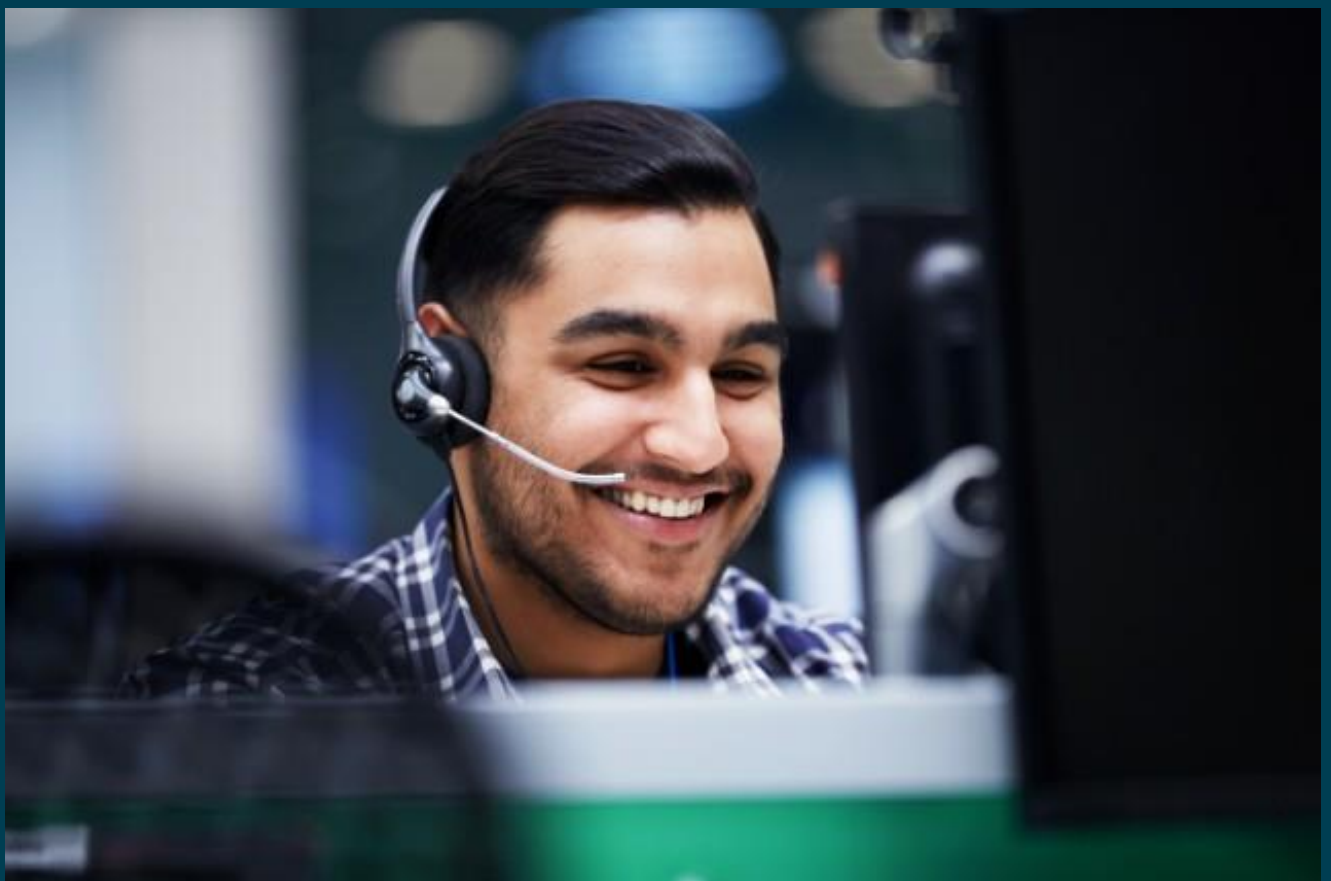


A Supplier Guide to SAP Ariba



May 2022

SEVERN
TRENT

What's in this guide?

This guide has been produced to cover the Severn Trent processes supported by SAP Ariba technology.

The guide will demonstrate the processes and requirements of suppliers to ensure the processes run efficiently and ultimately, enables Severn Trent to pay for goods and services on time.

Each section of the guide is marked on the contents page with page numbers and hyperlinks to jump to specific sections.

You will find useful hints, tips, and information on what happens after you have submitted information to Severn Trent via Ariba.



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Your Ariba Network Account



Account Type

SAP Ariba offers two types of account; **Standard** (provided free of charge) or **Enterprise** (provided at a cost to the supplier).

The **Enterprise** account gives suppliers the ability to manage transactions using the inbox/outbox feature within the portal and to run reports. Please note the fees are charged on two levels:

- annual subscription fee
- transaction fees (% of the value of purchase orders or invoices within the invoice period – capped at £15,500 per annum).

Severn Trent is not liable for any fees incurred by the supplier for the use of the Ariba Network. The agreement is firmly between the supplier and SAP Ariba, to whom any fees must be paid.

For further information on the Ariba Network accounts and pricing structure, please visit <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>

If you are a supplier who has been onboarded via Ariba (Supplier Registration as explained later in this guide), when your account is created in Ariba, it is created as a standard account.

Any purchase orders created are automatically sent to your Ariba Network ID (ANID), which was created during the registration process.

Do We Need an Enterprise Account?

The **Standard** account allows you to transact free of charge and flip a purchase order into an invoice using the interactive email shown in the managing purchase orders and invoices section of this guide. There are no volume restrictions.

Suppliers who receive more than 100 purchase orders from Severn Trent per year may benefit from system integration, whereby your company's sales system is integrated with SAP Ariba and you simply manage the transactions from your own system. If you think this may benefit you, please contact us at Supplierenablement@severntrent.co.uk

How Do I Know What Type of Account We Hold?

1. You can see the account type at the top of your screen



2. You can upgrade at any time by selecting the Upgrade button at the top of the Ariba screen and following the upgrade steps. Please remember to check the Ariba Network

Fees before you upgrade and ensure you understand and agree to the fees that will be charged to you.

If you have upgraded to an enterprise account and wish to return to a standard account, you must firstly clear your account balance. Contact SAP via the help portal and request that the account type is changed.

You can find additional support and guidance through the Ariba Help Portal.

3. To access the portal, go to <https://service.ariba.com> and select the 'Supplier' button

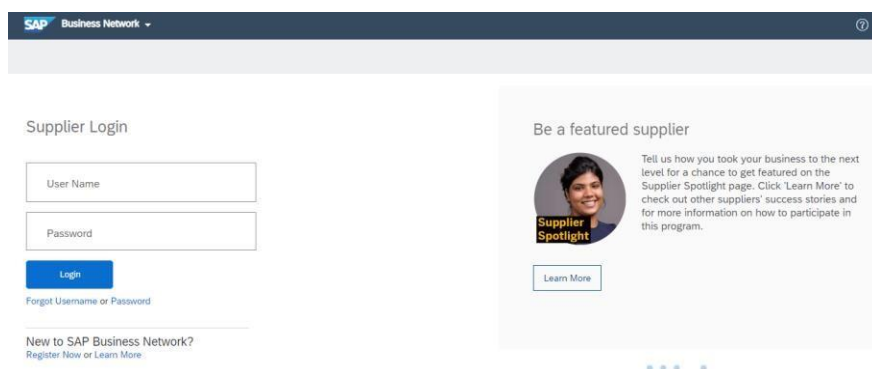


Ariba Network - Where companies connect to get the business done

Ariba Network is a dynamic, digital marketing serving millions of buyers and suppliers in more than 190 countries.

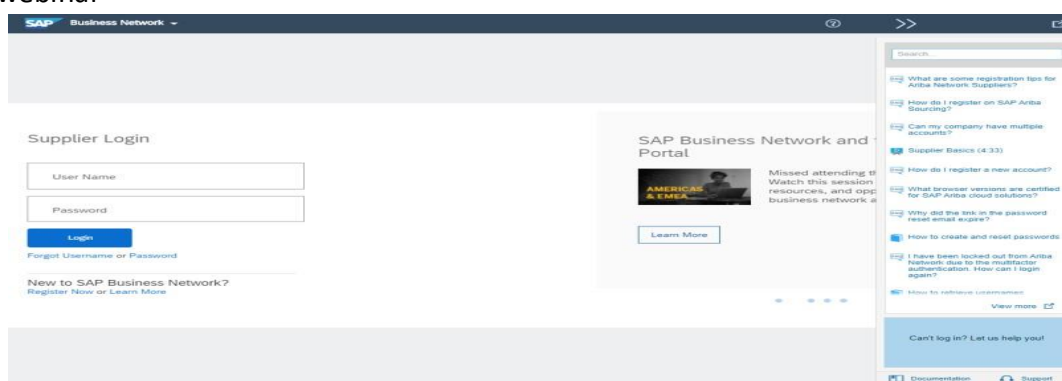


4. This takes you to the login screen. To access the help portal, select the '?' icon at the top of the Ariba Network screen.



5. A menu appears on the right-hand side of the screen.

- Common questions are answered via FAQ and videos
- Use the search bar to search the library by key word, results are shown in this window
- Documentation opens the full Ariba library in a new window
- Support enables you to search the Ariba knowledge base by a key word, providing links to FAQ's and videos relating to the search and an option to get help by phone or join a webinar



One Stop Shop

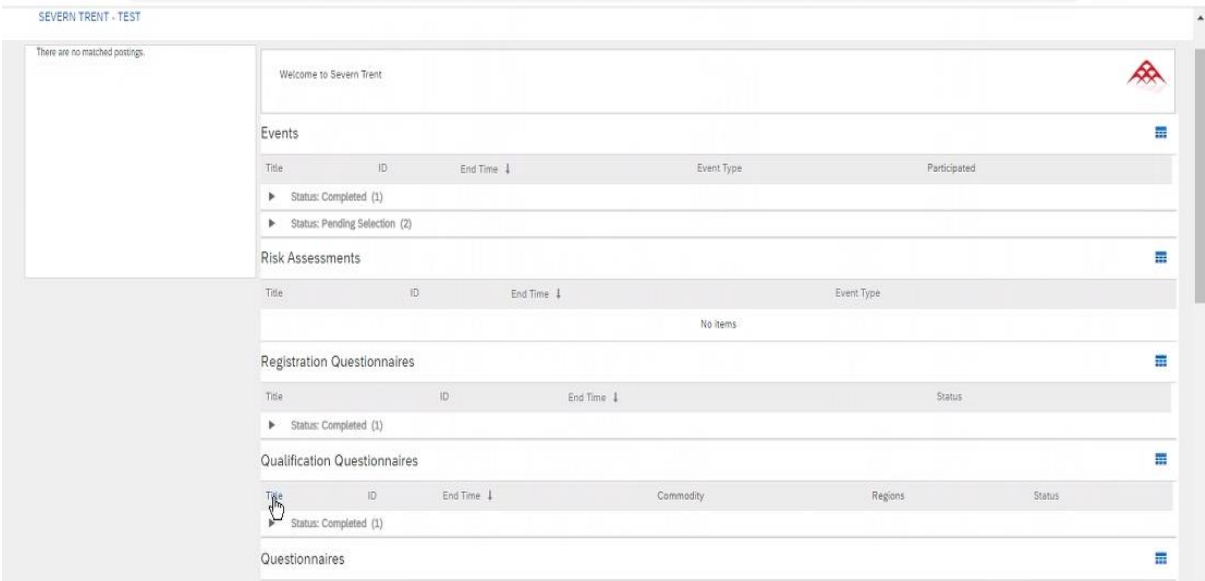
Use the menu at the top of the screen to flip between:

- Ariba Discovery – can be used to market your business to other Ariba customers, visit <https://my.ariba.com/Discovery> for more information (fees may apply)
- Ariba Proposals and Questionnaires – where you will find the supplier registration questionnaire and any tendering proposals.
- Ariba Contracts – can be used to negotiate customer contracts (fees may apply)
- SAP Business Network (Ariba Network) – where you can manage your purchase orders, invoices, and payments (please note for the standard account you can only see the last 365 days' worth of documents here, best practice to create an email folder for when you received the PO (purchase order/s) via email so you can always find the PO and then use the links in the email PO to action it in your Ariba account if required)
- When you first set up your account create tiles in your Ariba workspace to view invoices and POs in a standard account

It is important that when you first receive a PO from a customer for the first time via email that you log in rather than try the processing options (this applies if you already have an Ariba account) and set up the enablement – further guidance on this can be found in section [How to Process the new purchase order using email copy in Ariba Supplier Network](#)

Ariba Proposals and Questionnaires

The Ariba Proposals and Questionnaires area is where you will find any questionnaires relating to your onboarding and sourcing activities, which are outlined step by step in this guide.



You can access the Proposals and Questionnaires area from the Ariba Network, please ensure you select 'Severn Trent Plc' as the customer before selecting this option as each of your customers will have their own portal.

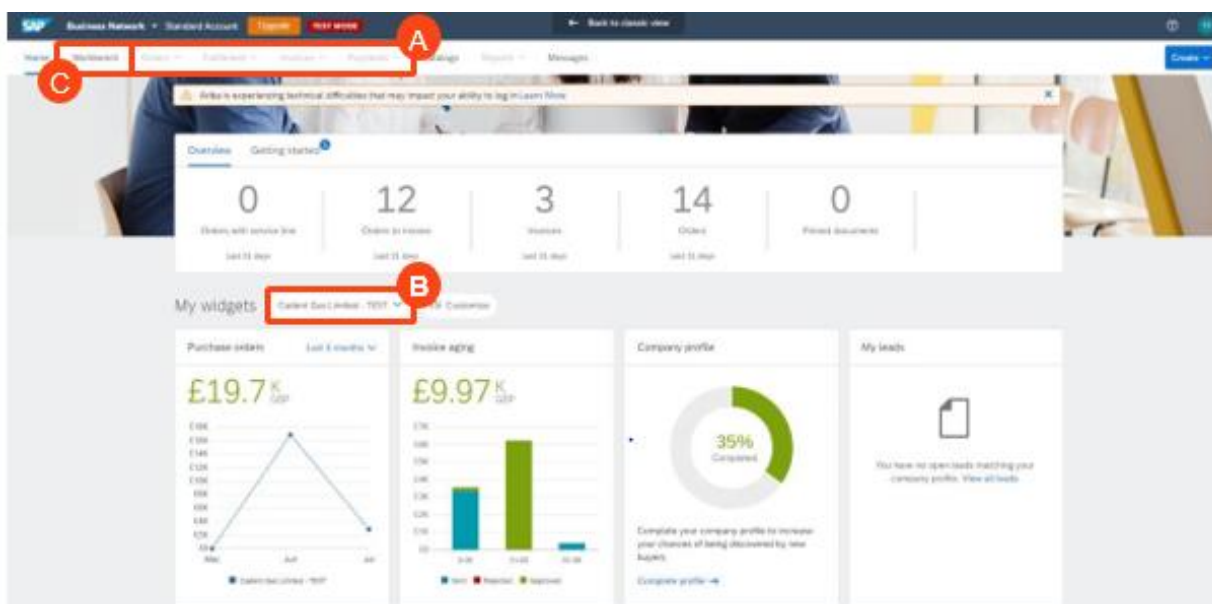
The events (sourcing proposals) and questionnaires can be re-visited at any time by selecting the blue text. Questionnaires will remain available to re-submit, should your organisation have any changes for 365 days from the date the request was sent to you.

