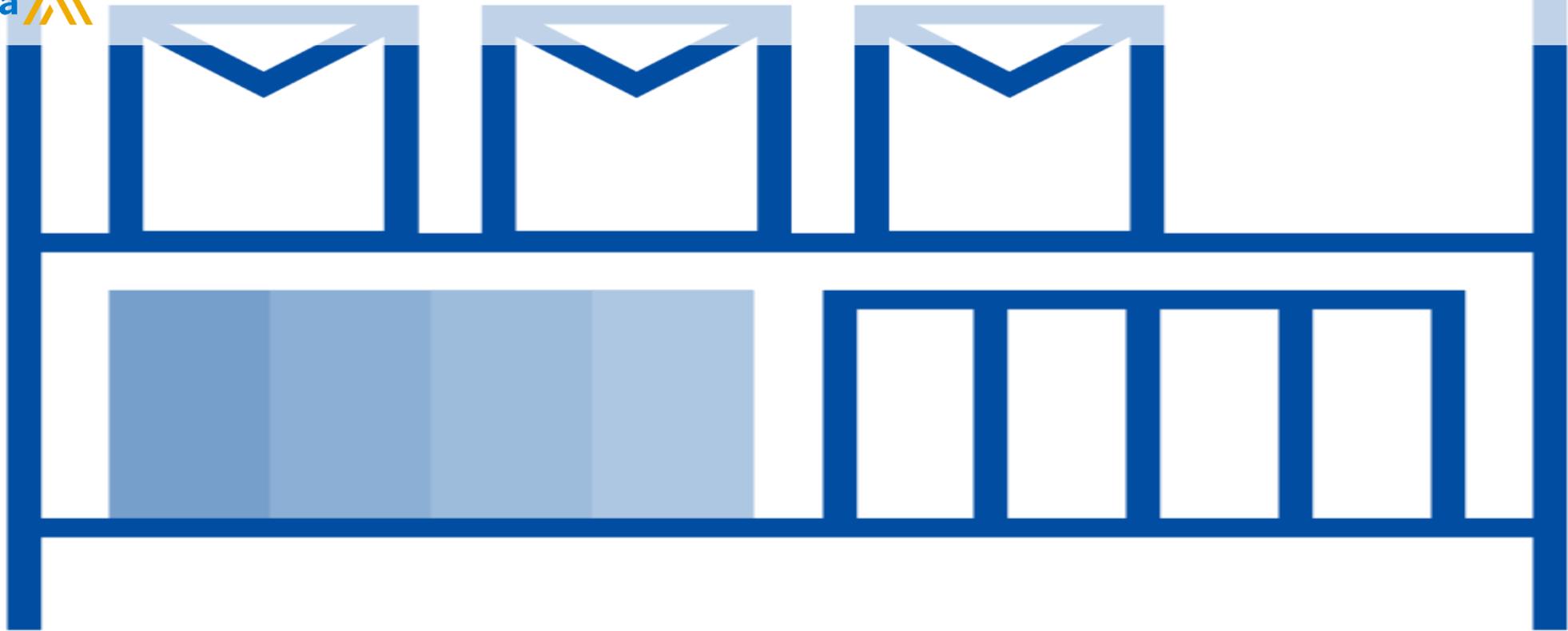


# Ariba Network

## Purchase Order & Material Order Guide

SAP Ariba 



# Introduction

- The purpose of this document is to provide the information suppliers need to effectively transact with your buyer via the Ariba Network. This document provides step by step instructions, procedures and hints to facilitate a smooth flow of procurement between buyer's and supplier's.
- To extract reports from the Ariba Network, please refer to the General Functionality Guide on the Supplier Information Portal.

## Guide Key

	• This indicates an Instructional steps
	• An additional step is indicated by
	• Note: Functionality specific notes
	• Information: other useful information

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# Inbox – Orders and Releases

The **Orders and Releases** category displays a summary of all the purchase orders sent from Buyers.

**Note (N):** The columns can be sorted into alphabetical (A-Z or Z-A) or numerical (0–9 or 9–0) order by clicking on the column heading.

**Ariba Supply Chain Collaboration** Company Settings ▾

HOME **INBOX** OUTBOX CATALOGS ENABLEMENT TASKS REPORTS UPLOAD/DOWNLOAD MESSAGES 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

**N**

The **Ver.** Is the version number of the order. 1 = the original order, 2 = changed order and so on

The **Amount Invoiced** is the total amount invoiced to date

Orders and Releases (100+) Page 1 ▾

Type	Order Number	Ver	Customer	Inquiries ↓	Amount	Date	Order Status	Amount Invoiced	Revision	Actions
Order	<a href="#">4500900884</a>	1	Anglo American - TEST	4	\$8,000.00 AUD	10 May 2019	New	\$0.00 AUD	Original	<a href="#">Actions ▾</a>
Order	<a href="#">4500900882</a>	1	Anglo American - TEST	2	\$8,000.00 AUD	10 May 2019	New	\$0.00 AUD	Original	<a href="#">Actions ▾</a>
Order	<a href="#">4500900883</a>	1	Anglo American - TEST	2	\$8,000.00 AUD	10 May 2019	Confirmed	\$0.00 AUD	Original	<a href="#">Actions ▾</a>
Order	<a href="#">4500900886</a>	1	Anglo American - TEST	2	\$8,000.00 AUD	10 May 2019	New	\$0.00 AUD	Original	<a href="#">Actions ▾</a>
Order	<a href="#">4500869430</a>	1	Anglo American - TEST		\$1,000.00 AUD	26 Apr 2019	New	\$0.00 AUD	Original	<a href="#">Actions ▾</a>
Order	<a href="#">4500900131</a>	1	Anglo American - TEST		\$1,000.00 AUD	26 Apr 2019	New	\$0.00 AUD	Original	<a href="#">Actions ▾</a>
Order		1	Anglo American		0 AUD	26		\$98.10 AUD	Original	<a href="#">Actions ▾</a>
Order		1	Anglo American		0 AUD	26		\$0.00 AUD	Original	<a href="#">Actions ▾</a>

The **Order Number** is the buyers Purchase Order Number

**Inquiries** are sent from the buyer investigating the non arrival of goods or services required

The **Order Status** is the current status of the order, e.g. New, Confirmed, Invoiced

The **Actions** dropdown allows document creation without opening the order

# Using Search Preferences



Use Search Preferences to make identifying information required for you specific user requirements

➤ Only one order number or prefix can be entered and set at a time

➤ Log onto your Ariba Network

1. Click on your **User Name**

2. Select **My Account**

3. Scroll Down to **Preferences**

4. Select **Allow me to Save Filter Preferences in the Inbox/Outbox**

5. Click on **Save**

**Note:** A green ribbon indicates that any changes have been saved

6. Click on **Close**

➤ Screen returns to the screen you were previously on

Ariba Network

My Account

Account

Settings

\* Indicates a required field

Preferences

Preferred Language: English

Preferred Timezone:\* AET

Default Currency:\* Australian Dollar

Allow Me to Save Filter Preferences in the Inbox/Outbox

Contact Information

Ariba Network

My Account

Save Close

✓ Your profile has been successfully updated.

Account

Settings

\* Indicates a required field

# Using Show/Hide Columns to Identify Purchase Order Status

➤ The **Orders and Releases** screen is displayed

1. Click on 

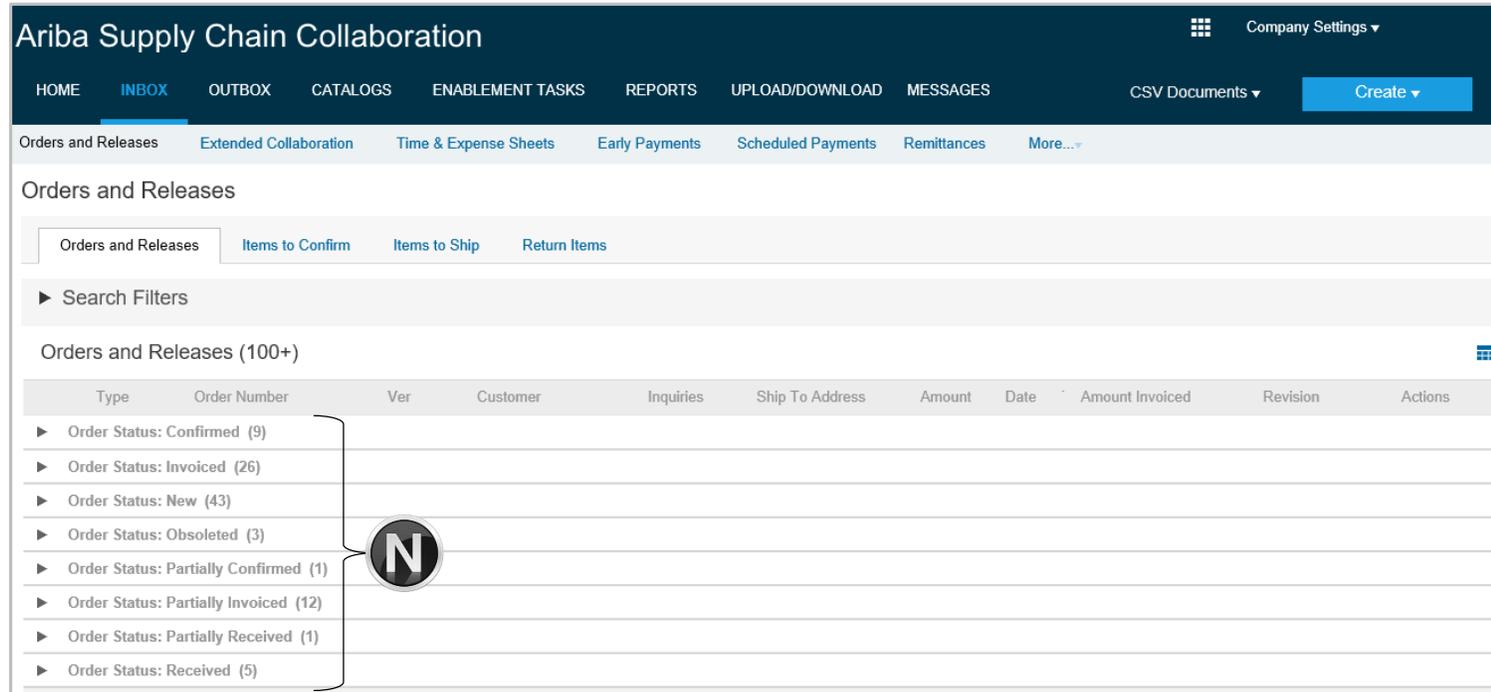
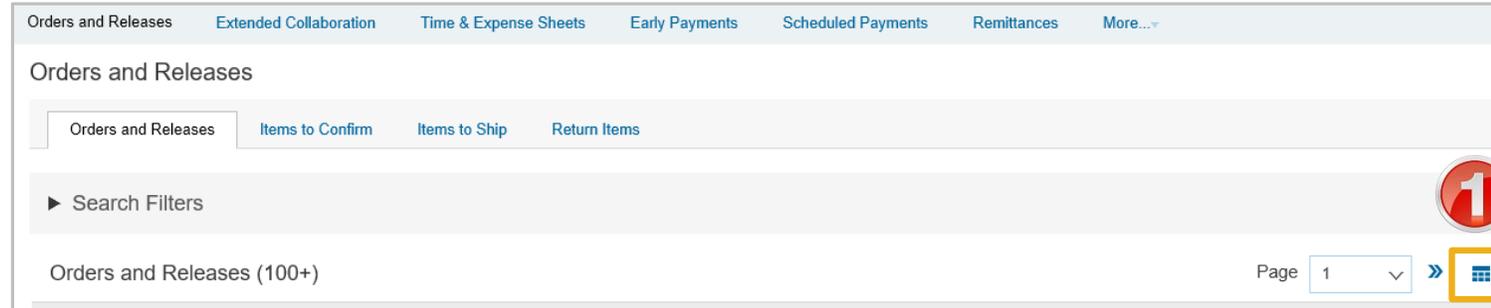
➤ The Show/ Hide Columns selection box will be displayed

