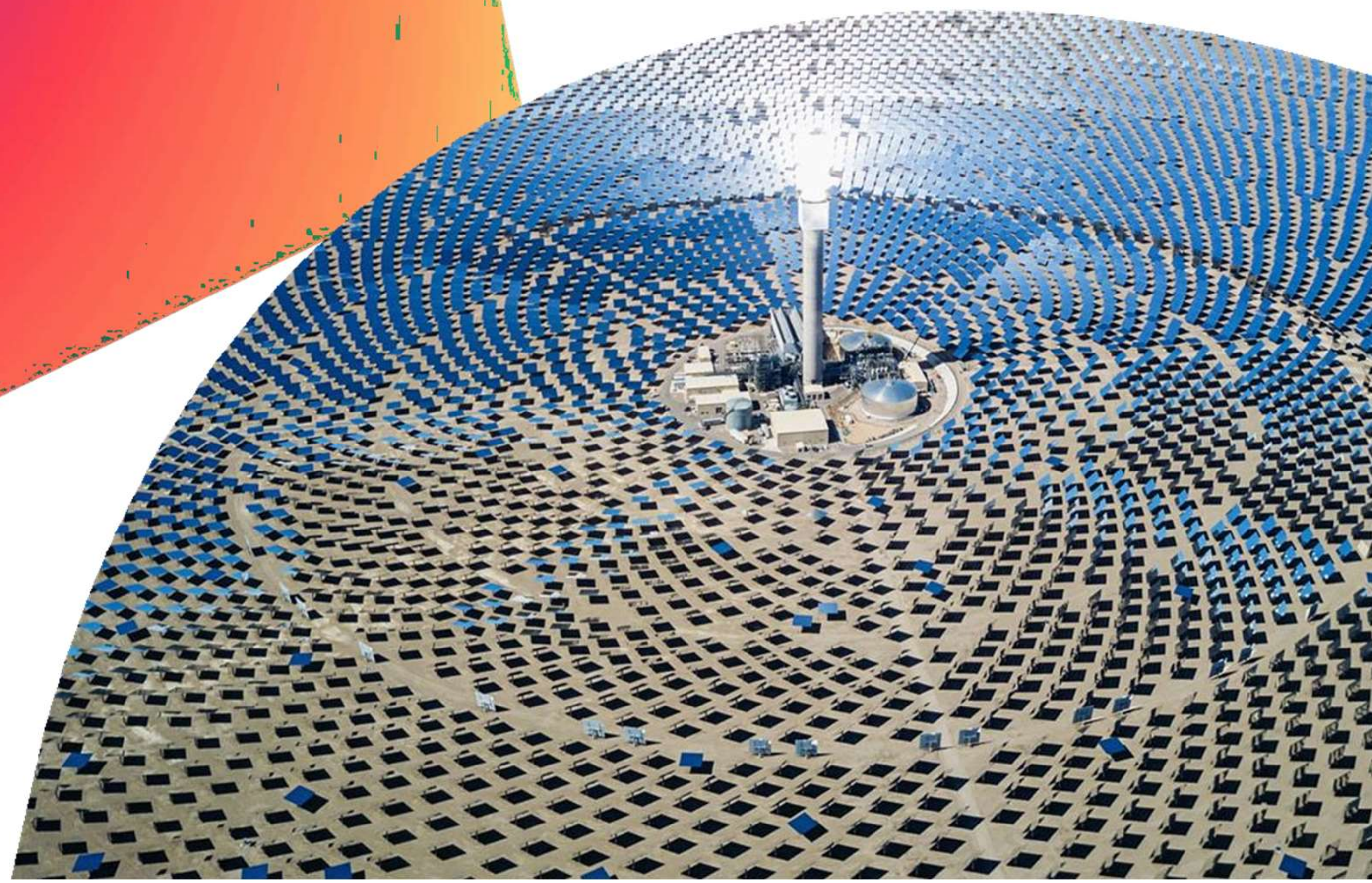
SAP Ariba Network

Purchase Order Guide



The purpose of this guide is to help suppliers understand the business processes required by ArcelorMittal.

