



SAP Ariba 

Nemak Supplier Portal Functional Training

Agenda

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



SAP Business Network



Why A Business Network?

Buyer Participants



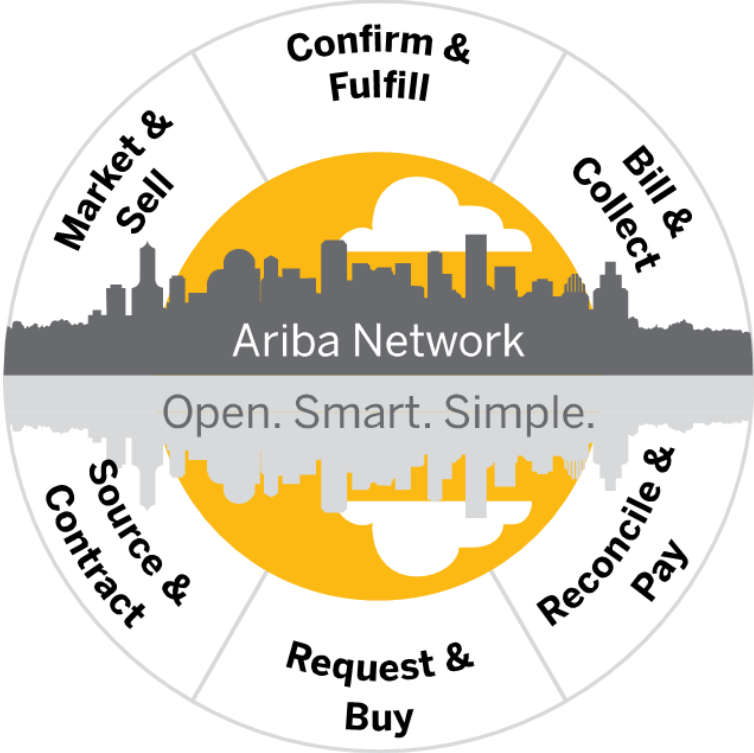
Global Enterprises



Midmarket Companies



Individual Buyers



Supplier Participants



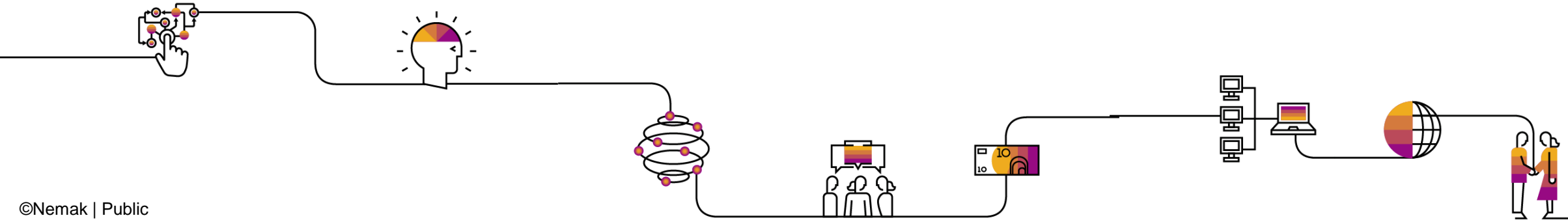
Direct Materials



Indirect Materials



Services

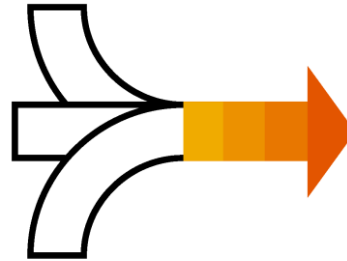


Why Ariba Network?



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?

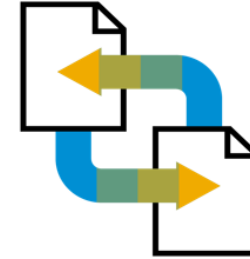
Enterprise Account (previous to go live)



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

Supplier Login

2

User Name

Password

Login

3

[Forgot Username or Password](#)

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

SAP Business Network Enterprise Account TEST MODE

Home Opportunities Workbench Orders Fulfillment Invoices Payments Catalogs Reports

Orders and Releases Exact match Order number

Overview Getting started

\$0.0 COP Early payment offers Next 90 days

\$0.0 COP Scheduled payments Next 90 days

\$0.0 COP Remittances Last 31 days

0 Approved invoices pending payment Last 31 days

0 Orders Last 31 days

More

My widgets Customize

Invoice aging \$0 COP

Purchase orders \$0 COP Last 7 days

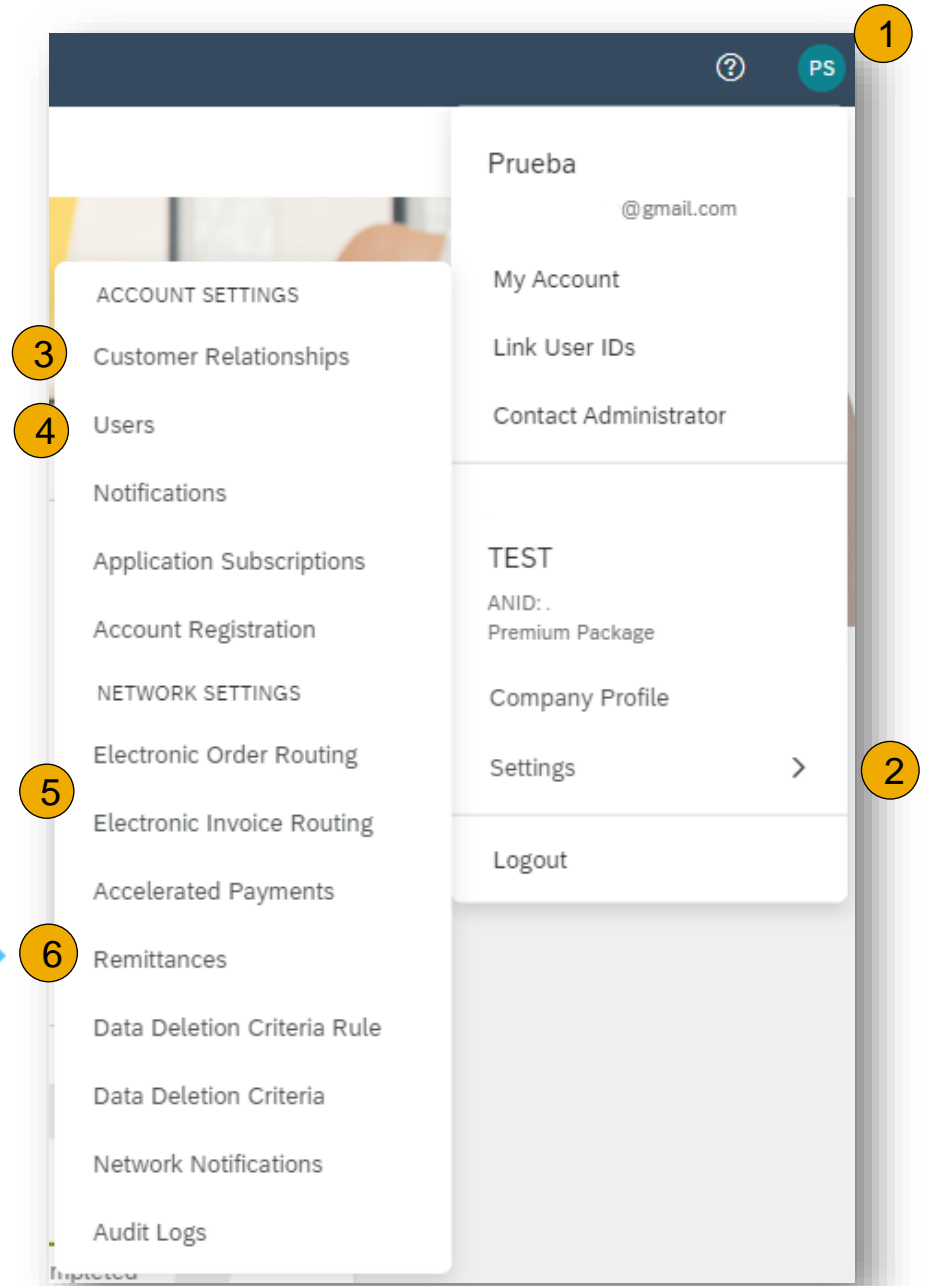
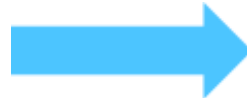
Download app We are now mobile. Google play App Store

Company profile 15% Completed

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 Nematik
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

Network Settings Save Close

[Electronic Order Routing](#) [Electronic Invoice Routing](#) [Accelerated Payments](#) [Settlement](#) [Data Deletion Criteria](#)

* Indicates a required field

Set up early payments auto-acceptance rule

EFT/Check Remittances

Address ↑	City	State	Country/Region	Default
<input type="radio"/> Test	Greater Poland	Greater Poland	Poland	No
<input checked="" type="radio"/> Test	Greater Poland	Greater Poland	Poland	No
<input type="radio"/> Test	Medellín	Antioquia	Colombia	Yes

2 Edit Delete Create 1

Notifications

Type	Send notifications when...	To email addresses (one required)
Payment Profile	<input type="checkbox"/> Send a notification when remittance addresses and payment profiles are changed.	* test@test.com
Payment Remittance	<input type="checkbox"/> Send a notification when payment remittances are undeliverable or their statuses changed.	* test@test.com
	<input type="checkbox"/> Send a notification when payment remittances or payment plans are received.	
Payment Remittance for Virtual Card	<input type="checkbox"/> Send a notification when payment remittances with virtual card are received.	* test@test.com
	<input type="checkbox"/> Send a notification only when a payment remittance status changes to paid.	

