

# **Transacting with Western Power**

- To facilitate a streamlined ordering and invoicing process, Western Power now utilises the Ariba Network to enable electronic transacting with suppliers for orders and invoices, providing real-time visibility of invoice status and remittance advice.
- All suppliers will be required to transact (receive orders and submit invoices) with Western Power via the Ariba Network. (Note: certain categories of suppliers are exempt from this requirement e.g. materials only suppliers; suppliers transacting in foreign currencies).
- The Ariba Network for suppliers provides two options. All you need is internet access:
  - Enterprise (Full) Account: paid subscription, full features
  - Standard (Light) Account: free subscription, limited features
- The purpose of this document is to give you a high-level summary of Enterprise Account and Standard Account, to help you make an informed decision on how your organisation will transact electronically with Western Power.
- For more information, go to www.ariba.com

# **Standard or Enterprise Account?**

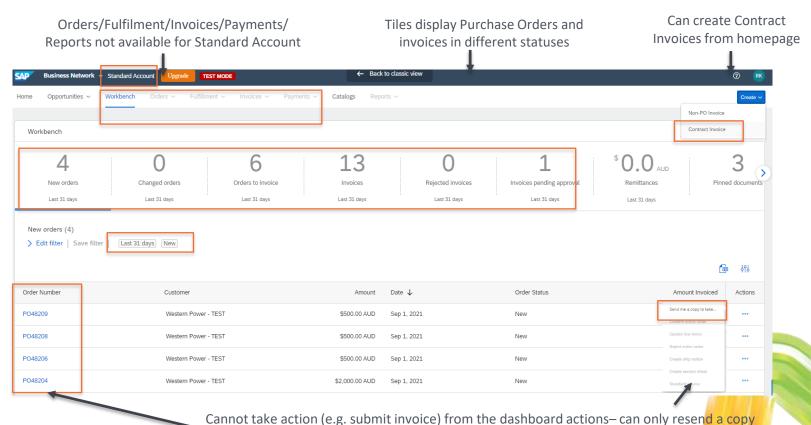
#### **Standard Account**

- Using Ariba Network (limited features). Free to use.
- Partial dashboard functionality (NEW)
- Purchase Orders sent automatically via email notification
- Invoices can be submitted via Ariba Network by supplier, for both Purchase Orders and Contract Orders
- Can receive invoice status notifications
- Optional submission of Order Confirmations, Shipping Notices
- Catalogue creation available (NEW)

#### **Enterprise Account**

- Using Ariba Network (full features). Fees apply (paid to Ariba not Western Power).
- Full dashboard functionality available
- Purchase Orders sent automatically via email notification
- Invoices can be submitted via Ariba Network by supplier, for both Purchase Orders and Contract Orders
- Can receive invoice status notifications.
- Optional submission of Order Confirmations, Shipping Notices
- Additional features include reporting, catalogue creation, invoice automation options (integration, csv upload)

## **Standard Account - Dashboard**



of the PO to your email. Instead, click on PO link to the left to open the PO and take action.

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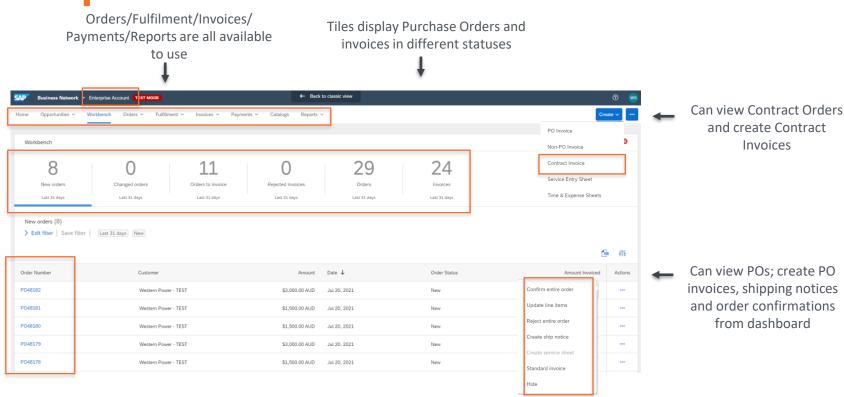
#### Standard Account – Further Information

- Please see <a href="https://support.ariba.com/item/view/183459">https://support.ariba.com/item/view/183459</a> for additional video tutorials and information regarding standard account, including <a href="https://support.ariba.com/item/view/183459">how to load invoices</a>.
- Additional information is available at https://support.ariba.com/Adapt/Ariba Network Supplier Training/#/
- Standard accounts can be upgraded at any time to Enterprise accounts (note fees will then apply)





# **Enterprise Account - Dashboard**



#### **Enterprise Account - Fees and Video Demos**

- Please see <a href="https://support.ariba.com/Adapt/Ariba">https://support.ariba.com/Adapt/Ariba</a> Network Supplier Training/#/ for further information regarding using the Ariba Network, including <a href="https://support.ariba.com/Adapt/Ariba">how to load invoices</a>.
- Enterprise Account Fee Structure: <a href="https://www.ariba.com/ariba-network/ariba-network-for-suppliers/subscriptions-and-pricing">https://www.ariba.com/ariba-network/ariba-network-for-suppliers/subscriptions-and-pricing</a>



### What else do I need to know?

- PDF copies of invoices must be sent as attachments to your electronic invoices in Ariba (regardless of the account option selected)
- For orders raised prior to registering for an Ariba Network account:
  - Enterprise Account: existing orders can be sent to your new AN account if required so they can be invoiced in the Ariba Network
  - **Standard Account:** existing purchase orders cannot be sent to your new AN account, and invoices must be emailed to <u>accounts.payable.invoices@westernpower.com.au</u>. Existing Contract Orders can be sent to your new AN account for invoicing.



# What else can you use Ariba for?

- Western Power also utilises Ariba to allow suppliers to:
  - Respond to tenders
  - Register their interest to supply to goods or services
  - Submit and maintain supplier accreditation information.
- The above activities only require a Standard (Light) account, and do not incur any fees from Ariba as part of taking these actions.



### **Further Information**

- Training guides, FAQs and additional supporting documentation are available on the Western Power website for both Enterprise Account and Standard Account.
- If you have any questions regarding the transacting process please contact <a href="mailto:suppliers@westernpower.com.au">suppliers@westernpower.com.au</a>

