NAB SAP (Ariba) Business Network

NAB – Procure to Pay Registration

National Australia Bank Limited

v1.0 – December 2023

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

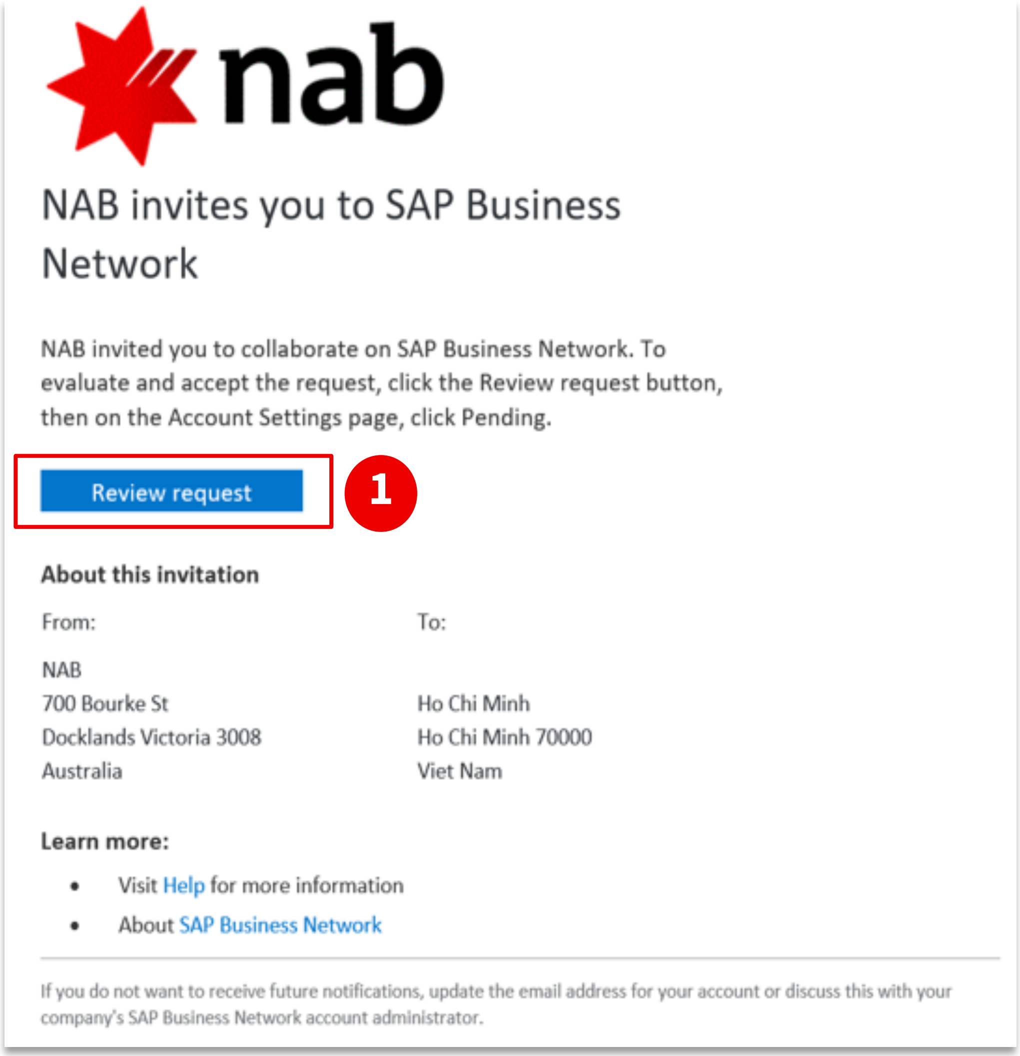
Follow the slides in order or hold ctrl and 'click' links below.

- 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



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).