You can at any time update your details with Severn Trent by returning to your supplier registration questionnaire/ revise response/edit and submit. Questionnaires can expire, simply contact supplierenablement@severntrent.co.uk to re-open the questionnaire.

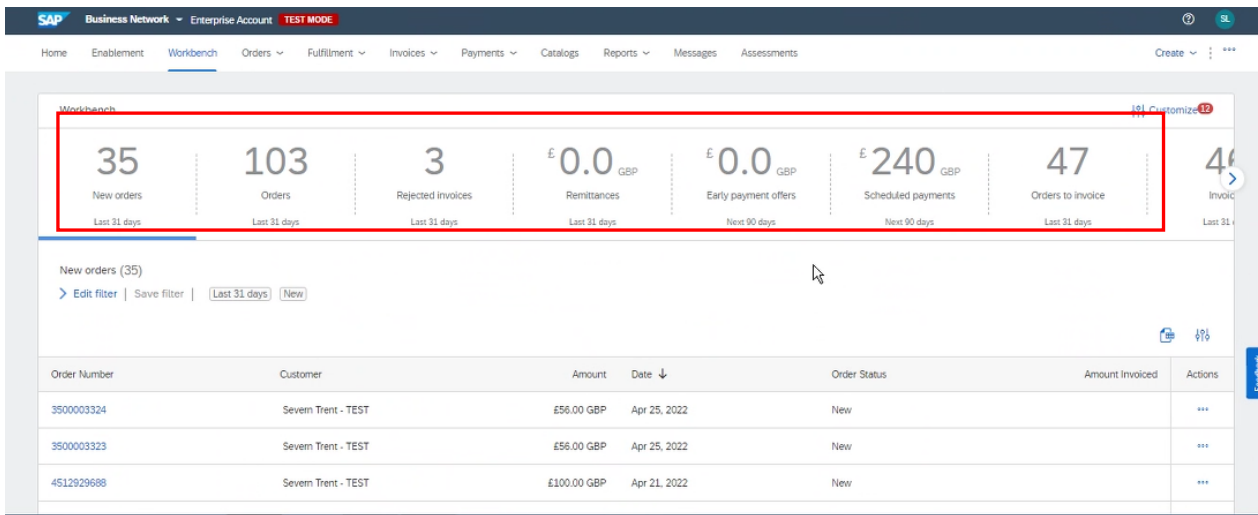
Ariba / SAP Business Network

The Business Network is where you will find your Ariba Purchase Orders and Invoices. The home page provides an overview of your transactions.

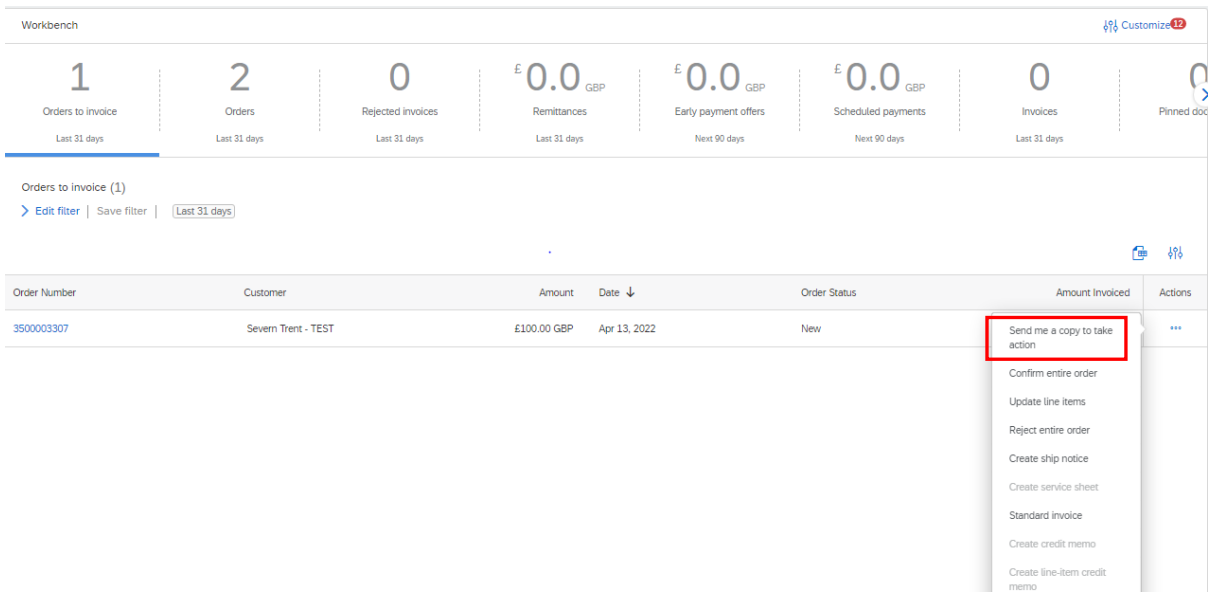
- A. The Orders / Fulfilment / Invoices and Payments options are greyed out in the standard account. These options provide quick links to purchase orders, order confirmation, ship notices, service entry sheets and invoices.
- B. You can select which customers transactions you see by selecting them from the drop down



- C. Select the Workbench to view your transactions



- D. Use the widgets to toggle between orders and invoices
- E. When using a standard account, you can re-send a copy of the Purchase Order. Select the '...' next to the purchase order
- F. Then select 'Send me a copy to take action'



Please note Severn Trent requires its suppliers to transact electronically via the network, the choice of a Standard or Enterprise account is your preference. If you choose to upgrade, please ensure you understand the fees that will be incurred for the use of the Enterprise account.

- G. A Pop up appears confirming the email address the copy will be sent to
- H. You can change the contact details by selecting 'My Account' and updating the email address if it changes.

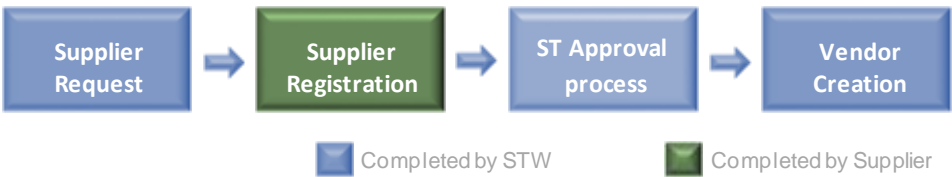
Supplier Onboarding



Supplier Lifecycle Performance (SLP)

Severn Trent have enabled Ariba SLP, which is a new way of creating and managing our supplier data. SLP enables Severn Trent to control its vendor database, by connecting with suppliers who meet a minimum standard.

All activities within the process are completed in Ariba, the process flow below demonstrates the process steps.



Suppliers are expected to complete the Severn Trent supplier registration questionnaire within Ariba. All suppliers must complete the registration stage, with suppliers who are to be created as vendors in Severn Trent back-office system:

Process	Requirement	Required for Sourcing	Required for Transacting
Supplier Registration	Tell us about your organisation and whether you agree to Severn Trent Policies, Terms & Conditions. Suppliers must complete the registration phase to take part in tender events and maintain your key data such as bank details	✓	✓

Supplier Registration

1. You will receive an email from Severn Trent asking you to ‘register as a supplier with Severn Trent’. This will be sent from the individual in Severn Trent's buying team who has triggered the registration process.

Hint:

Your invitation is unique to the email address we have file. So please do not forward this to a colleague. If you need it to be sent to a different colleague please contact us and let us know.

- Click on the link in the email – the email is system generated, so please check your spam folders.
- If you're new to the Ariba Network, click on the 'Sign up' button. If you're already a member of the Ariba Network, sign in as normal by clicking the 'Log in'
- Complete the information in the proforma to create your Ariba account. The form is split into three sections.

Company information

* Indicates a required field

Company Name: *

Country/Region: * United Kingdom [GBR]

Address: *

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

- Company Information
 - Company Name & Address
 - User Account Information - Create your username and password
 - More about your business
 - Select the commodities your business provides and the locations you service
 - You can also add a company logo and short company description, which will appear visible to Severn Trent users when searching for supplier records in Ariba buying.
- Once complete, scroll to the bottom of the page. You must tick that you have read and agreed to the 'Terms of Use' and 'SAP Ariba Privacy Policy Statement' to continue.
 - Click on the 'Create account and continue' button.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Create account and continue button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdictions where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrators within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, you also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian Federation.

☐ I have read and agree to the Terms of Use

☐ I have read and agree to the SAP Ariba Privacy Statement

5

6

Create account and continue

Cancel

- The Ariba system will complete a search of existing records. If a potential duplicate record exists, you will see this pop-up. Click 'Review accounts'

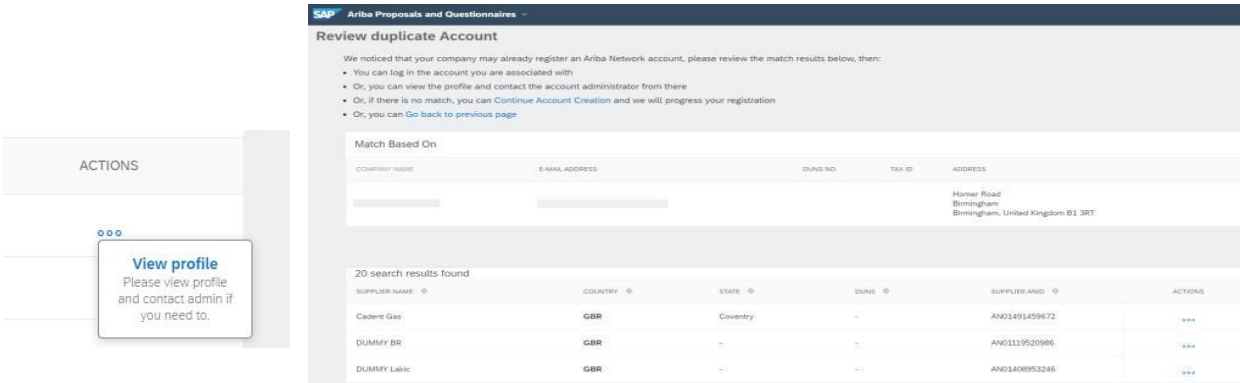
Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

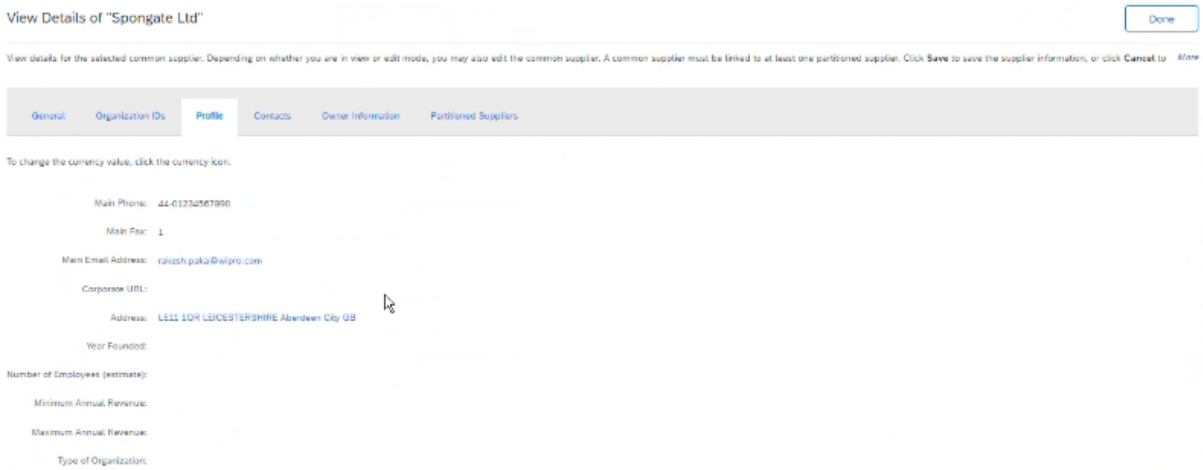
[Review accounts](#)

If this popup does not appear, go to step 11

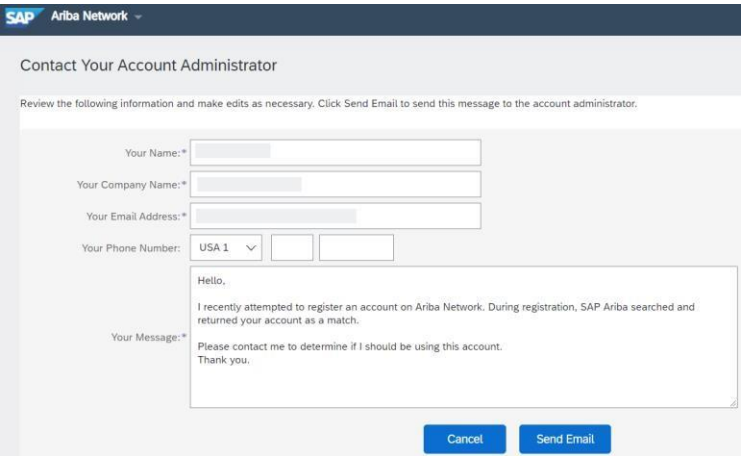
- 8. Any potential matches are displayed.
- 9. If one looks to be for your company, you can view the profile by clicking ‘. . .’ under actions, then select ‘View profile’



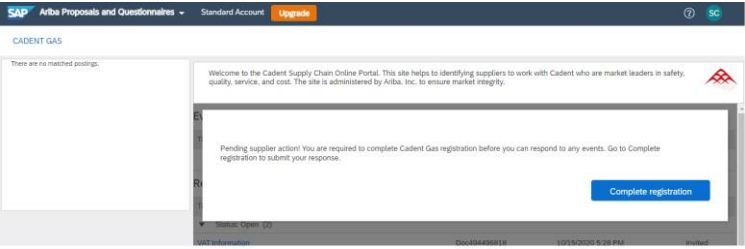
- 10. If none of these relate to your company or you want to create a new account, click ‘Continue Account Creation’
- 11. The supplier profile is displayed in a new window, this screen gives you the option to Contact Admin of the account, if you wish



- 12. If you have selected contact admin, complete the template then click send email. Close this window



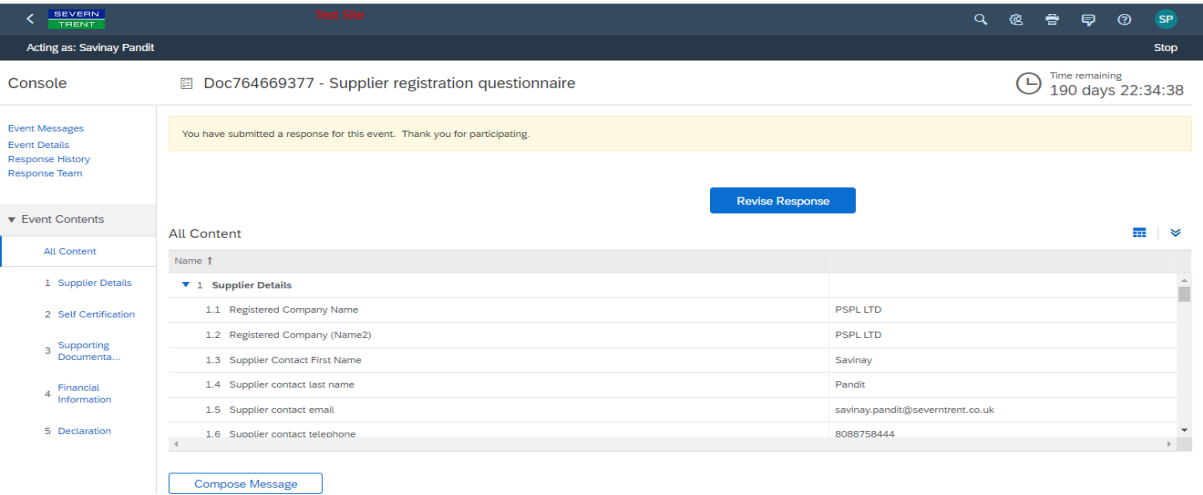
13. If no duplicates were identified, click the ‘complete registration’ button



Questionnaires are now open

14. The event clock is displayed, note registration open for 30 calendar days

15. Once completed, click ‘Submit entire response’



Hit and tip for completion – *when entering in your VAT number please enter with GB followed by your 11 digit number, with no spaces or gaps example: GB12345678912*

16. Click ‘OK’ when the popup appears



Your response is now submitted



What Happens Next?

