Ariba Supplier Guide

Bucharest, 2020

Value For Suppliers

Buyers and suppliers work together more efficiently and effectively on all the shared aspects of business commerce: proposals, contracts, orders, invoices, and payments. Doing so through Ariba Network can save a lot of time and money. To calculate the value, see our **ROI calculator**.

Save Time

Lower Costs

Stay Organized

Increase Your Revenue

Receive Faster Payment

Satisfy Your Customer

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SAP Ariba Helps You...

Save Time

No need to send invoices per post/email

No need to confirm the orders via email/phone

No need to spend time for follows up for payment

64% reduction in manual intervention

Lower Costs

Reduce paper usage
Eliminate postage costs
Reduce costs associated with resources used to generate/ rework the invoices

60% average reduction in operating costs

Stay Organized

Handle multiple customer relationships under one account

Enjoy the simple way to store PO'S and invoices

Get a better visibility into customers' spend

Use 'Search Filters' to find your document/s

Have the visibility into when you'll get paid and what for

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Increase Your Revenue

- Publish your Catalogs in front of thousand of potential buyers

- Become searchable as a supplier on Ariba Discovery

- Establish new customer relationships via Ariba Discovery

30% growth in existing accounts
35% growth in new business

Receive Faster Payment

- Help your invoice reach the correct contact in the approval flow

- Feel confident all order information is complete and accurate

- Prevent errors through system checks

62% decrease in late payments

Satisfy Your Customer

- Support your customer's strategic business plan

- Become a preferred supplier

- Simplify the communication process

15% increase in customer retention

Operational Excellence & Automation improves process value into the supply chain

Collaborate immediately with all trading partners
- Immediate access to online invoice creation tool
- Automation and catalog posting for your buyers in <8 weeks

Turn paper into efficient electronic transactions
- 75% faster deal closure
- 75% order processing productivity gains via cXML
- 80% increase in order accuracy through PunchOut

Catch errors and correct them – before they even happen
- 64% reduction in manual intervention

Track invoice and payment status online in real time and accelerate receivables
- 62% decrease in late payments
- 68% improvement in reconciling payments

See opportunities you're missing and have the ability to trade globally
- 15% increase in customer retention
- 30% growth in existing accounts
- 35% growth in new business

WELCOME

SAP Ariba

THE NEW SOURCE-TO-PAY PLATFORM IN KMG INTERNATIONAL

KazMunayGas International
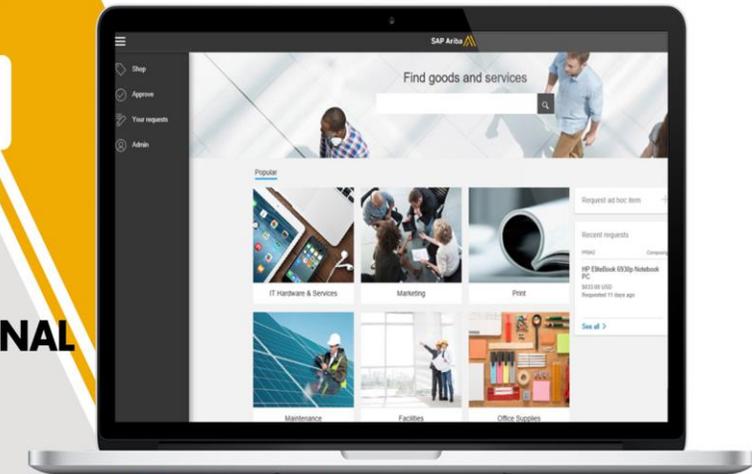
SAP Ariba Supplier Mobile App

Business Insights

PO Trending
Invoice aging
PO and invoices by customer

Work on-the-go

Confirm PO
Pin important documents for later

Real-time Alerts

View network activity
Receive push alerts for business
Critical events

Monitor Key Activity

View PO and invoice information
Search for Po and invoices
using HANA

Account Setup

How to set up an Ariba Account

The purpose of this guide is to assist suppliers into creating and setting up their Ariba Account, so that they can successfully start transacting with KMG Rompetrol.

Please use this document as guidance, because setting up the Ariba Network Supplier Account will vary from supplier to supplier.

