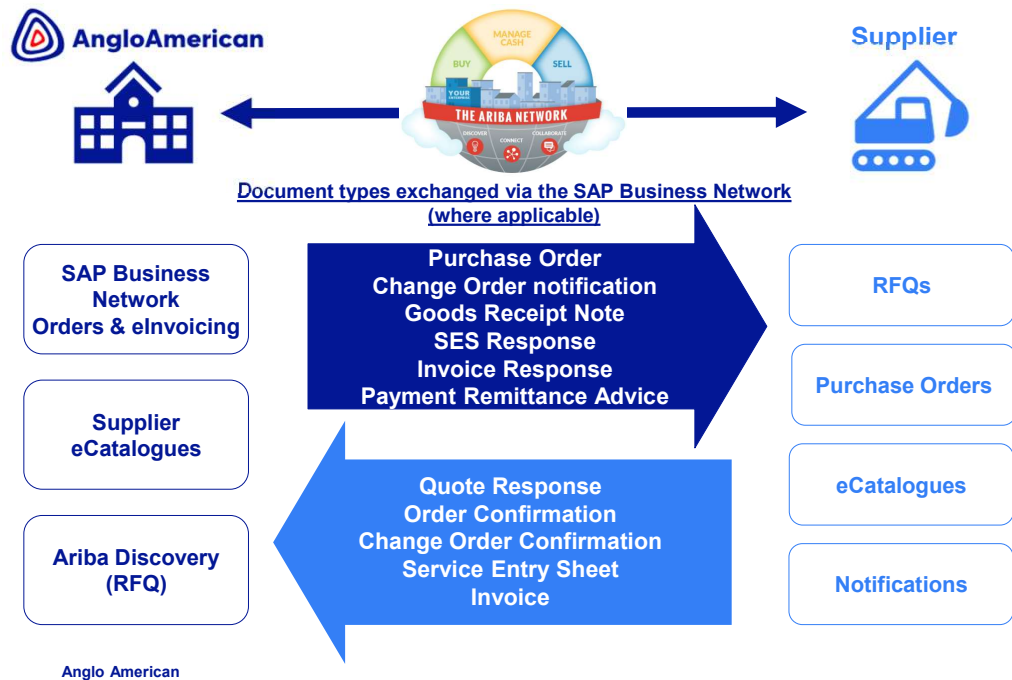


SAP Business Network Overview (formerly known as Ariba Network)

Our Supply Chain is committed to implementing electronic procurement technology as a standard platform for conducting business with our suppliers. The use of an electronic document exchange solution allows us to transact with our suppliers more effectively, efficiently and reliably.

eProcurement via the SAP Business Network has become the way Anglo American transacts with our Suppliers and we have or are in the process of enabling all of our existing and new suppliers to transact with us electronically via the SAP Business Network.

PLEASE NOTE: Nothing in this document should be relied upon by you, as constituting any representation or offer that transacting via the SAP Business Network will result in Anglo American or any of its subsidiary organisations awarding future business to your organisation.



Where can I get user support material?

Anglo American website or SAP Business Network Supplier Information Portal (SIP):

- SAP Business Network Infographic
- SAP Business Network User Guides
- SAP Business Network FAQ
- Mandatory Ariba Online Training

[Tools For Suppliers or Supplier Information Portal](#)

[PDF download](#)

[Enterprise & Standard Account](#)

[Enterprise & Standard Account](#)

[Booking link](#)

Who do I contact if I need support?