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

Manage Roles Manage Users Manage User Authentication

Roles (2)
Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

Filters

Permission

Select permission assigned

Apply Reset

Role Name	Users Assigned	Actions
Administrator	Prueba	
Admin	Omar	

Create Role

* Indicates a required field

New Role Information

Name:*

Description:

Permissions

Each role must have at least one permission.

Page 1 >>

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Ariba developer portal.
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Ariba Network
<input type="checkbox"/> Contact Administration	Maintain information for account contact personnel
<input type="checkbox"/> Goods Receipt Report Administration	Access to Reporting, and Goods Receipt report type
<input type="checkbox"/> Invoice Report Administration	Access to Reporting, and Invoice Report type
<input type="checkbox"/> Purchase Order Report Administration	Access to Reporting, Purchase Order and Order Summary report types
<input type="checkbox"/> Service Sheet Report Administration	Access to Reporting and Service Sheet Report types
<input type="checkbox"/> Tax Book Report Administration	Access to Reporting, and Tax Book Report type
<input type="checkbox"/> Time Sheet Report Administration	Access to Reporting, and Time Sheet Report type

Users and Roles

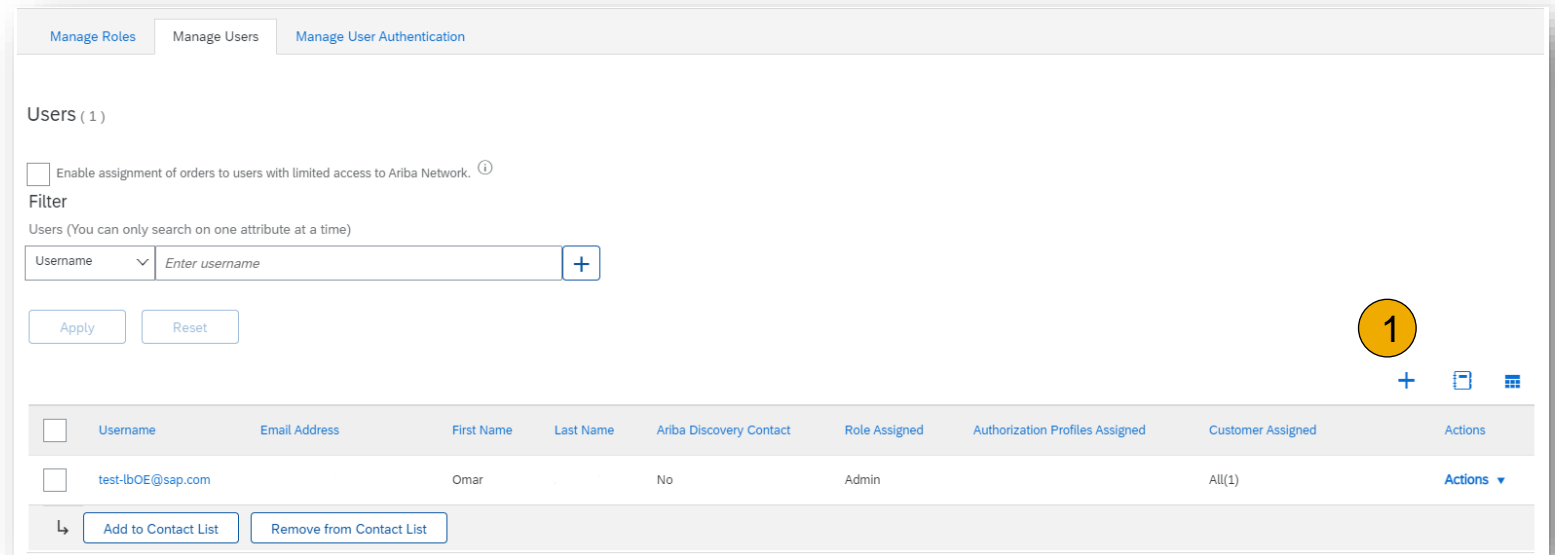
1. On the **Manage Users** section, click on the plus sign

2. **Complete** the information requested

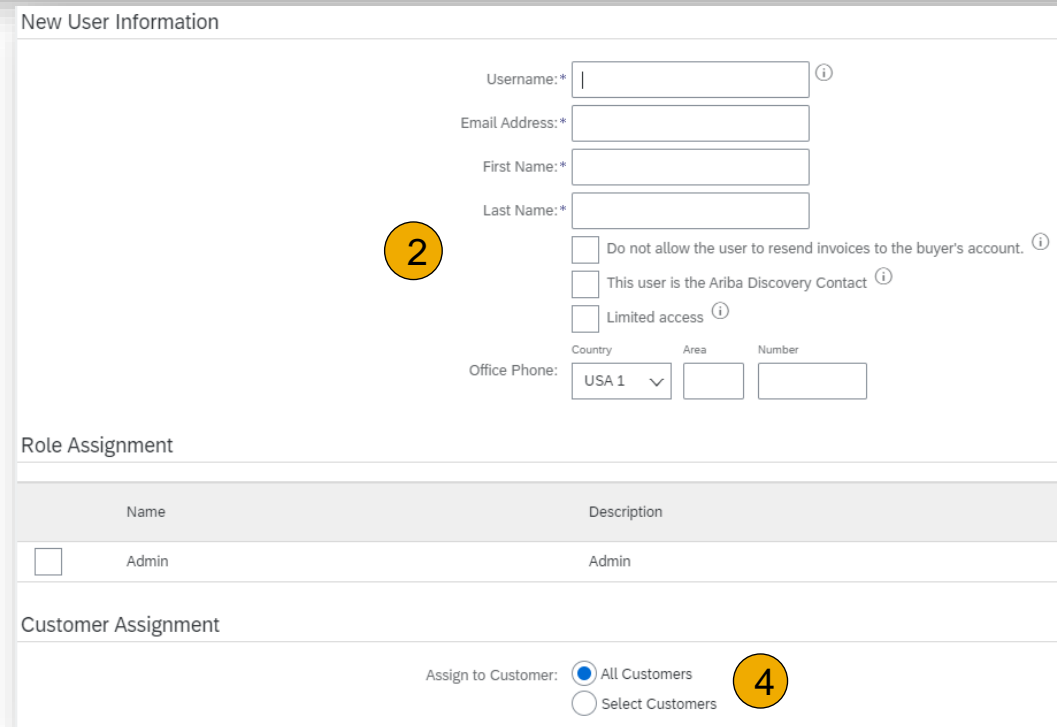
3. **Assign** the roles you will be giving to this user

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

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



The screenshot shows the 'Manage Users' section of a system. At the top, there are tabs for 'Manage Roles', 'Manage Users', and 'Manage User Authentication'. Below the tabs, it says 'Users (1)'. There is a checkbox to 'Enable assignment of orders to users with limited access to Ariba Network.' and an information icon. A 'Filter' section allows searching by 'Username' with a text input field containing 'Enter username' and a plus sign button. Below the filter are 'Apply' and 'Reset' buttons. On the right side, there is a plus sign button circled in yellow with the number '1'. Below this is a table with columns: Username, Email Address, First Name, Last Name, Ariba Discovery Contact, Role Assigned, Authorization Profiles Assigned, Customer Assigned, and Actions. The table contains one user: test-lbOE@sap.com, Omar, No, Admin, All(1). Below the table are 'Add to Contact List' and 'Remove from Contact List' buttons.



The screenshot shows the 'New User Information' form. It has fields for Username, Email Address, First Name, and Last Name, each with an asterisk and an information icon. There are three checkboxes: 'Do not allow the user to resend invoices to the buyer's account.', 'This user is the Ariba Discovery Contact', and 'Limited access'. Below these is the 'Office Phone' field with a dropdown for 'Country' (USA 1) and two input fields for 'Area' and 'Number'. A yellow circle with the number '2' is next to the form. Below the form is the 'Role Assignment' section with a table:

Name	Description
<input type="checkbox"/> Admin	Admin

Below the table is the 'Customer Assignment' section with the text 'Assign to Customer:' and two radio buttons: 'All Customers' (selected) and 'Select Customers'. A yellow circle with the number '3' is next to the 'All Customers' radio button, and a yellow circle with the number '4' is next to the 'Select Customers' radio button.

