



Sigma Healthcare

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

October 2023



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1. Overview

Sigma Healthcare systems

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

In 2021, Sigma implemented a SAP S/4 HANA ERP system and transitioned indirect suppliers to a new Purchase Order process. This guide provides indirect suppliers with information on how to interact with Sigma's SAP systems.

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. We built and invested 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.

Benefits for Suppliers



**Increased
operational
efficiencies**



**Improved accuracy
across payments
and transactions**



**Improved
collaboration**

2. Working with suppliers

How we work with indirect suppliers



2.1 Accounts Payable email address

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

All queries on invoices and payment thereof should be addressed to: **accpay@sigmahealthcare.com.au**. If used, account statements should also be sent to this email address.

Please ensure invoices are sent to the above email address. Sending invoices to other addresses (such as your Sigma representative) can result in processing and payment delays.

Please include your Purchase Order (PO) number and the name and email address of the Sigma representative who placed the order with you on your invoices.

*Note: This does not currently apply to our subsidiary businesses (MPS and Sigma Healthcare Logistics) please contact your MPS or Sigma Healthcare Logistics 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. For most suppliers, this means that a Purchase Order (PO) detailing the goods and/or services requested must be obtained from Sigma. This policy ensures accuracy and efficiency when you transact with us and assists in processing invoices and payments on time.

What do you need to do?

You will need to receive a PO from Sigma and check the information accurately reflects the goods / services being ordered before you supply the goods /services.

In addition, please confirm the quoted value matches the PO value. If the **quoted value/invoiced value is higher than the PO value**, request an updated PO that matches your quoted value/ invoice value before supplying goods / services or an invoice to Sigma. If the **quoted value/ invoiced value is higher than the PO value after the invoice has been issued, there may be a delay or withholding of payment while we investigate.**

Please ensure all your invoices include:

1. Purchase Order number and Vendor number, and
2. Email address of the Sigma representative who ordered the goods and services.



2.3 Vendor Numbers

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

What do you need to do?

Update your internal systems with your Vendor Number and reference this number when communicating with Sigma.



2.4 Purchase Orders

Purchase Orders are required for most non-stock transactions* - 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 Vendor Number will appear here.

Instructions:

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

Sigma Healthcare
 Sigma Company Limited
 ABN 64 004 132 923
 Myer Place
 Ruseville
 VIC, 3176
 Tel. No. (03) 9215 1234
 Fax. No. (03) 9215 9186

PLEASE PRINT
 PO No. 410000262
 PO Date: 01/04/2021
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Supplier:
 EXAMPLE SUPPLIER - 00000000000000000000
 1234 SMITH ROAD
 MELBOURNE
 VIC, 3000
 Tel. No. 1800 423 123
 Fax. No. 1800 423 123

Buyer's Information
 Contact: John
 Tel No.:
 Fax No.:
 E-Mail: john@example.com
 Delivery To: 03/04/2021
 Terms: Payment: 1131 - Payment of 1131

John Smith
 03 9123 1234
 03 9123 1234
 john.smith@example.com

Delivery To:
 Myer Ruseville - 1234
 3 Myer Place
 Ruseville
 VIC, 3176

Account: 557776000493 accounts.payable@sigmahhealthcare.com.au

Shipping Instructions: CONTACT SIGMA (03) 9215 1234 (03) 9215 9186 AT 03 3000 0000 TO ARRANGE A TIME-SLIT DELIVERY. ALWAYS HAVE THE ORDER NUMBER AND SUPPLIER NAME PLEASE. ENQUIRE GOOD ARRIVE AT 0600H. DEL BY 0800H.

Special Instructions: (Accepted Delivery)

Item	Quantity	Description	Quantity	UoM	Amount (Ex. GST)	SubTotal (Ex. GST)
00010	1.00000000	EXAMPLE PRODUCT	1.000	EA	1.00	1,000.00
		EXAMPLE PRODUCT				

This is the last item in the DIRECT PURCHASE ORDER

SubTotal: 1,000.00
Less Discounts: 0.00
Total: 1,000.00

For Purchase Order Terms & Conditions, please visit [http://www.sigmahhealthcare.com.au/terms-and-conditions](#)

This is a computer generated document. No signature is required. PO Print Date: 20/02/2021 PO Print Time: 14:00:00

* Your Sigma representative will advise if POs do not apply to your transactions. This only applies to a few exceptions.



