



# Sigma Healthcare

**Indirect/Non-stock Supplier Guide:  
Working with our new systems**

**April 2022**

# Contents

<b>1.</b>	<b>Overview</b>	<b>3</b>
<b>2.</b>	<b>What you need to know</b>	<b>4</b>
2.1	Accounts Payable email address	4
2.2	No PO, No Pay policy	4
2.3	Vendor Numbers	5
2.4	New Purchase Order	5
2.5	SAP Ariba Network and how to join	6
<b>3.</b>	<b>Summary: What you need to do and checklist</b>	<b>9</b>
<b>4.</b>	<b>FAQs</b>	<b>10</b>

# 1. Overview

## System upgrade at Sigma Healthcare

We've transformed our supply chain to improve the way we do business with our suppliers.

Sigma Healthcare is now well advanced with our business transformation program to improve our purchasing processes and the way we work with suppliers. As part of this program, we have implemented a new SAP S/4 HANA ERP system and transitioned existing and new indirect suppliers to a new Purchase Order process.

### Why have we upgraded our systems?

In today's fast-changing healthcare landscape, optimising and future-proofing our supply chain has never been more important. As COVID-19 has shown us, it is essential to build and invest in a resilient and responsive supply chain to enable distribution our customers can count on - now and in the future.

Our system upgrade underpins this principle and our commitment to continuously improving our end-to-end supply chain efficiency and optimising our supplier relationships.

### What are the benefits to you?



**Increased  
operational  
efficiencies**



**Improved accuracy  
across payments  
and transactions**



**Improved  
collaboration**

## 2. What you need to know:

### How we work with indirect suppliers



#### 2.1 Accounts Payable email address

Invoices must be in PDF format and sent to our new accounts payable email address:  
**accountspayableinvoices@sigmahealthcare.com.au**

##### What do you need to do?

When sending invoices you will need to include the **name and email address of the Sigma Healthcare Representative** who placed the order with you. This will ensure we can quickly and accurately process invoices and payments.

This does not currently apply to our subsidiary businesses (CHS, MPS and MIA), please contact your CHS, MPS or MIA representative for invoicing information.



#### 2.2 No PO, No Pay policy

For indirect (non-stock) suppliers, we have introduced a new 'No PO, No Pay' policy. This policy ensures accuracy and efficiency when you transact with us and assists in processing invoices and payments on time.

##### What you need to know:

For indirect (non-stock) transactions with Sigma Healthcare you will require a Purchase Order which will detail the goods and/or services requested.

##### What do you need to do?

You will need to receive a Purchase Order from Sigma Healthcare and check that the information on that Purchase Order accurately reflects the goods / services being ordered.

You will also need to ensure all your invoices include:

1. The Purchase Order Number, and
2. The email address of the Sigma Healthcare Representative that ordered the goods and services

We also recommend that invoices include your new Vendor Number. Your new Vendor Number will be included on the Purchase Order you receive from us.

## 2.3 Vendor Numbers

You have been allocated a Vendor Number which is available on your Purchase Order. We recommend you include a reference to your Vendor Number on your invoice, if possible.

## What do you need to do?

We recommend you update your internal systems with your Vendor Number and reference this number when communicating with Sigma Healthcare.



## 2.4 New Purchase Order

New Purchase Orders are now in effect - see example below.

**Purchase Order Number:**


The PO Number must be included on your invoice to ensure payment per our new 'No PO, No Pay' policy.

**Vendor Number**

Your new Vendor Number  
will appear here.

### Instructions:

Any special delivery or booking instructions you need to follow appear here.


**Sigma  
Healthcare**

**Sigma Company Limited**

ADDRESS 123 123  
 Major Place  
 Riverside  
 VIC, 3178  
 Tel. No. (03) 9215 9215  
 Fax. No. (03) 9215 9186

**PURCHASE ORDER**

**PO No. 4100000262**

**PO Date: 01/04/2021**

**Page 1 of 1**

**Supplier:**

EXAMPLE SUPPLIER - 0000000000

1234 SMITH ROAD  
 MELBOURNE  
 VIC, 3000  
 Tel. No. 1800 123 123  
 Fax. No. 1800 123 123

**Delivery To:**

Sigma Riverside - 1234  
 3 Major Place  
 Riverside  
 VIC, 3178

**Buyer's Information**

Contact: John  
 Tel No.  
 Fax No.  
 E-Mail: [john@example.com](mailto:john@example.com)  
 Delivery Rg: 0000000001  
 Terms:  
 Bankname: FIAT - Payment of POC

John Smith  
 03 9123 1234  
 03 9123 1234  
[john.smith@example.com](mailto:john.smith@example.com)

**Account:** 987776000000 accounts payableinvoices@sigmahealthcare.com.au

**Shipping Instructions:** CONTACT SIGMA RIVERSIDE 000000 INVOICE# AT 03 9215 9215 TO ADVISE A TIME ALL DELIVERIES MUST HAVE THE ORDER NUMBER AND SUPPLIER NAME PLEASE ENQUIRE 000000 ADVISE AT 000000 DC BY 000000.