Step 1: Ariba account registration

1.1. To begin the account registration process, press the "**Process Order**" button in the **Purchase Order E-mail** you have just received from Rompetrol. You will then be redirected to the Ariba Network Website.
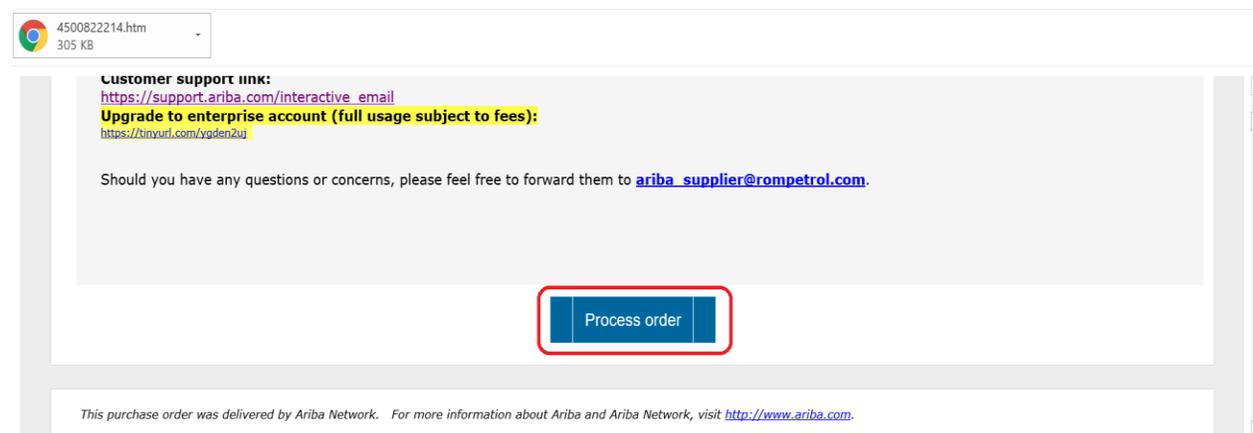
1.2. If you don't have an Ariba account, press the "**Sign Up**" button. If you already have an existing Ariba account, you can login and skip the Account Registration process.
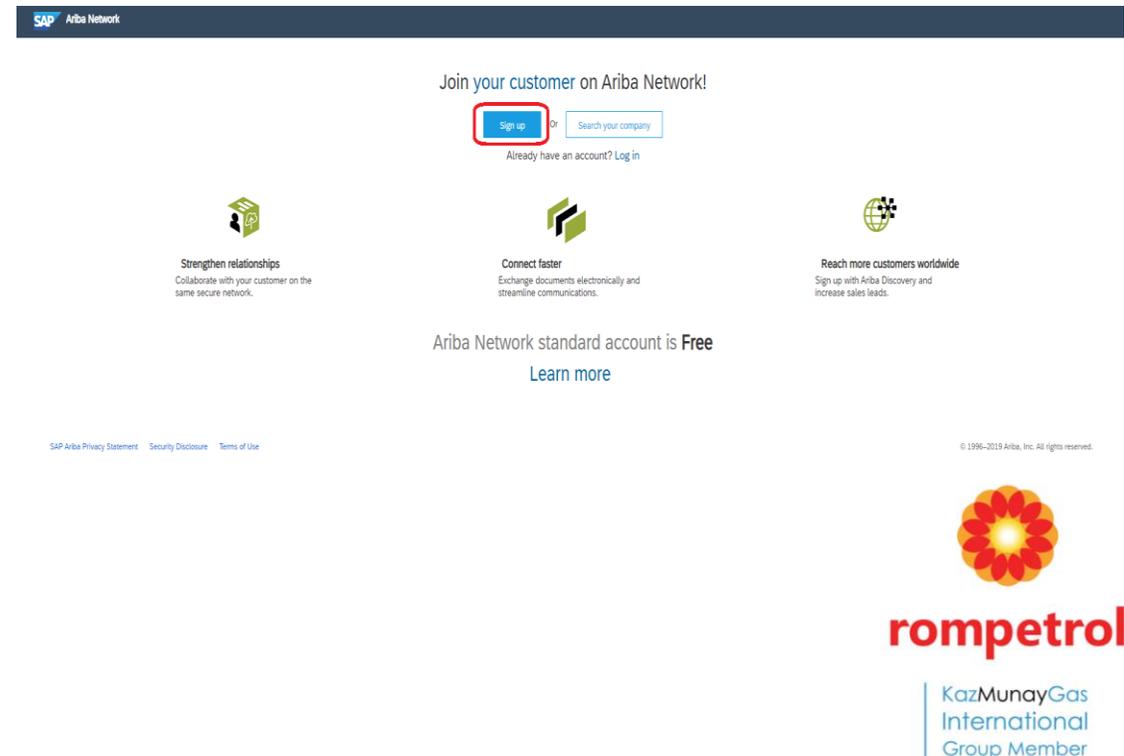
How to set up an Ariba Account

1.3. Fill in the required information to register your Ariba Account, afterwards click the "**Register**" button.

Step 2. Account Setup

2.1. Setup your Company Profile.
Click on "**Company Settings** -> **Company Profile**"

First, fill in your **Basic** Company Profile (mandatory fields are marked with an asterisk). The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

Click "**Save**" when finished.