The Severn Trent buyer will review your submission

If you are taking part in a tender event, once approved, you will be able to access the event and submit a bid

If your company is being set up as a vendor, when approved you will be enabled for ST users to raise purchase orders against you and for you to be able to flip POs into invoices

Hint:


When your registration is in Pending Resubmit, you can edit your questionnaire response and add in new information. Please remember to click submit once you have made your changes.


Supplier Qualification

- 1. You may receive an email from Severn Trent asking you to ‘become a qualified supplier with Severn Trent’. This function is not commonly used in Severn Trent, however the guidance has been included should you receive such a request.

The email includes the commodity that the buyer is qualifying your company for.

- 2. Click on the link
- 3. Log into the Ariba portal using the username and password you previously created

 Ariba Proposals and Questionnaires



Supplier Login

User Name

Password

Login

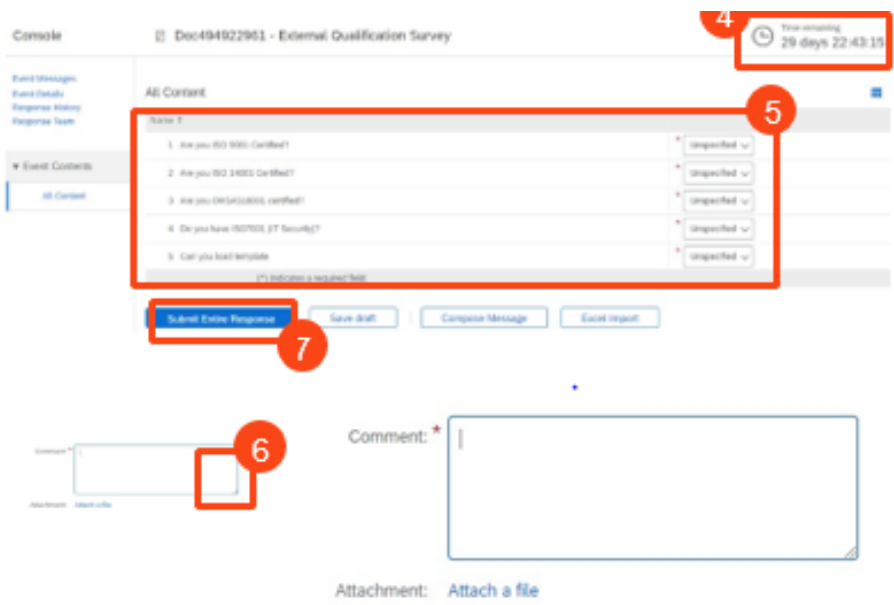
[Forgot Username or Password](#)

[New to Ariba? Register Now](#)

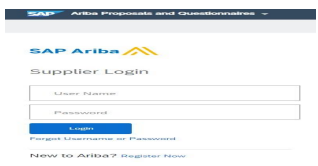
The questionnaire is now open:

- 4. The event clock is displayed

- 5. Complete the questionnaire
- 6. Where this symbol is seen, you can add comments or attachments when it is selected.
- 7. When complete, click on 'Submit Entire Response' button



- 8. Click Ok to submit response

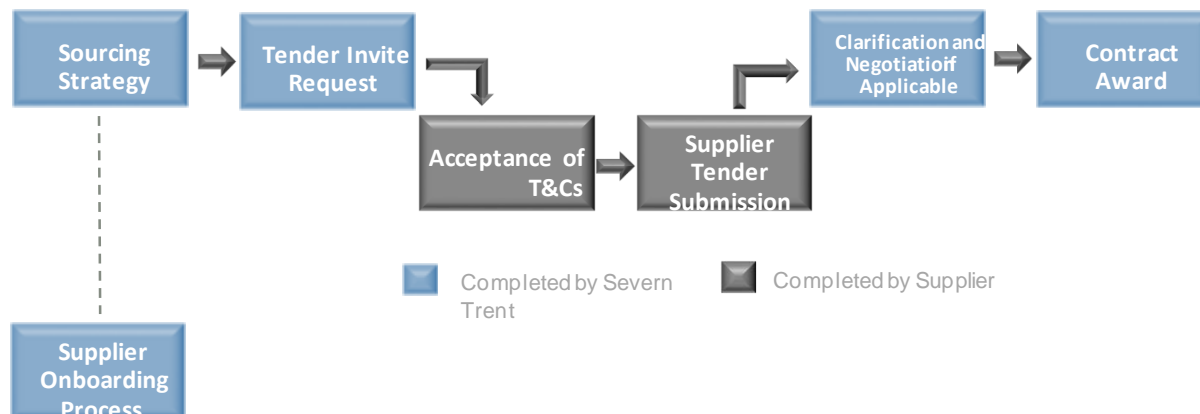


- 9. Click 'Go back to Severn Trent dashboard' at the top the screen
- 10. The status is now updated. You can click on any of the questionnaire and revise your response during the event (time remaining is displayed on the event clock)

Sourcing Activities

As a utility in the UK, Severn Trent has to abide by Utility Contract Regulations (UCR 2016).

On the first of January each year, the thresholds for Goods, Works and Services are reset and can be viewed at <https://www.ojeu.eu>



To manage this, Severn Trent operates the process above:

- Our buying teams will create a sourcing strategy outlining the marketplace, how we buy today and with the support of key stakeholders understand future forecasting requirements.
- Our buying teams will use the following tools to issue and run tendering activities; Achilles Utility Vendor Database (UVDB), Constructionline for Dynamic Purchasing System (DPS) and SAP Ariba. Tenders run through the DPS and SAP Ariba will be advertised via Find a Tender and an Ariba Discovery posting will be issued. For all tenders, our buying teams will manage the RFx/ITT in SAP Ariba.
- Suppliers participating in Sourcing events, need to complete the Ariba Registration process (see Supplier Onboarding Process).
- Ariba is Severn Trent's chosen procurement system and is used for our sourcing activity, depending on the sourcing strategy you may also receive an invitation via Achilles, Constructionline or directly from a buyer.
- Suppliers are expected to review the sourcing documentation as soon as possible, understanding the timescales around the event and abide by the bidding rules.
- Suppliers are expected to ensure all documentation being submitted to Severn Trent are submitted by an authorised individual.
- Severn Trent will share within the ITT (Invitation to Tender) documentation the split between the Technical and Commercial requirements.
- Under the Utilities Contract Regulations 2016, Severn Trent will adhere to the 10 Calendar Day Standstill Period at the point of Contract award, where applicable.

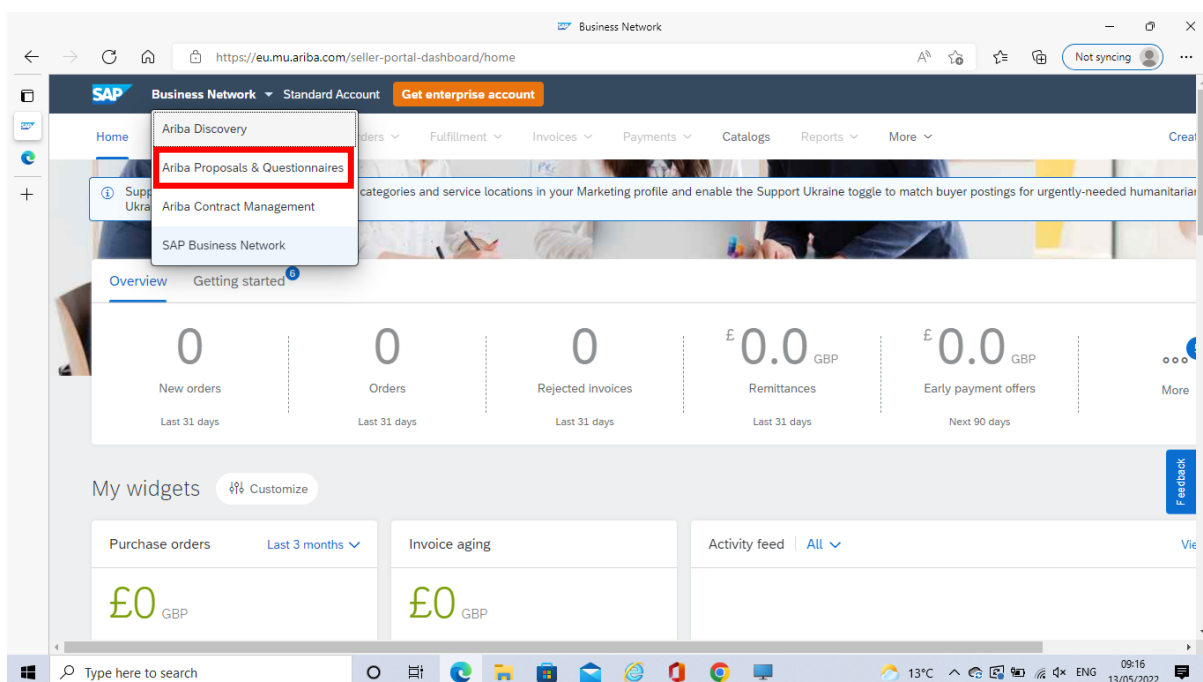
- Suppliers who are awarded a Contract must transact with Severn Trent electronically via the Ariba Network.

Responding to a tender opportunity that you are directly invited to participate in

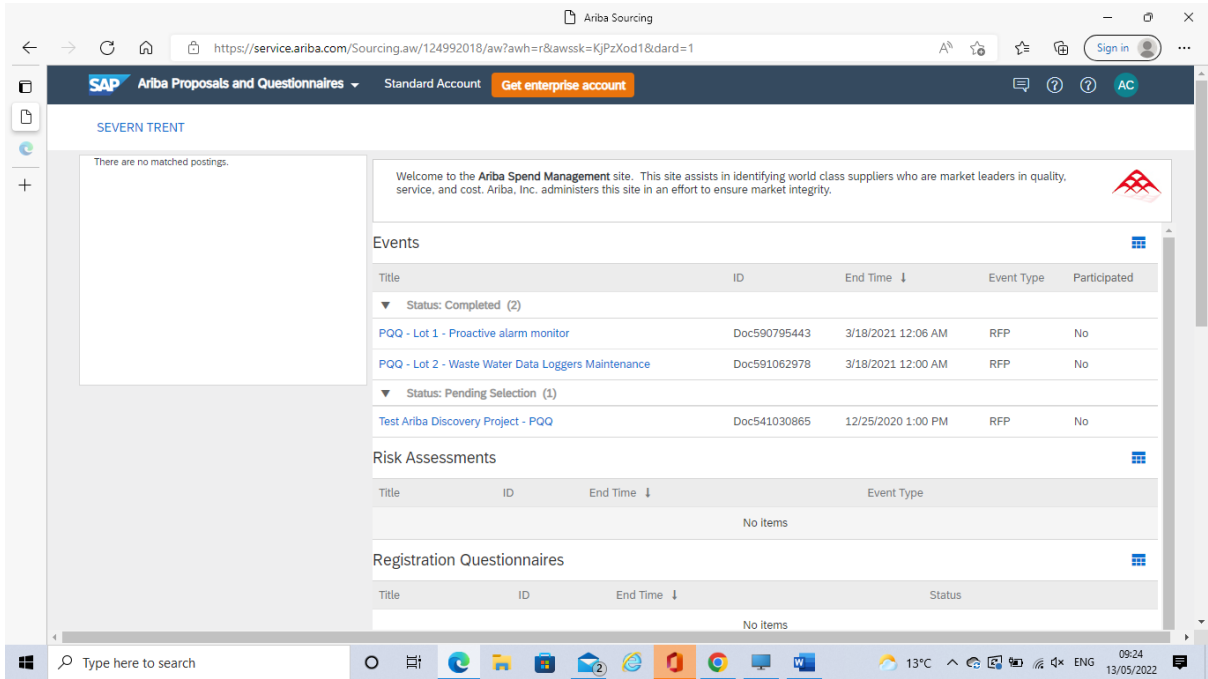
1. You will receive an email from Severn Trent asking you to participate in an event.
2. Click on link to access the event
3. Log on to Ariba portal using your Ariba credentials that have been created as part of supplier registration. Click on Business Network to gain visibility of tendering opportunities.

Hint:

If you have started your supplier registration, please be sure you are using the log in details that were created as part of the process. If you have not registered as a supplier, on occasion we have more than one account for you on the system. If you experience any issues with logging in, please contact us so we can support you to use the correct credentials.

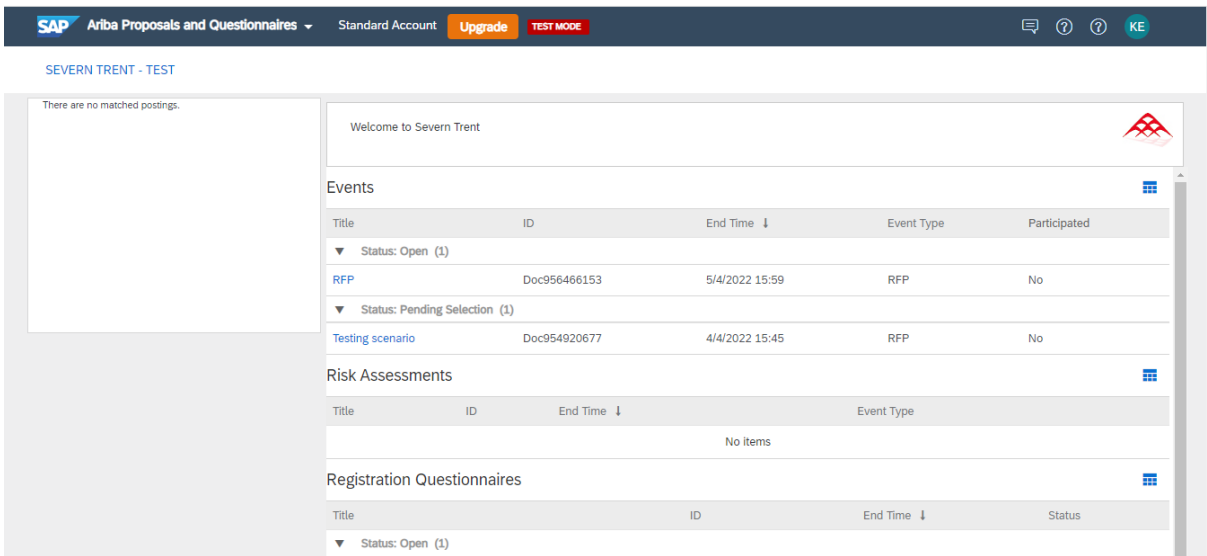


4. The dashboard is now open, any sourcing events or questionnaires will be displayed under Ariba Proposals and Questionnaires section.



