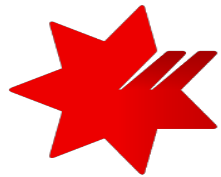


NAB SAP (Ariba) Business Network



NAB – Procure to Pay Registration

National Australia Bank Limited

v1.0 – March 2024

Introduction



This guide provides **step-by-step instructions**, for the Onboarding process, as a National Australia Bank (NAB) supplier.

Step 3

Procure to Pay Registration.

This step must be completed to allow you to receive purchase orders, submit invoices and receive payments with the National Australia Bank (NAB).

01

Create new SAP Ariba Account

This will allow you to collaborate and transact with NAB.

02

NAB Supplier Registration Questionnaire

This will allow you to participate in sourcing events, contract agreement renewals and amendments.

03

Procure to Pay Registration

Follow the slides in order or hold ctrl and 'click' links below.

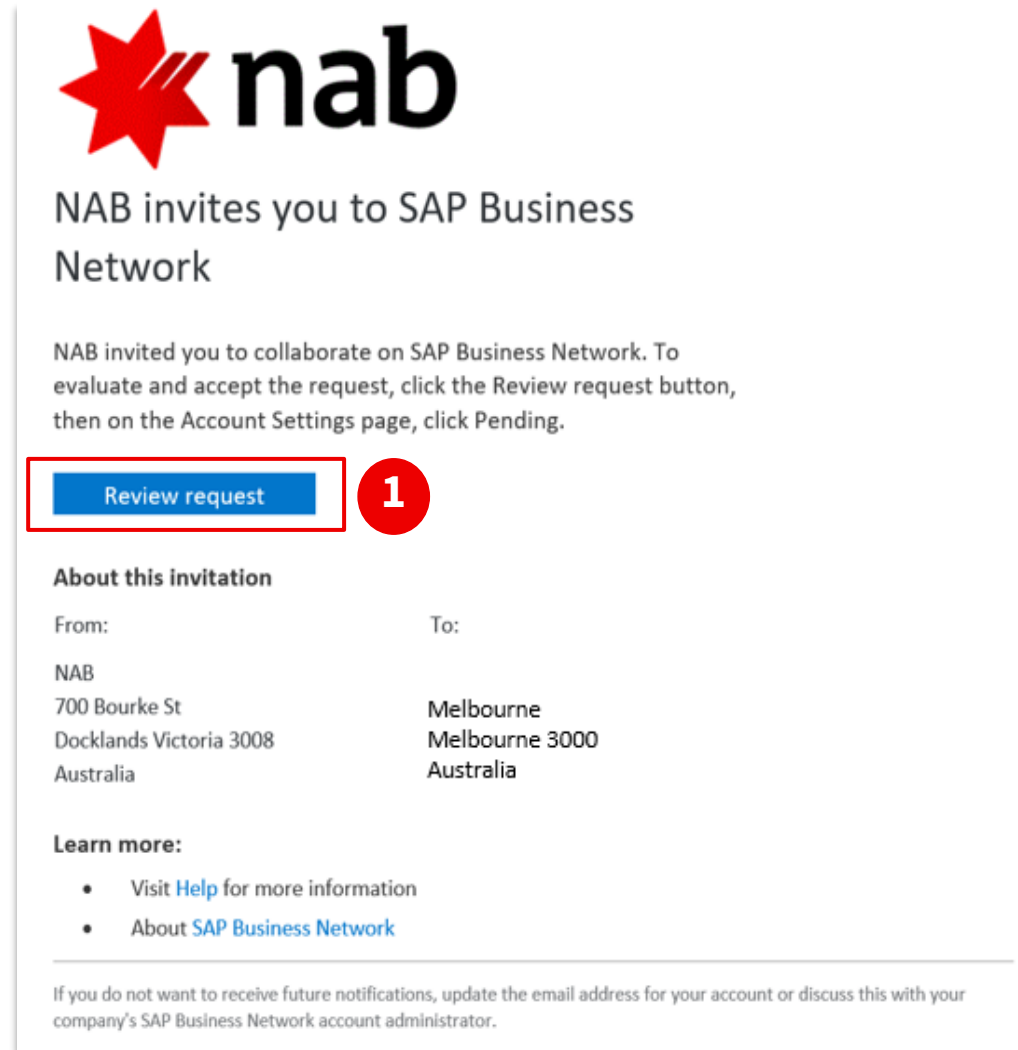
- [Navigating to the Customer Relationships request](#)
- [Step1 Confirm Electronic Ordering Routing information](#)
- [Step 2 Confirm Electronic Invoice Routing information](#)
- [Step 3 Confirm Settlement information](#)
- [Step 4 Configure Payment Method and Bank Account details](#)