Select Electronic Order Routing Method

1. Begin Account Configuration

2. Choose the routing method email

3. Configure email notifications

Network Settings Save Close

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement

* Indicates a required field

Capabilities Preferences

External System Integration

[Configure cXML \(native\) integration](#)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	2 <input type="text" value="Email"/>	3 <input type="text" value="Email address"/> ⓘ <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

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.

The screenshot shows the Nemak Supplier Admin interface. On the left, a navigation menu is open, with 'Electronic Invoice Routing' highlighted and circled with a yellow '1'. The main content area shows the 'Electronic Invoice Routing' settings page. The 'Tax Invoicing and Archiving' sub-tab is highlighted with a red box and circled with a yellow '3'. Below this, the 'Sending Method' section shows a table with 'Invoices' and 'Customer Invoices' rows. The 'Routing Method' dropdown for 'Invoices' is open, showing 'Online' selected and circled with a yellow '2'. At the bottom, the 'Tax Classification' section is highlighted with a red box and circled with a yellow '3', containing fields for 'Taxation Type', 'Tax Id', 'State Tax Id', 'Regional Tax Id', and 'Vat Id', each with a 'Do not enter dashes' warning. There is also a 'VAT Registered' checkbox and a 'VAT Registration Document' field.

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**.

The screenshot displays the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', and 'Orders'. The 'Orders' section is active, showing four summary tiles: 'New orders' (99), 'Changed orders' (22), 'Orders to invoice' (192), and 'Orders' (271), all for the last 90 days. Below the tiles is a filter configuration section with various criteria: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, and Currency. The 'Orders' tile is highlighted with a blue bar. Below the filters is a table with columns: Order Number, Customer, Amount Invoiced, and Actions. The table contains one row with Order Number 4500003734 and Customer Delivery Team - Global H19 Client 400 - TEST. The interface is annotated with numbered callouts: 1 points to the Workbench menu, 2 to the Orders tile, 3 to the Edit filter button, 4 to the configure button, 5 to the export button, and 6 to the Order Number in the table.

Order Number	Customer	Amount Invoiced	Actions
4500003734	Delivery Team - Global H19 Client 400 - TEST		...

Purchase Order

Search and Identify the PO (video)

The screenshot displays the SAP Business Network Seller Dashboard. At the top, there are navigation tabs for 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A search bar is visible with filters for 'Orders and Releases', 'Nemak - TEST', 'Exact match', and 'Order number'. Below the search bar is a summary dashboard with the following metrics:

Metric	Value	Period
Orders to invoice	0	Últimos 31 días
Orders	1	Últimos 31 días
Service sheets	0	Last 31 days
Remittances	\$ 0.0 USD	Últimos 31 días
Orders with service line	0	Last 31 days

Below the summary dashboard is a 'My widgets' section with a 'Nemak - TEST' dropdown and a 'Customize' button. The widgets include:

- Invoice aging:** A lock icon and the message 'Sorry, you do not have permission to view this widget.'
- Purchase orders:** A lock icon and the message 'Sorry, you do not have permission to view this widget.'
- Activity feed:** A list of activity items with a 'View all' link and a refresh icon.

Activity	Date	Time	Order ID	Amount
Order received	Jan 11, 2022	01:45 PM	4501430345	\$105,582.25 MXN
Order changed	Dec 07, 2021	03:12 PM	4501430527	€197.18 EUR
Order changed	Dec 07, 2021	02:43 PM	4501430527	€197.18 EUR

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: 4500052892 Done

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

From: BestRun Australia BP
168 Walker Street
North Sydney NSW 2060
Australia
Phone: +61 () (02) 9935 4 500
Fax: +61 () (02) 9935 4 999

To: BParnau Supplier - TEST
210 Sixth Avenue
Pittsburgh, PA 15222
United States
Phone: +420 (111) 1111111
Fax:
Email: bogdan.parnau@sap.com

Purchase Order (New)
4500052892
Amount: \$20.00 AUD
Version: 1

Comments
Header text:Header text comment Deadlines:Header deadlines comment Terms of delivery:Header Terms of delivery comment Shipping instructions:Header Shipping instructions comment

Line Items

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		2918	Material			10.0 (EA)	26 Nov 2018	\$2.00 AUD	\$20.00 AUD	

Description: BP TST 2918

Show Item Details

Details

Purchase Order


View PO Details (video)

The screenshot displays the SAP Business Network interface for a Purchase Order. The browser address bar shows the URL: admin.snv.ariba.com:8443/Supplier.aw/124990090/aw?awh=r&lawssk=Wy@jddBz&dard=1#b0. The page header includes the SAP logo, Business Network, Enterprise Account, TEST MODE, and a 'Back to classic view' button. The main content area shows the Purchase Order number 4501430345 and a 'Done' button. Below this are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is active, displaying the Nemak logo and contact information for both the customer and the supplier. The customer information is for Nemak Mexico S.A., and the supplier information is for Nemak Testing Supplier 2 CA - TEST. The purchase order details include the amount of \$105,582.25 MXN and version 1. A 'Track Order' button is also present. The payment terms are 'Neto 90 Días (2-16) Prov. Nacionales'. The contract number is 4600018300. The supplier address is FERRETERA INDUSTRIAL DEL NORTE in Monterrey, Mexico. The sales contact is Florentino Muñoz. The page footer includes a 'Messages' button and a '22' page number.

Purchase Order: 4501430345 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#) Download Print More

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


Innovative Lightweighting

From:
Customer
Nemak Mexico S.A.
Libramiento arco vial Km 3.8
66017 Garcia
NL
Mexico
Phone: + () (81)87485200
Fax:

To:
Nemak Testing Supplier 2 CA - TEST
Test Address
Alabama , AL 35005
United States
Phone: +52 (00299) 112
Fax:
Email: mabel.navas@vivoconsulting.com

Purchase Order
(New)
4501430345
Amount: \$105,582.25 MXN
Version: 1

[Track Order](#)

Payment Terms ⓘ
Neto 90 Días (2-16) Prov. Nacionales Neto 90 Días (2-16) Prov. Nacionales Neto 90 Días (2-16) Prov. Nacionales

Contract Number
4600018300

Contact Information
Supplier Address
FERRETERA INDUSTRIAL DEL NORTE
RUIZ CORTINES COL BELLA VISTA 982
MONTERREY
64410 MONTERREY NUEVO LEON
NL
Mexico
Email: fmunoz@finsa.com.mx
Phone: + () 08150 2800
Fax: + () 083311843
Address ID: 0030000158
Buyer ID: 0030000158

Other Information
Company Code: NEMK
Purchase Group: 144

Sales
FLORENTINO MUÑOZ
Phone: + () 8115771069

Routing Status: Sent
External Document Type: Pedido Estánd. NEMAK (NB)

[Messages](#)

Order Confirmation

Allowed Actions

You can confirm, update or reject your orders.

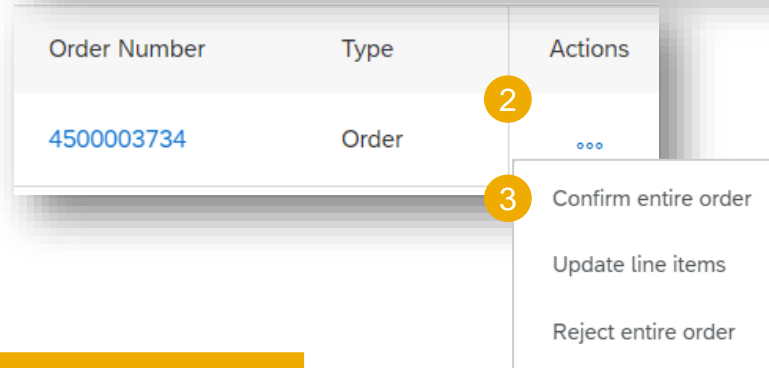
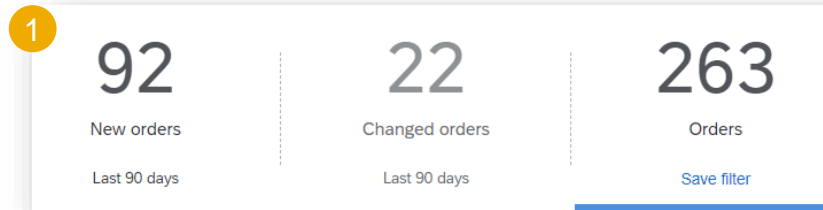
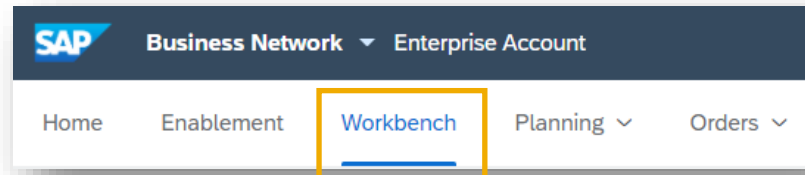
From the **Workbench**:

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

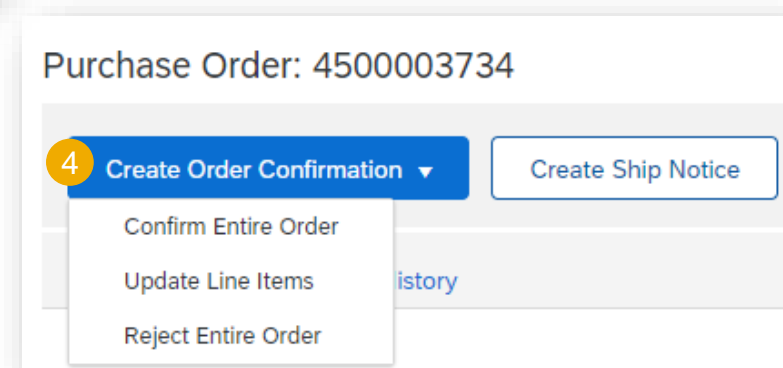
OR

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.