Hint:

If you do not see a document that you expect to see or have been invited to please reach out to your Severn Trent representative. This may have occurred because you are logged in to a different account to the one, we have invited. No need for concern we sort this out.



6. On the event, click ‘Review Pre-requisite’

Ariba Sourcing

Company Settings

Kratos Enterprise

Feedback

Help

Messages

< Go back to Severn Trent - TEST Dashboard

Desktop File Sync

Event Details

Doc956466153 - RFP

Time remaining
00:28:12

Event Messages

Download Tutorials

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

Review Prerequisites

Decline to Respond

Print Event Information

Event Overview and Timing Rules

Owner: Pavitra Sharma

Event Type: RFP

Publish time: 5/4/2022 15:17

Response start date: 5/4/2022 15:29

Due date: 5/4/2022 15:59

Specify how lot bidding will begin and end: Parallel

Allow bidding overtime: No

Description:

Currency: British Pound

Commodity: STGP Pumps - Servicing & Maintenance, 045013009

Regions: All Global

Bidding Rules

7. If you elect not to participate, select ‘Decline to Respond’

Please note: If you select ‘Decline to Respond’ you will not be able to view the event details, respond to the event or send messages through the message board

8. Review the prerequisites and confirm whether you accept or do not accept the terms of the agreement

Ariba Sourcing

Company Settings

Kratos Enterprise

Help

< Go back to Severn Trent - TEST Dashboard

Desktop File Sync

Prerequisites

Doc956466153 - RFP

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

Prerequisites must be completed prior to participation in the event.

BACKGROUND

(A) The Parties wish to receive from each other certain information for the Purpose.
(B) In order to facilitate the Purpose the Parties wish to disclose to each other valuable and sensitive commercial information which is of a confidential nature.

1. DEFINITIONS

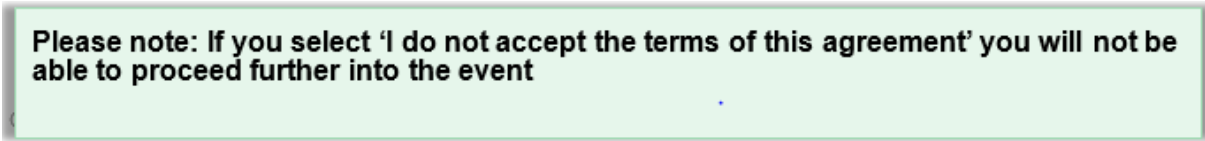
In this Agreement the following expressions shall have the following meanings unless inconsistent with the context:

"Associated Company" any company which is, in relation to another company, its holding company or its subsidiary or a subsidiary of its holding company. "Holding company" and "subsidiary" will have the meanings attributed to them in section 1159 of the Companies Act 2006 or any subsequent re-enactment of it;

"Business Day" any day other than Saturday and Sunday or a public or bank holiday in England;

"Confidential Information" (a) all information (whether written, oral, in electronic form or in any other media) disclosed in connection with the Purpose by the Disclosing Party including, without prejudice to the generality of the foregoing, any ideas; business methods; finance; prices, business, financial, marketing, development or manpower plans; customer lists or details; computer systems and software; products or services, including but not limited to know-how or other matters connected with the products or services manufactured, marketed, provided or obtained by the Disclosing Party and information concerning the Disclosing Party's relationships with actual or potential clients, customers or suppliers and the needs and requirements of the Disclosing Party and of such persons;

9. Click Ok



10. If you accepted the terms of the agreement, you can now respond to the event

14. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

The Parties do not intend that any of its terms will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a Party to it. By clicking on the "Accept" button below, you acknowledge that you have read, understood and agree to be bound to the terms of this Agreement. If you do not agree to the terms of this Agreement, click on the "No" button below.

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

OK

Cancel

Ariba Sourcing

Company Settings

Kratos Enterprise

Feedback

Help

Messages

< Go back to Severn Trent - TEST Dashboard

Desktop File Sync

Console

Doc956466153 - RFP

Time remaining

00:26:56

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

▼ Event Contents

All Content

1 Technical

2 Commercial

All Content

Name ↑

▼ 1 Technical

1.1 Service Delivery

1.2 H&S

1.3 Innovation

1.4 Management Information

1.5 Terms and Conditions

▼ 2 Commercial

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

- 11. The event countdown is displayed at the top of the screen
- 12. You can review previous messages and ask questions during the event in the Event messages
- 13. Click 'Compose Message' to ask a new question

14. Enter any questions or text, Ariba will automatically default the subject, this can be amended


15. You can attach files or zip folder by selecting 'Attach' file

By attaching a ZIP folder you can add more than one document.

Please note: The STW Buyer will have visibility of who has submitted the question , please do not enter any company identifiers in your question as it may be shared with other participants

17. When Severn Trent respond, you should receive an email similar to the one shown here

RE: Doc956466153 - RFP



Pavitra Sharma <s4system-prodeu+stwater-T.Doc956466153@eusmtg>

To ● Sharma, Pavitra


↩ Reply

↩ Reply All

➡ Forward

⋮

Tue 05-04-2022 15:39

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Severn Trent - TEST

You have received a new message for event "Doc956466153 - RFP". You must access the event message board to view the message content.

[Click Here](#) to view the message.

You are receiving this email because your customer, Severn Trent - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Severn Trent - TEST.

Severn Trent - TEST sourcing site, Event Doc956466153: RFP, Realm: stwater-T, Message ID: MSG91670090.1, [Click Here](#)

Offices | Data Policy | Contact Us | Customer Support

Powered by 

Tip:

If you have submitted a message and are awaiting a response from us, we recommend that you log into Ariba and check for a response in the event. Depending on network settings the above email can sometimes be delayed. The response will be visible in your messages instantly. (See below)

Ariba Proposals and Questionnaires

Standard Account
Upgrade
TEST MODE

SEVERN TRENT - TEST

There are no matched postings.

Welcome to Severn Trent

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
RFP	Doc956466153	5/4/2022 15:59	RFP	Yes
▼ Status: Pending Selection (1)				
Testing scenario	Doc954920677	4/4/2022 15:45	RFP	No

Risk Assessments

Title	ID	End Time ↓	Event Type
No items			

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc873183769	25/1/2023 20:40	Registered

Ariba Sourcing

[Company Settings](#)
[Kratos Enterprise](#)
[Feedback](#)
[Help](#)
[Messages](#)

[< Go back to Severn Trent - TEST Dashboard](#)
[Desktop File Sync](#)

Console

Doc956466153 - RFP

Time remaining

00:17:17

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept

You have submitted a response for this event. Thank you for participating.

Revise Response

All Content

25

Ariba Sourcing

Company Settings

Kratos Enterprise

Feedback

Help

Messages

< Go back to Severn Trent - TEST Dashboard

Desktop File Sync

Event Messages - RFP

Back to Console

Time remaining
00:16:47

Messages

	Id	Reply Sent	Sent Date	From	Contact Name	To	Subject
<input type="radio"/>	MSG91670090.1	No	05/04/2022 15:38	Severn Trent - TEST	Pavitra Sharma	Participants (1) Team (1)	RE: Doc956466153 - RFP
<input checked="" type="radio"/>	MSG91670090	No	05/04/2022 15:36	Kratos Enterprise	Kratos Enterprise	Pavitra Sharma	Doc956466153 - RFP
<input type="radio"/>	MSG91670087	Not Applicable	05/04/2022 15:33	Kratos Enterprise	Kratos Enterprise	Pavitra Sharma	Response (ID=ID997433126) in event RFP has been submitted.
<input type="radio"/>	MSG91475088	No	05/04/2022 15:29	Severn Trent - TEST	Pavitra Sharma	Participants (0) Team (0)	Event RFP is now accepting responses.
<input type="radio"/>	MSG91475087	No	05/04/2022 15:27	Severn Trent - TEST	Pavitra Sharma	Kratos Enterprise	Event RFP has been reduced by 40 minutes.
<input type="radio"/>	MSG91475086	No	05/04/2022 15:26	Severn Trent - TEST	Pavitra Sharma	Kratos Enterprise	Event RFP has been reduced by 1 minute.
<input type="radio"/>	MSG91475083	No	05/04/2022 15:18	Severn Trent - TEST	Pavitra Sharma	Kratos Enterprise	Event RFP has been extended by 30 minutes.
<input type="radio"/>	MSG91475082	Not Applicable	05/04/2022 15:17	Severn Trent - TEST	Pavitra Sharma	Kratos Enterprise	Severn Trent - TEST has included you in the event: RFP.

View

Reply

Compose Message

Download all attachments

21. You can respond to this message by clicking ‘Reply’, if you choose not to reply then click done

Ariba Sourcing

Company Settings

Kratos Enterprise

Help

Messages

< Go back to Severn Trent - TEST Dashboard

Desktop File Sync

View Message

Done

Reply

Id: MSG91670090.1

From: Severn Trent - TEST (Pavitra Sharma)

Sent: 05/04/2022 15:38

To: Project Team: Kratos Enterprise(Kratos Enterprise); Severn Trent - TEST(Pavitra Sharma)

Subject: RE: Doc956466153 - RFP

Yes

Id: MSG91670090

Sent: 04/05/2022 03:36 PM

Subject: Doc956466153 - RFP

Document for TTT

Done

Reply

Kratos Enterprise (kratos@severntrent.co.uk) last visited 5 Apr 2022 3:11:02 AM

Kratos Enterprise AN11031429524-T

© 1998-2019 Ariba, Inc. All rights reserved.

22. When submitting your response to Severn Trent's event, any fields marked with a Red Asterix must be completed

Ariba Sourcing

Company Settings

Kratos Enterprise

Feedback

Help

< Go back to Severn Trent - TEST Dashboard

Desktop File Sync

Console

Doc956466153 - RFP

Time remaining

00:14:53

Event Messages

Response History

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Submit Response

▼ Event Contents

All Content

1. Technical

2. Commercial

All Content

Name ↑

3.1 Name

Please provide your Full Name (First & Last Name) as per the records of your Company/ Organisation.

pavitra

3.2 Position

Please state your Designation as per your Company's or Organisation Records.

CEO

3.3 Date

Tue, 5 Apr, 2022

3.4 Phone

Please provide your Official phone number - both Landline with extension and Cell or Mobile number

12345590

(*) indicates a required field

Submit Entire Response

Update Totals

Reload Last Bid

Save draft

Compose Message

Excel Import

23. The answer fields can vary from text boxes, drop down menus and attachments

All Content

Name ↑

Company Details in this section

4.1 Provide your company Name

TestSupplier1

4.2 Provide your Company House Registration Number

1234

4.3 Provide your Company UVDB Supplier Code

12345

4.4 Please provide Parent Company Name (if applicable)

4.5 Please provide details of the lead contact person. If successful in the outcome of this PQQ. The

(*) indicates a required field

24. To download any files/attachments within the content, select the document name and click Download this Attachment/Download all attachments'

All Content

Name ↑

Contact email address

testsupplier@severntrent.com

4.8 Please provide Lead Contact Telephone number

12345

5 Test Line

Less... -

Test Line

Please see attached PQQ documents.

Blank PQQ.docx

Download this attachment

Download all attachments

▼ 6 PQQ QUESTIONS

6.1 Please attach your response here.

Attach a file

(*) indicates a required field

25. To attach any files or zip folders relating to your submission, find the answer field and click 'Attach a File'

All Content

Name ↑

Contact email address

testsupplier@severntrent.com

4.8 Please provide Lead Contact Telephone number

12345

5 Test Line

Less... -

Test Line

Please see attached PQQ documents.

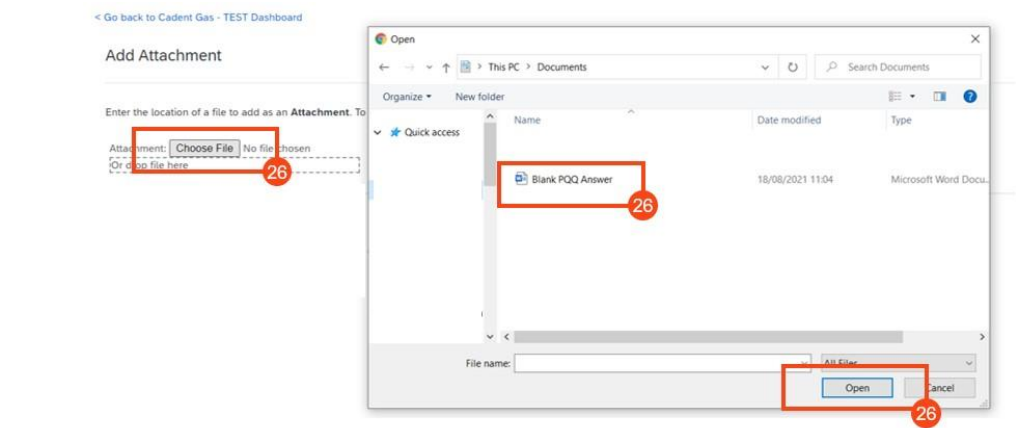
Blank PQQ.docx

▼ 6 PQQ QUESTIONS

6.1 Please attach your response here.

Attach a file

26. Click on 'Choose File' select document or Zip folder you would like to upload and click open



27. Once the file/zip folder is attached, click 'OK'

Add Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: Choose File Blank PQQ Answer.docx
Or drop file here

OK Cancel

All Content

Name ↑	
Contact email address	juebiugga@testsupplier.com
4.8 Please provide Lead Contact Telephone number	12345
5 Test Line	Less... -
Test Line	
Please see attached PQQ documents. Blank PQQ.docx	
6 PQQ QUESTIONS	
6.1 Please attach your response here.	Blank PQQ Answer.docx Update file Delete file

(*) indicates a required field

Submit Entire Response Update Totals Save draft Compose Message Excel Import

29. Click OK

All Content

English or a full English translation must be provided at no cost to Cadent. Applicants should not make any assumptions based on prior knowledge and/or experience of working with Cadent in the completion of their PQQ responses.

Submit this response?



Click OK to submit.