2. Locate **Group by Column**

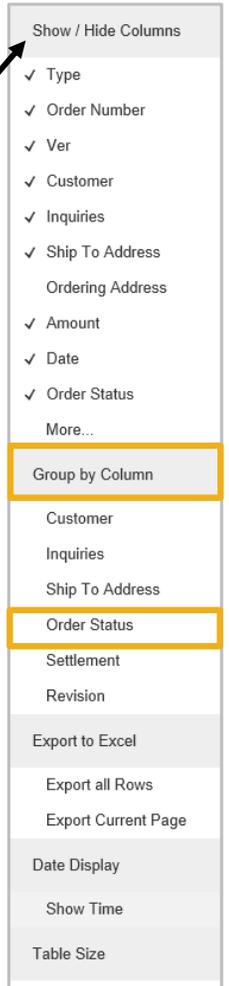
3. Click on **Order Status**

➤ Screen will display purchase orders grouped by Order Status.

**Note:** The Orders and Releases screen will continue to display grouped purchase order until it is changed using Show/Hide Columns



Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Amount	Date	Amount Invoiced	Revision	Actions
▶ Order Status: Confirmed (9)										
▶ Order Status: Invoiced (26)										
▶ Order Status: New (43)										
▶ Order Status: Obsolete (3)										
▶ Order Status: Partially Confirmed (1)										
▶ Order Status: Partially Invoiced (12)										
▶ Order Status: Partially Received (1)										
▶ Order Status: Received (5)										



- Show / Hide Columns
- ✓ Type
- ✓ Order Number
- ✓ Ver
- ✓ Customer
- ✓ Inquiries
- ✓ Ship To Address
- Ordering Address
- ✓ Amount
- ✓ Date
- ✓ Order Status
- More...
- Group by Column
- Customer
- Inquiries
- Ship To Address
- Order Status
- Settlement
- Revision
- Export to Excel
- Export all Rows
- Export Current Page
- Date Display
- Show Time
- Table Size

# Routing Status

The routing status identifies the journey of documents (order confirmation & invoices) through the Ariba Network between Anglo American and the Supplier.

Status Level	Definition
Accepted	Ariba accepted the purchase order from your customer
Order Queued	Ariba Queued the purchase order from cXML processing
Sent	Ariba successfully converted the purchase order
Acknowledged	Ariba received a positive functional acknowledgment from you
Failed	Ariba could not route the purchase order and it lists the reason for the failure. The supplier needs to resend the purchase order after correcting the issue. Contact Help Centre for further assistance

# Order Status Descriptions

Status Level	Definition
New	Initial state. This is a new purchase order
Changed	Existing purchase order has been Canceled or replaced (obsoleted) by this subsequent (changed) purchase order
Confirmed	All sub-quantities are confirmed
Failed	Ariba experienced a problem routing the order to the supplier. Suppliers can resend failed orders
Shipped	Final state. All sub quantities are shipped. A line item or sub-quantity that is shipped cannot be updated again
Invoiced	All ordered quantities have been invoiced
Partially Confirmed	Some of the ordered quantities have been confirmed
Partially Shipped	Some of the ordered quantities have been shipped
Partially Invoiced	Some of the ordered quantities have been invoiced
Partially Rejected	Some or the ordered quantities have been rejected
Obsoleted	Purchase order that has been replaced by a subsequent (changed) order
Returned	When a goods on a Purchase Order are returned from Anglo American
Rejected	A Purchase Order Confirmation that has been Rejected by Anglo American



# Purchase Order

- The Purchase Order (PO) is the source document for the order and all subsequent documents are created from the PO
- A PO is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer.
- Receiving an Order from your buyer constitutes an offer to buy products or services
- Any field with an \* is a mandatory field and a value is required to be entered
- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- Ensure you use the Unit of Measure (UOM) that appears on the Purchase Order. If the UOM is incorrect contact Anglo American, a changed purchase order is required
- There are two types of Purchase Order used by Anglo American:
  - Material Purchase Order
  - Service Purchase Order

# View Purchase Order Details – Header Level

The Purchase Order Header displays the:

- 1) Purchase Order Number
- 2) Order Detail, Inquiry Detail and Order History Tab
- 3) Purchase Order Status (Status will change as the order is actioned.)
- 4) Contact Information
- 5) Other Information
- 6) Attachments and Transport Terms Information
- 7) Ship All Items to, Bill To and Deliver To details
- 8) Routing Status
- 9) Related Documents, not displayed on New Purchase Orders
- 10) Done, returns user to previous menu

The screenshot shows the SAP Purchase Order Header Level for Purchase Order 4500852911. The interface includes a top navigation bar with a 'Done' button (10) and a 'Purchase Order: 4500852911' header (1). Below the header is a toolbar with options like 'Create Order Confirmation', 'Create Invoice', 'Hide', 'Print', 'Download PDF', 'Export cXML', 'Download CSV', and 'Resend'. The main content area is divided into tabs: 'Order Detail', 'Inquiry Detail (6)', and 'Order History'. The 'Order Detail' tab is active, showing 'From: Anglo Coal (Dawson Management)' (2) and 'To: Name and Supplier Details'. Below this are sections for 'Buyer Details', 'Contact Information Supplier Address' (4), 'Other Information' (5), and 'Attachments' (6). The 'Attachments' section lists '4500852911.pdf (application/pdf)'. The 'Transport Terms Information' section shows 'Delivery Terms: Transport Condition' and 'Transport Terms: FCA'. The 'transactionCategoryOrType' is 'Goods PO' (7). At the bottom, there are three sections: 'Ship All Items To', 'Bill To', and 'Deliver To'. On the right side, there is a 'Purchase Order (New) 4500852911' summary (3) with 'Amount: \$19,334.71 AUD' and 'Version: 1'. Below this is the 'Routing Status: Sent' (9) and a 'Related Documents' section (8) listing '2864\_Inv2', '2864\_Inv1', and '2864'.



Any information in blue can be selected to provide more details

# View Purchase Order Details – Line Item Level

10) Click **Done** to return to the Inbox.

## Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

### Line Items

Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
1			Material			10.0 (EA)	26 Oct 2018	\$10.00 AUD	\$100.00 AUD	<a href="#">Details</a>

Description: test

Order submitted on: Friday 12 Oct 2018 8:19 PM GMT+11:00  
Received by Ariba Network on: Friday 12 Oct 2018 8:20 PM GMT+11:00

Sub-total: \$100.00 AUD

✓ Create Order Confirmation 📄 Create Invoice Hide | Print | Download PDF | Export cXML | Download CSV | Resend

 Done

# Identify Material or Service Purchase Order – Line Item Level

**Note:** A Material Purchase Order is identified by **Type**

## Reviewing a Purchase Order

Each Purchase Order that comes into the system should be reviewed to:

- Identify the items requested
- Determine whether the items are in stock
- Validate the information contained within the PO
- Review the shipping address
- Ensure that the details of items in the order are correct
- Check fields required by the business and any Comments

**Line Items** Show Item Details

Line #	Part #	Customer Part #	Type	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10			Material		11.0 (AU)	14 Mar 2019	\$100.00 AUD	\$1,100.00 AUD	\$0.00 AUD	
Description: Invoice without GR										
20			Material		10.0 (AU)	14 Mar 2019	\$100.00 AUD	\$1,000.00 AUD	\$0.00 AUD	
Description: Invoice without GR										

Sub-total: \$2,100.00 AUD  
 Total Invoiced: \$1,000.00 AUD  
 Est. Total Tax: \$ 0.00 AUD  
 Est. Grand Total: \$2,100.00 AUD

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

**Done**

**Line Items** Show Item Details

Line #	Part #	Customer Part #	Type	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
10			Service		1.0 (AU)	31 Dec 2019	\$300,000.00 AUD	\$300,000.00 AUD	\$0.00 AUD	
Description: Cleaning Services										

Service Sheet Required.

Sub-total: \$300,000.00 AUD  
 Est. Total Tax: \$ 0.00 AUD  
 Est. Grand Total: \$300,000.00 AUD

Create Order Confirmation
  Create Service Sheet
  Create Invoice
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

**Done**

# Repair Order – Line Item Level

## Repair Order (1)

Contains items that require to be repaired.

