

Ariba Network Order Shipping Guide

SAP Ariba 

 SAP



Introduction

The purpose of this document is to provide the information suppliers need to effectively transact with DuluxGroup via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between DuluxGroup and supplier.



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Ship Notice

- The Ship Notice is the electronic delivery document that is sent to DuluxGroup through the Ariba Network to advise them of the details of the shipment. The Ship Notice is often referred to as an ASN (Advance Shipping Notice)
- Ensure the number recorded in the Packing Slip Id field in the Ariba Network is the **same** as the number on the Packing Slip document accompanying the goods.
- The Ship Notice **is** required prior to invoicing for all material orders
- The Delivery Number entered into Ariba is from your ordering system or ERP must be recorded exactly into the Packing Slip Id field, all numbers must be included, this includes any leading “0”s.
- An Order Confirmation must be completed prior to the Create Ship Notice activating
- 2 methods for creating a Ship Notice
 1. Full Ship Notice
 2. Partial Ship Notice

Begin Full Ship Notice

1. Click **Inbox** tab on the Dashboard.
 - Screen displays: Orders and Releases
2. Click the **Order Number** to open the order.
 - Screen displays: Purchase Order
 - View the Purchase Order.
3. Click **Create Ship Notice**.
 - Screen displays: Ship Notice

Ariba Collaborative Supply Chain

HOME **INBOX** QUALITY PLANNING CATALOGS REPORTS

Company Settings Company User

CSV Documents Create

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (49) Page 2

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4200956641		DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$1,000.00 AUD	24 Mar 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	4200956634	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$2,085.40 AUD	24 Mar 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	TS103-4200956715	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Warehouse Rocklea, QLD Australia	\$15,178.40 AUD	29 Mar 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	UAT04-4200956694	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea, QLD Australia	\$29,350.00 AUD	29 Mar 2017	New	Invoice	\$0.00 AUD	Original	Actions

Create Order Confirmation Create Ship Notice Create Invoice Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

Completing Ship Notice – Header Level

4. Enter **Packing Slip ID**. This is the delivery number from your ordering system or ERP.
 5. Enter the **Actual Delivery Date**.
- Scroll down to **Delivery Information**

Create Ship Notice

[Exit](#) [Next](#)

** Indicates required field*

SHIP FROM	DELIVER TO
TestV1 - Co-Packers - TEST melbourne VIC Australia Update Address	Rocklea Warehouse Rocklea QLD Australia Update Address

▼ Ship Notice Header

Shipping	Tracking
Packing Slip ID: * <input type="text" value="22344544"/> 4	Carrier Name: <input type="text"/>
Invoice #: <input type="text"/>	Service Level: <input type="text"/>
Requested Delivery Date: --	
Ship Notice Type: <input type="text" value="Select"/>	
Actual Shipping Date: <input type="text"/>	
Actual Delivery Date: * <input type="text" value="20 Apr 2017"/> 5	
Gross Volume: <input type="text"/>	Unit: <input type="text"/>
Gross Weight: <input type="text"/>	Unit: <input type="text"/>

Completing Ship Notice – Order Item Level

1. Enter the **Ship Qty**
2. Click on **Next**

Order Items

Order #	Line #	Part # / Description	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4200956713	10		N5609131-UNIT		4.0	EA	18 Apr 2017		\$1,517.84 AUD	\$6,071.36 AUD	\$607.14 AUD	
<i>ENVIROSOLUTIONS ES800</i>												
Shipment Status Total Item Due Quantity: 4.0 EA												
Confirmation Status Total Confirmed Quantity: 4 EA Total Backordered Quantity: 0 EA												
Line		Ship Qty	Batch ID	Production Date	Expiry Date	Add Details						
1		<input type="text" value="4.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
<input type="button" value="Add Ship Notice Line"/>												
4200956713	20		N5609131-UNIT		6.0	EA	25 Apr 2017		\$1,517.84 AUD	\$9,107.04 AUD	\$910.70 AUD	
<i>ENVIROSOLUTIONS ES800</i>												
Shipment Status Total Item Due Quantity: 6.0 EA												
Confirmation Status Total Confirmed Quantity: 2 EA Total Backordered Quantity: 4 EA												
Line		Ship Qty	Batch ID	Production Date	Expiry Date	Add Details						
1		<input type="text" value="6.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
<input type="button" value="Add Ship Notice Line"/>												
<input type="button" value="Add Order Line Item"/>												<input type="button" value="2"/>
											<input type="button" value="Exit"/>	<input type="button" value="Next"/>