OK Cancel

30. Once the bidding period has expired, an email notification will be sent confirming we are no longer accepting responses.

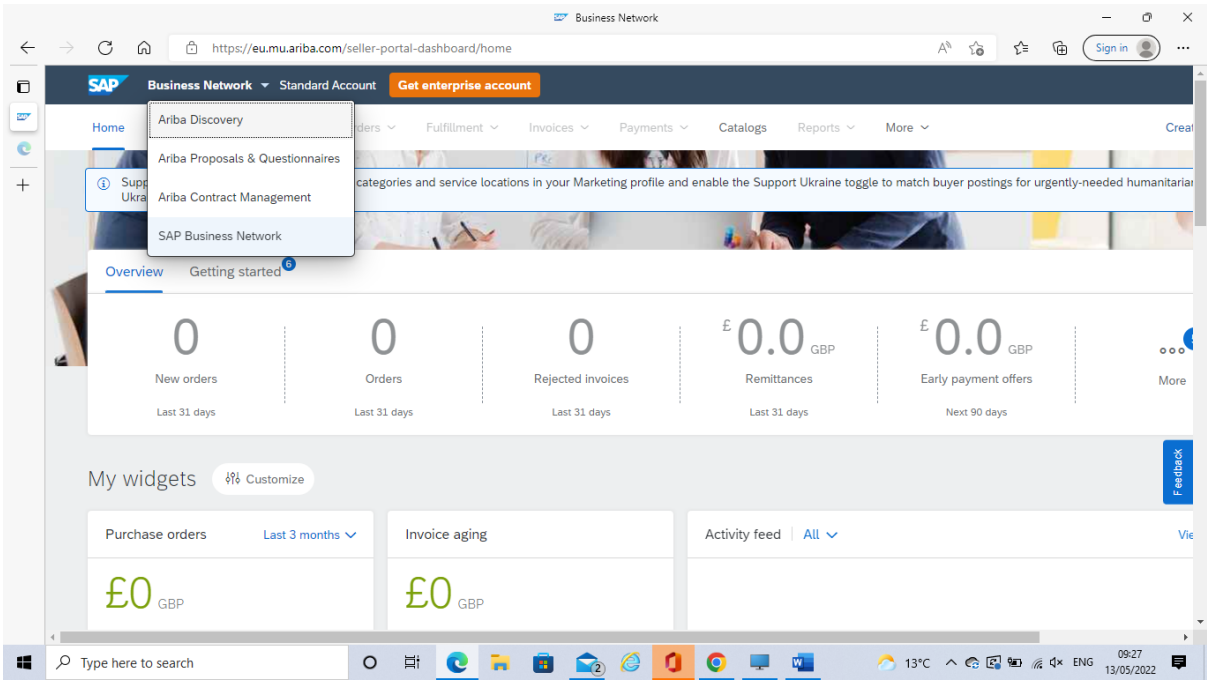
Hints & Tips for Completion:

- Mandatory questions are marked with a *
- Keep an eye on the bidding clock and remember to submit your response
- You can export the event into Microsoft Excel, using the 'Excel Import'
- Remember to 'save as draft' if you are completing the event over several sittings
- Where this symbol is seen, you can add comments or attachments when it is selected

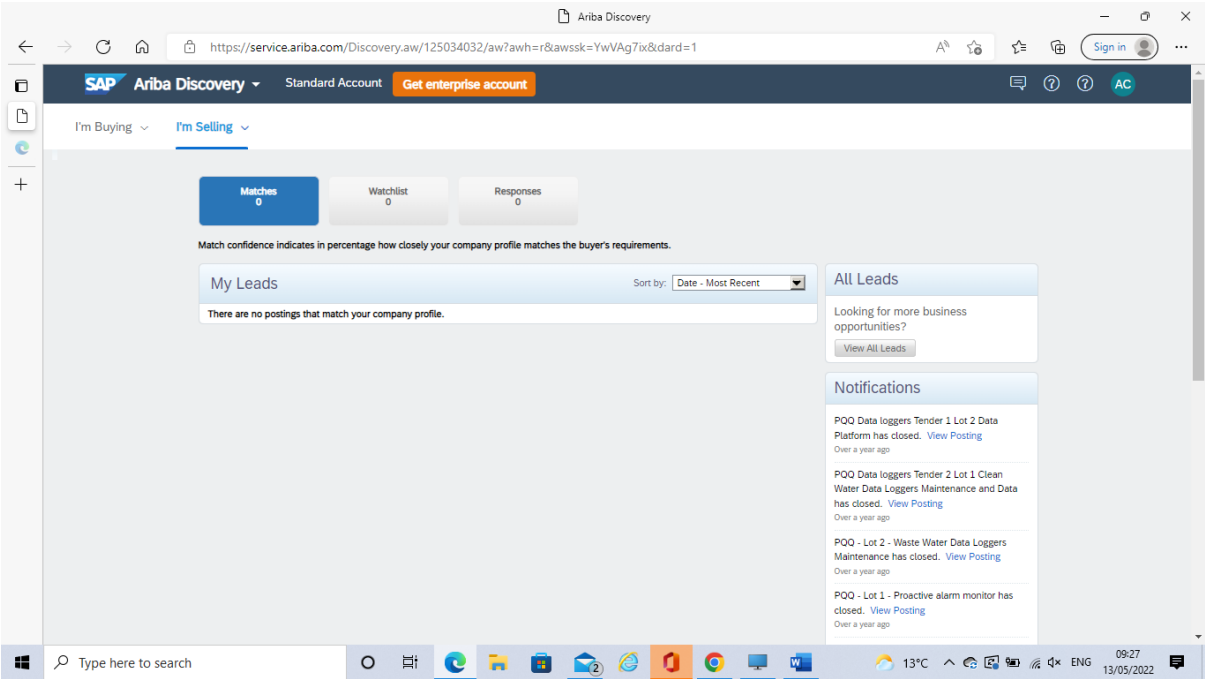


Responding to a tender opportunity that you have located from Find a Tender or Ariba Discovery

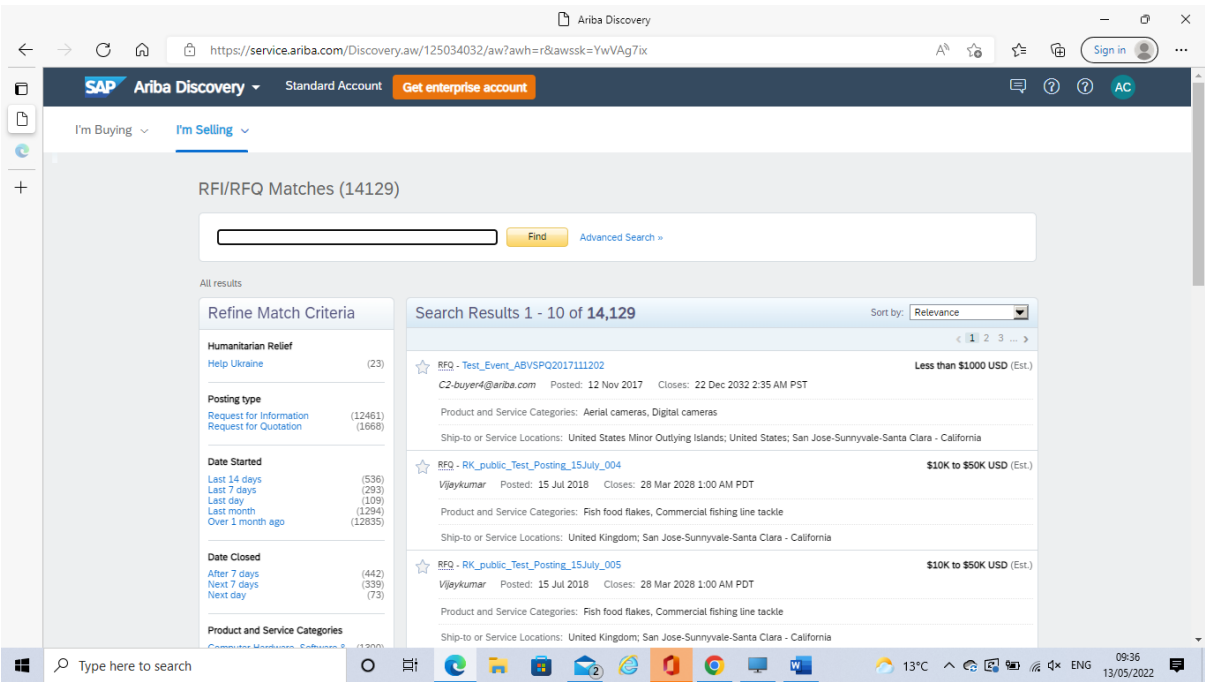
- 1. Click on the Business Network tab at the top and select Ariba Discovery



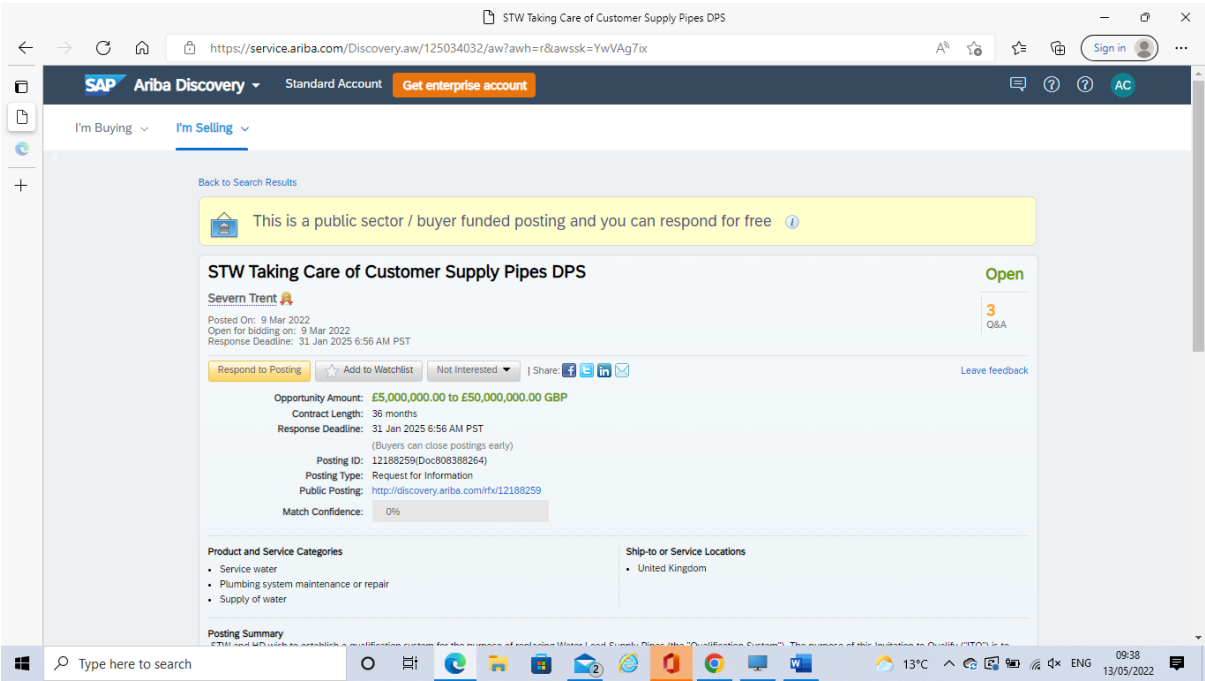
2. Click View All Leads to search for the tender you want to bid in



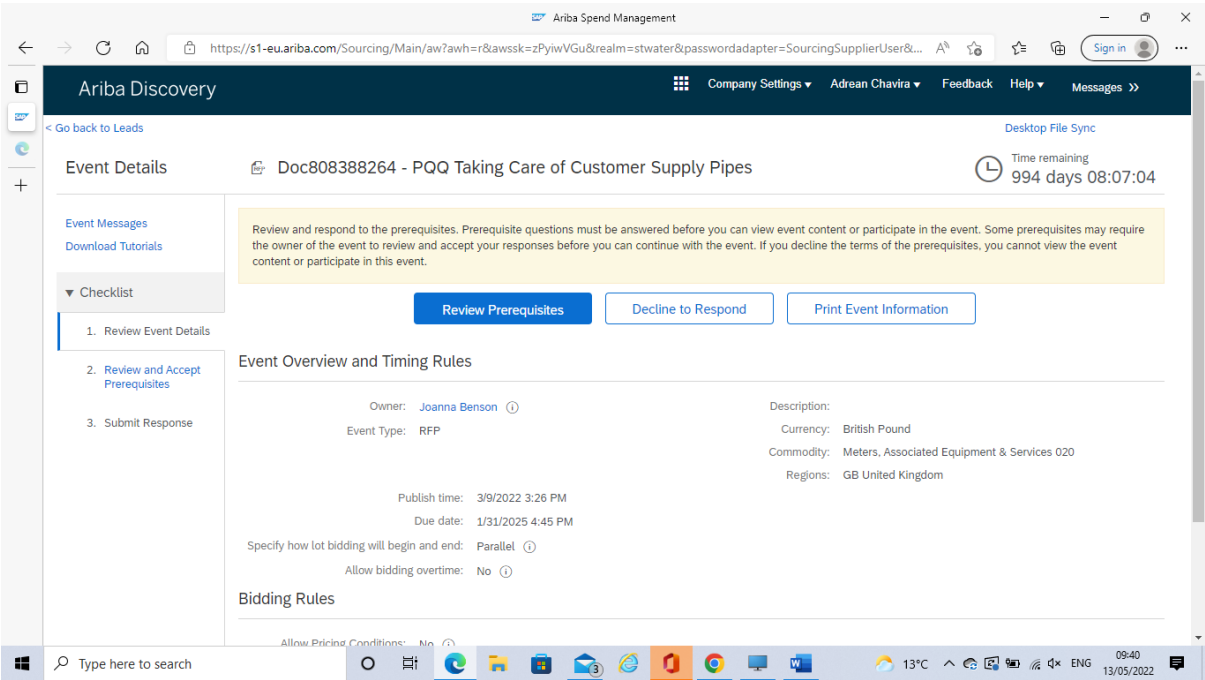
3. Add the details of the tender name in the Search bar or refine your search by selecting Advanced Search. Then click on the hyperlink of the tender you want to view



4. You can now respond to the buying organisation and register your interest



5. Once you click on Respond to Posting you will be able to view the details of the tender and register your interest, follow each step and Submit Response if you accept the pre requisites and wish to participate in the tender. If you do not wish to participate simply click Decline to Respond.



Managing Purchase Order & Invoices



Purchase to Pay Process

Severn Trent operates a standard purchase to pay process via SAP Ariba as outlined below.

Suppliers must not supply goods or services without a valid purchase order, invoicing without a valid purchase order will lead to the invoice being returned, unpaid.

Purchase order numbers are 10 digits long, for an Ariba order starting with '30'; for ECC Ariba orders starting with '45'.