Example ▶

Order Type: RepairAndReturn 

**Line Items** Show Item Details 

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
12			20008760	Material			3.0 (BX)	13 Jul 2017	\$11.00 AUD	\$33.00 AUD	<a href="#">Details</a>
Description: ABSORBENT PAD,200/BOX											
<del>10</del>	<del>→</del>	VMN_CHG	20000430	Material			2.0 (EA)	3 Aug 2017	\$5.00 AUD	<del>\$10.00 AUD</del>	
Description: <del>Test Material</del>											
<b>Sub-total:</b> - \$ 43.00 AUD										<b>Sub-total: \$ 33.00 AUD</b>	

# Order History

Use Order History to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information

Purchase Order: 4500852864

Done

Order Detail Inquiry Detail (6) Order History

Purchase Order: 4500852864  
 Order Status: Partially Invoiced  
 Submitted On: 13 Mar 2019 9:00:00 PM (1:00)

From Customer: Anglo American - TEST  
 Routing Status: Acknowledged

## History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125013052	13 Mar 2019 6:58:10 AM
	Email order was sent to 1	ANPODispatcher-125013022	13 Mar 2019 6:58:16 AM
Sent	Email order was sent to 1	OrderDispatcher - Email	13 Mar 2019 6:58:16 AM
Confirmed	<a href="#">2864</a>	Ndivhuwo Ligudu	13 Mar 2019 7:00:16 AM

## Line Items

Line #	Part #	Customer Part #	Revision	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
10				11.0 (AU) ⓘ	14 Mar 2019	\$100.00 AUD	\$1,100.00 AUD	\$0.00 AUD	
Description:		Invoice without GR							



# Material Order

- Every Purchase Order or Change Order requires an Order Confirmation sent back to Anglo American
- If an Order Confirmation is sent to Anglo American proposing changes then expect to receive a Change Order into your Ariba Network. Contact Anglo American to advise where information is incorrect or requires updating. Contact details can be found within the Order details under 'Buyer Contact'
- Order Inquiries are created by Anglo American once the order has passed its due date and an Order Confirmation document is expected back to advise of the accurate due delivery date
- The Goods Receipt Notice will show exactly what was receipted into Anglo American's system
- Attachments will NOT be accepted on the Order Confirmation Response, Inquiry Response, 'Goods' Invoice or Credit Notes
- Any field with an \* is a mandatory field and a value is required to be entered

# View Purchase Order Details – Line Item Level Show Item Details



When reviewing a Purchase Order use Show Item Details to identify any comments or further information from Anglo American

- To see all Line Items details click on

Show Item Details

- To hide all line item details click on

Hide Item Details

- To see specific line item details click on

Details

- To hide specific line item details click on

Summary

Line #	Part #	Customer Part #	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location																						
10	1014831	AM0267710	Material		6.0 (EA) ⓘ	15 Jun 2019	\$356.09 AUD	\$2,136.54 AUD	\$213.65 AUD																							
<p>Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3</p> <p><b>Status</b></p> <p>6.0 Unconfirmed</p> <p><b>Control Keys</b></p> <p>Order Confirmation: allowed</p> <p>Ship Notice: not allowed</p> <p>Invoice: is not ERS</p> <p><b>Comments</b></p> <p>BAR, METAL:RD,CORED,BEARING BRONZE,1-1/2IN ID, 3-1/2IN OD,12IN LG</p> <p><b>Tax</b></p> <table border="1"> <thead> <tr> <th>Tax Category</th> <th>Tax Rate (%)</th> <th>Taxable Amount</th> <th>Tax Amount</th> <th>Tax Location</th> <th>Description</th> <th>Exempt Detail</th> </tr> </thead> <tbody> <tr> <td>GST</td> <td>10.00</td> <td>\$2,136.54 AUD</td> <td>\$213.65 AUD</td> <td></td> <td>Creditable acquisitions - 10%</td> <td></td> </tr> </tbody> </table> <p><b>Schedule Lines</b></p> <table border="1"> <thead> <tr> <th>Schedule Line #</th> <th>Delivery Date</th> <th>Ship Date</th> <th>Quantity (Unit)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>15 Jun 2019 12:00 PM AEST</td> <td></td> <td>6.0 (EA) ⓘ</td> </tr> </tbody> </table> <p><b>Other Information</b></p> <p>Recipient: MY</p> <p>UnloadingPoint: DA01</p>											Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail	GST	10.00	\$2,136.54 AUD	\$213.65 AUD		Creditable acquisitions - 10%		Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)	1	15 Jun 2019 12:00 PM AEST		6.0 (EA) ⓘ
Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail																										
GST	10.00	\$2,136.54 AUD	\$213.65 AUD		Creditable acquisitions - 10%																											
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)																													
1	15 Jun 2019 12:00 PM AEST		6.0 (EA) ⓘ																													
<a href="#">Hide Item Details</a>																																
<a href="#">Summary</a>																																



# Service Order

- Service Orders are further classified into Planned or Unplanned
- Multiple Invoices can be created against the same PO line up to the quantity/value available on that PO line
- For Planned Service Items, prices are locked and cannot be changed on the Invoice screen. Price changes should be managed by contacting the requester
- Quantity Balance Tracking is in place for Planned Service Items
- Price Balance Tracking is in place for Unplanned Service Items
  
- **Supply Or Service Order Types**
  - **Planned Service**
  - **Unplanned Service**
  
- Refer to the ***Service Order Guide*** for further information, including invoicing Service Orders

# Filtering for Service Orders – Inbox Search Filters

**Note:** There is no prefix to identify Service Purchase Orders. This process provides a way to sort Service Purchase Orders

➤ From the Dashboard or Homepage

1. Click on **Inbox**

➤ The Orders and Releases is displayed on the Screen

2. Click on **Search Filters**

3. Select the **Customer**

4. Select **Search only service purchase orders**

5. Click on **Search**

➤ The screen displays All Service Purchase Orders

**Orders and Releases (16)**

- ▶ Order Status: Invoiced (4)
- ▶ Order Status: New (6)
- ▶ Order Status: Partially Invoiced (6)

**Example Service Orders in Collapse view**

Number of Results: 200

Type	Order Number ↑	Ver	Customer	Ship To Address	Amount	Date	Amount Invoiced	Revision	Actions
Order	4500852751	1	Anglo American - TEST	Moranbah North Warehouse Moranbah, QLD Australia	\$500.00 AUD	12 Mar 2019	\$500.00 AUD	Original	Actions
Order	4500852779	1	Anglo American - TEST	Moranbah North Warehouse Moranbah, QLD Australia	\$500.00 AUD	12 Mar 2019	\$500.00 AUD	Original	Actions
Order	4500852781	1	Anglo American - TEST	Moranbah North Warehouse Moranbah, QLD Australia	\$500.00 AUD	12 Mar 2019	\$500.00 AUD	Original	Actions

# Planned Service Order – Line Item Level

- **Planned Child Lines - Item Type 'SERVICE'**
- A Planned Service Item is generally a continued service where Anglo American knows the details and value of the service carried out and will provide line details.
- The numbering of Planned service lines are sequential 10.10, 10.20, 10.30 etc.
- Planned Service orders consist of Parent and Child lines

Line Items										Show Item Details 
Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
▼ 10	Parent Line		Service				28 Feb 2015		\$1,000.00 AUD	Details
	Description: Coating									
	10.10		Service			1.0 (SRV)		\$1,000.00 AUD	\$1,000.00 AUD	Details
	Description: Coating									
									Sub-total: \$ 1,000.00 AUD	
<input checked="" type="checkbox"/> Create Order Confirmation ▼										<input type="checkbox"/> Create Service Sheet
<input type="checkbox"/> Create Invoice ▼										Hide   Print ▼   Download PDF   Export cXML   Download CSV   Resend
										Done

# Unplanned Service Order – Line Item Level

## ➤ Unplanned Item Type 'SERVICE'

- An Unplanned Service Item is where Anglo American places a limit value on a Service Order line which allows the supplier to draw down on the order up to the value of the limit set by Anglo American
- For Unplanned Service orders ensure that only one line item is applied when generating invoices for Anglo American

Line Items										Show Item Details
Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
10			Service	Parent Line		1.0 (SRV)	3 Jul 2014	\$210.00 AUD	\$210.00 AUD	Details
Description: test for service entry sheet										
										Sub-total: \$ 710.00 AUD
<input checked="" type="checkbox"/> Create Order Confirmation										<input type="checkbox"/> Create Service Sheet
<input checked="" type="checkbox"/> Create Invoice										Hide   Print   Download PDF   Export cXML   Download CSV   Resend
										Done



# Returns Purchase Order

- A Returns Purchase Order provides information to suppliers about items being returned and the quantities
- Existing collection, assessment and response processes should be followed

# Locating Returns Purchase Orders – Inbox

➤ From the **Dashboard or Homepage**

1. Click on **Inbox**

➤ The **Orders and Releases Screen** is displayed

➤ Click on:

1) **Order Status : New**

2) Click on **Amount** to sort by to sort by negative totals

➤ Identify and open the required **Return Purchase Order**

**Note:** A New status purchase order with a negative total is the only identifying feature for Returns Purchase Orders

Ariba Supply Chain Collaboration

HOME **INBOX** 1 CATALOGS ENABLEMENT TASKS REPORTS UPLOAD/DOWNLOAD MESSAGES CSV Documents Company Settings 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	Ship To Address	Amount	Date	Settlement	Amount Invoiced	Revision	Actions
▶ Order Status: Confirmed (5)										
▶ Order Status: Invoiced (1)										
▼ Order Status: New (48) <span>1</span>										
Order	4500853087	1	Anglo American - TEST	Capcoal Surface Middlemount, QLD Australia	-\$2,474.09 AUD	<span>N</span> 2019	Invoice	\$0.00 AUD	Original	Actions
Order	4500852752	1	Anglo American - TEST	Capcoal Grasstree Middlemount, QLD Australia	\$0.21 AUD	12 Mar 2019	Invoice	\$0.00 AUD	Original	Actions

# Locating Returns Purchase Orders – Return Items Tab

- From the **Dashboard or Homepage**
- 1. Click on **Inbox**
- The **Orders and Releases Screen** is displayed
- 2. Click on the **Returns Items** tab
- All Return Items Purchase Orders are displayed

**Ariba Supply Chain Collaboration**

HOME **INBOX** **1** CATALOGS ENABLEMENT TASKS REPORTS UPLOAD/DOWNLOAD MESSAGES 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** **2**

▶ Search Filters

Return Items (3)

	Order Number	Item	Date ↑	Part #	Customer Part #	Description	Customer	Customer Location / Description	Return Quantity	Actions
<input type="checkbox"/>	4500852071	10	21 Feb 2019			Testing extrinsic	Anglo American - TEST	A041 Capcoal Grasstree	5 (EA)	Actions
<input type="checkbox"/>	4500852068	10	22 Feb 2019			Testing extrinsic	Anglo American - TEST	A041 Capcoal Grasstree	5 (EA)	Actions
<input type="checkbox"/>	4500853087	10	19 Mar 2019		AM0214255	TEST Winshuttle	Anglo American - TEST	A040 Capcoal Surface	1 (EA)	Actions

↳ [Credit Memo for Return Items](#)

---

Purchase Order: 4500852068 **Done**

Create Order Confirmation **Create Invoice** **N** | Download PDF | Export cXML | Download CSV | Resend

Order Detail **Inquiry Detail (4)** Order History

From: Anglo Coal (Capcoal Management) To:

Purchase Order (New) 4500852068  
Amount: \$-2,500.00 AUD  
Version: 1

# Open and View a Return Purchase Order – Header Level

➤ Screen displays the Return Purchase Order

The Header shows the following information:

- 1) Purchase Order Status is **New**
- 2) **Payment Terms**, timeframe for response
- 3) Transaction type is **Return PO**
- 4) **Attachments**, if sent
- 5) **Order Confirmation** is not required on a Return PO
- 6) Totals shown in negative

Purchase Order: 4500853087 Done

Create Order Confirmation  Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail **Order History**

From: **Anglo Coal (Capcoal Management)** To:

