

Transacting with Western Power

via the Ariba Network



Transacting with Western Power

- To facilitate a streamlined ordering and invoicing process, Western Power now utilises the Ariba Network to enable electronic transacting with suppliers for orders and invoices, providing real-time visibility of invoice status and remittance advice.
- All suppliers will be required to transact (receive orders and submit invoices) with Western Power via the Ariba Network. (Note: certain categories of suppliers are exempt from this requirement – e.g. materials only suppliers; suppliers transacting in foreign currencies).
- The Ariba Network for suppliers provides two options. All you need is internet access:
 - Enterprise (Full) Account: paid subscription, full features
 - Standard (Light) Account: free subscription, limited features
- The purpose of this document is to give you a high-level summary of Enterprise Account and Standard Account, to help you make an informed decision on how your organisation will transact electronically with Western Power.
- For more information, go to www.ariba.com

Standard or Enterprise Account?

Standard Account

- Using Ariba Network (**limited features**). **Free to use.**
- **Partial dashboard functionality (NEW)**
- Purchase Orders sent automatically via email notification
- Invoices can be submitted via Ariba Network by supplier, for both Purchase Orders and Contract Orders
- Can receive invoice status notifications
- Optional submission of Order Confirmations, Shipping Notices
- **Catalogue creation available (NEW)**

Enterprise Account

- Using Ariba Network (**full features**). **Fees apply (paid to Ariba not Western Power).**
- **Full dashboard functionality available**
- Purchase Orders sent automatically via email notification
- Invoices can be submitted via Ariba Network by supplier, for both Purchase Orders and Contract Orders
- Can receive invoice status notifications
- Optional submission of Order Confirmations, Shipping Notices
- **Additional features include reporting, catalogue creation, invoice automation options (integration, csv upload)**

Standard Account - Dashboard

Orders/Fulfilment/Invoices/Payments/
Reports not available for Standard Account

Tiles display Purchase Orders and
invoices in different statuses

Can create Contract
Invoices from homepage

Standard Account Upgrade TEST MODE

Home Opportunities Workbench Orders Fulfillment Invoices Payments Catalogs Reports Create

Workbench

4 New orders Last 31 days

0 Changed orders Last 31 days

6 Orders to invoice Last 31 days

13 Invoices Last 31 days

0 Rejected invoices Last 31 days

1 Invoices pending approval Last 31 days

\$ 0.0 AUD Remittances Last 31 days

3 Pinned documents

New orders (4)

Edit filter Save filter Last 31 days New

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
PO48209	Western Power - TEST	\$500.00 AUD	Sep 1, 2021	New		Send me a copy to take... Update line items Reject entire order Create ship notice Create service sheet Standard Invoice
PO48208	Western Power - TEST	\$500.00 AUD	Sep 1, 2021	New		...
PO48206	Western Power - TEST	\$500.00 AUD	Sep 1, 2021	New		...
PO48204	Western Power - TEST	\$2,000.00 AUD	Sep 1, 2021	New		...

Cannot take action (e.g. submit invoice) from the dashboard actions— can only resend a copy of the PO to your email. Instead, click on PO link to the left to open the PO and take action.

Standard Account – Further Information




- Please see <https://support.ariba.com/item/view/183459> for additional video tutorials and information regarding standard account, including [how to load invoices](#).
- Additional information is available at <https://support.ariba.com/Adapt/Ariba Network Supplier Training/#/>
- Standard accounts can be upgraded at any time to Enterprise accounts (note fees will then apply)

Welcome to your SAP Ariba Network Standard Account



As a new standard account user, it's important to know how to utilize the services of SAP Ariba Customer Support. You can use the Help Center for FAQ's, tutorials, and demos for help with using your account. Below are some articles and links it is suggested you review to start working with your customer on SAP Ariba.

Login to your account at <https://supplier.ariba.com>.

 Video tutorials	 Register	 Upgrade	 Configure account
 Process order	 Invoice	 Lost PO email	 Find order
 Payment	 Rejected invoice	 Contact your buyer	 Create a catalog

Enterprise Account - Dashboard

Orders/Fulfilment/Invoices/
Payments/Reports are all available
to use

Tiles display Purchase Orders and
invoices in different statuses

Enterprise Account TEST MODE

Home Opportunities Workbench Orders Fulfilment Invoices Payments Catalogs Reports

Workbench

8 New orders Last 31 days

0 Changed orders Last 31 days

11 Orders to invoice Last 31 days

0 Rejected invoices Last 31 days

29 Orders Last 31 days

24 Invoices Last 31 days

New orders (8)

PO Invoice

Non-PO Invoice

Contract Invoice

Service Entry Sheet

Time & Expense Sheets

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
PO48182	Western Power - TEST	\$3,000.00 AUD	Jul 20, 2021	New		Confirm entire order Update line items Reject entire order Create ship notice Create service sheet Standard invoice Hide
PO48181	Western Power - TEST	\$1,500.00 AUD	Jul 20, 2021	New		
PO48180	Western Power - TEST	\$1,500.00 AUD	Jul 20, 2021	New		
PO48179	Western Power - TEST	\$3,000.00 AUD	Jul 20, 2021	New		
PO48178	Western Power - TEST	\$1,500.00 AUD	Jul 20, 2021	New		

Can view Contract Orders
and create Contract
Invoices

Can view POs; create PO
invoices, shipping notices
and order confirmations
from dashboard

Enterprise Account - Fees and Video Demos

- Please see https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/#/ for further information regarding using the Ariba Network, including [how to load invoices](#).
- Enterprise Account Fee Structure: <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/subscriptions-and-pricing>



What else do I need to know?

- PDF copies of invoices must be sent as attachments to your electronic invoices in Ariba (regardless of the account option selected)
- For orders raised prior to registering for an Ariba Network account:
 - **Enterprise Account:** existing orders can be sent to your new AN account if required so they can be invoiced in the Ariba Network
 - **Standard Account:** existing purchase orders cannot be sent to your new AN account, and invoices must be emailed to accounts.payable.invoices@westernpower.com.au. Existing Contract Orders can be sent to your new AN account for invoicing.



What else can you use Ariba for?

- Western Power also utilises Ariba to allow suppliers to:
 - Respond to tenders
 - Register their interest to supply to goods or services
 - Submit and maintain supplier accreditation information.
- The above activities only require a Standard (Light) account, and do not incur any fees from Ariba as part of taking these actions.



Further Information

- Training guides, FAQs and additional supporting documentation are available on the Western Power website for both Enterprise Account and Standard Account.
- If you have any questions regarding the transacting process please contact suppliers@westernpower.com.au

