

# NAB SAP (Ariba) Business Network



## NAB – Procure to Pay Registration

National Australia Bank Limited

v1.0 – April 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.**

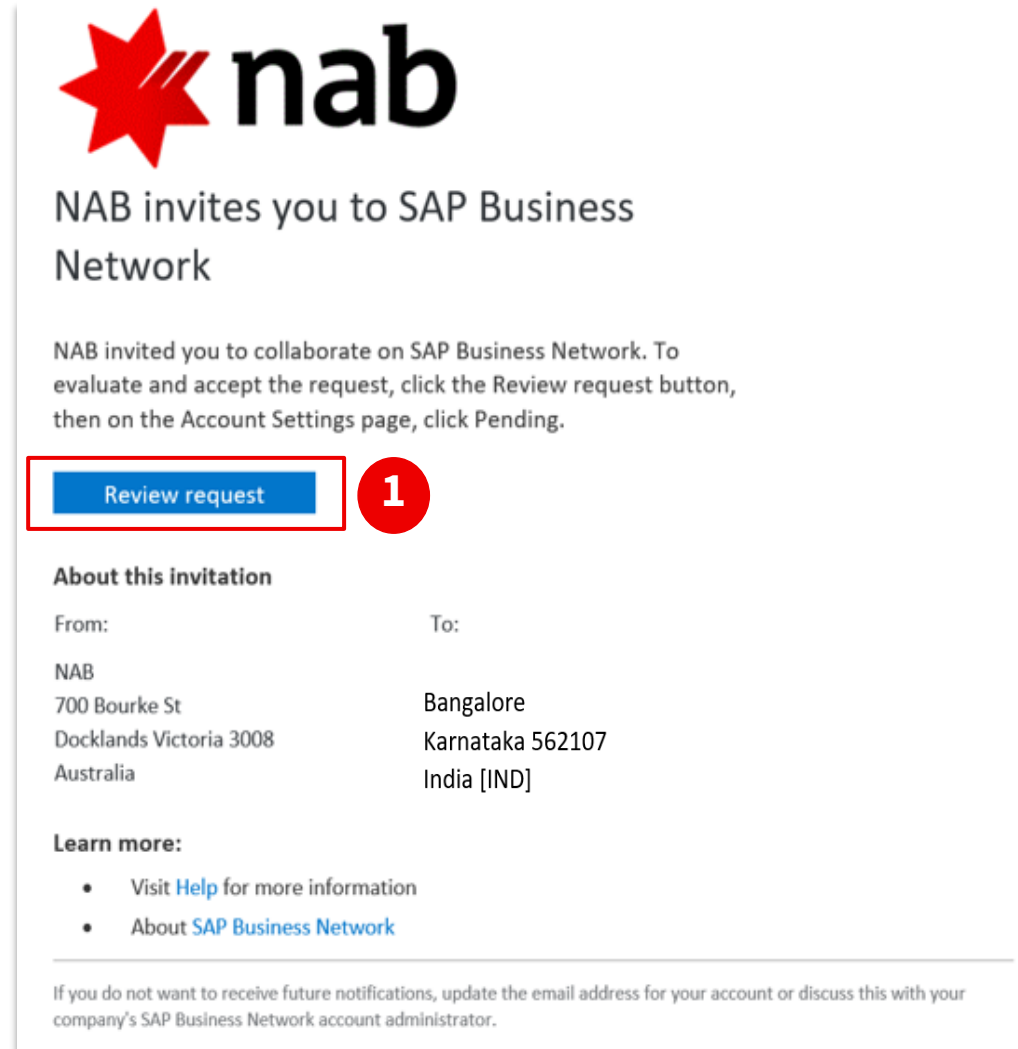
- [Navigating to the Customer Relationships request](#)
- [Step1 Confirm Electronic Ordering Routing information](#)
- [Step 2 Confirm Electronic Invoice Routing information](#)
- [Step 3 Confirm Settlement information](#)
- [Step 4 Configure Payment Method and Bank Account details](#)

*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 box and a red circle containing the number "1". Below this is the "About this invitation" section, which includes "From:" (NAB, 700 Bourke St, Docklands Victoria 3008, Australia) and "To:" (Bangalore, Karnataka 562107, India [IND]). A "Learn more:" section contains links for "Help" and "SAP Business Network". At the bottom, there is a note about updating email preferences.

