



Business Partners Training

AUGUST 2025



SAP Ariba II
Procure to Pay Automation

Procurement Simplified

AGENDA

Request for Quotation

Accessing the Ariba network

Order Confirmation

Advanced Ship Notice

Service Entry Sheets

Invoicing

FAQ





Welcome to **Procurement Simplified**

Source, procure and pay
through a simplified
process on a single,
integrated platform.



We have improved and fully automated our
procurement process. Join the **Digital**
Transformation and grow your business.



#Procurement **Simplified**








Overview – SAP Ariba

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#Procurement **Simplified**









Procurement Simplified

LANDING REQUEST FOR QUOTATION (RFQ) EMAIL

Subject: Debswana Diamond Company (Pty) Ltd has invited you to participate in a sourcing event: 6000343615.

To: Dr [XXXX](#)

Debswana Diamond Company (Pty) Ltd

Debswana Diamond Company (Pty) Ltd has invited you to participate in the following event: 6000343615.

The event is set to begin on Monday, June 5, 2023 at 2:49 PM, Central African Time.

Monday, June 5, 2023 at 2:14 PM, Central African Time

Attention: Donovan Bakwena [XXXX](#)

RFP NO: Doc1489498862

CLOSING DATE: Wednesday, June 7, 2023 at 2:49 PM, Central African Time

DESCRIPTION: 6000343615

You are hereby invited to tender for the abovementioned works/services/goods in accordance with the RFP.

ACCESS TO RFP

The RFP is accessible through the Debswana SAP Ariba system at [See event](#) for response. Tenderers will be required to acknowledge a Non-Disclosure and Anti Corrupt Practices undertaking before getting access to the RFP content.

CLARIFICATION OF THE RFP

Clarification may be obtained from Vivian Tsholofelo Digate through the RFP message board on the system.

NOTE

This slide shows the email received by suppliers when an RFQ has been sent.

REQUEST FOR QUOTATION

DEBSWANA

Download Tutorials
Update Profile

Home

Welcome to Debswana SAP Ariba Page, please make use of all the self help documentation provided before proceeding to register as a supplier. For any queries kindly consult FAQ's

Events

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (3)				
RFQ 6000343667 (Replace Aero Belt Troughs)	Doc1491452709	6/12/2023 4:30 PM	RFP	No
RFQ 6000343666 (Blower And Pnuemo Surge Bin Modification)	Doc1491416598	6/12/2023 4:30 PM	RFP	No
RFQ 6000343662 (Replace Aero Belt Troughs)	Doc1491416507	6/12/2023 4:30 PM	RFP	No

Registration Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Debswana Registration Questionnaire	Doc1461604978	9/6/2022 10:11 AM	(no value)	(no value)	Registered

Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Completed (1)					
Debswana Qualification Questionnaire	Doc743877913	10/20/2021 8:55 AM	Information technology co.... Business intelligence con...	3040 Debswana Corporate C...., 3030 Jwaneng, OLDLM Orapa, Letlhakane, D...	Pending Resubmission

Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Certificates

NOTE
This slide shows the landing page where all requests sent to the supplier will be listed.

REQUEST FOR QUOTATION

< DEBSWANA
🔍
⚙️
🖨️
💬
❓
MN

Stop

Event Details

Doc1491452709 - RFQ 6000343667 (Replace Aero Belt Troughs)

Time remaining
3 days 05:28:06

[Event Messages](#)

[Download Tutorials](#)

[Response Team](#)

▼ Checklist

- 1. Review Event Details
- 2. Review and Accept Prerequisites
- 3. Select Lots/Line Items
- 4. Submit Response

▼ Event Contents

- All Content
- 9 Site Visit Invitation

Review and respond to the prerequisites. Prerequisite questions must be answered before you can view event content or participate in the event. Some prerequisites may require the owner of the event to review and accept your responses before you can continue with the event. If you decline the terms of the prerequisites, you cannot view the event content or participate in this event.

[Download Content](#)
[**Review Prerequisites**](#)
[Decline to Respond](#)
[Print Event Information](#)

All Content

Name ↑	Price	Quantity	Extended Price	Requested Delivery Date	Lead Time	Supplier Part Id
2 Replacement of Aero Belt Troughs in Ora ▾	Less... ▾	1 Activity unit		Mon, 31 Jul, 2023		
Replacement of Aero Belt Troughs in Ora						
	ShipTo:	ORAPA, 0000 Botswana				
	TrackingNumber:	2871				
3 P & G ▾	More... +	1 Activity unit		Mon, 31 Jul, 2023		
4 Consumables ▾	More... +	1 Activity unit		Mon, 31 Jul, 2023		
5 Tools & Equipment ▾	More... +	1 Activity unit		Mon, 31 Jul, 2023		
6 Labour ▾	More... +	1 Activity unit		Mon, 31 Jul, 2023		
7 Transport ▾	More... +	1 Activity unit		Mon, 31 Jul, 2023		
8 Kindly attach Quote.						

Event Overview and Timing Rules





Owner: Chika Owen Kanyenvu ⓘ	Currency: Botswana Pula
Event Type: RFP	Commodity: All Commodities All
Publish time: 6/6/2023 6:05 PM	Regions: OLDM Orapa, Letlhakane, Damtshaa
Due date: 6/12/2023 4:30 PM	

NOTE

Upon drilling down on a request, the supplier will then be able to indicate willingness to participate, or to decline the invitation (as shown on the buttons highlighted). Details of the event invited for can be viewed on this page

REQUEST FOR QUOTATION

DEBSWANA

Prerequisites

Doc1491452709 - RFQ 6000343667 (Replace Aero Belt Troughs)

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Prerequisites must be completed prior to participation in the event.

"In consideration of the opportunity to participate in on-line events ('On-Line Events') held and conducted by the company sponsoring this On-Line Event ('Debswana') on the web site (this 'Site') hosted by Ariba, Inc. ('Site Owner'), your company ('Participant' or 'You') agrees to the following terms and conditions ('Bidder Agreement'):

1. Bids. If You are invited to participate in the On-Line Event, Debswana reserves the right to amend, modify or withdraw this On-Line Event. Debswana reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Debswana may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.
2. Price Quotes. Except to the extent Debswana allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.
3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Debswana.
4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Debswana, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.
5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Debswana.
6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.
7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05
"

☐ I accept the terms of this agreement.

