo.

From the **Workbench**:

1. Select **Orders to Invoice** tile.
2. Identify the right document and click the purchase **order number**.
3. Select an action.





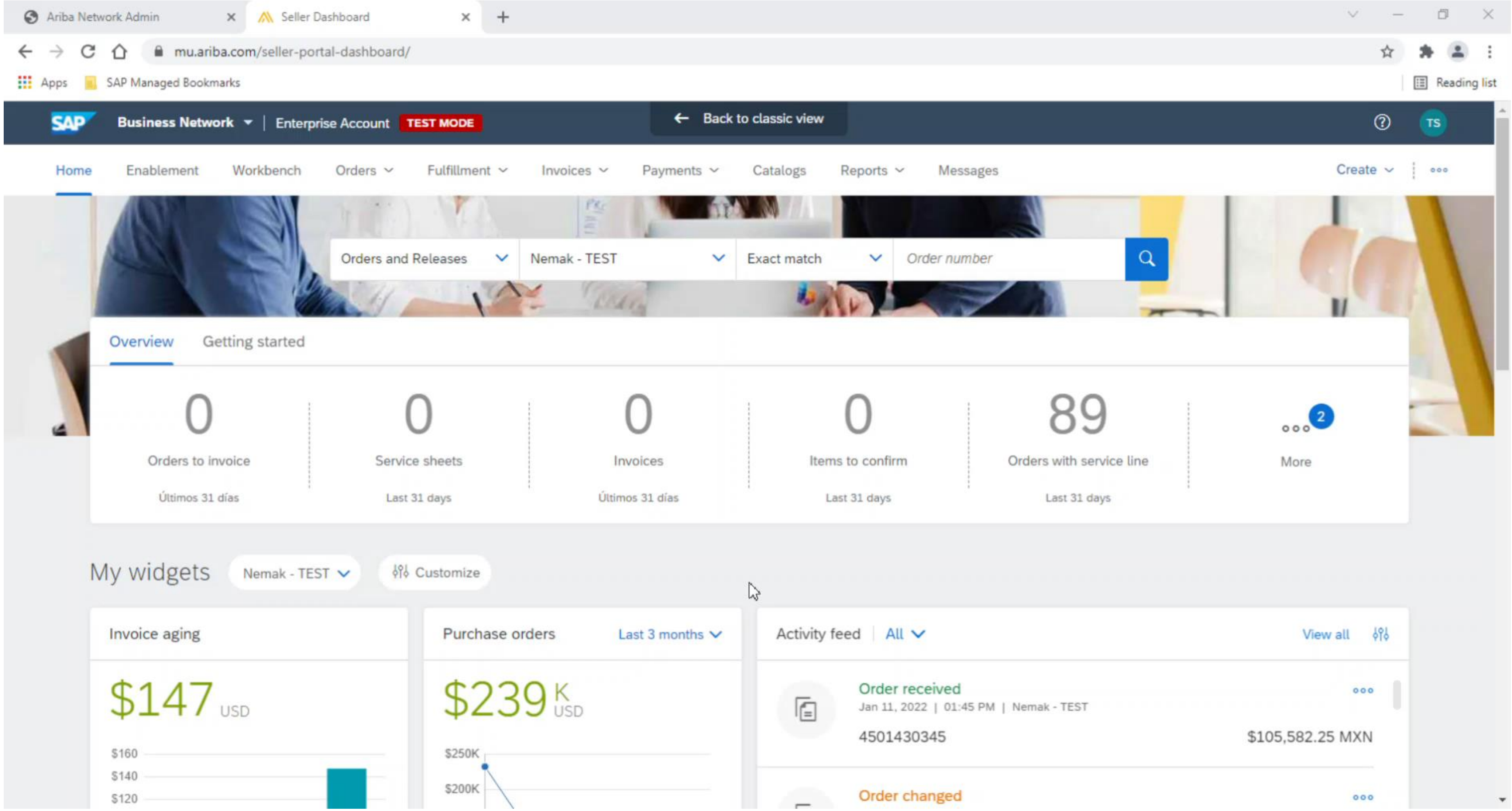


Invoices must be sent through Ariba Network.
Invoices via fax, postal mail, PDF´s or e-mail, will **no longer be accepted**.

- Except domestic suppliers from Mexico and domestic suppliers of materials from Brazil

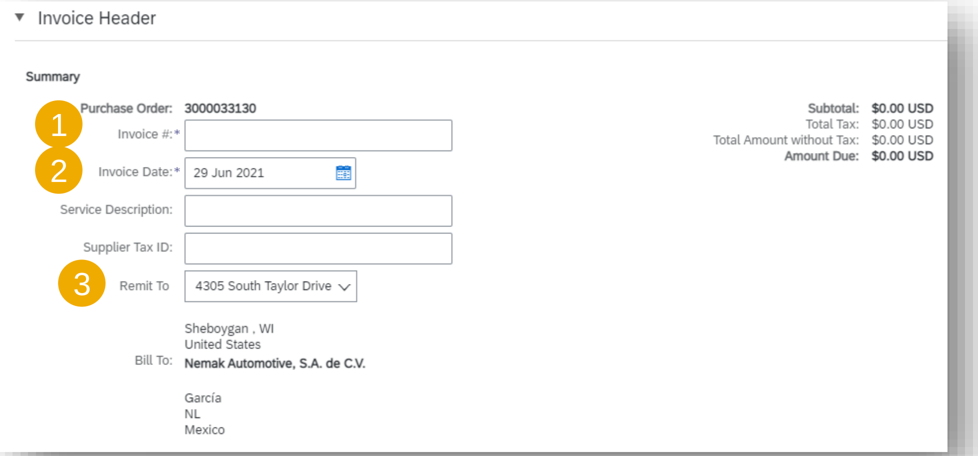
Invoicing

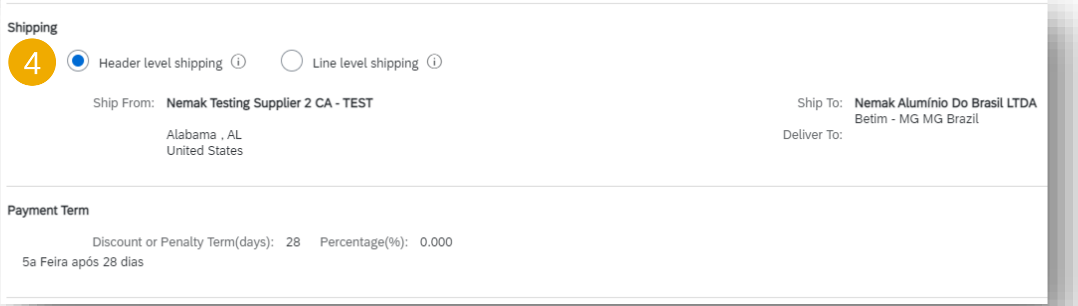
Allowed Actions (video)