This will allow you to receive Purchase Orders and undertake Invoicing.



Procure to Pay Registration

NAB SAP Ariba invitation – Accept Trading Relationship Request



The screenshot shows an email from NAB inviting a user to SAP Business Network. The NAB logo is at the top left. Below it, the text reads "NAB invites you to SAP Business Network". A paragraph explains that the user has been invited to collaborate and provides instructions to click "Review request" and then "Pending" on the Account Settings page. A blue button labeled "Review request" is highlighted with a red border and a red circle with the number "1" next to it. Below the button, the "About this invitation" section lists the sender (NAB, 700 Bourke St, Docklands Victoria 3008, Australia) and the recipient (Melbourne, Melbourne 3000, Australia). A "Learn more:" section includes links for "Help" and "SAP Business Network". At the bottom, there is a note about updating the email address for future notifications.

Prerequisites:

You must have completed and received the following:

[Step 1 – Create new SAP Ariba Account](#)

[Step 2 – NAB Supplier Registration Questionnaire](#)

You have received the review request invitation from SAP Ariba (see left)

The Administrator of the SAP Ariba Account will receive the invitation from **Ariba** (ordersender-prod@ansmtp.ariba.com) (network_accounts@ansmtp.ariba.com) inviting them to ‘**Review request**’ and complete the **NAB Procure to Pay Registration** (see left).



Remember: to check your **SPAM or Junk Folder** if you are unable to locate the email invitation.

1. To get started, click on ‘**Review request**’ in the email invitation and navigate to the Customer Relationships Tab

Accessing your SAP Ariba Account

Navigating to the Customer Relationships request

To start configuring **Purchase Order and Invoice routing methods and notifications**

The screenshot shows the SAP Business Network interface. The 'Account Settings' page has a navigation bar with 'Customer Relationships' highlighted (1). Below it, 'Current Relationships' is selected. A section for relationship preferences shows 'Manually review all relationship requests' selected (2). The 'Pending Customers' table has one entry for 'NAB' (3), which is checked. The 'Approve' button is highlighted (4).

Customer	Network ID	Relationship Type	Requested Date
<input checked="" type="checkbox"/> NAB	AN01424393282-T	Trading	5 Dec 2023

1. Navigate to the **Customer Relationships** and **Current Relationships** tabs.
Refer to the navigation steps below.

This close-up shows the user's initials 'JD' (a) in the top right. A dropdown menu is open, showing 'Customer Relationships' (c) and 'Settings' (b) under the 'NETWORK SETTINGS' section.

- a. 'click' on your initials
- b. Select **Settings**
- c. Select **Customer Relationships**

2. Depending on your Ariba Account configuration*, you may need to manually accept the trading relationship.
3. If you have multiple customers 'pending' in your account, ensure '**NAB**' is selected.
4. Click '**Approve**' button to commence the Ariba account configuration setup.