☒ I do not accept the terms of this agreement.

OK

Cancel

NOTE
The terms will be outlined on this page. An option to accept or 'reject' are available

REQUEST FOR QUOTATION

DEBSWANA

Prerequisites

Doc1491452709 - RFQ 6000343667 (Replace Aero Belt Troughs)

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

Prerequisites must be completed prior to participation in the event.

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2. Price Quotes. Except to the extent Debswana allows a non-binding bid, all Bids which Participant submits shall be firm and binding on Participant. Participant shall not submit multiple or conflicting quotations without qualification, except for data entry errors.

3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by Debswana for the On-Line Event.

4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content and/or Debswana, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.

5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism provided by Debswana and shall not submit bids through any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Debswana.

6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.

7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.

BA v1.1 19Aug05

☒ I accept the terms of this agreement.

☐ I do not accept the terms of this agreement.

OK


Cancel





NOTE

NOTE
Supplier will be requested to indicate and submit their prices as per the request, against each item.

PS: Note that you will be required to attached a quotation (In PDF) before submitting your response...see highlighted field

REQUEST FOR QUOTATION

DEBSWANA 

Add Attachment

OK

Cancel

Enter the location of a file to add as an **Attachment**. To search for a particular file, click **Browse...** When you have finished, click **OK** to add the attachment.

Attachment:

Choose File

 No file chosen

Or drop file here

OK

Cancel

NOTE

An attachment
(Quotation (PDF))

(Click on “Choose file,
select your file then click
on OK button to save
the attachment)

REQUEST FOR QUOTATION

DEBSWANA

Acting as: Teedzani Magimba

Stop

Console

Doc1491452709 - RFQ 6000343667 (Replace Aero Belt Troughs)

Time remaining
3 days 05:17:51

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Review and Accept Prerequisites

3. Select Lots/Line Items

4. Submit Response

▼ Event Contents

All Content

9 Site Visit Invitation

All Content

2 Replacement of Aero Belt Troughs in Ora

Replacement of Aero Belt Troughs in Ora

ShipTo: ORAPA, 0000 Botswana

TrackingNumber: 2871

3 P & G

4 Consumables

5 Tools & Equipment

6 Labour

7 Transport

8 Kindly attach Quote.

9 Site Visit Invitation

Price

Quantity

Extended Price

Requested Delivery Date

Lead Time

Supplier Part Id

Less...

More...

More...

More...

More...

More...

Attach a file

BWP

1 Activity unit

Mon, 31 Jul, 2023

*

BWP

1 Activity unit

Mon, 31 Jul, 2023

*

BWP

1 Activity unit

Mon, 31 Jul, 2023

*

BWP

1 Activity unit

Mon, 31 Jul, 2023

*

BWP

1 Activity unit

Mon, 31 Jul, 2023

*

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

Excel Import

NOTE
Click on the 'Submit Entire Response' button.

PS: You may use the 'Compose message' button to communicate with the Debswana Procurement Officer before submitting the response

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Credit Note

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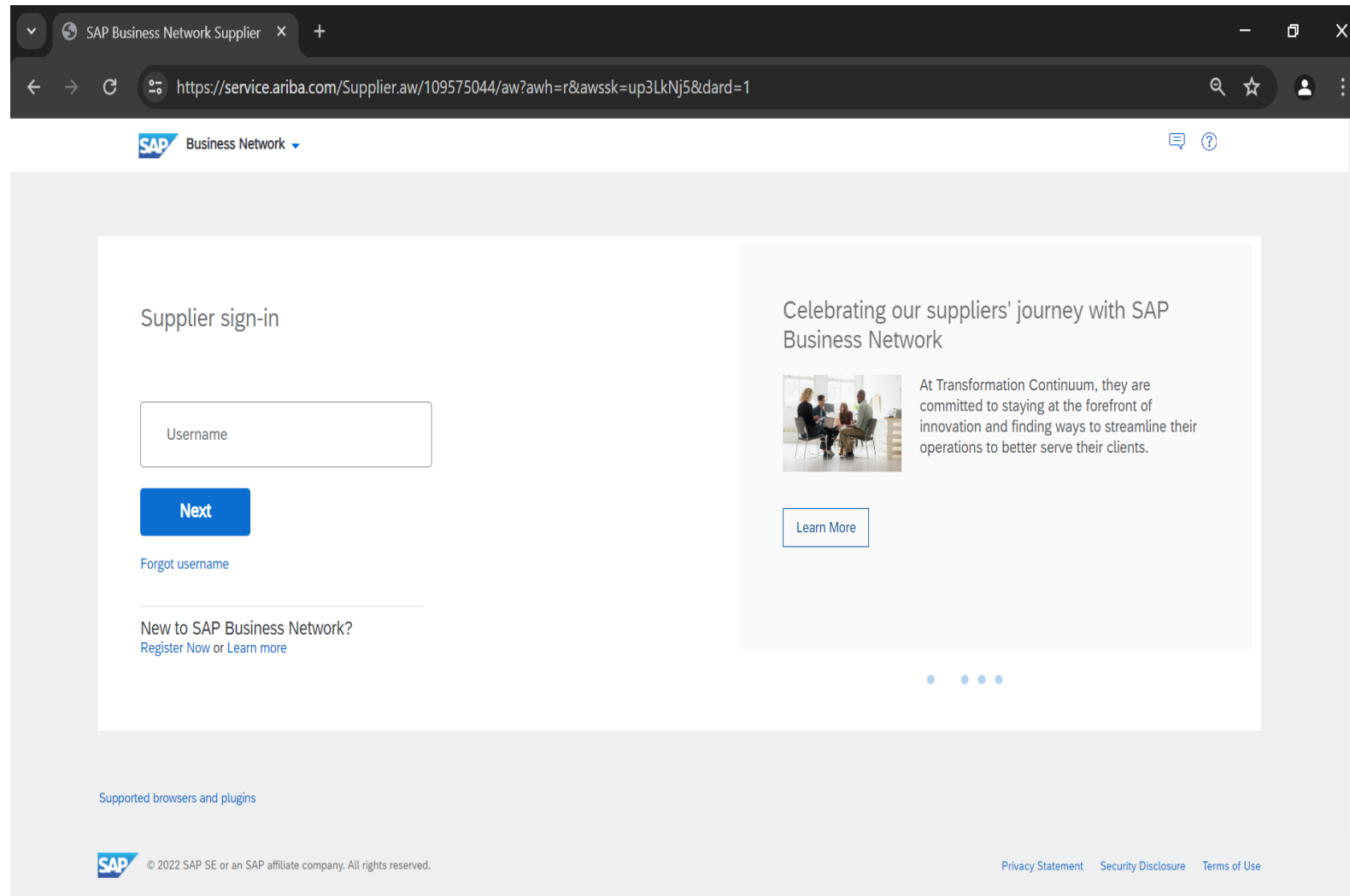