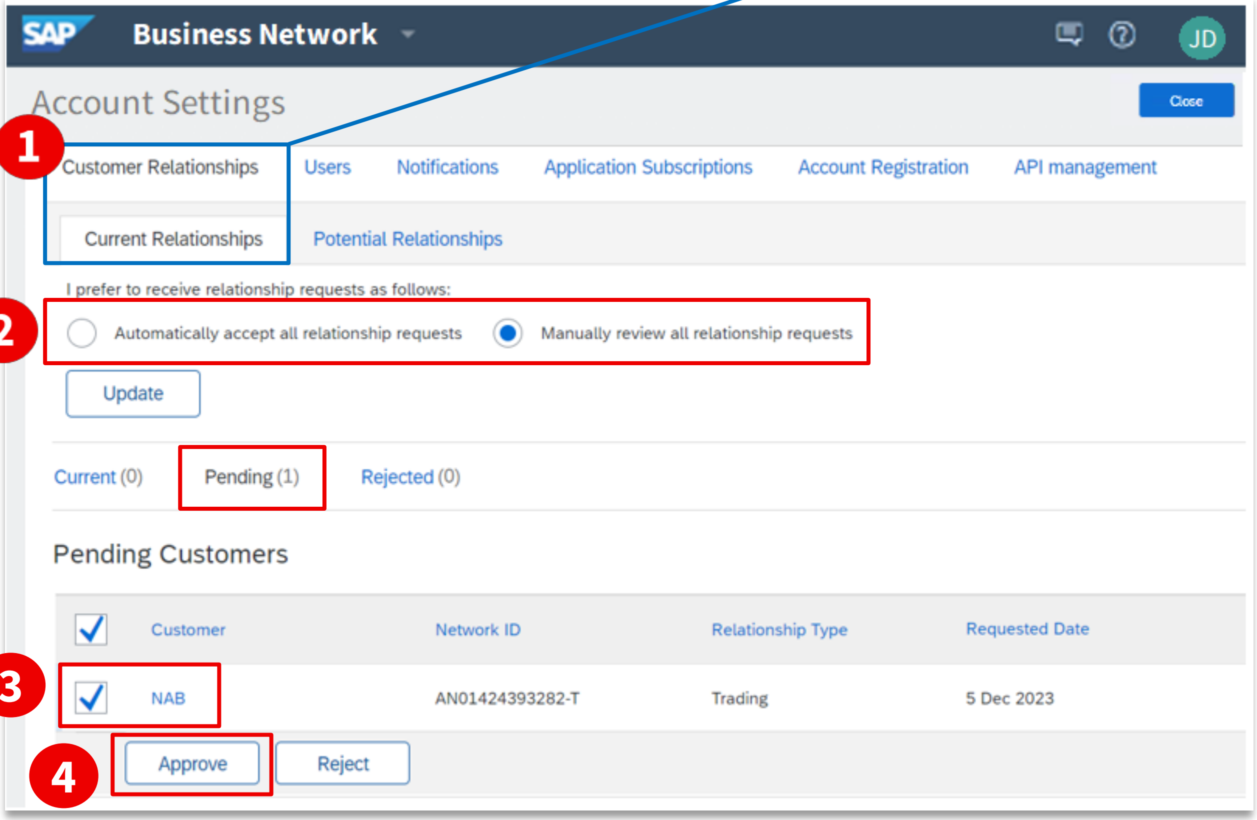
Remember: to check your **SPAM or Junk Folder** if you are unable to locate the email invitation.

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

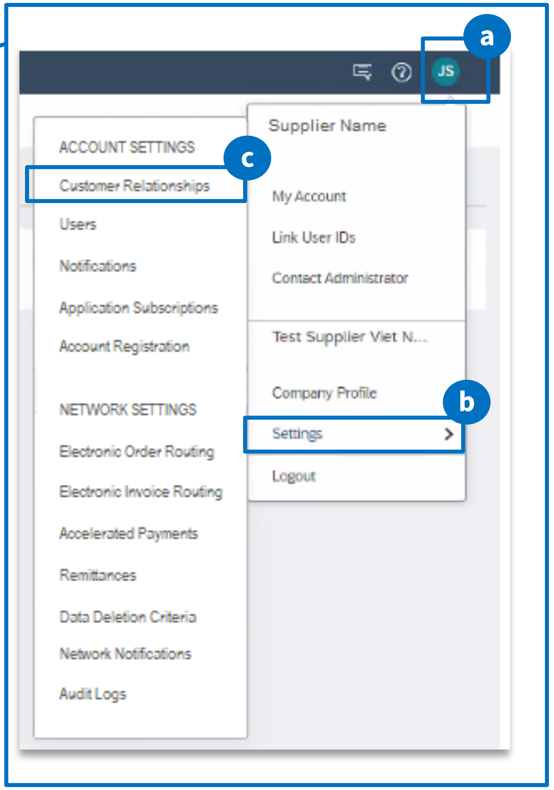
Accessing your SAP Ariba Account

Navigating to the Customer Relationships request

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



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



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.