Completing a Full/Partial Ship Notice

➤ Review the **Ship Notice**

3. Click on **Submit**

- Screen returns - Purchase Order. Order Status has changed to **Shipped** or **Partially Shipped**

Purchase Order
(Shipped)
4200956709
 Amount: \$15,178.40 AUD
 Version: 1

Purchase Order
(Partially Shipped)
4200956713
 Amount: \$15,178.40 AUD
 Version: 1

Previous Submit Exit

Create Ship Notice

Confirm and submit this document.

SHIP FROM

TestV1 - Co-Packers - TEST
 testville
 melbourne VIC 3000
 Australia

DELIVER TO

Rocklea Warehouse
 1519 Ipswich Road
 Rocklea QLD 4106
 Australia

SHIPPING

Packing Slip ID: 22344544
 Invoice #: --
 Requested Delivery Date: --
 Ship Notice Type: --
 Actual Shipping Date: --
 Actual Delivery Date: 20 Apr 2017
 Gross Volume: --

TRACKING

Tracking information not provided.

DELIVERY INFORMATION

Deliver To: Transport Terms
 Transport Terms: FIS

ADDITIONAL FIELDS
 Additional information not provided.

[Hide Item Details](#)

Order #	Line #	Part # / Description	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4200956713	10	ENVIROSOLUTIONS ES800	N5609131-UNIT		4.0	EA	18 Apr 2017		\$1,517.84 AUD	\$6,071.36 AUD	\$607.14 AUD	
<p>SHIPMENT STATUS</p> <p>1. Shipping 4.0 EA Hide Details</p> <p style="background-color: #e0e0e0; padding: 2px;">No detail information provided.</p>												
4200956713	20	ENVIROSOLUTIONS ES800	N5609131-UNIT		6.0	EA	25 Apr 2017		\$1,517.84 AUD	\$9,107.04 AUD	\$910.70 AUD	
<p>SHIPMENT STATUS</p> <p>1. Shipping 2 EA Hide Details</p> <p style="background-color: #e0e0e0; padding: 2px;">No detail information provided.</p>												

Previous Submit Exit

3



Multiple PO's on a Ship Notice

Multiple purchase orders on one ship notices allows suppliers to consolidate deliveries to DuluxGroup

Adding Multiple PO's

- Display the Create Ship Notice screen, scroll down to **Order items**
- 1. Confirm the shipment total in the **Ship Qty** field
- 2. Click **Add Ship Notice Item**
- A second line for input will be displayed
- 3. Click on **Add Order Line Item**
- Screen displays Select Items to Add to Ship Notice

Order Items

Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4200956860	10		P602000F		600.0	EA	12 Apr 2017		\$3.00 AUD	\$1,800.00 AUD	\$180.00 AUD	

Description:

Shipment Status
Total Item Due Quantity: 600.0 EA

Confirmation Status
Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA

Line
1

Ship Qty

1

Batch ID

Production Date

Expiry Date

[Add Details](#)

Add Ship Notice Line

2

↳

Line	Ship Qty	Batch ID	Production Date	Expiry Date	Add Details	Remove
1	<input style="width: 100%; border: 1px solid gray;" type="text" value="600.0"/>	<input style="width: 100%; border: 1px solid gray;" type="text"/>	<input style="width: 100%; border: 1px solid gray;" type="text"/>	<input style="width: 100%; border: 1px solid gray;" type="text"/>	Add Details	Remove
2	<input style="width: 100%; border: 1px solid gray;" type="text" value="0"/>	<input style="width: 100%; border: 1px solid gray;" type="text"/>	<input style="width: 100%; border: 1px solid gray;" type="text"/>	<input style="width: 100%; border: 1px solid gray;" type="text"/>	Add Details	Remove

↳

Selecting Items to Add to Ship Notice

4. Select the Item(s) to be shipped
 5. Click on **Add Selected Items**
- The selected items are added to the Ship Notice in Order Items

Ariba Collaborative Supply Chain

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Select Items to Add to Ship Notice

Ship To:
DuluxGroup (Australia) Pty Ltd - TEST Rocklea Factory, Rocklea QLD, QLD, Australia

▼ Search Filters

Order Number: ⓘ

Part #: [Look Up](#)