**1** Purchase Order (New) 4500853087 Amount: \$-2,474.09 AUD Version: 1 **6**

Payment Terms **2** Within 30 days from Statement Date Routing Status: Sent

Contact Information

Other Information  
Customer VAT/Tax ID: 73010037564  
SupplierVatTaxID: 29616786648  
Company Code: AU04  
PurchaseGroup: A02  
PurchaseGroupText: Capcoal  
Incoterms: FCA-Free Carrier

View less »

Attachments **4**  
4500853087.pdf (application/pdf)

Transport Terms Information  
Delivery Terms: Transport Condition  
Transport Terms: FCA

transactionCategoryOrType: Return PO **3**

Ship All Items To Bill To Deliver To

# View Return Purchase Order – Header Level

The Return Purchase Order Header displays the:

- 1) Purchase Order Number
- 2) Order History
- 3) Purchase Order Status
- 4) Payment Terms, including time frame that a response is required
- 5) Other Information
- 6) Attachments and Transport Terms Information
- 7) Transaction category, this identifies the Purchase Order as a Returns PO
- 8) Ship All items To, Bill To and Deliver To details.
- 9) Routing Status
- 10) Done, to return to Orders and releases screen

Purchase Order: 4500853087 Done

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

Order Detail Order History

From: Anglo Coal (Capcoal Management) To: Purchase Order (New) 4500853087 Amount: \$-2,474.09 AUD Version: 1

Payment Terms i Within 30 days from Statement Date Routing Status: Sent

Contact Information

Other Information  
 Customer VAT/Tax ID: 73010037564  
 SupplierVatTaxID: 29616786648  
 Company Code: AU04  
 PurchaseGroup: A02  
 PurchaseGroupText: Capcoal  
 Incoterms: FCA-Free Carrier

View less »

Attachments  
 4500853087.pdf (Attachment/pdf)

Transport Terms Information  
 Delivery Terms: Transport Condition  
 Transport Terms: FCA

transactionCategoryOrType: Return PO

Ship All Items To Bill To Deliver To

# View Return Purchase Order – Line Item Level

## 1. Scroll down to Line Items

- 1) Click **Details** to review specific items details

Or

- 2) Click **Show Item Details** to open details for all line items at once

- Details of the items are displayed
- Investigate the reason for the return

**Line Items** 1 2 [Show Item Details](#) 

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	<a href="#">Details</a> <span>1</span>
10		AM0214255	Material	yes		1.0 (EA) ⓘ	10 Mar 2019	\$2,474.09 AUD	\$2,474.09 AUD	\$247.41 AUD	
Description: COMPRESSOR,RECIP,AIR,TRUCK 773B											
Order submitted on: Friday 15 Mar 2019 9:00 PM GMT+11:00											
<a href="#">Create Invoice</a> ▾										<a href="#">Hide</a>   <a href="#">Print</a> ▾   <a href="#">Download PDF</a>   <a href="#">Export cXML</a>   <a href="#">Download CSV</a>   <a href="#">Resend</a>	
										<a href="#">Done</a> <a href="#">Previous</a>	

Sub-total: \$-2,474.09 AUD  
Est. Total Tax: \$ 247.41 AUD  
Est. Grand Total: \$-2,226.68 AUD



# View Return Purchase Order – Line Item Level Details

➤ Open the detail level required

➤ Screen displays the expanded information

1) Status, all items will display unconfirmed

2) Control Keys

3) Comments

4) Tax information

5) Scheduled Lines

6) Other Information

7) Return Information

8) Click on **Summary** or **Hide Item Details** to close all expanded sections

**Line Items**
8
Hide Item Details

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	→ Edited		AM0214255	Material	yes		1.0 (EA) ⓘ	11 Mar 2019	\$2,474.09 AUD	\$2,474.09 AUD	\$247.41 AUD <a href="#">Summary</a>

Description: TEST Winshuttle

**1** **Status**  
1.0 Unconfirmed

**2** **Control Keys**  
Order Confirmation: not allowed  
Ship Notice: not allowed  
Invoice: is not ERS

**3** **Comments**  
COMPRESSOR, RECIPROCATING-AIR COMPRESSOR,TRUCK 773B

**4** **Tax**

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Description	Exempt Detail
GST	10.00	\$2,474.09 AUD	\$247.41 AUD		Creditable acquisitions - 10%	

**5** **Schedule Lines**

Schedule Line #	Change	Delivery Date	Ship Date	Quantity (Unit)
1	→ Edited	11 Mar 2019 1:00 PM AEDT		1.0 (EA) ⓘ

**6** **Other Information**

Recipient: AA1BA  
UnloadingPoint: CC03  
OutlineAgreement: 00000  
Requisitioner: Win Test  
External Line Number: 10  
Classification Domain: not available  
Classification Code: 235500000

**7** **Return Information**

Sub-total: \$-2,474.09 AUD  
Est. Total Tax: \$ 247.41 AUD  
Est. Grand Total: \$-2,226.68 AUD

Done

# View Return Purchase Order History

Use Order History to identify:

- Who created a document
- What occurred with the document
- The date and time stamps of the various processes that have affected a document
- Line Item level information

Purchase Order: 4500853087
Done Previous

---

Order Detail
Order History

---

Purchase Order: 4500853087
From Customer: Anglo American - TEST

---

### History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-125001063	15 Mar 2019 12:37:28 PM
	Email order was sent to thabi.n.jiyane@accenture.com.	ANPODispatcher-125008018	15 Mar 2019 12:37:33 PM
Sent	Email order was sent to thabi.n.jiyane@accenture.com.	OrderDispatcher - Email	15 Mar 2019 12:37:33 PM
Obsoleted	The PO was changed.	Anglo American - TEST	19 Mar 2019 11:10:58 AM

---

### Line Items

Line #	Part #	Customer Part #	Qty (Unit)	Need By	Price	Subtotal	Tax	Customer Location
10	Description: COMPRESSOR,RECIP,AIR,TRUCK 773B	AM0214255	1.0 (EA) ⓘ	10 Mar 2019	\$2,474.09 AUD	\$2,474.09 AUD	\$247.41 AUD	

**Status**

1.0 Unconfirmed

**Control Keys**

Order Confirmation: not allowed

Ship Notice: not allowed

Invoice: is not ERS

Sub-total: \$-2,474.09 AUD

Est. Total Tax: \$ 247.41 AUD

Est. Grand Total: \$-2,226.68 AUD



# Changed Purchase Orders

- Invoicing is not available on obsoleted purchase orders, locate and invoice on the latest version
- Changed Purchase Orders will continue to display the Order Status in a brownie orange colour throughout the life of the Purchase Order
- Always work on the latest version of the Purchase Order
- A changed purchase order may be sent when:
  - A price change has been accepted
  - The order was rejected because the wrong information was sent
  - The purchase order had too many errors for the Supplier to effectively correct

**Note:** Any field with an \* is a mandatory field and a value is required to be entered

# Inbox – Change Orders General Information

- A change order is triggered, when a Supplier has provided proposed changes on the Order Confirmation.
- Only the Buyer can change a purchase order. The Buyer will contact suppliers where the proposed changes are not accepted based on trading agreements.
- Invoicing for an amount different to that shown on the Purchase Order will result in the invoice being rejected and this may delay the process.

Ariba Supply Chain Collaboration

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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 5

Type	Order ID	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500853082	Capcoal Grasstree Middlemount, QLD Australia	\$25,000.00 AUD	15 Mar 2019	Confirmed	Invoice	\$20,000.00 AUD	Original	Actions
Order	4500853082	Grosvenor Warehouse Middlemount, QLD Australia	\$10,000,000,000.00 AUD	15 Mar 2019	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4500853082	Grosvenor Warehouse Middlemount, QLD Australia	\$45,750.00 AUD	15 Mar 2019	Confirmed	Invoice	\$0.00 AUD	Original	Actions
Order	4500853087	Capcoal Surface Middlemount, QLD Australia	\$-2,474.09 AUD	15 Mar 2019	Obsoleted	Invoice	\$0.00 AUD	Original	Actions
Order	4500853087	Capcoal Surface Middlemount, QLD Australia	\$-2,474.09 AUD	19 Mar 2019	Changed	Invoice	\$0.00 AUD	Changed	Actions
Order	4500853087	Lake Lindsay							

The only instance where the purchase order is the same on a purchase Order

The Version number increases by one for each changed version

The Order Status Obsoleted & Changed

# Identifying the changes on a Change Order – Inbox Search

➤ From the Dashboard or Homepage

1. Click on **Inbox**

2. Click on **Search Filters**

3. Select the **Order Status** of **Changed**

4. Click on **Search**

➤ Using Order Status, and with the Inbox displayed:

1) Click on **Order Status** to sort alphabetically

5. Screen displays **Changed Purchase Orders**

**Ariba Supply Chain Collaboration**

HOME **INBOX** CATALOGS ENABLEMENT TASKS REPORTS UPLOAD/DOWNLOAD MESSAGES 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

Customer: All Customers

Order Number:

Partial number  Exact number

Buyer Location Code:

Invoice Number:

Show orders by:  Creation Date  Inquiry Date

Date Range: Last 31 days

Min. Amount: Minimum

Max. Amount: Maximum

Order Status: **Changed**

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

View all active

Search only service purchase orders

Number of Results: 100

Search

Orders and Releases (3)

Type	Order Number ↑	Ver	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4500852216	2		Moranbah North Warehouse Moranbah, QLD Australia	\$30,000.00 AUD	26 Feb 2019	Changed		\$0.00 AUD	Cancelled	Actions
Order	4500852236	1		Lake Lindsay Warehouse Middlemount, QLD Australia	\$2,125.00 AUD	27 Feb 2019	Changed		\$0.00 AUD	Cancelled	Actions
Order	4500852237			Capcoal Surface Middlemount, QLD	\$2,474.00 AUD	19 Mar 2019	Changed		\$0.00 AUD	Cancelled	Actions

# Identifying the changes on a Change Order - Header Level

- All changes are shown in a brownie orange coloured writing
- Examples of changes include but confined to:
  - 1) Supplier Addresses
  - 2) Ship All Items To

**Note:** All Order Status's will be shown in brownie orange for all change purchase orders

Purchase Order: 4500853087 Done

Create Order Confirmation  Hide Changes | Hide | Print  | Export cXML | Download CSV | Resend

Order Detail

From: **Anglo Coal (Capcoal Management)**  
Pty Limited  
Brisbane QLD 4001  
Australia  
Phone: + ( ) 61 7 38341333

To: **Supplier Details**

 **Purchase Order**  
**(+ Changed)**  
4500853087  
Amount: \$-2,474.09 AUD  
Version: 2 (Previous Version)

**Examples only**

Purchase Order: 4500821652 Done

Hide Changes | Hide | Print  | Export cXML | Download CSV | Resend

Order Detail

From: **Anglo Coal (Capcoal Management)**  
Pty Limited  
Brisbane QLD 4001  
Australia  
Phone: + ( ) 61 7 38341333  
~~Anglo Coal (Capcoal Management)~~  
~~Pty Limited~~  
~~Brisbane QLD 4000~~  
~~Australia~~