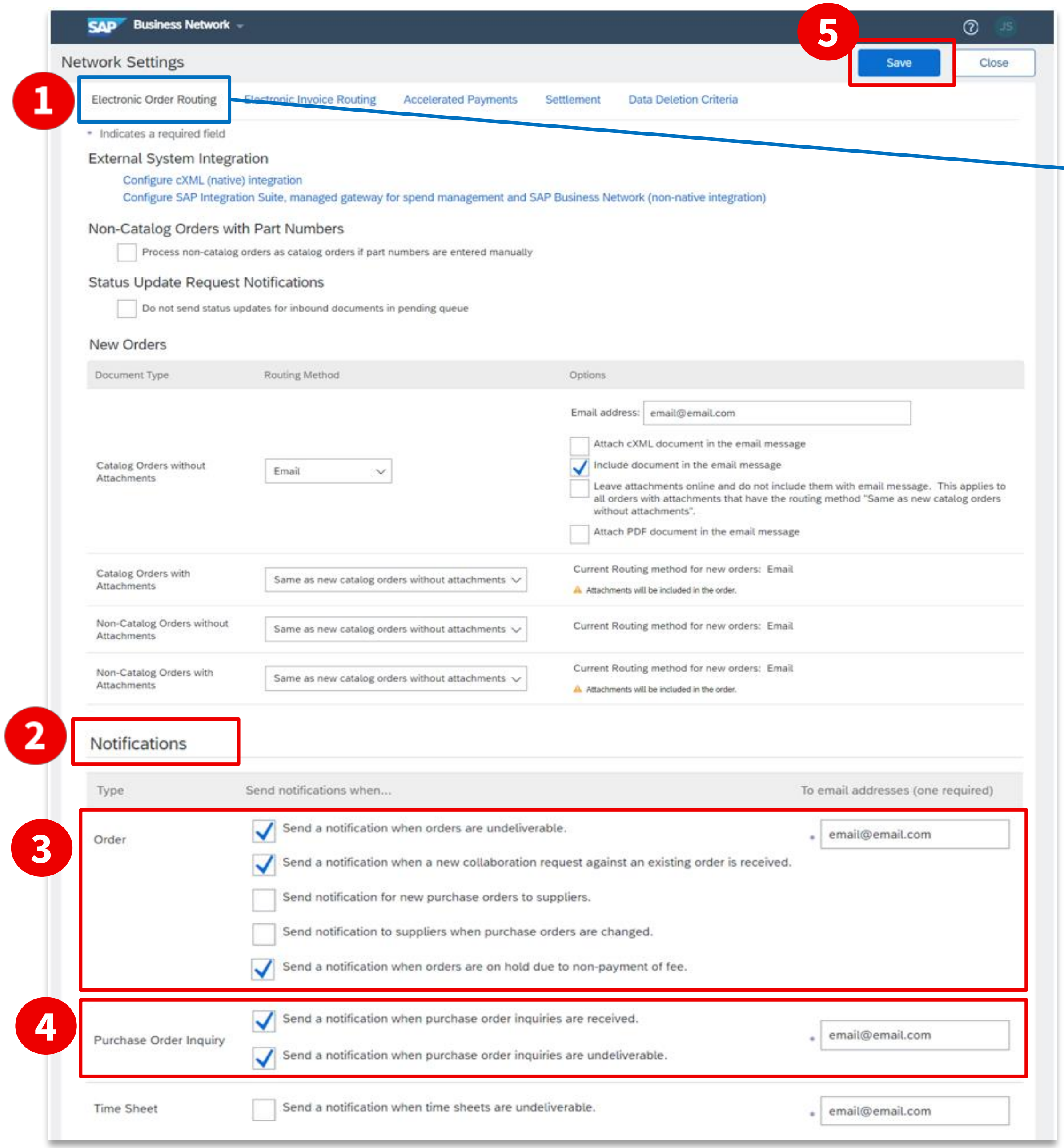
3. If you have multiple customers 'pending' in your account, ensure '**NAB**' is selected.