Procurement Simplified

Logging onto Ariba Network Directly



NOTE (Website URL)
Supplier.ariba.com

This will land you on
your log-on page

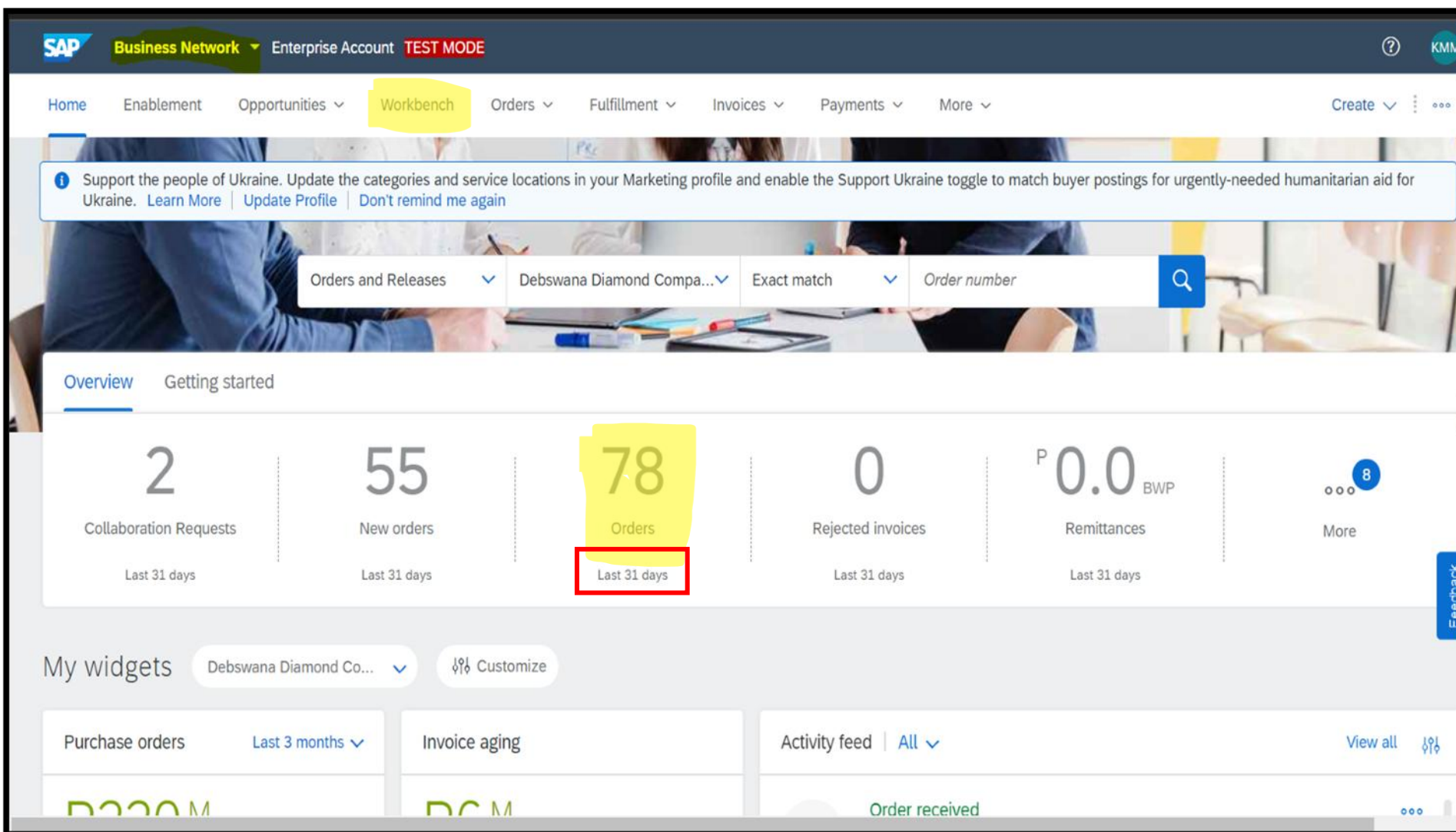
Ariba business network navigation

The screenshot displays the SAP Ariba Business Network interface. At the top, the 'Business Network' menu is highlighted with an orange box. Below the navigation bar, a banner message supports the people of Ukraine. A search bar is present with filters for 'Orders and Releases', 'Debswana Diamond Compa...', 'Exact match', and 'Order number'. The main dashboard area features a grid of metrics: 2 Collaboration Requests, 55 New orders, 78 Orders, 0 Rejected invoices, and 0.0 BWP Remittances. A 'More' button with a notification badge of 8 is also visible. Below the metrics, there's a 'My widgets' section with a dropdown for 'Debswana Diamond Co...' and a 'Customize' button. The bottom section includes 'Purchase orders', 'Invoice aging', and an 'Activity feed' with a filter set to 'All'.