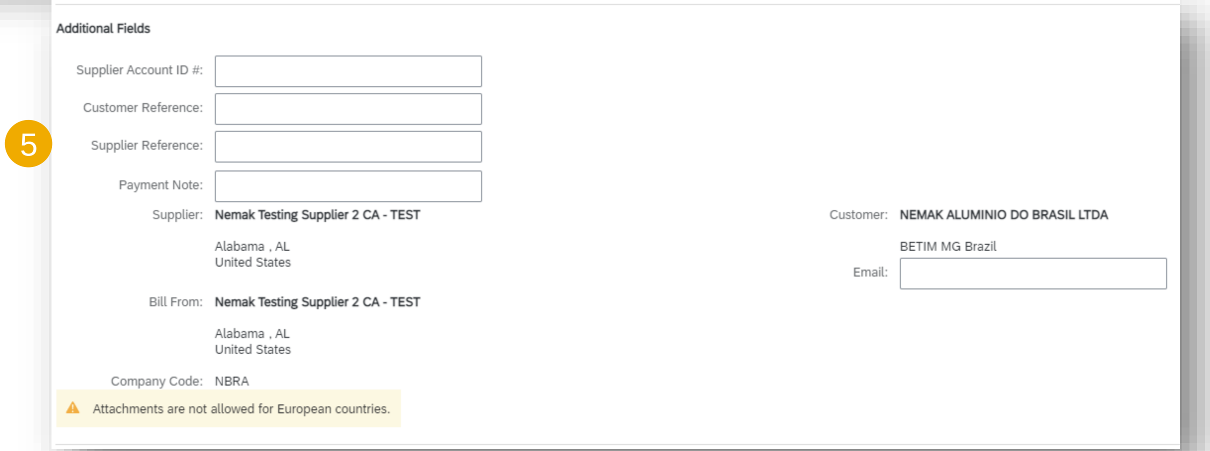


Invoicing

Create an Invoice – Header Level





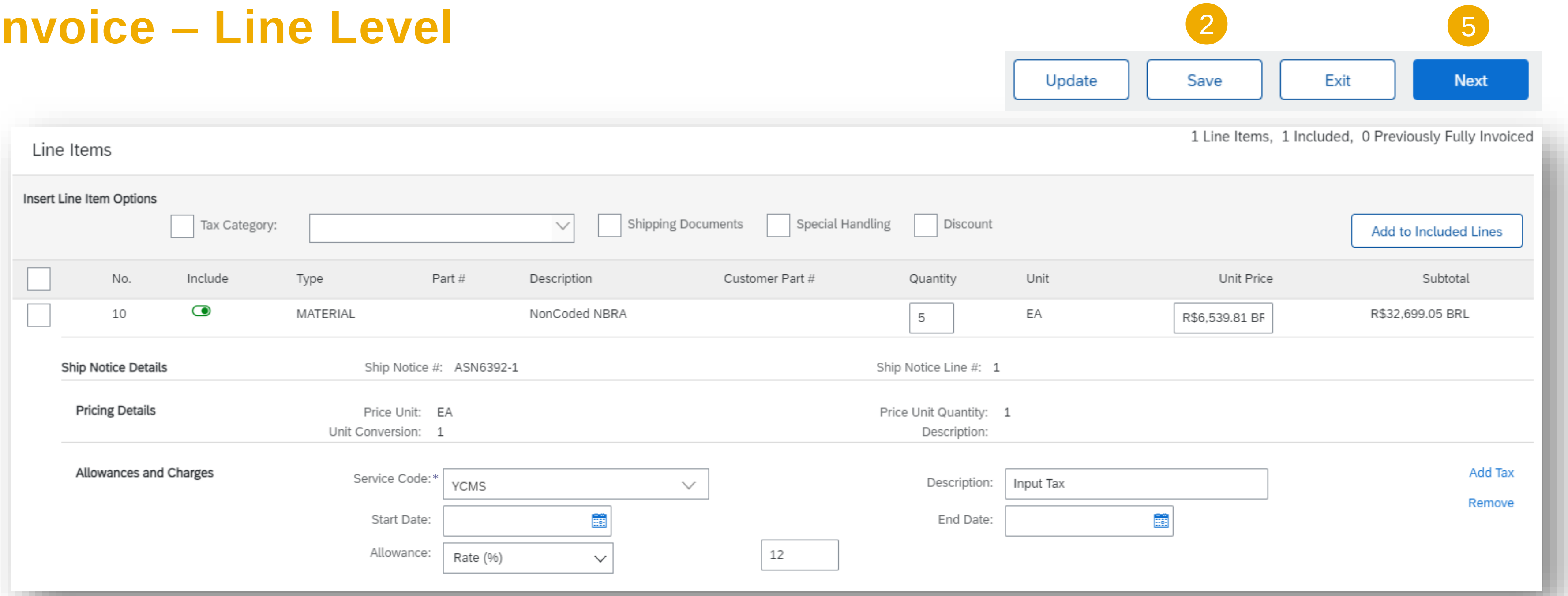


Fill out the requested information on the Create Invoice form.

1. Invoice number
2. Invoice date
3. Remit To
4. Header shipping
5. Any additional fields (if deemed necessary)

Invoicing

Create an Invoice – Line Level



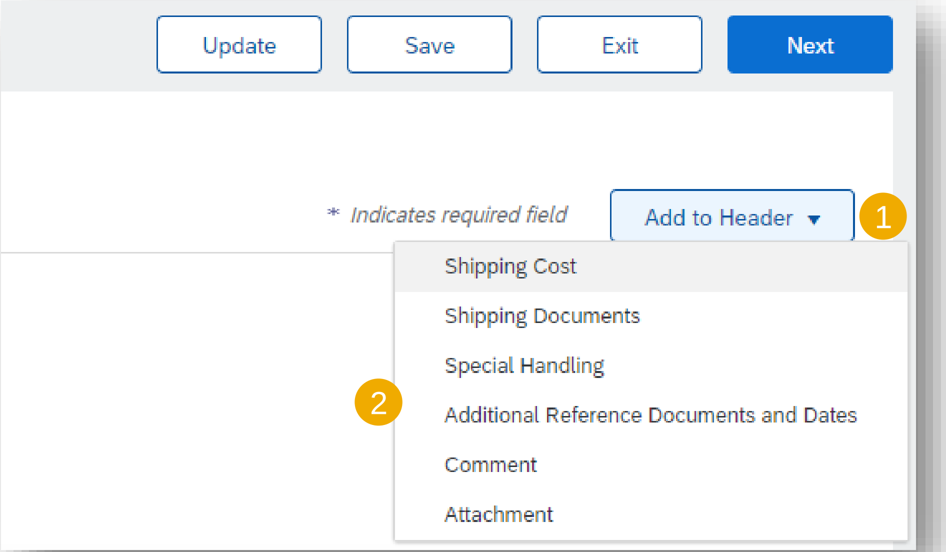
1. **Review** the information at line level.
2. To save a draft document click **Save** on the top of Invoice screen. Saved draft will not be sent to the customer.
3. The saved invoice will be saved for 60 days.
4. The draft can be accessed and modified from **Invoices / Drafts**.
5. Select **Next** to continue the invoicing process.

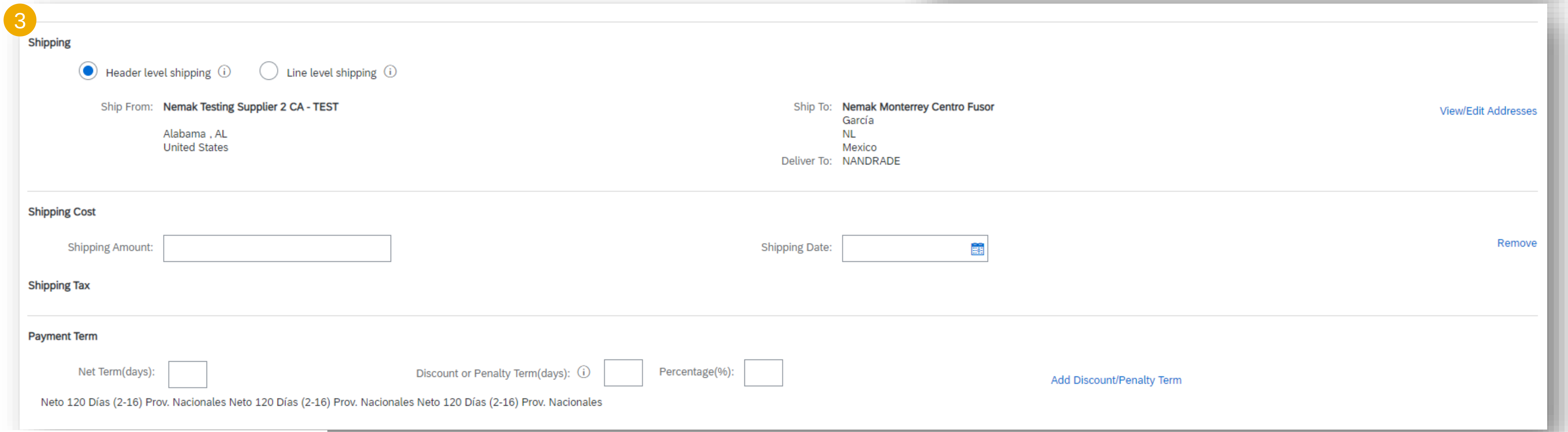
Invoicing

Create an Invoice – Adding unplanned costs

In order to add unplanned costs to an invoice, please follow these steps:

1. Click on **Add to Header**
2. Chose the type of costs to be added
3. Fill out the required information on the next screen





Invoicing

Review Invoice

Standard Invoice

Invoice Number:	123	Subtotal:	R$32,699.05 BRL
Invoice Date:	Tuesday 29 Jun 2021 7:11 PM GMT-05:00	Total Tax:	R$0.00 BRL
Original Purchase Order:	4200136392	Total Allowances:	R$3,923.89 BRL
Ship Notice:	ASN6392-1	Total Amount without Tax:	R$28,775.16 BRL
		Amount Due:	R$28,775.16 BRL

REMIT TO:

Nemak Testing Supplier 2 CA - TEST

Postal Address:
4305 South Taylor Drive
Sheboygan , WI 53081
United States

BILL TO:

NEMAK ALUMINIO DO BRASIL LTDA

Postal Address:
R. SEN. GIOVANNI AGNELLI 580 A 788
32530-487 BETIM
MG
Address ID: NBRA

SUPPLIER:

Nemak Testing Supplier 2 CA - TEST

Postal Address:
Test Address
Alabama , AL 35005
United States

BILL FROM:

Nemak Testing Supplier 2 CA - TEST

Postal Address:
Test Address
Alabama , AL 35005
United States

CUSTOMER:

NEMAK ALUMINIO DO BRASIL LTDA

Postal Address:
R. SEN. GIOVANNI AGNELLI 580 A 788
32530-487 BETIM
MG
Address ID: NBRA

WIRE PAYMENT TO BANK:

Merchants National Bank

Account Name: Fastenal Corp
Account Type: Checking
Account ID: 016934
Bank Routing ID: 091900193

RECEIVING CORRESPONDENT BANK:

Merchants National Bank

Account Name: Fastenal Corp
Account Type: Checking
Account ID: 016934
Bank Routing ID: 091900193

SHIPPING INFORMATION:

SHIP FROM:

Nemak Testing Supplier 2 CA - TEST

Postal Address:
Test Address
Alabama , AL 35005
United States

SHIP TO:

Nemak Alumínio Do Brasil LTDA

Postal Address (Default):
R. Sen. Giovanni Agnelli 580 a 788
32530-487 Betim - MG
MG
Address ID: 7000
Email: Email

PAYMENT TERMS:

Net Term: 28 Days

5a Feira após 28 dias

ADDITIONAL INFORMATION:
Payment Method: Wire
Company Code: NBRA

Original Purchase Order: 4200136392
Ship Notice: ASN6392-1

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	00010	MATERIAL	NonCoded NBRA	5 / (EA)	R$6,539.81 BRL	R$32,699.05 BRL

DETAILS

Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:
Accounting Reference ID: 0011641020
Accounting Description: ID
Accounting Reference ID: 0000902100
Accounting Description: ID
Accounting Reference ID: 100.00
Accounting Description: Percentage
Classification Domain: ERPCommodityCode
Classification code: 20101617

Allowances and Charges:

Type	Service Code	Description	Start Date	End Date	Amount	Percentage (%)	Tax	Taxable Amount	Tax Amount	Base Amount	In Unit Price
Allowance	YCMS	Input Tax				12%				R$0.00 BRL	No

Subtotal: **R$32,699.05 BRL**
Total Allowances: R$3,923.89 BRL

1. Verify all information was entered correctly via the invoice review page.
2. Click **Submit** to send Invoice to Customer.

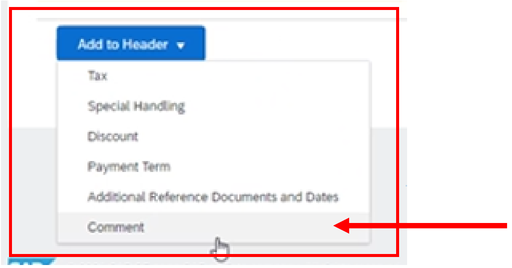
Invoicing

Mandatory rules for non-Mexican suppliers of Nemak Mexico (Imports)

1. **ASN (Advanced Shipping Notification):** must be created in Ariba when materials are shipped to Nemak, or delivered to Nemak's hired carrier/forwarder or Nemak's Customs Broker.

2. **Invoice:** must be created in Ariba after the ASN has been issued.

    1. It is important to add the INCOTERM data included in the PO in the comments field



3. **All physical and import documents submitted** to Nemak Customs Brokers via NTTS or email remain unchanged, except the invoice creation**; it must be created in Ariba.**

Important: *"In order to optimize logistics costs and improve shipping efficiency, it is recommended to consolidate as many invoices as possible into a single shipment (air waybill, bill of lading, etc).*

Invoices created in Ariba are the only document authorized to be handled through Nemak's Purchase to Pay processes, including Imports

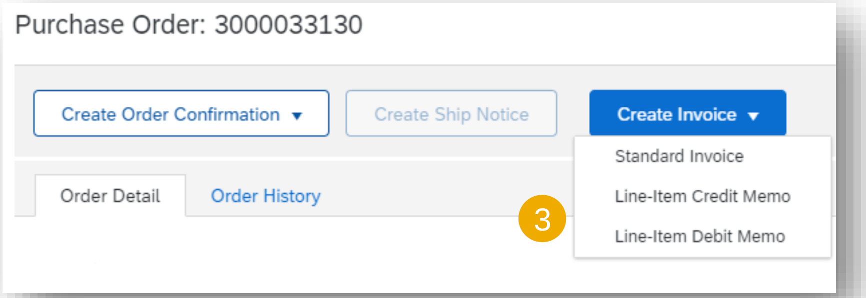
Invoicing

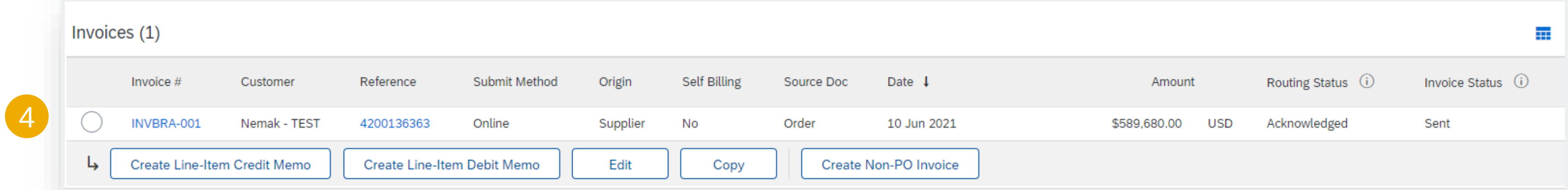
Create a line-item Credit/Debit Memo

You can create a line-item credit memo or a line-item debit memo.

From the **Workbench**:

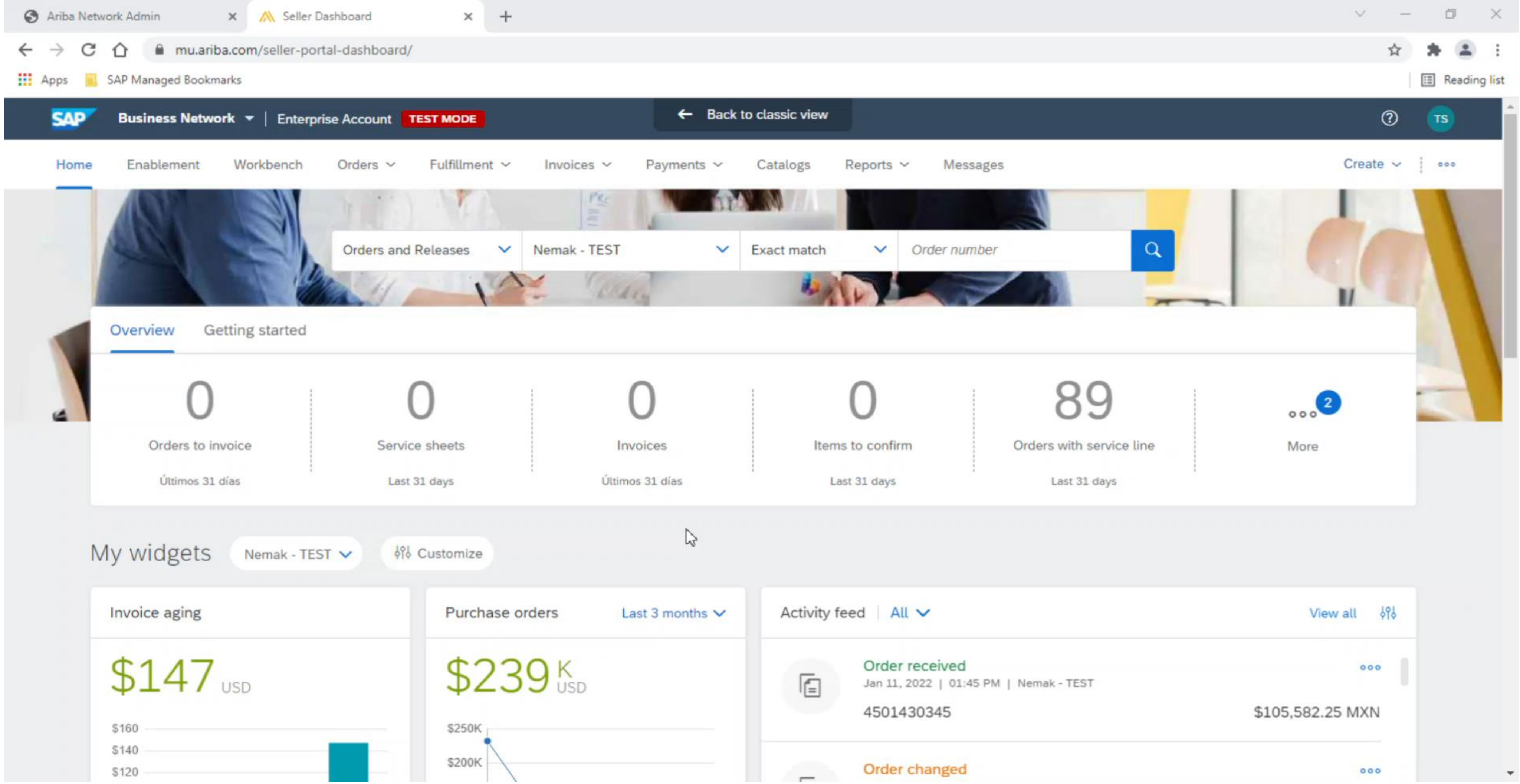
1. Select **Invoices** tile.
2. Identify the right document (invoiced or partially invoiced) and click the purchase **order number**.
3. Select an action.
4. Chose which invoice to create the debit/credit memo from.





Invoicing

Create a line-item Credit/Debit Memo (video)

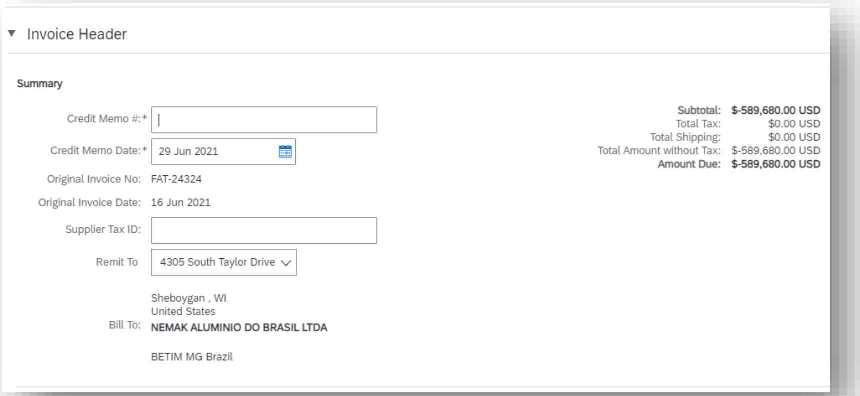


Invoicing

Create a line-item Credit Memo

1

2



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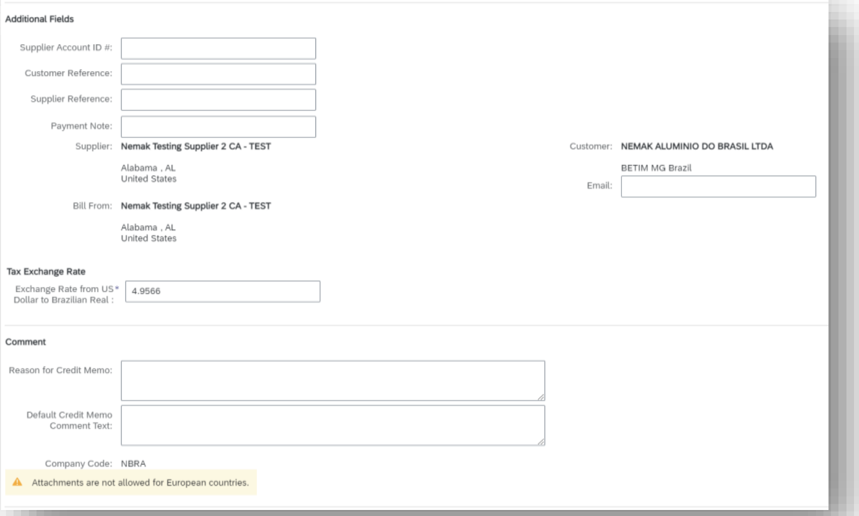

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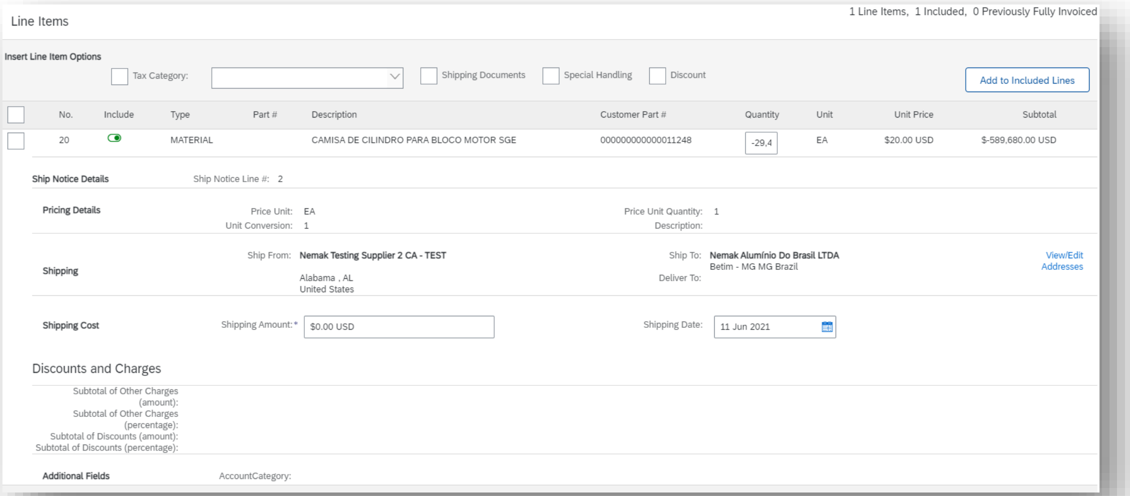


Fill out the requested information on the Create line-item credit memo

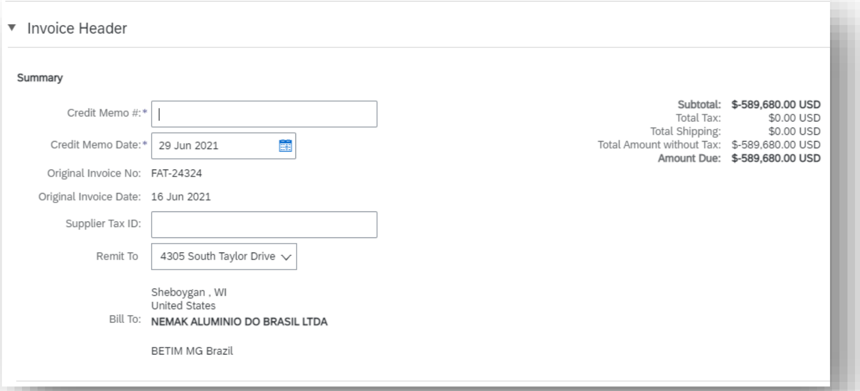
1. Select quantity adjustment or price adjustment
2. Credit memo header
3. Any additional fields (if deemed necessary), please use the comments section
4. Review credit memo fields at line level
5. Click on the next button
6. Review information and submit.