Continue to next slide to configure your **Electronic Ordering Routing** details



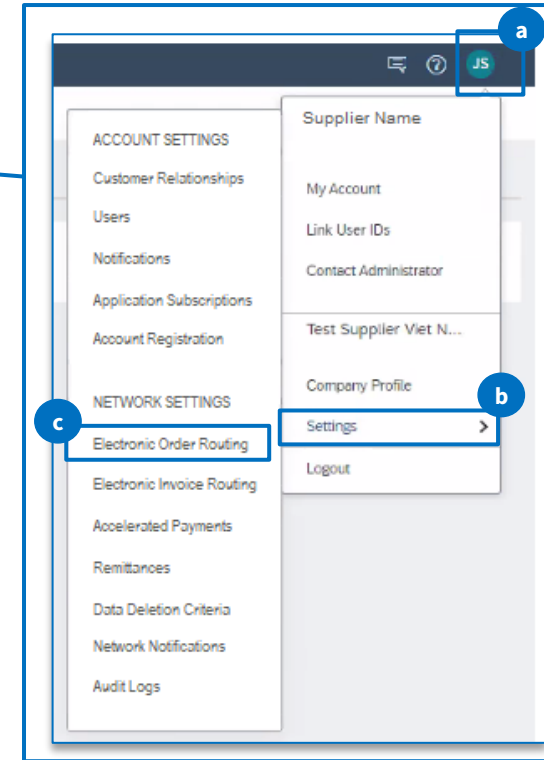
Procure to Pay Registration

Confirm **Electronic Ordering Routing** information



Type	Send notifications when...	To email addresses (one required)
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* email@email.com
	<input checked="" type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
	<input type="checkbox"/> Send notification for new purchase orders to suppliers.	
	<input type="checkbox"/> Send notification to suppliers when purchase orders are changed.	
	<input checked="" type="checkbox"/> Send a notification when orders are on hold due to non-payment of fee.	
Purchase Order Inquiry	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are received.	* email@email.com
	<input checked="" type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* email@email.com

1. Navigate to the **Electronic Ordering Routing** tab.
Refer to the navigation steps below.



- a. **'click'** on your initials
- b. Select **Settings**
- c. Select **Electronic Order Routing**

2. Scroll down to the **'Notifications'** section
3. **Order** - ensure you select the option **'Send a notification when orders are undeliverable'** and provide the email address
4. **Purchase Order Inquiry** - ensure the options to send notifications when order inquiries are received and undeliverable and provide the email address
5. Click on **'Save'** to record your changes.

Continue to next slide to configure your **Electronic Invoice Routing** details

Procure to Pay Registration

Confirm **Electronic Invoice Routing** information



SAP Business Network - Network Settings

Electronic Order Routing **Electronic Invoice Routing** Accelerated Payments Settlement Data Deletion Criteria

General Tax Invoicing and Archiving PDF Invoices

Capabilities & Preferences

Sending Method

Document Type	Routing Method	Options
Invoices	Online	Return to this site to create invoices
Customer Invoices	Online	Save in my online inbox

Notifications

<input checked="" type="checkbox"/> Invoice Failure	Send a notification when invoices are undeliverable or rejected.	email@email.com
<input checked="" type="checkbox"/> Invoice Status Change	Send a notification when invoice statuses change.	email@email.com
<input checked="" type="checkbox"/> Invoice Created Automatically from Receipts	Send a notification when an invoice is automatically created from a goods receipt.	email@email.com
<input type="checkbox"/> Invoice Created Automatically from Service Sheets	Send a notification when an invoice is automatically created from a service sheet.	email@email.com
<input type="checkbox"/> Invoice conversion (Supported formats: .pdf, .png, .jpg)	Send a notification when the invoice conversion fails.	email@email.com
<input type="checkbox"/>	Send a notification when the status of the template changes.	email@email.com
<input type="checkbox"/>	Send a notification when an invoice is set for manual submission after conversion.	email@email.com

Save Close

1. Select the **Electronic Invoice Routing** tab

2. Navigate to the '**Notifications**' section

3. **Invoice** - ensure you select the option '**Send a notification when invoices are received or updated**' and provide the email address

4. **Invoice Failure** - ensure you select the option '**Send a notification when invoices are undeliverable or rejected**' and provide the email address

5. **Invoice Status Change** - ensure you select the option '**Send a notification when invoice statuses change**' and provide the email address