Customer Part #: [Look Up](#)

Customer Location: ⓘ

Planner Code:

Product Group: Line Of Business

Items to be Shipped (12)

	Priority	Sub-Priority	Inventory Level	Need By	Part #	Customer Part #	Description	Order Number	Item	Pl	Family	Schedule Line #	Requested Qty	Due Qty	Shipping Instructions
<input type="checkbox"/>				2 Jun 2017		P602000F	CATALYST ZINCANODE 402 PART B, 2LT	4200957007	10			1	1,000 (EA)	1,000 (EA)	DuluxGroup (Australia) Pty Ltd - TEST
<input checked="" type="checkbox"/>				24 May 2017	TEST	K0040A	TOLUENE	4200957000	10			1	1,000 (L)	1,000 (L)	DuluxGroup (Australia) Pty Ltd - TEST
<input type="checkbox"/>				22 May 2017		P602000F	CATALYST ZINCANODE 402 PART B, 2LT	4200956995	10			1	1,000 (EA)	1,000 (EA)	DuluxGroup (Australia) Pty Ltd - TEST
<input checked="" type="checkbox"/>				10 May 2017		K0916	AMMONIUM HYDROXIDE-25%	4200956994	10			1	1,360 (KG)	10 (KG)	DuluxGroup (Australia) Pty Ltd - TEST

Show orders by: Need by date Ship by date

Date Range: ⓘ

Start Date: * 26 Apr 2017

End Date: * 3 Jun 2017

Search only scheduling agreement releases or scheduling agreements

Number of Results:

Page

4

Selecting Items to Add to Ship Notice

6. Confirm the shipment quantities in the **Ship Qty** for all lines in the ship notice

7. Click on **Next**

➤ The selected items are added to the Ship Notice in Order Items

➤ The screen displays **Create Ship Notice**

8. Confirm the details, then click on **Submit**

➤ Print the Ship Notice, refer to page 15.

Order Items

Order #	Line #	Part #	Customer Part #	Revision Level	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location													
4200956860	10				600.0	EA	12 Apr 2017		\$3.00 AUD	\$1,800.00 AUD	\$180.00 AUD		Remove												
Description: Shipment Status Total Item Due Quantity: 600.0 EA Confirmation Status Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA																									
Line 1					<input type="text" value="600.0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details															
<input type="button" value="Add Ship Notice Line"/>																									
4200957000	10	TEST			1,000.0	L	24 May 2017		\$381.43 AUD	\$381.43 AUD	\$38.14 AUD		Remove												
Description: Shipment Status Total Item Due Quantity: 1000.0 L Confirmation Status Total Confirmed Quantity: 1000.0 L Total Backordered Quantity: 0 L																									
Line 1					<input type="text" value="1,000.0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details															
<input type="button" value="Add Ship Notice Line"/>																									
Pricing Details Unit Details Unit Conversion <table border="1"> <thead> <tr> <th>Unit Conversion</th> <th>Price Unit</th> <th>Order Unit</th> <th>Price</th> <th>Price Unit Quantity</th> <th>Price Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>L</td> <td>L</td> <td>\$381.43 AUD</td> <td>1,000</td> <td>L</td> </tr> </tbody> </table>														Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit	1	L	L	\$381.43 AUD	1,000	L
Unit Conversion	Price Unit	Order Unit	Price	Price Unit Quantity	Price Unit																				
1	L	L	\$381.43 AUD	1,000	L																				
4200956994	10				1360.0	KG	10 May 2017		\$2.00 AUD	\$2,720.00 AUD	\$272.00 AUD		Remove												
Description: Shipment Status Total Item Due Quantity: 10.0 KG Confirmation Status Total Confirmed Quantity: 1360.0 KG Total Backordered Quantity: 0 KG																									
Line 1					<input type="text" value="10.0"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details															
<input type="button" value="Add Ship Notice Line"/>																									
<input type="button" value="Add Order Line Item"/>																									

8

DELIVER TO

Rocklea Factory
 1519 Ipswich Road
 Rocklea QLD QLD 4106
 Australia

TRACKING
 Tracking information not provided.

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Locating sent Multiple Ship Notices

1. Click on **Outbox**
 2. Click on **Ship Notices**
- Screen displays all Ship Notices that have been sent via the Ariba Network

Note: Ship Notices with multiple PO's are easily identified.