4. Click '**Approve**' button to commence the Ariba account configuration setup.

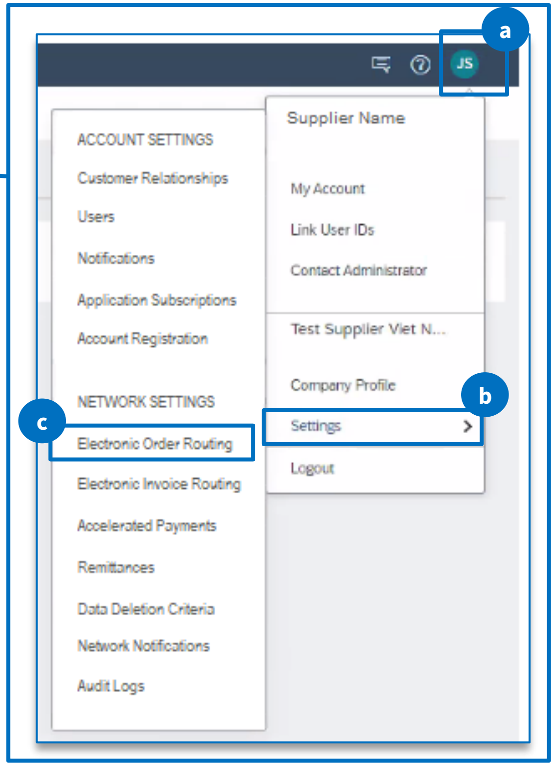
Continue to next slide to configure your **Electronic Ordering Routing** details