Summary

1. **Ariba Network Overview**
2. **Purchase Orders**

1. Ariba Network Overview

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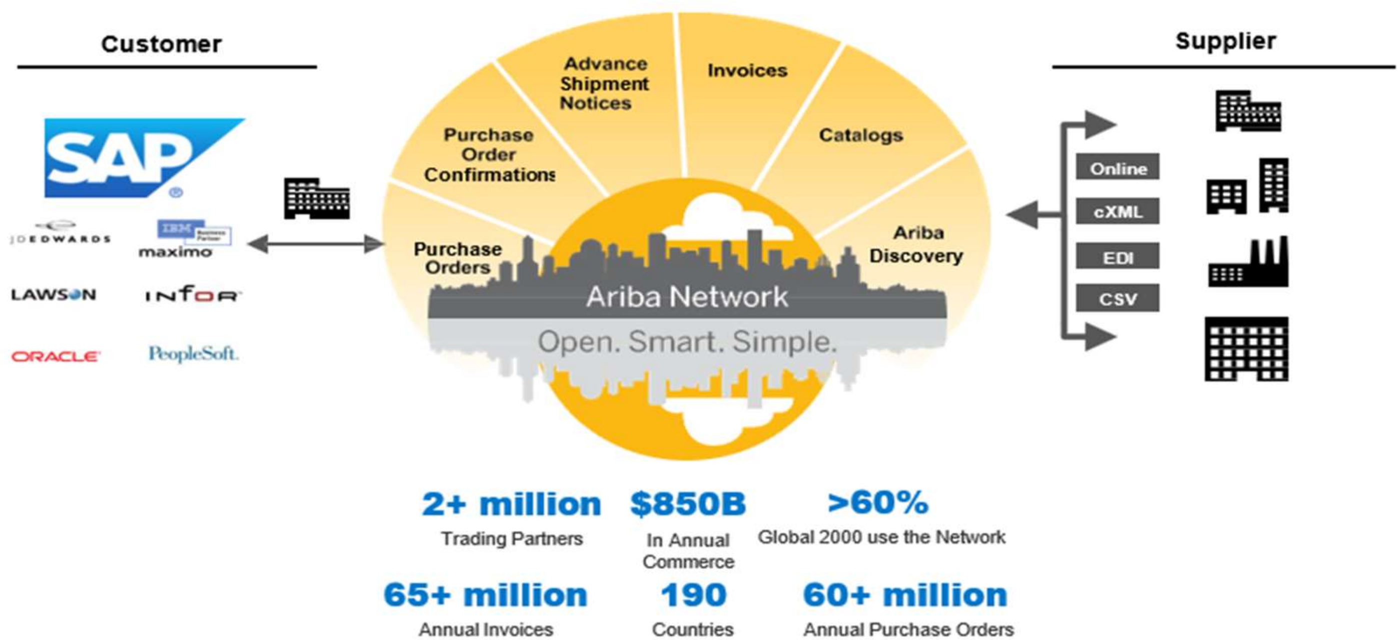
What is SAP Business Network?

ArcelorMittal has selected SAP Business Network as their electronic transaction provider. As a preferred supplier, you have been invited by your customer to join SAP Business Network and start transacting electronically with them.



Review ArcelorMittal specifications
Supported Documents

ArcelorMittal project specifics:

- ***Tax data*** is accepted at the line item level of the invoice.
- ***Extra or unplanned costs*** *(*Shipping costs…) are accepted at the header/summary level or at the line item level. This option can be unavailable depending on criteria.
- ***Payment related information*** (bank account) must appear on the invoices

Supported documents:

- **Purchase Order Confirmations**

  Approve or reject PO completely,

  Approve or update at PO line items (depending on purchasing category).
- **Advance Shipment Notices**

  Apply against PO when items are shipped
- **Good receipts Notifications**
- **Partial Invoices**

  Multiple invoices for one PO is allowed
- **Service Invoices**

  Invoices that require service line item details
- **Summary or Consolidated Invoices**

  Apply against multiple purchase orders

  Apply against Evaluated Receipt Settlement

  Apply against Consignment Settlement
- **Credit Invoices**

  Header credit memos against POs or without reference

  Item level credits against an existing invoice on Ariba Network; price/quantity adjustments
- **Self-billing (carbon copy invoices)**
- **Remittance notifications**