Important Checks When Receiving A Purchase Order

You should not accept a purchase order if:

- if any information such as price is incorrect, as this will cause your invoice to be sent back to you, unpaid
- if the format of the purchase order does not enable you to invoice, i.e., if the quantity on the purchase order is 1 and you need to part invoice

Note: If the purchase order is for services, the PO may have been created as a 'call-off'. This means that the price will be 1.00 and the monetary value is shown in the quantity field, which will allow you to part-invoice.

You should not accept verbal changes to a purchase order. The requisitioner of the order should amend the purchase order in Ariba, which must be approved, and a new version of the order will be sent to you.

Order Type (Material / Service)

When checking a purchase order, you must note whether the 'type' is Service or Material. The Ariba system has different requirements based on this category as explained below.

Service Orders

Service orders require a Service Entry Sheet (SES) to be submitted via the Ariba Network. SES are automatically created based on the data entered on an invoice, meaning suppliers only need to enter the data into Ariba once, at the point of invoicing.

For orders starting with '45' only you cannot over invoice, so if the value on the PO is £10 you cannot invoice for £11. Please speak with the person instructing/having requested the additional service or change in scope to raise another order to cover the additional charge so you can submit an invoice against that new purchase order.

Material Orders

Material Orders can be flipped directly to an invoice. The invoice will adopt the structure of the purchase order, so you must validate the structure when the order is received.

There is a limitation on orders starting with a '45' that until a receipt is in place you cannot flip the PO. Please reach out to the person who raised the order to prompt receipt if the goods have been delivered.

Order Confirmation and Ship Notice

Order confirmation (OC) and ship notices (ASN) are optional for suppliers to process in Ariba.

Submitting Your Invoice in Ariba

Suppliers are required to submit invoices electronically via Ariba, the simplest way to complete the activity is to flip the purchase order to an invoice.

We ask that you attach the PDF copy of your invoice when submitting the transaction as for validation purposes, however this is not mandatory.

IMPORTANT: When creating multiple invoice records for a single Purchase Order, please leave at least three minutes between invoice submission and creation of the next transaction to allow the data to flow through the Ariba Network.

Supplier Integration with Ariba

Suppliers who have a high volume of transactions may benefit from integrating their back-office system with Ariba. An enterprise account is required to support system integration and suppliers should not upgrade unless they have fully understood the associated costs.

If you would like to discuss invoice integration, please email your details including vendor ID and ANID.

The Purchase Order email

Purchase Orders are sent to suppliers via email, unless they have chosen to integrate their own back-office sales system with Ariba. The email contains:

1. A HTML version of the purchase order, any attachments will also be accessible here
2. Interactive link to accept the purchase order (you need to log into your Ariba account)
3. Buyer and Seller details
4. Purchase Order number, Net Order Value & Order Version
5. Terms & Conditions / Payment Terms
6. Comments entered in the order by the requisitioner
7. Ariba Contract Reference (if applicable)
8. Shipping Address, including contact email address for the requisitioner - please note the Shipping Address is displayed at item level and may differ for different lines on the order

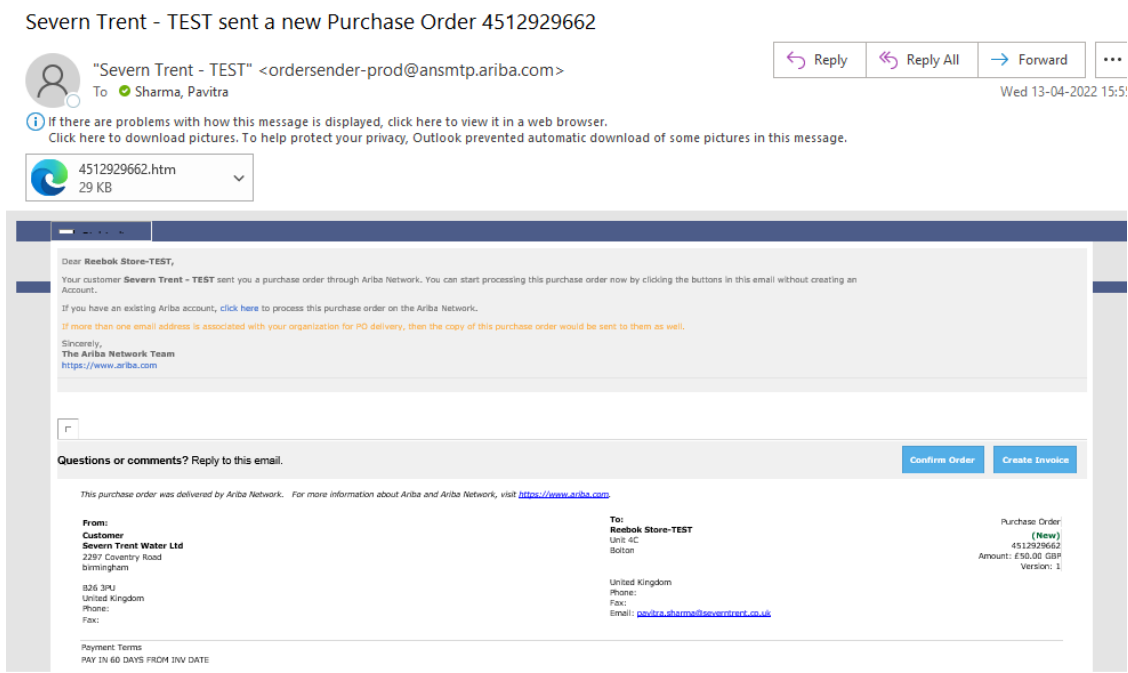
- 9. Billing Address for your invoice.
- 10. Line items on the purchase order - Please ensure you check the items for accuracy:
 - a. Only items on the purchase order can be supplied
 - b. The format of the items must enable you to invoice
 - c. All prices are excluding VAT, VAT should be added to your invoice as per tax legislation.

How to Process the new purchase order using email copy in Ariba Supplier Network

Step 1: As a supplier user will receive an email copy of first Purchase Order/s document/s.

Do not click on ‘Confirm Order’ or ‘Create Invoice’ buttons. Click on ‘Click here’ hyperlink highlighted in blue colour.

Please refer the Screenshot:



Enter login credentials and log on to Ariba Network.

SAP Business Network

SAP Ariba

View all your documents in one Ariba Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be temporarily unavailable while the transfer process is completed.

Notes:
Fees may apply based on your [account type](#). To see your account type, [sign in](#) and go to Company Settings.
You have to be the Account Administrator or have the 'Trading Invitation Account Merge' permission to transfer documents into the account.

To get started, log in to your existing supplier account.

Username: reebok@severntrent.co.uk

Password:

OK

As soon as Supplier user logs in the below message will appear. Click on OK.

← → × <https://service.ariba.com/Supplier.aw/125013042/aw?awh=r8awssk=f19B8pQo&card=1>

System Message

OK

System Message:
Your account is being updated. Please try again in a few minutes

OK

Note: Supplier user will receive the following emails for establishment of trading relationship.



Step 2: Click on 'Enablement Tasks' to complete the 'ready to receive the purchase orders' task

SAP Business Network Standard Account [Get enterprise account](#) TEST MODE

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports Create

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. [Learn More](#) [Update Profile](#)

Overview Getting started

1 Enablement Tasks

0 Orders to invoice Last 31 days

1 Orders Last 31 days

0 Rejected invoices Last 31 days

£ 0.0 GBP Remittances Last 31 days

More

My widgets [Customize](#)

Invoice aging

£0 GBP

Purchase orders Last 3 months

£0 GBP

Activity feed All [View all](#)

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Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the subsequent task is not yet completed. It is [More](#)

Activities and Tasks for Severn Trent - TEST

[View Profile](#)

[Refresh](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
Account	15 Apr 2022	5	1	0
Purchase Order		4	0	0

This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.

Not Started

Configure Purchase Order Routing and Notifications
Configure your order routing method for your customers. You can choose specific routing methods for different types of incoming orders. If you use email routing it is recommended to setup a distribution list like orders@yourcompany.com. If you select online routing make sure you regularly log in to your account to check if you have received new purchase orders. Also configure email addresses to receive notifications when purchase orders are undeliverable (see the Email Notifications section below the "Electronic Order Routing" configuration).

[Configure](#)

Not Started

Ready to Receive Purchase Orders
Confirm that you are ready to receive purchase orders. If you want to test your order routing configuration, follow the instructions on the customer information portal (see link on top of your task list) on how to create a test account and test the document flow.

[Complete Task](#)

Not Started

Buying Organization is Ready to Send Orders
Your customer confirmed that all setup steps are done and that you can expect to receive purchase order transmitted through Ariba Network from now on. This task can be either closed manually by the user or is automatically closed by the system when a purchase order is sent.

Buyer Task

and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed, if the subsequent task is no

for Severn Trent - TEST

[View Profile](#)

COMPLETE TASK

You can reopen a task that is already completed. When you reopen a task, the task changes back to Pending [More](#)

Task Name: Ready to Receive Purchase Orders

Task Status: Not Started

You cannot open or complete an inactive task or a task that is not yet started.

Ok

Click on ‘Orders’ to view the Purchase Order and able to view the purchase order as a supplier user

SAP

Business Network

Standard Account

Get enterprise account

TEST MODE

Home

Enablement

Workbench

Orders

Fulfillment

Invoices

Payments

Catalogs

Reports

Create

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. [Learn More](#) | [Update Profile](#)

Overview

Getting started

1

Enablement Tasks

0

Orders to invoice

Last 31 days

1

Orders

Last 31 days

0

Rejected invoices

Last 31 days

£ 0.0

Remittances

Last 31 days

4

More

My widgets

Customize

Invoice aging

£0

GBP

Purchase orders

Last 3 months

£0

GBP

Activity feed

All

View all

Feedback

Supplier user can view the Purchase Order

SAPBusiness NetworkStandard AccountUpgradeTEST MODE

HomeEnablementWorkbenchOrdersFulfillmentInvoicesPaymentsCatalogsReportsCrea

Workbench

0Orders to invoiceLast 31 days

1OrdersLast 31 days

0Rejected invoicesLast 31 days

£ 0.0 GBPRemittancesLast 31 days

£ 0.0 GBPEarly payment offersNext 90 days

£ 0.0 GBPScheduled paymentsNext 90 days

Orders (1)

Edit filterSave filterLast 31 days

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced
4512929662	Severn Trent - TEST	£50.00 GBP	Apr 13, 2022	New	

Important Note: The supplier user must repeat the step 1 (and not step 2) for first Ariba P2P Purchase Order or starting with Purchase order 35**** series. This will help the establishment of trading relationship activation.

Step 1: As a supplier user will receive an email copy of first Purchase Order document.

Do not click on ‘Confirm Order’ or ‘Create Invoice’ buttons. Click on ‘Click here’ hyperlink highlighted in blue colour.

Please refer the Screenshot:

Severn Trent - TEST sent a new Purchase Order 3500003307

"Severn Trent - TEST" <ordersender-prod@ansmtplib.com>

To: Sharma, Pavitra

Reply

Reply All

Forward

Wed 13-04-2022 20:27

3500003307.htm

27 KB

Dear Reebok Store-TEST,

Your customer **Severn Trent - TEST** sent you a purchase order through Ariba Network. You can start processing this purchase order now by clicking the buttons in this email without creating an Account.

If you have an existing Ariba account, [click here](#) to process this purchase order on the Ariba Network.

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.

Sincerely,
The Ariba Network Team
<https://www.ariba.com>

Questions or comments? Reply to this email.

Confirm Order


Create Invoice


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

From: To: Purchase Order

Enter login credentials and log on to Ariba Network.

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View all your documents in one Ariba Network account

Ariba Network can transfer documents into your company's existing Ariba Network account. This allows you to view and manage documents easily from your existing account, without having to register a new Ariba Network account. After you log in, your documents may be temporarily unavailable while the transfer process is completed.

Notes:

Fees may apply based on your [account type](#). To see your account type, [sign in](#) and go to Company Settings. You have to be the Account Administrator or have the 'Trading Invitation Account Merge' permission to transfer documents into the account.


To get started, log in to your existing supplier account.

Username:

reebok@severntrent.co.uk

Password:

OK



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[Privacy Statement](#) [Security](#)

As soon as Supplier user will log in the below message will appear. Click on OK.

System Message


OK


System Message:

Your account is being updated. Please try again in a few minutes

OK

Note: Supplier user will receive the following emails for establishment of trading relationship.





Severn Trent – TEST Document and Has Requested a Recustomer relationsh

Once logged into Ariba Supplier Network the supplier user can view both ECC and Ariba P2P purchase document in Ariba Supplier Network.

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SAPBusiness NetworkStandard AccountGet enterprise accountTEST MODE

HomeEnablementWorkbenchOrdersFulfillmentInvoicesPaymentsCatalogsReportsMoreCreate

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. Learn MoreUpdate Profile

OverviewGetting started

1Enablement Tasks

1Orders to invoiceLast 31 days

2OrdersLast 31 days

0Rejected invoicesLast 31 days

£ 0.0 GBPRemittancesLast 31 days

More

My widgetsSevern Trent - TESTCustomize

Invoice aging£0 GBP

Purchase ordersLast 3 months£150 GBP

Activity feedAllView all

Feedback

WorkbenchCusto

1Orders to invoiceLast 31 days

2OrdersLast 31 days

0Rejected invoicesLast 31 days

£ 0.0 GBPRemittancesLast 31 days

£ 0.0 GBPEarly payment offersNext 90 days

£ 0.0 GBPScheduled paymentsNext 90 days

Orders (2)

Edit filter

Save filter

Last 31 days

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced
3500003307	Severn Trent - TEST	£100.00 GBP	Apr 13, 2022	New	
4512929662	Severn Trent - TEST	£50.00 GBP	Apr 13, 2022	New	

Feedback

40

Service Orders



The Purchase Order email

Service orders require a Service Entry Sheet (SES) to be submitted via the Ariba Network. Upon receipt of a service PO if the PO SAP (serviced) then Severn Trent have already created a service entry sheet. You will be able to create invoice to issue an invoice to Severn Trent

If the PO has not been serviced by the time you wish to invoice you have 2 options:


1. Ask the requisitioner to create a service entry sheet to change the status of the PO to serviced so that you can invoice
2. Create a service entry sheet to be approved by Severn Trent before you can invoice. This is a free service within a standard account, however there are additional charges within Enterprise accounts for creating service entry sheets

1. Service orders are identified in the purchase order email with the type 'Service'
2. The value of the service requested
3. The service start and end dates

[illegible]

You must validate that the purchase order includes any fees you are supplying and intend to invoice for


4. When you are ready to submit your invoice, click on the 'Process order' button on the email

SAP Ariba

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.