**i 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](mailto:ordersender-prod@ansmtp.ariba.com)) ([network\\_accounts@ansmtp.ariba.com](mailto: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 top navigation bar includes 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. The 'Customer Relationships' tab is selected, and the 'Current Relationships' sub-tab is active. Below the navigation, there are radio buttons for 'Automatically accept all relationship requests' and 'Manually review all relationship requests', with the latter selected. An 'Update' button is present. Below this, there are tabs for 'Current (0)', 'Pending (1)', and 'Rejected (0)'. The 'Pending Customers' section contains a table with the following data:

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

At the bottom of the table, there are 'Approve' and 'Reject' buttons.

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

This close-up shows the user menu for 'JD'. The menu is open, displaying various settings categories. Annotations include: 'a' pointing to the user initials 'JD', 'b' pointing to the 'Settings' option under 'NETWORK SETTINGS', and 'c' pointing to the 'Customer Relationships' option under 'ACCOUNT SETTINGS'.

- 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



Network Settings

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

\* Indicates a required field

External System Integration

Configure cXML (native) integration  
Configure SAP Integration Suite, managed gateway for spend management and SAP Business Network (non-native integration)

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

Do not send status updates for inbound documents in pending queue

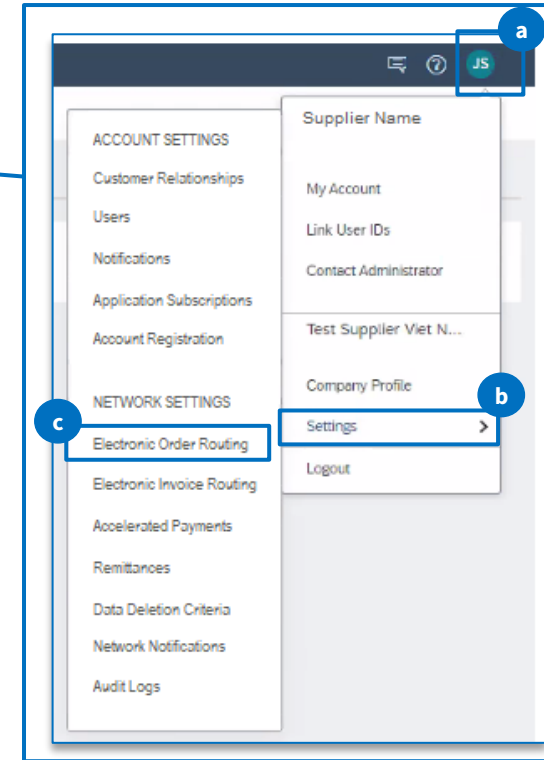
New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: email@email.com <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ⚠ Attachments will be included in the order.

Notifications

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. The 'Settlement' tab is selected and highlighted with a red box and the number 1. The 'Save' button is also highlighted with a red box and the number 6. Under the 'EFT/Check Remittances' section, the 'Address' column header is highlighted with a red box and the number 5. Below it, the 'Edit' and 'Create' buttons are highlighted with red boxes. The 'Notifications' section contains four rows, each highlighted with a red box and a number: 2 for 'Payment Profile', 3 for 'Payment Remittance', 4 for 'Payment Remittance Status Updates', and 5 for 'Payment Remittance for Virtual Card'. Each row has checkboxes for notification triggers and an email address field.

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

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\*:

State\*:

Postal Code\*:

Country/Region\*:

2

3  Make this address default

Factoring Service i

Remittance ID Assignment

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

5  Include Bank Account Information in invoices.

Payment Methods

6

### **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: [INR Bank Account](#) and [AUD 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.

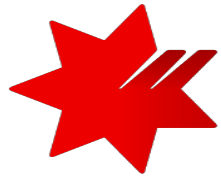
### **Remittance ID Assignment**

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.**

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