NOTE

At this point you will have access to your Ariba network page **(DASHBOARD)**

PS: Make sure you are logged on the 'Business Network' (avoid activating the 'Enterprise Account')



SAP Business Network Enterprise Account **TEST MODE**

Home Enablement Opportunities **Workbench** Orders Fulfillment Invoices Payments More Create

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. [Learn More](#) | [Update Profile](#) | [Don't remind me again](#)

Orders and Releases Debswana Diamond Compa... Exact match Order number

Overview Getting started

2 Collaboration Requests Last 31 days

55 New orders Last 31 days

78 Orders Last 31 days

0 Rejected invoices Last 31 days

P 0.0 BWP Remittances Last 31 days

More 8

My widgets Debswana Diamond Co... Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all

Order received

NOTE

This page enables you to select the different views

Note that the 'Workbench' tab will allow you to customise your page view (Orders, New orders, Invoices etc.)

The 'Orders' tab allows you to list all order sent from Debswana. Ensure you specify the selection period accurately

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Order confirmation


Business Network
Enterprise Account
TEST MODE
?
KM

Purchase Order: 4300393642
Done

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice
Download
Print
More

Order Detail
Order History


Mining diamonds, enriching the nation

From:
Customer
default

Orapa
Botswana
Phone:
Fax:

To:
KM Enterprises
Vtown
Gaborone
Botswana
Phone:
Fax:
Email: alabamalomo1@gmail.com, amanda.francois@sap.com, opule@debswana.bw

Purchase Order
(New)
4300393642
Amount: 280,000.00 BWP
Version: 1

Track Order

Payment Terms ⓘ
0.000% 30
Net 30 days from INV date

Contact Information
Supplier Address
BOTETI ENGINEERING (PTY) LTD

Routing Status: Sent
External Document Type: Standard PO (NB)
Effective Date: 9 Dec 2022
Expiration Date: 31 Dec 9999

Sales
Leasley Boucher

NOTE
Upon selection of the order to respond to, only the 'Create Order Confirmation' button will be activated

Order confirmation

Business Network
Enterprise Account
TEST MODE

?
KM

Purchase Order: 4300393642

Done

Create Order Confirmation

Confirm Entire Order
Update Line Items
Reject Entire Order

Create Ship Notice

Create Service Sheet

Create Invoice

Download
Print
More

Mining diamonds, enriching the nation

From:
Customer
default

Orapa
Botswana
Phone:
Fax:

To:
KM Enterprises
Vtown
Gaborone
Botswana
Phone:
Fax:
Email: alabamalomo1@gmail.com, amanda.francois@sap.com, opule@debswana.bw

Purchase Order
(New)
4300393642
Amount: 280,000.00 BWP
Version: 1

Track Order

Payment Terms ⓘ
0.000% 30
Net 30 days from INV date

Contact Information
Supplier Address
BOTETI ENGINEERING (PTY) LTD
BLUSH CAMP

Sales
Leasley Boucher
Phone: +267 (0) 2970705

Routing Status: Sent
External Document Type: Standard PO (NB)
Effective Date: 9 Dec 2022
Expiration Date: 31 Dec 9999

NOTE

Ensure that you check the details of the order, then select 'Confirm Entire Order' to submit your confirmation

PS: Do not do item-wise confirmation (Update Line Items).

Select 'Reject Entire Order' if there's any clarity / query that you wish to be addressed first.

Order Confirmation

Confirm Entire Order

[Review Order Confirmation](#)

▼ Order Confirmation Header

* Indicates required field

Confirmation #:

Debs 12

Associated Purchase Order #: 4300393642

Customer: Debswana Diamond Company (Pty) Ltd - TEST

Supplier Reference:

Debs 12

Shipping and Tax Information

Est. Shipping Date:

9 Dec 2022

Est. Delivery Date:*

13 Dec 2022

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
 Test 11.pdf	14038	application/pdf

L

Delete

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 10MB

NOTE

It is not mandatory to attach any invoices/Delivery notes at the point of 'order confirmation'

Ensure all 'mandatory' fields are populated (note the ones with asterisk (*))

ORDER CONFIRMATION

Microfilm and galvanised steel

Current Order Status:

300.000 Confirmed With New Date (Estimated Shipment Date: 9 Dec 2022; Estimated Delivery Date: 13 Dec 2022)

00060

Material	10.000 (DR)	28 Dec 2022	750.00 BWP	7,500.00 BWP	900.00 BWP
----------	-------------	-------------	------------	--------------	------------

Grey Paint 5L

Current Order Status:

10.000 Confirmed With New Date (Estimated Shipment Date: 9 Dec 2022; Estimated Delivery Date: 13 Dec 2022)

00070

Material	20.000 (CT)	28 Dec 2022	650.00 BWP	13,000.00 BWP	1,560.00 BWP
----------	-------------	-------------	------------	---------------	--------------

Milk

Current Order Status:

20.000 Confirmed With New Date (Estimated Shipment Date: 9 Dec 2022; Estimated Delivery Date: 13 Dec 2022)

00080

Material	3.000 (HUK)	28 Dec 2022	23,500.00 BWP	70,500.00 BWP	8,460.00 BWP
----------	-------------	-------------	---------------	---------------	--------------

Dell laptop E3250 64GB

Current Order Status:

3.000 Confirmed With New Date (Estimated Shipment Date: 9 Dec 2022; Estimated Delivery Date: 13 Dec 2022)

Exit

Next

NOTE
Click on the ‘Next’ button to proceed at this stage (or move onto the next pages, depending on the number of order lines)

ORDER CONFIRMATION

M20x80mm 8.8 galvanised bolts

Current Order Status:

300.000 Confirmed With New Date (Estimated Shipment Date: 9 Dec 2022; Estimated Delivery Date: 13 Dec 2022)

00060	Material	10.000 (DR)	28 Dec 2022	750.00 BWP	7,500.00 BWP	900.00 BWP
-------	----------	-------------	-------------	------------	--------------	------------

Grey Paint 5L

Current Order Status:

10.000 Confirmed With New Date (Estimated Shipment Date: 9 Dec 2022; Estimated Delivery Date: 13 Dec 2022)

00070	Material	20.000 (CT)	28 Dec 2022	650.00 BWP	13,000.00 BWP	1,560.00 BWP
-------	----------	-------------	-------------	------------	---------------	--------------

Milk

Current Order Status:

20.000 Confirmed With New Date (Estimated Shipment Date: 9 Dec 2022; Estimated Delivery Date: 13 Dec 2022)

00080	Material	3.000 (HUK)	28 Dec 2022	23,500.00 BWP	70,500.00 BWP	8,460.00 BWP
-------	----------	-------------	-------------	---------------	---------------	--------------

Dell laptop E3250 64GB

Current Order Status:

3.000 Confirmed With New Date (Estimated Shipment Date: 9 Dec 2022; Estimated Delivery Date: 13 Dec 2022)


Previous

Submit

Exit

NOTE
Click on 'Submit' to
submit the order
confirmation


ORDER CONFIRMATION


Business Network
Enterprise Account
TEST MODE
?
KM

Purchase Order: 4300393642
Done

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice
Download
Print
More

Order Detail
Order History


Mining diamonds, enriching the nation

From:
Customer
default

Orapa
Botswana
Phone:
Fax:

To:
KM Enterprises
Vtown
Gaborone
Botswana
Phone:
Fax:
Email: alabamalomo1@gmail.com, amanda.francois@sap.com, opule@debswana.bw

Purchase Order
(Confirmed)
4300393642
Amount: 280,000.00 BWP
Version: 1

Track Order

Payment Terms ⓘ
0.000% 30
Net 30 days from INV date

Contact Information
Supplier Address
BOTETI ENGINEERING (PTY) LTD
BLUSH CAMP

Sales
Leasley Boucher
Phone: +267 0 2970705

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Effective Date: 9 Dec 2022
Expiration Date: 31 Dec 9999
Related Documents: Debs 12

NOTE
After confirmation, the status of the order will indicate 'Confirmed'.

Overview – SAP Ariba

Request for Quotation

Accessing the Ariba network

Order Confirmation

Advanced Ship Notice



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Classification: Internal


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Advanced Ship Notice


Business Network
Enterprise Account
TEST MODE
?
KM

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Order Detail
Order History


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From:
Customer
default

Orapa
Botswana
Phone:
Fax:

To:
KM Enterprises
Vtown
Gaborone
Botswana
Phone:
Fax:
Email: alabamalomo1@gmail.com, amanda.francois@sap.com, opule@debswana.bw

Purchase Order
(Confirmed)
4300393642
Amount: 280,000.00 BWP
Version: 1

Track Order

Payment Terms ⓘ
0.000% 30
Net 30 days from INV date

Contact Information
Supplier Address
BOTETI ENGINEERING (PTY) LTD

Sales
Leasley Boucher

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Effective Date: 9 Dec 2022
Expiration Date: 31 Dec 9999
Related Documents: Debs 12

NOTE
At this stage you will be enabled to create a 'Ship Notice'

NB: Ensure the order status shows 'Confirmed'

Advanced Ship Notice

SHIP FROM

KM Enterprises

Gaborone

Botswana

Update Address

DELIVER TO

Debswana: Orapa

Botswana

Update Address

Ship Notice Header

SHIPPING

Packing Slip ID:*

Inv 36

Invoice No.:

Inv 36

Requested Delivery Date:

--

Ship Notice Type

Select

Shipping Date:

9 Dec 2022

Delivery Date:*

14 Dec 2022

Gross Volume:

Gross Weight:

Unit:

Unit:

TRACKING

Carrier Name:

Service Level:

ATTACHMENTS

	Name	Size (bytes)	Content Type
<input type="checkbox"/>	Test 11.pdf	14038	application/pdf

NOTE

When creating a 'Ship Notice' ensure that an invoice is attached, the date on which delivery will be made to Debswana is captured accurately on the 'Delivery date' field

Advanced Ship Notice

Total Item Due Quantity: 3 HUK

Confirmation Status

Total Confirmed Quantity: 3,000 HUK

Total Backordered Quantity: 0 HUK

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	3		- Select Country -			Add Details

[Add Ship Notice Line](#)



[Add Order Line Item](#)

Save

Exit

Next


NOTE
Click on 'next' to proceed

Advanced Ship Notice

No detail information provided.

4300393642	00070	20.000	CT	28 Dec 2022	650.00 BWP	13,000.00 BWP	1,560.00 BWP
Milk							
SHIPMENT STATUS							
▼ 1. Ship Qty: 20 CT ⓘ							Hide Details
<i>No detail information provided.</i>							
4300393642	00080	3.000	HUK	28 Dec 2022	23,500.00 BWP	70,500.00 BWP	8,460.00 BWP
Dell laptop E3250 64GB							
SHIPMENT STATUS							
▼ 1. Ship Qty: 3 HUK ⓘ							Hide Details
<i>No detail information provided.</i>							


Previous
Save
Submit
Exit


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[Security Disclosure](#)
[Terms of Use](#)

NOTE
Click on 'Submit' to submit the 'Ship Notice'

Advanced Ship Notice



Business Network
Enterprise Account
TEST MODE
?
KM

Purchase Order: 4300393642
Done

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice

Download
Print
More

Order Detail
Order History


Mining diamonds, enriching the nation

From:
Customer
default

Orapa
Botswana
Phone:
Fax:

To:
KM Enterprises
Vtown
Gaborone
Botswana
Phone:
Fax:
Email: alabamalomo1@gmail.com, amanda.francois@sap.com, opule@debswana.bw

Purchase Order
(+ Shipped)
4300393642
Amount: 280,000.00 BWP
Version: 2 (Previous Version)
Track Order

Payment Terms ⓘ
0.000% 30
Net 30 days from INV date

Contact Information
Supplier Address
BOTETI ENGINEERING (PTY) LTD
RUSH CAMP

Sales
Leasley Boucher
Phone: +267 (0) 2970705

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Effective Date: 9 Dec 2022
Expiration Date: 31 Dec 9999
Related Documents: [Inv 36](#)
[debs 13](#)

NOTE
The status on the order will change to 'Shipped'

Overview – SAP Ariba

Request for Quotation

Accessing the Ariba network

Order Confirmation

Advanced Ship Notice

Service Entry Sheets

Invoicing

Credit Note

FAQ

Classification: Internal







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through a simplified
process on a single,
integrated platform.