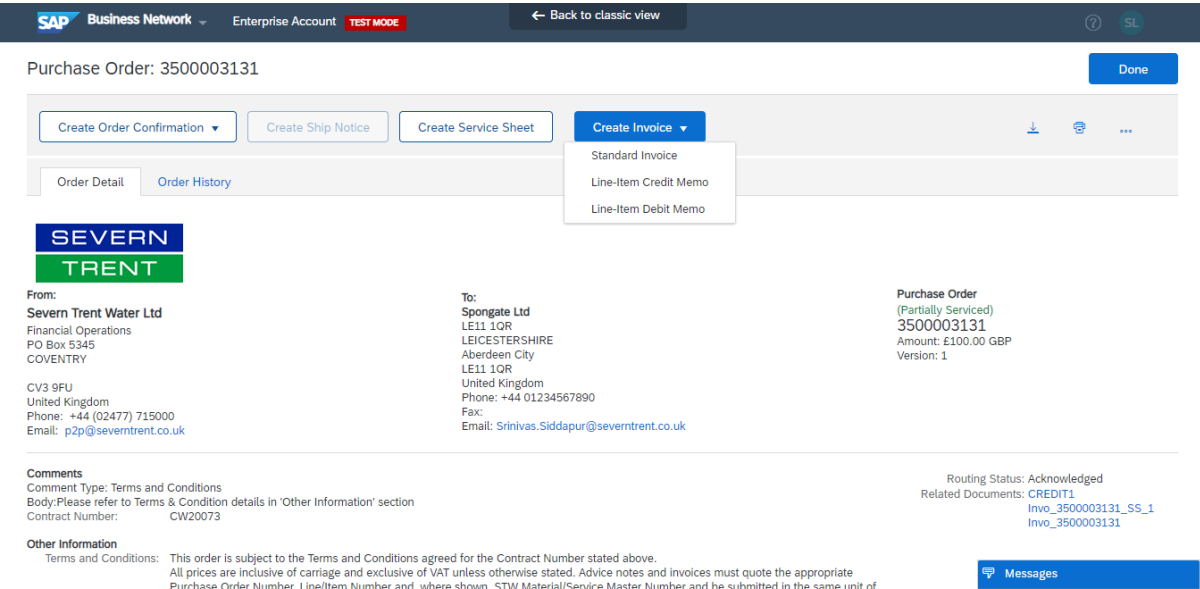
Process order

5. Enter your Ariba username and password. New to Ariba? Select the 'Register Now' option and complete the Ariba Registration.

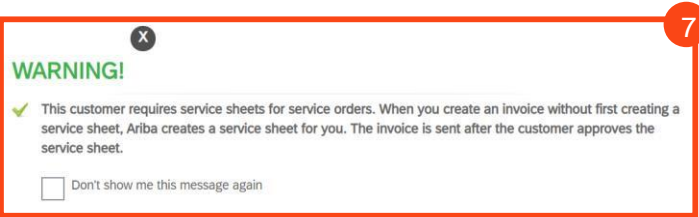


Creating an Invoice in the Ariba Network

6. The purchase order is now open in the Ariba Network. To create your invoice, click 'Create Invoice', then select 'Standard Invoice' from the drop down



7. A pop-up message may appear stating Severn Trent requires service sheets for service orders.



8. If the purchase order has multiple line items, they will be listed here, you can only invoice one order line per invoice. Select the line item to invoice, if you are unclear which line to select, contact the Severn Trent requestor. Note if the purchase order has one line, go to step 10.
9. Click Next

SAP Ariba Network - Standard Account Upgrade TEST MODE

Select Item to Create Invoice with Auto-Generated Service Sheet

Next Exit

Line Items

Line #	Part ID / Description
1	SES_TEST Test Services for SES
2	SES_TEST Test Services for SES
3	SES_TEST Test Services for SES

Service Sheet Required.

Next Exit

10. The Ariba invoice template is now displayed. At the top of the page, enter your invoice number.

Create Invoice

Update Save Exit Next

Invoice Header

Summary

Purchase Order: 3200620226

Invoice #: 10

Invoice Date: 12/18/2022

Service Description:

Supplier Tax ID:

Billed To: Test Vendor 1 - 18/03/2023

Billed To: Severn Trent
Birmingham
United Kingdom

Subtotal: 60.00 GBP
Total Tax: 60.00 GBP
Total Amount without Tax: 60.00 GBP
Amount Due: 60.00 GBP

View/Edit Address

11. Scroll down and enter the details of the approver, this will be the name and email address of the Severn Trent representative listed on the purchase order, please ensure the email address is entered accurately.

Field Contractor

Name:

Email:

Phone: USA 1

Field Engineer

Name:

Email:

Phone: USA 1

Approver

Name:

Email:

Phone: USA 1

Supplier VAT

Supplier VAT/Tax ID: 12

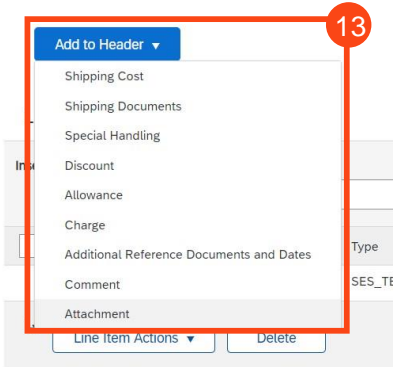
Supplier Commercial Identifier:

Supplier Commercial Credentials:

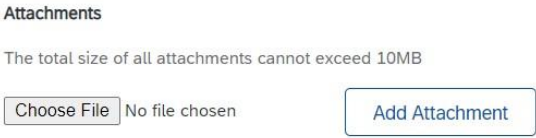
Customer VAT

Customer VAT/Tax ID: GB243133345

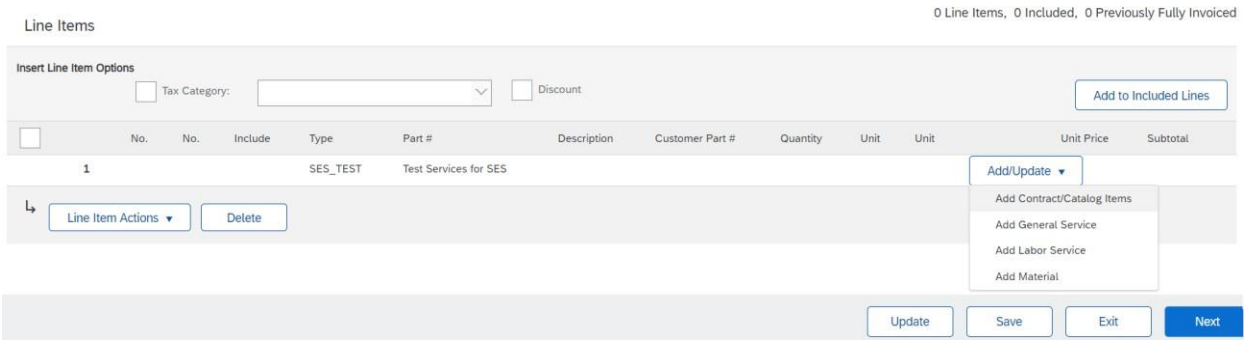
- 12. Enter your VAT registration ID (if applicable). Note, once entered this will automatically populate for all future invoices
- 13. Click 'Add to Header' and select 'Attachment'



- 14. Click on 'Choose File' to open the browser and find the PDF image of your tax invoice, once selected click 'Add Attachment'. Repeat for any other attachments, i.e., timesheets, payment certificates.

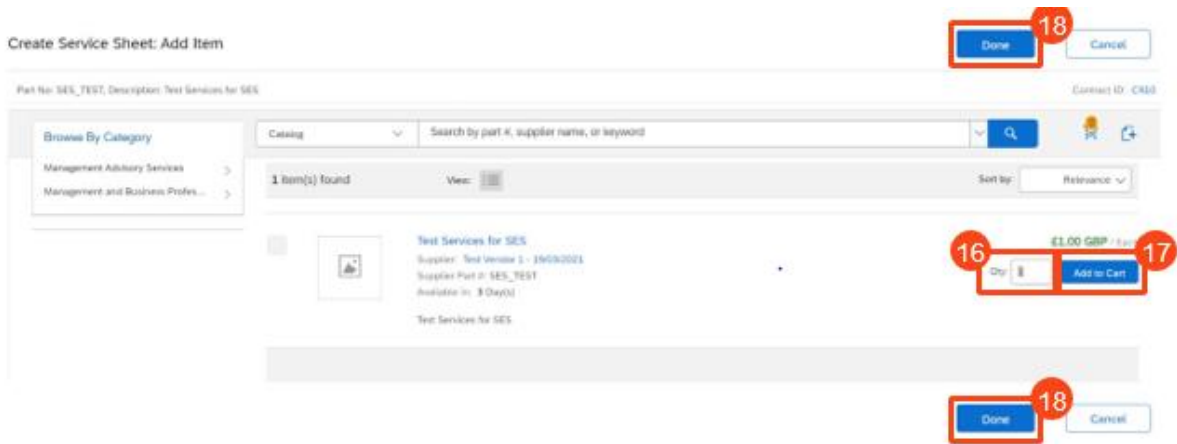


- 15. Go to Line Items, select 'Add/Update' If the purchase order quotes a contract reference, select 'Add Contract/Catalogue Items' from the drop down. If the purchase order does not quote a contract reference, go to step 19

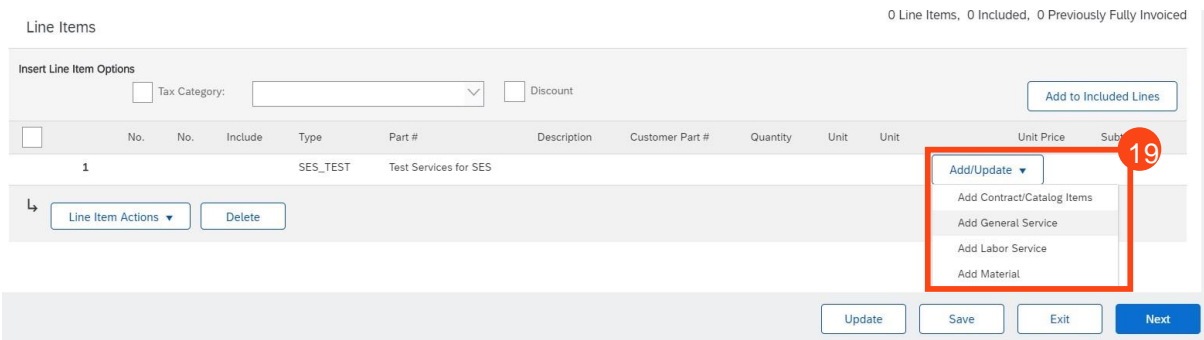


- 16. You will now see the line items available in the contract. Select the line to invoice against and enter the monetary value without VAT into the quantity field (if the contract includes retentions and the rate is stated on the line-item description, you should include the retention value to this entry).

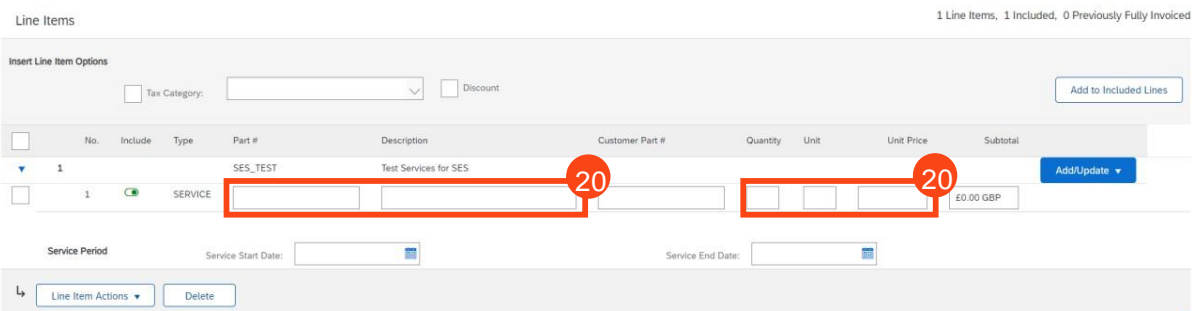
Note: this line must be available on the purchase order for this process to be successfully completed.



- 17. Click add to Cart
- 18. Click Done and go to step 19
- 19. If the purchase order does not quote a contract, select 'Add General Service' from the drop down.



- 20. Complete the mandatory fields in the template:
 - Enter a Part Number – this can be anything
 - Enter the description of services – maximum 80 characters
 - Enter the quantity – if charging a daily or hourly rate enter the quantity being invoiced, otherwise enter '1'
 - Enter the Unit - we recommend 'EA'
 - Enter the Unit Price - if charging a daily or hourly rate enter the rate without VAT, otherwise enter the full price without VAT




21. Select the line item
22. Enter the service start and end date for the period covered in the invoice
23. Select the line-item to action

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

Insert Line Item Options ☐ Tax Category: ☐ Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal	
<input type="checkbox"/>	1			SES_TEST	Test Services for SES						Add/Update
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE	SES_TEST	Test Services for SES		100	EA	£1.00 GBP	£100.00 GBP	
Contract #: C910											
Service Period			Service Start Date: <input type="text"/>		Service End Date: <input type="text"/>						
Line Item Actions Delete											

24. Select the 'Tax' from the drop down



24

25. Change the category to VAT using the drop down

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Discount

☐ Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1			SES_TEST	Test Services for SES					

☐ Add/Update

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	SERVICE	SES_TEST	Test Services for SES		100	EA	£1.00 GBP	£100.00 GBP

Contract #: C910

Service Period

Service Start Date: 4 Apr 2021

Service End Date: 9 Apr 2021

Tax

Category: Sales Tax

Location:

Description:

Regime:

Standard Tax Selection

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

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26. Enter the VAT as either a percentage ('20' for 20% standard UK VAT) in the Rate (%) field; or a value in the Tax Amount field.

Note: If your invoice includes a retention, VAT must only be claimed against the net invoice value less the retention, for example if the invoice is £100 net with a 10% retention, 100 would be entered as the quantity but the VAT must be entered as a value of £18.

27. Click 'Next'

1 SES_TEST Test Services for SES Add/Update

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1		SERVICE	SES_TEST	Test Services for SES		100	EA	£1.00 GBP	£100.00 GBP

Contract #: C910

Service Period: Service Start Date: 4 Apr 2021 Service End Date: 9 Apr 2021

Tax: Category: VAT Taxable Amount: £100.00 GBP Tax Rate Type: 20 Tax Amount: £20.00 GBP Exempt Detail: (no value) Date of Supply: 24 Apr 2021

Line Item Actions: Delete

Update Save Exit Next

Note: any errors or missing data will trigger an error message at the affected field.

You will now see a summary invoice template.

28. Review the template and when ready, click 'Submit'

SAP Business Network Enterprise Account TEST MODE Back to classic view

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United Kingdom. The document's destination country is:United Kingdom. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: INV3131
Invoice Date: Tuesday 5 Apr 2022 2:56 PM GMT+05:30
Original Purchase Order: 3500003131

SERVICE PERIOD
Start Date : 5 Apr 2022
End Date : 23 Apr 2022

Subtotal:		£50.00 GBP
Total Tax:		£10.00 GBP
Total Amount without Tax:		£50.00 GBP
Amount Due:		£60.00 GBP

REMIT TO: Spongate Ltd
Postal Address: Line1_101225 Hillingdon Hillingdon PE28 2RH United Kingdom

BILL TO: Severn Trent Water Ltd
Postal Address (Default): Financial Operations PO Box 5345 COVENTRY CV3 9FU United Kingdom

SUPPLIER: Spongate Ltd
Postal Address: Unit 4C C Horwich Business Park Bolton Lancashire BL66EX United Kingdom

29. The invoice is successfully submitted. You can print a copy of the invoice or exit

SAP Ariba Network Standard Account Upgrade TEST MODE

Invoice 12345680 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

Exiting the invoice creation screen returns you to the purchase order, where you can repeat the process and create further invoices, up to the value of the purchase order.