6. Click on '**Save**' to record your changes.

Continue to next slide to configure your **Settlement** details

Procure to Pay Registration

Confirm **Settlement** information



The screenshot shows the SAP Business Network 'Settlement' configuration page. It includes tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. The 'Settlement' tab is selected. Below the tabs, there are sections for 'EFT/Check Remittances' and 'Notifications'. The 'EFT/Check Remittances' section has a table with columns for 'Address', 'City', 'State', 'Country/Region', and 'Default'. Below the table are 'Edit', 'Delete', and 'Create' buttons. The 'Notifications' section has a table with columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The table contains four rows: 'Payment Profile', 'Payment Remittance', 'Payment Remittance for Virtual Card', and 'Payment Remittance Status Updates'. Each row has a checkbox for 'Send notifications when...' and an email address field. Red callouts 1-6 highlight the 'Settlement' tab, the 'Save' button, the 'Settlement' tab, the 'Create' button, the notification rows, and the 'Save' button respectively.

1. Select the **Settlement** tab.

2. **Payment Profile** - ensure you select the option 'Send a notification when remittance addresses and payment profiles are changed' and provide the email address details.

3. **Payment Remittance** - ensure you select both options.

4. **Payment Remittance Status Updates** - ensure you select both options.

5. On the **Settlement** page under **EFT/Check Remittances** section:

- Click '**Create**' to create new company remittance information; or
- Click '**Edit**' if you need to change or add to existing information.

6. Click on '**Save**' to record your changes.

Continue to next slide to configure your **Remittance Address, Bank Account and Payment** details



Procure to Pay Registration

Confirm **Payment Method** and **Bank Account** details

Create Remittance Address / Payment Info 7 OK Cancel

Add a remittance address. Indicate your preferred payment method for the new address.

Do not enter personal bank account information. Enter only corporate bank details.

Remittance Address

1 Address 1:*

Address 2:

Address 3:

City:*

Postal Code:*

State:

Country/Region:*

2 Contact:

3 Make this address default

Factoring Service ⓘ

Remittance ID Assignment

Customer	Remittance ID
NAB	4 <input type="text"/>

5 Include Bank Account Information in invoices.

Payment Methods

6 Preferred Payment Method:

i Data Input Requirements

- Maximum number of characters: 256 (including spaces)
- Only English keyboard characters and numbers: [A-Z, a-z and 0-9](#)
- **Do not** include special characters: `/-&.*'+Space'`.
No accent for Vietnamese

Multiple Remittance Address

- If you have one location but multiple Remittance IDs, you may want to use 'Address 1' field to signify which bank account you want to use (example: **AUD Bank Account** and **USD Bank Account**)
- Where the Remittance Addresses are unique (for example, two locations in two countries) this will be easy to identify when you are invoicing.

1. When **creating 'Remittance Address'** information, complete all the mandatory fields (*).
Ensure the address details are the same as the **'Corporate Address'** details you provided in [Step 2 - NAB Supplier Registration Questionnaire](#)

i **TIP** - selecting your **'Country/Region'** first will automatically populate the relevant values for **'State'**.

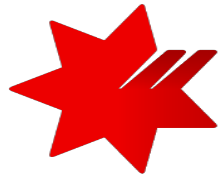
2. **Contact** – the information provided will replace your company's name in the Remit-to address on invoices.
3. **Default Address**, will pre-populate the Remittance Address details you entered above, on all your invoices.

Remittance ID Assignment

If you have more than one bank account entered when you completed [Step 2 - NAB Supplier Registration Questionnaire](#), you will need to set up individual Remittance IDs in this section, one for each bank account.

4. **Remittance ID** – Please contact [Supplier Onboarding and Support](#) to obtain Remittance IDs. You will see one Remittance ID for each remittance address. Otherwise, you can leave it blank.
5. Select this box – and your Bank Account details will pre-populate on all your invoices.
6. **Preferred Payment Method:** Select your preferred payment method.
7. Click **'OK'** to save.

NAB SAP (Ariba) Business Network



Step 3 – NAB Procure to Pay Registration is now complete.

National Australia Bank Limited

v1.0 – March 2024