Invoicing

Create a line-item Debit Memo

1

2



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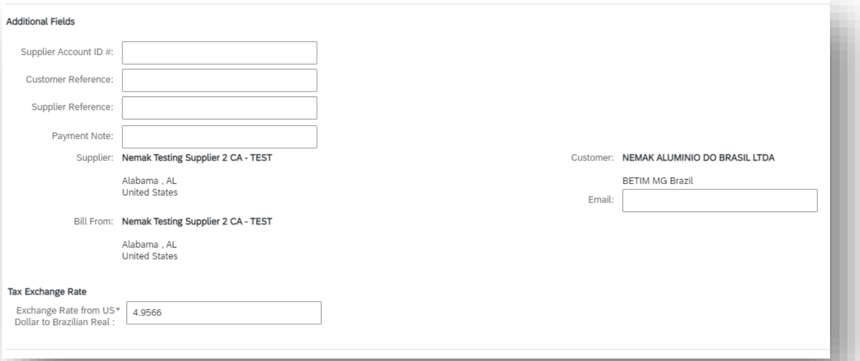

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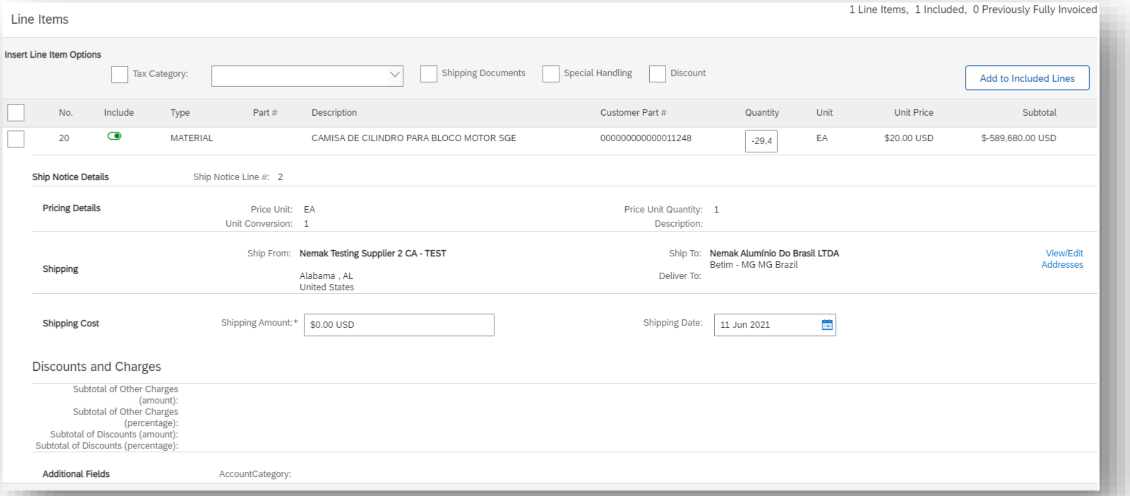


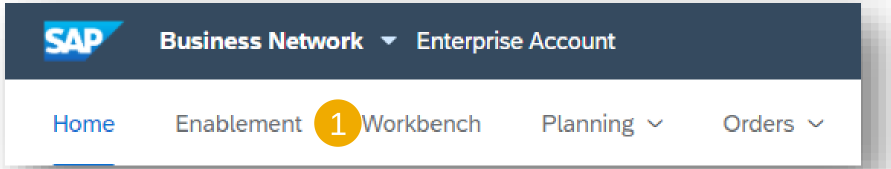
Fill out the requested information on the Create line-item credit memo

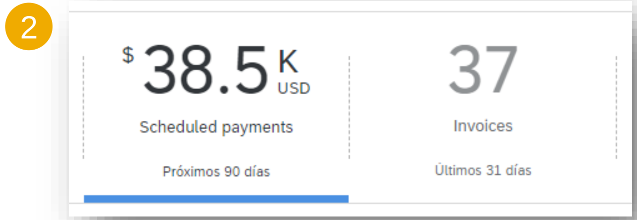
1. Debit memo with price adjustment
2. Credit memo header
3. Any additional fields (if deemed necessary)
4. Review debit memo fields at line level
5. Click on the next button
6. Review information and submit.

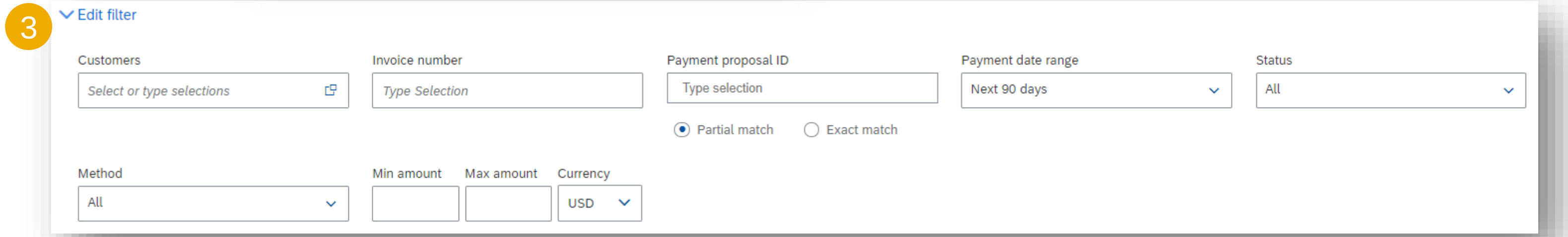
Schedule Payments

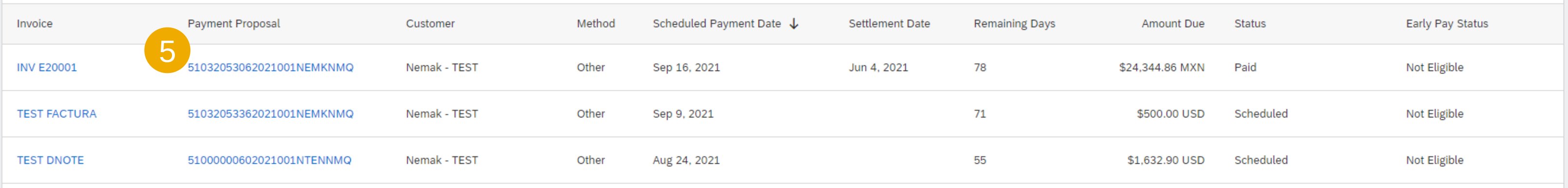
From the Homepage:

1. Click **Workbench**.
2. Select the **Schedule Payments** tile.
3. Use **filters** to identify the right document.
4. Search results will appear. Click **configure** button to customize the view.
5. Open the schedule payment by clicking its **number**.