To: **Purchase Order**  
**(+ Received)**  
4500821652  
Amount: \$3,000.00 AUD  
Version: 2 (Previous Version)

**Payment Terms** ⓘ  
Within 30 days from Statement Date

**Contact Information**  
Supplier Address

Routing Status: Sent  
Related Documents:  AU0450015789232019

# Identifying the changes on a Change Order – Line Level

- 1) Line Items with an **Edited** or **Deleted** indicates a change has occurred
- 2) Changed items will have a line through the original information
- 3) The new **Amount/s** are displayed
- 4) Sub-total reflects the new amount
- 5) Information from the Buyer

**Line Items** Show Item Details

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	Customer Location	
1	→ Edited		20014914	Material			4.0 (EA)	11 Oct 2018 <del>3-Sep-2018</del>	\$40.00 AUD <del>\$30.00-AUD</del>	\$160.00 AUD <del>\$120.00-AUD</del>		
Description: ARM;WIPER,RH,TOYOTA 85211-28181												
Order submitted on: Wednesday 20 Jun 2018 2:32 PM GMT+10:00 Received by Ariba Network on: Thursday 11 Oct 2018 4:08 PM GMT+11:00												
										Sub-total: -\$ 420.00 -AUD		Sub-total: \$160.00 AUD

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

[Done](#)

**Line Items** Show Item Details

Line #	Change	Part #	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	
10				Material	5.0 (EA) ⓘ	14 Feb 2019	\$300.00 AUD	\$1,500.00 AUD	\$0.00 AUD	
Description: Test GR_INV										
20	→ Edited			Material	5.0 (EA) ⓘ	14 Feb 2019	\$300.00 AUD	\$1,500.00 AUD	\$0.00 AUD	
Description: Test GR_INV										
The buyer has marked this as Completed										
-										
Order submitted on: Tuesday 22 Jan 2019 9:00 PM GMT+11:00 Received by Ariba Network on: Monday 18 Mar 2019 9:08 PM GMT+11:00 This Purchase Order was sent by Anglo American - TEST AN01048242614-T and delivered by Ariba Network.										
									Sub-total: \$3,000.00 AUD Est. Total Tax: \$ 0.00 AUD Est. Grand Total: \$3,000.00 AUD	

Create Order Confirmation | 
  Create Invoice | 
 Hide Changes | Hide | Print | Export cXML | Download CSV | Resend

[Done](#)



# Order Confirmation

- An Order Confirmation is mandatory for transacting with Anglo American
- When a new order is received into Ariba, you will be required to create an Order Confirmation
- The Confirmation Number is the number you provide to Anglo American, this can be numbers, words or a combination no longer than 20 characters
- Purchase Orders must be fully confirmed on one confirmation, this includes items and order quantities. **Note** that partial or split order confirmations will be rejected and will **not** be processed
- All items must be confirmed prior to invoicing, lines not confirmed cannot be invoiced
- Where updates have been entered onto an order confirmation, if accepted by Anglo American a Changed Purchase Order will be sent. Change Purchase Orders must be reviewed and re-confirmed
- There are 3 types of Order Confirmation; a Confirmation can be created to either confirm, update or reject the order:
  - 1) Confirm Entire Order: used to confirm all line item details of the order.
  - 2) Update Line Items: used to update details of the purchase order, for example pricing information, date of delivery or rejections at line level
  - 3) Reject Entire Order: used to reject the order if it cannot be fulfilled.

# Locate Purchase Orders Ready to Confirm – Search Filters in the Inbox

➤ From the Dashboard or Homepage

1. Click on **Inbox**

➤ Screen displays **Orders and Releases**

2. Click on **Search Filters**

3. Select an Order Status of **Confirmed**

4. Click on **Search**

➤ Screen displays **Confirmed Purchase Orders**

The screenshot displays the Ariba Supply Chain Collaboration interface. The top navigation bar includes 'HOME', 'INBOX' (highlighted with a red circle '1'), 'CATALOGS', 'ENABLEMENT TASKS', 'REPORTS', 'UPLOAD/DOWNLOAD', 'MESSAGES', 'CSV Documents', and a 'Create' button. Below the navigation bar, there are tabs for 'Orders and Releases', 'Extended Collaboration', 'Time & Expense Sheets', 'Early Payments', 'Scheduled Payments', 'Remittances', and 'More...'. The main content area is titled 'Orders and Releases' and contains several filter sections. The 'Search Filters' section (highlighted with a red circle '2') includes fields for 'Customer' (set to 'All Customers'), 'Order Number', 'Buyer Location Code', 'Invoice Number', and 'Date Range' (set to 'Last 31 days'). There are also radio buttons for 'Partial number' and 'Exact number', and 'Creation Date' and 'Inquiry Date'. The 'Order Status' dropdown is set to 'Confirmed' (highlighted with a red circle '3'). The 'View' dropdown is set to 'All except hidden orders'. There are several checkboxes for search criteria: 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements', 'View all active', and 'Search only service purchase orders'. The 'Number of Results' is set to '100'. A 'Search' button (highlighted with a red circle '4') and a 'Reset' button are at the bottom right. Below the filters, a table titled 'Orders and Releases (100+)' is shown with columns: Type, Order Number ↑, Ver, Customer, Inquiries, Amount, Date, External Document Type, Settlement, Amount Invoiced, Revision, and Actions. The table lists three categories: 'Order Status: Changed (1)', 'Order Status: Confirmed (5)', and 'Order Status: Invoiced (18)'.

# Begin the Order Confirmation

- From the Dashboard or Homepage
- 1. Click **Inbox** tab on the Dashboard.
- Screen displays **Orders and Releases**
- 2. Click the **Order Number** to open the order, this number is created by Anglo American
- Screen displays the Purchase Order
- 3. Click **Create Order Confirmation**.
- Drop down box displays available options:
  - **Confirm Entire Order**
  - **Update Line Items**
  - **Reject Entire Order**
- 4. Select appropriate option.
- Screen displays Order Confirmation

**Ariba Supply Chain Collaboration** Company Settings ▾

HOME **INBOX** CATALOGS ENABLEMENT TASKS REPORTS UPLOAD/DOWNLOAD MESSAGES 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 ▾

Type	Order Number	Ver	Inquiries	Ship To Address	Amount	Date	Order Status ↓	Settlement	Amount Invoiced	Revision	Actions
Order	4500852911	1		Dawson Warehouse Moura, QLD Australia	\$19,334.71 AUD	13 Mar 2019	New	Invoice	\$0.00 AUD	Original	Actions ▾
Order	4500852909	1		German Creek Warehouse Middlemount, QLD Australia	\$300,000.00 AUD	13 Mar 2019	New	Invoice	\$0.00 AUD	Original	Actions ▾
Order	4500852912	1		Dawson Warehouse Moura, QLD Australia	\$6,831.02 AUD	13 Mar 2019	New	Invoice	\$0.00 AUD	Original	Actions ▾
Order	4500852913	1		Dawson Warehouse Moura, QLD Australia	\$41,688.57 AUD	13 Mar 2019	New	Invoice	\$0.00 AUD	Original	Actions ▾

Purchase Order: 4500852912 Done

Create Order Confirmation ▾ Invoice ▾ Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Confirm Entire Order

Update Line Items

Reject Entire Order

From: **Anglo Coal (Dawson Management)**  
Pty Ltd  
Brisbane QLD 4001  
Australia

To:

Purchase Order  
(New)  
4500852912  
Amount: \$6,831.02 AUD  
Version: 1

# Order Confirmation – Confirm Entire Order

➤ After selecting **CONFIRM ENTIRE ORDER** the Confirming PO screen is displayed

➤ Whilst the Order Confirmation number is not a mandatory field, entering an identifying number will make locating specific Order Confirmations easier

➤ Review and confirm the information is correct including:

- Need By Date
- Pricing
- Delivery Details
- Quantity required by Anglo American

1. Click **Next**

➤ Screen displays the Review Order Confirmation

➤ Review the Order Confirmation

2. Click **Submit**



The screen returns to the purchase order with an updated status of confirmed

Confirming PO
Exit
Next

1  
Confirm Entire Order

2  
Review Order Confirmation

**Order Confirmation Header**

Confirmation #:

Associated Purchase Order #: 4500852912

Customer: Anglo American - TEST

Supplier Reference:

**Additional Information**

clientNumber:

assumingCompany:

▲ Confirmations to Anglo American must be for the full order quantity (split or partial quantity responses will fail to process). Delivery Date only changes must be processed as Back Order.

▲ As confirmações para a Anglo American devem ser para a quantidade total do pedido (as respostas de quantidade parcial ou de quantidades com datas de entrega diferentes não serão processadas). Somente a data de entrega pode ser alterada.

▲ Las confirmaciones a Anglo American deben corresponder a la cantidad total de la orden (las respuestas de cantidad parcial o de cantidades con fechas diferentes no se procesarán). Solamente la fecha de entrega puede ser cambiada.

**SHIPPING AND TAX INFORMATION**

Est. Shipping Date:

Est. Delivery Date:

Comments:

1

\* Indicates re

**Purchase Order**  
(Confirmed)  
**3000962416**  
Amount: \$130.00 AUD  
Version: 1

i

Confirming PO
Previous
Submit
Exit

1  
Confirm Entire Order

2  
Review Order Confirmation

**Confirmation Update**

▲ Confirmations to Anglo American must be for the full order quantity (split or partial quantity responses will fail to process). Delivery Date only changes must be processed as Back Order.

▲ As confirmações para a Anglo American devem ser para a quantidade total do pedido (as respostas de quantidade parcial ou de quantidades com datas de entrega diferentes não serão processadas). Somente a data de entrega pode ser alterada.

▲ Las confirmaciones a Anglo American deben corresponder a la cantidad total de la orden (las respuestas de cantidad parcial o de cantidades con fechas diferentes no se procesarán). Solamente la fecha de entrega puede ser cambiada.

Confirmation #: Untitled 03/13/2019

Supplier Reference:

Additional Information:

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1014831	AM0267710		6.0 (EA)	15 Mar 2019	\$245.33 AUD	\$1,471.98 AUD	\$147.20 AUD	
Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3									
Schedule Lines									
Current Order Status:									
6.0 Confirmed As Is (Estimated Delivery Date: 15 Mar 2019 - This is defaulted from Requested Delivery Date in the order)									
20	1042495	AM0277473		7.0 (EA)	15 Mar 2019	\$765.57 AUD	\$5,358.99 AUD	\$535.90 AUD	
Description: PLATE,WEAR,STEEL,HARDOX 450,8MM THK X 25									

2

# Order Confirmation Update Line Level – General Information

Order Confirmation-Update Line Level is used when there are variations to the items requested by Anglo American, this includes unable to supply based on the Need By date, the pricing details are incorrect or there is an item that is no longer supplied and needs to be rejected. Note that Anglo American do not accept partial order confirmations, contact the requestor to discuss where there is a large number of errors in the purchase order.