2.2. Fill in your **Business** Company profile.

Click "**Save**" when finished.

2.3. Setup you Bank Account information = Click on "Company Settings -> Remittances"

Click on "**Create**" to create a new Remittance Address

Click "**OK**" when finished and your Remittance Address will be saved

How to set up an Ariba Account

Setup the Preferred Language to Romanian= This is mandatory so that Invoices will be issued in Romanian language, which represents a Legal requirement.
To setup the Language to Romanian, go to "Account Settings" -> "My Account"

Click "**Save**" when finished.

Create Invoice

This guide will show how to create submit an Invoice to a Purchase Order.

Step 1: Click on Process Order button in the Purchase Order E-mail you have received from Rompetrol.
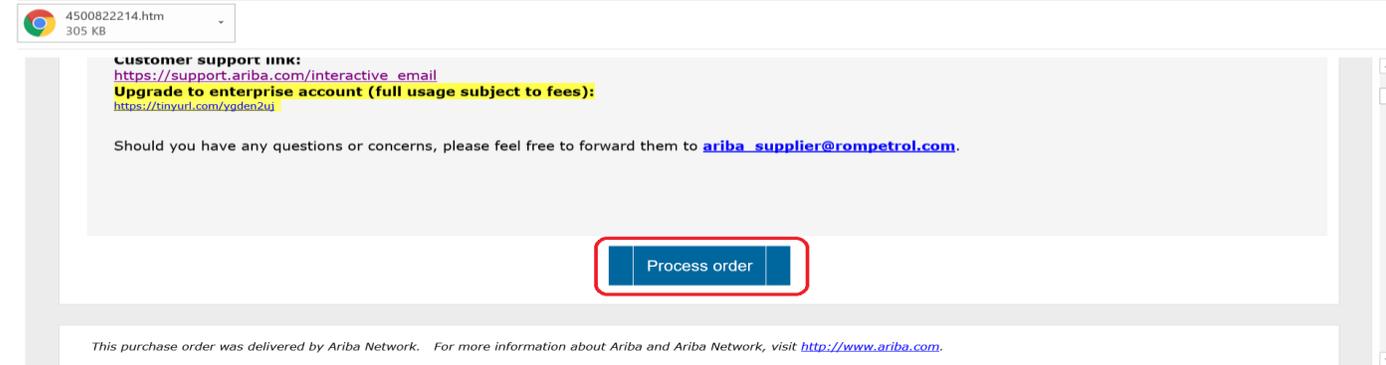
Step 2: Enter Supplier username and password to login to your Ariba Network Account.

Step 3: Click on Create Invoice –> Standard Invoice :

This guide will show how to create submit an Invoice to a Purchase Order.

Step 4: Enter Header information such as Invoice number, Invoice date, Service Descrition, Supplier Tax ID. Select the Remittance Address from the Remit To drop-down:

Step 5: Make sure the payment term is correct and add additional information in Additional Fields if required.

This guide will show how to create submit an Invoice to a Purchase Order.

Choose Address
Customer:

KMG Rompetrol Services Center SRL ⌄
Billing Address: Byron Shipping SRL
Billing Address: I.M. Rompetrol Moldova S.A.
Billing Address: KMG Rompetrol Services Center SRL
Billing Address: KMG Rompetrol SRL
Billing Address: Midia Marine Terminal
Billing Address: Oilfield Exploration Business Solutions
Billing Address: Rominserv SRL
Billing Address: Romoil S
Billing Address: Rompetrol Bulgaria
Billing Address: Rompetrol Downstream SRL
🔍 Search more

Email:

Customer VAT

Customer VAT/Tax ID: *

> **Please make sure to click and select select the correct Rompetrol billing address in the Choose Address drop-down menu. This is mandatory to ensure that the correct Rompetrol billing information will appear on the Invoice:**

Step 6: Scroll down and enter *mandatory information:
Supplier VAT/Tax ID (e.g. RO12345678), Supplier Commercial Identifier (e.g. J40/123456/2000), Supplier Leagal Form (e.g. SRL), Supplier Company Capital (e.g. 600)

Supplier VAT

Supplier VAT/Tax ID: *

Supplier Commercial *
Identifier:

Supplier Commercial
Credentials:

VAT IBAN:

Customer VAT

Customer VAT/Tax ID: *

Supplier Legal Form: *

Supplier Company *
Capital:

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This guide will show how to create submit an Invoice to a Purchase Order.