Order Number	Type	Actions
4500003734	Order	⋮ Confirm entire order Update line items Reject entire order




Purchase Order: 4500003734

Create Order Confirmation ▾
Create Ship Notice

Confirm Entire Order
Update Line Items
Reject Entire Order

 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)

The screenshot displays the SAP Business Network Seller Dashboard for an Enterprise Account in TEST MODE. The dashboard includes a navigation menu with options like Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A search bar is set to 'Orders and Releases' for 'Nemak - TEST' with an 'Exact match' filter and 'Order number' search criteria. The main content area features a 'Getting started' section with five key metrics for the last 31 days: Orders to invoice (0), Orders (1), Service sheets (0), Orders with service line (0), and Invoices (0). A 'More' button with a notification badge of 2 is also present. Below this, the 'My widgets' section is active for 'Nemak - TEST' and includes three widgets: 'Invoice aging' showing \$147 USD with a bar chart, 'Purchase orders' showing \$239K USD with a line chart, and 'Activity feed' showing recent events like 'Order received' and 'Order changed'.

Business Network | Enterprise Account TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Create

Orders and Releases Nemak - TEST Exact match Order number

Overview Getting started

0 Orders to invoice Últimos 31 días

1 Orders Últimos 31 días

0 Service sheets Last 31 days

0 Orders with service line Last 31 days

0 Invoices Últimos 31 días

More 2

My widgets Nemak - TEST Customize

Invoice aging \$147 USD

Purchase orders Last 3 months \$239K USD

Activity feed All View all

Order received Jan 11, 2022 | 01:45 PM | Nemak - TEST 4501430345 \$105,582.25 MXN

Order changed

Order Confirmation

Confirm Entire Order

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 confirmation 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**.



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

The screenshot shows the 'Confirm Entire Order' workflow. At the top, a table lists the order with ID 4500003734 and Type 'Order'. A dropdown menu is open, showing 'Confirm entire order' (highlighted with callout 1), 'Update line items', and 'Reject entire order'. Below this is the 'Order Confirmation Header' section (callout 2), which includes fields for Confirmation # (456789), Associated Purchase Order # (4500053069), Customer (BP SCC Buyer - TEST), and Supplier Reference. The 'SHIPPING AND TAX INFORMATION' section (callout 3) contains 'Est. Shipping Date', 'Est. Delivery Date*' (with callout 4), and a 'Comments' field. At the bottom, the 'Line Items' table (callout 5) shows one item: Line # 10, Part # 2921, Customer Part # 2921, Revision Level, Qty (Unit) 70.0 (EA), and Description: BP TST 2921. Below the table are buttons for 'Next' (callout 5), 'Previous', 'Submit', and 'Exit' (callout 6). A 'Schedule Lines' link and 'Current Order Status' field are also visible.

Order Number	Type	Actions
4500003734	Order	...

Confirming PO

Order Confirmation Header

Confirmation #: 456789
 Associated Purchase Order #: 4500053069
 Customer: BP SCC Buyer - TEST
 Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:
 Est. Delivery Date*:
 Comments:

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)
10	2921	2921		70.0 (EA)

Description: BP TST 2921

▶ Schedule Lines
 Current Order Status:

Next
 Previous Submit Exit


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 Number	Type	Actions
4500003734	Order	 <ul style="list-style-type: none">Confirm entire orderUpdate line itemsReject entire order

REJECT ENTIRE ORDER

Order Confirmation Number:

2 Confirmation #:

3 Comments:

4

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.

Order Number: 4500003734, Type: Order

Actions: Confirm entire order, Update line items, Reject entire order

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10		BP-QM-01		1.0 (EA)	7 Mar 2019	\$2.00 AUD	\$2.00 AUD

Description: BP TST QM 01

Current Order Status: 1 Confirmed With Changes (Estimated Delivery Date: 11 Mar 2019 ; Confirmed Unit Price: \$4.00 AUD)

Confirm: [input], Backorder: [input]

Buttons: Confirm Based on Schedule Lines, Exit, Next, Details

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		BP-QM-01		100.0 (EA)	6 Mar 2019	\$2.00 AUD	\$200.00 AUD	

Description: BP TST QM 01

Current Order Status: 100.0 Confirmed With Changes (Estimated Delivery Date: 6 Mar 2019 ; Confirmed Unit Conversion: 4; Confirmed Price Unit Quantity: 2; Confirmed Price Unit EA)

Buttons: Previous, Submit, Exit

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 if it's necessary and resend the document, It's not allow to cancel the document.

The screenshot shows the SAP Business Network interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench', and 'Planning'. A '7 Items to ship' tile is highlighted with a '1' in a yellow circle. Below it, a '2' in a yellow circle points to the 'Items to ship (7)' section, which includes filters like 'Next 90 days', 'Last 31 days', and 'Exclude fully shipped, +1'. A '3' in a yellow circle points to the 'Create ship notice' button. Below the button is a table with columns: Order No., Item No., Supplier Part No., Description, Schedule Line No., Commitment, and Actions. The table has three rows: a header row, a summary row for 'Customer: SCC Delivery Team - Global H19 Client 400 - TEST', and a data row for '4500003719' with item '10' and description 'RAW13, PD, Lohnbearbeitung'.

4

The screenshot shows a 'Purchase Order: 4500003734' screen. At the bottom, there are two buttons: 'Create Order Confirmation' and 'Create Ship Notice'. A '4' in a yellow circle points to the 'Create Ship Notice' button.

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

ASN - Advanced Shipping Notification

Create ASN (video)

The screenshot displays the SAP Business Network Seller Dashboard for an Enterprise Account in TEST MODE. The dashboard provides a comprehensive overview of business operations, including order management, fulfillment, and financials.

Navigation and Search: The top navigation bar includes links for Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A search bar is positioned above the main content area, currently displaying "Orders and Releases" and "Nemak - TEST".

Key Metrics (Last 31 Days):

Metric	Value
Orders to invoice	0
Orders	1
Service sheets	0
Orders with service line	0
Invoices	0

My widgets:

- Invoice aging:** Shows a total of \$147 USD. A bar chart indicates the distribution of aging periods.
- Purchase orders:** Shows a total of \$239K USD for the last 3 months. A line chart tracks the trend over time.
- Activity feed:** Lists recent events, such as "Order received" on Jan 11, 2022, at 01:45 PM, with order number 4501430345 and a value of \$105,582.25 MXN.

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.

The screenshot shows a web form for creating an Advanced Shipping Notification (ASN) at the header level. The form is divided into several sections:

- SHIP FROM (2):** Supplier test - TEST, Geneva, Switzerland. Includes an "Update Address" link.
- DELIVER TO (1):** Buyer test - TEST, Prague, Czech Republic.
- Ship Notice Header:** A section containing shipping details.
 - SHIPPING (3):** Packing Slip ID: *
 - (4):** Invoice No.:
 - (5):** Ship Notice Type: Select
 - (6):** Shipping Date: and Delivery Date: (both with calendar icons)
 - (8):** Hazard Type: Select
 - (8):** is Divisible:
 - (8):** Dimensions: (collapsed)
- ATTACHMENTS (7):** A table with columns "Name" and "Size (bytes)". It includes a "Choose File" button (showing "No file chosen"), an "Add Attachment" button, and a note: "The total size of all attachments cannot exceed 100MB".
- (8):** Additional Fields: Reason for Shipment: and Comments: (both with text input areas).

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.

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
6008458069	1		Test customer part1	30.0	PCE	15 Oct 2018		10.00 CHF	300.00 CHF	CHM1

Description: Test description

Shipment Status
Total Item Due Quantity: 30 PCE

Confirmation Status
Total Confirmed Quantity: 30 PCE Total Backordered Quantity: 0 PCE

Line	Ship Qty	Supplier Batch ID
1	100	

Add Details

Add Ship Notice Line

Add Order Line Item Manage Serial Numbers

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.