Also use Order Confirmation–Update Line Items when there is a **price discrepancy** on the purchase order received from Anglo American on an item/s as only Anglo American can permanently change a purchase order and may send a **Change Order** with the new Unit Price.

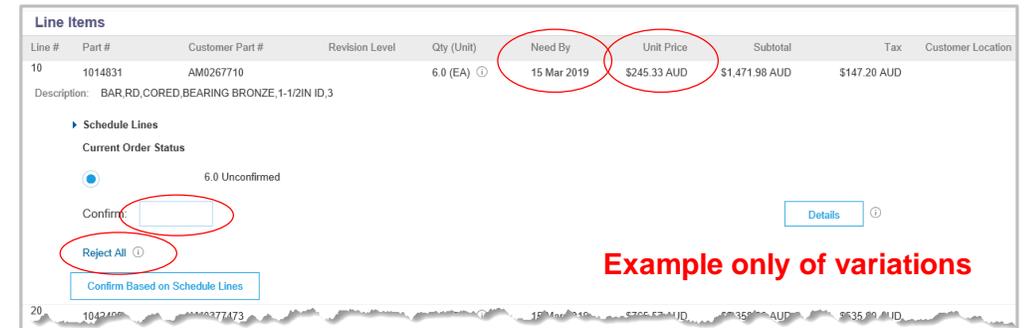
The total quantity for each line item in the required variations must not exceed the total amount requested by Anglo American. There can be a number of differing combinations on one purchase order.

When confirming at Line Item Level you are providing confirmation on the items requested in the purchase order

- 1) Use **Confirm** where a portion of the goods requested are being confirmed
- 2) Use **Update Line Items** to advise Anglo American when there is a price variation or an update of the Need By date
- 3) Use **Reject All** on a specific line to indicate that you cannot supply the item/s requested

If you have a line item with an incorrect unit price, a Need By date or or Rejection quantity, you must provide further information using the **Details** button.

Where you have a unit pricing variation, you will need to enter the “different” unit price into Details for review by Anglo American



# Order Confirmation – Update Line Items – Variance of Price Notification

- A variance on price for item/s requested is provided to Anglo American via the Order Confirmation. After Anglo American have reviewed the Order Confirmation and if they accept the pricing information provided you will receive a Change Purchase Order.

**Note:** Change Purchase Order must also be fully confirmed

- After selecting **UPDATE LINE ITEMS** the Confirming PO screen is displayed

1. Scroll down to **Line items**
2. Locate the Line Item/s that requires a variance of price notification
3. Enter the quantity to **Confirm** based on the Qty requested
4. Click on **Details**

**Confirming PO** Exit Next

1 Confirm Entire Order    2 Review Order Confirmation

**Order Confirmation Header** \* Indicates required field

Confirmation #:

Associated Purchase Order #: 4500852912

Customer: Anglo American - TEST ▲ Anglo American - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.

Supplier Reference:

**Additional Information**

clientNumber:

**Line Items** 1

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1014831	AM0267710		6.0 (EA) ⓘ	15 Mar 2019	\$245.33 AUD	\$1,471.98 AUD	\$147.20 AUD	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 8px; font-weight: bold; color: white;">2</span>
Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3									
<p>▶ <b>Schedule Lines</b></p> <p><b>Current Order Status</b></p> <p><input checked="" type="radio"/> 6.0 Unconfirmed</p> <p>Confirm: <input style="border: 1px solid orange;" type="text" value="6"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 8px; font-weight: bold; color: white;">3</span>      Backorder: <input type="text"/></p> <p>Reject All ⓘ</p> <p><input type="button" value="Confirm Based on Schedule Lines"/> <span style="border: 1px solid orange; padding: 2px 10px;">Details</span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 8px; font-weight: bold; color: white;">4</span></p>									
20	1042105	AM0277473		6.0 (EA) ⓘ	15 Mar 2019	\$765.57 AUD	\$4,595.22 AUD	\$459.52 AUD	

# Order Confirmation – Update Line Items – Variance of Price Notification cont.

➤ With Line Items is displayed

5. Enter the **Unit Price** you want to advise Anglo American is different to the Purchase Order

6. Click on **OK**

➤ The information is displayed in brackets in the **Line Item**

**Note:** Fields that are greyed out or not in a open field box cannot be adjusted, contact Anglo American to request a changed Purchase Order where items are incorrect

**i** The pricing entered is displayed, entering the price does **NOT** change the Unit Price displayed, if the price notification is accepted a Change Purchase order will be sent by Anglo American.

➤ Change Purchase Orders **MUST** also be confirmed

Line #	Part #	Customer Part #	Qty	Unit	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1014831	AM0267710	6.0	EA ⓘ	15 Mar 2019	\$245.33 AUD	\$1,471.98 AUD	\$147.20 AUD	A810

Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3  
New Order Status: **6 Confirmed**

Est. Shipping Date:

Est. Delivery Date: 31 Mar 2019

Unit Price:  **5**

Price Unit Quantity: \*

Unit Conversion: \*

Price Unit: \* EA ⓘ

Supplier Part: 1014831

Supplier Batch ID:

Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3

Pricing Description:

Subtotal: ⓘ \$1,471.98 AUD

**6**

**N**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1014831	AM0267710		6.0 (EA) ⓘ	15 Mar 2019	\$245.33 AUD	\$1,471.98 AUD	\$147.20 AUD	

Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3

► Schedule Lines

Current Order Status

6 Confirmed With Changes (Confirmed Unit Price: \$250.86 AUD) **i**

Confirm:  Backorder:   ⓘ

# Order Confirmation – Update Line Items – Variance of Price Notification cont.

➤ Review and complete all other items on the order confirmation

## 7. Click on Next

➤ If you are unable to send the goods by the need by date, refer to Slide 43, **Order Confirmation – Update Line items – Need By Date Adjustment**

➤ If you need to reject specific line items on a confirmation refer to Slide 45, **Order Confirmation – Update Line Items – Reject Line Item**

➤ Refer to Slide 48, **Finalise Order Confirmation**

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	1014831	AM0267710		6.0 (EA) ⓘ	15 Mar 2019	\$245.33 AUD	\$1,471.98 AUD	\$147.20 AUD
Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3								
<p>▶ <b>Schedule Lines</b></p> <p><b>Current Order Status</b></p> <p><input checked="" type="radio"/> 6 Confirmed With Changes (Estimated Delivery Date: 31 Mar 2019 ; Confirmed Unit Price: \$250.86 AUD )</p> <p>Confirm: <input type="text"/> Backorder: <input type="text"/> <span style="float: right;"><a href="#">Details</a> ⓘ</span></p> <p><a href="#">Reject All</a> ⓘ</p> <p><a href="#">Confirm Based on Schedule Lines</a></p>								
20	1042495	AM0277473		7.0 (EA) ⓘ	15 Mar 2019	\$765.57 AUD	\$5,358.99 AUD	\$535.90 AUD
Description: PLATE,WEAR,STEEL,HARDOX 450,8MM THK X 25								
<p>▶ <b>Schedule Lines</b></p> <p><b>Current Order Status</b></p> <p><input checked="" type="radio"/> 7.0 Confirmed</p> <p>Confirm: <input type="text"/> Backorder: <input type="text"/> <span style="float: right;"><a href="#">Details</a> ⓘ</span></p> <p><a href="#">Reject All</a> ⓘ</p> <p><a href="#">Confirm Based on Schedule Lines</a></p>								
<p><a href="#">Confirm All</a></p>								

Exit
**Next**

7

# Order Confirmation – Update Line Item – Need By Date Adjustment

➤ After selecting UPDATE LINE ITEMS the order confirmation screen is displayed

➤ Use this process when the Need By date cannot be met and to advise Anglo American that you can still provide the goods but on a different date

1. Scroll down to **Line Items**

2. Enter the order amount into **Confirm**

3. Click on **Details**

The screenshot displays the SAP Ariba Order Confirmation interface. At the top, there is a 'Confirming PO' field with 'Exit' and 'Next' buttons. Below this is the 'Order Confirmation Header' section, which includes a 'Confirmation #' field. A red circle with the number '1' is placed over the 'Line Items' tab. The main content area shows a table of line items. The first line item (Line # 10) has a quantity of 6.0 (EA) and a need by date of 15 Mar 2019. Below the table, there are sections for 'Schedule Lines' and 'Current Order Status'. The status is '6 Confirmed With Changes'. There are 'Confirm' and 'Backorder' fields. A red circle with the number '2' is placed over the 'Confirm' field. A 'Details' button is also present. The second line item (Line # 20) has a quantity of 7.0 (EA) and a need by date of 15 Mar 2019. Its status is '7.0 Unconfirmed'. The 'Confirm' field contains the number '7' and is highlighted with a yellow box. A red circle with the number '3' is placed over the 'Details' button. At the bottom, there is a 'Confirm Based on Schedule Lines' button.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	1014831	AM0267710		6.0 (EA)	15 Mar 2019	\$245.33 AUD	\$1,471.98 AUD	\$147.20 AUD
Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3								
Schedule Lines								
Current Order Status								
6 Confirmed With Changes (Estimated Delivery Date: 31 Mar 2019 ; Confirmed Unit Price: \$250.86 AUD)								
Confirm: [ ] Backorder: [ ] Details [ ]								
Reject All [ ]								
Confirm Based on Schedule Lines								
20	1042495	AM0277473		7.0 (EA)	15 Mar 2019	\$765.57 AUD	\$5,358.99 AUD	\$535.90 AUD
Description: PLATE,WEAR,STEEL,HARDOX 450,8MM THK X 25								
Schedule Lines								
Current Order Status								
7.0 Unconfirmed								
Confirm: [7] Backorder: [ ] Details [ ]								
Reject All [ ]								
Confirm Based on Schedule Lines								

# Order Confirmation – Update Line Item – Need By Date Adjustment cont...

4. Enter the **Est. Delivery Date** for the backordered items

5. Click on **OK**

➤ Screen displays the information against the line item

➤ Repeat for other items if required

**Note:** The total of a line item on a purchase order **MUST** be fully confirmed before items are shipped or invoiced

6. Click on **Next**

➤ Refer to Slide 48, **Finalise Order Confirmation**

Line #	Part #	Customer Part #	Qty	Unit	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1014831	AM0267710	6.0	EA	15 Mar 2019	\$245.33 AUD	\$1,471.98 AUD	\$147.20 AUD	A810

Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3  
New Order Status: 6 Confirmed

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity: \*

Unit Conversion: \*

Price Unit: \* EA

Supplier Part: 1014831  
Supplier Batch ID:  
Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3  
Pricing Description:  
Subtotal: \$1,471.98 AUD

OK Cancel

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
10	1042495	AM0277473	N	7.0 (EA)	15 Mar 2019	\$765.57 AUD	\$5,358.99 AUD	\$535.90 AUD

Description: PLATE,WEAR,STEEL,HARDOX 450,8MM THK X 25

➤ Schedule Lines

Current Order Status

7.0 Confirmed (Estimated Delivery Date: 19 Mar 2019)

Confirm:  Backorder:  Details

Reject All

30	3616B01587			4.0	31 Jul 2019	\$0.05 AUD	\$0.35 AUD	\$0.01 AUD
----	------------	--	--	-----	-------------	------------	------------	------------

Exit Next

# Order Confirmation – Update Line Items – Reject Line Item

➤ After selecting **UPDATE LINE ITEMS** the Confirming PO screen is displayed

1. Scroll down to **Line Items**

2. Click on **Reject All**

➤ Screen displays the Reject Item selection screen

**Note:** Each item on the purchase order and in the order confirmation will have a Reject All. Reject All does not reject all the different line items only the line item you are working on

The screenshot displays the 'Confirming PO' screen in SAP. At the top, there are 'Exit' and 'Next' buttons. Below is the 'Order Confirmation Header' section with a progress indicator showing '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Line Items' and contains a table of order items.