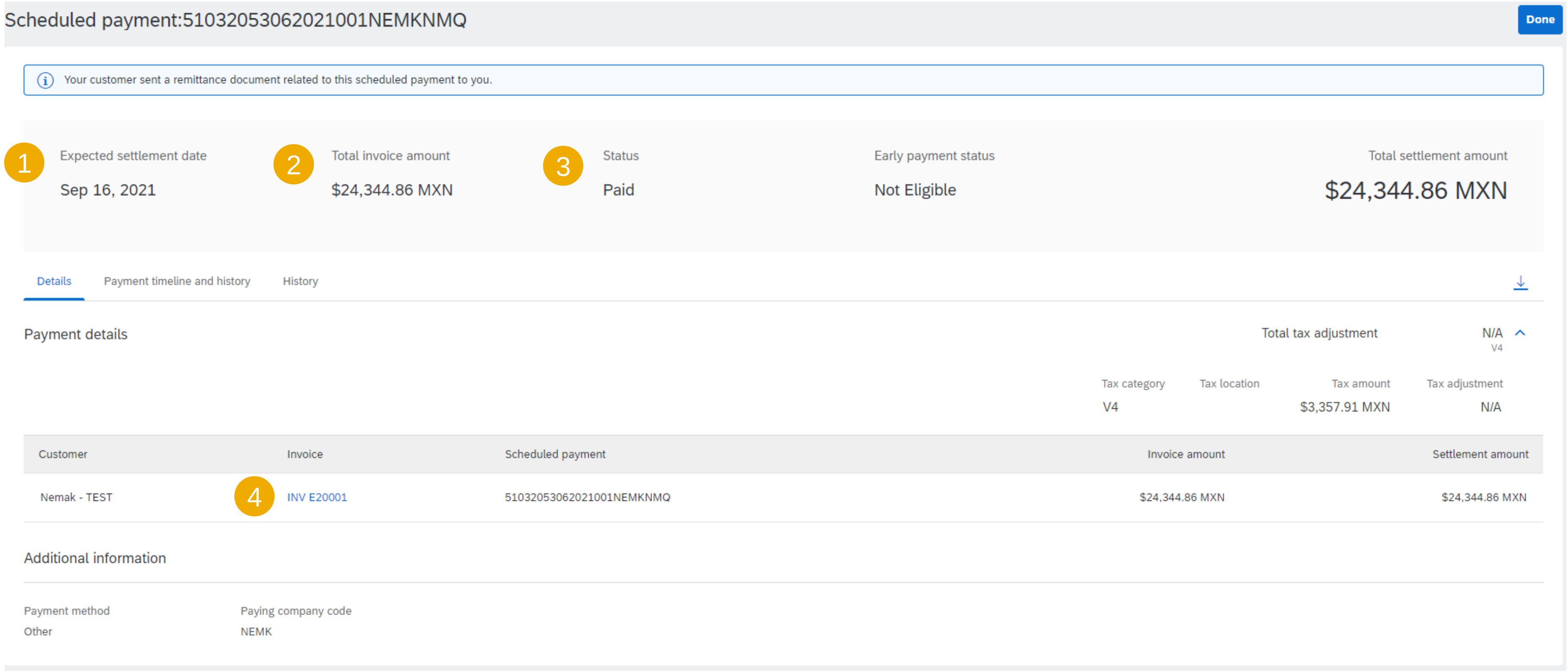




Invoice	Payment Proposal	Customer	Method	Scheduled Payment Date	Settlement Date	Remaining Days	Amount Due	Status	Early Pay Status
INV E20001	51032053062021001NEMKNMQ	Nemak - TEST	Other	Sep 16, 2021	Jun 4, 2021	78	$24,344.86 MXN	Paid	Not Eligible
TEST FACTURA	51032053362021001NEMKNMQ	Nemak - TEST	Other	Sep 9, 2021		71	$500.00 USD	Scheduled	Not Eligible
TEST DNOTE	51000000602021001NTENNMQ	Nemak - TEST	Other	Aug 24, 2021		55	$1,632.90 USD	Scheduled	Not Eligible

Schedule Payments

Review Payment



After accessing the scheduled payment, you will be able to view:

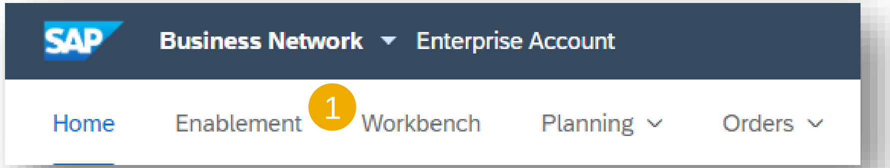
1. Expected settlement date
2. Total invoice amount
3. Status
4. Corresponding invoice

Remittances

From the Homepage:

1. Click **Workbench**.
2. Select the **Remittances** tile.
3. Use **filters** to identify the right document.
4. Search results will appear. Click **configure** button to customize the view.
5. Open the remittance by clicking its **number**.

1



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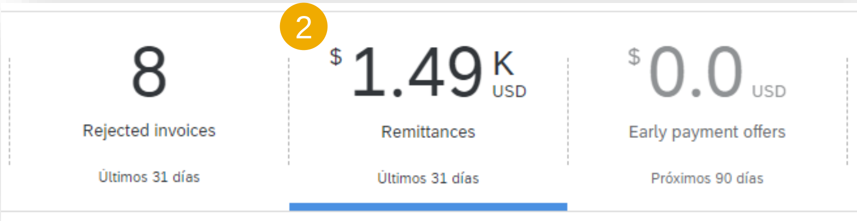

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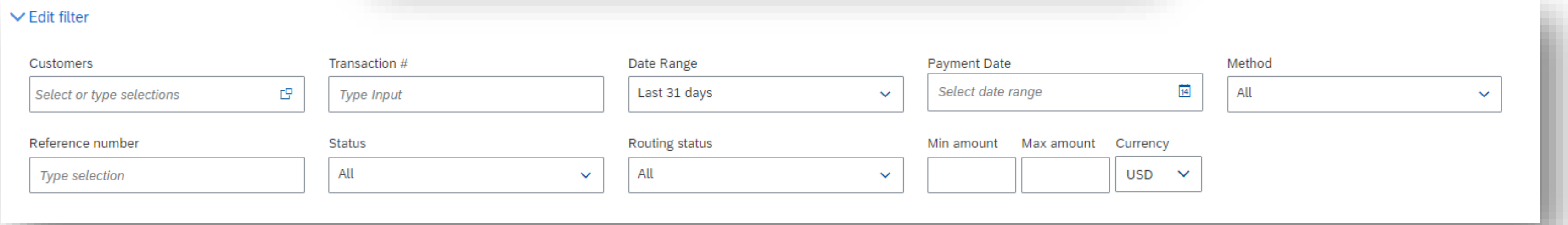