The screenshot illustrates the process of adding a line item to a shipping notice. It is divided into three main sections:

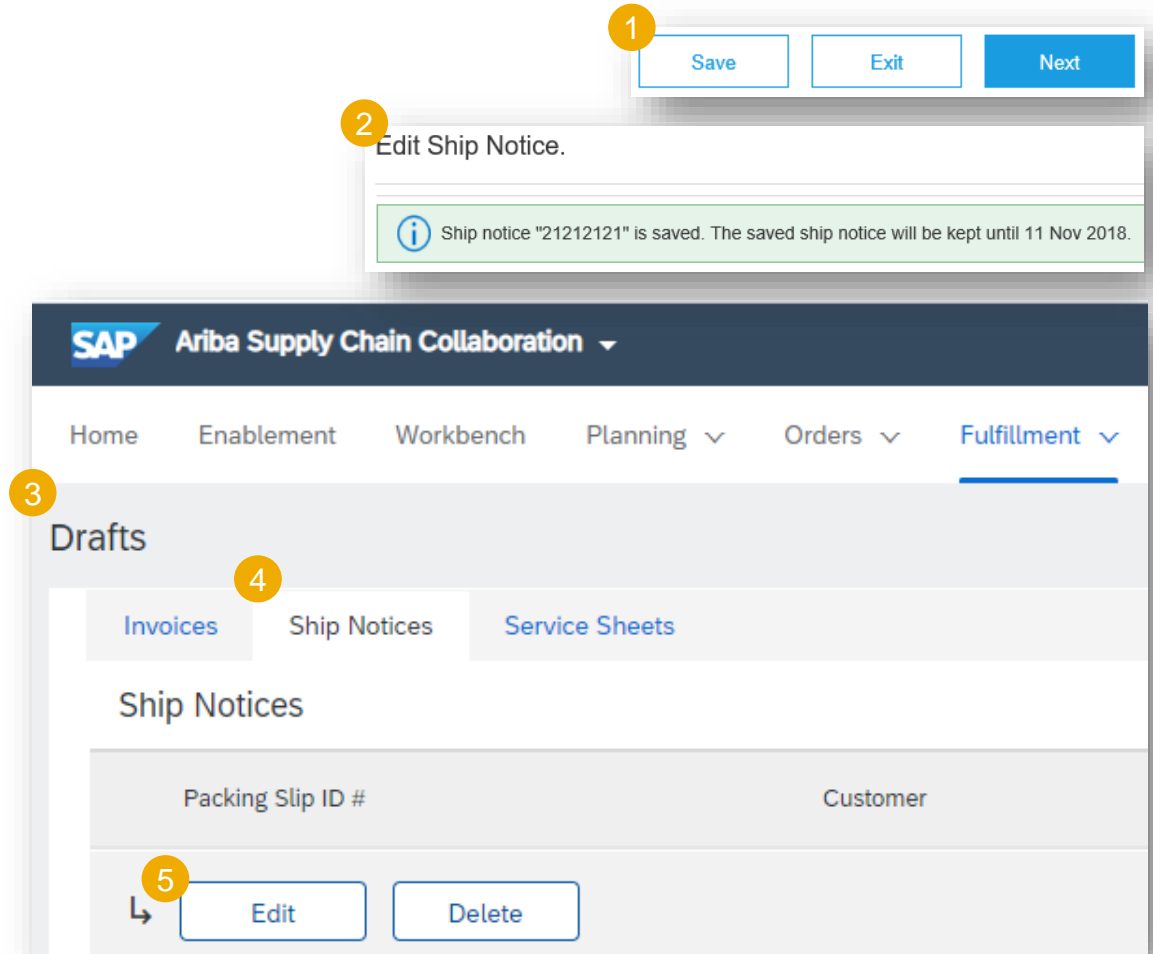
- Top Section:** A button labeled "Add Order Line Item" is highlighted with a yellow circle and the number 1.
- Middle Section:** A list of PO lines is shown. The first line is selected, indicated by a checkmark and a yellow circle with the number 2. The line details are: 20 Sep 2018, 148708, 6008375888, 6 (PCE), and 6 (PCE). A blue button labeled "Add Selected Items" is highlighted with a yellow circle and the number 3.
- Bottom Section:** The details of the added line are shown. The line number is 2, and the description is "Test customer part1". The quantity is 6.0 PCE. The price is 12.00 CHF, and the total is 72.00 CHF. A yellow circle with the number 4 highlights the "Ship Qty" field, which contains the value 6.0. A yellow circle with the number 5 highlights the "Remove" button.

Line	Ship Qty	Supplier Batch ID
1	6.0	

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.

The screenshot shows the 'Create Ship Notice' interface. At the top right, there are buttons for 'Save', 'Exit', and 'Next' (callout 1). Below these are 'Previous', 'Save', and 'Submit' buttons (callouts 6, 5, and 5 respectively). The main content area is titled 'Create Ship Notice' and includes a confirmation message: 'Confirm and submit this document.'

The form is divided into several sections:

- SHIP FROM:** TEST SUPPLIER NAME, TEST SUPPLIER SHIPPING ADDRESS
- DELIVER TO:** TEST CUSTOMER NAME, TEST CUSTOMER DELIVERY ADDRESS
- SHIPPING:** Packing Slip ID: 222, Invoice #: --, Requested Delivery Date: --, Ship Notice Type: --, Actual Shipping Date: --, Actual Delivery Date: 30 Oct 2018 (callout 2), Is divisible: No
- TRACKING:** Tracking information not provided
- DIMENSIONS:** Gross Volume: --, Gross Weight: --, Total Length: --, Total Width: --, Total Height: --
- Order Items:** A table with columns: Order #, Line #, Part #, Customer Part #, Qty (callout 3), Unit, Need By, Ship By, Unit Price, Subtotal, Customs. The first row shows: 5000450934, 1, 123123, 123123, 30.0, PCE, 15-Oct-2018, 15-Oct-2018, 10.00 CHF, 300.00 CHF. Description: MAIL PANTH MM H ATT FER IND OR OR SER
- SHIPMENT STATUS:** 1. Shipping 4.0 PCE
- ASSET DETAILS:** Serial Number (callout 4), Asset Tag. The serial numbers listed are 123, 222, and 333.

SES - Service Entry Sheet

Search and Identify the SES

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**.

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

Purchase Order: 4501337028

Order Number	Customer	Amount Invoiced	Actions
4500003734	Delivery Team - Global H19 Client 400 - TEST		⋮

SES - Service Entry Sheet

Search and Identify the SES (video)

The screenshot displays the SAP Business Network Seller Dashboard. The browser address bar shows the URL `mu.ariba.com/seller-portal-dashboard/`. The dashboard header includes the SAP logo, 'Business Network', 'Enterprise Account', and a 'TEST MODE' indicator. A navigation menu contains 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. A search bar is active with filters for 'Orders and Releases', 'Nemak - TEST', and 'Exact match', and a search term of 'Order number'. Below the search bar, a summary section shows metrics for the last 31 days: 0 Orders to invoice, 1 Orders, 0 Service sheets, 0 Invoices, and 0 Items to confirm. A 'More' button with a notification badge of 2 is also present. Below this, another summary section shows 89 Orders with service line and 0 Enablement Tasks. At the bottom, a 'My widgets' section is visible with a dropdown for 'Nemak - TEST' and a 'Customize' button.

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 Sheet Header

Summary

Purchase Order: 4501337028

1 Service Sheet #:*

Service Sheet Date:* 30 Jun 2021

Service Description:

Subtotal: \$0.00 USD

2 Service Start Date:*

Service End Date:*

Additional Fields

3 Supplier Reference:

From: Nemak Testing Supplier 2 CA - TEST

Test Address
Alabama , AL 35005
United States

To: Nemak Mexico S.A.
Libramiento arco vial Km 3.8
66017 Garcia
NL
Mexico

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

Approver:

4 Name:*

Email:*

Phone: USA 1

***Attachments**

5 The total size of all attachments cannot exceed 10MB

No file chosen

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.