  Notifies the supplier that a payment was sent

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Review ArcelorMittal specifications
Not supported Documents

NOT Supported documents:

- **ERS document not related to Self Billing will be sent by email**
- **Consignment settlements will be sent by email**
- **Invoicing for Purchasing Cards (P-Cards)**
  An invoice for an order placed using a purchasing card; not accepted by ArcelorMittal
- **Duplicate Invoices**
  A new and unique invoice number must be provided for each invoice
- **Paper Invoices**
  ArcelorMittal requires invoices to be submitted electronically through Ariba Network; ArcelorMittal will no longer accept paper invoices
- **Contract Invoices**
  Apply against contracts

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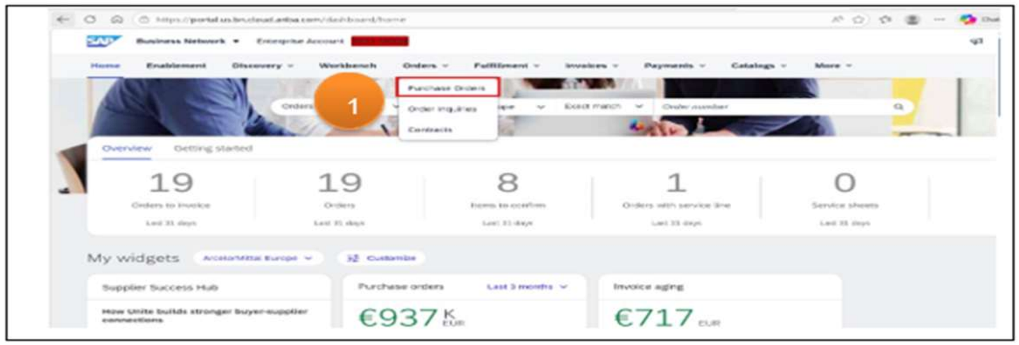
2. Purchase Order Management

Manage POs

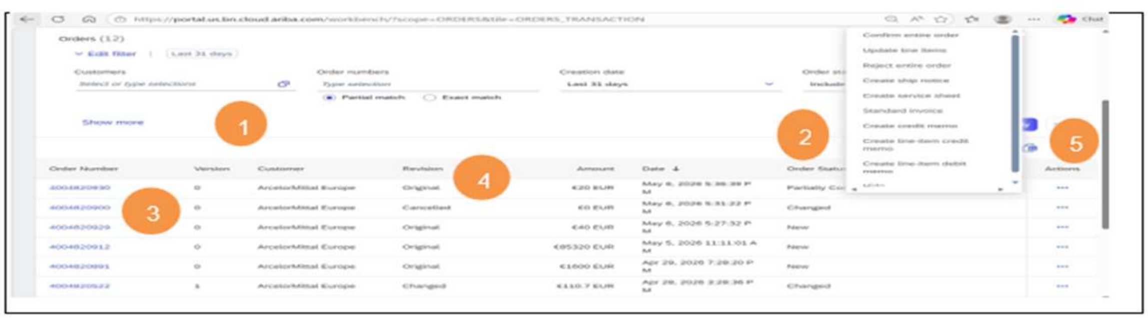
View Purchase Orders

1. Click on **Orders** tab to manage your Purchase Orders.
   Inbox is presented as a list of the Purchase Orders sent by ArcelorMittal.
2. **Search filters** allows you to search using multiple criteria. **Click** the **show more** next to Search Filters to display the query fields. Enter your criteria and click Apply.
3. **Click** the link on the Order Number column to view the purchase order details.



