

# Supplier Information

Quick Guides on using SAP Business  
Network for Suppliers

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# How do I view my Orders (Purchase Orders)?

All “Orders” (Purchase orders) will be sent to you in an Interactive Electronic email. A sample of this is displayed below. Please note the following:

- ❖ Purchase orders will come from the email address: [ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)
- ❖ Purchase orders will be sent to the registered email address used when you first registered with SAP Business Network upon submitting your Registration and Qualification details.

One New Zealand Group Limited sent a new Purchase Order 1700001752

"One New Zealand Group Limited" <ordersender-prod@ansmtp.ariba.com>  
to: © Michael Feliciano

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

1700001752.htm  
29 KB

**CYBER SECURITY WARNING: This email is from an external source - be careful of attachments and links. Please follow the Cyber Code and report suspicious emails.**

One New Zealand Group Limited sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well. Your customer sent you this order through Ariba Network.

To access the Order: [Continue](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>

<b>From:</b> Customer One New Zealand Group Limited 74 Taranaki Road, Takapuna Auckland 0622 New Zealand Phone: Fax:	<b>To:</b> Supplier Test Supplier Address 120 Test Address, Auckland Auckland 0622 New Zealand Phone:	<b>Purchase Order</b> (New) 1700001752 Amount: 130.00 USD Version: 1
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**Payment Terms**  
Due 30days from invoice date

**Comments**

**Terms and Conditions:**  
Important: the above Purchase Order (PO) number must be referenced in all related documents, including correspondence, shipping paperwork, delivery dockets, invoices and credit notes. Invoice payment will be delayed or not made if correct PO number is not quoted. This PO is subject to the terms and conditions of the applicable contract. In the event that there is no applicable contract, then the One NZ Purchase Terms shall apply. The One NZ Purchase Terms are attached, or available in the Ariba Supplier Portal if the PO is received on the Ariba Network. This PO has been electronically processed and approved.

**PO/Invoice Queries:**  
For any purchase order queries, please reach out to your One NZ Buyer Contact listed below. For any invoice or payment queries, please contact the One New Zealand Accounts Payable Team on [accounts@one.nz](mailto:accounts@one.nz)

## Steps:

1. To open the Purchase Order, click on “Process order” button in the email
2. Log in to the SAP Business Network
3. Once you have logged in use the instructions “Setting up your Workbench” if you are new to the SAP Business Network

# Setting up your Workbench

**Note:** There are 2 options to access logging in to SAP Business Network  
Option 1: Logging in via the “Interactive email” order  
Option 2: Logging in directly via [Supplier Login](#)  
Proceed to Step 2 if you have logged in via Option 2

## Step 1: Logging in via Interactive email

Open your purchase order via interactive email sent to you, you will be prompted to log in to the SAP Business Network.

Your Purchase Order details will display as per the screenshot below. Select ‘Done’

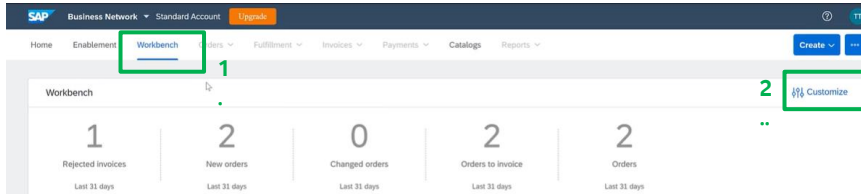
The screenshot displays the SAP Business Network interface for a purchase order. At the top, the header includes the SAP Business Network logo, account type (Standard Account), and a 'TEST MODE' indicator. The main content area shows the purchase order number 1700001750. Below this, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A 'Done' button is highlighted with a red box in the top right corner. The interface also features a 'one.nz' logo and contact information for the customer and supplier. The 'From:' section lists the customer as One New Zealand Group Limited, and the 'To:' section lists the supplier as Test Supplier Address. The 'Purchase Order' section shows the order number, amount (\$20.00 USD), and version (1). A 'Track Order' button is located below the purchase order details. At the bottom, the 'Payment Terms' are listed as 'Due 30days from invoice date', and the 'Routing Status' is 'Sent'.