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HOME INBOX **OUTBOX** QUALITY PLANNING CATALOGS REPORTS CSV Documents Create

Invoices Order Confirmations **Ship Notices** Extended Collaboration Product Replenishment Drafts

Invoices

Search Filters

Invoices (100+) Page 1

Type	Invoice #	Customer	Reference	Submit Method	Submitted By	Date	Amount	Routing Status	Invoice Status
Standard Invoice	IV4200957003-305	DuluxGroup (Australia) Pty Ltd - TEST	4200957003	CSV Upload	Supplier	25 May 2017	\$27,384.76 AUD	Sent	Sent
Standard Invoice	IV4200956958-919	DuluxGroup (Australia) Pty Ltd - TEST	4200956958	CSV Upload	Supplier	11 May 2017	\$3,564.00 AUD	Sent	Sent
Line-Item Credit Memo	CM4200956955-743	DuluxGroup (Australia) Pty Ltd - TEST	4200956955	CSV Upload	Supplier	11 May 2017	-\$385.00 AUD	Sent	Sent

Ariba Collaborative Supply Chain

HOME INBOX **OUTBOX** QUALITY PLANNING CATALOGS REPORTS CSV Documents Create

Invoices Order Confirmations **Ship Notices** Extended Collaboration Product Replenishment

Ship Notices

Search Filters

Ship Notices (90) Page 1

Packing Slip ID	Customer	Order #	Date	Routing Status
123456789	DuluxGroup (Australia) Pty Ltd - TEST	Multiple	29 May 2017 10:14:15 AM	Acknowledged
12345	DuluxGroup (Australia) Pty Ltd - TEST	Multiple	26 May 2017 4:19:53 PM	Acknowledged
ASN006SH	DuluxGroup (Australia) Pty Ltd - TEST	4200957006	25 May 2017 6:49:02 PM	Acknowledged
ASNSH003	DuluxGroup (Australia) Pty Ltd - TEST	4200957003	25 May 2017 3:36:11 PM	Acknowledged



Printing a Packing Slip/Ship Notice

- Printing a packing slip/ship notice speeds up the receipt process at DuluxGroup
- Multiple orders can be received quickly and accurately only when a barcoded ship notice is used
- Providing a Packing Slip/Ship Notice is required for all DuluxGroup deliveries
- If the suppliers system cannot print a Ship Notice with a barcode delivery note number (i.e. packing slip number) then they must print out the Ariba Ship Notice (and include with the delivery)

Printing the Ship Notice

➤ From the Purchase Order Screen

1. Click **Shipment Notice** on the in related documents (A ship notice is identified by a truck icon 🚚)

➤ The Ship Notice is displayed

Note: Where more than one purchase order is on a Ship Notice the PO numbers are listed.

2. Click on **Download PDF**

3. Select **DuluxGroup Packing Slip**

4. Select **Open**

Purchase Order: 4200956860 Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

Order Detail | Order History

DuluxGroup 🚚

From: **Coatings - Aust**
1956 Dandenong Road
Clayton VIC 3168
Australia
Phone: +61 () 03 9263 5678
Fax: +61 () 03 9543 4346

To: Purchase Order (Shipped)
4200956860
Amount: \$1,800.00 AUD
Version: 1

Contact Information
Supplier Address
Contact Name::

Sales
Contact Name::
Phone:

Routing Status: Acknowledged
Related Documents: 🚚 12345 1

Ship Notice: 12345 Done Previous

[Print](#) [Export cXML](#) [Download PDF](#) 2

Detail | Hi 3 **DuluxGroup Packing Slip** 2

SHIP FROM
TestV1 - Co-Packers - TEST
Postal Address:
testville
melbourne VIC 3000
Australia

DELIVER TO
Rocklea Factory
Postal Address:
1519 Ipswich Road
Rocklea QLD QLD 4106
Australia

SHIPPING
Packing Slip ID: 12345
Notice Date: 26 May 2017
Service Level: --
GROSS WEIGHT: --

Related Documents: [4200957000](#) [4200956994](#) [4200956860](#) N

Total L
Total

Do you want to open or save 12345_DuluxGroup+Packing+Slip.pdf from service.ariba.com? 4 [Open](#) [Save](#) [Cancel](#) x

Printing the Ship Notice cont.