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00010	Servicio de investigación	

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	<input type="text"/>		Service	Planned	0 SER	\$529.00 USD	\$0.00 USD	Delete Copy

Servicio de investigación

SERVICE PERIOD
Start Date: End Date:

PRICING DETAILS
Price Unit: SER Price Unit Quantity: 1.000
Unit Conversion: 1 Description:

COMMENTS
Add Comments:

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input type="checkbox"/>	<input type="text"/>		Service	Planned	0 SER	\$500.00 USD	\$0.00 USD	Delete Copy

Servicio de investigación

SERVICE PERIOD
Start Date: End Date:

PRICING DETAILS
Price Unit: SER Price Unit Quantity: 1.000
Unit Conversion: 1 Description:

COMMENTS
Add Comments:

3

Previous Update Save Exit Next

Goods Receipt

Review Goods Receipt

1. After an 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.

1 Purchase Order
(Received)
4501337019
Amount: \$3,950.00 MXN
Version: 1

Routing Status: Acknowledged
External Document Type: Pedido Estánd. NEMAK (NB)
Related Documents: **5008207440**
ASN7019
C7019 **2**

3 Receipt: 5008207440 Done Previous

[Print](#) | [Export cXML](#)

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

From:
Nemak - TEST
Libramiento arco vial Km 3.8
66017 García
NL
Mexico

To:
Nemak Testing Supplier 2 CA - TEST
Test Address
Alabama, AL 35005
United States
Phone:
Fax:
Email: mabel.navas@vivoconsulting.com

Receipt:
Receipt No.: 5008207440
Receipt Date: 30 Jun 2021

Routing Status: Sent
Related Documents: [4501337019](#)

Item	Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4501337019 (Closed For Receiving)													
1	10	CONTACTOR_100-C12EJ10.ALLEN-BRADLEY	000000000000101502			ASN7019		10.000 EA	Not Specified	Received	395.00 MXP	3,950.00 MXP	

Comments

Receipt received on: Wednesday 30 Jun 2021 8:05 PM GMT-05:00
Received by Ariba Network on: Friday 25 Jun 2021 2:05 PM GMT-05:00
This Receipt was sent by Nemak - TEST AN01578719496-T and delivered by Ariba Network.

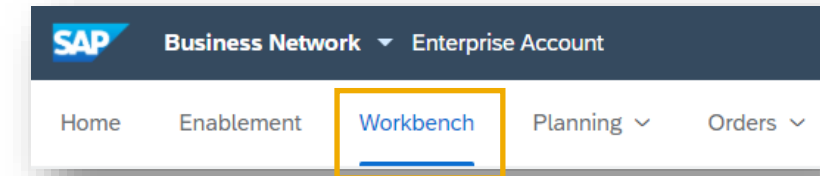
Invoicing

Allowed Actions

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

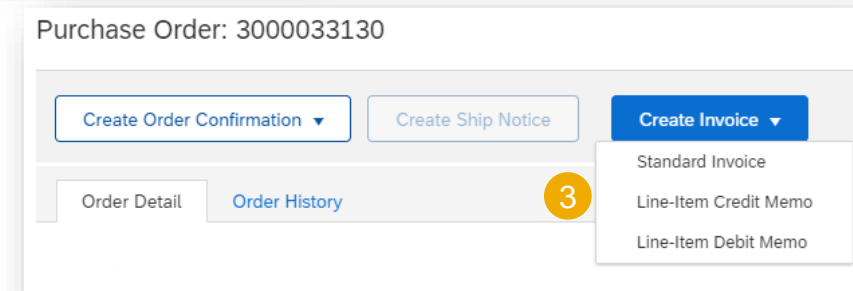
From the **Workbench**:

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



2

Order Number	Type	Actions
4500003734	Order	...



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)

The screenshot displays the SAP Business Network Seller Dashboard for the account 'Nemak - TEST' in 'TEST MODE'. The dashboard includes a navigation menu with options like Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A search bar is set to 'Orders and Releases' with filters for 'Nemak - TEST' and 'Exact match', and a search term of 'Order number'. The main dashboard area features five key metrics for the last 31 days: Orders to invoice (0), Service sheets (0), Invoices (0), Items to confirm (0), and Orders with service line (89). Below these are 'My widgets' including 'Invoice aging' showing \$147 USD, 'Purchase orders' showing \$239K USD, and an 'Activity feed' with entries for 'Order received' and 'Order changed'.

Business Network | Enterprise Account **TEST MODE** | Back to classic view

Home | Enablement | Workbench | Orders | Fulfillment | Invoices | Payments | Catalogs | Reports | Messages | Create | ...

Orders and Releases | Nemak - TEST | Exact match | Order number

Overview | Getting started

Metric	Value	Period
Orders to invoice	0	Últimos 31 días
Service sheets	0	Last 31 days
Invoices	0	Últimos 31 días
Items to confirm	0	Last 31 days
Orders with service line	89	Last 31 days

My widgets | Nemak - TEST | Customize

Widget	Value
Invoice aging	\$147 USD
Purchase orders	\$239K USD

Activity feed | All | View all

- Order received | Jan 11, 2022 | 01:45 PM | Nemak - TEST | 4501430345 | \$105,582.25 MXN
- Order changed

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)

▼ Invoice Header

Summary

Purchase Order: 3000033130

1 Invoice #:*

2 Invoice Date:* 29 Jun 2021

Service Description:

Supplier Tax ID:

3 Remit To: 4305 South Taylor Drive

Sheboygan , WI
United States

Bill To: **Nemak Automotive, S.A. de C.V.**

García
NL
Mexico

Subtotal: \$0.00 USD
Total Tax: \$0.00 USD
Total Amount without Tax: \$0.00 USD
Amount Due: \$0.00 USD

Shipping

4 Header level shipping ⓘ Line level shipping ⓘ

Ship From: **Nemak Testing Supplier 2 CA - TEST**
Alabama , AL
United States

Ship To: **Nemak Alumínio Do Brasil LTDA**
Betim - MG MG Brazil

Deliver To:

Payment Term

Discount or Penalty Term(days): 28 Percentage(%): 0.000
5a Feira após 28 dias

Additional Fields

5

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Nemak Testing Supplier 2 CA - TEST**
Alabama , AL
United States

Customer: **NEMAK ALUMINIO DO BRASIL LTDA**
BETIM MG Brazil

Bill From: **Nemak Testing Supplier 2 CA - TEST**
Alabama , AL
United States

Company Code: NBRA

Email:

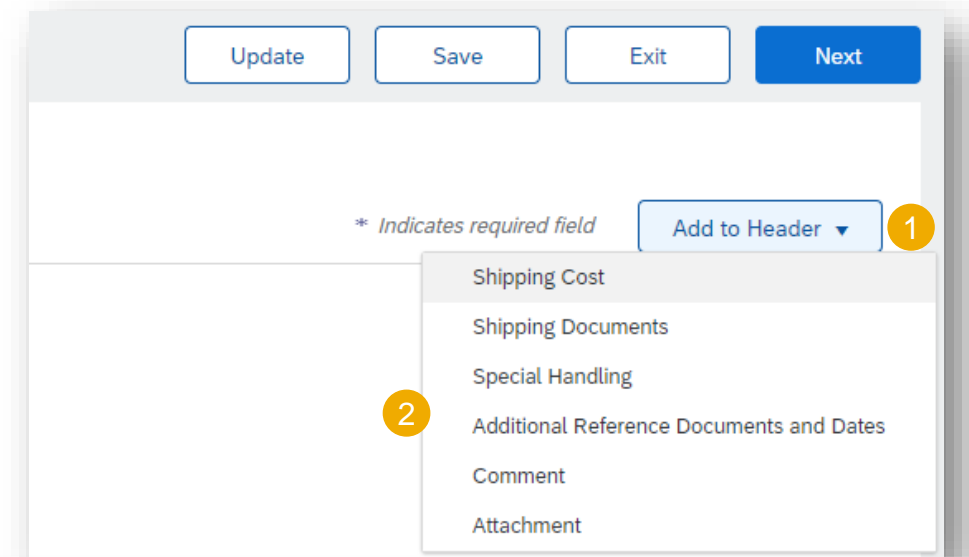
⚠ Attachments are not allowed for European countries.

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



This screenshot shows the 'Shipping' form, which is the third step in the process. It features a yellow circle with the number '3' in the top left corner. The form is divided into several sections: 'Shipping' with radio buttons for 'Header level shipping' (selected) and 'Line level shipping'; 'Ship From' and 'Ship To' fields with addresses; 'Shipping Cost' with a text input for 'Shipping Amount' and a date picker for 'Shipping Date'; 'Shipping Tax'; and 'Payment Term' with inputs for 'Net Term(days)', 'Discount or Penalty Term(days)', and 'Percentage(%)'. A 'Remove' button is located at the bottom right of the 'Shipping Cost' section.

Invoicing

Review Invoice

Standard Invoice

Invoice Number: 123
 Invoice Date: Tuesday 29 Jun 2021 7:11 PM GMT-05:00
 Original Purchase Order: 4200136392
 Ship Notice: ASN6392-1

Subtotal: **RS32,699.05 BRL**
 Total Tax: R\$0.00 BRL
 Total Allowances: R\$3,923.89 BRL
 Total Amount without Tax: R\$28,775.16 BRL
 Amount Due: **RS28,775.16 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 Aluminio 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: **RS32,699.05 BRL**
 Total Allowances: R\$3,923.89 BRL

- 1.
- 2.

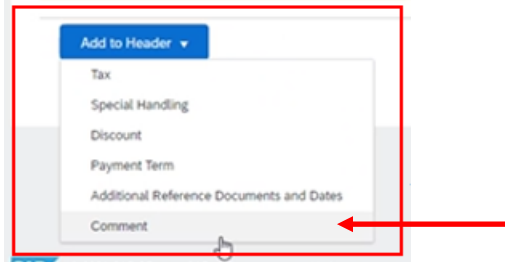
Verify all information was entered correctly via the invoice review page.