Procure to Pay Registration

Confirm **Electronic Ordering Routing** information



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



a. ‘**click**’ on your initials

b. Select **Settings**

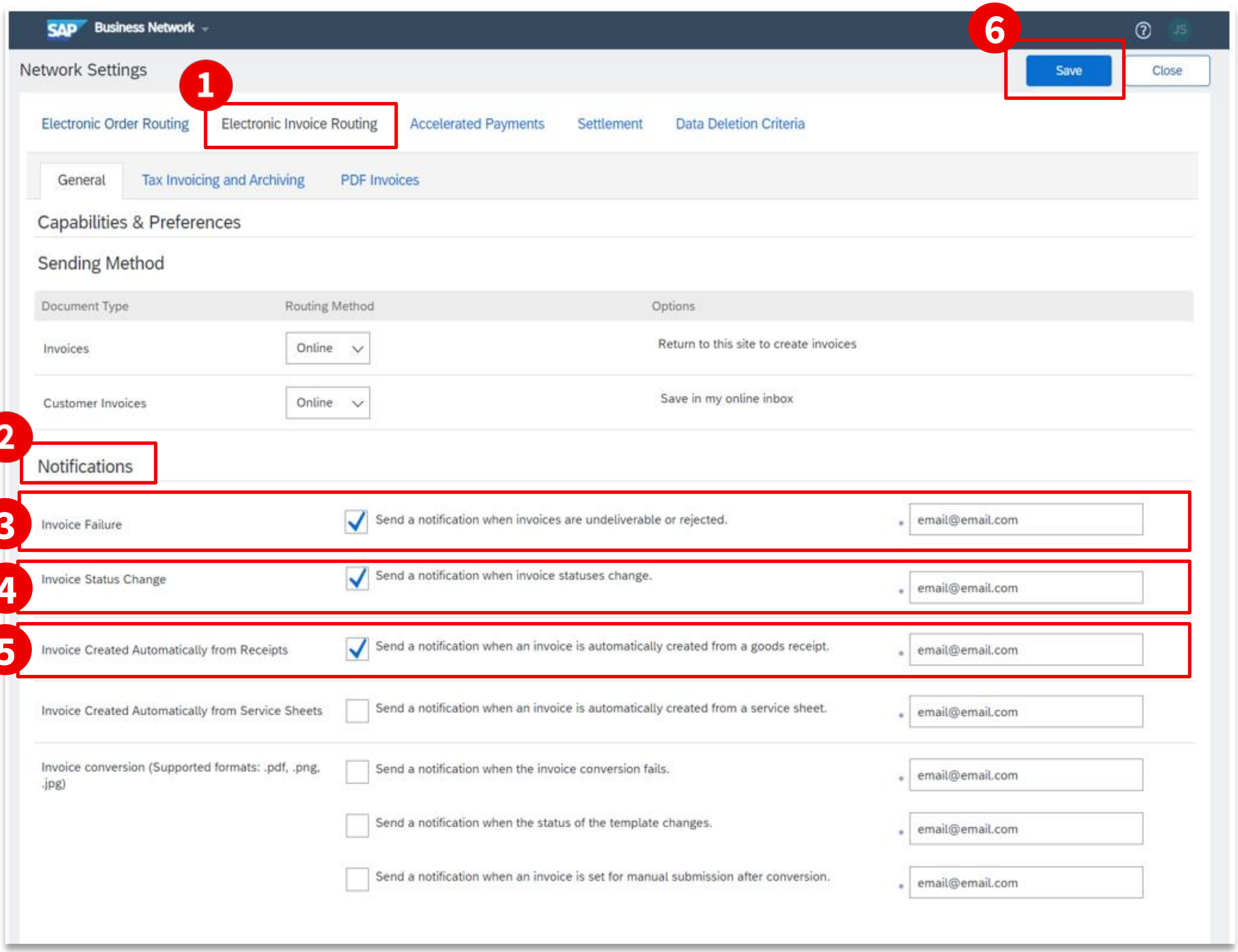
c. Select **Electronic Order Routing**

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

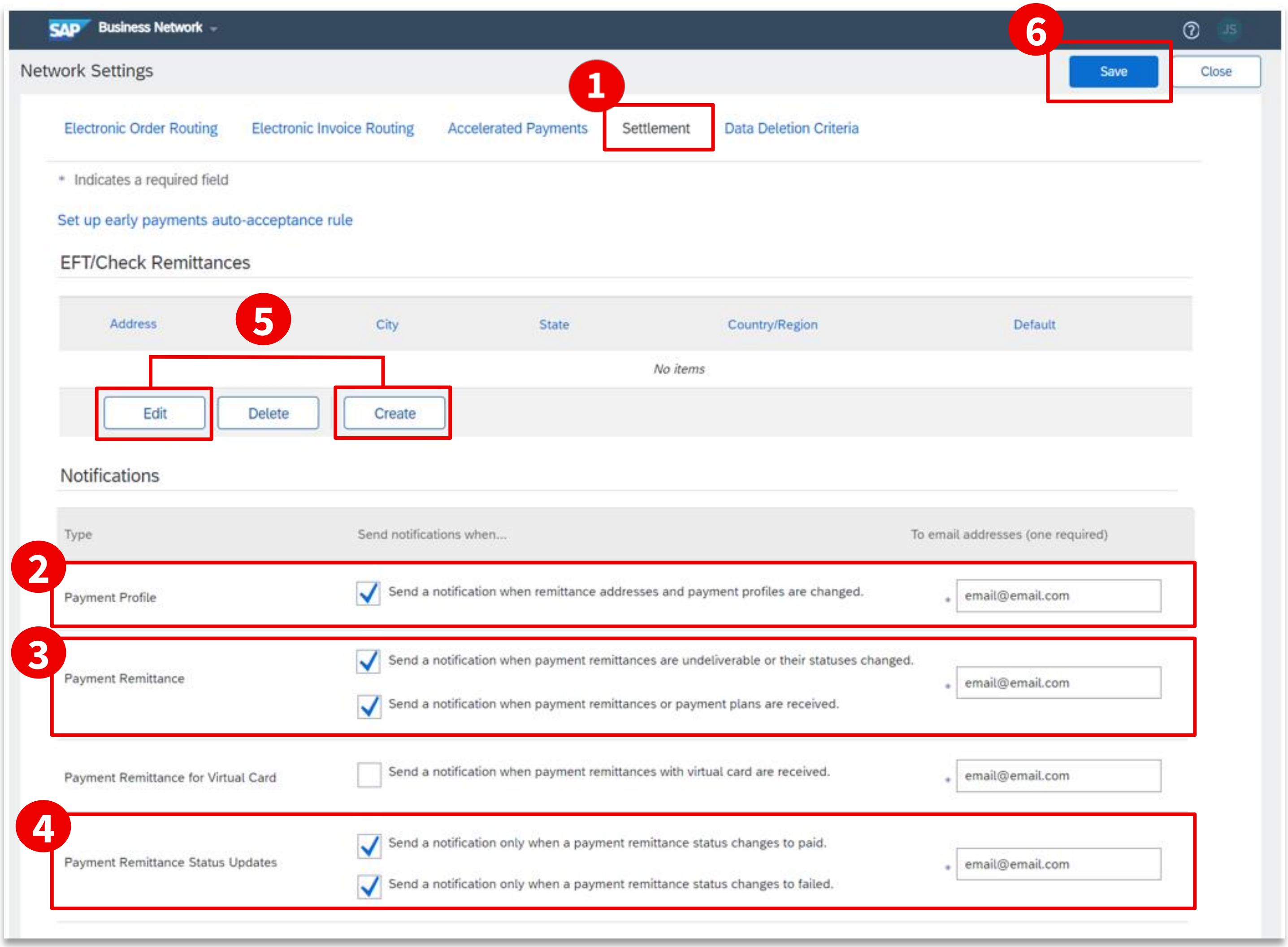


1. Select the **Electronic Invoice Routing** tab
2. Navigate to the '**Notifications**' section
3. **Invoice** - ensure you select the option '**Send a notification when invoices are received or updated**' and provide the email address
4. **Invoice Failure** - ensure you select the option '**Send a notification 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



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.