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procurement process. Join the **Digital**
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Service Entry Sheets


Business Network
Standard Account
? AD

Purchase Order: 7000000118
Done

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice
Download
Print
More

Order Detail
Order History


Mining diamonds, enriching the nation

From:
Debswana: Orapa

To:
ENDRIGHT ENTERPRISES (PTY) LTD
P.O Box 1707 Orapa
Orapa
Botswana
Phone: +267 74624664
Fax: +267 2976650
Email: endright@btcmil.co.bw

Purchase Order
(Partially Invoiced)
7000000118
Amount: 12,822.00 BWP
Version: 1
Track Order

Payment Terms ⓘ
NET 14


Comments
Comment Type: Terms and Conditions
Body: This contains the terms and conditions for all purchases in Debswana

Other Information
Company Code: 3020
Legal Terms and <https://protect-za.mimecast.com/s/vC1ECr05GVF2Xkv3hzld7A?domain=eur03.safelinks.protection.outlook.com>

Routing Status: Acknowledged
Related Documents: [EN01829A_1](#)
[EN01829B](#)
[EN01829C](#)
[More\(9\) »](#)




NOTE
To create Service Sheet'
click on 'Create Service
Sheet'


Service Entry Sheets

 Business Network Standard Account ? AD


Select Item to Create Service Sheet Exit Next

Line Items

Line #	Part ID / Description
<input type="radio"/> 1	Not Available  <i>Labor cost for the installation service of UPS power points at security boardroom at Orapa Mine</i>
<input type="radio"/> 7	Not Available  <i>Splicing Indoor Fibre Optic Cable at Permit Office Township Orapa.</i>
<input type="radio"/> 11	Not Available  <i>Transport cost for the technicians and materials to Orapa Mine.</i>

 Service Sheet Required.

Exit Next

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NOTE

If your order has multiple service line items then this screen will pop up. You'll need to select one and click next.

NB: for service sheets, please ensure that you prepare one service sheet line per service sheet.

Service Entry Sheets

SAP Business Network Standard Account

Create Service Sheet

Previous Update Save Exit Next

Service Sheet Header

* Indicates required field Add to Header

Summary

Purchase Order: 7000000118

Subtotal: 0.00 BWP

Service Sheet #: *

Service Start Date: *

Service Sheet Date: * 3 May 2024

Service End Date: *

Final Service Sheet: ☐

Service Description:

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

NOTE

All fields mandatory fields on this page are marked with an asterisk (*)

Service sheet number field must carry invoice number. The 'Service Sheet Date' field must carry the date of creation of the SES

Click on 'Add to Header' to get to attach an Invoice on the SES

Phone:

USA 1

▼

*Attachments

The total size of all attachments cannot exceed 10MB

Remove

Choose File

No file chosen

Add Attachment

Name	Size (bytes)	Content Type
<input type="checkbox"/> INVOICE No EN01829.pdf	1221606	application/pdf

↳

Delete

NOTE

Click on the 'Add' dropdown to get to select “..Add unplanned item..” .

Then proceed to give a description of the service rendered under the 'Part No./Description' field.

(Hint: Copy the description on the field highlighted in 'orange' to the field highlighted in 'green')

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
1	Not Available <i>Labor cost for the installation service of UPS power points at security boardroom at Orapa Mine</i>	

Add ▼

Add Unplanned Item

Previous

Update

Save

Exit

Next

SAP

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[Terms of Use](#)

NOTE
Click on the 'Add' dropdown to get to select “..Add unplanned item..” .

Service Entry Sheet Lines

Line No. Part No. / Description Contract #

1 Not Available

Labor cost for the installation service of UPS power points at security boardroom at Orapa Mine

Add ▼

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input checked="" type="checkbox"/>	<div>Labor cost for the installation service</div>		Service ▼	Unplanned Adhoc	1 (no value) ▼		0.00 BWP	Delete Copy

SERVICE PERIOD

Start Date: * 30 Apr 2024

End Date: 3 May 2024

Additional Fields

Comment:

COMMENTS

Add Comments:

Previous

Update

Save

Exit

Next

NOTE
Then proceed to give a description of the service rendered under the 'Part No./Description' field.

(Hint: Copy the description on the field highlighted in 'orange' to the field highlighted in 'green')

Service Entry Sheet Lines

Line No.
Part No. / Description
Contract #

1
Not Available
Labor cost for the installation service of UPS power points at security boardroom at Orapa Mine
Add

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal	
<input checked="" type="checkbox"/>	Labor cost for the installation service		Service	Unplanned Adhoc	1	(no value)		0.00 BWP
	Labor cost for the installation service							

SERVICE PERIOD

Start Date: *
30 Apr 2024
End Date:
3 May 2024

Additional Fields

Comment:

COMMENTS

Add Comments:

Previous
Update
Save
Exit
Next

NOTE

Ensure the 'Type' field is populated as Service.

Populate the 'Qty/Unit and Price' fields as per the purchase order that you received from Debswana. To populate the unit, click on the '(no value)' dropdown to select the unit. Enter the price under the 'Price' field, then click on the 'Update' button at the bottom to update the 'Subtotal'

Then click on the 'Next' button

SAP Business Network Standard Account

Create Service Sheet [Previous](#) [Save](#) [Submit](#) [Exit](#)

Confirm and submit this document.

Service Sheet
 EN01829-A2
 Date: 3 May 2024
 Final Service Sheet: No
 Purchase Order: 7000000118
 Subtotal: 7,200.00 BWP
 Service Start Date: 30 Apr 2024
 Service End Date: 3 May 2024

Subtotal: 7,200.00 BWP

From
ENDRIGHT ENTERPRISES (PTY) LTD
 ENDRIGHT ENTERPRISES (PTY) LTD
 P.O Box 1707 Orapa
 Orapa
 Botswana

Attachments
 INVOICE No EN01829.pdf (application/pdf)

Service Entry Sheet Lines [Show Item Details](#)

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
1	Service	Labor cost for the installation service of UPS power points at security boardroom at Orapa Mine <i>Labor cost for the installation service of UPS power points at security boardroom at Orapa Mine</i>	Unplanned Adhoc		1 (C62)	7,200.00 BWP	7,200.00 BWP	Details

SAP Business Network Standard Account

Service Sheet EN01829-A2 has been submitted.