# Setting up your Workbench

## Step 2: Customising your Workbench

The Home page of the Business Network will display as per the screenshot below

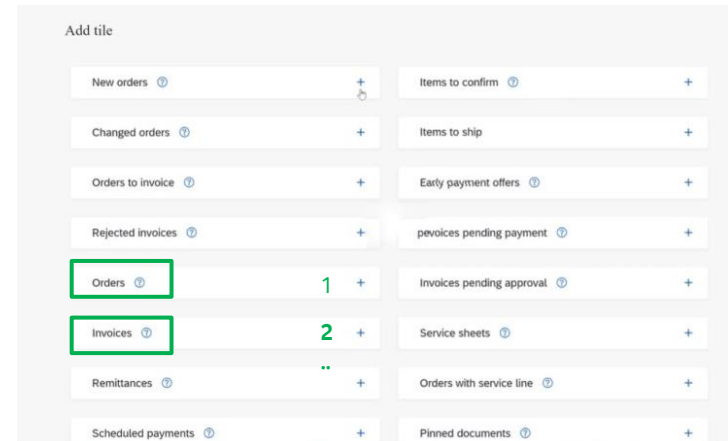
1. Click on the **Workbench** Header (for new customers the workbench overview pane will be empty and display as 0)
2. Click on **Customize**



## Step 3: Selecting the Tiles

A list of Tiles will display as per the screenshot below. We recommend the following tiles be added by clicking on the + sign

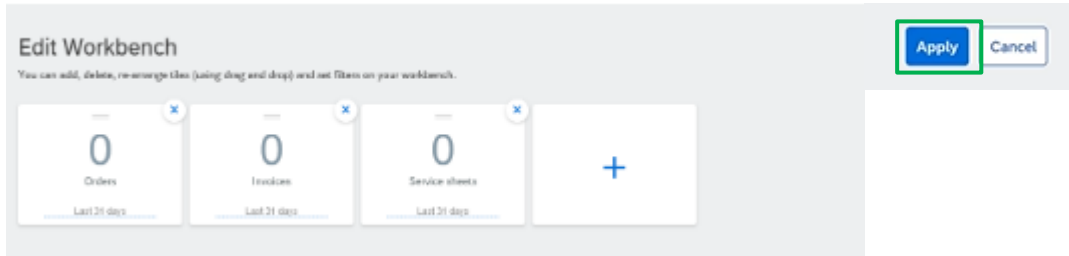
1. Orders (Purchase Orders)
2. Invoices



# Setting up your Workbench

## Step 4: Applying your changes

Once the Tiles are added on the Workbench, Click on Apply



# Customising your Tiles in your Workbench

## Step 1: Customising your Tiles

Once you have created the Tiles on your workbench you can edit the filters to display Orders or Invoices for a specific period. For this exercise we will display all Orders for the last year.

1. Click on the **Workbench** Header and click on the **Orders** Tile
2. Click on **Edit filter**
3. Click on **Creation date** drop down list and select 'Last 365 days'
4. Click on **Apply**

The screenshot shows the One NZ Workbench interface. The 'Workbench' header is highlighted with a green box. Below it, a large '0' is displayed with a yellow highlight and a '1' next to it. The main content area shows 'Orders (0)' with an 'Edit filter' button highlighted with a green box and a '2' next to it. The filter configuration is as follows:

- Customers:** Select or type selections
- Order numbers:** Type selection, Partial match selected, Exact match unselected
- Creation date:** Drop-down menu with 'Last 365 days' selected and highlighted with a yellow box and a green '3' next to it.
- Order status:** Include, Select or type...
- Company codes:** Select or type selections
- Purchasing organizations:** Select or type selections
- Customer locations:** Type selection
- Routing status:** All
- Min amount:** (empty)
- Max amount:** (empty)
- Currency:** NZD
- Visibility:** Not hidden

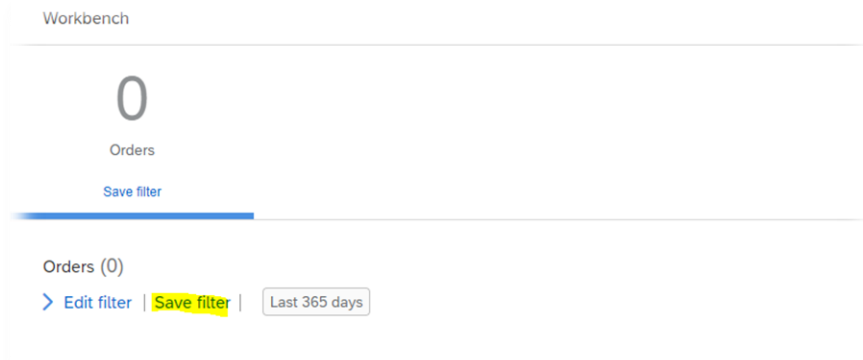
At the bottom right, there is an 'Apply' button highlighted with a yellow box and a '4' next to it, and a 'Reset' button.