5

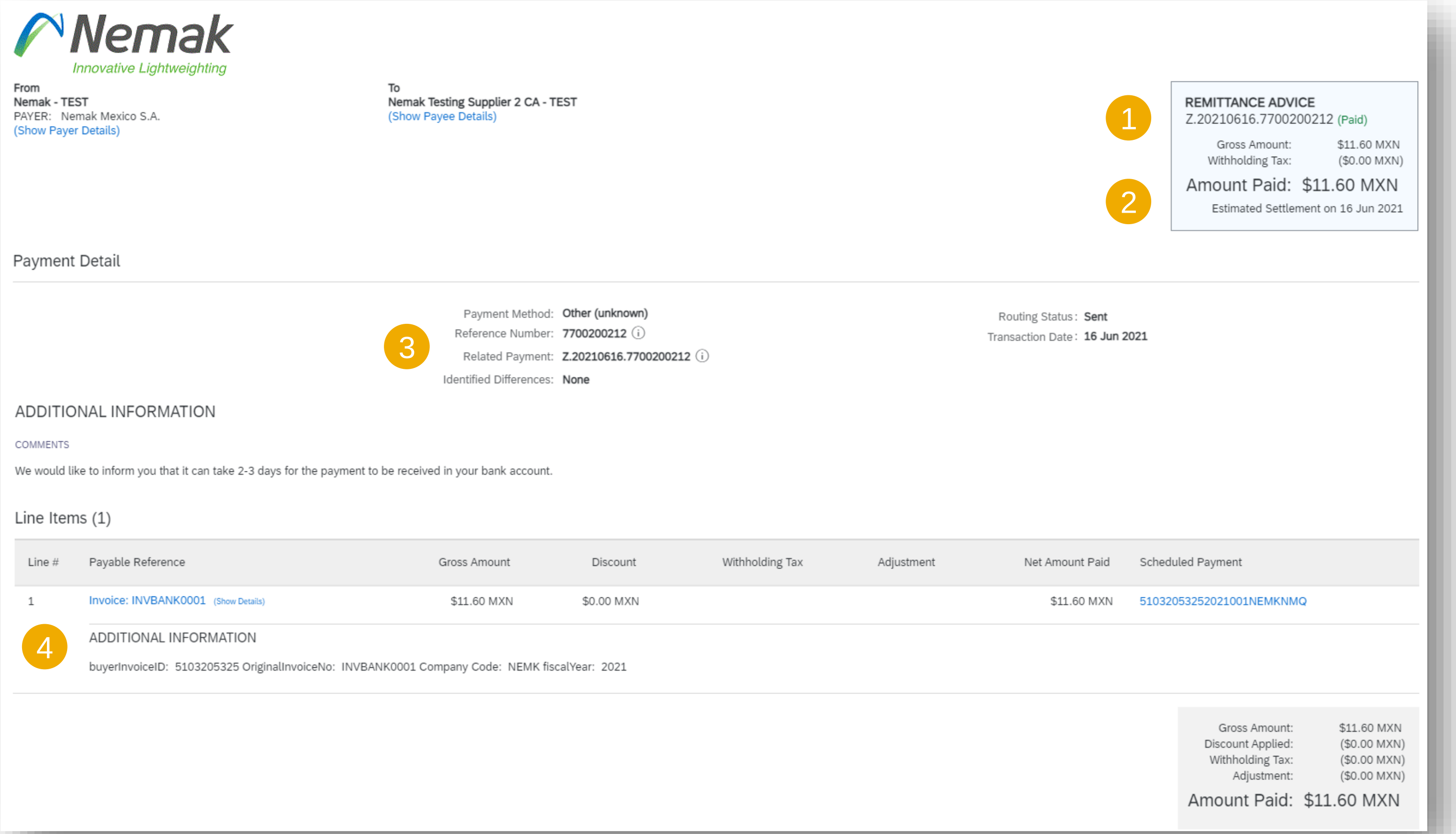
Transaction	Customer	Payment Date	Account ID	Method	Reference Number	Gross	Discount	Adjustment	Net	Status	Routing Status	Difference
Z.20210616.7700200212	Nemak - TEST	Jun 16, 2021	**************4437	Other	7700200212	$11.60 MXN	$0.00 MXN	$0.00 MXN	$11.60 MXN	Paid	Sent	
Z.20210604.7700200202	Nemak - TEST	Jun 4, 2021	**************9660	Other	7700200202	$264.70 USD	$0.00 USD	$0.00 USD	$264.70 USD	Paid	Sent	$-36.51 USD
Z.20210604.7700200201	Nemak - TEST	Jun 4, 2021	**************4437	Other	7700200201	$24,344.86 MXN	$0.00 MXN	$0.00 MXN	$24,344.86 MXN	Paid	Sent	$-3,357.91 MXN

Remittances

Review Remittances

After accessing the remittance, you will be able to view:

1. Status
2. Amount paid
3. Reference number
4. Line item information



Nemak
Innovative Lightweighting

From
Nemak - TEST
PAYER: Nemak Mexico S.A.
(Show Payer Details)

To
Nemak Testing Supplier 2 CA - TEST
(Show Payee Details)

1

2

REMITTANCE ADVICE
Z.20210616.7700200212 (Paid)

Gross Amount: $11.60 MXN
Withholding Tax: ($0.00 MXN)

Amount Paid: $11.60 MXN

Estimated Settlement on 16 Jun 2021

Payment Detail

3

Payment Method: Other (unknown)
Reference Number: 7700200212
Related Payment: Z.20210616.7700200212
Identified Differences: None

Routing Status: Sent
Transaction Date: 16 Jun 2021

ADDITIONAL INFORMATION

COMMENTS

We would like to inform you that it can take 2-3 days for the payment to be received in your bank account.

Line Items (1)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: INVBANK0001 (Show Details)	$11.60 MXN	$0.00 MXN			$11.60 MXN	51032053252021001NEMKNMQ

4

ADDITIONAL INFORMATION

buyerInvoiceID: 5103205325 OriginalInvoiceNo: INVBANK0001 Company Code: NEMK fiscalYear: 2021

Gross Amount: $11.60 MXN
Discount Applied: ($0.00 MXN)
Withholding Tax: ($0.00 MXN)
Adjustment: ($0.00 MXN)

Amount Paid: $11.60 MXN

Additional Information

Specific Business Process for European Suppliers of Aluminum

1. Nemak Exterior sends the PO to the supplier via Ariba.
2. Plant sends Schedule Agreement to the supplier via email.
3. Supplier operates with Schedule Agreement received:
    a. Order Confirmation is mandatory
    b. ASN is not required

This process only applies only for European suppliers of aluminum

IMPORTANT – REMINDERS

Purchase orders must be Confirmed and ASN issued via Ariba Network.

- *Omission of execution the ASN on time, will lead to delays in material reception at Nemak.*

For materials is required to issue ASN – Advanced Shipping Notifications when materials are sent to Nemak.

- *ASN are mandatory to be able to goods receipt the material at Nemak.*

For services, it is required to generate the SES - Service Entry Sheet when the service is executed.

Invoices must be sent using Ariba Network. Invoices via fax, postal mail, PDF´s or e-mail will no longer be accepted.

- *Except domestic suppliers from Mexico and domestic suppliers of materials from Brazil*

Please remember to use the same units of measurement found in the PO (specifically when creating the ASN and invoice).

Ariba Network Help Resources

Customer Support

Supplier Information Portal

Additional Resources

Customer Support

✓ **Nemak Supplier Information Portal**

- Functional Guides
- Technical Specifications
- Support Resources
- Click here and access all the Training Material to make the transactions with Nemak

✓ **SAP Ariba Global Customer Support**

- Click here and follow the steps to get support.
- Supplier Launchpad: Introducing the New Help Centre