- Print a copy of the service sheet.
- Exit service sheet creation.

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NOTE
 Check and confirm that the values and descriptions captured are accurate, then click on 'Submit'

Overview – SAP Ariba

Request for Quotation

Accessing the Ariba network

Order Confirmation

Advanced Ship Notice

Service Entry Sheets

Invoicing

Credit Note

FAQ

Classification: Internal







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Business Network
Enterprise Account
TEST MODE
?
KM

Purchase Order: 4300393642
Done

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice
Download
Print
More

Order Detail
Order History


Mining diamonds, enriching the nation

From:
Customer
default

Orapa
Botswana
Phone:
Fax:

To:
KM Enterprises
Vtown
Gaborone
Botswana
Phone:
Fax:
Email: alabamalomo1@gmail.com, amanda.francois@sap.com, opule@debswana.bw

Purchase Order
(→ Shipped)
4300393642
Amount: 280,000.00 BWP
Version: 2 (Previous Version)

Track Order

Payment Terms ⓘ
0.000% 30
Net 30 days from INV date

Contact Information
Supplier Address
BOTETI ENGINEERING (PTY) LTD


Sales
Leasley Boucher

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Effective Date: 9 Dec 2022
Expiration Date: 31 Dec 9999
Related Documents: Inv 36
debs 13

NOTE

Click on the 'Create Invoice' button

(PS: Ensure that this is only done once a Goods Receipt or an Approval of a Service Entry Sheet have been completed by Debswana)


Business Network
Enterprise Account
TEST MODE


Purchase Order: 4300393642

Do

Create Order Confirmation
Create Ship Notice
Create Service Sheet
Create Invoice

Standard Invoice
Credit Memo
Line-Item Credit Memo

Order Detail
Order History


Mining diamonds, enriching the nation

From:
Customer
Default

Drapa
Botswana
Phone:
Fax:

To:
KM Enterprises
Vtown
Gaborone
Botswana
Phone:
Fax:
Email: alabamalomo1@gmail.com, amanda.francois@sap.com, opule@debswana.bw

Purchase Order
(→ Shipped)
4300393642
Amount: 280,000.00 BWP
Version: 2 (Previous Version)

Track Order


Payment Terms ⓘ
0.000% 30
Net 30 days from INV date

Contact Information
Supplier Address
BOTETI ENGINEERING (PTY) LTD
RUSH CAMP

Sales
Leasley Boucher
Phone: +267 0 2970705

Routing Status: Acknowledged
External Document Type: Standard PO (I
Effective Date: 9 Dec 2022
Expiration Date: 31 Dec 9999
Related Documents: Inv 36
debs 13

NOTE
Select 'Standard Invoice' from the dropdown menu


Business Network
Standard Account

Create Invoice
Update
Save
Exit
Next

Invoice Header
** Indicates required field*
Add to Header

Summary

Purchase Order: 7000001053

Invoice #:

Invoice Date: 3 May 2024

Service Description:

Remit To

Orapa
Botswana
Bill To: Debswana: Orapa

Subtotal:
Total Tax:
Total Gross Amount:
Total Net Amount:
Amount Due:

View/Edit Addresses

Shipping

☒ Header level shipping
☐ Line level shipping

Ship From: ENDRIGHT ENTERPRISES (PTY) LTD
Orapa
Botswana

Ship To: Debswana: Orapa
Gaborone
Botswana
Deliver To:

View/Edit Addresses

NOTE
(Populate all fields with asterisk (*))

Enter the 'Invoice number'. Ensure it is the same number provided during creation of SES or Ship Notice.

*(Should the system prompt for a 'REMIT – ID', then click on the 'View/Edit Address' link and update the 'Remit ID' field with your email address)

PS: Refer to the slide at end of presentation

Shipping

Header level shipping

Line level shipping

Ship From: ENDRIGHT ENTERPRISES (PTY) LTD

Orapa Botswana

Ship To: Debswana: Orapa

Gaborone Botswana

Deliver To:

View/Edit Addresses

Payment Term

Net Term(days): 14

Supplier: ENDRIGHT ENTERPRISES (PTY) LTD

Orapa Botswana

Bill From: ENDRIGHT ENTERPRISES (PTY) LTD

Orapa Botswana

Customer: Debswana Diamond Company (Pty) Ltd

Gaborone Botswana

Email:

Add Discount/Penalty Term

View/Edit Addresses

View/Edit Addresses

Add to Header

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

7 Line Items, 7 Included, 0 Previously Fully Invoiced

Add to Included Lines

Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
-------------	-----------------	----------	------	------------	----------

*Attachments

The total size of all attachments cannot exceed 10MB

Choose File

No file chosen

Add Attachment

Add to Header

*Attachments

The total size of all attachments cannot exceed 10MB

Choose File

No file chosen

Add Attachment

Remove

Name	Size (bytes)	Content Type
<div><div></div>INVOICE No. EN01848.pdf</div>	1046294	application/pdf

Delete

NOTE
Select 'Add to Header' then select 'Add Attachment' to attach your invoice. Make sure the attachment is in pdf format.

Classification: Internal

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input type="checkbox"/>	SERVICE	Installation Cost Charges Of Network Points at PCC Risk Office Orapa Mine		0	C62	1,800.00 BWP	0 BWP

Excluded line items cannot be modified.

↳

Line Item Actions ▾

Delete

Update

Save

Exit

Next

NOTE
After you have attached your invoice, scroll to the bottom of the page and select 'Next'.