# Customising your tiles in your Workbench

## Step 2: Save Filter

Once you have customised the Orders Tile, you will need to save this filter

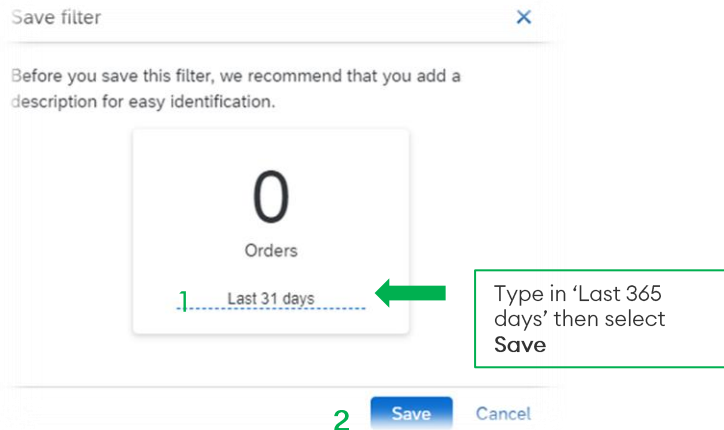
1. Click on **Save filter**



## Step 3: Save filter with a description

The Save filter screen will appear and you can change this to display a description to suit

1. Overtyping in the field to display a description that suits we have changed this to **'Last 365 days'**
2. Click on **Save**



Your Orders will now display on your Dashboard with the new filter you have created

# How do I create an Invoice or a Credit Memo?

One NZ will provide a Purchase Order to the Supplier via the SAP Business Network. Suppliers will need to create an Invoice against the Purchase Order supplied once the goods or services have been delivered.

Click [here](#) to learn how to “Create an Invoice against a Purchase Order”

Click [here](#) and select the “Supplier Help Center” tile to learn how to “Create a Credit Memo”.

Click [here](#) to watch. Select the video clips, “Create an Invoice” and “Create a Credit Memo”

# How can I change the email address for Orders?

Only the Account administrator for your Company is able to make changes to the electronic order routing notifications.

To learn how to change or add new email addresses to the email notifications of purchase orders, click [here](#) to watch the video and select the video clip “Configure Routing Notifications”

# How to view your Account Administrator and add users to your Company account in the SAP Network

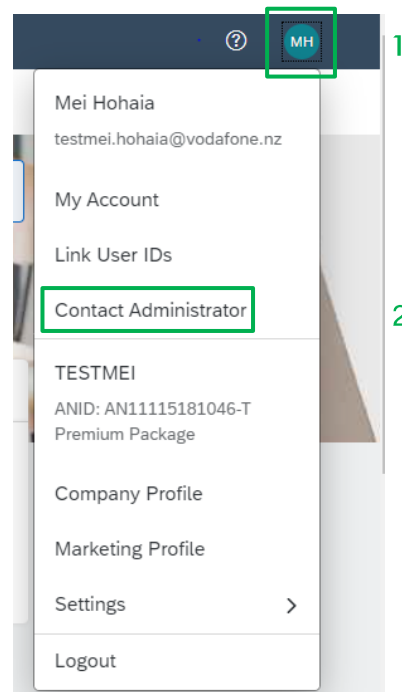
Only the Account Administrator is able to add users and make account changes for your company in the Ariba Network.

To view who your Account Administrator is for your SAP Business Network see the following steps below

## Steps:

1. Click on radio button of your **initials** in the top right hand corner
2. Click on **Contact Administrator** (this will display the email address of your administrator for this account, who will be able to assist with account changes)

Click [here](#) to watch the video of how the Account Administrator can add users to your Company account. Select the video clip, "User Creation"



# Where can I go for additional help to use the SAP Business Network?

If you are looking for further information or additional help not covered in this Quick Guide, we recommend that you view the following training guidance provided below:

[SAP Help Center](#)

[Ariba Network – Standard Account Video Clips](#)

The SAP Business Network support Centre, run by SAP (formerly Ariba Network), provides the following support to Suppliers:

- ❖ Technical support for issues accessing SAP Business Network
- ❖ Password resets, user administration e.g. adding users to your account, administrator changes

To contact the Ariba Help desk, please submit a customer support request via the Help Centre in the SAP Business Network. Click on this link for the [SAP Business Network Support](#) portal homepage (no login required)