Click **Submit** to send Invoice to Customer.

Invoicing

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

1. **ASN (Advanced Shipping Notification):** must be created in Ariba when materials are shipped to Nematik, or delivered to Nematik's hired carrier/forwarder or Nematik'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 Nematik 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 Nematik's Purchase to Pay processes, including Imports

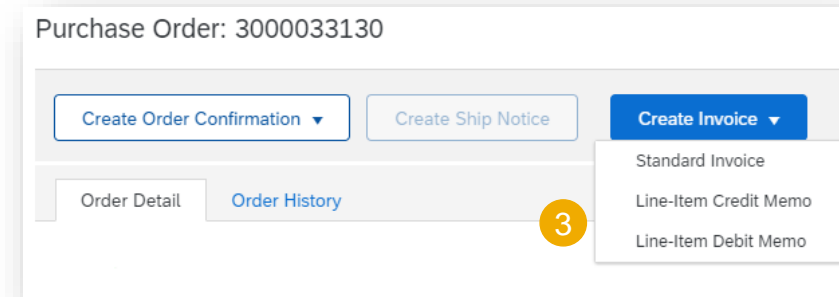
Invoicing

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.



Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date ↓	Amount	Routing Status ⓘ	Invoice Status ⓘ
INVBRA-001	Nemak - TEST	4200136363	Online	Supplier	No	Order	10 Jun 2021	\$589,680.00 USD	Acknowledged	Sent

Actions: Create Line-Item Credit Memo, Create Line-Item Debit Memo, Edit, Copy, Create Non-PO Invoice

A yellow circle with the number 4 is positioned to the left of the first row in the table.

Invoicing

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

The screenshot displays the SAP Business Network Seller Dashboard for the account 'Nemak - TEST' in 'TEST MODE'. The dashboard includes a navigation menu with options like Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A search bar is set to 'Orders and Releases' for 'Nemak - TEST' with an 'Exact match' filter and 'Order number' search criteria.

The main dashboard area features a summary section with the following metrics for the last 31 days:

Metric	Value
Orders to invoice	0
Service sheets	0
Invoices	0
Items to confirm	0
Orders with service line	89
More	2

Below the summary are three widget sections:

- Invoice aging:** Shows a total of \$147 USD with a bar chart.
- Purchase orders:** Shows a total of \$239K USD for the last 3 months with a line chart.
- Activity feed:** Lists recent activities, including an 'Order received' on Jan 11, 2022, at 01:45 PM for order number 4501430345 with a value of \$105,582.25 MXN, and an 'Order changed' entry.

Invoicing

Create a line-item Credit Memo

Credit Memo Type

- 1 Quantity Adjustment *i*
- Price Adjustment *i*

Invoice Header

Summary

Credit Memo #:

Credit Memo Date: 29 Jun 2021

Original Invoice No: FAT-24324

Original Invoice Date: 16 Jun 2021

Supplier Tax ID:

Remit To: 4305 South Taylor Drive

Sheboygan , WI
United States

Bill To: NEMAK ALUMINIO DO BRASIL LTDA
BETIM MG Brazil

Subtotal: \$-589,680.00 USD
Total Tax: \$0.00 USD
Total Shipping: \$0.00 USD
Total Amount without Tax: \$-589,680.00 USD
Amount Due: \$-589,680.00 USD

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: NEMAK Testing Supplier 2 CA - TEST
Alabama , AL
United States

Customer: NEMAK ALUMINIO DO BRASIL LTDA
BETIM MG Brazil

Bill From: NEMAK Testing Supplier 2 CA - TEST
Alabama , AL
United States

Exchange Rate from US Dollar to Brazilian Real: 4.9566

Reason for Credit Memo:

Default Credit Memo Comment Text:

Company Code: NBRA

Attachments are not allowed for European countries.

4

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

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL		CAMISA DE CILINDRO PARA BLOCO MOTOR SGE	00000000000011248	-29,4	EA	\$20.00 USD	\$-589,680.00 USD

Ship Notice Details Ship Notice Line #: 2

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

Shipping Ship From: NEMAK Testing Supplier 2 CA - TEST (Alabama , AL, United States) Ship To: NEMAK Alumínio Do Brasil LTDA (Betim - MG MG Brazil) Deliver To: [View/Edit Addresses](#)

Shipping Cost Shipping Amount: \$0.00 USD Shipping Date: 11 Jun 2021

Discounts and Charges

Subtotal of Other Charges (amount):
Subtotal of Other Charges (percentage):
Subtotal of Discounts (amount):
Subtotal of Discounts (percentage):

Additional Fields AccountCategory:

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

Debit Memo Type

You are creating a Debit Memo with Price Adjustment

1

Invoice Header

Summary

Credit Memo #:

Credit Memo Date: 29 Jun 2021

Original Invoice No: FAT-24324

Original Invoice Date: 16 Jun 2021

Supplier Tax ID:

Remit To: 4305 South Taylor Drive

Sheboygan, WI
United States

Bill To: **NEMAK ALUMINIO DO BRASIL LTDA**
BETIM MG Brazil

Subtotal: **\$-589,680.00 USD**

Total Tax: \$0.00 USD

Total Shipping: \$0.00 USD

Total Amount without Tax: **\$-589,680.00 USD**

Amount Due: **\$-589,680.00 USD**

2

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **Nemak Testing Supplier 2 CA - TEST**
Alabama, AL
United States

Customer: **NEMAK ALUMINIO DO BRASIL LTDA**
BETIM MG Brazil

Bill From: **Nemak Testing Supplier 2 CA - TEST**
Alabama, AL
United States

Exchange Rate from US*
Dollar to Brazilian Real:

Customer Email:

3

4

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

Insert Line Item Options Tax Category: Shipping Documents Special Handling Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
20	<input checked="" type="checkbox"/>	MATERIAL		CAMISA DE CILINDRO PARA BLOCO MOTOR SGE	00000000000011248	-29.4	EA	\$20.00 USD	\$-589,680.00 USD

Ship Notice Details Ship Notice Line #: 2

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

Shipping Ship From: **Nemak Testing Supplier 2 CA - TEST** Ship To: **Nemak Alumínio Do Brasil LTDA**
Alabama, AL United States Deliver To: **Betim - MG MG Brazil** [View/Edit Addresses](#)

Shipping Cost Shipping Amount: Shipping Date:

Discounts and Charges

Subtotal of Other Charges (amount):
Subtotal of Other Charges (percentage):
Subtotal of Discounts (amount):
Subtotal of Discounts (percentage):

Additional Fields AccountCategory:

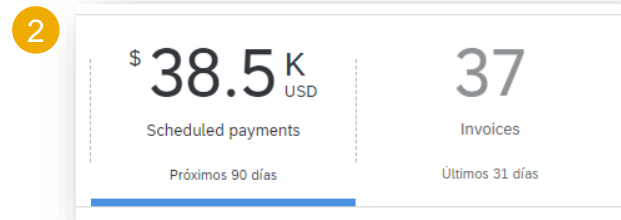
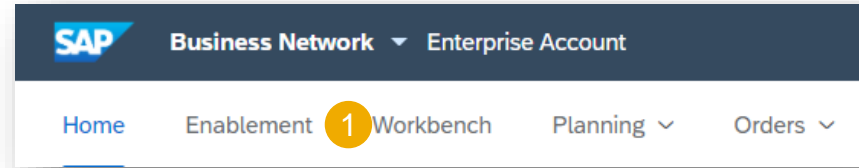
Fill out the requested information on the Create line-item credit memo

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	51000000602021001INTENMQ	Nemak - TEST	Other	Aug 24, 2021		55	\$1,632.90 USD	Scheduled	Not Eligible

Schedule Payments

Review Payment

Scheduled payment:51032053062021001NEMKNMQ


Done

 Your customer sent a remittance document related to this scheduled payment to you.

1 Expected settlement date	2 Total invoice amount	3 Status	Early payment status	Total settlement amount
Sep 16, 2021	\$24,344.86 MXN	Paid	Not Eligible	\$24,344.86 MXN

[Details](#) [Payment timeline and history](#) [History](#) 

Payment details

Total tax adjustment N/A V4 

Tax category	Tax location	Tax amount	Tax adjustment
V4		\$3,357.91 MXN	N/A

Customer	Invoice	Scheduled payment	Invoice amount	Settlement amount
Nemak - TEST	4 INV E20001	51032053062021001NEMKNMQ	\$24,344.86 MXN	\$24,344.86 MXN

Additional information

Payment method	Paying company code
Other	NEMK

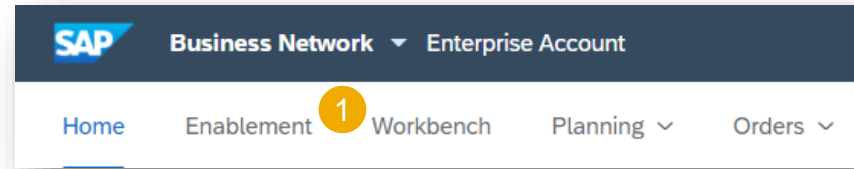
After accessing the scheduled payment, you will be able to view:

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**.