Step 7: Scroll down, and in the Line Item section select your item you want to flip and click on Line Item Actions button

Step 8: Select Tax from the dropdown list:

Step 9: Check the Tax Rate and Amount and press Next button:

This guide will show how to create submit an Invoice to a Purchase Order.

Step 10: A message for invoice confirmation will be desplayed. Press Submit button:

Step 11: Click on Exit invoice creation

Step 12: Purchase Order status changes to (Invoiced/Partially Invoiced). Invoice number is displayed in Related Documents section:

For Standard Account users, a copy of the Invoice will be sent to your E-mail address. It is recomanded that you save a copy of the Invoice to have it for your refference, should you lose the e-mail notification.

Registration Questionnaire

This guide will show how to fill in a Registration Questionnaire

Supplier receives email to register

Supplier contact receives the invite registration by email.

Supplier logs in or creates new Ariba account

Bun venit, Test RS4_GD test

Aveți o întrebare? Faceți clic aici pentru a consulta un ghid de inițiere rapidă.

Înregistrați-vă ca furnizor pentru **KMG Rompetrol SRL - TEST** în SAP Ariba.

KMG Rompetrol SRL - TEST folosește SAP Ariba pentru a gestiona activitățile de aprovizionare.

Creați un cont de furnizor SAP Ariba și gestionați-vă răspunsurile la activitățile de aprovizionare cerute de KMG Rompetrol SRL - TEST.

Înscriere

Aveți deja cont?   **Conectare**

Despre Ariba Network

If the supplier has an existing account, he should select **Conectare**

If the supplier does not have an existing account, he should select **Inscriere**

Information required upon Supplier Account Creation if is not a valid account created

Ariba's Supplier registration questions

After the supplier creates the account, he will be directed to the Registration Questionnaire

Supplier Name Limited to 35 Characters- has option to use other names fields.

Bank Question for supplier that have fiscal address outside Romania

Supplier must agree to the Supplier code of conduct and has possibility to attach their own code of conduct.

Supplier must take note of GDPR Information.

Supplier must click here to open be able to add Bank and Tax details.

Supplier must attach a bank stateman and a registration certificate.

- ➢ Bank and Tax questions are added in repeatable sections. The questionnaire shows an initial instance of the repeatable section and its content; respondents can then add as many repetitions as they need.

- ➢ Suppliers must provide an answer for Country, Bank ID, and either IBAN number or both Bank key/ABA routing number and Account number.

- ➢ SAP Ariba Supplier Management solutions validates Bank Account answers to ensure that there are values present in mandatory fields. There is no other validation (for example, for syntax, or to verify that the bank account exists).

Supplier Registration

Rompetrol's Registration Questionnaire - Bank Question

Bank Account Details #1	Ștergere

Bank Account Details

Tip de bancă:	Nicio alegere ∨
Codul băncii:	
Țara:	(nicio valoare) ∨
Nume:	
Sucursala băncii:	
Stradă:	
Oraș:	
Stat/Provincie/Regiune:	
Cod poștal:	
Numele deținătorului de cont:	
Cheie bancă/Număr de dirijare ABA:	
Numărul contului:	
Număr IBAN:	
Cod SWIFT:	
Tip de cont bancar:	Nicio alegere ∨

(*) indică un câmp obligatoriu

Adăugare Bank Account Details

Suppliers can add multiple bank accounts.

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Bank Question for supplier that have fiscal address in Romania

Tax Question

Supplier must click here to open be able to add Bank and Tax details.

Suppliers can add multiple tax accounts.

➢ Bank and Tax questions are added in repeatable sections. The questionnaire shows an initial instance of the repeatable section and its content; respondents can then add as many repetitions as they need.

➢ Suppliers must provide an answer for Country, Bank ID, and either IBAN number or both Bank key/ABA routing number and Account number.

➢ SAP Ariba Supplier Management solutions validates Bank Account answers to ensure that there are values present in mandatory fields. There is no other validation (for example, for syntax, or to verify that the bank account exists).

Thank you!