Manage POs
Understanding the Purchase Orders Inbox

1. Document version as in ArcelorMittal SAP
   Note that a deleted PO in SAP is not considered as a new version in Ariba Network, but as a change of last version submitted.
2. Order status:
   - New: valid initial version
   - Changed: valid modified version
   - Obsoleted: invalid previous versions
   - Rejected: rejection through Order Confirmation
   - Confirmed/Partially Confirmed – confirmation through Order Confirmation
   - Received: goods receipt posted in SAP
3. PO contains attachments
4. Document revision:
   - Original
   - Changed: order modified by ArcelorMittal
   - Cancelled: order deleted modified by ArcelorMittal
5. Actions (depends on order status)
   - Confirm order
   - Ship notice
   - Invoice
   - …



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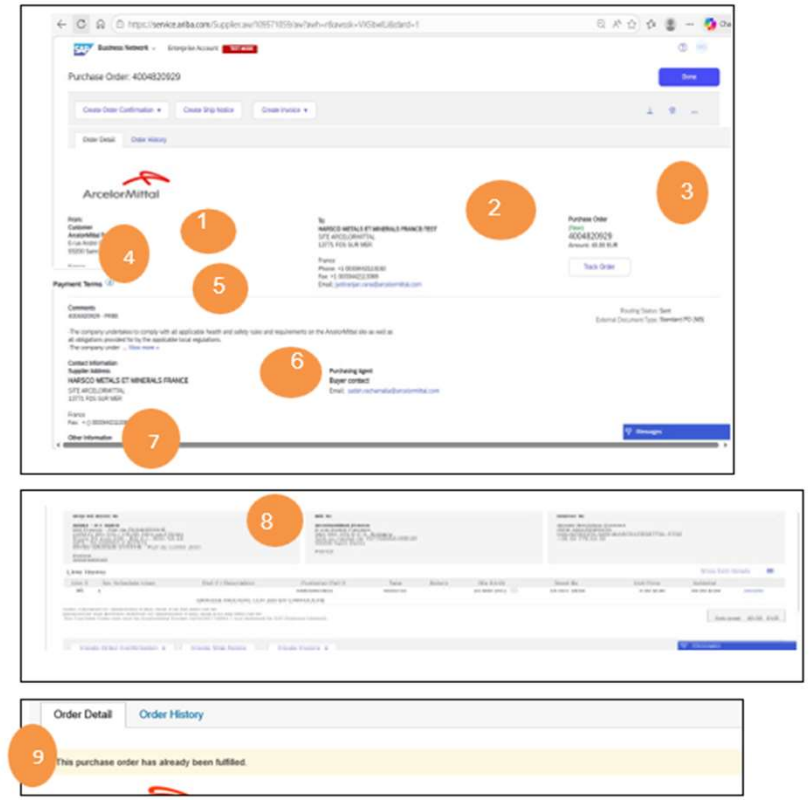
Manage POs
Purchase Order Header

Header section contains overall information, like:

1. Company issuing the purchase order
2. Company receiving the PO as defined on Ariba Network
3. **Order number, status** and **total amount**
4. Payment terms
5. General comments (e.g. **general conditions**)
6. **Contact information**, both from your company as from ArcelorMittal
7. VAT ID, price agreement and attachments (if relevant), incoterms
8. **Ship to** and **Bill to** addresses. Multiple Ship to addresses on the same order are addressed at line item level.
9. **Legacy orders** are identified on top of the page with a specific message.
   Legacy orders are purchase orders that you have already received prior to the Ariba implementation, but that you are requested to handle through the platform (confirmation, ASN and/or invoice)