2.5 SAP Ariba Network

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

For indirect (non-stock) suppliers, the SAP Ariba network will only be used for the registration of **new indirect (non-stock) suppliers**. Once registered in SAP Ariba, 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?

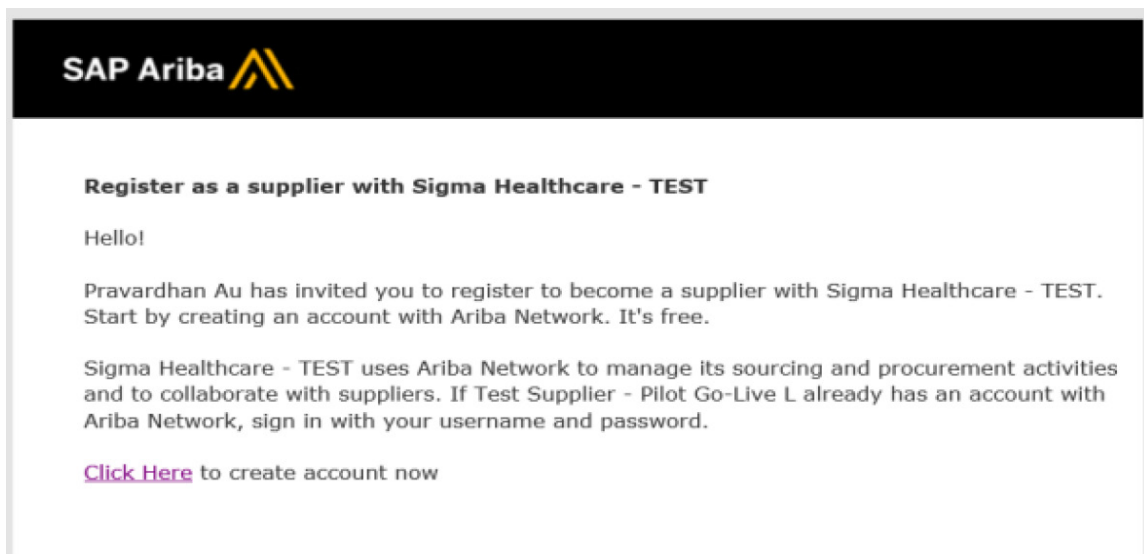
As an existing supplier, there is no action required for you to join the SAP Ariba Network and we will continue to transact with you via email.

If you have registered via the SAP Ariba Network, you can 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



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.
- 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.**

SAP Ariba Proposals and Questionnaires

Welcome, Pravardhan AU

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Sigma Company Limited - TEST** on SAP Ariba.
 Sigma Company Limited - TEST uses SAP Ariba to manage procurement activities.
 Create a SAP Ariba supplier account and manage your response to procurement activities required by Sigma Company Limited - TEST. [Sign up](#)

Already have an account? [Log in](#)

About Ariba Network

The Ariba Network is your entryway to all your Ariba seller solutions. You now have a single location to manage all of your customer relationships and supplier activities regardless of which Ariba solution your customers are using. Once you have completed the registration, you will be able to:

- Respond more efficiently to your customer requests
- Work more quickly with your customers in all stages of workflow approval
- Strengthen your relationships with customers using an Ariba Network solution
- Review pending sourcing events for multiple buyers with one login
- Apply your Company Profile across Ariba Network, Ariba Discovery and Ariba Sourcing activities

Moving to the Ariba Network allows you to log into a single location to manage:

- All your Ariba customer relationships
- All your event actions, tasks and transactions
- Your profile information
- All your registration activities
- Your contact and user administrative tasks

Step 3:

If you are a new user to the Ariba Network complete the Ariba registration before completing the Sigma registration. There is no charge for this registration. If you are an existing Ariba Network user you can skip to Step 4.