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	1014831	AM0267710		6.0 (EA)	15 Mar 2019	\$245.33 AUD	\$1,471.98 AUD	\$147.20 AUD	
Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3									
Schedule Lines									
Current Order Status									
6.0 Unconfirmed									
Confirm: <input type="text"/> Backorder: <input type="text"/> Details ⓘ									
Reject All ⓘ									
Confirm Based on Schedule Lines									
20	3616B01587			1.0 (EA)	31 Jul 2019	\$0.05 AUD	\$0.05 AUD	\$0.01 AUD	
Description: WASHER,FLAT,SPLIT COLLAR,DIPPER 86YARD									
Schedule Lines									
Current Order Status									
1.0 Unconfirmed									
Confirm: <input type="text"/> Backorder: <input type="text"/> Details ⓘ									
Reject All ⓘ									
Confirm Based on Schedule Lines									

Annotations on the screenshot include a yellow box around the 'Confirming PO' title, a red circle with '1' around the 'Line Items' header, a blue circle with '2' around the 'Reject All' button for line item 20, and a blue circle with 'N' pointing to the 'Reject All' button for line item 20.

# Order Confirmation – Update Line Items – Reject Line Item cont.

3. Click on **Rejection Reason**

4. **Please Select** the required rejection reason for the line item

5. Click on **OK**

➤ Screen displays the Order Confirmation

6. Click on **Next**

**Note:** The information entered will be displayed and the information on the Purchase Order will not change, only Anglo American can change information on a purchase order

➤ Refer to Slide 48, **Finalise Order Confirmation**

Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
10	1014831	AM0267710	6.0	EA	15 Mar 2019		\$245.33 AUD	\$1,471.98 AUD	\$147.20 AUD	A810

Description: BAR,RD,CORED,BEARING BRONZE,1-1/2IN ID,3  
New Order Status: 6.0 Rejected

Rejection Reason: \* Please Select 3

Comments:

Please Select 4

- Incorrect Delivery Date ★ 1
- Incorrect Description ★ 2
- Incorrect Price ★ 3
- Incorrect Quantity ★ 4
- Incorrect Stock/Part Number ★ 5
- Incorrect UOM ★ 6
- Unable to Supply Item ★ 7
- Other ★ 8

5 OK Cancel

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1		20009797		10.0 (EA)	7 Dec 2018	\$2,600.00 AUD	\$26,000.00 AUD	

Description: VALVE,SHUTTLE,HAGGDRVES S23-11966-0

▶ Schedule Lines

Current Order Status

N 10.0 Rejected (Rejection Reason: Unable to Supply Item)

Confirm:  Backorder:  Details

Reject All ⓘ

Confirm Based on Schedule Lines

Confirm All 6

Exit Next

- Use the Reject if;
- You can no longer fulfil the order
  - The order was not intended for your company
  - Include detailed notes advising reason for rejection
- Only use the following Reject codes:
- 1) Duplicate Order
  - 2) Incorrect Description
  - 3) Incorrect Quantity
  - 4) Incorrect Stock/Part Number
  - 5) Incorrect Supplier Code Used
  - 6) Incorrect UOM
  - 7) Not our Product Line
  - 8) Unable to Supply Item(s)
  - 9) Other

# Order Confirmation – Reject Entire Order

➤ After selecting Reject Entire Order

1. Select a **Rejection Reason** from the drop down box.

2. Enter **Comments** for the rejection (if required)

3. Click **Reject Order**.

➤ Screen returns - Purchase Order. Order Status has changed to Rejected

➤ Use Update Line Items to confirm and details to update or notify Anglo American about:

➤ **Delivery Date** – confirm and use Details to provide an alternative date

➤ **Incorrect Price** – confirm and use Details to provide a price notification to Anglo American

➤ Use Comments to provide detailed notes advising the reason for the rejection.

**REJECT ENTIRE ORDER**

Order Confirmation Number:  
Confirmation #:

Rejection Reason: Please Select 1

Comments:

Please Select  
 Duplicate Order ★ 1  
 Incorrect Delivery Date  
 Incorrect Description ★ 2  
 Incorrect Price  
 Incorrect Quantity  
 Incorrect Stock/Part Number ★ 3  
 Incorrect Supplier Code Used  
 Incorrect UOM ★ 4  
 Not our Product Line  
 Unable to Supply Item(s) ★ 5  
 Other

**Buyer**  
**Moranbah**  
Email: moranbah.purc  
Phone: +61 (738) 341

Reject Order Cancel

Rejection Reason: Incorrect Stock/Part Number 2

Comments:  

Reject Order Cancel 3

**Purchase Order**  
**(Rejected)**  
3023205992  
Amount: \$100.00 AUD  
Version: 1

Use the Reject if;

- You can no longer fulfil the order
- The order was not intended for your company
- Include detailed notes advising reason for rejection

➤ Only use the following Reject codes:

- 1) Duplicate Order
- 2) Incorrect Description
- 3) Incorrect Quantity
- 4) Incorrect Stock/Part Number
- 5) Incorrect Supplier Code Used
- 6) Incorrect UOM
- 7) Not our Product Line
- 8) Unable to Supply Item(s)
- 9) Other

# Finalise Order Confirmation

➤ The Review Confirmation screen is displayed

➤ Review if required

1. Click on **Submit**

➤ Screen displays the Purchase Order

➤ The Status of the Purchase order will display Partially  
Once goods arrive confirm the remaining total

2. Click on **Done** to return to the Inbox, Orders and Releases screen

Confirming PO Previous **Submit** Exit

1 Update Item Status

2 Review Confirmation

Confirmation #: OC66647774-1  
Supplier Reference:  
Est. Delivery Date: 21 Nov 2018

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
1				10.0 (EA)	26 Oct 2018	\$10.00 AUD	\$100.00 AUD	

Description: test

► Schedule Lines

Current Order Status:

5 Confirmed With New Date (Estimated Delivery Date: 21 Nov 2018 )

Purchase Order: 3000962633 Done 2

Create Order Confirmation ▼  Create Ship Notice  Create Invoice ▼ Hide | Print ▼ | Download PDF | Download CSV | Resend

Order Detail Order History

**Purchase Order**  
**(Confirmed)**  
**3000962416**  
Amount: \$130.00 AUD  
Version: 1

# Locating sent Order Confirmations

- From the Dashboard or Homepage
- 1. Click on **Outbox**
- Screen displays **Invoices**
- 2. Select **Order Confirmation**
- Screen displays the list of sent Order Confirmations to Anglo American

The screenshot shows the Ariba Supply Chain Collaboration interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'NOTICES', 'ENABLEMENT TASKS', 'REPORTS', 'UPLOAD/DOWNLOAD', 'MESSAGES', 'CSV Documents', and 'Create'. The 'OUTBOX' menu item is highlighted with a red circle labeled '1'. Below the navigation bar, the 'Order Confirmations' sub-menu item is highlighted with a red circle labeled '2'. The main content area displays a table of 'Order Confirmations (346)'. The first row of the table is highlighted with a red circle labeled '3'.

Confirmation ID	Customer	Order #	Date	Status
8835_Conf	Anglo American - TEST	4500868835	18 Mar 2019 7:20:14 PM	Acknowledged
8830	Anglo American - TEST	4500868830	18 Mar 2019 5:00:40 PM	Acknowledged
4500853082	Anglo American - TEST	4500853082	15 Mar 2019 10:22:19 AM	Acknowledged
4500853076confirm	Anglo American - TEST	4500853076	15 Mar 2019 10:14:50 AM	Acknowledged
4500853078confirm	Anglo American - TEST	4500853078	15 Mar 2019 10:13:36 AM	Acknowledged
Conf_6543	Anglo American - TEST	4500853071	15 Mar 2019 8:39:10 AM	Acknowledged
Conf_345678	Anglo American - TEST	4500853068	15 Mar 2019 8:25:27 AM	Acknowledged
3062_Conf	Anglo American - TEST	4500853062	15 Mar 2019 8:09:55 AM	Acknowledged
3060_Conf	Anglo American - TEST	4500853060	15 Mar 2019 7:55:06 AM	Acknowledged
Conf_4563	Anglo American - TEST	4500853058	15 Mar 2019 7:42:50 AM	Acknowledged



# Inquiries

- Order Inquiries are sent by Anglo American to request information on an overdue Purchase Order
- Inquiries can be accessed:
  - Via the Orders and Releases Screen
  - Via the Inquiries Tab
- All Inquiry Purchase Orders are required to be **Confirmed**

# Locate Purchase Order Inquiries – Via Order and Releases Screen

➤ From the Dashboard or Homepage

1. Click on **Inbox**

➤ Screen displays **Orders and Releases**

2. Locate the **Inquiries** column, locate the required inquiry Purchase Order

3. Click on the inquiry number

➤ Screen displays the Inquiry

Ariba Supply Chain Collaboration

HOME **INBOX** CATALOGS ENABLEMENT TASKS REPORTS UPLOAD/DOWNLOAD MESSAGES 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	Amount Invoiced	Revision	Actions
Order	4500900884	1	Anglo American - TEST	4	\$8,000.00 AUD	10 May 2019	New	\$0.00 AUD	Original	Actions
Order	4500900882	1	Anglo American - TEST	2	\$8,000.00 AUD	10 May 2019	New	\$0.00 AUD	Original	Actions
Order	4500900883	1	Anglo American - TEST	2	\$0.00 AUD	10 May 2019	Confirmed	\$0.00 AUD	Original	Actions
Order	4500900886	1	Anglo American - TEST	2	\$8,000.00 AUD	10 May 2019	New	\$0.00 AUD	Original	Actions
Order	4500869430	1	Anglo American - TEST		\$1,000.00 AUD	26 Apr 2019	New	\$0.00 AUD	Original	Actions
Order	4500869431	1	Anglo American - TEST		\$1,000.00 AUD	26 Apr 2019	New	\$0.00 AUD	Original	Actions
Order	4500900580	1	Anglo American - TEST		\$98.10 AUD	26 Apr 2019	Invoiced	\$98.10 AUD	Original	Actions
Order	4500869437	1	Anglo American - TEST		\$1,000.00 AUD	26 Apr 2019	New	\$0.00 AUD	Original	Actions