Manage POs

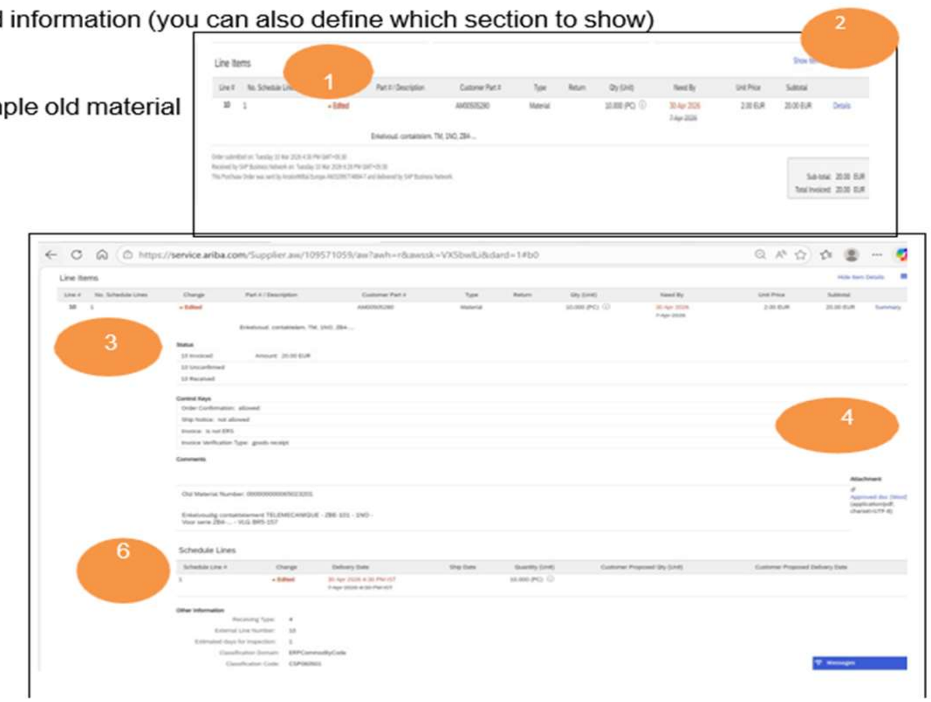
Purchase Order Detail

Line Items section describes the ordered items.

1. Each line describes a quantity of items ArcelorMittal wants to purchase at an agreed price for a specific date.
2. Click on the Show Item details to unfold detailed information (you can also define which section to show)
3. Status

   Line item comments, containing for example old material number

4. Line item specific attachments
5. Ship to (if specific for each line)
6. Schedule lines as requested in the purchase order

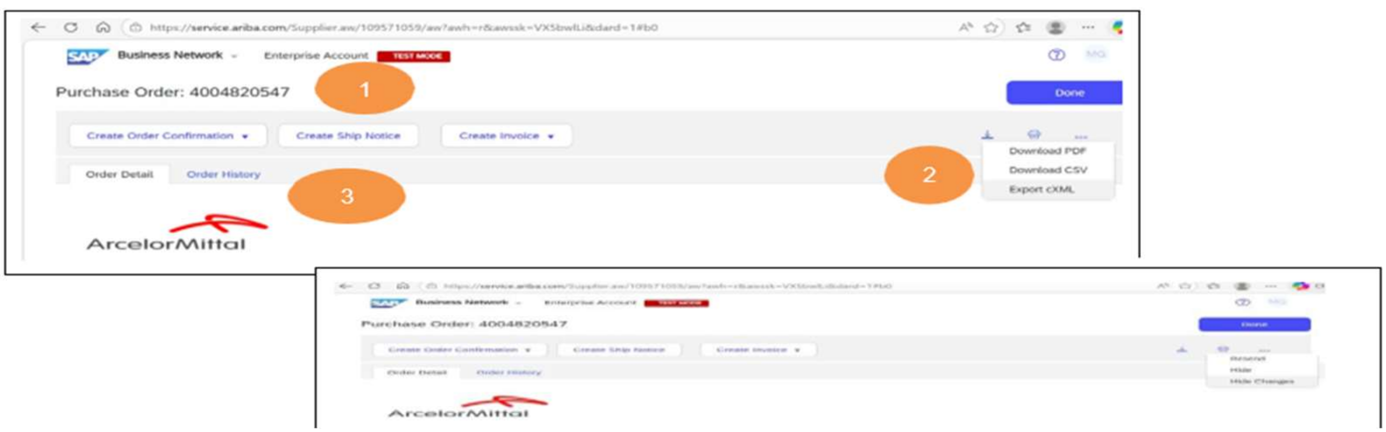


Manage POs

Purchase Order – Additional Functionalities

On top and bottom of the order page, you will find a set of buttons.

1. **Subsequent documents** can be created from out the PO. Depending on criteria defined by ArcelorMittal, some options may be unavailable. For example, orders for which a GR is a mandatory pre-requisite won't allow invoice creation until the GR has been processed in SAP.
2. **Order processing** options are presented:
   - Resend a PO which was not sent properly to your email address, cXML or EDI.
   - Export cXML to save a copy of the cXML source information
   - Download CSV to export the PO in CSV format for upload and process in your ERP
3. **Order History** for diagnosing problems and for auditing total value.



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Manage POs
Create PDF of PO

1. **Select "Download PDF"** as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.