SAP Ariba Proposals and Questionnaires

Register

Verify and complete your basic company information and user account information. All of your Ariba Sourcing supplier profile information is not displayed below, however your complete profile is now available as part of your Ariba Commerce Cloud account. You can use your new Ariba Commerce Cloud username and password to access and manage all your Ariba customer relationships and supplier activities. [What is the Ariba Commerce Cloud?](#)

Have a question? [Click here to see a Quick Start guide.](#)

[Submit](#) [Cancel](#)

Company information

Company Name: * Indicates a required field

Country/Region: If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address:

City:

State:

Postal Code:

User account information

Name: * Indicates a required field

Email: [SAP Ariba Privacy Statement](#)

Use my email as my username

Username: Must be in email format (e.g. john@newco.com)

Password: Passwords must contain a minimum of eight characters including upper and lower case letters, numeric digits, and special characters.

Language: The language used when Ariba sends you configurable notifications. This is different than your web browser.

Email orders to: Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Ariba Network standard account is Free

Already have an account? [Login](#)

- Strengthen relationships**
Collaborate with your customer on the same secure network.
- Connect faster**
Exchange documents electronically and streamline communications.
- Reach more customers worldwide**
Sign up with Ariba Discovery and increase sales leads. [Learn more](#)

After registration download the SAP Ariba Supplier app from the Apple App Store or Google Play to your mobile device and manage customer orders on the go.

Tell us more about your business

Step 4:

Once registered in the SAP Ariba Network, you will need to complete the Sigma Registration Questionnaire. Please ensure you attach supporting evidence of your bank account details (e.g. bank statement, bank deposit slip, etc) and press submit.

Once you submit, the status will change to Pending Approval.

Supplier clicks on "Business Network" and selects Ariba Proposals & Questionnaires

1

SAP Business Network Enterprise Account TEST MODE

Home Ariba Discovery Ariba Proposals & Questionnaires Ariba Contract Management SAP Business Network

Orders and Releases Sigma Company Limited - T... Exact match Order number

Overview Getting started

5 New orders Last 31 days

16 Orders Last 31 days

0 Rejected invoices Last 31 days

\$ 0.0 AUD Remittances Last 31 days

\$ 0.0 AUD Early payment offers Next 90 days

More

My widgets Sigma Company Limited ... Customize

Purchase orders Last 3 months

\$167K AUD

Invoice aging

\$1.76K AUD

Company profile

35% Completed

My leads

You have no open leads matching your company profile. View all leads

Complete your company profile to increase your chances of being discovered by new buyers. Complete profile →

3. Summary

Indirect (non-stock) Supplier checklist

Change	What do you need to do?	When?
Vendor Numbers	Update your internal systems and refer to your new Vendor Number when invoicing and communicating with us.	Effective immediately
No PO, No Pay Policy	Ensure you obtain a Purchase Order from Sigma for all transactions and include the PO Number on your invoices.	
Invoicing	Send invoices to: accountspayableinvoices@sigmahealthcare.com.au and include the email address of the Sigma representative ordering the goods or services on your invoice.	
SAP Ariba Network	If you are a new supplier, register for the SAP Ariba Network. Once registered, if you need to make any changes to your organisation's business information, do so via the SAP Ariba Network.	For new Sigma suppliers

If you have any questions in regards to the information in this Guide, please contact your Sigma representative or send an email to: SupplierEnablement@sigmahealthcare.com.au

4. FAQs

Questions?

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

Only if you are a new Sigma supplier.

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

If you have registered via the SAP Ariba Network, the network 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 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 transactions or to make changes to your business information once registered.

Do any of these changes affect MPS or Sigma Healthcare Logistics?

No, these changes currently only apply to the Sigma Healthcare business. MPS and Sigma Healthcare Logistics will be transitioning to our 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 representative and request a Purchase Order be provided.

Where do I find my Vendor Number?

Your Vendor Number will be referenced on the Purchase Order.

Who do I contact for any questions?

If you have questions on the information in this Guide, please contact your Sigma representative or send an email to: SupplierEnablement@sigmahealthcare.com.au