30. The invoice you have just submitted is now showing in the related documents section, you can click on this field to open the document

SAP Business Network

Enterprise Account

TEST MODE

Back to classic view

SL

Purchase Order: 3500003131

Done

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Download

Print

More

Order Detail

Order History

SEVERN

TRENT

From:

Severn Trent Water Ltd

Financial Operations

PO Box 5345

COVENTRY

CV3 9FU

United Kingdom

Phone: +44 (02477) 715000

Email: p2p@severntrent.co.uk

To:

Sponggate Ltd

LE11 1QR

LEICESTERSHIRE

Aberdeen City

LE11 1QR

United Kingdom

Phone: +44 01234567890

Fax:

Email: Srinivas.Siddapur@severntrent.co.uk

Purchase Order

(Partially Serviced)

3500003131

Amount: £100.00 GBP

Version: 1

Comments

Comment Type: Terms and Conditions

Body: Please refer to Terms & Condition details in 'Other Information' section

Contract Number: CW20073

Other Information

Terms and Conditions: This order is subject to the Terms and Conditions agreed for the Contract Number stated above.
All prices are inclusive of carriage and exclusive of VAT unless otherwise stated. Advice notes and invoices must quote the appropriate Purchase Order Number, Item Number and, where shown, STW Material/Service Master Number and be submitted in the same unit of

Routing Status: Acknowledged

Related Documents: [CREDIT1](#)
[Invo_3500003131_SS_1](#)
[Invo_3500003131](#)

Messages

Invoice Creation via PO Flip Material Order



Invoice Creation via PO Flip Material Order

This process should be followed for suppliers who receive purchase orders via Ariba with a material item category. For service item category, see section 'Service Orders'.

When you are ready to submit your invoice to Severn Trent, locate the email for the purchase order (if you cannot locate the email, send a copy to yourself from the Ariba Network).

1. Click Create Invoice

Questions or comments? Reply to this email. [Send a message](#) [Confirm Order](#) [Create Invoice](#)

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>.

From: Severn Trent Water Ltd
Financial Operations
PO Box 5345
COVENTRY
CV3 9FU
United Kingdom
Phone: +44 (02477) 715000

To: Smoke Supplier2
12 Fox Hill
12 Fox Hill
Birmingham
B29 4AG
United Kingdom
Phone:
Fax:
Email: anthony.mcdonnell@sky.com

Purchase Order (New)
35000003135
Amount: £0.01 GBP
Version: 1

Comments
Comment Type: Terms and Conditions
Body: Terms and Conditions

2. Log on to your Ariba account and Click 'Create Invoice', then 'Standard Invoice' in the drop down

SAP Business Network Enterprise Account TEST MODE Back to classic view

Purchase Order: 3500003135 [Done](#)

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Service Sheet](#) [Create Invoice](#)

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

SEVERN TRENT

From: Severn Trent Water Ltd
Financial Operations
PO Box 5345
COVENTRY
CV3 9FU
United Kingdom
Phone: +44 (02477) 715000
Email: p2p@severntrent.co.uk

To: Sponggate Ltd
LE11 1QR
LEICESTERSHIRE
Aberdeen City
LE11 1QR
United Kingdom
Phone: +44 01234567890
Fax:
Email: Srinivas.Siddapur@severntrent.co.uk

Purchase Order (Partially Invoiced)
3500003135
Amount: £100.00 GBP
Version: 1

Comments
Comment Type: Terms and Conditions
Body: Please refer to Terms & Condition details in 'Other Information' section
Contract Number: CW20073

Other Information
Terms and Conditions: This order is subject to the Terms and Conditions agreed for the Contract Number stated above. All prices are inclusive of carriage and exclusive of VAT unless otherwise stated. Advice notes and invoices must quote the appropriate

Routing Status: Acknowledged
Related Documents: Invo_3500003135_S5_1
Invo_3500003135

[Messages](#)

- Enter the Invoice number of your sales invoice -maximum 18 digits
- Enter the date of your sales invoice (this can be up to 365 days in the past but not in the future)
- Enter your VAT Registration Number

The document name must not include any special characters, please ensure the naming convention is Alpha Numeric. If any special characters are found an error will appear here and the attachment will not be added.

- Enter the quantity you are invoicing for
- Click 'Line-Item Actions' and select 'Tax' from the dropdown
- Change the Category to 'VAT' using the drop down (repeat for all line items)
- Enter either the VAT rate (%) or the Amount for each line item

- 10. Click 'Next' at the bottom of the screen
- 11. Review the summary and click 'Done' when you are confident this record accurately represents your tax sales invoice

SAP Ariba Network Enterprise Account TEST MODE

← Back to classic view

Invoice: Inv_1090_2

Done Previous

Create Line-Item Credit Memo Copy This Invoice Print Download PDF Export cXML

Details Scheduled Payments History

Standard Invoice

Status: Approved
Routing: Acknowledged
Invoice Number: Inv_1090_2
Invoice Date: Monday 31 May 2021 7:03 PM GMT+09:30
Original Purchase Order: 3500001192
Submission Method: Online
Origin: Supplier
Source Document: Order

Subtotal: £1,600.00 GBP
Total Tax: £320.00 GBP
Total Amount without Tax: £1,600.00 GBP
Amount Due: £1,920.00 GBP

SERVICE PERIOD
Start Date: 1 May 2021
End Date: 31 May 2021

This document is digitally signed

REMIT TO:
Newlands Ltd
Postal Address:
Newlands
Coventry
CV24ET
United Kingdom

BILL TO:
Severn Trent Water Ltd
Postal Address (Default):
Financial Operations
PO Box 5345
COVENTRY
CV3 9FU
United Kingdom
Address ID: 1101B16to
Email: p2p@severntrent.co.uk
Phone (work): +44 (02477) 715000

SUPPLIER:
Newlands Ltd
Postal Address:
AAAAAA
HAMPSHIRE
Aberdeen City
SO41 0JH
United Kingdom

BILL FROM: CUSTOMER:

- 12. When you return to the purchase order any related documents (OC, ASN, Invoice) can be found and accessed from here

← → ↺ ↻ ↵ 🔒 service.ariba.com/Supplier.aw/124998068/aw?awh=r8lawssk=Y54eUbb8

SAP Ariba Network

Purchase Order: 3500001192

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

SEVERN TRENT

From: ST Green Power Limited
Financial Operations
PO Box 5345
COVENTRY
CV3 9FU
United Kingdom
Phone: +44 (02477) 715000
Email: p2p@severntrent.co.uk

To: Newlands Ltd
AAAAAA
HAMPSHIRE
Aberdeen City
SO41 0JH
United Kingdom
Phone: +44 01234567890
Fax:
Email: Rakesh.paka@wipro.com

Purchase Order (New)
3500001192
Amount: £50.00 GBP
Version: 1

Entering your VAT Registration Number once stores the information in Ariba for any future invoice records.

Ariba controls the format of the invoice record to mirror the format of the purchase order, if this does not enable you to create an invoice please speak to the PO owner in the first instance.

You may receive a 'call-off' purchase order where the price is shown as '1.00' and the monetary value is reflected in the quantity field. When creating the invoice, treat the quantity as if it were the value.

All invoice records in Ariba must exclude VAT. The system will calculate the value of expected tax and if the record does not match will flag this to our tax team before the invoice can be matched for payment

Credit Notes

Credit Notes

From time to time, suppliers may need to send a credit note to Severn Trent, for example if goods have been returned by the requestor.

Please note, Credit Notes can only be created in Ariba for 'Material' type purchase orders.

1. Click 'Process Order'
2. Click 'Create Invoice', then 'Line-Item Credit Memo' in the drop down

Purchase Order: 3500003135

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, **Create Invoice** (dropdown), Done

Dropdown Menu: Standard Invoice, **Line-Item Credit Memo**, Line-Item Debit Memo

SEVERN TRENT

From:
 Severn Trent Water Ltd
 Financial Operations
 PO Box 5345
 COVENTRY
 CV3 9FU
 United Kingdom
 Phone: +44 (02477) 715000
 Email: p2p@severntrent.co.uk

To:
 Spongate Ltd
 LE11 1QR
 LEICESTERSHIRE
 Aberdeen City
 LE11 1QR
 United Kingdom
 Phone: +44 01234567890
 Fax:
 Email: Srinivas.Siddapur@severntrent.co.uk

Purchase Order
 (Partially Invoiced)
3500003135
 Amount: £100.00 GBP
 Version: 1

Comments
 Comment Type: Terms and Conditions
 Body: Please refer to Terms & Condition details in 'Other Information' section
 Contract Number: CW20073

Other Information
 Terms and Conditions: This order is subject to the Terms and Conditions agreed for the Contract Number stated above.
 All prices are inclusive of carriage and exclusive of VAT unless otherwise stated. Advice notes and invoices must quote the appropriate

Routing Status: Acknowledged
 Related Documents: Invo_3500003135_SS_1
 Invo_3500003135

Messages

3. Select the invoice you wish to credit
4. Select 'Create Line-item Credit Memo'

Line-Item Memo

Invoices (3)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
test_789	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	6 Aug 2021	£1,125.60 GBP	Acknowledged	Approved
abc123	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	21 Jul 2021	£900.00 GBP	Acknowledged	Approved
80283	Cadent Gas Limited - TEST	3200820283	Online	Supplier	No	Order	20 Jul 2021	£2,672.50 GBP	Acknowledged	Sent

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

5. Enter your Credit Memo number
6. Enter the date of your sales credit note (this can be up to 365 days in the past but not in the future)
7. Click 'Add to Header'
8. Select 'Attachment' to attach a PDF copy of your tax credit note

SAP Business Network - Standard Account Upgrade TEST MODE

← Back to classic view

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

You are creating a Credit Memo with Quantity Adjustment

▼ Invoice Header

* Indicates required field

Summary

Credit Memo #* CR00283

Credit Memo Date* 15 Sep 2021

Original Invoice No: 80283

Original Invoice Date: 20 Jul 2021

Supplier Tax ID:

Remit To: Test Vendor 1 - 19/03/2021

Barcode-in-Furness
Cumbria
United Kingdom

Bill To: Cadent Gas Limited
Birmingham
United Kingdom

Subtotal: 62,672.50 GBP
Total Tax: 60.00 GBP
Total Amount without Tax: 62,672.50 GBP
Amount Due: 62,672.50 GBP

Add to Header

Shipping Cost

Special Handling

Discount

Allowance

Charge

Attachment

9. Scroll down to the Comments section. Enter the comment to state the reason for credit note

Comment

Reason for Credit Memo:*

Default Credit Memo Comment Text:

Required field

10. In the Attachments section, click 'Choose File' and using the browse box select the PDF of your tax sales credit note

Attachments

The total size of all attachments cannot exceed 10MB

Choose File No file chosen Add Attachment

11. Click 'Add Attachment' to attach the document to the credit note record

The document name must not include any special characters, please ensure the naming convention is Alpha Numeric. If any special characters are found an error will appear here and the attachment will not be added.

Scroll down to line items

12. Use the toggle buttons to select which items to include in the credit note
13. Enter the quantity you are crediting, remember to keep the minus sign (-)
14. Select the first line you are crediting
15. Click 'Line-Item Actions' and select 'Tax' from the dropdown

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Box of Materials		-30	EA	£150.00 GBP	£-1,500.00 GBP
2	<input type="checkbox"/>	MATERIAL	Not Available	Box of Equipment		0	EA	£234.50 GBP	£0 GBP

Excluded line items cannot be modified.

Line Item Actions

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16. Change the Category to 'VAT' using the drop down (repeat for all line items)
17. Enter either the VAT rate (%) or the Amount for each line item

Line Items 2 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Box of Materials		-10	EA	£150.00 GBP	£-1,500.00 GBP

Excluded line items cannot be modified.

Tax

Category: Sales Tax

Location:

Description:

Regime:

Standard Tax Selections

- Sales
- VAT**
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Taxable Amount: £-1,500.00 GBP

Rate(%):

Tax Amount:

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
2	<input type="checkbox"/>	MATERIAL	Not Available	Box of Equipment		0	EA	£234.50 GBP	£0 GBP

Excluded line items cannot be modified.

Line Item Actions

18. Review the summary and click 'Submit' when you are confident this record accurately represents your tax sales invoice

Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United Kingdom. The document's destination country is:United Kingdom.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: Invo_3500003131)

Credit Memo Number: CREDIT1
Credit Memo Date: Tuesday 5 Apr 2022 2:07 PM GMT+05:30
Original Invoice Number: Invo_3500003131
Original Invoice Date: Wednesday 2 Mar 2022 9:54 PM GMT+05:30
Original Purchase Order: 3500003131

SERVICE PERIOD
Start Date : 2 Mar 2022
End Date : 4 Mar 2022

Subtotal: £-50.00 GBP
Total Tax: £-10.00 GBP
Total Amount without Tax: £-50.00 GBP
Amount Due: £-60.00 GBP

REMIT TO:	BILL TO:	SUPPLIER:
Spongate Ltd Postal Address: Line1_101225 Hillingdon Hillingdon PE28 2RH United Kingdom	Severn Trent Water Ltd Postal Address (Default): Financial Operations PO Box 5345 COVENTRY CV3 9FU United Kingdom	Spongate Ltd Postal Address: LE11 1QR LEICESTERSHIRE Aberdeen City LE11 1QR United Kingdom

19. When you return to the purchase order any related documents (OC, ASN, Invoice) can be found and accessed from here

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service.ariba.com/Supplier.aw/124998068/aw?awh=r&awssk=Y54eUbb8

SAP Ariba Network

?

Purchase Order: 3500001192

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

📄 🗑️ ⋮

Order Detail Order History

SEVERN
TRENT

From:
ST Green Power Limited
Financial Operations
PO Box 5345
COVENTRY

CV3 9FU
United Kingdom
Phone: +44 (02477) 715000
Email: pzp@severntrent.co.uk

To:
Newlands Ltd
AAAAAA
HAMPSHIRE
Aberdeen City
SQ41 OJH
United Kingdom
Phone: +44 01234567890
Fax:
Email: Rakesh.paka@wipro.com

Purchase Order
(New)
3500001192
Amount: £50.00 GBP
Version: 1

Once a credit note has been submitted, the ordered but not invoiced quantity on the order line is updated to reflect the credit

Click 'Next' at the bottom of the screen

Line Items

2 Line Items, 2 Included, 0 Previously Fully Included

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
1	<input checked="" type="checkbox"/>	MATERIAL		Box of Materials		10	EA	€230.00 GBP	€3,900.00 GBP
2	<input checked="" type="checkbox"/>	EQUIPMENT		Box of Equipment		11	EA	€234.50 GBP	€3,379.50 GBP

Line Item Actions [Delete](#)

Next [Update](#) [Save](#) [Exit](#)

- Add
- Tax
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Allowance
- Charge
- Estimate