**Special Instructions:** Delivered Duty

Item	Material	Description	Quantity	UoM	Amount (Ex. GST)	SubTotal (Ex. GST)
00010	10005465	EXAMPLE PRODUCT EXAMPLE SIZE 10001234	1,000	EA	1.00	1,000.00

**"This is the best time to the DIRECT PURCHASE ORDER"**

Subtotal(AUD)	1,000.00
Less Discount:	0.00
Total(AUD)	1,000.00

For Purchase Order Terms & Conditions, please visit: <https://sigmahealthcare.com.au/terms-and-conditions>

This is a computer generated document. No signature is required.

PO Print Date: 20/02/2021 PO Print Time: 14:58:30



## 2.5 SAP Ariba Network

SAP Ariba is a global B2B platform, e-procurement and cloud-based supply chain solution.

As part of our business transformation, we have introduced the SAP Ariba Network. Initially for indirect (non-stock) suppliers the SAP Ariba network will only be used for the registration of new indirect (non-stock) suppliers. Future phases may also adopt additional SAP Ariba Network functionality where you will be able to make changes directly to your data such as your bank account details, contact names, address, etc.

### What do you need to do?

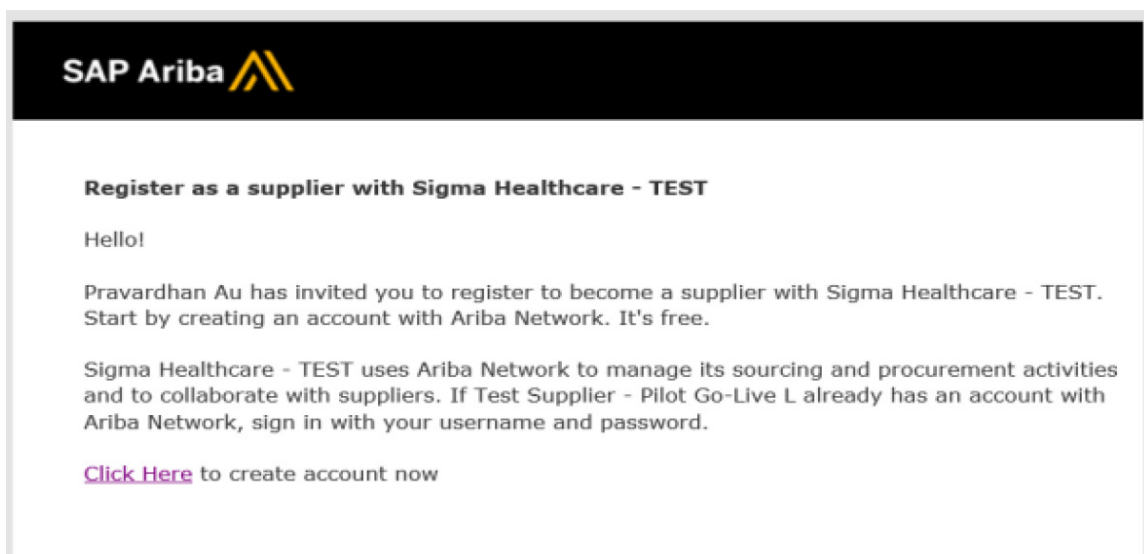
As an existing supplier, there is no action required for you to join the SAP Ariba Network and we will continue to transact with you via email.

In the future, the SAP Ariba Network will be used to maintain your business information such as address information, contact information and bank account details.

## How to join the SAP Ariba Network (new suppliers)

### Step 1:

You will receive an email from Ariba to register with Sigma Healthcare



# How to join the SAP Ariba Network

## Step 2:

You will be prompted to register on the Ariba registration page.

- If you are **new** to the Ariba Network then you will need to register your business details on the Ariba Network and accept the Ariba Network Terms & Conditions.
- If you **already use** the Ariba Network for other customers you can use your existing Ariba Network login credentials, however ensure you still access Ariba using the registration link provided.

The screenshot shows the SAP Ariba registration page. At the top, it says 'Welcome, Pravardhan AU'. Below this, there's a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.' The main content area has a sign-up prompt: 'Sign up as a supplier with Sigma Company Limited - TEST on SAP Ariba.' It explains that Sigma Company Limited - TEST uses SAP Ariba to manage procurement activities and asks the user to create a SAP Ariba supplier account and manage their response to procurement activities required by Sigma Company Limited - TEST. There are two buttons: 'Sign up' and 'Log in'. Below this, there's a section titled 'About Ariba Network' which describes the Ariba Network as a single location to manage all customer relationships and supplier activities. It lists several benefits: responding more efficiently, working more quickly, strengthening relationships, reviewing pending sourcing events, and applying company profiles. It also mentions moving to the Ariba Network allows logging into a single location to manage all Ariba customer relationships, event actions, profile information, registration activities, and contact/user administrative tasks.