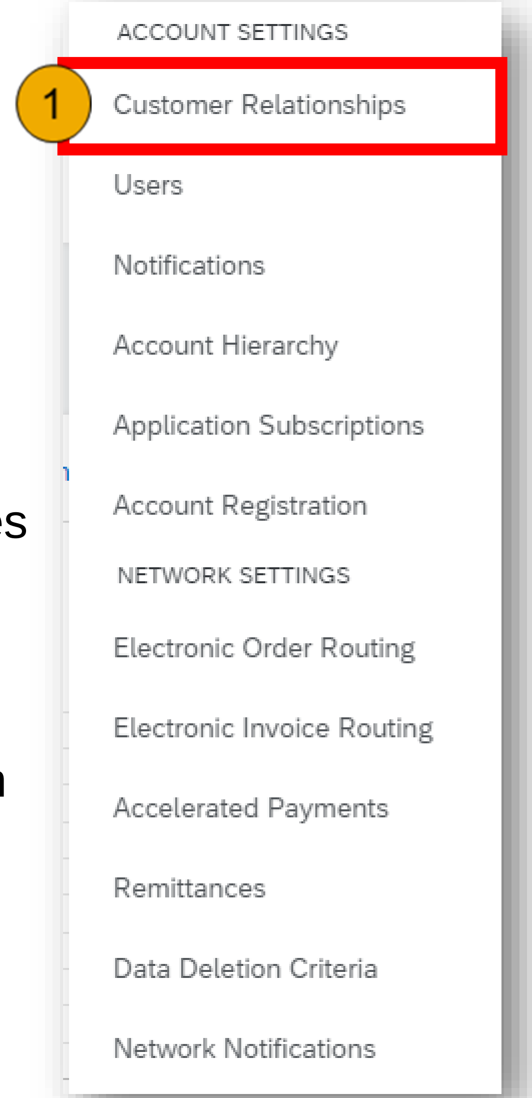
Training & Resources

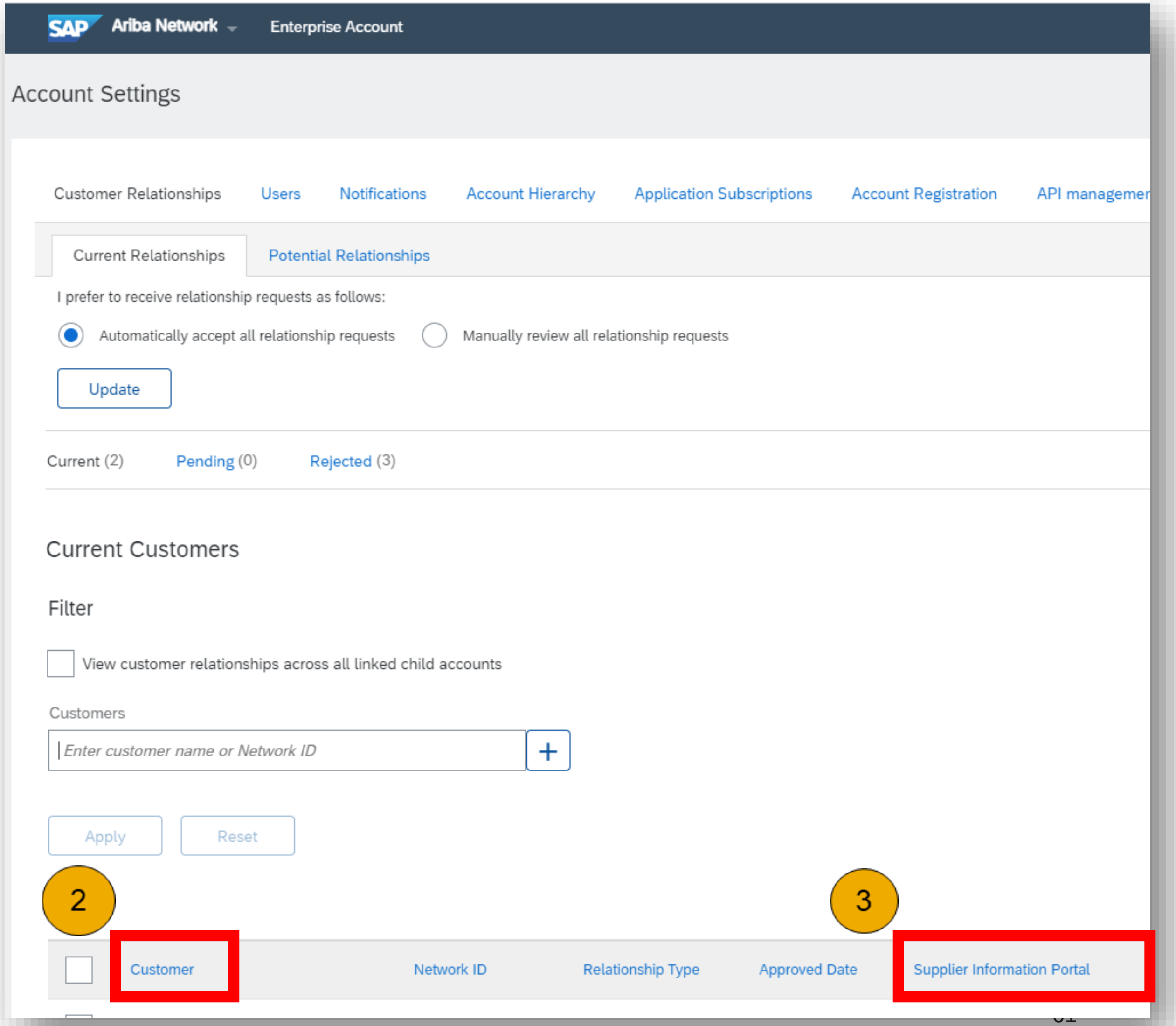
Nemak Supplier Information Portal

1. **Select** the Settings Menu from the user profile dropdown in the top right corner and then click the Customer Relationships link.

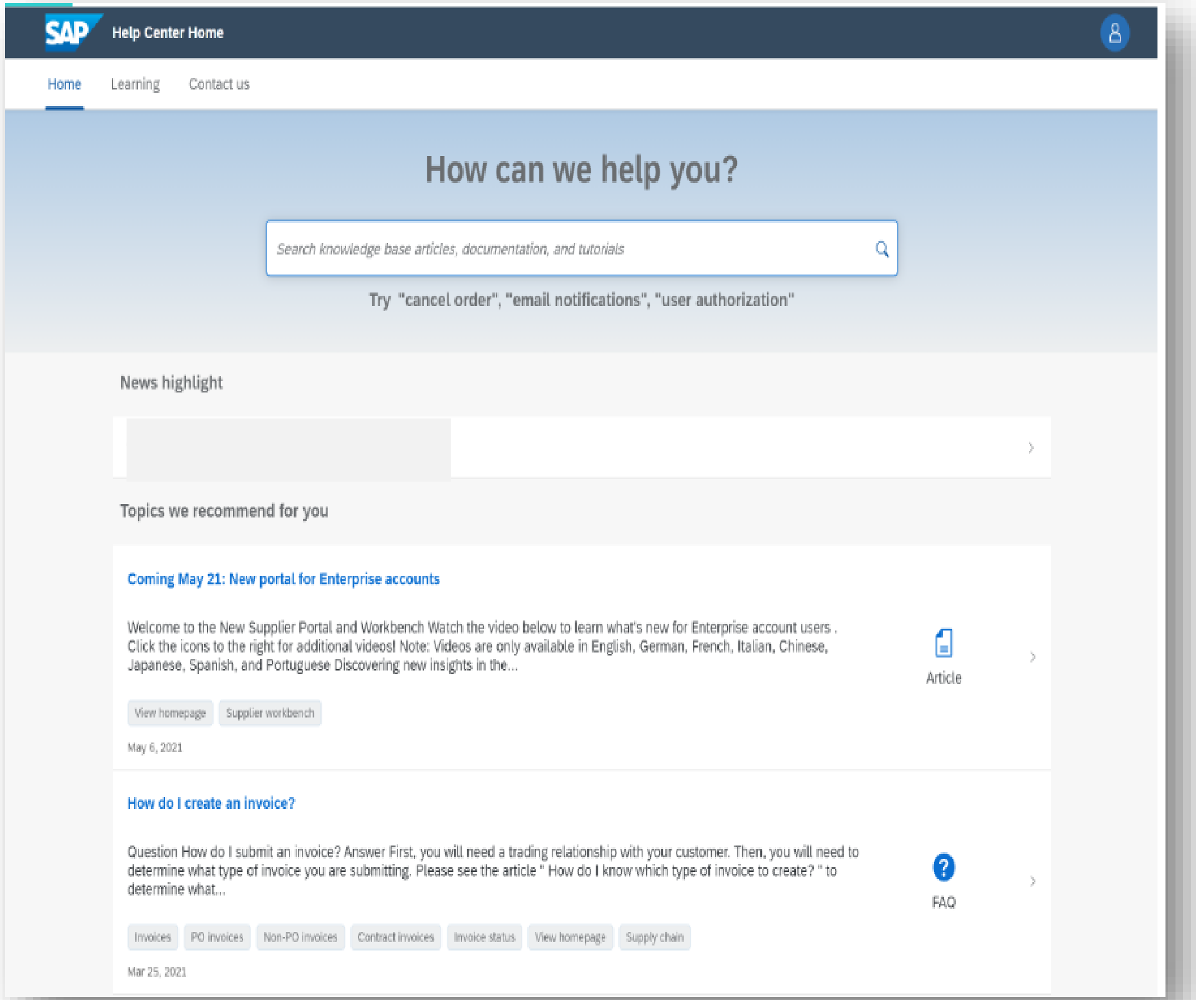
2. **Select** the buyer name to view transactional rules: The Customer Invoice Rules determine what you can enter when you create invoices.

3. **Select** Supplier Information Portal to view documents provided by your buyer.





Additional Resources



[Learning Center]

[Success Sessions]

Useful Links

- **Ariba Network Hot Issues and FAQs** - https://connect.ariba.com/anfaq.htm

- **Ariba Cloud Statistics and Network Notifications**– http://trust.ariba.com
  - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day

- **SAP Ariba Discovery** - https://www.ariba.com/ariba-network/ariba-network-for-suppliers/selling-on-ariba-network/sap-ariba-discovery

- **Ariba Network Overview -** https://www.ariba.com/ariba-network/ariba-network-for-suppliers/fulfillment-on-ariba-network

SAP Ariba

Thank you.

THE BEST RUN SAP