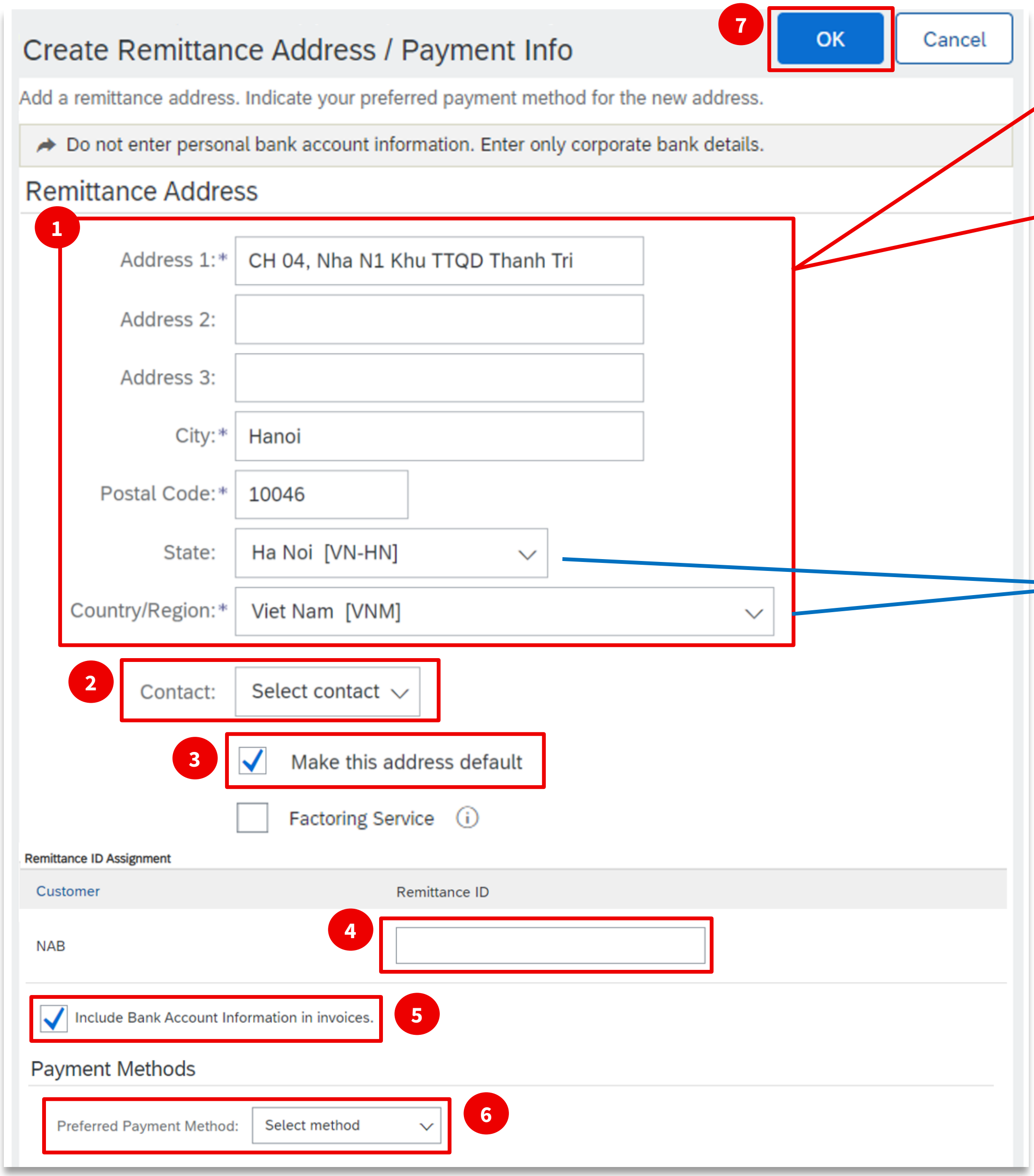
5. On the **Settlement** page under **EFT/Check Remittances** section:
   - Click ‘**Create**’ to create new company remittance information; or
   - Click ‘**Edit’** if you need to change or add to existing information.

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**



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: **VND 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

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.

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

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