## Step 3:

If you are a new user to the Ariba Network complete the Ariba registration before completing the Sigma registration. If you are an existing Ariba Network user you can skip to Step 4.

The screenshot shows the SAP Ariba registration page with the 'Register' heading. It prompts the user to verify and complete their basic company information and user account information. The form is divided into two main sections: 'Company information' and 'User account information'. The 'Company information' section includes fields for Company Name (BVF Supplier), Country/Region (Australia [AUS]), Address (123 ABC, Line 2), City (Sydney), State (New South Wales [AU NSW]), and Postal Code (2000). The 'User account information' section includes fields for Name (Lavin, Emperor), Email (lavin@bvf.com.au), Username (lavin@bvf.com.au), Password (Enter Password), Repeat Password, and Language (English). There are also checkboxes for 'Use my email as my username' and 'I agree to the SAP Ariba Privacy Statement'. A sidebar on the right titled 'Ariba Network standard account is Free' lists benefits like 'Strengthen relationships', 'Connect faster', and 'Reach more customers worldwide'. At the bottom, there's a section 'Tell us more about your business'.

# How to join the SAP Ariba Network

## Step 4:

Once in the Ariba Network you will need to complete the Sigma Registration Questionnaire and press submit. Once you submit, the status will change to Pending Approval.

The screenshot shows the SAP Ariba Network seller portal dashboard. A red box highlights the 'Ariba Proposals & Questionnaires' link in the top navigation menu. A blue callout box with the number '1' points to this link, containing the text: 'Supplier clicks on "Business Network" and selects Ariba Proposals & Questionnaires'. The dashboard includes a top navigation bar with links like 'Home', 'Ariba Discovery', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Messages'. Below the navigation bar is a search bar and a 'Create' button. The main content area features a 'Getting started' section with a '5' New orders, '16' Orders, '0' Rejected invoices, '\$0.0 AUD' Remittances, '\$0.0 AUD' Early payment offers, and a 'More' link. Below this is a 'My widgets' section with four widgets: 'Purchase orders' showing a line graph for 'Sigma Company Limited - TEST' with a value of '\$167K AUD'; 'Invoice aging' showing a bar chart with a value of '\$1.76K AUD'; 'Company profile' showing a circular progress indicator at '35% Completed' with a 'Complete profile' link; and 'My leads' showing a message 'You have no open leads matching your company profile. View all leads'.



### 3. Summary: what you need to do

#### Indirect (non-stock) Supplier checklist

Change	What do you need to do?	When?
<b>New Vendor Numbers</b>	Update your internal systems and refer to your new Vendor Number when invoicing and communicating with Sigma Healthcare.	<b>Effective immediately</b>
<b>No PO, No Pay Policy</b>	Ensure you obtain a Purchase Order from Sigma for all transactions and include the Purchase Order Number on your invoices.	
<b>Invoicing</b>	Send invoices to: <a href="mailto:accountspayableinvoices@sigmahealthcare.com.au">accountspayableinvoices@sigmahealthcare.com.au</a> and include the email address of the Sigma Healthcare Representative ordering the goods or services on your invoice.	
<b>SAP Ariba Network</b>	If you are a new supplier, register for the SAP Ariba Network if you need to make any changes to your organisation's business information.	<b>If applicable, and when notified.</b>

If you have any questions in regards to the information in this Guide, please contact your Sigma Healthcare Representative or send an email to: [SupplierEnablement@sigmahealthcare.com.au](mailto:SupplierEnablement@sigmahealthcare.com.au)

## 4. FAQs

### Questions?

#### **Do I need to register for the SAP Ariba Network now?**

Not yet. We are gradually transitioning to the SAP Ariba Network. In future, you will need to register if you have changes or updates to your business information. These changes will be managed via the SAP Ariba Network, and we will advise you how to register if you need to.

#### **How do I manage my business information via the SAP Ariba Network?**

SAP Ariba provides a user-friendly online portal for you to make changes to your business information such as changing your address or updating your banking information. If you need to make changes to your existing business information, please inform your Sigma Healthcare Representative who will assist you in registering on the SAP Ariba Network.

#### **Are there any costs to register for the Ariba Network?**

There are no network fees to register for the SAP Ariba network with Sigma Healthcare transactions or to make changes to your business information.

#### **Do any of these changes affect CHS, MIA or MPS?**

No, these changes currently only apply to the Sigma Healthcare business. CHS, MIA & MPS will be transitioning to our new ERP later and we will notify you of any relevant changes to our subsidiary processes closer to this date.

#### **I don't have a Purchase Order for the transactions I make with Sigma Healthcare. What do I do?**

Please contact your Sigma Healthcare Representative and request that a Purchase Order be provided.

#### **Where do I find my new Vendor Number?**

Your Vendor Number will be referenced on the Purchase Order.

#### **Who do I contact for any questions on this new approach?**

If you have questions on the information in this Guide, please contact your Sigma Healthcare Representative or send an email to: [SupplierEnablement@sigmahealthcare.com.au](mailto:SupplierEnablement@sigmahealthcare.com.au)