Create Invoice

Previous

Save

Submit

Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:South Africa. The document's destination country is:Botswana.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice / Tax Invoice

Invoice Number: INV234567
Invoice Date: Tuesday 13 Jun 2023 8:22 AM GMT+02:00
Original Purchase Order: 4300393802
Receipt: 5001088470

Subtotal: 3,831.74 BWP
Total Tax: 0.00 BWP
Total Gross Amount: 3,831.74 BWP
Total Net Amount: 3,831.74 BWP
Amount Due: 3,831.74 BWP

REMIT TO:

SCC and CA Test Supplier Pty Ltd - TEST

Postal Address:
55 Jorisson Street
Newtown
Johannesburg
Gauteng2000 South Africa

BILL TO:

default

Postal Address:
Orapa
Botswana
Address ID: 3020

SUPPLIER:

SCC and CA Test Supplier Pty Ltd - TEST

Postal Address:
55 Jorisson Street
Newtown
Johannesburg
Gauteng2000 South Africa

BILL FROM:

SCC and CA Test Supplier Pty Ltd - TEST

Postal Address:
55 Jorisson Street
Newtown
Johannesburg
Gauteng2000 South Africa

CUSTOMER:

default

Postal Address:
Orapa
Botswana
Address ID: 3020

Invoice INV234567 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

NOTE

Check to ensure that the value for the invoice is correct, the document is attached, then click on 'Submit' to submit via the network

A confirmation message will pop up to verify the submission



From:
Customer
default

Orapa
Botswana
Phone:
Fax:

To:
SCC and CA Test Supplier Pty Ltd - TEST
55 Jorisson Streen
Newtown
Johannesbug
Gauteng2000 South Africa
Phone:
Fax:
Email: rosina.masango@sap.com

Purchase Order
4300393802
Amount: 3,831.74 BWP
Version: 1

[Track Order](#)

Payment Terms ⓘ
0.000% 30
Net 30 days from INV date

Contact Information
Supplier Address
AIR LIQUIDE
PLOT 5638 NAKEDI ROAD
GABORONE
Botswana
Email: isaac.moseku@airliquide.com
Phone: +267 () 3912988
Fax: +267 () 3956463
Address ID: 47992J
Buyer ID: 47992J

Sales
JOHN MUSEENDO
Phone: +267 () 03912988

Other Information
Company Code: 3020
Purchase Group: S01
Purchase Organization: 3020
[View more »](#)

Routing Status: Acknowledged
External Document Type: Standard PO (NB)
Related Documents: [INV234567](#)
[CRN3170532449](#)
[3170532449](#)
[More\(3\) »](#)

Terms and Conditions: * RECEIVING HOURS 8AM TO 3:45PM MONDAY TO FRIDAY - If the goods supplied contain any radioactive material whatsoever, arrangements must be made with the buyer to have goods delivered directly to the mine. - It is a condition of the order that each consignment must be accompanied by an original TAX INVOICE of the company as stated on the official order. - This original invoice must include our vat registration as reflected above. - Goods supplied incorrectly against this order and delivered to the Mine security area will not be returned and payment will not be made against your invoice. - The goods must be securely packed for road transport. The name of the Vendor, order number and mass in KG must be clearly marked on each package or crate. - The order is subject to our General Terms and Conditions of Purchase:
[PO Terms and Conditions](#)

NOTE
Status will
change to
Invoiced

SAP Business Network Standard Account Get enterprise account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments

Leads

Overview Getting started

0 Overdue invoices - Approved Last 31 days

0 Orders with service line Last 31 days

10 Service sheets Last 31 days

0 New orders Last 31 days

3 Invoices pending approval Last 31 days

9 More

My widgets Debswana Diamond ... Customize

Purchase orders Last 14 days

P0 BWP

P1

P0.8

P0.6

P0.4

Invoice aging

P45.5 K BWP

P50K

P40K

P30K

P20K



SAP Business Network Standard Account Get enterprise account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments

Invoices

Need to customize your view of the data? Create your own tiles, save filters, and more by navigating to the Workbench page. Go to Workbench

5 Invoices Last 31 days

1 Rejected invoices Last 31 days

0 Overdue invoices - Not approved Last 31 days

0 Overdue invoices - Approved Last 31 days

3 Invoices pending approval Last 31 days

0 Approved invoices pending payment Last 31 days

0 Paid invoices Last 31 days

Invoices (5)

Edit filter Last 31 days

Customers Select or type selections

Invoice number Type selection

Reference Type input

Invoice date Last 31 days

Partial match Exact match

Show more

Apply Reset

Invoice Number	Customer	Reference	Invoiced Date	Amount	Routing Status	Invoice Status	From address	To address	Actions
----------------	----------	-----------	---------------	--------	----------------	----------------	--------------	------------	---------

NOTE

Go here to check if your Invoice been sent successfully

Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Routing Status	Invoice Status	From address	To address	Actions
EN01827	Debswana Diamond Company (Pty) Ltd	7000000786	May 3, 2024	P2342.7 BWP	Acknowledged	Sent		Debswana Diamond Company (Pty) Ltd, Gaborone,
	Debswana Diamond Company (Pty) Ltd		May 3, 2024		Acknowledged	Sent		Debswana Diamond Company (Pty) Ltd, Gaborone,
	Debswana Diamond Company (Pty) Ltd		May 3, 2024		Acknowledged	Sent		Debswana Diamond Company (Pty) Ltd, Gaborone,
	Debswana Diamond Company (Pty) Ltd		May 3, 2024		Acknowledged	Sent		Debswana Diamond Company (Pty) Ltd, Gaborone,
	Debswana Diamond Company (Pty) Ltd		May 2, 2024		Acknowledged	Sent		Debswana Diamond Company (Pty) Ltd, Gaborone,
	Debswana Diamond Company (Pty) Ltd	7000000424	May 2, 2024		Obsoleted	Rejected			...
EN01827	Debswana Diamond Company (Pty) Ltd		Apr 16, 2024		Failed	Rejected			...

NOTE

Scroll down from the previous screen to view the most recent invoices you have submitted. Focus on 'Invoice Status' and 'Routing Status', the two should be on 'Sent' and 'Acknowledged' respectively.

Overview – SAP Ariba

Request for Quotation

Accessing the Ariba network

Order Confirmation

Advanced Ship Notice

Service Entry Sheets

Invoicing

FAQ

Classification: Internal







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process on a single,
integrated platform.



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procurement process. Join the **Digital**
Transformation and grow your business.



#Procurement **Simplified**








Contact Details

All queries should be directed to:

SCMDigitalTransformation@debswana.bw

3614302