- The Ship Notice/Packing Slip is displayed in a new screen as a PDF

Packing Slip/Ship Notice information

- 1) Packing Slip ID based on the Ship Notice information added in barcode form
- 2) Material information in number and barcode form
- 3) Purchase order Numbers are listed
- 4) Quantity information sent for each PO in number and barcode form

- Print the Packing Slip and close the window

Packing List

Delivery Date: 01.06.2017

 
Packing Slip ID: 12345

Deliver To:
Rocklea Factory
1519 Ipswich Road
Rocklea QLD
QLD
4106
Australia

Vendor:

Example Multiple PO Ship Notice/Packing Slip

Item	Material	Purchase Order / Item	Description / Vendor Material	Quantity	Unit
1	P602000F 	4200956860 / 10	CATALYST ZINCANODE 402 P	600.0 	EA
2	K0040A 	4200957000 / 10	TOLUENE TEST	1000.0 	L
3	K0916 	4200956994 / 10	AMMONIUM HYDROXIDE-25%	10.0 	KG

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Order History

Order history lists the Ariba Network documents that have been actioned against a purchase order, including sent and received information

Opening Purchase Order History

1. Open the required purchase order
 - The purchase order is displayed
2. Click on **Order History**

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HOME INBOX OUTBOX QUALITY PLANNING CATALOGS REPORTS FILE DOWNLOADS CSV Documents Create

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (100+) Page 1

Type	Order Number	Ver	Customer	Inquiries	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4200957010	1	DuluxGroup (Australia) Pty Ltd - TEST		\$3,500.00 AUD	26 May 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	4200957007		DuluxGroup (Australia) Pty Ltd - TEST		\$3,500.00 AUD	26 May 2017	New	Invoice	\$0.00 AUD	Original	Actions
Order	4200957006		DuluxGroup (Australia) Pty Ltd - TEST		\$327,280.00 AUD	25 May 2017	Partially Invoiced	Invoice	\$231,219.00 AUD	Original	Actions

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Purchase Order: 4200957006 Done

Create Order Confirmation Create Ship Notice Create Invoice Create Quality Notification Hide Print Download PDF Export cXML Download CSV Resend

Order Detail Order History

DuluxGroup

From: Coatings - Aust
1956 Dandenong Road
Clayton VIC 3168
Australia
Phone: +61 () 03 9263 5678
Fax: +61 () 03 9543 4346

To:

Purchase Order
(Partially Invoiced)
4200957006
Amount: \$327,280.00 AUD
Version: 1

Opening Purchase Order History cont.

- The Order History is displayed
- The information in the tab includes:
 - 1) Purchase Order Information
 - 2) Anything in blue can be selected to provide more information
 - 3) Line items within the purchase order
 - 4) Details of the purchase order including Status and Invoicing process
- 3. Click on **Done**
- Screen displays **Orders and Releases**

Purchase Order: 4200957006 Done 3

1 Purchase Order: 4200957006
 Order Status: Partially Invoiced
 Submitted On: 25 May 2017 12:00:00 PM GMT+10:00

From Customer: DuluxGroup (Australia) Pty Ltd - TEST
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128490056	25 May 2017 6:48:18 PM
Sent	The HTML order was sent to the supplier's Inbox.	ANPODispatcher-128483030	25 May 2017 6:48:22 PM
Confirmed	OC006SH 2		25 May 2017 6:48:56 PM
Shipped	ASN006SH		25 May 2017 6:49:39 PM

Line Items Page 1

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax
10		N5609148-UNIT		10.0 (EA)	31 May 2017	\$819.90 AUD	\$8,199.00 AUD	\$819.90 AUD
Description: ENVIROSOLUTIONS ES160P								
4 Status								
10 Invoiced Amount: \$8,199.00 AUD								
10 Confirmed As Is (Estimated Delivery Date: 31 May 2017)								
10 Shipped								
Control Keys								
Order Confirmation: allowed								
Ship Notice: allowed								
Invoice: is not ERS								
20		N5609131-UNIT		11.0 (EA)	31 May 2017	\$1,517.84 AUD	\$16,696.24 AUD	\$1,669.62 AUD
Description: ENVIROSOLUTIONS ES800								
Status								
11 Shipped								
11 Confirmed As Is (Estimated Delivery Date: 31 May 2017)								
Control Keys								
Order Confirmation: allowed								
Ship Notice: allowed								
Invoice: is not ERS								
30		N5700024-UNIT		12.0 (EA)	31 May 2017	\$628.73 AUD	\$7,544.76 AUD	\$754.48 AUD
Description: ENVIROSOLUTIONS ES60R								
Status								