3 Edit filter

Customers: Select or type selections

Transaction #: Type Input

Date Range: Last 31 days

Payment Date: Select date range

Method: All

Reference number: Type selection

Status: All

Routing status: All

Min amount: Max amount: Currency: USD

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 REMITTANCE ADVICE
Z.20210616.7700200212 (Paid)

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

2 Amount Paid: \$11.60 MXN
Estimated Settlement on 16 Jun 2021

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

Routing Status: Sent
Transaction Date: 16 Jun 2021

4 ADDITIONAL INFORMATION
buyerInvoiceID: 5103205325 OriginalInvoiceNo: INVBANK0001 Company Code: NEMK fiscalYear: 2021

Payment Detail

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	51032053252021001NEMKNMO

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

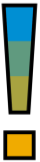
IMPORTANT – REMINDERS

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

✓ **Nemak Supplier Information Portal**

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

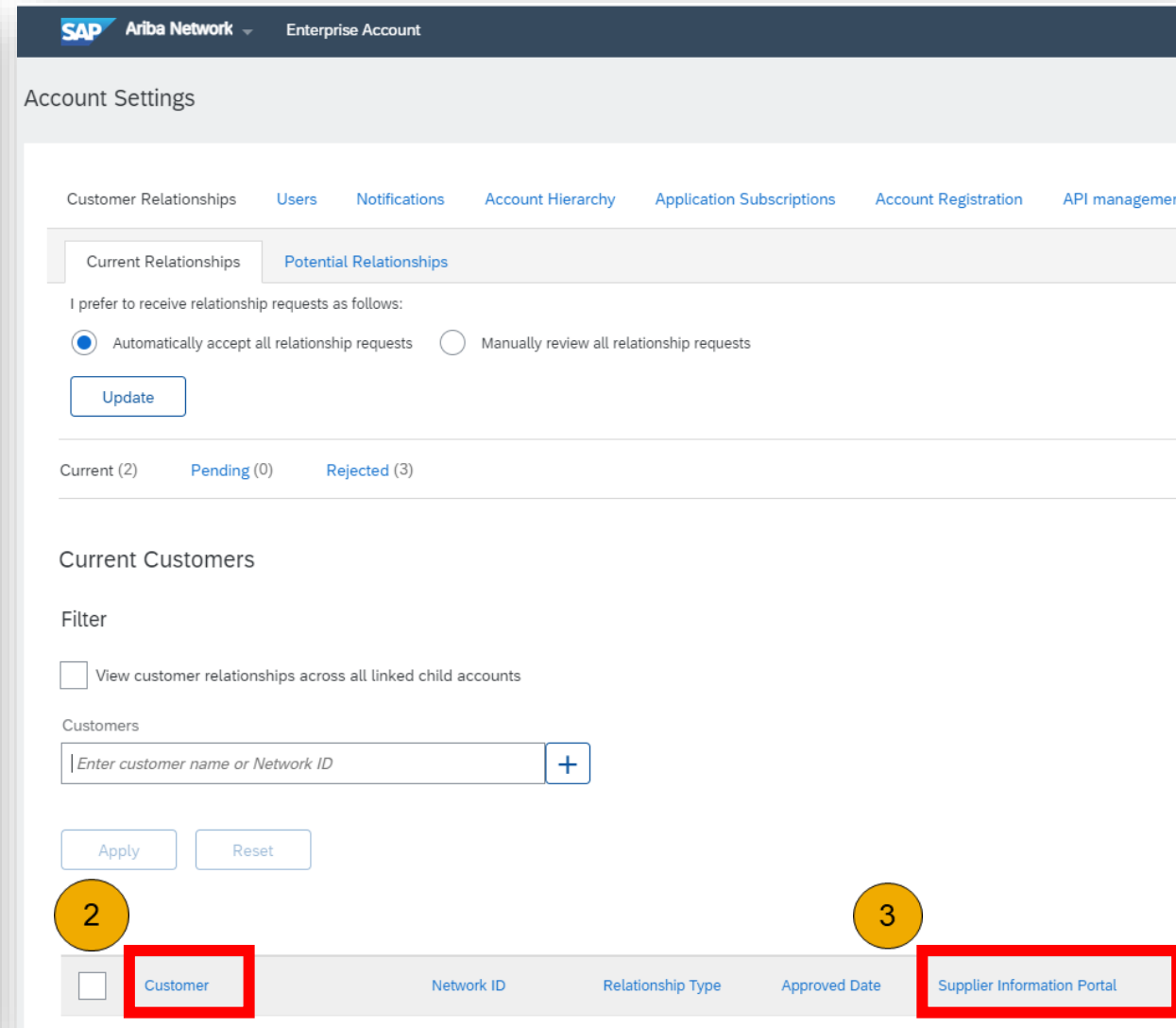
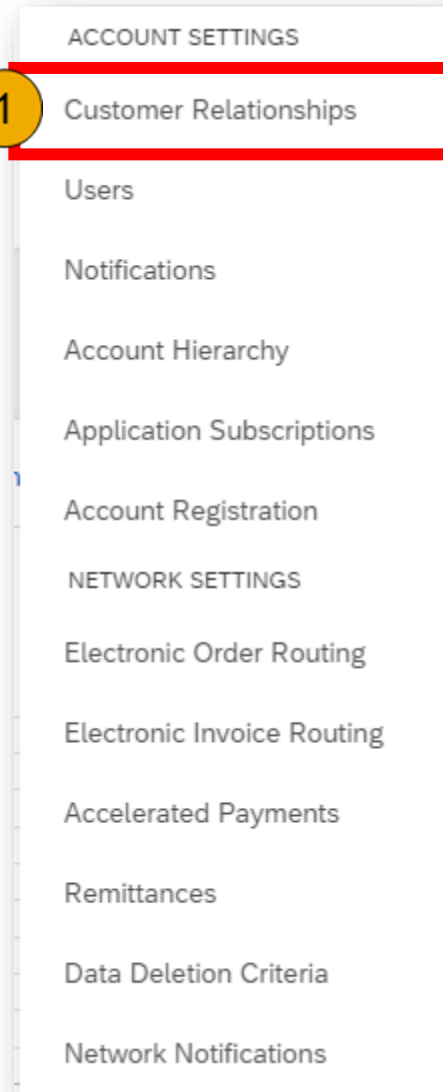
✓ **SAP Ariba Global Customer Support**

- [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

The screenshot shows the SAP Help Center Home page. At the top, there is a navigation bar with the SAP logo, 'Help Center Home', and a user profile icon. Below this is a secondary navigation bar with 'Home', 'Learning', and 'Contact us'. The main content area features a large heading 'How can we help you?' followed by a search bar with the placeholder text 'Search knowledge base articles, documentation, and tutorials'. Below the search bar, there is a suggestion: 'Try "cancel order", "email notifications", "user authorization"'. Further down, there is a 'News highlight' section with a carousel of images. Below that is a 'Topics we recommend for you' section. Two articles are visible: 'Coming May 21: New portal for Enterprise accounts' (labeled as an 'Article') and 'How do I create an invoice?' (labeled as an 'FAQ').

[Learning Center](#)

The screenshot shows the SAP Ariba Success Sessions webinar series page. At the top, there is a navigation bar with the SAP Ariba logo and the SAP logo. The main heading is 'Success Sessions' with the subtitle 'Presented By: SAP Ariba Customer Support'. Below this is a paragraph of text: 'Thank you for your interest in the Success Sessions Webinar Series. We offer Quick Ariba Tips on Demand, and longer webinars with a live Q&A. To get started click the line symbol next to "Click Here For Categories" to look through our different webinar topics. Don't see the topic you would like to learn about? Email suggestions to successsessions@sap.com.' Below the text is a link: 'Click Here for Categories'. The main content area features a grid of six webinar session cards. Each card has a title, a description, and a date and time. The cards are: 'Success Sessions: Administrator's Guide to the Ariba Network' (Jun 26, 2019 01:00 PM EDT), 'Supplier Success Sessions: Introduction to the Ariba Network' (Jun 26, 2019 02:00 PM EDT), 'Supplier Success Sessions: Working' (Jun 26, 2019 03:00 PM EDT), 'Supplier Success Sessions: Participating in a RFP/RFQ' (Jun 26, 2019 04:00 PM EDT), 'Supplier Success Sessions: Participating in an Auction' (Jun 26, 2019 05:00 PM EDT), and 'Success Sessions: Supplier Management for Buyers' (Jun 26, 2019 06:00 PM EDT).

[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>

Thank you.