SAP Business Network

- Technical and Process Support

- Enterprise Account Suppliers
- Standard Account Suppliers

- Enablement Support

Anglo American and De Beers Group support

- Procurement Process related
- General: Global Shared Services (GSS) Contact Center

[SAP Ariba Help Centre & Ariba Support](#)

[SAP Ariba Help Centre \(limited\) & Ariba Support](#)

[Query form](#)

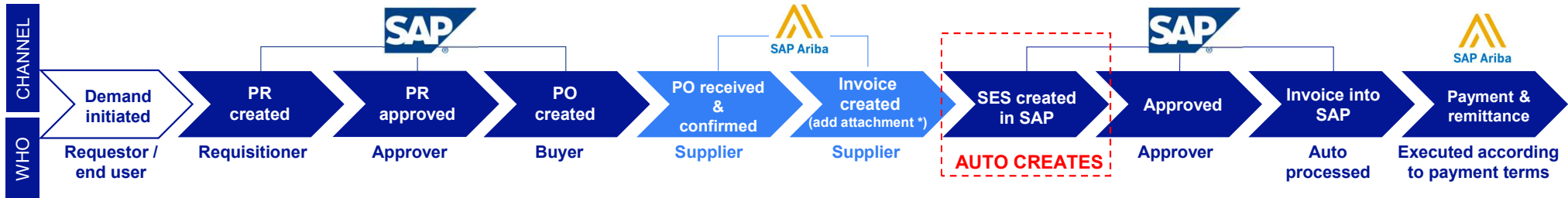
Your Supply Chain Buyer

[GSS Email](#)

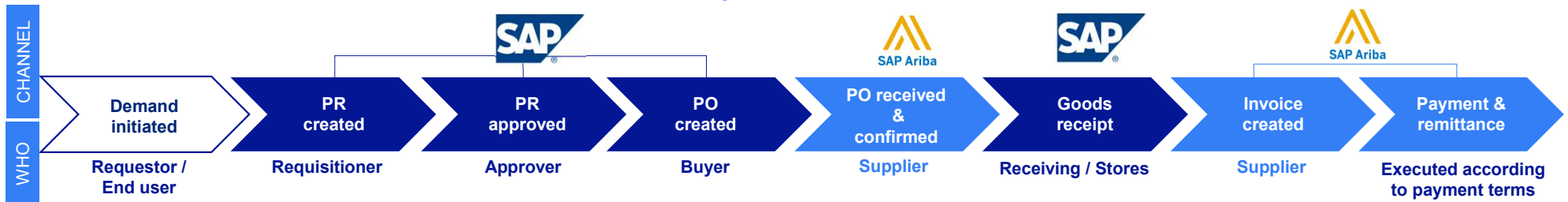
+27 860 289 987 – SA (0860 BUZZ US)

+44 (0) 20 3450 7627 – UK

Procure to Pay Process for Services



Procure to Pay Process for Goods



Please note - each step in the above digital processes is dependent on the one before it. If one is not actioned, the system will not allow the next step to be completed

Important information – Purchase Orders (POs)

1. Do Not start work for Anglo American **without a valid PO number**
2. Always confirm all electronic purchase orders (PO) received via SAP Ariba as soon as possible. If you do not do this, the system will **not allow you to create an electronic invoice**.
3. Do not deliver goods to Anglo American **without confirming your PO electronically** in the system first – they will not be accepted
4. Check the accuracy of the PO you receive from us **at an item level**. The price & delivery date are most important
5. Reject the PO if it is incorrect. This does not mean you are rejecting doing business with us. The rejected PO will workflow back to the buyer in the system & prompt them to send a corrected PO.
6. Always check that the **correct VAT** applies to your PO
7. Always provide a reason for your rejection in the system when you reject your PO

Important information – eInvoicing

- * **Please note:** Proof of work completion to be attached (i.e. Job Completion Certificate / timesheet / service report or job card)
1. Always check that you're eInvoicing against the **correct Goods Receipt Note**
 2. The date on your SAP Ariba eInvoice **must be identical to the date on your internal system generated invoice, NB! the unit of measure must also be in capital letters for Ad Hoc services**
 3. Always select 'VAT' from the drop-down menu and **not 'Sales Tax'** (vital for suppliers in the United Kingdom)
 4. Invoice numbers cannot contain any special characters – Ariba only accepts alpha numeric characters for invoice numbers
 5. Do not re-invoice against your services PO if the status reflects as 'on hold' – "On hold" means that your service entry sheet (SES) is **awaiting approval from us**. Once that has been done the status will reflect as 'Approved'