Goods Receipt

- A Goods Receipt notification is sent by DuluxGroup to inform you of what has been received via the packing slip/ship notice sent with the goods
- Processing of invoices does not occur until DuluxGroup have receipted the delivery for all material orders

Identifying Received Orders

1. Click **Inbox**

- Screen displays the list of Orders and Releases

2. **Sort** the orders by the **Order Status** column (This will sort the column alphabetically, if you click it again it will sort reverse alphabetically)

- Locate the **Received** orders

Note: The Inbox can also be 'Grouped by Column'. Click the Table Options Menu and select Order Status

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HOME **INBOX** 1 QUALITY PLANNING CATALOGS REPORTS FILE DOWNLOADS

Company Settings Company Profile CSV Documents Create

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (100+) Page 1

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4200956972	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$1,000.00 AUD	12 May 2017	Shipped	Invoice	\$0.00 AUD	Original	Actions
Order	4200956906	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$3,000.00 AUD	4 May 2017	Received	Invoice	\$0.00 AUD	Original	Actions
Order	4200956885	1	DuluxGroup (Australia) Pty Ltd - TEST		Qld Co-Packer contract W/house Summer Park Australia	\$0.00 AUD	27 Apr 2017	Received	Invoice	\$0.00 AUD	Original	Actions
Order	4200956886	1	DuluxGroup (Australia) Pty Ltd - TEST		Qld Co-Packer contract W/house Summer Park Australia	\$0.00 AUD	27 Apr 2017	Received	Invoice	\$0.00 AUD	Original	Actions
Order	4200956900	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$3,000.00 AUD	3 May 2017	Received	Invoice	\$0.00 AUD	Original	Actions
Order	4200956944	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Factory Rocklea QLD, QLD Australia	\$3,500.00 AUD	5 May 2017	Received	Invoice	\$0.00 AUD	Original	Actions
Order	4200956982	1	DuluxGroup (Australia) Pty Ltd - TEST		Rocklea Warehouse Rocklea, QLD Australia	\$13.47 AUD	16 May 2017	Received	Invoice	\$0.00 AUD	Original	Actions

Locating the Goods Receipt in a Purchase Order

- Locate the required order and open

1. Click **Order History**

- Check the **History** for **Received** or **Partially Received**

- **Received** indicates the full order quantity has been received

- **Partially Received** indicates part of the order has been received

2. Click on **Done**

- Screen Displays the **Orders and Releases** screen

Purchase Order: 4200956900 Done

Order Detail

Order History

Purchase Order: 4200956900
 Order Status: Received
 Submitted On: 3 May 2017 12:00:00 PM GMT+10:00

From Customer: DuluxGroup (Australia) Pty Ltd - TEST
 Routing Status: Acknowledged

History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-128491066	3 May 2017 2:34:05 PM
Sent	The HTML order was sent to the supplier's Inbox.	ANPODispatcher-128422024	3 May 2017 2:34:06 PM
Partially Confirmed	OCSH900	VEND1 Copackers	3 May 2017 2:36:11 PM
Shipped	asnsh924	VEND1 Copackers	4 May 2017 3:30:13 PM
Received	AU1050059188112017	DuluxGroup (Australia) Pty Ltd - TEST	4 May 2017 3:38:25 PM
	Received quantity 1000.0 for line item 10.	PropogationProcessor-128491066	4 May 2017 3:38:26 PM

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax
10		P602000F		1,000.0 (EA)	12 Apr 2017	\$3.00 AUD	\$3,000.00 AUD	\$300.00 AUD

Description: CATALYST ZINCANODE 402
PART B, 2LT



SAP Ariba Training Survey

Please take a moment to complete our quick survey as we value your opinion and honest feedback.

The survey will take approximately five minutes and is anonymous.

[Click Here to Take Survey](#)



Support

Support Type	Contact
Ariba Technical Helpdesk	<ol style="list-style-type: none">1. Click on the Help Centre – Support2. Select support option;<ul style="list-style-type: none">• Email SAP Ariba Customer Support• Get help by Live Chat• Get help by Phone
Supplier Information Portal (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none">1. On the Home screen2. Click on Company Settings3. Click on Customer Relationships4. Click on Supplier Information Portal
Ariba Network Training Request	E: an.sellertraining.aus@sap.com