# Locate Purchase Order Inquiries – Via Inquiries Tab

➤ From the Dashboard or Homepage

1. Click on **Inbox**

2. Click on **Inquiries**

➤ If the **Inquiries** tab is not displayed:

- 1) Click on **More**
- 2) Select **Inquiries**

➤ The screen displays a list of all Purchase Order inquiries from Anglo American

3. Locate and open the required Inquiry

**Note:** Inquiry numbers are the same as the Purchase Order number

➤ Screen displays the Purchase Order with the Inquiry

Ariba Supply Chain Collaboration

HOME **INBOX** **1** CATALOGS ENABLEMENT TASKS REPORTS UPLOAD/DOWNLOAD **2** PAGES

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments **Inquiries** More... **1**

Inquiries

Search Filters

Inquiries

Inquiry #	Customer	Order #	Status
4500868829	Anglo American - TEST	4500868829	Sent
4500868830	Anglo American - TEST	4500868830	Sent
<b>4500868831</b>	Anglo American - TEST	4500868831	Sent
4500868829	Anglo American - TEST	4500868829	Sent
4500868836	Anglo American - TEST	4500868836	Sent
4500868835	Anglo American - TEST	4500868835	Sent
4500868834	Anglo American - TEST	4500868834	Sent

Page 1

# Purchase Order Inquiry – Header Level

- Screen displays the Purchase Order Inquiry
- Locate and determine the nature of the inquiry
- Review the Inquiry details
- Use the Order History Tab to view the Purchase Order details

**Note:** The Reply is greyed out as Anglo American does not allow suppliers to reply to Inquiries

Purchase Order: 4500868834 Done

[Create Order Confirmation](#) [Create Invoice](#) [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Order Detail](#) [Inquiry Detail \(2\)](#) [Order History](#)

Anglo American - TEST does not accept inquiry replies.

[Reply](#) 

You are viewing all inquiries that are:  Active  Inactive

**Inquiries on the entire order**

Inquiry request:4500868834  
**Anglo American - TEST** sent this Inquiry on 18 Mar 2019 6:55:04 PM  
*Please provide a status update for order number 4500868834*

**Line Items**

Line #	Part #
10	
Description:	Testing Order Inquiry
<b>Line #:</b>	10
Part #:	
Description:	Testing Order Inquiry
Quantity:	10.0 (EA) ⓘ
Need by:	17 Mar 2019
Price:	\$100.00 AUD
SubTotal:	\$1,000.00 AUD

Inquiry request:4500868834  
**Anglo American - TEST** sent this Inquiry on 18 Mar 2019 6:55:04 PM  
*Please provide a status update for order number 4500868834 and line item number 00010*

# Purchase Order Inquiry – Line Item Level

- Determine the Status of the Line items
- Where requested by Anglo American, confirm the purchase order
- Each Line Item will have inquiry information
- Refer to Slide 37, **Begin an Order Confirmation**

**Line Items**

Line #	Part #
10	
Description:	Order Inquiry
<b>Line #:</b>	10
Part #:	
Description:	Order Inquiry
Quantity:	10.0 (AU) ⓘ
Need by:	11 Mar 2019
Price:	\$100.00 AUD
SubTotal:	\$1,000.00 AUD
Inquiry request:4500852837 <b>Anglo American - TEST</b> sent this Inquiry on 13 Mar 2019 1:51:22 AM <i>Please provide a status update for order number 4500852837 and line item number 00010</i>	
Inquiry request:4500852837 <b>Anglo American - TEST</b> sent this Inquiry on 13 Mar 2019 1:36:33 AM <i>Please provide a status update for order number 4500852837 and line item number 00010</i>	
20	
Description:	Order Inquiry
<b>Line #:</b>	20
Part #:	
Description:	Order Inquiry
Quantity:	10.0 (AU) ⓘ
Need by:	11 Mar 2019
Price:	\$100.00 AUD
SubTotal:	\$1,000.00 AUD
Inquiry request:4500852837 <b>Anglo American - TEST</b> sent this Inquiry on 13 Mar 2019 1:51:22 AM <i>Please provide a status update for order number 4500852837 and line item number 00020</i>	
Inquiry request:4500852837 <b>Anglo American - TEST</b> sent this Inquiry on 13 Mar 2019 1:36:33 AM <i>Please provide a status update for order number 4500852837 and line item number 00020</i>	

Create Order Confirmation ▾  Create Invoice ▾ [Hide](#) | [Print ▾](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

[Done](#)

# Purchase Order Inquiry – History Tab

➤ The History Tab provides information about the Purchase Order

- 1) The Inquiry Detail Tab
- 2) Order Details Tab
- 3) Done to return to the selection screen

Purchase Order: 4500900883 Done

---

Order Detail

Inquiry Detail (2)

Order History

---

Purchase Order: 4500900883  
 Order Status: Confirmed  
 Submitted On: 10 May 2019 8:00:00 PM GMT+10:00

From Customer: Anglo American - TEST  
 Routing Status: Acknowledged

---

### History

Status	Comments	Changed By	Date and Time
	The order was queued.	PropogationProcessor-124996056	10 May 2019 6:39:39 PM
	Email order was sent to thabi.n.jiyane@accenture.com.	ANPODispatcher-125007021	10 May 2019 6:39:44 PM
Sent	Email order was sent to thabi.n.jiyane@accenture.com.	OrderDispatcher - Email	10 May 2019 6:39:44 PM
Confirmed	<a href="#">Untitled 06/03/2019</a>	Jen Williams	3 Jun 2019 11:48:14 AM

---

### Line Items

Line #	Part #	Customer Part #	Qty (Unit)	Need By	Price	Subtotal
10			10.0 (EA) ⓘ	13 Apr 2019	\$800.00 AUD	\$8,000.00 AUD

Description: Testing OI

**Status**

10 Confirmed As Is (Estimated Delivery Date: 13 Apr 2019)

**Control Keys**

Sub-total: \$ 8,000.00 AUD  
 Est. Total Tax: \$ 800.00 AUD  
 Est. Grand Total: \$ 8,800.00 AUD



# Receipts

- Receipts are for information only
- Receipts provide information about what goods have been received by Anglo American

# Locating Receipts

➤ From the Dashboard or Homepage

1. Click on **Inbox**

2. Select **Receipts**, if it is not displayed:  
 1) Click on **More**  
 2) Select **Receipts**

➤ The **Receipts** screen is displayed

3. Select the required **Receipt**

**Note:** The Receipt number is generated by Anglo American

➤ The Receipt is displayed

**Ariba Supply Chain Collaboration**

HOME **INBOX** **1** CATALOGS ENABLEMENT TASKS REPORTS UPLOAD/DOWNLOAD **2** RECEIPTS CSV Documents **Create**

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments **Receipts** **More...** **1**

Receipts

▶ Search Filters

Receipts (127)

Receipt Number	Reference	Customer	Routing Status
AU0450016634852019	4500868835	Anglo American - TEST	Sent
AU8150016370622019	T03795	Anglo American - TEST	Sent
<b>AU0450016634842019</b>	4500868830	Anglo American - TEST	Sent
AU0450016369772019	4500853068	Anglo American - TEST	Sent
AU0450016369722019	4500853062	Anglo American - TEST	15 Mar 2019 8:16:45 AM Sent
AU0450016369712019	4500853060	Anglo American - TEST	15 Mar 2019 7:59:46 AM Sent
AU0450016369692019	4500853058	Anglo American - TEST	15 Mar 2019 7:54:51 AM Sent
AU0450016369592019	4500853054	Anglo American - TEST	15 Mar 2019 7:18:20 AM Sent
AU0450016369482019	4500853051	Anglo American - TEST	15 Mar 2019 6:45:46 AM Sent
AU0450016368662019	4500853014	Anglo American - TEST	14 Mar 2019 10:50:16 PM Sent

Page 1

# Reviewing a Receipt

- The receipt is displayed
- The Receipt Number is generated by Anglo American
- Related Documents will open the Purchase Order
- The History Tab provides information about the Receipt
- Information cannot be adjusted
- Processes cannot be performed from a Receipt

Receipt: AU0450016369722019 Done

[Print](#) | [Export cXML](#)

[Detail](#) | [History](#)

**From:**  
Anglo American - TEST  
Pty Limited  
Brisbane QLD 4001  
Australia

**To:**

**Receipt:**  
Receipt #: AU0450016369722019  
Receipt Date: 15 Mar 2019

Routing Status: Sent  
Related Documents: [4500853062](#)

Item	Order Line Number	Part #	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Type	Unit Rate	Amount	Status
Purchase Order: 4500853062 (Closed For Receiving)													
1	10		AM0288153			3062_GR		11.0 EA ⓘ	Not Specified	Received			
Description:													
2	20		AM0288153			3062_GR		10.0 EA ⓘ	Not Specified	Received			
Description:													

Receipt: AU0450016369722019 Done

[Detail](#) | [History](#)

Receipt: AU0450016369722019  
Routing Status: Sent  
Received By Ariba Network On: 15 Mar 2019 8:16:45 AM GMT+11:00

From: Anglo American - TEST

**History**

Status	Comments	Changed By	Date and Time
	ReceiptRequest Queued	Receipt Request Handler	15 Mar 2019 8:16:46 AM
Sent	Sent document to Inbox.	ANCXMLEOutDispatcher-125032010	15 Mar 2019 8:16:47 AM

# Support

Support Type	Description
<b>Help Centre</b> For all your support needs  <b>Note:</b> Support Centre Options are based on your account type and all options may not be available	Types of Support available: <ol style="list-style-type: none"><li>1. User Community</li><li>2. Ask questions or view documentation</li><li>3. Email/Live Chat</li><li>4. Request a call back</li></ol>
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	<ol style="list-style-type: none"><li>1. On the Home screen</li><li>2. Click on Company Settings</li><li>3. Click on Customer Relationships</li><li>4. Click on Supplier Information Portal</li></ol>
<b>Ariba Network Training Request</b>	E: <a href="mailto:an.sellertraining.aus@sap.com">an.sellertraining.aus@sap.com</a>